



## Ordinary Meeting of the Council

# AGENDA

<b>Date:</b>	<b>Tuesday, 17 September 2019</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

**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 Paula Piccinini**  
*Mayor*  
Heide Ward

**GROUP MANAGER GOVERNANCE & RISK**  
Andrew McMaster

**Cr Sophy Galbally**  
Mullum Mullum Ward

**Cr Anna Chen**  
*Deputy Mayor*  
Koonung Ward

**SENIOR GOVERNANCE ADVISOR**  
Carrie Bruce

**Cr Michelle Kleinert**  
Heide Ward

**Cr Mike Zafiroopoulos AM**  
Koonung Ward

**DIRECTOR CITY PLANNING & COMMUNITY**  
Angelo Kourambas

**Cr Paul McLeish**  
Mullum Mullum Ward

**Cr Dot Haynes**  
Koonung Ward

**GROUP MANAGER APPROVALS AND COMPLIANCE**  
Niall Sheehy

**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 27 August 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 Draft Community Facilities Access and Concession Policy

File Number: IN19/554  
Responsible Director: Director City Planning and Community  
Attachments: 1 Draft Community Facilities Access and Concession Policy  
– September 2019 [↓](#)

#### EXECUTIVE SUMMARY

*The draft Community Facilities Access and Concession Policy was presented to the Council meeting of 26 February 2019 with the recommendation that the policy be placed on public exhibition to gather community views on the principles and categories for discount within the policy.*

*Two community focus groups were held to provide further feedback and clarify the messaging for the policy including survey questions. The policy was placed on public exhibition for five weeks through the Your Say Manningham page on Council's website.*

*The Your Say Manningham page directed respondents to a brief survey with the opportunity to upload a more detailed submission. 332 groups were invited to provide their comments on the draft policy. The draft policy was downloaded 264 times. 38 people completed the online survey that asked for specific feedback and 4 additional written submissions were received.*

*Drawing on the survey results and submissions received, there were some common themes which showed general support for the concept of an equitable policy that would treat groups consistently. There were also a number of comments that indicated an increase in user charges would not be supported, and some respondents speculated that the fee increases would place their operations in jeopardy. There were no fee schedules proposed in the policy, as fees and charges are determined as part of the annual budget process.*

*As a result of the feedback received, only minor changes to the policy are recommended to clarify the discretion and decision making process for extraordinary or one-off requests particularly under Category E of the draft policy.*

*A summary of the survey responses and submissions, was previously circulated to Councillors.*

*This report provides a summary of the submissions received and recommends that an amended policy be adopted by Council.*

#### 1. RECOMMENDATION

**That Council:**

- A. Note the feedback received during the public exhibition phase and the changes to the policy as a result of the feedback.**

- B. Endorse the Community Facilities Access and Concession Policy as amended (Attached).**
- C. Advise all respondents to the survey and submission process of Council's decision.**

## 2. BACKGROUND

- 2.1 The Community Facilities Access and Concession Policy (CFCP Policy) was developed to provide a coordinated and consistent way to offer subsidised usage rates for community groups using Council facilities. Currently, there are several policies and guidelines that are applied to community use. The CFAP Policy proposes a single, equitable way of charging community facility users.
- 2.2 The Policy sets out five principles for community access:
- **Equity:** consistency across user groups and facilities
  - **Affordability:** the ability of the tenant or hirer to raise funds, receive financial support and to pay
  - **Community Benefit:** access will be supported for groups that actively deliver Council's priorities for health and wellbeing
  - **Fair cost sharing:** All user groups are expected to pay an amount for use of Council facilities. User pays principles apply, and Council seeks recovery of a defied proportion of costs incurred when using Council facilities, or market rental where applicable
  - **Property:** Fees will be based on exclusive occupancy or shared usage
- 2.3 There are five categories of discount in the Policy:
- Category A – Full fee paying
  - Category B – 25% discount
  - Category C – 50% discount
  - Category D – 75% discount
  - Category E – 100% discount
- 2.4 On 26 February 2019 Council endorsed the draft CFAC Policy public consultation.

### Consultation summary

- 2.5 Two focus groups were held in April 2019 to present the draft CFAC Policy and to use the feedback to help frame the survey questions and supplementary information that was provided to user groups. One focus group comprised of 10 members of the Manningham Community Panel, and the second group was made up of 10 representatives of local sports clubs. As a result, a Frequently Asked Questions page was developed to answer the questions raised in the Focus Groups and to help the broader community understand the scope of the draft policy.

- 2.6 The draft CFAC Policy was then available online through the *Your Say Manningham* page on 24 June 2019. Emails were sent to 332 community groups with a link to the webpage. An online survey gathered views about each of the principles and provided space for comments, as well as the ability to upload submissions. Submissions closed on 31 July 2019.
- 2.7 38 people completed the online survey questions and made written comments about the draft CFAC Policy. Four people uploaded written submissions.
- 2.8 In general, the survey indicated support for the policy principles.

Principle as shown in draft CFAC Policy	Yes, agree	Don't know	No, Disagree
<b>Equity:</b> all users should have their concessions based on the same principles	58%	11%	31%
<b>Affordability:</b> the fees charged should have a concession rate applied, based on the user group's ability to pay.	78%	8%	14%
<b>Community Benefit:</b> Concessions should take into account the group's alignment with Council's goals for a healthier and more resilient community	97%	3%	0%
<b>Fair Cost Sharing:</b> Every user should be expected to pay something.	69%	11%	20%
<b>Property:</b> The actual fees charged should be proportionate to the space occupied and whether or not this is exclusive use.	49%	20%	31%

- 2.9 Survey users were also asked to indicate their approval or otherwise of the categories for discount. Where survey respondents made comments, these are shown in Attachment 1.

<b>Category A: Full Fee Paying – 100% (no discount) e.g. Commercial users, private events, stadiums, MC2 tenancies</b>		
Value	Percent	Number
Agree	85.7	30
Disagree	5.7%	2

Don't know	5.7%	2
Made a comment	2.9%	1
<b><u>Category B: 25% discount</u> – e.g. Not for Profits, Junior and senior sports clubs with liquor licence and /or third party hire arrangements, RTOs, groups that charge a fee</b>		
<b>Value</b>	<b>Percent</b>	<b>Number</b>
Agree	42.9%	15
Disagree	14.3%	5
Don't know	0%	0
Made a comment	42.9%	15
<b><u>Category C: 50% discount</u> – e.g. groups who do not receive government funding, are mainly volunteers and are grass roots clubs</b>		
<b>Value</b>	<b>Percent</b>	<b>Number</b>
Agree	47.1	16
Disagree	14.7%	5
Don't know	2.9%	1
Made a comment	35.3%	12
<b><u>Category D: 75% discount</u> – e.g. Scouts, Guides, FOMDAC</b>		
<b>Value</b>	<b>Percent</b>	<b>Number</b>
Agree	48.6%	17
Disagree	11.4%	4
Don't know	8.6%	3
Made a comment	31.4%	11
<b><u>Category E: 100% discount (free use)</u> – e.g. very occasional and one off fundraising for community benefit</b>		
<b>Value</b>	<b>Percent</b>	<b>Number</b>
Agree	76.5%	26
Disagree	2.9%	1
Don't know	2.9%	1
Made a comment	17.6%	6

- 2.10 The survey questions about the categories elicited the most responses. These responses commented on a number of different points and there was not a consistent view, other than a desire to not see fees raised.
- 2.11 The policy was placed on public exhibition without a fee schedule attached, as fees will be determined as part of an annual budget process. It was expected that respondents request clarity about fee levels. A large proportion of the survey responses and submissions were concerned with the impact of fee increases.

### 3. DISCUSSION / ISSUE

- 3.1 The feedback does not suggest that major changes are required for the policy. It was pointed out by a number of respondents that community groups provide valuable community services and support the Council Plan priority of improved wellbeing.
- 3.2 Predominantly, survey respondent's comments were related to their own financial arrangements and concern that their fees would be increased as a result of the implementation of the policy. Other comments refer to historic or special arrangements that groups have received in the past. It is an intention of the policy that a level of equity between groups is introduced and that historic arrangements are transitioned to a consistent methodology.
- 3.3 There were comments about Manningham based organisations be given a discount and priority. This has been considered and it is not proposed to have further discounts applied for Manningham-based organisations, as the subsidised fee levels are already provided for within the policy. However, it is considered that Manningham-based groups should receive preference in booking where there are competing user groups. This can be managed outside of a policy process through usage guidelines.
- 3.4 Only one material change to the policy is recommended to clarify the discretion and decision making process for extraordinary or one-off requests particularly under Category E of the policy. An amended version of the policy is attached as Attachment 1 showing the recommended marked-up changes.

### 4. COUNCIL PLAN / STRATEGY

The following themes and goals in the Council Plan 2017-2021 are applicable:

#### 4.1 **Healthy Community:**

- A healthy, resilient and safe community
- A connected and Inclusive community

#### 4.2 **Liveable Places and Spaces:**

- Well utilised and maintained community infrastructure

#### 4.3 **Well governed Council:**

- A financially sustainable Council that manages resources effectively and efficiently
- A council that values citizens in all that we do

**5. IMPACTS AND IMPLICATIONS**

- 5.1 The draft CFAC Policy sets up a consistent methodology for how subsidies for usage are applied across all community facility categories. It does not set out fee amounts, as these are determined each year as part of the budget process.
- 5.2 In adopting the draft CFAC Policy, Council will establish this as the overarching position on concessions.

**6. IMPLEMENTATION****6.1 Finance / Resource Implications**

The calculation of specific fees under the policy guidelines can be considered as part of the annual budget process. If the policy is adopted and implemented it is expected that there should be a net increase in revenue to Council of approximately \$170,000 pa.

**6.2 Communication and Engagement**

Respondents to the survey will be notified of Council's decision and the amendments as a result of the consultation process.

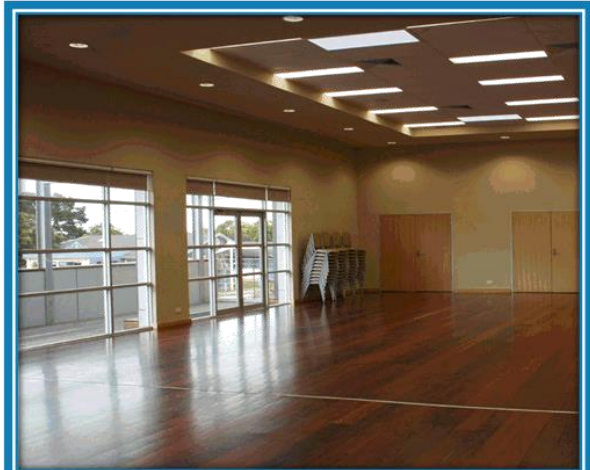
**6.3 Timelines**

The CFAC Policy categories and principles will apply once adopted however any fee implications will only apply once Council has considered the annual fees and charges as part of the annual budget process.

**7. 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.





# Community Facilities Access and Concession Policy – September 2019



Interpreter service  
**9840 9355**

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Italiano | عربي | فارسی



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## Purpose

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The purpose of this policy is to ensure a consistent and transparent approach for the use of Council's community facilities by community groups and other organisations.

This policy will provide guidance on what terms and conditions are offered by Council, including concession levels for groups using these facilities.

This policy is based on principles to ensure Council assets are utilised equitably. It recognizes that financial contributions received through rental or hire income support Council's operations to meet the expectations of our community.

Community organisations that offer activities which support Council's objectives for a healthy and livable city will be eligible for concessions for Council's facilities. The levels of concession and their rationale are outlined within the policy to ensure a consistent approach.

The policy will ensure that Council complies with relevant Victorian legislation.

## Policy Statement

This policy outlines the conditions for leasing, licensing and hire of community facilities in a fair, transparent and consistent way. It indicates the level of fee applicable to each tenant or hirer, and the rationale for this as well as discounts that are offered by Council to support community benefit and enhanced wellbeing.

Council Plan actions relating to this policy include:

- Healthy Community:
  - A healthy, resilient and safe community.
  - A connected and inclusive community.
- Likeable Places and Spaces:
  - 2.4 Well utilised and maintained community infrastructure.
- Well Governed Council:
  - 5.1 A financially sustainable Council that manages resources effectively and efficiently.
  - 5.2 A Council that values citizens in all that we do.

## Scope of Policy

This policy applies to community buildings that are leased, licensed or hired such as:

- Community halls and venues
- Tenancies at MC<sup>2</sup>
- Kindergartens
- Neighbourhood Houses
- Scout and Guide Halls
- Sports pavilions
- Senior Citizens Centres
- Other Council owned buildings used for community or cultural purposes.

The types of agreements offered by Council include:

- Lease – exclusive occupancy
- Licence – non-exclusive occupancy
- Seasonal licence – non-exclusive occupation during a sporting season
- Regular hire agreement – annual agreement for sessional use of a community facility of more than 10 occasions per annum
- Casual use of facilities – one-off use of a community facility – not a regular booking.

This policy does not include:

- Facilities covered by pre-existing agreements such as sporting stadiums and contracted pools/recreation centres
- Seasonal sporting ground allocations
- Council property being exclusively occupied for a Council operated service
- Residential tenancies.

**This policy does not determine fee amounts.** The concession amounts referred to in this policy represent a revised approach to ensuring equitable concessions and are therefore intended to replace any historic or inconsistent arrangements. The policy will apply to future fees that may be applied to improve equity and assist with cost recovery, which will be determined by Council and adopted annually as part of the budget process.

## Policy and Principles

When negotiating a new lease or licence or renewing a previous agreement, the following principles will be considered regarding the terms of the agreement.

### 1. Pricing for Leases, Licences and Hire Agreements

Pricing levels have been developed to take into account:

- **Equity** Consistency across user groups and facilities.
- **Affordability** The ability of the tenant or hirer to raise funds, receive financial support and to pay.
- **Community Benefit** Access will be supported for groups that actively deliver Council's priorities for health and wellbeing.
- **Fair Cost Sharing** All users groups are expected to pay an amount for use of Council facilities. User pays principles apply, and Council seeks recovery of a defined proportion of costs incurred when using Council facilities, or market rental where applicable.
- **Property** Exclusive occupancy or shared use of a space.

### 2. Fees Categories

It is policy that concessions for the use of Council community facilities will be applied consistently in accordance with the category of user as outlined below:

#### Category A – Full Fee Paying

- Commercial businesses;
- Commercial occupancy that requires a retail lease in accordance with Retail Leases Act;
- Private and family functions;
- Facilities that provide catering and catered functions at commercial rates;
- Activities organised by political parties, candidates or Members of Parliament;
- Government departments and statutory agencies;
- Privately owned kindergartens, child care centres or pre-schools;
- User groups who are covered by separate agreements e.g. stadiums where these venues are hired on an hourly rate or equivalent;
- MC<sup>2</sup> tenancies – full cost recovery of outgoings will be sought from tenants of MC<sup>2</sup> (plus a nominal rent).

#### Category B – 25% Discount

This category applies to community not for profit organisations with paid staff who receive either State or Federal funds to support their operations, and exist for community benefit. These groups may have the ability to charge a fee for their services, or may raise revenue through commercial type activities. Other users include junior and senior sporting groups who hold a liquor licence and/or can raise revenue through third party arrangements. Usage is likely to be on an exclusive basis.

- Social welfare organisations;
- Education and community learning institutions – schools, early intervention services, adult learning organisations, Neighbourhood Houses that are also Registered Training Organisations (RTOs);
- Sporting Associations where an administrator is employed;
- Sporting or community organisations that raise revenue through service of alcohol;
- Sporting or community organisations that raise revenue through hire to third parties including tennis clubs/tennis coaches;
- Any group that allows their premises to be used for the operation of a commercial business (this would take precedence over groups that would otherwise fit into category C or D);



- Any local organisation where a program fee applies (other than a gold coin donation).

#### **Category C – 50% Discount**

Local groups for community benefit who generally do not receive significant operational funding from State or Federal sources but raise funds from other sources such as membership fees.

These groups are run by volunteers and may serve underprivileged, disadvantaged or charitable purposes, or be a 'grass roots' recreational club or a provider of community education. These occupants may be reliant on Council funding or fundraising, and will generally have limited capacity to generate a significant amount of additional income/revenue.

- Local sporting clubs;
- Local Service clubs – e.g. Rotary, Lions and Probus;
- Playgroups;
- Community based/not for profit kindergartens;
- Neighbourhood houses or Learning Centres that do not operate as RTOs;
- Non-profit community groups e.g. Neighbourhood Watch;
- Senior Citizens groups for usage that falls outside of the guidelines for senior's usage of community venues.

#### **Category D – 75% Discount**

The concession offered recognises the voluntary nature of community services or 'grass roots' groups where there is very limited ability to raise funds.

- Scouts and Guides and similar organisations such as Friends of Manningham Dogs and Cats (FOMDAC).

#### **Category E – Full Concession, 100% Discount**

Discounts under this category are very occasional. All user groups are expected to make a financial contribution to the use of facilities, as outlined in this policy.

A full discount may apply for one-off occasions or extraordinary events where there is considerable community benefit for a charitable or benevolent activity and very limited capacity to pay or charge entry fees. Discretion will be applied in these circumstances.

- e.g. fundraising events for a local emergency relief effort.

The concession is also extended to special interest groups which includes Heritage groups and the RSL.

#### **Decision Guidelines**

- **Any application** for concession by a group that does not strictly meet the description of the categories outlined above will be matched with the 'best fit' for the categories and that relevant concession amount applied. Where the provisions of several categories apply to a user group, the provisions of the highest category/lowest discount will apply.
- **Other Facilities:** Facilities that do not fit within the categories outlined above such as storage sheds or unique community infrastructure will have a fee set out in the annual Fees and Charges schedule adopted with Council's budget annually.
- **Review:** All concessional amounts must be reviewed when agreements are renewed or every two years.
- **Organisational Status:** Council Officers may ask to see evidence of an organisation's status to determine the appropriate concession level as outlined under this policy e.g. annual report, proof of incorporation.
- **Guidelines:** This policy is supported by operational guidelines (e.g. Community Facilities, Senior Citizens, and Sporting Groups) that outline the level of service provided by Council, the specific terms and conditions of usage and other detailed arrangements for different usage groups.

- **Behaviour and Care of Facilities:** In making facilities available, Council has an expectation that organisations will respect the facilities and will occupy them appropriately and in accordance with the intent and terms of this policy. Council reserves the right to decline to hire, lease or licence a facility to a specific user where there is a reasonable concern about ability to pay (or where rental payments are in arrears), or concern about the wellbeing of the community or the Council facility itself as a result of the use of the Council facility.
- **Discretionary Delegation Process:** Any application requiring special consideration and a decision that is outside the parameters of this policy, including Category E, for any user group requests for special concessions, in-kind use or any other special condition relating to the use of community facilities will be assessed by the appropriate Council Officer with recommendations then to be made to the appropriate Executive Officer (Director and/or CEO) for discussion and decision in consultation with Councillors.

### Pricing Schedule

The Pricing Schedule for casual and regular use of community facilities is approved by Council and published each year as set out in Council's Annual Budget.

Pricing amounts for use of Council buildings will be based on a rate per square meter taking into account the maintenance costs and outgoings for each building type. This supports the principle of equity, providing a consistent basis for charging for use of facilities.

The Pricing Schedule will show all relevant Council community facilities and the relevant category of asset. Each category groups together similar facilities and applies a consistent methodology for rental fees across the category. The concessions outlined in this policy then apply to each user: e.g. Pricing Schedule fee minus concession – as determined by this policy – equals the annual fee amount. (Please note that fee amounts are not identified in this draft policy. Fee amounts are determined separately from this policy).

Rents for facilities under lease or licence will be reviewed annually with the amount payable to be increased by a fixed percentage each year unless otherwise advised.

The Pricing Schedule and Guidelines for use should be read in conjunction with this policy, namely:

- Community Facilities Guidelines;
- Senior Citizens Centres Guidelines (NOTE – these guidelines identify which seniors groups are eligible for up to 6 hours of free use per week. This is not proposed to change.) Any additional usage would be subject to the concession rates identified in this draft policy)

### Hardship

Where groups experience difficulty in making payment for facilities and have communicated this with Council, a payment schedule may be agreed to pay the balance in instalments. Hardship will not trigger a waiver of fees and all users are expected to pay the charges as agreed. Hardship provisions must be agreed between the group and Council, and only initiated as a final step in clearing debt. If payments remain in arrears, future usage may be denied.

### Financial Contributions from User Groups

Where a user group has made a substantial financial contribution towards the capital cost of a building or an upgrade, this will be considered on a case by case basis and noted in the facility lease. Rental charges therefore may not be payable for the lease period in recognition of this contribution however maintenance costs and outgoings will still be required to be covered.

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## Definitions

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**Casual hire:** one-off hire of a community facility. Hire fees will be adjusted using the categories from A to E as outlined in this policy.

**Community facilities:** Buildings and spaces for services, activities and action by community-based service providers, groups and individuals to meet the social, cultural, leisure, community wellbeing and developmental needs of the Manningham community and its visitors.

**Council:** Means Manningham City Council, and includes its employees, agents or licensees.

**Fixed percentage increase:** A measure used as a basis for rental increases where Council has not provided other direction.

**Lease:** is an agreement where the Council grants the tenant exclusive occupancy of a defined area as set out in the lease, which includes the whole or part of a building or land.

**Licence:** is an agreement where the Council grants the licensee the non-exclusive right to occupy a defined area as set out in the licence document which includes part or whole of a building or land.

**Regular hirer:** is a group or individual who uses community facilities on a sessional basis over the course of a term or year.

**Seasonal agreement:** is an agreement where the Council grants the licensee the non-exclusive right to occupy a defined area of a building as set out in the seasonal agreement for a sporting season with defined end and start dates.

**Subletting:** means the payment for use of a leased or licenced facility by a third party, operating with permission from Council as land owner.

**Tenant:** means the occupier of a facility under a lease agreement.





**10.2 Community Representatives for Liveability, Innovation and Technology (LIT) Committee**

- File Number: IN19/593
- Responsible Director: Director City Planning and Community
- Attachments:
  - 1 Terms of Reference - LIT Liveability Innovation and Technology Committee [↓](#)
  - 2 Community Nominees to the LIT Committee (confidential)

**EXECUTIVE SUMMARY**

*On the 23 April 2019, Council endorsed the creation of a new advisory committee to be called the Liveability Innovation and Technology Committee or LIT Committee. The LIT Committee will consist of three Councillors, two senior officers and community representatives. This report seeks endorsement of a proposed change to the Committee’s Terms of Reference to increase community membership from six to eight, and to appoint eight community representatives shortlisted following an expression of interest process.*

*Following endorsement, it is anticipated the first LIT Committee meeting will be scheduled for 24 September 2019. At this inaugural meeting, the draft consultancy brief for the development of the LIT Smart City Opportunities Paper will be tabled for discussion and feedback.*

**1. RECOMMENDATION**

**That Council:**

- A. Endorse the amended Liveability Innovation and Technology Committee Terms of Reference (Attachment 1).**
- B. Note the outcome of the Expression of Interest process.**
- C. Appoint the following of the community representatives to the Liveability Innovation and Technology Committee for the period 2019-2021, as presented in Confidential Attachment 2; and**
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_
  - 4. \_\_\_\_\_
  - 5. \_\_\_\_\_
  - 6. \_\_\_\_\_
  - 7. \_\_\_\_\_
  - 8. \_\_\_\_\_
- D. Thank the unsuccessful applicants for their expression of interest.**

## 2. BACKGROUND

2.1 At its Ordinary Meeting of 23 April 2019, Council resolved as follows:

*That Council:*

- A. *Endorse the formation of the Liveability Innovation and Technology (LIT) Committee in accordance with the Terms of Reference attached.*
- B. *Task the LIT Committee with development oversight of a LIT Smart Cities White Paper.*

2.2 The purpose of the Committee is:

*“Improving liveability and public value in Manningham by connecting people, place and assets through innovation and technology.”*

### Amendment to the Terms of Reference

2.3 It is recommended that *Section 6. Membership* be amended as follows:

The LIT Committee will comprise:

- three Councillors (one from each Ward) as appointed by Council
- up to **eight six** community representatives appointed by Council

A quorum for the LIT Committee meeting is 50% plus one including at least:

- two Councillors
- **three four** community representatives.

2.4 It is considered that a larger pool of community representatives, is more likely to result in at least six attending each Committee meeting. Also, the calibre of applicants was high so the larger number of community representatives will be of benefit to the Committee.

### Membership of the LIT Committee

2.5 The three Councillors on the Committee are Mayor Paula Piccinini (Heide Ward), Cr Paul McLeish (Mullum Mullum Ward) and Cr Mike Zafiroopoulos (Koonung Ward).

2.6 The two officers will be Angelo Kourambas, Director City Planning and Community and Matt Slavin, Manager Integrated Planning.

2.7 This report proposes that the community nominees listed in Attachment 2 be appointed to the LIT Committee.

### Expression of Interest and evaluation

2.8 From Monday 8 July 2019 to Wednesday 7 August 2019, expressions of interest were sought from people who lived and/or worked in Manningham. A Communications Plan mapped out the various promotion channels including Manningham’s website, social media and advertising in the Manningham Leader.

- 2.9 As a result, eleven expressions of interest were received. These responses were assessed against the membership criteria listed in the Terms of Reference. The quality of applicants was very high and a short interview with each candidate was also conducted to assist the short listing process.
- 2.10 In the first 12 months the Committee will meet at a minimum of four times. The preparedness to commit to this meeting frequency also formed part of the selection criteria. In addition, nominees have committed to membership for a three year period.

### 3. COUNCIL PLAN / STRATEGY

- 3.1 The LIT Committee will assist Council to deliver improved liveability and public value to the community in line with the Council Plan –
- Healthy Community (lead: Healthy City Strategy)
  - Liveable Places and Spaces
  - Resilient Environment
  - Vibrant and Prosperous Economy
  - Well Governed Council

### 4. IMPACTS AND IMPLICATIONS

- 4.1 The formation of the LIT Committee will strengthen Manningham, the community and Council's ability to respond in innovative and agile ways to improve liveability and public value relating to social, environmental and economic initiatives.

### 5. IMPLEMENTATION

#### 5.1 Finance / Resource Implications

The *LIT Smart City Opportunities Paper* will be funded from the 2019/20 budget.

#### 5.2 Communication and Engagement

A Communication Plan coordinated the promotion of the Expressions of Interest process seeking community members to participate in the LIT Committee.

#### 5.3 Timelines

#	Description	When
1	Expressions of Interest – seeking community representatives	8 Jul to 7 Aug 2019
2	Final Shortlist considered by Council	3 Sep 2019
3	Council endorsement of LIT Committee	17 Sep 2019
4	Appoint Consultancy to develop LIT Smart City Discussion Paper	Oct – Dec 2019
4	Initial LIT Committee Meetings –	24 Sep 2019
6	Develop LIT Smart City Discussion Paper	Dec 2019 to April 2020
7	Present Draft LIT Smart City Discussion Paper	Mar 2020
8	FINAL LIT Smart City Opportunities Paper	Apr 2020
9	Council Report presenting the Committee's outcomes.	May - June 2020

**6. 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.



## TERMS OF REFERENCE

<p><b>1. Purpose</b></p>	<p>Improving liveability and public value in Manningham by connecting people, place and assets through innovation and technology.</p>
<p><b>2. Roles and tasks</b></p>	<p>We live in times of rapid change, challenges and opportunities. Given the Purpose stated above, this Committee will consider -</p> <ol style="list-style-type: none"> <li>1. <u>current best practice</u> in Australia and internationally</li> <li>2. <u>Council practice</u> - current initiatives underway at Manningham Council that improve liveability and public value by connecting people, place and assets through innovation and technology</li> <li>3. <u>culture</u> - what conditions foster cultures of innovation both within Manningham Council and across the municipality</li> <li>4. <u>collaboration</u> - how can Manningham Council best engage and collaborate with community when undertaking LIT projects</li> <li>5. <u>policy direction</u> of State and Federal Government as they relate to the purpose of the Committee</li> <li>6. <u>resourcing</u> within Council, benchmarking, opportunities for grant funding, strategic partnerships and new ways to resource and fund the delivery of public value</li> <li>7. <u>emerging trends.</u></li> </ol> <p>The LIT Committee will assist Council to deliver improved liveability and public value to the community.</p>



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## LIVEABILITY INNOVATION AND TECHNOLOGY COMMITTEE

<p><b>3. Delegated Authority and Decision Making</b></p>	<p>Advisory committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.</p> <p>Advisory committees provide advice to Council and staff to assist them in their decision making.</p> <p>In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.</p>
<p><b>4. Chairperson</b></p>	<p>A Councillor – appointed by Council</p>
<p><b>5. Meetings</b></p>	<p>Meetings will be held on a quarterly basis with a minimum of 4 meetings being held each year.</p> <p>Meetings are closed to the community outside of endorsed members and delegates.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> <li>• commence on time and conclude by the stated completion time</li> <li>• be scheduled and confirmed in advance with all relevant papers distributed to each member</li> <li>• encourage fair and respectful discussion</li> <li>• focus on the relevant issues at hand</li> <li>• provide advice to Council, as far as practicable, on a consensus basis</li> </ul> <p>Electronic correspondence and collaboration tools will be used for communication outside of meetings.</p>
<p><b>6. Membership</b></p>	<p>The LIT Committee will comprise:</p> <ul style="list-style-type: none"> <li>• three Councillors (one from each Ward) as appointed by Council</li> <li>• up to eight community representatives appointed by Council</li> </ul> <p>A quorum for a LIT Committee meeting is 50% plus one including at least:</p> <ul style="list-style-type: none"> <li>• two Councillors</li> <li>• four community representatives</li> </ul> <p>Officers in attendance:</p> <ul style="list-style-type: none"> <li>• a senior officer and an officer, at a minimum</li> </ul> <p>Others in attendance - to be invited as required:</p> <ul style="list-style-type: none"> <li>• guest speakers, subject matter experts and officers</li> </ul>

# LIVEABILITY INNOVATION AND TECHNOLOGY COMMITTEE

<p><b>7. Membership Criteria</b></p>	<p>The following membership criteria will be used to appoint community representatives to the LIT Committee:</p> <ul style="list-style-type: none"> <li>• diversity of interests and knowledge in place-making, innovation and technology as applied to liveability</li> <li>• lives or works within the municipality</li> <li>• ability to regularly attend and participate in meetings as scheduled</li> <li>• has a mix of skills and attributes to complement other members of the LIT Committee</li> <li>• representative cross section of people from the municipality are appointed to the LIT Committee</li> </ul>
<p><b>8. Method of Appointment</b></p>	<p>Nominations for appointment to the LIT Committee will be invited by public notice in the local media and Council's website. Nominees shall nominate on the appropriate form to Council within the advertised period.</p> <p>Appointments will be made by Council and selected based on the criteria above.</p> <p>Officers will undertake an initial assessment of the applicants to determine whether they comply with the membership criteria and provide a long list of candidates to the Chairperson. The recruitment process should consider the implementation of staggered membership appointments to ensure a membership that preserves the balance between old and new.</p> <p>A Councillor committee supported by an officer and comprising the Mayor, committee Chairperson and one other Councillor will rank the applicants and make a recommendation regarding the preferred applicants which will be noted in the officer's report.</p> <p>Council is not bound by the recommendation of the Councillor committee in appointing community representatives.</p> <p>Community representatives are to be appointed for a period of three (3) years.</p> <p>Members can re-nominate after their term ends, during the advertised period as per public notice, for a maximum of three terms, in accordance with the nomination process.</p> <p>Community representative(s) appointed on behalf of an agency/organisation may be replaced or substituted at any time at the agency/organisations discretion by notifying the chairperson and responsible Council officer in writing. Due consideration should be given to ensuring the appointee has the appropriate mix of competencies to undertake the role and refreshing membership on a regular basis.</p>





# LIVEABILITY INNOVATION AND TECHNOLOGY COMMITTEE

	<p>Casual vacancies that occur due to a community representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.</p> <p>Officers, in consultation with the Councillor committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to the advisory committee for the remainder of the previous incumbent's term.</p> <p>Where there are no suitable candidates identified, a formal expression of interest and selection process is required. The outcome of a formal expression of interest process will be presented to Council for determination in accordance with the procedures outlined above.</p> <p>Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</p>
<p><b>9. Resignation</b></p>	<p>A member of the LIT Committee may resign at any time. Notice of resignation is to be provided in writing to the chair of the LIT Committee.</p> <p>Membership on the LIT Committee will be deemed to have been resigned if a member fails to attend 3 consecutive meetings without prior notice.</p> <p>Any member who resigns or whose membership is terminated may be replaced by the Council following a public nomination process as noted above.</p>
<p><b>10. Confidential Information</b></p>	<p>Committee members must not disclose information that they know, or should reasonably have known is confidential information.</p> <p>Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</p> <p>Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.</p>
<p><b>11. Code of Conduct</b></p>	<p>To ensure the LIT Committee is conducted in a respectful and efficient manner, committee members must:</p> <ul style="list-style-type: none"> <li>• act with integrity;</li> <li>• impartially exercise their responsibilities in the interests of the local community;</li> <li>• not improperly seek to confer an advantage or disadvantage on any person, including themselves;</li> </ul>



# LIVEABILITY INNOVATION AND TECHNOLOGY COMMITTEE

	<ul style="list-style-type: none"> <li>• treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and Council officers;</li> <li>• commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying;</li> <li>• take reasonable care of their own health and safety and that of others; and</li> <li>• commit to regular attendance at meetings.</li> </ul> <p>Community representatives appointed to advisory committees are expected to abide by this Code of Conduct.</p> <p>Any breach of this Code of Conduct by a community representative may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p>
<p><b>12. Conflict of Interest</b></p>	<p>Meetings of an Advisory Committee may form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.</p> <p>Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting.</p> <p>Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The Councillor or officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.</p> <p>Where a community member has a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed.</p> <p>Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>



## LIVEABILITY INNOVATION AND TECHNOLOGY COMMITTEE

<p><b>13. Assembly of Councillors</b></p>	<p>Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form.</p> <p>Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must be completed.</p> <p>Forms must be forwarded to the Senior Governance Advisor within 5 working days of the meeting. This information will be included on the Agenda for the next available Council Meeting and published in the minutes.</p>
<p><b>14. Support</b></p>	<p>Council will provide the necessary support to assist the LIT Committee to function effectively including:</p> <ul style="list-style-type: none"> <li>• maintaining contact details of members</li> <li>• preparing and distributing agendas and prior reading material</li> <li>• preparing and distributing meeting minutes</li> <li>• circulating other material to LIT Committee members as necessary</li> <li>• preparation of an assembly of Councillors record as required under the Local Government Act 1989.</li> </ul>
<p><b>15. Media</b></p>	<p>Contact with the media by committee members will be conducted in accordance with the Manningham City Council Media Policy.</p> <p>Committee members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.</p>
<p><b>16. Review</b></p>	<p>A review of the terms of reference and the role, function, membership, and productivity of the LIT Committee will be conducted at least once every 4 years to ensure currency and effectiveness.</p> <p>These terms of reference may be revoked at any time by Council.</p>
<p><b>17. Reporting</b></p>	<p>Minutes will be published on the Councillor Hub and Manningham Council website with the exception of reports and attachments that are confidential in nature.</p>



**11 CITY SERVICES**

There are no City Services reports.

## 12 SHARED SERVICES

### 12.1 2018-19 Financial Report and Performance Statement; Adoption in Principle.

File Number:	IN19/592
Responsible Director:	Director Shared Services
Attachments:	1 Annual Financial Statements 2018-19 - COUNCIL <a href="#">↓</a> 2 Performance Statement 2018-19 - COUNCIL <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*The completed 2018-19 Financial Report and 2018-19 Performance Statement are presented to Council for adoption in principle prior to their lodgement with the Auditor-General.*

*The Financial Report presents Council in a sound financial position with a low financial sustainability risk.*

*A detailed audit of the Financial Report and Performance Statement was undertaken by the Auditor-General during August 2019. The "Closing Report – Manningham City Council for the year ended 30 June 2019" concluded that the 2018-19 Financial Report (attachment 1) and 2018-19 Performance Statement (attachment 2) "present fairly".*

*The 2018-19 Financial Report and 2018-19 Performance Statement together with the Closing Report from the Victorian Auditor-General's Office were presented to the Audit and Risk Committee on 30 August 2019.*

*The Audit and Risk Committee is satisfied that an appropriate external audit process has taken place and that the Committee's review of the reports did not identify any issues that would prevent the Council from adopting the Financial Report and Performance Statement "in principle" for submission to the Auditor-General.*

*The Financial Report and Performance Statement will be reproduced in full in Council's 2018-19 Annual Report.*

#### 1. RECOMMENDATION

**That Council:**

- A. Notes that the Audit and Risk Committee is satisfied that an appropriate external audit process has taken place on the 2018-19 Financial Report and 2018-19 Performance Statement;**
- B. Authorises Councillor Paula Piccinini and Councillor Anna Chen to certify the 2018-19 Financial Report and 2018-19 Performance Statement in their final form. In the event that either Councillor Piccinini or Chen is not available, then any other Manningham Councillor is authorised to certify the Statements.**

<b>C. Council endorses in principle the 2018-19 Financial Report and 2018-19 Performance Statement.</b>
---------------------------------------------------------------------------------------------------------

**2. BACKGROUND**

- 2.1 The *Local Government Act 1989* requires that each year Council prepare a report of its operations and include the audited Financial Report and Performance Statement.
- 2.2 The Financial Report provides comprehensive reporting of the revenues and expenses of Council for the 2018-19 financial year and the financial position of Council as at 30 June 2019. The notes accompanying the Financial Statements provide information relevant to Council's accountability obligations and additional information to assist users of the report to form an opinion on the financial performance of Council.
- 2.3 An audit of the financial report has been carried out by the Victorian Auditor-General's Office and it is anticipated that a clear (or unmodified) opinion will be issued for the Financial Report and Performance Statement.

Financial Summary

- 2.4 Manningham's financial results for 2018/19 were better than our forecast. These results demonstrate our commitment to maintaining long-term financial sustainability while providing cost-effective services and delivering infrastructure projects to meet the needs of our community.
- 2.5 The financial statements present Council in a sound financial position with a low financial sustainability risk.
- 2.6 Key finance facts:
- \$29.15 million surplus (before asset revaluation)
  - \$2.17 billion net assets
  - \$76.67 million asset revaluation decrement (mainly lower land values)
  - \$88.04 million cash and term deposits
  - \$26.97 million capitalised assets
  - \$47.07 million total liabilities
  - Achieved State Government 2.50% rate cap (average increase across Manningham)

Operating position

- 2.7 We achieved a surplus of \$29.15 million in 2018/19, \$5.93 million higher than the adopted budget surplus of \$23.22 million. The main reason for the increase relates to an additional \$2.95 million of contributions (cash and non-cash) received from developers and a change in the timing of Financial Assistance Grants of \$1.85 million during the year.

Income

- 2.8 We derived our income from various sources including rates, user fees and charges, grants, interest and other contributions.
- 2.9 Our total income for 2018/19 was \$148.60 million, compared to a budget of \$141.03 million. The increased revenue is mainly due to higher cash and non-cash contributions from developers, operating and capital grants and user charges.

Expenditure

- 2.10 Our total expenditure for 2018/19 was \$119.45 million, compared to a budget of \$117.80 million. In 2018/19, the main expense was employee costs, which accounted for \$53.33 million. We provide services to our community through a combination of contractors and employees.

Net worth

- 2.11 Our financial strength can be assessed by net assets (what we own less what we owe). As at 30 June 2019, Council owns net assets of \$2.17 billion including land, building and community infrastructure assets of \$2.09 billion.

Assets

- 2.12 Manningham has total assets of \$2.22 billion. The major components of our assets include infrastructure, property, plant and equipment valued at \$2.11 billion, cash and investments of \$88.04 million and debtors of \$11.13 million.

Liabilities

- 2.13 Our liabilities include debt (loan), amounts owed to suppliers and amounts owed to employees for leave entitlements. Total liabilities at 30 June 2019 were \$47.07 million, a decrease of \$0.12 million over the previous year.
- 2.14 We have a low level of borrowings and the 2019/20 Budget provides for the repayment in full of Council's \$7.28 million loan portfolio.

Capital investment

- 2.15 Council aims to maintain its infrastructure assets at expected levels while continuing to deliver services needed by our community. During 2018/19, we invested \$26.97 million in an extensive Capital Works Program to renew and upgrade community assets throughout the municipality. This program was funded primarily through rates, with additional funds provided through grants and contributions.
- 2.16 The major categories of capital works included:
- Roads, drainage, footpaths and cycleways \$15.48 million
  - Community building refurbishment and upgrades \$3.53 million
  - Recreation, parks and open space \$2.45 million.

Liquidity

- 2.17 Cash and term deposits at 30 June 2019 were \$88.04 million, an increase of \$19.64 million from the previous year.



2.18 The working capital ratio, which assesses our ability to meet current commitments, is calculated by measuring our current assets as a percentage of current liabilities. Our result of 223.0% indicates that for every dollar of short-term liabilities, we have \$2.23 worth of assets. This is a strong result.

#### Rate cap

2.19 This was the third year of the Victorian Government's 'Fair Go Rates' legislation. Manningham complied the 2.50% rate cap for 2018/19. We continued to follow the strategies we set last year to ensure our long-term financial sustainability in a rate capping environment. Our total income from rates is forecast to decrease by about \$100 million over the first ten years of the rate cap.

2.20 The Performance Statement details a range of service and financial performance indicators. This is also audited by the Victorian Auditor General. Highlights from the Performance Statement include:

2.21 Financial Indicators:

- Working capital ratio of 223% in 2019 and averaging over 200% in the forward 4 year SRP, highlighting a strong liquidity capacity of Council.
- Unrestricted cash compare to current liabilities ratio dropped in 2019 to 37%. The reduction is mainly due to Manningham investing in term deposits with a maturity of greater than 90 days to improve interest revenue. Only term deposits with a maturity of 90 days or less are included in the calculation of cash for this ratio. Without this change the ratio would be similar to previous years.
- Asset renewal ratio is down a little in 2019 and relates to the level of capital works planned for 2018/19 and will now be completed in 2019/20 (i.e. carry forwards).
- Loans and borrowings ratios drop significantly post 2019 and relate to the budgeted early retirement of Council's \$7.28 million loan portfolio, leaving Council "debt" free.

2.22 Service Indicators:

- Aquatic Facilities - improved or maintained performance in all areas
- Food Safety - maintained a high standard in most areas
- Roads - improved or maintained performance across all indicators
- Statutory Planning - improved performance across all indicators including a 10% increase in planning applications decided within required timeframes (now at 81% and up from 38.6% in 2016)
- Waste - lowest ever missed bins at 3.7 per 10,000
- Waste diversion from landfill continues to be strong with 53.24% diverted – and that in a turbulent year in terms of recycling.

2.23 The 2018-19 Annual Report will detail service and financial highlights from the 2018/19 year and also reproduce the Financial Report and Performance Statement in full.



### 3. DISCUSSION / ISSUE

- 3.1 The Financial Report and Performance Statement as presented comply with the Model Financial Report, accounting standards, relevant legislation and departmental guidelines.
- 3.2 An external audit has been carried out by the Victorian Auditor-General's agent (HLB Mann Judd) during August 2019. The Closing Report of the 2018-19 Audit, the Financial Report and Performance Statement was presented to the Audit and Risk Committee (the Committee) on 31 August 2019. The Audit and Risk Committee endorsed the following recommendation to Council:
- *"That the Audit and Risk Committee is satisfied that an appropriate external audit process has taken place on the proposed 2018/19 Financial Report and Performance Statement, and*
  - *The Audit and Risk Committee's review of the proposed 2018/19 Financial Report and Performance Statement did not identify any issues that would prevent the Council from adopting the Financial Report or Performance Statement"*
- 3.3 It is proposed that Council adopt "in principle" the 2018-19 Financial Report and 2018-19 Performance Statement for lodging with the Victorian Auditor General.

### 4. COUNCIL PLAN / STRATEGY

- 4.1 The outcomes contained in the Financial Report will form the starting basis for the 2019/20 review of Council's 10 Year Long Term Financial Plan. The update of the financial plan is listed as a major initiative in the 2017-2021 Council Plan.

### 5. IMPACTS AND IMPLICATIONS

The financial statements present Council in a sound financial position and form a positive base for the 2019-20 and forward budget years.

### 6. IMPLEMENTATION

#### Finance / Resource Implications

- 6.1 The financial forecasts in Council's long term Financial Plan will be updated to reflect the positive operating result for 2018-19 and financial position of Council as at 30 June 2019.

#### Communication and Engagement

- 6.2 The Financial Report and Performance Statement will be published in Council's 2018-19 Annual Report. Performance indicators from the Performance Statement will also be published on the Know Your Council website.

#### Timelines

- 6.3 Following approval in principle by Council, the statutory statements will be submitted to the Auditor-General's Office for final audit clearance, which should be received prior to 30 September 2019.

**7. 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.

02/09/2019

MANNINGHAM CITY COUNCIL  
ANNUAL FINANCIAL REPORT  
For the Year Ended 30 June 2019

**DRAFT**

**MANNINGHAM CITY COUNCIL**  
**Financial Report**  
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### Certification of the Financial Statements

In my opinion, the accompanying financial statements has been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

Kevin Ayre CPA  
**Principal Accounting Officer**  
17 September 2019  
Doncaster

In our opinion, the accompanying financial statements present fairly the financial transactions of Manningham City Council for the year ended 30 June 2019 and the financial position of Council as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in its final form.

Paula Piccinini  
**Mayor**  
17 September 2019  
Doncaster

Anna Chen  
**Deputy Mayor**  
17 September 2019  
Doncaster

Andrew Day  
**Chief Executive Officer**  
17 September 2019  
Doncaster

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MANNINGHAM CITY COUNCIL  
2018/19 Financial Report

**Comprehensive Income Statement  
For the Year Ended 30 June 2019**

	Note	2019 \$'000	2018 \$'000
<b>Income</b>			
General rates	3.1	88,853	85,839
Waste charges	3.1	13,126	10,830
Statutory fees and fines	3.2	3,649	4,196
User fees and charges	3.3	10,921	10,744
Grants - operating	3.4 (a)	12,173	12,229
Grants - capital	3.4 (b)	2,672	3,578
Contributions - monetary	3.5	6,364	4,435
Contributions - non-monetary	3.5	7,585	10,331
Interest income	3.7	1,981	1,576
Other income	3.7	1,102	1,235
Share of gain/(loss) from investment in associate	6.3	78	(409)
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	3.6	96	(688)
<b>Total income</b>		<b>148,600</b>	<b>143,896</b>
<b>Expenses</b>			
Employee costs	4.1	53,326	52,505
Materials, services and contracts	4.2	23,446	20,961
Depreciation and amortisation	4.3	21,640	20,566
Borrowing costs	4.4	309	309
Community grants and contributions	4.5	5,575	5,577
Utilities	4.5	2,782	2,540
Other expenses	4.5	12,370	11,310
<b>Total expenses</b>		<b>119,448</b>	<b>113,768</b>
<b>Surplus for the year</b>		<b>29,152</b>	<b>30,128</b>
<b>Other comprehensive income</b>			
<b>Item that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	9.1 (a)	(80,187)	149,189
<b>Total comprehensive result</b>		<b>(51,035)</b>	<b>179,317</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.



**Balance Sheet**  
**As at 30 June 2019**

	Note	2019 \$'000	2018 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1 (a)	64,342	50,600
Trade and other receivables	5.1 (c)	11,098	10,205
Other financial assets	5.1 (b)	23,700	17,800
Non current assets classified as held for sale	6.1	-	3,609
Other assets	5.2 (a)	2,803	1,810
<b>Total current assets</b>		<b>101,943</b>	<b>84,024</b>
<b>Non-current assets</b>			
Trade and other receivables	5.1 (c)	31	31
Investments in associates	6.3	2,305	2,227
Property, infrastructure, plant, equipment and other fixed assets	6.2	2,109,650	2,175,598
Intangible assets	5.2 (b)	3,487	3,176
<b>Total non-current assets</b>		<b>2,115,473</b>	<b>2,181,032</b>
<b>Total assets</b>		<b>2,217,416</b>	<b>2,265,056</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3 (a)	12,621	13,247
Trust funds and deposits	5.3 (b)	12,574	12,294
Provisions	5.5	12,279	12,491
Interest bearing liabilities	5.4	7,279	-
Income received in advance	5.6	958	1,005
<b>Total current liabilities</b>		<b>45,711</b>	<b>39,037</b>
<b>Non-current liabilities</b>			
Provisions	5.5	1,356	868
Interest bearing liabilities	5.4	-	7,279
<b>Total non-current liabilities</b>		<b>1,356</b>	<b>8,147</b>
<b>Total liabilities</b>		<b>47,067</b>	<b>47,184</b>
<b>Net Assets</b>		<b>2,170,349</b>	<b>2,217,872</b>
<b>Equity</b>			
Accumulated surplus		738,643	710,040
Reserves	9.1	1,431,706	1,507,832
<b>Total Equity</b>		<b>2,170,349</b>	<b>2,217,872</b>

The above balance sheet should be read in conjunction with the accompanying notes.

MANNINGHAM CITY COUNCIL  
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**Statement of Changes in Equity  
For the Year Ended 30 June 2019**

2019	Note	Accumulated surplus \$'000	Asset revaluation reserves \$'000	Other reserves \$'000	Total \$'000
Balance at beginning of the financial year		710,040	1,502,666	5,166	2,217,872
Surplus for the year		29,152	-	-	29,152
Net asset revaluation increment/(decrement)	9.1 (a)	-	(80,187)	-	(80,187)
Transfer to accumulated surplus on realisation of assets	9.1 (a)	3,512	-	-	3,512
Transfers from other reserves	9.1 (b)	2,303	-	(2,303)	-
Transfers to other reserves	9.1 (b)	(6,364)	-	6,364	-
<b>Balance at end of the financial year</b>		<b>738,643</b>	<b>1,422,479</b>	<b>9,227</b>	<b>2,170,349</b>

2018	Note	Accumulated surplus \$'000	Asset revaluation reserves \$'000	Other reserves \$'000	Total \$'000
Balance at beginning of the financial year		677,444	1,353,477	7,485	2,038,406
Surplus for the year		30,128	-	-	30,128
Net asset revaluation increment/(decrement)	9.1 (a)	-	149,189	-	149,189
Transfer to accumulated surplus on realisation of assets	9.1 (a)	149	-	-	149
Transfers from other reserves	9.1 (b)	5,965	-	(5,965)	-
Transfers to other reserves	9.1 (b)	(3,646)	-	3,646	-
<b>Balance at end of the financial year</b>		<b>710,040</b>	<b>1,502,666</b>	<b>5,166</b>	<b>2,217,872</b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

**Statement of Cash Flows**  
**For the Year Ended 30 June 2019**

	Note	2019 Inflows/(Outflows) \$'000	2018 Inflows/(Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and waste charges		100,836	95,475
Statutory fees, fines and user charges		14,564	14,678
Grants - operating		12,173	12,229
Grants - capital		2,672	3,578
Contributions - monetary		6,387	4,476
Interest received		1,949	1,869
Net increase in trust funds and deposits		280	2,433
Other receipts		1,138	837
<b>Total cash inflows from operating activities</b>		<b>139,999</b>	<b>135,575</b>
Net GST refund/payment		(130)	154
Materials, services and contracts		(46,749)	(44,734)
Other payments		(309)	(309)
Employees costs		(53,089)	(51,995)
<b>Total cash outflows from operating activities</b>		<b>(100,277)</b>	<b>(96,884)</b>
<b>Net cash provided by/(used in) operating activities</b>	9.2	<b>39,722</b>	<b>38,691</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment, infrastructure, and other fixed assets	6.2	(24,664)	(34,924)
Proceeds from disposal of property, infrastructure, plant, equipment and other fixed assets	3.6	4,584	780
Receipts/(payments) for other financial assets		(5,900)	(3,300)
<b>Net cash provided by/(used in) investing activities</b>		<b>(25,980)</b>	<b>(37,444)</b>
Net increase/(decrease) in cash and cash equivalents		13,742	1,247
Cash and cash equivalents at the beginning of the financial year		50,600	49,353
<b>Cash and cash equivalents at the end of the financial year</b>	5.1 (a)	<b>64,342</b>	<b>50,600</b>
Financing arrangements	5.7		
Restrictions on cash assets	5.1		

The above statement of cash flows should be read with the accompanying notes.

**Statement of Capital Works  
For the Year Ended 30 June 2019**

	2019 \$'000	2018 \$'000
<b>Property</b>		
Land under roads	166	-
Buildings	3,527	15,639
<b>Total property</b>	<b>3,693</b>	<b>15,639</b>
<b>Plant, machinery and other assets</b>		
Plant, machinery and equipment	1,763	2,044
Fixtures, fittings and furniture	99	73
Computers and telecommunications	285	360
Artworks	-	20
<b>Total plant, machinery and other assets</b>	<b>2,147</b>	<b>2,497</b>
<b>Infrastructure</b>		
Roads	9,091	6,645
Bridges	192	126
Footpaths and cycleways	3,372	2,088
Off street car parks	98	211
Drainage	2,728	2,571
Recreational, leisure and community facilities	876	2,049
Parks, open space and streetscapes	1,573	2,589
<b>Total infrastructure</b>	<b>17,930</b>	<b>16,279</b>
<b>Intangible assets</b>		
Software	3,199	3,874
<b>Total intangible assets</b>	<b>3,199</b>	<b>3,874</b>
<b>Total capital works expenditure</b>	<b>26,969</b>	<b>38,289</b>
<b>Represented by:</b>		
New asset expenditure	4,768	15,784
Asset renewal expenditure	18,016	19,151
Asset expansion expenditure	1,255	822
Asset upgrade expenditure	2,930	2,532
<b>Total capital works expenditure</b>	<b>26,969</b>	<b>38,289</b>

The above statement of capital works should be read with the accompanying notes.

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
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## Notes to the Financial Report For the Year Ended 30 June 2019

### Overview

#### Introduction

The City of Manningham was established by an Order of the Governor in Council on 15 December 1994 and is a body corporate. The Council's main office is located at 699 Doncaster Road, Doncaster, Victoria.

#### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

#### Significant accounting policies

##### (a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2);
  - the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2); and
  - the determination of employee provisions (refer to Note 5.5).
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
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**Note 1 Performance against budget**

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold based on 10% variation to budget on a line item basis, or where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 26 June 2018. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

**1.1 Income and expenditure**

	Budget	Actual	Variance	Variance	
	2019	2019	2019	2019	
	\$'000	\$'000	\$'000	%	Ref
<b>Income</b>					
General rates	88,744	88,853	109	0.12	
Waste charges	13,042	13,126	84	0.64	
Statutory fees and fines	3,757	3,649	(108)	(2.87)	
User fees and charges	9,881	10,921	1,040	10.53	1
Contributions - monetary	4,500	6,364	1,864	41.42	2
Contributions - non-monetary	6,500	7,585	1,085	16.69	3
Grants - operating	10,331	12,173	1,842	17.83	4
Grants - capital	1,157	2,672	1,515	130.94	5
Interest income	1,520	1,981	461	30.33	6
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	195	96	(99)	(50.77)	7
Other income	1,399	1,102	(297)	(21.23)	8
Share of gain/(loss) from investment in associate	-	78	78	100.00	9
<b>Total income</b>	<b>141,026</b>	<b>148,600</b>	<b>7,574</b>		
<b>Expenses</b>					
Employee costs	54,247	53,326	921	1.70	10
Materials, services and contracts	24,388	23,446	942	3.86	11
Depreciation and amortisation	20,648	21,640	(992)	(4.80)	12
Borrowing costs	309	309	-	-	
Community grants and contributions	5,683	5,575	108	1.90	
Utilities	2,630	2,782	(152)	(5.78)	
Other expenses	9,898	12,370	(2,472)	(24.97)	13
<b>Total expenses</b>	<b>117,803</b>	<b>119,448</b>	<b>(1,645)</b>		
<b>Surplus for the year</b>	<b>23,223</b>	<b>29,152</b>	<b>5,929</b>	25.53	

variances in brackets = unfavourable

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
2018/19 Financial Report

**Note 1 Performance against budget (cont.)**

**1.1 Income and expenditure (cont.)**

**Explanation of material variations**

**Ref. Item Explanation**

<b>1</b>	<b>User fees and charges</b>	<p><b>Outcome: Greater than budget \$1,040,000 or 10.53 %</b></p> <p>User fees and charges were higher than budget by \$1.04 million mainly due to advertising income from bus shelters in the municipality (\$0.50 million), engineering referral fees (\$0.24 million) and higher than budgeted management fee (\$0.33 million) from Council's Aquatic and Leisure facility (Aquarena) and chargeable work fees (\$0.33 million). The increase is partly offset by lower than anticipated demand for function centre facilities contributed to a decrease in income of \$0.47 million.</p>
<b>2</b>	<b>Contributions - monetary</b>	<p><b>Outcome: Greater than budget \$1,864,000 or 41.42 %</b></p> <p>Developers' cash contributions in lieu of public open space and infrastructure requirements were \$1.86 million higher than budget and relate to the level of development in Manningham. These funds are placed into a cash backed reserve to be used to fund recreation and open space improvements for the community.</p>
<b>3</b>	<b>Contributions - non-monetary</b>	<p><b>Outcome: Greater than budget \$1,085,000 or 16.69 %</b></p> <p>The value of buildings, road, drains, pipes and other assets transferred to Manningham by MannaCare and developers was \$1.09 million higher than budget. The major contributor relates to the renovation and upgrade of MannaCare accommodation (residential aged care in Manningham) and the completion of Stage 4 of Tullamore residential development.</p>
<b>4</b>	<b>Grants - operating</b>	<p><b>Outcome: Greater than budget \$1,842,000 or 17.83 %</b></p> <p>A change in the timing of Financial Assistance Grants resulted in the bringing forward of \$1.34 million of the 2019/20 grant revenue into the 2018/19 year. In addition, Council received \$0.60 million of higher than budgeted grants during the year for community programs, emergency management, environment and waste services.</p>
<b>5</b>	<b>Grants - capital</b>	<p><b>Outcome: Greater than budget \$1,515,000 or 130.94 %</b></p> <p>During 2018/19 Manningham received grants in advance for works to be undertaken in 2019/20.</p>
<b>6</b>	<b>Interest income</b>	<p><b>Outcome: Greater than budget \$461,000 or 30.33 %</b></p> <p>Interest on investments was greater than budget and relates to higher cash balances than forecast. This primarily relates to capital works funded in 2018/19 to be completed in 2019/20 (\$9.57 million), grants received in advance for 2019/20 works and services (\$3.54 million) and higher developers' contributions (\$1.86 million).</p>
<b>7</b>	<b>Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<p><b>Outcome: Less than budget \$99,000 or 50.77 %</b></p> <p>Net gain on disposal of assets was less than budgeted by \$0.10 million mainly attributable to additional level of assets (roads, drainage and footpaths) were written off during the year.</p>
<b>8</b>	<b>Other income</b>	<p><b>Outcome: Less than budget \$297,000 or 21.23 %</b></p> <p>Other income is less than budget mainly due to lower royalties associated from the partial fill of the former quarry in Blackburn Road.</p>
<b>9</b>	<b>Share of gain/(loss) from investment in associate</b>	<p><b>Outcome: Greater than budget \$78,000 or 100.00 %</b></p> <p>Council has a 31.82% equity interest in the Whitehorse Manningham Regional Library Corporation (WMRL). During the year Manningham's share of the WMRL increased in value by \$0.078 million.</p>
<b>10</b>	<b>Employee costs</b>	<p><b>Outcome: Less than budget \$921,000 or 1.70 %</b></p> <p>Employee costs for 2018/19 were \$0.92 million or 1.70 per cent less than budget. This relates to staff salary savings and efficiencies, and engineering design works and supervision costs undertaken by staff and charged to the capital program.</p>

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
2018/19 Financial Report

**Note 1 Performance against budget (cont.)**

**1.1 Income and expenditure (cont.)**

**Explanation of material variations**

Ref.	Item	Explanation
11	Materials, services and contracts	<b>Outcome: Less than budget \$942,000 or 3.86 %</b> Materials, services and contracts were \$0.94 million or 3.90 per cent less than budget. This includes contractor savings in waste collection and disposal (\$0.31 million) and savings in a range of operational accounts during the year.
12	Depreciation and amortisation	<b>Outcome: Greater than budget \$992,000 or 4.80 %</b> Depreciation and amortisation expenses were higher than budget predominately due to completion of the 2018/19 capital works program and the full year impact of buildings, corporate systems and other infrastructure assets of the 2017/18 capital program.
13	Other expenses	<b>Outcome: Greater than budget \$2,472,000 or 24.97 %</b> Other expenses include a wide range of costs incurred in delivering Council services and include software licences, legal expenses, consultancy, insurance, lease costs, postage, telephone and general office expenses. The unfavourable variance is primarily due to an expenditure of \$2.42 million funded through the capital works program that has been classified as non capital and transferred to other expenses.



Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
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Note 1 Performance against budget (cont.)

1.2 Capital works

	Budget 2019 \$'000	Actual 2019 \$'000	Variance 2019 \$'000	Variance 2019 %	Ref
<b>Property</b>					
Land under roads	-	166	(166)	(100.00)	14
Buildings	4,731	3,527	1,204	25.45	15
<b>Total property</b>	<b>4,731</b>	<b>3,693</b>	<b>1,038</b>		
<b>Plant, machinery and other assets</b>					
Plant, machinery and equipment	2,290	1,763	527	23.01	16
Fixtures, fittings and furniture	66	99	(33)	(50.00)	17
Computers and telecommunications	839	285	554	66.03	18
<b>Total plant, machinery and other assets</b>	<b>3,195</b>	<b>2,147</b>	<b>1,048</b>		
<b>Infrastructure</b>					
Roads	14,671	9,091	5,580	38.03	19
Bridges	-	192	(192)	(100.00)	20
Footpaths and cycleways	1,903	3,372	(1,469)	(77.19)	21
Off street car parks	-	98	(98)	(100.00)	22
Drainage	4,534	2,728	1,806	39.83	23
Recreational, leisure and community facilities	1,254	876	378	30.14	24
Parks, open space and streetscapes	2,696	1,573	1,123	41.65	25
<b>Drainage</b>	<b>16,574</b>	<b>12,753</b>	<b>3,821</b>		
<b>Intangible assets</b>					
Software	2,673	3,199	(526)	(19.68)	26
<b>Total intangible assets</b>	<b>2,673</b>	<b>3,199</b>	<b>(526)</b>		
<b>Total capital works expenditure</b>	<b>35,657</b>	<b>26,969</b>	<b>8,590</b>	24.09	
<b>Represented by:</b>					
New asset expenditure	8,881	4,768	4,113	46.31	
Asset renewal expenditure	21,440	18,016	3,424	15.97	
Asset expansion expenditure	1,287	1,255	32	2.49	
Asset upgrade expenditure	4,049	2,930	1,119	27.64	
<b>Total capital works expenditure</b>	<b>35,657</b>	<b>26,969</b>	<b>8,688</b>		

variances in brackets = unfavourable

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
2018/19 Financial Report

Note 1 Performance against budget (cont.)

1.2 Capital works (cont.)

Explanation of material variations  
Ref. Item

Explanation

14	Land under roads	<b>Outcome: Greater than budget \$166,000 or 100.00 %</b> Council purchased some land under roads assets which was not originally budgeted for.
15	Buildings	<b>Outcome: Less than budget \$1,204,000 or 25.45 %</b> Capital expenditure on buildings was less than budget by \$1.20 million due to Domeney Reserve pavilion upgrade project scoping and consultation delays. This project has been listed in the forward capital works program.
16	Plant, machinery and equipment	<b>Outcome: Less than budget \$527,000 or 23.01 %</b> The programmed replacement of Council's vehicles and mobile plant was less than budget and attributed to a reduction in the number of vehicles replaced.
17	Fixtures, fittings and furniture	<b>Outcome: Greater than budget \$33,000 or 50.00 %</b> The expenditure on fixtures, fittings and furniture is greater than budget is mainly due to the upgrade of emergency signage in Manningham.
18	Computers and telecommunications	<b>Outcome: Less than budget \$554,000 or 66.03 %</b> Capital expenditure on IT initiatives was \$0.55 million less than the budget. An emphasis of software development in 2018/19 resulted in a higher level of expenditure in the software asset category rather than computer hardware. Combined expenditure on computers, telecommunications and software was close to budget.
19	Roads	<b>Outcome: Less than budget \$5,580,000 or 38.03 %</b> Capital expenditure on roads was less than budget by \$5.58 million. This mainly relates to: a) road upgrade projects totalling \$3.68 million planned for completion 30 June 2019 will now be completed in the 2019/20 financial year, including stages of King Street and Jumping Creek Road; and b) reclassification of \$1.76 million of roads capital expenditure into footpath (\$1.47 million), bridge (\$0.19 million) and off street car park (\$0.10 million) asset classes in the year end capitalisation process.
20	Bridges	<b>Outcome: Greater than budget \$192,000 or 100.00 %</b> Capital expenditure of \$0.19 million to improve bridges in the municipality was initially budgeted under roads asset category
21	Footpaths and cycleways	<b>Outcome: Greater than budget \$1,469,000 or 77.19 %</b> Manningham spent \$1.47 million more than budget expanding new footpaths as part of the Principle Pathways Network program.
22	Off street car parks	<b>Outcome: Greater than budget \$98,000 or 100.00 %</b> Capital expenditure of \$0.10 million to improve off street car parks in the municipality was initially budgeted under roads asset category
23	Drainage	<b>Outcome: Less than budget \$1,806,000 or 39.83 %</b> Capital expenditure relating to drainage was less than budget by \$1.81 million due to delays in a number of projects including: Melbourne Hill Road, Oban Road, Toppings Road pipe lining, South Valley Road catchment drainage works. These projects are listed in the 2019/20 capital works program.
24	Recreational, leisure and community facilities	<b>Outcome: Less than budget \$378,000 or 30.14 %</b> Projects in the Playspaces Development Program and Tennis Court Strategy planned for completion by 30 June 2019 will now be completed in the 2019/20 financial year capital works program.

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
2018/19 Financial Report

Note 1 Performance against budget (cont.)

1.2 Capital works (cont.)

Explanation of material variations

Ref.	Item	Explanation
25	Parks, open space and streetscapes	<b>Outcome: Less than budget \$1,123,000 or 41.65 %</b> Capital expenditure of \$0.48 million relating to streetscape and street trees has been classified as non capital and transferred as an expense on the Income Statement. Delays were experienced on some playspace upgrades, flood lighting improvement projects and these projects are included in the 2019/20 budget.
26	Software	<b>Outcome: Greater than budget \$526,000 or 19.68 %</b> During 2018/19 Manningham continued to invest in information technology to improve customer service and the efficiency of operations. Key projects included the Fleet Management Solution, Event Management System and Online Service City Approvals and Compliance.

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
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**Note 2 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**(a) CEO Office**

CEO Office is responsible for providing a range of strategic and operational services including elected representatives, legal, governance and risk, people and communications services.

**City Services**

City Services is responsible for delivering services to the community centred around sport and recreation, accommodation, drainage amenity, cleanliness, waste management, traffic management and emergency response. It is also responsible for protecting, maintaining and enhancing Manningham's assets and natural environment, including its buildings, roads, car parks, drains, footpaths, parks, bushlands, streetscapes and other infrastructure.

**City Planning and Community**

The City Planning and Community area includes services relating to strategic land use planning, social planning, transport planning, strategic drainage planning, urban design and open space planning, development approvals and compliance, environmental health, local laws, school crossings, economic development, community development, community and cultural events, community venues, aged and disability support, maternal and child health, kindergartens and libraries.

**Shared Services**

Shared Services provide a range of support services across council to enable the delivery of council services. The provision of these services includes customer services, information technology, financial and procurement services and transformation.

**Corporate Activities**

Corporate activities relates to services to ratepayers, council and executives which are not allocated to individual directorates. This includes general rates revenue, interest on investments, Victoria Grants Commission allocations, asset sales, depreciation and capital grants. The value of Council land and buildings is also retained in the Corporate activities service area.

**(b) Summary of revenues, expenses, assets and capital expenses by program**

2019	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total capital expenses	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
CEO Office	10	6,819	(6,809)	-	-	-
City Services	20,518	58,607	(38,089)	672	19,693	609,763
City Planning and Community	24,013	41,081	(17,068)	8,887	61	52,466
Shared Services	112	14,653	(14,541)	-	3,484	9,408
Corporate Activities	103,947	(1,712)	105,659	5,286	3,731	1,545,779
	148,600	119,448	29,152	14,845	26,969	2,217,416

2018	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total capital expenses	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
CEO Office	124	7,142	(7,018)	-	-	-
City Services	17,472	56,433	(38,961)	412	18,323	579,175
City Planning and Community	23,270	39,772	(16,502)	9,220	142	48,732
Shared Services	198	13,385	(13,187)	-	4,234	8,549
Corporate Activities	102,832	(2,964)	105,796	6,175	15,590	1,628,600
	143,896	113,768	30,128	15,807	38,289	2,265,056

Notes to the Financial Report  
For the Year Ended 30 June 2019

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	2019 \$'000	2018 \$'000
<b>Note 3 Funding for the delivery of our services</b>		
<b>3.1 Rates and charges</b>		
The Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its land value and the value of improvements such as buildings and other improvements.		
The CIV used to calculate general rates for 2018/19 was \$59,710 million (2017/18, \$47,607 million). The 2018/19 rate in the CIV dollar was 0.00146783 (2017/18, 0.00177276).		
General rates	87,567	84,374
Supplementary rates	750	1,029
Recreational land	29	31
Interest on rates and charges	507	405
	88,853	85,839
Waste charges	13,126	10,830
	13,126	10,830
<b>Total rates and charges</b>	101,979	96,669
The date of the last general revaluation of land for rating purposes within the municipal district was 1 January 2018, and the valuation first applied to the rating period commencing 1 July 2018.		
Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.		
<b>3.2 Statutory fees and fines</b>		
Infringements and costs	1,395	1,760
Town planning fees	1,543	1,743
Land and property information certificates	400	328
Asset protection and other permits	311	365
<b>Total statutory fees and fines</b>	3,649	4,196
Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.		

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	2019 \$'000	2018 \$'000
<b>Note 3 Funding for the delivery of our services (cont.)</b>		
<b>3.3 User fees and charges</b>		
Hall hire and function centre charges	1,683	1,860
Social and community services charges	617	744
Town planning fees (non-statutory)	606	673
Aged services fees	839	822
Registration fees	1,229	1,203
Advertising fees	794	409
Culture and recreation fees	364	352
Chargeable works fees	1,171	1,057
Rent and lease charges	1,880	1,920
Other fees and charges	1,738	1,704
<b>Total user fees and charges</b>	<b>10,921</b>	<b>10,744</b>
User fees are recognised as revenue when the service has been provided or council has otherwise earned the income.		
<b>3.4 Grants</b>		
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	10,084	9,853
State funded grants	4,088	4,453
Others	673	1,502
<b>Total grants</b>	<b>14,845</b>	<b>15,808</b>
(a) <b>Operating grants</b>		
<b>Recurrent - Commonwealth Government</b>		
Financial Assistance Grants	2,613	2,598
Aged services	6,087	5,703
<b>Recurrent - State Government</b>		
Aged services	791	1,648
Immunisation	92	130
Maternal and child health	777	717
Social and community	853	679
School crossing supervisors	-	527
Community safety	20	19
Other	441	40
<b>Total recurrent operating grants</b>	<b>11,674</b>	<b>12,061</b>
<b>Non-recurrent - State Government</b>		
Economic and environment	34	10
Community safety	9	-
Social and community	30	-
Other	382	107
<b>Non-recurrent - Others</b>		
Social and community	-	7
Other	44	44
<b>Total non-recurrent operating grants</b>	<b>499</b>	<b>168</b>
<b>Total operating grants</b>	<b>12,173</b>	<b>12,229</b>

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	2019 \$'000	2018 \$'000
<b>Note 3 Funding for the delivery of our services (cont.)</b>		
<b>3.4 Grants (cont.)</b>		
<b>(b) Capital grants</b>		
<i>Recurrent - Commonwealth Government</i>		
Financial Assistance Grants - local roads	831	810
Roads to Recovery	368	742
<i>Recurrent - State</i>		
Recreation	469	-
<b>Total recurrent capital grants</b>	<b>1,668</b>	<b>1,552</b>
<i>Non-recurrent - Commonwealth Government</i>		
Other	185	-
<i>Non-recurrent - State Government</i>		
Economic and environment	-	74
Recreation	56	309
Social and community	-	192
Roads to Recovery	26	-
Other	108	-
<i>Non-recurrent - Others</i>		
Drainage	4	208
Economic and environment	-	21
Recreation	504	727
Social and community	-	68
Sportsground refurbishment	57	301
Other	64	126
<b>Total non-recurrent capital grants</b>	<b>1,004</b>	<b>2,026</b>
<b>Total capital grants</b>	<b>2,672</b>	<b>3,578</b>
<b>(c) Unspent grants received on condition that they be spent in a specific manner</b>		
Balance at start of year	3,367	2,111
Grants recognised as revenue during the year that were obtained on condition that they be expended in a specified manner that had not occurred at balance date were:		
Financial Assistance Grants	1,339	1,309
Financial Assistance Grants - local roads	423	413
Roads to Recovery	-	375
Recreation	469	759
Social and community	37	139
Maternal and child health	55	43
School crossing supervisors	-	290
Other	416	86
	<b>2,739</b>	<b>3,414</b>

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	2019 \$'000	2018 \$'000
<b>Note 3 Funding for the delivery of our services (cont.)</b>		
<b>3.4 Grants (cont.)</b>		
Grants which were recognised as revenue in prior years and were expended during the current year in the manner specified by the grantor were:		
Financial Assistance Grants	(1,309)	(1,241)
Financial Assistance Grants - local roads	(413)	(401)
Roads to Recovery	(375)	-
School Crossing Supervisors	(290)	-
Economic and environment	-	(34)
Maternal and child health	(43)	-
Recreation	(27)	(420)
Social and community	(31)	(16)
Other	(81)	(46)
	<u>(2,569)</u>	<u>(2,158)</u>
<b>Balance at year end</b>	<b>3,537</b>	<b>3,367</b>
Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.		
<b>3.5 Contributions</b>		
Monetary	6,364	4,435
Non-monetary	7,585	10,331
<b>Total contributions</b>	<b>13,949</b>	<b>14,766</b>
<b>Monetary</b>		
Resort and recreation contributions	6,364	3,646
Doncaster hill activity centre contributions	-	789
Total monetary contributions	6,364	4,435
<b>Non-monetary</b>		
Developer contributed assets	7,585	10,331
Total non-monetary contributions	7,585	10,331
Contributions of non monetary assets were received in relation to the following asset classes:		
Land	-	4,723
Land under roads	-	1,649
Buildings	5,998	3,628
Infrastructure	1,587	331
<b>Total non-monetary contributions</b>	<b>7,585</b>	<b>10,331</b>
Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.		
<b>3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>		
Proceeds from disposal	4,584	780
Written down value of assets disposed	(3,663)	(232)
Written down value of assets scrapped	(825)	(1,236)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>96</b>	<b>(688)</b>
The profit or loss on disposal of an asset is determined when control of the asset has passed to the buyer.		



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	2019 \$'000	2018 \$'000
<b>Note 3 Funding for the delivery of our services (cont.)</b>		
<b>3.7 Other income</b>		
Interest on investments	1,981	1,576
Other	1,102	1,235
<b>Total other income</b>	<b>3,083</b>	<b>2,811</b>
Interest is recognised progressively as it is earned.		
Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.		
<b>Note 4 The cost of delivering services</b>		
<b>4.1 Employee costs</b>		
(a) Wages and salaries	41,738	42,388
Casual staff	4,288	3,369
Salary oncost *	6,673	6,336
Other employee costs	627	412
<b>Total employee costs</b>	<b>53,326</b>	<b>52,505</b>
Engineering design work and capital project supervision completed by employees to the value of \$2.704 million (\$1.286 million 2017/18) is reported in the Statement of Capital Works, and is not included in employee costs.		
* Salary oncost includes annual leave and long service leave provision, Workcover and superannuation costs.		
(b) <b>Superannuation</b>		
Manningham City Council made contributions to the following funds:		
<b>Defined benefit fund</b>		
Employer contributions - Local Authorities Superannuation Fund (Vision Super)	304	281
	<b>304</b>	<b>281</b>
Employer contributions payable as at 30 June	-	-
<b>Accumulation funds</b>		
Employer contributions - Local Authorities Superannuation Fund (Vision Super)	2,305	2,373
Employer contributions - other funds	1,455	1,356
	<b>3,760</b>	<b>3,729</b>
Employer contributions payable as at 30 June	-	-
Refer to note 9.3 for further information relating to Council's superannuation obligations.		

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	2019 \$'000	2018 \$'000
<b>Note 4 The cost of delivering services (cont.)</b>		
<b>4.2 Materials, services and contracts</b>		
Materials and services	4,311	4,504
Fleet costs	601	585
Contracts and services - community building repairs and maintenance	1,435	1,381
Contracts and services - parks, gardens, sporting reserves and street trees	4,092	3,606
Contracts and services - drains, roads and footpaths	2,677	1,456
Contracts and services - waste collection and disposal services	10,330	9,429
<b>Total materials, services and contracts</b>	<b>23,446</b>	<b>20,961</b>
<b>4.3 Depreciation and amortisation</b>		
Property	3,875	3,603
Plant, machinery and other assets	1,677	1,610
Infrastructure	15,046	14,626
<b>Total depreciation</b>	<b>20,598</b>	<b>19,839</b>
Intangible assets	1,042	727
<b>Total depreciation and amortisation</b>	<b>21,640</b>	<b>20,566</b>
<i>Refer to note 5.2(b) and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.</i>		
<b>4.4 Borrowing costs</b>		
Interest - borrowings	309	309
<b>Total borrowing costs</b>	<b>309</b>	<b>309</b>
Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.		

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	2019 \$'000	2018 \$'000
<b>Note 4 The cost of delivering services (cont.)</b>		
<b>4.5 Other expenses</b>		
<b>Community grants and contributions</b>		
Community grants	1,880	1,884
Library contributions	3,695	3,683
Total community grants and contributions	<u>5,575</u>	<u>5,577</u>
<b>Utilities</b>		
Utilities, rent, and cleaning	2,005	1,768
Street lighting	777	772
Total utilities	<u>2,782</u>	<u>2,540</u>
<b>Other miscellaneous expenses</b>		
Auditor's remuneration - VAGO - annual financial statement and grant acquittals	63	77
Auditor's remuneration - other parties	25	26
Auditor's remuneration - Internal audit	41	57
Councillors' allowances	310	304
Fire service levy	124	137
Insurance	655	572
Leases	590	442
Consultants - engineering	241	489
Consultants - human resources	100	154
Consultants - economic and environmental	429	422
Consultants - other	281	551
Bank charges	280	306
Catering (including function centre)	592	660
Legal	1,117	657
Software licences	2,032	1,651
Telephone	479	638
Postage	246	336
Printing	336	295
Training	254	323
Design fees and maintenance - non capital	2,419	1,773
Other	1,756	1,460
Total other miscellaneous expenses	<u>12,370</u>	<u>11,310</u>
<b>Total other expenses</b>	<u>20,727</u>	<u>19,427</u>

Notes to the Financial Report  
For the Year Ended 30 June 2019

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	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position</b>		
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash on hand	8	8
Cash at bank	1,334	1,092
Term deposits (with term up to 3 months) and at-call with banks	63,000	49,500
<b>Total cash and cash equivalents</b>	<b>64,342</b>	<b>50,600</b>
<b>(b) Other financial assets</b>		
Term deposits - current	23,200	17,300
Term deposit - refundable Manningham Centre Association bond	500	500
<b>Total other financial assets</b>	<b>23,700</b>	<b>17,800</b>
<b>Total financial assets</b>	<b>88,042</b>	<b>68,400</b>
<b>Restrictions on cash assets</b>		
Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
- Trust funds and deposits (Note 5.3(b))	12,574	12,294
- Reserve funds (note 9.1(b))	9,227	4,970
- Waste initiative funds*	10,624	10,016
Total restricted funds	32,425	27,280
Total unrestricted cash and cash equivalents	31,917	23,320
* The Waste initiative fund is the value of waste charges collected under s162 of the <i>Local Government Act</i> , and is to be applied to fund future waste collection and disposal activities.		
<b>Intended allocations</b>		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
- Cash held to fund future capital works	11,886	2,852
- Loan repayment*	3,640	2,912
- Family day care workcover	-	196
- Superannuation defined benefit potential future call	5,000	2,500
- Asset sales to fund future capital works program	5,006	2,157
- Grants received in advance	3,537	3,367
- Other intended allocation	781	-
Total funds subject to intended allocations	29,850	13,984
* Council has a \$7.279 million interest only loan which is due for settlement in November 2019 (refer note 5.4). This intended allocation represents cash set aside by Council to fund future principal repayments.		
Cash and cash equivalents include cash on hand, deposits at call and other highly liquid investments with maturities of three months or less from the date of acquisition, net of outstanding bank overdrafts.		
Council invests funds in accordance with the power of investment under section 143 of the <i>Local Government Act 1989</i> .		
Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.		

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	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position (cont.)</b>		
<b>5.1 Financial assets (cont.)</b>		
<b>(c) Trade and other receivables</b>		
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors	7,040	5,897
Infringement debtors	847	837
Special rate schemes	129	134
Net GST receivable	1,083	953
<i>Non statutory receivables</i>		
Other debtors	2,062	2,429
Provision for doubtful debts - other debtors	(63)	(45)
Total current trade and other receivables	<u>11,098</u>	<u>10,205</u>
<b>Non-current</b>		
<i>Statutory receivables</i>		
Infringement court	1,138	794
Provision for doubtful debts - infringement court	(1,138)	(794)
<i>Non statutory receivables</i>		
Other receivables	31	31
Total non-current trade and other receivables	<u>31</u>	<u>31</u>
<b>Total trade and other receivables</b>	<u>11,129</u>	<u>10,236</u>
Short term receivables are carried at invoice amount as amortised cost using the effective interest rate method would not impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.		
i) Ageing of receivables		
At balance date other debtors representing financial assets were past due. The ageing of the Council's other debtors (excluding statutory receivables) was:		
Up to 3 months	1,580	1,754
3 to 6 months	22	207
Over 6 months	460	489
Total trade and other receivables	<u>2,062</u>	<u>2,430</u>
ii) Movement in provisions for doubtful debts - other debtors		
Balance at the beginning of the year	45	143
New provisions recognised during the year	56	43
Amounts already provided for and written off as uncollectible	(22)	(90)
Amounts provided for but recovered during the year	(16)	(51)
Balance at end of year	<u>63</u>	<u>45</u>

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	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position (cont.)</b>		
<b>5.2 Non-Financial assets</b>		
<b>(a) Other assets</b>		
Accrued income - interest	124	92
Accrued income - other	1,160	880
Prepayments	1,396	739
Others	123	99
<b>Total other assets</b>	<b>2,803</b>	<b>1,810</b>
<b>(b) Intangible assets</b>		
Software	3,487	3,176
<b>Total intangible assets</b>	<b>3,487</b>	<b>3,176</b>
<b>Gross carrying amount</b>		
Balance at 1 July	11,552	9,529
Additions from internal developments	530	1,085
Transfer from work in progress	823	938
<b>Balance at 30 June</b>	<b>12,905</b>	<b>11,552</b>
<b>Accumulated amortisation</b>		
Balance at 1 July	(8,376)	(7,649)
Amortisation expense	(1,042)	(727)
<b>Balance at 30 June</b>	<b>(9,418)</b>	<b>(8,376)</b>
<b>Net book value at 30 June</b>	<b>3,487</b>	<b>3,176</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

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	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position (cont.)</b>		
<b>5.3 Payables</b>		
<b>(a) Trade and other payables</b>		
Trade payables	552	380
Employee benefits and related costs	1,553	1,629
Accrued expenses	10,516	11,238
<b>Total trade and other payables</b>	<b>12,621</b>	<b>13,247</b>
<b>(b) Trust funds and deposits</b>		
Contract retention	1,136	1,250
Landscape bonds	5,870	5,620
Miscellaneous works deposits	208	191
Asset protection bonds	4,416	4,260
Subdivider deposits	163	163
Refundable Manningham Centre Association bond	500	500
Fire services levy	31	57
Other refundable deposits	250	253
<b>Total trust funds and deposits</b>	<b>12,574</b>	<b>12,294</b>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

*Purpose and nature of items*

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

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	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position (cont.)</b>		
<b>5.4 Interest bearing liabilities</b>		
<b>Current</b>		
Borrowings - secured	7,279	-
	<u>7,279</u>	<u>-</u>
<b>Non-Current</b>		
Borrowings - secured	-	7,279
Total non-current interest-bearing loans and borrowings	<u>-</u>	<u>7,279</u>
Total interest-bearing loans and borrowings	<u>7,279</u>	<u>7,279</u>
The maturity profile for Council's borrowings is:		
Not later than one year	7,279	-
Later than one year and not later than five years	-	7,279
Later than five years	-	-
	<u>7,279</u>	<u>7,279</u>
Aggregate carrying amount of interest-bearing loans and borrowings:		
Current	7,279	-
Non-current	<u>-</u>	<u>7,279</u>
	<u>7,279</u>	<u>7,279</u>
<p>Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.</p>		
<p>The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.</p>		



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**Note 5 Our financial position (cont.)**

**5.5 Provisions**

	Annual leave	Long service leave	Total
<b>2019</b>	<b>\$ '000</b>	<b>\$ '000</b>	<b>\$ '000</b>
Balance at beginning of the financial year	4,437	8,922	13,359
Amounts used	(3,650)	(2,134)	(5,784)
Additional provisions	3,555	2,505	6,060
Balance at the end of the financial year	4,342	9,293	13,635
<b>2018</b>			
Balance at beginning of the financial year	4,370	8,498	12,868
Amounts used	(2,844)	(1,158)	(4,002)
Additional provisions	2,911	1,582	4,493
Balance at the end of the financial year	4,437	8,922	13,359

	2019 \$'000	2018 \$'000
<b>Employee provisions</b>		
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	2,956	2,951
Long services leave	675	671
	3,631	3,622
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	1,386	1,486
Long services leave	7,262	7,383
	8,648	8,869
Total current employee provisions	12,279	12,491
<b>Non-current</b>		
Long service leave	1,356	868
Total non-current employee provisions	1,356	868
Aggregate carrying amount of employee provisions:		
Current	12,279	12,491
Non-current	1,356	868
Total aggregate carrying amount of employee provisions	13,635	13,359

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

*Wages and salaries and annual leave*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

*Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

*Key assumptions:*

- discount rate	1.17%	2.38%
- index rate	3.00%	3.00%

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		2019 \$'000	2018 \$'000
<b>Note 5</b>	<b>Our financial position (cont.)</b>		
	<b>5.6 Income received in advance</b>		
	Rent	428	526
	Rates	530	479
	Total income received in advance	958	1,005
	<b>5.7 Financing arrangements</b>		
	The Council has the following funding arrangements in place as at 30 June.		
	Bank overdraft	1,000	1,000
	Total facilities	1,000	1,000
	Used facilities	-	-
	Unused facilities	1,000	1,000

Notes to the Financial Report  
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Note 5 Our financial position (cont.)

5.8 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented exclusive of the GST payable.

2019	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>Operating</b>					
Garbage collection	4,839	5,064	16,653	-	26,556
Meals for delivery	247	253	795	-	1,295
Hard and green waste collection	826	889	3,097	-	4,812
<b>Total</b>	<b>5,912</b>	<b>6,206</b>	<b>20,545</b>	<b>-</b>	<b>32,663</b>
<b>Capital</b>					
Roads	4,081	-	-	-	4,081
Drainage	700	-	-	-	700
Other - recreation and open space	753	-	-	-	753
Buildings	2,417	-	-	-	2,417
Plant and equipment	700	-	-	-	700
<b>Total</b>	<b>8,651</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,651</b>

2018	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>Operating</b>					
Garbage collection	4,450	4,654	15,290	-	24,394
Meals for delivery	232	238	748	-	1,218
Hard and green waste collection	806	866	3,017	-	4,689
<b>Total</b>	<b>5,488</b>	<b>5,758</b>	<b>19,055</b>	<b>-</b>	<b>30,301</b>
<b>Capital</b>					
Roads	3,949	-	-	-	3,949
Drainage	938	-	-	-	938
Other - recreation & open space	1,749	-	-	-	1,749
Buildings	5,110	-	-	-	5,110
Plant and equipment	1,153	-	-	-	1,153
<b>Total</b>	<b>12,899</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,899</b>

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	2019 \$'000	2018 \$'000
<b>Note 5 Our financial position (cont.)</b>		
<b>5.8 Commitments (cont.)</b>		
<b>Operating lease commitments</b>		
At the reporting date, Council had the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities).		
Not later than one year	901	1,200
Later than one year and not later than five years	1,760	2,310
Later than five years	2,021	2,076
	4,682	5,586
Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.		
<b>Note 6 Assets we manage</b>		
<b>6.1 Non current assets classified as held for sale</b>		
Land at carrying value	-	3,609
<b>Total non current assets classified as held for sale</b>	-	3,609

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Note 6 Assets we manage

6.2 Property, infrastructure, plant, equipment and other fixed assets

Summary of property, infrastructure, plant, equipment and other fixed assets

	At Fair Value								At Fair Value
	1 July 2018	Acquisitions	Contributions	Revaluation	Depreciation	Disposal	Transfers	Write Offs	30 June 2019
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Land	1,372,340	158	-	(107,985)	-	-	-	-	1,264,513
Buildings	215,682	2,943	5,998	2,516	(3,875)	-	1,379	-	224,543
Plant, equipment and other fixed assets	10,437	2,147	-	-	(1,677)	(77)	449	-	11,279
Infrastructure	563,695	16,536	1,587	28,794	(15,046)	(801)	6,728	-	601,493
Work in progress	13,544	4,656	-	-	-	-	(9,381)	(997)	7,822
	2,175,598	26,440	7,585	(76,675)	(20,598)	(878)	(825)	(997)	2,109,650

Summary of work in progress

	Opening WIP				Closing WIP
	1 July 2018	Additions	Transfers	Write Offs	30 June 2019
	\$'000	\$'000	\$'000	\$'000	\$'000
Property	1,183	591	(37)	-	1,737
Plant, equipment and other fixed assets	3,334	2,671	(924)	-	5,081
Infrastructure	9,027	1,394	(8,420)	(997)	1,004
	13,544	4,656	(9,381)	(997)	7,822

Notes to the Financial Report  
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Note 6 Assets we manage (cont.)

6.2 Property, infrastructure, plant, equipment and other fixed assets (cont.)

(a) Property	Land - specialised \$'000	Land - non-specialised \$'000	Land under roads \$'000	Total Land \$'000	Building - specialised \$'000	Building - non-specialised \$'000	Total Buildings \$'000	Total Property \$'000	Work in Progress \$'000
At fair value 1 July 2018	1,360,034	9,887	2,419	1,372,340	356,920	4,795	361,715	1,734,055	1,183
Accumulated depreciation at 1 July 2018	-	-	-	-	(144,381)	(1,752)	(146,133)	(146,133)	-
	1,360,034	9,887	2,419	1,372,340	212,539	3,043	215,582	1,587,922	1,183
<b>Movements in fair value</b>									
Acquisition of assets at fair value	-	-	158	158	2,943	-	2,943	3,101	591
Contributed assets	-	-	-	-	5,998	-	5,998	5,998	-
Revaluation increments/decrements	(106,689)	(1,296)	-	(107,985)	4,842	126	4,968	(103,017)	-
Fair value of assets disposed	-	-	-	-	-	-	-	-	-
Transfers	-	-	-	-	1,379	-	1,379	1,379	(37)
	(106,689)	(1,296)	158	(107,827)	15,162	126	15,288	(92,539)	554
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	-	-	-	-	(3,827)	(48)	(3,875)	(3,875)	-
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-
Revaluation increments/decrements	-	-	-	-	(2,406)	(46)	(2,452)	(2,452)	-
	-	-	-	-	(6,233)	(94)	(6,327)	(6,327)	-
At fair value 30 June 2019	1,253,345	8,591	2,577	1,264,513	372,082	4,921	377,003	1,641,516	1,737
Accumulated depreciation at 30 June 2019	-	-	-	-	(150,614)	(1,846)	(152,460)	(152,460)	-
	1,253,345	8,591	2,577	1,264,513	221,468	3,075	224,543	1,489,056	1,737

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Note 6 Assets we manage (cont.)

6.2 Property, infrastructure, plant, equipment and other fixed assets (cont.)

(b) Plant, equipment and other fixed assets	Plant, machinery and equipment	Fixtures, fittings and furniture	Computers and telecom- munications	Artworks	Total plant, equipment and other assets	Work in Progress
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2018	12,849	9,322	3,556	1,945	27,672	3,334
Accumulated depreciation at 1 July 2018	(6,497)	(7,988)	(2,750)	-	(17,235)	-
	6,352	1,334	806	1,945	10,437	3,334
<b>Movements in fair value</b>						
Acquisition of assets at fair value	1,763	99	285	-	2,147	2,671
Contributed assets	-	-	-	-	-	-
Revaluation increments/decrements	-	-	-	-	-	-
Fair value of assets disposed	(858)	-	-	-	(858)	-
Transfers	406	43	-	-	449	(924)
	1,311	142	285	-	1,738	1,747
<b>Movements in accumulated depreciation</b>						
Depreciation and amortisation	(1,178)	(248)	(251)	-	(1,677)	-
Accumulated depreciation of disposals	781	-	-	-	781	-
Revaluation increments/decrements	-	-	-	-	-	-
	(397)	(248)	(251)	-	(896)	-
At fair value 30 June 2019	14,160	9,464	3,841	1,945	29,410	5,081
Accumulated depreciation at 30 June 2019	(6,894)	(8,236)	(3,001)	-	(18,131)	-
	7,266	1,228	840	1,945	11,279	5,081

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Note 6 Assets we manage (cont.)

6.2 Property, infrastructure, plant, equipment and other fixed assets (cont.)

(c) Infrastructure	Roads	Bridges	Footpaths and cycleways	Off street car parks	Drainage	Recreational, leisure and community	Parks open spaces and streetscapes	Waste Management	Total Infrastructure	Work in Progress
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2018	364,482	20,410	111,152	18,456	373,025	24,422	33,326	5,415	950,688	9,027
Accumulated depreciation at 1 July 2018	(178,354)	(6,408)	(51,077)	(7,649)	(121,888)	(8,021)	(13,056)	(540)	(386,993)	-
	186,128	14,002	60,075	10,807	251,137	16,401	20,270	4,875	563,695	9,027
<b>Movements in fair value</b>										
Acquisition of assets at fair value	8,447	192	3,360	98	2,288	858	1,293	-	16,536	1,394
Contributed assets	543	-	96	-	948	-	-	-	1,587	-
Revaluation increments/decrements	24,650	1,984	2,545	1,724	22,949	-	-	-	53,852	-
Fair value of assets disposed	(958)	-	(876)	-	(171)	-	-	-	(2,005)	-
Write-off	-	-	-	-	-	-	-	-	-	(997)
Transfers	533	172	3,464	-	1,614	29	916	-	6,728	(8,420)
	33,215	2,348	8,589	1,822	27,628	887	2,209	-	76,698	(8,023)
<b>Movements in accumulated depreciation</b>										
Depreciation and amortisation	(7,218)	(340)	(1,176)	(267)	(3,103)	(1,160)	(1,421)	(361)	(15,046)	-
Accumulated depreciation of disposals	575	-	526	-	103	-	-	-	1,204	-
Revaluation increments/decrements	(14,136)	(599)	(1,761)	(703)	(7,859)	-	-	-	(25,058)	-
	(20,779)	(939)	(2,411)	(970)	(10,859)	(1,160)	(1,421)	(361)	(38,900)	-
At fair value 30 June 2019	397,697	22,758	119,741	20,278	400,653	25,309	35,535	5,415	1,027,386	1,004
Accumulated depreciation at 30 June 2019	(199,133)	(7,347)	(53,488)	(8,619)	(132,747)	(9,181)	(14,477)	(901)	(425,893)	-
	198,564	15,411	66,253	11,659	267,906	16,128	21,058	4,514	601,493	1,004



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**Note 6 Assets we manage (cont.)**

**6.2 Property, infrastructure, plant, equipment and other fixed assets (cont.)**

*Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods

Asset class	Depreciation Period	Threshold limit
		\$'000
<b>Property</b>		
Land	Infinite life	0
Land under roads	Infinite life	0
Buildings	75 - 100 years	5
Buildings on leased land	Term of lease or 75 years	
<b>Plant, equipment and other assets</b>		
Plant, machinery and equipment	5 - 25 years	1
Fixtures, fittings and furniture	4 - 20 years	1
Computers and telecommunications	4 - 10 years	1
Artworks	Infinite life	1
<b>Infrastructure</b>		
Road - pavement	30 years	10
Road - sub-pavement	120 years	10
Bridges	80 - 100 years	10
Footpaths and cycleways	80 - 100 years	10
Carparks	80 - 100 years	10
Drainage	120 years	10
Recreational, leisure and community facilities	20 years	10
Parks, open space and streetscapes	20 years	10
Waste garbage bins	20 years	0
<b>Intangible assets</b>		
Software	5 years	1

*Land under roads*

Land under roads acquired after 30 June 2008 is brought to account at cost adjusted for englobo characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. Council does not recognise land under roads that it controlled prior to that period in its financial report.

*Depreciation and amortisation*

Buildings, infrastructure, plant, equipment, intangible assets, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

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**Note 6 Assets we manage (cont.)**

**6.2 Property, infrastructure, plant, equipment and other fixed assets (cont.)**

**Repairs and maintenance**

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**Artworks**

Artworks are not depreciated.

Straight line depreciation is charged based on the residual useful life as determined each year.

**Valuation of land and buildings**

Valuations were completed as at 30 June 2019 for Council. Valuations for 30 June 2019 are at fair value.

*Non-specialised land and non-specialised buildings*

Non-specialised land and non-specialised buildings are valued using the market based direct comparison method. Under this valuation method, the assets are compared to recent comparable sales or sales of comparable assets which are considered to have nominal or no added improvement value.

For non-specialised land and non-specialised buildings, a valuation was performed by Council's Manager Property Services, Mr Graham Brewer FAPI, Certified Practising Valuer (Registration Number 61916) to determine the fair value using the market based direct comparison method. Valuation of the assets was determined by analysing comparable sales and allowing for share, size, topography, location and other relevant factors specific to the asset being valued. From the sales analysed, an appropriate rate per square metre has been applied to the subject asset. The effective date of the valuation is 30 June 2019.

To the extent that non-specialised land and non-specialised buildings do not contain significant, unobservable adjustments, these assets are classified as Level 2 under the market based direct comparison approach.

*Specialised land and specialised buildings*

The market based direct comparison method is also used for specialised land but adjusted to reflect the specialised nature of the assets being valued. For Council specialised buildings, the depreciated replacement cost method is used, adjusting for the associated depreciation. Specialised assets contain significant, unobservable adjustments, therefore these assets are classified as Level 3 fair value measurements.

An adjustment is made to reflect a restriction on the sale or use of an asset by Council. The adjustment is an allowance made to reflect the difference in value between unrestricted assets and those held by the Council which are impacted by external restraints on their use.

The valuation of Council's specialised land and specialised buildings was performed by Council's Manager Property Services, Mr Graham Brewer FAPI, Certified Practising Valuer (Registration Number 61916). The valuation was performed using either the market based direct comparison method or depreciated replacement cost, adjusted for restrictions in use. The effective date of the valuation is 30 June 2019.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2019 are as follows:

	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Date of Valuation</i>
	<i>\$'000</i>	<i>\$'000</i>	<i>\$'000</i>	
Land	-	8,591	1,263,345	Jun 2019
Land under roads	-	-	2,577	Jun 2019
Buildings	-	3,075	221,468	Jun 2019
<b>Total</b>	-	<b>11,666</b>	<b>1,477,390</b>	

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**Note 6 Assets we manage (cont.)**

**6.2 Property, infrastructure, plant, equipment and other fixed assets (cont.)**

**Valuation of infrastructure assets**

Infrastructure assets (roads, bridges, footpaths and cycleways, off street car parks and drainage) are valued using the written down replacement cost of each asset. The written down replacement cost is calculated based on the remaining life of the asset, which in turn is determined based on their condition of roads, footpaths, kerb and channel, bridges and drains.

Infrastructure assets contain significant unobservable adjustments, therefore these assets are classified as Level 3.

A valuation of Council's infrastructure assets was performed by Council's Manager, Infrastructure Services, Mr James Paterson *B.Eng (Civil)*. The valuation was performed based on the depreciated replacement cost of the assets. The effective date of the valuation is 30 June 2019.

There were no changes in valuation techniques throughout the period to 30 June 2019.

For all assets measured at fair value, the current use is considered the highest and best use.

Details of the Council's infrastructure information about the fair value hierarchy as at 30 June 2019 are as follows:

	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Date of Valuation</i>
	<i>\$'000</i>	<i>\$'000</i>	<i>\$'000</i>	
Roads	-	-	198,564	Jun 2019
Bridges	-	-	15,411	Jun 2019
Footpaths and cycleways	-	-	66,253	Jun 2019
Off street car parks	-	-	11,659	Jun 2019
Drainage	-	-	267,906	Jun 2019
<b>Total</b>	-	-	<u>559,793</u>	

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	2019 \$'000	2018 \$'000
<b>Note 6 Assets we manage (cont.)</b>		
<b>6.3 Investments in associates</b>		
<b>Whitehorse-Manningham Regional Library Corporation</b>		
<i>Background</i>		
Manningham City Council has a 31.82% equity interest in the Whitehorse Manningham Regional Library Corporation (WMRLC) that was incorporated on 21 December 1995. Council has reported its interest in the WMRLC on the basis of equity accounting principles. Manningham City Council's share of the movement in net assets as at 30 June 2019, per draft WMRLC financial statements, has been taken up as profit of \$77,965 during the year ended 30 June 2019 (loss of \$409,171 in 2017/18). As neither council has a controlling interest, the participating councils show their contributions towards the operating expenditure of the library as an expense.		
<b>Current assets</b>		
Cash and cash equivalents	2,324	2,496
Trade and other receivables	66	66
Other assets	101	115
	<u>2,491</u>	<u>2,677</u>
<b>Non-current assets</b>		
Property & equipment	6,860	6,760
	<u>6,860</u>	<u>6,760</u>
<b>Total assets</b>	<u>9,351</u>	<u>9,437</u>
<b>Current liabilities</b>		
Payables	498	730
Provisions	1,382	1,529
	<u>1,880</u>	<u>2,259</u>
<b>Non-current liabilities</b>		
Provisions	230	124
	<u>230</u>	<u>124</u>
<b>Total liabilities</b>	<u>2,110</u>	<u>2,383</u>
<b>Net assets</b>	<u>7,241</u>	<u>7,054</u>
<i>Movement in carrying value of investment</i>		
Carrying value of investment at start of year	2,227	2,636
Share of surplus/(deficit) for year	78	(409)
Carrying value of investment at end of year	<u>2,305</u>	<u>2,227</u>

Associates are all entities over which Council has significant influence but not control or joint control. Council's investment in an associate is accounted for by the equity method as the Council has the ability to influence rather than control the operations of the entity. The investment is initially recorded at the cost of acquisition and adjusted thereafter for post-acquisition changes in the Council's share of the net assets of the entity. The Council's share of the financial result of the entity is recognised in the Comprehensive Income Statement.

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**Note 7 People and relationships**

**7.1 Council and key management remuneration**

**(a) Related party**

*Subsidiaries and Associates*

Interest in associate - Whitehorse Manningham Regional Library Corporation (WMRLC) (Ref Note 6.3)

**(b) Key Management Personnel**

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

**Councillors**

Anna Chen	Councillor	(1 July 2018 - 30 June 2019)
Andrew Conlon	Mayor	(1 July 2018 - 8 November 2018)
	Councillor	(9 November 2018 - 30 June 2019)
Sophy Galbally	Councillor	(1 July 2018 - 30 June 2019)
Geoff Gough	Councillor	(1 July 2018 - 30 June 2019)
Dot Haynes	Councillor	(1 July 2018 - 30 June 2019)
Michelle Kleinert	Councillor	(1 July 2018 - 30 June 2019)
Paul McLeish	Councillor	(1 July 2018 - 30 June 2019)
Paula Piccinini	Councillor	(1 July 2018 - 8 November 2018)
	Mayor	(9 November 2018 - 30 June 2019)
Mike Zafropoulos AM	Councillor	(1 July 2018 - 30 June 2019)

**Chief Executive Officer**

Andrew Day	Chief Executive Officer	(17 September 2018 - 30 June 2019)
Warwick Winn	Chief Executive Officer	(1 July 2018 - 24 August 2018)
Jill Colson	Acting Chief Executive Officer	(16 August 2018 - 14 September 2018, resigned 16 November 2018)

**Other Key Management Personnel**

Juanita Haisman	Manager Communications	(1 July 2018 - 6 August 2018)
Leigh Harrison	Director City Services	(1 July 2018 - 30 June 2019)
Angelo Kourambas	Director City Planning and Community	(1 July 2018 - 30 June 2019)
Philip Lee	Director Shared Services	(1 July 2018 - 30 June 2019)
Andrew McMaster	Corporate Counsel and Group Manager Governance and Risk	(25 February 2019 - 30 June 2019)
Kerryn Paterson	Group Manager People and Communications	(25 February 2019 - 30 June 2019)

	<b>2019</b>	<b>2018</b>
<b>Total number of Councillors</b>	9	9
<b>Chief Executive Officer and other Key Management Personnel</b>	9	12
<b>Total Key Management Personnel</b>	<u>18</u>	<u>21</u>

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**Note 7 People and relationships (cont.)**

**7.1 Council and key management remuneration (cont.)**

**(c) Remuneration of Key Management Personnel**

Total remuneration of key management personnel was as follows:	<b>\$'000</b>	<b>\$'000</b>
Short-term benefits	1,817	2,098
Long-term benefits	22	42
Termination benefits	87	226
Post employment benefits	143	212
<b>Total</b>	<u>2,069</u>	<u>2,578</u>

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	<b>2019</b>	<b>2018</b>
	<b>No.</b>	<b>No.</b>

Less than \$10,000	-	-
\$20,000 - \$29,999	8	7
\$40,000 - \$49,999	-	1
\$50,000 - \$59,999	2	-
\$60,000 - \$69,999	-	1
\$70,000 - \$79,999	1	-
\$80,000 - \$89,999	-	1
\$90,000 - \$99,999	1	-
\$120,000 - \$129,999	-	1
\$160,000 - \$169,999	-	1
\$170,000 - \$179,999	-	5
\$190,000 - \$199,999	1	-
\$200,000 - \$209,999	1	-
\$210,000 - \$219,999	-	1
\$240,000 - \$249,999	1	-
\$250,000 - \$259,999	-	1
\$260,000 - \$269,999	1	1
\$270,000 - \$279,999	2	-
\$330,000 - \$339,999	-	1
<b>Total</b>	<u>16</u>	<u>21</u>

**(d) Senior Office Remuneration**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$148,000.

The number of Senior Officers other than Key Management Personnel, are shown below in their relevant income bands and includes Senior Officers who commenced or retired during the year.

	<b>2019</b>	<b>2018</b>
	<b>No.</b>	<b>No.</b>
Income Range:		
less than \$148,000	6	2
\$148,000 - \$149,999	3	5
\$150,000 - \$159,999	4	6
\$160,000 - \$169,999	4	2
\$170,000 - \$179,999	4	6
\$180,000 - \$189,999	1	1
\$190,000 - \$199,999	3	3
\$200,000 - \$209,999	3	1
<b>Total</b>	<u>28</u>	<u>26</u>

Total Remuneration, excluding resignation benefits, for the reporting year for Senior Officers included above, amounted to:

	<b>\$'000</b>	<b>\$'000</b>
	4,308	4,229

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
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**Note 7 People and relationships (cont.)**

**7.2 Related party disclosure**

**(a) Transactions with related parties**

During the year Manningham City Council provided contribution to WMRLC with the total value of \$3.74m towards running costs as per the agreement. Council also provides accommodation to house libraries within Manningham.

No transactions other than remuneration payments, or the reimbursement of expenses as approved by Council were made with Related Parties during the reporting year (2017/18, nil).

**(b) Outstanding balances with related parties**

No balances are outstanding at the end of the reporting period in relation to transactions with related parties (2017/18, nil).

**(c) Loans to/from related parties**

No loans have been made, guaranteed or secured by the Council to Related Parties during the reporting year 2018/19 (2017/18, nil).

**(d) Commitments to/from related parties**

No commitments have been made by the Council to Related Parties during the reporting year 2018/19 (2017/18, nil).

**Note 8 Managing uncertainties**

**8.1 Contingent assets and liabilities**

**(a) Contingent assets**

*Developer contributed assets*

Developer contributions to be received in respect of future subdivisions total \$4.728m (2017/18, \$2.075m).

*Operating lease receivables*

At the reporting date, Council had the following operating leases for the lease of Council owned land and buildings:

These properties held under operating lease have remaining non cancellable lease term of between 1 and 35 years annual rental reviews, either by fixed percentage or CPI annually.

Future minimum rentals receivable under non-cancellable operating lease as the end of year are as follow

	2019 \$'000	2018 \$'000
Not later than one year	1,671	1,669
Later than one year and not later than five years	7,027	6,911
Later than five years	8,912	10,134
	17,610	18,714

**(b) Contingent liabilities**

**General**

Council controls large areas of public open space, provides general and personal services to residents, visitors and ratepayers, has responsibilities and regulatory authorities including the issue of permits and approvals, and controls significant buildings and infrastructure assets. Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council's Risk Management Plan includes securing insurance to cover insurable risks to limit exposure to liabilities arising from actions of the Council or its Officers where it is appropriate to do so.

**Bank guarantees issues**

Council is responsible for the following bank guarantee:

Department of Primary Industries for \$150,000 in connection with Extractive Industry Licence No. 54-1.

**Capital funding grant**

Council has exposure to contingent liabilities where the conditions attached to a capital funding grant requires repayment in full or part of the granted sum should the terms of the grant agreement not be fulfilled by Council.

**Building cladding**

The impact on Council for building cladding rectification works on Council's own buildings is currently being assessed. One building has been identified for further review, and at reporting date this assessment was not complete.

**Liability mutual insurance**

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI's Deed of Establishment allows for a call on each member should there be an insufficiency of capital for an insurance year which has an overall financial deficit. The deficit amount can be collected through this call and each member's liability for the amount is in direct proportion to their contribution for that year against the overall contribution pool. At reporting date Council had not been advised of call.

**Superannuation contribution**

Council has obligations under a defined benefit superannuation scheme, matters relating to this potential obligation are outlined in Note 9.3. As a result of the volatility in financial markets, the likelihood of making such contributions in future periods exists. At this point in time, it is not known if additional contributions will be required, their timing or potential amount.



Notes to the Financial Report  
For the Year Ended 30 June 2019

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**Note 8 Managing uncertainties (cont.)**

**8.2 Change in accounting standards**

The following new Australian Accounting Standards (AAS's) have been issued that are not mandatory for the 30 June 2019 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

*Revenue from contracts with customers (AASB 15) (applies 2019/20 for LG sector)*

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income. Our preliminary assessment did not identify any material impact.

*Amendments to Australian Accounting Standards – Deferral of AASB 15 for Not-for-Profit Entities (AASB 2016-7) (applies 2019/20)*

This Standard defers the mandatory effective date of AASB 15 for not-for-profit entities from 1 January 2018 to 1 January 2019.

*Leases (AASB 16) (applies 2019/20)*

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has elected to adopt the modified retrospective approach to the transition to the new lease standard. This will mean that only existing operating leases for non low value assets, with remaining terms greater than 12 months, will be recognised on transition (1 July 2019). Based on our current lease commitments and an assumption of a continuation of the current leasing arrangements Council expects that the transition to the new standard will see the initial estimated recognition of \$4.3m in lease related assets and an equivalent liability.

*Income of Not-for-Profit Entities (AASB 1058) (applies 2019/20)*

This standard is expected to apply to certain transactions currently accounted for under AASB 1004 Contributions and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable a not-for-profit entity to further its objectives. Based on our preliminary assessment, Council expects to see an estimated initial recognition of \$1.3m in cost of service delivery expense and an equivalent revenue amount.

**8.3 Financial instruments**

**(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

**(b) Market risk**

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk is primarily through interest rate risk with insignificant exposure to other price risks and no exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities. Interest bearing assets are predominantly short term liquid assets. As at 30 June 2019 Council had long term loans or borrowings and is therefore exposed to interest rate risk on these classes of financial liabilities.

Notes to the Financial Report  
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**Note 8 Managing uncertainties (cont.)**

**8.3 Financial instruments (cont.)**

Interest rate risk on financial assets are managed through Council's investment policy which requires the investment of surplus funds only with financial institutions approved under the section 143 of the Local Government Act 1989. The Council's investment policy provides for investment restrictions such as investment placement with authorised deposit taking institutions (ADIs), placement according to Standard and Poor's credit ratings for investment institutions, staging of investment duration, and for the regular monitoring of investment performance and investment institution credit ratings.

**(e) Credit risk**

Credit risk is the risk of financial loss to Council arising from the non-completion of an obligation under a financial instrument by a party with whom Council has contracted. Council has exposure to credit risk on all financial assets included in the balance sheet. The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of that financial asset.

Council manages credit risk exposure through the application of debtor management policies that include arrangement for the timely collection of debts, escalation of recovery actions, and monitoring of debt collection performance. Council also managed credit risk exposure through the application of security bonds and provisions of the Local Government Act 1989 that permit the classification of certain debts as charges against property.

Financial assets classed as trade and other receivables consist of a large number of customers, spread across the consumer, business and government sectors. As Council's main debtors are government departments the credit risk associated with the Council's financial assets is assessed as minimal. Where a credit risk is assessed as probable of realisation an allowance for doubtful debts is raised.

Details of credit risk for transactions that are not included in the balance sheet are disclosed in note 8.1, contingent liabilities and contingent assets.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover any financial assets at all.

To mitigate liquidity risk the entity has developed long term financial management strategies containing liquidity and cash flow targets, and regularly monitors budget performance and cash flows against forecasts. The entity has established access to overdraft facilities.

Council's exposure to liquidity risk is deemed insignificant based on prior periods' data, cash flow and liquidity forecasts, and current assessment of risk.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the consolidated entity believes a parallel shift of +1% and -2% in market interest rates from year-end rates of 1.00% movements are 'reasonably possible' over the next 12 months.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

**8.4 Fair value measurement**

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value.

*Fair value hierarchy*

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

**Note 8 Managing uncertainties (cont.)****8.4 Fair value measurement (cont.)**

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities.

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

*Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 6.2, Property, infrastructure, plant, equipment and other fixed assets.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 3 years. The valuation is performed either by experienced Council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

*Impairment of assets*

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Value in use is the depreciated replacement cost. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**8.5 Events occurring after balance date**

No matters have occurred after balance date that require disclosure in the financial report.

Notes to the Financial Report  
For the Year Ended 30 June 2019

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Note 9 Other matters

9.1 Reserves

(a) Asset revaluation reserves

2019	Balance at beginning of reporting year	Increment/ (decrement)	Realised Revaluation Reserve	Balance at end of reporting year
	\$'000	\$'000	\$'000	\$'000
<b>Property</b>				
Land	1,163,966	(107,985)	(3,512)	1,052,469
Buildings	50,331	2,516	-	52,847
	1,214,297	(105,469)	(3,512)	1,105,316
<b>Plant, equipment and other fixed assets</b>				
Plant, machinery and equipment	19	-	-	19
Fixtures, fittings and furniture	1,006	-	-	1,006
Computers and telecommunications	75	-	-	75
Artworks	887	-	-	887
	1,987	-	-	1,987
<b>Infrastructure</b>				
Roads	99,959	10,514	-	110,473
Bridges	2,034	1,385	-	3,419
Footpaths and cycleways	27,944	784	-	28,728
Off street car parks	5,291	1,021	-	6,312
Drainage	150,949	15,090	-	166,039
Parks, open space and streetscapes	205	-	-	205
	286,382	28,794	-	315,176
<b>Total</b>	<b>1,502,666</b>	<b>(76,675)</b>	<b>(3,512)</b>	<b>1,422,479</b>

2018	Balance at beginning of reporting year	Increment/ (decrement)	Realised Revaluation Reserve	Balance at end of reporting year
	\$'000	\$'000	\$'000	\$'000
<b>Property</b>				
Land	1,026,652	137,354	(40)	1,163,966
Buildings	48,444	1,976	(89)	50,331
	1,075,096	139,330	(129)	1,214,297
<b>Plant, equipment and other fixed assets</b>				
Plant, machinery and equipment	39	-	(20)	19
Fixtures, fittings and furniture	1,006	-	-	1,006
Computers and telecommunications	75	-	-	75
Artworks	887	-	-	887
	2,007	-	(20)	1,987
<b>Infrastructure</b>				
Roads	96,986	2,973	-	99,959
Bridges	1,344	690	-	2,034
Footpaths and cycleways	28,896	(952)	-	27,944
Off street car parks	5,169	122	-	5,291
Drainage	143,774	7,175	-	150,949
Parks, open space and streetscapes	205	-	-	205
	276,374	10,008	-	286,382
<b>Total</b>	<b>1,353,477</b>	<b>149,338</b>	<b>(149)</b>	<b>1,502,666</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
2018/19 Financial Report

Note 9 Other matters (cont.)

9.1 Reserves (cont.)

(b) Other reserves

	Balance at beginning of reporting year	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting year
	\$'000	\$'000	\$'000	\$'000
<b>2019</b>				
Resort and recreation reserve (a)	4,970	(2,107)	6,364	9,227
Family day care workcover levy reserve (b)	196	(196)	-	-
<b>Total</b>	<b>5,166</b>	<b>(2,303)</b>	<b>6,364</b>	<b>9,227</b>
	Balance at beginning of reporting year	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting year
	\$'000	\$'000	\$'000	\$'000
<b>2018</b>				
Resort and recreation reserve (a)	7,289	(5,965)	3,646	4,970
Family day care workcover levy reserve (b)	196	-	-	196
<b>Total</b>	<b>7,485</b>	<b>(5,965)</b>	<b>3,646</b>	<b>5,166</b>

(a) The Resort and recreation reserve was established to control contributions received from developers that will, upon completion of developments be utilised to develop recreation and other facilities for residents in the respective development areas.

(b) The Family day care Workcover levy reserve was established to control funds collected from family day care user charges to assist in defraying the cost of potential claims for Workcover by family day care providers. Council discontinued this service in 2009/10. No claims have been received since the discontinuance of these service in 2009/10. The reserve is now being closed and transferred into accumulated surplus.

Notes to the Financial Report  
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	2019 \$'000	2018 \$'000
<b>Note 9 Other matters (cont.)</b>		
<b>9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)</b>		
Surplus for the year	29,152	30,128
Depreciation/amortisation	21,640	20,566
Loss on disposal of property, plant and equipment, infrastructure	(96)	688
Contributed assets	(7,585)	(10,331)
Share of gain from associate	(78)	409
Adjustment for work in progress write-off to other expenses	997	118
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(613)	1,028
(Increase)/decrease in other assets	(993)	93
Increase/(decrease) in income received in advance	(47)	-
Increase/(decrease) in trade and other payables	(2,931)	(4,295)
(Decrease)/increase in other assets and liabilities	-	(204)
(Increase)/decrease in provisions	276	491
Net cash provided by operating activities	<u>39,722</u>	<u>38,691</u>

### 9.3 Superannuation

Manningham City Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Income Statement when they are made or due.

#### Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2019 this was 9.5% as required under Superannuation Guarantee legislation).

#### Defined Benefit

Manningham City Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Manningham City Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

#### Funding arrangements

Manningham City Council makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary.

As at 30 June 2018, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Manningham City Council is a contributing employer was 106.0%. The financial assumptions used to calculate the VBI were:

Net investment returns	6.0% pa
Salary information	3.5% pa
Price inflation (CPI)	2.0% pa

Vision Super has advised that the actual VBI as at 30 June 2019 was 107.1%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the actuarial investigation determined the defined benefit category was in a satisfactory financial position and that no change was necessary to the defined benefit category's funding arrangements from prior years.

Notes to the Financial Report  
For the Year Ended 30 June 2019

MANNINGHAM CITY COUNCIL  
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**Note 9 Other matters (cont.)**

**9.3 Superannuation (cont.)**

**Employer contributions**

**Regular contributions**

On the basis of the results of the 2018 interim actuarial investigation conducted by the Fund's Actuary, Manningham City Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2019, this rate was 9.5% of members' salaries (9.5% in 2017/18). This rate will increase in line with any increase to the Superannuation Guarantee (SG) contribution rate.

In addition, Manningham City Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

**Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, Manningham City Council are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

**The 2018 interim actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Manningham City Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2018 and a full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Manningham City Council is a contributing employer:

	2018	2017
	\$m	\$m
• A VBI surplus	131.9	69.8
• A total service liability surplus	218.3	193.5
• A discounted accrued benefits surplus	249.1	228.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2018.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2018.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2018.

Manningham City Council was notified of the 30 June 2019 VBI during August 2019.

**The 2019 interim actuarial investigation**

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2019 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2019.

## **Manningham City Council Performance Statement**

### **Description of municipality**

Manningham City Council is located in Melbourne's north-eastern suburbs, commencing with its western boundary in Bulleen, 12 kilometres from the Melbourne CBD and extending to Wonga Park at its eastern extremity, 32 kilometres from the CBD. The City is bounded by the Yarra River, Banyule City and Nillumbik Shire in the north, Yarra Ranges Shire in the east, Koonung Creek, Maroondah City and the Cities of Whitehorse and Boroondara in the south and Banyule City and the Yarra River in the west.

The City encompasses a total land area of 114 square kilometres, including a substantial 17% green open spaces. The nonurban areas include a large tract of the Green Wedge, and are used mainly for rural residential living, conservation and small scale agriculture.

As at 30 June 2019, our estimated population was 125,508 people across the City, including the suburbs of Bulleen, Doncaster, Doncaster East, Donvale, Nunawading (part), Park Orchards, Ringwood North (part), Templestowe, Templestowe Lower, Warrandyte, Warrandyte South and Wonga Park (part).



### Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Kevin Ayre CPA  
Principal Accounting Officer  
17 September 2019  
Doncaster

In our opinion, the accompanying performance statement of the Manningham City Council for the year ended 30 June 2019 presents fairly the results of Council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.

Paula Piccinini  
Mayor  
17 September 2019  
Doncaster

Anna Chen  
Deputy Mayor  
17 September 2019  
Doncaster

Andrew Day  
Chief Executive Officer  
17 September 2019  
Doncaster

Independent Auditor's Report to come

MANNINGHAM CITY COUNCIL  
2018/19 Performance Statement

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Independent Auditor's Report to come

### Other Information

For the year ended 30 June 2019

#### 1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the financial statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the Council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its strategic resource plan on 25 June 2019 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the general purpose financial statements. The strategic resource plan can be obtained by contacting Council.

**Sustainable Capacity Indicators**

For the year ended 30 June 2019

Indicator/measure	2016	2017	2018	2019	Material Variations
<b>Population</b>					
<b>Expenses per head of municipal population</b> [Total expenses / Municipal population]	\$901.22	\$920.18	\$913.67	\$951.72	The result is consistent with prior year and demonstrates Manningham is focussed to provide core services and community facilities in a cost effective way as part of a responsible budget.
<b>Infrastructure per head of municipal population</b> [Value of infrastructure / Municipal population]	\$5,762.24	\$6,398.78	\$6,450.99	\$6,802.18	Manningham is committed to maintain, renew and upgrade infrastructure assets and each year allocates a minimum of 33% of rate revenue in addition to other funding sources to fund the capital works program.
<b>Population density per length of road</b> [Municipal population / Kilometres of local roads]	200	202	206	206	Manningham has a lower population density per km of road than similar councils. The maintenance and upgrade of local road network is funded by an ongoing capital works program and maintenance funds.
<b>Own-source revenue</b>					
<b>Own-source revenue per head of municipal population</b> [Own-source revenue / Municipal population]	\$914.03	\$918.71	\$910.10	\$954.57	Manningham's own-source revenue (primarily rates, fees and user charges) per head of population has an average of \$911 over the last five years. The increase in the 2018/19 is the result of continued focus on developing new revenue sources or increasing revenue base to fund services. Rates and charges, advertising income from bus shelters in the municipality and management fee from Council's Aquatic and Leisure facility increased during the year resulting in an improvement in own-source revenue.
<b>Recurrent grants</b>					
<b>Recurrent grants per head of municipal population</b> [Recurrent grants / Municipal population]	\$96.72	\$117.47	\$109.33	\$106.30	Manningham receives low level of recurrent grants allocation from the Victoria Grants Commission to support council and relies heavily on rates and other own-source revenue to fund community services and infrastructure needs.
<b>Disadvantage</b>					
<b>Relative socio-economic disadvantage</b> [Index of Relative Socio-economic Disadvantage by decile]	10	10	9	9	Manningham has a low level of socio-economic disadvantage relative to many councils. Data released from the most recent census (2016) indicates that the level of disadvantage has increased in a few areas leading to a reduction in this indicator by 1 decile compared to the last census publication.

**Definitions**

- "adjusted underlying revenue" means total income other than:
- (a) non-recurrent grants used to fund capital expenditure; and
  - (b) non-monetary asset contributions; and
  - (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA "SEIFA"

means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its internet website "unrestricted cash" means all cash and cash equivalents other than restricted cash.

**Service Performance Indicators**

For the year ended 30 June 2019

Indicator/measure	2016	2017	2018	2019	Material Variations
<b>Aquatic facilities</b>					
<b>Utilisation</b>					
Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	2.93	4.56	5.68	5.27	Utilisation of the Aquatic facility had a slight decrease compared to 2017-18, yet is still higher than 2015-16 and 2016-17.
<b>Animal management</b>					
<b>Health and safety</b>					
Animal management prosecutions [Number of successful animal management prosecutions]	15	17	6	7	Manningham Council pursues prosecutions to ensure responsible pet ownership and community safety and we are pleased to see that prosecutions have decreased substantially. It is pleasing to see that the number of reports and prosecutions decreased compared to the previous years.
<b>Food safety</b>					
<b>Health and safety</b>					
Critical and major non-compliance notifications [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x 100	98.33%	100.00%	99.03%	98.40%	Manningham Council is vigilant in ensuring food premises are followed up after a major or critical non-compliance is observed. Five premises were followed up outside of the reporting period.
<b>Governance</b>					
<b>Satisfaction</b>					
Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	57	58	57	57	The community satisfaction about council decisions remains consistent. This data is collected in a community satisfaction survey by an independent research company on behalf of State Government annually.
<b>Home and community care</b>					
<b>Participation</b>					
Participation in HACC service [Number of people that received a HACC service / Municipal target population for HACC services] x 100	23.90%	n/a	n/a	n/a	
Participation in HACC service by CALD people [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x 100	18.10%	n/a	n/a	n/a	
<b>Libraries</b>					
<b>Participation</b>					
Active library members [Number of active library members / Municipal population] x 100	16.20%	15.80%	14.90%	14.74%	There has been a slight reduction in the number of active members. This measure is not an accurate reflection of library usage as members who use other services including internet, Wi-Fi or participate in library programs are not included.
<b>Maternal and child health</b>					
<b>Participation</b>					
Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100	74.60%	76.40%	78.93%	79.67%	Results continue to show a high standard of participation in the Manningham MCH Service. This measure only captures participation in the key age and stage appointments (no other services). Whilst Council strives to encourage participation, the service is voluntary.

MANNINGHAM CITY COUNCIL  
2018/19 Performance Statement

Indicator/measure	2016	2017	2018	2019	Material Variations
<b>Participation</b>					
Participation in the MCH service by Aboriginal children <i>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x 100</i>	64.52%	94.59%	85.11%	70.97%	This indicator shows a slight decline compared to last year. While Council strives to encourage attendance, this service is voluntary. Data is being managed by the State Government and while most data is accurate there may be some variation in results.
<b>Roads</b>					
<b>Satisfaction</b>					
Satisfaction with sealed local roads <i>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</i>	64	66	64	66	There has been a slight increase in satisfaction with sealed roads. This data is collected in a Community Satisfaction Survey by an independent research company on behalf of State Government annually.
<b>Statutory Planning</b>					
<b>Decision making</b>					
Council planning decisions upheld at VCAT <i>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	72.73%	70.97%	64.71%	52.46%	Whilst it would appear that a large number of decisions have been set aside by VCAT, it is important to note that this statistic does not include successful negotiations through the compulsory conference process. This year 18 of the 29 decisions were successfully negotiated at compulsory conference.
<b>Waste Collection</b>					
<b>Waste diversion</b>					
Kerbside collection waste diverted from landfill <i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x 100</i>	53.10%	53.96%	54.12%	53.24%	Manningham is pleased to have achieved the lowest ever tonnage of waste material sent to landfill. There was lower tonnage collected across all waste streams.

**Definitions**

- "Aboriginal child" means a child who is an Aboriginal person
- "Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006
- "active library member" means a member of a library who has borrowed a book from the library
- "annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act
- "CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English
- "class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act
- "class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act
- "Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth
- "critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
- "food premises" has the same meaning as in the Food Act 1984
- "HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the Home and Community Care Act 1985 of the Commonwealth
- "HACC service" means home help, personal care or community respite provided under the HACC program
- "local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004
- "major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
- "MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
- "population" means the resident population estimated by council
- "target population" has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth
- "WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004

MANNINGHAM CITY COUNCIL  
2018/19 Performance Statement

**Financial Performance Indicators**

For the year ended 30 June 2019

Dimension/indicator/measure	Results				Forecast				Material Variations
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Efficiency</b>									
<b>Revenue level</b>									
Average residential rate per residential property assessment <i>[Residential rate revenue / Number of residential property assessments]</i>	\$1,881	\$1,869	\$1,911	\$1,961	\$2,018	\$2,058	\$2,091	\$2,142	Manningham has a high reliance on rate revenue from residential properties with 96% of all properties in the municipality being residential. The 2018/19 result represents a 2.6% increase on the 2017/18. Rate revenue is used to maintain and upgrade local roads, buildings, drains, footpaths, playgrounds and sporting facilities. This revenue also funds services including public health, children, youth, family, aged, planning, building and other community services.
<b>Expenditure level</b>									
Expenses per property assessment <i>[Total expenses / Number of property assessments]</i>	\$2,278	\$2,302	\$2,308	\$2,372	\$2,511	\$2,511	\$2,574	\$2,625	The result is consistent with budget forecasts and reflects Manningham's continued focus on responsible budgeting while providing cost-effective services and delivering infrastructure projects to meet the needs of our community.
<b>Workforce turnover</b>									
Resignations and terminations compared to average staff <i>[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x 100</i>	8.66%	11.78%	9.92%	9.62%	8.50%	8.50%	8.50%	8.50%	Workforce turnover of 9.6% represents a small decrease on 2017/18, and not unexpected given the activity to finalise our organisational structure across the preceding 12 months.
<b>Liquidity</b>									
<b>Working capital</b>									
Current assets compared to current liabilities <i>[Current assets / Current liabilities] x 100</i>	217.04%	199.23%	215.24%	223.02%	192.65%	202.99%	206.11%	211.70%	The working capital ratio indicates that Manningham has \$2.23 worth of current assets for each \$1.00 of current liabilities. This enables Manningham to meet its commitments as and when they arise without having to borrow funds.  The higher ratio is mainly attributable to increased cash and investment levels resulting from the operating surplus and capital works planned for 2018/19 which will now be delivered in 2019/20. The forward year forecasts also indicate that Manningham is expecting to maintain a strong working capital ratio.



MANNINGHAM CITY COUNCIL  
2018/19 Performance Statement

Dimension/indicator/measure	Results			Forecast					Material Variations
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Unrestricted cash</b>									
Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	77.04%	63.04%	63.67%	37.57%	58.53%	60.93%	63.63%	68.35%	Manningham has a strong liquidity position and is able to meet its short and long term commitments as they fall due. The reduction in the unrestricted cash ratio is mainly due to Manningham investing in term deposits with a maturity of greater than 90 days to improve interest revenue. Only term deposits with a maturity of 90 days or less are included in the calculation of cash for this ratio. Without this change the ratio would be similar to previous years.  The forward year forecasts assume that all term deposits will have a maturity of 90 days or less.
<b>Obligations</b>									
<b>Asset renewal</b>									
Asset renewal compared to depreciation [Asset renewal expenses / Asset depreciation] x 100	74.02%	123.60%	96.53%	87.46%	127.52%	101.17%	100.17%	99.45%	During 2018/19 Manningham spent \$18.01 million renewing community assets. The drop in the 2018/19 ratio relates to capital works planned for completion by 30 June 2019 that will be completed during the 2019/20 financial year. The four year trend is to maintain asset renewal at or above 100%.
<b>Loans and borrowings</b>									
Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x 100	7.80%	7.83%	7.53%	7.14%	0.00%	0.00%	0.00%	0.00%	Manningham has a low level of borrowing relative to rates. The total borrowings as at June 2019 is \$7.28 million which is forecast to be paid in full during 2019/20. No new borrowings are proposed in the 2019/20 to 2022-23 period.
<b>Loans and borrowings</b>									
Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x 100	0.33%	0.33%	0.32%	0.30%	7.00%	0.00%	0.00%	0.00%	Manningham has a low level of borrowing relative to rates. The total borrowings as at June 2019 is \$7.28 million. The ratio increases in 2020 as Council has budgeted to repay in full the loan principle.
<b>Indebtedness</b>									
Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x 100	7.50%	7.19%	7.19%	1.13%	0.71%	0.68%	0.66%	0.64%	Manningham has a low level of non-current liabilities compare to revenue. The ratio dropped in 2018/19 as Council is projecting to repay total borrowings during 2019/20, resulting in this liability being reclassified as a current liability at 30 June 2019 rather than non-current liability.

MANNINGHAM CITY COUNCIL  
2018/19 Performance Statement

Dimension/indicator/measure	Results			Forecast			Material Variations		
	2016	2017	2018	2019	2020	2021		2022	2023
<b>Operating position</b>									
<b>Adjusted underlying result</b>									
Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x 100	9.69%	11.35%	10.49%	10.62%	5.36%	8.10%	6.61%	6.89%	The result indicates a strong operating surplus for the year which is required to enable Manningham to continue to provide core services and infrastructure to the community.
<b>Stability</b>									
<b>Rates concentration</b>									
Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x 100	78.30%	74.24%	76.06%	76.30%	79.20%	78.48%	79.12%	79.26%	The result is consistent with the forecast and reflects Manningham's reliance on rates to fund services and infrastructure to the community.
<b>Rates effort</b>									
Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.26%	0.20%	0.20%	0.17%	0.20%	0.21%	0.21%	0.22%	The ratio highlights Manningham's relative low rate burden on its community when compared to property value.

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS "current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

## 13 CHIEF EXECUTIVE OFFICER

### 13.1 2018/19 Draft Annual Report

File Number: IN19/600  
Responsible Director: Chief Executive Officer  
Attachments: 1 Manningham Council Annual Report 2018-19 [↓](#)

#### EXECUTIVE SUMMARY

*All Victorian councils have a statutory obligation to prepare an annual report that is in accordance with section 131 of the Local Government Act 1989 (the Act).*

*The Annual Report must be lodged with the Minister for Local Government (the Minister) by 30 September 2019.*

*Council is also required to publicly consider the annual report within one month after it has been sent to the Minister by the 30 September deadline. A further report to this effect will be presented to the 22 October 2019 Ordinary Meeting of Council.*

*Attached is a copy of the Annual Report 2018/19 noting that the certified Financial Statements and Performance Statement, are to be incorporated prior to being sent to the Minister Local Government.*

#### 1. RECOMMENDATION

**That Council:**

- A. Endorses in principle the 2018-19 Annual Report noting that the certified Financial Statements and Performance Statement, are to be incorporated into the Annual Report and sent to the Minister for Local Government by 30 September 2019.**
- B. Delegate to the CEO the authority to make any factual changes to the Annual Report, including for consistency with the certified Financial Statements and Performance Statement.**
- C. Authorises Councillor Paula Piccinini to certify the 2018-19 Governance and Management Checklist. In the event that Councillor Piccinini is not available, then any other Manningham Councillor is authorised to certify the checklist.**

#### 2. BACKGROUND

- 2.1 The Annual Report is a key reporting tool used to monitor Council's performance. It must include a report of Council's operations, audited standard statements, audited financial statements and audited performance statement.

- 2.2 This is the fifth year Council is reporting on a number of service performance, financial and sustainability indicators under the new Local Government Performance Reporting Framework (LGPRF).
- 2.3 The Annual Report provides the community with a comprehensive overview of Council's performance during the 2018/19 financial year, covering a range of information, including:
- 2.3.1 A review of Council's performance against the 2017-2021 Council Plan and the strategic indicators contained within it
  - 2.3.2 A statement of progress in relation to the major initiatives and initiatives identified in the Annual Budget 2018/19 and Strategic Resource Plan 2016-2020
  - 2.3.3 The indicators, measures and results of the prescribed service performance indicators and measures as part of the Local Government Performance Reporting Framework
  - 2.3.4 The results in the prescribed form of Council's assessment against the governance and management checklist
  - 2.3.5 An overview of the legislative, economic and other factors that have had an impact on Council's performance
  - 2.3.6 Performance Statement and Financial Statements
  - 2.3.7 Major policy initiatives, operations and works undertaken
  - 2.3.8 Information on the nature and range of activities and services delivered
  - 2.3.9 Highlights, achievements and challenges for Council
  - 2.3.10 Names of the Councillors that served during 2018/19, their details and expenses in accordance with Manningham Council's statutory obligations.
  - 2.3.11 The administrative structure of Council, including the name of the Chief Executive Officer and Executive Management Team, the organisational chart and Council's contact details.

### 3. DISCUSSION / ISSUE

- 3.1 Following the Council's approval of the Annual Report 2018/19, a copy, inclusive of the certified 2018/19 Performance Statement and Financial Statements, will be forwarded to the Minister for Local Government by 30 September 2019.
- 3.2 Any factual changes required, including for consistency with the certified Performance Statement and Financial Statements will be endorsed by the CEO prior to forwarding to the Minister for Local Government. Delegation from Council is requested for this to occur.

**4. COUNCIL PLAN / STRATEGY**

- 4.1 The Annual Report contains a summary of Council's performance against the strategic themes in the 2017-2021 Council Plan.
- 4.2 As 2018/19 marks the second year of the 2017-2021 Council Plan, the Annual Report documents the performance of Council against the strategic indicators included in the Council Plan during the second year of this four year period.

**5. IMPACTS AND IMPLICATIONS**

- 5.1 Council has a legal obligation to submit its Annual Report 2018/19 to the Minister by 30 September 2019. Failure to submit by the due date will result in this being published in the Annual Report of the Department of Environment, Land, Water and Planning.
- 5.2 Council is required to comply with section 131 of the Local Government Act 1989 and, in addition, to the Local Government (Planning and Reporting) Regulations 2014, which prescribe further information that is required to be included in the Annual Report.
- 5.3 In accordance with statutory requirements, the Annual Report 2018/19 is to be presented to the Ordinary Meeting of Council on 22 October 2019, in line with the Local Government Act 1989 which requires councils to publicly consider the annual report within one month of submitting it to the Minister.

**6. IMPLEMENTATION****6.1 Communications**

- 6.1.1 As required by the Local Government Act 1989, public notices advising that the Annual Report 2018/19 is available for public inspection will be published post final approval of the Annual Report.
- 6.1.2 Public notice advertisements will be placed in The Age and Manningham Leader
- 6.1.3 The report includes the interpreter services symbol and phone number on the back page to direct non-English readers to contact Council's language services for information about the document or Council services in general.
- 6.1.4 Following the Ordinary Meeting of Council on 22 October 2019:

An online version of the Annual Report 2018/19 will be produced and placed on Council's corporate website

Hard copies will be printed and made available at the Manningham Civic Centre and Manningham libraries

Copies will be available to interested persons (upon request).

**6.2 Timelines**

- 6.2.1 Following in principle approval of the Annual Report, as required by the Local Government Act 1989, Manningham Council's Annual Report 2018/19 will be lodged with the Minister for Local Government (the Minister) by 30 September 2019.

**7. 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.

## Welcome

---

Welcome to Manningham Council's Annual Report 2018/19. Each year, we report on our performance in providing services, managing resources and meeting our community's needs.

We provide more than 100 services and manage \$2 billion of land and infrastructure assets across our 114km<sup>2</sup> municipality.

In this year's report, you can read about our achievements and challenges from 1 July 2018 to 30 June 2019, and our aspirations for the future. You will also find case studies throughout that highlight the great work we do in our community.

Our Annual Report details Manningham's performance against the strategic themes outlined in our Council Plan 2017–2021, the initiatives in our 2018/19 Annual Budget and 2017–2021 Strategic Resource Plan. This is the fifth year we are reporting on several service, financial and sustainability performance indicators under the Local Government Performance Reporting Framework (LGPRF).

Under the *Local Government Act 1989*, Manningham, like all Victorian local governments, must present an Annual Report to the Minister for Local Government by 30 September each year. We take our accountability to our community seriously. This Annual Report is one of the primary tools we use to report on our performance transparently and accurately.

### Our vision

A liveable and harmonious city.

### Our mission

A financially sustainable Council that listens, consults, and acts with integrity, value and transparency.

### Our strategic direction

Our strategic direction flows from our mission, vision, values, and 5 strategic themes:

- Healthy community
- Liveable places and spaces
- Resilient environment
- Vibrant and prosperous economy
- Well-governed council.

Under each theme, specific goals guide us in our work to serve our community. These themes and goals are described on page 33.

We have established internal values for our organisation that guide how we interact with our customers and deliver our services.

Our Values

 <h3>Working Together</h3> <ul style="list-style-type: none"> <li>➤ Creating a safe and inclusive environment</li> <li>➤ Actively sharing information, resources and knowledge</li> <li>➤ Collaboratively developing ideas and solutions</li> </ul>	 <h3>Excellence</h3> <ul style="list-style-type: none"> <li>➤ Striving to "be your best"</li> <li>➤ Responding flexibly to challenges and opportunities</li> <li>➤ Proactively seeking better ways</li> </ul>
 <h3>Accountable</h3> <ul style="list-style-type: none"> <li>➤ Taking personal responsibility for your behaviour</li> <li>➤ Taking ownership and delivering on commitments</li> <li>➤ Making meaningful contributions</li> </ul>	 <h3>Respectful</h3> <ul style="list-style-type: none"> <li>➤ Honest and positive when communicating with others</li> <li>➤ Treating others in a consistent and equitable manner</li> <li>➤ Being considerate of others' needs, priorities, and perspectives</li> </ul>
 <h3>Empowered</h3> <ul style="list-style-type: none"> <li>➤ Trusting in others</li> <li>➤ Supporting others to succeed and 'grow'</li> <li>➤ Being courageous and prepared to take chances</li> </ul>	<h1>We are</h1> <h2>MANNINGHAM</h2> 



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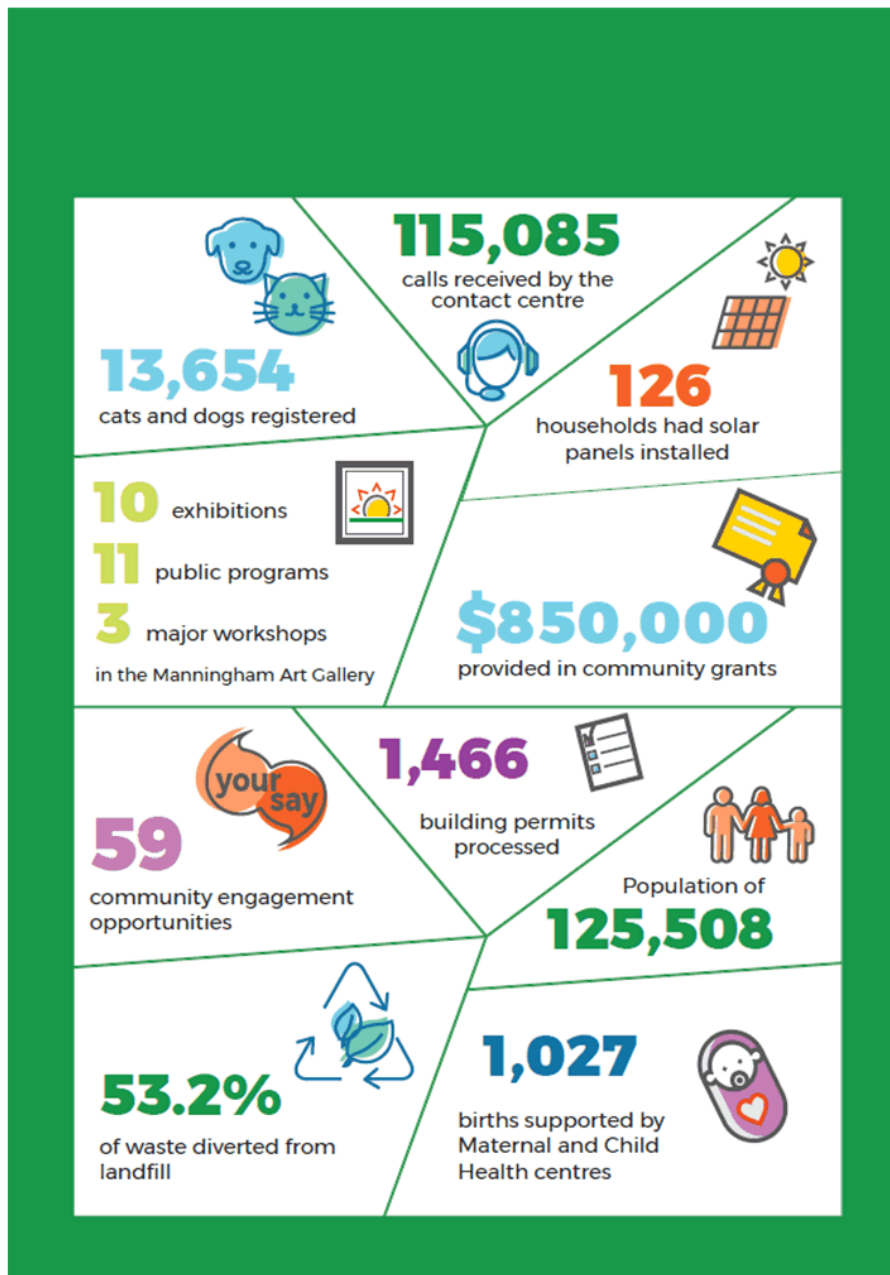
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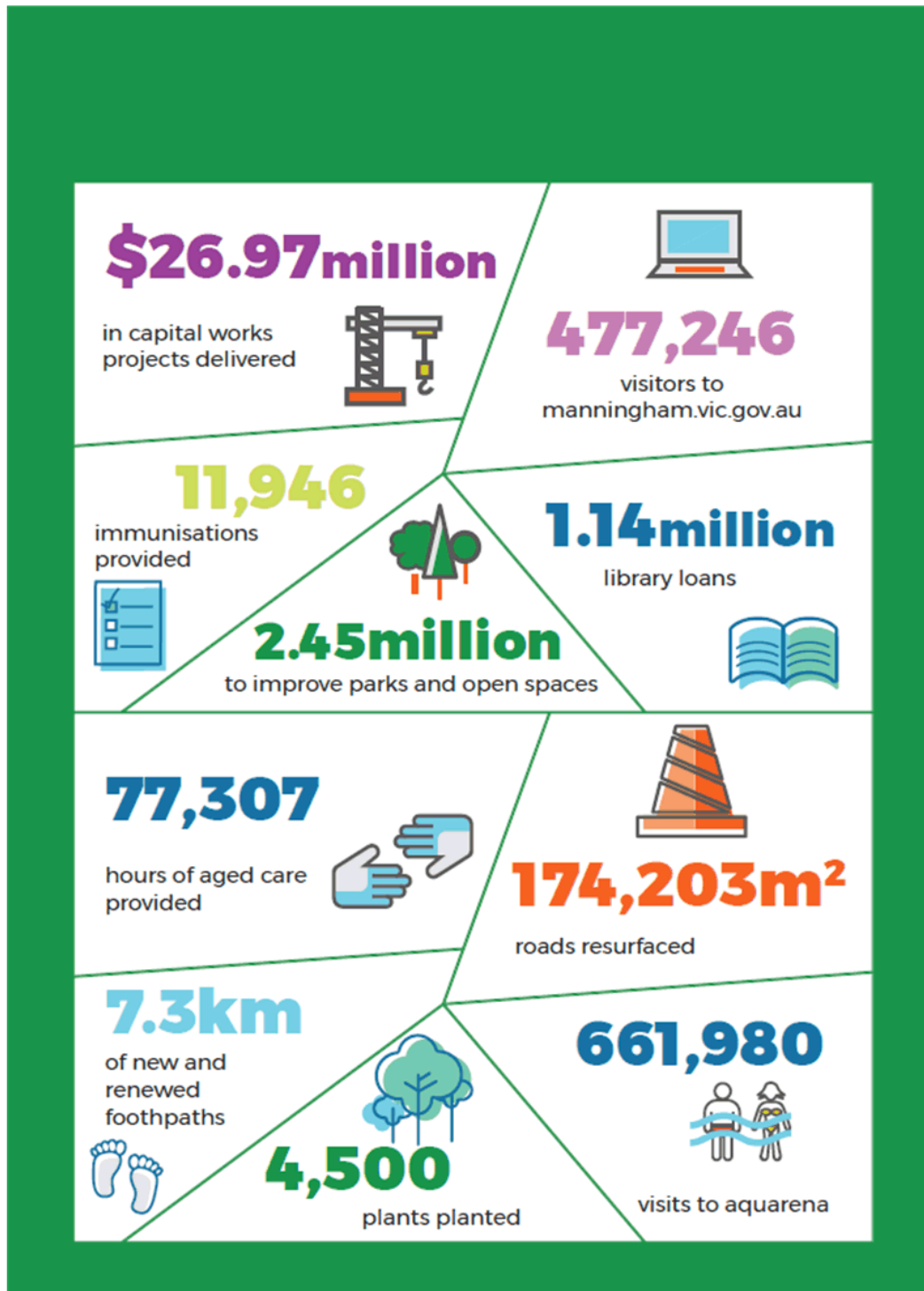
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Year in Review





### Message from our Mayor

It is my pleasure to present Manningham's Annual Report 2018/19 on behalf of my fellow Councillors.

This year has seen us face the biggest-ever infrastructure project in Victoria's history - the North East Link Project. We understand the significant impact this project will have on our residents and we have been working hard to achieve the best possible outcomes for our community.

I am proud of the meaningful initiatives we delivered this year to recognise and support our community including:

- Our Business Excellence Awards, which celebrated and provided guidance and support to local businesses.
- Our Civic Awards which shone a light on local heroes by recognising individuals and groups doing outstanding work in our community.
- Our parenting series that provided vital information and support to 2,500 parents, carers and interested people to foster positive change as they raise our future generations.
- Our Parks Alive Program which encouraged residents to get involved in improving and engaging with local parks.
- Our award-winning Powerful Stories initiative that shared the personal stories of 10 local women as they reflect on their journeys, achievements and hopes for the future.

We completed significant capital works projects to improve the liveability of our municipality. These projects included the completion of the Mullum Mullum Trail missing link, as well as upgrades to Colman Park and the Doncaster RSL. We also planned for future investment in Manningham with the development of the Waldau Precinct Masterplan in Doncaster and Lions Park Masterplan in Warrandyte.

We continue to plan for the future and have finalised our Yarra River Corridor concept plan, which sets out our vision for this wonderful natural resource in the future.

I am proud to be serving a community that my family has had such close ties to for over 50 years. I am genuinely grateful that my children are growing up in the open spaces and 'rolling green hills' of Manningham - a fantastic place to live, work, play and visit.

Cr Paula Piccinini  
Mayor

### Message from our CEO

This marks my first Annual Report as Manningham Council's CEO.

I am thrilled to be working with Councillors, staff and the community in this role and look forward to continuing to engage with our community to make Manningham an even better place to live, work and play.

This report reflects that Councillors and the organisation are committed to supporting the Manningham community to thrive, especially in the areas of volunteerism, community connectedness, supporting diversity, recreation and protecting our great open spaces. At the same time we are delivering on core issues of importance such as waste management, improving our planning processes, readiness for emergencies, upgrading roads, drains and footpaths and supporting important services focusing on older people, those with disabilities, youth, families and the early years.

We continually strive to find better ways to serve our community. The way we have significantly improved how we handle planning applications highlights the remarkable work our organisation is doing to operate more effectively and efficiently. We have achieved a 30% increase in the number of applications decided in a timely manner since 2016/17, with 81% decided within stated timeframes this year. We have also achieved a 10% decrease in costs to the organisation to process each application.

We are committed to supporting a resilient environment and are proud that we have redirected 53.2% of our municipality's of waste from landfill. We have rolled out a range of local waste initiatives, including providing composting education and partnering with Compost Revolution to encourage residents to reduce their food waste, resulting in 97,764kg of food waste diverted from landfill.

I am proud of Council's continued focus on advocating on behalf of our community and environment on key issues, including the North East Link Project (NELP). We know people are concerned about the local impacts of NELP and Council have been advocating on the issues you told us are a priority.

This report also highlights our commitment to supporting Manningham Council's long-term financial sustainability, positioning council to be debt-free while investing in future infrastructure for our community.

I look forward to continuing to support the organisation in delivering over 100 services in the community and identifying internal efficiencies to ensure we continue to offer good value and high quality services and infrastructure.

Andrew Day  
Chief Executive Officer

### Financial Performance Overview

Manningham's financial results for 2018/19 were better than our forecast. These results demonstrate our commitment to maintaining long-term financial sustainability while providing cost-effective services and delivering infrastructure projects to meet the needs of our community. See the summary of our performance below. More detailed information can be found in the Financial Report section, see separate report.

### Operating position

We achieved a surplus of \$29.15 million in 2018/19, \$5.93 million higher than the adopted budget surplus of \$23.22 million. The main reason for the increase relates to an additional \$2.95 million of contributions (cash and non-cash) received from developers and a change in the timing of Financial Assistance Grants of \$1.85 million during the year.

The adjusted underlying surplus – which removes non-recurrent capital grants, non-monetary asset contributions and other contributions to fund capital expenditure – is \$14.20 million. Sustaining a surplus is a critical financial strategy that provides capacity to renew the \$2.11 billion of community assets under Council control and providing services to the community in the long term.

### Income

We derived our income from various sources including rates, user fees and charges, grants, interest and other contributions.

Our total income for 2018/19 was \$148.60 million, compared to a budget of \$141.03 million. The increased revenue is mainly due to higher cash and non-cash contributions from developers, operating and capital grants and user.

#### ■ Table 1: 2018/19 Income

Income	2014/15	2015/16	2016/17	2017/18	2018/19
General rates	75,142	81,370	82,819	85,839	88,853
Waste charges	12,149	12,040	10,201	10,830	13,126
User fees, charges and fines	11,937	12,553	14,369	14,940	14,570
Operating grants	12,136	10,023	12,366	12,229	12,173
Capital grants	2,441	7,189	3,999	3,578	2,672
Developer contributions	3,712	5,924	22,387	14,766	13,949
Interest revenue	1,787	1,874	1,629	1,576	1,981
Other income	903	1,207	1,885	138	1,276
<b>Total</b>	<b>120,207</b>	<b>132,180</b>	<b>149,655</b>	<b>143,896</b>	<b>148,600</b>



### Expenditure

Our total expenditure for 2018/19 was \$119.45 million, compared to a budget of \$117.80 million. In 2018/19, the main expense was employee costs, which accounted for \$53.33 million. We provide services to our community through a combination of contractors and employees.

■ Table 2: 2018/19 Expenditure

<b>Expenditure</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Employee costs</b>	45,948	47,890	51,099	52,505	53,326
<b>Materials and contracts</b>	19,951	21,595	22,115	20,961	23,446
<b>Depreciation and amortisation</b>	19,754	20,221	19,347	20,566	21,640
<b>Community grants and library</b>	5,137	5,203	5,471	5,577	5,575
<b>Other expenses</b>	15,255	12,605	13,049	14,161	15,461
<b>Total</b>	<b>106,045</b>	<b>107,514</b>	<b>111,081</b>	<b>113,770</b>	<b>119,448</b>

### Net worth

Our financial strength indicated by net assets (what we own less what we owe). As at 30 June 2019, Council owns net assets of \$2.17 billion including community infrastructure assets of \$2.11 billion.

### Assets

Total assets decreased by \$47.64 million or 2.10%, primarily due to the revaluation of land and other infrastructure assets.

The major components of our assets include:

- infrastructure, property, plant and equipment valued at \$2.11 billion
- cash and investments of \$88.04 million
- debtors of \$11.13 million.

These components make up 99.5% of our total assets.

### Liabilities

Our liabilities include debt (loan), amounts owed to suppliers and amounts owed to employees for leave entitlements. Total liabilities at 30 June 2019 were \$47.07 million, a decrease of \$0.12 million over the previous year.

At the end of 2018/19, our debt ratio – measured by comparing interest-bearing loans and borrowings to rate and charges – was a low 7.1%. This reflects Council's low level of borrowings.



### Capital investment

Council aims to maintain its infrastructure assets at expected levels while continuing to deliver services needed by our community. During 2018/19, we invested \$26.97 million in an extensive Capital Works Program to renew and upgrade community assets throughout the municipality. This program was funded primarily through rates, with additional funds provided through grants and contributions.

The major categories of capital works included:

- roads, drainage, footpaths and cycleways \$15.48 million
- community building refurbishment and upgrades \$3.53 million
- recreation, parks and open space \$2.45 million.

### Liquidity

Cash and term deposits at 30 June 2019 were \$88.04 million, an increase of \$19.64 million from the previous year.

The working capital ratio, which assesses our ability to meet current commitments, is calculated by measuring our current assets as a percentage of current liabilities. Our result of 223.0% indicates that for every dollar of short-term liabilities, we have \$2.23 worth of assets. This is a strong result.

### Financial summary

Our financial results for 2018/19 were better than our forecasts. These results demonstrate our commitment to maintaining long-term financial sustainability while providing cost-effective services and delivering infrastructure projects to meet the needs of our community. The 2018/19 Financial Statements show that the organisation remains in a sound financial position (see separate report).

This was the third year of the Victorian Government's 'Fair Go Rates' legislation. The legislation ensures a cap on the average increase in Council rates, ensuring they do not exceed the figure set by the Victorian Government (2.25% for 2018/19).

Manningham achieved the Victorian Government rate cap for 2018/19. We continued to follow the strategies we set last year to ensure our long-term financial sustainability in a rate capping environment. Our total income from rates is forecast to decrease by about \$100 million over the first ten years of the new rate cap.

### Fast Facts

- \$29.15 million operating surplus, a decrease of \$0.98 million on the previous year
- \$7.28 million in borrowings, same as the previous year
- \$88.04 million cash and investments, an increase of \$19.64 million on the previous year
- \$26.97 million capital works delivered
- \$2.17 billion in net assets, a decrease of \$47.52 million on the previous year.

**\$29.15m**



operating surplus, a decrease of \$0.98 million from the previous year

**\$7.28m**

in borrowings, the same as the previous year



**\$88.04m**



cash and investments, an increase of \$19.64 million from the previous year

**\$26.97m**

capital works delivered



**\$2.17b**

in net assets, a decrease of \$47.52 million from the previous year



Services Provided during 2018/19

# Our services during 2018/19

For every \$100 we spent this year, we will spend this much in each area.



Capital Works Program  
**\$21.62**



Roads, footpaths and drainage  
**\$9.35**



Waste services and recycling  
**\$9.02**



Parks, gardens and sportsgrounds  
**\$9.70**



Planning and environmental management  
**\$7.99**



Arts, culture and libraries  
**\$5.62**



Aged and disability support services  
**\$8.20**



Health, children and families  
**\$5.67**



Community support and development  
**\$2.57**



Customer service, governance and administration  
**\$15.71**



Council owned community buildings  
**\$3.12**



Risk management and insurances  
**\$1.43**

### Our Major Projects 2018/19

Manningham provides safe, accessible and appropriate infrastructure that meets the changing lifestyles of our community.

We achieved tangible outcomes from our Capital Works Program, delivering \$26.97 million of capital projects to our customers. Below is a summary of key projects we completed in 2018/19.

- \$3.7 million in road resurfacing works
- \$560,000 spent upgrading sporting facilities in Council Reserves including: Anderson Park, Deep Creek Reserve, Donvale Reserve, Park Reserve, Stintons Reserve & Templestowe to make them welcoming and accessible to all genders
- \$545,000 in play spaces including those located at Tasker Reserve, Springwood, Kingsnorth Reserve & Grant Olsen Reserve
- \$1.4 million in local footpath design and construction
- Nearly \$2 million spent on renewing over a dozen Council and Community buildings, including significant works at Aquarena, Beverly Hills Preschool, Deep Creek Child Care Centre & Park Avenue Pavilion.

See our Financial Statements section for a breakdown of our spending on capital works this year in our Statement of Capital Works.

## Our Council, Our Manningham

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### Manningham Profile

Manningham is in Melbourne's eastern suburbs. It stretches from Bulleen, about 12km from Melbourne's Central Business District (CBD), to Wonga Park, about 32km from the CBD.

Covering 114km<sup>2</sup>, Manningham has large areas of open space, including more than 300 parks and reserves, and a mix of shopping and dining precincts. With vibrant residential neighbourhoods and lots of housing options, Manningham also includes attractions such as local galleries, nurseries and community centres.

A large section of the eastern half of Manningham is designated as a Green Wedge to protect Melbourne's significant natural and rural environment.

We also have a diverse and multicultural community that brings a wealth of languages, music, food and cultural traditions to our region.

### Our people

We are a diverse community of over 125,000 people. Our population spans a wide range of ages, household types, incomes and cultural backgrounds, as shown by the demographic information below.

In 2017, 75.4% of households were purchasing or fully owned their home, 17.6% were renting privately and 0.6% lived in affordable housing.

75.5% of dwellings in Manningham were separate houses, 19.3% were units and townhouses and 4.7% were apartments. 44.2% of households in Manningham had no children.

Children up to 14 years old were 16.1% of the population and people over 65 years 21.3% and the median age was 43 years.

42.4% of our community spoke a language other than English at home, with Mandarin (10.7%) and Cantonese (8.1%) being the most common. 39.8% were born overseas, mostly in China.

By 2036 we expect our population to reach 149,274.

### Our history

The history of Manningham dates back millennia to the Wurundjeri people whose way of life is closely linked to the natural environment.

In the late 1830s, the first European settlers began growing wheat, vegetables and grapes, before eventually planting orchards throughout the area.

The discovery of gold in Warrandyte was a real turning point and by 1851, fortune hunters were trying their luck panning the streams and digging the rich soil around Harris Gully.

Local government in the area dates back to the election of the Templestowe District Roads Board in 1856. On 28 February 1967, the Shire of Doncaster and Templestowe was proclaimed a City. 2017 marked the 50th anniversary of the proclamation.

The City of Manningham was formed in 1994 as a result of local government amalgamations.

**Council wards**

Manningham is divided into three wards. The areas our wards cover are shown in Figure 1 and described below. Each ward is home to about 30,000 voters. The current ward boundaries were drawn after an independent review in 2007 of Manningham’s electoral representation structure.

An independent review of Manningham’s electoral boundaries commenced on 26 June 2019. Any changes to ward boundaries will come into effect for the Council elections in 2020.

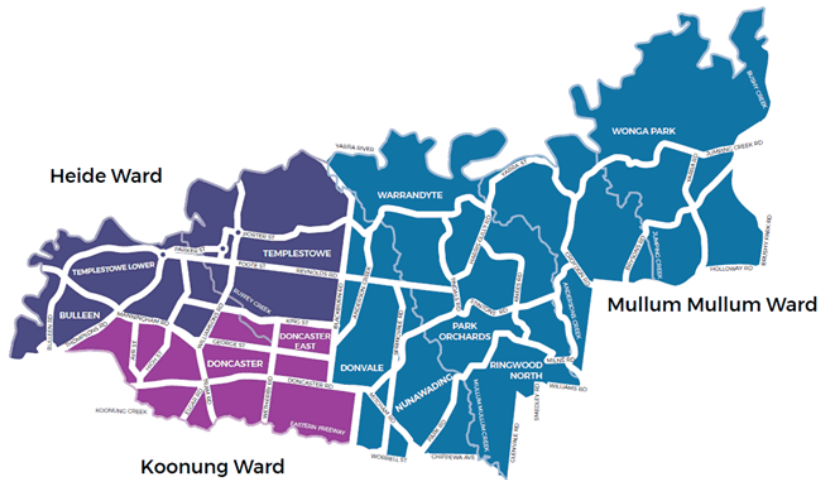
<b>Heide Ward</b>	Part of Bulleen, Templestowe and Lower Templestowe
<b>Koonung Ward</b>	Doncaster, the part of Doncaster East south of Doncaster Road, part of Bulleen and part of Nunawading
<b>Mullum Mullum Ward</b>	Warrandyte, Wonga Park, Warrandyte South, Park Orchards and significant parts of Donvale, the rest of Doncaster East and part of Ringwood North

**Our suburbs**

The suburbs in Manningham are:

- Bulleen
- Doncaster
- Doncaster East
- Donvale
- part of Nunawading
- Park Orchards
- part of Ringwood North
- Templestowe
- Templestowe Lower
- Warrandyte
- Warrandyte South
- Wonga Park

- Figure 1: Manningham Council wards



**Our Councillors**


Every four years, three Councillors are elected by Manningham’s residents to represent each of our three wards.

Together, our Councillors guide the development of strategies and policies, as well as make key decisions to help shape how Manningham will develop in the future.

Manningham’s current Councillors were elected on 22 October 2016. The election was conducted by postal vote in accordance with a resolution of Council. The Victorian Electoral Commission (VEC) conducted the election.

Our current Council was formally sworn in on 8 November 2016 and included five returning Councillors and four new Councillors.

A Mayor and Deputy Mayor is elected each year. During this financial year Andrew Conlon served as Mayor and Michelle Kleinert as Deputy Mayor from November 2017 – November 2018. In November 2018, Cr Paula Piccinini was elected Mayor and Cr Anna Chen was elected Deputy Mayor.

<b>Heide</b>	
	<b>Cr Geoff Gough</b>
	Elected: 22 October 2016 (returning, first elected 15 March 1997)
	0412 345 081
	<a href="mailto:geoffreygough@manningham.vic.gov.au">geoffreygough@manningham.vic.gov.au</a>



	<p><b>Cr Paula Piccinini</b> (Mayor) Elected: 22 October 2016 0411 483 176 <a href="mailto:paula.piccinini@manningham.vic.gov.au">paula.piccinini@manningham.vic.gov.au</a></p>
	<p><b>Cr Michelle Kleinert</b> Elected as Deputy Mayor: November 2017 Elected to Council: 22 October 2016 (returning, first elected 27 October 2012) 0400 902 822 <a href="mailto:michelle.kleinert@manningham.vic.gov.au">michelle.kleinert@manningham.vic.gov.au</a></p>
<p><b>Koonung</b></p>	
	<p><b>Cr Anna Chen</b> (Deputy Mayor) Elected: 22 October 2016 0429 470 051 <a href="mailto:anna.chen@manningham.vic.gov.au">anna.chen@manningham.vic.gov.au</a></p>
	<p><b>Cr Dot Haynes</b> Elected: 22 October 2016 (returning, first elected 27 October 2012) 0425 718 937 <a href="mailto:dothaynes@manningham.vic.gov.au">dothaynes@manningham.vic.gov.au</a></p>
	<p><b>Cr Mike Zafiropoulos AM</b> Elected: 22 October 2016 0412 260 709 <a href="mailto:mike.zafiropoulos@manningham.vic.gov.au">mike.zafiropoulos@manningham.vic.gov.au</a></p>









<b>Mullum Mulum</b>	
	<p><b>Cr Andrew Conlon</b></p> <p>Elected as Mayor: November 2017</p> <p>Elected to Council: 22 October 2016</p> <p>0425 732 238</p> <p><a href="mailto:andrew.conlon@manningham.vic.gov.au">andrew.conlon@manningham.vic.gov.au</a></p>
	<p><b>Cr Sophy Galbally</b></p> <p>Elected: 22 October 2016 (returning, first elected 27 October 2012)</p> <p>0409 417 369</p> <p><a href="mailto:sophy.galbally@manningham.vic.gov.au">sophy.galbally@manningham.vic.gov.au</a></p>
	<p><b>Cr Paul McLeish</b></p> <p>Elected: 22 October 2016 (returning, first elected 27 October 2012)</p> <p>0435 806 684</p> <p><a href="mailto:paul.mcleish@manningham.vic.gov.au">paul.mcleish@manningham.vic.gov.au</a></p>

### Our Organisation

Manningham Council is led by our CEO, who operates under the guidance of our elected Council. Our Executive Management Team (EMT) supports our CEO and is made up of three Directors and two Group Managers. Our CEO is directly accountable to the Mayor and Councillors, who are elected by our community. The EMT oversees and manages our operations, with the support of Group and Service Unit Managers and their staff.

**Our Executive Management Team**

	<p>Andrew Day                  Chief Executive Officer                  September 2018 to present</p>
	<p>Leigh Harrison                  Director City Services                  July 2018 to present</p>
	<p>Philip Lee                  Director Shared Services                  July 2018 to present</p>
	<p>Angelo Kourambas                  Director City Planning and Community                  July 2018 to present</p>
	<p>Andrew McMaster                  Corporate Counsel and Group Manager                  Governance and Risk                  February 2019 to present</p>
	<p>Kerryn Paterson                  Group Manager People and Communications                  February 2019 to present</p>

#### Outgoing staff who held senior roles in 2018/19

<b>Warwick Winn</b> CEO 1 July 2018 to 24 August 2018	<b>Jill Colson</b> Executive Manager People and Governance 1 July 2018 to 16 November 2018
<b>Lee Robson</b> Acting Director Community Programs 1 July 2018 to 22 July 2018	

#### Major changes

During 2018/19, Manningham made further changes to our organisational structure to continue to build a strategy-led and delivery focused organisation.

The Assets and Engineering directorate was retitled to City Services, within this:

- A new **City Amenity** service unit was formed. This new unit integrates recreation planning with recreation service delivery and brings together the amenity and community services of Environment, Waste, Parks and Emergency Management.
- A new **Infrastructure Services** unit was created to bring together Engineering Operations and Engineering and Technical Services.
- The Capital Works Service unit was retitled to **City Projects** and much of our capital works project delivery was combined within a central unit.

A large proportion of the former City Planning and Community Programs directorates were combined together, becoming **City Planning and Community**. Within this:

- a new **Integrated Planning service** unit was formed, bringing social, infrastructure and urban planning together under one umbrella to bring a greater focus on developing and delivering integrated strategic planning.
- Children's Services and Maternal Child Health Services were realigned to report through the newly created **Community Programs Group**, along with the Aged and Disability Support Services and Economic and Community Wellbeing service units.

- **Figure 2 - Manningham Council Organisational Chart as at June 2019**



**Our Employees**

One of the ways we shape positive outcomes for our community is by being inclusive and passionate about what we do. This includes managing our workforce. Our people programs focus on attracting, retaining, and developing a diverse range of skilled people.

**Major achievements with our employees**

<p>Updated our Code of Conduct, which has strengthened employee understanding and alignment with the expected standards of conduct. This has reinforced our organisational values and reframed the drivers that hold employees accountable to the highest standards of behaviour.</p>
<p>Review of our Establishment (list of approved positions) and improved management process, with the view to more effectively manage our people resources.</p>
<p>We developed and implemented a Financial and Reporting Framework to provide a consistent approach to grouping together information about our organisation for financial and reporting purposes.</p>
<p>Implemented a new Employee Assistance Program partner to better support employee health and wellbeing through access to free and confidential personal support for employees and their immediate family, 24 hours a day, seven days per week. This partnership offers our people a range of support options from individual counselling, crisis management and access to some great online self-help tools.</p>
<p>We appointed a new WorkCover Insurer to deliver benefits in both premium management and return to work support for injured workers.</p>

**Our People**

As at 30 June 2019, Manningham employed 657 people in a full-time, part-time or casual capacity, equating to 479.85 full-time equivalent (FTE) employees.

Our people deliver a diverse range of functions – including engineering, customer service, administration, finance, community and aged care, planning, waste management, parks and recreation, local laws, arts and culture, and management.

### Staff profile

The tables below show the total number of full-time equivalent (FTE) Manningham employees as at 30 June 2019. The tables break down our workforce by directorate, employment type, employment classification and gender.

■ **Table 3: 2018/19 Staff Profile**

Employment Type/ Gender	Chief Executive Office	City Services	City Planning and Community	Shared Services	Total
Full Time - Female*	20	27	58	31	136
Full Time - Male*	5	117	45	33	200
Part Time - Female*	7.51	6.91	95.50	9.02	118.94
Part Time - Male*	0	2.78	14.67	1.63	19.08
Casual - Female	0.95	0.72	2.72	0	4.39
Casual - Male	0.42	0	1.02	0	1.44
<b>Total</b>	33.88	154.41	216.91	74.65	479.85

\* Includes permanent and temporary employees

■ **Table 4: 2018/19 Employment Classification**

Employment Classification	Female FTE	Male FTE	Total FTE
Band 1	5.54	3.19	8.74
Band 2	19.46	7.76	27.21
Band 3	32.85	51.28	84.14
Band 4	28	23.60	51.60
Band 5	54.09	26	80.09
Band 6	55.67	30.66	86.34
Band 7	31.58	24.50	56.08
Band 8	12.06	26	38.06
Nurses	11.08	0	11.08
Senior Executive Officer	1	1.53	2.53
Senior officers*	8	26	34
<b>Total</b>	<b>259.33</b>	<b>220.52</b>	<b>479.85</b>

\* Senior officers include the CEO, any officer of Council who has management responsibilities and reports directly to the CEO or any other member of Council staff whose total annual remuneration exceeds \$148,000.

In 2018/19, the majority of our employees were aged over 35 years (89%) – slightly higher than in 2017/18.

As at 30 June 2019, 55% of our employees were aged between 46 and 65 years and 11% less than 35 years.

Most of our employees are at the officer level (95%), with senior management representing 5% of the total workforce.

Our turnover of permanent staff during 2018/19 was 10%, mostly consistent with the 2017/18 year and not unexpected, given the activity to finalise our organisational structure across the year.

The following tables show staff turnover, employee level and age breakdown of our employees in individuals, not FTE.

■ **Table 5: 2018/19 Staff turnover**

Staff turnover	2014/15	2015/16	2016/17	2017/18	2018/19
Staff turnover	9%	12%	14%	10%	10%
Employment level	2014/15	2015/16	2016/17	2017/18	2018/19
Officer Level	96%	96%	95%	95%	95%
Senior Officers*	4%	4%	5%	5%	5%

\* Senior officers include the CEO, any officer of Council who has management responsibilities and reports directly to the CEO or any other member of Council staff whose total annual remuneration exceeds \$148,000.

■ **Table 6: 2018/19 Staff Age Profile**

Age profile	2014/15	2015/16	2016/17	2017/18	2018/19
≤25 years	18	18	19	16	12
26-35 years	123	111	107	87	79
36-45 years	148	139	133	140	128
46-55 years	214	212	221	206	203
56-65 years	170	159	157	160	161
66 years and over	64	65	65	63	74
<b>Total</b>	737	704	702	672	657



**Conditions of employment**

Most employees at Manningham are employed under the conditions of the Manningham City Council Enterprise Agreement 7, 2017 (the Agreement), which came into effect on 18 May 2018.

The benefits we offer to our employees include:

- an Employee Assistance Program that provides confidential and independent personal or professional support and counselling
- a Study Assistance program supporting staff to study at colleges or universities, providing up to \$2,570.94 per person per financial year towards costs, and up to four hours a week of extra leave
- flexible working arrangements, such as purchasing additional leave and working from home
- learning and development programs in technology, project management and regulatory and governance frameworks. In 2018/19, our staff attended 781 sessions of 41 programs
- a range of proactive injury prevention health and wellbeing programs such as participation in the Local Government Employees (LGE) Health Plan and access to immunisations.

**Equal opportunity employment**

Manningham is an equal opportunity employer (EOE) and strives to provide a workplace environment free from discrimination and harassment.

Our policies and practices, such as our discrimination, harassment and bullying policy, are specifically designed to meet the diverse needs of our employees and customers. We believe everyone has the right to work in an environment of mutual respect and have the opportunity to progress to the fullest extent of their capabilities.

The measurements for the effectiveness of the policy and the results for the year are shown in Table 3. A focus for this year was leveraging our e-learning platform to support and diversify our equal opportunity training programs.

■ Table 7: Discrimination, Harassment and Bullying Policy success measurements

Indicator	Result
Target percentage of new employees receiving equal opportunity training within 6 months of commencement 100%	82.5%
Target number of contact officers available across the organisation: 4	Result: 3

### Reward and recognition

The contribution of our people is vital to our success as an organisation. To recognise our people for excellence, we have a Reward and Recognition Award Program.

### Excellence Awards

In 2018/19, 62 Excellence Awards were presented to staff throughout the organisation at eight directorate-based events. These awards recognised our people who demonstrated excellence across one or more of these categories:

- customers: our focus
- people: engaged, empowered and accountable
- technology: robust and easy to use
- leadership: inspiring and courageous, driving performance through teamwork and communication
- continuous improvement: empowering change by identifying and implementing process improvements
- policies and processes: progressive, streamlined and consistent
- place: responsible custodianship of Manningham for the public good.

### Service Awards

One of the ways we recognise the contributions of long-standing employees is by presenting them with awards at milestones of 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service. This year, we recognised 71 employees with these awards.

### Celebrating our achievements

In 2018/19, our achievements were recognised with a range of industry awards and commendations.

#### **Australian Institute of Project Management - Victoria**

- Winner ICT/ Telecommunications, Online View, Payments and Lodgement
- Winner Small Projects, Records Management Transformation
- Winner Program / Project Director, Fiona Park
- Highly Commended Organisation/Change Management, Citizen Connect Contact Centre

#### **Australian Institute of Project Management - National**

- Winner Program / Project Director, Fiona Park

**Asia Pacific Federation Project Management (APFPM)**

- Winner Project Manager of the year, Fiona Park (award covers project team member, project manager and program director categories)

**International Project Management Association (IPMA)**

- One of two finalists for a Global Individual Award, Project Manager of the Year, Fiona Park (award covers project team member, project manager and program director categories)

**2019 National Awards for Local Government**

- Our Powerful Stories video series was highly commended in the Arts Animates category. The series featured 10 local women share their personal stories, reflect on their journeys, achievements and hopes for the future.

## Reporting on our Performance

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### Planning and reporting framework

The Victorian Government introduced the Local Government Performance Reporting Framework (LGPRF) in 2014 to enable all Victorian councils to measure and report on their performance in a consistent way.

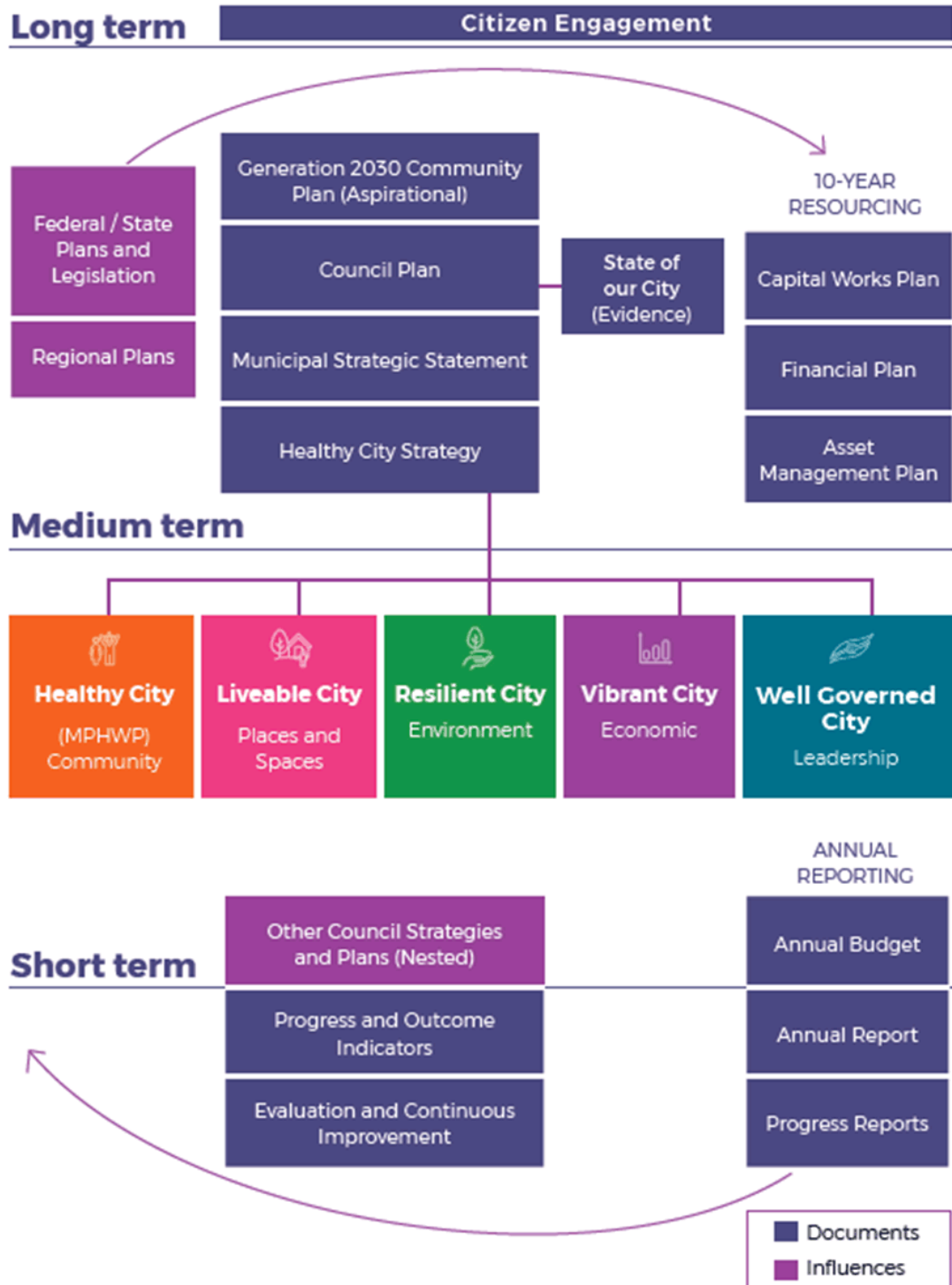
To report on our performance, we prepare:

- a Council Plan within the first six months after each general election or 30 June, whichever is later
- a Strategic Resource Plan for at least four years
- an Annual Budget for each financial year
- an Annual Report for each financial year.

Figure 10 shows the key planning and reporting documents that make up the local government planning and accountability framework and the relationships between these documents. It also shows where we must provide opportunities for community and stakeholder input.

The timing of each part of the planning framework shown in Figure 10 is critical to achieving our planned outcomes.

**Figure 10:** Planning and accountability framework

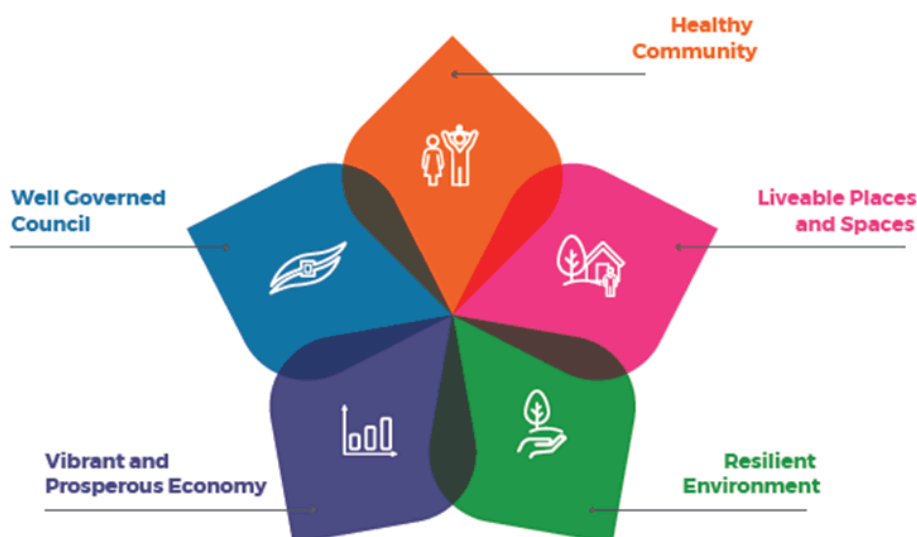


### Our Council Plan 2017 - 2021

In 2017 we introduced a new Council Plan that will guide our activities until 2021.

Our Council Plan 2017-2021 outlines five strategic themes for the four-year term. Each theme has corresponding goals. Each goal has action areas and specific actions for us to achieve.

■ Figure 11: Our 5 strategic themes



### Our 2018/19 performance

In this Annual Report, we measure our performance for 2018/19 against:

- the strategic themes and their goals set out in our Council Plan 2017-2021
- our 2018/19 Annual Budget, including initiatives and capital works, and services to the whole or sections of our community
- our four-year Strategic Resource Plan that summarises and guides how we allocate resources against each strategic theme and their goals
- the service performance, financial and sustainability capacity indicators, and measures introduced as part of the Local Government Performance Reporting Framework (LGPRF) in 2014.

This Annual Report includes our key achievements and challenges, and some fast facts for each theme. We hope this information gives a deeper understanding of our performance in the 2018/19 financial year.

Themes from our Council Plan 2017-2021

**Our Council Plan**

This year marks the second year of our Council Plan 2017-2021.

To develop our plan, we spoke to more than 2,500 community members who participated in our community consultation asking ‘what is important in Manningham?’.

This information was used to inform our four-year Council Plan 2017-2021, with a strong focus on getting back to basics and delivering quality services to our community.

In this section, we report on our key achievements and challenges within each theme and provide some fast facts on our activities during 2018/19.

■ Figure 12: Council Plan 2017-2021 themes and goals

	Themes	Goals
	<b>Healthy community</b>	<b>1.1</b> A healthy, resilient and safe community
		<b>1.2</b> A connected and inclusive community
	<b>Liveable places and spaces</b>	<b>2.1</b> Inviting places and spaces
		<b>2.2</b> Enhanced parks, open space and streetscapes
		<b>2.3</b> Well connected, safe and accessible travel
		<b>2.4</b> Well utilised and maintained community infrastructure

	<b>Resilient environment</b>	<b>3.1</b> Protect and enhance our environment and biodiversity
		<b>3.2</b> Reduce our environmental impact and adapt to climate
	<b>Vibrant and prosperous economy</b>	<b>4.1</b> Grow our local business, tourism and economy
	<b>Well-governed council</b>	<b>5.1</b> A financially sustainable Council that manages resources effectively and efficiently
		<b>5.2</b> A Council that values citizens in all that we do



**Healthy Community**

Our population and diversity is predicted to continue to increase. This shift will bring with it some transformation in the mix of people within the community.

This will result in a greater need for services, facilities and safe spaces for children and older adults, as well as transport options and housing.

Through a strong partnership approach, we will focus on ensuring that people stay healthy and well, can access the services they need, are connected to their local neighbourhoods, feel safe, and live in a harmonious and inclusive community.

<b>Goal</b>	<b>1.1 A healthy, resilient and safe community</b>
<b>Action areas</b>	A community where everyone aspires to optimal health and wellbeing
	A community that feels safe inside and outside the home
	A strong sense of place with liveable neighbourhoods
	A resilient community prepared for and responsive to emergencies
	Opportunities for lifelong learning, volunteering and feeling part of the community
	A strong and innovative service system that meets community needs
	A community that is active in the prevention of family violence
<b>Goal</b>	<b>1.2. A connected and inclusive community</b>
<b>Action areas</b>	Inclusive of our community in age, ability and diversity
	Support people to connect and engage in community life
	Housing choices that meet the needs of our community
	A community that has local inclusive employment opportunities
	A community that values respectful relationships and gender equity
	Respect, support and celebrate Aboriginal people, culture and heritage



**What you asked for**

- Community connections
- Building neighbourhood connections
- Support to feel safe and live in a harmonious and inclusive community
- Better health and wellbeing
- Services for young people and older people that are easy to access
- Housing choices that meet the needs of our community
- A creative community that appreciates and engages in the arts, culture and heritage

Achievements: what we delivered

	<p>We have strengthened opportunities for older people in building a Dementia and Age-Friendly community by:</p> <ul style="list-style-type: none"> <li>▪ Seeking interest in a new Manningham Positive Ageing Alliance Group (MPAAG) and establishing a new group of local citizens and organisations. This group will help pave the way forward to ensure our community is Age-Friendly.</li> <li>▪ Receiving formal recognition from Dementia Australia as an organisation Working Towards Becoming Dementia Friendly.</li> <li>▪ Continuing to provide a range of Commonwealth Home Support Programme (CHSP) care services designed to enable older residents aged over 65 years to remain independent and connected within their local communities.</li> </ul>
	<p>Our Municipal Emergency Management Plan (MEMP) was audited and received the 'Best Practice' rating demonstrating our commitment to community safety.</p>
	<p>We established partnerships with three not-for-profit organisations to deliver Youth, Social Support and Volunteer Support Services for the Manningham community</p>
	<p>Our Powerful Stories video series was highly commended in the Arts Animates category at the 2019 National Awards for Local Government. The series featured 10 local women share their personal stories, reflect on their journeys, achievements and hopes for the future.</p>
	<p>We undertook assessments on all food and health businesses in Manningham.</p>
	<p>Our community immunisation services included online bookings to protect against deadly influenza strains.</p>
	<p>We undertook a successful procurement process to introduce new immunisation initiatives and improve immunisation coverage rates.</p>
	<p>We undertook cigarette test purchasing with a minor to ensure compliance with Tobacco laws.</p>

	<p>Our Maternal Child Health staff made 857 referrals to other health services for children and family members to support development, wellbeing and physical health concerns.</p>
	<p>Our participation rates for Maternal Child Health assessments at critical ages of 8 months, 12 months, two years and 3.5 years have all increased from the last financial year.</p>
	<p>We had successfully implemented a new service model for our Maternal Child Health service, offering flexible open sessions once a week. This model has supported 253 families this year with the primary focus on early parenting, weight and feeding issues, sleep and settling and a focus on social isolation and building parent’s confidence and capacity.</p>
	<p>We offered free monthly Maternal Child Health information sessions covering topics, including introducing solids for families with children 4-6 months and sleep-settling. The sessions were well received with online bookings fully booked every month. The feedback from the evaluations was overwhelmingly positive.</p>
	<p>Following the Department of Education and Training guidelines, we conducted our Enhanced Maternal Child Health Home Visiting Service, supporting vulnerable and families with complex needs whose children may be at risk of poorer health outcomes.</p>
	<p>Additional funding for our Enhanced Maternal Child Health Service has resulted in a staffing increase equivalent to two full days a week. This increase has enhanced our ability to see more families and enabled us to spend longer with the families we visit. This outcome has facilitated improved support to families with children over the age of 12 months up to two years of age.</p>
	<p>We serviced a large proportion of families who access our Maternal Child Health services come from culturally diverse backgrounds with English as their second language.</p>

Challenges

	Our Maternal Child Health nurses have been responding to an increased amount of complex needs in families with young children- such as family violence and mental health issues.
	There has been an increase in the amount of mandatory training our Maternal Child Health workforce are required to complete. The training is in areas including Family Violence, Autism identification and legislated information sharing. Though vital for improved professional standards and practice, the training takes our nurses away from direct service delivery. This requirement can affect the service offered to families and our funding. We use relief staff to backfill when needed to maintain the level of service expected.
	Population growth and impacts of increased housing density are creating more demand for services, facilities and safe spaces for children and older adults in our community. These issues are also impacting the availability of transport options and housing, as well as increasing demand for primary and preschool facilities.
	Implementing Victorian Government legislative changes relating to immunisation, infringement and emergency management can be complex and resource-heavy.
	We are supporting our community through government reform, including the Commonwealth Home Support Programme transition and the National Disability Insurance Scheme (NDIS). Providing support to our community through these transitions can be complex and resource-heavy. The 'Phase-In' period of NDIS came to an end in Manningham on 30 April 2019. We supported 205 younger people with a disability to move smoothly to their NDIS plans and alternate NDIS service providers.

Fast Facts

<ul style="list-style-type: none"> <li>we delivered 81,665 hours of in-home Commonwealth Home Support Programme (CHSP) services including personal, respite and home care. This programme supported over 2270 residents aged over 65 years to live more independently in the community</li> <li>we provided 52,578 meals and meals subsidies through our Food Services</li> <li>we provided 29,854 hours of Social Support activities supporting over</li> </ul>	<ul style="list-style-type: none"> <li>we completed 9627 child developmental assessments on children</li> <li>the total number of Birth Notifications for this financial year was 1027</li> <li>we made 857 referrals to other health services for children or families members to support development, wellbeing or physical health concerns</li> </ul>
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<p>320 older residents to help to reduce social isolation and loneliness in our community</p> <ul style="list-style-type: none"> <li>• we raised \$80,000 for the Warrandyte CFA via the 2018 Mayoral Ball</li> <li>• we hosted eight citizenship ceremonies that saw 548 residents become new Australian Citizens</li> <li>• we provided 11,946 vaccines to the community</li> <li>• we distributed more than \$1.67m to more than 50 community organisations through the Community grants and Community partnership programs</li> <li>• we supported ten community festivals and events that entertained an estimated 28,000 residents and visitors</li> <li>• we supported more than 70 community organisations through the annual Monster Raffle</li> <li>• we performed 1,613 food / health inspections on 1,067 Food / Health businesses (2018 registration period)</li> <li>• we undertook 73 inspections on mobile &amp; temporary food premises on weekends</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• we supported 253 families at the drop-in open session called the 'Baby Hub'</li> <li>• we had 400 people attend our sleep settling and introduction to solids information sessions</li> <li>• we used 484 interpreters for our Maternal Child Health consultations - with Mandarin the most common language required, followed by Persian, Cantonese and Vietnamese</li> <li>• our Maternal Child Health Enhanced Service had 860 hours of contact hours with our more vulnerable families, including 78 families referred by our nurses who identified at-risk families</li> <li>• the participation rates in our Maternal Child Health consultations have improved over 12 months: 3.5 year assessment increased by 10.49%, 2 year assessments increased by 1%, 18 months assessments increased by 0.8%, 12 month assessments increased by 1.33%, and 8 month assessments increased by 2.75%</li> <li>• our Maternal Child Health Service facilitated 23 first time parents groups that each run for six weeks</li> </ul>
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**Our Performance, Council Plan**

The following shows our 2018/19 performance in the healthy community theme against the goals of our Council Plan 2017-2021.

**Goal: Healthy, resilient and safe community**

	2017-2021 Actions	Measure	Result	Outcomes
	<b>Healthy community</b>			
	In partnership, support family and young people to build connections and resilience	Maintain or increase opportunities <i>Source: YMCA / Council data</i>	Achieved	We worked with our partners to increase opportunities to strengthen community connections and resilience through: <ul style="list-style-type: none"> <li>• Parenting Series - we delivered nine sessions to support families and young people, with over 2500 people attending</li> <li>• supporting more than 20 vulnerable young people in ten schools through School Focused Youth Service initiatives</li> <li>• delivering workshops on <i>A Right to Respect: Preventing</i></li> </ul>
	Strengthen youth participation to advise Council on the needs of young people	Maintain or increase opportunities <i>Source: YMCA / Council data</i>	Achieved	We increased opportunities to strengthen youth participation through: <ul style="list-style-type: none"> <li>• YMCA Youth Advisory Council consulted as part of the Youth Needs Analysis</li> <li>• Youth Resilience Healthy City Working Group are working on a proposal for an online youth platform</li> <li>• announcing EACH as our new Youth Services Provider for Manningham</li> <li>• Youth Forum 2019 held for all service providers</li> </ul>

	<p>Deliver local initiatives to support healthy lifestyles through life-long learning, volunteering, recreation and safe choices</p>	<p>Maintain or increase number of adults reporting good health status</p> <p>Source: <i>Victorian Population Health Survey</i></p>	<p>In Progress* <i>*2018/19 data not yet available</i></p>	<p>We worked on local initiatives to support healthy lifestyles through :</p> <ul style="list-style-type: none"> <li>• life-long learning in partnership with Neighbourhood Houses and Living and Learning centres</li> <li>• established partnerships with three not-for-profit organisations to deliver Youth, Social Support and Volunteer Support Services for the community</li> <li>• delivered the <i>Manningham Skills 4 the Future Careers Expo</i> on 17 October where 20 Exhibitors were on hand to provide information and practical skills to young people on education and employment options</li> <li>• partnered with the Manningham Youth Alliance to deliver the <i>Skills for the Future Careers Expo</i>, which was attended by over 100 young people, parents and professionals</li> <li>• Faith Communities Unite for Safety and Respect project, building the capacity of faith leaders and community in the Inner-East to promote gender equity and prevention of violence against women</li> </ul>
	<p>Review of the Active for Life Recreation Strategy</p>	<p>Review completed</p>	<p>In progress</p>	<p>We have prepared a new draft of our <i>Active for Life Recreation Strategy</i> in consultation with the community and key partners to manage Recreation across Manningham</p>



	Partner with key stakeholders to strengthen perceptions of safety in Manningham	Maintain or increase the perception of safety at night in Manningham <i>Source: VicHealth</i>	In Progress* <i>*2018/19 data not yet available</i>	To strengthen the perception of safety in Manningham: <ul style="list-style-type: none"> <li>we regularly met with residents, Victoria Police and Neighbourhood Watch</li> <li>we ran activities for <i>Community Safety Month</i>, including NHW Safe Plate Day, A Right to Respect Program, Seniors Safety Session on Safer Scooter Program, Safety Walk and Talk and social media posts daily</li> </ul>
	Strengthen community confidence to report family violence and link to support services	Maintain or increase confidence in reporting <i>Source: Community Panel</i>	In Progress* <i>*2018/19 data not yet available</i>	We worked with our partners on initiatives to address family violence, including: <ul style="list-style-type: none"> <li>the <i>Inclusive Club Project</i>, which involved Manningham and Boroondara Councils, Women's Health East and Leisure Networks and nine sporting clubs. This project delivered a series of workshops and supported the development of Inclusive Club Action Plans to address family violence. The project will be evaluated in 2020.</li> <li>speaking out advocate for discussed the impacts of family violence at the following events: MAV Gender Equality Forum, An Equal Future 2018 - Arts Centre - Thriving Communities Partnership Family Violence Round Table Event 2018</li> <li>we supported the 16 days of activism campaign 2018</li> </ul>

<b>Liveable places and spaces</b>			
Deliver place-making approaches and activities to encourage participation in community life and liveable neighbourhoods	Maintain or increase local club memberships or activity.  <i>Source: Manningham Community Panel</i>	In Progress*  <i>*2018/19 membership data not yet available</i>	<ul style="list-style-type: none"> <li>delivered the Midsumma Youth Festival celebrating our LGBTQIA+ community, open-air cinema event at Heide Art Museum, and three think tank workshops exploring topics like community connectedness</li> <li>delivered female-friendly facility upgrades at 11 parks and reserves</li> </ul>
Promote Crime Prevention through Environmental Design	Guidelines implemented in Council facilities  <i>Source: Council data</i>	Achieved	We ensured environmental design was considered on all major Council projects, buildings, roads, paths and recreation needs.
<b>Resilient environment</b>			
Ensure effective preparation, response and recovery for emergency events through the delivery of an Emergency Management Prevention and Preparedness Program	Maintain or increase number of households with emergency plan  <i>Source: Fire Services</i>	Achieved* 2019 survey showed that 50% of residents stated they have a plan. (357 responses)	Working to build awareness and engagement in the community through: <ul style="list-style-type: none"> <li>\$80,000 raised for the Warrandyte CFA at the 2018 Mayoral FireBall</li> <li>a real estate program for new residents,</li> <li>a Warrandyte community forum attended by 150 residents</li> <li>A Day in the Park to raise awareness of safety in the bush with Maroondah and Yarra Ranges Councils</li> <li>partnered with the Warrandyte Community Association to provide an immersive bushfire experience to prepare</li> </ul>

				people to respond to bushfires
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2017-2021 Actions	Measure	Result	Outcomes
<b>Vibrant and prosperous economy</b>			
Facilitate a coordinated foodbank to increase access to healthy food	Maintain or increase opportunities to secure healthy food  <i>Source: Council data</i>	Achieved	Access to local healthy food was strengthened by: <ul style="list-style-type: none"> <li>• community-led advisory strategic committee advised how we can provide access to healthy food for people experiencing hardship</li> <li>• collaboration to address nutrition and food security for the region with programs including:</li> <li>• Smarter Living Program, a seminar series in partnership with Whitehorse City Council</li> <li>• Eat and Greet @ Ajani, a program to support low income, unemployed or disadvantaged families, that provided more than 3,000 meals to over 300 customers</li> </ul>
<b>Well-governed council</b>			
Support local services to deliver a healthy, safe and resilient community	Maintain or increase service partners engaged in community partnerships  <i>Source: Council data</i>	Achieved	12 organisations funded through our community partnership grants for youth, health and social support totalling \$1.5 million

Goal: A connected and inclusive community

2017-2021 Actions	Measure	Result	Outcomes
<b>Healthy community</b>			
Deliver an arts and cultural program that creates opportunities for community participation and development	Maintain or increase residents' participation <i>Source: Council data</i>	In Progress	<ul style="list-style-type: none"> <li>delivered programs including school holiday programs, art studio classes, and organised visits to art exhibitions</li> <li>ran community art initiatives in partnership with Whitehorse Manningham libraries and at local festivals and events</li> <li>delivered 10 exhibitions, 11 public programs, three major workshops in the Manningham Art Gallery</li> </ul>
2017-2021 Actions	Measure	Result	Outcomes
Deliver initiatives for the rights, equality and opportunity of all residents	Maintain or increase initiatives implemented <i>Source: Council data</i>	Achieved	<p>We led or supported initiatives including:</p> <ul style="list-style-type: none"> <li>Reconciliation Week attracting over 175 people</li> <li>Champions of Change training delivered by Dylan Alcott</li> <li>Training Unite for Equality Establishing the Internal Diversity &amp; Inclusion Working Group to strengthen inclusive practices within Manningham Council</li> </ul>
Investigate us becoming part of the 'Welcoming Cities' initiative	Maintain or increase implementation of initiatives	In progress	Details on becoming an accredited "Welcoming City" were released in April 2019. We are working on an options paper

	to foster a sense of belonging and participation for all members of our community	Source: Council data		to assess the benefits and costs involved
	Build our commitment to gender equity practices across the community	Maintain or increase total organisations committed  Source: Council data	Achieved	<ul style="list-style-type: none"> <li>we established a gender equity working group which will focus on working with the real estate sector around building gender equity culture and improving client approaches in partnership with the real estate institute of Victoria, Deakin University and Yarra Valley Water</li> <li>we received \$8,500 funding from the Office for Women for Women’s Health East to deliver workshops to build capacity of Council’s workplace to strengthen commitment to gender equity practices</li> </ul>
	<b>Liveable places and spaces</b>			
	Housing diversity options for all residents through advocacy and local planning policies	Maintain or increase housing diversity  Source: Council data	In progress	<ul style="list-style-type: none"> <li>we continue to work with Eastern Affordable Housing Alliance to advocate to peak federal and state bodies for better housing choice for all age groups and income ranges to meet the diverse needs of the community</li> <li>locally, we continue to negotiate for affordable housing to be incorporated</li> </ul>

				into major residential developments and considered in any changes following the planning scheme review
	<b>Resilient environment</b>			
	Promote the benefits of our quality recreation, relaxation and active spaces to our diverse community to improve wellbeing	Maintain or increase involvement in community initiatives <i>Source: Council data</i>	In progress	<ul style="list-style-type: none"> <li>we opened the final section of the Mullum Mullum Trail in September 2018. The 18.5km nature lover's trail from the Yarra River in Templestowe to the EastLink Trail in Donvale features playspaces, nature watching and a teahouse</li> <li>we ran <i>This Girl Can</i> initiative</li> <li>the Manningham Active Kids website promoted our quality spaces with over 570 members</li> <li>our new playspace upgrade openings were well attended and we celebrated our parks at Dellview Reserve in Donvale; Kerryanne North and South in Wonga Park, Ronald Reserve in Bulleen, Lawford Reserve in Doncaster; and Firmly Reserve, Jocelyn Reserve, Gainsborough Reserve and Kings Reserve in Doncaster East</li> </ul>

<b>Vibrant and prosperous economy</b>			
Deliver initiatives to advocate and promote local employment	Maintain or increase proportion of people with a disability engaged in education and/or work  <i>Source: Council data</i>	Achieved	We supported 32 events to benefit our local businesses including: <ul style="list-style-type: none"> <li>the Building Equitable Employment Network hosted bi-monthly gatherings, bringing together individuals and organisations working towards inclusive employment for people with disabilities</li> <li>751 people participated in Business Development Program activities</li> </ul>
<b>Well-governed council</b>			
Deliver initiatives to strengthen inclusion, and connection of diverse communities	Maintain or increase initiatives implemented  <i>Source: Council data</i>	Achieved	We worked with our partners to: <ul style="list-style-type: none"> <li>deliver training for those working with people with a disability</li> <li>partner with employment providers to participate in workplace awareness programs</li> <li>broaden volunteering services run by people with a disability</li> <li>complete a therapy and innovation centre to build capacity for people with a disability and support network</li> <li>deliver human rights, access, equity and inclusion outcomes for clients and volunteers through our partners on the Access,</li> </ul>



			Equity and Advisory Committee <ul style="list-style-type: none"> <li>• support clients and volunteers to engage with community events and local neighbourhoods</li> </ul>
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**Our performance – major initiatives and initiatives**

The following statement reviews our progress on the major initiatives and initiatives identified in our Annual Budget 2018/19 and Strategic Resource Plan 2017-2021.

Major initiative	Progress	Comment
Plan for the health and wellbeing of the municipality through the delivery of 8 parent seminars by June 2019.	Measure achieved	We held nine parenting sessions, involving 2,500 participants. We received accreditation as a Dementia-friendly Council and a national recognition award for connecting communities through Arts and Culture.
Promote a connected and inclusive community through 2017 – 2021 Manningham Inclusive Strategy.	Measure achieved	Throughout the year we partnered to promote and connect our community including : <ul style="list-style-type: none"> <li>• strengthened opportunities for older people in building a Dementia and Age-Friendly community</li> <li>• engaging EACH as our youth services provider</li> <li>• recognition of Indigenous and diverse cultures through festivals and events</li> </ul> Key actions from the Inclusive Manningham Strategy and Action Plan have been incorporated into the 2019-21 Healthy City Action Plan.

<p>Promote gender equity with delivery of female-friendly facility upgrades in a minimum of six local Pavilions including Bulleen Park (Pavilion 2), Mullum Mullum Bowls and Anderson Reserve by 30 June 2019.</p>	<p><b>Measure completed</b></p>	<p>All female-friendly facility upgrades were delivered as scheduled. The program will continue to be implemented in the 2019/20 Capital Program.</p>
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Initiative	Progress	Comment
<p>Continue to provide a safe, healthy and accessible city by ensuring our local laws are current by mid-term review of the Community Local Law by 30 June 2019.</p>	<p><b>Deferred</b></p>	<p>The review of the Community Local Law has been deferred to 2019/20.</p>
<p>Strengthen opportunities for older people in building a</p>	<p><b>Measure achieved</b></p>	<p>We called for Manningham residents to join the new positive ageing alliance group to commence in August 2019.</p>

<p>Dementia and Age Friendly City through the delivery of a minimum of two sessions with key stakeholders, as well as consultation undertaken with the broader community.</p>		<ul style="list-style-type: none"> <li>• we achieved recognition by Dementia Australia as <i>“Working towards becoming a Dementia Friendly organisation”</i></li> <li>• through a competitive tender process, three providers were engaged by Council for the delivery of social support, youth and volunteering services for an initial three year period, 2019-2022</li> <li>• in partnership with Eastern Community Legal Centre and the Eastern Elder Abuse Network, a new resource was developed and launched</li> <li>• Council is supporting Access Health and Community to engage with Manningham young people who identify as LGBTIQ to identify needs and opportunities</li> </ul>
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### Services funded in our Annual Budget

We funded the below services in the Annual Budget 2018/19 to support our healthy community goals.

Activity	Description	Budget \$'000	Actual \$'000	Variance
Arts and Cultural services	Management, coordination and delivery of arts cultural development program including an Art Gallery, Art Studios and Playhouse.	291	201	90
Social Planning and Community Development Services	This service supports the community through activities in community inclusion, community safety, metro access, and social planning and community development.	1,687	1,668	19
Library services	This service provides public library service for visitors and residents. The Whitehorse Manningham Regional Library Corporation manages the service with branches at Bulleen, Doncaster, The Pines and Warrandyte.	4,202	4,133	69
Community Programs	This service provides children and community services, including Maternal and Children's Services (Universal and Enhanced), Child Health, Manningham Early Years@MC <sup>2</sup> and Preschool Field Officer Program.	1,685	1,638	47
Aged and Disability Services	In partnership with Federal and Victorian Governments, these services and activities support Manningham residents to stay active, independent and living at home for as long as possible. Services including positive ageing events and activities, assisted transport, home and personal care.	2,349	2,265	84
Approvals and Compliance Services	This service protects the community's health and wellbeing by coordinating food safety programs, immunisation, animal management, litter, building services, public health, parking and administration and enforcement of local laws.	2,628	3,263	(635)

Service performance indicators

The following statement provides the results of the LGPRF prescribed service performance indicators and measures for the healthy community theme.

Service / indicator [measure]	2015/16	2016/17	2017/18	2018/19	Material variations and comments
<b>Animal Management</b>					
<b>Timelines</b> <i>Time taken to action animal management requests</i> [Number of days between receipt and first response action for all animal management requests / number of animal management requests]	1	1	1	1	We have maintained high standards of timeliness in dealing with animal management requests even though the number of requests increased in 2018/19 (14% higher than the previous year).
<b>Service standard</b> <i>Animals reclaimed</i> [Number of animals reclaimed / number of animals collected] x 100	62%	67%	68%	66%	89 fewer animals needed collection and a slightly lower percentage were reclaimed compared to last year.
<b>Service cost</b> <i>Cost of animal management service</i> [Direct cost of animal management service / number of registered animals]	\$44.15	\$40.23	\$30.82	\$35.92	Services include pound and animal collection, as well as administration costs to protect animals and the community.  In the last year there were fewer animals registered in Manningham Council.

<p><b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]</p>	15	17	6	7	<p>We pursue prosecutions to ensure responsible pet ownership and community safety. There was a slight increase in the total number of prosecutions.</p>
<p><b>Food Safety</b></p>					
<p><b>Timelines</b> <i>Time taken to action food complaints</i> [Number of days between receipt and first response for all food complaints / number of food complaints]</p>	1.10 days	1.18 days	1.40 days	1.31 days	<p>There were fewer food complaints across Manningham compared to previous years. This has resulted in a decrease in response times, with a continued average result of just over one day. All priority cases including food poisoning are seen to as quickly as possible.</p>
<p><b>Service standard</b> <i>Food safety assessments</i> [Number of registered class 1 and class 2 food premises that receive annual food safety assessments in accordance with the <i>Food Act 1984</i> / number of these premises that require an annual food safety assessment in accordance with the <i>Food Act 1984</i>] x 100</p>	100%	100%	100%	99%	<p>We continue to inspect premises across Manningham. Community safety remains a priority in ensuring that food quality is of the highest standard in our community.</p>
<p><b>Service cost</b> <i>Cost of food safety service</i> [Direct cost of our food safety service / number of food premises registered or notified as per the <i>Food Act 1984</i>]</p>	\$635.52	\$573.08	\$582.79	\$493.87	<p>The cost to operate our food safety service has decreased due to decreasing operating expenses.</p>

<p><b>Health and safety</b>  <i>Critical and major non-compliance outcome notifications</i>                  [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x 100</p>	98%	100%	99%	98%	We are vigilant in ensuring food premises in Manningham are followed up after a significant or critical non-conformance is found, as shown with the high follow up rate for the 2018 calendar year. Five premises were followed up outside of the reporting period.
<b>Maternal and Child Health (MCH)</b>					
<p><b>Satisfaction</b>  <i>Having a first-time MCH home visit</i>                  [Number of first-time MCH home visits / number of birth notifications received] x 100</p>	100%	99%	99%	98%	We continue to have very high participation in Maternal Child Health first home visits. While every effort is taken to engage new families, this is a voluntary service. A very small percentage of families do not wish to have a home visit or do not enrol in our service at all.  <i>Note: from 2017, data has been collected by the Victorian Government; therefore there may be some variation in results.</i>
<p><b>Service standard</b>  <i>Infants enrolled in the MCH service</i>                  [Number of infants enrolled in the MCH service (from</p>	101%	102%	102%	102%	Infant enrolments continue to be high, with a greater than 100% result due to birth notices carried over

<p>birth notifications received) / number of birth notifications received] x 100</p>					<p>from the previous financial year. <i>Note: from 2017, data has been collected by the Victorian Government; therefore there may be some variation in results.</i></p>
<p><b>Service cost</b> <i>Cost of the MCH service</i> [Cost of the MCH service / hours worked by MCH nurses]</p>	\$69.69	\$79.64	\$82.23	\$67.93	<p>There has been a decrease in the cost of the Maternal Child Health Services in Manningham compared to last year.</p>
<p><b>Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once in the year / number of children enrolled in the MCH service] x 100</p>	75%	76%	79%	80%	<p>Results continue to show a high standard of participation. This measure captures the participation of children in the critical age and stage appointments only. While we encourage 100% participation, the service is voluntary.</p>
<p><b>Participation</b> <i>Participation in the MCH service by Aboriginal service</i> [Number of Aboriginal children who attend the MCH service at least once in the year / number of Aboriginal children enrolled in the MCH service] x 100</p>	65%	95%	85%	71%	<p>Although the result shows a percentage decline from last year, more Aboriginal children were enrolled in the service than previous years this year. While we encourage attendance, the service is voluntary.  <i>Note: from 2017, data has been collected by the Victorian Government; therefore</i></p>



						<i>there may be some variation in results.</i>
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Libraries					
<p><b>Utilisation</b>  <i>Library collection usage</i>                      [Number of library collection item loans / number of library collection items]</p>	7.64	7.61	7.61	7.34	<p>Our library collection continues to be well patronised. With our ongoing efforts to meet our community's needs, over 1.14 million loans of print, audiovisual and digital material were made from our four branches and home library services.</p> <p>This indicator excludes eBooks.</p>
<p><b>Resource standard</b>  <i>Standard of library collection</i>                      [Number of library collection items purchased in the last 5 years / number of library collection items] x 100</p>	81%	81%	81%	78%	<p>We continue to maintain our library collection to a high standard, with more than 78% of collection items purchased in the last five years.</p>
<p><b>Service cost</b>  <i>Cost of library service</i>                      [Direct cost of the library service / Number of visits]</p>	\$5.08	\$5.29	\$5.22	\$5.53	<p>The cost of providing our library service increased this year due to an increase in visits and an increase in operating expenditure.</p>

<b>Participation</b> <i>Active library members</i> [Number of active library members / municipal population] x 100	16%	16%	15%	15%	The percentage of active members has remained consistent compared to last year. However, this is not an accurate reflection of library 'usage' as these figures do not reflect members who use other library services, including internet, Wi-Fi or those who participate in library programs.
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Our year ahead

<b>Major Initiatives</b>
Plan for the health and wellbeing of the municipality through the delivery of the Healthy City Action Plan 2019-2021.
Promote a connected and inclusive community through the delivery of at least four activities by 30 June 2020.
Promote gender equity with the delivery of female-friendly facility upgrades in Bulleen Park, Anderson Park, Doncaster Hockey and Stintons Reserve by 30 June 2020.
<b>Other Initiatives</b>
Deliver a running festival for all ages and abilities in partnership with the community by 30 June 2020.

### Healthy Community case study: Celebrating strong women through Powerful Stories and This Girl Can

Manningham Council's Powerful Stories video series shares the personal stories of ten local women, reflecting on their journeys, achievements and hopes for the future.

The project celebrates and honours women in our community with powerful stories to tell.

As representatives of one of the most culturally diverse communities in Melbourne, the women involved in the project ranged from 18 to 80 years and from a range of backgrounds.

The series represents entrepreneurs to scientists, psychologists to activists and celebrates their similarities as they discuss critical issues that resonate with women today.

The series showcases the commitment to kindness, care and acceptance that forms the fabric of our community.

The video series was highly commended at the 2019 National Awards for Local Government in the Arts Animates category.

This commendation recognised the strength of the video series supporting a vibrant and cohesive community, embrace diversity and encourage social inclusion through community participation in artistic activities.

Manningham Council is also supporting VicHealth's This Girl Can campaign to Celebrate women getting active, regardless of background, ability, age or body shape.

Council has promoted the many ways to get active in Manningham including participating in local sports clubs and community groups or utilising the kilometres of beautiful local walking and cycling trails.

View the four-part Powerful Stories video series online at [manningham.vic.gov.au/powerful-stories](http://manningham.vic.gov.au/powerful-stories)

Find more information about the This Girl Can campaign at [thisgirlcan.com.au](http://thisgirlcan.com.au)

**Liveable places and spaces**

Our community stretches from large, leafy blocks in the outer suburbs, to new high-density communities. We focus on creating inviting places and spaces, enhanced parks, open space and streetscapes, safe, well connected and accessible travel, and community infrastructure.

This will result in a greater need for services, facilities and safe spaces for children and older adults, as well as transport options and housing.

Through a strong partnership approach, we continue to focus on ensuring that people stay healthy and well, can access the services they need, are connected to their local neighbourhoods, feel safe, and live in a harmonious and inclusive community.

<b>Goal</b>	<b>2.1. Inviting places and spaces</b>
<b>Action areas</b>	Accessible and connected mixed-use places to recreate, gather and celebrate
	Well designed and managed public spaces and streetscapes that are integrated into future development
	Managing impact of growth and density on amenity
	Sustainable development balancing our unique balance of city and country
	Developer investment contributes to the amenity of the municipality

<b>Goal</b>	<b>2.2. Enhanced parks, open space and streetscapes</b>
<b>Action areas</b>	Accessible and well connected areas that inspire activity, recreation and relaxation
	Optimise sustainability of parks and reserves expansion and enhancement
	Protect and enhance our parks and reserves
	Well maintained parks and reserves with facilities designed for all

<b>Goal</b>	<b>2.3. Well connected, safe and accessible travel</b>
<b>Action areas</b>	Well connected, safe and accessible public transport and active options
	Well planned and maintained roads, pathways and transport infrastructure
	Improved sustainable transport options to reduce congestion
	Easier travel to and within Manningham and the wider metropolitan area
	Pursue a 20 minute neighbourhood (in line with Plan Melbourne where every home will be within 20 minutes of travel of local services and facilities). Priorities include Bus Rapid Transit (BRT) service, Eastern Freeway – preserving Doncaster Rail corridor, Doncaster Bus improvement, increased SmartBus provision and improved bus service coverage and frequency.

<b>Goal</b>	<b>2.4. Well utilised and maintained community infrastructure</b>
<b>Action areas</b>	Infrastructure that is responsive to changing community, education and sporting needs
	Quality community infrastructure that is well maintained
	Council Infrastructure that is meeting environmental and accessibility standards
	Ensure capital works investment in community facilities to respond to community need
	Infrastructure is well utilised and caters to the changing needs of the municipality



What you asked for

- Protect our parks and open spaces
- Safe and reliable roads and public transport
- Manage the impact of growth and density on amenity
- Well-maintained community infrastructure to support walking, fitness and recreation
- Sustainable development balancing our unique balance of city and country
- Support for alternative modes of transport including walking and cycling
- Community facilities that are responsive to changing community, education and sporting needs

Achievements: what we delivered

	All of Council’s statutory responsibilities and functions were successfully fulfilled in accordance with the Building Act.
	We successfully supported the Victorian Cladding Taskforce in implementing recommendations to resolve combustible cladding issues within Manningham.
	We have implemented a new building permit management system to allow the full electronic process in storing and scanning document requests.
	We completed the refurbishment of Colman Park Pavilion
	We completed pavilion upgrades to make them welcoming and accessible to all genders.
	We implemented universal design guidelines for Council buildings.
	We were successful in our bid for a \$250,000 Commonwealth Government grant as part of their Smart Cities and Suburbs Program. The project will combine smart sensor data, community and stakeholder consultation and best practice research to



	<p>identify opportunities for future development, public infrastructure improvements and community events for Jackson Court.</p>
	<p>We undertook a strategic review of Council's corporate real estate infrastructure to better manage Council-owned property effectively and efficiently for the ongoing benefit to the community.</p>
	<p>We undertook functionality and service administration improvements in relation to our key Council-owned building assets.</p>
	<p>We completed stage three of the Lawford Reserve to meet the needs of existing and future residents in Doncaster Hill. The upgrade included a new adventure playspace and Lawford Plaza skate area.</p> <p>The upgrades were designed to complement the new open spaces under development at the Tullamore Estate, with a shared path network connecting the areas.</p>
	<p>The Waldau Precinct Masterplan was endorsed by Council on 28 May 2019. The Masterplan proposes several improvements that will be implemented over future years. These improvements include a new visitor centre next to the heritage-listed Schramm's Cottage Museum Complex, a new café at the popular Ruffey Lake Park playground, new signage showcasing Manningham's cultural heritage and better pedestrian links and car parking access.</p>
	<p>The final kilometre section of the Mullum Mullum Trail, between Park Road and Heads Road, was completed in July 2018. This work completes the missing link in the trail that connects the Main Yarra Trail to the Koonung/Eastlink Trails, forming a 43 kilometre off-road circuit around the western end of Manningham connecting to other off-road trails in the local government areas of Nillumbik, Banyule, Boroondara, Whitehorse and Maroondah.</p>
	<p>We are required to review the performance of our planning scheme every four years under the Planning and Environment Act 1987. We engaged with Councillors, the community and other stakeholders to conduct the review and developed a report in August 2018 with 19 priorities to be considered.</p> <p>This work helps us set our priorities to drive the work program for our City Planning team for the upcoming four-year period.</p>

	<p>We have commenced work on a number of the key priorities identified in the review, including a review of the Doncaster Hill Strategy (2002, revised 2004) and a municipal-wide Development Contributions Plan.</p>
	<p>Amendment C104 – Westfield Doncaster Future Plans was approved by the Minister for Planning on 23 May 2019. The amendment introduced a new Development Plan to guide a proposed expansion generally on the north side of the Westfield Doncaster site and includes:</p> <ul style="list-style-type: none"><li>• an additional 43,000sqm of retail floor space and 18,000sqm of commercial office space</li><li>• a commercial building of up to 14 storeys above a two-level podium located in the north-west part of the site</li><li>• an enhanced and expanded bus interchange</li><li>• improved vehicular and pedestrian access to and within the centre</li><li>• additional car parking and improved public space</li></ul> <p>The amendment is a culmination of four years of work associated with consultation with key stakeholders including VicRoads and Transport for Victoria.</p>
	<p>We successfully delivered a \$3.7 million road resurfacing program.</p>
	<p>Our customers can now submit and pay for parking permits and planning permit amendment services online. These new online services have also improved our internal business processes through revised workflow design and further digitisation.</p> <p>Some common applications customers can now apply for online include:</p> <ul style="list-style-type: none"><li>• Parking Permits<ul style="list-style-type: none"><li>○ Residential, Commercial, Disability and others</li></ul></li><li>• Planning Amendments<ul style="list-style-type: none"><li>○ S50A, S57A, Extensions of Time, Secondary Consent and other planning related applications</li></ul></li></ul>

**Challenges**

	We experienced high demands on our resources in the implementation of the Victorian Government’s new swimming pool registration and compliance legislation.
	We experienced high demands on our resources while providing ongoing support to the Victorian Building Authority in addressing state-wide combustible cladding issues.
	We experienced delays in rolling out our capital works program due to changes and conflicting requirements of user groups of facilities.

**Fast facts**

<ul style="list-style-type: none"> <li>• 1457 building permits were issued</li> <li>• 1215 new dwellings / apartments were approved</li> <li>• the building works we approved were valued at \$649,668,000</li> <li>• 90% of our capital works program was delivered</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of our parks maintenance works schedules were delivered</li> <li>• 1904 students honed their artistic talents at Council’s art studios</li> <li>• we constructed 7.3 km of new and renewed footpaths</li> </ul>
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Our Performance – Council Plan

The following shows our 2018/19 performance in the liveable places and spaces theme against the goals of our Council Plan 2017–2021.

Goal: inviting places and spaces

2017–2021 Actions	Measure	Result	Outcomes
<b>Healthy community</b>			
Place-based initiatives that create inviting places and spaces that support people to engage in community life	Maintain or increase place based initiatives to community satisfaction <i>Source: Council data</i>	In progress	With our partners, we have delivered a number of place-based initiatives, including Parks Alive. This is being considered in the development of the Liveable City Strategy for 2109/20.
<b>Liveable places and spaces</b>			
Ensure urban design and maintenance retains a high level of amenity for Council owned and managed spaces	Urban design and maintenance complete <i>Source: Council data</i>	Achieved	Our yearly maintenance schedules were completed on time.

<p>Managing impact of growth on amenity</p>	<p>Two-thirds of growth into activity centres and main roads <i>Source: Council data</i></p>	<p>Achieved</p>	<p>We continue to assess planning applications along main roads and activity centres in accordance with the Manningham Planning Scheme to meet increased densities and housing targets.</p>
<p><b>Resilient environment</b></p>			
<p>Ensure local planning and development is responsive to community need and aligned with local planning laws</p>	<p>Maintain or increase number of VCAT decisions upheld <i>Source: PPARS / Victorian Government</i></p>	<p>In progress</p>	<p>While it would appear that a large number of decisions have been set aside by VCAT, it is important to note that this statistic does not include successful negotiations through the compulsory conference process. This year 18 of the 29 decisions were successfully negotiated at the compulsory conference.</p>
<p><b>Vibrant and prosperous economy</b></p>			
<p>Deliver initiatives to optimise the return on Council owned land and building holdings</p>	<p>Revenue secured <i>Source: Council data</i></p>	<p>In progress</p>	<p>We implemented the Property Investment Portfolio to optimise returns on Council-owned land and buildings continues.</p>
<p><b>Well-governed council</b></p>			
<p>Ensure planning decisions are timely and appropriate</p>	<p>Maintain or increase planning decisions made within time <i>Source: PPARS / Victorian Government</i></p>	<p>Achieved</p>	<p>We have worked hard to reduce timeframes and have continued to increase applications decided in time from previous years.</p>
<p>Work together with the region for better</p>	<p>Maintain or increase number of regional</p>	<p>Achieved</p>	<p>We partner with federal and Victorian Governments, community groups, health, business and not for profit</p>

<p>outcomes for Manningham</p>	<p>partnership initiatives</p> <p><i>Source: Council data</i></p>		<p>organisations to work towards the best outcomes for Manningham.</p> <p>This year, key partnership projects were:</p> <ul style="list-style-type: none"> <li>• Skills 4 the Future (YMCA and partners)</li> <li>• Bolin Bolin Integrated Water Management (City of Boroondara, Carey Baptist Grammar School, Melbourne Water, Victorian Government)</li> <li>• advocating for affordable housing (neighbouring Councils)</li> <li>• Resilient Melbourne (metro Councils)</li> <li>• reducing the costs of shared infrastructure including roads (neighbouring Councils)</li> <li>• working to grow the visitor economy with the Greater Melbourne Destination and Visitor Management Plan for Melbourne East (neighbouring Councils)</li> </ul>
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Goal: Enhanced parks, open space and streetscapes

2017-2021 Actions	Measure	Result	Outcomes
<p>Healthy community</p>			
<p>Optimise community enjoyment and participation in our parks, open space and streetscapes through sound design, programs and connectivity</p>	<p>Maintain or improve community satisfaction/ utilisation</p> <p><i>Source: Council data</i></p>	<p>In Progress*</p> <p>*2018/19 data not yet available</p>	<p>Our parks scored an above-average rating for the region in the last Regional Park Survey.</p>

	Improve seating particularly for older people along our linear parks	More seating in linear parks	Achieved	We have installed new street furniture and benches in areas across Manningham.
	<b>Liveable places and spaces</b>			
	Improvement and maintenance programs implemented to ensure parks, open space and streetscapes are clean and well maintained	Maintain or improve Community Satisfaction Rating (median)  <i>Source: Regional Park Assessment</i>	In Progress*  <i>*2018/19 data not yet available</i>	Our parks received the second-highest resident satisfaction score out of 18 Councils in the region in the last Regional Park Survey.
	<b>Resilient environment</b>			
	Deliver management and maintenance programs to improve balance between bushfire prevention and protection of biodiversity	Maintain or improve assessment of weed reduction and roadside vegetation completed  <i>Source: Council data</i>	Achieved	Our maintenance schedules and fire management action plans are current.
	<b>Vibrant and prosperous economy</b>			
	Development of open space that contributes to the value of the area	Maintain or increase projects completed  <i>Source: Council data</i>	In progress	We spent \$1.6 million on upgrading our parks, open space and neighbourhood activity centres. There were several projects carried forward for completion in 2019/20.

<b>Well-governed council</b>			
Council ensures sustainable funding and good practice to upgrade and manage parks, reserves and streetscapes	Maintain or increase funding for open space <i>Source: Council data</i>	Achieved	We secured \$6.4 million from developers for strategic land use, open space, and recreation planning for the future.

**Goal: Well-connected, safe and accessible travel**

2017-2021 Actions	Measure	Result	Outcomes
<b>Healthy community</b>			
Develop and deliver transport that is safe, reliable, accessible and affordable for the community for public and active transport options	Maintain or improve perception of safety / transport usage <i>Source: Council data</i>	In Progress* <i>*2018/19 data not yet available</i>	57.2% of our residents use public and active transport. Our strategic projects included: managing bus shelter contracts, conducting the Yarra River shared path bridge feasibility study and working with local schools to encourage active transport options.
<b>Liveable places and spaces</b>			
Deliver parking needs assessment and implement transport infrastructure to address changing demands	Maintain or improve assessment implementation	Deferred	As we expect the North East Link (NEL) will significantly impact our parking needs, we have deferred this action until NEL is completed.



	Continue to improve the road network through the delivery of a targeted pavement resealing and rehabilitation program.	Maintain or reduce total sealed roads below intervention level Maintain or improve community satisfaction with roads Source: <i>Council data and Community Satisfaction Survey</i>	Achieved	99.4% of Manningham roads are in good condition and do not require work.
	<b>Resilient environment</b>			
	Support alternative modes of transport and ensure that pedestrians and bicycle routes are well integrated with connections to public transport and activity centres	Maintain or increase total people using sustainable transport options Source: <i>Council data / ABS</i>	In Progress* <i>*2018/19 data not yet available</i>	40.3% of our residents use sustainable transport options. We have completed safe pedestrian crossings works, a new Bus Strategy and Transport Action Plan as well as advocating for sustainable transport options.
	<b>Vibrant and prosperous economy</b>			
	Advocate for improved transport investment into the local network	Maintain or increase funding secured for transport initiatives Source: <i>Council data</i>	In progress	The recommendations from a recent bus network review are being used to guide advocacy for improved bus services.

<b>Well-governed council</b>			
Work with regional and state partners to deliver a strategic transport plan for private and public transport in the region	Maintain or improve plan implementation <i>Source: Council data</i>	Achieved	As part of the North East Link (NEL) project, the North East Link Authority (NELA) provided Council with up to \$225,000 in funding in 2018/19 to assist with resourcing planning for the NEL. This funding is required to undertake master planning, project management and other contributions to the NEL project which are above and beyond the existing resource allocation.

## Goal: Well utilised and maintained community infrastructure

	2017-2021 Actions	Measure	Result	Outcomes
	<b>Healthy community</b>			
	Determine and implement fair and sustainable service levels for sporting and community use in Council owned and managed community infrastructure	Maintain or increase community utilisation of facilities <i>Source: Council data</i>	Achieved	The usage of our community venues has increased 3.5%.
	<b>Liveable places and spaces</b>			
	Ensure building and building maintenance of Council's building assets are delivered to a high standard that promotes safe and optimum use	Maintain or increase total Council buildings in good condition	Achieved	95.6% of requests were completed within time and to satisfaction.
	Investigate the possibility of universal design in construction projects	Maintain or improve design standards explored in major projects <i>Source: Council data</i>	Achieved	We are now implementing universal design considerations in design briefs of construction projects.

<b>Resilient environment</b>			
Support the environmentally sustainable design (ESD) and use of buildings, facilities and infrastructure	<p>Maintain or increase total facilities ESD compliance</p> <p>Maintain or increase plans and initiatives to ensure efficient and effective use</p> <p><i>Source: Council data</i></p>	Achieved	<p>We have:</p> <ul style="list-style-type: none"> <li>activated a 99kW Depot solar system to be restarted</li> <li>received funding for Jackson Court environmental and parking sensors through a Commonwealth Government Smart Cities and Suburbs Program grant</li> <li>put Smart Cities committees in place to support environmental activities</li> </ul>
<b>Vibrant and prosperous economy</b>			
Work closely with local and regional partners to secure financial support for existing and future infrastructure projects	<p>Maintain or increase secured opportunities</p> <p><i>Source: Council data</i></p>	Achieved	<p>We have secured over \$7.5m in external funding for infrastructure projects including:</p> <ul style="list-style-type: none"> <li>NELA - \$225,000</li> <li>Smart Cities and Suburbs Program funding (Jackson Court) - \$250,000</li> <li>local Infrastructure - \$7m</li> <li>floodlighting at Boronia Grove Reserve - \$125,000</li> </ul>

<b>Well-governed council</b>			
Deliver the annual Capital Works Program to maintain, upgrade and develop Council's assets to address existing and future needs	Completion of Capital Works Program <i>Source: Council data</i>	Not achieved	We completed 79.9% of our Capital Work Program. The 2018/19 carry forward is \$9.5 million which is scheduled for delivery in the 2019/20 financial year.

**Our performance – major initiatives and initiatives**

Major initiative	Progress	Comment
Commence a planning scheme amendment process by 30 June 2019 to implement the priority actions arising from the 2018 Planning Scheme Review.	Measure achieved	The process to implement priority actions following the review of the planning scheme is in operation.
Implementation of Parks Improvement Program works as scheduled including Petty's Reserve, Ruffley Lake Park Management Plan, Lawford Reserve Management Plan (Stage 2) and Completion of the Main Yarra River Trail to Warrandyte.	Measure achieved (with variation*)	We finished as scheduled for Lawford Reserve (toilets, paths, playground and picnic area), Petty's Reserve and the completion of Main Yarra River Trail to Warrandyte (in 2021). *Ruffley Lake works preceded by Waldau Precinct Master Plan as agreed by Council.
Develop and deliver a new Integrated Transport Strategy for private and public transport in the region through preparing a bus transport action plan by 31 December 2018 and commencing preparation of a draft Integrated Transport Strategy by 30 June 2019.	Measure achieved	We developed an Action Plan in lieu of an Integrated Transport Strategy pending the significant impact of the North East Link on transport in the region. A Bus Action Plan is being implemented to support safe, connected and accessible regional transport.
Improve connectivity through delivery of the Road	On track	King Street Footpath Stage 2B was completed in mid-July 2019.

Improvement Program including: King Street by 31 December 2019 and Jumping Creek Road by 30 June 2021.		Jumping Creek Road Stage 1A service relocation works underway with a planning permit issued. Stages 1B and 3 -intersection design progressing. We are developing a tender for the allocation of the future works.
Assist in addressing growing demand in indoor sports across Manningham, through the operation of Mullum Mullum Stadium 5 courts facility meeting demand at 80% capacity by 30 June 2019.	In progress	Court occupancy was 65.5% (72.9% off-peak and 58% peak). Across all four quarters, occupancy has increased, with several strategies being implemented to continue this increase.
To deliver a new Parks Alive Program, partnering with local volunteers to improve the amenity and upkeep of our local parks. Measured through an Annual Community Survey.	Measure achieved	Parks Alive program commenced with six parks included in the program. 340 community members engaged in the program, contributing 803 volunteer hours to improve our local parks and reserves.
Deliver footpath and drainage improvements across the municipality by constructing 2.2 km of 1.5 metre width footpath and completing adopted drainage improvement program for 2018/2019	Measure achieved	We replaced 6103m (6.1km) of capital footpath bays (three or more) and 1177m (1.17km) of maintenance footpath bays (one or two bays).

### Services funded in our Annual Budget

We funded the below services in the Annual Budget 2018/19 to support our liveable places and spaces goals.

Activity	Description	Budget \$'000	Actual \$'000	Variance
City Amenity, Parks and Recreation Services	This service provides the management, administration and maintenance activities for parks and recreation; sports reserve, aquatic facilities, reserves, sportsground maintenance, landscaping, tree maintenance, grass cutting, bushland management, open space, parks and playground maintenance and supervision of capital works projects	9,597	9,048	549
Roads and Infrastructure Services	This service provides the day to day maintenance of Council roads, bridges, footpaths including both sealed and unsealed road maintenance such as repairs to potholes, line marking, patching, re-sheeting and minor works.	4,322	4,056	266
Integrated Planning and Urban Design	These services include city planning, landscape architecture, strategic land use and development planning and urban design, recreation planning and open space planning.	(962)	(2,047)	1,085
Building Maintenance Services	Keeping council-owned buildings and community facilities (including public toilets, heritage buildings, libraries, and sporting facilities) clean and well maintained.	2,725	2,937	(212)
Civil Project Services	This area is responsible for the capital works program. Services provides construction and design of civil projects and strategic projects relating to council buildings, community facilities, recreation facilities and sustainability projects.	1,079	813	266
Traffic and Development Services	This service provides the day to day maintenance to support the road network including driver safety	1,713	1,185	528

	education programs, street lighting, traffic management, traffic engineering, bus shelters and road safety.			
Statutory Planning Services	This service is responsible for the administration and enforcement of the Manningham Planning Scheme and coordination of statutory planning permits, including pre-application and application services.	1,292	1,177	115
Maintenance services for signs and street furniture	This service maintains and repairs all traffic signals and roadside signs and furniture including guard rails on council roads.	382	310	72



Service Performance Indicators

The following statement provides the results of the LGPRF prescribed service performance indicators and measures for the liveable places and spaces theme.

Service / indicator [measure]	2015/16	2016/17	2017/18	2018/19	Material variations and comments
<b>Aquatic Facilities</b>					
<b>Service standard</b> <i>Health inspections of aquatic facilities</i> [Number of authorised officer inspections of Manningham aquatic facilities / number of Manningham aquatic facilities]	5	4	4	4	We proactively monitor all of our facilities to ensure they are maintained to the highest safety standard.  Our aquatic facilities are managed externally and our contractors operate according to their own occupational health and safety policies, as well as regulations endorsed by Council and the Royal Life Saving Society Australia Guidelines for Safe Pool Operation (GSPO).
<i>Reportable safety incidents at aquatic facilities</i> [Number of WorkSafe reportable aquatic facility safety incidents]	0	4	0	0	There were no reportable Worksafe incidents

	<p><b>Service cost</b></p> <p><i>Cost of indoor aquatic facilities per visit</i></p> <p>[Direct cost of indoor aquatic facilities less income received / number of visits to indoor aquatic facilities]</p>	\$3.59	\$0.18	\$0.00	-\$0.58	<p>Manningham's Aquatic facility, Aquarena provides excellent value with a variety of programs and activities. Following a redevelopment in 2016 and a new facility manager commencing in 2018, the facility continues to gain operating efficiencies.</p>
	<p><b>Utilisation</b></p> <p>Utilisation of aquatic facilities</p> <p>[Number of visits to aquatic facilities / municipal population]</p>	3%	5%	6%	5%	<p>There was a slight decrease in utilisation of the aquatic facility compared to 2017-18, but it is still higher than 2015-16 and 2016-17.</p>
	<b>Statutory planning</b>					
	<p><b>Timelines</b></p> <p><i>Time taken to decide planning applications</i></p> <p>[The median number of days between receipt of a planning application and a decision on the application]</p>	166 days	153 days	77 days	74 days	<p>Statutory Planning has continued to reduce the median days to process applications, decreasing from 77 median days in 2017/2018 to 74 median days in 2018/2019.</p>

<p><b>Service standard</b></p> <p><i>Planning applications decided within time</i></p> <p>[(Number of regular planning application decisions made within 60 days) + (number of VicSmart planning application decisions made within 10 days) / number of planning application decisions made] x 100</p>	<p>39%</p>	<p>51%</p>	<p>71%</p>	<p>81%</p>	<p>As a result of Council improvements in the processing of applications, we have continued to achieve an increase in the number of planning applications decided in time from previous years.</p>
<p><b>Service cost</b></p> <p><i>Cost of statutory planning service</i></p> <p>[Direct cost of the statutory planning service / number of planning applications received</p>	<p>\$1,964.67</p>	<p>\$2,699.22</p>	<p>\$2,237.63</p>	<p>\$2007.09</p>	<p>We have worked hard this year to ensure that our planning processes are efficient, resulting in a 10% decrease in costs per application.</p>
<p><b>Decision making</b></p> <p>Council planning decisions upheld at Victorian Civil and Administrative Tribunal (VCAT)</p> <p>[Number of VCAT decisions that did not set aside Council's decision in relation to a</p>	<p>73%</p>	<p>71%</p>	<p>65%</p>	<p>52%</p>	<p>While it would appear that a large number of decisions have been set aside by VCAT, it is important to note that this statistic does not include successful negotiations through the compulsory conference process. This year 18 of the 29 decisions were successfully</p>

<p>planning application / number of VCAT decisions in relation to planning applications] x 100</p>					<p>negotiated at the compulsory conference.</p>
<p><b>Roads</b></p>					
<p><b>Satisfaction of use</b> <i>Sealed local road requests</i> [Number of sealed local road requests / kilometres of sealed local roads] x 100</p>	<p>99%</p>	<p>73%</p>	<p>63%</p>	<p>56%</p>	<p>We strive to provide well-maintained roads for the community, dealing with requests to achieve high-quality and cost-efficient outcomes. The number of requests continued to decline, indicating greater satisfaction with our roads.</p>
<p><b>Condition</b> <i>Sealed local roads below the intervention level</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Manningham / kilometres of sealed local roads] x 100</p>	<p>99%</p>	<p>99%</p>	<p>99%</p>	<p>99%</p>	<p>We maintain Manningham's roads according to our Asset Management Plan. The high standard remains consistent with previous results.  Note: the 'intervention level' is the condition the road needs to get to before we renew it</p>

<p><b>Service cost</b>  <i>Cost of sealed local road reconstruction per m<sup>2</sup></i>                  [Direct cost of sealed local road reconstruction / m<sup>2</sup> of sealed local roads reconstructed]</p>	<p>\$126.74</p>	<p>\$163.70</p>	<p>\$130.79</p>	<p>\$91.63</p>	<p>Our cost of road reconstruction has decreased from 2017-18. This reduction in cost is primarily due to the increased scale of works and lower complexity of projects, leading to greater efficiencies when compared with the previous years.</p>
<p><b>Service cost</b>                  Cost of sealed local road resealing per m2                  [Direct cost of sealed local road resealing / m2 of sealed local roads resealed]</p>	<p>\$25.09</p>	<p>\$25.54</p>	<p>\$23.07</p>	<p>\$23</p>	<p>There has been a slight decrease in cost for resealing due to the different combination of roads requiring resealing across the Municipality. We utilised only asphalt for the road resealing program with the type of asphalt used dependant on the individual road.</p>
<p><b>Satisfaction</b>                  Satisfaction with sealed local roads                  [Community satisfaction rating out of 100 with how we have performed on the condition of sealed local roads]</p>	<p>64</p>	<p>66</p>	<p>64</p>	<p>66</p>	<p>We were rated slightly higher than last year, and 10 points ahead of the State-wide average. An independent research company conducts the annual Community Satisfaction Survey on behalf of the Victorian Government.</p>

## Our Year Ahead

Major Initiatives	
	We will implement our Parks Improvement Program works as scheduled including Petty's Reserve, Ruffey Lake Park Management Plan, Lawford Reserve Management Plan (Stage 2) and the completion of the Main Yarra River Trail to Warrandyte.
	We will improve connectivity through the delivery of the Road Improvement Program including Jumping Creek Road by 30 June 2021.
	We will successfully facilitate Council's response and contribution to the North East Link Planning - Environmental Effects Statement (EES) process. This will include legal representation to prepare a submission report in response to the EES.
	We will complete a long-term Community Infrastructure Plan. We expect we will complete our neighbourhood analysis and commence our planning by 30 June 2020.
	We will develop and deliver a new Integrated Transport Strategy for private and public transport in the region. This work will help us to deliver the actions in the Transport Action Plan.

Other Initiatives	
	We will ensure local planning is responsive to our community's needs and aligned with local planning laws. We will facilitate high priority recommendations of the planning scheme amendments and complete four major panel recommendations by 30 June 2020.
	We will complete our footpath priority program for 2019/20.
	We will undertake community consultation and draft the Liveable City Strategy by 30 June 2020.
	We will undertake Buildings Renewal Modelling with a quantitative analysis of all buildings.
	We will develop a Municipal Development Contributions Plan (DCP) including a review of the Doncaster Hill DCP. The DCP Framework is expected to be progressed by 30 June 2020.

**Liveable places and spaces case study: Kicking goals and scoring runs: Colman Park upgraded**

Football and cricket facilities at Warrandyte South's much loved Colman Park have been improved, thanks to almost \$1.7 million in refurbishments.

The park is home to the South Warrandyte Cricket Club and the Park Orchards North Ringwood Parish Junior Football Club and plays a critical role in encouraging local participation in sport.

The extensive improvements enhance the facilities for local sporting groups, including:

- extended social rooms
- better storage
- unisex player and umpire change rooms
- improved accessibility and viewing capacity for spectators in all weather.
- new playspace

In 2019/20 we will make further improvements to upgrade the park's landscaping and car park.

In addition to our \$1.5 million in funding, the following contributions were also made:

**Warrandyte Community Bank**

\$75,000

**AFL Victoria**

\$50,000

**Cricket Victoria**

\$20,000

**Cricket Australia**

\$20,000

**South Warrandyte Cricket Club**

\$20,000

**Park Orchards North Ringwood Parish Junior Football Club**

\$10,000.

Having purpose-built facilities for all players, regardless of gender, is expected to make a huge difference to player participation and club membership.

The Park Orchards North Ringwood Parish Junior Football Club has gone from 0 to 150 female players in the last two years.

For more information on Colman Park see [manningham.vic.gov.au/colman-park](http://manningham.vic.gov.au/colman-park)



**Resilient Environment**

Manningham is home to widespread green spaces that support many endangered species and provide our community with exceptional natural environment experiences.

We will work with our community and partners to protect and enhance our valued environment and biodiversity, as well as reduce our environmental impact and adapt to climate change.

<b>Goal</b>	<b>3.1. Protect and enhance our environment and biodiversity</b>
<b>Action areas</b>	Foster community partnerships in protecting natural spaces, parks, rivers and creeks
	Sustainable development encompassing living, business and community facilities
	Support the protection of the green wedge and natural spaces
	Improve local economy in the green wedge
	Sustainable management, monitoring and enhancement for the natural environment

<b>Goal</b>	<b>3.2. Reduce our environmental impact and adapt to climate change</b>
<b>Action areas</b>	Build community awareness and support of environmental issues
	Optimise the management of our energy, waste and water
	Manage natural spaces to remove threats and revegetate
	Support sustainable green business
	Demonstrate leadership in sustainable and innovative environmental practices



What you asked for

- protect and enhance the biodiversity values across land in Manningham
- sustainable activities and programs for the community
- protect and improve the local economy in the green wedge
- leadership in sustainable and innovative practices
- improve environmental outcomes for local business
- prepare for emergencies

Achievements: what we delivered

	We transitioned to a paperless office environment and introduced hybrid vehicles into its fleet.
	We commenced a review of Council’s Domestic Wastewater Management Plan.
	We represented our community in a state-wide septic system regulatory review process.
	We installed a 450kW solar power system at the newly built Mullum Mullum Sports Stadium – this is possibly the largest single solar power system on a council building in Victoria.
	We have partnered with ‘Compost Revolution’ to encourage residents to reduce their food waste. The program entitles Manningham residents to purchase one composting product at 60% off. Since commencing the program, we have sold over 1000 composting products. In 2018/19, we delivered 618 composting products, equating to 97,764 kg of food waste diverted from landfill.
	We offer a range of composting products for sale at cost price at our Garden Waste Recycle Centre and conduct composting and worm farm workshops at schools, daycare centres and kindergartens.
	We supported over 55 properties with Local Environment Assistance Fund (LEAF) grants for environmental land management works.
	We recently underwent an audit of the Municipal Emergency Management Plan and associated sub-plans, which takes place every three years. The audit was approved by State Emergency Services on 11 June 2019.

Challenges

	We have concerns that Yarra Valley Water may remove properties from their sewerage backlog program and return responsibility to Council to enforce the upgrade of systems.
	Many of our residents live in areas at risk of bushfire. We continue to partner with the Warrandyte Community Association, Park Orchards Ratepayers Association and Neighbourhood Watch through the Community Resilience Sub Committee and our plans continue to be responsive to protect our environment for emergency and bushfire disaster.
	<b>Several capital works projects that were scheduled for 2018/19 were in areas potentially affected by the North East Link.</b>
	<b>Several capital works projects were delayed due to the lack of availability of suitable contractors.</b>

Fast Facts

<ul style="list-style-type: none"> <li>• 53.2% of kerbside waste materials diverted from landfill</li> <li>• 443 septic system inspections were carried out.</li> <li>• Over 4,631,000 kerbside bins were collected including household garbage, commercial, recycling and garden waste bins.</li> <li>• 43,958.63 tonnes of waste were collected</li> </ul>	<ul style="list-style-type: none"> <li>• in 2018/19, we invested more than \$18 million in asset renewal, as follows:             <ul style="list-style-type: none"> <li>○ roads - 47 %</li> <li>○ buildings - 12 %</li> <li>○ computers &amp; telecommunications - 5 %</li> <li>○ drainage - 7 %</li> <li>○ footpaths and cycleways - 5 %</li> <li>○ parks and open spaces - 7 %</li> <li>○ plant and equipment - 10 %</li> <li>○ recreation and community facilities - 4 %</li> <li>○ intangibles - 3 %</li> </ul> </li> </ul>
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**Our Performance – Council Plan**

The following shows our 2018/19 performance in the resilient environment theme, against the goals of our Council Plan 2017-2021.

**Goal: Protect and enhance our environment and biodiversity**

2017-2021 Actions	Measure	Result	Outcomes
<b>Healthy community</b>			
Support the community to deliver programs and activities to protect and enhance biodiversity values across land in Manningham	Maintain or increase total volunteer hours <i>Source: Council data</i>	In progress	<ul style="list-style-type: none"> <li>Local Environment Assistance Fund grants have supported a trial pest deer control and monitoring program.</li> <li>we have continued our Parks Alive initiative that encourages the community to get involved in enhancing and managing local parks.</li> </ul>
<b>Liveable places and spaces</b>			
Deliver initiatives to ensure sustainable land use and protection of landscape and natural heritage assets	Maintain or increase total projects completed <i>Source: Council data</i>	Achieved	<ul style="list-style-type: none"> <li>we provided advice to the North East Link Authority on environmental issues specific to Manningham.</li> <li>we completed environmental assessments of planning applications, including the Tullamore estate, to protect our natural assets.</li> </ul>
<b>Resilient environment</b>			
Initiatives to advocate and protect Manningham’s natural spaces,	Plan implementation	In progress	We have advocated to protect our environment through: <ul style="list-style-type: none"> <li>responding to the North East Link</li> </ul>

	rivers, creeks and Green Wedge	Source: Council data		<p>Environmental Effects Statement</p> <ul style="list-style-type: none"> <li>seeking Victorian Government action and resources to manage deer in peri-urban areas with neighbouring councils including a joint letter for better regulation of firearms used for deer control.</li> </ul>
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2017-2021 Actions	Measure	Result	Outcomes
<b>Vibrant and prosperous economy</b>			
Advocate for an improved long-term future and viability in the green wedge through economic and tourism opportunities	Maintain or increase local GDP  Source: ABS / REMPLAN	Achieved	The GDP has increased over the period.
<b>Well-governed council</b>			
Lead and educate the community in environmental services and programs	Maintain or increase community initiatives  Source: Council data	Achieved	Programs included: Spring Outdoors, Nature Walks, Environment Seminars, Smart Living, Lead to Sustain, Community Garden, Currawong Schools Environment Education Days and WaterWatch events for the community.

Goal: Reduce our environmental impact and adapt to climate change

2017-2021 Actions	Measure	Result	Outcomes
<b>Healthy community</b>			
Deliver a sustainability program to educate, empower and engage the community in reducing its environmental impact and adapting to climate change	Maintain or improve annual participation in environmental sustainability programs <i>Source: Council data</i>	Achieved	We delivered 20 diverse environmental programs, including over 100 activities and events, with more than 7,000 community participants.
<b>Liveable places and spaces</b>			
Activities and programs that support sustainable use of energy, water and waste	Initiatives implemented <i>Source: Council data</i>	In progress	Following the new bin roll out in alignment with Australian Standards, we achieved our highest ever rate of garbage diverted from landfill.
Improved litter collection and disposal programs along roadsides	<i>LGPRF Data</i> <i>Source: Council data</i>	Achieved	Litter collection programs continue to be on schedule with an improvement to the number of missed bins per 10,000 continuing to decrease.

<b>Resilient environment</b>			
Ensure plans are responsive to protect and prepare our environment for emergency, bushfire disaster	Plans completed on time <i>Source: Council data</i>	In progress	All plans are in place and reviewed regularly to ensure they are current.
<b>Vibrant and prosperous economy</b>			
Support local business to improve environmental and sustainable outcomes through inclusion in regional programs	Maintain or increase businesses in programs supported by Northern Alliance for Greenhouse Action <i>Source: Council Data</i>	Deferred	We deferred a trial of organic waste disposal so that we can identify trader support.
<b>Well-governed council</b>			
Demonstrate leadership in sustainable and innovative environmental practices e.g. solar panels	Maintain or improve environmental initiatives for Council buildings and assets <i>Source: Council data</i>	In progress	We installed a 450kW solar power system at the newly built Mullum Mullum Sports Stadium – this is possibly the largest single solar power system on a Council building in Victoria.



Sustainable waste collection	Maintain or improve LGPRF waste indicators <i>Source: Council data</i>	53.2% of collected waste diverted from landfill	Following a bin rollout in alignment with Australian Standards, we have achieved our highest ever garbage diversion rate and the lowest percentage of material sent to landfill.
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Our performance - major initiatives and initiatives

Major initiative	Progress	Comment
Education and awareness program on environmental sustainability, biodiversity protection and smarter living	Measure achieved	<ul style="list-style-type: none"> <li>more than 600 people engaged in 18 walks, seminars, field trips, Smarter Living sessions, schools education and WaterWatch sessions</li> <li>we secured Victorian Government funding for a Nature Stewards program</li> </ul>
Drainage upgrade program	On track	<ul style="list-style-type: none"> <li>we have completed works on Ringwood-Warrandyte Road, Granard Avenue, Waites Court and Amelia Crescent. The design of Melbourne Hill Road remains on schedule</li> <li>we have arranged a property survey to inform drainage design and are now preparing plans for essential drainage and land acquisition</li> </ul>
Initiative	Progress	Comment
Manage and maintain the Bolin Bolin Billabong Integrated Water Management Facility	On track	We continue to manage and maintain the facility to supply harvested stormwater for sportsground irrigation.

### Services funded in our annual budget

We funded the below services in the Annual Budget 2018/19 to support our resilient environment goals.

Activity	Description	Budget \$'000	Actual \$'000	Variance \$'000
Waste Services	Providing kerbside rubbish collections of garbage, hard waste and green waste from all households and some commercial properties in Manningham. Services also include a waste call centre, education services and the strategic planning of waste services.	(1,597)	(2,168)	571
Assets and Environment	Services designed to protect the environment including underground drain and pit maintenance, street cleaning and sweeping, roadside litter pickup, tipping costs.	3,460	3,360	100
Environmental	This service provides environmental education, public land management, stewardship and fosters biodiversity as well as protecting the land through pest control.	1,640	1,477	163
Drains and Technical Services	This service performs the inspection, maintenance and cleaning of underground drains to ensure correct operation.	376	311	65

Service performance indicators

The following statement provides the results of the LGPRF prescribed service performance indicators and measures for the resilient environment theme.

Service / indicator [measure]	2015/16	2016/17	2017/18	2018/19	Material variations and comments
<b>Waste collection</b>					
<b>Satisfaction</b> <i>Kerbside bin collection requests</i> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x 1000	61.6 requests	111.3 requests	82.9 requests	94.0 requests	We continue to monitor the services and improve practices and systems with contractors where possible. We have addressed an increase in requests related to an issue with bin hinges.
<b>Service standard</b> <i>Kerbside collection bins missed</i> [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x 10,000	7.6 bins missed	8.1 bins missed	4.2 bins missed	3.7 bins missed	We achieved our lowest missed bin result since the commencement of our new contract in July 2016 with only 3.7 bins missed in every 10,000.
<b>Service cost</b> <i>Cost of kerbside garbage bin collection service</i> [Direct cost of the kerbside garbage bin collection service /	\$110.80	\$103.60	\$104.47	\$105.96	This figure is consistent with last year and reflects the annual direct cost of the kerbside garbage bin collection (not including hard waste).

<p>Number of kerbside garbage collection bins]</p>					
<p><b>Service cost</b>  <i>Cost of kerbside recyclables collection service</i>                  [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]</p>	<p>\$21.81</p>	<p>\$10.57</p>	<p>\$12.11</p>	<p>\$45.47</p>	<p>This cost increase is due to the national changes in the recycling industry following the ban on exporting recycling materials to China. These costs include all operating expenses related to the delivery of the service.</p>
<p><b>Waste diversion</b>  <i>Kerbside collection waste diverted from landfill</i>                  [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x 100</p>	<p>53.1%</p>	<p>54.0%</p>	<p>54.1%</p>	<p>53.2%</p>	<p>We achieved our lowest ever tonnage of waste material sent to landfill. There was lower tonnage collected across all waste streams.</p>

**Our Year ahead**

<b>Major Initiatives</b>	
	We will deliver a minimum of 35 environmental education programs/initiatives for the community by 30 June 2020.
	We will develop a Municipal Drainage Plan that encompasses a response to flood mitigation by 30 June 2020.

<b>Other Initiatives</b>	
	We will investigate and action electric vehicle charge site opportunities by June 2020.
	We will develop a five-year plan / schedule for solar upgrades (and other Environmentally Sustainable Design programs) by June 2020.

**Resilient environment case study: Mullum Mullum stadium solar system gets a big tick in its first year**

Cutting edge solar technology has delivered exceptional results at Manningham's newest sporting facility, Mullum Mullum Stadium in its first year of operation.

As part of the stadium's design, a 450kW system featuring an impressive 1,330 solar panels helps to power the stadium, with excess power generated fed back into the mains electricity grid.

The stadium's innovative design demonstrates Manningham's commitment to sustainability and also incorporated water sensitive urban design principles to incorporate sustainable water use.

We have calculated that the sustainable design of the facility will provide almost 18 million kilograms in CO2 savings out of the atmosphere over the solar system's life. This equates to 3,250 vehicles off our roads or powering 3,125 homes.

The stadium was built to address the shortage of indoor court space in Manningham and caters for a range of sports including basketball volleyball, netball, badminton and table tennis. The stadium hosts around 100,000 visitors each year.

The \$20 million Mullum Mullum Stadium project was delivered with \$878,000 in State Government funding, through Sport and Recreation Victoria, Melbourne Water and the Taxi Services Commission.

For more information see [manningham.vic.gov.au/mullum-mullum-stadium](http://manningham.vic.gov.au/mullum-mullum-stadium)

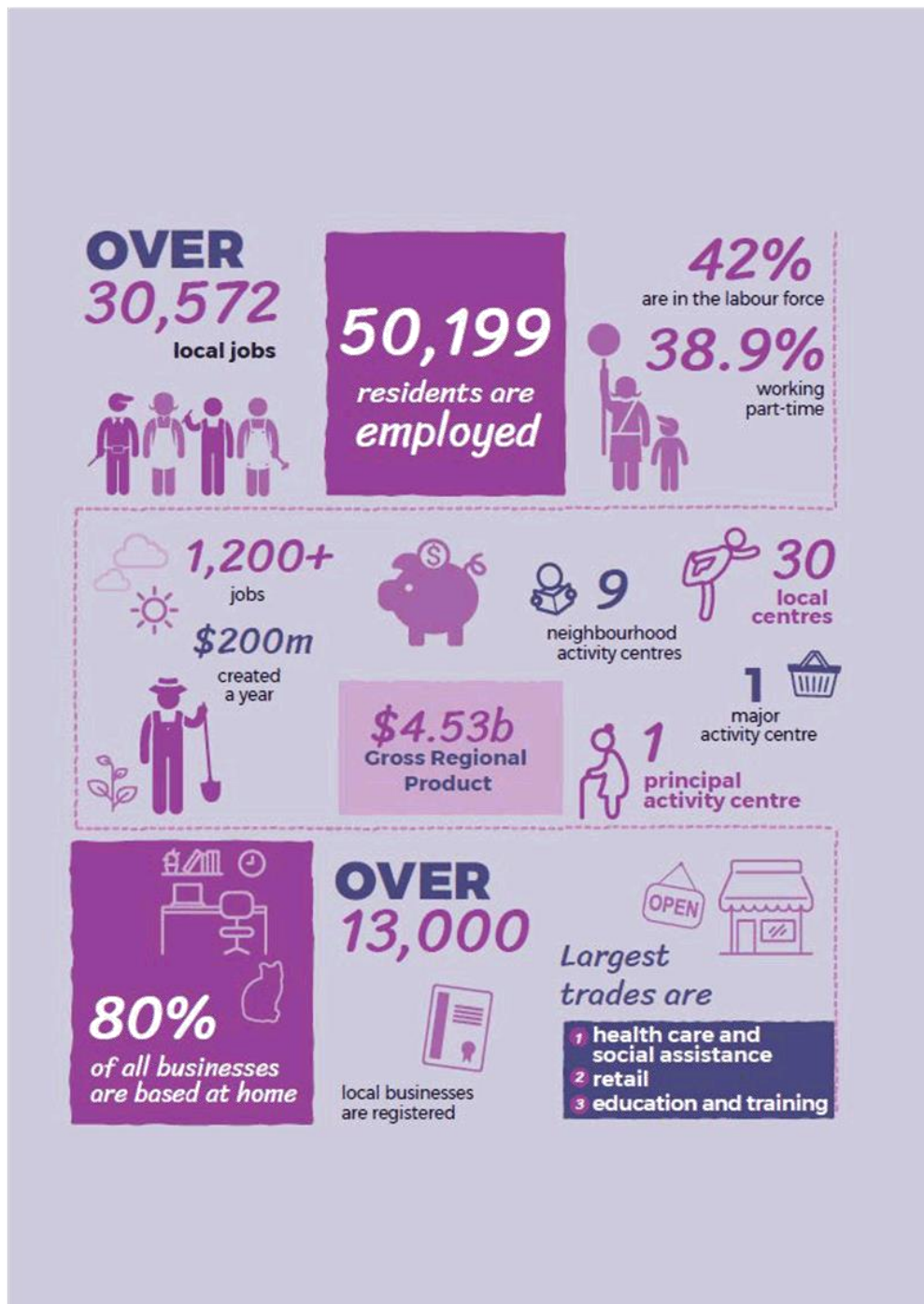
**Vibrant and Prosperous Economy**

Manningham is a unique balance of city and country, with an active regional economy.

Our low commercial and industrial base means there are opportunities to strengthen our tourism and visitor destinations. We have a strong local business network, supporting strip shops, activity centres and home businesses.

We support local economic growth through enabling a strong visitor economy, as well as vibrant local business and activity centres.

<b>Goal</b>	<b>4.1. Grow our local business, tourism and economy</b>
<b>Action areas</b>	Develop tourism through promotion of the unique character of Manningham
	Suitable mix of commercial land to stimulate business diversity
	Strengthen accessibility and viability in activity centres for retail, employment and community.
	Leverage private and public investment opportunities through Precinct Investment Plans
	Foster the greater Melbourne East economy





What you asked for

- foster innovation and knowledge building in our business community
- collaboration to promote growth throughout the region
- stimulate business diversity

Achievements: what we delivered

	We launched Explore Manningham, a campaign aimed at encouraging residents to explore and experience the range of things to see and do in Manningham with family and friends and to support local economy.
	We continued our improvement works at Tunstall Square with smaller urban design and maintenance at Donburn Shops and Templestowe Village.
	We collaborated with local service organisations to trial pop up co-working spaces, which will be continued into 2019/20.
	We participated in the Melbourne East Regional Economic Development Group, which continued to advocate for the region and a regional breakfast in conjunction with Maroondah's business week. The East Region was successful in bidding to host the 2019 Victorian Manufacturing Showcase to be held in Knox in association with the Victorian Government and the Industry Capability Network (ICN).
<b>Challenges</b>	
	A lack of public transport options has a universal effect on services, economic growth, volunteering, and access to cultural tourism.
	There is a current reliance on the small businesses and retail sector to drive economic prosperity in Manningham. Small business is the most common business type in Manningham and employs a large proportion of Manningham's jobs. Small business continues to be a strong influence on the economic prosperity of the city.
	NELP will have a major impact on the local economy of Manningham. With 1,000 jobs affected by the project and the loss of several key service and businesses, the impact will flow on to other parts of the municipality and the economy in general. We expect to see a reduction in the GRP and loss of local jobs.

**Fast facts**

<ul style="list-style-type: none"> <li>• 968 people attended 32 business development events</li> <li>• Manningham was home to 26,198 businesses as of 30 June 2019</li> <li>• there were 26,198 visits to the Manningham Business website <a href="http://manninghambusiness.com.au">manninghambusiness.com.au</a></li> <li>• we released 15 issues of Manningham Business E-news distributed</li> <li>• our tourism industry grew from \$230 million in December 2016 to \$300 million in December 2018.</li> </ul>	<ul style="list-style-type: none"> <li>• the number of jobs in our tourism industry has grown from 1,319 in 2016 to 1,718 in 2018 Tourism also contributes 1,727 jobs to our economy</li> <li>• at June 2018 construction accounts for over 20% of total output for Manningham and employs over 3,300 jobs, an increase of 3%</li> <li>• retail trade is Manningham’s main employment industry with over 5,700 jobs (18.9%) with Health Care and Social Assistance second at over 4,700 jobs (15.5%)</li> </ul>
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**Our Performance – Council Plan**

The following shows our 2018/19 performance in the vibrant and prosperous economy theme, against the goals of our Council Plan 2017–2021.

**Goal: Grow our local business, tourism and economy**

2017–2021 Actions	Measure	Result	Outcomes
<b>Healthy community</b>			
Foster knowledge and innovation in the business community through the delivery of Business Development Program	Maintain or increase participants at events Maintain or improve participant satisfaction <i>Source: Council data</i>	Achieved	More than 950 people attended 32 workshops and information sessions (with an 80% satisfaction rating) including: <ul style="list-style-type: none"> <li>• Manningham Business Network breakfast series</li> <li>• Manningham Business Excellence Awards</li> <li>• monthly business advisory service</li> </ul>

	Strengthen creative industries and partnerships to harness new opportunities for cultural tourism	Maintain or improve local cultural tourism <i>Source: ABS / GDP data</i>	In progress	We continued to work one on one with local traders to identify and deliver new local tourism opportunities.
	<b>Liveable places and spaces</b>			
	Implement improvements to strengthen accessibility and viability in activity centres for retail, employment and community	Maintain or increase investment in activity centres <i>Source: Council data</i>	In progress	We funded improvements to local activity centres including: <ul style="list-style-type: none"> <li>• \$200,000 to improve parking, pedestrian and traffic flows in activity centres</li> <li>• \$2.2 million on upgrading neighbourhood activity centres</li> <li>• \$60,000 of upgrades to local shops</li> </ul>
	<b>Vibrant and prosperous economy</b>			
	Develop tourism investment opportunities	Maintain or increase key destination visitor numbers <i>Source: Destination Melbourne and Remplan</i>	In progress	<ul style="list-style-type: none"> <li>• we are working with our partners at Melbourne East Regional Economic Development Group on economic development initiatives to deliver and advocate to the Victorian and Australian Governments.</li> <li>• we participated in a regional breakfast hosted by Whitehorse City Council, focussed on</li> </ul>

			the regional state of the economy
Well-governed council			
Collaborate with regional partners to foster the growth of greater Melbourne East economy and create a mix of land to stimulate business diversity in the region	Maintain or reduce reliance on rate revenue growth <i>Source: Council data</i>	Achieved	We maintained a 76% reliance of revenue from rates.

Our performance - major initiatives and initiatives

Major initiative	Progress	Comment
Grow the visitor economy and create opportunities for visitor destinations and events within Manningham that engage both residents and external visitors by implementation of 5 Tourism activities by 30 June 2019.	Measure achieved	<ul style="list-style-type: none"> <li>we launched our #ExploreManningham campaign</li> <li>we worked with local business and destinations and engaged with the Warrandyte Festival, Sakura Festival and Seniors Festival</li> <li>we joined Yarra Ranges Tourism to promote Manningham as part of the Yarra Valley</li> </ul>

### Services funded in our Annual budget

We funded the below services in the Annual Budget 2018/19 to support our vibrant and prosperous economy goals.

Activity	Description	Budget \$'000	Actual \$'000	Variance \$'000
Business, Events and Grants	This service develops programs, events and support services to support the local economy in relation to business, sponsorship, commercial investment, business support, employment and tourism.	3,044	2,857	187
Community Venues and Functions	This service provides for the management and hire of the Manningham Function Centre and hire of halls and other venues to community and commercial hirers.	520	632	(112)

### Our year ahead

<b>Major Initiatives</b>
Through the implementation of 5 Tourism activities by 30 June 2020, we will grow the visitor economy and create opportunities for visitor destinations and events within Manningham that engage both residents and external visitors.
<b>Other Initiatives</b>
Through the Smart Cities Reinventing Neighbourhoods project (Jackson Court pilot site), we will develop a comprehensive, data-driven approach to planning future development near key activity centres, and support the economic, social and environment development of the neighbourhood.
We will complete the draft Doncaster Strategy Review by June 2020.

### **Vibrant and prosperous case study: encouraging residents to Explore Manningham**

The Explore Manningham campaign encourages residents to get out and explore the sights, sounds and tastes of their local area.

We know that 60% of visitors to Manningham stay with local friends and relatives. The Explore Manningham campaign encourages residents to explore the great experiences available in the region while entertaining the guests.

Through the campaign, Council is calling for the community to discover local arts and iconic spaces; local dining experiences; and trails, parks and bushland spaces.

The campaign encourages residents to explore three types of experiences in Manningham:

#### **Exploring nature**

The campaign encourages people to get out into the great outdoors and highlighting key natural landmarks including the Mullum Mullum Trail, Finns Reserve, Main Yarra Trail, Ruffey Park Lake, Stiggants Reserve, Wombat Bend, Westerfolds Park and Currawong Bush Reserve.

#### **Encountering art**

Celebrating the joy of creation and design, Explore Manningham showcases the region's proud history in visual arts. It features the Stonehouse Gallery, Artspeak, Heide Museum of Modern Art, Manningham Art Gallery, public art and Manningham Art Studios.

#### **Experiencing taste**

Highlighting our wide range of culinary delights, Explore Manningham showcases the diversity of dining experiences on offer in Manningham. It features great cafes, restaurants, wineries and providers - each offering a plethora of taste sensations.

Explore Manningham inspires the desire for exploration and enjoyment, empowering residents with enhanced knowledge and pride for their local area.

Through the campaign, Manningham has stimulated the local economy by bolstering visitation to local businesses and profiling the rich and diverse range of experiences available in Manningham.

See [manningham.vic.gov.au/explore-manningham](http://manningham.vic.gov.au/explore-manningham)

**Well Governed Council**

A well-governed council is the foundation from which we deliver all our services. Good governance ensures all decisions are made and implemented in accordance with legislation, our values and our strategic themes.

We continue to work hard to provide the best possible customer service to our community.

<b>Goal</b>	<b>5.1. A financially sustainable Council that manages resources effectively and efficiently</b>
<b>Action areas</b>	A sustainable suite of services and activities are delivered for our citizens
	A Council that is responsible in future planning
	A Council that models excellence through innovation, effectiveness and efficiency
	Proactive approach to delivering a financially sustainable position

<b>Goal</b>	<b>5.2. A Council that values citizens in all that we do</b>
<b>Action areas</b>	Information and decision making that meets our community needs
	Our municipality is supported to thrive
	Stewardship in preparing and responding to emergency and environmental changes
	Council services and activities are delivered efficiently and effectively for our citizens
	An organisation that is responsive and strives for local citizens to be engaged and well informed in Council activities

What you asked for

- a balance between amenity and economic pressures
- ensure developers invest in the municipality
- assets are financially sustainable in the short and long term
- planning for community safety in emergencies
- deliver valued, consistent and improved service
- participation in communication and engagement

Achievements: what we delivered

	We rolled out local waste initiatives, including composting education, highlighting that around 80% of our current garbage being compostable.
	We encouraged 'upstream' waste generation: by encouraging manufacturers to reduce packaging in what they sell.
	Our Community Services included school-focused youth services, affordable housing and the Building Communities Initiative (Metro Access).
	We focussed on Climate Change and Emergency Management to ensure a safe and secure community.
	We developed a new Parking Permit Policy and online system to allow parking permits applications to improve the accessibility and experience for customers.
	A significant number of enhancements to corporate systems were implemented to improve the accuracy and responsiveness of bulk processes and reduce costs.
	We successfully facilitated a business continuity test in December 2018.
	We transitioned all of our business continuity plans to a secured shared system to enable remote access.
	We participated in an IBAC integrity framework research project, which was finalised with the release of IBAC's Local government integrity framework review in March 2019.
	We developed and implemented a comprehensive Assurance Map for our strategic risks.



	We introduced a Statutory Planning Induction checklist for new planning staff.
	We reviewed our Statutory Planning internal referral processes and implemented new electronic tracking.
	We expanded the functions of our Contact Centre and established processes for transitioning more calls to the Contact Centre in the future.
	We reviewed our internal referral processes and electronic tracking systems to expedite the processing of planning permit applications.
	We digitised our venue management system to allow for automated billing and online bookings for staff.
	We made it easier for our residents to apply for parking permits with online applications.
	We replaced our outdated fleet management system with a new system that enables improved management of our fleet, plant and equipment.
	The North East Link Project (NELP) is the largest road project in the state's history, and will involve seven years of planning, design and construction. It is the biggest ever infrastructure project to affect the municipality. On 7 June 2019, we submitted our response to the Environmental Effects Statement (EES) which was the culmination of intense internal planning, review and advocacy over the previous 12 months. Council's pursuit of attaining the best possible outcome for the community was at the forefront of our submission, which was endorsed by Council on 4 June, 2019. The project will be an ongoing priority of Council.
	We reviewed our Establishment (list of approved positions) and improved management process, with the view to more effectively manage our people resources.
	We developed and implemented a Financial and Reporting Framework to provide a consistent approach to grouping information for financial and reporting purposes.
	We implemented a new Employee Assistance Partner to provide support to our staff and their families.

	We refreshed our Employee Code of Conduct to align it to our values.
	We appointed a new WorkCover Insurer.
	We completed our quarterly reporting of Council's performance, including Capital, Financial, Corporate, CEO Key Performance Indicators and, Councillor Expense reporting.
	<p>We have engaged state and federal advocacy bodies to support our advocacy efforts for more federal funding, support and leadership for:</p> <ul style="list-style-type: none"> <li>• local waste initiatives including the promotion of composting</li> <li>• promotion of upstream waste generation to encourage manufacturers to reduce their packaging</li> <li>• local roads that feed into, or are impacted by roads of state or national significance</li> <li>• support to collaborate, be entrepreneurial and embrace innovation</li> <li>• 'Smart City' parking sensor technology to enable the data to be made available in near real-time</li> <li>• development and use of Local Government data warehouses, master data management repositories, and associated canonical data models</li> <li>• community services including school focussed youth services, affordable housing and Building Communities Initiative (Metro Access)</li> <li>• climate change and emergency management.</li> </ul>
	The 2018/19 LGPRF results reflect that we are financially sustainable and in a sound position to provide quality and cost-effective services and infrastructure to our community.
	We continued our high level of performance within the National Asset Management Assessment Framework.

**Challenges**

	The expectations of our community in relation to how and when they connect with us continues to evolve. Our departments across the business continue to work with our Transformation team on system improvements to improve our efficiency and the quality of service we offer the community.
	Valuations of all rateable property within were centralised under the Valuer-General Victoria. This change means that we are no longer the valuation authority and has led to a higher number of enquiries from the community about valuations. In

	<p>particular, more objections to site values were made but most were due to the level of Land Tax charged rather than the level of site value.</p>
	<p>There was a delay in the implementation of our customer relationship management system after issues were discovered in user testing. We are working on a solution to ensure a high level of adoption and excellent user experience, which will help us better serve our customers.</p>
	<p>Due to vendor challenges and unanticipated causes the new telephony system posed several issues after launch, which we have worked hard to resolve.</p>
	<p>The North East Link Project (NELP) will remain a top priority for Council. It will continue to require significant resourcing over 2019/20 to meet the demands from the Authority. It is difficult to predict the future workload, which will likely come in peaks and troughs. Some key staff that will be required fulltime to manage the relationship and technical aspects of the project. The project may also impact other transport-related projects and advocacy.</p>
	<p>We experienced significant turnover in our leadership team, impacting our ability to deliver services consistently. We filled vacant roles during the year and our new leadership team is now in place. This has increased stability and confidence in the future.</p>

Fast Facts

<ul style="list-style-type: none"> <li>• we completed 2,337 new assessments to assist older Manningham residents to connect through My Aged Care and enabling them to access much needed support services</li> <li>• 23,600 visits to Your Say Manningham consultation website <a href="http://yoursaymanningham.com.au">yoursaymanningham.com.au</a></li> <li>• 1,200 people took part in online consultations via <a href="http://yoursaymanningham.com.au">yoursaymanningham.com.au</a></li> <li>• 477,246 Manningham website sessions, <a href="http://manningham.vic.gov.au">manningham.vic.gov.au</a></li> <li>• 154 new followers on Twitter for a total of 3,292</li> <li>• 1,062 new followers on Facebook for a total of 5,015</li> <li>• 438 new followers on Instagram for a total of 1,910</li> <li>• 701 new followers on LinkedIn for a total of 4,025</li> <li>• we had 50,347 rateable assessments</li> <li>• there were 1,076 additional new properties in Manningham</li> </ul>	<ul style="list-style-type: none"> <li>• we undertook 3,232 supplementary valuations that resulted in a \$767,812 increase in revenue</li> <li>• 178 Council resolutions made at Ordinary or Special Meetings of Council or at meetings of a Special Committee consisting only of Councillors</li> <li>• 115,085 calls were received by our contact centre</li> <li>• our contact centre team successfully answered 70% of the enquiries received by phone</li> <li>• the wait time for people calling our contact centre was 30 seconds</li> <li>• we improved processing times for Statutory Planning applications – in May 2019 we processed 93% of applications within 60 Days</li> <li>• we recognised the contribution of 43 residents at Council’s annual Civic Awards</li> <li>• ten issues of Manningham Matters community magazine were distributed to 52,000 households</li> </ul>
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**Our Performance, Council Plan**

The following shows our 2018/19 performance in the well-governed council theme against the goals of our Council Plan 2017-2021.

**Goal: A financially sustainable Council that manages resources effectively and efficiently**

2017-2021 Actions	Measure	Result	Outcomes
<b>Healthy community</b>			
Develop and deliver accessible and affordable services and facilities for the community	Maintain or improve service cost indicators  <i>Source: Council data LGPRF</i>	Achieved	We reduced or maintained our cost of service in most indicators.
<b>Liveable places and spaces</b>			
Identify initiatives for savings and stronger return on investment in Council-owned and managed places and spaces	Maintain or increase initiatives identified and implemented  <i>Source: Council data</i>	Achieved	We continued initiatives to review Council-owned and managed properties. We identified savings and developed a property investment portfolio for future implementation.
<b>Resilient environment</b>			
Ensure that future land use planning balances amenity and economic pressures	Maintain or improve adherence to relevant laws  <i>Source: Council data</i>	Achieved	We continuously reviewed community feedback and legal advice to ensure that Council decisions adhere to relevant laws following the review of our planning scheme that identified future needs.

<b>Vibrant and prosperous economy</b>			
Establish and implement a Developer Contribution Plan (DCP) for future growth and provision of amenities	Maintain or increase savings achieved. Maintain or implement standards improvements <i>Source: Council data</i>	In progress	Work has commenced on the preparation of a DCP for the whole municipality over the next 10-15 years including municipality benefits, identify charge areas and charge rates for the contributions.
<b>Well-governed council</b>			
Deliver a financially sustainable position in the short and long term	Financial Indicators within expected range  <i>Source: VAGO / LGPRF</i>	Achieved	We are in a sound financial position. We adopted a 10-year financial plan in line with a best practice approach for short- and long-term sustainability.

**Goal: A Council that values citizens in all that we do**

2017-2021 Actions	Measure	Result	Outcomes
<b>Healthy community</b>			
Communication and engagement that encourages community participation in decision making	Maintain or increase engagement opportunities  <i>Source: Council data</i>	57 engagement opportunities	Our community was involved in Council decision-making through the Community Panel, online forums, the Youth Alliance, as members of our committees and specific invitations for feedback on plans and projects which might affect them.

<b>Liveable places and spaces</b>			
Protect and promote community safety, the environment and the amenity of the municipality.	Maintain or improve standards of LGPRF – Food Safety Animal Management Waste Management <i>Source: Council data</i>	Achieved	There has been sound performance across all indicators.
<b>Resilient environment</b>			
Delivering an all-hazards, consequence focussed and collaborative approach to emergency management with regional partners.	Maintain or increase partnerships engaged <i>Source: Council data</i>	In progress	Our well-established regional and state-level partnerships with government bodies delivered an all-hazard approach to collaborative planning, and provided training and built awareness in relation to the risks and consequences inherent in emergency management.
<b>Vibrant and prosperous economy</b>			
Deliver a quality service system that delivers valued, consistent and improved service	Maintain or improve total KPI and actions met <i>Source: Council data</i>	84% actions completed or near completion 80% KPIs met	Almost all actions were completed and KPIs met. We will strive to improve next year.

Well-governed council			
Deliver valued, consistent and improved service experiences for our citizens	Maintain or improve community satisfaction with engagement and communications  <i>Source: Council data</i>	Achieved	Community satisfaction marked a continued improvement over the last three years.
Deliver sound governance and leadership in transparency, accountability and decision making	Maintain or increase on Governance indicators  <i>Source: Council data LGPRF</i>	In Progress	Out of 152 decisions made in Council meetings, only 14 were made in meetings closed to the public (as they related to matters required by law to remain confidential). Four of these decisions were later made public. This result demonstrates our continued commitment to open and transparent decision making.



## Our performance – major initiatives and initiatives

Major initiative	Progress	Comment
Prepare ten year, long term financial plan	Measure achieved	Council's updated ten-year Financial Plan was adopted on the 25 June 2019. It places Manningham in a solid financial position over the next 10 years.
Through our Citizen Connect program, we will make it easy for citizens to interact with us, find out information, request a service, provide feedback or report an issue.	Measure achieved	We implemented several improvements to make it easier for our customers. We increased the level of enquiries managed by the contact centre to 70% (up from 60%) and an increased proportion of customers reported a lower level of effort than expected when interacting with us (30% low or very-low effort, up from 24%). In August 2018, Our Citizen Connect contact centre project received a Victorian high commendation in the category of Organisation/Change Management at the Australian Institute of Project Management awards.

Initiative	Progress	Comment
Support eligible clients to access the NDIS	Measure achieved	We continued to work with Manningham residents to support their transition to NDIS based on their eligibility.
Continue to support residents and business to manage their Council activity online. Deliver systems improvements to increase online transactions by 30 June 2019.	Measure achieved	We have delivered increased online capacity in online parking permit applications and planning permit amendments, including disability permits. This work complements the already existing offering in which residents and business owners can apply for initial planning and drainage permits online.

### Services funded in our Annual Budget

We funded the below services in the Annual Budget 2018/19 to support our Well-governed council goals.

Activity	Description	Budget \$'000	Actual \$'000	Variance \$'000
Governance, legal and risk	This service supports the organisation to meet its regulatory requirements through strong governance and risk management.	1,622	1,443	179
Councillors and Executives	This area includes the Mayor, Councillors, Executive Management Team and associated support.	3,334	3,828	(494)
Communications	This service leads the delivery of clear, consistent and inclusive communication and engagement with the community.	2,184	1,995	189
Citizen Connect	This service leads as the primary customer interface to create and maintain systems and processes to connect with our citizens.	1,675	1,589	86
Transformation and Information Technology	This service includes maintaining information systems as well as advancing new solutions for the organisation and community interaction.	6,163	7,096	(933)
Emergency Management	Services to support the preparedness, response and recovery in an emergency.	287	194	93

Organisational Development	Provides organisation development and human resource management services including staff recruitment, corporate training and development, employee and industrial relations and workplace health and safety. Also includes business planning services.	1,407	1,233	174
Property Services	This service manages Council properties and conducts supplementary property valuations.	(31)	16	(47)
Finance and Corporate Performance	This service manages Council's corporate planning, performance and continuous improvement functions, financial management, payroll, procurement tendering and contract administration.	4,575	4,379	196

Service performance indicators

The following statement provides the results of the LGPRF prescribed service performance indicators and measures for the well governed Council theme.

Service / indicator [measure]	2015/16	2016/17	2017/18	2018/19	Material variations and comments
<b>Governance</b>					
<b>Transparency</b> <i>Council resolutions made at meetings closed to the public</i> [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x 100	2%	2%	2%	9%	This variation is attributed to an increased number of resolutions made at closed Council meetings and a slight reduction in the overall number of items presented to Council. The confidential items related predominantly to staffing and contractual matters and four items (30%) were subsequently made public.

<p><b>Consultation and engagement</b>  <i>Satisfaction with community consultation and engagement</i>                  [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]</p>	58	54	57	59	Community satisfaction with communications and engagement has increased over 10% since the 2016/17 result.
<p><b>Attendance</b>                  Councillor attendance at Council meetings                  [The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] x 100</p>	92%	96%	98%	95%	Councillors' attendance at ordinary and special Council meetings remained high but was slightly less than last year.
<p><b>Service cost</b>                  Cost of governance                  [Direct cost of the governance service / Number of Councillors]</p>	\$38,632	\$39,176	\$40,447	\$42,612	This result is reflective of operating expenses directly related to the activities of the elected Councillors, and is consistent with the previous year's results.

<p>elected at the last Council general election]</p>					
<p><b>Satisfaction</b> Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]</p>	<p>57</p>	<p>58</p>	<p>57</p>	<p>57</p>	<p>The community satisfaction about Council decisions remains consistent. This data is collected in a community satisfaction survey by an independent research company on behalf of the Victorian Government annually.</p>

Our Year Ahead

Major Initiatives	
	Adopt Long Term Financial Plan and Annual Budget by 30 June 2020 in line with guiding financial principles.
	Through our Citizen Connect program, we will continue to make it easier for customers to interact with us, find out information, request a service, provide feedback or report an issue. We will implement a suite of customer-focused improvements to increase Contact Centre First Contact Resolution (FCR) and improve Customer Satisfaction by 30 June 2020.
Other Initiatives	
	We will continue to support all customers to manage their Council activity online by delivering system improvements to increase online transactions by 30 June 2020.

**Well-governed council case study: Advocating on behalf of the community**

We have been working hard to advocate on behalf of our community in relation to the Victorian Government's North East Link (NEL) project which includes the widening of the Eastern Freeway.

We believe these projects will impact Manningham's liveability and seek to ensure we do everything we can to protect our local community and environment.

The impacts of this project are far-reaching with losses to local homes, jobs, parkland, recreation facilities and much of our industrial business precinct. We expect the seven years of construction will bring significant disruptions to the local area.

We have kept the community informed during the many stages of the NEL planning process and have prepared a submission on behalf of the community in relation to the project's Environment Effects Statement (EES).

Working closely alongside our legal representatives, Harwood Andrews, during the EES hearing process, we have ensured our objectives are achieved, and the Project's Environmental Performance Requirements (EPR) adequately encourage the best possible outcomes for Manningham.

We believe the needs of our community and surrounding environment must be considered, before, during and after construction. We want the best possible outcomes as a result of this project and are seeking guarantees from the Victorian Government of no net loss for our community.

We know people are concerned about the local impacts of this project and we are advocating on the issues that the community has told us are the priorities including:

- saving Bulleen Park
- protecting our environment
- minimising impacts to the Bulleen Industrial Precinct
- minimising impacts of the Eastern Freeway widening
- upgrading Templestowe Road
- designing Doncaster Busway to be part of the Bus Rapid Transit system
- minimising impacts of seven years of construction

For more information on the NEL project see [manningham.vic.gov.au/nel](http://manningham.vic.gov.au/nel)



## Our Governance System

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### How we Govern

Manningham Council is a public statutory body constituted under the Local Government Act 1989 (the Act). Our purpose is to provide leadership for the municipal district and our local community.

The elected Council is the formal decision-making body and consists of nine Councillors. Our CEO heads the administration of the organisation.

As an organisation, we have several roles:

- taking into account the diverse needs of the local community in decision-making
- providing leadership by establishing strategic objectives and monitoring achievements
- ensuring we manage resources in a responsible and accountable manner
- advocating the interests of the local community to other communities and governments
- fostering community cohesion and encouraging active participation in civic life.

Under the provisions of the Act, our day-to-day operations are to be managed by the CEO. The Councillors also delegate various powers and responsibilities to the CEO and staff.

### Governance framework

We value good governance as it ensures we operate effectively, efficiently, impartially and with integrity. Our good governance principles ensure:

- we make decisions based on expert advice;
- we adhere to processes and systems; and
- our officers implement decisions appropriately and in good time.

There are two types of governance in our operations:

- democratic: elected Councillors and the authority they have to make decisions
- corporate: the way the organisation is run and the framework its systems and processes operate within.

We are committed to effective and sustainable democratic and corporate governance as they are the keys to ensuring that we meet our community's priorities.

Our community has many opportunities to have a say in our decision-making processes, including:

- voting for Councillors every four years
- writing to, emailing or calling Councillors
- making submissions on our budget each year and Council Plan every four years
- participating in public forums like question time at a Council meeting

- participating in surveys, focus groups, workshops and other consultation activities
- logging onto [yoursaymanningham.com.au](http://yoursaymanningham.com.au) and commenting on the plans and projects listed there
- making submissions on major projects that are advertised throughout the year.

Find out more: [yoursaymanningham.com.au](http://yoursaymanningham.com.au)

## Democratic Governance

### Decisions

We conduct our formal decision-making processes through the formal, regular meetings of our Councillors. At these meetings, our officers submit reports on matters for the Council to consider.

These matters can include planning permit applications, strategic land use and development planning, community services, health and local laws, road and traffic management, and administration and finance.

To ensure the efficient day-to-day operations of the organisation, the Council delegates most of its decision-making powers to staff. Specialists in their field exercise these delegations following our policies.

We have a CEO whose role includes:

- establishing and maintaining an appropriate organisational structure;
- overseeing our day-to-day operations; and
- ensuring the organisation implements Council decisions without delay.

Councillors review the CEO's performance annually. Although the Mayor has no more authority than other Councillors, the position is significant as a community leader and spokesperson.

### Council meetings

Ordinary meetings of Council are held at the Manningham Civic Centre and are open to the public. Residents, local traders and community members are encouraged to attend. The Council may consider some matters in a closed meeting if the matter needs to be kept confidential.

Special meetings may also be called to deal with urgent matters. We conduct all meetings in accordance with Manningham's Meeting Procedure Local Law. The schedule of meetings, agendas and minutes are available at [manningham.vic.gov.au](http://manningham.vic.gov.au).

In 2018/19, there were 13 Ordinary Meetings of Council and five Special Meetings. The table below provides a summary of Councillor attendance at these meetings.

■ Table 8: Council meetings held 1 July 2019 – 30 June 2019

Councillor	Ordinary	Special
Cr Anna Chen (Deputy Mayor from 8 Nov 2018)	13 out of 13	5 out of 5
Cr Andrew Conlon (Mayor 1 July 2018 – 8 Nov 2018)	13 out of 13	4 out of 5
Cr Sophy Galbally	13 out of 13	5 out of 5
Cr Geoff Gough	11 out of 13	4 out of 5
Cr Dot Haynes	12 out of 13	5 out of 5
Cr Michelle Kleinert (Deputy Mayor 1 July – 8 Nov 2018)	13 out of 13	4 out of 5
Cr Paul McLeish	12 out of 13	5 out of 5
Cr Paula Piccinini (Mayor from 8 Nov 2018)	13 out of 13	5 out of 5
Cr Mike Zafiroopoulos AM	13 out of 13	5 out of 5

**Strategic briefing sessions (SBS)**

In these sessions, we provide informal briefings to Councillors on strategic or policy matters before the matters are presented at a Council meeting.

**Committees**

We have many internal advisory and other committees. Appointments to these committees enable Councillors to have input into projects, groups or events they have a particular interest in.

The table below shows the committee appointments that were made by the Council on 8 November 2018. These appointments are reviewed on an annual basis.

■ Table 9: 2018/19 Councillor Internal Committee Appointees

Committee	Appointees
Access and Equity Advisory Committee	Cr Mike Zafiropoulos AM
Audit Committee	Cr Michelle Kleinert Mayor
Executive Performance Review Committee	All Councillors
Healthy City Advisory Committee	Mayor
Heritage Advisory Committee	Cr Sophy Galbally
Integrated Transport Advisory Committee (Committee sunset 30 December 2018)	Mayor Cr Anna Chen Cr Paul McLeish
Liveability, Innovation and Technology Committee (Established 23 April 2019)	Cr Paul McLeish Cr Paula Piccinini Cr Mike Zafiropoulos AM
Manningham Arts Advisory Committee	Cr Paula Piccinini
Manningham Charitable Fund Grants Assessment Panel	Mayor Cr Mike Zafiropoulos AM
Municipal Emergency Management Planning Committee	Cr Andrew Conlon
Municipal Fire Management Planning Committee	Cr Andrew Conlon

Open Space and Streetscape Advisory Committee	Cr Sophy Galbally Cr Geoff Gough Cr Mike Zafiropoulos AM
Senior Citizens Reference Group	Cr Dot Haynes
Sustainable Design Taskforce	Cr Dot Haynes Cr Paul McLeish Cr Paula Piccinini

Councillors also represent Council on a number of external bodies and committees, including the below.

■ Table 10: 2018/19 Councillor External Committee Appointees

External Committee	Appointees
Eastern Affordable Housing Alliance	Cr Sophy Galbally
Eastern Transport Coalition	Cr Anna Chen
Metropolitan Transport Forum	Cr Anna Chen
Metropolitan Waste and Resource Recovery Group	Cr Dot Haynes
Municipal Association of Victoria	Cr Andrew Conlon Cr Geoff Gough – Substitute
Northern Alliance for Greenhouse Action Executive Committee	Cr Paul McLeish

Victorian Local Governance Association	Cr Mike Zafiroopoulos AM Cr Sophy Galbally – Substitute
Whitehorse Manningham Regional Library Corporation	Cr Dot Haynes Cr Mick Zafiroopoulos AM

### Code of conduct

Our Councillors are bound by a code of conduct that describes the standards of ethical and moral behaviour expected of them. It covers relationships between Councillors and staff, using Council resources, and dispute resolution procedures.

The Local Government Act 1989 requires that a person elected to be a Councillor is not capable of acting as a Councillor until they have read and declared that they will abide by the Councillor Code of Conduct. Following the Council elections held in October 2016, all Councillors declared that they would abide by the code.

Find out more at [manningham.vic.gov.au/open-government](http://manningham.vic.gov.au/open-government) or at the Manningham Civic Centre, 699 Doncaster Road, Doncaster.

### Conflicts of interest

Councillors are elected by our residents and ratepayers to act in the best interests of our community. When a Council delegates its powers to an officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest is when a personal or private interest has the potential to affect someone's ability to act in the public interest. A conflict exists even if no improper act results from it. We have a comprehensive procedure that guides Councillors and officers to disclose their potential conflicts of interest.

Declaration of a conflict of interest is a standard agenda item for all Council and committee meetings. In general, a Councillor or officer must disclose any such interest in a specific way, and step aside from either the decision-making process or performing the public duty. We maintain a record of all disclosed conflicts of interest.

During 2018/19, 4 conflicts of interest were declared at Council meetings. These are listed below.

- 28 May 2019: Cr Paula Piccinini for Item 9.1 - Planning Application PLN18/0635 at 23-29 Parker Street, Templestowe Lower, the interest being an indirect interest due to close association.
- 28 May 2019: Cr Paula Piccinini for Item 9.3 - Planning Application PLN18/0304 at 15 Glendale Avenue, Templestowe, the interest being an indirect interest due to close association.
- 25 June 2019: Cr Andrew Conlon for Item 9.2 concerning Planning Application PLN18/0212 at 155 Tindals Road, Donvale, the interest being an indirect interest due to conflicting duty.
- 25 June 2019: Cr Dot Haynes for Item 10.1 concerning 2019/2020 Community Grant Program Allocations, the interest being an indirect interest due to perceived conflict of duty.

### Assembly of Councillors

The Local Government Act 1989 defines an Assembly of Councillors as any scheduled meeting between five or more of Manningham's Councillors and at

least one Council officer that considers matters intended or likely to come before the Council for decisions.

In addition, a meeting of an advisory committee that has one or more Councillors as members is an Assembly of Councillors. A record of meetings that were Assemblies of Councillors is tabled at each ordinary meeting of Council. It discloses business items, those Councillors and officers present, and any declarations of conflict of interest.

#### Councillor allowances

Victorian Councils may set annual allowances for their Mayor and Councillors according to their predetermined category, based on criteria such as the Council's size and revenue base. Manningham is a Category 2 Council.

Current allowances for Mayors and Councillors across Victoria increased on 1 December 2018 by 2%. This was the annual adjustment as determined by the Minister for Local Government and permitted under section 73B of the *Local Government Act 1989*.

In 2018/19, the allowances, including 9.5% superannuation, were set at:

- Mayor, \$87,176.41
- Councillors, \$28,174.27.

#### Councillor expenses

There is an annual Councillor expenses budget of \$12,455 per Councillor and \$15,000 for the Mayor. This budget is all-inclusive and covers conferences, training, travel, childminding and telephones. Councillors are expected to operate within their individual budget. Council may also reimburse Councillors for any necessary out of pocket expenses they incur while performing their duties as a Councillor.

Table 11 shows the budgeted and actual expenses for 2018/19.

Council also publishes its travel register on its website in July each year showing interstate and overseas travel by Councillors and Council officers.



■ Table 11: 2018/19 Councillor Expenses

	Travel	Car mileage	Childcare	Information and communication	Conferences and training	Formal attendance	Meeting expenses	Other	Total
Cr Anna Chen	\$2,216.59	\$1,787.54	\$0.00	\$0.00	\$1,876.44	\$140.40	\$0.00	\$106.08	\$6,127.05
Cr Andrew Conlon	\$1,411.26	\$1,504.57	\$0.00	\$974.39	\$100.00	\$859.38	\$386.25	\$534.27	\$5,770.12
Cr Sophy Galbally	\$2,712.49	\$2,891.78	\$0.00	\$681.81	\$5,259.54	\$20.45	\$0.00	\$0.00	\$11,566.07
Cr Geoff Gough	\$3,162.59	\$1,780.07	\$0.00	\$1,559.08	\$2,780.90	\$98.41	\$158.86	\$162.73	\$9,702.64
Cr Dot Haynes	\$1,199.18	\$3,845.19	\$0.00	\$1,053.23	\$450.00	\$1,447.53	\$10.00	\$24.79	\$8,029.92
Cr Michelle Kleinert	\$2,840.95	\$1,228.78	\$0.00	\$1,090.92	\$1,476.36	\$692.29	\$447.39	\$45.45	\$7,822.1
Cr Paul McLeish	\$68.67	\$917.60	\$0.00	\$553.54	\$0.00	\$80.00	\$0.00	\$0.00	\$1,619.81
Cr Paula Piccinini	\$2,088.84	\$507.39	\$0.00	\$749.70	\$2,461.88	\$861.21	\$225.45	\$185.78	\$7,080.25

Cr Mike Zafiropoulos AM	\$1,647.53	\$3,796.24	\$0.00	\$1,081.78	\$4,166.06	<b>\$398.60</b>	\$0.00	<b>\$349.01</b>	<b>\$11,439.22</b>
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### Corporate Governance

Our CEO is our only member of staff directly appointed by and responsible to our Councillors. Our CEO implements decisions made by our Councillors, ensures the organisation achieves its Council Plan objectives, and manages its day to day operations. Our CEO's performance is reviewed annually by the Councillors.

Councillors can delegate authority to our CEO to make certain decisions under particular circumstances that are defined in Instruments of Delegation and in accordance with any adopted policies.

Our CEO's delegations are broad and enabling. They have further delegated powers to officers who carry out various functions daily. These powers are reviewed regularly, including by each newly elected Council.

Find out more at [manningham.vic.gov.au/public-registers-and-information](http://manningham.vic.gov.au/public-registers-and-information)

### Senior officers

Our senior officers are our most senior employees: the CEO, our officers with management responsibilities that report directly to the CEO, or any other employee whose total annual remuneration exceeds \$148,000.

Senior officers are usually employed under contracts of up to 5 years and have individual performance plans. These performance plans are reviewed annually, in accordance with section 97A(2) of the Local Government Act 1989.

At 30 June 2019, we had 34 senior officers, with a total remuneration of \$5.77 million.

In May 2012, Council resolved to disclose in our Annual Report the total remuneration of our five highest remunerated employees. This disclosure includes contract duration, salary and benefits entitlements.

■ [Table 12: Remuneration of our highest remunerated senior officers](#)

Name and Position	Date commenced position	Current contract expires	Total remuneration
Andrew Day CEO	17 September 2018	16 September 2023	\$320,000
Angelo Kourambas Director City Planning and Community	19 February 2018	19 February 2023	\$280,000
Leigh Harrison Director City Services	9 March 2010	9 March 2020	\$270,484
Philip Lee Director Shared Services	16 December 2013	16 December 2023	\$270,300
Andrew McMaster Corporate Counsel and Group Manager Governance and Risk	25 February 2019	10 June 2022	\$215,250
Kerryn Paterson Group Manager People and Communications	25 February 2019	15 August 2021	\$215,250

#### Employee code of conduct

Section 95AA of the *Local Government Act 1989* requires the Chief Executive Officer to develop and implement a code of conduct for our staff. Section 95 of the Act requires our staff, in the course of their employment, to:

- act impartially
- act with integrity including avoiding conflicts of interest
- accept accountability for results
- provide responsive service.

At Manningham, our values guide our behaviours in everything that we do.

We hold ourselves to the highest standards of social and ethical conduct, and we believe that everyone deserves to be treated fairly and with the utmost dignity and respect. That's why we have a Code of Conduct.

Our Code of Conduct includes standards of behaviour and expectations for how all employees behave as representatives of Manningham. Our employee Code of

Conduct contains 31 elements structured around our values and aligned to the requirements of section 95 of the *Local Government Act 1989*.

In 2018/19 we refreshed our Code of Conduct. This update ensured we were better prepared to:

- reinforce our organisational values;
- communicate our conduct standards in line with the Manningham brand; and
- articulate our Code in clear, easy to interpret language.

Our Code is issued to all new staff on their commencement and applies to all employees, volunteers, students, contractors, subcontractors and consultants.

### Management

To strengthen our management framework, we have put into action some statutory and better practice elements. These will lead to better decision making.

The Local Government (Planning and Reporting) Regulations 2014 require us to assess our performance against the prescribed governance and management checklist. Our report against this checklist for this year is on page 142.

Essential components of our management framework are our audit committee, internal audit, external audit, and risk management. Detail on these components is below.

### Audit and Risk Committee

Our Audit and Risk Committee is made up of two Councillor representatives and three independent members, one of whom is the chair.

The Audit and Risk Committee is an advisory committee that was established in accordance with section 139(2) of the Local Government Act 1989. It helps us fulfil our responsibilities by overseeing our financial and performance reporting, risk management, systems of internal controls and regulatory compliance.

The committee operates under the Audit and Risk Committee Charter and has an independent chair who is elected annually by the committee members.

The committee's role is to advise Council on the effectiveness of our policies, systems and processes for managing risk and compliance within our legal and financial obligations. Assurance activities primarily encompass monitoring external audit and internal audit.

The committee chair receives \$10,500 each year in remuneration for their role and general committee members receive \$7,250.

Others who attend committee meetings are key management officers including the CEO, Corporate Counsel and Group Manager Governance and Risk, Director

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Shared Services, Chief Financial Officer, Strategic Risk and Assurance Advisor, as well as our Internal Auditor and, pre 16 November 2018, Executive Manager People and Governance.

The committee typically meets quarterly, with a fifth special meeting to review the annual financial and performance statements. The Auditor General's agent attends the special meeting to report on any matters of significance in relation to the financial statements.

The CEO initiated an industry benchmark review of the compliance statement being an element of his standing report to the committee. A more comprehensive compliance attestation process was accepted by the Audit and Risk Committee in May 2019, resulting in a series of questions being directed to the CEO, Internal and External Auditor.

As part of our commitment to propriety and good governance, the chair of the audit committee may meet privately with Councillors, External and Internal Auditor, without members of management being present.

■ **Table 13: Audit and Risk committee members**

	Independent	Councillors
	Ms Theresa Glab (chair)	Cr Paula Piccinini
	Mr Alan Fotheringham	Cr Michelle Kleinert
	Mr Andrew Dix	

### Internal audit

Internal auditing provides an independent and objective review and advisory service. It assesses whether the financial and operational controls we use are operating efficiently, effectively and ethically. In 2018/19, Pitcher Partners was the contractor that performed the internal audit.

The internal audit process is a systematic, disciplined approach that supports us to improve our risk management, control and governance processes.

Our CEO works with our Audit and Risk Committee and internal auditor to develop our annual audit plan. The plan must reflect our strategic and operational risk exposure and include the compliance and performance audits we do throughout the year.

In 2018/19, we reviewed:

- Procurement (including data analysis)
- Local Laws
- Asset Management
- Privacy
- Senior Officer Contracts
- Capital Works Management

### External audit

Each year we are externally audited by the Victorian Auditor-General's Office (VAGO). For the 2018/19 financial year, our financial and performance statements were audited by a VAGO representative as required by the Audit Act 1994. These statements are provided in this Annual Report.

### Fraud and corruption control

We are the custodian of significant public funds and assets. The community must be confident that these public funds and assets are protected from fraud.

Council volunteered to participate in the Independent Broad-Based Anti-Corruption Commission (IBAC)'s 2017/2018 research into local government integrity frameworks. IBAC published their significant research in March 2019. As part of the research, it was identified that Manningham had a number of best practice processes. Management undertook a gap analysis to inform an action plan for continuous improvement. The outcomes of this research and action plan were presented to Council's Audit and Risk Committee.

This action plan compliments our broad integrity framework initiatives that are either already in place, under review or in development. Some of the elements of the framework include: the 2019 fraud and corruption risk assessment, staff e-learning module, compliance program, fraud and corruption assurance map, fraud and corruption policy and control plan, and Protected Disclosure Procedures.

The Fraud and Corruption Policy sets our specific guidelines and responsibilities regarding the appropriate actions that must be followed for the investigation of fraud and corruption and other similar irregularities.

The plan documents our approach to controlling fraud and corruption at both strategic and operational levels.

### Risk management and Assurance

Risk management is the identification, assessment, evaluation and treatment of unwanted risk. Our risk management framework combines organisational systems, procedures, culture and assurance activities to improve organisational resilience and protect value as we pursue the successful delivery of Council's strategies and objectives.

We are continuously implementing, improving and monitoring our enterprise risk management system to build the capacity of Council in managing operational and strategic risks.

The key elements of our risk management and assurance framework are:

- risk management strategy
- risk management policy
- risk management assessment tool
- risk register
- risk reporting (risk management committee, independent audit and risk committee and Council)
- risk management incident and near-miss procedure
- risk management cultural measurement tool
- fraud and corruption control plan
- risk management committee

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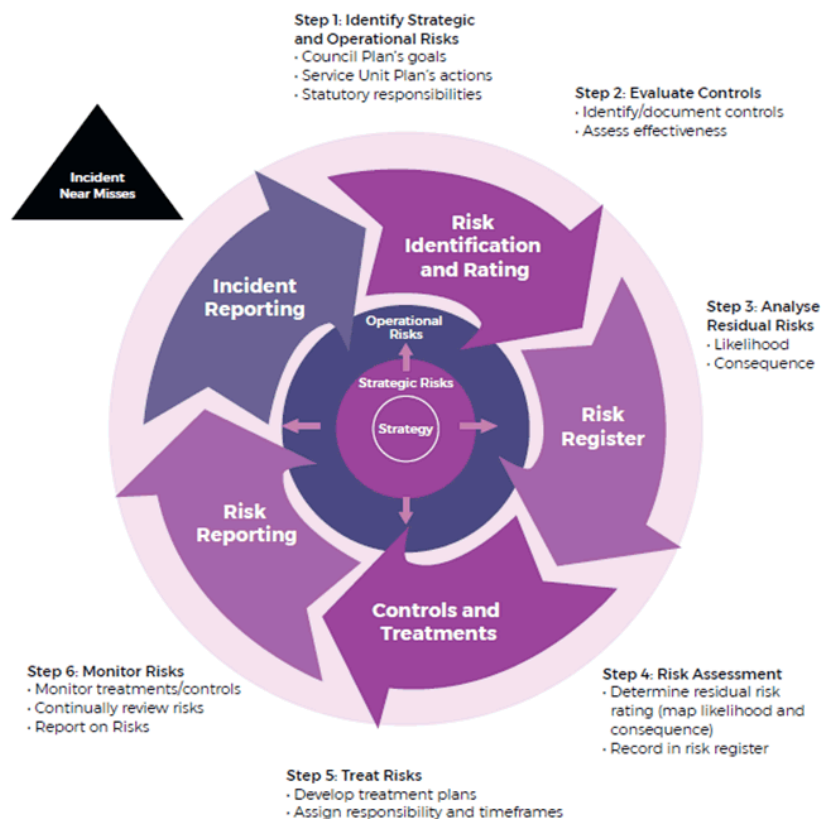


- audit and risk committee; and
- assurance map – strategic risks.

The role of the Risk Committee is vital to advance our cultural maturity to reach a risk organisation. The CEO chairs this executive committee, which recently expanded its meeting duration as an initiative to ensure sufficient time is dedicated to this governance function. The discussion and outcomes of the committee are minuted and formally included in the Audit and Risk Committee agenda as a standing item.

Some of the activities of the Risk Committee this year include six-monthly workshopping of the strategic risk register, monitoring internal audit reports, receiving and analysing incident reports and treatment plans, developing and monitoring the annual compliance plan, reviewing the fraud and corruption risk register, receiving VAGO industry performance reports, insurance and claims management reports etc. The risk management process is consistent with AS/NZS ISO 31000:2009 and is illustrated in Figure 13.

■ Figure 13: Manningham’s risk management process



**Compliance and assurance**

This year marks the second year of introducing our compliance program to test and continuously improve Manningham’s system controls. In 2018/19 ten reviews were conducted.

Quarterly monitoring of the plan and recommendations arising from reviews is the responsibility of the Risk Committee. The compliance program is a fundamental element of our three lines of defence assurance model for risk management: management controls, risk management and compliance, internal audit and external audit. See Assurance model below.

A comprehensive Assurance Map was developed to document and review our assurance activity of control systems associated with Council’s strategic risks. It assists with the annual planning of the internal audit and compliance programs.

■ **Figure 14: Assurance: Three Lines of Defence**

- **Assurance – Three Lines of Defence**  
The three lines of defence assurance model represents Council’s governance oversight for the risk management framework.



**Occupational health and safety**

We delivered year two of the Workplace Health and Safety (WHS) strategy in 2018/19 as an integrated part of the People Culture & Safety business Plan.

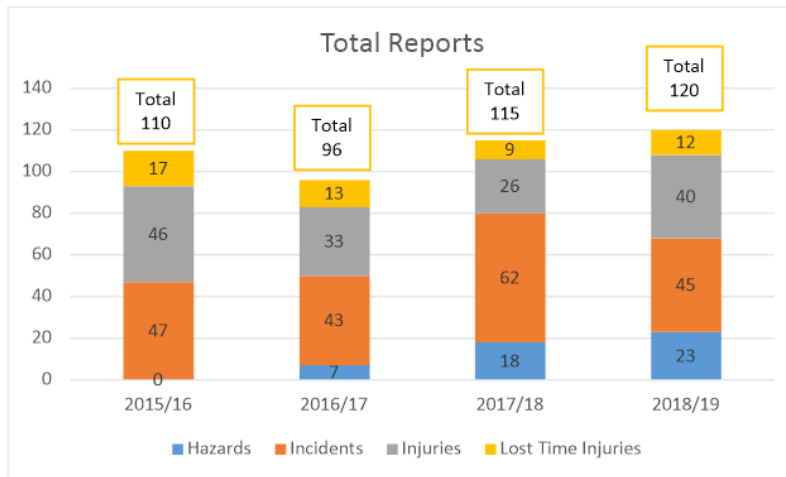
**Strategy element 1 - Skilled Leaders and Teams:** We have refreshed our communications to provide timely Safety Alerts. We have also introduced organisation-wide safety topics for toolbox and team conversations.

**Strategy element 2 - A Contemporary & Embedded WHS Management System:** We reviewed the WHS Policy framework, including revision of our three main buildings’ Emergency Management Procedures. By partnering with managers, we completed improvements to proactive hazard reporting.

**Strategy element 3 WHS Indicators - Driving Continuous Improvement:** Our WHS reports that are provided biannually to the WHS Committees indicate an improvement in hazard reporting.

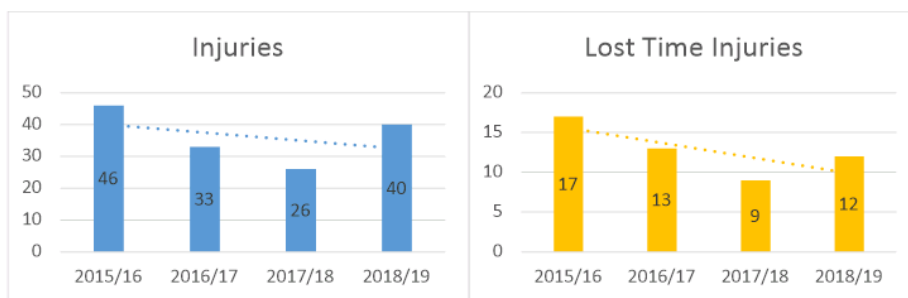
This financial year has seen an increase in hazards, injuries and Lost Time Injuries (LTIs). The increase in hazard reporting is a positive indicator of proactive WHS Management.

- **Figure 15: Total Reports of Hazard, Incidents, Injuries and Lost Time Injuries**



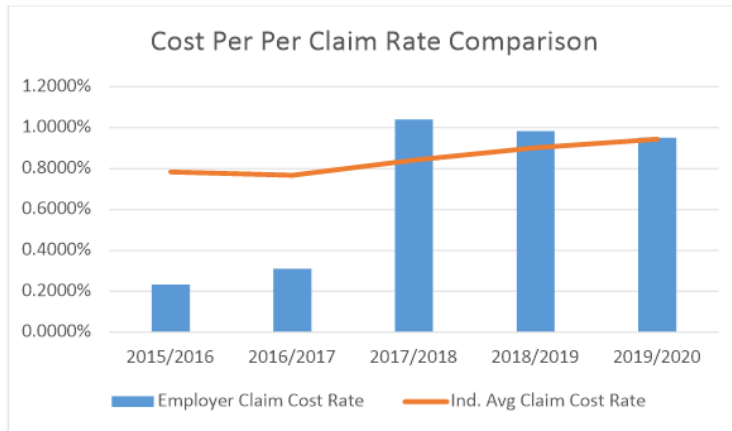
Compared with the previous three financial years is a continuing downward trend in injuries and claims; however, compared to last year, there has been an increased number of injuries and Lost Time Injuries.

- **Figure 16: Injuries and Lost Time Injuries**



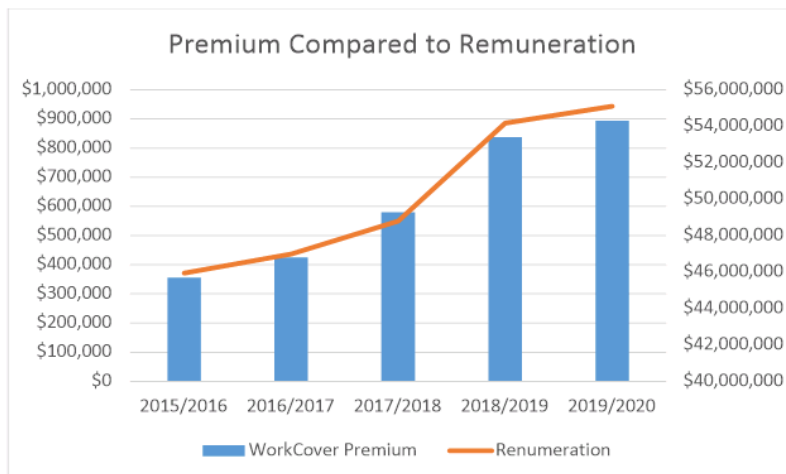
We are performing at better than last year when compared to Industry Rate.

▪ **Figure 17: Average cost per WorkCover claim**



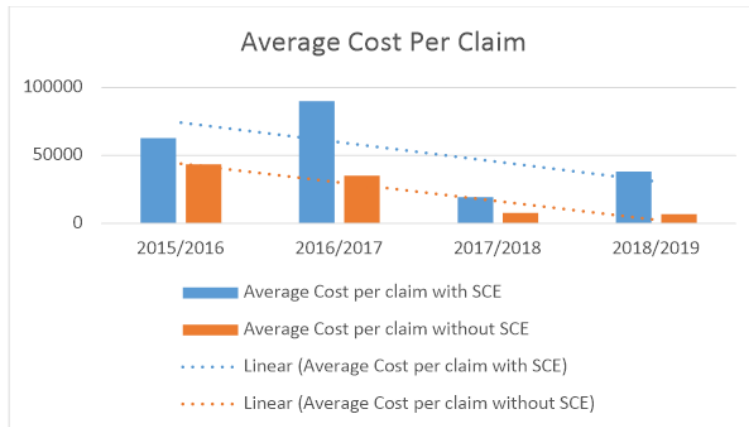
Our WorkCover premium performance is better than last year when compared to remuneration.

■ **Figure 18: Premium rate compared to industry (\$ premium per \$100 wages)**



The average cost per WorkCover claim has continued to reduce, indicating proactive WorkCover and return to work management.

Figure 19: Average cost per WorkCover claim



**Asset Management**

We are responsible for infrastructure assets, such as buildings, roads, bridges, drainage, parks and recreational facilities. They represent a significant investment made over many generations to ensure that we manage our assets and the services that we deliver economically and sustainably.

The replacement value of these assets (including land and fixed assets) is estimated at just over \$2 billion. We spend, on average, around \$16 million per year on refurbishing and renewing infrastructure assets.

Sound and sustainable asset management is essential to enable us to provide necessary services and facilities, manage and maintain community assets, and meet legislative, regulatory and reporting requirements.

Our approach to asset management forms part of a framework. This framework includes best practice asset management, the implementation of corporate information systems for data management, reporting and works planning, a planned and fully-funded approach to timely infrastructure renewal, and the consideration of lifecycle costing for capital investment decisions for new or enhanced infrastructure.

Several key documents form part of this framework. These include our Asset Management Policy and Asset Management Strategy, which provide direction and guidance for the ongoing management of our assets. The framework also defines the principles and methodology on which our long-term Capital Works Program is developed.

The Capital Works Program prioritises funding for the renewal and refurbishment of existing assets, over the creation of new assets. This ensures that Manningham’s existing infrastructure facilitates levels of service that are affordable and continue to meet community expectations, changes in standards and growth of the city.

#### National Asset Management Assessment Framework (NAMAF)

Manningham participates in and is a strong advocate of, the MAV Step Asset Management Program (Step Program).

The Step Program was established to raise awareness, assist Councils with asset management and to support a standard best practice approach across the industry.

The Step Program continues to evolve and now includes best practice guidelines and practices contained in the Australian Government's National Asset Management Assessment Framework (NAMAF).

NAMAF is used nationally to support local governments to improve their asset management planning and performance, and to assist Councils to achieve a 'core' or 'advanced' level of asset management maturity within their organisation.

NAMAF includes 11 key assessment elements to evaluate asset management performance.

A summary of our performance against the NAMAF scorecard for 2018/19 is outlined in the table below. It also includes a comparison with other outer metropolitan councils.

■ **Table 13: 2018/19 NAMAF scorecard**

Key asset management elements	Outer metropolitan average score	Manningham
Strategic planning	Excellence (100%)	Excellence (100%)
Annual Budget	Excellence (100%)	Excellence (100%)
Annual report	Excellence (100%)	Excellence (100%)
Asset management policy	Excellence (100%)	Excellence (100%)
Asset management strategy	Excellence (100%)	Excellence (100%)
Asset management plans	Excellence (90%)	Excellence (100%)
Governance and management	Excellence (95%)	Excellence (100%)
Levels of service	Excellence (75%)	Excellence (100%)
Data and systems	Excellence (95%)	Excellence (97%)
Skills and processes	Excellence (97%)	Excellence (98%)
Evaluation	Excellence (90%)	Excellence (100%)

The results show that we have performed well in asset management, having reached 'core' maturity level in all of the critical elements, and are operating at or above other outer metropolitan councils.

We will continue to implement the Step Program in 2019/20.



### Grants and Funding

Manningham Council thanks the Victorian and Australian Government in supporting us to deliver services and ensure our residents experience a safe, vibrant, healthy liveable community.

For a break down our major grants received please refer to note 3.4 of our Financial Report.

### Governance and Management Checklist

Below are the results of Manningham's assessment against the governance and management checklist as prescribed by the LGPRF.

Governance and management items	Assessment
<b>Community engagement policy</b> (policy outlining Council's commitment to engaging with the community on matters of public interest)	<b>Date of operation for policy: 4 June 2019</b>
<b>Community engagement guidelines</b> (guidelines to assist staff to determine when and how to engage with the community)	<b>Date of operation for guidelines: 4 June 2019</b>
<b>Strategic Resource Plan</b> (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Plan adopted in accordance with section 126 of the Act <b>Date of adoption: 26 June 2018</b>
Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Budget adopted in accordance with section 130 of the Act. <b>Date of Adoption: 26 June 2018</b>
Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Current plans in operation: <ul style="list-style-type: none"> <li>• Drainage Management Plan 31 July 2007</li> <li>• Roads Management 28 August 2012</li> <li>• Building Management Plan 28 August 2012</li> <li>• Parks Management Plan 28 August 2012</li> </ul>



Rating strategy (strategy setting out the rating structure of Council to levy rates and charges)	Date of operation of current strategy: 26 June 2018
Risk policy ( policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Date of operation of policy: 25 July 2017
Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Date of operation of policy: 12 December 2017
Municipal emergency management plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with Section 20 (1) of the <i>Emergency Management Act 1986</i> . Date of preparation: 15 March 2016
Procurement policy (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act</i> Date of approval: 25 June 2019
Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Date of operation of current plan 21 July 2017
Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Date of operation of current plan 21 July 2017
Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Date of operation of current framework 25 July 2017
Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical and regulatory requirements)	Committee established in accordance with section 139 of the Act Date of establishment: 13 January 1998

Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal Audit date of engagement of current provider: 6 October 2016
Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Date of operation of current framework: 27 June 2017
Council Plan reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Current report Date of report: 30 January 2019
Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Quarterly statements presented to Council in accordance with section 138(1) of the Act: <ul style="list-style-type: none"> <li>• Quarter 1 Report 27/11/2018,</li> <li>• Quarter 2 Report 26/02/2019,</li> <li>• Quarter 3 Report 28/05/2019,</li> <li>• Quarter 4 Report 17/09/2019</li> </ul>
Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports prepared and presented: Dates of reports: 28 August 2018 and 23 April 2019
Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports prepared and presented: <ul style="list-style-type: none"> <li>• Quarter 2 Report 27 February 2018</li> <li>• Quarter 4 Report 30 August 2018</li> </ul>
Annual Report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	Annual Report considered at a meeting of Council in accordance with section 134 of the Act Date of consideration: 25 September 2018

Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Code of conduct reviewed in accordance with section 76C of the Act Date reviewed: 21 February 2017
Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with section 98 (6) of the Act on the 11 December 2018 and the 4 April 2019
Meeting procedures (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act Date local law made: 12 December 2017

I certify that this information presents fairly the status of Manningham's governance and management arrangements.

Andrew Day  
Chief Executive Officer  
Dated xxx

Paula Piccinini  
Mayor  
Dated xxx

### Statutory Information

The following information is provided in accordance with legislative and other requirements applying to Manningham.

#### Documents available for public inspection

In accordance with Regulation 12 of the Local Government (General) Regulations 2015, below is a list of the documents that you can request to inspect at the Manningham Civic Centre at 699 Doncaster Road, Doncaster, from 8am to 5pm, Monday to Friday.

- Details of overseas or interstate travel (with the exception of interstate travel by land for less than three days) undertaken in an official capacity by Councillors or any member of our staff in the previous 12 months.
- Agendas for and minutes of meetings of ordinary and Special Council Meetings held in the previous 12 months, excluding confidential information considered at a meeting closed to the public.
- Minutes of meetings of any Special Committees established under section 86 of the Local Government Act 1989, excluding confidential information considered at a meeting closed to the public.
- Register of delegations kept in accordance with the Local Government Act 1989.
- Register of all leases involving land that Manningham entered into as lessor.
- Register of authorised officers.
- List of grants and donations Manningham made during the financial year.
- An operating statement, a statement of financial position and notes to the financial statements.
- A copy of election campaign donation returns received following the most recent Manningham elections.

Find out more: [manningham.vic.gov.au/public-registers-and-information](http://manningham.vic.gov.au/public-registers-and-information).

#### Best value

In line with the Local Government Act 1989, Manningham operates under the principles of best value which are:

- quality and cost standards
- responsiveness to community needs
- accessibility
- continuous improvement
- community consultation
- reporting to our community.

We have a multi-pronged approach to capturing best value across our activities. Firstly, as part of our business-as-usual operations, we plan and capture all best value activity by reporting in relation to the best value principles in reports, business cases and capital works proposal presented to the EMT and Councillors. Best value principles are considered in business planning, and Council's organisation wide approach to risk management, compliance reviews and audits.

Secondly, we continue to implement a comprehensive transformation program to make it easier for our customers to interact with Council. Projects completed as part of this program in 2018/19 include:

- the digitisation of many of our service application and processes, making it easier for our customers and community to engage and deal with us for matters including further planning permit applications, parking permits, and immunisation appointments
- a new asset management solution enabling better identification of assets most in need of future investment
- an enterprise project management solution to bring efficiencies and improved governance to our project delivery
- a new fleet management solution, facilitating improved management and security of our fleet, plant and equipment resources
- a new solution for managing our community venues, including streamlining of venues invoicing and customer queries, and an internal pilot of online venue bookings as a precursor to a community launch

These improvements complement previous projects delivered in the program which include:

- technology refresh project replacing outdated desktop computers with more efficient technology to improve accessibility
- mapped business processes and updated software to comply with new infringement reforms legislation
- print optimisation
- implementation of InfoCouncil, a specialised software package for local governments
- transformation of our records management structure and processes
- risk and audit management systems
- adoption of accounts payable automation
- livestreaming Council meetings on Facebook
- a new and revised planning register enabling our community to view planning permit documents and make submissions online
- the ability to lodge and pay for planning permit applications, drainage applications, and road closure applications online

#### Protected Disclosure Procedures

The Protected Disclosure Act 2012 became law in Victoria in February 2013 to encourage and facilitate the disclosure of any improper conduct by Councillors or Council officers, and to protect people making disclosures from any reprisals they may experience in response to their actions.

Manningham adopted a Protected Disclosure Procedure to supplement the provisions of the Act and further facilitate the disclosure of any improper conduct by Councillors and Council officers. We have a Protected Disclosure Coordinator whose role is to receive and consider all disclosures about improper conduct and detrimental action as defined by the Act. A copy of the Protected Disclosure Procedure is available on our website.

In 2018/19, Manningham did not refer any protected disclosures to the Independent Broad-Based Anti-Corruption Commission (IBAC).

Find out more [manningham.vic.gov.au/legislation](http://manningham.vic.gov.au/legislation)



### Carers recognition

In accordance with the Carers Recognition Act 2012, Manningham reports annually on our care measurement obligations under section 11 of this Act.

We have taken all practicable measures to comply with responsibilities outlined in the Act. We have continued to promote the principles of the Act to people in care relationships and the wider community to whom we provide services by:

- displaying posters in our customer service reception at our Aged and Disability Support Services unit at Manningham Civic Centre
- providing information on our website for carers, including information about support groups for carers [manningham.vic.gov.au/ageing-well-carers](http://manningham.vic.gov.au/ageing-well-carers)
- providing information about the Act in our Community Care Program guidelines to our customers in Home and Community Care Program for Younger People (HACC PYP) and Commonwealth Home Support Programme
- providing respite care support – in-home and community based, regular and occasional
- providing free attendance for carers accompanying care recipients to selected seniors events
- providing information to and supporting client carers transitioning to the NDIS.

We have also taken all practicable measures to ensure our staff, agents and volunteers are aware of the principles of and their obligations under the Act by providing information on the care relationship by:

- providing information about the Act to HACC PYP clients and disability services through the Council's Community Care Program Guidelines
- referring to the Act in our Discrimination, Harassment and Bullying Policy
- including carer's leave in the current Manningham City Council Enterprise Agreement 7, 2017.

We have taken all practicable measures to review and modify policies, procedures and supports to include recognition of the carer relationship. Services and resources we have provided that recognise and support the care relationship include:

- regular and occasional respite care support: in home and community based.
- pathways for Carers project: a peer support monthly walking program designed for carers of people with a disability or mental health issue. Since October 2016 monthly walks have been followed by a meeting at a local café with a guest speaker, discussing various topics relevant to carers.
- the Aquarena Aquatic and Leisure Centre continued to accept the Carer Card, giving carers concession aquatics entry and membership rates. The Companion Card gives carers free entry while working in their role as a carer.

### Contracts

During 2018/19 there were no contracts issued in contravention of section 186 of the Local Government Act 1989.

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### Disability Action Plan

In accordance with section 38 of the Disability Act 2006, Manningham has met its legislative requirements through the following actions.

- bi-monthly Access and Equity Advisory Committee meetings. The committee provides advice on local issues, service delivery, and planning for improved access, equity and inclusion within Council and the wider community
- we delivered three workshops in partnership with Women with Disabilities Victoria - A Right to Respect: Preventing Violence against women with Disabilities
- we have established the Eastern Culturally and Linguistically Diverse (CALD) Disability Community of Practice (CoP) in partnership with Inner Melbourne VET Cluster, Migrant Settlement Committee, Whitehorse Council and the NDIS. The purpose of the CoP is to promote understanding of the NDIS within CALD communities across the Eastern region
- the Manningham Walking Group for Carers met monthly in Manningham, with guest presenters on supports for carers of people with disabilities and mental health issues. The ongoing viability of this group has been established thanks to support through the Chrisalis Foundation and the Bank of Melbourne
- the Building Equitable Employment Network hosted bi-monthly meetings, bringing together individuals and organisations working towards inclusive employment for people with disabilities

### Freedom of Information

The Freedom of Information Act 1982 (FOI Act) gives our community a right to access certain Council documents. Freedom of Information (FOI) requests must be made in writing and accompanied by an application fee.

Under legislation, Council must decide within 30 days whether to provide the information, in whole or in part, or to deny access. This timeframe may be extended for mandatory third party consultation or by agreement with the applicant.

In 2018/19, we received 19 valid FOI requests. All requests were processed and completed during 2018/19. The results were that:

- full access was granted for four requests
- partial access was granted for six requests
- no documents were found or did not exist for two requests
- documents were provided outside the FOI Act for six requests
- one request was withdrawn by the applicant.

An additional 12 FOI applications were received in 2018/19, but were not processed as valid requests as they did not comply with the requirements outlined under section 17 of the FOI Act.

Reasons include non-payment of the application fee or no response from applicants after seeking clarification.

There were two requests to the Office of the Victorian Information Commissioner for internal review of access decisions we made in 2018/19.

There were no applications for review lodged with VCAT relating to requests we processed in 2018/19.

All enquiries relating to accessing documents under the FOI Act should be direct to our FOI Officer on 03 9840 9407 or via [FOI@manningham.vic.gov.au](mailto:FOI@manningham.vic.gov.au).

Find out more [manningham.vic.gov.au/legislation](http://manningham.vic.gov.au/legislation)

#### Information privacy

We are committed to protecting the personal privacy of our residents and ratepayers. We only collect, use or disclose personal or health information where it is necessary to perform our functions or where required by law.

We work hard to fully comply with our obligations under the Privacy and Data Protection Act 2014 and the Health Records Act 2001.

The complaints we received under these Acts in 2018/19 are outlined below.

- Privacy and Data Protection Act 2014: no complaints were received or investigated.
- Health Records Act 2001: no complaints were received or investigated.

No complaints were lodged in 2018/19 about our handling of personal or health information with the Office of Victorian Information Commissioner or the Health Complaints Commissioner.

Find out more [manningham.vic.gov.au/privacy](http://manningham.vic.gov.au/privacy)

#### Our Healthy City Strategy 2017-2021

We developed our Healthy City Strategy 2017- 2021 using an integrated planning approach with Manningham's Council Plan 2017-2021. The strategy works towards our vision and healthy community goals. It also outlines our legislative responsibility to prepare, implement and evaluate this plan every four years.

Our key achievements in this area in 2018/19 were:

- enhanced collaboration and partnership opportunities to address key health and wellbeing topics, including the formation of three collaborative working groups to explore gender equity, community connectedness and youth resilience in Manningham.
- over \$1.7 million of Council's community grant funding delivered to enhance programs and services.
- more than 2500 people attended information sessions as part of the Parenting Seminar Series.
- commencement of a partnership project to build the capacity of Boroondara and Manningham sporting clubs around gender equity and inclusive practice.



- development and delivery of the Faith Communities Unite for Safety and Respect project, building the capacity of faith leaders and community in the Inner East to promote gender equity and prevention of violence against women.
- partnered with the Manningham Youth Alliance to deliver the Skills for the Future Careers Expo, which was attended by over 100 young people, parents and professionals.
- delivery of events to promote Reconciliation Week, attracting over 175 people.
- improvement opportunities identified through the review of key services, including youth services.
- delivery of female-friendly facility upgrades at 11 parks and reserves.
- increased the capacity of community and key stakeholders on health and wellbeing and social issues impacting Manningham
- delivery of the Eat and Greet community lunch event, which focused on building community connectedness in place.
- a clearer strategic framework and better alignment across the organisation, resulting in more internal collaboration and improved integrated planning, reporting and effectiveness and efficiency in delivery.
- greater opportunities for our community to consult and influence our strategic direction through advisory committees.

#### Domestic Animal Management Plan

In accordance with the *Domestic Animals Act 1994*, we prepare a Domestic Animal Management Plan every four years. We evaluate how well we have implemented the plan in our Annual Report.

After extensive community consultation, our Domestic Animal Management Plan 2017-2021 was approved and adopted by our Councillors on 26 September 2017.

Table 14 shows our performance this year against the plan.

■ Table 14: 2018/19 performance against the Domestic Animal Management Plan

Topic	Actions in plan		
	Total Actions in Plan	Actions completed	To be completed
Registration/Identification	23	17	6
Nuisance complaints	29	22	7
Dog Attacks	13	13	0
Declared Dogs	10	9	1
Overpopulation Euthanasia rates	15	6	9
Domestic Animal Businesses	10	9	1
Staff Training	13	13	0
Other matters	10	7	3

#### Community Local Law

We adopted Manningham's Community Local Law on 30 April 2013. This law replaced Manningham's General, Public Health and Doncaster Hill Local Laws. The preparation, content and format of the Community Local Law is in accordance with the Ministerial Guidelines. It also complies with National Competition Policy requirements and is compatible and consistent with the Victorian Charter of Human Rights.

In 2013, Manningham made a Community Impact Statement available to inform and consult with our community about the Community Local Law.

#### Road Management Act – Ministerial Directions

In accordance with section 22 of the *Road Management Act 2004*, Manningham must publish a copy or summary of any ministerial directions in our Annual Report.

Council did not receive ministerial directions during the 2018/19 year.

#### Infrastructure and development contributions

In accordance with section 46GM and 46QD of the *Planning and Environment Act 1987*, we must provide a report to the Minister for Planning on our infrastructure and development contributions, including levies and works in kind during 2018/19.

Tables 15 - 18 outline infrastructure and development contributions for 2018/19.

**Development Contributions Plan (DCP)**

■ **Table 15 Total DCP levies received in 2018/19**

DCP name (year approved)	Levies received in 2018/19 financial year \$
Doncaster Hill Development Contributions Plan 2005	\$ Nil (None received)
<b>Total</b>	<b>\$ Nil</b>

■ **Table 16: DCP land, works, services or facilities accepted in-kind in 2018/19**

DCP name (Year approved)	Project ID	Project description	Item purpose	Project value \$
Doncaster Hill Development Contributions Plan 2005				NIL
<b>Total</b>				

■ **Table 17: Total DCP contributions received and expended to date**

DCP name (Year approved)	Total Levies received \$	Total levies expended \$	Total works-in-kind accepted \$	Total DCP contributions received (levies and works-in-kind) \$
Doncaster Hill Development Contributions Plan 2005		\$18,619,430		
<b>Total</b>		<b>\$18,619,430</b>		

■ Table 18: Land, works, services or facilities delivered in 2018/19 from DCP levies collected

Project description	Project ID	DCP name (year approved)	DCP fund expended \$	Works in kind accepted \$	Our contribution \$	Other contributions \$	Total project expenditure \$	Percentage of item delivered
NIL projects delivered in 2018/19								

## Glossary and abbreviations

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### Glossary

#### **Advisory committee**

A committee that assists Council with the decision-making process and has a Councillor representative to assist with the consultation process

#### **Advocacy**

Publicly supporting or recommending programs or services on behalf of our community to other tiers of government or service providers for community benefit

#### **Annual Report**

An annual report prepared by a Council under sections 131, 132 and 133 of the *Local Government Act 1989*

#### **Asset expansion expenditure**

Expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing beneficiaries

#### **Asset expenditure type**

These types of asset expenditure:

- asset renewal expenditure
- new asset expenditure
- asset upgrade expenditure
- asset expansion expenditure

#### **Asset renewal expenditure**

Expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

#### **Asset upgrade expenditure**

Expenditure that:

- enhances an existing asset to provide a higher level of service; or
- increases the life of the asset beyond its original life

#### **Best value**

State legislation that requires Council to review services to ensure community expectations and value for money

#### **Budget**

167

Council's originally published budget detailing the projected income, expenditure and financial position of Council

**Capital expenditure**

The expenditure on items which are expected to produce future economic benefits for Council with a useful life in excess of 12 months

**Capital improved value**

The market value of the property at the date of valuation including the value of the land and all improvements built on the land

**Capital Works Program**

Program of scheduled infrastructure works generally encompassing capital works for road, drainage and building assets

**Capitalisation**

The process whereby expenditure is charged to an account in the statement of financial position rather than to an expense account

**Council Plan**

The four-year plan for how we will deliver our nine strategic objectives

**Community grants**

Council allocates a sum of money for our Community Development Community Grants program as part of the annual budget process. The funding supports not for profit community organisations in Manningham

**Community Satisfaction Survey**

The survey the state government requires Councils to conduct once a year to gauge the level of community satisfaction with our services

**Cultural diversity**

Celebrating our community's many different cultures expressed through language, tradition, religion, dress, arts, dance and lifestyle

**Governance**

Council's responsibility for the economic and ethical performance of the municipality

**Community Care Program**

Home and Community Care (HACC) and the Commonwealth Home Support programs established under Agreements entered into with the Australian and State Governments support people who are frail, have a disability and their families

**Community care service**

Provides a range of services including domestic assistance, personal care, community respite and delivered meals which assist clients to maximise their independence in the community

**Infrastructure**

The stock of fixed capital equipment, including roads, public buildings, footpaths, etc.

**Key performance indicator**

A significant measure used on its own or in combination with other key performance indicators to monitor how well a business is achieving its quantifiable objectives

**Liquidity**

The ratio of current assets to current liabilities as a percentage that shows how much cash we have on hand

**Local Government Model Financial Report**

The Local Government Model Financial Report published by the Department from time to time including on the Department's website

**Local law**

The laws adopted by Council that prohibit, regulate and control activities, events, practices and behaviours within Manningham

**Local roads**

The municipal road network which is maintained by Manningham Council

**Manningham Matters**

The Council newsletter we deliver to all Manningham homes and businesses which provides residents with information about local activities.

**Manningham Planning Scheme**

Outlines state and local planning policies including zones, overlays and other provisions

**Material variations**

Significant changes to a development application, such as those that impact neighbouring properties, alter the description of the development or would affect objections to the original proposal.

**Maternal and Child Health (MCH) Service**

Service provided by a Council to support the health and development of children within the municipality from birth until school age

**Municipal Association of Victoria (MAV)**

The lobbying body for Victoria's 79 councils

**New asset expenditure**

Expenditure that creates a new asset that provides a service that does not currently exist

**Non-current assets**

All assets other than current assets

**Non-recurrent grant**

A grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a Council's Strategic Resource Plan

**North East Link Project (NELP)**

The largest road project in the state's history, which will involve seven years of planning, design and construction. It is the biggest infrastructure project to affect Manningham's municipality.

**Performance indicator**

A statistic identifying the extent of activity in meeting a specific objective

**Performance statement**

The performance statement prepared by a Council under section 131 of the Act

**Principal Accounting Officer**

The person designated by a Council to be responsible for the financial management of the Council

**Recurrent grant**

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A grant other than a non-recurrent grant

**Report of operations**

The report outlining details of Council operations prepared under section 131 of the Act

**Reserves**

Monies set aside in the statement of financial position for specific purposes in accordance with statutory and discretionary principles

**Revised budget**

The revised budget prepared by a Council under section 128 of the Act

**Risk management**

A policy and process for identifying business risks and controlling the likelihood and/or impact of a risk event occurring

**Strategy**

A plan of action intended to accomplish specific objectives

**Statement of Capital Works**

A statement of capital works prepared in accordance with the Local Government Model Financial Report

**Statement of Human Resources**

A statement that shows all Council staff expenditure and the number of full time equivalent Council staff

**Sustainable**

How we meet present-day needs without compromising future generations' ability to meet their needs

**Themes**

The overarching strategic objectives or focus areas of Council, as outlined in the Council Plan

**Triple bottom line**

Measures community well-being by assessing the economic, social and environmental considerations

**Vision**

171

A description of the future we aim to achieve for our city and community

**Ward**

The delineation of a district within a municipality for the purposes of administration and representation

**Wellbeing**

A general term to encompass health, happiness, welfare, security, comfort, quality of life and a sense of belonging

**Abbreviations**

**AAS** Australian Accounting Standard

**ABS** Australian Bureau of Statistics

**AMS** Asset Management Strategy

**CALD** Culturally and Linguistically Diverse

**CEO** Chief Executive Officer

**Cr** Councillor

**EBA** Enterprise Bargaining Agreement

**EMT** Executive Management Team

**EO** Equal Opportunity

**HACC** Home and Community Care

**LGPRF** Local Government Performance Reporting Framework  
**MAV** Municipal Association of Victoria

**MCH** Maternal Child Health

**NDIS** National Disability Insurance Scheme

**NELP** North East Link Project

**OHS** Occupational Health and Safety

**SBS** Strategic Briefing Session

**UNHCR** United Nations High Commission for Refugees

**VEC** Victorian Electoral Commission

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### Thank you

Thank you for reading Manningham's Annual Report 2018/19. We hope that this report has given you a good understanding of our achievements and performance over the 12 months from 1 July 2018 to 30 June 2019. We value your feedback. You can provide this to us by contacting us.

### Annual Report 2018/19

This report is a comprehensive account of our achievements, challenges, aspirations for the future and commitments to our customers.

In it, we report on our performance against the strategic themes and goals outlined in the Council Plan 2017-2021 and give an analysis of our financial performance. The report also illustrates the breadth and depth of the services we are proud to deliver to the Manningham community.

### Why we have an Annual Report

Our Annual Report is a critical tool to inform Manningham's residents, businesses, employees and potential employees, Victorian and Australian governments, peak bodies, and community groups and organisations about our activities, performance and future direction.

Manningham is required under the Local Government Act 1989 to present an Annual Report to the Minister for Local Government by 30 September each year.

### Further reading

We encourage you to visit our website [manningham.vic.gov.au](http://manningham.vic.gov.au) where you can find information about our services, programs, events, major initiatives, major publications and more. On our website, you will find our Manningham Matters publication, which is published ten times a year and highlights the vital work we do in the community.

### Where to get a copy

Hard copies of the Annual Report are available from the Manningham Civic Centre, 699 Doncaster Road, Doncaster and local libraries, or you can call 9840 9333. An electronic copy is available at [manningham.vic.gov.au/annual-report](http://manningham.vic.gov.au/annual-report).

### Contact us

View this annual report online at [manningham.vic.gov.au/annual-report](http://manningham.vic.gov.au/annual-report)

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[manningham.vic.gov.au](http://manningham.vic.gov.au)  
[yoursaymanningham.com.au](http://yoursaymanningham.com.au)

#### Email us

[manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)

#### Call us

03 9840 9333

#### Meet us

Manningham Civic Centre  
699 Doncaster Road Doncaster  
Council Depot  
Corner Blackburn and Warrandyte Roads Doncaster East

#### Write to us

Manningham Council PO Box 1  
Doncaster Vic 3108

#### Access our interpreter service

9840 9355



## 13.2 Manningham Quarterly Report Q4 (April - June) 2019

File Number: IN19/591  
Responsible Director: Chief Executive Officer  
Attachments: 1 Manningham Quarterly Report Q4 (April - June) 2019 [↓](#)

### EXECUTIVE SUMMARY

*The Manningham Quarterly Report outlines key organisational indicators and many of the reporting requirements under the Local Government Performance Reporting Framework (LGPRF). The report also enables greater transparency to monitor and track key aspects of Council's performance for continuous improvement purposes.*

### 1. RECOMMENDATION

**That Council note the Quarterly Report for 1 April – 30 June 2019.**

### 2. BACKGROUND

The Manningham Quarterly Report aims to promote transparency in key aspects of Council Performance; capital works, finance, corporate as well as Councillor expenses and Chief Executive Key Performance Indicators. The report meets legislative requirements under the Local Government Act (1989) and Planning and Reporting Regulations (2008).

### 3. DISCUSSION / ISSUE

#### 3.1 Capital Works

- The capital works program has achieved 79.6% of the adopted budget against a target of 90% for completion for the 2018/19 financial year.
- Program delivery has been impacted by staff and resource shortages. Significant work has gone into addressing resourcing, attracting talented people and implementing new contracts to increase capability and capacity for the 19/20 financial year. A number of projects are prepared, tendered and awarded for 19/20.
- The 2018/19 Carry Forward is \$9.6m which is scheduled for delivery in 2019/20.

#### 3.2 Finance

- The 2018/19 operating result (income less expenses) ended the year ahead of mid-year review target by \$4.8 million or 19.8%. The variance primarily relates to timing of Victorian Grants Commission bringing forward of grants revenue into the 2018/19 year and higher than anticipated developers' cash and non-cash contributions.
- Manningham's financial result for 2018/19 were better than mid-year review forecast demonstrating our commitment to maintaining long-term financial sustainability whilst providing cost-effective services and delivering infrastructure projects to meet the needs of our community.

### 3.3 Corporate Performance

- Details on our performance and progress on the second year of our Council Plan is in the Manningham Council 2018/19 Annual Report.

#### 3.3.1 Statutory Planning

- Performance has improved with decisions made within 60 days and time taken to decide. We are working hard to introduce continuous improvements to assist in the timely processing of applications.

#### 3.3.2 Local Government Performance Reporting Framework (LGPRF)

- The LGPRF was established by the State Government in 2014. It measures service, financial and sustainable capacity performance of Councils across Victoria. Results are published on the 'Know Your Council' website. For 2018/19, Manningham Council performance is sound across all indicator sets. Selected highlights include:
  - **Statutory Planning** - Although there was an increase in planning applications from last year, sound performance has been maintained with decisions made in time and time taken to decide. In addition, costs continue to decrease per application as efficiencies as realised.
  - **Waste** - gains from 2018 Australian Standard bin rollout continue with the lowest ever material sent to landfill.
  - **Underlying Surplus** - strengthens Council's ability to maintain the core services and infrastructure to the community.

#### 3.3.3 Council Plan 2017-2021

- At the end of this financial year, 12 of the 14 Major Initiatives are complete or on track (for project over 2 years). The two off track are:
  - The accessibility audits were not completed in 2018/19. They are budgeted for completion in the 2019/20 financial year.
  - Pleasingly, Mullum Mullum occupancy increased each quarter with end quarter 65.5% occupancy (72.9% off peak and 58% peak). Just falling short of the annual target, we continue to promote optimal use with clubs as well as casual and skills sessions.
- Council is also within target to deliver 90% of Council Plan actions (exceeding the target of 85%) and 80% of Key Performance Indicators.

### 3.4 Councillor Expenses

- At the end of the period, all Councillors are within the annual allowance. The following minor errors have been rectified for this quarter:
  - Minor cabcharge expenses incorrectly reported for Councillors Chen, Galbally, Haynes, Kleinert and Piccinini.

- \$120 incorrectly charged to Cr Galbally in Conferences and Training in Quarter 1.

### 3.5 **CEO Key Performance Indicators (CEO KPIs)**

- Each year, indicators are developed to identify areas of responsibility that require the Chief Executive's attention to ensure an improved customer experience, organisation excellence and delivery of the Council Plan.
- For 2018/19, 20 indicators (resulting in 31 actions) were identified. These have been monitored closely throughout the year with progress reported quarterly.
- All indicators are on track or have been delivered with the exception of:
  - 90% target of capital works adopted budget achieved and the program delivered was not achieved (detail above).
  - The Customer Relationship Management (CRM) system was delayed following User Acceptance Testing to effectively plan the final stages.

## 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.



# Manningham

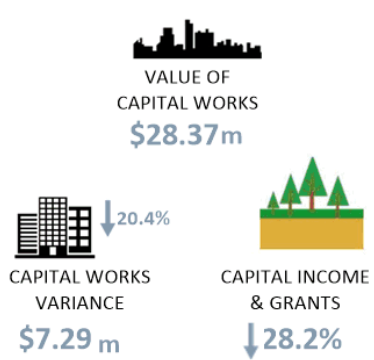
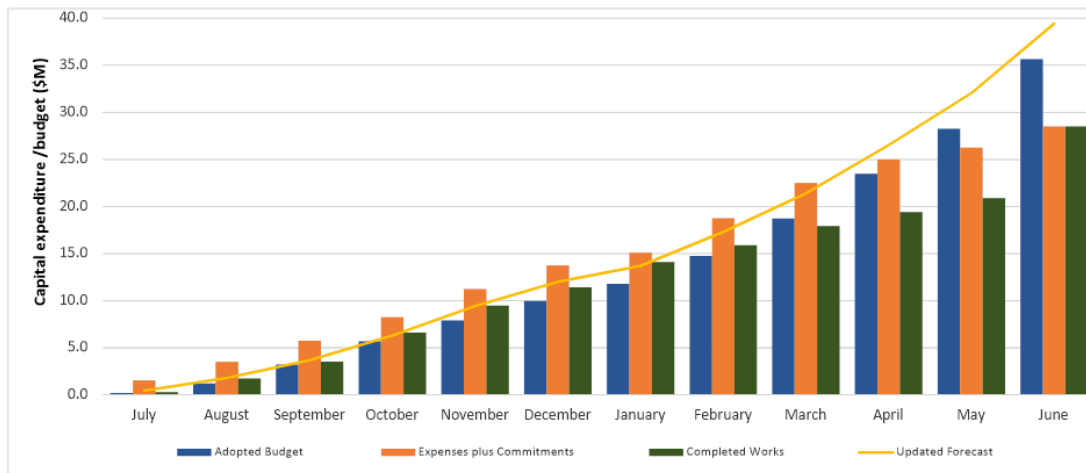
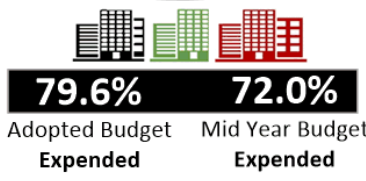
## Quarterly Report 2018/19

### Quarter 4: April - June 2019

## 1. Capital Works



**\$35.7m** Adopted Budget  
**\$30.1m** Mid-year Forecast



### Spotlight

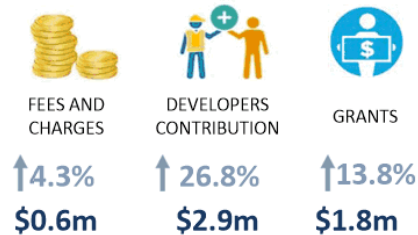
- The capital works program has achieved 79.6% of the adopted budget against a target of 90% for completion for the 2018/19 financial year.
- Program delivery has been impacted by lack of continuity in staffing and resourcing. Significant work has gone into addressing resourcing, attracting talented people and implementing new contracts to ensure increased capability and capacity for the 19/20 financial year. A number of projects are prepared, tendered and awarded for 19/20.
- The 2018/19 Carry Forward is \$9.6 million which is scheduled for delivery in the 2019/20 financial year.

## 2. Finance

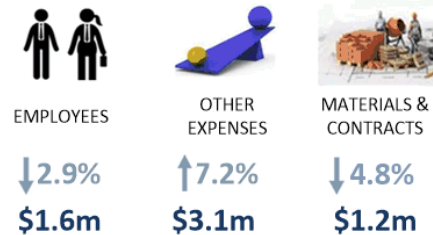
	Revenue	Expenses	Surplus
Budgeted *	\$147.8m	\$123.5m	\$24.3m
Actual	\$153.0m	\$123.9m	\$29.1m

\* Mid-Year Review Budget

### Revenue Variation

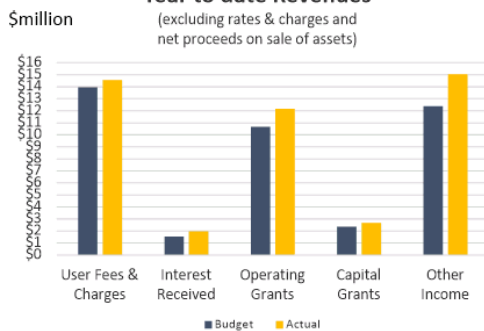


### Expenses Variation

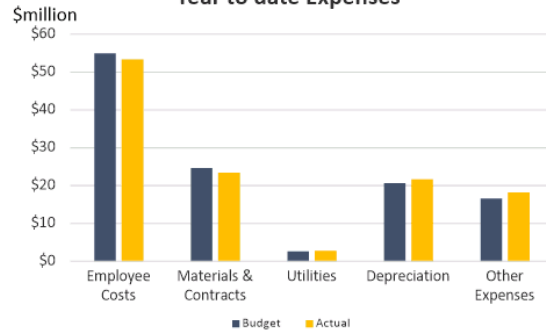


### Year to date Revenues

(excluding rates & charges and net proceeds on sale of assets)

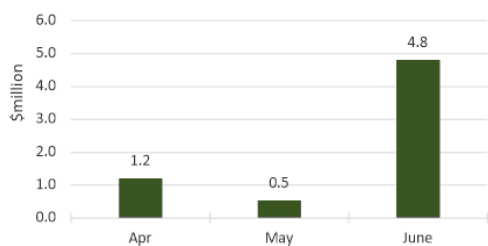


### Year to date Expenses



### Operating Result (Quarter)

Year to date variance to Budget

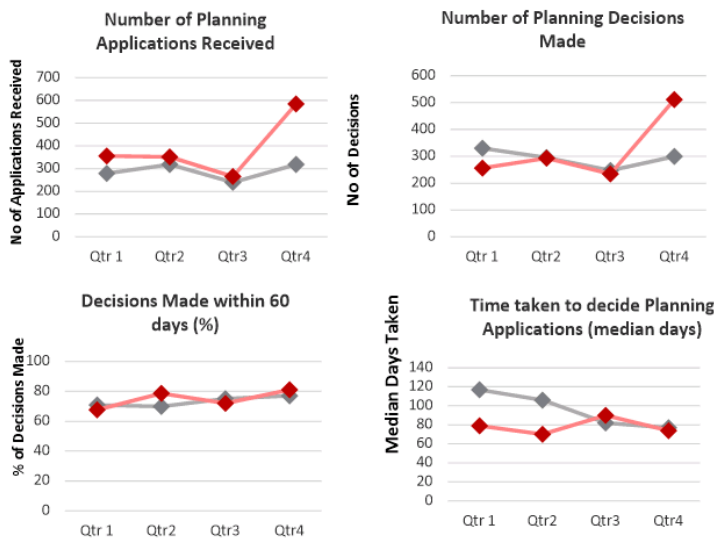


### Spotlight

- The 2018/19 operating result (income less expenses) ended the year ahead of mid year review target by \$4.8 million or 19.8%.
- The variance primarily relates to timing of Victorian Grants Commission bringing forward of grants revenue into the 2018/19 year and higher than anticipated developers' cash and non cash contributions.
- Manningham's financial result for 2018/19 were better than mid year review forecast demonstrating our commitment to maintaining long-term financial sustainability whilst providing cost-effective services and delivering infrastructure projects to meet the needs of our community.

# 3. Corporate Performance

## Spotlight - Statutory Planning

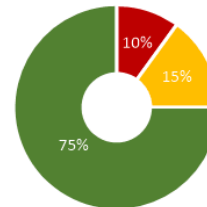


## Organisation Performance

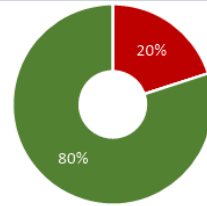
### Progress during the Quarter



### Action Performance



### KPI Performance



Council is within target to deliver 90.0% of actions and 80.0% of KPI's

### Statutory Planning

Performance has improved with decisions made within 60 days and time taken to decide. We are working hard to stabilise the result and are introducing continuous improvements to assist in the timely processing of applications.

### LGPRF Performance

The Local Government Performance Reporting Framework (LGPRF) was established by the State Government in 2014 to allow the community to see and compare Council's performance in areas of interest. Performance indicators monitor service, financial and sustainable capacity in Councils across Victoria. For 2018/19, Manningham Council results reflect sound performance in service, financial and sustainable capacity. Selected highlights include:

- **Statutory Planning** - A total of 1304 planning applications were received during the year. This was an increase from last year, however sound performance has been maintained with *decisions made* and *time taken to decide* applications. The *median days taken to decide* and *costs per application* continue to decrease as efficiencies are realised.
- **Waste** - gains from 2018 Australian Standard bin rollout continue with the lowest **ever** material sent to landfill
- **Underlying Surplus** - strengthens Council's ability to maintain the core services and infrastructure to the community.

The full results will be in the Manningham Annual Report 2018/19 and published on the 'Know Your Council' website.

### Council Plan 2017-2021

The Council Plan has five themes: Healthy Community, Liveable Places and Spaces, Resilient Environment, Prosperous and Vibrant Economy and Well Governed Council. Goals for each theme were developed in consultation with the community, Councillors and council staff. We progress these goals through actions and initiatives each year. Major Initiatives are significant pieces of work to deliver on the Council Plan. Major Initiatives are delivered over the four years of the Council Plan, with new milestones created when one is completed. In most cases, we aim for 25% progress each quarter to build to 100% completion across the 4 quarters of the year. At the end of this financial year, 12 of the 14 Major Initiatives are complete or on track (for project over 2 years), delivering great results across the Council Plan goals.

### CEO Key Performance Indicators

CEO Andrew Day commenced in September 2018. As CEO Performance Indicators, 20 performance indicators (resulting in 31 actions) were identified to improve customer experience, organisation excellence and the delivery of the Council Plan. Monitored closely throughout the year, progress has been reported in the Quarterly Report. 17 of the indicators are on track or have been delivered. The Capital Works Program report is detailed on page 1 of this report and the Customer Relationship Management system was granted a time extension following User Acceptance Testing to effectively plan the final stages of implementation.

# 4. Major Initiatives

**Progress Key**  
  
 Actual  
 Target

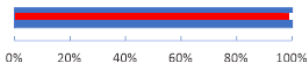
## HEALTHY COMMUNITY

### 1.1 A healthy, resilient and safe community

### 1.2 A connected and inclusive community



Healthy City Strategy  
2017-2021



Measure achieved. 9 Parenting Sessions held with 2,500 participants. Received accreditation as a Dementia friendly Council and a national recognition award for connecting communities through Arts and Culture.



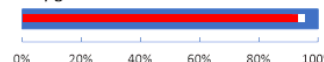
Access, Equity and Diversity



In Progress. Priority Council-owned buildings identified for accessibility audits to make sure Council are proactive in this space. Budget secured and audits to be undertaken in Q1, 2019-20.



Deliver female friendly facility upgrades in selected Pavilions



Measure achieved. Facilities upgraded at Deep Creek Reserve, Donvale Reserve Pavilion #2, Park Reserve, Templestowe Reserve and Stintons Reserves.

## LIVEABLE PLACES AND SPACES

### 2.1 Inviting places and spaces

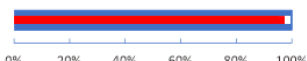
### 2.2 Enhanced parks, open space and streetscapes

### 2.3 Well connected, safe and accessible travel

### 2.4 Well utilised and maintained community infrastructure



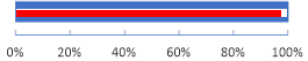
Ensure local planning is responsive to community need



Measure achieved. Process to implement priority actions following review of the planning scheme is in operation.



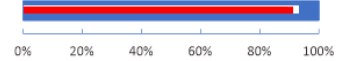
Implementation of Parks Improvement Program



Measure achieved (with variation\*). Finished as scheduled for Lawford Reserve (toilets, paths, playground and picnic area), Petty's Reserve and completion of Main Yarra River Trail to Warrandyte (in 2021). \*Ruffley Lake works preceded by Waldau Precinct



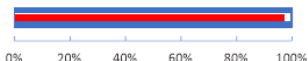
Roads Improvement Program



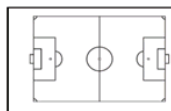
On Track. King Street Footpath Stage 2B complete mid-Jul 19. Jumping Creek Road Stage 1A service relocation works underway, planning permit issued. Stages 1B and 3 intersection design progressing. Developing tender for future works allocation.



Integrated Transport



Measure achieved. An Action Plan was developed in lieu of a Strategy pending the significant impact of the North East Link on transport in the region. A Bus Action Plan is being implemented to support safe, connected and accessible regional transport.



Mullum Mullum Stadium



In Progress. Pleasingly, occupancy increased each quarter with end quarter 65.5% occupancy (72.9% off peak and 58% peak). Just falling short of the annual target, we continue to promote optimal use with clubs as well as casual and skills sessions.



Environmental education and awareness



Measure achieved. More than 600 people engaged in 18 Walks, Seminars, field trips, Smarter Living sessions, Schools Education and WaterWatch sessions. Secured State Government funding Caring for Our Local Environments for a Nature Stewards program.

# Major Initiatives cont.

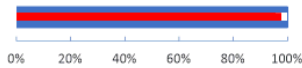
**Progress Key**  
█ Actual  
█ Target

## RESILIENT ENVIRONMENT

- 3.1 Protect and enhance our environment and biodiversity
- 3.2 Reduce our environmental impact and adapt to climate change



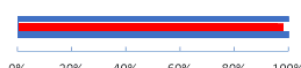
Upgrade Council Drainage



On Track. Completed works on Ringwood-Warrandyte Road, Granard Avenue, Waites Court and Amelia Crescent. Design of Melbourne Hill Road remains on schedule. Council has arranged a property survey to inform drainage design.



Bolin Bolin Billabong Water Facility



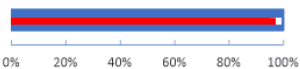
Completed in 2018, Council is working with City of Boroondara and Carey Baptist Grammar with the contractor for ongoing maintenance and management of the Facility. All maintenance issues (mostly due to season) have been tended to.

## VIBRANT AND PROSPEROUS ECONOMY

- 4.1 Grow our local business, tourism and economy



Grow the visitor economy, destinations and events



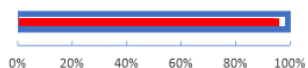
Measure achieved. Launched #ExploreManningham. Worked with local business and destinations and engaged in Warrandyte Festival, Sukura Festival, Seniors Festival. Joined Yarra Ranges Tourism to promote Manningham as part of the Yarra Valley.

## WELL GOVERNED COUNCIL

- 5.1 A financially sustainable Council that manages resources effectively and efficiently
- 5.2 A Council that values citizens in all that we do



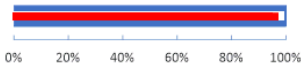
Long Term Sustainability



Measure achieved. 10 year Financial Plan, 2019/20 Annual Budget and 4 Year Strategic Resource Plan prepared with financial sustainability budget principles.



Making it easier for citizens to interact with us



On Track. Overall level of effort required compared to customer expectations has improved (30% vs. 24% in 2017)

**Key: Monitoring Progress**

Target █  
 Actual █

*\*Target is usually 25% cumulative across the project timeframe  
 In the example above, the project is 20% complete with a target of 35%*



## 5. Councillor Expenses

An allocation of \$12,455 for each Councillor and \$15,000 for the Mayor is budgeted annually for the financial year to reimburse Councillors for expenses incurred while carrying out their roles.

Significant demands are placed on Councillors in carrying out their civic and statutory roles attending community meetings and events, capacity building and advocacy meetings in pursuit of the best outcomes for the municipality. The Mayor has a slightly higher allowance as they are required to carry out additional civic and ceremonial duties.

The Councillor Allowance and Support Policy guides the reimbursement of Councillor expenses. This budget is all inclusive and covers conferences and training, travel, child minding and information and communications technology expenses. As part of Council's commitment to remaining accountable and transparent, these expenses will be presented to the community each quarter.

Categories include: Travel (including accommodation, cab charges), Car Mileage, Childcare, Information and Communication Technology, Conferences and Training (including professional development, workshops), General Office Expenses (including meeting incidentals), Formal Attendances (including community events and functions) and Other (publications).

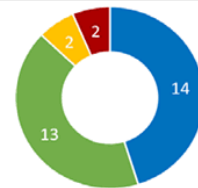
Quarter 4, April to June 2019											
Councillor	Travel	Car Mileage	Childcare	Information Communication Technology	Conferences & Training	General Office Expenses	Formal Attendances	Other	Total Qtr	Year to Date	Allowance (Financial Year)
Cr A Chen (Deputy Mayor)	\$1,711	\$578	\$0	\$0	\$1,031	\$0	\$100	\$0	\$3,421	\$6,127	\$12,455
Cr A Conlon	\$479	\$760	\$0	\$491	\$100	\$0	\$309	\$0	\$2,138	\$5,771	\$13,360*
Cr S Galbally	\$102	\$2,154	\$0	\$409	-\$120	\$0	\$20	\$0	\$2,565	\$11,566	\$12,455
Cr G Gough	\$3,012	\$1,266	\$0	\$1,207	\$2,781	\$159	\$0	\$163	\$8,588	\$9,703	\$12,455
Cr D Haynes	\$269	\$1,042	\$0	\$360	\$0	\$0	\$592	\$20	\$2,282	\$8,029	\$12,455
Cr M Kleinert	\$1,347	\$0	\$0	\$364	\$1,026	\$108	\$321	\$0	\$3,166	\$7,822	\$12,455
Cr P McLeish	\$0	\$300	\$0	\$262	\$0	\$0	\$0	\$0	\$562	\$1,620	\$12,455
Cr P Piccinini (Mayor)	\$1,677	\$340	\$0	\$477	\$1,167	\$164	\$588	\$186	\$4,599	\$7,080	\$14,095*
Cr M Zafiroopoulos	\$1,372	\$841	\$0	\$273	\$1,261	\$0	\$139	\$192	\$4,077	\$11,439	\$12,455

### Notes for the Quarter

- A number of minor cabcharge expenses were incorrectly reported for Councillors Chen, Galbally, Haynes, Kleinert and Piccinini. This has been rectified in Q4.
- \$120 was charged incorrectly in Quarter 1 to Cr Galbally in Conferences and Training.
- \*Minor adjustments to the allowances of Cr Piccinini and Cr Conlon reflect the change in Mayor from Cr Conlon to Cr Piccinini on 8 November 2018

# 6. CEO Key Performance Indicators

All Measures are to be reached by 30 June 2019, unless otherwise stated



● Complete   
 ● On Track   
 ● Monitor   
 ● Off Track

Key Performance Indicator (KPI)	Measure of Success	Status
<b>Key Strategic Direction 1: Community</b>		
1) Communication and Engagement that encourages participation in decision making	a. Review Council’s approach to Community Engagement and commence developing a revised framework. b. Performance in Annual Community Satisfaction Survey: i. Community Consultation Result: 59.Target: 57+ : (Baseline: 57*) ii. Overall Performance Result: 67.Target: 66+ (Baseline: 66*) *2018 Community Satisfaction results	<span style="color: blue;">●</span> <span style="color: blue;">●</span> <span style="color: blue;">●</span> <span style="color: blue;">●</span>
2) Delivery of the Council Plan	a. 85% delivery of Council Plan major initiatives and actions	<span style="color: blue;">●</span>
3) Advocacy planning	a. Develop and implement a plan and approach to effectively represent Manningham’s priorities as they relate to North East Link by 30 April. b. Commence development of a broader plan to address key advocacy priorities as determined by Council by 30 April.	<span style="color: green;">●</span> <span style="color: blue;">●</span>
4) Youth Employment	a. Present a paper to Council on opportunities for Council to provide enhanced employment opportunities for young people at Council by 31 March 2019. b. Creation of an action plan to implement Council’s position by April.	<span style="color: green;">●</span> <span style="color: green;">●</span>
<b>Key Strategic Direction 2: Customer</b>		
5) Making it easier for customers to interact with us, find out information, request a service, provide feedback or report an issue	a. Promote Council’s Customer Service Charter in order to clearly articulate Council’s promise to our citizens and place them at the centre of our thinking. b. Finalise planning for a refurbishment of Council’s front reception/entrance to ensure it is customer friendly and accessible, with a focus on disability access.	<span style="color: green;">●</span> <span style="color: yellow;">●</span>
<b>Key Strategic Direction 3: Financial Sustainability</b>		
6) Operational efficiency	a. Achieve a low risk VAGO rating assessment b. Propose an operational efficiency target as a part of the 2019/2020 budget and four year Strategic Resource Plan	<span style="color: blue;">●</span> <span style="color: blue;">●</span>
7) Capital Works Program phasing and delivery	a. 90% of capital works adopted budget achieved* b. 90% capital works program delivered * * Please see front page spotlight for details	<span style="color: red;">●</span> <span style="color: red;">●</span>
8) Debt	a. Develop options to retire Council’s debt early by 30 June 2020.	<span style="color: blue;">●</span>
9) Strategic Property Management	a. Continue Council’s desire to more effectively leverage its property portfolio by presenting an option/s paper to Council b. Inclusion of a budget to progress strategy in 2019/2020 budget.	<span style="color: green;">●</span> <span style="color: blue;">●</span>
10) Ethical Investment	a. Commence development of a policy to guide Council’s approach to ethical investment including but not limited to appropriate investment in community banking and minimizing investment in companies operating in industries that have a detrimental impact on community wellbeing by 30 April.	<span style="color: blue;">●</span>

## 6. CEO Key Performance Indicators

● Complete
 ● On Track
 ● Monitor
 ● Off Track

Key Performance Indicator (KPI)	Measure of Success	Status
<b>Key Strategic Direction 4: Optimal Processes and Technology</b>		
11) Statutory Planning Permits processing	a. 10% improvement from 2017/18 baseline by June 2019.	●
12) Smart City/Innovation* * note minor wording change	a. Implement Phase 1 of an organisation-wide Customer Relationship Management (CRM) system to improve how we record and track customer interactions. b. Report to Council on Council's current innovation initiatives, future opportunities and options for a Councillor/Community led Committee to advise on a Smart City transformation white paper by 30 April.	● ●
13) Business Support	a. Ensure Council has a wide ranging approach to supporting small Business Development in Manningham b. Commence the implementation of a project to better understand and improve the process and time taken for commercial approvals with a focus on streamlining Council processes and making it more efficient for customers.	● ●
<b>Key Strategic Direction 5: Engaged People</b>		
14) Organisational Leadership	a. Scope a Manningham leaders program based around Council adopted WeAre values set, with a focus on establishing public value creation and ethical leadership as foundations by 30 April.	●
15) Occupational Health and Safety	a. Ensure effective oversight and implementation of Council health and safety program to meet Council's OH&S obligations and provide a safe workplace environment.	●
16) Equity	a. Establish an internal Diversity and Inclusion Working Group (DIWG) to lead and monitor gender equity practice across the organisation which incorporates LGBTI, disability and cultural considerations by 30 April. b. Identify a 'champion of change' or like program for CEO participation in 2019 by 30 April.	● ●
<b>Key Strategic Direction 6: Enhancing the Municipality</b>		
17) Environmental initiatives	a. Present an update paper to Council outlining Council's current initiatives as it relates to the environment by 30 April. b. Ensure leadership in waste and environment by active participation in the regional Advanced Waste Processing and Collaborative procurement project and participation in Northern Alliance for Greenhouse Action with report on progress and actions to Council	● ●
18) Female friendly sporting infrastructure	a. Continued Female Friendly Facility upgrades as programmed* <i>* Bulleen Park deferred due to potential impact from North East Link</i>	●
19) Footpath improvement program	a. To construct 2.2 km of 1.5 metre width footpath improvement program for 2018/2019	●
20) Urban Design	a. Commence development of a Municipal Urban Design Framework that builds on the existing planning framework, the 2018 planning scheme review and outlines the preferred future for a distinctive and liveable Manningham in 2050 by 30 June 2019.	●

### 13.3 Draft Response Submission to the Victorian Electoral Commission's Electoral Representation Review Preliminary Report

File Number:	IN19/601
Responsible Director:	Corporate Counsel and Group Manager Governance & Risk
Attachments:	1 Draft Submission to Manningham Electoral Representation Review Preliminary Report <a href="#">↓</a>
	2 VEC Preliminary Report - Manningham Electoral Representation Review <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*On 26 June 2019 the Victorian Electoral Commission (VEC) commenced the formal process of an Electoral Representation Review (the review) in accordance with the Local Government Act 1989 (the Act). The first stage of the review sought preliminary submissions from the public to inform the preparation of appropriate electoral structures for inclusion in VEC's Preliminary Report. The VEC has now released its Preliminary Report (Attachment 2) and has provided two electoral structures for further consultation. Submissions on the electoral structures are to be received by 18 September 2019. A draft submission has been prepared for Council's consideration and is shown at Attachment 1.*

#### 1. RECOMMENDATION

**That Council:**

- A. endorse the draft response submission to the Electoral Representation Review attached as Attachment 1; and**
- B. forward the response submission to the Victorian Electoral Commission by 18 September 2019.**

#### 2. BACKGROUND

- 2.1 The *Local Government Act 1989* requires the Victorian Electoral Commission to conduct a representation review of each local Council in Victoria before every third general election, or earlier if gazetted by the Minister for Local Government.
- 2.2 Council was advised on 27 September 2018 by the Victorian Electoral Commissioner that Manningham City Council would be subject to an electoral representation review from 26 June 2019. The Act sets out the specific provisions for the conduct of these reviews and stipulates that the VEC is the reviewer to undertake this process.
- 2.3 The purpose of an electoral representation review is to recommend to the Minister for Local Government an electoral structure that provides for fair and equitable representation for the persons who are entitled to vote at a general election of the Council.

2.4 Matters to be considered by the review are:

- a. the number of councillors
- b. whether a council should be unsubdivided or subdivided; and, if the municipality is to be subdivided, the number of wards, and the number of councillors to be elected for each ward
- c. if the VEC recommends that the municipality be divided into wards, boundaries for the wards must:
  - provide a fair and equitable division of the municipality; and
  - ensure equality of representation through the number of voters represented by each Councillor being within 10 percent of the average number of voters represented by all Councillors.

2.5 Response submissions to the Preliminary Report are due on 18 September 2019.

### 3. DISCUSSION / ISSUE

3.1 Following receipt of preliminary submissions, the VEC has released its Preliminary Report for Manningham City Council's electoral representation review. Following extensive analysis, the VEC has put forward two electoral structures options for further consultation.

3.2 In developing the options, the VEC has considered:

- internal research on the municipality, including analysis of ABS statistics
- consideration of all input from the public
- experience conducting previous representation reviews of local councils and state electoral districts
- geographic factors such as size and topography
- expertise in mapping, demography and local government elections
- advice from consultants with extensive experience in local government administration

3.3 When determining the most appropriate electoral structure for further consultation, the VEC also considers:

- their previous recommendation and the reasons for that recommendation
- longevity of structure
- communities of interest – geographic, economic & cultural
- the number of candidates in previous elections – large candidate numbers may lead to an increased informal vote
- geographic factors
- clear ward boundaries

## The VEC's Findings

### Number of Councillors

- 3.4 The VEC found that the most appropriate number of councillors for Manningham is nine. It also found:
- there were no special circumstances that would support an increase in councillor numbers
  - anticipated population growth is not significant enough to warrant consideration of increasing councillor numbers
  - there was no indication that diversity had impacted councillor workloads to a degree that warrants an increase in councillor numbers

### Electoral Structure

- 3.5 After modelling, the VEC presented two electoral structures for further consultation. They noted that the current structure has provided fair and equitable representation for the various communities of interest and recommend the retention of a three three-councillor electoral structure with minor modifications to the current ward boundaries. The two options are outlined below:

#### Option A – The VEC's preferred option

- 3.6 Option A retains the current electoral structure with minor amendments to the ward boundary between the Heide and Koonung Wards. The western end of the ward boundary between Heide and Koonung Wards would be shifted from Thompsons Road to Ayr Street and Outhwaite Avenue. All other internal ward boundaries would remain unchanged.
- 3.7 The VEC considers this change to be an improvement on the current electoral structure for the following reasons:
- the entire suburb of Bulleen would be contained within the Heide Ward
  - voter-to-councillor ratios are balanced across all wards allowing for projected growth in the Koonung Ward
  - only a small number of voters would be impacted by the change

#### Option B – The VEC's alternative option

- 3.8 The VEC has also presented an alternative option to Option A with a modification to the boundaries between the Koonung and Mullum Mullum Wards. This would see the boundary shifted from Doncaster and Tunstall roads to Blackburn Road. This change would see Tunstall Square Shopping Centre moved entirely to Mullum Mullum Ward despite that fact that it services residents from both wards. Whilst Option B would also balance voter-to-councillor ratios enabling the Koonung Ward to absorb anticipated growth, Bulleen would remain split across two wards and more urban areas would be included in the Mullum Mullum Ward which would further change the mostly semi-rural nature of the ward.

- 3.9 For the reasons outlined above, officers support the VEC's preferred Option A as the electoral structure that will provide the strongest option for fair and equitable representation for the voters of Manningham. This is also consistent with Manningham's preliminary submission which supported the retention of the current electoral structure with minor amendments to the boundaries to accommodate projected growth in the Koonung Ward. The attached draft response to the Preliminary Report has been prepared on this basis.

#### **4. COUNCIL PLAN / STRATEGY**

Electoral representation reviews are conducted under Division 2 of Part 10 of the Local Government Act 1989. The review is undertaken as part of Council's legislative and governance responsibilities.

#### **5. IMPACTS AND IMPLICATIONS**

Changes to the ward boundaries will come into effect for the next general election which will be held in October 2020. Any voters affected by a change in ward boundary will be notified prior to the 2020 elections.

#### **6. IMPLEMENTATION**

##### **6.1 Finance / Resource Implications**

The cost of this review will be approximately \$46,349 and has been included in Council's 2019/2020 annual budget.

##### **6.2 Communication and Engagement**

In preparing the draft response submission, officers have consulted with councillors and reviewed Council's previous submission to the 2007 electoral representation review.

Officers have also promoted the electoral representation review to the community via its social media channels.

##### **6.3 Timelines**

The timelines for the remainder of the review are as follows:

Wednesday 18 September    Response submissions close

Monday 23 September        Public Submissions Hearing

Wednesday 16 October       Final Report Released

#### **7. 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.



Return Address:  
PO Box 1  
DONCASTER  
VIC 3108

10 September 2019

Victorian Electoral Commission  
Level 11, 530 Collins Street  
Melbourne VIC 3000

Thank you for the opportunity to provide a submission in response to your Preliminary Report to the Electoral Representation Review for Manningham City Council.

Having considered the options presented in the report and the VEC's analysis of the various electoral structures, Council strongly supports Option A which retains the current electoral structure comprising nine councillors representing three three-councillor wards with minor modifications between the Heide and Koonung Wards.

Council has been governed successfully under a multi-member ward structure for many years. The city's unique constitution of high density activity centres and semi-rural acreage with a dispersed population has been well supported by its electoral structure and will continue to provide the community with fair and equitable representation.

The retention of nine councillors remains appropriate when compared with councils of a similar size. There are no major forecasts in population growth or any special circumstances that would give rise to increasing the number of councillors.

The proposed adjustment between the Heide and Koonung Wards is supported as it will move the entire suburb of Bulleen into the Heide Ward, balance voter-to-councillor ratios across all wards and allow for projected growth in the Koonung Ward. Option A also provides for a more even distribution of voters across all three wards and the proposed changes provide clear and readily identifiable boundaries.

Council would like to speak in support of its submission at the public hearing.

If you require further clarification on any of the matters raised in this submission, please contact Council's Senior Governance Advisor, Carrie Bruce on 9840 9210 or email [carrie.bruce@manningham.vic.gov](mailto:carrie.bruce@manningham.vic.gov)

Kind regards

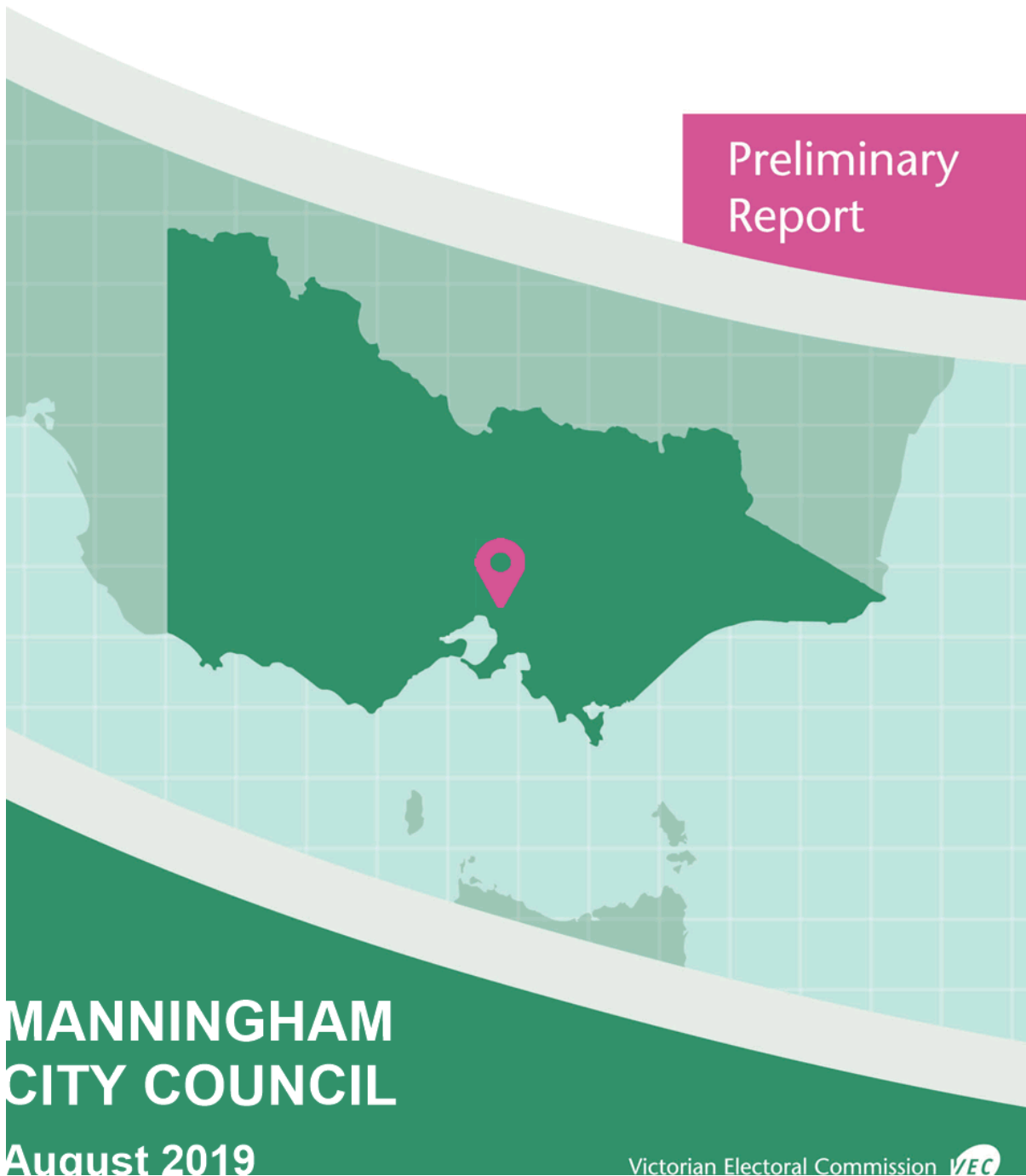
A handwritten signature in black ink that reads "Paula Piccinini".

Paula Piccinini  
Mayor



# Local Council Representation Review

Preliminary  
Report



**MANNINGHAM  
CITY COUNCIL**

**August 2019**

Victorian Electoral Commission **VEC**

© State of Victoria (Victorian Electoral Commission)  
Wednesday 21 August 2019

Version 1



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Local Council Representation Review – Preliminary Report  
 Manningham City Council 2019

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## Executive summary

The *Local Government Act 1989* (the Act) requires the Victorian Electoral Commission (VEC) to conduct an electoral representation review of each local council in Victoria at least before every third council general election.

The purpose of a representation review is to recommend an electoral structure that provides 'fair and equitable representation for the persons who are entitled to vote at a general election of the Council.'<sup>1</sup> The matters considered by a review are:

- the number of councillors
- the electoral structure of the council (whether the council should be unsubdivided or divided into wards and, if subdivided, the ward boundaries and the number of councillors per ward).

The VEC conducts all reviews based on three main principles:

1. taking a consistent, State-wide approach to the total number of councillors
2. if subdivided, ensuring the number of voters represented by each councillor is within plus-or-minus 10% of the average number of voters per councillor for that local council
3. ensuring communities of interest are as fairly represented as possible.

### Current electoral structure

Manningham City Council currently comprises nine councillors elected from three three-councillor wards. More information on Manningham City Council and the current electoral structure is available in the council fact sheet on the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au).

Prior to the last representation review in 2007, Manningham City Council was comprised of eight councillors elected from four two-councillor wards. Visit the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au) to access a copy of the 2007 review final report.

### Preliminary submissions

The VEC invited preliminary submissions from the commencement of the Manningham City Council review on Wednesday 26 June 2019. The VEC received six submissions by the deadline at 5.00 pm on Wednesday 24 July 2019. These submissions can be viewed on the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au) and a list of people or organisations who made a submission is available at Appendix 2.

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<sup>1</sup> Section 219D of the *Local Government Act 1989*.

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### **VEC options**

The VEC is considering the following options for further consultation:

- Option A (preferred option)  
**Manningham City Council consist of nine councillors elected from three three-councillor wards with adjustments to the current ward boundaries.**
- Option B (alternative option)  
**Manningham City Council consist of nine councillors elected from three three-councillor wards with adjustments to the current ward boundaries different to Option A.**

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## Background

### Legislative basis

The Act requires the VEC to conduct a representation review of each local council in Victoria before every third general council election, or earlier if gazetted by the Minister for Local Government.

The Act specifies that the purpose of a representation review is to recommend the number of councillors and the electoral structure that provides 'fair and equitable representation for the persons who are entitled to vote at a general election of the Council.'<sup>2</sup>

The Act requires the VEC to consider:

- the number of councillors in a local council
- whether a local council should be unsubdivided or subdivided.

If a local council should be subdivided, the VEC must ensure that the number of voters represented by each councillor is within plus-or-minus 10% of the average number of voters per councillor for that local council.<sup>3</sup> On this basis, the review must consider the:

- number of wards
- ward boundaries
- number of councillors that should be elected for each ward.

### Public engagement

#### Public information program

The VEC conducts a public information program to inform the community of the representation review, including:

- public notices printed in local and state-wide papers
- a public information session to outline the review process and respond to questions from the community
- a media release announcing the commencement of the review
- sponsored social media advertising geo-targeted to users within the local council area

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<sup>2</sup> Section 219D of the *Local Government Act 1989*.

<sup>3</sup> *ibid*.

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- an information email campaign targeted at known community groups and communities of interest in the local council area
- a submission guide and fact sheet to explain the review process and provide background information on the scope of the review
- ongoing information updates and publication of submissions on the VEC website.

### Public consultation

Public input is accepted by the VEC in:

- preliminary submissions at the start of the review
- response submissions to the preliminary report
- a public hearing that provides an opportunity for people who have made a response submission to expand on their submission.

Public submissions are an important part of the review process but are not the only factors considered during a review. The VEC ensures its recommendations comply with the Act and are formed through careful consideration of public submissions, independent research, and analysis of all relevant factors.

### The VEC's principles

Three main principles underlie all the VEC's work on representation reviews:

**1. Taking a consistent, State-wide approach to the total number of councillors.**

The VEC is guided by its comparisons of local councils of a similar size and category to the council under review. The VEC also considers any special circumstances that may warrant the local council having more or fewer councillors than similar local councils.

**2. If subdivided, ensuring the number of voters represented by each councillor is within plus-or-minus 10% of the average number of voters per councillor for that local council.**

This is the principle of 'one vote, one value', which is enshrined in the Act. This means that every person's vote counts equally.

**3. Ensuring communities of interest are as fairly represented as possible.**

Each local council contains a number of communities of interest. Where practicable, the electoral structure should be designed to ensure they are fairly represented, and that geographic communities of interest are not split by ward boundaries. This allows elected councillors to be more effective representatives of the people and interests in their particular local council or ward.

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### Developing recommendations

The VEC bases its recommendations for particular electoral structures on the following information:

- internal research specifically relating to the local council under review, including Australian Bureau of Statistics and .id data<sup>4</sup>; voter statistics from the Victorian electoral roll; and other State and local government data sets
- small area forecasts provided by .id for relevant local council areas
- the VEC's experience conducting previous electoral representation reviews of local councils and similar reviews for State elections
- the VEC's expertise in mapping, demography and local government
- careful consideration of all input from the public in written submissions received during the review
- advice from consultants with extensive experience in local government.

### Deciding on the number of councillors

The Act allows for a local council to have between five and 12 councillors but does not specify how the appropriate number of councillors is to be decided.<sup>5</sup> In considering the number of councillors for a local council, the VEC is guided by the Victorian Parliament's intention for fairness and equity in the local representation of voters under the Act.

The starting point in deciding the appropriate number of councillors for a local council is comparing the local council under review to other local councils of a similar size and type (Principle 1). Generally, local councils that have a larger number of voters will have a higher number of councillors. Often large populations are more likely to be diverse, both in the nature and number of their communities of interest and the issues of representation.

However, the VEC also considers the particular circumstances of each local council which could justify more or fewer councillors, such as:

- the nature and complexity of services provided by the Council
- geographic size and topography
- population growth or decline
- the social diversity of the local council.

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<sup>4</sup> .id is a consulting company specialising in population and demographic analysis and prediction information products in most jurisdictions in Australia and New Zealand.

<sup>5</sup> Section 5B(1) of the *Local Government Act 1989*.



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### Deciding the electoral structure

The Act allows for a local council to be unsubdivided, with all councillors elected 'at-large' by all voters or subdivided into a number of wards.

If the local council is to be subdivided into wards, there are three options available:

1. single-councillor wards
2. multi-councillor wards
3. a combination of single-councillor and multi-councillor wards.

A subdivided electoral structure must be developed with internal ward boundaries that provide for a fair and equitable division of the local council.

The Act allows for wards with different numbers of councillors, as long as the number of voters represented by each councillor is within plus-or-minus 10% of the average number of voters per councillor for that local council (Principle 2). For example, a local council may have one three-councillor ward with 15,000 voters and two single-councillor wards each with 5,000 voters. In this case, the average number of voters per councillor would be 5,000.

Over time, population changes can lead to some wards in subdivided local councils having larger or smaller numbers of voters. As part of the review, the VEC corrects any imbalances and takes into account likely population changes to ensure ward boundaries provide equitable representation for as long as possible.

In considering which electoral structure is most appropriate, the VEC considers the following matters:

- the VEC's recommendation at the previous representation review and the reasons for that recommendation
- the longevity of the structure, with the aim of keeping voter numbers per councillor within the 10% tolerance for as long as possible (Principle 2)
- communities of interest, consisting of people who share a range of common concerns, such as geographic, economic or cultural associations (Principle 3)
- the number of candidates in previous elections, as outcomes from previous elections indicate that large numbers of candidates can lead to an increase in the number of informal (invalid) votes
- geographic factors, such as size and topography
- clear ward boundaries.

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## Public submissions (preliminary)

The VEC received six preliminary submissions by the deadline at 5.00 pm on Wednesday 24 July 2019. These submissions can be viewed on the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au) and a list of people or organisations who made a submission is available at Appendix 2.

The matrix below provides an overview of preferences in the preliminary submissions. Detailed analysis of the submissions follows.

	Submitter wanted fewer wards	Submitter wanted ward number to remain unchanged	Submitter wanted more wards	Submitter did not comment on number of wards
Submitter wanted fewer councillors	—	—	—	—
Submitter wanted councillor number to remain unchanged	—	4	—	—
Submitter wanted more councillors	—	1	—	—
Submitter did not comment on number of councillors	—	—	—	1

### Number of councillors

Submissions from Doncaster Bowling Club, Geoff Kloot, Manningham City Council and the Proportional Representation Society of Australia (Victoria-Tasmania) Inc. (PRSA) supported keeping the number of councillors for Manningham City Council at nine. They believed that nine councillors remains an appropriate number for the size and population of the local council, and as there was unlikely to be major population growth in the near future, there was little need for an increased number of councillors.

One submission called for an increase to 11 councillors. Jim Grivokostopoulos proposed that Heide and Koonung Wards be allocated four councillors each, while Mullum Mullum Ward retain three councillors. Mr Grivokostopoulos argued that an increased number of councillors was needed to account for the population increases within Heide and Koonung Wards over the past 10 years.

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The preliminary submission from Councillor Dot Haynes did not indicate a preferred number of councillors.

### **Electoral structure**

All preliminary submissions supported a subdivided electoral structure. One submission (Cr Haynes) also indicated some support for an unsubdivided electoral structure.

One submission included a map of their proposed electoral structure, created using the VEC's online Boundary Builder tool, in their submission.

The majority of preliminary submissions supported the continuation of a three-ward electoral structure for Manningham City Council.

### **Current electoral structure**

Four submissions (Doncaster Bowling Club, Mr Kloot, Manningham City Council and the PRSA) supported the current electoral structure and distribution of councillors across wards. Submitters in support of the existing electoral structure believed that it has served the Manningham City Council community well, responds to the mixed nature of the local council area and diverse population, provides fair and equitable representation for voters, and is logical. Submitters also thought that the current ward boundaries were clear and readily identifiable, and that the multi-councillor ward structure was more stable than single-councillor wards. The PRSA argued that the proportional representation system functioned well under an electoral structure with three three-councillor wards.

The Manningham City Council submission acknowledged that a minor boundary adjustment may be needed to balance voter numbers across wards. The submission from Mr Kloot proposed a minor ward boundary adjustment to balance voter numbers across the Heide and Mullum Mullum Wards, suggesting Andersons Creek Road as an alternative boundary to Blackburn Road.

### **Additional councillors**

One submitter (Mr Grivokostopoulos) supported the existing three-ward electoral structure, but with an increase to 11 councillors. As well as supporting the current ward boundaries, Mr Grivokostopoulos suggested that ward boundaries could also replicate those that existed prior to amalgamation and the creation of Manningham City Council in the 1990s.

### **Multi-councillor structures**

One submitter (Cr Haynes) did not describe a specific electoral structure but indicated support for the continuation of a multi-councillor arrangement. Cr Haynes indicated a preference for multi-councillor wards but also stated some support for an unsubdivided electoral structure, reasoning that an unsubdivided electoral structure would also deliver similar benefits to multi-councillor wards.

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#### **Opposition to an unsubdivided electoral structure**

Two submitters (Mr Kloot and the PRSA) expressed opposition to the introduction of an unsubdivided electoral structure for Manningham City Council. The PRSA argued that although an unsubdivided electoral structure may have some advantages, the large number of candidates experienced at the recent general elections in Manningham City Council indicates that ballot papers would be impractically large. Mr Kloot raised concerns that an unsubdivided electoral structure may result in all councillors residing in the same area of the local council, which he felt would not be in the best interests of the local council as a whole.

#### **Opposition to single-councillor wards**

Four preliminary submissions expressed opposition to the introduction of single-councillor wards (Cr Haynes, Mr Kloot, Manningham City Council and the PRSA). These submitters argued that single-councillor wards were less favourable than multi-councillor wards as they:

- were less stable and more sensitive to population changes than multi-councillor wards
- limit choice for voters, who would be restricted to voting for the candidates that chose to nominate for their ward
- may encourage parochialism
- offered poor representation if the ward councillor was an ineffective representative
- left wards unrepresented if their ward councillor was absent
- may make it easier for organised groups to gain a majority of seats on the Council.

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## The VEC's findings and options

### Preliminary report findings

#### Number of councillors

The VEC considers that nine is the most appropriate number of councillors for Manningham City Council.

Manningham City Council covers an area of 114 square kilometres and currently has 89,624 voters represented by nine councillors. The average number of voters per councillor is 9,958. Melbourne metropolitan local councils of a similar size and number of voters generally also have nine councillors.

In some cases, special circumstances may exist in a local council area that support a recommendation for fewer or more councillors. While Manningham City Council has its own characteristics and challenges, the VEC's analysis and information provided in preliminary submissions did not identify any special circumstances that would support a recommendation for additional councillors.

Manningham City Council has one of the lowest levels of disadvantage of all local councils in Victoria. Within the local council area, Park Orchards, Wonga Park and Warrandyte are experiencing the lowest levels of disadvantage, while there is slightly higher than average disadvantage at Doncaster Hill and other small, scattered areas within Heide and Koonung Wards.<sup>6</sup>

The population of the City of Manningham is ageing<sup>7</sup>, and is also experiencing some population growth, particularly in the west of the local council area in Doncaster, Doncaster East and Bulleen, with the highest rate of growth expected at Doncaster Hill. However, this population growth is not significant enough to warrant consideration of increasing the number of councillors until at least the next scheduled electoral representation review.

The City of Manningham population has higher than average cultural and linguistic diversity. Compared to Greater Melbourne, a smaller proportion of residents were born in Australia (55.7% compared to 59.8% for Greater Melbourne), a larger proportion of households speak a language other than English (47.3% compared to 34.9%), and a greater proportion of the population is not fluent in English (7.6% compared to 5.6%).<sup>8</sup> Also, a significant proportion of the population is

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<sup>6</sup> .id, 'City of Manningham: SEIFA by profile area', <https://profile.id.com.au/manningham/seifa-disadvantage-small-area>, accessed 6 August 2019.

<sup>7</sup> .id, 'Manningham City Council: Population and age structure', <https://forecast.id.com.au/manningham/population-age-structure-map>, accessed 6 August 2019.

<sup>8</sup> Australian Bureau of Statistics, '2016 Census QuickStats - Manningham (C)', [https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/LGA24210?opendocument](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA24210?opendocument), accessed 6 August 2019.

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composed of people who have Chinese ancestry (18.1%).<sup>9</sup> Although the population of the local council area is relatively diverse, there have been no indications that this diversity has impacted councillor workloads to a degree that warrants an increase in the number of councillors.

Overall, no special circumstances have arisen in Manningham City Council since it was last reviewed in 2007 that support an increase in the number of councillors. On balance, the VEC considers that nine councillors continues to be appropriate for Manningham City Council. For this reason, the options put forward by the VEC consist of nine councillors.

**Comparable Melbourne metropolitan councils to Manningham City Council**

Local council	Area (km <sup>2</sup> )	Population (2016 Census)	Number of voters at last review	Current estimate of voters	Number of councillors	Number of voters per councillor
Banyule City *	63	121,865	90,094	99,158	7	14,165
Moonee Valley City	44	116,671	88,394	94,682	9	10,520
Stonnington City	25	103,832	77,494	93,754	9	10,417
Port Phillip City	20	100,863	85,439	93,106	9	10,345
<b>Manningham City</b>	<b>114</b>	<b>116,255</b>	<b>85,748</b>	<b>89,624</b>	<b>9</b>	<b>9,958</b>
Maroondah City *	61	110,376	77,739	87,817	9	9,757
Yarra City	20	86,657	65,512	81,669	9	9,074
Bayside City *	36	97,087	67,702	78,937	7	11,277
Hobsons Bay City	65	88,778	63,363	69,683	7	9,954

\* The local council is undergoing an electoral representation review by the VEC during 2019–20.

**Electoral structure**

In 2007, the VEC recommended that Manningham City Council change from a four-ward to a three-ward electoral structure. Reasons for making this recommendation were:

- the size and distribution of the population
- the need to balance uneven population growth across the local council area
- consideration of the geographic features and activity centres within the local council area
- consideration of different communities of interest, both widespread and localised
- the level of support in submissions for various electoral structures.

See also: '2016 Census QuickStats – Greater Melbourne'

See also: .id, 'Manningham City Council: Proficiency in English', <https://profile.id.com.au/manningham/speaks-english>, accessed 6 August 2019.

<sup>9</sup> Australian Bureau of Statistics, '2016 Census QuickStats - Manningham (C)', loc. cit..



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The current electoral structure has been in place for the three most recent general elections at Manningham City Council (2008, 2012, 2016) and there are some indications that the three-ward electoral structure is providing effective representation for various communities of interest within the local council area. Under the current electoral structure, there has been a wider choice of candidates in all wards and no uncontested elections, whereas the previous electoral structure experienced smaller fields of candidates, as well as one uncontested ward at the 2000 general election. In addition, all preliminary submissions indicated either full or partial support for the current three-ward structure and ward boundaries, arguing that the current electoral structure works well, provides representation for the diverse groups and regions of the local council area, is stable, and provides clear and easily identifiable ward boundaries.

Although the current electoral structure appears to be providing good representation overall, the moderate to high numbers of candidates within each ward at elections under the current electoral structure is a potential concern. The number of candidates per ward has ranged from a minimum of seven to maximum of 18 candidates. While a high number of candidates may indicate a greater level of interest in standing for election, the VEC has generally observed informal voting rates increase as more candidates are listed on the ballot paper.<sup>10</sup> Longer ballot papers can be confusing for voters and more difficult for voters to fill out correctly, leading to higher levels of informal voting through voter error. Informal voting levels for Manningham City Council elections are not currently high enough to raise concern, however this issue may warrant further consideration at the next scheduled representation review prior to the 2032 general election.

Overall, the arguments in support of the current electoral structure that the VEC outlined in its 2007 review report still apply for Manningham City Council. However, the VEC also explored alternative electoral structures to assess whether a change to the current electoral structure could further improve representation within the local council.

One of the VEC's key principles when conducting a representation review is to recognise communities of interest that exist within a local council area. A viable subdivided electoral structure must balance the legislated requirement for all wards to be within +/-10% of the average number of voters per councillor for that local council, alongside the aim to achieve fair representation for communities of interest. When considering subdivided electoral structures, some models must be rejected because the boundaries negatively impact or split identified communities of interest or because a model includes wards that are outside the accepted +/-10% tolerance. The following sections outline the various electoral structure models explored during the development of the two preliminary options for Manningham City Council.

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<sup>10</sup> 2016 Local Government Elections Report, 2017, Figure 9, pp. 26,  
<https://www.vec.vic.gov.au/files/Report%20on%20the%20conduct%20of%20the%202016%20Local%20Government%20Elections.pdf>

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### Consideration of different electoral structure models

The VEC recognises that one of the main drawbacks of the current electoral structure is that the two major regions within the local council area are not wholly captured within the current ward boundaries. The region to the west of Mullum Mullum Creek is urban, highly-populated, largely residential and experiencing population growth, while the region to the east is somewhat semi-rural with areas that are more affluent, have low population density and are experiencing population decline. Given that Mullum Mullum Creek provides a reasonably clear division between these different regions of the local council area, the VEC considered whether using Mullum Mullum Creek as a ward boundary could improve representation for these two geographic regions. The VEC modelled electoral structures using Mullum Mullum Creek as a ward boundary, however these models resulted in the area east of Mullum Mullum Creek forming one large single-councillor ward, while the area to the west would be allocated eight councillors (comprising either two four-councillor wards or four two-councillor wards). The VEC considers such a significant change is not warranted given that the existing electoral structure provides good representation and there was minimal call for change in preliminary submissions.

One submitter (Mr Kloot) supported the existing electoral structure but suggested a ward boundary adjustment to account for uneven population growth between Heide and Mullum Mullum Wards. Mr Kloot suggested shifting the ward boundary from Blackburn Road to Andersons Creek Road where the two roads run parallel in the central part of the local council. The VEC modelled this adjustment and found this caused voter-to-councillor ratios for both Heide and Mullum Mullum Wards to fall outside of the legislated +/-10% range. As this model is not viable, the VEC has not offered this model as an option for further consultation.

One submitter (Mr Grivokostopoulos) proposed an increased number of 11 councillors and supported either the current ward boundaries or a return to the boundaries that were in place prior to local council amalgamations in the 1990s. These electoral structures were not put forward as options as the VEC does not consider an increased number of councillors justified.

There was no support for single-councillor wards in preliminary submissions, and opposition to single-councillor wards was expressed in four submissions. Single-councillor wards would constitute a significant change from the current multi-councillor ward structure of Manningham City Council, which appears to be functioning well and was favoured by nearly all submitters. Therefore, the VEC did not consider a structure consisting of single-councillor wards to be an appropriate option for Manningham City Council.

The VEC also did not consider an unsubdivided electoral structure to be an appropriate option for Manningham City Council. At the three most recent general elections for Manningham City Council, there were high numbers of nominations across the three wards. At the 2016 general election there were a total of 32 candidates, in 2012 there were 35 candidates, and in 2008 there



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were 40 candidates. While this number of candidates is manageable for voters when dispersed across multiple wards, an unsubdivided electoral structure would likely result in increased levels of informal voting at elections due to the length of the ballot paper. Also, there was minimal support for an unsubdivided electoral structure in preliminary submissions, and opposition to an unsubdivided electoral structure was specifically expressed in two submissions. Again, moving to an unsubdivided electoral structure would constitute a significant change from the current multi-councillor ward structure of Manningham City Council, which appears to be functioning well and was favoured by most submitters.

After modelling alternative electoral structures, the VEC considers the current electoral structure to be the strongest option for fair and equitable representation in Manningham City Council.

The VEC found a minor boundary adjustment is needed to correct one issue concerning the current electoral structure. Although current voter-to-councillor ratios for all wards are within the legislated +/-10% requirement, projections indicate that Koonung Ward is likely to exceed +10% deviation from the average voter-to-councillor ratio before the next scheduled representation review due to substantial development in Doncaster and Doncaster East. As a result, it is necessary to make a ward boundary adjustment to balance voter-to-councillor ratios into the future. Both Option A and Option B consist of the current electoral structure, with each option offering a different ward boundary adjustment. Both options enable the current system of representation to continue with the least disruption to the voters of Manningham City Council.

**Option A: Retaining the current model (minor ward boundary adjustment between Heide and Koonung Wards)**

In Option A, the western end of the ward boundary between Heide and Koonung Wards is shifted from Thompsons Road to Ayr Street and Outhwaite Avenue. All other internal ward boundaries remain unchanged.

The VEC considers this change to be an improvement on the current electoral structure as the entire suburb of Bulleen would be contained within the Heide Ward, whereas the current ward boundary splits Bulleen across Heide and Koonung Wards. This adjustment would result in a slight reduction in the geographic area of Koonung Ward. Option A balances voter-to-councillor ratios well across all wards and enables Koonung Ward to absorb the projected growth expected for that area of the local council.

The proposed ward boundary change would impact a small number of current voters within Manningham City Council (a total of 2,502 or 2.8% of voters). This change would impact voters currently enrolled in Koonung Ward, who would be within Heide Ward under Option A.

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**Option B: Retaining the current model (minor ward boundary adjustment between Koonung and Mullum Mullum Wards)**

In Option B, the southern end of the boundary between Koonung and Mullum Mullum Wards is shifted from Doncaster Road and Tunstall Road to Blackburn Road. All other ward boundaries remain unchanged.

The current ward boundary splits Tunstall Square Shopping Centre (located at the intersection of Doncaster Road and Tunstall Road) between Koonung and Mullum Mullum Wards. Option B corrects this by including Tunstall Square Shopping Centre entirely within Mullum Mullum Ward. Like Option A, the ward boundary adjustment would reduce the geographic area of Koonung Ward and balance current and projected voter-to-councillor ratios across all wards. Moving the boundary to Blackburn Road also simplifies the ward boundary, making it easier to identify.

The proposed ward boundary change would impact a small number of current voters within Manningham City Council (a total of 2,493 or 2.8% of voters). This change would impact voters currently enrolled in Koonung Ward, who would be within Mullum Mullum Ward under Option B.

One drawback of Option B is that the suburb of Bulleen remains split across Heide and Koonung Wards. Option B also brings more of Doncaster East into Mullum Mullum Ward, whereas this suburb has closer links to Doncaster and greater commonality with other Koonung Ward suburbs. Overall, under Option B, more of the urban area of the local council is included in Mullum Mullum Ward, which further changes the mostly semi-rural nature of this ward.

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### **Options**

The VEC is required by the Act to include a preferred option and may include one or more alternative options for the electoral structure in the preliminary report. The VEC considers that both options outlined below offer fair and equitable representation for voters in the local council. Please see Appendix 1 for detailed maps of these options.

#### **Option A (preferred option)**

**Manningham City Council consist of nine councillors elected from three three-councillor wards with adjustments to the current ward boundaries.**

#### **Option B (alternative option)**

**Manningham City Council consist of nine councillors elected from three three-councillor wards with adjustments to the current ward boundaries different to Option A.**

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## Next steps

### Response submissions

Any person or group, including the council, can make a submission to the VEC in response to the options contained in this report. Response submissions to the preliminary report should address the models proposed by the VEC within this report. Response submissions must be received by the VEC by 5.00 pm on Wednesday 18 September 2019. Late submissions will not be accepted.

Submissions must include the full name and address of the submitter. Submissions without this information cannot be accepted.

### Submission methods

Submissions can be made via:



The online submission form at [vec.vic.gov.au](http://vec.vic.gov.au)



Email at [manningham.review@vec.vic.gov.au](mailto:manningham.review@vec.vic.gov.au)



Post to  
Victorian Electoral Commission  
Level 11, 530 Collins Street  
Melbourne VIC 3000

### Public access to submissions

To ensure transparency in the electoral representation review process, all submissions will be available for public inspection at:

- the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au)
- the VEC office at Level 11, 530 Collins Street, Melbourne.

The VEC will remove personal information such as the address, phone number, and signature, if applicable, of submitters from all public copies. However, the full name and locality of submitters will be displayed.

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### Public hearing

There is an opportunity for people or organisations who have made a response submission to speak about their submission at a public hearing. The public hearing is scheduled for:

Time: 7.00 pm

Date: Monday 23 September 2019

Venue: Council Chambers, Manningham Civic Centre, 699 Doncaster Road, Doncaster

Participation in the public hearing is encouraged. If you wish to speak at the public hearing, you **must** indicate this on your response submission. If there are no requests to speak at the hearing, it will not be held. Visit the VEC website at [vec.vic.gov.au](http://vec.vic.gov.au) for more information on public hearings.

### Final report

Following the public hearing, the VEC considers all the evidence it has gathered and publishes a final report for the Minister for Local Government containing a recommended electoral structure. The report is scheduled to be published on Wednesday 16 October 2019. Any changes resulting from the final report will apply at the October 2020 general election.

The final report will be available from the VEC by visiting [vec.vic.gov.au](http://vec.vic.gov.au) or calling 131 832. It will also be available for inspection at the offices of Manningham City Council.

Local Council Representation Review – Preliminary Report  
Manningham City Council 2019

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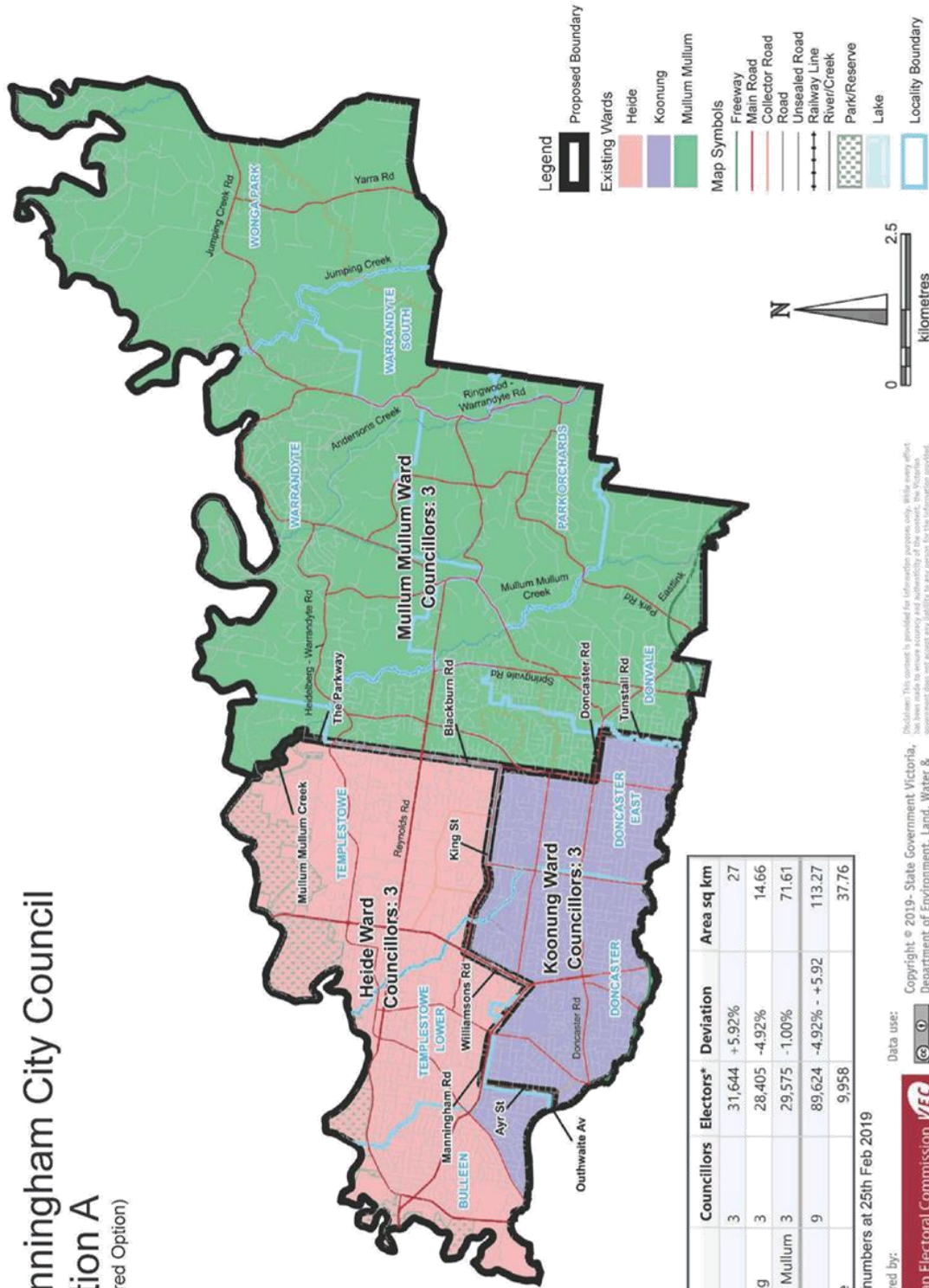
## Appendix 1: Option maps

The following maps are included in this report:

<i>Map</i>	<i>Page</i>
Option A (preferred option)	20
Option B (alternative option)	21

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# Manningham City Council Option A (Preferred Option)



Ward	Councillors	Electors*	Deviation	Area sq km
Heide	3	31,644	+5.92%	27
Koonung	3	28,405	-4.92%	14.66
Mullum Mullum	3	29,575	-1.00%	71.61
Total	9	89,624	-4.92% - +5.92	113.27
Average		9,958		37.76

\*Electors numbers at 25th Feb 2019

Map prepared by:

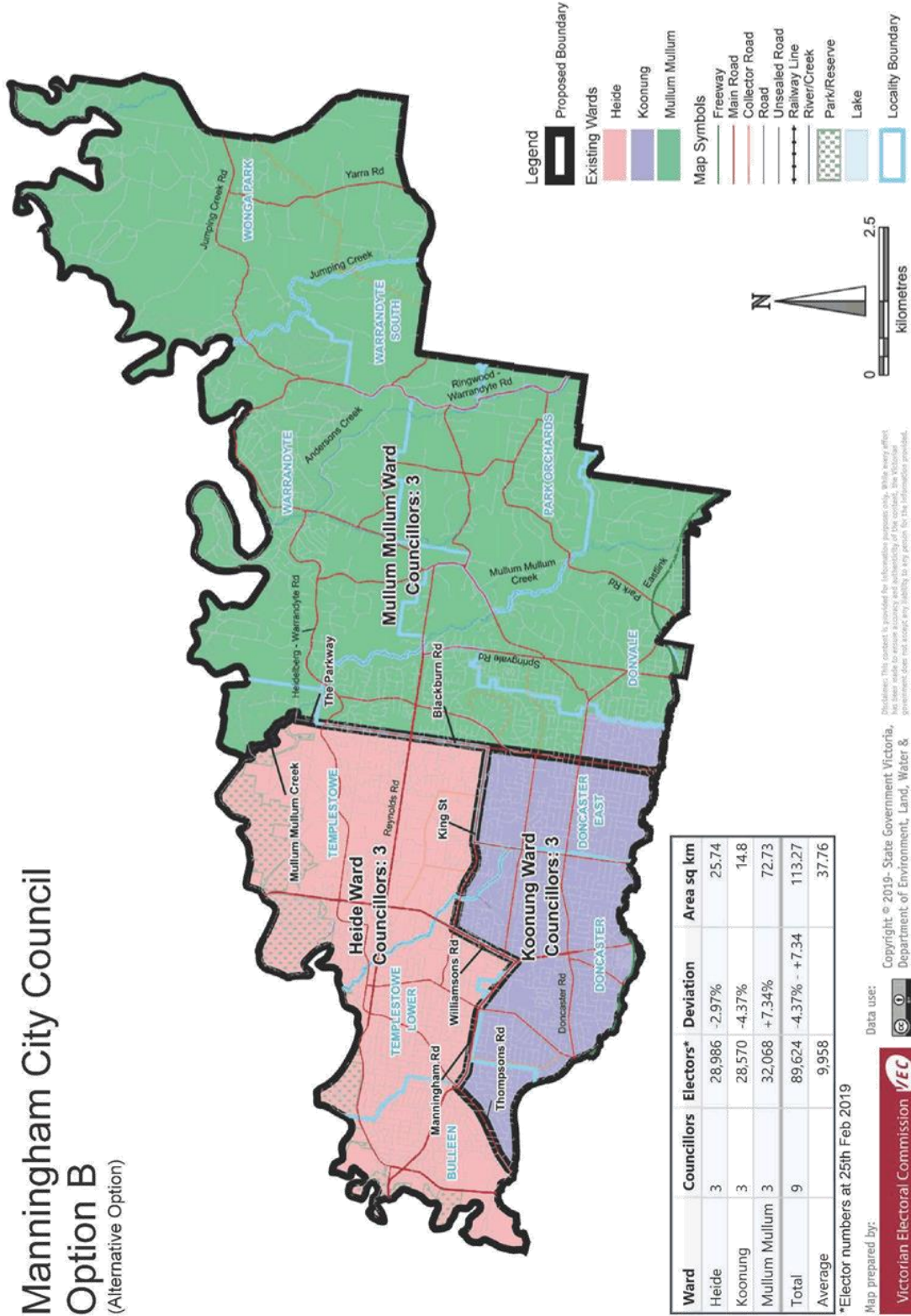
Data use:



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# Manningham City Council Option B (Alternative Option)



Ward	Councillors	Electors*	Deviation	Area sq km
Heide	3	28,986	-2.97%	25.74
Koonung	3	28,570	-4.37%	14.8
Mullum Mullum	3	32,068	+7.34%	72.73
Total	9	89,624	-4.37%	113.27
Average		9,958		37.76

\*Electors numbers at 25th Feb 2019

Map prepared by:



Data use:



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Local Council Representation Review – Preliminary Report  
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## Appendix 2: List of preliminary submissions

Six preliminary submissions were received in total. Submissions were made by:

Doncaster Bowling Club

Grivokostopoulos, Jim

Haynes, Dot (Councillor)

Kloot, Geoff

Manningham City Council

Proportional Representation Society of Australia (Victoria-Tasmania) Inc.

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Victorian Electoral Commission

Level 11, 530 Collins Street Melbourne Victoria 3000

Ph: 03 8620 1100 | Fax: 03 9629 8632

[vec.vic.gov.au](http://vec.vic.gov.au)

2019

### 13.4 Review of Instrument of Delegation from Council to Members of Staff

File Number: IN19/597  
Responsible Director: Corporate Counsel and Group Manager Governance & Risk  
Attachments: 1 Draft Instrument of Delegation from Council to Staff [↓](#)

#### EXECUTIVE SUMMARY

*Section 98 of the Local Government Act 1989 empowers Council to delegate any of its powers, duties or functions with some strategic exemptions such as setting rates, borrowing funds and adopting a budget. It is widely accepted that delegations are necessary to facilitate effective functioning of councils as they enable day to day decisions to be made in relation to routine administrative and operational matters.*

*This report presents a periodic review of the Instrument of Delegation from Council to members of staff for consideration by Council.*

#### RECOMMENDATION

**In the exercise of the powers conferred by section 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Manningham City Council (Council) resolves that -**

- A. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.**
- B. The instrument comes into force immediately the common seal of Council is affixed to the instrument.**
- C. On the coming into force the Instrument of Delegation from Council to members of staff dated 11 December 2018 be revoked.**
- D. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

#### 1. BACKGROUND

It is widely accepted that delegations are necessary to facilitate effective functioning of councils as they enable day to day decisions to be made in relation to routine administrative and operational matters.

Section 98(1) of the *Local Government Act 1989* (the Act) provides that a Council may, by instrument of delegation, delegate to a member of its staff any power, duty or function of the Council under the Local Government Act or any other Act, other than certain specified powers. The decision of a delegate of Council is “deemed” to be a decision by the Council.

Council subscribes to the delegations service provided to the sector by leading local government lawyers Maddocks. Updates are received periodically and provide advice regarding legislative amendments and template instruments which are then tailored to organisational needs. The proposed Instrument of Delegation, shown at Attachment 1, has been prepared based on advice provided by Maddocks lawyers and in consultation with relevant Council departments.

## 2. DISCUSSION / ISSUE

A number of changes are proposed to the Instrument of Delegation from Council to members of staff, the main areas of which are detailed below.

### 2.1 Change to Position Title and Level of Delegation

The current Instrument of Delegation from Council to members of staff was endorsed by Council on 11 December 2018. At that time, significant changes were made to the level of delegation following a review of the organisational structure and realignment of roles and responsibilities.

It is considered best practice that where a realignment of position occurs, delegations should be remade to refer to the new positions. The proposed Instrument of Delegation has been updated to reflect further changes in position titles that have occurred since December 2018.

In reviewing position titles and the realignment of roles and responsibilities it was identified that a number of administrative delegations could be further delegated within the organisational structure hierarchy. A number of changes are proposed to better reflect the present day to day operations of Council.

### 2.2 Changes in Legislation

The following changes in legislation are reflected in this review:

#### Local Government Act 1989

Section 185L of the *Local Government Act 1989* has been added to provide clarification about the ability of council's Chief Executive Officer to declare and levy a cladding rectification charge.

After entering into a cladding rectification agreement a Council must, in accordance with the conditions of the agreement, declare a cladding rectification charge in respect of the rateable land that is the subject of the cladding rectification agreement. The Act provides that Council may, by instrument of delegation, delegate to the Chief Executive Officer the power to declare and levy a cladding rectification charge.

It is proposed that this power be delegated to the Chief Executive Officer.

#### Planning and Environment Act 1987

Section 46AS of the *Planning and Environment Act 1987* (Vic) was replaced as a consequence of the *Planning and Environment Amendment (Distinctive Areas and Landscapes) Act 2018* (Vic). The new s 46AS does not contain a council power, duty or function and has therefore been removed from the Instrument of Delegation.

### **2.3 *Planning and Environment Act 1987 – Conditions and Limitations***

The current Instrument of Delegation provides officers full delegation to determine planning applications. Over time however, informal principles have been applied by officers which guide the types of planning permit applications that are referred to Council for decision. Following consultation with Councillors, it is proposed to include a number of conditions and limitations that formalise these principles in the Instrument of Delegation.

In summary, it is proposed to include the following conditions and limitations in the Instrument of Delegation which will require a planning application to be brought to Council for consideration:

- Any land demarcated Activity Centre Zone (ACZ) pursuant to the provisions of the Manningham Planning Scheme where more than 25 dwellings are proposed and/or the cost of works is greater than \$15 million;
- Any land outside the demarcated Activity Centre Zone (ACZ) pursuant to the provisions of the Manningham Planning Scheme where more than 20 dwellings are proposed and/or the cost of works is greater than \$10 million;
- Applications of significant community interest.

It is also proposed to exclude an officer recommendation for refusal of a planning application from the requirement to be referred to Council for determination irrespective of the zone, number of dwellings, cost of works or significant community interest.

It should be noted that the inclusion of these conditions and limitations will not limit a Councillor's right to "call in" any application to Council for determination.

By formally identifying the planning application types that must be referred to Council and incorporating these into the Instrument of Delegation, greater certainty can be provided to the community, Council and officers regarding the applications that must be referred to Council for determination.

In undertaking this review affected departments have been consulted prior to referral to Council to ensure the accuracy and appropriateness of the delegations. The proposed conditions and limitations were also discussed with Councillors at a briefing session held on 30 July 2019.

The proposed Instrument of Delegation shown at Attachment 1 highlights the new provisions that have been included with this update. It is submitted that the Instrument will facilitate the efficient operation of Council's functions, whilst continuing to meet community expectations regarding timely service delivery.

### **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.

***S6. Instrument of Delegation – Members of Staff***

**Manningham City Council**

**Instrument of Delegation**

**to**

**Members of Council Staff**

## Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. record that references in the Schedule are as follows:

AOSP	Administrative Officer Statutory Planning
CAE	Coordinator Assets & Environment
CAMCW	Coordinator Asset Management & Capital Works
CCC	Coordinator City Compliance
CCP	Coordinator City Planning
CCPR	Coordinator Civil Projects
CEH	Coordinator Environmental Health
CP	Coordinator <u>Statutory</u> Planning
CRI	Coordinator Roads & Infrastructure
<u>CSOSP</u>	<u>Customer Service Officer Statutory Planning</u>
CTD	Coordinator Traffic & Development
CTDS	Coordinator Drainage & Technical Services
DCPC	Director City Planning & Community
DCS	Director City Services
EHO	Environmental Health Officer
EMPG	Executive Manager People & Governance
GO	Governance Officer
GMAC	Group Manager Approvals & Compliance
GMICP	Group Manager Infrastructure & City Projects
MCA	Manager City Amenity
MCP	Manager City Projects
MIP	Manager Integrated Planning
MIS	Manager Infrastructure Services
MSP1	Manager Statutory Planning
<u>OCSP</u>	<u>Office Coordinator Statutory Planning</u>
PES	Project Engineering Specialist
PIO	Planning Investigations Officer
PP	Principal Planner
SGO	Senior Governance Advisor
SO	Subdivision Officer
SPAA	Statutory Planning Appeals Advisor
SPCO	Senior Planning Compliance Officer
SSP	Senior Strategic Planner
TLAM	Team Leader Asset Maintenance
TLEH	Team Leader Environmental Health
TLLL	Team Leader Local Laws
TLPC	Team Leader Planning Compliance
TP	Town Planner



- 3. declares that:
  - 3.1 this Instrument of Delegation is authorised by a **resolution** of Council passed on 17 September 2019; and
  - 3.2 the delegation:
    - 3.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
    - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
    - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council; or
    - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
    - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.
  - 3.4 In exercising any duty, function or power under this delegation the officer concerned will be mindful of the provisions under Division 1A – Conduct and Interests of the Local Government Act 1989.
    - 3.4.1 The principles of these provisions apply to delegated officers.
    - 3.4.2 Any disclosures under section 77A or 79 must be recorded in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of MANNINGHAM )  
 CITY COUNCIL was hereunto affixed pursuant to )  
 an Order of the Council made on 17 September 2019 )  
 in the presence of: )

..... Mayor

..... Chief Executive Officer

**SCHEDULE**

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<b>DOMESTIC ANIMALS ACT 1994</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
s.41A(1)	power to declare a dog to be a menacing dog	TLL, CCC, GMAC, DCPC	Council may delegate this power to a Council authorised officer

<b>ENVIRONMENT PROTECTION ACT 1970</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.53M(3)	power to require further information	EHO, TLEH, CEH, GMAC, DCPC	
s.53M(4)	duty to advise applicant that application is not to be dealt with	EHO, TLEH, CEH, GMAC, DCPC	
s.53M(5)	duty to approve plans, issue permit or refuse permit	EHO, TLEH, CEH, GMAC, DCPC	refusal must be ratified by Council or it is of no effect
s.53M(6)	power to refuse to issue septic tank permit	EHO, TLEH, CEH, GMAC, DCPC	refusal must be ratified by Council or it is of no effect
s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	EHO, TLEH, CEH, GMAC, DCPC	refusal must be ratified by Council or it is of no effect

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	EHO, TLEH, CEH, GMAC, DCPC	if section 19(1) applies
s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	EHO, TLEH, CEH, GMAC, DCPC	if section 19(1) applies
s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	CEH, GMAC, DCPC	if section 19(1) applies  Only in relation to temporary food premises or mobile food premises
s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	EHO, TLEH, CEH, GMAC, DCPC	if section 19(1) applies
s.19(6)(a)	duty to revoke any order under section 19 if satisfied that an order has been complied with	EHO, TLEH, CEH, GMAC, DCPC	if section 19(1) applies
s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	EHO, TLEH, CEH, GMAC, DCPC	if section 19(1) applies
s.19AA(2)	power to direct, by written order, that a person must take any of the actions described in (a)-(c).	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19AA(4)(c)	power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	EHO, TLEH, CEH, GMAC, DCPC	note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.19CB(4)(b)	power to request copy of records	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.19E(1)(d)	power to request a copy of the food safety program	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.19NA(1)	power to request food safety audit reports	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	EHO, TLEH, CEH, GMAC, DCPC	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.19UA	power to charge fees for conducting a food safety assessment or inspection	EHO, TLEH, CEH, GMAC, DCPC	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.
s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
---	power to register, renew or transfer registration	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))
s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection <a href="#">38B(1)</a>	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.38A(4)	power to request a copy of a completed food safety program template	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority



<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.38D(3)	power to request copies of any audit reports	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.38E(2)	power to register the food premises on a conditional basis	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s.38E(4)	duty to register the food premises when conditions are satisfied	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority

<b>FOOD ACT 1984</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.39A	power to register, renew or transfer food premises despite minor defects	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	EHO, TLEH, CEH, GMAC, DCPC	
s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.40D(1)	power to suspend or revoke the registration of food premises	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority
s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	EHO, TLEH, CEH, GMAC, DCPC	where Council is the registration authority

HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	power to sub-delegate Executive Director's functions, duties or powers	DCPC, GMAC	must first obtain Executive Director's written consent Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181H	power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge	CEO <sup>1</sup>	
<u>185L(4)</u>	<u>Power to declare and levy a cladding rectification charge</u>	<u>CEO<sup>2</sup></u>	

<sup>1</sup> The only member of staff who can be a delegate in Column 3 is the CEO. ~~If a CEO wishes to sub-delegate these powers, he or she must use the S13 Instrument Delegation of CEO powers, duties and functions to Members of Council Staff.~~

<sup>2</sup> The only member of staff who can be a delegate in Column 3 is the CEO.

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.4B	power to prepare an amendment to the Victorian Planning Provisions	SSP, CCP, MIP, DCPC	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister	SSP, CCP, MIP, DCPC	
s.4H	duty to make amendment to Victorian Planning Provisions available	SSP, CCP, MIP, DCPC	
s.4I	duty to keep Victorian Planning Provisions and other documents available	SSP, CCP, MIP, DCPC	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	MIP, DCPC	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	MIP, DCPC	
s.8A(5)	function of receiving notice of the Minister's decision	MIP, DCPC	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	MIP, DCPC	
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	SSP, CCP, MIP, DCPC	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	SSP, CCP, MIP, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	SSP, CCP, MIP, DCPC	
s.12B(1)	duty to review planning scheme	SSP, CCP, MIP, DCPC	
s.12B(2)	duty to review planning scheme at direction of Minister	SSP, CCP, MIP, DCPC	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	SSP, CCP, MIP, DCPC	
s.14	duties of a Responsible Authority as set out in subsections <a href="#">14(a)</a> to (d)	SSP, CCP, MIP, DCPC	
s.17(1)	duty of giving copy amendment to the planning scheme	SSP, CCP, MIP, DCPC	
s.17(2)	duty of giving copy s.173 agreement	SSP, CP, CCP, MSP1, MIP, GMAC, DCPC	
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	SSP, CCP, MSP1, MIP, GMAC, DCPC	
s.18	duty to make amendment etc. available	SSP, CCP, MIP, DCPC	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	MIP, DCPC	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.19	function of receiving notice of preparation of an amendment to a planning scheme	MIP, DCPC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	SSP, CCP, MIP, DCPC	
s.21(2)	duty to make submissions available	SSP, CCP, MIP, DCPC	
s.21A(4)	duty to publish notice in accordance with section	SSP, CCP, MIP, DCPC	
s.22	duty to consider all submissions	SSP, CCP, MIP, DCPC	except submissions which request a change to the items in s.22(5)(a) and (b)
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	SSP, CCP, MIP, DCPC	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	SSP, CCP, MIP, DCPC	
s.24	function to represent Council and present a submission at a panel hearing (including a hearing referred to in section 96D)	SSP, CCP, MIP, DCPC	
s.26(1)	power to make report available for inspection	SSP, CCP, MIP, DCPC	
s.26(2)	duty to keep report of panel available for inspection	SSP, CCP, MIP, DCPC	



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.27(2)	power to apply for exemption if panel's report not received	SSP, CCP, MIP, DCPC	
s.28	duty to notify the Minister if abandoning an amendment	DCPC	note: the power to make a decision to abandon an amendment cannot be delegated
s.30(4)(a)	duty to say if amendment has lapsed	SSP, CCP, MIP, DCPC	
s.30(4)(b)	duty to provide information in writing upon request	SSP, CCP, MIP, DCPC	
s.32(2)	duty to give more notice if required	SSP, CCP, MIP, DCPC	
s.33(1)	duty to give more notice of changes to an amendment	SSP, CCP, MIP, DCPC	
s.36(2)	duty to give notice of approval of amendment	SSP, CCP, MIP, DCPC	
s.38(5)	duty to give notice of revocation of an amendment	SSP, CCP, MIP, DCPC	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	SSP, CCP, MIP, DCPC	
s.40(1)	function of lodging copy of approved amendment	SSP, CCP, MIP, DCPC	
s.41	duty to make approved amendment available	SSP, CCP, MIP, DCPC	
s.42	duty to make copy of planning scheme available	SSP, CCP, MIP, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AAA	duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity	MIP, DCPC	where Council is a responsible public entity and is a planning authority  note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. It will affect a limited number of Councils
<del>s.46AS(ac)</del>	<del>power to request the Victorian Planning Authority (VPA) to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria</del>	<del>MIP, DCPC</del>	
s.46AW	function of being consulted by the Minister	MIP, DCPC	where Council is a responsible public entity
s.46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy  power to endorse the draft Statement of Planning Policy	MIP, DCPC	where Council is a responsible public entity
s.46AZC(2)	duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	MIP, DCPC	where Council is a responsible public entity
s.46AZK	duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	MIP, DCPC	where Council is a responsible public entity

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	MIP, DCPC	where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s.46GJ(1)	function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	MIP, DCPC	
s.46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	MIP, DCPC	
s.46GN(1)	duty to arrange for estimates of values of inner public purpose land	MIP, DCPC	
s.46GO(1)	duty to give notice to owners of certain inner public purpose land	MIP, DCPC	
s.46GP	function of receiving a notice under s.46GO	MIP, DCPC	where Council is the collecting agency
s.46GQ	function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	MIP, DCPC	
s.46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	MIP, DCPC	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	MIP, DCPC	
s.46GS(1)	power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	MIP, DCPC	
s.46GS(2)	duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	MIP, DCPC	
s.46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	MIP, DCPC	
s.46GT(4)	function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	MIP, DCPC	
s.46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	MIP, DCPC	
s.46GU	duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	MIP, DCPC	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GV(3)	function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made	MIP, DCPC	where Council is the collecting agency
s.46GV(3)(b)	power to enter into an agreement with the applicant	MIP, DCPC	where Council is the collecting agency
s.46GV(4)(a)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	MIP, DCPC	where Council is the development agency
s.46GV(4)(b)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	MIP, DCPC	where Council is the collecting agency
s.46GV(7)	duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	MIP, MSP1, GMAC, DCPC	
s.46GV(9)	power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency
s.46GX(1)	power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency
s.46GX(2)	duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GY(1)	duty to keep proper and separate accounts and records	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency
s.46GY(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency
s.46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s.46GZ(2)(a)	function of receiving the monetary component	MIP, MSP1, GMAC, DCPC	where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s.46GZ(2)(b)	duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZ(2)(b)	function of receiving the monetary component	MIP, MSP1, GMAC, DCPC	where Council is the development agency under an approved infrastructure contributions plan  this provision does not apply where Council is also the collecting agency
s.46GZ(4)	duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(5)	duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan  this provision does not apply where Council is also the relevant development agency
s.46GZ(5)	function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	MIP, MSP1, GMAC, DCPC	where Council is the development agency specified in the approved infrastructure contributions plan  this provision does not apply where Council is also the collecting agency
s.46GZ(7)	duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	MIP, MSP1, GMAC, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(9)	duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	MIP, MSP1, GMAC, DCPC	if any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4)  where Council is the collecting agency under an approved infrastructure contributions plan  this duty does not apply where Council is also the development agency
s.46GZ(9)	function of receiving the fee simple in the land	MIP, DCPC	where Council is the development agency under an approved infrastructure contributions plan  this duty does not apply where Council is also the collecting agency
s.46GZA(1)	duty to keep proper and separate accounts and records	MIP, DCPC	where Council is a development agency under an approved infrastructure contributions plan
s.46GZA(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 1989</i>	MIP, DCPC	where Council is a development agency under an approved infrastructure contributions plan
s.46GZB(3)	duty to follow the steps set out in s.46GZB(3)(a) – (c)	MIP, DCPC	where Council is a development agency under an approved infrastructure contributions plan



<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZB(4)	duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	MIP, DCPC	if the VPA is the collecting agency under an approved infrastructure contributions plan where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(2)	duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	MIP, DCPC	where Council is the development agency under an approved infrastructure contributions plan
s.46GZD(3)	duty to follow the steps set out in s.46GZD(3)(a) and (b)	MIP, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZD(5)	duty to make payments under s.46GZD(3) in accordance with ss.46GZD(5)(a) and 46GZD(5)(b)	MIP, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	MIP, DCPC	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
s.46GZE(2)	function of receiving the unexpended land equalisation amount	MIP, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZE(3)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b)	MIP, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(2)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	MIP, DCPC	where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b)	MIP, DCPC	where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	MIP, DCPC	where Council is the collection agency under an approved infrastructure contributions plan this provision does not apply where Council is also the development agency
s.46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	MIP, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(6)	duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	MIP, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	MIP, DCPC	where Council is the collecting agency under an approved infrastructure contributions plan

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46GZI	duty to prepare and give a report to the Minister at the times required by the Minister	MIP, DCPC	where Council is a collecting agency or development agency
s.46GZK	power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	MIP, DCPC	where Council is a collecting agency or development agency
s.46LB(3)	duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	MIP, DCPC	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	PP, CP, CCP, MSP1, MIP, GMAC, DCPC	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	CCP, MSP1, MIP, GMAC, DCPC	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	CCP, MSP1, MIP, GMAC, DCPC	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	CCP, MSP1, MIP, GMAC, DCPC	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	CCP, MSP1, MIP, GMAC, DCPC	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	CCP, MSP1, MIP, GMAC, DCPC	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	CCP, MSP1, MIP, GMAC, DCPC	

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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.46Q(1)	duty to keep proper accounts of levies paid	CCP, MSP1, MIP, GMAC, DCPC	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	CCP, MSP1, MIP, GMAC, DCPC	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	CCP, MSP1, MIP, GMAC, DCPC	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	CCP, MSP1, MIP, GMAC, DCPC	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	MIP, DCPC	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	MIP, DCPC	must be done in accordance with Part 3
s46Q(4)(e)	duty to expend that amount on other works etc.	MIP, DCPC	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	MIP, DCPC	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46QD	duty to prepare report and give a report to the Minister	CP, CCP, MSP1, MIP, GMAC, DCPC	where Council is a collecting agency or development agency
s.47	power to decide that an application for a planning permit does not comply with that Act	<u>CP, PP, SPAA</u> , MSP1, GMAC, DCPC	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	AOSP, <u>OCSP, CSOSP</u> , SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.49(2)	duty to make register available for inspection	AOSP, <u>OCSP, CSOSP</u> , SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.50(4)	duty to amend application	SO, <u>TP</u> , SPAA, CP, PP, MSP1, GMAC, DCPC	
s.50(5)	power to refuse to amend application	<u>CP</u> , MSP1, GMAC, DCPC	
s.50(6)	duty to make note of amendment to application in register	AOSP, <u>OCSP, CSOSP</u> , SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.50A(1)	power to make amendment to application	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50A(4)	duty to note amendment to application in register	AOSP, <u>OCSP, CSOSP</u> , SO, TP, PP, CP, MSP1, GMAC, DCPC	
s.51	duty to make copy of application available for inspection	AOSP, <u>OCSP, CSOSP</u> , SO, TP, PP, CP, MSP1, GMAC, DCPC	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.52(1)(b)	duty to give notice of the application to other municipal Councils where appropriate	SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	

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<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.52(3)	power to give any further notice of an application where appropriate	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.54(1)	power to require the applicant to provide more information	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.54(1A)	duty to give notice in writing of information required under section 54(1)	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.54(1B)	duty to specify the lapse date for an application	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	<u>AOSP, OCSP, CSOSP</u> SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.57(5)	duty to make available for inspection copy of all objections	AOSP, <u>OCSP, CSOSP</u> , SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.57A(5)	power to refuse to amend application	<u>CP</u> , MSP1, GMAC, DCPC	
s.57A(6)	duty to note amendments to application in register	AOSP, <u>OCSP, CSOSP</u> , SO, TP, PP, CP, MSP1, GMAC, DCPC	
s.57B(1)	duty to determine whether and to whom notice should be given	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.57C(1)	duty to give copy of amended application to referral authority	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.58	duty to consider every application for a permit	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.58A	power to request advice from the Planning Application Committee	MSP1, GMAC, DCPC	
s.60	duty to consider certain matters	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s60(1A)	duty to consider certain matters.	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	SO, SPAA, TP, PP, CP, <del>CCP</del> , MSP1, <del>MIP</del> , GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application	SO, PP, SPAA, CP, MSP1, GMAC, DCPC	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> <p>Permit applications that meet one or more of the following criteria must be referred to Council for determination:</p> <ul style="list-style-type: none"> <li>Any land demarcated Activity Centre Zone (ACZ) pursuant to the provisions of the Manningham Planning Scheme where more than 25 dwellings are proposed OR the cost of works is greater than \$15 million;</li> <li>Any land outside the demarcated Activity Centre Zone (ACZ) pursuant to the provisions of the Manningham Planning Scheme where more than 20 dwellings are proposed OR the cost of works is greater than \$10 million;</li> <li>Applications of significant community interest.</li> </ul> <p>Notwithstanding the above, an officer recommendation for the refusal of a permit application irrespective of the zoning, number of dwellings, cost of works or significant community interest is exempt from the requirement to be referred to Council for determination.</p> <p>The SO may only exercise these powers in respect of an approval of a subdivision where the subdivision application is following an approved development permit.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	<u>PP, SPAA, CP</u> , MSP1, GMAC, DCPC	
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	<u>PP, SPAA, CP</u> , MSP1, GMAC, DCPC	
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	<u>PP, SPAA, CP</u> , MSP1, GMAC, DCPC	
s.62(1)	duty to include certain conditions in deciding to grant a permit	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.62(2)	power to include other conditions	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss.46N(1), 46GV(7) or 62(5)	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	<u>SO, SPAA, TP, CP, PP,</u> MSP1, GMAC, DCPC	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	<u>SO, SPAA, TP, CP, PP,</u> MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	AOSP, <u>OCSP</u> , <u>CSOSP</u> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	<del>AOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	<del>AOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	AOSP, <u>OCSP</u> , <u>CSOSP</u> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1)	function of receiving application for extension of time of permit	AOSP, <u>OCSP</u> , <u>CSOSP</u> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.69(1A)	function of receiving application for extension of time to complete development	AOSP, <u>OCSP</u> , <u>CSOSP</u> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(2)	power to extend time	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.70	duty to make copy permit available for inspection	AOSP, <del>OOSP</del> , <del>CSOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.71(1)	power to correct certain mistakes	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.71(2)	duty to note corrections in register	AOSP, <del>OOSP</del> , <del>CSOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.73	power to decide to grant amendment subject to conditions	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.74	duty to issue amended permit to applicant if no objectors	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	<del>AOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	AOSP, <del>OOSP</del> , <del>CSOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	<del>AOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	<del>AOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	AOSP, <del>OCSP</del> , <del>CSOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	MSP1, GMAC, DCPC	
s.83	function of being respondent to an appeal	SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.83B	duty to give or publish notice of application for review	SO, TP, SPAA, CP, PP, MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	PP, SPAA, CP, MSP1, GMAC, DCPC	<p><u>Permit applications that meet one or more of the following criteria must be referred to Council for determination:</u></p> <ul style="list-style-type: none"> <li>• <u>Any land demarcated Activity Centre Zone (ACZ) pursuant to the provisions of the Manningham Planning Scheme where more than 25 dwellings are proposed OR the cost of works is greater than \$15 million;</u></li> <li>• <u>Any land outside the demarcated Activity Centre Zone (ACZ) pursuant to the provisions of the Manningham Planning Scheme where more than 20 dwellings are proposed OR the cost of works is greater than \$10 million;</u></li> <li>• <u>Applications of significant community interest.</u></li> </ul> <p><u>Notwithstanding the above, an officer recommendation for the refusal of a permit application irrespective of the zoning, number of dwellings, cost of works or significant community interest is exempt from the requirement to be referred to Council for determination.</u></p>
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	PP, SPAA, CP, MSP1, GMAC, DCPC	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	<del>PP, SPAA</del> , CP, MSP1, GMAC, DCPC	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.84AB	power to agree to confining a review by the Tribunal	SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.86	duty to issue a permit at order of Tribunal within 3 working days	<del>AOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	SPAA, CP, SPCO, <del>TLPC</del> , CCC, MSP1, GMAC, DCPC	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	PIO, TLPC, SPCO, SPAA, TP, PP, CP, CCC, MSP1, GMAC, DCPC,	
s.91(2)	duty to comply with the directions of VCAT	PIO, TLPC, SPCO, SPAA, TP, PP, CP, CCC, MSP1, GMAC, DCPC	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	<del>AOSP</del> , SO, SPAA, TP, CP, PP, MSP1, GMAC, DCPC	

<b>PLANNING AND ENVIRONMENT ACT 1987</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under section 90	SO, <u>TP</u> , SPAA, PP, CP, MSP1, GMAC, DCPC	
s.93(2)	duty to give notice of VCAT order to stop development	SPAA, PIO, TLPC, PP, CP, CCC, SPCO, MSP1, GMAC, DCPC,	
s.95(3)	function of referring certain applications to the Minister	MSP1, GMAC, DCPC	
s.95(4)	duty to comply with an order or direction	MSP1, GMAC, DCPC	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	CP, MSP1, GMAC, DCPC	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	MSP1, MIP, GMAC, DCPC	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	MSP1, MIP, GMAC, DCPC	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	MSP1, MIP, GMAC, DCPC	
s.96F	duty to consider the panel's report under section 96E	MSP1, MIP, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	MSP1, MIP, GMAC, DCPC	<p><u>Permit applications that meet one or more of the following criteria must be referred to Council for determination:</u></p> <ul style="list-style-type: none"> <li>• <u>Any land demarcated Activity Centre Zone (ACZ) pursuant to the provisions of the Manningham Planning Scheme where more than 25 dwellings are proposed OR the cost of works is greater than \$15 million;</u></li> <li>• <u>Any land outside the demarcated Activity Centre Zone (ACZ) pursuant to the provisions of the Manningham Planning Scheme where more than 20 dwellings are proposed OR the cost of works is greater than \$10 million;</u></li> <li>• <u>Applications of significant community interest.</u></li> </ul> <p><u>Notwithstanding the above, an officer recommendation for the refusal of a permit application irrespective of the zoning, number of dwellings, cost of works or significant community interest is exempt from the requirement to be referred to Council for determination.</u></p>
s.96H(3)	power to give notice in compliance with Minister's direction	MSP1, MIP, GMAC, DCPC	
s.96J	power to issue permit as directed by the Minister	MIP <del>S</del> , MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96K	duty to comply with direction of the Minister to give notice of refusal	MSP1, <u>MIP</u> , GMAC, DCPC	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	MSP1, <u>MIP</u> , GMAC, DCPC	
s.97C	power to request Minister to decide the application	MSP1, GMAC, DCPC	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	MSP1, GMAC, DCPC	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	MSP1, GMAC, DCPC	
s.97G(6)	duty to make a copy of permits issued under section 97F available for inspection	MSP1, GMAC, DCPC	
s.97L	duty to include Ministerial decisions in a register kept under section 49	MSP1, GMAC, DCPC	
s.97MH	duty to provide information or assistance to the Planning Application Committee	MSP1, GMAC, DCPC	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	MSP1, GMAC, DCPC	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	MSP1, GMAC, DCPC	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	PIO, TLPC, SPCO, TP, PP, CP, CCC, <u>SPAA</u> , MSP1, GMAC, DCPC,	
s.97Q(4)	duty to comply with directions of VCAT	PIO, TLPC, SPCO, CCC, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	AOSP, <u>OCSP</u> , <u>CSOSP</u> , SO, SPAA, TP, PP, CP, MSP1, GMAC, DCPC	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	DCPC, GMAC	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	DCPC, GMAC	
s.101	function of receiving claim for expenses in conjunction with claim	DCPC, GMAC	
s.103	power to reject a claim for compensation in certain circumstances	DCPC, GMAC	
s.107(1)	function of receiving claim for compensation	DCPC, GMAC	
s.107(3)	power to agree to extend time for making claim	DCPC, GMAC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.114(1)	power to apply to the VCAT for an enforcement order	SPAA, SPCO, TLPC, CCC, MSP1, <del>GMAAMC</del> , DCPC,	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	SPAA, PIO, TLPC, SPCO, CCC, MSP1, GMAC, DCPC	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	SPCO, TLPC, CCC, MSP1, GMAC, DCPC	
s.123(1)	power to carry out work required by enforcement order and recover costs	SPCO, TLPC, CCC, MSP1, GMAC, DCPC	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	SPCO, TLPC, CCC, MSP1, GMAC, DCPC	except Crown Land
s.129	function of recovering penalties	SPCO, TLPC, CCC, MSP1, GMAC, DCPC	
s.130(5)	power to allow person served with an infringement notice further time	SPAA, PIO, SPCO, TLPC, CCC, MSP1, GMAC, DCPC	
s.149A(1)	power to refer a matter to the VCAT for determination	SPAA, CP, MSP1, GMAC, DCPC	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	SPAA, CP, MSP1, GMAC, DCPC	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.156	duty to pay fees and allowances (including a payment to the Crown under subsection 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection 156(2B)power to ask for contribution under subsection 156 (3) and power to abandon amendment or part of it under subsection 156(4)	MSP1, <u>MIP</u> , GMAC, DCPC	where Council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	SPCO, TLPC, CCC, MIP, MSP1, GMAC, DCPC	
s.171(2)(g)	power to grant and reserve easements	MIP, MSP1, GMAC, DCPC	
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	GMICP, DCS	where Council is a development agency specified in an approved infrastructure contributions plan
s.172D(1)	power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	GMICP, DCS	where Council is a collecting agency specified in an approved infrastructure contributions plan
s.172D(2)	power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	GMICP, DCS	where Council is the development agency specified in an approved infrastructure contributions plan
s.173(1)	power to enter into agreement covering matters set out in section 174	CP, CCP, <u>MIP</u> , MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	CDTS can only exercise this power following consultation with MIS

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	CP, CCP, <u>MIP</u> , MSP1, GMAC, DCPC	where Council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority	<u>PP</u> , <u>SPAA</u> , CP, CCP, <u>MIP</u> , MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	CDTS can only exercise this power following consultation with MIS
---	power to give consent on behalf of Council, where an agreement made under section 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority	<u>PP</u> , <u>SPAA</u> , CP, CCP, <u>MIP</u> , MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	CDTS can only exercise this power following consultation with MIS
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	MIP, MSP1, GMAC, DCPC, MIS, GMICP, DCS	
s.178A(1)	function of receiving application to amend or end an agreement	SPAA, PP, CP, CCP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	SPAA, PP, CCP, CP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	SPAA, PP, CCP, CP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.178A(5)	power to propose to amend or end an agreement	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS, CDTS, MIS, GMICP, DCS	
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	<u>TP, PP, SPAA, CP, CCP</u> , MSP1, GMAC, DCPC, MIS, GMICP, DCS	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	<u>TP, PP, SPAA, CP, CCP, MIP</u> , MSP1, GMAC, DCPC, MIS, GMICP, DCS	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	<u>TP, PP, SPAA, CP, CCP, MIP</u> , MSP1, GMAC, DCPC, MIS, GMICP, DCS	
s.178C(4)	function of determining how to give notice under s.178C(2)	<u>TP, PP, SPAA, CP, CCP, MIP</u> , MSP1, GMAC, DCPC, MIS, GMICP, DCS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(1)	duty not to make decision until after 14 days after notice has been given	<u>TP, PP, SPAA, CP, CCP, MIP</u> , MSP1, GMAC, DCPC, MIS, GMICP, DCS	
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	if no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	if no objections are made under s.178D Must consider matters in s.178B
s.178E(2)(c)	power to refuse to amend or end the agreement	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	if no objections are made under s.178D Must consider matters in s.178B
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	after considering objections, submissions and matters in s.178B

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	after considering objections, submissions and matters in s.178B
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	after considering objections, submissions and matters in s.178B
s.178E(3)(d)	power to refuse to amend or end the agreement	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	after considering objections, submissions and matters in s.178B
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	MSP1, <u>MIP</u> , GMAC, DCPC, MIS, GMICP, DCS	
s.179(2)	duty to make available for inspection copy agreement	<u>AOSP, OCSP, SCOSP, TP, PP, SPAA</u> , CP, CCP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	CP, CCP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	CP, CCP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	CP, CCP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.182	power to enforce an agreement	CP, CCP, <u>PIO, SPCO, TLPC</u> , CCC, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	SO, TP, PP, <u>SPAA</u> , CP, CCP, CCC, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	CP, SPAA, CCP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS, PP, SPAA	
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	CP, SPAA, CCP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	SPAA, PP, CCP, CP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	AOSP, <u>OCSP, CSOSP</u> , SPAA, <u>SO, TP</u> , PP, CCP, CP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184G(2)	duty to comply with a direction of the Tribunal	<u>TP, SO</u> , SPAA, PP, CCP, CP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.184G(3)	duty to give notice as directed by the Tribunal	TP, <u>SO</u> , PP, SPAA, PP, CCP, CP, MIP, MSP1, GMAC, DCPC, CDTS, MIS, GMICP, DCS	
s.198(1)	function to receive application for planning certificate	AOSP, <u>OCSP, CSOSP</u> , SPAA, <u>SO, TP</u> , PP, CCP, CP, MIP, MSP1, GMAC, DCPC	
s.199(1)	duty to give planning certificate to applicant	AOSP, <u>OCSP, CSOSP</u> , TP, <u>SO</u> , PP, SPAA, CCP, SPCO, MIP, CP, MSP1, GMAC, DCPC	
s.201(1)	function of receiving application for declaration of underlying zoning	CP, CCP, MIP, MSP1, GMAC, DCPC	
s.201(3)	duty to make declaration	MIP, MSP1, GMAC, DCPC	
-	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	SPAA, PP, CP, CCP, MIP, MSP1, GMAC, DCPC, CTD, CDTS, MIS, GMICP, DCS	
	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	SPAA, PP, CP, CCP, MIP, MSP1, GMAC, DCPC, CTD, CDTS, MIS, DCS	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	SPAA, PP, CP, CCP, MIP, MSP1, GMAC, DCPC, CTD, CDTS, MIS, DCS	
-	power to give written authorisation in accordance with a provision of a planning scheme	SPAA, PP, CP, CCP, MIP, MSP1, GMAC, DCPC, CDTS, CTD, MIS, GMICP, DCS	
s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	CP, CCP, MIP, MSP1, GMAC, DCPC	
s.201UAB(2)	duty to provide the Victoria Planning Authority with information requested under subsection <a href="#">201UAB(1)</a> as soon as possible	CP, CCP, MIP, MSP1, GMAC, DCPC	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142D	function of receiving notice regarding an unregistered rooming house	EHO, TLEH, CEH, GMAC, DCPC	
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	EHO, TLEH, CEH, GMAC, DCPC	
s. 142G(2)	power to enter certain information in the Rooming House Register	EHO, TLEH, CEH, GMAC, DCPC	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	EHO, TLEH, CEH, GMAC, DCPC	
s.252	power to give tenant a notice to vacate rented premises if subsection <u>252</u> -(1) applies	MPS, DCS	where Council is the landlord
s.262(1)	power to give tenant a notice to vacate rented premises	MPS, DCS	where Council is the landlord
s.262(3)	power to publish its criteria for eligibility for the provision of housing by Council	MPS, DCS	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	EHO, TLEH, CEH, GMAC, DCPC	



<b>RESIDENTIAL TENANCIES ACT 1997</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.522(1)	power to give a compliance notice to a person	EHO, TLEH, CEH, GMAC, DCPC	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	EHO, TLEH, CEH, GMAC, DCPC	
s.525(4)	duty to issue identity card to authorised officers	GO, SGA, EMPG	
s.526(5)	duty to keep record of entry by authorised officer under section 526	EHO, TLEH, CEH, GMAC, DCPC	
s.526A(3)	function of receiving report of inspection	EHO, TLEH, CEH, GMAC, DCPC	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	CEH, GMAC, DCPC	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.11(1)	power to declare a road by publishing a notice in the Government Gazette	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	obtain consent in circumstances specified in section 11(2)
s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	
s.11(9)(b)	duty to advise Registrar	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	
s.11(10)	duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc.	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	clause subject to section 11(10A)
s.11(10A)	duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	where Council is the coordinating road authority
s.12(2)	power to discontinue road or part of a road	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	were Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	power of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(5)	duty to consider written submissions received within 28 days of notice	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(6)	function of hearing a person in support of their written submission	SGA, EMPG, CTD, CAMCW, MIS, GMICP, DCS	function of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	SGA, EMPG, MIS, GMICP, DCS	duty of coordinating road authority where it is the discontinuing body unless subsection (11) applies
s.12(10)	duty to notify of decision made	SGA, EMPG, MIS, GMICP, DCS	duty of coordinating road authority where it is the discontinuing body does not apply where an exemption is specified by the regulations or given by the Minister
s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	MIS, GMICP, DCS	power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s.14(4)	function of receiving notice from VicRoads	MIS, GMICP, DCS	
s.14(7)	power to appeal against decision of VicRoads	DCS	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	MIS, GMICP, DCS	
s.15(1A)	power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	MIS, GMICP, DCS	
s.15(2)	duty to include details of arrangement in public roads register	MIS, GMICP, DCS	
s.16(7)	power to enter into an arrangement under section 15	DCS	
s.16(8)	duty to enter details of determination in public roads register	CRI, CTD, CAMCW, MIS, GMICP, DCS	
s.17(2)	duty to register public road in public roads register	CRI, CTD, CAMCW, MIS, GMICP, DCS	where Council is the coordinating road authority
s.17(3)	power to decide that a road is reasonably required for general public use	MIS, GMICP, DCS	where Council is the coordinating road authority
s.17(3)	duty to register a road reasonably required for general public use in public roads register	CRI, CTD, CAMCW, MIS, GMICP, DCS	where Council is the coordinating road authority
s.17(4)	power to decide that a road is no longer reasonably required for general public use	MIS, GMICP, DCS	where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	CRI, CTD, CAMCW, MIS, GMICP, DCS	where Council is the coordinating road authority
s.18(1)	power to designate ancillary area	MIS, GMICP, DCS	where Council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s.18(3)	duty to record designation in public roads register	CRI, CTD, CAMCW, MIS, GMICP, DCS	where Council is the coordinating road authority
s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	CRI, CTD, CAMCW, MIS, GMICP, DCS	
s.19(4)	duty to specify details of discontinuance in public roads register	CRI, CTD, CAMCW, MIS, GMICP, DCS	
s.19(5)	duty to ensure public roads register is available for public inspection	CRI, CTD, CAMCW, MIS, GMICP, DCS	
s.21	function of replying to request for information or advice	CRI, CTD, CAMCW, MIS, GMICP, DCS	obtain consent in circumstances specified in section 11(2)
s.22(2)	function of commenting on proposed direction	MIS, GMICP, DCS	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	MC, MIS, GMICP, DCS	
s.22(5)	duty to give effect to a direction under this section.	MIS, GMICP, DCS	
s.40(1)	duty to inspect, maintain and repair a public road.	CRI, MIS, GMICP, DCS	
s.40(5)	power to inspect, maintain and repair a road which is not a public road	CRI, MIS, GMICP, DCS	
s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	CRI, CTD, MIS, GMICP, DCS	
s.42(1)	power to declare a public road as a controlled access road	MIS, GMICP, DCS	power of coordinating road authority and Schedule 2 also applies
s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	MIS, GMICP, DCS	power of coordinating road authority and Schedule 2 also applies
s.42A(3)	duty to consult with VicRoads before road is specified	MIS, GMICP, DCS	where Council is the coordinating road authority if road is a municipal road or part thereof
s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	GMICP, DCS	where Council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road
s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Not Delegated	where Council is the responsible road authority, infrastructure manager or works manager

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.48M(3)	function of consulting with the relevant authority for purposes of developing guidelines under section 48M	CTD, MIS, GMICP, DCS	
s.49	power to develop and publish a road management plan	CAMCW, MIS, GMICP, DCS	
s.51	power to determine standards by incorporating the standards in a road management plan	PES, CAMCW, MIS, GMICP, DCS	
s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	CAMCW, MIS, GMICP, DCS	
s.54(2)	duty to give notice of proposal to make a road management plan	CAMCW, MIS, GMICP, DCS	
s.54(5)	duty to conduct a review of road management plan at prescribed intervals	CAMCW, MIS, GMICP, DCS	
s.54(6)	power to amend road management plan	CAMCW, MIS, GMICP, DCS	
s.54(7)	duty to incorporate the amendments into the road management plan	CAMCW, MIS, GMICP, DCS	
s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	CAMCW, MIS, GMICP, DCS	
s.63(1)	power to consent to conduct of works on road	TLAM, CRI, MIS, GMICP, DCS	where Council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	TLAM, CRI, MIS, GMICP, DCS	where Council is the infrastructure manager
s.64(1)	duty to comply with clause 13 of Schedule 7	GMICP, DCS	where Council is the infrastructure manager or works manager
s.66(1)	power to consent to structure etc	GMICP, DCS	where Council is the coordinating road authority
s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	LLO, TLLL, CCC, GMAC	where Council is the coordinating road authority
s.67(3)	power to request information	LLO, TLLL, CCC, GMAC, DCPC	where Council is the coordinating road authority
s.68(2)	power to request information	LLO, TLLL, CCC, GMAC, DCPC	where Council is the coordinating road authority
s.71(3)	power to appoint an authorised officer	CEO	
s.72	duty to issue an identity card to each authorised officer	SGA, EMPG	
s.85	function of receiving report from authorised officer	MIS, GMICP, DCS	
s.86	duty to keep register re section 85 matters	CRI, CAMCW, MIS, GMICP, DCS	
s.87(1)	function of receiving complaints <b>(about authorised officer)</b>	MIS, GMICP, DCS	



<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s.87(2)	duty to investigate complaint and provide report	MIS, GMICP, DCS	
s.112(2)	power to recover damages in court	MIS, GMICP, DCS	
s.116	power to cause or carry out inspection	CRI, CAMCW, MIS, GMICP, DCS	
s.119(2)	function of consulting with VicRoads	MIS, GMICP, DCS	
s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	MIS, GMICP, DCS	
s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	MIS, GMICP, DCS	
s.121(1)	power to enter into an agreement in respect of works	MIS, GMICP, DCS	
s.122(1)	power to charge and recover fees	MIS, GMICP, DCS	
s.123(1)	power to charge for any service	MIS, GMICP, DCS	
Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	MIS, GMICP, DCS	

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	MIS, GMICP, DCS	
Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	MIS, GMICP, DCS	
Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	MIS, GMICP, DCS	
Schedule 2 Clause 5	duty to publish notice of declaration	MIS, GMICP, DCS	
Schedule 7, Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	MIS, GMICP, DCS	where Council is the infrastructure manager or works manager
Schedule 7, Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	MIS, GMICP, DCS	where Council is the infrastructure manager or works manager
Schedule 7, Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	MIS, GMICP, DCS	where Council is the infrastructure manager or works manager responsible for non-road infrastructure

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7, Clause 9(2)	duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	MIS, GMICP, DCS	where Council is the infrastructure manager or works manager
Schedule 7, Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	MIS, GMICP, DCS	where Council is the infrastructure manager or works manager
Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 12(5)	power to recover costs	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7, Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2)	MIS, GMICP, DCS	where Council is the works manager
Schedule 7 Clause 13(2)	power to vary notice period	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7, Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1)	MIS, GMICP, DCS	where Council is the infrastructure manager

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7 Clause 16(1)	power to consent to proposed works	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 16(4)	duty to consult	MIS, GMICP, DCS	where Council is the coordinating road authority, responsible authority or infrastructure manager
Schedule 7 Clause 16(5)	power to consent to proposed works	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 16(8)	power to include consents and conditions	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 18(1)	power to enter into an agreement	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	MIS, GMICP, DCS	where Council is the coordinating road authority
Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	MIS, GMICP, DCS	where Council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
Schedule 7A Clause 2	power to cause street lights to be installed on roads	MIS, GMICP, DCS	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	MIS, GMICP, DCS	where Council is the responsible road authority
Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	MIS, GMICP, DCS	where Council is the responsible road authority
Schedule 7A Clause (3)(1)(f);	duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	MIS, GMICP, DCS	duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal Council (re: operating costs)

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	PP, <u>SPAA</u> , CP, CCP, MIP, MSP1, GMAC, DCPC	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	PP, <u>SPAA</u> , CP, CCP, MIP, MSP1, GMAC, DCPC	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	PP, <u>SPAA</u> , CP, CCP, MIP, MSP1, GMAC, DCPC	where Council is the responsible authority
r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	PP, <u>SPAA</u> , CP, CCP, MIP, MSP1, GMAC, DCPC	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	PP, <u>SPAA</u> , CP, CCP, MIP, MSP1, GMAC, DCPC	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

<b>PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS AND LIMITATIONS</b>
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	MIP, MSP1, GMAC, DCPC	
r.20	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	MIP, MSP1, GMAC, DCPC	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	MIP, MSP1, GMAC, DCPC	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.7	function of entering into a written agreement with a caravan park owner	EHO, TLEH, CEH, GMAC, DCPC	
r.11	function of receiving application for registration	EHO, TLEH, CEH, GMAC, DCPC	
r.13(1)	duty to grant the registration if satisfied that the caravan park complies with these regulations	EHO, TLEH, CEH, GMAC, DCPC	
r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	EHO, TLEH, CEH, GMAC, DCPC	
r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	EHO, TLEH, CEH, GMAC, DCPC	
r.13(4) & (5)	duty to issue certificate of registration	EHO, TLEH, CEH, GMAC, DCPC	



<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.15(1)	function of receiving notice of transfer of ownership	EHO, TLEH, CEH, GMAC, DCPC	
r.15(3)	power to determine where notice of transfer is displayed	EHO, TLEH, CEH, GMAC, DCPC	
r.16(1)	duty to transfer registration to new caravan park owner	EHO, TLEH, CEH, GMAC, DCPC	
r.16(2)	duty to issue a certificate of transfer of registration	EHO, TLEH, CEH, GMAC, DCPC	
r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	CEH, GMAC, DCPC	
r.18	duty to keep register of caravan parks	CEH, GMAC, DCPC	
r.19(4)	power to determine where the emergency contact person's details are displayed	EHO, TLEH, CEH, GMAC, DCPC	
r.19(6)	power to determine where certain information is displayed	EHO, TLEH, CEH, GMAC, DCPC	
r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	EHO, TLEH, CEH, GMAC, DCPC	
r.22A(2)	duty to consult with relevant emergency services agencies	EHO, TLEH, CEH, GMAC, DCPC	

<b>RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2010</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	EHO, TLEH, CEH, GMAC, DCPC	
r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	EHO, TLEH, CEH, GMAC, DCPC	
r.25(3)	duty to consult with relevant floodplain management authority	EHO, TLEH, CEH, GMAC, DCPC	
r.26	duty to have regard to any report of the relevant fire authority	EHO, TLEH, CEH, GMAC, DCPC	
r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	EHO, TLEH, CEH, GMAC, DCPC	
r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	EHO, TLEH, CEH, GMAC, DCPC	
r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	EHO, TLEH, CEH, GMAC, DCPC	
r.40(4)	function of receiving installation certificate	EHO, TLEH, CEH, GMAC, DCPC	
r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	CEH, GMAC, DCPC	
Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	EHO, TLEH, CEH, GMAC, DCPC	

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.8(1)	duty to conduct reviews of road management plan	CAMCW, MIS, GMICP, DCS	
r.9(2)	duty to produce written report of review of road management plan and make report available	CAMCW, MIS, GMICP, DCS	
r.9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	CAMCW, MIS, GMICP, DCS	where Council is the coordinating road authority
r.10	duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act	CAMCW, MIS, GMICP, DCS	
r.13(1)	Duty to publish notice of amendments to road management plan	CAMCW, MIS, GMICP, DCS	where Council is the coordinating road authority
r.13(3)	duty to record on road management plan the substance and date of effect of amendment	CAMCW, MIS, GMICP, DCS	
r.16(3)	power to issue permit	TLAM, CAE, CRI, CTD, MIS, GMICP, DCS	where Council is the coordinating road authority
r.18(1)	power to give written consent re damage to road	TLAM, CAE, CRI, CTD, MIS, GMICP, DCS	where Council is the coordinating road authority
r.23(2)	power to make submission to Tribunal	MIS, GMICP, DCS	where Council is the coordinating road authority

<b>ROAD MANAGEMENT (GENERAL) REGULATIONS 2016</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	CAE, CRI, CTD, MIS, GMICP, DCS	where Council is the coordinating road authority
r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	CAE, CRI, MIS, GMICP, DCS	where Council is the responsible road authority
r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	CAE, CRI, MIS, GMICP, DCS	where Council is the responsible road authority
r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	CAMCW, CAE, CRI, CTD, MIS, GMICP, DCS	

<b>ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	MIS, GMICP, DCS	where Council is the coordinating road authority and where consent given under section 63(1) of the Act
r.22(2)	power to waive whole or part of fee in certain circumstances	MIS, GMICP, DCS	where Council is the coordinating road authority

### 13.5 Record of Assembly of Councillors

File Number:	IN19/588
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Arts Advisory Committee - 20 August 2019 <a href="#">↓</a></li><li>2 Healthy City Advisory Committee - 21 August 2019 <a href="#">↓</a></li><li>3 Open Space and Streetscape Advisory Committee – 26 August 2019 <a href="#">↓</a></li><li>4 Heritage Advisory Committee Meeting - 28 August 2019 <a href="#">↓</a></li><li>5 Strategic Briefing Session – 3 September 2019 <a href="#">↓</a></li></ol>

#### 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:**

- **Arts Advisory Committee – 20 August 2019**
- **Healthy City Advisory Committee – 21 August 2019**
- **Open Space and Streetscape Advisory Committee – 26 August 2019**
- **Heritage Advisory Committee Meeting – 28 August 2019**
- **Strategic Briefing Session – 3 September 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.

- Arts Advisory Committee – 20 August 2019
- Healthy City Advisory Committee – 21 August 2019
- Open Space and Streetscape Advisory Committee – 26 August 2019
- Heritage Advisory Committee Meeting - 28 August 2019
- Strategic Briefing Session – 3 September 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

## **Arts Advisory Committee**

**Meeting Date:** Monday 20 August 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

2. **Disclosure of Conflicts of Interest**  
No conflicts disclosed
3. **Items Considered**  
3.1. Arts initiatives updates  
3.2. Arts and Culture Action Plan  
3.3. Creative Victoria consultation submission  
3.4. Other business

**Finishing time**  
The meeting ended at 5.40pm



Record of an Assembly of Councillors

Manningham City Council

## **Healthy City Advisory Committee**

**Meeting Date:** 21 August 2019  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 3.00pm

1. **Councillors Present:**  
Councillor Paula Piccinini – Heide Ward

**Officers Present:**  
Bronwyn Morphett, Coordinator Social Planning & Community Development  
Natalie Jacobson, Senior Health and Wellbeing Planner  
Janae Hendrey, Social Planning and Place Making Officer  
Ellen Davis-Meehan, Community Engagement and Research Advisor

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

3. **Items Considered**

1. Welcome and Apologies
2. Actions arising from the previous meeting
3. Healthy City Action Plan 2019-2021
4. Department of Health and Human Services Update (item deferred)
5. *Imagine Manningham 2040* presentation
6. Healthy Indian Kitchen Project
7. Youth Services Presentation
8. Access Health and Community Presentation
9. Collaborative Action Areas – Youth Resilience, Gender Equity, Connecting Community (item deferred)
10. Organisational updates

**Finishing time**  
The meeting ended at 5.00pm

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Record of an Assembly of Councillors

Manningham City Council

**Open Space and Streetscape Advisory Committee Meeting**

**Meeting Date:** 26 August 2019  
**Venue:** Koonung Room, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6.00 pm

1. **Councillors Present:**  
Cr Mike Zafirooulos AM, Koonung Ward (Chair)

**Officers Present:**  
Angelo Kourambas, Director City Planning and Community  
Carrie Lindsay, Coordinator Urban Design  
Andrew Graydon, Parks Coordinator  
Matt Slavin, Manager Integrated Planning  
Ellen Davis-Meehan, Community Engagement and Research Advisor

**Disclosure of Conflicts of Interest**

*No conflicts of interest were declared*

**2. Items Considered**

1. Welcome and introductions
2. Apologies
3. Conflicts of interest
4. Confirmation of previous minutes
5. Action Items from previous minutes
6. Tullamore Development update
7. Liveable City Strategy and Doncaster Hill Strategic Review
8. Integrated Engagement – Imagine Manningham 2040
9. Parks Alive park openings
10. 2019/20 open space capital works
11. Pine and Cypress Tree planning controls
12. NELP
13. Other business
14. Next meeting

Finishing time: 8.00 p.m.

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Record of an Assembly of Councillors

Manningham City Council

## **Heritage Advisory Committee Meeting**

**Meeting Date:** Wednesday, 28 August 2019  
**Venue:** Koonung Room, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6.00 p.m.

**1. Councillors Present:**

Cr Sophy Galbally

**Officers Present:**

Matthew Lynch – Strategic Planner  
Fiona Troise – Manager, Statutory Planning, and  
Christina Dyson (Context Pty Ltd)

**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 8 May 2019 HAC meeting.
5. Imagine Manningham 2040.
6. Council report.
7. Applications for Heritage Restoration Fund 2019/2020.
8. General business.
9. Next meeting – 8 November 2019.

**Finishing time**

The meeting ended at 9.45 pm

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Record of an Assembly of Councillors

Manningham City Council

## **Strategic Briefing Session**

**Meeting Date:** 3 September 2019  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6:33pm

1. **Councillors Present:**  
Councillor Paula Piccinini (Mayor), Councillor Anna Chen (Deputy Mayor),  
Councillor Andrew Conlon, Councillor Sophy Galbally, Councillor Dot Haynes,  
Councillor Michelle Kleinert, Councillor Paul McLeish and Councillor Mike Zafirooulos

**Apologies from Councillors:**  
Councillor Geoff Gough

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

**Other Officers in Attendance:**  
Carrie Bruce, Senior Governance Advisor  
Kim Tran, Governance Support Officer  
Helen Napier, Manager City Amenity  
Graham Brewer, Manager Property Services  
Jude Whelan, Manager Communications  
Kevin Ayre, Chief Financial Officer  
Matt Slavin, Manager Integrated Planning  
Frank Vassilacos, Coordinator City Planning

2. **Disclosure of Conflicts of Interest**  
No conflicts of interest were disclosed.
3. **Items Discussed**
- 3.1 Draft Community Facilities Access and Concession Policy
  - 3.2 2018/19 Draft Annual Report
  - 3.3 2018-19 Financial Report and Performance Statement
  - 3.4 Preliminary Report – Manningham Electoral Representation Review
  - 3.5 North East Link Update
  - 3.6 Review of Councils Domestic Wastewater Management Plan
  - 3.7 Community Representatives for Liveability, Innovation and Technology Committee
  - 3.8 Review of Instrument of Delegation from Council to Members of Staff
  - 3.9 Manningham Quarterly Report Q4
  - 3.10 Suburban Rail Loop

The meeting ended at 9.10pm

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**13.6 Documents for Sealing**

File Number: IN19/596  
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:**

**Deed of Renewal and Variation of Lease  
Council and Doncaster East Pre-School Centre Inc.  
Part 2-4 Montgomery Street, Doncaster East**

**Deed of Renewal and Variation of Lease  
Council and Donvale Preschool Association Inc.  
Part 7-9 Florence Avenue, Donvale**

**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.