



Ordinary Meeting of the Council

AGENDA

Date:	Tuesday, 10 December 2019
Time:	7:00pm
Location:	Council Chamber, Civic Centre 699 Doncaster Road, Doncaster

This meeting is convened to transact the business listed below.

Andrew Day
Chief Executive Officer

This meeting will be livestreamed. Members of the public who address Council will be heard on the live audio stream, and audio of them speaking will be recorded. All reasonable efforts will be made to avoid capturing live or recorded video footage of public attendees however there might be incidental capture.

COUNCIL MEETING SEATING PLAN

DIRECTOR CITY SERVICES
Leigh Harrison

DIRECTOR SHARED SERVICES
Philip Lee

MANAGER COMMUNICATIONS
Jude Whelan

Andrew Day
Chief Executive Officer

Cr Paul McLeish
Mayor
Mullum Mullum Ward

GROUP MANAGER GOVERNANCE & RISK
Andrew McMaster

Cr Sophy Galbally
Mullum Mullum Ward

Cr Mike Zafiroopoulos AM
Deputy Mayor
Koonung Ward

SENIOR GOVERNANCE ADVISOR
Carrie Bruce

Cr Michelle Kleinert
Heide Ward

Cr Anna Chen
Koonung Ward

DIRECTOR CITY PLANNING & COMMUNITY
Angelo Kourambas

Cr Paula Piccinini
Heide Ward

Cr Dot Haynes
Koonung Ward

Cr Andrew Conlon
Mullum Mullum Ward

Cr Geoff Gough
Heide Ward

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**1 OPENING PRAYER AND STATEMENTS OF
ACKNOWLEDGEMENT**

2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST

4 CONFIRMATION OF MINUTES

Confirmation of the Minutes of the Ordinary Meeting of Council held on 26 November 2019.

5 PRESENTATIONS

6 PETITIONS

7 PUBLIC QUESTION TIME

8 ADMISSION OF URGENT BUSINESS

9 PLANNING PERMIT APPLICATIONS

There are no Planning Permit Applications.

10 CITY PLANNING & COMMUNITY

10.1 Council's Domestic Wastewater Management Plan

File Number: IN19/733
Responsible Director: Director City Planning and Community
Attachments: 1 Domestic Wastewater Management Plan 2019 [↓](#)

EXECUTIVE SUMMARY

The Domestic Waste Water Management Plan (DWMP) is Council's guiding document in relation to the ongoing management of onsite wastewater systems (septic tank systems) and identifies public health & environmental risks and outlines strategies to minimise these risks. State Government policy requires Council to review its DWMP on a five yearly basis.

Officers have completed a review of the Plan which has included consultation with key internal and external stakeholders.

2,935 properties have been referred to Yarra Valley Water (YVW) for inclusion onto their community sewer program with services declared available between 2011 - 2014 to 1,612 properties in Warrandyte, Templestowe and Wonga Park.

Key findings of this review identified 1,430 properties connecting to the available sewer since 2011 (447 since 2015).

161 properties with sewer available still discharge to stormwater.

Upon review and stakeholder engagement, it is recommended that Council adopt the Domestic Waste Water Management Plan (2019).

1. RECOMMENDATION

That Council adopt the Domestic Wastewater Management Plan (2019) shown at Attachment 1.

2. BACKGROUND

- 2.1 State Environment Protection Policy (Waters) 2018 requires councils (with onsite wastewater systems) to develop and implement a DWMP that identifies public health and environmental risks and outlines strategies to minimise these risks.
- 2.2 The DWMP forms part of a range of activities undertaken by Council in addressing the management of domestic wastewater within the municipal district. The plan also recognises the role of YVW as the water authority in providing sewerage services to unsewered properties in accordance with its sewer backlog program responsibilities.
- 2.3 The DWMP was introduced in 2002 with reviews undertaken in 2007, 2011, 2015 and now 2019.

- 2.4 Consultation was undertaken with the Environment Protection Authority (EPA), YVW, Department of Health and Human Services (DHHS), Department of Environment, Land and Water and Planning (DELWP), and Melbourne Water.
- 2.5 A community engagement plan was also implemented as per the table below to advise of the review and to seek feedback.

Dates	Engagement
9 August - 23 August	Draft document provided to YVW, EPA, DEWLP, Melbourne Water & DHHS.
23 August - 9 September	Feedback from stakeholders considered / incorporated into draft DWMP.
9 September - 6 October	Draft document exhibited for public consultation. Advertisement in Leader newspaper, social media, copies made available at public libraries and Council civic centre, copy emailed to Park Orchards Ratepayers Association (PORA).

- 2.6 Feedback received from YVW mainly related to updating data on current sewerage service charges and disposal fees and the likely costs to connect a property to sewerage.
- 2.7 YVW also provided revised information on Park Orchards where 61 properties have received upgraded / new onsite treatment systems as part of a trial. Trial results, including a preferred sewer servicing strategy for the area are expected to be available by the end of 2020.
- 2.8 No other feedback was received from any stakeholders or members of the community.
- 2.9 New strategies identified in the plan include:
- 2.9.1 Participate in DELWP's Steering Committee in response to Victorian Auditor General's Office report into *Managing the Environmental Impacts of Domestic Wastewater*.
- 2.9.2 Participate in EPA legislative reforms to ensure septic system management principles are practical to both Council and community needs.
- 2.9.3 Assess septic systems participating in the Park Orchards trial to ensure effective on-site containment and system operation.
- 2.9.4 Targeted inspection program for properties that are not on a sewerage backlog program.
- 2.9.5 Participate in EPA legislative reforms to ensure septic system management principles are practical to both Council and community needs.

- 2.10 Key continuing strategies include:
- 2.10.1 Advocate for the inclusion of high risk properties onto YVW's backlog program (high risk properties are those discharging treated effluent or untreated grey water to stormwater and within close proximity to sewerage infrastructure).
 - 2.10.2 Participate in YVW's trial of on-site solutions for the Park Orchards backlog area and support YVW in evaluating the outcomes of the trial in order to determine the best servicing solution for Park Orchards.
- 2.11 The draft DWMP also includes a number of other strategies relating to the promotion of responsible management of onsite waste systems, the provision of information and support to the community and the monitoring of water quality in local creeks and rivers.

3. DISCUSSION / ISSUE

- 3.1 The communications and engagement plan developed in collaboration with the Communications team highlighted the following achievements and issues:
- 3.1.1 In 2002 there were approximately 6,000 septic systems in use in Manningham.
 - 3.1.2 In 2011 there were 4,652 septic systems on record and as of July 2019, the number had reduced to 3,222 in operation.
 - 3.1.3 2,935 properties have been referred to YVW for inclusion onto its community sewer program with services declared available between 2011 - 2014 to 1,612 properties in Warrandyte, Templestowe and Wonga Park.
 - 3.1.4 1,430 properties have connected to the available sewer since 2011 (447 since 2015).
 - 3.1.5 There are currently 268 properties in sewerred areas still using a septic system. 161 of these discharge to storm water and are considered a major contributor to poor water quality in Manningham's creeks and streams. As per the strategies of the DWMP, officers will continue to advocate in partnership with the EPA and DEWLP to YVW, to have these properties connected to reticulated sewerage.
 - 3.1.6 YVW is trialling a project in Park Orchards to assess the viability of an on-site wastewater servicing strategy. The trial involving 61 lots will assist YVW identify the most suitable servicing option for this area.

4. INSPECTION PROGRAM

- 4.1 As of July 2019, 4,731 properties have received 1 or more septic system assessments.
- 4.2 The total number of inspections on record since the program commenced in 2003 exceeds 10,500. This includes follow up of non-compliant systems, responding to complaints and assessing new installations.

- 4.3 Of the 4,731 properties assessed, 2,429 septic system components (48%) were found to be unsatisfactory (a property could have one or more components identified as failing). Out of all these properties 56% were disposing off-site.
- 4.4 2,147 septic tanks (88% of failing systems) have been rectified and are considered to be operating effectively or have connected to the available sewer (793 properties).
- 4.5 282 properties (6%) remain unsatisfactory and require repair or connection to sewer if available.

Initial issues

- 4.6 The main issues found when the inspection program was initially rolled out generally related to:
 - 4.6.1 Grease traps missing baffles resulting in grease and food particles entering storm water systems.
 - 4.6.2 Effluent disposal fields saturated and / or ineffective at distributing effluent resulting in effluent flowing overland.
 - 4.6.3 Plumbers bypassing defective septic system components and sending it to storm water as a cheaper option to repairing a defective system.
 - 4.6.4 Septic system infrastructure buried / hidden under ground.

Ongoing issues

- 4.7 The current and ongoing issues found during and after the inspection program related to:
 - 4.7.1 Sand filter blockages from tree roots (general maintenance required).
 - 4.7.2 Treatment plants not being serviced as no service contract in place.
 - 4.7.3 Properties failing to de-sludge the septic tank every 3 years.
 - 4.7.4 Redirected / bypassed irrigation systems offsite.
 - 4.7.5 Flush valves and inline cartridge filters being tampered with.

5. COUNCIL PLAN / STRATEGY

- 5.1 The review of the DWMP has been guided by several policy and planning documents including:
 - 5.1.1 Council's *Healthy City Strategy 2017-2021* (Municipal Public Health and Wellbeing Plan)
 - 5.1.2 *Strategic Water Management Plan 2008* - identifies Councils DWMP as a key document in managing impacts on storm water in Manningham

6. IMPACTS AND IMPLICATIONS

6.1 There are no significant impacts or implications for Council as a result of this review.

7. FINANCE / RESOURCE IMPLICATIONS

7.1 There are no additional financial or resource implications as a result of this review.

8. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.



Domestic Wastewater Management Plan 2019



Interpreter service

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1. Introduction

Council has a significant role and legislative responsibility for protecting the health of residents, visitors and those working in the municipality. This has been recognised within the *Council Plan 2017-2021* to review the Domestic Wastewater Management Plan (DWMP) adopted by Council in July 2002 with reviews of the plan undertaken in October 2007, November 2011, April 2015 and the current review (July 2019).

State Government made changes to the environment protection legislation that regulates domestic wastewater management i.e. septic tank systems. One particular change involved the requirement for Councils to prepare and implement a Municipal DWMP. This plan forms part of a range of activities undertaken by Council in addressing the management of domestic wastewater within the municipal district. The plan also recognises the role of the local water authority Yarra Valley Water (YVW) in 'Sewerage Planning' where the DWMP identifies reticulated sewerage (or an alternative servicing solution) as a management option to meet community needs.

This document outlines the priorities and strategies Council must implement in order to minimise the impact of wastewater on human health and the environment.

A 'Background Paper' located in Appendices describes the features and profile of wastewater management in the municipality and provides data pertaining to domestic wastewater. The *Strategic Water Management Plan 2008* identified domestic wastewater as a key impact on the quality of storm water in the areas of Manningham still using septic systems.



Figure 1: Soapy discharge entering Andersons Creek (May 2018)

2. Wastewater Management Profile of Manningham

In 2002 there were approximately 6,000 septic systems in use in Manningham. In 2011 there were 4,652 septic systems on record. In April 2015, the number had reduced to 3,669 and in July 2019, 3,222 were still in operation. This equates to 1,430 properties (30%) connecting to the available sewer since 2011.

Table 1: Snapshot of systems in use over time.

YEAR	PROPERTIES USING A SEPTIC SYSTEM
2002	Approx. 6,000
2011	4,652
2015	3,669
2019	3,222

2,935 of these properties were referred to YVW for inclusion onto their community sewer program with services declared available to the majority of properties in Warrandyte, Templestowe and Wonga Park between 2011 and 2014 (1,612 properties).

In 2015, 689 properties had not connected to the sewerage service however the sewer had only recently been declared available in the areas of Warrandyte, Templestowe and Wonga Park.

In July 2019, there were 268 properties that had not connected to the sewerage service. 161 of these discharge to storm water and are considered a major contributor to poor water quality in Manningham's creeks and streams.

Provision of YVW sewerage services are underway in the Donvale area (1,051 properties with septic) and it is anticipated the sewer will be declared in late 2019.

736 properties have not been programmed into YVW's Community Sewerage Program as they do not pose a significant risk to health or the environment. These properties are large enough to effectively contain all wastewater on-site and pose minimal risk to storm water systems that are some distance away. The remoteness also means that sewer provision is currently impractical and cost prohibitive.

As demographics and planning controls change throughout Manningham, these properties may need to be referred for inclusion into YVW's programmed works in future water plans - in accordance with Clause 30 of the *State Environmental Protection Policy (Waters) 2018*.

These unsewered properties will require ongoing monitoring and management by Council in accordance with this plan.

2.1. Park Orchards Trial

In 2009, properties in Park Orchards and Ringwood North were prioritised for servicing under the Community Sewerage Program. YVW proposed to deliver a reticulated sewerage network. Early community engagement to this proposal met with significant opposition.

In response to community feedback and with the support of Manningham City Council, the Department of Environment, Water, Plan and Planning (DEWLP) and the Environmental Protection Authority (EPA), YVW investigated an alternative servicing option involving the upgrade of existing septic systems. This study found that using onsite systems instead of a reticulated sewer network had the potential to reduce servicing costs, achieve similar environmental outcomes to reticulated sewerage and would likely allay community concerns regarding subdivision and the preservation of local amenity.

There were, however, many uncertainties associated with implementation of this approach. YVW proposed a trial to better understand the benefits, challenges and feasibility of servicing properties in Park Orchards and Ringwood North using onsite wastewater treatment systems.

61 properties have received upgraded / new onsite treatment systems as part of the trial. Trial results, including a preferred sewer servicing strategy for the area are expected to be available by the end of 2020.

More information on the trial can be found at www.yvw.com.au/faults-works/community-sewerage-program/areas/park-orchards-sewerage-project.



Figure 2: Treatment Plant with sub-surface irrigation

2.2. Overview of septic systems in Manningham

The below table lists the number of septic systems in each reticulation area and change over time. There has been a slow transition to reticulated sewer however a number of properties have no incentive to connect and continue to discharge to storm water. A lack of enforcement around connection to sewer is considered a main factor in the number of properties continuing to discharge off-site.

Through our inspection program, a number of properties were identified as a type that discharge off-site and 114 of these have been referred to YVW for inclusion onto the Community Sewerage Program as they were in close proximity to existing sewerage infrastructure. YVW have decided not to include these properties onto their Community Sewerage Program.

A number of systems on larger rural blocks are also a type that 'discharge off-site' however, these usually terminate in paddocks and not directly to storm water. An action identified as part of this review is to revisit these properties and encourage better management of these systems into the future.

There are approximately 12 different combinations that make up the various types of septic systems in Manningham. As of July 2019 approximately 56% of all septic systems within the municipality discharge some form of waste water offsite to storm water which enter our creeks and rivers. Half of these are 'Split Systems' and the other half are 'All Waste Systems'. The most common type of septic system within the municipality is the combination of a septic tank and sand filter or Split System discharging off-site.

Table 2: Number of septic systems in use by reticulation area

Township	Reticulation area	Septic systems in use			Sewer available (year)	Number of properties discharging to storm water
		2011	2015	2019		
Wonga Park	RA0005A	557	149	55	2013	32
	RA0005B	n/a	22	13	2013	10
Templestowe	RA0040C	47	13	8	2011	4
	RA0040N	121	28	21	2010	9
	RA0040S	325	81	59	2011	39
Warrandyte	RA0041C	83	36	16	2013	9
	RA0041D	89	63	11	2014	8
	RA0041E	232	179	39	2014	25
	RA0041G	16	4	1	2013	1
	RA0041H	35	31	11	2014	5
	RA0041I	57	56	18	2014	6
Ringwood North/Park Orchards	RA0017	24	17	5	2013	4

DONVALE	RA0041A	1,045	1,043	1,043	DUE FOR COMPLETION 2019	707
	RA0041K	19	0	0	2009	0
	RA5001	8	8	4	2017	4
	RA0041B	18	7	5	2014	5
	RA02102B	8	3	2	2003	0
	RA0455	2	0	0	2005	0
Park Orchards (*RA0039 Includes 107 properties in Warrandyte South and 100 properties in Ringwood North.)	RA0039	1,182	1,195	1,175	ON-SITE TRIAL ENDING 2019	665
Not programmed for sewer	Not Applicable	784	734	736	NOT APPLICABLE	258
Totals		4,652	3,669	3,222		1,791 (sewer available to 162 properties)

The following table provides an overview of system types by area, their age and perceived impacts to the environment:

Table 3: Septic systems in Manningham

OVERVIEW OF SEPTICS SYSTEMS IN MANNINGHAM	
Park Orchards (Anderson Creek and Mullum Mullum Creek sub-catchments)	<ul style="list-style-type: none"> Old septic systems (1940s+) higher probability of untreated effluent from failed systems and pollution of Anderson Creek 56% of properties permitted to discharge raw sullage or treated effluent to stormwater pending arrival of the Melbourne sewerage network. Combination of a concentration of septic systems and normal residential blocks. Mullum Mullum Creek is one of the most polluted streams in the Yarra River catchment according to Melbourne Water data and Council's water sampling results
Templestowe (Ruffey Creek and Koonung Creek sub-catchments)	<ul style="list-style-type: none"> Old septic systems (1940s+) higher probability of untreated effluent from failed systems and pollution of waterways. Reticulated sewer declared available in 2010 - 2011. 59% of remaining unsewered properties discharge raw sullage/treated effluent to stormwater
Donvale (Mullum Mullum Creek sub catchments)	<ul style="list-style-type: none"> Old septic systems (1940s+) higher probability of untreated effluent from failed systems and pollution of waterways

	<ul style="list-style-type: none"> • 68% of properties permitted to discharge raw sullage or treated effluent to stormwater pending the arrival of the Melbourne Sewerage network. • Large blocks with dispersion and distribution of effluent
Warrandyte (Yarra River)	<ul style="list-style-type: none"> • Old septic systems (1940s+) higher probability of untreated effluent from failed systems and pollution of waterways. • Reticulated sewer declared available in 2013 - 2014 (residential areas). • 56% of remaining unsewered properties discharge raw sullage or treated effluent to stormwater. • High e-coli levels observed following rain events. Refer to EPA Yarra & Bay website: https://yarraandbay.vic.gov.au/weeklywatersamples?type=yarra&site=4991

As a result of ageing and failing septic systems they are not always efficient in removing human wastes containing disease producing micro-organisms which impacts on health and the environment. In the 'Wallis Lakes' outbreak (NSW) in January 1997, links were established between human waste contaminating water with confirmed cases of Hepatitis A.

A large percentage of properties were permitted to discharge sullage or treated toilet waste to stormwater pending arrival of the Melbourne sewerage network. Unfortunately areas such as Park Orchards and Donvale were by-passed and it wasn't until 2002 when Council adopted its first DWMP and raised concerns with YVW, that a formal process was used to prioritise sewerage services.

In 2005, 2011 and 2016, Council participated in YVW's sewer backlog / Community Sewerage Program prioritisation process. YVW's prioritisation model utilised data obtained from YVW, Department of Environment, Land, Water & Planning (DELWP), Environment Protection Authority (EPA), Melbourne Water and importantly; data obtained through Council's DWMP. The prioritisation process ranks each Community Sewerage (backlog) area using the following criteria:

- performance of septic systems
- area demographics
- customer interest/commitment to connect
- sensitivity of receiving waterways
- biodiversity
- groundwater
- public health
- recreational uses
- significance of the community or local industry
- Council support
- future development and cost per lot

Through this process, Park Orchards and Donvale were identified as priority areas for sewerage services due to the number of properties discharging off-site.

YVW designed and installed sewerage services in the areas of Templestowe, Warrandyte & Wonga Park

between 2010 and 2014. Current sewerage works in Donvale are expected to be completed at end of 2019 and Park Orchards is subject to an onsite domestic wastewater trial.



Figure 3: Septic system components in various stage of construction/installation

DRAFT

3. Context, aims and objectives

3.1. Policy and planning context

The review of the DWMP forms part of a range of management activities undertaken by Council in addressing domestic wastewater within the municipality. The DWMP is a key strategy to manage domestic wastewater systems. It links closely with the Stormwater Management Plan and the Manningham Planning Scheme and is an essential strategic planning tool in addressing both existing and future wastewater issues within the municipality

The review of the DWMP has been guided by several policy and planning documents including:

- Council's *Healthy City Strategy 2017-2021* (Municipal Public Health and Wellbeing Plan)
- *Strategic Water Management Plan 2008* - identifies Council's DWMP as a key document in managing impacts on storm water in Manningham.
- Regarding sustainable management of non-urban areas, the Municipal Strategic Statement (MSS) states that Council's approach is to "ensure that land use, development and land management practices protect and enhance soil, water and air quality, native flora and fauna and the character of the non-urban area." The MSS specifically addresses domestic wastewater issues, with the statement;

"Monitoring and improving the performance of the on-site treatment and disposal of sewerage, sullage and effluent will continue to be a challenge for Council in areas where there are no reticulated sewerage systems. Initiatives which improve the management of water quality and catchments will continue to be a high priority."

- The Manningham Planning Scheme takes into consideration sites where reticulated sewerage is unavailable, and requires that land use and development proposals demonstrate that all effluent will be treated and contained on site.
 - Conditions are applied to planning permits in the Rural Conservation Zones and Low Density Residential Zones to protect and enhance the environment
 - A range of overlays are also in place to provide additional protection in some areas.
 - Restrictions on titles where effluent disposal envelopes exist. These restrictions are enforceable through Section 173 Agreements.



Figure 4: Lay-down of sub-surface irrigation

3.2. Legislation

Environment Protection Act 1970

This is the primary legislation that regulates and controls septic tank systems. It outlines council responsibilities in approving the installation, modification and use of septic tank systems, where the systems are designed to discharge up to 5,000 litres of effluent per day.

Treatment systems that are designed for and/or produce more than 5,000 litres of effluent per day are scheduled premises under the *Scheduled Premises Regulations* and require Works Approval from the EPA for construction and an EPA discharge license to operate. The *Environment Protection Act* also outlines the Council annual returns lodgment process with the EPA.

Available at: www.legislation.vic.gov.au

EPA State Environment Protection Policy (Waters) 2018

Clause 28 – Subdivision Applications

Refers to Councils responsibilities in considering applications for subdivision and onsite domestic wastewater management systems. Councils must ensure reticulated sewerage or an alternative system is provided where sewage can be sustainably managed and dispersed within the property boundaries over the system's lifetime, Councils also need to ensure permits are consistent with EPA guidance and the Code of Practice - Onsite Wastewater Management.

Clause 29 - Domestic Wastewater Management Plans

Refers to Councils obligation to develop and implement a DWMP that identifies the public health and environmental risks associated with the septic systems; and sets out strategies to minimise those risks.

It also outlines the consultation process and review process every 5 years and internal audit requirements every 3 years.

Clause 30 - Sewerage Planning

Refers to Sewerage Planning and where a DWMP identifies reticulated sewerage (or an alternative system) as a management option to meet community needs, the relevant water corporation must prepare a response that identifies the preferred solution, how this fits in with the waste hierarchy, outlines costs, strategies and timelines for implementation and justifies the preferred solution.

Clause 31 - Connection to Sewerage

Applies to properties that cannot contain wastewater on the property, owners must connect to the sewerage system and the relevant water corporation can require the owner to connect in accordance with Section 147 of the Water Act 1989. The EPA may provide written advice to the water corporation that discharges pose a risk.

Available at: <https://www.epa.vic.gov.au/about-us/legislation/water-legislation/water-related-policies>

EPA Code of Practice Onsite Wastewater Management – Publication 891.4 July 2016

The Code of Practice provides technical information for the assessment of land for its suitability to contain wastewater on-site. Together these set the framework by which the City of Manningham controls the installation and use of septic systems.

This document is essentially the manual for the design, construction, selection, installation and maintenance of septic tank systems. It contains information on land capability assessment, treatment and disposal options, the permit process, septic tank design, construction and maintenance, and effluent management.

The current legislation is markedly different from that of the past as all wastes from a household must reach a minimum of secondary treatment (sand filter, effluent disposal trenches or treatment plant) and be kept within the property boundaries. Testing of the effluent being dispersed on the land is required to demonstrate the treated effluent is reaching a suitable standard.

2.3.6.1 Existing offsite discharges of wastewater

Premises with an existing offsite discharge of wastewater (untreated greywater or treated sewage) to a waterway or storm water drain should connect to reticulated sewerage when it is available. Eliminating offsite flows of wastewater and raw greywater to storm water drains will improve the health and quality of our waterways and the local amenity of suburbs and towns.

For existing offsite discharges in unsewered areas, it is recommended that wastewater management systems are upgraded and the effluent utilised in a land application system onsite.

Available at: www.epa.vic.gov.au

In order for Council to ensure property owners comply with this part, Council should require the upgrade of a system and maximise onsite containment on consideration of the following factors:

- if the property is undergoing a renovation or addition of fixtures or fittings that generate wastewater (such as a bathroom, toilet, spa or swimming pool);
- the addition of a bedroom which would increase potential occupancy and therefore wastewater generated;
- the proposed sewer construction dates and water quality being discharged from site;
- the capability for the land to contain the wastewater generated by the household. A combination of Surface Irrigation, Sub Surface Irrigation & Agricultural Drains should be considered in determining land capability.

Public Health and Wellbeing Act 2008

The Public Health & Wellbeing Act (2008) states that it is the function of every council to prevent disease, prolong life and promote public health through programs that control or prevent environmental health dangers and disease. The Act requires councils to find solutions, where possible, to all nuisances within the municipality.

Available at: www.legislation.vic.gov.au

Water Act 1989

The Water Act requires referral to water authorities if systems are proposed within drinking water catchments or if an application for a septic system is received in respect to land in a sewerage district. The Act also outlines the following functions of Water Authorities notably:

- a) to provide, manage and operate systems for the conveyance, treatment and disposal of sewage;
- b) to identify community needs relating to sewerage services and to plan for the future needs of the community relating to sewerage services.

Section 147 also gives water corporations the power to require a property to connect to sewer under certain conditions.

Available at: www.legislation.vic.gov.au

Local Government Act 1989

The Local Government Act empowers councils to enact local laws and set special charges for council activities. Councils can use these powers to develop local regulations for wastewater management as long as these regulations are consistent with State policy and legislation and to raise revenue for its wastewater management programs.

Available at: www.legislation.vic.gov.au

Manningham's Community Local Law 2013

Manningham City Council has created a Community Local Law regarding domestic wastewater management in accordance with Part 5 of the Local Government Act (1989). This law contains provisions which aim to ensure that;

A septic system is in place and operating effectively;

- No domestic wastewater is discharged from the land contrary to the requirements of Manningham's Domestic Wastewater Management Plan;
- The septic system is annually inspected and approved by a licensed plumber;
- Written evidence is provided for each annual inspection and approval on demand by an authorised officer and;
- The septic system is made available for inspection by an authorised officer.
- The septic system is maintained in accordance with the requirements of Manningham's Domestic Wastewater Management Plan; and
- The septic system is maintained in accordance with the requirements of the EPA Certificate of Approval issued for that system.

Available at: www.manningham.vic.gov.au

Australian Standards and Other Requirements

Below are the Australian standards relevant to wastewater disposal systems.

- AS/NZS 139 - Safety signs for the occupational environment
- AS/NZS 1546.1: On-site domestic wastewater treatment units — Part 1: Septic Tanks
- AS/NZS 1546.2: On-site domestic wastewater treatment units — Part 2: Waterless composting toilets.
- AS/NZS 1546.3: On-site domestic wastewater treatment units — Part 3: Aerated wastewater treatment systems.
- AS/NZS 1546.4: Greywater Treatment Systems (noting that this standard is yet to be ratified)
- AS/NZS 4130: Polyethylene (PE) pipes for pressure applications.
- AS/NZS 1319: Safety signs for the occupational environment.
- AS/NZS 3500 [set]: Plumbing and Drainage.
- AS/NZS 1547: On-site domestic-wastewater management.
- AS/NZS 2698 - Plastic pipes and fittings for rural applications.
- AS/NZS 3000 - Wiring rules, electrical installations, buildings, structures and premises.

All standards can be accessed directly from Standards Australia: www.standards.com.au

4. Domestic Waste Water Framework

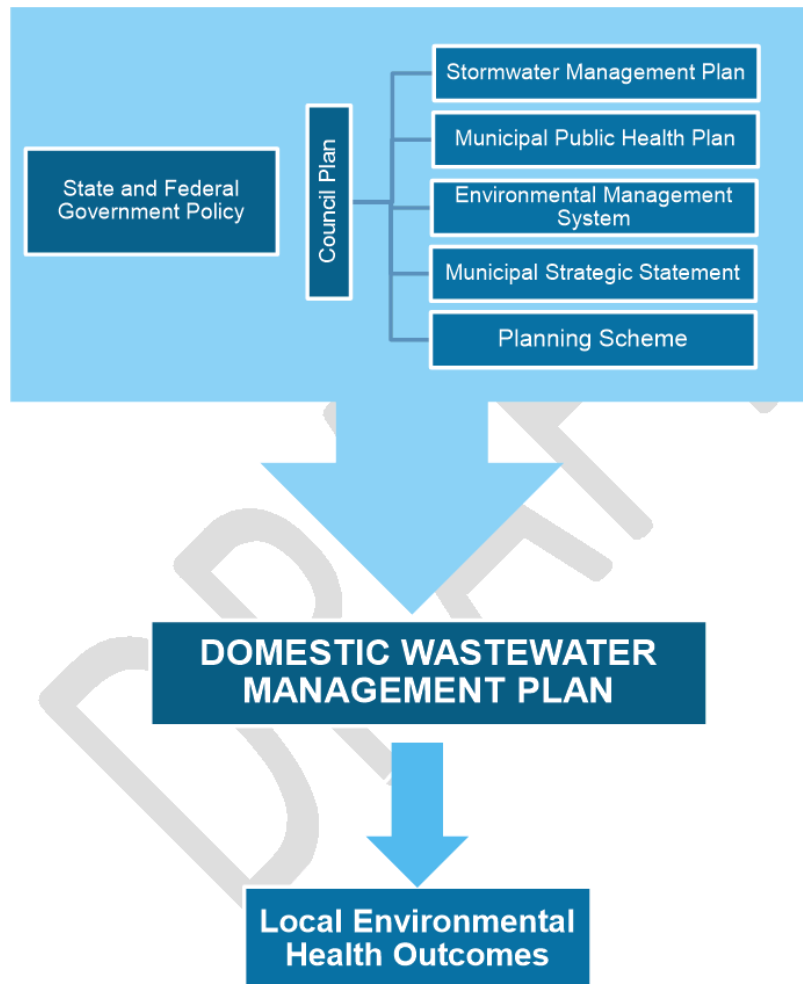


Chart 1 – Domestic Wastewater Framework

4.1. Aims

The overall aim of Manningham's Domestic Wastewater Management Plan is to:

- Improve and protect public health;
- Promote the principles of environmental sustainability by reducing the impacts of domestic wastewater on local creeks, streams and remote receiving environments;
- Continue to engage with property owners on septic tank management and ongoing maintenance responsibilities;
- Identify properties that would benefit from an alternative sewerage solution and refer these to YVW for inclusion onto their Community Sewerage Program;
- Advocate on behalf of the community to ensure they have the same access to sewerage infrastructure (reticulated or onsite solutions) as the rest of the Melbourne population.
- Support YVW in applying their powers of enforcement granted under S.147 of the *Water Act 1989* (connection to sewer) for properties that continue to discharge to stormwater.

4.2. Objectives

The objectives of the DWMP are to;

- Develop Council's policy for the management of domestic waste water and a framework for consistent decision making for specific sites;
- Prioritise Council's short and long term strategies for the management of septic tank systems and greywater reuse;
- Provide a systematic approach for assessing the costs, impacts and barriers to Manningham Council in managing wastewater, and;
- Provide a framework for the liaison between external organisations and internal units.

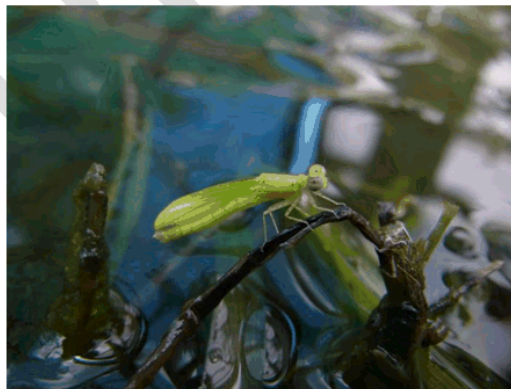


Figure 5: Local resident of waterway

5. Management

5.1. DWMP Stakeholders

External stakeholders

- Yarra Valley Water (YVW)
- Environmental Protection Authority (EPA)
- Melbourne Water
- Department of Environment, Land, Water and Planning (DELWP)
- Department of Health & Human Services (DHHS)

Internal stakeholders

- Council's GIS/GPS team
- Statutory Planning
- City Strategy, Environment Team
- Integrated Planning

5.2. DWMP Project Team

Table 4: Project team roles

ROLE	POSITION
Project Manager	Coordinator Environmental Health
Project Development Officer	Team Leader Environmental Health
Project Field Officer	DWMP Project Officer
Technical Advisors	Environmental Health Officers
	GIS/GPS Project Officer

The role of the DWMP Project Team is to ensure that:

- A project plan is developed and approved;
- Planning processes are integrated across the organisation;
- Relevant technical and policy information is obtained and collated;
- Planning process milestones are achieved at a satisfactory quality level; and
- The DWMP is reviewed on a regular basis.

6. Planning Approach

6.1. Identification of issues

In taking a risk management approach it is necessary to identify wastewater threats and their likely impact on a range of public health, environmental and economic values. The following table identifies the potential threats and impacts arising from domestic wastewater in a residential setting:

Table 5: Generic Domestic Wastewater Risks

THREAT	CAUSE	KEY IMPACTS
Failed systems with offsite discharge	Damaged effluent disposal drains/trenches Increased loading from extensions to dwellings Design criteria not complied with Faulty installation New works & activities impacting on disposal envelope Age Septic tank full	Nutrients Pathogens Odour Visual amenity Oxygen depleting material Local land degradation (erosion) Pollution of water courses Damage to remnant bushland
Treated off site effluent discharge	Permitted system	Pollution of water courses Local visual amenity
Treated on site effluent systems	Permitted system	Local visual amenity Pollution of groundwater
Untreated off site sullage discharge	Poorly maintained system: sand filter not functioning sand filter bypassed to stormwater septic tank full	Nutrients & pathogens Odour Visual amenity Oxygen depleting material Local land degradation Pollution of water courses Damage to remnant bushland
Ineffective regulation	Failure to comply with permit conditions Ineffective data base Non-connection to sewer Unclear regulatory responsibilities	Liability Increased incidence of preventable pollution and environmental degradation Increased risk to public health
Re-use of waste water	Allowed re-use Low water supply Poor management by individual residents	Pathogens Odour

6.2. Inspection Program Outcomes

As of July 2019, 4,731 properties have received 1 or more septic system assessments. The total number of inspections on record since the program commenced in 2003 exceeds 10,500. This includes follow up of non-compliant systems, responding to complaints and assessing new installations.

Of the 4,731 properties assessed, 2,429 septic system components (48%) were found to be unsatisfactory (a property could have one or more components identified as failing). Out of all these properties 56% were disposing off-site.

2,147 septic tanks (88% of failing systems) have been rectified and are considered to be operating effectively or have connected to the available sewer (793 properties). 282 properties (6%) remain unsatisfactory and require repair or connection to sewer if available.

6.2.1. Initial issues

The main issues found when the inspection program was initially rolled out generally related to:

- Grease traps missing baffles resulting in grease and food particles entering storm water systems.
- Effluent disposal fields saturated and / or ineffective at distributing effluent resulting in effluent flowing overland.
- Plumbers bypassing defective septic system components and sending it to storm water as a cheaper option to repairing a defective system.
- Septic system Infrastructure buried / hidden under ground.

6.2.2. Ongoing issues

The current and ongoing issues found during and after the inspection program related to:

- Sand filter blockages from tree roots (general maintenance required)
- Treatment plants not being serviced as no service contract in place
- Properties failing to desludge the septic tank every 3 years
- Redirected / bypassed irrigation systems offsite.
- Flush valves and inline cartridge filters being tampered with.



Figure 6: Burst dripper line and septic effluent flowing over footpath

6.3. Reticulation Areas

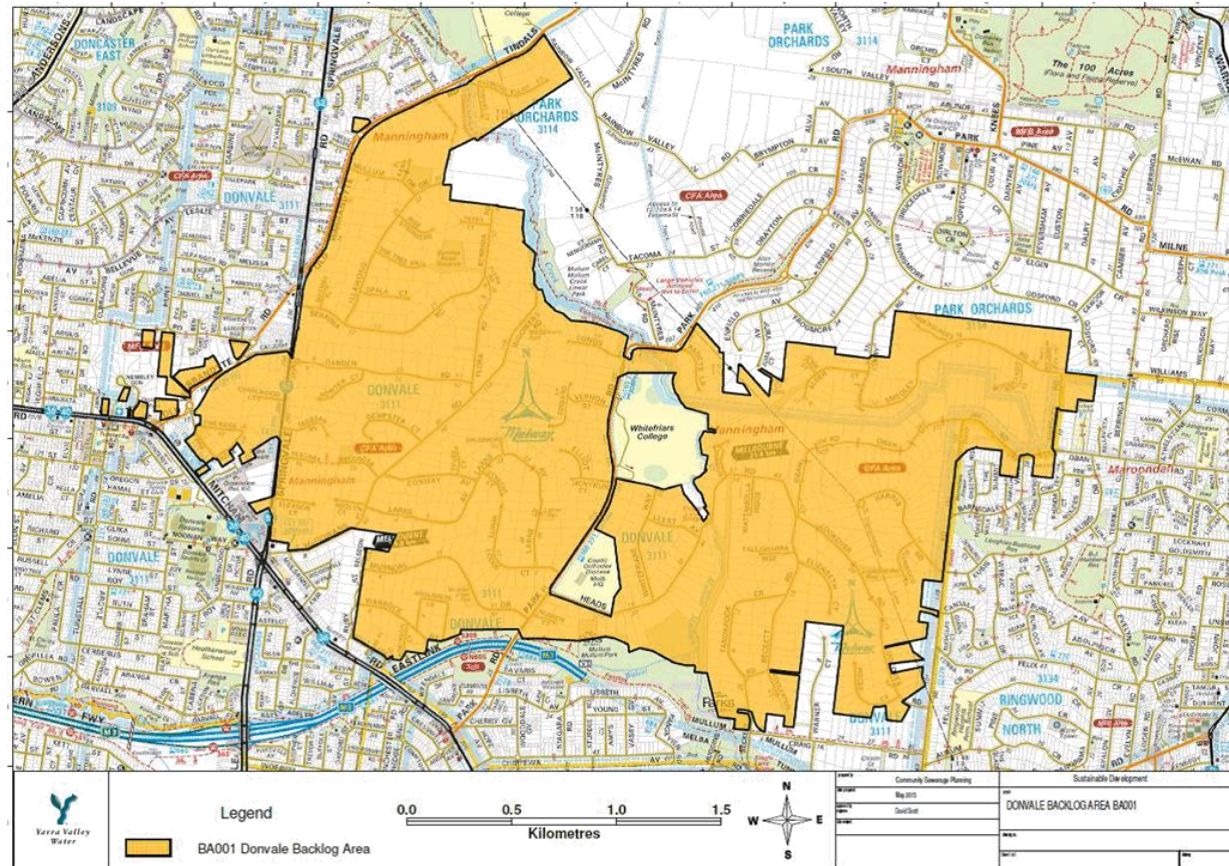


Figure 7: Donvale RA0041A (completion scheduled late 2019)

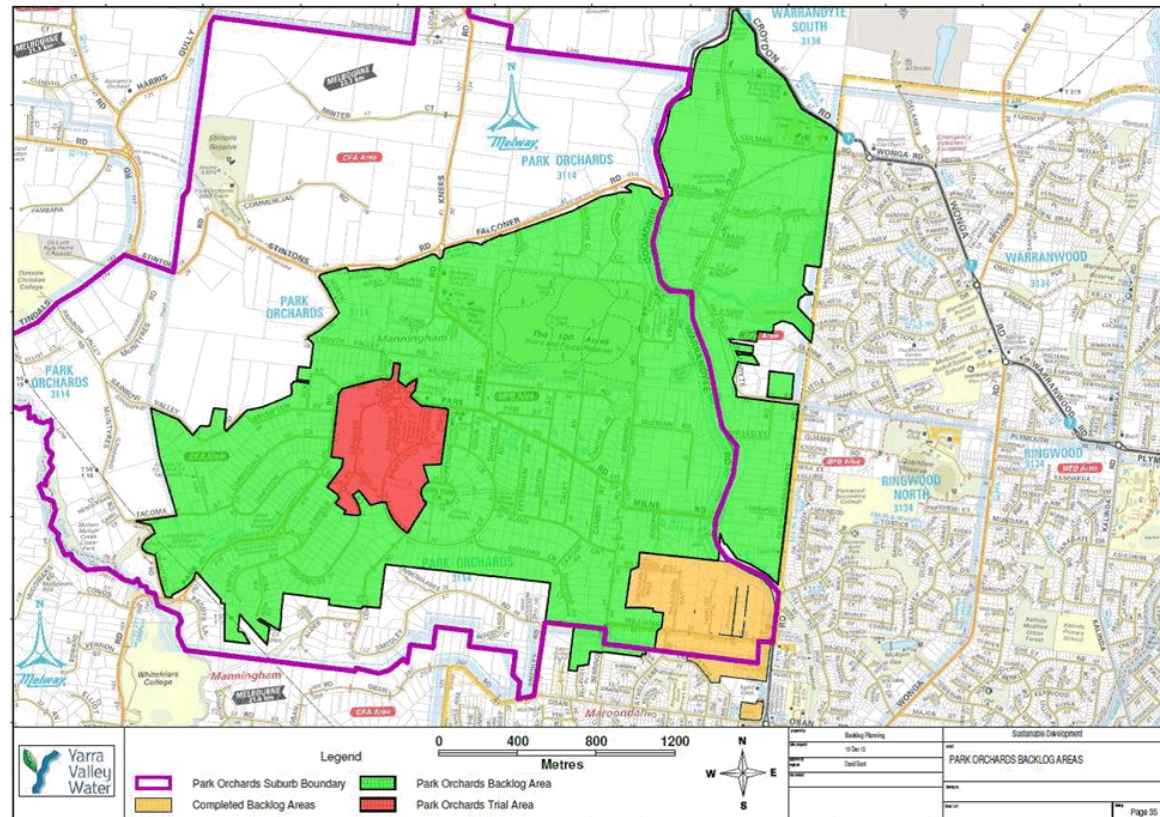
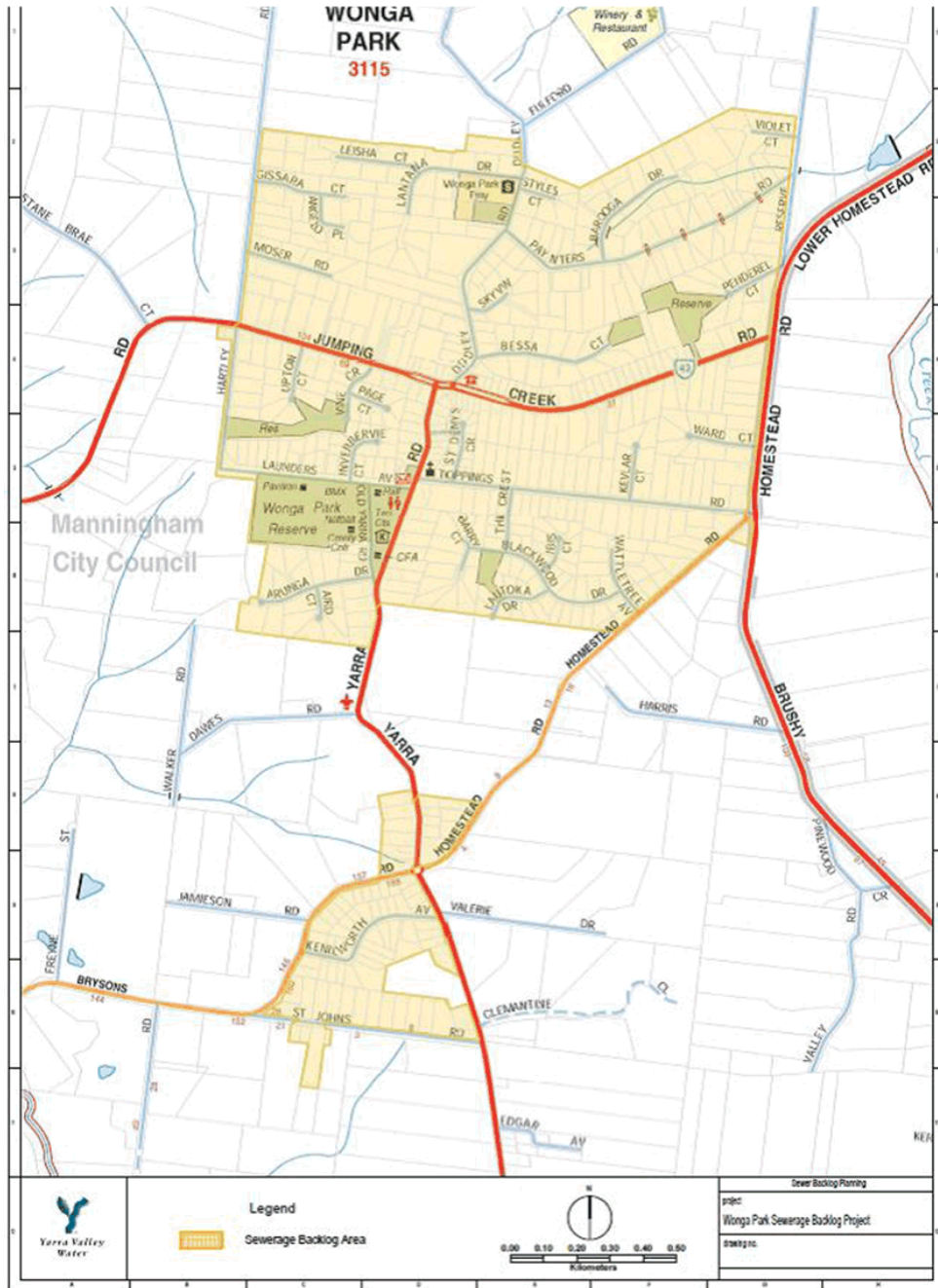


Figure 8: Park Orchards RA0039 (onsite containment trial currently in progress)

Figure 9: Wonga Park RA0005 A & B (declared available)



The image below shows Councils GIS overlay of septic systems in use. GPS is used to capture the exact location of system components (indicated by various pink symbols). The orange circles represent properties connected to sewer.

Figure 10: GIS overlay of septic system components in use (Donvale RA0041A)



7. Actions

7.1. Development and Actions since Implementation

7.1.1. Electronic Database

- Electronic database capable of storing and managing septic information for each property. This information is considered vital in following up outstanding issues and managing septic tank systems now and into the future.
- GIS compatible hand held database capable of recording in-field assessments.
- GPS tools capable of accurately recording the in-ground location of system components for each property. Figure 10 shows new technologies capable of showing the locations of septic tank, sand filter, effluent lines, property service drains and house connection points which allows Council staff to easily access information during on-site inspections.
- Residents and contractors can also gain the benefits of GPS mapping prior to developing land or constructing buildings on properties containing on-site septic systems.
- GIS compatible hand held database capable of recoding images of septic components which will provide officers a reference point for future / follow up inspections.

7.1.2. Communication and Educational Strategies

- Communications strategy to inform residents of the DWMP process and their obligations to ensure effective system operation.
- Information sessions for Manningham City residents.
- Development of *A Guide to Septic Systems and Operation Maintenance* to assist property owners.
- Development of a *Greywater Reuse Policy* to assist owners in complying with EPA requirements.
- Development of an ongoing reminder program where owners are notified of the requirement to carry out scheduled maintenance / 3 year desludge.
- Development of *Unsewered News* to assist in the dissemination of information to owners operating a septic system.

7.1.3. Compliance Approach

- Integrated compliance approach for the installation and maintenance of septic systems.
- Inclusion of septic tank condition report into Council's Land Information Certificates for potential property buyers.
- Inspection process and checklist to consistently assess and record septic system deficiencies throughout each reticulation area.
- Community Local Law relating to owners septic tank responsibilities.
- Enforcement process to assist in the management of owner responsibilities.

7.1.4. External Liaison

- Submission of data into Yarra Valley Water's Community Sewerage Prioritisation Process.
- Participation in the Working Group and Steering Committee for the Park Orchards on-site trial (facilitated by YVW).
- Education and assistance provided to other Councils developing their DMWP.
- Presentation of issues and outcomes of Manningham's DWMP at professional association conferences and seminars.

7.2. Strategies for the Future

STRATEGY	TARGETS	RESOURCE
Assess septic systems participating in the Park Orchards trial to ensure effective on-site containment and system operation.	December 2019	DWMP Project Team
Targeted inspection program for properties that are not on a sewerage backlog program (perform a 2 nd assessment).	Ongoing	DWMP Project Team
Facilitate the repair / upgrade of systems identified as defective through a reminder and enforcement program. Particular focus on properties not programmed for sewerage services.	Continuing	DWMP Project Team
Continue to roll out a regular maintenance reminder program for all properties utilising a septic system with respect to annual service contract and 3 yearly desludge requirements.	Ongoing	DWMP Project Team
Continue to produce an annual <i>Unsewered News</i> to assist in the education of residents in unsewered areas of Manningham.	Ongoing	DWMP Project Team
Participate in EPA legislative reforms to ensure septic system management principles are practical to both Council and community needs.	Ongoing	DWMP Project Team
Participate in DELWP's Steering Committee in response to Victorian Auditor General's Office report into <i>Managing the Environmental Impacts of Domestic Wastewater</i>	Ongoing	DWMP Project Team
Update educational materials (septic system operation and maintenance) to better reflect current issues.	Ongoing	DWMP Project Team
Support YVW in forcing properties discharging off-site to connect to the available sewer.	Ongoing	DWMP Project Team
Continue to advocate for the inclusion of high risk properties onto YVW's Community Sewerage Program (properties discharging from site and within close proximity to sewerage infrastructure).	Ongoing	DWMP Project Team

Continue to participate in Yarra Valley Water's trail of on-site solutions for the Park Orchards Community Sewerage area in accordance with key objectives outlined in the Memorandum of Understanding April 2016.	Ongoing	DWMP Project Team
Perform water analysis on local creeks and rivers and monitor quality indicators.	Quarterly	DWMP Project Team
Issue 'Conditions of Use' and associated maintenance requirements to all satisfactory systems that have been upgraded or do not have existing permit conditions associated with the property.	Ongoing	DWMP Project Team
Liaise with Statutory Planning Department regarding System Types, Effluent Disposal Requirements and Planning Requirements.	Ongoing	DWMP Project Team

Table 5. Strategies for the future



Figure 11: Flooded irrigation field and a deeply buried distribution pit (legacy system)

8. Conclusion

Based on inspection data and water quality results obtained through Council's DWMP and Melbourne Water, it is in Councils' interest to protect the community from the adverse health effects associated with exposure to domestic wastewater. It is also important to reduce the risk posed to the environment from domestic wastewater entering local creeks and streams.

Council will continue to advocate for improved sewerage services in Manningham and work with YVW in determining the best outcomes for our communities with respect to practicality, cost and protection of the environment and public health.

Where reticulated sewer is provided, residents should be encouraged to connect as this will ultimately save money and time maintaining an on-site disposal system. Connecting to the sewer will reduce the potential for sewage run off and improve the current level of pollution entering creeks and rivers in Manningham.



APPENDIX ONE

Background Research

DRAFT

1. Background and Wastewater Management Profile of Manningham

1.1. Environmental profile

The City of Manningham is located between 12km and 32km east of Melbourne City, has a population of approximately 123,000 people, and covers an area of 114km². A substantial amount of this area is unsewered necessitating the use of septic tank systems for the management of human waste.

The natural environment and biodiversity of Manningham help distinguish the municipality and are key assets of high recreational, tourism and visual significance. These assets include the Yarra River and several creeks that feed into, the general topography of the area and open space, habitat and fauna links. The topography of Manningham's unsewered areas can vary considerably, ranging from very steep areas with shallow rock and little topsoil (generally unfavourable for on-site effluent disposal), to less severe slopes, with a deeper soil profile (favourable effluent disposal conditions).

The creeks that flow through the municipality are Brushy Creek, Jumping Creek, Andersons Creek, Mullum Mullum Creek, Ruffey Creek and Koonung Creek. The average annual rainfall for the City is approximately 900mm/year.

Some areas are undeveloped, environmentally sensitive bushland, and many of the areas have previously been orchards and farming land. It is rare to discover an allotment on an undisturbed, gently sloping parcel of land (ideal for effluent disposal).

1.2. Septic Tank Systems Profile

In 2002 there were approximately 6,000 septic systems in use in Manningham. In 2011 there were 4,652 septic systems on record. In April 2015, the number had reduced to 3,669 and in July 2019, 3,222 were still in operation. This equates to 1,430 properties connecting to the available sewer since 2011.

Within this number, there are approximately 12 different combinations that make up the various types of septic systems with approximately 56% of septic systems within the municipality discharging off-site into our local creeks and rivers. The lack of knowledge as well as poor maintenance practices of septic systems by property owners is believed to be a major issue in the efficiency and life expectancy of a septic system.

Links have been established between contaminated water contact and the occurrence of illness such as gastrointestinal infections. Human wastes contain pathogens such as viruses (hepatitis A and E, rotaviruses), bacteria (Salmonella spp, pathogenic Escherichia coli, Vibrio spp), protozoa (Cryptosporidium parvum, Giardia lamblia), and helminth eggs.

Septic systems are not always efficient at removing these potentially harmful pathogens, as is demonstrated in the oyster food poisoning outbreak in New South Wales, 1997 (National Public Health Partnership, 1998). An estimated 444 reported cases of food poisoning and 1 death were associated with contaminated oysters harvested from Wallis Lake, NSW. The oysters contained the hepatitis A virus, traced back to human faecal contamination of water. The outbreak has been blamed in part on the many unsewered properties surrounding the estuary area. The Australian Federal Court ruled that the Great Lakes Council shared legal liability for the outbreak with the oyster producers and the NSW government, on the grounds that the Council had failed to discharge its obligations with respect to control of potential

sources of sewage pollution including septic tanks (Maddock Lonie & Chisholm 1999). This clearly demonstrates the need for the safe management of sewage so as to protect and maintain public health, and to manage Council's legal obligations and duty of care.

Table 2.2 (page 6) provides an important overview of septic systems and change in use since 2011.

Current estimates for the provision of reticulated sewerage to Donvale is due for completion in late 2019 which will result in a large number of properties connecting and no longer operating septic systems.

The trial of onsite solutions (septic system upgrades) in Park Orchards is anticipated to conclude at the end of 2019 when a decision as to the best servicing solution will be made shortly thereafter.

Manningham faces the challenge of providing sustainable land use and development in its non-urban areas and to protect the physical character of the municipality and public health. The development of a DWMP forms part of a range of management activities undertaken by Manningham Council to address domestic wastewater within the municipality.

The DWMP will be a key strategic plan within the umbrella of the Manningham Corporate Plan, and will be consistent with the principles developed in the *Municipal Public Health and Wellbeing Plan* and the *Municipal Strategic Statement*. The plan provides an essential strategic planning tool to address both existing and future wastewater issues within the municipality.

1.3. Wastewater Systems by type

Consideration of the total types of systems known to have been used in the municipality from the beginning revealed 21 categories. The 12 main categories and installation trends are noted in the following table:

CODE	TYPE OF SYSTEM	USEAGE	NO. IN USE APRIL 2015	JULY 2019
1. TP/AGL	Treatment Plant with Absorb / Transpiration Trenches	1990 onwards (still used)	170	136
2. TP/SI	Treatment Plant with Surface Irrigation	1997 onwards (still used)	110	91
3. TP/SSI	Treatment Plant with Sub Surface Irrigation	1997 onwards (still used)	398	464
	Ozikleen systems: OKAGL / OKSI / OKSSI	2006		
	Biolytix systems: BLTAGL / BLTSSI	2005		
4. SF/AGL	Sand Filter with Absorb / Transpiration Trenches	1990 onwards (still used)	360	329
5. SF/SI	Sand Filter with Surface Irrigation	Approx. 1997 - uncommon	5	4
6. SF/SSI	Sand Filter with Sub Surface Irrigation	1997 onwards (still used)	54	74
7. AW/AGL	All Waste to Absorb / Transpiration Trenches	1968 onwards (still used)	357	321
8. AW/WF	All Waste to Worm Farm contained on site		5	7
9. AW/RB	All Waste to Reed bed contained on site	1992 - not used often.	6	5
10. TP/DIS	Treatment Plant discharging off site*	1975 - Nov 1998	130	117
11. TWOAT	Toilet Waste Only to Absorption / Transpiration Trenches*	1996 WC Composting AW biolytic film - not used often. 1950's No longer used	811	672
12. SF/DIS	Sand Filter Discharging Off Site*	1970 to 1998.	1263	1,002
TOTAL			3,649	3,222

*Highlighted system types 10, 11 & 12 are types that discharge either treated effluent or untreated greywater to storm water.

Table 6: Waste water systems by type

1.4. Installation Trends

The following data has been collected for the period 1994 through to 2019 and it shows installation trends for the municipality:

Type	1994	1995	1996	1997	1998	1999	2000	2001	2007	2011	2015	Total
	1995	1996	1997	1998	1999	2000	2001	2006	2011	2014	2019	
TP/AGL	5	4	5	15	17	18	8	79	18	16	9	194
TP/SI	2	2	7	24	30	25	18	68	5	0	0	181
TP/SSI	0	1	0	2	2	8	8	136	187	67	125	536
SF/AGL	26	33	39	34	34	28	14	73	47	34	34	396
SF/SI	0	0	0	0	1	1	0	2	4	0	0	8
SF/SSI	0	0	0	0	0	0	0	3	37	18	32	90
AW/AGL	9	3	7	4	5	4	3	51	44	25	8	163
Worm Farm	0	0	0	0	0	0	0	4	3	3	0	10
Reedbed	0	0	3	5	0	0	0	1	3	0	0	12
TP/DIS	20	21	20	5	0	1	0	3	3	0	0	73
TWOAT	0	0	0	1	0	1	0	27	178	0	0	207
SF/DIS	24	21	11	3	1	0	0	46	71	0	0	177
TOTAL	86	85	92	93	90	86	51	493	600	163	208	2,047

Table 7: Installation trends

All permits issued between 1994 and 2001 were obtained from permit books no longer in use. Permits issued from 2001 to date have been obtained from Council's electronic database.

SI = Surface Irrigation but refers to drip feed irrigation, which is the only sort of surface irrigation permitted in Manningham.

TP/DIS, TWOAT and SF/DIS permits issued between 2001 and Jan 2011 (for off-site discharge) were for existing properties with no 'permit conditions' on record. Permits were issued retrospectively to assist owners understand their operating / maintenance obligations.

Approximately 44% of permits issued from September 1994 until September 1997 were for off-site discharge following secondary treatment of the effluent through either a sand filter or a treatment plant. However, from October 1996 until September 2006, only 7.8% of all permits issued during this period were for off-site discharge after secondary treatment through either a sand filter or a treatment plant.

Thus, over the last 20 years there has been a steady decrease in off-site discharges due to new dwellings and or additions requiring systems to meet today's standards for onsite containment. This demonstrates the trend in the municipality towards total containment on site of all effluent, in line with EPA guidelines and Council's commitment to sustainability. Since introduction of this plan in December 2002 no off-site discharge applications have been approved for any new dwellings.

The combination of sand filter to agricultural lines has remained constant over this period and is a popular method of effluent treatment and disposal still throughout the municipality. There is a noticeable increase in treatment plant installations since the end of 1997, which corresponds with Council's refusal to allow off site discharge. Drip feed irrigation or agricultural lines after a treatment plant is currently the most popular installation within the municipality.

2. Sub-catchments

2.1. Ruffey Creek sub-catchment

Description

Ruffey Creek originates in Doncaster East to the South East of Rieschieks Reserve. It is approximately 5.5 km long, and flows through the highly urbanised areas of Doncaster and Templestowe. The sub-catchment also includes the lower density areas of Templestowe, some of which is without reticulated sewerage and the large Westerfolds Park. Ruffey Creek joins the Yarra River at Finns Reserve. The upper and middle reaches of the sub-catchment are steep, with a floodplain on the lower reaches at the confluence of Ruffey Creek with the Yarra River and in the area of Westerfolds Park.

Water flows rapidly into the creek from its sub-catchment and has resulted in flooding problems in the past. Retardation basins have been constructed in the area known as Ruffey Lake Park to assist in the management of storm water flows. The banks of the creek are steeply incised and carry little native vegetation.

2.2. Mullum Mullum Creek sub-catchment

Description

The total length of the Mullum Mullum Creek is approximately 16km, with the final 10km between Deep Creek Road and the Yarra River occurring within the municipality. The sub-catchment is long and narrow with numerous short tributaries.

There are two major physiographic units in the Mullum Mullum Creek sub-catchment within the municipality: a flat, low-lying area adjacent to the Yarra River, and an area of dissected topography in the central reaches of the creek. Mudstones, siltstones and sandstones of the Silurian and Dargile formations underlie the sub-catchment.

Mean annual runoff under pre-development conditions has been estimated at approximately 100mm to 125 mm, but is likely to have increased two-to-four times since urbanisation (Biosis Research et al, 1992). In the lower reaches, downstream of Larne Avenue, Mullum Mullum Creek follows an irregular meandering course. The banks are typically composed of sandy silty sediments and soft to hard clays, with outcrops of the underlying rock being exposed where the creek channel meanders close to abutting hillsides. The creek banks are prone to erosion by flowing water when de-stabilised, usually as a result of vegetation disturbance.

Outcrops of sedimentary rock occur with increasing frequency towards Park Road. Beyond Park Road, the creek bed and lower banks are dominated by sedimentary rock that directs the channel along a straighter and steeper narrow incised valley. Upstream of Heads Road to the limit of the municipality, the creek channel is characterised by a succession of pools and rock falls on a bed of sedimentary rock. Extensive erosion appears to have occurred during the 1980s and is virtually continuous in the lower reaches of the creek below Park Road to the Yarra River.

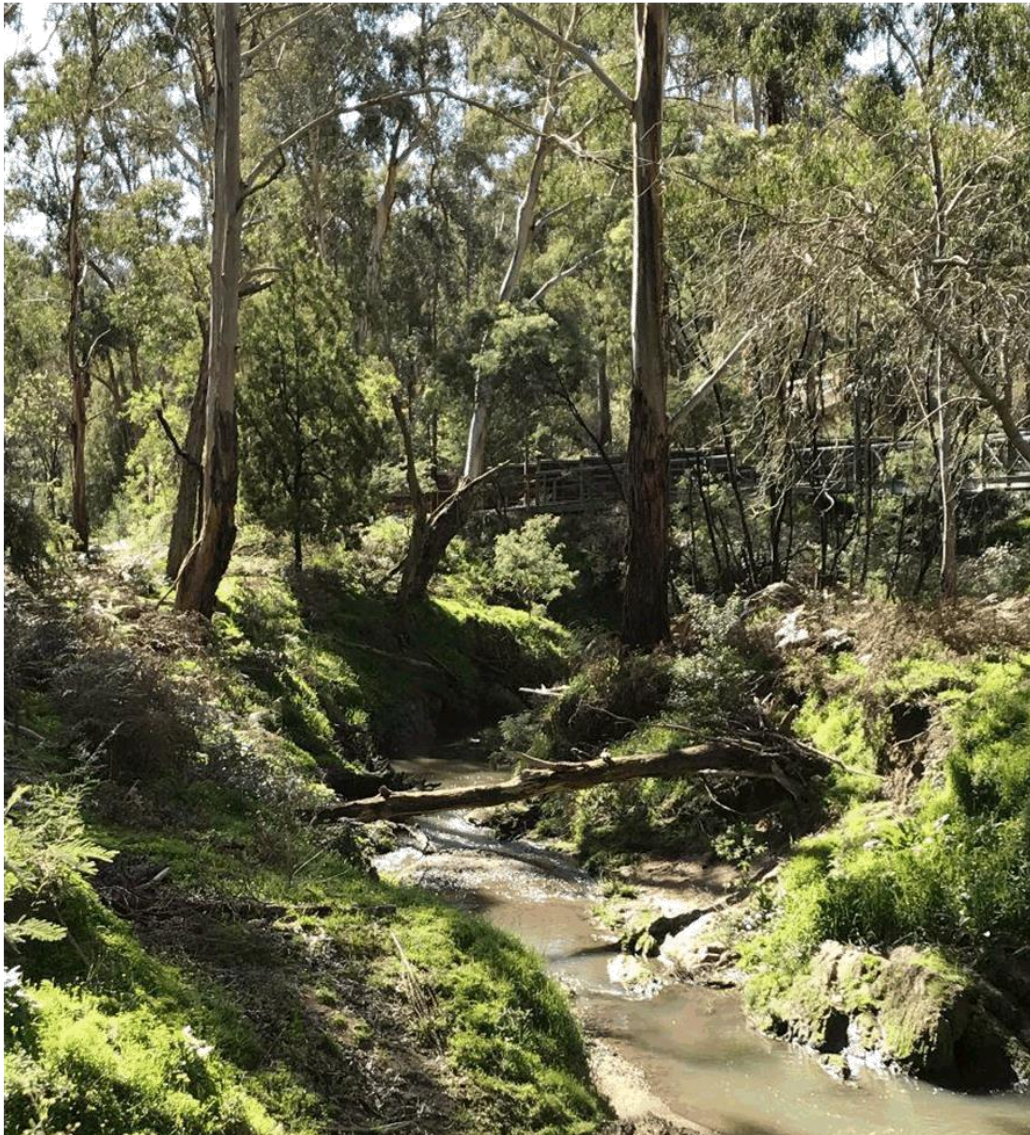


Figure 12. Mullum Mullum Creek Park Orchards

Threats

Mullum Mullum Creek is one of the most polluted streams in the Yarra River catchment (Pettigrove et al, 1994), with high concentrations of nutrients and, during storm events, very high suspended solids and turbidities in the lower section. Although one of the smaller tributaries of the Yarra River, Mullum Mullum Creek has been identified as significantly raising the concentrations of nutrients, copper and zinc, turbidities, suspended solids (Melbourne Water Laboratories, 1992), faecal coliforms and E. coli (Melbourne Water, 1992) in the Yarra River.

Threats to the natural environment in the Mullum Mullum Creek sub-catchment are either direct threats to the waterway or indirect threats to flora and fauna which have an important role in protecting the land area and stream banks.

The greatest negative impact on water quality in Mullum Mullum Creek is the result of drainage from the Park Orchards area which contributes substantially to increased nutrients, including ammonia, nitrates, orthophosphates, total phosphorus and E. coli. In the Park Orchards area residential properties are serviced by septic systems. Septic systems currently in use in Park Orchards can be classified as follows:

Toilet Waste Only Systems on reduce flush

These systems were installed prior to the early 1970s and are generally in use on residential sites with limited site area (typically for sites 1,000 m² or less in area). At the time, these systems were considered to be an interim treatment until the area could be sewered. The system only treats toilet waste with all other wastewater being discharged off site as sullage. During the 1980s Environmental Health Officers investigated several properties in Corriedale Crescent area and found that while systems of this type were operating within guidelines, sullage from the same properties had unacceptable levels of pathogens.

All Purpose Systems

All Purpose Systems were installed on larger allotments prior to early 1970s and on most residential properties since the early 1970s. These systems treat all wastewater from the site to at least a secondary level of treatment. There is no requirement for systems installed prior to 1997 to contain treated wastewater on-site.

All Purpose System Containing Waste Water On-Site

Since 1997, EPA has required that all wastewater on unsewered sites must be contained on-site. All Purpose Systems that contained wastewater on-site were increasingly being used from the late 1980s.

Effectiveness of septic systems in treating waste varies according to the type, age, maintenance level, soil type, land slope, and property size (Brouwer, 1983 after Pettigrove & Coleman, 1998). Clayey soils have a low permeability and easily become waterlogged, resulting in overland flow into nearby drainage lines or streams if the necessary performance criteria are not met.

The *Septic Tank Code of Practice* specifies standards for the location, construction and maintenance of newly constructed septic tank systems, but the problems of older systems are not addressed.

Runoff from the unsewered Park Orchards area has a significant impact on water quality in Mullum Mullum Creek and Andersons Creek via the upper reaches of the sub-catchment and Harris Gully (Pettigrove et al., 1994). Historical water quality data indicates that the Mullum Mullum Creek has improved with the decommissioning of a sewage treatment plant in 1982 and the connection of large areas of the creek

catchment to the sewerage system. The Victorian Stormwater Committee Report, The water quality of Mullum Mullum Creek (Pettigrove et al, 1994), stated that the primary issue influencing water quality in Mullum Mullum Creek is whether or not residential areas are connected to the reticulated sewerage system.

The diversity and composition of macro-invertebrate taxa recorded in Mullum Mullum Creek appears to be correlated with the physical condition of the waterway rather than with changes in water quality. The fauna was dominated by aquatic worms, chironomids, aquatic snails, aquatic beetle species and bugs, with small numbers of mayflies, stoneflies and caddis-flies recorded at some sites. The low diversity of taxa and absence of pollution sensitive species indicates that the creek is in poor condition (Pettigrove et al, 1994).

2.3. Andersons Creek sub-catchment

Description

Andersons Creek flows a total of 9km to the Yarra River at Warrandyte from its headwaters in North Ringwood in the neighbouring municipality of Maroondah. Andersons Creek has two major tributaries that drain approximately half of the sub-catchment; the Andersons Creek East Branch and Harris Gully. The sub-catchment is roughly 'Y' shaped with numerous short tributaries on each branch.

There are two major physiographic units in the Andersons Creek sub-catchment: a flat, low-lying floodplain adjacent to the Yarra River and an area of dissected topography, formed in the post-Pliocene period, in the central reaches of the creek. Yellow duplex Silurian soils are found on slopes and dissected terrain. The soil profile is typically a grey or grey-brown clayey silt horizon to approximately 25cm, overlying a mottled yellow clay horizon and weathered bedrock.

A large area of alluvium occurs in Andersons Creek downstream of Harris Gully Road. Between Harris Gully Road and the Warrandyte-Ringwood Road the dominant substrate is weathered bedrock. Upstream of the Warrandyte-Ringwood Road and in Harris Gully clay soils predominate (Pettigrove & Coleman, 1998). The banks are composed of clay or clayey silt, with outcrops of the underlying rock exposed adjacent to hillsides. The creek banks are prone to erosion when destabilised. Within the lower reaches of Andersons Creek and Harris Gully channel diversity is low.

The hydrology of Andersons Creek is determined by the natural rainfall patterns within the sub-catchment. Urbanisation and small rural land uses have changed the natural flow rates and timing within the streams. Two large retention basins have been constructed in the upper sub-catchment to assist in mitigation of flooding impacts on the lower sub-catchment areas. The retention basins are located in the headwaters of Andersons Creek upstream of the Warrandyte-Ringwood Road and on Andersons Creek East Branch. Occasional flooding of the lower reaches of Andersons Creek within Warrandyte is exacerbated by flooding in the Yarra River (ID&A & Water Ecoscience, 2000).

Channel stability is rated as moderate to good (ID&A & Water Ecoscience, 2000), but is described as highly modified from its natural condition. The lower floodplain has been affected by historical gold mining activities and in-stream activities including straightening, de-snagging and toe destabilisation, however channel instability is not a major problem. Isolated areas of bank erosion caused by stream power and a lack of soil binding vegetation occur within the sub-catchment. Sediment has been deposited at the junction of the Yarra River and Andersons Creek as a result of sediment erosion and transportation downstream.

Threats

Andersons Creek has generally poor water quality, however the lower sub-catchment has significantly improved since 1992, which correlates with sewerage of some areas of Warrandyte nearest to the Yarra River. Nutrient levels are still considered high and turbidities and suspended solids are often elevated, particularly after storms. The Harris Gully tributary is a major source of nutrients, suspended solids and E. coli to the lower reaches of Andersons Creek.

Pettigrove & Coleman (1998) state that considerable improvements to the water quality in the lower reaches of Andersons Creek and the Yarra River could be achieved if the water quality problems in Harris Gully were addressed. The most likely source of poor water quality in Harris Gully is sediment runoff from degraded sections of the sub-catchment, a poorly vegetated riparian zone, runoff from septic tanks, faecal contamination from livestock and possible leachates from a disused tip (now Stintons Reserve) (Pettigrove & Coleman, 1998). Weed infestation is also a significant problem throughout the riparian zone of Andersons Creek and its tributaries.

As with the Mullum Mullum catchment, unsewered areas in Park Orchards are likely to impact on stormwater quality in the Andersons Creek sub-catchment. Runoff from roads appears to contribute a large quantity of suspended solids to waterways within the Andersons Creek sub-catchment and is suspected to elevate the levels of lead and some other metals, mainly copper and zinc, in stream sediments (Pettigrove & Coleman, 1998).

The majority of roads in the area are sealed but the verges and roadside drains are not. Major arterial roads such as the Warrandyte-Ringwood Road and Harris Gully Road are amongst those with unsealed edges. Due to the steep terrain and extent of use, these roads contribute a large amount of sediment into Andersons Creek. Runoff from roads also contains contaminants from road transport, including heavy metals such as lead, and petroleum products.

Sections of streams within the Andersons Creek sub-catchment which are likely to receive the greatest impacts from road sediment and associated contaminants are the Harris Gully tributary which receives runoff from Harris Gully Road, Andersons Creek where it flows adjacent to Gold Memorial Road, the junction of Husseys Lane with Gold Memorial Road at Andersons Creek, and where Andersons Creek flows adjacent to the Warrandyte-Ringwood Road.

Rabbit populations appear to be high in the Andersons Creek sub-catchment (ID&A & Water Ecoscience, 2000). The threat posed by rabbits to reduced stream water quality is difficult to quantify but is likely to be significant as rabbit density is usually greatest near waterways. Grazing of indigenous vegetation, including seedlings, by rabbits causes ageing of the community due to limited addition of seedlings and increased opportunity for the spread of weeds. The removal of vegetation by rabbits contributes to increased rainfall runoff and erosion, thereby contributing quantities of soil and attached nutrients and other pollutants to streams (ID&A & Water Ecoscience, 2000).

A large number of weed species are recorded for the Andersons Creek sub-catchment. The dominant species are Blackberry, English Ivy, Honeysuckle, Angled Onion, Sweet Pittosporum and Tradescantia. Weeds threaten biological integrity by habitat loss and invasion of significant vegetation remnants. The lower reaches of Andersons Creek are the most dominated by weed species, particularly along Gold Memorial Road. Although there is good coverage of native overstorey, the understorey and groundcover riparian values are seriously threatened by English Ivy, and to a lesser extent Blackberry and Angled Onion (Pettigrove & Coleman, 1998).

A former municipal tip was located near Commercial Road in Harris Gully. Further surveys are required to determine whether leachates are discharged from the tip into Harris Gully.

Other threats to riparian and aquatic vegetation include vegetation clearance, sediment movement in urban areas, agricultural land use and unrestricted access by livestock to waterways. Urban development

in the upper sub-catchment has resulted in the clearance of indigenous riparian vegetation, mobilisation of sediments and increased poor quality runoff to Andersons Creek. Degradation and reduction of the vegetation buffer on upper subcatchment waterways has reduced species diversity (ID&A & Water Ecoscience, 2000). Unrestricted access to waterways by livestock is likely to contribute to poor water quality, particularly in Harris Gully (ID&A & Water Ecoscience, 2000).

Platypuses have been recorded in Andersons Creek, but are threatened by impacts associated with increasing urbanisation of the sub-catchment. These include predation by domestic animals and foxes, stream channelling and de-snagging, and construction of road culverts (ID&A & Water Ecoscience, 2000).

Most threats to the Andersons Creek sub-catchment as a result of recreational use are concentrated in the riparian zone where vegetation is damaged, soil disturbed and litter discarded. The most impacted area is the junction of Andersons Creek with the Yarra River. In the middle and upper reaches, the major recreational impact occurs in scattered areas where vegetation and soils are damaged along pathways adjacent to waterways (ID&A & Water Ecoscience, 2000).

2.4. Jumping Creek sub-catchment

Description

The headwaters of Jumping Creek are in Croydon Hills, beyond the municipality in the City of Maroondah. The lower and middle sections of the sub-catchment are within the City of Manningham. Jumping Creek flows a total length of approximately 17.5 km to the Yarra River in Warrandyte State Park near the semi-rural suburb of Wonga Park. Two major tributaries (Drain 5451 and 5452) drain sections of Warrandyte South and Wonga Park into Jumping Creek at points between Jumping Creek Road and Brysons Road within the municipality.

There is one major physiographic unit in the Jumping Creek sub-catchment: a dissected topography formed in the post-Pliocene period. Jumping Creek flows through a particularly steep catchment and appears to lack a floodplain near its junction with the Yarra River (Pettigrove & Coleman, 1998). Mottled yellow duplex Silurian soils usually occur on slopes in the area. A typical profile is a light grey or grey-brown clayey-silt horizon to 20 to 30 cm, overlying a mottled yellow clay horizon and weathered bedrock (MMBW, 1978 after Pettigrove & Coleman, 1998). The clays occurring in the sub-catchment are readily dispersible in water and have a high erosion potential (Thomas, 1994 after Pettigrove & Coleman, 1998).

Weathered bedrock is the dominant substratum in Jumping Creek, with clays becoming more prevalent in the upper reaches (Pettigrove & Coleman, 1998). The lower reaches of Jumping Creek have received only minor disturbance and the physical condition and riparian cover of the stream is good, particularly through Warrandyte State Park.

The Jumping Creek sub-catchment is quite stable despite extensive modification of the upper tributaries from piping of sections of the waterways, channelisation and increasing runoff volumes and peak flows as a result of increasing urbanisation (Pettigrove & Coleman, 1998). The frequent occurrence of bedrock in the waterways of the sub-catchment has limited the impact of erosion, as have the numerous retarding basins which have been constructed in the upper urban reaches of the sub-catchment and been integrated with on-stream pondages and wetlands. Retarding basins have significantly reduced the potential hydrologic problems related to urbanisation that could have occurred within the sub-catchment. The middle and lower reaches of the waterway are in good condition except for extensive weed invasion in some areas, particularly in the middle reaches (Pettigrove & Coleman, 1998).

Threats

Jumping Creek sub-catchment is less developed than the similar Andersons Creek sub-catchment and its general health is therefore slightly better than Andersons Creek. Although varying nutrient levels have been recorded in the sub-catchment, they have not had a significant impact on stream health. Jumping Creek has relatively low levels of phosphorus, nitrogen, faecal contamination, suspended solids and turbidities during base flows. The density of benthic diatoms is lower in Jumping Creek than in Andersons Creek and a greater diversity of invertebrates is recorded for Jumping Creek than in Andersons Creek, but the composition of diatom flora, macroinvertebrate and macroalgal assemblages were very similar. Under higher flow conditions, there are substantial increases in turbidity, suspended solids, E. coli and inorganic nitrogen (Pettigrove & Coleman, 1998).

Despite extensive modification of the upper reaches of Jumping Creek, including piping, channelisation and increasing runoff, increased urbanisation has not greatly destabilised the waterway due to the prevalence of bedrock that has minimised erosion. Several retarding basins constructed in the upper urbanised section of the sub-catchment have been integrated with on-stream pondages and wetlands and have successfully mitigated many of the potential hydrologic problems that are common to many urbanised waterways.

Further residential subdivisions planned in the Jumping Creek sub-catchment need to control and minimise potential impact on the waterway. Past residential subdivisions in the area have included drainage infrastructure mechanisms which have resulted in minimal impacts on Jumping Creek. Future projects should incorporate similar drainage controls.

Although there is excessive weed growth along the waterway in this sub-catchment, the problem is not as extensive as in the Andersons Creek sub-catchment. A variety of garden escapee species and blackberry occur in the urbanised upper reaches, but blackberry is dominant in the rural downstream reaches. The stream is in good condition through Warrandyte State Park with a good cover of riparian vegetation and only minor weed invasions.

Sediment and associated contaminants from unsealed roads and sealed roads with unsealed verges and roadside drainage are significant impacts on water quality in the sub-catchment. Sites of particular concern include the steep roads in the upper urbanised sub-catchment where paved surfaces increase runoff and potential scouring of roadside drains.

Agricultural activities are widespread in the Jumping Creek sub-catchment. Direct impacts on the waterway result from unrestricted stock access that causes extensive degradation of creek banks, and loss of riparian vegetation, faecal contamination and nutrient enrichment. Fertilisers and pesticides can degrade water quality and poison fish. Limited fish kills have been recorded in Jumping Creek (Pettigrove & Coleman, 1998).

Most threats to the Jumping Creek sub-catchment as a result of recreational use are concentrated in the riparian zone where vegetation is damaged, soil disturbed and litter discarded. The most heavily used area is the junction of Jumping Creek with the Yarra River.

2.5. Brushy Creek sub-catchment

Description

The Brushy Creek sub-catchment is the smallest in the municipality. Brushy Creek rises in the Dandenong Ranges in the suburbs of Montrose and Mooroolbark, and in the municipality of Manningham, it flows through the low density area of Wonga Park. It has been separated from the Jumping Creek sub-catchment for the purposes of this storm water management planning exercise as the Yarra Valley Water Brushy Creek Sewage Treatment Plant specifically influences it.

Threats

Given that only a relatively small portion of Brushy Creek is within the municipality of Manningham, and that development in the sub-catchment is relatively low key, the greatest storm water threats result from upstream inflows. However, unsealed roads in the steep topography of the upper reaches of the sub-catchment contribute to sediment input, as does the unsealed car park near the Yarra River.

3. Failing Septic Tank Systems

3.1. Ageing systems

What is not generally recognised is that the majority of septic systems (approximately 60%) installed in Manningham from the late 1950's up until 1997 were temporary waste systems permitted to discharge treated black water or untreated greywater from site as an interim measure while the construction of Melbourne's sewerage network was realised. These systems were not designed as a sustainable long term solution and through Council's inspection program, it is apparent that a large proportion of older systems have been found to be defective.

3.2. Land Use History

Land that has been previously used for agricultural purposes can also create problems for effluent disposal. At the end of World War 2, the then City of Doncaster and Templestowe experienced an influx of people, resulting in rapid development of areas previously used as orchards.


Today there are only a handful of orchards left in the municipality. However, on some allotments being developed today the old agricultural pipes previously used to irrigate crops still exist and may be collecting water and transporting it vertically down a slope. Old orchard agricultural pipes short circuit a septic system's horizontal effluent disposal trenches, allowing effluent to travel directly down slope untreated, generally into a neighbouring property. Unless the history of the land is known, it can be impossible to determine if these pipes exist until excavation begins. Even then, the excavation must be deep enough, and in the right places to discover old agricultural pipes.

If such pipes are discovered, they require sealing with cement, with the cement extending along the down slope bank of the effluent trench so that liquid will not be channelled through the old agricultural pipes - a difficult task to achieve in practice.

3.3. Property Development and Subdivisions

Council has many problems relating to properties being developed in unsewered areas, where the owners do not realise that reticulated sewerage is unavailable to their property. In many cases the property is 'cut and filled' (the process of levelling a sloped block of land by cutting into the side of the slope, and using the excavated material to fill below the cut) before Council has a chance to advise owners of the requirements and application is made for the installation of a septic system.

In general, the disposal field from a septic system cannot be located in filled ground, which is one factor that restricts the area available for a system. This creates many difficulties for Council and the owner of the property when they discover that they cannot meet Council and EPA requirements. In many of these cases it means more expensive alternatives are required to treat wastewater, and it may also mean that the 'tennis court or swimming pool' may have to be sacrificed in order to be able to contain effluent on-site.



Furthermore, the only areas of undeveloped land left in the municipality are generally small, steep blocks that have developed properties bordering on every side, and are not ideal for the installation of a septic system. Similarly, recent subdivisions are also being carried out on increasingly unsuitable or undersized land. Current planning legislation (The Planning and Environment Act via the Victorian Planning Provisions) allows for an average of 4000m² per lot for the entire subdivision, rather than each lot being a minimum of 4000m². This creates many problems with some lots being only 3000m², which is generally not enough land to contain a dwelling and all wastewater on-site. Similar situations exist in a number of municipalities across Australia.

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4. Changing Legislation

The Environment Protection Authority direction requires that all new properties must contain all wastewater within the boundaries of the property (EPA Bulletin No. 629).

The Environment Protection Act 1970 (EP Act) sets out the approval process for onsite wastewater systems with flow rates less than 5000 L/day, and Council can only issue a 'permit to install/alter' for system types that have been approved by EPA.

Previously the EPA provided approvals through a Certificate of Approval process. After a reform its administration of the onsite wastewater program, the EPA removed the requirement for individual treatment systems to hold a Certificate of Approval (CA), instead, now approving only 'types' of systems in line with Australian Standards 1546.1 to 1546.4. The four approved types are:

- AS/NZS 1546.1: 2008 – On-site domestic wastewater treatment units – Septic tanks
- AS/NZS 1546.2: 2008 – On-site domestic wastewater treatment units – Waterless composting toilets
- AS 1546.3: 2017 – On-site domestic wastewater treatment units – Secondary treatment systems*
- AS 1546.4: 2016 – On-site domestic wastewater treatment units – Domestic greywater treatment systems.

Treatment system brands and models must be certified by an accredited conformity assessment body (CAB) as conforming to the relevant AS. This accreditation is given by the Joint Accreditation System of Australia and New Zealand. EPA then collates these certificates of conformity and maintains a list of the valid certificate holders against each system type.

Council's responsibility is then held with administering the responsibilities and permit conditions issued for the approved systems installed within its Municipality.

5. Modifications and Alterations to Properties

It is common for Council Officers to discover that a property has been extended, or a large permanent structure has been installed on a property that has disturbed the septic system. Reasons why these situations arise include:

- The works have been conducted without the private building surveyor first notifying and obtaining prior comment and/or consent from Council's Environmental Health Unit before issuing a building permit. This is a legal requirement under Part 6.1 of the Building (Amendment) Act 1996, but in practice rarely occurs. This section states:

"The consent and report of the relevant council must be obtained to an application for a building permit which requires the installation of any soil or waste disposal reticulation system in an unsewered area."

(Building (Amendment) Act 1996, Part 6.1)

- If the proposed alteration involves the upgrading or relocation of the septic system, a Permit to Alter the system is required to be obtained by the owner of the property.
- The modifications to a property have been conducted illegally by the owner who may be unaware that a permit is required to conduct works (such as concreting a courtyard area or constructing a balcony that effects the septic system), and the owner either:
 - i. does not know the location of the septic system,
 - ii. does not realise he/she is living in an unsewered area, or
 - iii. uses a private building surveyor who is unaware that the property is in an unsewered area, or is unaware of the permit requirements in relation to altering a septic system.

6. Information Management

6.1. Inaccurate Records

In the past, there were several factors that influenced the accuracy of a septic tank record held by Council. These factors are discussed in the next subsections.

Obtaining accurate plans of a septic system location can be difficult to achieve. For instance, measurements of distances between the septic tank and the house, the septic tank and the type of secondary treatment and/or disposal field, and the distance from a boundary or other permanent land use feature such as a tennis court or swimming pool. This information is desirable, but not always obtainable at the time of installation of the septic system. Some reasons why include:

- The septic system being installed prior to the house construction, usually because vehicles and machinery cannot access the effluent disposal area if house construction begins first. The location of the house is required on a septic tank application form, but may change during construction of the house for a variety of reasons;
- The owner of the property has not thought about, or is unsure where the driveway and other recreational structures or gardens will be placed in relation to the disposal area; and
- A property is very large, and the nearest boundary is very far away, making boundary measurements meaningless.

6.2. In the field changes

The method of data recording lends itself to human error, as there are inconsistencies because different people are using the same system. External variables exist which Council has no control over. Council may approve a plan, but on-site there are changes that have been made. It is problematic to get applicants to resubmit a plan for minor alterations if they already have an approved plan. Septic systems are one facet of the overall functions of the Environmental Health Unit at Manningham, and only a limited amount of time can be devoted to applications.

Situations that arise where modifications to an approved plan require the approved plan to be updated include:

- The plumber or drainer on-site changes the alignment of a drain because the planned alignment did not provide enough fall. The Environmental Health Officer may not discern this change during an installation inspection. This situation may be compounded when different officers inspect different stages of the same installation, and may not always have the job card on-site.
- A property is subdivided and the existing card for the original property is not altered to reflect the change in boundaries.
- A septic system is installed prior to the house being constructed, and when a final inspection is conducted before a Permit to Use the system is issued, measurements or subsequent details are not noted on the job card.



APPENDIX TWO

Waterwatch

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1. Waterwatch

The Manningham Waterwatch program is a citizen science initiative that supports local communities to monitor the health of our local waterways. In Manningham, a network of community volunteers have initiated a municipal wide water quality monitoring program. The program aims to connect local communities with waterway health and sustainable water management issues. Waterwatch monitoring has been done in Manningham for over 10 years across 20 different sites. Waterwatch volunteers repeat their monitoring over consecutive months and years, and as a result trends in waterway condition have been detected particularly in catchments where new sewer services have been made available to local residents.

1.1. Ruffey Creek

Waterwatch groups have been monitoring Ruffey Creek at 3 monitoring sites including Ruffey Lake, King Street and Dellfield Drive since 2007. Initially (prior to 2012), Waterwatch data identified that highly polluted stormwater was impacting the creek between King Street and Dellfield Drive. With the completion of the new Templestowe sewer service in 2012, the water quality of Ruffey Creek improved quickly at Dellfield Drive. This likely indicates a decline in household wastewater impacting on Ruffey Creek.

1.2. Andersons Creek

Waterwatch monitoring in Andersons Creek indicates that the creek is being impacted by highly polluted stormwater discharging from the majority of the stormwater drains. The continuous nature of the stormwater discharge, even outside of rainfall, and the associated milky white colour, strong sewer-like odour and foamy consistency suggests that the discharge is likely to have originated as household waste water. Measurements of Ortho-phosphorus, electrical conductivity and ammonium, particularly in the upper parts of the catchment, are measured as highly degraded and can regularly exceed the limits of the Waterwatch equipment. Waterwatch data indicates that the creek is at its most polluted at the top of the catchment and improves with ground water dilution as the creek flows through the Warrandyte State Park.



Figure 13: Algal bloom, Andersons Creek

1.3. Mullum Mullum Creek

Waterwatch monitoring in Mullum Mullum Creek indicates that the water quality of the Creek deteriorates quickly after it enters the Manningham municipality. To determine what is impacting the creek Waterwatch volunteers established monitoring sites upstream and downstream of every stormwater discharge drain between Beckett and Park Roads. Monitoring results indicate that the water quality typically deteriorates after each stormwater drain. The rapid decline in water quality and the sharp increase of nutrient pollution indicates that household greywater from the 1,575 split greywater systems in the catchment is adversely impacting on the water quality of the creek. Continued Waterwatch monitoring of these sites will help assess the expected improvement to the water quality of Mullum Mullum when the new sewer service arrives in the coming years.

1.4. Jumping Creek

Jumping Creek provides a characteristic semi-rural catchment reference site against which Brushy, Ruffey, Andersons and Mullum Mullum Creeks can be compared. The water quality of Jumping Creek is rated as "Good" under the ANZECC water quality guidelines.

1.5. Brushy Creek

Waterwatch monitoring in Brushy Creek clearly indicates a reduction in nutrient pollution since the completion of the Wonga Park sewer service in 2012. Continued Waterwatch monitoring of Brushy Creek will confirm if this water quality trend will continue.

More information on waterwatch results and publications can be found at:
www.manningham.vic.gov.au/waterwatch-program

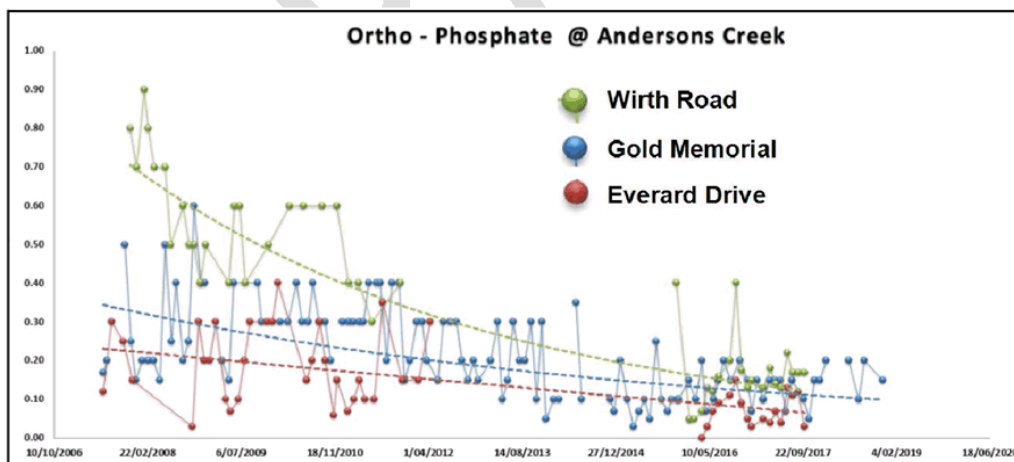


Figure 14. Andersons Creek Ortho-phosphate levels

2. Water sampling results

Water sampling has been conducted by the DWMP team since 2003 at several locations along creeks running throughout Manningham. Samples were taken 30cm below the surface to obtain a consistent sample representative of the water quality in that area. The table below indicates high levels of E.coli present in Manningham's creeks and is indicative of faecal contamination. In some instances, levels were considerably higher than those levels recommended for swimming.

Adults, children and animals that come into contact with contaminated creek or river water may experience diarrhoea, stomach infections, ear, eye and throat infections as a result of high levels of E.coli present in the water.

Following are the water quality parameters set by State Environmental Protection Policy in relation to E.coli levels:

- E.coli levels above 200/100ml are not recommended for swimming
- Levels above 1000/100ml are not recommended for fishing or boating activities.

Although not conclusive, there appears to be an improvement in water quality results for the Penderal Court Drain and Creek and the Violet Court Drain compared to water sampling performed in previous years. The Penderal and Violet Court Drains are located in the Wonga Park backlog areas RA0005A & RA0005B where approximately 489 properties (88%) of properties have connected to sewer since 2013.

68 properties have not connected, 42 of which discharge to stormwater.

An improvement in the quality of the Ruffey Creek Drain has also been observed in recent years.

Figure 15: BOD by date and location

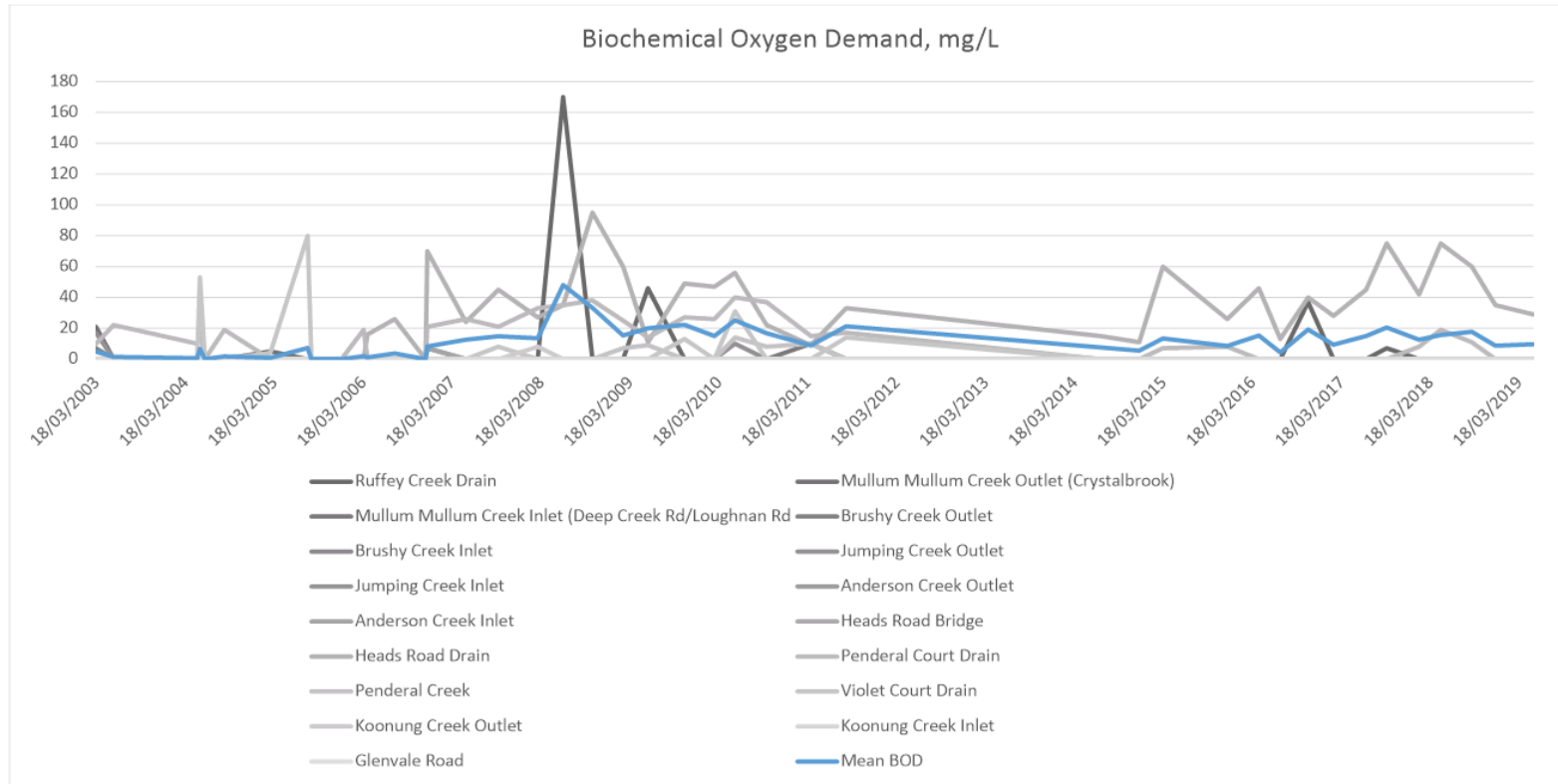


Figure 16: Suspended Solids by date and location

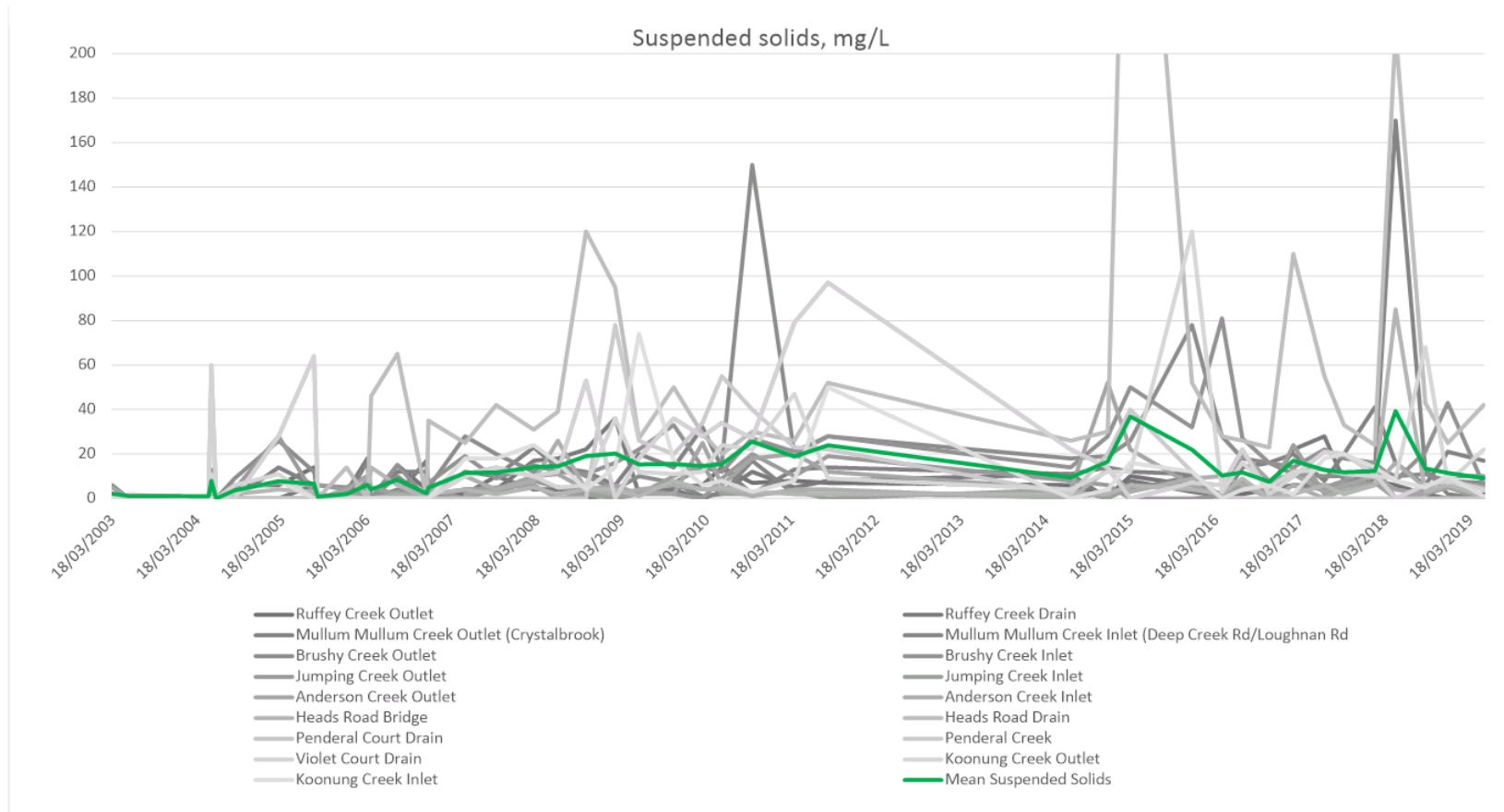
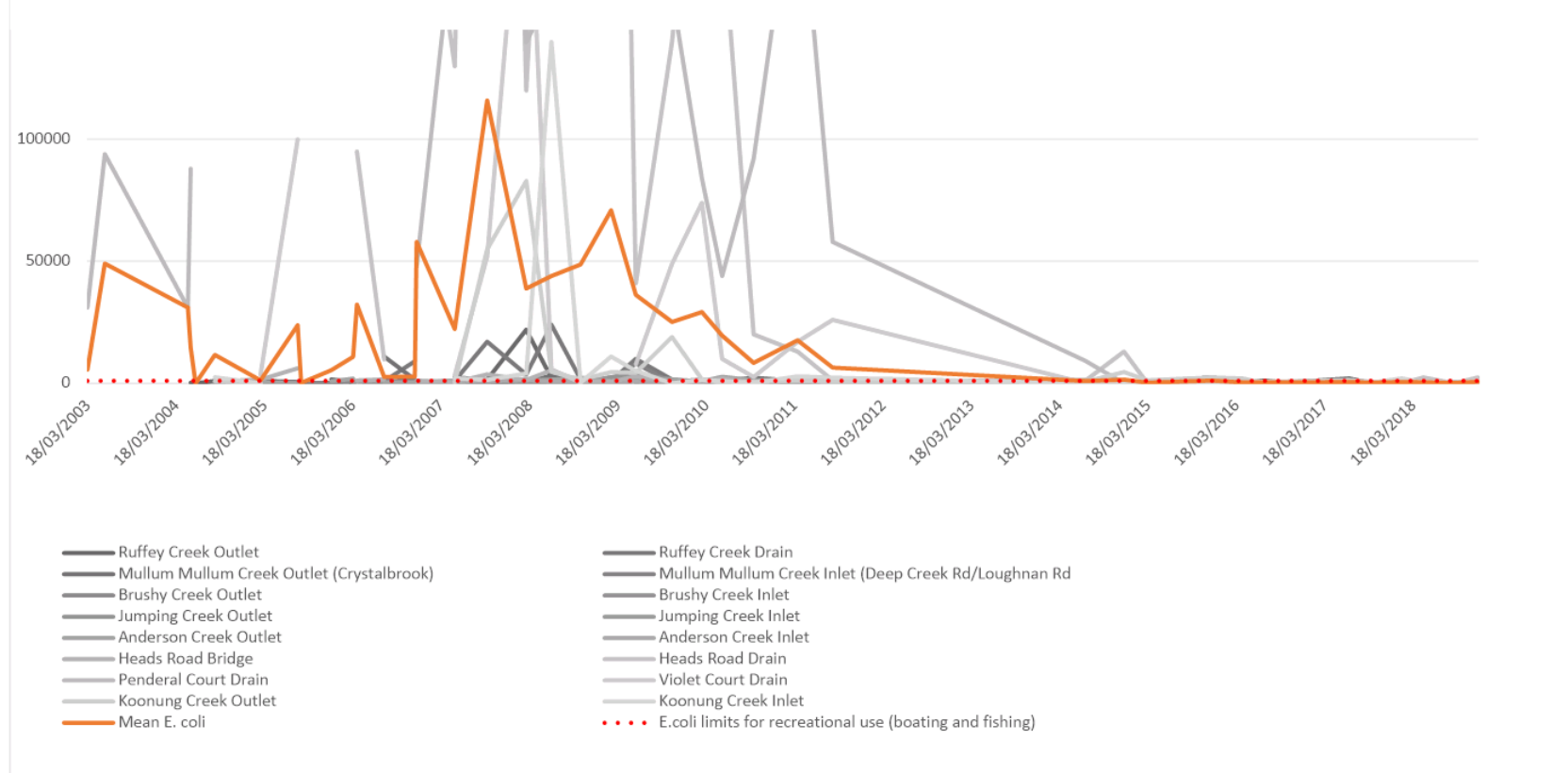


Figure 17: E.coli by date and location





APPENDIX THREE

Onsite management or reticulated sewer

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1. Onsite management or reticulated sewer

Costs associated with installing an on-site septic system are generally expensive due to costs of hiring excavation machinery, installing the septic tank, sand filter and laying effluent lines. Labour and materials usually range from \$15,000 to \$20,000 per system.

Ongoing maintenance costs (depending on the type of system) are approximately \$380 every 3 years to carry out desludging. These costs double for treatment plants consisting of two chambers as both tanks require desludging. Service fees for treatment plants are approximately \$400 per year and include quarterly servicing. Power costs also apply to operate pumps and aerators on a regular basis.

Provision of Yarra Valley Water's sewer infrastructure includes a contribution fee. The contribution fee is a contribution customers pay towards the cost of Yarra Valley Water bringing sewerage infrastructure into their area. The fee is currently \$500 for all areas declared before 8 April 2014. All areas declared thereafter have a contribution of \$1,671.36 (in 2019/20).

YVW have reviewed and suspended the application of this charge for recently constructed areas, including Donvale. The future of the contribution charge will be reviewed as part of an overall review into the Community Sewerage Program funding approach and connections rates strategy.

Connection to sewer includes an annual service charge of \$458.26 as of 1 July 2019 (charged quarterly). Sewerage disposal fees are charged at \$1.1426 per kilolitre of water used. The charge is applied to an estimated volume of sewage that is disposed into the sewerage system from inside your home based on your water usage and adjusted for seasonal variations.

More information can be found on Yarra Valley Waters website under 'Fees and Charges' <https://www.yvw.com.au/help-advice/help-my-account/understand-my-bill/fees-and-charges>

There may also be power costs to run a pump for those properties connected to a pressure sewer. Costs are approximately \$40-\$70 per year.

Owners are also responsible for providing a service drain to the sewer point located on the property boundary. Costs will depend on the distance the house is from this service point and can be between \$3,000 to \$6,000 on average.

Advantages of connecting to sewer

- No maintenance required by owners
- Connection costs cheaper than installation costs
- Cheaper maintenance costs in long run
- Reduces mosquito / vector breeding grounds
- Reduces risk of disease transmission
- Improved use of land (tennis courts, gardens, trees etc.)
- Prevents land from becoming water logged or contaminated
- Reduces odours emanating from the property

**Disadvantages of connecting to sewer**

- Water is discharged off-site and cannot be reused on garden (*Grey water may be re-used if installed correctly).
- Exorbitant installation costs for some inaccessible properties
- Reinstatement expenses of assets
- Damage to environment during sewer construction

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APPENDIX FOUR

Operating and Maintaining Septic System

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2. Operating and Maintaining Septic Systems

The following table outlines all the maintenance requirements for septic systems and links to the community local law.

Table 8: Septic system operating requirements

CODE	TYPE OF SYSTEM	OPERATING PROCEDURES / MAINTENANCE REQUIREMENTS
1 to 12	All Systems	<p>Where applicable, the effluent absorption area must be maintained as a permanent, dedicated area.</p> <p>Vehicles and livestock must be excluded from the effluent absorption area.</p> <p>Unless a permit for offsite discharge is held, effluent from the septic tank must be contained onsite and must not be discharged beyond the boundaries of the allotment.</p> <p>Buildings, driveways, concrete, tennis courts, swimming pools, garden beds, large trees and the like must not be placed in or on effluent areas.</p> <p>The system must not be altered or modified, except with the approval of the Council. A <i>Permit to Alter the Septic Tank System</i> must be obtained from the Council before making any alterations to the system.</p> <p>Unless an owner of a property is operating an EPA approved secondary treatment system that contains all effluent onsite all-year round, the owner must arrange for connection to reticulated sewer as soon as reticulated sewer is made available.</p> <p>All access openings for the septic tank system must be brought up to ground level and comply with Australian Standard 1546, On-site domestic wastewater treatment units.</p> <p>All irrigation pipework and fittings must comply with Australian Standard 2698 Plastic pipes and fittings for irrigation and rural applications.</p>
1. TP/AGL	Treatment Plant with Absorption / Transpiration Trenches	<p>The treatment plant is to be maintained by an annual service contract by the manufacturer or serving agent and a copy of the contract forwarded to Council each year. A maintenance and service report is to be submitted to Council once every three months.</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council</p>

CODE	TYPE OF SYSTEM	OPERATING PROCEDURES / MAINTENANCE REQUIREMENTS
2. TP/SI	Treatment Plant with Surface Irrigation	<p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS); 3. E.Coli bacteria; 4. Free Residual Chlorine.</p> <p>The treatment plant is to be maintained by an annual service contract by the manufacturer or serving agent and a copy of the contract forwarded to Council each year. A maintenance and service report is to be submitted to Council once every three months.</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>
3. TP/SSI	Treatment Plant with Sub Surface Irrigation	<p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS).</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>The treatment plant is to be maintained by an annual service contract by the manufacturer or serving agent and a copy of the contract forwarded to Council each year. A maintenance and service report is to be submitted to Council once every three months.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>
4. SF/AGL	Sand Filter with Absorbtion / Transpiration Trenches	<p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS).</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>

CODE	TYPE OF SYSTEM	OPERATING PROCEDURES / MAINTENANCE REQUIREMENTS
5. SF/SI	Sand Filter with Surface Irrigation	<p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS); 3. E.Coli bacteria; 4. Free Residual Chlorine.</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>
6. SF/SSI	Sand Filter with Sub Surface Irrigation	<p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS).</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>
7. AW/AGL	All Waste to Absorption / Transpiration Trenches	<p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>
8. AW/WF	All Waste to Worm Farm contained on site	<p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS).</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>

CODE	TYPE OF SYSTEM	OPERATING PROCEDURES / MAINTENANCE REQUIREMENTS
9. AW/RB	All Waste to Reed bed contained on site	<p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS).</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>
10. TP/DIS	Treatment Plant discharging off site	<p>The treatment plant is to be maintained by an annual service contract by the manufacturer or serving agent and a copy of the contract forwarded to Council each year. A maintenance and service report is to be submitted to Council once every three months.</p> <p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS); 3. E.Coli bacteria; 4. Total Residual Chlorine.</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>
11. WC/AGL (split system)	Water closet to Absorbtion / Transpiration Trenches	<p>The grease trap must be cleaned as required and the baffles replaced when necessary.</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>
12. SF/DIS	Sand Filter Discharging Off Site	<p>A sample of effluent must be taken every 12 months and analysed by a laboratory registered with the National Association of Testing Authorities (NATA) for the following tests: 1. Biological Oxygen Demand (BOD); 2. Suspended Solids (SS); 3. E.Coli bacteria; 4. Total Residual Chlorine.</p> <p>The septic tank system must be desludged (pumped out) at least every three years. Written evidence that this has occurred is to be provided to Council.</p> <p>A licensed plumber/drainer must inspect the septic system every three years and written evidence of each inspection must be forwarded to Council.</p>



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11 CITY SERVICES

11.1 Capital Works Program Mid-Year Review 2019/2020

File Number:	IN19/759
Responsible Director:	Director City Services
Attachments:	1 Capital Works Status Report October 2019 ↓
	2 Mid-Year Review Carry Forward Adjustments ↓

EXECUTIVE SUMMARY

The attached Capital Works Status Report, for the period ending 31 October 2019, is provided for review and consideration.

At the end of October, actual recorded expenditure on capital works projects was only 63.7% of forecast expenditure. When committed expenditure is taken into account the situation is more positive with actual plus committed expenditure to the end of October being 144.6% of forecast expenditure.

The fact that only 9.75% of the adopted budget has been delivered to the end of October is of concern, but program and project managers are aware of the slow start to the year and are putting considerable effort into ramping up works and expenditure for the remainder of the second quarter and into the new year.

Despite the slow start to the year, the majority of projects are progressing satisfactorily and are meeting the specified timelines. Fifteen (15) of a total of 252 projects for which cost centres have been created have been completed and a further one hundred and fifteen (115) are currently in progress. One hundred and twenty two (122) projects are yet to commence, but the majority of these are expected to be completed before the end of the financial year. Nine (9) projects have been identified as being at risk of not being completed before the end of the financial year. These projects are listed in the section 4.1 of the status report.

A number of funding transfers covering a range of projects are proposed. These are listed in section 4.3 of the status report. These transfers reflect changes in project scopes, priorities and resource availability, and will help ensure that the overall program is delivered efficiently and effectively, and that the available capital funds are used to deliver optimal public value.

A revised MYR budget of \$51.435 million is being planned for. This consists of the adopted budget of \$50.346 million, \$207,000 in additional carry forwards and \$0.882 million of surplus funds allocated to projects.

1. RECOMMENDATION

That Council:

- A. Receive and note the attached Capital Works Program Status Report for the period ending 31 October 2019.**

- B. Note and approve the transfer of \$7.856 million between capital works projects as detailed in section 4.3 of the October Status Report.**
- C. Note and approve the carry forward of an additional \$207,000 in funding from 2018/19 as detailed in Attachment 2 - MYR Carry Forward Adjustments.**
- D. Note and approve the allocation of \$882,000 in surplus funds to the projects listed in section 4.2 of the October Status Report.**
- E. Agree to the proposed principles contained in section 3.4 of this report.**

2. BACKGROUND

- 2.1 Reporting on the status of the 2019/2020 Capital Works Program is carried out on a quarterly basis to Council as a part of the CEO's Quarterly Performance Report. A detailed report is also presented to Council at the mid-year budget review (MYR budget) and end-of-year (EoY) on the overall performance of implementation of the Capital Works Program, including commentary on the progress of budgeted and carry forward projects and variations.
- 2.2 A year end expenditure of \$51.435 million (MYR budget) is currently forecast against the adopted budget of \$50.346 million. The net difference between the EoY forecast and adopted budget consists of the allocation of \$0.882 million in surplus funds and additional carry forwards from 2018/19 to the value of \$207,000. This updated forecast will be reflected in Table 2 of the Capital Works Program Status Report post the endorsement of this report by Council.
- 2.3 A total of \$1.46 million surplus funds from the 2018/19 capital works program is available. So far \$0.832 million of the available funds have been allocated to specific projects. The balance of surplus funds (\$0.578 million) will be held in reserve, to be used for projects as they arise.
- 2.4 The value of works completed at the end of October is \$4.93 million, which is \$2.8 million (36.3 %) below the YTD forecast amount of \$7.73 million.
- 2.5 To the end of October, \$318,000 in income from asset sales and other sources has been received. This is 11.2% of the annual income projection of \$2.838 million.
- 2.6 Despite the slow start to the year, the majority of projects are progressing satisfactorily and are meeting the specified timelines. Fifteen (15) of a total of 252 projects for which cost centres have been created have been completed and a further one hundred and fifteen (115) are currently in progress. One hundred and twenty two (122) projects are yet to commence, but the majority of these are expected to be completed before the end of the financial year. Nine (9) projects have been identified as being at risk of not being completed before the end of the financial year. These projects are listed in the section 4.1 of the status report.

3. DISCUSSION / ISSUE

- 3.1 It is proposed that the attached Capital Works Program Status Report for the period ending 31 October 2019 be noted.
- 3.2 The MYR budget provides an opportunity to update EoY forecasts for material changes to the adopted annual budget, to identify budget shortfalls, and reallocate budget surpluses to priority projects and services.
- 3.3 Based on the lead times associated with new projects, it is recommended to make changes to the program that allow funds to be reallocated to AMS based projects, in order to enable the delivery of the capital works program budget on target, and to meet the associated KPI's.
- 3.4 To this end, it is proposed to adopt the following principles:
 - 3.4.1 Replace "at risk" new projects with more readily deliverable Asset Management Strategy (AMS) projects.
 - 3.4.2 Focus on AMS building upgrades to be completed in the first half of 2020.
 - 3.4.3 Close out stakeholder engagement in the first half of 2020.
 - 3.4.4 Obtain funding contribution agreements prior to funding being allocated in the following year.
 - 3.4.5 Complete designs and permits for new builds ready for first quarter 20/21.

4. IMPLEMENTATION

- 4.1 Finance / Resource Implications
 - 4.1.1 The surplus of \$1.46 million from 2018/19 will enable the new and emerging projects listed in section 4.2 of the October Capital Works Status Report to be delivered addressing contractual requirements, meet asset and service needs, and enhance customer and business processes.
 - 4.1.2 A number of transfers are proposed to enable projects to access funding and commence work this financial year, while others have been delayed or don't require the full funding allocation and remain within the overall program's funding allocations.
 - 4.1.3 The strategies implemented at this stage of the financial year are to avoid or minimise the carry forward of funding into the 2020/21 financial year.
 - 4.1.4 Implementation of the principle: Replace "at risk" new projects with more readily deliverable Asset Management Strategy (AMS) projects.

5. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.



KNEES ROAD, PARK ORCHARDS

Capital Works Program 2019-20

OCTOBER

Status Report



Interpreter service

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1. Executive Summary

1.1. Summary

At the end of October, 11.9% of the total adopted budget of \$50.346 million has been delivered (on ground value).

Many of the ongoing projects are currently committed under a formal procurement arrangement and are well advanced. There are a number of projects that have been identified as potentially being high risk and not able to commence this year or unlikely to expend the budget allocation this financial year. Options are being considered in regard to next steps in order to progress the project or transfer funds to a substitute project. These projects are a high priority for action and will be monitored to ensure that effective utilisation of funds is being made to reduce risks to the capital works program KPI's and objectives.

Service unit managers are currently working through budget adjustments which will be addressed as part of the mid-year budget review (MYR) process in November – December. (Table 5)

1.2. Key Performance Indicators

Key Performance Indicators have been prepared to assist in measuring the scope and progress of capital works program and included in the Council Plan.

1.2.1. Council Plan Action

Table 1: Council Plan Action

	Progress	Target	Action
x	11.9%	>90%	Capital Works Program was spent against the adopted budget ¹
x	0%	>90%	Capital Works Program Projects Completed ¹

Legend ✓ - Favourable against YTD Target, x - Unfavourable against YTD Target

¹ This represents the financial outcome after accruing for works completed.

1.3. Highlights

The following seven projects have seen expenditure in excess of \$80,000 in October:

- King Street / Church Road Channelisation \$144,361
- Plant Replacement Program \$137,562
- Toppings Road Wonga Park Pipe Lining \$125,138
- Footpath Renewal Program \$107,022
- Miscellaneous Building Refurbishment Works \$87,719
- Montgomery Street Laneway Improvements \$84,340
- Tasker Reserve \$82,481

2. Program Status

The following Financial Performance (Table 2) outlines individual unit performance and also an overall performance on how Service Units are tracking.

Overall, actual expenditure to date is \$4.93 million which is just 63.7% of the end of October cash flow target. An additional \$7.04 million will need to be spent in November to reach the current end of November target. By value 45% of these projects are renewal, 35% new, 15% upgrade and 5% expansion.

As reported in September the awarding of contracts for a range of services under a panel is progressing. Currently there are a number of contracts for minor services being completed, however this is not impacting progress or projects to market.

Significant packages of works are out for quotation with a busy period of delivery expected up to the Christmas break and in the New Year.

There are a number of projects identified as high risk, that have been flagged by teams as potentially not able to commence this year or unlikely to expend the budget allocation this financial year. Strategies are being developed to recover these projects. Further assessment on the impact and any potential delay remains to be assessed and confirmed. These projects are a high priority for action and need to be monitored and options considered to reduce risks to the capital works program KPI's and objectives.

As a result of this risk, a number of new projects will not be delivered by City Projects and instead funds have been shifted to Infrastructure to deliver renewal works within the same asset class. In total \$4.5M made up by \$1M footpaths, \$1.5M roads and \$2M drainage related works driven by projects identified through the Asset Management Systems and high risk customer requests.

Further assessment is being undertaken to address major building projects that are unlikely to be delivered partially or completely in the 19/20 financial year.

2.1. Financial Performance

The following table provides a summary of the performance in regard to the implementation of the Capital Works Program.

Table 2: Financials

	End of Year Forecast Budget (YTD)							
	Adopted Budget	YTD Budget	EoY Forecast	YTD Forecast	YTD Actual	YTD Variance	YTD Variance	Fav / Unfav
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%	
A. Compared to Adopted Budget								
Budget YTD Outcome	50,346	7,729	50,553	7,729	4,926	2,803	36.3%	U
B. Compared to Forecast Outcome								
Budgeted works	40,979		40,979	3,633	2,330	1,303		
Budgeted carry forwards	9,367		9,367	4,096	2,596	1,500		
Additional carry forwards from 18/19			207	-	-			
New Works								
Grants and income received in advance						-		
Additional grants & income						-		
Budget Adjustments								
Forecast YTD Outcome	50,346	7,729	50,553	7,729	4,926	2,803	36.3%	U

Legend: F - Favourable U - Unfavourable

At the end of October \$4.926 million or 9.75% of the adopted budget has been delivered. An additional \$1 million worth of works are estimated to have been delivered on ground, but yet to be invoiced or processed, which corresponds to 11.9% of the total adopted budget.

The current YTD progress indicates that the average monthly expenditure has currently been around \$1.25 million till the end of October. In order to achieve the end of year target of 90% expenditure against the adopted budget, an average monthly expenditure of \$5.07 million is needed for the remainder of the financial year.

2.2. Overall Performance

The section provides analysis on each service unit and the overall capital works program. This detail is designed to provide each unit and senior management line of sight over service unit's progress.

Key elements included are:

<i>ITEM DEFINITION</i>	
Run Rate	Program value equally divided by the 12 months
Forecast Cashflow	Annual budget allocated (profiled/cashflow) across months based on projected timeframes for delivery and expenditure
2019/20 Actuals	Actual expenditure transacted within Finance One
Commitments	Funds allocated to purchase orders in Finance One

All service units have now provided cash flow forecasts.

Expenditure ramped up slightly in the month of October, but is still slower than forecast and significantly slower than required to make up for a slow start to the year. Ramping up expenditure further in November will be vital to our chances of meeting our longer term targets.

As detailed in Section 4 of the report a number of high value projects are at risk of delay or cancellation. These projects and potential replacement projects will be considered at the mid-year review. The identification and activation of appropriate replacement projects that can be completed or at least substantially implemented this financial year will be a key factor in determining how close we can come to meeting our expenditure targets.

As noted in the September report, the value of commitments reported during the first quarter had been inflated by the way blanket work orders were set up in the financial system. This issue has been addressed and the current report provides a much more accurate commitments value.

2.2.1 – Overall Performance

In 2019/20 there are \$50.34 million worth of projects identified in the Capital Works Program. This is 179% of the value of projects completed in 2018/19. By value 45% of these projects are renewal, 35% new, 15% upgrade & 5% expansion.

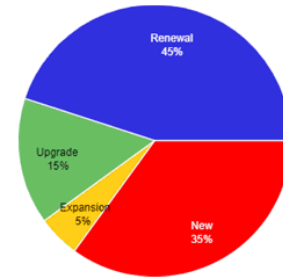
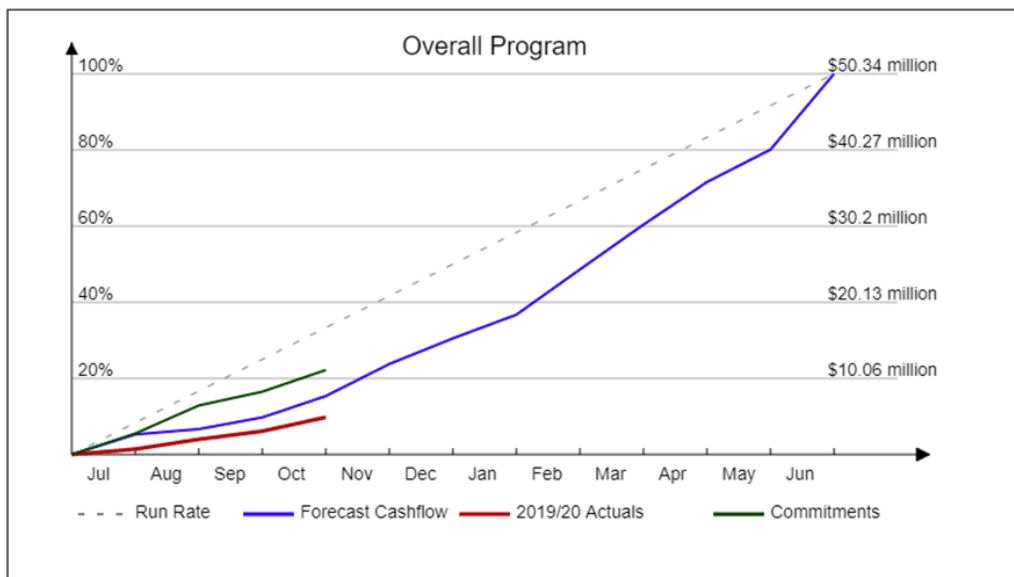
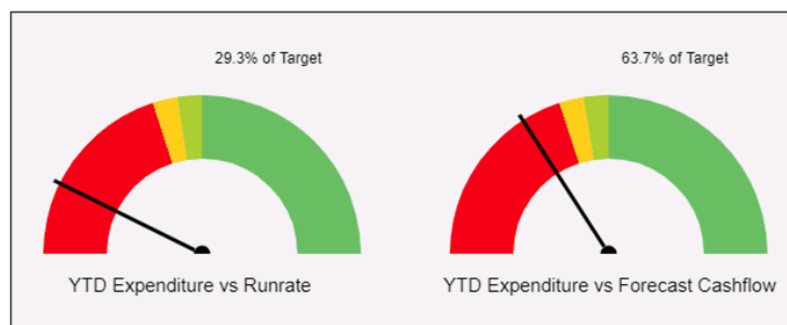


Figure 1: Overall Financial Performance YTD against Trend Line



October 2019



Expenditure to date is \$4.93 million which is just 63.7% of the end of October cash flow target. An additional \$7.04 million will need to be spent in November to reach the end of November target.

3. Income

The following table provides a summary of income to be received in 2019/20 towards the implementation of the projects listed:

Table 3: Income

Capital Works Income											
	Adopted Annual Budget	Asset Sales	Income Received in Advance	Income Adjustments	Total	YTD Budget	YTD Actual	YTD Var	YTD Var	Income yet to be received	Comments
	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	%	\$'000	
Plant Replacement Program		550			550		257	257	0%	293	Plant Sales (Trade-ins). Dictated by Market Rates.
Road Safety Improvements Council Link & Collector Roads - (C24005)	37		37		74		9	9	0%	-9	Grants Commission.
Roads to Recovery	402				402						
Road Management Strategy Upgrades Council Link Roads - (C66299)	100				100		0	0	0%	-25	Grants Commission.
Bicycle Strategy Implementation -	125		235		360		34	34	0%	-34	Grants Commission.
Traffic Control Devices Link Roads - (C95062)	34		34		68		0	0	0%	0	Grants Commission.
Traffic Control Devices Local Roads - (C95068)	20		21		41		0	0	0%	0	Grants Commission.
Traffic Management LATM Implementation - (C95069)	68		69		137		0	0	0%	0	Grants Commission. To be received in two instalments. \$80K
Bus Bay Construction	27		28		55		0	0	0%	0	Grants Commission.
Warrandyte Lions Park Redevelopment	20				20		0	0	0%	0	
Smart Cities - Smarter flows in activity centres	65		185		250	0	0	0	100%	0	Federal Government contribution
Petty's Reserve Sporting Development - Stage 2	480		320		800		0	0	0%	320	
Tennis Court Strategy Implementation Program	68				68		0	0	0%	0	
Koonung Park Management Plan	50				50		18	18	0%	-18	
Female Friendly Sports Facilities Upgrade (C62067)	100				100		0	0	0%	0	
Doncaster RSL - Stage 2 Art works	0		20		20		0	0	0%	0	
Doncaster Avenue of Honour (Zerbes)	0		23		23		0	0	0%	0	
Implementation of Rieschiecks Reserve Mgmt Plan	0		149		149		0	0	0%	0	
Park Orchards BMX	0			10	10	0	0	0	0%	0	Balance of \$10K SRV Grant
Total (including Plant Sales)	1,157	550	1,121	10	2,838	0	318	-318	11.2%	527	

4. Program changes and variations

4.1. List of High Risk Projects

The following table details projects that present a risk of delay or being cancelled that may impact capital works program success – Council Actions, CEO KPI, and Program Health.

High Value projects are listed. Not all projects are detailed due to low value and low impact against value of annual capital works program.

Projects listed as High Risk are at an early warning phase, these are then triaged based on options available. Options considered in priority order are:

1. increased effort / resource to maintain project
2. delay and bring forward an alternate project from future years
3. re-allocate funds to alternate projects or programs and re-allocate future funds in following years
4. carry forward project in to following year

Discussions are planned to occur to consider options for the high risk projects and assess risk and likelihood of delay or impact. It is a priority to avoid carry forwards where ever possible.

Table 4: High Risk Projects

Project	Budget \$M	@ Risk \$M	Justification
Domeney Reserve Pavilion Upgrade	1.100	1.100	Delays in the consultation process. The club have requested that the project be delayed. Subject to council advice, if not delayed the risk would be \$0.500M
Rieschiecks Reserve	1.240	1.240	Delays in the consultation process. Cannot be achieved in 19/20
Pettys Reserve	3.450	1.000	Delays to market, Remains on schedule for delivery in 20/21
Ruffey Lake Park (Boulevard) Public Toilet	0.280	0.280	Design in Jan/Feb and timing with other master plan works
Hepburn Road Ext	0.700	0.700	Community engagement timing and demolition
Main Yarra Trail	0.400	0.200	Alignment to be selected and detail design to occur
TOTALS	9.699	4.520	

4.2. Mid-Year Review Process

The following table details projects that require funding to be formally allocated or reallocated through the mid-year budget process. The list provide early notification and transparency of items proposed for mid-year adjustments.

Table 5: Proposed Mid-Year Budget adjustments

Project	MYR Budget request \$M	Justification
Civic Office Front Counter	0.600	DDA compliance requirement
Mandella Reserve	0.232	Playground reinstatement after asbestos removal
TOTAL	0.832	

Items listed as TBA are currently being evaluated and costing's progressively completed for inclusion and consideration at MYR process.

4.3. List of Project Transfers

The transfer of funds is required on the following projects which will not impact on the overall delivery of the programmed works, but will enable these projects to be delivered more effectively to address contractual requirements and/or to meet asset or service needs in the program to achieve council plan, CEO KPI and program health measures under the Capital Works Program.

Table 6: Project Transfers

Project requiring funds		Comments	Form completed
Koonung Park Cricket Nets	0.193	Transfer of \$163K from Koonung Park Management Plan Transfer of \$30K from AMS Netball as a contingency to the project	No
Donvale Pavilion AMS	0.050	Transfer of \$50K from AMS Dog Activity Centre to complete urgent works at Donvale	Yes
Miscellaneous Drainage	2.000	Transfer of \$2M from Drainage Strategy to Miscellaneous Drainage	Yes
Road Safety Improvements - Collector	0.111	Transfer of \$111K from Road Management Strategy Link to Road Safety Improvements - Collector	Yes
AMS footpaths Roads	1.024	Transfer of \$575K from Local Footpath Advanced Design & Construct to AMS – Footpath Roads. Transfer of \$125K from New Footpath Construction to AMS – Footpath Roads. Transfer of \$200K from Bicycle Strategy to AMS – Footpath Roads. Transfer from Main Yarra Trail \$124k	Yes
AMS – Road Resurfacing	2.630	Transfer of \$1.368M from Road Management Strategy – Link to AMS – Road resurfacing. Transfer of \$122K from Traffic Management LATM to AMS – Road resurfacing. Transfer 1.14M from Tram/Merlin	Yes
Drupal Upgrade	0.100	Transfer of \$100K from CRM – Phase 2 to Drupal Upgrade <i>NOTE: to be paid back in 20/21</i>	No
Trim Upgrade	0.070	Transfer of \$70K from Smart Cities to Trim Upgrade	No
Venue & Event System	0.073	Transfer of \$73K from Smart Cities to Venue & Event Management System	No
Middleware	0.009	Transfer of \$9K from Smart Cities to Middleware	No

Warrandyte Tennis Pavilion - Decking	0.460	Transfer of \$460K from Domeneny Reserve Pavilion	No
Bulleen Tennis Club	0.200	Transfer of \$200k from Petty's Reserve	No
Mullum Mullum Bowls	0.371	Transfer of \$371k from Petty's Reserve	No
Boronia Grove Pavilion	0.200	Transfer of \$200k from Petty's Reserve	No
CA PPM Enhancements	0.191	Transfer of \$187K from WHS system Transfer of \$4K from Smart Cities	No
Chris21	0.019	Transfer of \$19K from Contract Management	No
Depot Dog Pound	0.015	Transfer of \$15K from AMS Buildings Misc	No
Doncaster Ave of Honour	0.040	Transfer from Main Yarra Trail 40k	No
Doncaster RSL – art grant	0.036	Transfer from Main Yarra Trail 36k	No
Telephony	0.064	Transfer of \$64K from Contract Management	No
Total	7.856		

5. Program Schedule Health & Progress

5.1. Traffic Light Report

The Traffic Light Report outlines the status of the projects from a scheduling point of view and determines outcomes of any issues that may arise.

Due to technical difficulties and existing faults in the system the Traffic Light Report is currently being reviewed due to the upcoming CAPPM upgrade.

***Please note:** the format of the Traffic Light Report from CAPPM is being redefined to improve core data tracked and ensure all users are accessing the same data set. This an action from the capital works team's own process improvement project – Capital Works Process Review Project. The objective of the changes are to improve user experience, user orientation and therefore user compliance.*

6. Planned Works Summary

6.1. Forecast Works for Next Month

According to the cost plan data uploaded into CA PPM by project managers, just over \$4.24 million in projects are scheduled to be undertaken in November 2019. Details of these projects and the estimated expenditure is shown below.

Table 7: Planned Works Summary

Ref	Project Name	Est. Expenditure	Service Unit
PRJ-00205	Road Surfacing (Reseals)	\$ 700,000.00	Infrastructure Services
PRJ-00636	Early Works Packages Jumping Creek Road	\$ 407,530.00	City Projects
PRJ-00182	Arterial Road Pavements (Link & Collector)	\$ 200,000.00	Infrastructure Services
PRJ-00328	South Valley Road Catchment Drainage Improvements	\$ 150,000.00	City Projects
PRJ-00253	Yarra Rd (Arunga to 368 Yarra Rd) PPN	\$ 150,000.00	City Projects
PRJ-00355	Doncaster Tennis Club Courts 6 & 12 Resurfacing	\$ 135,000.00	City Projects
PRJ-00540	Hepburn Road Demolition and Link road construction	\$ 130,000.00	City Projects
PRJ-00293	King Street / Church Road Channelisation	\$ 110,000.00	City Projects
PRJ-00515	Ironbark Reserve	\$ 100,000.00	Integrated Planning
PRJ-00156	Pettys Reserve Sporting Development Stage 2	\$ 100,000.00	City Projects
PRJ-00202	Road Restoration	\$ 100,000.00	Infrastructure Services
PRJ-00516	Lawford Reserve Development Plan	\$ 70,000.00	Integrated Planning
PRJ-00535	Old Yarra Road Wonga Park	\$ 60,000.00	City Projects
PRJ-00624	Ruffey Lake Park Landscape master plan	\$ 60,000.00	Integrated Planning
PRJ-00490	Customer Relationship Management Phase 1	\$ 54,037.00	Transformation
PRJ-00085	Smart Cities - Reinventing Neighbourhoods	\$ 50,799.00	Transformation
PRJ-00313	Melbourne Hill Road Drainage Upgrade(C,P & D)	\$ 50,000.00	City Projects
PRJ-00184	Fencing	\$ 50,000.00	City Amenity
PRJ-00402	Tennis Court Strategy	\$ 46,000.00	City Projects
PRJ-00193	Footpaths - Roads	\$ 45,000.00	Infrastructure Services
PRJ-00588	Banool Quadrant, Doncaster East footpath	\$ 41,000.00	City Projects
PRJ-00197	Water Services	\$ 40,000.00	City Amenity
PRJ-00537	Colman Road - Speed humps changed to intersection works	\$ 40,000.00	City Projects
PRJ-00099	Customer Relationship Management	\$ 39,754.10	Transformation
PRJ-00079	Workplace Health & Safety Management Solution	\$ 36,802.00	Transformation
PRJ-00591	Tandarra Avenue, Doncaster footpath	\$ 35,000.00	City Projects
PRJ-00291	McLachlan St Road Extension	\$ 35,000.00	City Projects
PRJ-00190	Footpaths - Parks	\$ 35,000.00	Infrastructure Services
PRJ-00533	Elizabeth Street Doncaster East	\$ 34,101.00	City Projects
PRJ-00645	Domeney Reserve Management Plan Implementation	\$ 30,000.00	City Amenity
PRJ-00587	Ibis Street Doncaster footpath	\$ 30,000.00	City Projects
PRJ-00590	Burilla Avenue, Doncaster footpath	\$ 30,000.00	City Projects
PRJ-00592	Springvale Road, Donvale Footpath	\$ 30,000.00	City Projects
PRJ-00616	Allara Reserve (park upgrade) Playspace	\$ 30,000.00	Integrated Planning
PRJ-00207	Underground / Open Drainage	\$ 30,000.00	Infrastructure Services
PRJ-00180	Playhouse Theatre	\$ 29,000.00	City Projects
PRJ-00594	Walker Street, Doncaster footpath	\$ 27,500.00	City Projects

PRJ-00690	3 Dirlton Avenue in Park Orchards Miscellaneous Drainage	\$	25,795.00	Infrastructure Services
PRJ-00159	Aquarena	\$	25,000.00	City Projects
PRJ-00165	Mullum Mullum Bowls	\$	25,000.00	City Projects
PRJ-00192	Sporting Reserves	\$	25,000.00	City Amenity
PRJ-00282	Tram / Merlin Traffic Signals	\$	25,000.00	City Projects
PRJ-00195	Kerb & Channel	\$	25,000.00	Infrastructure Services
PRJ-00584	Gifford Road Doncaster footpath	\$	24,000.00	City Projects
PRJ-00678	3A Colchester Drive Doncaster East Misc Drainage	\$	23,043.00	Infrastructure Services
PRJ-00172	Wilson's Road Pavilion	\$	20,000.00	City Projects
PRJ-00384	Lower Templestowe Community Centre	\$	20,000.00	City Projects
PRJ-00575	129 Thompsons Road (Shopping Strip)	\$	20,000.00	City Projects
PRJ-00579	463 Doncaster Road Bus Shelter	\$	20,000.00	City Projects
PRJ-00586	McLachlan Street, Templestowe footpath	\$	20,000.00	City Projects
PRJ-00641	6 Serpells Rd Templestowe New Footpath	\$	20,000.00	City Projects
PRJ-00386	Pines and Ajani - Solar PV and Storage	\$	20,000.00	City Projects
PRJ-00525	Ranleigh Reserve	\$	20,000.00	Integrated Planning
PRJ-00620	Dehnert Street Reserve(park upgrade) Playspace	\$	20,000.00	Integrated Planning
PRJ-00630	Porter street and green gully lineal park Road Mana	\$	20,000.00	City Projects
PRJ-00183	Bridges / Culverts - Roads & Reserves	\$	20,000.00	Infrastructure Services
PRJ-00206	Road Renewal - Kerb & Channel	\$	20,000.00	Infrastructure Services
PRJ-00347	MTLC Netball Pavilion Upgrade	\$	20,000.00	City Projects
PRJ-00251	12A Hamal St Donvale Drainage Improvement	\$	18,000.00	Infrastructure Services
PRJ-00679	Cnr Davis Road and Reserve Road Wonga Park Misc Drainage	\$	16,780.50	Infrastructure Services
PRJ-00070	Contract Management System	\$	15,618.00	Transformation
PRJ-00261	Rose Avenue Drainage Improvement (Design Only)	\$	15,000.00	City Projects
PRJ-00550	Drainage - Alva Avenue	\$	15,000.00	City Projects
PRJ-00672	2 to 24 Euston Ave Park Orchards Easement Drainage	\$	15,000.00	City Projects
PRJ-00405	12-12A Hamal Street Donvale - Catchment design	\$	15,000.00	City Projects
PRJ-00589	Woorarra Avenue Doncaster East Footpath	\$	15,000.00	City Projects
PRJ-00146	Miscellaneous General Leisure (Ongoing replacement and upgrade of Rec Assets)	\$	15,000.00	City Amenity
PRJ-00541	Tuckers/Serpells -Road & Footpath reconstruction	\$	15,000.00	City Projects
PRJ-00188	Pavement Design	\$	15,000.00	Infrastructure Services
PRJ-00200	Road Furniture / Signs / Bins / Seats	\$	15,000.00	Infrastructure Services
PRJ-00595	Hepburn Rd (Short St & Gilmore) footpath	\$	12,500.00	City Projects
PRJ-00580	Tram Road Bus Shelter	\$	10,000.00	City Projects
PRJ-00324	285 Oban Road Culvert	\$	10,000.00	City Projects
PRJ-00549	North Valley Road	\$	10,000.00	City Projects
PRJ-00250	1/14 Chippewa Drainage Improvement	\$	10,000.00	City Projects
PRJ-00639	High Street (Ayr Street & Doncaster Road) Advanced Design	\$	10,000.00	City Projects
PRJ-00605	Church Road, Templestowe Local Footpath	\$	10,000.00	City Projects
PRJ-00606	Blackburn Rd Doncaster East Local Footpath	\$	10,000.00	City Projects
PRJ-00607	Heidelberg-Warrandyte Road, Templestowe Local Footpath	\$	10,000.00	City Projects
PRJ-00352	Other Computer Infrastructure	\$	10,000.00	Information Technology
PRJ-00189	Landscape Areas	\$	10,000.00	City Amenity
PRJ-00199	Streetscapes	\$	10,000.00	City Amenity
PRJ-00619	Walker Street Reserve(park upgrade) Playspace	\$	10,000.00	Integrated Planning
PRJ-00196	Open Space Road Pavements	\$	10,000.00	Infrastructure Services
PRJ-00625	Ruffey Lake Park -minor landscape works	\$	10,000.00	Integrated Planning
PRJ-00149	Sportsground Refurbishment - Drainage Program	\$	10,000.00	City Amenity

15 | Capital Works Program 2019-20

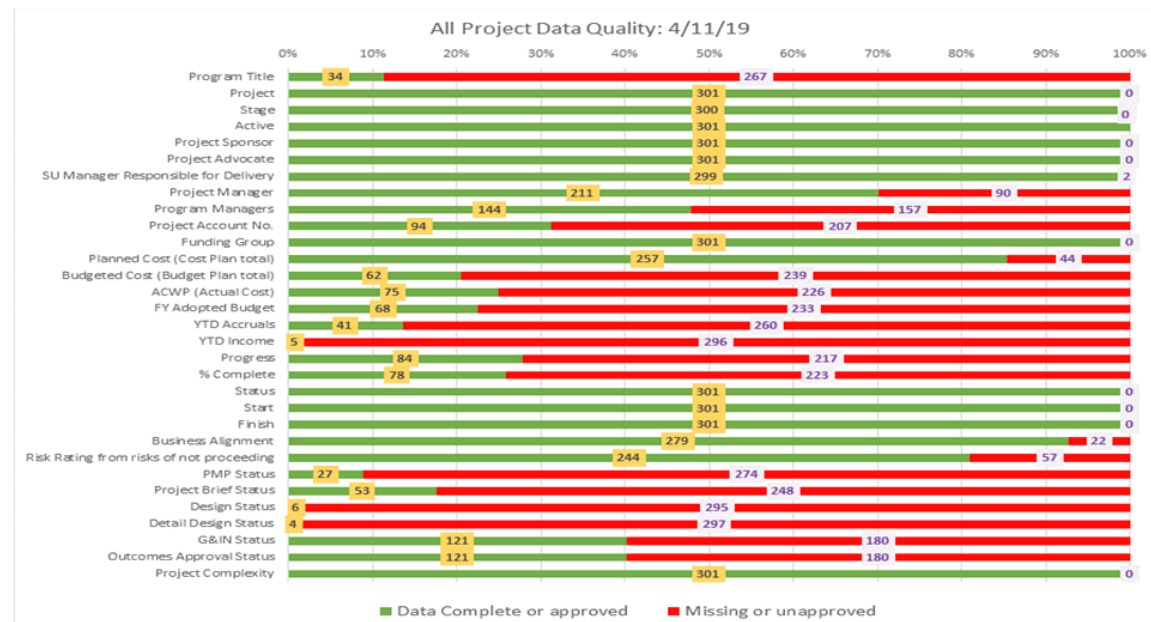


PRJ-00650	Bulleen Tennis Club AMS	\$	8,500.00	City Projects
PRJ-00615	Lynwood Reserve (park upgrade) Playspace	\$	8,000.00	Integrated Planning
PRJ-00385	LED replacement of mercury lamps in Decorative Lights	\$	7,000.00	Infrastructure Services
PRJ-00170	Highball Facilities AMS	\$	5,000.00	City Projects
PRJ-00569	Blackburn Road Service Road (Maxia Road to School Crossing)	\$	5,000.00	City Projects
PRJ-00201	Play Spaces - AMS	\$	5,000.00	City Amenity
PRJ-00545	Garden Road, Donvale	\$	5,000.00	City Projects
PRJ-00631	Knees Road, Park Orchards Road Management	\$	5,000.00	City Projects
PRJ-00198	Pram Crossings	\$	5,000.00	Infrastructure Services
PRJ-00208	Shopping Centre Enhancements	\$	5,000.00	Infrastructure Services
PRJ-00568	Atkinson LATM (Between Andersons and Williamson)	\$	5,000.00	City Projects
PRJ-00344	Play Spaces Children Facilities	\$	4,180.33	Integrated Planning
PRJ-00539	Major Street - celeste St intersection roundabout	\$	3,200.00	City Projects
PRJ-00565	Deep Creek Drive (Intersection Heidelberg - Warrandyte)	\$	3,000.00	City Projects
PRJ-00572	Tunstall Road (Clemms St to Beverley St)	\$	3,000.00	City Projects
PRJ-00349	Miscellaneous Open Space Projects	\$	3,000.00	Integrated Planning
PRJ-00428	Harold Link Development Plan	\$	2,500.00	Integrated Planning
PRJ-00566	Jilpanger and Melissa Street, Doncaster East	\$	2,000.00	City Projects
PRJ-00479	Hepburn Reserve	\$	2,000.00	Integrated Planning
PRJ-00611	McGowans Road, Donvale Local Footpath	\$	2,000.00	City Projects
PRJ-00612	Pound Road, Warrandyte Local Footpath	\$	2,000.00	City Projects
PRJ-00339	Parks Alive Initiatives	\$	1,700.00	Integrated Planning
PRJ-00617	Federation Playspace (plan and design) Playspace	\$	1,000.00	Integrated Planning
PRJ-00464	Public Art Program	\$	1,000.00	Cultural Services
	Total		\$ 4.24 million	

7. CAPPMM System Health & Accuracy

7.1. Data Quality Report (DQR)

The Data Quality Report below provides Service Unit Managers and Program Managers information on the overall health of the program and status of projects as they move through the program. As the year progresses the data should be completed through to hand over and the graph in figure 2 should move progressively from largely red to mainly green at year end. Please refer to TRIM link [D19/17764](https://trim.manningham.gov.uk/Document/17764) for a detailed outline of the latest Data Quality Report. **Figure 2. DQR Data Quality Report**



Project	\$'000	\$'000	\$'000
	Budgeted CFWD (19/20)	Mid Year Actual CFWD (19/20)	C/ F Variance
Dial B4 you Dig	80	80	0
Customer Relationship Management CRM – Phase 2	736	736	0
Information Architecture & Analytics	163	253	-90
Smart Cities – Smarter Flows in Activity Centres	31	115	-84
Workplace Health & Safety Management Solution	0	166	-166
Contract Management System	0	93	-93
Online Services City Approvals and Compliance	24	63	-39
MAGIQ upgrade & Enhancement	0	115	-115
Plant Replacement Program	900	664	236
Highball Facilities AMS	78	56	22
MTLC netball Toilet upgrade (Templestowe) and Pavilion Development (planning)	250	250	0
Mullum Mullum Bowls	358	350	8
Female Friendly Toilets	100	100	0
Warrandyte Tennis Decking	40	40	0
Outdoor Basketball & Netball Facilities	45	24	21
Domeney Reserve Pavilion Upgrade (Line 28)	300	281	19
Jumping Creek Road (Line 5)	2,250	1,694	556
King Street - Stage 2B (Line 8)	500	500	0
King St / Church Road Channelisation (Line 10)	0	100	-100
Serpells Road (Sarah to Cipora) (Line 14)	0	434	-434
Taroona Avenue Shared Path (Line 14)	170	131	39
Bolin Bolin Billabong (Line 17)	0	264	-264
Melbourne Hill Road Drainage Scheme (C.P & D) (Line 17)	625	411	214
Oban Road Culvert (Line 17)	410	317	93
11-32 Toppings Road Wonga Park Pipe Lining (Line 17)	0	160	-160
South Valley Rd Catchment Drainage Improvements (Line 17)	0	307	-307
Tennis Club Strategy (Line 35) • Doncaster 6 & 12 Currawong	258	247	11
Heidelberg- Warrandyte Road (Oakland to Alexander)	295	290	5
Hepburn Road Extension (Walker Street to Clay Drive)	70	163	-93
Doncaster Park Preschool (Line 46 AMS)	150	123	27
Lower Templestowe Community Centre (Line 46 AMS)	0	58	-58
Ruffey Lake Park Toilets (church road) (Line 46 AMS)	0	99	-99
Playhouse Theatre (Line 46 AMS)	0	99	-99
Finns Reserve Changing Places Facility	90	90	0
12A Hamal Street Donvale Drainage Improvement	40	0	40
Manningham Road (Hazel Drive to Marcus Road) Shared Path - Bicycle Strategy	15	0	15
Rose Ave Drainage Improvement (Design Only)	30	0	30
Parker Street (High Street to Omar Road) Templestowe	110	0	110
Tram Merlin Traffic Signals	130	0	130
Braeside / Studley Intersection Realignment	30	0	30
9 Montgomery	50	0	50
Euston Road	180	0	180
James and Swilk St (Design Only)	100	0	100
9 Valencia Terrace Drainage Improvement (Design Only)	15	0	15
Leeds / Beverley Pedestrian Improvements (Splitter Island Replacement)	50	0	50
Tunstall Square Stage 4B (Line 18)	332	314	18
Gainsborough Reserve (Line 22)	0	19	-19
Ruffey Lake Park Upgrade (Line 23)		50	-50
Parks Alive Park Upgrades (Line 33) Fernleigh & Ronald	50	83	-33
Ranleigh Reserve (Line 33)	32	32	0
Tasker Reserve (Line 33)	75	62	13
Anthony Reserve (Line 22)	145	141	4
Dellview - Springwood	30		30
Mullum Mullum Linear Stage 1	30		30
TOTAL	9,367	9,574	-207

12 SHARED SERVICES

There are no Shared Services reports.

13 CHIEF EXECUTIVE OFFICER

13.1 Fraud and Corruption Policy and Fraud and Corruption Control Plan Review

File Number: IN19/760

Responsible Director: Chief Executive Officer

Attachments: 1 Draft Fraud and Corruption Policy - December 2019 [↓](#)
2 Draft Fraud and Corruption Control Plan - December 2019 [↓](#)

EXECUTIVE SUMMARY

Manningham City Council (MCC) has zero tolerance for corrupt conduct or fraudulent activities. Council is committed to preventing, deterring and detecting fraudulent and corrupt behaviour in the performance of Council services and functions. MCC's Fraud and Corruption Control Plan clearly documents Council's approach to controlling these risks at both the strategic and operational levels. MCC's Employee and Councillor Codes of Conduct, define the standard of conduct required in these roles, which is further supported by the new workplace values promoting ethical behaviour in all aspects of day to day activities.

This report presents summary details of the review and update of MCC's Fraud and Corruption Policy (the Policy) and Fraud and Corruption Control Plan (the Plan). These key documents and accompanying processes are elements of MCC's integrity framework.

1. RECOMMENDATION

That Council endorse the revised draft Fraud and Corruption Policy and Fraud and Corruption Control Plan as shown in Attachments 1 and 2.

2. BACKGROUND

- 2.1 The Local Government Act 1989 requires Council to develop and maintain adequate internal control systems.
- 2.2 As per the Manningham Risk Management Strategy, Council's risk management framework operates under the three lines of defence assurance model. The first being regular management controls such as policies and procedures, software systems, delegations/authorisations and exception reporting etc.
- 2.3 As part of the second line of defence, Manningham's Compliance Plan monitors controls mitigating risk of non-compliance. Control testing occurs as set out in the Compliance Plan to provide the Chief Executive Officer (CEO) and the Executive Management Team assurance that these controls are effective. Quarterly reporting is presented to the Risk Management Committee. Furthermore, the most effective third line of defence assurance incorporates independent external audit and internal audit, by undertaking testing and validation of fraud and corruption controls. These reports are received and considered by the independent Audit and Risk Committee.

- 2.4 The purpose of the Fraud and Corruption Policy is to set out roles and responsibilities in the identification, prevention and escalation of fraud and corruption risks and events in MCC. The Policy emphasises that strong internal controls are essential in fraud prevention as they reduce the opportunity to commit fraud and increase the likelihood of fraud detection. The Policy also aims to protect Council's reputation.
- 2.5 The accompanying Fraud and Corruption Control Plan documents Council's approach to controlling fraud and corruption at both strategic and operational levels and forms part of Council's risks management framework.
- The four key elements of the Plan are:
- a) Planning and Resourcing
 - b) Prevention
 - c) Detection
 - d) Response
- 2.6 Both documents were previously adopted by Council in December 2017. This review was based on Australian Standard AS 8001-2008 Fraud and Corruption Control and other resources such as the VAGO Fraud Prevention Strategies in Local Government, and various Independent Broad-based Anti-corruption Commission (IBAC) publications including IBAC's Local Government Integrity Framework review March 2019.
- 2.7 At its meeting on 30 October 2019, the Audit and Risk Committee considered the reviewed documents which included the addition of postal contact details for other reporting options to the Audit Committee Chair and internal auditor. A simple procedure was also added to correctly direct the notification to an authorised external body and/or notification to the CEO and/or Corporate Counsel. Furthermore, the Committee discussed the change in policy terminology and requested this be brought to the attention of the Councillors. This is addressed in the following section of the report.
- 2.8 The draft documents are shown at Attachments 1 & 2 for Council's consideration.

3. DISCUSSION / ISSUE

- 3.1 The definitions of Fraud and Corruption remain current and reflect the AS 8001-2008 definition as follows:-
- “Corruption** is dishonest activity in which a person to whom the Policy applies acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or entity to disadvantage council.”
- “Fraud** is dishonest activity causing actual or potential loss to the Council (including theft of money or other property) and where deception is used at the time, immediately before or following the activity. This also includes the deliberate falsification, concealment, destruction or use of (or intention to use) falsified documentation and the improper use of information or position for personal financial benefit.”

- 3.2 A small, yet important update to the Policy Purpose was the addition of the phrase, *'in order to meet community expectations'*. This reflects VAGO's findings in their Fraud and Corruption Control – Local Government June 2019 report, which observed expenditure where it was unclear how residents and ratepayers benefited and the importance of community expectation in all practices.
- 3.3 The term *'Protected Disclosures'* has been edited to read *'Public Interest Disclosures'*, reflecting changes to the Protected Disclosure Act 2012 to take effect from 1 January 2020.
- 3.4 Beyond this, the review did not generate any change to the policy intent, but focussed on correction and standardisation of language, improved alignment with Council's existing integrity policy framework and minor enhancements.
- 3.5 Standardisation to auxiliary verbs involving process actions, was made throughout the documents, where the words, *'shall'*, *'will'* or *'must'* did not describe a mandatory legal action. In these instances the revised verb *'should'* has been updated to properly reflect that the action was a reflection of contemporary best practice, rather than a mandatory legal obligation. This is consistent with auditing procedural guidance methods. No change has been made to mandatory policy obligations such as, *'Any person to whom the Policy applies must not engage in fraudulent or corrupt conduct'*.

4. IMPACTS AND IMPLICATIONS

- 4.1 'The impact of fraud on councils and their communities can be significant. It can disrupt business continuity, reduce the quality and effectiveness of critical services, diminish community trust and threaten the financial stability of a council. It can also damage a council's public image and reputation (VAGO, Fraud Prevention Strategies in Local Government, 2012).'
- 4.2 In response, Council develops and reviews its fraud control framework regularly to provide the community with assurance of a robust business risk mitigation program. Appendix 1 in the Fraud and Corruption Control Plan lists the elements of the plan and the specific actions implemented by Council.

5. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

MANNINGHAM COUNCIL FRAUD AND CORRUPTION POLICY



<i>POLICY NO:</i>	POL/483
<i>VERSION:</i>	3
<i>SHORT DESCRIPTION:</i>	This policy outlines obligations in managing fraud and corruption risks and vulnerabilities
<i>RELEVANT TO:</i>	All employees, contractors, volunteers and Councillors
<i>RESPONSIBLE OFFICER:</i>	Corporate Counsel and Group Manager, Governance and Risk
<i>RESPONSIBLE OFFICE:</i>	Risk and Assurance
<i>APPROVED BY:</i>	Council
<i>DATE PUBLISHED:</i>	10/12/2019
<i>NEXT SCHEDULED REVIEW DATE:</i>	December 2022

1. POLICY PURPOSE

Manningham Council (Council) is committed to acting with integrity, good governance and transparency to achieve a financially sustainable council that manages resources effectively and efficiently in order to meet community expectations. Fraud and corruption are incompatible with Council's values and present significant risks to the organisation.

The purpose of the Fraud and Corruption Policy (the Policy) is to:

- set out roles and responsibilities in the identification, prevention and escalation of fraud and corruption risks and events in the council;
- emphasise that strong internal controls are essential in fraud prevention as they reduce the opportunity to commit fraud and increase the likelihood of fraud being detected; and
- protect Council's reputation.

The Policy also ensures that the requirements of the *Local Government Act 1989* relating to developing and maintaining adequate internal control systems are met. An effective fraud control framework is an essential element of such systems.

This policy is to be read in conjunction with the Manningham Council Fraud and Corruption Control Plan (the Plan).

2. SCOPE OF POLICY

This policy applies to Councillors, employees, contractors, sub-contractors and volunteers of Council.

3. DEFINITIONS

For the purpose of the Policy the following definitions apply

Corruption is dishonest activity in which a person to whom the Policy applies acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or entity or to disadvantage Council.



Fraud is dishonest activity causing actual or potential loss to the Council (including theft of money or other property) and where deception is used at the time, immediately before or following the activity. This also includes the deliberate falsification, concealment, destruction or use of (or intention to use) falsified documentation and the improper use of information or position for personal financial benefit.

Examples of fraud and corruption include:

- unauthorised use of a credit card or credit card number issued to another person
- theft or unauthorised use of plant and equipment or inventory
- theft of funds or cash (usually involving some form of concealment)
- fraudulent financial or performance reporting
- creating a fictitious invoice claiming payment for goods and services not delivered or exaggerating the value of goods delivered or services provided
- obtaining 'kickbacks' or bribes from suppliers or contractors
- theft of intellectual property or other confidential information
- misappropriation or misdirection of Council's remittances received from a customer
- any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council-owned software
- any claim for reimbursement of expenses that is not made for the exclusive benefit of the Council
- omitting to submit leave forms when taking leave
- falsifying academic or training credentials in an employment application
- inappropriately providing benefits/making decisions or issuing permits or licenses.

Employee is used as a generic term meaning a person engaged or providing services on behalf of Council. This includes employees, volunteers, contractors, sub-contractors, consultants, temporary staff or persons employed through a third party agency.

4. POLICY STATEMENT

4.1 General Policy

1. Any person to whom the Policy applies must not engage in fraudulent and corrupt conduct. Council has zero tolerance for fraudulent or corrupt conduct, and is committed to the organisation's integrity and a comprehensive and systematic approach to the effective prevention and management of opportunities for fraud and corruption.
2. It is the Council's intent to take action against any suspected acts of fraud or corruption. Action will be taken regardless of the position, title and length of service or relationship with the Council of any party who might be or becomes involved in or becomes/is the subject of such investigation.
3. In addition to the corporate responsibilities set out in the Plan, each Director is responsible for oversight of the system of internal controls within their Directorate to provide reasonable assurance for the prevention and detection of fraud and corruption. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.
4. The Chief Executive Officer (CEO) has the primary responsibility for overseeing the action taken as defined in this policy. The CEO should consult, as appropriate, with the Corporate Counsel and Group Manager, Governance and Risk and the Group Manager People and Communications, in relation to the application of this policy.



5. In all circumstances, where there are reasonable grounds to indicate that fraud and corruption may have occurred, the matter will be reported to the Victoria Police, Local Government Inspectorate or the Independent Broad-based Anti-corruption Commission (IBAC) as may be appropriate.
6. Where an investigation into fraud or corruption is required, the person under investigation shall be given written notice of the allegations and be provided with an opportunity to respond.
7. The CEO should determine in accordance with clause 5.5 of the Plan, whether to pursue recovery of the Council's losses from the offender, or other appropriate source(s), including court ordered restitution.

5. RESPONSIBILITY

Roles and Responsibilities

Employees

All employees are responsible for managing fraud and corruption risks relevant to their role. Any employee who has knowledge of an occurrence of irregular conduct, or has reason to suspect that fraud or corruption has occurred, shall immediately notify his/her supervisor.

If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify the Director and/or the CEO and/or Corporate Counsel and Group Manager, Governance and Risk and/or the Group Manager People and Communications. The employee must maintain strict confidentiality in the processing of reports of fraud and corruption. Employees who knowingly make false allegations may be subject to disciplinary action up to and including termination of employment.

Chief Executive Officer

The CEO has primary responsibility for overseeing the action as described in this policy and must mandatorily notify IBAC of suspected corrupt conduct.

Councillors

Councillors must maintain, model and foster the highest standards of ethical behavior. Any Councillor who has knowledge of an occurrence of irregular conduct, or has reason to suspect that fraud or corruption has occurred, shall immediately notify the CEO. If the Councillor has reason to believe that the CEO may be involved, the Councillor shall immediately notify IBAC.

Line Managers and Supervisors

Line Managers and Supervisors upon notification from an employee of suspected fraud or corruption, or if a Line Manager or Supervisor has reason to suspect that fraud or corruption has occurred, should immediately notify the relevant Director. The Line Manager or Supervisor shall not attempt to investigate the allegation or to discuss the matter with anyone other than the person to whom the matter was reported.

Directors

Directors should upon notification from an employee or manager of suspected fraud or corruption, or if the Director has reason to suspect that fraud or corruption has occurred, the Director should immediately advise the CEO and the Corporate Counsel and Group Manager, Governance and Risk. The Director shall not attempt to investigate the allegation, or to discuss the matter with anyone other than the CEO and the Corporate Counsel and Group Manager, Governance and Risk.



Corporate Counsel and Group Manager, Governance and Risk

The Corporate Counsel and Group Manager, Governance and Risk is responsible for the development and maintenance of the framework for the management of fraud and corruption risks. The Corporate Counsel and Group Manager, Governance and Risk should initiate investigations with regard to fraud or corruption and report to the Audit and Risk Committee (ARC) on matters relating to fraud and corruption.

Internal Auditor

Upon notification or discovery of suspected fraud or corruption during the conduct of an audit, the Internal Auditor will promptly notify the Chief Executive Officer or the Corporate Counsel and Group Manager, Governance and Risk or the Audit Committee Chair. Action will be instituted in accordance with the General Policy and Responsibilities set out above.

6. REPORTING FRAUD OR CORRUPTION

Any person to whom the Policy applies that has knowledge of a fraud or corruption incident, or has reason to suspect that fraud or corruption has occurred, has an obligation to immediately report the matter. The matter can be reported generally, or as a public interest disclosure.

6.1 Reporting Internally

Notify:

- your line Supervisor or Manager or Director, or
- the CEO on (03) 9840 9200 or email Andrew.Day@manningham.vic.gov.au, or
- Corporate Counsel and Group Manager, Governance and Risk on (03) 9840 9360 or email Andrew.McMaster@manningham.vic.gov.au, or
- Group Manager People and Communications on (03) 9840 9201 or email Kerryn.Paterson@manningham.vic.gov.au.

6.2 Reporting Externally

Notify:

- the Local Government Inspectorate on 1800 469 359 or
- the IBAC on 1300 735 135 or
- the Victorian Ombudsman on (03) 9613 6222.

6.3 Other Reporting Options

Notify:

- the internal auditor, via postal address- Private and Confidential, The Internal Auditor, Manningham City Council, 699 Doncaster Road (PO Box 1) Doncaster, VIC 3108, or
- the Audit and Risk Committee (ARC) Chair via postal address- Private and Confidential, Audit and Risk Committee Chair, Manningham City Council, 699 Doncaster Road (PO Box 1) Doncaster, VIC 3108

The internal auditor or ARC Chair will refer the notification to an authorised external body and/or notify the CEO and/or Corporate Counsel and Group Manager Governance and Risk, provided always that any request for non-identification of the discloser will be maintained.



6.4 Public Interest Disclosure

Employees and officers of the Council or other persons who wish to make a public interest disclosure which concern Manningham Council as an organisation, its employees and officers, may make that disclosure to:

- One of the Council's Public Interest Disclosure Officers or Coordinator
Andrew McMaster, Corporate Counsel and Group Manager, Governance and Risk, telephone (03) 9840 9360 or
Kerryn Paterson, Group Manager People and Communications, telephone (03) 9840 9201 or
Vicki Miller, Strategic Risk and Assurance Advisor, telephone (03) 9840 9204 or
Carrie Bruce, Senior Governance Advisor, telephone (03) 9840 9210.
- The IBAC
Level 1, North Tower
459 Collins Street
Melbourne Vic 3000
Postal address: GPO Box 24234, Melbourne VIC 3001
Telephone: 1300 735 135
Website: www.ibac.vic.gov.au

Disclosures about improper conduct or detrimental action by Councillors of Manningham Council must be made to the IBAC or to the Ombudsman.

7. POLICY BREACHES

Any action taken in regard to employees suspected of being involved in a fraudulent or corrupt activity that is in breach of this policy, will be undertaken in accordance with the Disciplinary Policy and Volunteer Policy. This includes the possibility of summary dismissal if deemed appropriate by the CEO, in consultation with the Group Manager People and Communications.

Any action taken in regard to Councillors should be undertaken in conjunction with the requirements of the Local Government Act, the Councillor Code of Conduct and any other relevant legislation.

7.1 Fair Due Process

Contacts/Protocols

After an initial review and a determination that the suspected fraud or corruption warrants additional investigation, the CEO should determine in consultation with the Corporate Counsel and Group Manager, Governance and Risk and the Group Manager People and Communications the investigative arrangements to be put in place in accordance with existing Council policies, guidelines and procedures. Where an investigation into fraud or corruption is required, the person under investigation shall be given written notice of the allegations and be provided with an opportunity to respond.

Security of Evidence

Once a suspected act of fraud or corruption is reported to the CEO immediate action is to be taken to prevent the theft, alteration, or destruction of relevant records. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud or corruption from having access to the records. The records must be adequately secured for the investigation.



Confidentiality

All participants in a fraud or corruption investigation should keep the details and results of the investigation confidential. Where the reported matter is not deemed a disclosure under the *Public Interest Disclosures Act 2012*, Council's authorised persons should take all reasonable steps to protect the identity of the discloser and matters disclosed, including security of information and records management processes.

Public Interest Disclosures

The *Public Interest Disclosures Act 2012* protects persons who report improper conduct by public officers against reprisals. To support this process, Council has adopted Public Interest Disclosure Procedures. These procedures can be found on the Council's website. The Public Interest Disclosure Coordinator should be contacted should you wish to avail yourself of the protections afforded by the *Public Interest Disclosures Act*. The CEO must notify IBAC of any matter which they suspect on reasonable grounds that corrupt conduct has occurred or is occurring. Disclosures about improper conduct or detrimental action by Councillors of Manningham Council must be made to the IBAC or to the Ombudsman.

No person acting on behalf of the Council shall:

- dismiss or threaten to dismiss an employee;
- discipline or suspend or threaten to discipline or suspend an employee;
- impose any penalty upon an employee; or
- intimidate or coerce an employee,

because the employee has acted in accordance with the requirements of the Public Interest Disclosure Procedures. The violation of this section may result in discipline up to and including termination of employment.

Media Issues

Any employee or Councillor contacted by the media with respect to a fraud and corruption investigation shall refer enquiries to the CEO or designate. The alleged fraud and corruption or investigation shall not be discussed with the media by any person other than through the CEO or designate.

Documentation

At the conclusion of an investigation, an investigation report will be submitted to the CEO with a copy to the ARC Chair. If the report concludes that the allegations are founded, the report will be forwarded to the Victorian Police, Local Government Inspectorate or IBAC as appropriate.

The relevant Director will review systems and processes in place with a view to implementing changes to prevent future occurrences. The Internal Auditor will be engaged to conduct an audit within 12 months to ensure that the recommendations have been satisfactorily implemented.

8. RELATED POLICIES

Employee Code of Conduct
Councillor Code of Conduct
Risk Management Policy



Procurement Policy
Disciplinary Policy
Recruitment Policy

9. SUPPORTING PROCEDURES

Manningham Council Fraud and Corruption Control Plan
Public Interest Disclosure Procedures
Reporting of Loss or Theft Procedure

10. RELATED LEGISLATION

Local Government Act 1989
Public Interest Disclosures Act 2012

11. SUPPORTING RESEARCH AND ANALYSIS

Australian Standard AS 8001-2008 Fraud and Corruption Control

12. ADMINISTRATIVE UPDATES

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

13. DOCUMENT HISTORY

Policy Title:	Manningham Council Fraud and Corruption Policy
Resp. Officer Position:	Corporate Counsel and Group Manager, Governance and Risk
Next Review Date:	December 2022
To be included on website?	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
10/12/2019	Council	10/12/2019	
12/12/2017	Council	12/12/2017	
27/01/2015	Council	27/01/2015	

MANNINGHAM COUNCIL FRAUD AND CORRUPTION CONTROL PLAN



VERSION:	3
SHORT DESCRIPTION:	This plan documents the approach to controlling fraud and corruption
RELEVANT TO:	All employees, contractors, volunteers and Councillors
RESPONSIBLE OFFICER:	Corporate Counsel and Group Manager, Governance and Risk
RESPONSIBLE OFFICE:	Risk and Assurance
APPROVED BY:	Council
DATE PUBLISHED:	10/12/2019
NEXT SCHEDULED REVIEW DATE:	December 2022
RELATED DOCUMENTS:	Manningham Council Fraud and Corruption Policy Employee Code of Conduct Councillor Code of Conduct Risk Management Policy Procurement Policy Disciplinary Policy Recruitment Policy Volunteer Policy Public Interest Disclosure Procedures Reporting of Loss or Theft Procedure Australian Standard AS 8001-2008 Fraud and Corruption Control
RELATED LEGISLATION:	<i>Local Government Act 1989</i> <i>Public Interest Disclosures Act 2012</i>



Manningham Council - Fraud and Corruption Control Plan

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Appendix 1. Fraud and Corruption Control Plan Elements



1. Executive Summary

Manningham Council (Council) has zero tolerance for corrupt conduct or fraudulent activities. Council is committed to preventing, deterring and detecting fraudulent and corrupt behaviour in the performance of Council activities.

This Fraud and Corruption Control Plan (the Plan) clearly documents Council's approach to controlling fraud and corruption at both strategic and operational levels and is to be read in conjunction with the Manningham Council Fraud and Corruption Policy, Manningham Risk Management Strategy and relevant legislation.

1.1. Introduction

Council is the custodian of significant public funds and assets therefore it is important that the community has assurance that these are adequately protected from fraud and corruption. Council has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting. This Plan is based on the Australian Standard for Fraud and Corruption Control (AS8001-2008) and has been endorsed by the Executive Management Team (EMT) and the Audit and Risk Committee (ARC). Appendix 1 provides the key activities and element of this Plan.

The desired outcome of this commitment is the minimisation and elimination of actual or perceived fraudulent and corrupt behaviours and acts throughout Council operations. Council will prosecute people identified as committing fraud or undertaking corrupt activities. Employees may also face disciplinary action under the Disciplinary Policy and restitution of money or property lost through fraudulent activity will be pursued through legislative means.

Fraud and corruption control forms part of Council's risk management framework. It is a risk that Council actively seeks to identify and limit its exposure to, by reducing the potential opportunity (risk likelihood) for fraud and corruption to occur.

This Plan applies to Councillors, employees, contractors, sub-contractors, consultants, temporary staff, persons employed through a third party agency and volunteers of Council.

1.2. Definition of fraud and corruption

AS 8001-2008 Fraud and Corruption Control defines fraud and corruption as:

Fraud is dishonest activity causing actual or potential loss to the Council (including theft of money or other property) and where deception is used at the time, immediately before or following the activity.

This also includes the deliberate falsification, concealment, destruction or use of (or intention to use) falsified documentation and the improper use of information or position for personal financial benefit.

Corruption is dishonest activity in which a person to whom the Policy applies acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or entity or to disadvantage Council.

1.3. Code of conduct

Council's Fraud and Corruption Control Plan, Fraud and Corruption Policy, Employee Code of Conduct and Councillor Code of Conduct are important documents for clearly articulating Council's objectives and expected outcomes in managing fraud and corruption. The Fraud and Corruption Control Plan and Fraud and Corruption Policy establishes Council's attitude and approach to fraud and corruption control, while the Employee Code of Conduct and the Councillor Code of Conduct set out the high standards of ethical behaviour required in delivery of Council's commitment to these outcomes.

1.4. Related policies and procedures

The policies and procedures listed on the cover page set out expected practices and behaviours, and should be read in conjunction with this Plan.

1.5. Related legislation and guidelines

The *Local Government Act 1989* requires Council to develop and maintain adequate internal control systems, and to establish codes of conduct and an Audit Committee.

The *Public Interest Disclosures Act 2012* requires Council to establish written procedures for handling of any public interest disclosures.

This Fraud and Corruption Control Plan operates within an existing legislative and strategic framework. The diagram below shows the interdependency of a good plan with complimentary programs and processes.



This Plan is consistent with the following legislation and standards:

- The *Local Government Act 1989*
- The *Public Interest Disclosures Act 2012*
- AS 8001:2008 Fraud and Corruption Control
- AS/NZS ISO 31000:2009 Risk Management.



1.6. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

2. Planning and resourcing

2.1 Program for fraud and corruption control planning and review

Council operates under the three lines of defence assurance model in accordance with the Risk Management Strategy. This model distinguishes among three groups involved in effective risk management.



2.2 Fraud control resources and external assistance

The Corporate Counsel and Group Manager, Governance and Risk with the assistance of Risk and Assurance has overall responsibility for implementing and overseeing the fraud and corruption control program.

Where specialised skills are required, such as forensic accounting, computer forensic analysis, data analytics, and/or complete investigations, the assistance of an external party may be enlisted to assist. Costs associated with engaging external service providers are borne by the Directorate where the work is necessary to be undertaken.

2.3 Internal audit activity in fraud and corruption control

Under this plan the primary responsibility for the identification of fraudulent and corrupt behaviours, activities or red flags rests with management, however, it is also recognised that internal audit activity can also be an effective part of the overall control environment to identify fraud and corruption.



The Strategic Internal Audit Plan is a key independent governance tool that plans and conducts a series of reviews, which incorporates the detection and prevention of fraud and corruption throughout the organisation. Internal Audit operates under the International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors in Australia.

Internal Audit is obligated to look out for and consider potential fraud risks to Council and the adequacy of Council's fraud risk controls. If an internal auditor locates a fraud or identifies a potential fraud risk, they will report this to the Chief Executive Officer (CEO) or delegate or the ARC Chair.

If deemed necessary Council will utilise the role of the internal auditor in the investigation and reporting of any suspected fraud or corrupt activity.

3. Fraud and corruption prevention

3.1 Implementing and maintaining our integrity framework

The Employee Code of Conduct is a key enabler in delivering the sound and ethical culture required in the prevention of fraud and corruption throughout the organisation.

Line Managers shall set the example in regards to exercising and demonstrating high levels of integrity in the execution of their roles and functions by regularly reminding employees of the importance of complying with Council's Employee Code of Conduct, the Fraud and Corruption Control Plan and Fraud and Corruption Policy.

The Independent Broad-based Anti-Corruption Commission's (IBAC) Local Government Integrity Frameworks Review from March 2019 shall inform Council's Response and Action Plan to continued improvement practices.

3.2 Line Managers commitment to controlling the risk of fraud and corruption

Senior Management will not be complacent and will treat fraud and corruption risks as a serious threat to the organisation

EMT and Managers will regularly be briefed on the following:

- Councils current fraud and corruption plan and policy
- Information on the program and robustness of the internal control environment in regards to preventing and detecting fraud
- The types of fraud and corruption common with the sector
- Incidence of fraud and corruption generally in Australia
- Information on the types of fraud and corruption that have been detected at Council over the previous five years
- Information of new or emerging trends in this area.

3.3 Fraud and corruption risk assessment

Risk assessments will be undertaken for all identified fraud and corruption risks in accordance with Council's current risk management approach.

As a minimum the following risks will be assessed:

- Theft of cash
- Theft/misuse of assets
- Misuse of confidential corporate information
- Conflict of Interest
- Accounts payable



- Payroll practices
- Procurement
- Information technology and information security
- Recruitment
- Misuse of credit cards.

Additional risks will be identified through normal business unit operations and through the regular review of the risk register in accordance with the Risk Management Strategy.

3.4 Maintaining strong internal control systems and internal control culture

Manningham has an existing culture of continuous improvement. The implementation of effective systems of internal control is an integral part of this program, particularly for activities assessed as having a high predisposition to the risk of fraud and corruption.

Well planned and documented internal controls are Council's first defence for preventing fraudulent or corrupt acts. When undertaking projects or reviewing existing practices into the future, consideration will be given to appropriate fraud and corruption controls in the development of outcomes.

Internal controls will be

- Appropriately documented
- Accessible
- Reviewed and amended regularly. Manningham has implemented an Annual Compliance Plan, approved by the Risk Management Committee (RMC). The purpose of these reviews is to provide internal assurance to management and continuous improvement opportunities.
- Communicated effectively to all relevant staff
- Subject to review of adherence.

3.5 Communication and awareness of fraud and corruption

It is important that fraud and corruption is identified and reported at an early stage and that staff and Councillors have understanding and confidence in the system.

Staff and Councillors will be provided with information on the Fraud and Corruption Plan and Policy so that they have confidence in knowing how to respond if this type of activity is detected or suspected.

The awareness of Council's risk of fraud and corruption controls will be made available to staff and Councillors through the following:

- Copy of the Employee Code of Conduct and Fraud and Corruption Policy will be included in packs for all new staff
- A dedicated page will be maintained on the Council intranet in regards to fraud and corruption, this will include links to all relevant documents in particular the process for reporting allegations
- Staff will complete Fraud and Corruption Awareness Training every two years as part of the Learning and Development Program
- Any substantive changes in the Code, Plan or Policy will be communicated to all staff
- Councillors will complete relevant training with a focus on statutory requirements and Councillor Code of Conduct as required.



3.6 Employment screening

Employment screening will be undertaken for all new positions. This screening process will reduce the risk of a potential security breach and will provide a high level of assurance as to the integrity, identity and credentials of prospective employees.

The following screening shall be undertaken with the express consent of the individual concerned for all prospective employees:

- Verification of identity requiring at least two forms of identity (passport, birth certificate, drivers licence, rate certificate, at least one must include photo identification)
- Police criminal history check
- Working with children check – relevant identified positions
- Reference checks with two most recent employers
- Consideration of any gaps on employment history and the reasons for the gaps
- Verification of formal qualifications claimed.

3.7 Job rotation and excess annual leave

Individual Service Units will regularly consider job rotation for positions where there are multiple officers undertaking the same or similar functions and the position is deemed a high risk from a fraud or corruption perspective, local law enforcement, parking enforcement, planning officers, contract management, for example.

Excess annual leave will be monitored on a quarterly basis to ensure excess leave is managed.

3.8 Supplier vetting

Council will continue to undertake supplier vetting for new and ongoing suppliers in accordance with existing practices. Financial and/or Performance assessments will be undertaken where the contract poses a key financial risk to Council or where it is a new supplier that has never been used by Council before and the risk of poor performance or financial collapse is likely to adversely affect Council. Financial and Performance assessment checks may also be undertaken where Council wishes to understand the financial and previous contract performance of the supplier or if no security is in place. The Corporate Scorecard check is used for the financial assessment.

4. Fraud and corruption detection

4.1. Fraud and corruption detection program

Council's detection program includes the annual internal audit plan, annual financial statement external audit, ARC oversight, annual compliance plan, review of risk strategies and various reporting avenues. Other detection programs may also include:

- Post transactional reviews - a review of transactions after they have been processed. This option may identify or uncover altered documents or missing documentation, falsified or altered authorisations or inadequate documentary support.
- Data mining - the application of sophisticated (and sometimes unsophisticated) software applications and techniques where a series of suspect transactions can be identified and then investigated which can identify anomalies at an early stage.



- Analysis of management accounting reports - using relatively straight forward techniques in analysing management accounting reports, trends can be examined and investigated which may be indicative of fraudulent or corrupt conduct.

4.2. External auditors role in the detection of fraud

As required under the *Audit Act 1994* and the *Local Government Act 1989*, the Victorian Auditor-General's Office (VAGO) is local government's external auditor. VAGO is required to consider the risk of material misstatement in Council's financial statements, due to fraud when performing their audit (via appointed agent). The ARC take an active role in considering VAGO's Closing Report and Management Letter. VAGO ultimately issue their findings in an Independent Auditor's Report, published in Council's annual report.

4.3. Procedures for reporting suspected fraud and corruption

The Manningham Fraud and Corruption Policy provides clear direction in regards to staff reporting suspicious or known illegal or unethical conduct.

Internal reporting avenues include notifying:

- your line Supervisor or Manager or Director, or
- the CEO on (03) 9840 9200 or email Andrew.Day@manningham.vic.gov.au, or
- Corporate Counsel and Group Manager, Governance and Risk on (03) 9840 9360 or email Andrew.McMaster@manningham.vic.gov.au, or
- Group Manager People and Communications on (03) 9840 9201 or email Kerryn.Paterson@manningham.vic.gov.au.

External reporting avenues include notifying:

- the Local Government Inspectorate on 1800 469 359, or
- the IBAC on 1300 735 135, or
- the Victorian Ombudsman on (03) 9613 6222.

Other reporting avenues include notifying:

- the internal auditor, via postal address- Private and Confidential, The Internal Auditor, Manningham City Council, 699 Doncaster Road (PO Box 1) Doncaster, VIC 3108, or
- the Audit and Risk Committee (ARC) Chair via postal address- Private and Confidential, Audit and Risk Committee Chair, Manningham City Council, 699 Doncaster Road (PO Box 1) Doncaster, VIC 3108

The internal auditor or ARC Chair will refer the notification to an authorised external body and/or notify the CEO and/or Corporate Counsel and Group Manager Governance and Risk, provided always that any request for non-identification of the discloser will be maintained.

4.4. Implementing a public interest disclosure program

Under the *Public Interest Disclosures Act 2012*, persons can make disclosures to the Council and IBAC about improper conduct and detrimental action in relation to the activities and functions of Council. This is encouraged where any person wishes to access the protections afforded by the Act. The Manningham City Council Public Interest Disclosure Procedures are available on the Manningham City Council Web site www.manningham.vic.gov.au.



Disclosures about improper conduct or detrimental action by Councillors of Manningham Council should be made to the IBAC or to the Ombudsman. If Council receives a misdirected disclosure about a Councillor, such disclosures will be assessed and managed in accordance with Council's Public Interest Disclosure Procedures.

A public interest disclosure can be made to:

- One of the Council's Public Interest Disclosure Officers or Coordinator
Andrew McMaster, Corporate Counsel and Group Manager, Governance and Risk, telephone (03) 9840 9360 or
Kerryn Paterson, Group Manager People and Communications, telephone (03) 9840 9201 or
Vicki Miller, Strategic Risk and Assurance Advisor, telephone (03) 9840 9204 or
Carrie Bruce, Senior Governance Advisor, telephone (03) 9840 9210.
- the IBAC
Level 1, North Tower
459 Collins Street
Melbourne Vic 3000
Postal address: GPO Box 24234, Melbourne VIC 3001
Telephone: 1300 735 135
Website: www.ibac.vic.gov.au

4.5. Procedures for reporting lost or stolen Council assets

The Reporting of Loss or Theft Procedure provides clear direction for staff to report lost or stolen Council assets. When staff become aware that a Council asset(s) is missing, they are obliged to immediately report the matter to their Line Supervisor or Manager, complete the Lost or Stolen Asset Form and send the signed form to Risk and Assurance.

5. Responding to detected fraud and corruption incidents

5.1. Procedures of the investigation of detected or suspected incidents

The Manningham Council Fraud and Corruption Policy provides clear direction in regards to the procedures for dealing with suspected fraud or corruption. The policy provides:

- Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice)
- Systems for internal reporting of all detected incidents
- Process for reporting the matters of suspected fraud and corruption to the appropriate enforcement agency
- For the recovery of stolen funds or property.

The policy will be reviewed triennially to ensure that it continues to meet these objectives.



5.2. Internal reporting

The Strategic Risk and Assurance Advisor is the custodial owner of the Incident and Near Miss Register and ensures all incidents or near misses are recorded in the register. Incident and Near Miss Summary Reports for high or above rated fraud and corruption related incidents will be tabled at the RMC.

5.3. Disciplinary policy

Council's disciplinary policy outlines the potential disciplinary outcomes that apply to employees in regards to the application of this Plan and associated Policy.

5.4. External reporting (Local Government Inspectorate, IBAC, Victorian Ombudsman)

The Manningham Council Fraud and Corruption Policy provides direction in regards to reporting any suspected fraudulent or corrupt conduct to any external enforcement agencies including:

- the Local Government Inspectorate 1800 469 359
- the IBAC 1300 735 135
- the Victorian Ombudsman (03) 9613 6222.

5.5. Policy for civil proceeding to recover the proceeds of fraud and corruption

Council will pursue recovery of any losses due to fraud or corruption where there is clear evidence of fraud and corruption and where the likely benefits of such recovery will exceed the funds and resources required to be invested in the recovery action.

5.6. Internal control review following discovery of fraud

Where fraud or corruption is detected, the relevant service unit Manager with Director endorsement will be responsible to assess the adequacy of the relevant internal control environment and provide a report to the RMC on any recommended improvements identified.

Service unit managers will also be responsible for ensuring that recommendations arising out of the assessment are to be clearly allocated in the report with an associated time frame.

5.7. Maintaining and monitoring adequacy of Fidelity Guarantee insurance and other insurance related policies dealing with fraudulent or improper conduct

Council will maintain a fidelity guarantee insurance policy that insures the risk of loss arising from internal fraudulent conduct. The level of the policy will be determined as part of Council's annual insurance renewal program. This will be reported annually to the RMC alongside Council's other insurance policies.

Insurance for external fraud and corruption, in particular theft of Council property, will also be maintained and reviewed annually by staff in conjunction with the normal annual reassessment of insurance policy cover and limits.



Appendix 1. Fraud and Corruption Control Plan Elements

COMMUNICATING INTENT	IDENTIFYING RISKS	LIMITING OPPORTUNITIES	RAISING AWARENESS	MONITORING
Fraud and Corruption Policy Fraud and Corruption Control Plan	Risk Assessments/Risk Register	Internal controls including but not limited to:- system controls (Finance, HR 21, E-Procure, WASP-stores, Secure sign in – procurement/tender, Riskware – risk register)	E-learning Fraud and Corruption mandatory training and induction, plus refresher cycle.	Risk Management Committee
Staff Code of Conduct	Risk Management framework		Participation in the IBAC Local Council Integrity Framework Research Project and Survey 2017.	Compliance Plan reviews
Councillor Code of Conduct	Quarterly Procurement Expenditure Data report	Internal Audit actions Compliance Review actions	Circulation of the VAGO, IBAC and Ombudsman reports and newsletters.	Internal Audit Plan and ad hoc audits
Workplace Values	Recruitment vetting (Police check, referees, qualifications, COI etc.)	Recruitment Procedure	Procurement induction and regular communication updates.	Annual Procurement internal audit
Procurement Policy	Supplier/Customer vetting	Delegations, Authorisation procedures, Conflict of Interest declaration and register	Contractor Management training.	External Audit, VAGO
Tendering Procedures Manual	The IBAC/ VAGO/ Ombudsman publications	Delegations, Gift register, IT system access controls		Audit and Risk Committee
Supplementary Procurement procedures and tools		Exception reporting i.e. payroll, accounts payable etc.		EMT monitoring i.e. excess staff leave balances
Public Interest Disclosure Procedures, including mandatory reporting by CEO		Segregation of duties		
Petty Cash Procedures		Vendor Masterfile cleansing		
Token Gift Policy		Dual authorisation payroll EFT payments		



DOCUMENT HISTORY

Policy Title:	Manningham Council Fraud and Corruption Control Plan
Responsible Officer:	Andrew McMaster
Resp. Officer Position:	Corporate Counsel and Group Manager, Governance and Risk
Next Review Date:	December 2022
To be included on website?	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
10/12/2019	Council	10/12/2019	
12/12/2017	Council	12/12/2017	
27/01/2015	Council	27/01/2015	

13.2 Record of Assembly of Councillors

File Number:	IN19/736
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none">1 Strategic Briefing Session - 19 November 2019 ↓2 Healthy City Advisory Committee – 20 November 2019 ↓3 Heritage Advisory Committee – 20 November 2019 ↓4 Open Space and Streetscape Advisory Committee – 25 November 2019 ↓5 Arts Advisory Committee – 26 November 2019 ↓6 Liveability Innovation and Technology Committee – 27 November 2019 ↓7 Councillor Briefing - 2 December 2019 ↓8 Strategic Briefing Session - 3 December 2019 ↓

EXECUTIVE SUMMARY

Section 80A of the Local Government Act 1989 requires a record of each meeting that constitutes an Assembly of Councillors to be reported to an ordinary meeting of Council and those records are to be incorporated into the minutes of the Council Meeting.

1. RECOMMENDATION

That Council note the Records of Assemblies for the following meetings and that the records be incorporated into the minutes of this Council Meeting:

- **Strategic Briefing Session – 19 November 2019**
- **Healthy City Advisory Committee – 20 November 2019**
- **Heritage Advisory Committee – 20 November 2019**
- **Open Space and Streetscape Advisory Committee – 25 November 2019**
- **Arts Advisory Committee – 26 November 2019**
- **Liveability Innovation and Technology Committee – 27 November 2019**
- **Councillor Briefing - 2 December 2019**
- **Strategic Briefing Session – 3 December 2019**

2. BACKGROUND

2.1 An Assembly of Councillors is defined in the Local Government Act 1989 as a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of the Council staff which considers matters that are intended or likely to be:-

2.1.1 The subject of a decision of the Council; or

2.1.2 Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

- 2.2 An advisory committee can be any committee or group appointed by council and does not necessarily have to have the term 'advisory committee' in its title.
- 2.3 Written records of Assemblies are to include the names of all Councillors and members of Council staff attending, a list of matters considered, any conflict of interest disclosures made by a Councillor and whether a Councillor who has disclosed a conflict of interest leaves.

3. DISCUSSION / ISSUE

3.1 The Assembly records are submitted to Council, in accordance with the requirements of Section 80A of the Local Government Act 1989. The details of each of the following Assemblies are attached to this report.

- Strategic Briefing Session – 19 November 2019
- Healthy City Advisory Committee – 20 November 2019
- Heritage Advisory Committee – 20 November 2019
- Open Space and Streetscape Advisory Committee– 25 November 2019
- Arts Advisory Committee – 26 November 2019
- Liveability Innovation and Technology Committee – 27 November 2019
- Councillor Briefing - 2 December 2019
- Strategic Briefing Session – 3 December 2019

4. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 19 November 2019
Venue: Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 6:36pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Michelle Kleinert and Cr Paula Piccinini

Apologies from Councillors:

Cr Geoff Gough and Cr Dot Haynes

Executive Officers Present:

Andrew Day, Chief Executive Officer
Leigh Harrison, Director City Services
Angelo Kourambas, Director City Planning & Community
Philip Lee, Director Shared Services
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk
Kerryn Paterson, Group Manager People & Communications

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Kim Tran, Governance Support Officer
Niall Sheehy, Group Manager Approvals and Compliance
Vicki Miller, Strategic Risk and Assurance Advisor
Matt Slavin, Manager Integrated Planning
Travis Fitch, Coordinator Environmental Health

2. Disclosure of Conflicts of Interest

Nil.

3. Items Discussed

- 3.1 IBAC Presentation
- 3.2 Yarra Valley Water (confidential)
- 3.3 Warrandyte Reserve and Council's Open Spaces
- 3.4 Proposed Sale of Part Road Reserve (confidential)
- 3.5 Review of Council's Domestic Wastewater Management Plan

The meeting ended at 9:38pm

Record of an Assembly of Councillors

Manningham City Council

Healthy City Advisory Committee

Meeting Date: 20 November 2019
Venue: Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 3.00pm

1. **Councillors Present:**
Mayor, Cr Paul McLeish (MCC)

Officers Present:

Bronwyn Morphett, Coordinator Social Planning & Community Development
Barb Ryan, Senior Health and Wellbeing Planner
Janae Hendrey, Social Planning and Place Making Officer
Ellen Davis-Meehan, Community Engagement and Research Advisor
Stacey Robinson, Senior Landscape Architect - AILA

2. **Disclosure of Conflicts of Interest**
No conflicts of interest were disclosed

3. **Items Considered**
Welcome and Apologies
Introductions
Confirmation and actions of previous minutes
Healthy City Action Plan 2019-2021
Department of Health and Human Services (DHHS)
Imagine Manningham 2040 Consultation
Ruffey Lake Landscape Masterplan
Partnership Evaluation
Collaborative Action Areas
Obesity Prevention Summit
Other Business
Meeting Dates 2020

4. **Finishing time** – 5.15pm

Record of an Assembly of Councillors

Manningham City Council

Heritage Advisory Committee Meeting

Meeting Date: Wednesday, 20 November 2019
Venue: Koonung Room, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 6.00 p.m.

1. **Councillors Present:**
Cr Mike Zafiroopoulos AM (Deputy Mayor)

Officers Present:
Mr Matthew Lynch (Strategic Planner)
Mr Mark Huntersmith (Context)

2. **Disclosure of Conflicts of Interest**
Nil

Items Considered

1. Welcome and Acknowledgement:
2. Declaration of conflicts of interest.
3. Confirmation of minutes of previous HAC meeting.
4. Actions arising from 28 August 2019 HAC meeting.
5. Imagine Manningham 2040.
6. General business.
7. Next meeting – TBA

Finishing time

The meeting ended at 7.30 pm

Record of an Assembly of Councillors

Manningham City Council

Open Space and Streetscape Advisory Committee

Meeting Date: Mon 25 November 2019
Venue: Koonung Room
Starting Time: 6pm

1. Councillors Present:
Cr Anna Chen

Officers Present:
Matt Slavin
Carrie Lindsay

2. Disclosure of Conflicts of Interest
No conflicts

3. Items Considered

1. Welcome and introductions
2. Apologies
3. Conflicts of interest
4. Confirmation of previous minutes
5. Action Items from previous minutes
6. Top 3 issues for committee to discuss
7. Timing for the implementation of the Ruffey Creek bike trail
8. Timing for the Waldau precinct masterplan
9. Recent YJFL comment in the press on their relocation due due to NW link
10. Imagine Manningham 2040 Update
11. Liveable City Strategy – Presented by Consultant Team
12. Hepburn Reserve – Presented by Carrie Lindsay
13. Ruffey Lake Landscape Masterplan – Presented by Carrie Lindsay
14. Next Meeting
15. Other business

Finishing time
The meeting ended at 8.05pm

Record of an Assembly of Councillors

Manningham City Council

Arts Advisory Committee

Meeting Date: Tuesday 26 November 2019

Venue: Heide Room, Civic Office, 699 Doncaster Rd, Doncaster

Starting Time: 4pm

1. Councillors Present:

Councillor Paula Piccinini – Heide Ward

Officers Present:

Lee Robson, Group Manager Community Programs

Justin Hanrahan, Manager Economic & Community Wellbeing

Michelle Zemancheff, Arts & Culture Lead

David Warnock, Curator

2. Disclosure of Conflicts of Interest

Sofi Basseghi in relation to agenda item 7.1 (item 3.4.1. below). Ms Basseghi left the room during that agenda item discussion.

3. Items Considered

3.1. Arts and Culture Action Plan

3.2. Arts Advisory Committee Annual Review

3.3. Benchmarking

3.3.1. Art Collection Policy

3.3.2. Public Art Policy

3.4. Art Collection Acquisitions

3.4.1. Far Flung

3.4.2. Bluestone Collection

3.5. Arts initiatives updates

3.6. Other business

Finishing time

The meeting ended at 5.50pm

Record of an Assembly of Councillors

Manningham City Council

Liveability, Innovation and Technology Committee - Meeting #2

Meeting Date: Wednesday 27 November 2019
Venue: Koonung Room, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 6:30-8:30pm

1. Councillors Present:

Councillor Mike Zafiropoulos AM (Deputy Mayor) – Koonung Ward
Councillor Andrew Conlon – Mullum Mullum Ward

Officers Present:

Angelo Kourambas - Director City Planning and Community
Matt Slavin - Manager Integrated Planning
Ben Harnwell - Coordinator Business, Events and Grants

Apologies:

Councillor Michelle Kleinert – Heide Ward
Faye Adams - Senior Sustainability Officer (Secretariat)

2. Disclosure of Conflicts of Interest

There were no conflicts of interest.

Items Considered

1. **Welcome**
2. **Review Minutes and Actions from the last meeting**
3. **News**
4. **Smart City Opportunities - Presentation, Overview and Workshop Activities by Brook Dixon**
 - Delos Delta <https://delosdelta.com/> and the team
 - Brook Dixon is Managing Director of Delos Delta, and Project Manager for Smart City Opportunities
5. **Other Business**
 - Discussed next meeting dates in February and March 2020
6. **CLOSE** Meeting finished at 8:30pm

Finishing time

The meeting ended at 8:30pm

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Record of an Assembly of Councillors

Manningham City Council

Councillor Briefing

Meeting Date: 2 December 2019
Venue: Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 6.45pm

1. **Councillors Present:**

Councillor Paul McLeish (Mayor) – Mullum Mullum Ward
Councillor Mike Zafiropoulos AM (Deputy Mayor) – Koonung Ward
Councillor Andrew Conlon – Mullum Mullum Ward
Councillor Sophy Galbally – Mullum Mullum Ward
Councillor Geoff Gough – Heide Ward
Councillor Dot Haynes – Koonung Ward
Councillor Paula Piccinini – Heide Ward
Councillor Michelle Kleinert – Heide Ward

Apologies from Councillors

Councillor Anna Chen – Koonung Ward

Officers Present:

Andrew Day, CEO
Angelo Kourambas, Director City Planning and Community
Andrew McMaster, Corporate Counsel and Group Manager Governance and Risk
Matt Slavin, Manager Strategic Planning
Frank Vassilacos, Coordinator City Planning
Liz Lambropoulos, Team Leader Integrated Transport

2. **Disclosure of Conflicts of Interest**

Nil.

3. **Items Considered**

3.1 North East Link Project Update

Finishing time

The meeting ended at 8.40pm

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 3 December 2019
Venue: Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster
Starting Time: 6:39pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes and Cr Paula Piccinini

Apologies from Councillors:

Cr Anna Chen and Cr Michelle Kleinert

Executive Officers Present:

Andrew Day, Chief Executive Officer
Leigh Harrison, Director City Services
Angelo Kourambas, Director City Planning & Community
Philip Lee, Director Shared Services
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk
Kerryn Paterson, Group Manager People & Communications

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Fiona Park, Manager Transformation
David Bellchambers, Manager Information Technology
Roger Woodlock, Project Engineering Specialist
Grant Jack, Group Manager Infrastructure and City Projects
Frank Vassilacos, Coordinator City Planning
Matt Slavin, Manager Integrated Planning
Jude Whelan, Manager Communications
Kate Williams, Coordinator Communications and Brand

2. Disclosure of Conflicts of Interest

Nil.

3. Items Discussed

- 3.1 10 Year Transformation and Information Technology Plan
- 3.2 Melbourne Hill Road Catchment (Confidential)
- 3.3 Capital Works Program Mid-Year Review 2019/2020
- 3.4 Suburban Rail Loop Update and Advocacy Campaign
- 3.5 Banners in Manningham
- 3.6 2020 Council Elections – Voting Method
- 3.7 Fraud and Corruption Policy and Control Plan Review

The meeting ended at 9:40pm

13.3 Documents for Sealing

File Number: IN19/756
Responsible Director: Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

The following documents are submitted for signing and sealing by Council.

1. RECOMMENDATION

That the following documents be signed and sealed:

Lease

Council and Warrandyte Historical Society Inc.

111-117 Yarra Street, Warrandyte

Consent to Build Over an Easement

Agreement under Section 173 of the Planning and Environment Act 1987

Council and A Zanella and S Bortoli

2/9 Ashford Street, Templestowe Lower

2. BACKGROUND

The Council's common seal must only be used on the authority of the Council or the Chief Executive Officer under delegation from the Council. An authorising Council resolution is required in relation to the documents listed in the recommendation section of this report.

3. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

14 URGENT BUSINESS

15 COUNCILLORS' QUESTION TIME

16 CONFIDENTIAL REPORTS

There are no Confidential reports.