

MANNINGHAM

## COUNCIL MEETING

# AGENDA

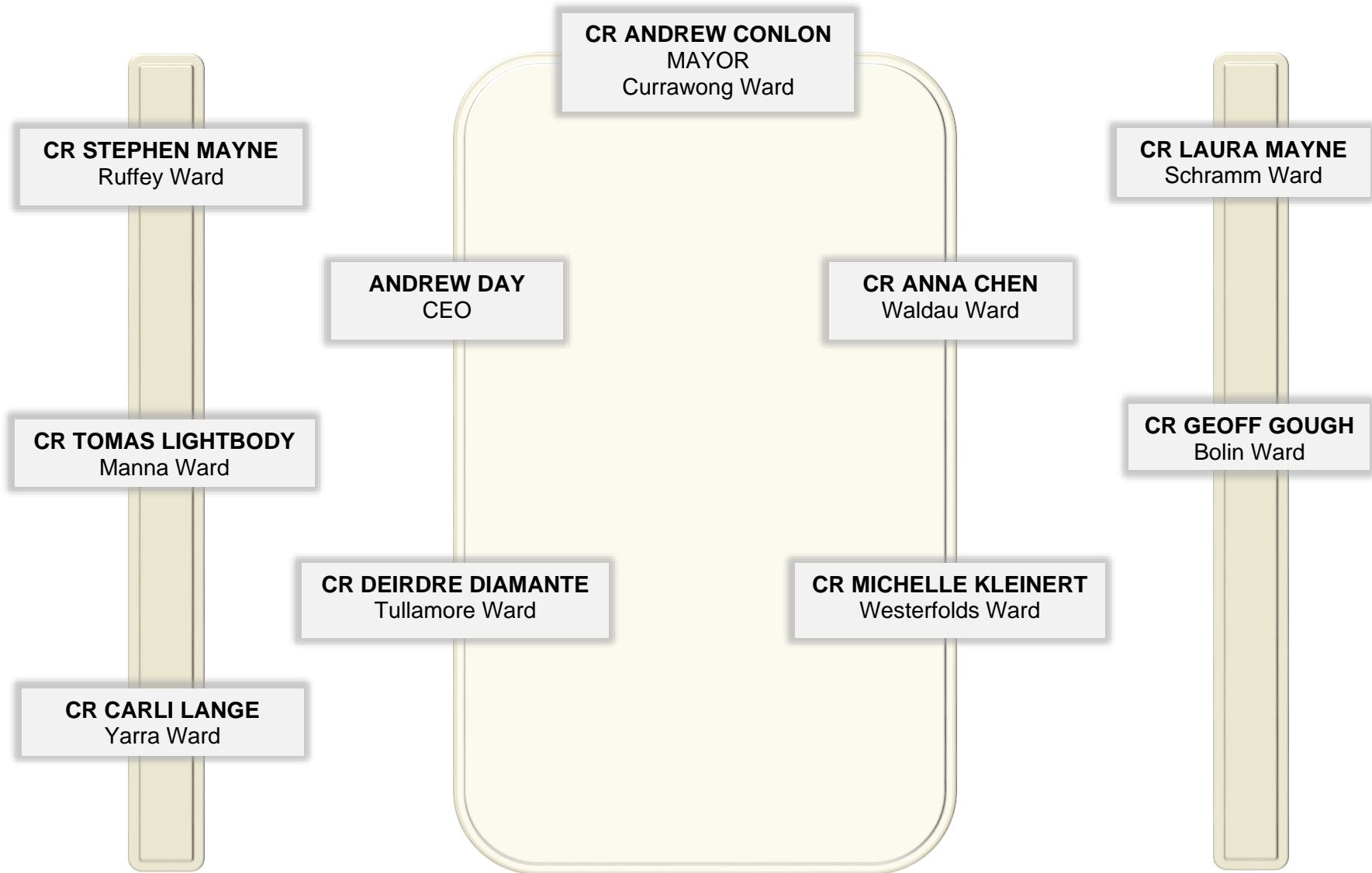
<b>Date:</b>	<b>Tuesday, 25 May 2021</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

**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



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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 Council Meeting held on 27 April 2021.

**5 PRESENTATIONS**

**6 PETITIONS**

**7 PUBLIC QUESTION TIME**

**8 ADMISSION OF URGENT BUSINESS**

## **9 PLANNING PERMIT APPLICATIONS**

### **9.1 Planning Application PLN20/0447 for Construction of a part six-storey, part seven-storey residential apartment building (containing 93 Dwellings) - at Tullamore 57 Stables Circiut, Doncaster**

*The report for this item was unavailable when the Agenda was compiled.*

*It will be available on Friday, 21 May 2021 at the Customer Service Desk at the Civic Centre and on Council's website.*

## 10 CITY PLANNING & COMMUNITY

### 10.1 Yarra Strategic Plan - Endorsement of the Plan

File Number:	IN21/252
Responsible Director:	Director City Planning and Community
Attachments:	1 Draft Yarra Strategic Plan (Version 12) (confidential) 2 Proposed Amendments to Draft Yarra Strategic Plan (confidential)

#### EXECUTIVE SUMMARY

*The purpose of this report is to seek Council endorsement of the draft Yarra Strategic Plan – Version 12 (Confidential Attachment 1). It is the first plan of its kind with bicultural aspirations to protect the Yarra River and adjoining parkland as one integrated, natural entity.*

*The Yarra Strategic Plan (**the Plan**) applies to the entire length of the Yarra River (242km) extending from Mount Baw Baw to the mouth of Port Phillip Bay.*

*The preparation and implementation of the Plan is a requirement of the Yarra River Protection (Wilip-gin Birrarung murrn) Act 2017(**the Act**) that calls for the collaborative management of the Yarra River corridor.*

*The draft Plan has been prepared by Melbourne Water, as the lead agency, in conjunction with the Yarra Collaboration Committee (YCC) that is made up of 15 state and local government authorities, and representatives of the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation. Manningham Council have been an active and participating stakeholder to this, and have previously provided endorsement of earlier revisions of the YSP.*

*Under the Act, Melbourne Water, as the lead agency is required to seek endorsement from all the responsible public entities. The draft YSP will remain confidential until the relevant endorsements are in place and the document is made publicly available.*

*The YSP is the first of its kind that connects planning law with land use and waterway management. As a 10 year strategy, the YSP sets the foundation to achieve the 50 year community vision, and delivery of the aspirations of the Wurundjeri Woi wurrung Cultural Heritage Aboriginal Corporations Water Policy (Wurundjeri Water Policy).*

*For Manningham, the draft YSP has been prepared at the same time as other six key projects were being developed, each of which will have an impact on future land use and connectivity within the Yarra River corridor (including the associated parklands). They include:*

- *North East Link Project*
- *Proposed soccer facility on Bulleen Driving Range site (Amendment C132 - gazetted 7 December 2020)*
- *Yarra River - Bulleen Precinct Land Use Framework Plan*
- *Amendment C125 (Yarra Valley Country Club redevelopment)*
- *Suburban Rail Loop*
- *Fitzsimons Lane road upgrade between Eltham and Templestowe*

*Throughout the evolution of the draft YSP, Council officers have sought to ensure that the draft Plan is consistent with and reflects Council's advocacy position for the six abovementioned projects.*

*It is considered that the current version appropriately reflects Council's position on key strategic projects that are in the process of being prepared (and refined) in the Yarra River Corridor precinct. It is therefore recommended that the draft YSP be endorsed in accordance with Section 36(1) of the Yarra River Protection (Wilip-gin Birrarung murrn) Act 2017, subject to minor wording changes to reflect the current status of the North East Link project.*

## **1. RECOMMENDATION:**

**That Council endorse the draft Yarra Strategic Plan (Version 12) shown at confidential Attachment 1 in accordance with Section 36 of the Yarra River Protection (Wilip-gin Birrarung murrn) Act 2017 subject to minor wording changes shown in confidential Attachment 2 to reflect the current status of the North East Link project.**

## **2. BACKGROUND**

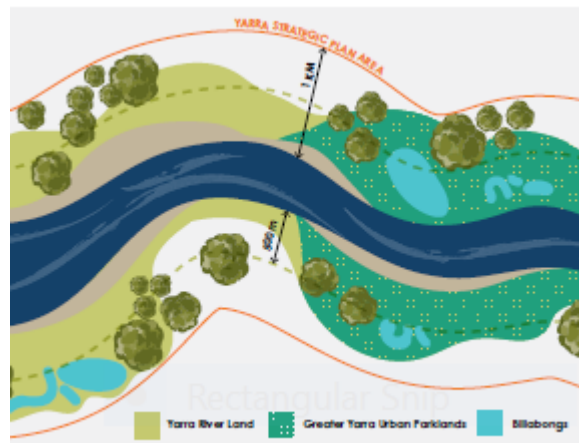
- 2.1 The Yarra River provides 70% of Melbourne's drinking water, adjoins an estimated 2,450 hectares of urban parkland and open space and significantly contributes to Melbourne's liveability. However, the River faces increased challenges from population growth, development pressures and unpredictable weather patterns as a result of climate change.
- 2.2 In 2015, the Victorian Government established the Yarra Ministerial Advisory Committee (MAC) to provide recommendations for the improved management, promotion and protection of the Yarra River.
- 2.3 In 2017, the landmark *Yarra River Protection (Wilip-gin Birrarung murrn) Act* (the Act) enshrined in law the protection of the Yarra River. Its main purpose was to declare the Yarra River and public land in its vicinity as 'one living and integrated natural entity'.
- 2.4 The YSP is the first of its kind that connects planning law with land use and waterway management. As a 10 year strategy the YSP sets the foundation to achieve the 50 year community vision, and deliver of the aspirations of the Wurundjeri Woi wurrung Cultural Heritage Aboriginal Corporations Water Policy (Wurundjeri Water Policy).
- 2.5 The draft Plan (Attachment 1) has been prepared by Melbourne Water, as the lead agency, in conjunction with the Yarra Collaboration Committee (YCC) that is made up of 15 state and local government authorities and representatives of the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation. Manningham Council has been one of these key stakeholders.
- 2.6 The intention of the YSP is to provide an overarching policy and planning framework to ensure a consistent approach to managing land use and development along the entire Yarra River Corridor.
- 2.7 The Plan applies to public and private land within 1 km either side of the banks of the Yarra River along its entire length (242km) extending from Mount Baw Baw to the mouth of Port Phillip Bay.

2.8 The Act designates three categories of land to which the Plan applies:

*Yarra Strategic Plan area* – This area generally applies to land within one kilometre either side of the bank of the Yarra River, including public and privately owned land.

*Yarra River Land* – This area makes up the main parcel of land protected by the Act. It generally includes Crown and state government owned land within 500 metres of a bank of the river.

*Greater Yarra Urban Parklands* – this area identifies the network of parklands along the Yarra. The Greater Yarra Urban Parklands include Yarra River land that is used as public open space between Punt Road, South Yarra and the urban growth boundary in Warrandyte.



2.9 The Yarra River is divided into four reaches. They include:

- Upper Rural: Upper Yarra Reservoir to Healesville
- Lower rural: Healesville to Warrandyte
- Suburban: Warrandyte to Dights Falls
- Inner City: Dights Falls to West Gate Bridge.

2.10 Manningham is predominately located in the Suburban reach with Wonga Park and Warrandyte included in the lower rural reach of the Yarra River.

### Structure of the Plan

2.11 The Plan comprises two parts:

- Part 1 – ‘Working together to achieve the community vision’ acknowledges the connection the Traditional Owners have to the Yarra River and includes four (4) performance objectives. It also includes actions that are to be carried out on Yarra River Land.
- Part 2 – ‘Land Use Framework’ provides direction for land use and development on public and private land.



- 2.12 In November 2019, Melbourne Water presented to SBS on the purpose and key directions of the Plan. Following this, Council provided 'in-principle' support to place the draft YSP on public exhibition. Public exhibition took place between 23 January and 29 March 2020, during which Manningham lodged a submission. A total of 138 submissions were received.
- 2.13 In response, Melbourne Water supported all of Manningham's suggested changes. Only the non-resolved submissions relating to Part 2 Land Use Framework were referred to a panel hearing, which took place between 26 May and 5 June 2020.

#### Other Strategic Planning Controls and Strategies

- 2.14 A project related to the YSP is Amendment GC48 – Yarra River Corridor Controls. This amendment introduced interim planning controls in February 2017 (for four years) to provide a consistent approach to managing built form and vegetation removal in the Yarra River corridor between Richmond and Warrandyte.
- 2.15 In June 2020, the Minister for Planning sought feedback from all six affected councils (Manningham, Banyule, Boroondara, Nillumbik, Stonnington and Yarra), on the operation of the controls to determine whether further refinements and improvements were required.
- 2.16 In response, Council advised that whilst it supports the protection of the Yarra River environs in principle, it did not support making the existing controls permanent. Rather, it recommended that a more site responsive approach was preferred, particularly given the developmental change anticipated as a result of a number of projects being planned in the area, including:
- North East Link Project
  - Yarra River - Bulleen Precinct Land Use Framework Plan
  - Proposed soccer facility on Bulleen Driving Range site (Amendment C132 gazetted 7 December 2020)
  - Proposed amendment for the Yarra Valley Country Club (Amendment C125)
  - Suburban Rail Loop
- 2.17 Consequently, on 20 April 2021 the Minister for Planning introduced permanent planning controls (VC197) for the protection of the Yarra River Corridor between Richmond and Warrandyte.
- 2.18 Furthermore, the Bulleen Precinct Advisory Committee Hearing took place between January and March 2021. This Committee was appointed by the Minister for Planning to hear submissions regarding the Department of Environment, Land, Water and Planning's (DELWP's) Bulleen Land Use Framework Plan and Amendment C125 relating to the redevelopment of the Yarra Valley Country Club site. At the hearing Manningham Council was represented by legal representatives, Harwood Andrews, who also represented Council on the hearing for the North East Link Project and related matters.
- 2.19 DELWP advises that the Advisory Committee lodged its report with the Minister on 16 April 2021. At this stage it is unknown when the Minister will release the report.

Endorsement Process

- 2.20 Section 36(1) of the *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017* requires the 15 state and local government authorities to endorse the draft Yarra Strategic Plan. The draft Plan will then be submitted to the Minister for Water and then to Cabinet for approval.
- 2.21 Importantly Section 3G of the *Local Government Act 1989* requires Council to act consistently with the YSP when performing a function or duty on Yarra River land.
- 2.22 Endorsing the draft YSP means that each relevant authority:
- Agrees in principle with the objectives and actions outlined in the Plan.
  - Will act consistently with the directions outlined in the Plan, particularly Part 2 (Land Use Framework)
  - Will have regard to the protection principles of the Act and Yarra Strategic Plan when performing its own work and making decisions that affect Yarra River land, as outlined in S3G of the *Local Government Act 1989*.
- 2.23 The above obligations do not apply to land affected by the *Major Transport Projects Facilitation Act 2009*.

**3. DISCUSSION / ISSUE**

- 3.1 For Manningham, the draft YSP has been prepared at the same time as other key projects were being (and still are) being developed, each of which will have an impact on future land use and connectivity within the Yarra River corridor. They include:
- North East Link Project
  - Proposed soccer facility on Bulleen Driving Range site (C132 gazetted on 7 December 2020).
  - Bulleen Land Use Framework Plan
  - Amendment C125 (Yarra Valley Country Club redevelopment)
  - Suburban Rail Loop
  - Fitzsimons Lane road upgrade between Eltham and Templestowe
- 3.2 During the development of the draft YSP, Manningham has emphasised the impact of the NEL project on its existing open space networks, and the resultant loss of soccer facilities at Bulleen Park. Furthermore its advocacy has been based on the approved Manningham Yarra River Corridor Concept Plan (2019) that provides improved connectivity for pedestrians and cyclists within the Yarra River corridor, as well as identifying potential sites for sporting facilities.
- 3.3 It is considered that the current version has been modified to appropriately reflect Council's position on key strategic projects in the Yarra River Corridor. It is submitted that the draft YSP should be endorsed, subject to minor wording changes as shown in confidential Attachment 2.

Whole of River Actions

- 3.4 The draft Plan also recommends actions which will be led by the state government, in consultation with the YCC. These include:
- Introducing permanent planning controls for the Yarra River from Richmond to Warrandyte – this occurred on 20 April 2021 (VC197).
  - Developing new planning controls from Warrandyte to Warburton.
  - Strengthening the protection of the Yarra River's heritage, riparian and biodiversity values.
  - Developing a co-ordinated approach to landscape design and native planting.

Annual reporting

- 3.5 Each year Council will need to report on how its actions and functions within the Yarra River corridor align with the principles of the YSP. The Birrarung Council, established by the Victorian Government in 2018, will compile a report that will be provided to the Minister for Water and tabled in parliament. The format of the annual report is yet to be decided.

**4. COUNCIL PLAN / STRATEGY**

- 4.1 The draft YSP is consistent with the following Council Plan themes:
- Healthy Community
  - Liveable Places and Spaces
  - Resilient Environment
  - Vibrant and Prosperous Economy
- 4.2 Council's review of its Planning Scheme (scheduled to be completed in 2022) provides an opportunity to review local land use and development policy and / or other implications, to ensure that they align with the objectives of the YSP.

**5. IMPACTS AND IMPLICATIONS**

- 5.1 The draft YSP is the first plan to provide for the co-ordinated management of the entire length of the Yarra River. Importantly it recognises the close cultural and spiritual connection that Traditional Owners have with the Yarra and nearby land. The whole of government approach to protecting the Yarra River and its parklands will have cultural, environmental, visual and economic benefits for present and future generations.

**6. IMPLEMENTATION**

- 6.1 Finance / Resource Implications
- 6.1.1 Council will continue to be represented on the YCC.
  - 6.1.2 In accordance with Section 3G of the *Local Government Act 1989* Council will need to comply with the requirements of the YSP when performing a function or duty on Crown or State owned land within 500 metres of the Yarra River bank.

6.1.3 Review and representation for the development of the YSP has been funded and resourced using existing internal resource capacity and officer time.

6.2 Communication and Engagement

6.2.1 The draft YSP has been the subject of extensive public consultation between 2017– 2021.

6.2.2 Council may opt to further promote the YSP through its media and communication channels.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

## 10.2 Tackling Ageism Together: EveryAGE Counts in Melbourne's East

File Number: IN21/218  
Responsible Director: Director City Planning and Community  
Attachments: Nil

### EXECUTIVE SUMMARY

*The Eastern Metropolitan Region (EMR) councils are collaborating on a joint communications campaign to tackle ageism with the support and leadership of the Inner East Primary Care Partnership.*

*Ageism is stereotyping and discrimination on the basis of a person's age. The World Health Organisation in 2015 identified it as one of the most pervasive and accepted forms of prejudice in societies throughout the world.*

*The Tackling Ageism Together: EveryAGE Counts in Melbourne's East (the EMR campaign) will leverage off the national EveryAGE Counts campaign originally conceived by the Benevolent Society and today led by an independent coalition of diverse organisations and individuals. The objective of the EveryAGE Counts campaign is to shift social norms and positively influence the way people think about ageing and older people.*

*This objective aligns and is consistent with what the Manningham community have also told us through the Manningham Local Dementia (MLDAG) and Manningham Positive Ageing (MPAAG) Alliance Groups identifying that older people in our community have felt hidden or misrepresented. The EMR campaign aims to raise awareness and educate people by representing older people more accurately in the media, arts and public discussion and help to build the grassroots social movement by encouraging people to get involved.*

*The EMR councils will collaborate on activities and timelines for communications to strengthen the local regional impact of the messaging. The EMR campaign will run from March to October 2021 and whilst it is acknowledged that behaviour change takes time, this campaign is an important starting point for the EMR councils and region.*

*Council Executive, staff, Mayors and Councillors are being asked to support the campaign and to this end a number of activities have been proposed to raise awareness and take action in the EMR. Some of these include:*

- Sign the EveryAGE Counts pledge;*
- Ensure that tackling ageism is considered in the development of new strategic plans;*
- Provide specific information to inform and educate staff and create opportunities to reinforce positive ageing; and*
- Be aware that this will be a recurring theme in our social media and other documents over the coming months so taking opportunities to include these themes in public addresses, share content from Council's Facebook posts; and ensure our communications are inclusive of older people.*

*The EMR campaign will be delivered jointly by the EMR councils. Manningham's activities during the campaign will be coordinated through the Aged and Disability Support Services and Communications teams within approved budget.*

**1. RECOMMENDATION**

That Council:

- A. Support the proposed *Tackling Ageism Together: EveryAGE Counts in Melbourne's East* campaign;
- B. Note that Councillors will be asked to sign the EveryAGE counts pledge and support other activities during the campaign; and
- C. Note this will be a recurring theme in council's social media and other documents over the campaign period, March to October 2021.

**2. BACKGROUND**

2.1 The Eastern Metropolitan Region (EMR) councils, supported by the Inner East Primary Care Partnership (IEPCP), are joining forces to deliver a coordinated communications campaign to tackle ageism. The campaign ties into and supports the national EveryAGE Counts campaign and the Eastern Community Legal Centre (ECLC) work on prevention of abuse of older people. Ageism in its ugliest form is seen as one cause of elder abuse.

2.2 Originally planned for rollout in 2020 the campaign had to be put on hold due to COVID and is now planned to be rolled out from March to October 2021.

**What is Ageism?**

2.3 Ageism essentially comes from negative attitudes and beliefs about what it means to be an older person. For older people ageism impacts confidence, quality of life, job prospects, health, and control over life decisions. Ageism can take many forms, including prejudicial attitudes, discriminatory practices, or institutional policies and practices that perpetuate stereotypical beliefs.

2.4 Ageism is often hidden. It can distort our attitudes to older people and ageing and have profound negative impacts on our personal experience of growing older. The World Health Organisation in 2015 identified it as one of the most pervasive and accepted forms of prejudice in societies throughout the world.

2.5 The impacts of ageism can prevent or limit us from contributing and participating in our communities – socially, economically and as full citizens – and even impact our physical health and longevity. It denies society the enormous range of benefits that can flow, economically and socially, from the full participation of older people and is therefore a problem that needs to be addressed.

**What does this campaign hope to achieve?**

- 2.6 Feedback and input from the seven EMR councils has shaped the campaign to:
- focus on challenging stereotypes of older people; and leverage a strong regional approach;
  - to be delivered easily sharing existing content; and
  - tie into existing campaigns and work, in particular the EveryAGE Counts campaign <https://www.everyagecounts.org.au/>

- 2.7 EveryAGE Counts is an advocacy campaign aimed at tackling ageism against older Australians. It is driven by a large coalition of organisations headed by the Benevolent Society and includes Council on the Ageing (COTA Australia); Federation of Ethnic Communities Council Australia (FECCA); National Seniors Australia and Australian Human Rights Commission to name a few.
- 2.8 There are five key aspects of the EveryAGE Counts campaign and the EMR campaign, will contribute to two of them: increasing the diversity and accuracy of representations of older people in media, arts and public discussion; and help to build the grassroots social movement by encouraging people to get involved.

**What are the objectives of the EMR campaign?**

- 2.9 The EMR campaign objectives are to:
- Raise awareness and educate people about elder ageism, its impacts and how to make positive change;
  - Ensure messaging is positive about older people and has a focus on tackling ageism, particularly challenging stereotypes of older people;
  - Leverage a strong coordinated regional approach to achieve greater impact;
  - Ensure it can be implemented easily and within existing resources; and
  - Encourage people to take action via a range of 'calls to action'.

**How will this campaign be delivered?**

- 2.10 The campaign is proposed to be rolled out in phases with the external communications phase extending from March until October 2021.
- 2.11 Due to the coordination of the IEPCP and combined efforts and sharing between the EMR councils, ECLC and the EveryAGE Counts campaign, some of the content material for the EMR campaign has already or will be developed, therefore facilitating the delivery of the EMR campaign.
- 2.12 The campaign has identified three target audiences including: Unaware – people who know nothing or little about ageism and its impact; Aware - people who know about ageism and its impact and are concerned; and Partners – organisations, people, groups who would be willing to support the campaign.
- 2.13 The Aged and Disability Support Services team together with the Communications team have committed to support delivery of the EMR campaign.

**3. DISCUSSION / ISSUE**

- 3.1 Tackling ageism has been recognised as an important issue for our community.
- 3.2 In discussions with the membership of the Manningham Local Dementia (MLDAG) and Manningham Positive Ageing (MPAAG) Alliance Groups it has been identified that older people in our community have felt hidden or misrepresented whilst going about their daily business and activities of life. To tackle this, specific actions to represent older members of our community more positively have been suggested and included on the MPAAG Action Plan.

- 3.3 The Manningham experience is not unique. In Australia, independent research by COTA highlights that ageist attitudes in the community mean that older people are perceived to be less deserving or, alternatively, are incapacitated and in need of protection. It is experienced by older people in the forms of speech by which they are addressed, evident in the media where negative and ageist stereotypes are spread, and in the health system where organisational and process bias invariably tends to give older people and their illnesses a lower priority.
- 3.4 Recent Council survey data shows evidence that the community recognises that the older population is one of the most heavily impacted cohorts in the community as a result of COVID and are needing support in many areas as a priority.
- 3.5 Local government plays a vital role in helping to create healthy and connected communities. Council works closely and connects directly with many community members, including many older people, through our communication channels and our wide range of services, programs and facilities. Council can therefore play an important role to change and influence through these channels as appropriate.
- 3.6 Tackling this issue as a united group of EMR of councils is an opportunity to combine efforts, share resources and more strongly embed community messaging in an attempt to shift individual and community attitudes and perceptions.

**What are the proposed actions we will deliver?**

- 3.7 The EMR campaign has both an internal and external communications focus and we will seek the support of Council staff, Executive, Councillors/Mayor and local partners (residents, organisations, and business) to deliver messages which reinforce positive views and challenge stereotypes of older people.
- 3.8 Proposed activities:
- Post in Council's social media messages, stories and articles which debunk myths and challenge stereotypes of what it means to be older.
  - Write stories and articles in council publications to convey key messages.
  - Specific messaging to coincide with some of the key dates during this period including National Volunteers Week (May), World Elder Abuse Awareness Day (June) and International Day of Older Persons (October).
  - Ask people or organisations to sign the EveryAGE Counts pledge. The pledge is a symbolic gesture and reads as follows:

"I stand for a world without Ageism where all people of all ages are valued and respected and their contributions are acknowledged.  
I commit to speak out and take action to ensure older people can participate on equal terms with others in all aspects of life."

- 3.9 A significant activity is to have EMR Mayors sign the EveryAGE counts pledge on or around World Elder Abuse Awareness Day, 15 June 2021. An opportunity for Manningham Councillors to sign the pledge is being arranged.



**4. COUNCIL PLAN / STRATEGY**

- 4.1 This campaign will support council and healthy city objectives to build healthy, resilient, connected and inclusive communities that are generation friendly.

**5. IMPACTS AND IMPLICATIONS**

- 5.1 The EMR campaign aims to raise awareness and educate people by representing older people more accurately in the media, arts and public discussion and help to build the grassroots social movement by encouraging people to get involved. The seven EMR councils will collaborate on the activities and timelines for communications to strengthen the local regional impact of the messaging.
- 5.2 It is recognised that behaviour change takes time and is unlikely to shift significantly in the duration of this campaign. However, this campaign is considered an important starting point for the EMR councils and region that can be learnt from and built upon.

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

- The campaign will be delivered within Council's current budget allocations. The EveryAGE Counts (Benevolent Society) have provided media collateral to be co-branded and used in the EMR campaign.

**6.2 Communication and Engagement**

- The Aged and Disability Support Services and Communications teams have worked collaboratively together and in consultation with other EMR councils and the Inner East PCP in the development and support of the EMR campaign.
- It is understood that the Municipal Association of Victoria (MAV) is also planning this year to progress a sector wide campaign on tackling Ageism.

**6.3 Timelines**

- The timelines for delivery of this project are March to October 2021 but may be subject to interruption if there are further COVID disruptions.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

## 11 CITY SERVICES

### 11.1 Garden Waste Recycle Centre Decommissioning and Closure and Bushfire Prone Area Initiatives

File Number: IN21/286  
Responsible Director: Director City Services  
Attachments: Nil

#### EXECUTIVE SUMMARY

*This report provides an overview of the closure of the Garden Waste Recycle Centre, indefinitely closed since March 2020. The report recommending that the Garden Waste Recycle Centre to be permanently decommissioned and closed given the significant risk the continued operation of the facility.*

*A significant risk identified was the stockpiling of garden waste material on a site which is within the BPA. This issue is further amplified as a number of incidents; where small fires have ignited, have required the CFA to respond.*

*The report also outlines the outcomes of the revised Bushfire Prone Area (BPA) Initiative known as Garden Waste Disposal Days; which were developed and trialled as a result of the Garden Waste Recycle Centre's closure. The report recommending an improved service to support BPA residents to proactively manage properties and reduce the risk of bushfires igniting, impacting their property or surrounding properties.*

#### 1. RECOMMENDATION

**That Council:**

- A. Notes that the Garden Waste Recycle Centre will be permanently decommissioned and closed; and**
- B. Notes the continuation of the Garden Waste Disposal Days to provide ongoing support to Bushfire Prone Area residents with management of fuel loads year round.**

#### 2. BACKGROUND

- 2.1 Manningham City Council has been operating the Garden Waste Recycle Centre for the past 25 years.
- 2.2 The Garden Waste Recycle Centre is located at corner of Websters Road and Blackburn Road Doncaster East. The site has typically operated only on a Sunday between the hours of 9am–3pm and services the community and local businesses. The facility operates as a user pay service.

- 2.3 The Garden Waste Recycle Centre has been supporting a 'free' service for residents within the BPA to dispose of garden waste material from their property to reduce fuel load in preparation of the summer bushfire season. This 'free' service has resulted in the Centre operating at a significant financial loss.
- 2.4 The site accepts green waste material (larger branches, stumps, etc.) which cannot be disposed within the garden bin.
- 2.5 Over the past few years, a number of small fires have ignited at the site which have required CFA to respond. The CFA are aware of the potential fire risks the site poses.
- 2.6 The site is not a licenced Environment Protection Authority (EPA) site.

### 3. DISCUSSION / ISSUE

- 3.1 Impacts of the SKM Recycling Fire
  - 3.1.1 After a significant fire at SKM Recycling's Coolaroo resource recovery facility in 2017; that lasted 20 days, the Victorian Government established a Resource Recovery Facilities Audit Taskforce and increased the EPA's powers to regulate combustible recyclable and waste materials facilities.
  - 3.1.2 During the SKM fire, nearby residents were evacuated from their homes, four people were hospitalised, and 12 required medical attention. EPA's new powers enable regulation of the management of fire risk, to protect the Victorian community and environment from the risks of fire at resource recovery facilities.
  - 3.1.3 The focus on fire risk at waste and recycling facilities has coincided with significant changes to markets for recovered resources. China has progressively restricted imports of recyclable materials, which has had flow-on effects on Australian markets. One of these effects has been increased stockpiling of recyclable materials while new markets are found.
  - 3.1.4 The Victorian Government's primary objective is to ensure that the recycling industry continues to thrive and operates safely with a focus on changing practices within the waste and recycling industry, to minimise fire risk at facilities that store combustible recyclable and waste materials.
- 3.2 Legislative Requirements
  - 3.2.1 In 2018, the State Government's Waste Management Policy (Compostable Recyclables and Waste Materials) took effect.
  - 3.2.2 The objective of this policy is to ensure that combustible recyclable and waste materials (CRWM) at waste and resource recovery facilities are managed and stored in a manner that minimises risks of harm to human health and the environment from fire.
  - 3.2.3 This policy confirms that the EPA has explicit power to regulate the storage of CRWM at resource recovery facilities that pose fire risks.

- 3.2.4 A guideline was released to assist managers of resource recovery sites with the management and storage of CRWM.
- 3.2.5 Organic (garden waste) material is defined as a CRWM in the policy and guideline. Hence this policy directly impacts the Garden Waste Recycle Centre's operations.
- 3.2.6 A review of the policy and guideline has identified that the facility would require a works approval and licence to operate.
- 3.2.7 The management plan for the site has been reviewed in line with the 2018 government requirements. This review identified that a works approval and a licence to operate the facility into the future would not be granted, given that the facility does not meet the guideline criteria requirements.
- 3.3 Manningham Bushfire Prone Area
- 3.3.1 Manningham has a high bushfire risk within eastern parts of the municipality. There is the potential for a large bushfire to enter from the north, equally a fire that starts in Manningham could grow rapidly and affect hundreds of properties within a few hours. Land tenure analysis resulted in over 60% of land within the Manningham Bushfire Prone Area (BPA) is privately held, constraining the ability of agencies to directly manage vegetation (Bushfire Fuels) in over half of the municipality. Therefore, it is the role of council in partnership with the agencies to influence and encourage private land owners to undertake fuel reduction works on their properties.
- 3.3.2 Furthermore the CFA advises that reducing vegetation around your home is one of the most important things you can do to keep your home safe in a bushfire.
- 3.3.3 Complimentary Garden Waste Disposal Vouchers for use at the Manningham Council Garden Waste Disposal Facility were provided to residents living in the Bushfire Prone Area (BPA) since 2003. This initiative was introduced to assist residents with fire mitigation works on their properties in readiness for the fire (summer) season.
- 3.3.4 With the recent closure of the Garden Waste Recycling Centre, there has been a need to revise the initiative that supports Manningham BPA residents to reduce bushfire fuels on their properties.
- 3.3.5 In consultation with executive, Council Officers, Councillors, and the community, Garden Waste Disposal Days were developed for implementation in November 2020 (Trial 1). This was initial Garden Waste Disposal Days available to residents who had applied for Garden Waste Vouchers in 2019/20. The trial was a success, therefore further Garden Waste Disposal Days were held in February 2021 (Trial 2). The February dates were advertised to over 7,700 properties that are listed within the Bushfire Prone Area.
- 3.3.6 To seek feedback from the community on Garden Waste Disposal Days, a community survey was provided to all participating residents.

### 3.4 Evaluation of Garden Waste Disposal Days and Sites

3.4.1 Overall, the Garden Waste Disposal Days are a more efficient, cost effective and favourable option for Manningham Bushfire Prone Area (BPA) residents to dispose of one level trailer of Garden Waste. When comparing costs of the trial, with the expenditure of the Garden Waste Centre, the results are favourable. There are options to further streamline the operation to reduce costs further.

3.4.2 A survey was held following the Disposal Days, the results of the user survey provided highly positive and comprehensive feedback on the initiative. A snapshot of the user feedback can be summarised as:

- 84.5% of respondents were satisfied or above, with nearly 60% respondents very satisfied.
- 85% of the respondents suggested the drop off was very easy.
- Over 90% of respondents the most positive aspects were:
  - Ease of completing waste drop-off at the site
  - Friendly and helpful staff
- 72% of respondents said they would recommend a neighbour to use the Garden Waste Disposal Day Service.

3.4.3 A Public Value analysis was conducted, resulting in an indication that this initiative provides many positive outcomes that are beneficial to the Manningham community.

3.4.4 Council officers have also undertaken a review of the 4 Disposal Day sites. The chosen sites were located on council managed car parks within the bushfire prone areas. This ensured the initiative met requirements under Stage 4 Covid restrictions and allowed all residents to have access within 5km of their property.

3.4.5 The results showed us that Warrandyte and Donvale sites were attended by 60% (318 users) of the total users for both November & February Days. The Warrandyte and Donvale sites were the safest sites to operate; enabling easier truck movement, ability to replace full skips, safest movement of public and vehicles and had least impactful to community events held at the site or within close proximity.

3.4.6 Only 39% (205 users) of the total users opted to use Wonga Park and Park Orchards. These sites were the smallest sites which also created safety issues for public and staff resultant from moving vehicles, trucks access and skips replacement difficulties. They also had the most disruptive impactful to community events held at the site or within close proximity – causing much angst with those attending events (non-Garden Waste Disposal Day related) at those sites.

3.4.7 The data collected on site use and accessibility will be considered when planning site options and dates for all future Disposal Days.

### 3.5 Future Disposal Days

3.5.1 In consideration of the community feedback and operational capacity, the options for the continuation of the Disposal Days are being considered. At this stage it is recommended that a minimum of 4 Disposal Days are held each year. With the option for residents to pay for extra trailer loads of garden waste at disposal sites once they have utilised their free disposal limit.

3.5.2 The total estimated cost to deliver the Disposal Days is within the existing operational budget. All options considered were assessed as being cost neutral and available to fund within existing budgets and of no additional costs to residents accessing the standard offer. Additional trailer loads will be at a cost determined at the time of implementation to enable cost neutrality to Council.

## 4. COUNCIL PLAN / STRATEGY

- 4.1 The decommissioning of the Garden Waste Recycle Centre aligns with the Council Plan Goals 3.1 to 'protect and enhance our environment and diversity'.
- 4.2 Providing support for residents to mitigate bushfire risk aligns with the Council Plan 2017/21.
  - Theme 1 – Healthy Community and Goal 1.1- A Healthy, Resilient and Safe Community.

## 5. IMPACTS AND IMPLICATIONS

- 5.1 The continued operation of the Garden Waste Recycle Centre poses a risk to Council if a fire event was to occur.
- 5.2 Council's Property Services team are planning the development of a Strategic Plan assessing potential future land uses of the Websters Road Precinct (including the Garden Waste Recycle Centre) which will inform the development of the site in a manner which could better mitigate safety risks resultant from any future site development and/or operations.
- 5.3 Continuation of the Garden Waste Disposal Days will provide ongoing support to Bushfire Prone Area residents with management of fuel loads year round.

## 6. IMPLEMENTATION

- 6.1 The closure of the Garden Waste Centre will take effect immediately. A communications campaign providing residents with reasoning for the closure and available options for management of garden waste into the future will be implemented.
- 6.2 The next Disposal Days will take place later in 2021, allowing resident's ample time to proactively manage their properties before the Fire Danger Period (FDP).

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

## 11.2 Arundel Road (West), Park Orchards - Road Closure

File Number: IN21/287  
Responsible Director: Director City Services  
Attachments: 1 Arundel Road Park Orchards Proposed Closure Concept Plan [↓](#)

### EXECUTIVE SUMMARY

*This report recommends a permanent closure of Arundel Road (west), at the intersection of Park Road, to address residents' concerns about vehicle speeds, through traffic and pedestrian safety.*

### 1. RECOMMENDATION

**That Council:**

- A. Supports, in principle, the permanent closure of Arundel Road (west) to through traffic at the intersection of Park Road, subject to:**
- **No objection being obtained from the relevant service authorities and emergency service organisations that may be affected by the proposal; and**
  - **A report being obtained from the Department of Transport on the proposed road closure.**
- B. Authorises officers to commence the statutory process under the provisions of Schedule 11, Section 9 Part 1 of the Local Government Act 1989, to permanently close Arundel Road (west), at the intersection of Park Road, Park Orchards, as shown in Attachment 1, in order to address residents' concerns.**
- C. Notes the Communications and Engagement Plan in relation to the proposed road closure process, as detailed in Section 5.2 of this report.**

### 2. BACKGROUND

- 2.1 Arundel Road, between Park Road and Knees Road, in Park Orchards, is a sealed road approximately 425m long, 4.8m wide and provides access to 23 properties.
- 2.2 Extensive traffic management devices, including chicanes, road humps and a road narrowing, were installed along this section of road when it was formally constructed in the 1990s.
- 2.3 Knees Road, between Park Road and Falconer Road, is currently under construction which includes the construction of a roundabout at the intersection of Knees Road and Arundel Road.



- 2.4 Residents of Arundel Road have raised objections over the construction of the roundabout, stating it will make it more convenient for drivers, particularly school parents, to use Arundel Road (west) as a drive through route, between Park Road and Knees Road, to avoid traffic congestion.
- 2.5 An on-site meeting was held with residents from Arundel Road on 30 April 2021, to discuss their concerns about non-local traffic, particularly during school pick up and drop off times using this section of road, pedestrian safety for young children using the road to walk and vehicle speeds.
- 2.6 At the meeting, attended by around 25 residents, the residents supported a proposal to close Arundel Road at the intersection of Park Road in order to prevent non-local traffic using the road as a shortcut and to remove the need for the construction of a footpath along the street.
- 2.7 A turnaround area would be needed to facilitate large vehicle movements, such as waste collection if the road was closed.
- 2.8 A concept plan showing the location of the permanent road closure is provided as Attachment 1.

### **3. DISCUSSION / ISSUE**

- 3.1 Traffic counts conducted over 7 days earlier this year indicates a typical mid-block traffic volume of 210 vehicles per day and an 85<sup>th</sup> percentile speed of 42km/h. The speed and volume counts suggests that the existing traffic management devices along the street are effective measures in traffic volume and speed management. Traffic volumes have increased during the Knees Road works as motorists look to avoid congestion linked to the works.
- 3.2 At the meeting, the residents strongly objected to a proposal to construct a footpath along one side of the road to address pedestrian safety, citing that they did not wish to change the streetscape or impact existing vegetation.
- 3.3 Residents at the meeting requested the permanent closure of Arundel Road at Park Road, indicating that the closure of the road would prevent through traffic using this section of Arundel Road making it safer for pedestrians to walk along the road pavement.
- 3.4 The proposal to permanently close Arundel Road, west at Park Road, will not adversely impact traffic flows in this area, as this section of Arundel Road carries low traffic volumes, primarily serves to provide access to the abutting properties only and performs no strategic function in Council's road network.
- 3.5 Accordingly, it is proposed to proceed with the statutory process in accordance with the Local Government Act 1989, to close the western end of Arundel Road, at Park Road.

### **4. IMPACTS AND IMPLICATIONS**

- 4.1 The Instrument of Delegation dated 8 April 2019, pursuant to Section 9 Part 1 of Schedule 11 of the Local Government Act 1989, delegates jointly to the Director City Planning and Manager Infrastructure Services, the power to block or restrict the passage or access of vehicles on a road by placing and maintaining any permanent barrier or other obstruction on the road.

- 4.2 This procedure requires Council to follow the statutory process under Section 223, 'Right to make a Submission', of the Local Government Act 1989 prior to closing the road to traffic.
- 4.3 The proposed road closure would have a positive impact on the amenity of residents by preventing non-local, (mainly school traffic), using the road to travel between Park and Knees Road. As a result of the road closure, vehicular access for residents in this section of Arundel Road would be via the Knees Road end only.

## 5. IMPLEMENTATION

### 5.1 Finance / Resource Implications

The funds required to implement the proposed road closure and construct the turnaround area in Arundel Road west, will be sourced from Council's 2021/2022 Capital Works budget.

### 5.2 Communication and Engagement

The statutory process under Section 223 of the Local Government Act 1989 requires Council to:

- i. publish a public notice informing the community about the proposed road closure;
- ii. provide the opportunity for the community to make submissions regarding the proposal; and
- iii. if requested, allow a person making a submission to appear in person in support of the submission at a meeting of the Council or a committee determined by the Council.

It is proposed that the notification of Council's intention to close Arundel Road (west) at the Park Road intersection be made via:

- i. letters to property owners and occupiers in the immediate vicinity of the road closure;
- ii. signage; and
- iii. Council's media outlets for the wider community.

Consultation will be undertaken with service authorities and emergency service organisations that may have assets within the road reservation, or have an interest in the closure from an emergency management perspective.

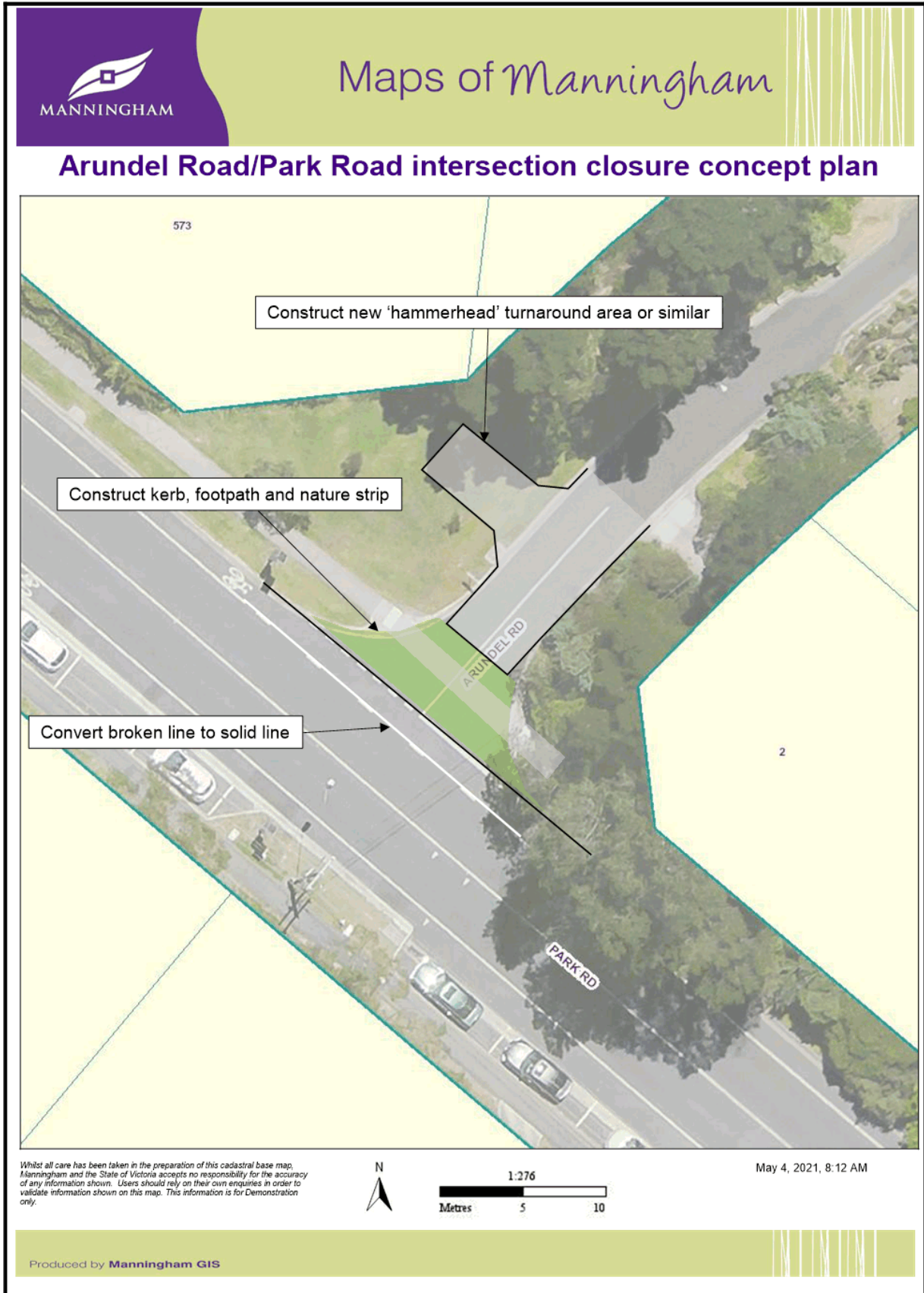
In accordance with the provisions of Schedule 11, Section 9 Part 1 of the Local Government Act 1989, a report is to be obtained from VicRoads (now Department of Transport) on the proposed road closure.

### 5.3 Timelines

A further report be presented to an upcoming Council meeting providing details on the outcome from the community engagement.

**6. DECLARATIONS OF CONFLICT OF INTEREST**

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



### 11.3 Land Encroachment Policy

File Number: IN21/288  
Responsible Director: Director City Services  
Attachments: 1 Land Encroachment Policy [↓](#)

#### EXECUTIVE SUMMARY

*This Policy is aimed to provide a clear and transparent process for the management and decisions related to land encroachment on Council land by abutting property owners and occupiers.*

*This Policy outlines the processes involved in the identification and actions to deal with land encroachments. With responsibilities clearly defined of the various internal Council departments involved in the consultation and the resolution of land encroachment issues. These guidelines apply to the whole of the municipality in regards to land encroachment on Council land.*

*A key component of Council's strong commitment to responsible and ethical management of its land assets is the need for a strong governance framework that supports the process of identifying and managing land encroachment issues.*

*Throughout the municipality, land encroachments have resulted over time by abutting property owners and occupiers who have encroached onto Council land (be it reserves, tree reserves, or road reserves) with fencing, driveways, landscaping and other structures.*

*Encroachments must be carefully assessed and controlled, to ensure appropriate and sustainable development that is in the best interests of the public.*

*This Policy provides direction to Council officers on the process for the reclaiming land from property owners and occupiers who have encroached onto Council land.*

#### 1. RECOMMENDATION

**That Council note the Land Encroachment Policy approved under delegation by the Chief Executive Officer and Director City Services.**

#### 2. BACKGROUND

- 2.1 This Policy applies to all Council land whereby there are encroachment issues by abutting property owners and occupiers.
- 2.2 Generally, the majority of land encroachments are on Council land (including belonging to, or in the care, custody or control of Council) that are reserves, tree reserves, or road reserves (including road encroachments, and footpath accessibility issues).

- 2.3 Where a land encroachment issue arises, Council is to assess all available advice from relevant officers in relation to the land encroachment on Council land in order to manage an acceptable outcome for Council and to allow Council to manage the issue according to the Policy guidelines.
- 2.4 Such an outcome may include the resolution for the abutting property owner or occupier to remove its occupation and improvements (if any) from Council land and for the property owner or occupier to be responsible for any rehabilitation and fencing costs.
- 2.5 Where agreement cannot be reached and the encroachment is inappropriate, the Council will issue a formal notice to the property owners requiring them to rectify the encroachment.
- 2.6 Specific legal advice can be sought by Council officers for more problematic and/or where there are specific legislative aspects to a land encroachment issue.
- 2.7 Alternatively, the Policy includes the potential to have a register whereby Council and the abutting property owner acknowledge the land encroachment on Council land. Council in this way could charge an annual licence fee to the abutting property owner charged at a rate to be determined by the Manager Property Services.
- 2.8 Further, any decision by Council to enable a structure to remain on Council land must also include the land owner entering into a formal agreement with Council for the removal of the structure upon change in property ownership or any other time specified by Council.
- 2.9 Property Services would undertake the review including preparation of agreements and the policy is intended to apply to all properties.
- 2.10 Where a property is subject to an agreement and as such, the encroachment agreement has been identified on Council's Property Ci system, should a Land Information Certificate be applied for, when the subject property with the identified land encroachment is scheduled for sale, then this will alert Council officers of the property owners obligation prior to selling the property and will hopefully avoid any potential conflict for the purchasers after they have purchased the land.
- 2.11 Officers will also place a note on the Land Information Certificate where relevant, which states that a notice has been delivered to the owner of the land advising them that the land abutting the proposed land is encroached by the land which is the subject of the Land Information Certificate request.
- 2.12 The agreement can include a number of requirements, including (but not limited to) specific time frames for the removal of any structure, the rehabilitation of Council land & a sunset clause in the agreement that will end the agreement once the requirements of the agreement have been undertaken to Council's satisfaction.
- 2.13 When the abutting property owner's property is sold, the agreement is terminated and rehabilitation costs are to be borne by the abutting property owner or new owner pursuant to the agreement.

- 2.14 A register would provide Council officers with a conclusion to the land encroachment when the abutting property is sold and the encroached land is returned to the possession of Council.
- 2.15 If the abutting property owner chooses not to occupy the Council land, then the area is reclaimed by Council and fenced on the correct boundary under the half share fencing provisions (where applicable).

### **3. DISCUSSION / ISSUE**

- 3.1 In the interests of promoting probity, fair dealing and openness to all residents and ratepayers of the municipality, Council generally does not permit any encroachment onto Council land by abutting property owners and occupiers.
- 3.2 The best value outcome to Council and the method for the management of land encroachment issues must be the major considerations for Council under this Policy.
- 3.3 Given the number of land encroachment issues that arise, it is vital that the procedure be conducted in an efficient, effective and transparent manner in order to demonstrate the accountability and responsibility of Council to ratepayers and to protect the image, credibility and reputation of Council.

### **4. COUNCIL PLAN / STRATEGY**

#### Responsibility for Identification of Land Encroachment

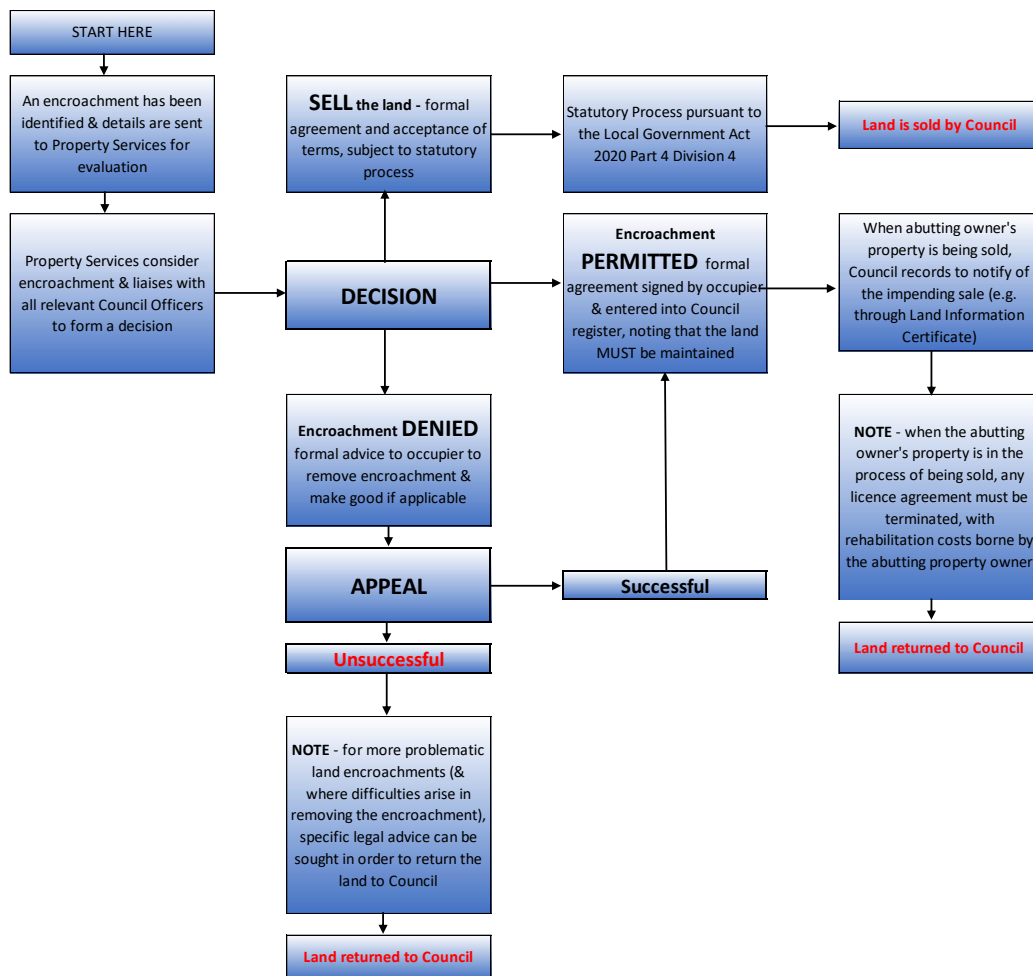
- 4.1 In general, responsibility for identifying land encroachment issues rests with those Council officers who identify such an encroachment through on-site inspections during the normal course of business, either in the field or from such other activities related to Council business, or from software platforms used by Council (e.g. Weave, GIS), or from advice received from a resident or ratepayer.
- 4.2 Where possible and to avoid any disputes, a survey plan is the best way to determine land title boundaries, and to confirm who has constructed what on where. Property Services will take officer advice as to the merit of undertaking such survey.
- 4.3 If a Council officer visits a site and becomes aware that there is a reasonable belief or suspicion that an encroachment has occurred, the matter is referred to Property Services for action.
- 4.4 The details of the suspected encroachment are to be forwarded to the Property Services Unit to enable a proper evaluation to be made in order for an action plan to be prepared and in turn provided to all relevant Council Units for consideration of the appropriate management action to resolve the encroachment.

- 4.5 Prior to declaring an appropriate action for the resolution of the encroachment, every effort must be made to identify whether the land encroachment can be remedied, or whether other business unit Managers within Council have an alternate approach for an appropriate resolution of the encroachment.

#### The Land Encroachment Appeal and Resolution Process

- 4.6 The process for identifying and actioning a course of action for the resolution of a land encroachment issue follows a series of defined steps to ensure that separation of the identification, decision making and approval processes occur. This provides the process with rigour and transparency, reducing the likelihood of inappropriate conflict or angst with property owners or occupiers, or suggestion of inappropriate treatment of the issue.
- 4.7 In the event that Council denies the land encroachment, and the applicant is not satisfied with the decision, the matter can be considered via an internal appeal process, where the relevant Group Manager/Director to review all matters related to the decision. If the decision is upheld, the applicant to be advised of their rights to an external review process by the Victorian Ombudsman.
- 4.8 Any person involved in the assessment, authorisation or management action of any land encroachment issue must advise their Director (or CEO if a Director or staff member reporting to the CEO) of any existing or known potential conflict of interest which may arise from the investigation and subsequent action of remediating the land encroachment issue, and withdraw from the process.
- 4.9 In this context, a conflict of interest would be defined as any situation where the person involved will personally receive as a result of the land encroachment action, a benefit or will be in a better position than they were previously.
- 4.10 This is referred to in the Local Government Act 2020 under conflict definitions.
- 4.11 The process is detailed in the following flow chart:





**Rectification of Land Encroachment Procedure**

4.12 Where a Council officer believes the appropriate outcome is for the abutting property owner to remove its occupation and improvements (if any) from Council land and for the property owner or occupier to be responsible for any rehabilitation and fencing costs, the following are the key steps in the process to provide guidance on the acceptable method of rectifying the land encroachment issue:

4.13 A full, accurate and objective assessment of any identified land encroachment must be undertaken to:

- Evaluate existing or foreseeable use to Council;
- Determine the useability, condition of any improvements erected on the land, or other benefit to Council should remediation of the land encroachment be undertaken;
- Determine the consequences of a forced rectification of the encroachment;
- Establish the value to Council and municipality for the use of the land;
- Identify (if any) physical hazards rendering it unsafe or impractical to take this action; and
- Develop remedial actions where appropriate.

- 4.14 Specific legal advice can be sought by Council officers for more problematic and/or where there are specific legislative aspects to a land encroachment issue.

#### **Register of Land Encroachments for Continued Occupation of Council Land**

- 4.15 Where not possible to rectify an encroachment, at the agreement of Council and the property owner the encroachment nature and make good arrangements to be included within a Section 173 agreement. If an agreement cannot be reached to enter into a Section 173 agreement then land affected to be included within the land certificate.
- 4.16 The Policy also includes the potential to have a register whereby Council and the abutting property owner formally acknowledge that they (the property owner or occupier) are occupying Council land.
- 4.17 Council must ensure that it has no immediate or longer term need or use for the land and initiates a proper record of the acknowledgement in TRIM (& Property Ci) to evidence the decision and to ensure any future action in respect of the abutting property (e.g. sale, or subdivision), is promptly notified to alert Council officers for immediate reclaiming of the land at that time.
- 4.18 A register of all land encroachments whereby Council accepts the ongoing encroachment and the abutting property owner or occupier acknowledge the encroachment on Council land MUST be maintained.
- 4.19 Council officer may charge an appropriate annual licence fee to the abutting property owner charged at a rate to be determined by Council's Manager Property Services.
- 4.20 When the abutting property owner's property is sold, any licence agreement must provide for immediate termination, with rehabilitation costs to be borne by the abutting property owner.
- 4.21 A register would provide Council officers with a conclusion to the land encroachment when notification that the abutting property is to be sold and the encroached land is returned to the possession of Council.

### **5. IMPACTS AND IMPLICATIONS**

- 5.1 Where a land encroachment issue arises, Council is to assess all available advice from relevant officers in relation to the land encroachment on Council land in order to manage an acceptable outcome for Council and to allow Council to manage the issue according to the Policy guidelines.
- 5.2 Such an outcome may include the resolution for the abutting property owner or occupier to remove its occupation and improvements (if any) from Council land and for the property owner or occupier to be responsible for any rehabilitation and fencing costs.

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

6.1.1 The Policy includes the potential to have a register whereby Council and the abutting property owner acknowledge the land encroachment on Council land. Council in this way could charge an annual licence fee to the abutting property owner charged at a rate to be determined by Council's Manager, Property Services.

**6.2 Communication and Engagement**

6.2.1 The process for identifying and actioning a course of action for the resolution of a land encroachment issue follows a series of defined steps to ensure that separation of the identification, decision making and approval processes occur.

6.2.2 This provides the process and engagement with the abutting property owner and/or occupier with rigour and transparency, reducing the likelihood of inappropriate conflict or angst with property owners or occupiers, or suggestion of inappropriate treatment of the issue.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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



## Policy Register

### Land Encroachment Policy

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Policy Classification	- <b>City Services</b>
Policy N°	- <b>xxx</b>
Policy Status	- <b>Current</b>
Responsible Service Unit	- <b>Property Services</b>
Authorised by	- <b>Executive Management Team (EMT)</b>
Date Endorsed	- <b>tbc</b>
Next Review Date	- <b>1 July 2024</b>

*This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).*

*New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.*

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**Policy Register  
Land Encroachment Policy**



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## 1. PURPOSE

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This Policy is aimed to provide a clear and transparent process for the management and decisions related to land encroachment on Council land by abutting property owners and occupiers.

This Policy outlines the processes involved in the identification and actions to deal with land encroachments. With responsibilities clearly defined of the various internal Council departments involved in the consultation and the resolution of land encroachment issues. These guidelines apply to the whole of the municipality in regards to land encroachment on Council land.

## 2. BACKGROUND

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A key component of Council's strong commitment to responsible and ethical management of its land assets is the need for a strong governance framework that supports the process of identifying and managing land encroachment issues.

Throughout the municipality, land encroachments have resulted over time by abutting property owners and occupiers who have encroached onto Council land (be it reserves, tree reserves, or road reserves) with fencing, driveways, landscaping and other structures.

Encroachments must be carefully assessed and controlled, to ensure appropriate and sustainable development that is in the best interests of the public.

This Policy provides direction to Council officers on the process for the reclaiming land from property owners and occupiers who have encroached onto Council land.

Observing this Policy will produce many beneficial outcomes to Council including the removal of many disputes and angst that naturally has arisen for everyone involved and provide a clear way forward for Council to manage land encroachment issues.

## 3. POLICY STATEMENT

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The Policy provides a clear and transparent process for the management and resolution of land encroachment on Council land by abutting property owners and occupiers.

The Policy ensures that Council has an effective management solution to identify and action for the resolution of land encroachment issues and that they will be undertaken in a consistent, clear and transparent manner.

## 4. SCOPE

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This Policy applies to all Council land whereby there are encroachment issues by abutting property owners and occupiers.

Generally, the majority of land encroachments are on Council land (including belonging to, or in the care, custody or control of Council) that are reserves, tree reserves, or road reserves (including road encroachments, and footpath accessibility issues).

Where a land encroachment issue arises, Council is to assess all available advice from relevant officers in relation to the land encroachment on Council land in order to manage an acceptable outcome for Council and to allow Council to manage the issue according to the Policy guidelines.

Such an outcome may include the resolution for the abutting property owner or occupier to remove its occupation and improvements (if any) from Council land and for the property owner or occupier to be responsible for any rehabilitation and fencing costs.

Where agreement cannot be reached and the encroachment is inappropriate, the Council will issue a formal notice to the property owners requiring them to rectify the encroachment.

Specific legal advice can be sought by Council officers for more problematic and/or where there are specific legislative aspects to a land encroachment issue.

Alternatively, the Policy includes the potential to have a register whereby Council and the abutting property owner acknowledge the land encroachment on Council land. Council in this way could charge an annual licence fee to the abutting property owner charged at a rate to be determined by Council's Manager, Property Services.

Further, any decision by Council to enable a structure to remain on Council land must also include the land owner entering into a formal agreement with Council for the removal of the structure upon change in property ownership or any other time specified by Council.

Property Services would undertake the review including preparation of agreements and the policy is intended to apply to all properties.

Where a property is subject to an agreement and as such, the encroachment agreement has been identified on Council's Property Ci system, should a Land Information Certificate be applied for, when the subject property with the identified land encroachment is scheduled for sale, then this will alert Council officers of the

property owners obligation prior to selling the property and will hopefully avoid any potential conflict for the purchasers after they have purchased the land.

Officers will also place a note on the Land Information Certificate where relevant, which states that a notice has been delivered to the owner of the land advising them that the land abutting the proposed land is encroached by the land which is the subject of the Land Information Certificate request.

The agreement can include a number of requirements, including (but not limited to) specific time frames for the removal of any structure, the rehabilitation of Council land & a sunset clause in the agreement that will end the agreement once the requirements of the agreement have been undertaken to Council's satisfaction.

When the abutting property owner's property is sold, the agreement is terminated and rehabilitation costs are to be borne by the abutting property owner or new owner pursuant to the agreement.

A register would provide Council officers with a conclusion to the land encroachment when the abutting property is sold and the encroached land is returned to the possession of Council.

If the abutting property owner chooses not to occupy the Council land, then the area is reclaimed by Council and fenced on the correct boundary under the half share fencing provisions (where applicable).

## 5. DEFINITION

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"Land" includes any Council owned land asset (or in the care, custody or control of Council).

For clarity this definition includes land where Council has a Committee of Management responsibility over Crown land, or other similar statutory authority.

## 6. GOVERNING LEGISLATION

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In 2015 and 2016, the Victorian government introduced a new policy framework for managing government land, and made a number of changes including:

- establishing Land Use Victoria (LUV) to bring together key land administration functions and provide whole-of-government advice on determining the best use of government land.

Essentially, this provides a statutory framework at a broader higher level designed to protect public land.



The relevant governing legislation and statutory requirements applicable to the management of land encroachments are:

#### **Local Government Act 2020**

Part 3 – Council decision making – Division 3 – Local Laws

Allows Council to make local laws and have delegated and discretionary authority to manage land encroachments.

Part 4 – Planning and financial management – Division 4 – Powers in relation to land.

## **7. OBJECTIVES**

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### **Overview**

In the interests of promoting probity, fair dealing and openness to all residents and ratepayers of the municipality, Council generally does not permit any encroachment onto Council land by abutting property owners and occupiers.

The best value outcome to Council and the method for the management of land encroachment issues must be the major considerations for Council under this Policy.

Given the number of land encroachment issues that arise, it is vital that the procedure be conducted in an efficient, effective and transparent manner in order to demonstrate the accountability and responsibility of Council to ratepayers and to protect the image, credibility and reputation of Council.

## **8. MANAGEMENT PROCEDURES**

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### **Responsibility for Identification of Land Encroachment**

In general, responsibility for identifying land encroachment issues rests with those Council officers who identify such an encroachment through on-site inspections during the normal course of business, either in the field or from such other activities related to Council business, or from software platforms used by Council (e.g. Weave, GIS), or from advice received from a resident or ratepayer.

Where possible and to avoid any disputes, a survey plan is the best way to determine land title boundaries, and to confirm who has constructed what on where. Property Services will take officer advice as to the merit of undertaking such survey.

If a Council officer visits a site and becomes aware that there is a reasonable belief or suspicion that an encroachment has occurred, the matter is referred to Property Services for action.

The details of the suspected encroachment are to be forwarded to the Property Services Unit to enable a proper evaluation to be made in order for an action plan to be prepared and in turn provided to all relevant Council Units for consideration of the appropriate management action to resolve the encroachment.

Prior to declaring an appropriate action for the resolution of the encroachment, every effort must be made to identify whether the land encroachment can be remedied, or whether other business unit Managers within Council have an alternate approach for an appropriate resolution of the encroachment.

#### **The Land Encroachment Appeal and Resolution Process**

The process for identifying and actioning a course of action for the resolution of a land encroachment issue follows a series of defined steps to ensure that separation of the identification, decision making and approval processes occur. This provides the process with rigour and transparency, reducing the likelihood of inappropriate conflict or angst with property owners or occupiers, or suggestion of inappropriate treatment of the issue.

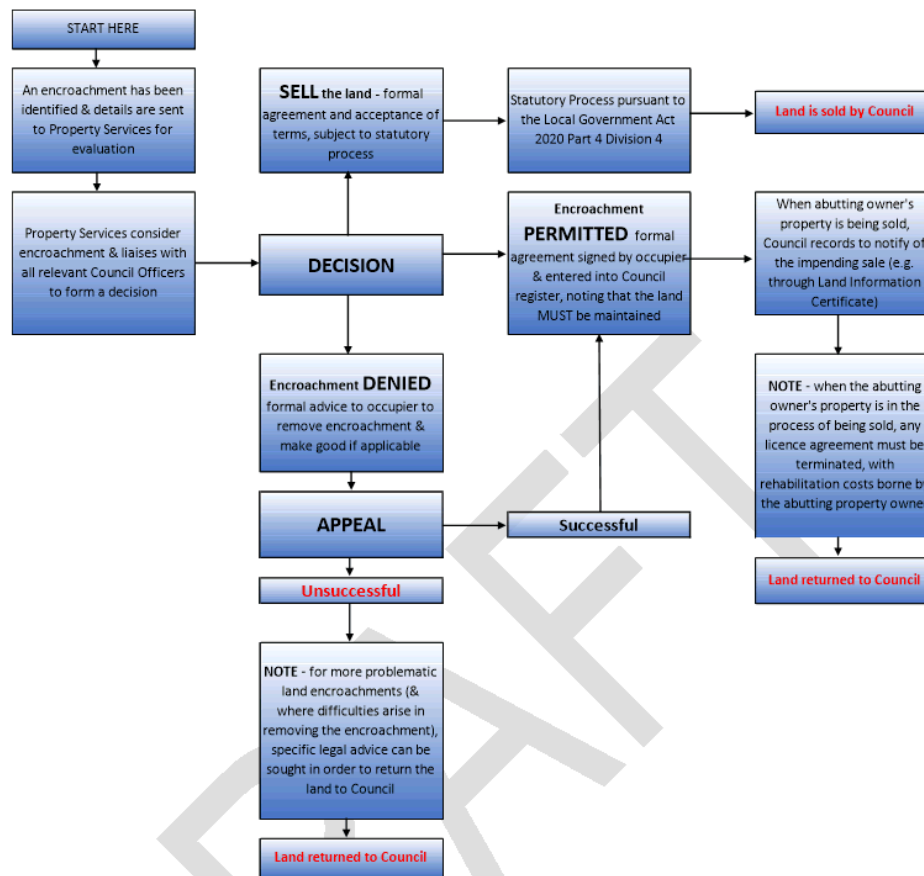
In the event that Council denies the land encroachment, and the applicant is not satisfied with the decision, the matter can be considered via an internal appeal process, where the relevant Group Manager/Director to review all matters related to the decision. If the decision is upheld, the applicant to be advised of their rights to an external review process by the Victorian Ombudsman.

Any person involved in the assessment, authorisation or management action of any land encroachment issue must advise their Director (or CEO if a Director or staff member reporting to the CEO) of any existing or known potential conflict of interest which may arise from the investigation and subsequent action of remediating the land encroachment issue, and withdraw from the process.

In this context, a conflict of interest would be defined as any situation where the person involved will personally receive as a result of the land encroachment action, a benefit or will be in a better position than they were previously.

This is referred to in the Local Government Act 2020 under conflict definitions.

The process is detailed in the following flow chart.



**Rectification of Land Encroachment Procedure**

Where a Council officer believes the appropriate outcome is for the abutting property owner to remove its occupation and improvements (if any) from Council land and for the property owner or occupier to be responsible for any rehabilitation and fencing costs, the following are the key steps in the process to provide guidance on the acceptable method of rectifying the land encroachment issue:

A full, accurate and objective assessment of any identified land encroachment must be undertaken to:

- Evaluate existing or foreseeable use to Council;
- Determine the useability, condition of any improvements erected on the land, or other benefit to Council should remediation of the land encroachment be undertaken;
- Determine the consequences of a forced rectification of the encroachment;
- Establish the value to Council and municipality for the use of the land;

- Identify (if any) physical hazards rendering it unsafe or impractical to take this action; and
- Develop remedial actions where appropriate.

Specific legal advice can be sought by Council officers for more problematic and/or where there are specific legislative aspects to a land encroachment issue.

#### **Register of Land Encroachments for Continued Occupation of Council Land**

Where not possible to rectify an encroachment, at the agreement of Council and the property owner the encroachment nature and make good arrangements to be included within a Section 173 agreement. If an agreement cannot be reached to enter into a Section 173 agreement then land affected to be included within the land certificate.

The Policy also includes the potential to have a register whereby Council and the abutting property owner formally acknowledge that they (the property owner or occupier) are occupying Council land.

Council must ensure that it has no immediate or longer term need or use for the land and initiates a proper record of the acknowledgement in TRIM (& Property Ci) to evidence the decision and to ensure any future action in respect of the abutting property (e.g. sale, or subdivision), is promptly notified to alert Council officers for immediate reclaiming of the land at that time.

A register of all land encroachments whereby Council accepts the ongoing encroachment and the abutting property owner or occupier acknowledge the encroachment on Council land MUST be maintained.

Council officer may charge an appropriate annual licence fee to the abutting property owner charged at a rate to be determined by Council's Manager Property Services.

When the abutting property owner's property is sold, any licence agreement must provide for immediate termination, with rehabilitation costs to be borne by the abutting property owner.

A register would provide Council officers with a conclusion to the land encroachment when notification that the abutting property is to be sold and the encroached land is returned to the possession of Council.

**DOCUMENT HISTORY**

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<b>Policy Title:</b>	Land Encroachment Policy
<b>Responsible Officer:</b>	Graham Brewer
<b>Resp. Officer Position:</b>	Manager Property Services
<b>Next Review Date:</b>	July 2024
<b>To be included on website?</b>	No

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
7 May 2021	SBS	18 May 2021	1.0
19 May 2021	SBS	19 May 2021	2.0

## 12 SHARED SERVICES

### 12.1 Proposed 2021/22 Budget and Draft Revenue & Rating Plan

File Number:	IN21/255
Responsible Director:	Director Shared Services
Attachments:	1 Proposed 2021/22 Budget <a href="#">↓</a>
	2 Draft Revenue & Rating Plan 2021/22 to 2024/25 <a href="#">↓</a>

#### EXECUTIVE SUMMARY

*The Local Government Act 2020 (the Act) requires Council to prepare and adopt a Budget each year by 30 June (Section 94). The Act also requires that Council prepare a Revenue and Rating Plan covering a minimum period of four years to be adopted by 30 June following each Council election (Section 93).*

*A Proposed 2021/22 Budget incorporating major initiatives and other initiatives and a draft Revenue and Rating Plan 2021/22 to 2024/25 have been prepared for Council approval 'in-principle' and release for public consultation prior to being adopted in June 2021.*

*Council encourages input and comments on these documents. This can be provided via the 'Your Say Marnborough' website, where the documents can also be viewed. Printed copies will also be available at Council's libraries and the Civic Centre.*

#### 1. RECOMMENDATION

**That Council:**

- A. Approve 'in-principle' the Proposed 2021/22 Budget;**
- B. Approve 'in-principle' the proposed major initiatives and other initiatives contained within the Proposed 2021/22 Budget and the Council Plan 2021-25;**
- C. Approve 'in-principle' the Draft Revenue & Rating Plan;**
- D. In accordance with Council's Community Engagement Policy seek the community's input into the Proposed 2021/22 Budget incorporating the major initiatives and other initiatives and the Draft Revenue & Rating Plan; and**
- E. Consider for adoption the Proposed Budget 2021/22 incorporating the major initiatives and other initiatives and the Draft Revenue & Rating Plan at the Council Meeting on Tuesday 29 June 2021, after consideration of any input received from the community.**

#### 2. BACKGROUND

- 2.1 The Proposed Budget has been prepared for the 2021/22 financial year and Draft Revenue & Rating Plan in accordance with the *Local Government Act 2020* and are included as attachments.

- 2.2 The documents form part of the new Integrated Strategic Planning and Reporting Framework and must be prepared in accordance with the strategic planning principles outlined in Section 89 of the Act and the financial management principles in Section 101 of the Act.
- 2.3 The strategic planning principles in section 89 include the following requirements:
- An integrated approach to planning, monitoring and performance reporting;
  - The Community Vision must be addressed;
  - Resources needed for effective implementation must be taken into account;
  - Risks to effective implementation must be identified and addressed; and
  - Ongoing monitoring of progress and regular reviews to identify and address changing circumstances.
- 2.4 The financial management principles in section 101 of the Act require that the Revenue & Rating Plan must seek to provide stability and predictability in the financial impact on the municipal community.

#### 2021/22 Budget

- 2.5 The proposed 2021/22 Budget incorporating major initiatives and other initiatives has been prepared based on significant feedback and input to date, including:
- A community survey in late 2020 on the communities priorities which highlighted the importance of good governance and ongoing financial sustainability;
  - A Community Panel in March 2021 that provided input into the longer term 10 Year Financial Plan, which is currently being developed;
  - An online consultation period in April 2021 on “Your Say Manningham” inviting the community to provide Council with their ideas and input into the development of the 2021/22 budget; and
  - A rigorous budget development and review process involving Councillors and Council officers.
- 2.6 In addition to the above, it is proposed that Council also seek community input and comments on the proposed 2021/22 Budget (incorporating major initiatives and other initiatives) document attached.
- 2.7 The proposed 2021/22 Budget has been developed in line with the Local Government Victoria Model Budget as required by the Local Government Act 2020.

#### Revenue & Rating Plan

- 2.8 The Revenue & Rating Plan provides a medium-term plan for how Council will generate income to deliver on the Council Plan, programs, services and capital works commitments over the next four years. It outlines the relevant assumptions, policy and decisions of Council with respect to each budgeted revenue source, and provides transparency on these decisions to the community.

- 2.9 The Plan includes a broad pricing policy section, which outlines Council's approach to each major income source. It provides an overview of the different factors that are considered when setting Council fees and charges and highlights that Council actively seeks to obtain grant funding and grow its own-sourced revenue to reduce the burden on ratepayers.
- 2.10 The Plan also includes Council's rating strategy providing further information about the rating and valuation approaches and principles that are currently applied.
- 2.11 The Plan will be reviewed annually and updated when required to reflect any changes to Council's approach to revenue and rating. This may be required due to changes that result from the development of other strategic plans including the Community Vision, Council Plan 2021-2025 and 10 Year Financial Plan 2021/22 to 2030/31, which are currently underway at the time of this report.
- 2.12 The draft Revenue & Rating Plan has been prepared based on significant feedback and input to date including:
- A community survey in late 2020 on the communities priorities which highlighted the importance of good governance and ongoing financial sustainability;
  - A Community Panel in March 2021 that provided input into the longer term 10 Year Financial Plan which is currently being developed;
  - An online consultation period in April 2021 on "Your Say Manningham" inviting the community to provide Council with their input into the development of the Revenue & Rating Plan; and
  - A rigorous development and review process involving Councillors and Council officers.
- 2.13 In addition to the above, it is proposed that Council also seek community input and comments on the draft Revenue & Rating Plan document attached.
- 2.14 The Plan has been prepared with reference to the Better Practice Guide and supplementary guidance issued by Local Government Victoria.

### 3. DISCUSSION / ISSUE

- 3.1 The proposed budget has been prepared with reference to the current adopted four year Council Plan 2017-2021 and Council's Long Term Financial Plan. Although the new four year Council Plan 2021-25 is being developed at the time of this report there has been a significant amount of community input to date that has informed the development of the proposed 2021/22 Budget. Council's financial planning is aimed at creating a financially sustainable organisation to enable Council to continue to provide high quality services and infrastructure for the community in the medium and long term.
- 3.2 Council's long term Financial Plan is based on the following principles:
- Financially sustainable Council - improving financial sustainability to enable Council to respond to financial challenges now and into the future;
  - Live within our means - do not spend more than we have or which will diminish Council's long term financial sustainability;



- Prioritised funding - align resources to Council Plan priorities and fund projects based on demonstrated need;
  - Financially sustainable operating surpluses over the life of the long term financial plan to assist in funding Council's extensive capital works program with a minimum of 33% of rate funds applied to the capital works program;
  - Priority to funding capital renewal before investing in new or expanded assets;
  - Consistent funding for technology and innovation.
- 3.3 Council has continued to focus on a targeted reduction in operating costs and will continue to focus on efficiencies and cost savings to ensure ongoing financial sustainability.
- 3.4 It should be noted that this policy adheres to the projected State Government annual rate cap. It is not proposed to seek a variation for a higher rate increase beyond the rate cap. Also, Council may vary its annual Capital Works Program during the year to ensure the maximum benefit is achieved from funds available and to offset delays in project delivery beyond Council's control.
- 3.5 In accordance with the rate cap advised by the Minister for Local Government, this budget proposes an average general rate increase of 1.5%.
- 3.6 Key highlights of the Budget include:
- An operating budget of \$133 million to deliver more than 100 services for our community
  - A \$48 million Capital Works Program to maintain and enhance Council's \$2 billion of community assets with an increased focus on funding for trees, footpaths, bicycle strategy implementation, drainage and roads.
  - An average general rate increase in line with the State Government's rate cap of 1.5%
  - Continued support for rate payers undergoing financial difficulties through our financial hardship provisions
  - A focus on ongoing financial sustainability through innovation and efficiencies
  - Key operating initiatives in priority areas including sustainability and the environment, asset management, flood modelling, water management, strategic land use, data management, precinct planning, North East Link community advocacy and support, a feasibility study into a car share scheme, and to recognise our volunteer community
  - Council has also set aside \$15.39 million in a Strategic Fund to create the capacity for Council to engage in strategic property acquisition and development opportunities, major community infrastructure development opportunities and for other one-off specific purposes in the future where required. \$12.51 million set aside in this fund is to be internally reallocated from the previous internal allocation of \$8 million for a future Defined Benefits superannuation call and \$4.51 million of proceeds from past asset sales.

3.7 Council's \$133 million operating budget provides funding to deliver community services, highlights include:

- \$12.3 million for the maintenance of roads, drains, footpaths and bridges
- \$14.4 million for waste and recycling
- \$11.6 million for the maintenance of sports grounds, parks and gardens
- \$9.9 million for customer services, Citizen Connect, IT and Transformation
- \$9.7 million for aged and disability support services
- \$7.0 million for health, local laws, animal management, food safety, litter and traffic management
- \$6.1 million for planning, maintaining and operating Council's property and buildings
- \$5.7 million for community services, including maternal and child health, immunisation, pre-schools, community development grants and community planning services
- \$5.4 million for integrated strategic planning, urban design and environmental services
- \$4.4 million for libraries
- \$3.9 million for statutory planning services
- \$2.3 million for community venues and hall hire, and
- \$2.0 million for economic development, tourism and grants.

3.8 An extensive \$48 million Capital Works Program comprising:

- \$12.5 million for roads and bridges, including \$5.1 million for the road network renewal program, and \$2 million for an upgrade of Tram and Merlin Road intersection in Doncaster, \$1.15 million for the upgrade of Knees Road in Park Orchards, \$1 million for Tuckers Road in Templestowe and \$1 million for Jumping Creek Road in Wonga Park
- \$9.3 million for community buildings, including \$3.3 million for the ongoing renewal of community buildings including MC2, \$1.8 million for Schramms Reserve pavilion, \$0.9 million on upgrades to Civic buildings, \$0.8 million for the Mullum Mullum bowls facility, \$0.7 million for Deep Creek Reserve Pavilion, \$0.5 million on the renewal of recreation buildings, and \$0.3 million for accessibility and safety improvements. \$0.8 million of funding has also been provided for environmental initiatives including solar panels and for the Environmentally Sustainable Design (ESD) program.
- \$1.6 million will be spent on land purchases to increase open space within the Municipality.
- \$5.5 million to recreation and community facilities, including \$3.4 million for Pettys Reserve Sporting Development Stage 2, \$1.2 million for Tom Kelly athletics track and development.
- \$5.4 million for parks, open space and streetscapes, including \$1.0 million for Lions Park Warrandyte river reserve, \$1.0 million for Hepburn Reserve, \$0.9 million for playspaces development, \$0.3 million for floodlighting in reserves, and \$0.3 million for Ruffey Lake Park Master Plan implementation and \$0.5 million funding ongoing for tree planting / streetscapes.

- \$4.1 million for drainage improvements. This includes an uplift of funding of \$0.60 million for drainage;
- \$3.6 million to renew Council's core IT and telecommunications infrastructure;
- \$3.5 million to expand and improve footpaths and cycle ways. This includes an uplift of funding of \$0.75 million into the footpaths and cycleways programs; and
- \$1.9 million for plant and equipment.

### **General Rates**

3.9 The proposed 2021/22 Budget is based on:

- the continuation of a single or uniform rate for all property types (no differential rates)
- an average general rate increase of 1.5% as set by the State Government rate cap
- general rates for an average property of \$1,849.
- a \$100 Council funded rebate for holders of a Commonwealth Government Low Income (LI) Health Care Card
- the continuation of financial hardship provisions to help ratepayers who are experiencing difficulty in paying their rates.

3.10 The State Government has assumed responsibility for property valuations for rating purposes. A General Revaluation is conducted every year, meaning that all property values throughout the municipality were re-assessed for the 2021/22 proposed budget.

3.11 The change in property values will not be consistent across all properties and localities in Manningham. This will result in only a small number of properties having a rate increase of 1.5% (the rate cap), while most properties will see a rate increase above or below the rate cap depending on the relative movement in the value of an individual property compared to the average valuation movement.

3.12 Preliminary property valuation data has been released by the Valuer-General Victoria and indicates that the average property value in Manningham decreased by approximately 3% from \$1.12 million (1 Jan 2020 valuation) to \$1.08 million (1 Jan 2021 valuation).

### **Waste charges**

3.13 Council's waste service charge is based on full cost recovery of Council's waste services. The cost to Council for waste management is anticipated to increase significantly due to the State Government increase in the landfill levy charged to councils. This levy is increasing by over 60% to \$105.90 per tonne of waste disposed in landfill in 2021/22.

3.14 In addition to this, the recycling industry and therefore councils, continue to be impacted by changes in the market for recyclables – both here in Australia and overseas.

- 3.15 Due to the increased cost to Council the proposed 2021/22 Waste and recycling charge for a standard waste service will increase by 13.5% in 2021/22 to \$299.00.

### Combined rates and charges bill

- 3.16 The total rates and charges for an average property in Manningham (value \$1.08 million) is detailed in the following table:

	2020/21	2021/22	Change \$	Change %
General rates charge	\$1,822	\$1,849	\$27	1.5%
Standard waste charge *	\$263.50	\$299	\$35.50	13.5%
<b>Total Council charges</b>	<b>\$2,085.50</b>	<b>\$2,148</b>	<b>\$62.50</b>	<b>3.0%</b>
State Government Fire levy **	\$173	\$173	-	-
<b>Total rates and charges bill</b>	<b>\$2,258.50</b>	<b>\$2,321</b>	<b>\$62.50</b>	<b>2.8%</b>

\* The waste charge increase is due to the significant increase in waste service costs to Council. This is primarily as a result of a large increase in the State Government Landfill Levy charged to Council of over 60%. Council's waste service charge is based on full cost recovery.

\*\* Assuming that there is no change to the State Government Fire Services Levy for 2021-22.

- 3.17 Council has achieved the mandated rate cap of 1.5% for general rates.

### Key Financial Indicators

- 3.18 The Local Government Performance and Reporting Framework details a range of financial indicators, a summary of which is detailed below. The indicators show positive trends which will contribute to an improvement in the long term financial sustainability of Council.

Indicator	Measure	Actual	Forecast	Budget	Projections			Trend
		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	+/-
<b>Operating position</b>								
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	5.69%	1.45%	5.46%	5.44%	5.28%	5.28%	o
<b>Liquidity</b>								
Working Capital	Current assets / current liabilities	198.35%	155.09%	159.53%	164.82%	172.69%	178.36%	+
Unrestricted cash	Unrestricted cash / current liabilities	36.87%	24.52%	42.07%	43.79%	46.00%	50.81%	+
<b>Obligations</b>								
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	6.97%	0.00%	0.00%	0.00%	0.00%	0.00%	o
Indebtedness	Non-current liabilities / own source revenue	3.04%	2.80%	2.42%	2.10%	1.89%	1.71%	+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	161.28%	131.19%	132.32%	121.54%	122.89%	111.54%	o
<b>Stability</b>								
Rates concentration	Rate revenue / adjusted underlying revenue	78.61%	80.32%	80.84%	80.84%	80.96%	80.89%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality	0.20%	0.19%	0.20%	0.21%	0.21%	0.22%	o

#### Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

**Adjusted underlying result**

- 3.19 The budgeted operating result (income less expenses) for the 2021/22 year is a surplus of \$20.55 million, an increase of \$9.10 million over the 2020/21 forecast result. Council and our community were significantly impacted by the State Government restrictions due to Covid-19 in 2020/21. The change is primarily due to a return back to pre-Covid income levels and a reduction in employee costs and materials and services costs.
- 3.20 One measure of financial sustainability is the adjusted underlying surplus which is budgeted to be \$7.67 million in 2021/22. The adjusted underlying surplus excludes capital income and developer income (cash and non-cash) from the operating surplus. A positive adjusted underlying result is an indication of financial stability. A strong adjusted underlying surplus is required to fund Council's extensive capital works program and to ensure that it has sufficient reserves to meet financial challenges that may arise in the future.

**Major Initiatives and Other Initiatives for 2021/22**

- 3.21 Major Initiatives and other Initiatives are required as part of the Budget, and are included in the Council Plan. They are developed as a result of the Council planning process to signify key projects that Council will resource and deliver in pursuit of the themes and goals in the Council Plan 2021-25 (currently being developed).
- 3.22 The Major Initiatives and other Initiatives have been developed after a significant consultation process involving the broad community, Councillors and staff and are also informed by evidence and legislation. For the first time, Council engaged in a deliberative process to inform its strategic documents. The resulting Community Panel recommendations as well as a number of other priorities are addressed through the Major Initiatives and other Initiatives.
- 3.23 Major Initiatives sit across the four year Council Plan, with progress reported through the Manningham Quarterly Report. Progress for both the Major Initiatives and the Initiatives are reported in the Annual Report.
- 3.24 Once endorsed in-principle, the Major Initiatives and Other Initiatives for 2021/22 will go on public display as part of the Proposed 2021/22 Budget (under Section 2 of the budget document). Once adopted in the Budget, the Major Initiatives and Other Initiatives for 2021/22 will not be a focus of the Council Plan public display period to avoid confusion and duplication.
- 3.25 The Community Panel will be advised of the above process.

**The Major Initiatives and Other Initiatives under each Theme are:****3.26 Theme: Community**Major Initiatives

1. We will undertake evidence-based planning for equitable, inclusive and accessible services and infrastructure improvements for prominent issues including:
  - Commencing gender equality impact assessments on significant Council policies, services and programs.

- Improving the range of accessible supports and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies.
  - Developing a collaborative forum to engage with businesses, community leaders, community groups and residents from culturally diverse backgrounds
  - Investigating extended use of community facilities, including libraries, to address social isolation.
2. We will work to connect service providers, community groups, local organisations and networks to improve and profile community outcomes through forums and connections.
  3. We will educate and support to connected, inclusive and healthy communities (inclusive of our CALD communities) through:
    - environmental education and waste programs,
    - implementing the Reconciliation Action Plan to enhance recognition of Aboriginal and Torres Strait Islander communities and
    - resources and information that link our community to the understanding of and responses to family violence.

#### Other Initiatives

4. We will pursue strategies to reduce the impact of gambling on the community, considering areas such as poker machines and advertising on Council buildings.

### **3.27 Theme: Places and Spaces**

#### Major Initiatives

5. We will strengthen our principles to guide responsible planning for new developments:
  - Adoption of key strategic documents including Liveable City Strategy 2040 by December 2021 and the Environmental Strategy and review of the Manningham Planning Scheme by 30 June 2022
  - Investigate enhanced planning controls to enhance protection of the environment.
6. We will provide ways for people to connect by:
  - Prioritising grant funding to support community inclusion and connections in a way that respond to community needs.
  - Improving people's ability to walk or wheel safely and easily to local shops, community facilities and schools, by developing new linkages.
  - Deliver actions in the Transport Action Plan and Bus Network Review 2017 including contributing to planning of the Suburban Rail Loop, Doncaster Busway, Bus Rapid Transits, bus network and service improvements and enhancing the walking and cycling network.

7. We will investigate and review current facility use and opportunities to develop or repurpose existing facilities and use of Council land for multi-use purposes and to meet changing community needs through:
  - Finalising the Community Infrastructure Plan by 30 September 2021 and implementing the 20 year Action Plan.
  - Strengthening utilisation and performance of stadiums in conjunction with stadium managers.
  - Improving community access to sport and recreation facilities and spaces for broad community use and benefit
8. We will continue to advocate to the North East Link Project for improved outcomes for the Manningham community, particular around urban design, to reduce impact of the project on the community
9. We will continue to work to maintain to a high standard our roads, footpaths and drains.

#### Other Initiatives

10. We will deliver the Road Improvement Program (as scheduled) including Jumping Creek Road, Tuckers Road, Knees Road and Templestowe Village connecting roads.
11. We will deliver the Parks and Recreation Facilities Upgrades (as scheduled) including Petty's Reserve Sporting Development (Stage 2), Rieschiecks Reserve Pavilion Redevelopment, Deep Creek Reserve Pavilion and Mullum Mullum Bowls.
12. We will deliver the Parks Improvement Program including Ruffey Lake Masterplan, new open space on Hepburn Road, Ruffey Creek Linear Park and Lions Park.

### 3.28 Theme: Environment

#### Major Initiatives

13. We will deliver the Environmental Strategy and strengthen principles to protect the environment, biodiversity and wildlife by:
  - Advocating to government and business on environmental issues
  - Improving management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms.
  - Exploring biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria
  - Exploring protection measures in the new Community Local Law by 30 June 2022, and
  - Improving the sustainability of Council's environmental practices.

Other Initiatives

14. We will deliver our drainage program (as scheduled) including the Melbourne Hill Road Drainage Upgrade.

**3.29 Theme: Local Economy**Major Initiatives

15. We will support local businesses by:

- Demonstrating leadership to increase procurement with Social Enterprises, Aboriginal Enterprises and Australian Disability Enterprises (collectively known as Social Benefit Suppliers) and Local Businesses.
- Capacity building and support through the Business Development Program.
- Explore local opportunities to support local businesses to collaborate via a Hub / co-working space, and
- Implementing the recommendations in the Doncaster Hill Strategy and Economic Development Strategy to encourage and support tourism and employment opportunities.

**3.30 Theme: Well Governed**Major Initiatives

16. We will explore different ways to improve community satisfaction with Council's communications on local community issues, services and activities.
17. We will explore ways to enhance performance reporting across social, environment and economic outcomes against community need.
18. We will improve our Customer Experience to better understand and meet their specific needs.
19. We will ensure the long term financial sustainability of Council through preparing the Budget and 10 year Financial Plan incorporating key strategies to Council by 30 June 2022.
20. We will maximise public value through the systematic review of Council's services and effective, early and broad engagement on projects.
21. We will take a proactive and motivated approach to be an open and transparent Council.

Other Initiatives

22. We will implement Manningham's Protective Data Security Plan Initiatives for 2021/22.



#### 4. COUNCIL PLAN / STRATEGY

- 4.1 The proposed budget has been prepared with reference to the current adopted 4 year Council Plan 2017-2021 and Council's Long Term Financial Plan. Although the new 4 year Council Plan 2021-25 is being developed at the time of this report there has been a significant amount of community input to date that has informed the development of the proposed 2021/22 Budget incorporating the proposed 2021/22 Major Initiatives and Other Initiatives.
- 4.2 Progress against the Council Plan will be reported periodically through the quarterly CEO Report and the Annual Report.

#### 5. IMPLEMENTATION

##### 5.1 Finance / Resource Implications

- 5.1.1 The proposed 2021/22 Budget and draft Revenue & Rating Plan have been prepared in alignment with the community's priorities, the Council Plan and the long term Financial Plan.
- 5.1.2 The proposed budget adopts a balanced budget approach. Strategies are being implemented to ensure that Council remains financially sustainable in the long term, and has the capability to continue to provide relevant and cost effective services and infrastructure for our community following the introduction of a rate cap by the State Government.
- 5.1.3 The Key Financial Indicators project Council to continue to be in a sound financial position over the four year period.

##### 5.2 Communication and Engagement

- 5.2.1 In addition to the extensive community engagement to date, the proposed 2021/22 Budget and the draft Revenue & Rating Plan 2021/22 to 2024/25 will be available on Council's website and a hard copy will be available at the Civic Centre and Council's libraries.
- 5.2.2 Council encourages community input and comments on these documents. This can be provided via the 'Your Say Manningham' website where the documents can also be viewed.
- 5.2.3 The public display and public comment period will run from Wednesday 26 May 2021 to Monday 7 June 2021.

##### 5.3 Timelines

Key dates in the 2021/22 Budget and Revenue & Rating Plan process include:

**25 May 2021** Council Meeting to adopt 'in principle' Proposed 2021/22 Budget and Draft Revenue & Rating Plan 2021/22 to 2024/25

**26 May 2021** Public exhibition period opens

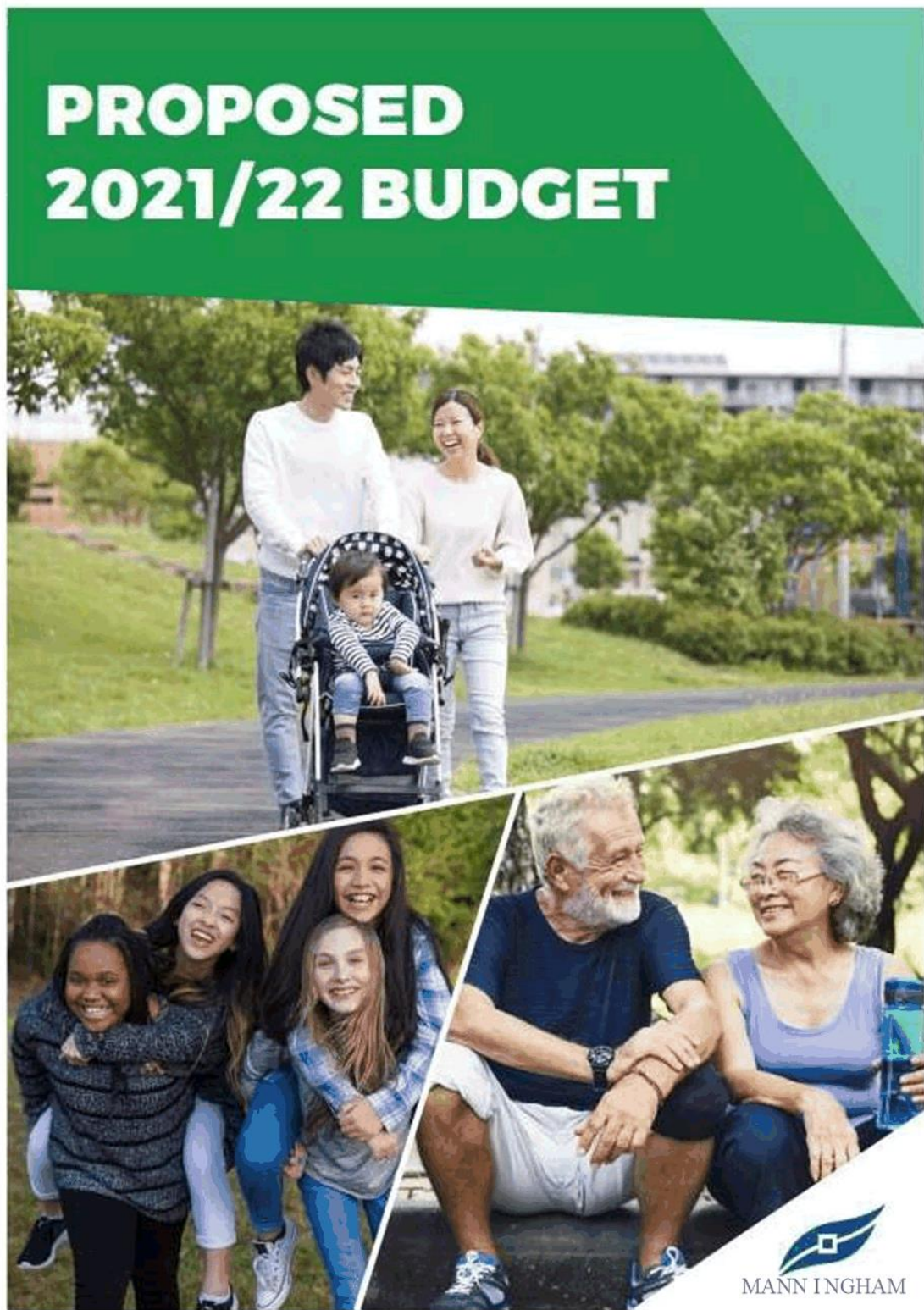
**7 June 2021** Public exhibition period closes

**8 June 2021** SBS consider public comments and Budget and Revenue & Rating Plan (as amended)

**29 June 2021** Council meeting to adopt the 2021/22 Budget and Revenue & Rating Plan 2021/22 to 2024/25.

**6. DECLARATIONS OF CONFLICT OF INTEREST**

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



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## Mayor and CEO's Introduction

We are pleased to present our proposed 2021/22 Budget. Following a rigorous review by Councillors and management, this proposed budget aligns with our community's priorities.

We have undertaken significant community engagement to help inform our key plans and strategies, including our Community Vision, Council Plan, 10-year Financial Plan, our Revenue and Rating Plan and this proposed 2021/22 Budget.

### Some of the features of this year's budget include:

- An operating budget of \$133 million to deliver more than 100 services for our community
- A \$48 million Capital Works Program to maintain and enhance Council's \$2 billion of community assets with an increased focus on funding for trees, footpaths, bicycle strategy implementation, drainage and roads.
- An average general rate increase in line with the State Government's rate cap of 1.5%
- The cost to Council of collecting and disposing of waste and recyclable materials in 2021/22 is projected to increase significantly primarily due to an increase in the State Government Landfill levy charged to Council of over 60%. To offset the significant impact on Council and to continue to fully recover the cost of waste services the waste service charge will increase by 13.5% in 2021/22
- We will continue to support ratepayers undergoing financial difficulties through our financial hardship provisions
- A focus on ongoing financial sustainability and innovation
- New initiatives for sustainability and the environment, asset management, flood modelling, water management, strategic land use, data management, precinct planning, North East Link community advocacy and support, a feasibility study into a car share scheme, and to recognise our volunteer community
- The creation of a 'Strategic Fund' to build the capacity for Council to engage in strategic property acquisition and development opportunities and major community infrastructure development opportunities. This fund will provide long term community benefit and ensure ongoing financial sustainability.

### Our \$133 million operating budget provides funding to deliver community services. Highlights include:

- \$14.4 million for waste and recycling
- \$12.3 million for the maintenance of roads, drains, footpaths and bridges
- \$11.6 million for the maintenance of sports grounds, parks and gardens
- \$9.9 million for customer services, IT and Transformation
- \$9.7 million for aged and disability support services
- \$7.0 million for health, local laws, animal management, food safety, litter and traffic management
- \$6.1 million for planning, maintaining and operating Council's property and buildings
- \$5.7 million for community services, including maternal and child health, immunisation, childcare, pre-schools, community development grants and community planning services
- \$5.4 million for integrated strategic planning, urban design and environmental services
- \$4.4 million for libraries
- \$3.9 million for statutory planning services
- \$2.3 million for community venues and hall hire, and
- \$2.0 million for economic development, tourism and grants.

### Council's extensive capital works program of \$48 million comprises:

- **\$12.5 million for roads and bridges**

This includes \$5.1 million for the road network renewal program, and \$2 million for an upgrade of Tram and Merlin Road intersection in Doncaster, \$1.15 million for the upgrade of Knees Road in Park Orchards, \$1 million for Tuckers Road in Templestowe and \$1 million for Jumping Creek Road in Wonga Park

- **\$9.3 million for community buildings**

This includes \$3.3 million for ongoing renewal of community buildings including MC Square, \$1.8 million for Schramms Reserve pavilion in Doncaster, \$900,000 on upgrades to Civic buildings, \$800,000 for environmental initiatives including solar panels and the Environmentally Sustainable Design (ESD) program, \$800,000 for Mullum Mullum Bowls, \$700,000 for Deep Creek Reserve Pavilion, \$500,000 for renewal of recreation buildings, \$300,000 for accessibility and safety

- **\$5.5 million to recreation, leisure and community facilities**

This includes \$3.4million for the Pettys Reserve Sporting Development project and \$1.2 million for Tom Kelly Athletics Track development

- **\$5.4 million for parks, open space and streetscapes**

This includes \$1 million for Lions Park upgrade at the Warrandyte River Reserve, \$1 million for Hepburn Reserve, \$900,000 for playspace upgrades, \$300,000 for floodlighting in reserves, and \$300,000 to implement the Ruffey Lake Park Masterplan. We have also made an ongoing commitment of an additional \$500,000 for tree-planting each year.

- **\$4.1 million for drainage improvements including an additional allocation of \$600,000 for our drainage program**

- **\$3.6 million to renew Council's core IT and telecommunications infrastructure**

- **\$3.5 million to expand and improve footpaths and cycleways including an additional allocation of \$750,000 into the footpath and cycleways programs**

- **\$1.9 million for plant and equipment.**

Our proposed 2021/22 Budget has been prepared based on community feedback and input including:

- A community survey in late 2020 on the community's priorities which highlighted the importance of good governance and ongoing financial sustainability
- The recommendations made by our Community Panel in March 2021 which provided input into the longer term 10 Year Financial Plan and a number of other key Council plans which are currently being developed
- Ideas and suggestions received for the Annual Budget and Revenue and Rating Plan via Your Say Manningham during April 2021

We now invite you to read through this proposed 2021/22 Budget and provide your feedback either online at [yoursay.manningham.vic.gov.au/budget](https://yoursay.manningham.vic.gov.au/budget) or by post before Monday 7 June 2021.

We welcome your input on this proposed 2021/22 Budget. We will consider all feedback received before the budget is considered for adoption in late June 2021.

**Cr Andrew Conlon**  
**MAYOR**

**Andrew Day**  
**CEO**

## Budget summary

The 2021/22 Budget has been through a rigorous process of review by Councillors and management to ensure that it aligns with our community's priorities and will help meet the objectives set out in our Council Plan. Council has engaged and consulted with our community throughout its development.

Council has also developed a Revenue & Rating Plan for 2021/22 to 2024/25 which provides a medium-term plan for how Council will generate income to deliver on the Council Plan, programs, services and capital works commitments over the next four years.

The 2021/22 Budget balances the demand for services and infrastructure with the community's capacity to pay. The proposed 2021/22 Budget represents the first four years of a longer term 10-year Financial Plan.

### Strategic Budget Principles

The 2021/22 Budget and ten year Financial Plan are based on a number of Budget Principles. These principles guide the development of the operating and capital budgets and ensure that a consistent approach is applied. The Budget Principles are:

- Financially sustainable Council - improving financial sustainability to enable Council to respond to financial challenges now and into the future.
- Live within our means - do not spend more than we have or which will diminish Council's long term financial sustainability.
- Prioritised funding - align resources to Council Plan priorities and funding based on demonstrated need.
- A minimum of 33% of rate funds applied to the capital program.
- Consistent funding for technology and innovation.
- Priority to funding capital renewal before investing in new or expanded assets.
- Adherence to the projected State Government annual rate cap - it is not proposed to seek a variation for a higher rate increase beyond the rate cap.
- Council may vary its annual Capital Works Program during the year to ensure the maximum benefit is achieved from funds available and to offset delays in project delivery beyond Council's control.

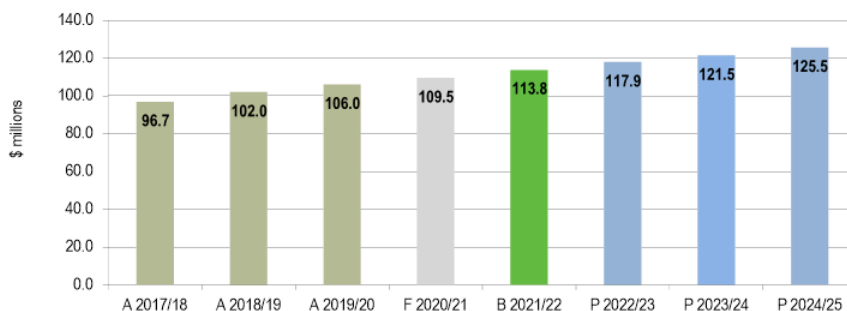
### In developing forward budget projections, the following factors were used:

- Labour costs to rise by projected Enterprise Agreement increases.
- CPI and the rate cap are assumed to be 1.5% for 2021/22; 1.75% for 2022/23; 2.0% for 2023/24; and 2.5% for 2024/25.
- Fees and charges to increase in line with CPI or market levels.
- Grants revenue included where there is high probability of securing the grant for the budget and forecast years.
- Grants revenue has been escalated by CPI unless advised otherwise.
- Contract costs to increase in line with existing contract provisions. All other general material increases are capped at CPI.
- Construction and building material costs to increase in line with the Building Price Index.
- All new capital work proposals to be based on a detailed business case.
- The creation of a 'Strategic Fund' to create the resourcing capacity for Council to engage in strategic property acquisition and development opportunities and major community infrastructure development opportunities that will enable long term community and financial benefit for the Municipality.

Key budget information about the proposed rate increase, operating result, financial sustainability, services, cash and investments, capital works and financial position is provided below.

A= Actual F= Forecast B= Budget P= Projections

**Rates and charges**



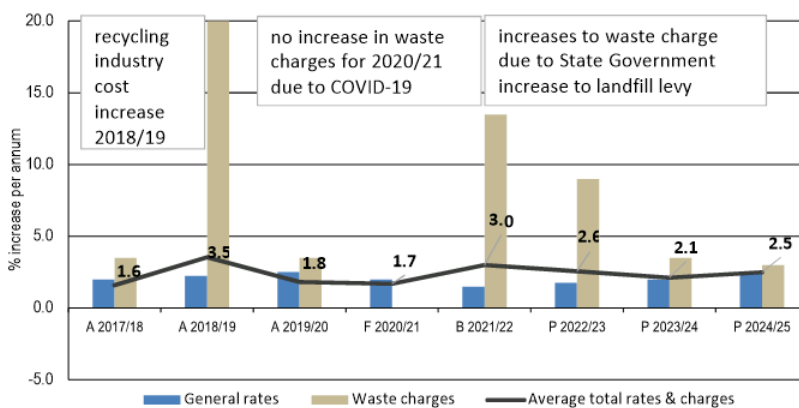
Council raises general rates to fund universally accessed services and capital infrastructure, and waste charges to fund the collection and disposal of waste. In the changing environment that Council operates in, Council has been focusing on improving operational efficiency, implementing new revenue streams and cost saving opportunities. These strategies will help to address the State Government rate cap, while still maintaining services and preserving our investment in community infrastructure.

For 2021/22, general rates will increase by an average of 1.5 per cent in line with the State Government rate cap. Council also levies a waste charge to all properties for the cost of collecting and disposal of waste and recyclable material. This annual charge is calculated on a cost recovery basis. The cost to Council of collecting and disposing of waste and recyclable materials in 2021/22 is projected to increase significantly due to an increase in the State Government Landfill levy charged to Council of over 60%. Due to the cost increase to Council the waste service charge will increase by 13.5% in 2021/22.

The total rates and charges bill for an average property is projected to increase by \$63 or 3.0 per cent to \$2,148.

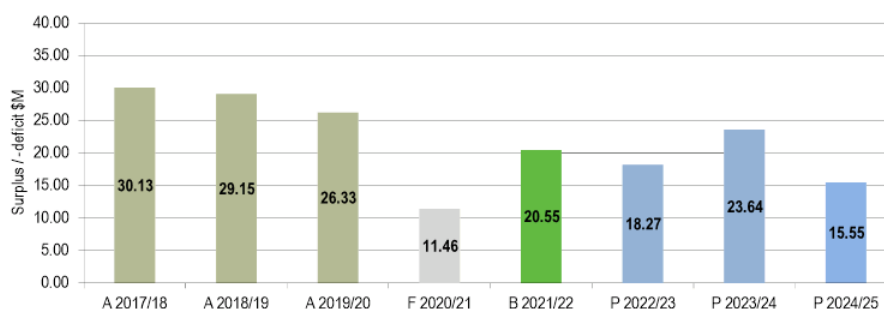
The chart below shows the comparison of general rates, waste charges and average rates and charges movements for the period 2017/18 through to the forecast 2024/25 movement. Refer to Section 4.1.1 Rates and Charges for further details.

**General rates, waste charges and average rates and charges movements**





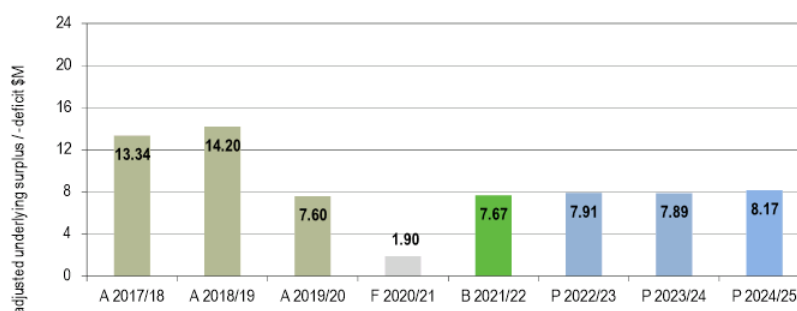
**Operating Result**



The budgeted operating result (income less expenses) for the 2021/22 year is a surplus of \$20.55 million, an increase of \$9.10 million over the 2020/21 forecast result. Council and our community were significantly impacted by the State Government restrictions due to Covid-19 in 2020/21. The change is primarily due to a return back to pre-Covid income levels and a reduction in employee cost and materials and services costs. Refer to Section 4.1 Comprehensive Income Statement for further details.

A strong surplus is required to fund Council's extensive capital works program and to ensure that it has sufficient reserves to meet financial challenges that may arise in the future. During the projected four year period, Council is projecting to maintain an average operating surplus of approximately \$19.5 million which underpins a financially sustainable organisation.

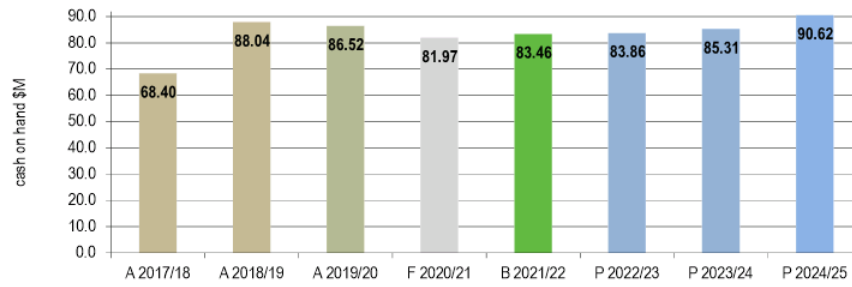
**Adjusted Underlying Surplus (a measure of financial sustainability)**



The 2021/22 budget with projections for the following three years (2021/22 to 2024/25) has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. One measure of financial sustainability is **the adjusted underlying result, which excludes capital income and developer income (cash and non-cash) from the operating surplus**. A positive adjusted underlying result is an indication of financial stability.

A strong adjusted underlying surplus is required to fund Council's extensive capital works program and to ensure that it has sufficient reserves to meet financial challenges that may arise in the future.

**Cash and investments**

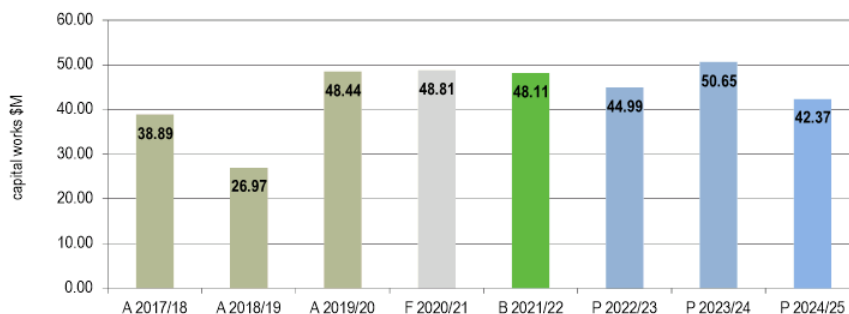


As at 30 June 2022, cash and investments are expected to increase by \$1.49 million to \$83.46 million. Council is forecast to still maintain a strong cash balance which is consistent with Council's strategy to improve our long term financial sustainability.

Council holds cash balances to fund the daily working capital requirements, support cash backed reserves required by legislation and for future intended uses as directed by Council. Of the \$83.46 million cash and investments balance, cash that is restricted or has an intended use totals \$59.82 million, leaving an unrestricted cash balance of \$23.64 million as at 30 June 2022.

Refer Sections 4.2 and 4.5 for detailed analysis of the cash position and components of restricted cash.

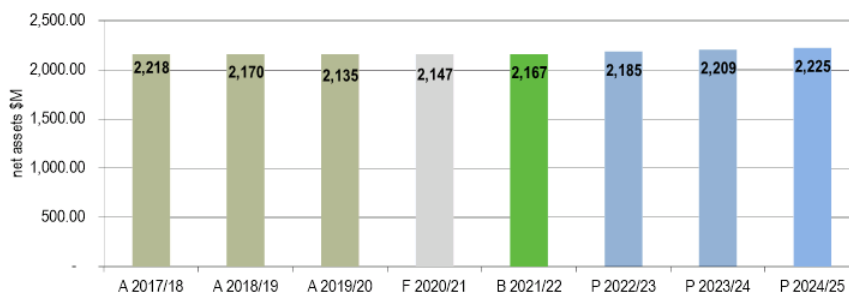
### Capital works



The capital works program for the 2021/22 year is budgeted to be \$48.1 million comprising of \$12.5 million for roads, \$9.3 million for community buildings, \$5.5 million for recreation, leisure and community facilities, \$5.4 million for parks and open space, \$4.1 million for drainage improvements, and \$3.5 million for footpaths and cycleways.

The capital program is funded through \$34.25 million (or 71.2 per cent) of Council's cash generated through the operating result, \$6.88 million (or 14.3 per cent) from reserves and developer contributions, \$6.90 million (14.3 per cent) from external grants, \$0.08 million (or 0.2 per cent) from capital contributions. The capital works program has been set and prioritised through the development of sound business cases and consultation with stakeholders. Capital works is forecast to be \$48.81 million for the 2020/21 year.

### Financial position



Manningham's financial position is projected to improve with net assets (total assets less total liabilities) budgeted to increase by \$20.55 million to \$2,167.07 million. The increase in net assets mainly arises from the new assets added to Council's balance sheet from the capital works program detailed in Section 4.6 of this report. Net assets is forecast to be \$2,146.52 million as at 30 June 2021.

Refer Section 4.2 for an analysis of the budgeted financial position.

**Council expenditure allocations**

This chart provides an indication of how Council allocates its expenditure across the main services that it delivers. It shows how much is allocated to each service area for every \$100 that Council spends. Council overheads, governance costs and administrative costs are allocated to our external facing services using an internal overhead allocation model.

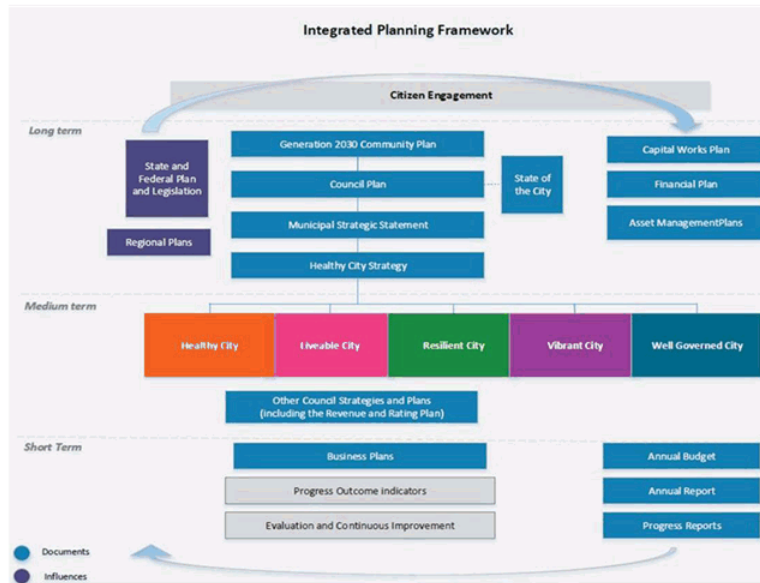


## 1. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

### 1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts Council's integrated planning framework. At each stage of the integrated planning framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



The timing of each component of the integrated planning framework is critical to the successful achievement of the planned outcomes.

### 1.1.2 Key planning considerations

#### Service level planning

Although councils have a legal obligation to provide some services—such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a council's adopted Community Engagement Policy and Public Transparency Policy.

## 1.2 Our purpose

### Our Vision

Manningham is a peaceful, inclusive and safe community. We celebrate life with its diverse culture, wildlife and natural environment. We are resilient and value sustainable and healthy living, a sense of belonging, and respect for one another.

### Our mission

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

### Our values

Manningham City Council values are Working Together, Excellence, Accountability, Respectful and Empowered. Our values are the cornerstone of our organisation, guiding our behaviours, decisions and culture.

## 1.3 Strategic objectives

At the start of each term, Council develops a Plan in consultation with the community, to guide Council's direction over its four year term. Manningham's current Council Plan 2017-21 includes five Strategic Objectives (or themes) and 11 goals. Each is progressed through Council Plan actions and Major Initiative and Initiatives.

Strategic Objective	Description
1. Healthy Community	Through a strong partnership approach, Council 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.
2. Liveable Places and Spaces	Council will focus on managing amenity to create inviting places and spaces, enhanced parks, open space and streetscapes, well connected, safe and accessible travel and well utilised and maintained community infrastructure.
3. Resilient Environment	Council 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.
4. Vibrant and Prosperous Economy	Council strives to support the local economy to grow, with local business and activity centres vibrant and prosperous with a strong visitor economy.
5. Well Governed Council	We promote financial sustainability and manage resources effectively and efficiently. Council values citizens in all that we do.

## 1.4 Gender Equality Act 2021

The *Gender Equality Act 2021* (the Act) requires Manningham Council to consider gender, equality and diversity as part of all plans, strategies and services that have a 'significant effect on the public.' This is to be achieved through Gender Impact Assessments.

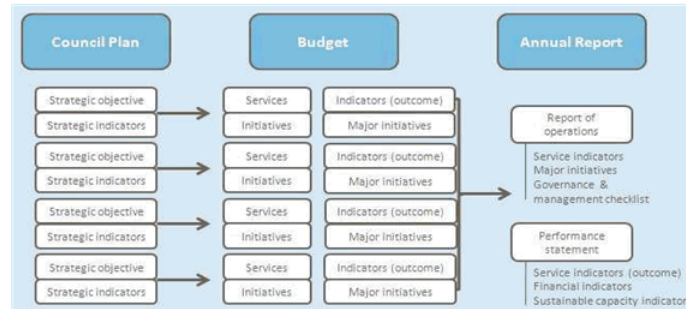
This budget is a significant document for Council. It is the culmination of many months of work and the broad parameters were developed prior to the Act coming into effect from 1 April 2021. As a result, a full Gender Impact Assessment has not been undertaken for the budget as a whole.

At Manningham Council we are committed to a safe, respectful workplace and the community we serve. As we move into the budget implementation in 2021-22 and into future years, we will use a Gender Impact Assessment to influence the development of our key strategic documents such as the budget and 10-Year Financial Plan. We will not only meet our obligations under the Act, but also provide a platform for innovation and opportunities to develop a more equitable community.

We are committed to the intent of the Act. Over the course of the next year, we will progressively review and where necessary amend our policies, strategies and programs to ensure that the principles of the Act are considered. We will use data and evidence as well as feedback from our community to ensure diversity in voices and experiences in Manningham. In future Budgets, these will be evident in the funding principles as well as the initiatives that are included for implementation.

## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2021/22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in the Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



Source: Department of Jobs, Precincts and Regions

## 2.1 Strategic Objective 1: Healthy Community

To achieve our objective of a Healthy Community, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual \$'000	Forecast \$'000	Budget \$'000
Aged and Disability Services	In partnership with Federal and State Governments, these services and activities support Manningham residents to stay active, independent and living at home for as long as possible. Services include positive ageing events and activities, assisted transport, home and personal care.	<i>Inc</i>	- 7,463 -	7,171 -	7,277
		<i>Exp</i>	10,178	10,210	9,726
		<i>Surplus / (deficit)</i>	(2,715)	(3,039)	(2,449)
Social Planning and Community Development Services	This service support the community through activities in community inclusion, community safety, metro access, social planning and community development	<i>Inc</i>	- 246 -	57 -	56
		<i>Exp</i>	1,538	804	780
		<i>Surplus / (deficit)</i>	(1,292)	(747)	(724)
Community Programs	This service provides children, family and community services, including maternal and children's services (Universal and Enhanced), Child Health, Early Years@MC2, Preschool Field Officer Program and Parenting Assessment and Skill Development Service. Also included Youth and Volunteering and Emergency Counselling grants.	<i>Inc</i>	- 1,818 -	1,996 -	2,111
		<i>Exp</i>	5,126	5,562	4,889
		<i>Surplus / (deficit)</i>	(3,308)	(3,566)	(2,778)
Library Services	This service provides public library service for visitors and residents. The service is managed by the volunteer Manningham Regional Library Corporation with branches at Bulleen, Doncaster, The Pines and Warrandyte.	<i>Inc</i>	-	-	-
		<i>Exp</i>	4,315	4,497	4,440
		<i>Surplus / (deficit)</i>	(4,315)	(4,497)	(4,440)
Approvals and Compliance Services	This service protects the community's health and well being by coordinating road safety programs, immunisation, animal management, litter, building services, public health, parking and administration and enforcement of municipal local laws.	<i>Inc</i>	- 3,593 -	3,574 -	4,085
		<i>Exp</i>	6,615	6,817	6,988
		<i>Surplus / (deficit)</i>	(3,022)	(3,243)	(2,903)
Arts and Cultural Services	Management, coordination and delivery of arts and cultural development program including an Art Gallery, art studios and Playhouse	<i>Inc</i>	- 287 -	378 -	337
		<i>Exp</i>	746	710	664
		<i>Surplus / (deficit)</i>	(459)	(332)	(327)

### Major Initiatives

1) We will undertake evidence-based planning for equitable, inclusive and accessible services and infrastructure improvements for prominent issues including:

- (i) Commencing gender equality impact assessments on significant Council policies, services and programs.
- (ii) Improving the range of accessible supports and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies.
- (iii) Developing a collaborative forum to engage with businesses, community leaders, community groups and residents from culturally diverse backgrounds, and
- (iv) Investigating extended use of community facilities, including libraries, to address social isolation.



2) We will work to connect service providers, community groups, local organisations and networks to improve and profile community outcomes through forums and connections.

3) We will educate and support connected, inclusive and healthy communities (inclusive of our CALD communities) through:

- (i) Environmental education and waste programs,
- (ii) Implementing the Reconciliation Action Plan to enhance recognition of Aboriginal and Torres Strait Islander communities, and
- (iii) Resources and information that link our community to the understanding of and responses to family violence.

#### Other Initiatives

4) We will pursue strategies to reduce the impact of gambling on the community, considering areas such as poker machines and advertising on Council buildings.

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Animal Management	Health and safety	Animal management prosecutions (Percentage of successful animal management prosecutions)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[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] x100
Libraries	Participation	Active library borrowers. (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100 (over three financial years)
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

## 2.2 Strategic Objective 2: Liveable Places and Spaces

To achieve our objective of Liveable Places and Spaces, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
City Amenity, Parks and Recreation Services	This service provides the management, administration and maintenance activities for parks and recreation; sports reserves, aquatic facilities, reserves, sportsground maintenance, landscaping, tree maintenance, grass cutting, bushland management, open space, parks and playground maintenance and supervision of capital works projects.	<i>Inc</i>	- 859 -	883 -	543
		<i>Exp</i>	13,733	12,622	11,601
		<i>Surplus / (deficit)</i>	(12,874)	(11,739)	(11,058)
Roads and Infrastructure Services	This service provides the day to day maintenance of Council roads, bridges and footpaths and includes both sealed and unsealed road maintenance such as repairs to potholes, line marking, patching, resheeting and minor works.	<i>Inc</i>	- 485 -	541 -	690
		<i>Exp</i>	5,191	5,162	5,459
		<i>Surplus / (deficit)</i>	(4,706)	(4,621)	(4,769)
Integrated Planning and Urban Design Services	These services include city planning, landscape architecture, strategic land use and development planning and urban design, recreation planning and open space planning.	<i>Inc</i>	- 7,860 -	6,855 -	6,300
		<i>Exp</i>	4,837	4,549	3,740
		<i>Surplus / (deficit)</i>	3,023	2,306	2,560
Building Maintenance Services	Keeping Council owned buildings and community facilities (including public toilets, heritage buildings, urinals, sporting facilities) clean and well maintained.	<i>Inc</i>	- 342 -	286 -	394
		<i>Exp</i>	3,331	3,272	3,427
		<i>Surplus / (deficit)</i>	(2,989)	(2,986)	(3,033)
Civil Project Services	With responsibility for the capital works program, services includes construction and design of civil projects and strategic projects relating to Council buildings, community facilities, recreation facilities and sustainability projects.	<i>Inc</i>	- 650 -	410 -	-
		<i>Exp</i>	2,232	2,045	2,120
		<i>Surplus / (deficit)</i>	(1,582)	(1,635)	(2,120)
Traffic and Development Services	This service provides the day to day maintenance to support the road network. Including driver safety education programs, street lighting, traffic management, traffic engineering, bus shelters and road safety.	<i>Inc</i>	- 786 -	541 -	549
		<i>Exp</i>	2,420	2,212	2,189
		<i>Surplus / (deficit)</i>	(1,634)	(1,671)	(1,640)
Statutory Planning Services	This service is responsible for the administration and enforcement of the planning planning scheme and coordination of statutory planning permits including pre-application and application service.	<i>Inc</i>	- 2,050 -	2,021 -	2,099
		<i>Exp</i>	3,645	3,837	3,861
		<i>Surplus / (deficit)</i>	(1,595)	(1,816)	(1,762)
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.	<i>Inc</i>	-	-	-
		<i>Exp</i>	375	455	560
		<i>Surplus / (deficit)</i>	(375)	(455)	(560)

**Major Initiatives****5) We will strengthen our principles to guide responsible planning for new developments by:**

- (i) Adoption of key strategic documents including Liveable City Strategy 2040 by December 2021 and the Environmental Strategy and review of the Manningham Planning Scheme by June 2022, and
- (ii) Investigate enhanced planning controls to enhance protection of the environment.

**6) We will provide ways for people to connect by:**

- (i) Prioritising grant funding to support community inclusion and connections in a way that respond to community needs.
- (ii) Improving people's ability to walk or wheel safely and easily to local shops, community facilities and schools, by developing new linkages, and
- (iii) Deliver actions in the Transport Action Plan and Bus Network Review 2017 including contributing to planning of the Suburban Rail Loop, Doncaster Busway, Bus Rapid Transits, bus network and service improvements and enhancing the walking and cycling network.

**7) We will investigate and review current facility use and opportunities to develop or repurpose existing facilities and use of Council land for multi-use purposes and to meet changing community needs through:**

- (i) Finalising the Community Infrastructure Plan by 30 September 2021 and implementing the 20 year Action Plan.
- (ii) Strengthening utilisation and performance of stadiums in conjunction with stadium managers, and
- (iii) Improving community access to sport and recreation facilities and spaces for broad community use and benefit.

**8) We will continue to advocate to the North East Link Project for improved outcomes for the Manningham community, particular around urban design to reduce the impact of the project on the community places.****9) We will continue to work to maintain to a high standard our roads, footpaths and drains.****Other Initiatives**

**10) We will deliver the Road Improvement Program** (as scheduled) including Jumping Creek Road, Tuckers Road, Knees Road and Templestowe Village connecting roads.

**11) We will deliver the Parks and Recreation Facilities Upgrades** (as scheduled) including Petty's Reserve Sporting Development (Stage 2), Rieschiecks Reserve Pavilion Redevelopment, Deep Creek Reserve Pavilion and Mullum Mullum Bowls.

**12) We will deliver the Parks Improvement Program** including Ruffey Lake Masterplan, new open space on Hepburn Road, Ruffey Creek Linear Park and Lions Park.

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Statutory planning	Decision making	Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	(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

### 2.3 Strategic Objective 3: Resilient Environment

To achieve our objective of a resilient environment, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

#### Services

Service area	Description of services provided		2019/20	2020/21	2021/22			
			Actual	Forecast	Budget			
			\$'000	\$'000	\$'000			
Waste Services	Providing kerbside rubbish collections of garbage, hard waste and green waste from all households and some commercial properties in Council. Services also include a waste call centre, education services and the strategic planning of waste services.	<i>Inc</i>	-	13,763	-	13,847	-	15,934
		<i>Exp</i>		12,126		13,025		14,368
		<i>Surplus / (deficit)</i>		1,637		822		1,566
Assets & Environment	Services design to protect the environment including underground drain and pit maintenance, street cleaning and sweeping, roadside litter pickup, tipping costs	<i>Inc</i>	-	60	-	60	-	-
		<i>Exp</i>		3,647		3,634		3,554
		<i>Surplus / (deficit)</i>		(3,587)		(3,574)		(3,554)
Environmental	This service provides environmental education, public land management, stewardship and fosters biodiversity as well as protecting the land through pest control.	<i>Inc</i>	-	-	-	-	-	40
		<i>Exp</i>		1,684		1,578		1,646
		<i>Surplus / (deficit)</i>		(1,684)		(1,578)		(1,606)
Drains and Technical Services	This service performs the inspection, maintenance and cleaning of underground drains to ensure correct operation.	<i>Inc</i>	-	-	-	-	-	-
		<i>Exp</i>		477		511		515
		<i>Surplus / (deficit)</i>		(477)		(511)		(515)

#### Major Initiatives

13) We will deliver the Environmental Strategy and strengthen principles to protect the environment, biodiversity and wildlife by:

- (i) Advocating to government and business on environmental issues
- (ii) Improving management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms
- (iii) Exploring biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria
- (iv) Exploring protection measures in the new Community Local Law by 30 June 2022, and
- (v) Improving the sustainability of Council's environmental practices.

#### Other Initiatives

14) We will deliver our drainage program (as scheduled) including the Melbourne Hill Road Drainage Upgrade.

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

#### 2.4 Strategic Objective 4: Vibrant and Prosperous Economy

To achieve our objective of a vibrant and prosperous economy, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

##### Services

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual	Forecast	Budget
			\$'000	\$'000	\$'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.	<i>Inc</i>	- 73 -	96 -	24
		<i>Exp</i>	2,190	2,051	1,985
		<i>Surplus / (deficit)</i>	(2,117)	(1,955)	(1,961)
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.	<i>Inc</i>	- 1,072 -	1,308 -	1,293
		<i>Exp</i>	2,217	2,197	2,298
		<i>Surplus / (deficit)</i>	(1,145)	(889)	(1,005)

##### Major Initiatives

15) We will support local businesses by:

- (i) Demonstrating leadership to increase procurement with Social Enterprises, Aboriginal Enterprises and Australian Disability Enterprises (collectively known as Social Benefit Suppliers) and Local Businesses.
- (ii) Capacity building and support through the Business Development Program.
- (iii) Explore local opportunities to support local businesses to collaborate via a Hub / co-working space, and
- (iv) Implementing the recommendations in the Doncaster Hill Strategy and Economic Development Strategy to encourage and support tourism and employment opportunities.

## 2.5 Strategic Objective 5: Well Governed

To achieve our objective of a well governed Council, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Service area	Description of services provided		2019/20	2020/21	2021/22
			Actual \$'000	Forecast \$'000	Budget \$'000
Governance, Legal and Risk	This service supports the organisation to meet its regulatory requirements through strong governance and risk management.	<i>Inc</i>	-	150	150
		<i>Exp</i>	2,313	2,910	2,709
		<i>Surplus / (deficit)</i>	(2,313)	(2,760)	(2,559)
Councillors and Executives	This area includes the Mayor, Councillors, Executive Management Team and associated support.	<i>Inc</i>	-	-	-
		<i>Exp</i>	2,715	2,841	2,720
		<i>Surplus / (deficit)</i>	(2,715)	(2,841)	(2,720)
Communications	This service leads the delivery of clear, consistent and inclusive communication and engagement with the community.	<i>Inc</i>	-	-	-
		<i>Exp</i>	2,118	2,141	2,134
		<i>Surplus / (deficit)</i>	(2,118)	(2,141)	(2,134)
Citizen Connect	This service leads as the main customer interface to create and maintain systems and processes to connect with our citizens	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,869	1,934	2,190
		<i>Surplus / (deficit)</i>	(1,869)	(1,934)	(2,190)
Transformation and Information Technology	Service include maintaining information and information systems as well as advancing new solutions for the organisation and community interaction.	<i>Inc</i>	-	-	3
		<i>Exp</i>	7,455	7,677	7,702
		<i>Surplus / (deficit)</i>	(7,455)	(7,677)	(7,699)
Emergency Management	Services to support community preparedness, response and recovery in an emergency.	<i>Inc</i>	-	80	80
		<i>Exp</i>	893	841	484
		<i>Surplus / (deficit)</i>	(760)	(761)	(404)
Financial Services	Services lead Council's financial management, payroll, accounts payable and receivable, procurement, revenue and rating services, tendering and contract administration.	<i>Inc</i>	-	192	223
		<i>Exp</i>	4,537	4,569	4,683
		<i>Surplus / (deficit)</i>	(4,262)	(4,377)	(4,440)
Organisation 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.	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,950	2,107	2,001
		<i>Surplus / (deficit)</i>	(1,950)	(2,107)	(2,001)
Property Services	This service manages Council properties and manages property valuations.	<i>Inc</i>	-	1,922	2,198
		<i>Exp</i>	2,598	2,597	2,634
		<i>Surplus / (deficit)</i>	(475)	(675)	(436)

**Major Initiatives**

- 16) We will explore different ways to improve community satisfaction with Council's communications on local community issues, services and activities.
- 17) We will explore ways to enhance performance reporting across social, environment and economic outcomes against community need.
- 18) We will improve our Customer Experience to better understand and meet their specific needs.
- 19) We will ensure the long term financial sustainability of Council through preparing the Budget and 10 year Financial Plan incorporating key strategies to Council by 30 June 2022.
- 20) We will maximise public value through the systematic planning and review of Council's services and effective, early and broad engagement on projects.
- 21) We will take a proactive and motivated approach to be an open and transparent Council.

**Other Initiatives**

- 22) We will implement Manningham's Protective Data Security Plan Initiatives for 2021/22.

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
Workforce Turnover	Sustainability	Resignations and Terminations compared to average staff	Number of permanent staff resignations and terminations / average number of permanent staff for the financial year x 100

**2.6 Reconciliation with budgeted operating result**

	Surplus/ (Deficit)	Expenditure	Revenue
	\$'000	\$'000	\$'000
Healthy Community	(13,621)	27,487	13,866
Liveable Places and Spaces	(22,382)	32,957	10,575
Resilient Environment	(4,109)	20,083	15,974
Vibrant Prosperous Economy	(2,968)	4,283	1,317
Well Governed Council *	(24,583)	27,237	2,654
<b>Total</b>	<b>(67,661)</b>	<b>112,047</b>	<b>44,386</b>
<b>Expenses added in:</b>			
Depreciation and amortisation	28,292		
Finance costs	-		
Others	(11,670)		
<b>Surplus/(Deficit) before funding sources</b>	<b>(84,283)</b>		
<b>Funding sources added in:</b>			
Rates revenue	97,940		
Capital grants	6,897		
<b>Total funding sources</b>	<b>104,837</b>		
<b>Operating surplus/(deficit) for the year</b>	<b>20,554</b>		

\* Well Governed Council includes corporate wide management and support expenses including Executive, Finance, Information Technology etc.

### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021/22 has been supplemented with projections to 2024/25.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources



**Comprehensive Income Statement**

For the four years ending 30 June 2025

	NOTES	Forecast	Budget	Projections		
		Actual				
		2020/21	2021/22	2022/23	2023/24	2024/25
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>						
Rates and charges	4.1.1	109,540	113,818	117,914	121,470	125,489
Statutory fees and fines	4.1.2	2,953	4,162	3,725	3,765	4,001
User fees	4.1.3	5,869	8,891	10,233	10,440	10,700
Grants - Operating	4.1.4	14,196	11,711	11,705	11,872	12,068
Grants - Capital	4.1.4	2,943	6,897	4,255	9,169	1,392
Contributions - monetary	4.1.5	7,008	6,319	6,437	6,907	6,321
Contributions - non-monetary	4.1.5	1,000	1,058	1,058	1,058	1,058
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		36	133	93	183	120
Other income	4.1.6	2,325	673	771	895	1,348
<b>Total income</b>		<b>145,870</b>	<b>153,662</b>	<b>156,191</b>	<b>165,759</b>	<b>162,497</b>
<b>Expenses</b>						
Employee costs	4.1.7	57,375	56,260	57,459	58,802	60,408
Materials and services	4.1.8	32,896	32,438	34,322	35,746	37,723
Depreciation	4.1.9	23,873	24,786	25,895	26,851	27,734
Amortisation - intangible assets	4.1.10	2,682	3,189	3,501	3,655	3,693
Amortisation - right of use assets	4.1.11	421	317	305	305	201
Finance Costs - leases		57	48	42	35	29
Other expenses	4.1.12	17,109	16,070	16,398	16,723	17,158
<b>Total expenses</b>		<b>134,413</b>	<b>133,108</b>	<b>137,922</b>	<b>142,117</b>	<b>146,946</b>
<b>Surplus/(deficit) for the year</b>		<b>11,457</b>	<b>20,554</b>	<b>18,269</b>	<b>23,642</b>	<b>15,551</b>
<b>Total comprehensive result</b>		<b>11,457</b>	<b>20,554</b>	<b>18,269</b>	<b>23,642</b>	<b>15,551</b>

**Balance Sheet**

For the four years ending 30 June 2025

	NOTES	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		48,968	58,456	58,856	60,313	65,621
Trade and other receivables		11,648	10,574	10,493	10,605	10,601
Other financial assets		25,000	20,000	20,000	20,000	20,000
Other assets		1,410	1,410	1,410	1,410	1,410
<b>Total current assets</b>	4.2.1	87,026	90,440	90,759	92,328	97,632
<b>Non-current assets</b>						
Trade and other receivables		55	55	55	55	55
Other financial assets		8,000	5,000	5,000	5,000	5,000
Investments in associates, joint arrangement and subsidiaries		2,526	2,526	2,526	2,526	2,526
Property, infrastructure, plant & equipment		2,100,700	2,122,265	2,138,521	2,160,436	2,173,613
Right-of-use assets	4.2.4	2,232	1,915	1,610	1,305	1,106
Intangible assets		5,471	4,648	4,714	3,379	1,755
<b>Total non-current assets</b>	4.2.1	2,118,984	2,136,409	2,152,426	2,172,701	2,184,055
<b>Total assets</b>		2,206,010	2,226,849	2,243,185	2,265,029	2,281,687
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		(29,126)	(29,382)	(27,404)	(25,561)	(26,509)
Trust funds and deposits		(13,385)	(13,385)	(13,385)	(13,385)	(13,385)
Provisions		(13,298)	(13,630)	(13,971)	(14,320)	(14,678)
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	(303)	(296)	(304)	(199)	(166)
<b>Total current liabilities</b>	4.2.2	(56,112)	(56,693)	(55,064)	(53,465)	(54,738)
<b>Non-current liabilities</b>						
Provisions		(1,402)	(1,402)	(1,402)	(1,402)	(1,402)
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	(1,980)	(1,684)	(1,380)	(1,181)	(1,015)
<b>Total non-current liabilities</b>	4.2.2	(3,382)	(3,086)	(2,782)	(2,583)	(2,417)
<b>Total liabilities</b>		(59,494)	(59,779)	(57,846)	(56,048)	(57,155)
<b>Net assets</b>		2,146,516	2,167,070	2,185,339	2,208,981	2,224,532
<b>Equity</b>						
Accumulated surplus		773,105	793,739	811,850	834,469	847,858
Reserves		1,373,411	1,373,331	1,373,489	1,374,512	1,376,674
<b>Total equity</b>		2,146,516	2,167,070	2,185,339	2,208,981	2,224,532

**Statement of Changes in Equity**

For the four years ending 30 June 2025

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
NOTES	\$'000	\$'000	\$'000	\$'000
<b>2021 Forecast Actual</b>				
Balance at beginning of the financial year	2,135,059	759,511	1,361,262	14,286
Impact of adoption of new accounting standards	-	-	-	-
Adjusted opening balance	2,135,059	759,511	1,361,262	14,286
Surplus/(deficit) for the year	11,457	11,457	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,933)	-	6,933
Transfers from other reserves	-	9,070	-	(9,070)
<b>Balance at end of the financial year</b>	<b>2,146,516</b>	<b>773,105</b>	<b>1,361,262</b>	<b>12,149</b>
<b>2022 Budget</b>				
Balance at beginning of the financial year	2,146,516	773,105	1,361,262	12,149
Surplus/(deficit) for the year	20,554	20,554	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves 4.3.1	-	(6,300)	-	6,300
Transfers from other reserves 4.3.1	-	6,380	-	(6,380)
<b>Balance at end of the financial year 4.3.2</b>	<b>2,167,070</b>	<b>793,739</b>	<b>1,361,262</b>	<b>12,069</b>
<b>2023</b>				
Balance at beginning of the financial year	2,167,070	793,739	1,361,262	12,069
Surplus/(deficit) for the year	18,269	18,269	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,417)	-	6,417
Transfers from other reserves	-	6,259	-	(6,259)
<b>Balance at end of the financial year</b>	<b>2,185,339</b>	<b>811,850</b>	<b>1,361,262</b>	<b>12,227</b>
<b>2024</b>				
Balance at beginning of the financial year	2,185,339	811,850	1,361,262	12,227
Surplus/(deficit) for the year	23,642	23,642	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,887)	-	6,887
Transfers from other reserves	-	5,864	-	(5,864)
<b>Balance at end of the financial year</b>	<b>2,208,981</b>	<b>834,469</b>	<b>1,361,262</b>	<b>13,250</b>
<b>2025</b>				
Balance at beginning of the financial year	2,208,981	834,469	1,361,262	13,250
Surplus/(deficit) for the year	15,551	15,551	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	4,138	-	(4,138)
<b>Balance at end of the financial year</b>	<b>2,224,532</b>	<b>847,858</b>	<b>1,361,262</b>	<b>15,412</b>

## Statement of Cash Flows

For the four years ending 30 June 2025

	Forecast		Budget		Projections	
	Actual					
	2020/21	2021/22	2022/23	2023/24	2024/25	
Notes	\$'000	\$'000	\$'000	\$'000	\$'000	
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	
<b>Cash flows from operating activities</b>						
Rates and charges	111,355	114,892	117,995	121,358	125,493	
Statutory fees and fines	2,953	4,162	3,725	3,763	4,001	
User fees	11,854	8,296	7,370	7,916	10,700	
Grants - operating	14,196	11,711	11,705	11,872	12,068	
Grants - capital	2,943	6,897	4,255	9,169	1,392	
Contributions - monetary	7,008	6,319	6,437	6,907	6,321	
Interest received	600	375	469	586	733	
Other receipts	1,725	298	302	309	615	
Net GST refund / payment	-	-	-	-	-	
Employee costs	(58,928)	(55,700)	(56,882)	(58,444)	(59,798)	
Materials and services	(48,861)	(47,444)	(49,622)	(51,336)	(53,716)	
Short-term, low value and variable lease payments	(484)	(383)	(390)	(398)	(408)	
<b>Net cash provided by/(used in) operating activities</b> 4.4.1	44,361	49,423	45,364	51,702	47,401	
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment	(48,814)	(48,107)	(44,989)	(50,649)	(42,365)	
Proceeds from sale of property, infrastructure, plant and equipment	360	523	363	743	500	
Payments for investments	(11,837)	-	-	-	-	
Proceeds from sale of investments		8,000	-	-	-	
<b>Net cash provided by/ (used in) investing activities</b> 4.4.2	(60,291)	(39,584)	(44,626)	(49,906)	(41,865)	
<b>Cash flows from financing activities</b>						
Interest paid - lease liability	(57)	(48)	(42)	(35)	(29)	
Repayment of lease liabilities	(403)	(303)	(296)	(304)	(199)	
<b>Net cash provided by/(used in) financing activities</b> 4.4.3	(460)	(351)	(338)	(339)	(228)	
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	(16,390)	9,488	400	1,457	5,308	
Cash and cash equivalents at the beginning of the financial year	65,358	48,968	58,456	58,856	60,313	
<b>Cash and cash equivalents at the end of the financial year</b>	48,968	58,456	58,856	60,313	65,621	
Term deposits over 3 months maturity	33,000	25,000	25,000	25,000	25,000	
<b>Total cash and investments</b>	81,968	83,456	83,856	85,313	90,621	

## Statement of Capital Works

For the four years ending 30 June 2025

NOTES	Forecast	Budget	Projections		
	Actual		2021/22	2022/23	2023/24
	2020/21	\$'000			
<b>Property</b>					
Land	3,265	1,600	1,700	1,800	1,555
<b>Total land</b>	<b>3,265</b>	<b>1,600</b>	<b>1,700</b>	<b>1,800</b>	<b>1,555</b>
Buildings	5,161	6,701	5,584	3,269	4,160
Building improvements	1,074	2,550	1,190	1,929	600
<b>Total buildings</b>	<b>6,235</b>	<b>9,251</b>	<b>6,774</b>	<b>5,198</b>	<b>4,760</b>
<b>Total property</b>	<b>9,500</b>	<b>10,851</b>	<b>8,474</b>	<b>6,998</b>	<b>6,315</b>
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,044	1,923	1,188	2,243	1,830
Fixtures, fittings and furniture	25	25	25	25	25
Computers and telecommunications	1,165	1,188	774	546	546
Software	3,206	2,366	3,567	2,320	2,069
Artwork	58	150	265	130	130
<b>Total plant and equipment</b>	<b>5,498</b>	<b>5,652</b>	<b>5,819</b>	<b>5,264</b>	<b>4,600</b>
<b>Infrastructure</b>					
Roads	10,820	12,411	13,408	17,276	14,179
Bridges	72	100	850	5,100	100
Footpaths and cycleways	2,855	3,540	3,700	3,295	3,802
Drainage	3,727	4,055	4,727	4,670	4,698
Recreational, leisure and community facilities	11,701	5,463	986	1,486	2,934
Waste management	150	500	-	-	-
Parks, open space and streetscapes	4,491	5,408	6,930	6,430	5,175
Aerodromes	-	-	-	-	-
Off street car parks	-	127	95	130	562
Other infrastructure	-	-	-	-	-
<b>Total infrastructure</b>	<b>33,816</b>	<b>31,604</b>	<b>30,696</b>	<b>38,387</b>	<b>31,450</b>
<b>Total capital works expenditure</b>	<b>48,814</b>	<b>48,107</b>	<b>44,989</b>	<b>50,649</b>	<b>42,365</b>
<b>Represented by:</b>					
New asset expenditure	15,517	13,426	11,964	16,207	10,212
Asset renewal expenditure	22,919	23,849	21,621	23,973	23,681
Asset expansion expenditure	1,979	1,885	1,552	1,446	1,218
Asset upgrade expenditure	8,399	8,947	9,852	9,023	7,254
<b>Total capital works expenditure</b>	<b>48,814</b>	<b>48,107</b>	<b>44,989</b>	<b>50,649</b>	<b>42,365</b>
<b>Funding sources represented by:</b>					
Grants	3,008	6,897	4,255	9,169	1,392
Contributions	436	77	78	80	380
Council cash	36,151	34,253	34,397	35,536	36,455
Reserves	9,220	6,880	6,259	5,864	4,138
<b>Total capital works expenditure</b>	<b>48,814</b>	<b>48,107</b>	<b>44,989</b>	<b>50,649</b>	<b>42,365</b>

### Statement of Human Resources

For the four years ending 30 June 2025

	Forecast	Budget		Projections	
	Actual	2021/22	2022/23	2023/24	2024/25
	2020/21				
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	57,375	56,260	57,459	58,802	60,408
Employee costs - capital	2,742	3,101	3,096	3,158	3,232
<b>Total staff expenditure</b>	<b>60,117</b>	<b>59,361</b>	<b>60,555</b>	<b>61,960</b>	<b>63,640</b>
	FTE	FTE	FTE	FTE	FTE
<b>Total staff numbers</b>	<b>529</b>	<b>528</b>	<b>528</b>	<b>528</b>	<b>528</b>

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises			Temporary
		Permanent		Casual	
		Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
CEO's Office, Governance, People and Communications	4,971	3,514	687	-	771
Shared Services	9,115	7,515	1,057	-	543
City Planning and Community	24,465	12,428	10,213	546	1,278
<b>City Services</b>	<b>16,823</b>	<b>15,481</b>	<b>638</b>	<b>35</b>	<b>669</b>
Total permanent staff expenditure	55,374	38,938	12,595	581	3,261
Other employee related expenditure	886				
Capitalised labour costs	3,101				
<b>Total expenditure</b>	<b>59,361</b>				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget	Comprises			Temporary
		Permanent		Casual	
		Full Time	Part time		
	2021/22				
CEO's Office, Governance, People and Communications	38	25	6	-	7
Shared Services	75	60	11	-	4
City Planning and Community	232	106	111	3	12
City Services	157	146	6	-	5
Total permanent staff expenditure	502	337	134	3	28
Other employee related expenditure	-				
Capitalised labour costs	26				
<b>Total staff</b>	<b>528</b>				

3.1 Summary of Planned Human Resources Expenditure  
For the four years ended 30 June 2025

	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>CEO's Office</b>				
Permanent - Full time	3,513	3,522	3,531	3,541
Female	2,606	2,611	2,616	2,622
Male	907	911	915	919
Self-described gender	-	-	-	-
Permanent - Part time	686	689	693	696
Female	584	586	588	590
Male	102	103	104	105
Self-described gender	-	-	-	-
<b>Total CEO's Office</b>	<b>4,199</b>	<b>4,211</b>	<b>4,224</b>	<b>4,237</b>
<b>Shared Services</b>				
Permanent - Full time	7,513	7,525	7,536	7,546
Female	4,102	4,108	4,115	4,120
Male	3,411	3,417	3,421	3,426
Self-described gender	-	-	-	-
Permanent - Part time	1,057	1,062	1,067	1,072
Female	974	978	982	986
Male	83	84	85	86
Self-described gender	-	-	-	-
<b>Total Shared Services</b>	<b>8,570</b>	<b>8,587</b>	<b>8,603</b>	<b>8,618</b>
<b>City Planning &amp; Community</b>				
Permanent - Full time	12,428	12,440	12,450	12,462
Female	6,673	6,679	6,685	6,691
Male	5,755	5,761	5,765	5,771
Self-described gender	-	-	-	-
Permanent - Part time	10,213	10,224	10,235	10,247
Female	9,018	9,025	9,032	9,040
Male	1,195	1,199	1,203	1,207
Self-described gender	-	-	-	-
<b>Total City Planning &amp; Community</b>	<b>22,641</b>	<b>22,664</b>	<b>22,685</b>	<b>22,709</b>
<b>City Services</b>				
Permanent - Full time	15,484	15,495	15,506	15,517
Female	3,102	3,108	3,114	3,120
Male	12,382	12,387	12,392	12,397
Self-described gender	-	-	-	-
Permanent - Part time	638	642	646	650
Female	548	550	552	554
Male	90	92	94	96
Self-described gender	-	-	-	-
<b>Total City Services</b>	<b>16,122</b>	<b>16,137</b>	<b>16,152</b>	<b>16,167</b>
<b>Casuals, temporary and other expenditure</b>	<b>4,727</b>	<b>5,859</b>	<b>7,137</b>	<b>8,677</b>
<b>Capitalised labour costs</b>	<b>3,101</b>	<b>3,096</b>	<b>3,158</b>	<b>3,232</b>
<b>Total staff expenditure</b>	<b>59,361</b>	<b>60,554</b>	<b>61,960</b>	<b>63,640</b>

3.1 Summary of Planned Human Resources Expenditure  
For the four years ended 30 June 2025

	2021/22	2022/23	2023/24	2024/25
	FTE	FTE	FTE	FTE
<b>CEO's Office</b>				
Permanent - Full time	24.6	24.6	24.6	24.6
Female	19.6	19.6	19.6	19.6
Male	5.0	5.0	5.0	5.0
Self-described gender	-	-	-	-
Permanent - Part time	6.2	6.2	6.2	6.2
Female	5.4	5.4	5.4	5.4
Male	0.8	0.8	0.8	0.8
Self-described gender	-	-	-	-
<b>Total CEO's Office</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>	<b>30.8</b>
<b>Shared Services</b>				
Permanent - Full time	59.8	59.8	59.8	59.8
Female	34.6	34.6	34.6	34.6
Male	25.3	25.3	25.3	25.3
Self-described gender	-	-	-	-
Permanent - Part time	10.5	10.5	10.5	10.5
Female	10.0	10.0	10.0	10.0
Male	0.5	0.5	0.5	0.5
Self-described gender	-	-	-	-
<b>Total Shared Services</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>	<b>70.4</b>
<b>City Planning &amp; Community</b>				
Permanent - Full time	106.2	106.2	106.2	106.2
Female	58.3	58.3	58.3	58.3
Male	47.9	47.9	47.9	47.9
Self-described gender	-	-	-	-
Permanent - Part time	110.6	110.6	110.6	110.6
Female	97.5	97.5	97.5	97.5
Male	13.1	13.1	13.1	13.1
Self-described gender	-	-	-	-
<b>Total City Planning &amp; Community</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>	<b>216.8</b>
<b>City Services</b>				
Permanent - Full time	146.5	146.5	146.5	146.5
Female	28.0	28.0	28.0	28.0
Male	118.5	118.5	118.5	118.5
Self-described gender	-	-	-	-
Permanent - Part time	6.4	6.4	6.4	6.4
Female	5.5	5.5	5.5	5.5
Male	0.9	0.9	0.9	0.9
Self-described gender	-	-	-	-
<b>Total City Services</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>	<b>152.8</b>
<b>Casuals and temporary staff</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>	<b>31.3</b>
<b>Capitalised labour</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>	<b>26.1</b>
<b>Total staff numbers</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>	<b>528.1</b>



#### 4. Notes to the financial statements

This section provides detailed information to support and explain the financial statements in the previous sections.

##### 4.1 Comprehensive Income Statement

##### 4.2 Balance Sheet

##### 4.3 Statement of Changes in Equity

##### 4.4 Statement of Cash Flows

##### 4.5 Restricted and unrestricted Cash and Investments

##### 4.6 Capital Works Program

#### 4.1 Comprehensive Income Statement

##### 4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council has a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2021/22 the FGRS cap has been set at 1.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's othersources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 1.5% in line with the rate cap.

##### 4.1.1 (a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2020/21		2021/22		Change	%
	Forecast	Actual	Budget			
	\$'000	\$'000	\$'000	\$'000		
Rates income	95,007	97,388	97,388	2,381	2.51%	
Interest on rates and charges	621	552	552	69	-11.11%	
<b>Total rates income (including interest)</b>	<b>95,628</b>	<b>97,940</b>	<b>97,940</b>	<b>2,312</b>	<b>2.42%</b>	
Waste charges	13,912	15,878	15,878	1,966	14.13%	
<b>Total rates and charges</b>	<b>109,540</b>	<b>113,818</b>	<b>113,818</b>	<b>4,278</b>	<b>3.91%</b>	

Rates income of \$97.94 million includes:

- Base rate revenue of \$96.74 million (maximum allowed per the State Government rate cap).
- New properties/improvements (supplementary rate income) - budgeted to be \$0.6 million in 2021/22.
- Cultural and recreational land charge in lieu of rates of \$0.03 million.

User charges for waste services are based on a user pay basis and full cost recovery. There is a proposed 13.5% increase in waste service charges for 2021/22. This is due to a significant increase in waste management costs to Council from 2021/22 due to the State Government landfill levy increase of 61% (\$40 per tonne increase) from July 2021. This levy is expected to almost double over the next two years.

Interest is charged under the Local Government Act on overdue rates and charges debts. The interest rate is prescribed in Victoria's Penalty Interest Rate Act.

The sections below (4.1.1(b) to 4.1.1(o)) provide more detailed analysis of rates and charges to be levied for 2021/22 and incorporates the legislated information to be disclosed regarding rates and charges.

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2020/21	2021/22	Change
	cents/\$CIV*	cents/\$CIV*	
Uniform Rate	0.00164104	0.00171313	4.35%

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2020/21	2021/22	Change	
	\$	\$	\$	%
Residential	87,004,297	89,844,216	2,839,919	3.26%
Commercial	8,617,404	6,574,779	-42,625	-0.64%
Industrial	326,703	314,651	-12,052	-3.69%
Cultural and Recreational	30,000	31,000	1,000	3.33%
<b>Total amount to be raised by general rates</b>	<b>93,978,404</b>	<b>96,764,645</b>	<b>2,786,241</b>	<b>2.96%</b>

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2020/21	2021/22	Change
	Number	Number	
Residential	49,311	50,366	1,055
Commercial	1,800	1,803	9
Industrial	148	144	-2
Cultural and Recreational	17	17	-
<b>Total number of assessments</b>	<b>51,274</b>	<b>52,336</b>	<b>1,062</b>

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV)

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2020/21	2021/22	Change
	\$ million	\$ million	
Residential	52,999	52,445	-555
Commercial	4,031	3,838	-193
Industrial	199	184	-15
Cultural and Recreational	55	50	-4
<b>Total value of land</b>	<b>57,284</b>	<b>56,517</b>	<b>-767</b>

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

No municipal charge is proposed for 2021/22

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

No municipal charge is proposed for 2021/22

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property		Change	
	2020/21	2021/22	\$	%
<b>Residential</b>				
Standard service				
80 litre garbage, 240 litre recycling and 240 litre garden	284	299	36	13.47%
<b>Other waste options</b>				
Charge for larger 120 litre garbage bin	81	92	11	13.86%
Charge for larger 360 litre recycling bin	39	44	5	12.99%
120 litre garbage, 240 litre recycling and 240 litre garden	344	391	47	13.52%
120 litre garbage, 240 litre recycling and 120 litre garden	344	391	47	13.52%
80 litre garbage, 240 litre recycling and 120 litre garden	284	299	36	13.47%
80 litre garbage and 240 litre recycling	284	299	36	13.47%
120 litre garbage and 240 litre recycling	344	391	47	13.52%
Additional 80 litre garbage	175	199	24	13.43%
Additional 120 litre garbage	206	233	28	13.38%
Additional 240 litre recycling	75	85	10	13.33%
Additional 360 litre recycling	114	129	16	13.86%
Additional 120 litre garden	99	113	14	13.84%
Additional 240 litre garden	124	141	17	13.31%
Domestic change bin (charged per change over not per annum)	58	66	8	13.79%
<b>Commercial</b>				
Commercial 240 litre garbage	615	584	70	13.51%
Additional 240 litre commercial garbage	643	729	87	13.48%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2020/21		2021/22		Change	
	\$	\$	\$	\$	\$	%
<b>Residential</b>						
Standard service						
80 litre garbage, 240 litre recycling and 240 litre garden	11,365,809	13,017,264	1,651,455	14.53%		
<b>Other waste options</b>						
Charge for larger 120 litre garbage bin	1,232,636	1,441,217	208,681	16.93%		
Charge for larger 360 litre recycling bin	81,389	97,614	16,225	19.94%		
Additional 80 litre garbage	48,825	65,902	17,077	34.98%		
Additional 120 litre garbage	161,729	197,118	35,390	21.88%		
Additional 240 litre recycling	25,875	33,830	7,955	30.74%		
Additional 360 litre recycling	10,102	11,223	1,122	11.10%		
Additional 120 litre garden	495	563	68	13.84%		
Additional 240 litre garden	98,208	146,401	48,193	49.07%		
Supplementary charges during year	52,700	59,800	7,100	13.47%		
<b>Commercial</b>						
Commercial 240 litre garbage	379,701	428,656	48,955	12.89%		
Additional 240 litre commercial garbage	143,920	160,380	16,460	11.44%		
<b>Special accommodation</b>						
Retirement villages & nursing homes	186,591	211,714	25,123	13.46%		
MC <sup>2</sup>	5,078	5,764	686	13.51%		
<b>Total</b>	<b>13,792,956</b>	<b>15,877,444</b>	<b>2,084,488</b>	<b>15.11%</b>		

## 4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous

	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Residential	87,004,297	89,844,216	2,839,919	3.26%
Commercial	6,817,404	6,574,779	-42,625	-0.64%
Industrial	326,703	314,651	-12,052	-3.69%
<b>General rates revenue</b>	<b>93,948,404</b>	<b>96,733,645</b>	<b>2,785,241</b>	<b>2.96%</b>
Cultural and recreational	30,000	31,000	1,000	3.33%
Supplementary rates	811,000	646,000	-165,000	-20.35%
Low income rebate	22,500	23,000	500	2.22%
<b>Total general rates</b>	<b>94,766,904</b>	<b>97,387,645</b>	<b>2,620,741</b>	<b>2.77%</b>
<b>Waste charges</b>	<b>13,792,956</b>	<b>15,877,444</b>	<b>2,084,488</b>	<b>15.11%</b>
<b>Total Rates and charges</b>	<b>108,559,860</b>	<b>113,265,089</b>	<b>4,705,229</b>	<b>4.33%</b>

## 4.1.1(l) Fair Go Rates System Compliance

Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2020/21	2021/22
Total Rates	\$ 92,106,512	\$ 95,304,284
Number of rateable properties	51,257	52,319
Base Average Rate	1,796.95	1,821.60
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	1,832.89	\$ 1,848.92
Maximum General Rates and Municipal Charges Revenue	\$ 93,948,443	\$ 96,733,645
Budgeted General Rates and Municipal Charges Revenue	\$ 93,948,404	\$ 96,733,645
Budgeted Supplementary Rates	\$ 811,000	\$ 646,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 94,759,404	\$ 97,379,645

## 4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates.

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2021/22: estimated \$646,000 and 2020/21: \$811,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

## 4.1.1(n) Differential rates

No differential rates are proposed for 2021/22

## 4.1.1(o) Cultural and recreational land; charges in lieu of rates

In accordance with Section 4(4) of the Cultural and Recreational Lands Act 1963, Cultural and Recreational Lands to be charged in lieu of rates as per the below schedule:

Club	Address	Charges in lieu of rates for 2021/22	
Veneto Club	191 Bulleen Road, Bulleen	\$	15,692
Yarra Valley Country Club	9-15 Templestowe Road, Bulleen	\$	14,758

## Combined general rates and waste charges - average increase

	2020/21	2021/22	Change	
	\$	\$	\$	%
Property value - example	\$ 1,109,622	\$ 1,079,268	-\$ 30,354	-2.7%
Rate in \$	\$ 0.00184164	\$ 0.00171313	\$ 0.000071	4.4%
General rate (property value x rate in \$)	\$ 1,822	\$ 1,849	\$ 27	1.5%
Standard waste charge	\$ 284	\$ 299	\$ 36	13.5%
<b>Total rates and waste charges</b>	<b>\$ 2,085</b>	<b>\$ 2,148</b>	<b>\$ 63</b>	<b>3.0%</b>

## 4.1.2 Statutory fees and fines

	Forecast Actual	Budget		Change	
	2020/21	2021/22			
	\$'000	\$'000	\$'000		%
Infringements and costs	690	1,562	871		126.25%
Town planning fees	1,289	1,358	89		7.02%
Land and property information certificates	699	872	173		24.73%
Asset protection permits	295	370	75		25.61%
<b>Total statutory fees and fines</b>	<b>2,953</b>	<b>4,162</b>	<b>1,209</b>		<b>40.94%</b>

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, health and food premises registrations, parking and other fines. The decision to increase statutory fees and fines is not made by Council, but by the State Government under legislation.

During 2020/21 the State Government COVID-19 restrictions had a significant impact on this income category. 2021/22 is a gradual return to pre-COVID levels.

## 4.1.3 User fees

	Forecast Actual	Budget		Change	
	2020/21	2021/22			
	\$'000	\$'000	\$'000		%
Hall hire and function centre charges	148	1,419	1,273		870.94%
Economic & community wellbeing fees	-	-	-		0.00%
Social and community services charges	258	444	185		71.71%
Town planning fees	572	500	72		-12.59%
Aged services fees	870	856	186		27.83%
Registration fees (Animal, Food & Health)	1,045	1,324	279		26.75%
Advertising fees	230	240	10		4.35%
Culture and recreation fees	10	209	198		1931.42%
Chargeable works fees	564	1,054	489		86.64%
Rent of Council facilities	1,828	2,021	193		10.56%
Other fees and charges	545	824	280		51.32%
<b>Total user fees</b>	<b>5,889</b>	<b>8,891</b>	<b>3,022</b>		<b>51.49%</b>

User charges relate to the recovery of service delivery costs through the charging of fees to users of Council's services. The State Government COVID-19 Restrictions had a significant impact on council services during 2020/21. During 2020/21 Council also provided a range of COVID-19 relief measures to assist the community including discounted food and health registration fees, footpath trading permits, traders parking permits and rent relief for community use of council facilities.

2021/22 is a gradual return to pre-COVID revenue levels.

2021/22 Fees and Charges are proposed to increase generally in line with forecast CPI of 1.5% and rounding. Section 6 "Schedule of fees and charges" contains a detailed listing of the proposed 2021/22 fees and charges.

## 4.1.4 Grants

	Forecast Actual		Budget		Change
	2020/21	2021/22			
	\$'000	\$'000	\$'000	%	
<b>Grants were received in respect of the following:</b>					
Summary of grants					
Commonwealth funded grants	9,101	9,093	-	98	-1%
State funded grants	5,005	2,818	-	2,387	-48%
<b>Total grants received</b>	<b>14,196</b>	<b>11,711</b>	<b>-</b>	<b>2,485</b>	<b>-18%</b>
<b>(a) Operating Grants</b>					
<b>Recurrent - Commonwealth Government</b>					
Financial Assistance Grants	2,739	2,780		41	1%
Aged care	5,959	6,029		70	1%
Food services	238	284		46	19%
<b>Total Recurrent - Commonwealth Government</b>	<b>8,936</b>	<b>9,093</b>		<b>157</b>	<b>2%</b>
<b>Recurrent - State Government</b>					
Aged care	31	51		20	65%
Maternal and child health	922	844	-	78	-8%
Family and children	865	742	-	123	-14%
School crossing supervisors	206	300		4	1%
Open space and bushland	74	115		41	55%
Immunisation	86	87		1	1%
Emergency services	80	80		-	0%
Community safety	39	69		30	76%
Other	108	173		65	60%
<b>Total Recurrent - State Government</b>	<b>2,501</b>	<b>2,461</b>	<b>-</b>	<b>40</b>	<b>-2%</b>
<b>Total Recurrent grants</b>	<b>11,437</b>	<b>11,554</b>		<b>117</b>	<b>1%</b>
<b>Non-recurrent - Commonwealth Government</b>					
Aged care	21	-		-	-
Food services	234	-	-	234	-100%
<b>Total non-recurrent Commonwealth Government</b>	<b>255</b>	<b>-</b>	<b>-</b>	<b>255</b>	<b>-100%</b>
<b>Non-recurrent - State Government</b>					
Maternal and child health	15	157		142	947%
Community safety	15	-	-	15	-100%
Community Resilience (COVID)	2,404	-	-	2,404	-100%
Other	70	-	-	70	-100%
<b>Non-recurrent - State Government</b>	<b>2,504</b>	<b>157</b>	<b>-</b>	<b>2,347</b>	<b>-94%</b>
<b>Total non-recurrent grants</b>	<b>2,759</b>	<b>157</b>	<b>-</b>	<b>2,602</b>	<b>-94%</b>
<b>Total operating grants</b>	<b>14,196</b>	<b>11,711</b>	<b>-</b>	<b>2,485</b>	<b>-18%</b>
<b>(b) Capital Grants</b>					
<b>Recurrent - Commonwealth Government</b>					
Roads to recovery	538	536		-	0%
Financial Assistance Grant	854	856		2	0%
<b>Total recurrent grants</b>	<b>1,390</b>	<b>1,392</b>		<b>2</b>	<b>0%</b>

	Forecast Actual		Budget		Change	
	2020/21	2021/22				
	\$'000	\$'000	\$'000		%	
<b>Non-recurrent - Commonwealth Government</b>						
Tuckers Road & Footpath reconstruction	-	1,000				0%
Public toilet implementation	-	150				0%
Warrandyte Childcare Refurbishment	-	150				0%
Misc General Leisure (ongoing replacement and upgrade of Rec asset)	-	1,200	1,200			0%
Place making and Pop Up Parks	-	600	500			0%
5 year Solar and Pop Up parks	-	711	711			0%
Rieschieks Reserve Athletics Track Carpark Construction	395	-	-	395		-100%
Ruffey Lake Park Access Improvements	140	-				
Fitzsimmons Lane	138	160				
<b>Total non-recurrent Commonwealth Government</b>	<b>673</b>	<b>3,871</b>	<b>3,198</b>			<b>475%</b>
<b>Non-recurrent - State Government</b>						
Domeney Reserve Management Plan Implementation	-	-				0%
Rieschiek Reserve Athletic Track Floodlight Design	375	-				0%
Anderson/ James/ Swilk/ Parker Arterial Road Swap	-	-				0%
Boronia Reserve Floodlight Design	125	-				0%
Warrandyte Reserve AFL Floodlight Design	100	-				0%
Pettys Reserve Sporting Development Stage 2	280	-				0%
Schramms Reserve Modular Pavilion	-	1,274				0%
Warrandyte River Reserve Park Revitalisation Project	-	300				0%
Montgomery Reserve Urban Plaza	-	60				0%
<b>Total non-recurrent State Government</b>	<b>880</b>	<b>1,634</b>	<b>754</b>			<b>86%</b>
<b>Total non-recurrent grants</b>	<b>1,553</b>	<b>5,505</b>	<b>3,952</b>			<b>254%</b>
<b>Total capital grants</b>	<b>2,943</b>	<b>6,897</b>	<b>3,954</b>			<b>134%</b>
<b>Total Grants</b>	<b>17,139</b>	<b>18,608</b>	<b>1,469</b>			<b>9%</b>

During 2020/21 Council received significant one-off operational grant funding related to COVID-19 (Working for Victoria program (\$2.2M), Outdoor Dining & Entertainment program (\$500k) and Commonwealth Home Support funding for COVIDmeals program (\$137k).

## 4.1.5 Contributions

	Forecast Actual	Budget		Change	
	2020/21	2021/22			
	\$'000	\$'000	\$'000	\$'000	%
Monetary	7,008	6,319	-	689	-9.83%
Non-monetary	1,000	1,058	-	58	5.80%
<b>Total contributions</b>	<b>8,008</b>	<b>7,377</b>	<b>-</b>	<b>631</b>	<b>-7.88%</b>

Total contributions include cash and non-cash contributions by developers in regard to open space, development contribution plans (DCP) and the value of land, roads and footpaths transferred to council ownership by developers.

The budgeted monetary contributions for 2021/22 include \$6.30 million of open space contributions from developers. No contributions are anticipated in 2021/22 from the Doncaster Hill Development Contributions Plan.

All monetary contributions are placed in a cash backed reserve to fund future capital works projects.

## 4.1.6 Other income

	Forecast Actual	Budget		Change	
	2020/21	2021/22			
	\$'000	\$'000	\$'000	\$'000	%
Interest	800	375	-	225	-37.50%
Royalties	725	-	-	725	-100.00%
Other	1,000	298	-	702	-70.20%
<b>Total other income</b>	<b>2,325</b>	<b>673</b>	<b>-</b>	<b>1,652</b>	<b>-71.05%</b>

Other income is projected to decrease by \$1.65 million or 71% per cent compared to the 2020/21 Forecast. The change mainly relates to:

- Interest on Investments is projected to decline by \$0.23 million compared to 2020/21 due to historic low investment interest rates on offer from banks.
- Council's cash and deposits are invested in accordance with the Council Investment Policy. The funds are invested with a number of financial institutions, and include cash on hand, at call and short to medium term deposits ranging from 60 days
- Royalties associated with partial filling of Council's former quarry are expected to end after 2020/21.

## 4.1.7 Employee costs

	Forecast Actual	Budget		Change	
	2020/21	2021/22			
	\$'000	\$'000	\$'000	\$'000	%
Wages and salaries	60,117	59,361	(756)	-	-1.26%
Capitalised labour	(2,742)	(3,101)	(359)	-	13.09%
<b>Total employee costs</b>	<b>57,375</b>	<b>56,260</b>	<b>(1,115)</b>	<b>-</b>	<b>-1.94%</b>

Council provides services to our community through a combination of directly employed staff, temporary staff and services purchased from contractors. The extent that a service is provided by staff or contractors (or combination of both as is often the case) is determined on a service by service basis. The approach provides both an efficient and flexible approach to service delivery.

Wages and salaries (operating costs) include wages, superannuation, WorkCover and other salary on costs for employees involved in service delivery.

Capitalised labour includes the cost of employees and temporary staff from agencies involved in design, supervision and construction work on projects in the capital works program.

Total employee costs are forecast to decrease by \$1.1 million or 1.9 per cent compared to 2020/21.



## 4.1.8 Materials and services

	Forecast Actual		Budget		Change
	2020/21	2021/22	2021/22		
	\$'000	\$'000	\$'000	%	
Waste contracts	11,813	13,477	1,664	14.08%	
Parks, sporting reserves, street trees and bushland maintenance	7,082	5,006	-2,076	-29.11%	
Roads, drainage and other infrastructure repairs and maintenance	3,337	3,365	28	0.83%	
Community building repairs and maintenance	1,446	1,596	150	10.40%	
Community events and services	1,195	1,294	99	8.29%	
Fleet costs	888	790	-98	-11.03%	
Aged care services	557	437	-120	-21.61%	
General materials and services	6,767	6,472	-295	-4.36%	
<b>Total materials and services</b>	<b>32,896</b>	<b>32,438</b>	<b>-458</b>	<b>-1.39%</b>	

Materials, services and contracts include payment to contractors for the provision of services, the purchase of consumables, maintenance costs and general materials to enable Council to provide a wide range of service. Materials, services and contracts are expected to decrease by \$0.46 million (1.4 per cent). The key variances are:

- Waste contracts include collection and disposal services and operates on a contract service delivery model. Contract costs for this service are budgeted to increase by \$1.66 million. This is predominately due to increased disposal costs resulting from a 61 per cent increase in the State Government landfill levy from 1 July 2021 and an increase in gate fees as a result of new EPA landfill requirements;
- The reduction in the 2021/22 budget for Parks and sporting reserves is due to one-off Aquarena and Indoor Stadium contract variation payments during 2020/21 as a result of the impact of COVID-19 State Government restrictions resulting in reduced operations and temporary closures during lockdowns of Council facilities under contract management.

## 4.1.9 Depreciation

	Forecast Actual		Budget		Change
	2020/21	2021/22	2021/22		
	\$'000	\$'000	\$'000	%	
Property	4,321	3,940	-381	-8.82%	
Plant & equipment	1,533	1,578	45	2.94%	
Infrastructure	17,587	18,588	1,001	5.69%	
Computers and telecommunications	432	686	254	58.80%	
<b>Total depreciation</b>	<b>23,873</b>	<b>24,786</b>	<b>913</b>	<b>3.82%</b>	

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant & equipment and infrastructure assets such as roads and drains. The increase is due mainly to the completion of the capital works program and the full year impact of depreciation of the 2020/21 capital program.

## 4.1.10 Amortisation - Intangible assets

	Forecast Actual		Budget		Change
	2020/21	2021/22	2021/22		
	\$'000	\$'000	\$'000	%	
Intangible assets	2,682	3,189	507	18.90%	
<b>Total amortisation - intangible assets</b>	<b>2,682</b>	<b>3,189</b>	<b>507</b>	<b>18.90%</b>	

Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's intangible assets (software). The increase of \$0.5 million is due mainly to the addition of new software.

## 4.1.11 Amortisation - Right of use assets

	Forecast Actual		Budget		Change
	2020/21	2021/22	2021/22		
	\$'000	\$'000	\$'000	%	
Right of use assets	421	317	-104	-24.70%	
<b>Total amortisation - right of use assets</b>	<b>421</b>	<b>317</b>	<b>-104</b>	<b>-24.70%</b>	

Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's right of use assets. The decrease in 2021/22 is due to the end of some leases associated with IT equipment assets (printers & servers).

## 4.1.12 Other expenses

	Forecast Actual	Budget		Change	
	2020/21	2021/22		\$'000	%
	\$'000	\$'000		\$'000	%
Software licences	2,599	3,214	-	615	23.66%
Consultants	1,832	678	-	1,154	-62.99%
Legal expenses	1,234	523	-	711	-57.62%
Insurance	1,122	1,241	-	119	10.61%
Data communications and telephone	419	403	-	16	-3.82%
Postage	428	428	-	-	0.00%
Other service delivery costs	9,475	9,583	-	108	1.14%
<b>Total other expenses</b>	<b>17,109</b>	<b>16,076</b>	<b>-</b>	<b>1,039</b>	<b>-6.07%</b>

Other expenses are budgeted to decrease by \$1.04 million (or 6.1 per cent) and include a variety of costs incurred to provide and support the wide variety of services that Council delivers.

The decrease in 2021/22 is mainly due to one off budget allocations in 2020/21 to acquire specialist knowledge and legal advice for various projects including the North East Link and contractual advice.

## 4.2 Balance Sheet

## 4.2.1 Assets

## 4.2.1 a Current Assets

Current assets include cash and cash equivalents (cash held in bank accounts and term deposits or other highly liquid investments with terms of three months or less), other financial assets (term deposits with terms between three and twelve months) and monies owed to Council by ratepayers and others.

As at 30 June 2022, total current assets are projected to increase by \$3.4 million on the basis of 2021/22 to return to pre-Covid levels.

## 4.2.2b Non-current Assets

Property, infrastructure, plant & equipment and intangible assets represents 99.9 per cent of Council's non-current assets. During 2021/22, these assets are projected to increase by \$17.4 million as a result of the capital works program (\$48 million). These are partly offset by depreciation/amortisation of assets (\$28 million).

## 4.2.3 Liabilities

## 4.2.3 a Current Liabilities

Total current liabilities (obligations to pay within the next twelve months) are projected to remain at a similar level to 2020/21.

## 4.2.3b Non-current Liabilities

Total non-current liabilities are projected to remain at a similar level to 2020/21. Non-current liabilities of \$1.40 million relates to employee entitlements of long service leave.

## 4.2.3 Borrowings

Council does not currently have loan borrowings nor proposes to borrow over the four year period.

	Forecast Actual	Budget	Projections		
	2020/21	2021/22	2022/23	2023/24	2024/25
	\$	\$	\$	\$	\$
Amount borrowed as at 30 June of the prior year	-	-	-	-	-
Amount proposed to be borrowed	-	-	-	-	-
Amount projected to be redeemed	-	-	-	-	-
<b>Amount of borrowings as at 30 June</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### 4.2.4 Leases by category

As a result of the introduction of AASB 16 Leases, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual		Budget
	2020/21		2021/22
	\$		\$
<b>Right-of-use assets</b>			
Land and buildings	2,220		1,915
IT equipment	12		-
<b>Total right-of-use assets</b>	<b>2,232</b>		<b>1,915</b>
<b>Lease liabilities</b>			
<b>Current lease Liabilities</b>			
Land and buildings	-	290	-
IT equipment	-	13	-
<b>Total current lease liabilities</b>	<b>-</b>	<b>303</b>	<b>-</b>
<b>Non-current lease liabilities</b>			
Land and buildings	-	1,980	-
IT equipment	-	-	-
<b>Total non-current lease liabilities</b>	<b>-</b>	<b>1,980</b>	<b>-</b>
<b>Total lease liabilities</b>	<b>-</b>	<b>2,283</b>	<b>-</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities.

### 4.3 Statement of changes in Equity

#### 4.3.1 Equity

Equity is the difference between the value of the total assets and the value of total liabilities. It represents the net worth of Council as at 30 June and is made up of the following components:

- Accumulated surplus is the value of all the net assets less reserves that have accumulated over time. For the year ending 30 June 2022, the accumulated surplus is budgeted to increase by \$20.63 million chiefly as a result of 2021/22 operating surplus.
- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations and is projected to remain at the 2020/21 level.
- Other reserves.

#### 4.3.1 Reserves

Other reserves are cash reserves which Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. This component includes Reserves such as the Open Space Reserve and the Doncaster Hill Development Contributions Plan Reserve. These amounts are transferred to or from the accumulated surplus of Council and are separately disclosed. Other Reserves are budgeted to have a small net decrease in 2021/22 as they provide a funding source for related projects in the capital works program.

#### 4.4 Statement of Cash Flows

##### 4.4.1 Net cash flows provided by/used in operating activities

Cash flows from operating activities is budgeted to increase from 2020/21 by \$5.06 million. The increase mainly relates to an increase in capital grants and a decrease in expenditure on employee costs and materials and services.

##### 4.4.2 Net cash flows provided by/used in investing activities

Net cash flows used in investing activities are projected to decrease by \$20.7 million primarily due to the inflow of maturing financial assets (term deposits) during the year.

##### 4.4.3 Net cash flows provided by/used in financing activities

Council is not proposing to take up new borrowings in 2021/22.

#### 4.5 Restricted and unrestricted cash and investments

Total cash and financial investments held by Council are restricted in part, and not fully available for Council's operations. The budgeted Statement of Cash Flows (Section 3) indicates that Council is estimating at 30 June 2022 that it will have total cash and investments of \$83.5 million, which is restricted as shown in the following table:

Notes	Forecast Actual	Budget	Change Fav / (Unfav)
	2020/21 \$'000	2021/22 \$'000	
	\$'000	\$'000	\$'000
<b>Total cash and investments</b>	81,968	83,456	1,488
<b>Restricted cash and investments</b>			
<b>Other Reserves</b>	4.5.1		
- Open Space reserve	(11,352)	(10,639)	713
- Doncaster Hill DCP Reserve	(797)	(1,430)	(633)
	(12,149)	(12,069)	80
<b>Other restricted cash</b>	4.5.2		
- Trust funds and deposits	(13,385)	(13,385)	-
- Waste initiatives	(9,142)	(8,618)	524
- Cash held to fund carry forward capital works	-	-	-
	(22,527)	(22,003)	524
<b>Unrestricted cash and investments</b>	4.5.3		
	47,292	49,384	2,092
<b>Intended use of cash</b>	4.5.4		
- Superannuation Defined Benefits liability	(8,000)	-	8,000
- Asset sale proceeds to fund capital works	(4,510)	-	4,510
- Strategic Fund	-	(15,388)	(15,388)
- Long Service Leave	-	(9,826)	(9,826)
- Manningham Recreation Association Contributions	(532)	(532)	-
<b>Unrestricted cash adjusted for intended use of cash</b>	4.5.5		
	34,250	23,638	(10,612)

##### 4.5.1 Other Reserves

These funds must be applied for specified purposes in accordance with various legislative requirements. While these funds can earn interest revenues for Council, the funds are not available for other purposes.

##### 4.5.2 Other restricted cash

Council receives refundable deposits and other trust funds. This includes contractor deposits, landscape bond, bonds for the hire of Council facilities and other work bonds. In addition, other restricted cash includes the Waste Initiative Fund which is set aside for waste and recycling related capital works projects.

##### 4.5.3 Unrestricted cash and investments

These funds are free of all specific Council commitments and represents the funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year. Council regards these funds as necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds.

#### 4.5.4 Intended use of cash

This includes cash set aside for specific future purposes by Council which is not subject to any external restriction or legislative requirements. As at 30 June 2022, Council is forecasting to have \$25.75 million for future intended uses. This includes:

- Council has set aside \$15.39 million in a Strategic Fund to create the capacity for Council to engage in strategic property acquisition and development opportunities, major community infrastructure development opportunities and for other one-off specific purposes in the future where required. \$12.51 million of the amount set aside in this fund was internally reallocated from the previous internal allocation of \$8 million for a future Defined Benefits superannuation call and \$4.51 million of proceeds from past asset sales.
- The projected long service leave liability at 30 June 2022 (\$9.83 million) has been set aside to ensure that Council has the capacity to pay long service leave to employees when taken or upon departure.
- Contribution from Manningham Recreation Association. Council has \$0.53 million set aside for future specific use tied to the contribution received.

#### 4.5.5 Unrestricted cash adjusted for intended use of cash

Council is forecasting to hold \$23.6 million in cash without commitments or intended use as at 30 June 2022. This level is considered appropriate to ensure financial sustainability.

#### 4.6 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2021/22 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

##### 4.6.1 Summary

	Forecast	Budget	Change	
	Actual	2021/22		%
	2020/21 *	2021/22	\$'000	%
	\$'000	\$'000	\$'000	
Property	9,500	10,851	1,351	14.22%
Plant and equipment	5,498	5,652	154	2.81%
Infrastructure	33,816	31,604	- 2,212	-6.54%
<b>Total</b>	<b>48,814</b>	<b>48,107</b>	<b>- 707</b>	<b>-1.45%</b>

\* 2020/21 includes \$4.91 million of projects carried forward from 2019/20

2021/22	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Includes carry forwards from 2020/21	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	10,851	3,231	5,016	2,534	70	2,285	-	6,616	1,950
Plant and equipment	5,652	1,572	2,473	1,540	68	-	-	5,652	-
Infrastructure	31,604	8,824	16,359	4,874	1,748	4,612	77	21,985	4,930
<b>Total</b>	<b>48,107</b>	<b>13,428</b>	<b>23,848</b>	<b>8,947</b>	<b>1,886</b>	<b>6,897</b>	<b>77</b>	<b>34,253</b>	<b>6,880</b>

This section presents an overview of the capital works projects to be undertaken in 2021/22 by expenditure type.

\$48.11 million has been budgeted for capital works in 2021/22.

##### Property (\$10.85 million)

For the 2021/22 year, \$10.75 million will be expended on building and building improvement projects including community facilities,

- \$1.5 million on the renewal of other community buildings;
- \$3.0 million on upgrades to civic/depot buildings;
- \$3.8 million for recreation buildings including:
  - \$1.8 million for Schramms Reserve Modular Pavilion;
  - \$0.8 million for Mullum Mullum Bowls facility; and
  - \$0.7 million for the first stage of the Deep Creek Reserve Pavilion
- \$0.8 million for environmental initiatives including solar panels and the Environmentally Sustainable Design (ESD) program.

An additional \$1.6 million will be spent on land purchases to increase open space within the Municipality.

Plant and Equipment including intangibles (\$5.65 million)

Significant projects include the implementation of new corporate systems to improve efficiency and customer service:

- upgrade/replacement of information technology software, equipment and hardware at Council workplaces (\$3.6 million);
- ongoing cyclical replacement of the plant and vehicle fleet (\$1.8 million); and
- Implementation of Electric Vehicle Charging (\$0.1 million).

Infrastructure (\$31.60 million)

Roads & bridges (\$12.51 million)

- \$5.1 million for the road network renewal program; and
- \$2.0 million for Tram/Merlin Road, \$1.15 million for Knees Road, \$1.0 million for Tuckers Road and \$1.0 million for Jumping Creek Road.

Footpaths and Cycleways (\$3.54 million)

- \$2.5 million on the design, construction of new footpaths and the renewal of existing;
- \$0.9 million on the implementation of the Bicycle Strategy; and
- \$0.2 million on the Main Yarra Trail extension to Warrandyte.

Drainage (\$4.06 million)

- \$2.2 million allocation for the implementation of Council's Drainage Strategy to protect properties from inundation;
- \$1.9 million on the refurbishment and renewal of the drainage network.

Recreation, leisure and community facilities (\$5.46 million)

- \$3.4 million for Pettys Reserve Sporting development;
- \$1.2 million for Tom Kelly athletics track improvement works; and
- \$0.8 million for other improvement projects.

Parks, open space and streetscapes (\$5.41 million)

- \$1.0 million for Lions Park Warrandyte River Reserve;
- \$1.0 million for Hepburn Reserve;
- \$0.9 million for Playspaces Development;
- \$0.3 million for floodlighting in reserves;
- \$0.3 million for Ruffey Lake Park Master Plan implementation; and
- \$0.5 million funding ongoing for tree planting / streetscapes.



4.6.2 Current Budget (excluding carry forwards from 2020/21)

Capital Works Area	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Reserves
2021/22	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>PROPERTY</b>									
<b>Land</b>									
Land Acquisition Initiatives	1,600	1,600	-	-	-	-	-	-	1,600
<b>Buildings</b>									
Recreation Building Renewal	1,320	-	1,320	-	-	-	-	1,320	-
General Building Renewal	775	-	775	-	-	150	-	625	-
Municipal Office Renewal	700	-	700	-	-	-	-	700	-
Community Facility Development	46	-	-	46	-	-	-	46	-
Park Development	400	176	16	208	-	-	-	400	-
Emergency Management Initiatives	50	-	50	-	-	-	-	50	-
Children Services Initiatives	70	35	35	-	-	-	-	70	-
Sports Reserve Development	2,500	900	1,250	280	70	1,274	-	878	350
Solar & Environmental Initiatives	840	420	420	-	-	711	-	129	-
<b>Building Improvements</b>									
General Building Renewal	375	100	125	150	-	150	-	225	-
Accessibility Initiatives	225	-	225	-	-	-	-	225	-
Municipal Office Renewal	1,950	-	100	1,850	-	-	-	1,950	-
<b>TOTAL PROPERTY</b>	<b>10,851</b>	<b>3,231</b>	<b>5,016</b>	<b>2,534</b>	<b>70</b>	<b>2,285</b>	<b>-</b>	<b>6,618</b>	<b>1,950</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant and Equipment Renewal	1,823	-	1,841	182	-	-	-	1,823	-
Solar & Environmental Initiatives	100	100	-	-	-	-	-	100	-
<b>Fixtures, Fittings and Furniture</b>									
Furniture & Equipment Renewal	25	-	25	-	-	-	-	25	-
<b>Computers and Telecommunications</b>									
Information Technology Initiatives	835	102	396	282	55	-	-	835	-
Transformation Initiatives	353	353	-	-	-	-	-	353	-
<b>Art Works</b>									
Artworks Renewal	10	-	10	-	-	-	-	10	-
Artworks Development	140	140	-	-	-	-	-	140	-
<b>Intangibles</b>									
Transformation Initiatives	1,349	813	401	122	13	-	-	1,349	-
Information Technology Initiatives	922	-	-	922	-	-	-	922	-
Information Technology Renewal	95	64	-	31	-	-	-	95	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>5,652</b>	<b>1,572</b>	<b>2,473</b>	<b>1,540</b>	<b>68</b>	<b>-</b>	<b>-</b>	<b>5,652</b>	<b>-</b>

Capital Works Area	Project	Asset expenditure types				Summary of Funding Sources			
	Cost	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Reserves
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
Capital Works Administration	126	-	126	-	-	-	-	126	-
Footpath Renewal	50	-	50	-	-	-	-	50	-
Road Construction Initiatives	3,882	815	1,411	1,128	530	2,198	-	1,686	-
Road Network Renewal	4,970	8	4,918	30	15	858	-	4,114	-
Activity Centre Development	210	45	60	90	15	-	-	210	-
Streetscape Improvements	400	200	200	-	-	-	-	400	-
Street Light Renewal	45	-	23	11	11	-	-	45	-
Street Light Development	324	-	-	200	124	-	-	324	-
Smart City Initiatives	15	11	-	4	-	-	-	15	-
Road Safety Initiatives	225	58	113	34	23	-	-	225	-
Bus Facility Development	85	85	-	-	-	-	-	85	-
Traffic Management Initiatives	79	40	-	20	20	-	-	79	-
Traffic Management Initiatives	2,000	200	600	800	400	-	-	2,000	-
<b>Bridges</b>									
Road Network Renewal	100	-	100	-	-	-	-	100	-
<b>Footpaths and Cycleways</b>									
Linear Park Development	150	150	-	-	-	-	-	150	-
Footpath Development - Local	875	858	219	-	-	-	-	875	-
Footpath Development - PPN	300	300	-	-	-	-	-	300	-
Footpath Renewal	1,305	-	1,305	-	-	-	-	1,305	-
Bicycle Network Development	910	364	273	182	91	-	-	910	-
<b>Drainage</b>									
Drainage Network Development	3,605	1,001	1,415	1,190	-	-	-	3,605	-
Drainage Network Renewal	450	-	450	-	-	-	-	450	-
<b>Recreational, Leisure &amp; Community Facilities</b>									
Floodlighting Development	120	-	-	120	-	-	-	120	-
Sports Reserve Development	3,728	1,220	1,334	730	444	-	-	2,388	1,342
Sports Facility Renewal	1,200	-	1,200	-	-	1,200	-	-	-
Leisure Facility Initiatives	152	114	38	-	-	-	-	152	-
Leisure Facility Development	55	-	55	-	-	-	-	55	-
Hard Court Initiatives	208	-	177	31	-	-	77	131	-
<b>Waste Management</b>									
Waste Management Initiatives	500	500	-	-	-	-	-	-	500

Capital Works Area	Project	Asset expenditure types				Summary of Funding Sources			
	Cost	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Reserves
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Parks, Open Space and Streetscapes</b>									
<i>Community Facility Development</i>	46	-	46	-	-	-	-	46	-
<i>Land Acquisition Initiatives</i>	400	400	-	-	-	-	-	-	400
<i>Linear Park Development</i>	100	100	-	-	-	-	-	40	60
<i>Park Development</i>	2,463	1,858	456	75	75	300	-	313	1,850
<i>Water &amp; Irrigation Initiatives</i>	175	85	110	-	-	-	-	175	-
<i>Playspace Renewal</i>	90	-	90	-	-	-	-	90	-
<i>Open Space Development</i>	160	153	-	8	-	-	-	42	118
<i>Playspace Initiatives</i>	940	50	698	192	-	60	-	220	660
<i>Street Light Development</i>	35	18	18	-	-	-	-	35	-
<i>Floodlighting Development</i>	285	143	143	-	-	-	-	285	-
<i>Hard Court Initiatives</i>	5	3	3	-	-	-	-	5	-
<i>Leisure Facility Initiatives</i>	44	22	22	-	-	-	-	44	-
<i>Sports Reserve Development</i>	215	50	165	-	-	-	-	215	-
<i>Streetscape Improvements</i>	450	-	450	-	-	-	-	450	-
<b>Off Street Car Parks</b>									
<i>Sports Reserve Development</i>	32	-	-	32	-	-	-	32	-
<i>Road Network Renewal</i>	95	-	95	-	-	-	-	95	-
<b>TOTAL INFRASTRUCTURE</b>	<b>31,604</b>	<b>8,624</b>	<b>16,359</b>	<b>4,874</b>	<b>1,748</b>	<b>4,612</b>	<b>77</b>	<b>21,985</b>	<b>4,930</b>
<b>TOTAL NEW CAPITAL WORKS</b>	<b>48,107</b>	<b>13,426</b>	<b>23,848</b>	<b>8,947</b>	<b>1,885</b>	<b>6,897</b>	<b>77</b>	<b>34,253</b>	<b>6,880</b>

4.6.3 Summary of Planned Capital Works Expenditure  
For the four years ended 30 June 2025

2022/23	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Reserves \$'000
<b>Property</b>										
Land	1,700	1,700	0	0	0	1,700	0	0	0	1,700
<b>Total Land</b>	<b>1,700</b>	<b>1,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,700</b>
Buildings	5,584	135	4,401	848	200	5,584	0	0	4,890	694
Building improvements	1,190	225	890	75	0	1,190	0	0	1,190	0
<b>Total Buildings</b>	<b>6,774</b>	<b>360</b>	<b>5,291</b>	<b>923</b>	<b>200</b>	<b>6,774</b>	<b>0</b>	<b>0</b>	<b>6,080</b>	<b>694</b>
<b>Total Property</b>	<b>8,474</b>	<b>2,060</b>	<b>5,291</b>	<b>923</b>	<b>200</b>	<b>8,474</b>	<b>0</b>	<b>0</b>	<b>6,080</b>	<b>2,394</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,188	0	1,069	119	0	1,188	0	0	1,188	0
Fixtures, fittings and furniture	25	0	25	0	0	25	0	0	25	0
Computers and telecommunications	774	406	215	96	57	774	0	0	774	0
Art Works	265	255	10	0	0	265	0	0	265	0
Intangibles	3,567	1,231	155	2,181	0	3,567	0	0	3,567	0
<b>Total Plant and Equipment</b>	<b>5,819</b>	<b>1,892</b>	<b>1,474</b>	<b>2,395</b>	<b>57</b>	<b>5,819</b>	<b>0</b>	<b>0</b>	<b>5,819</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	13,408	1,048	8,810	2,828	722	13,408	3,455	0	9,953	0
Bridges	850	800	50	0	0	850	800	0	50	0
Footpaths and cycleways	3,700	2,263	1,259	119	60	3,700	0	0	3,700	0
Drainage	4,727	1,250	1,983	1,494	0	4,727	0	0	4,727	0
Recreational, leisure and community facilities	986	173	422	391	0	986	0	78	908	0
Waste management	0	0	0	0	0	0	0	0	0	0
Parks, open space and streetscapes	6,930	2,479	2,238	1,701	513	6,930	0	0	3,085	3,865
Off street car parks	95	0	95	0	0	95	0	0	95	0
<b>Total Infrastructure</b>	<b>30,696</b>	<b>8,012</b>	<b>14,856</b>	<b>6,533</b>	<b>1,295</b>	<b>30,696</b>	<b>4,255</b>	<b>78</b>	<b>22,498</b>	<b>3,865</b>
<b>Total Capital Works Expenditure</b>	<b>44,989</b>	<b>11,964</b>	<b>21,621</b>	<b>9,852</b>	<b>1,552</b>	<b>44,989</b>	<b>4,255</b>	<b>78</b>	<b>34,397</b>	<b>6,259</b>

4.6.3 Summary of Planned Capital Works Expenditure  
For the four years ended 30 June 2025

2023/24	Asset Expenditure Types				Expansion \$'000	Total \$'000	Funding Sources			Reserves \$'000
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000			Grants \$'000	Contributions \$'000	Council Cash \$'000	
<b>Property</b>										
Land	1,800	1,800	0	0	0	1,800	0	0	0	1,800
<b>Total Land</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,800</b>
Buildings	3,269	135	2,936	198	0	3,269	0	0	3,029	240
Building improvements	1,929	150	1,000	779	0	1,929	0	0	1,929	0
<b>Total Buildings</b>	<b>5,198</b>	<b>285</b>	<b>3,936</b>	<b>977</b>	<b>0</b>	<b>5,198</b>	<b>0</b>	<b>0</b>	<b>4,958</b>	<b>240</b>
<b>Total Property</b>	<b>6,998</b>	<b>2,085</b>	<b>3,936</b>	<b>977</b>	<b>0</b>	<b>6,998</b>	<b>0</b>	<b>0</b>	<b>4,958</b>	<b>2,040</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	2,243	0	2,019	224	0	2,243	0	0	2,243	0
Fixtures, fittings and furniture	25	0	25	0	0	25	0	0	25	0
Computers and telecommunications	546	178	215	96	57	546	0	0	546	0
Art Works	130	120	10	0	0	130	0	0	130	0
Intangibles	2,320	240	500	1,580	0	2,320	0	0	2,320	0
<b>Total Plant and Equipment</b>	<b>5,264</b>	<b>538</b>	<b>2,769</b>	<b>1,900</b>	<b>57</b>	<b>5,264</b>	<b>0</b>	<b>0</b>	<b>5,264</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	17,276	3,075	10,026	3,299	876	17,276	4,169	0	13,107	0
Bridges	5,100	5,000	100	0	0	5,100	5,000	0	100	0
Footpaths and cycleways	3,295	1,693	1,430	115	58	3,295	0	0	3,295	0
Drainage	4,670	1,238	1,957	1,475	0	4,670	0	0	4,670	0
Recreational, leisure and community facilities	1,486	588	505	387	6	1,486	0	80	1,406	0
Waste management	0	0	0	0	0	0	0	0	0	0
Parks, open space and streetscapes	6,430	1,990	3,150	840	450	6,430	0	0	2,606	3,824
Off street car parks	130	0	100	30	0	130	0	0	130	0
<b>Total Infrastructure</b>	<b>38,387</b>	<b>13,584</b>	<b>17,268</b>	<b>6,146</b>	<b>1,389</b>	<b>38,387</b>	<b>9,169</b>	<b>80</b>	<b>25,314</b>	<b>3,824</b>
<b>Total Capital Works Expenditure</b>	<b>50,649</b>	<b>16,207</b>	<b>23,973</b>	<b>9,023</b>	<b>1,446</b>	<b>50,649</b>	<b>9,169</b>	<b>80</b>	<b>35,536</b>	<b>5,864</b>

4.6.3 Summary of Planned Capital Works Expenditure  
For the four years ended 30 June 2025

2024/25	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Reserves \$'000
<b>Property</b>										
Land	1,555	1,555	0	0	0	1,555	0	0	0	1,555
<b>Total Land</b>	<b>1,555</b>	<b>1,555</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,555</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,555</b>
Buildings	4,160	136	3,976	48	0	4,160	0	0	4,160	0
Building improvements	600	150	450	0	0	600	0	0	600	0
<b>Total Buildings</b>	<b>4,760</b>	<b>286</b>	<b>4,426</b>	<b>48</b>	<b>0</b>	<b>4,760</b>	<b>0</b>	<b>0</b>	<b>4,760</b>	<b>0</b>
<b>Total Property</b>	<b>6,315</b>	<b>1,841</b>	<b>4,426</b>	<b>48</b>	<b>0</b>	<b>6,315</b>	<b>0</b>	<b>0</b>	<b>4,760</b>	<b>1,555</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,830	0	1,647	183	0	1,830	0	0	1,830	0
Fixtures, fittings and furniture	25	0	25	0	0	25	0	0	25	0
Computers and telecommunications	546	178	215	96	57	546	0	0	546	0
Art Works	130	120	10	0	0	130	0	0	130	0
Intangibles	2,069	0	240	1,829	0	2,069	0	0	2,069	0
<b>Total Plant and Equipment</b>	<b>4,600</b>	<b>298</b>	<b>2,137</b>	<b>2,108</b>	<b>57</b>	<b>4,600</b>	<b>0</b>	<b>0</b>	<b>4,600</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	14,179	2,894	9,153	1,323	810	14,179	1,392	0	12,737	50
Bridges	100	0	100	0	0	100	0	0	100	0
Footpaths and cycleways	3,802	2,057	1,553	128	64	3,802	0	0	3,239	563
Drainage	4,698	1,251	1,963	1,484	0	4,698	0	0	4,698	0
Recreational, leisure and community facilities	2,934	447	1,338	1,149	0	2,934	0	380	2,554	0
Waste management	0	0	0	0	0	0	0	0	0	0
Parks, open space and streetscapes	5,175	1,425	2,912	551	288	5,175	0	0	3,205	1,970
Off street car parks	562	0	100	462	0	562	0	0	562	0
<b>Total Infrastructure</b>	<b>31,450</b>	<b>8,073</b>	<b>17,118</b>	<b>5,098</b>	<b>1,161</b>	<b>31,450</b>	<b>1,392</b>	<b>380</b>	<b>27,095</b>	<b>2,583</b>
<b>Total Capital Works Expenditure</b>	<b>42,365</b>	<b>10,212</b>	<b>23,681</b>	<b>7,254</b>	<b>1,218</b>	<b>42,365</b>	<b>1,392</b>	<b>380</b>	<b>36,455</b>	<b>4,138</b>

## 4.6.4 Four Year Capital Works Program Detail

Capital Works Area	Total 4 year				
	Program	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>PROPERTY</b>					
<b>Land</b>					
Land Acquisition Program - Open Space for Manningham	6,655	1,600	1,700	1,800	1,555
<b>Buildings</b>					
Miscellaneous Community Facilities	190	46	48	48	48
Emergency Management Initiatives	200	50	50	50	50
Miscellaneous Building Refurbishment Works (Master)	2,150	425	525	600	600
Bucks Reserve Public Toilet AMS Buildings	40	-	40	-	-
ADSS: Planned Activity Group (PAG) AMS	200	-	-	-	200
Pines Library carpet replacement AMS Buildings	100	-	100	-	-
Warrandyte Childcare Centre Refurbishment	150	150	-	-	-
Flood Prevention measures - various sites	800	200	200	200	200
Donvale Preschool	250	-	-	-	250
Men's Shed	75	-	75	-	-
Warrandyte Scout Hall	350	-	350	-	-
Aggregated Building Renewal Projects	940	-	-	-	940
MC2	300	50	50	100	100
Depot (BU350) - Security and evac system AMS	700	500	200	-	-
Office Accommodation Renewal	1,300	150	200	450	500
Waldau Visitor Centre	400	400	-	-	-
Aquarena - Agreement EF18/11204	1,246	320	326	300	300
Indoor Stadium AMS (Highball Facilities)	750	150	200	200	200
Park Orchards BMX Pavilion upgrade AMS Buildings	600	-	600	-	-
Donvale Pony Club	351	-	-	351	-
Wyena Pony Club	350	-	350	-	-
Aggregated Recreation Building Renewal Projects	550	50	-	-	500
Childrens Services Projects	282	70	70	70	72
Mullum Mullum Bows	800	800	-	-	-
Deep Creek Reserve Pavilion Redevelopment	2,700	700	2,000	-	-
Schramms Reserve Pavilion No 2 Redevelopment	300	-	-	300	-
Donvale Tennis Club upgrade AMS Buildings	400	-	-	400	-
Schramms Reserve #2 Modular Pavilion	1,800	1,800	-	-	-
5 Year Solar & ESD Program	1,440	840	200	200	200
<b>Building Improvements</b>					
Accessibility Improvement Programme - Council Buildings	950	225	225	250	250
Safety Improvements	175	25	50	50	50
Templestowe Scouts upgrade AMS Buildings	115	-	15	100	-
Finns reserve Scouts upgrade AMS Buildings	75	-	75	-	-
Wonga Park Hall Upgrade AMS Buildings	300	-	300	-	-
Public Toilet Strategy Implementation	1,250	200	450	300	300
Council Security Access Systems Upgrade	350	150	-	200	-
Doncaster East Hall Renewal Works	300	-	-	300	-
Warrandyte South Community Hall Renewal Works	150	-	-	150	-
Depot Vehicle Security	554	50	-	504	-
MC2 Exterior	1,800	1,800	-	-	-
Depot Outdoor Lunchroom Upgrade	100	100	-	-	-
MTLC - Air Handling Works	150	-	75	75	-
<b>TOTAL PROPERTY</b>	<b>32,638</b>	<b>10,851</b>	<b>8,474</b>	<b>6,998</b>	<b>6,315</b>

Capital Works Area	Total 4 year				
	Program	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>PLANT AND EQUIPMENT</b>					
<b>Plant, Machinery and Equipment</b>					
Plant Replacement Project	7,084	1,823	1,188	2,243	1,830
Electric Vehicle Charging	100	100	-	-	-
<b>Fixtures, Fittings and Furniture</b>					
Furniture and Equipment (Municipal Offices)	100	25	25	25	25
<b>Computers and Telecommunications</b>					
GIS Initiatives - Community Access and Safety (Master)	126	30	32	32	32
Computer Infrastructure Replacement	313	76	79	79	79
IT Strategy Initiatives - Other (Master)	1,129	274	285	285	285
Other Computer Infrastructure	313	76	79	79	79
PC Refresh & MS Office Upgrade	379	379	-	-	-
Smart City Bins and Drains Asset Monitoring	421	193	228	-	-
Mobile Computing Initiatives	333	120	71	71	71
Video Conferencing Functionality	40	40	-	-	-
<b>Intangibles</b>					
Internet and Intranet Renewal	922	922	-	-	-
User Friendly Pet Registration & Renewal	237	-	237	-	-
Workplace Health & Safety Management Solution	95	95	-	-	-
IT Base Asset Renewal	785	-	45	500	240
Contract Management System	195	195	-	-	-
Data Warehouse & Business Intelligence	150	150	-	-	-
Business Continuity Management Planning	363	-	363	-	-
Digitise Customer Refunds	540	-	540	-	-
ERP (renewal of Financials, P&R, Budget Planning, HRIS)	4,159	100	730	1,500	1,829
CRM Expansion & Enhancements	702	702	-	-	-
Hard and Garden Waste Automation	320	-	-	320	-
Worker Compliance Management	411	-	411	-	-
FoodTrader Implementation	400	-	400	-	-
Data Warehouse Human Resources	65	65	-	-	-
HR Service Management and Tracking	37	37	-	-	-
Single Customer View	621	-	621	-	-
Asset Management Phase 2	320	100	220	-	-
<b>Art Works</b>					
Art Collection Acquisitions	120	30	30	30	30
Commissioning of public art	515	110	225	90	90
Art Collection Conservation	40	10	10	10	10
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>21,335</b>	<b>5,652</b>	<b>5,819</b>	<b>5,264</b>	<b>4,600</b>



Capital Works Area	Total 4 year				
	Program	2021/22	2022/23	2023/24	
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>INFRASTRUCTURE</b>					
<b>Roads</b>					
AM & Capital Works Project Management & Administration	546	126	130	140	150
Pram Crossings	200	50	50	50	50
Tuckers/Serpells -Road & Footpath reconstruction	4,000	1,000	3,000	-	-
Knees Road, Park Orchards Road Management	1,150	1,150	-	-	-
Jumping Creek Road	14,643	1,000	365	6,983	6,295
Fitzsimons Lane and Main Road Corridor	6,899	232	2,915	3,752	-
Arterial Road Pavements (Link & Collector)	800	200	200	200	200
Concrete ROWs	120	60	-	30	30
Pavement Design	100	25	25	25	25
Kerb & Channel replacement	555	135	140	140	140
Open Space Road Pavements	320	80	-	80	160
Road Restoration	2,000	500	500	500	500
Road Retaining Wall / Structure	40	10	10	10	10
Road Surfacing (Reseals)	15,840	3,485	4,508	3,347	4,500
Road Renewal - Kerb & Channel	1,630	400	400	400	430
Table Drain Sealing	300	75	75	75	75
Macedon Square	150	150	-	-	-
Local Activity Centres Infrastructure upgrades	120	60	-	30	30
Place Making & Pop Up Parks	500	500	-	-	-
Additional Street Lighting	250	124	-	63	63
Energy Efficient Public Lighting	600	200	-	200	200
Street Lighting Replacement Program	180	45	45	45	45
Road Furniture / Signs / Bins / Seats	520	130	130	130	130
Shopping Centre Enhancements	210	70	-	70	70
City Signage Program	530	125	130	135	140
Street Furniture Program	300	75	75	75	75
Vehicle Detection Units (Replacement)	60	15	15	15	15
Aggregated Bus Bay Construction Projects	250	-	120	65	65
Aggregated Bus Shelter Installation	639	85	165	170	219
Aggregated Road Safety Projects	960	225	225	253	257
Tram/Merlin	2,000	2,000	-	-	-
Aggregated Traffic Management & Control Measures Projects	618	-	185	212	221
Aggregated Traffic Control Devices Council Link (Arterial)	244	79	-	81	84
<b>Bridges</b>					
Banksia Park Bridge	5,800	-	800	5,000	-
Bridges / Culverts - Roads & Reserves	350	100	50	100	100
<b>Footpaths and Cycleways</b>					
Main Yarra Trail Extension to Warrandyte	2,000	150	1,350	500	-
Aggregated Local Footpath Design and Construction Projects	3,125	875	500	750	1,000
Aggregated Footpath Construction Projects	2,050	300	300	400	1,050
Footpaths - Parks	850	205	205	220	220
Footpaths - Roads	3,590	1,100	750	850	890
Aggregated Bicycle Strategy Projects	2,722	910	595	575	642

Capital Works Area	Total 4 year				
	Program	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Drainage</b>					
Melbourne Hill Road Drainage Upgrade(C,P & D)	3,500	600	2,400	500	-
285 Oban Road Culvert	650	-	-	-	650
North Valley Road	125	-	-	125	-
Drainage - Alva Avenue	700	200	500	-	-
Kerry Anne Crs Wonga Park Drainage	350	-	-	350	-
Drainage, 31 Yarra Street, Warrandyte	1,290	1,290	-	-	-
2 to 24 Euston Ave Park Orchards Easement Drainage	500	500	-	-	-
Aggregated Drainage Strategy Projects	3,950	350	350	350	2,900
Miscellaneous Drainage Improvements	1,755	390	392	450	523
115 Brackenbury St Warrandyte Car Park Drainage	120	-	-	120	-
8 Mitchell Ave Warrandyte Catchment Drainage	1,535	-	35	1,075	425
216 Yarra St Warrandyte Catchment Drainage	400	-	-	400	-
266 Yarra St Warrandyte Catchment Drainage	300	-	300	-	-
141-157 Berringa Rd Park Orchards Easement Drainage	315	-	315	-	-
4 Yarra St Warrandyte Street Drainage	550	-	-	550	-
76 Arundel Rd Park Orchards Catchment Drainage	210	-	10	200	-
39 Carrathool St Bulleen Easement Drain	175	-	175	-	-
20-34 Hillingdon Crescent Doncaster Easement Drainage	275	275	-	-	-
90 Corriedale Cres Park Orchards Catchment Drainage	400	-	50	350	-
Underground / Open Drainage	1,050	450	200	200	200
<b>Recreational, Leisure and Community Facilities</b>					
Aquarena 50m pool Upgrade	500	-	-	-	500
Floodlighting Sporting Facilities	900	120	300	300	180
Outdoor Basketball & Netball Facilities	162	54	-	54	54
Tennis Court Strategy	1,230	154	156	160	760
Aggregated Leisure and Community Projects	250	55	60	65	70
Miscellaneous General Leisure	610	152	150	150	158
Tom Kelly athletics track respray and line marking	1,200	1,200	-	-	-
Sportsground Refurbishment - Drainage Program	426	142	-	142	142
Pettys Reserve Sporting Development Stage 2	3,416	3,416	-	-	-
Cricket Nets / Coaches Boxes / Goalposts	90	30	-	30	30
Sporting Reserves	480	120	120	120	120
Implementation of Boronia Reserve Management Plan	200	-	-	-	200
Mullum Mullum Reserve 3rd Artificial Bowling Green	389	-	-	389	-
Bin Cages at Sporting Facilities	60	20	-	20	20
Rieschiecks Reserve Management Plan (inc Waldau)	900	-	200	-	700
Domeney Reserve Management Plan Implementation	56	-	-	56	-
<b>Waste Management</b>					
Quarry Site Planning	500	500	-	-	-

Capital Works Area	Total 4 year				
	Program	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Parks, Open Space and Streetscapes</b>					
Community Facilities Play Equipment AMS	190	46	48	48	48
Aggregated Land Acquisition Program	1,200	400	200	600	-
Implementation of Horse Riding strategy	213	-	71	71	71
Mullum Mullum Creek Linear Park / Currawong - Stage 1	52	-	52	-	-
Green Gully Linear Park Signage & Miscellaneous Works	202	-	-	102	100
Mullum Mullum Linear Park Stage 5	150	-	-	100	50
Koonung Creek Linear Park Management Plan	410	100	-	160	150
Ruffey Creek Linear Park	1,950	-	1,150	800	-
Miscellaneous Open Space Projects	123	30	31	31	31
Tindals Wildflower Reserve	70	30	-	40	-
Anderson Park Open Space Development	250	-	250	-	-
Swilk Reserve Open Space Development	100	100	-	-	-
St Clems Reserve South Open Space Development	295	-	20	275	-
Pettys Reserve Open Space Development	157	-	-	157	-
Eric Reserve Open Space Development	115	-	-	-	115
Aggregated Open Space Development Projects	350	-	-	-	350
Finns Reserve Open Space Development	110	-	110	-	-
Ted Ajani Reserve Open Space Development	15	-	15	-	-
Lions Park Warrandyte River Reserve	1,000	1,000	-	-	-
Signage - AMS	50	50	-	-	-
Implementation of Koonung Park Management Plan	80	40	40	-	-
Hepburn Reserve	2,300	1,000	1,300	-	-
Studley Park (paths) Tullamore Interface	150	-	150	-	-
Burgundy Reserve Upgrade	450	-	-	-	450
Ruffey Lake Park Master Plan Implementation (inc Waldau)	3,300	300	850	1,000	1,150
Templestowe Memorial Reserve Feature Replacement	5	5	-	-	-
Parks and Recreation Asset Renewal	284	68	70	72	74
Fitzsimons Reserve Masterplan	30	-	-	-	30
Ruffey Lake Playground upgrade - Victoria Street (Waldau)	1,020	120	900	-	-
Wombat Bend Playspace Restoration	540	-	30	500	10
Aranga Reserve Playspace Renewal	65	-	-	65	-
Astelot Reserve Playspace Renewal	165	-	15	150	-
Brendan Reserve Playspace Renewal	90	-	90	-	-
Cat Jump Park Playspace Renewal	280	30	250	-	-
Crawford Reserve Playspace Renewal	90	-	90	-	-
Doncaster Reserve Playspace Renewal	220	-	-	20	200
Donvale Reserve Playspace Renewal	220	-	20	200	-
Grover Reserve Playspace Renewal	80	-	-	80	-
Hollywood Playspace (GG) Playspace renewal	80	80	-	-	-
Jenkins Park (GG) Playspace Renewal	225	25	200	-	-
Joroma Reserve Playspace Renewal	72	-	-	72	-
Leawarra Reserve Playspace Renewal	90	-	90	-	-
Maggs Reserve Playspace Renewal	165	-	-	15	150
Maxia Reserve Playspace Renewal	100	-	100	-	-
Montgomery Reserve Urban Plaza/Playspace Renewal	60	60	-	-	-
Morris Williams Reserve Playspace Renewal	275	275	-	-	-
Mossdale Reserve Playspace Renewal	165	-	-	15	150
Swanston Reserve Playspace Renewal	250	250	-	-	-
Ted Ajani Reserve Playspace Renewal	200	-	-	200	-
Aggregated Playspace Development Projects	160	-	-	-	160
Warrandyte Skate Park Playspace Renewal	530	-	30	500	-
Changing Places facility at Ruffey Lake Park (Waldau)	100	100	-	-	-
Montpellier Reserve Open Space Development (RCLP)	10	-	-	-	10

Capital Works Area	Total 4 year				
	Program	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
Mullum Mullum Reserve	15	-	-	-	15
Sandra Reserve Playspace Renewal	75	-	-	-	75
Fahey Park Playspace Renewal	90	-	-	-	90
Hillcroft Reserve Playspace Renewal	90	-	-	-	90
Koonung Creek Linear Park Playspace Renewals	300	-	-	-	300
Kevin Reserve New Playspace	60	-	-	-	60
Michael Reserve Playspace Renewal	75	-	-	-	75
Play Spaces - AMS	360	90	90	90	90
Public Lighting in Reserves	35	35	-	-	-
Water Services	440	110	110	110	110
Water Initiatives	288	65	-	65	158
Ted Ajani Sports Field Floodlight Upgrade	10	10	-	-	-
Doncaster Tennis Club floodlight Upgrade courts	10	10	-	-	-
Design of remotely automated floodlight system	10	10	-	-	-
Rieschiecks Reserve Sports field and Hammer Throw Floodlight	5	5	-	-	-
Timber Reserve Floodlight Construction	250	250	-	-	-
Wonga Park Tennis Club Court 1 Resurface and fencing	5	5	-	-	-
Manningham Templestowe Leisure Centre Master Plan Fencing	44	44	-	-	-
Aggregated Small Reserves Concept Plans	695	160	-	220	315
Stintons Reserve BMX Start Hill Gate	213	45	48	72	48
MC2 plaza activation master plan	10	10	-	-	-
Streetscapes + Tree Planting	60	-	60	-	-
Templestowe Village Streetscape Upgrade	1,800	450	450	450	450
	150	-	-	150	-
<b>Off Street Car Parks</b>					
Doncaster Senior Citizens Centre Car Park Upgrade	185	-	-	-	185
Bulleen Park Car Park Upgrade	246	-	-	-	246
Car Park Reserves Upgrades	93	32	-	30	31
Carpark - resurfacing program	390	95	95	100	100
<b>TOTAL INFRASTRUCTURE</b>	<b>132,137</b>	<b>31,604</b>	<b>30,696</b>	<b>38,387</b>	<b>31,450</b>
<b>TOTAL CAPITAL WORKS</b>	<b>186,110</b>	<b>48,107</b>	<b>44,989</b>	<b>50,649</b>	<b>42,365</b>

## 5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure		Actual	Forecast	Budget	Projections			Trend
			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	+/-
<b>Operating position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	5.69%	1.45%	5.46%	5.44%	5.28%	5.28%	o
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	198.35%	155.09%	159.53%	164.82%	172.69%	178.36%	+
Unrestricted cash	Unrestricted cash / current liabilities	3	36.87%	24.52%	42.07%	43.79%	46.00%	50.81%	+
<b>Obligations</b>									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		6.97%	0.00%	0.00%	0.00%	0.00%	0.00%	o
Indebtedness	Non-current liabilities / own source revenue		3.04%	2.80%	2.42%	2.10%	1.89%	1.71%	+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	5	161.28%	131.19%	132.32%	121.54%	122.89%	111.54%	o
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	6	78.61%	80.32%	80.84%	80.84%	80.96%	80.89%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.20%	0.19%	0.20%	0.21%	0.21%	0.22%	o
<b>Efficiency</b>									
Expenditure level	Total expenses/ no. of property assessments		\$2,479	\$2,568	\$2,543	\$2,607	\$2,661	\$2,728	+
Revenue level	Total rate revenue / no. of property assessments		\$1,788	\$1,815	\$1,860	\$1,888	\$1,923	\$1,968	+

**Key to Forecast Trend:**

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

**Notes to indicators**

1. **Adjusted underlying result**  
An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives.
2. **Working Capital**  
The proportion of current liabilities represented by current assets. Council takes this indicator very seriously to ensure that Council continue to provide services to the community, ensure the ongoing maintenance of our community's infrastructure and deliver our capital works program without necessarily having to borrow funds. Working capital is forecast to remain reasonably strong liquidity position throughout the period.
3. **Unrestricted Cash**  
Cash and cash equivalents held by Council are restricted in part and not fully available for Council's operations. After adjusting for restrictions, Council is projecting to remain reasonably strong throughout the period.
4. **Debt compared to rates**  
Council achieved a debt free status in November 2019 and is expected to remain debt free throughout the four year period.
5. **Asset renewal**  
This percentage indicates the extent of Council's renewal and upgrade against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates that Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed/upgraded and that future capital expenditure will be required to maintain assets.
6. **Rates concentration**  
This indicator reflects the extent of the reliance on rate revenues to fund all of Council's on-going services. The trend indicates that Council is more reliant on rate revenue compared to all other revenue sources.

## 6. Schedule of Fees and Charges

This section presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2021/22. Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST	GST	Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Financial Services</b>							
<i>General</i>							
Dishonoured Cheque and Direct Debits Administration Fee	Per application	Non-Taxable	\$ 44.30	\$ 45.00	\$ 0.70	1.6%	Non-Statutory
<i>Valuation and Rates</i>							
Land Information Certificates statutory	Per application	Non-Taxable	\$ 27.80	\$ 27.80	\$ -	0.0%	Statutory
Land Information Certificates urgent fee - same/next day	Per application	Non-Taxable	\$ 85.00	\$ 85.00	\$ -	0.0%	Statutory
Confirmation of ownership letter Processed by council rates department	Per application	Non-Taxable	\$ 40.00	\$ 40.00	\$ -	0.0%	Non-Statutory
Copy of Rate Notice (per Notice)	Per notice	Non-Taxable	\$ 15.00	\$ 15.00	\$ -	0.0%	Non-Statutory
Request for ownership details (Protection Notices)	Per application	Non-Taxable	\$ -	\$ 30.00	\$ 30.00		Non-Statutory
Refund Administration Fee	Per refund	Non-Taxable	\$ 15.00	\$ 15.00	\$ -	0.0%	Non-Statutory
Direct Debit Administration Fee (Rates)	Per dishonour	Non-Taxable	\$ 15.00	\$ 15.00	\$ -	0.0%	Non-Statutory
Title Search	Per search	Non-Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Historical Rates Information Maximum	Per property	Non-Taxable	\$ 200.00	\$ 200.00	\$ -	0.0%	Non-Statutory
Historical Rates Information Minimum	Per property	Non-Taxable	\$ 10.00	\$ 10.00	\$ -	0.0%	Non-Statutory
Batch Information Requests Maximum	Per property	Non-Taxable	\$ 200.00	\$ 200.00	\$ -	0.0%	Non-Statutory
Batch Information Requests Minimum	Per property	Non-Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Street Number Change Maximum	Per application	Non-Taxable	\$ 721.70	\$ 732.60	\$ 10.90	1.5%	Non-Statutory
Street Number Change Minimum	Per application	Non-Taxable	\$ 185.80	\$ 188.60	\$ 2.80	1.5%	Non-Statutory
<b>Community Programs</b>							
<i>Maternal and Child Health</i>							
Parent Education Program MCC resident	Per session	Taxable	\$ 33.00	\$ 33.50	\$ 0.50	1.5%	Non-Statutory
Parent Education Program Non resident	Per session	Taxable	\$ 47.70	\$ 48.50	\$ 0.80	1.7%	Non-Statutory
Parent Education Program HealthCare Card Holder	Per session	Taxable	\$ 12.50	\$ 12.70	\$ 0.20	1.6%	Non-Statutory
<i>Early Years at MC?</i>							
Child Care Full week	Per week	Non-Taxable	\$ 578.00	\$ 590.00	\$ 12.00	2.1%	Non-Statutory
Child Care Full individual days	Per day	Non-Taxable	\$ 118.00	\$ 120.00	\$ 2.00	1.7%	Non-Statutory
Late Fee A late fee will be charged for the late collection of children after 6.00 pm	Per occurrence	Non-Taxable	\$ 36.50	\$ 40.00	\$ 3.50	9.6%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc	Fee Increase /		Basis of Fee
				GST	Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Integrated Planning</b>							
<b>Planning Scheme Amendments</b>							
Advertising notice of approval (per letter)	Fee per letter	Non-Taxable	\$ 7.42	\$ 7.00	\$ 0.18	2.5%	Set by Council
Advertising other fee (one sign erected on site)	Fee per sign	Non-Taxable	\$ 213.21	\$ 216.50	\$ 3.29	1.5%	Set by Council
Advertising other fee (two signs erected on site)	Fee per sign	Non-Taxable	\$ 266.56	\$ 270.60	\$ 4.04	1.5%	Set by Council
Advertising other fee (three signs erected on site)	Fee per sign	Non-Taxable	\$ 319.82	\$ 324.70	\$ 4.89	1.5%	Set by Council
Advertising other fee (four signs or more erected on site)	Fee per sign	Non-Taxable	\$ 373.17	\$ 378.80	\$ 5.63	1.5%	Set by Council
Notice of Approval - print media (Variable fee based on each individual notice)	Per Notice	Non-Taxable	Variable	Variable			Statutory
Notice of Exhibition - print media (<99)	Fee per letter	Non-Taxable	\$ 7.73	\$ 7.73	\$ 0.01	0.1%	Statutory
Notice of exhibition (per property) (<100-499)	Fee per letter	Non-Taxable	\$ 5.56	\$ 5.56	\$ (0.00)	0.0%	Statutory
Notice of exhibition (per property) (500>)	Fee per letter	Non-Taxable	\$ 3.81	\$ 3.81	\$ (0.00)	0.0%	Statutory
*Stage 1 Pre-exhibition - For: a) considering a request to amend a planning scheme; and b) taking action required by Division 1 of Part 3 of the Act; and c) considering any submissions which do not seek a change to the amendment; and d) if applicable, abandoning the amendment.	Per amendment	Non-Taxable	\$ 3,050.00	\$ 3,050.00	\$ -	0.0%	Statutory
Stage 2 (Exhibition) For: a) considering (i) up to and including 10 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	Per amendment	Non-Taxable	\$ 15,121.00	\$ 15,121.00	\$ -	0.0%	Statutory
Stage 2 (Exhibition) (ii) 11 to (and including) 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	Per amendment	Non-Taxable	\$ 30,212.40	\$ 30,212.40	\$ -	0.0%	Statutory
Stage 2 (Exhibition) (iii) Submissions that exceed 20 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and  b) providing assistance to a panel in accordance with section 158 of the Act; and c) making a submission to a panel appointed under Part 8 of the Act at a hearing referred to in section 24(b) of the Act; and d) considering the panel's report in accordance with section 27 of the Act; and e) after considering submissions and the panel's report, abandoning the amendment.	Per amendment	Non-Taxable	\$ 40,386.00	\$ 40,386.00	\$ -	0.0%	Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
Stage 3 (Adoption) For: a) adopting the amendment or part of the amendment in accordance with section 29 of the Act; and b) submitting the amendment for approval by the Minister in accordance with section 31 of the Act; and c) giving the notice of the approval of the amendment required by section 36(2) of the Act.	Per amendment	Non-Taxable	\$ 481.30	\$ 481.30	\$ -	0.0%	Statutory
Stage 4 (Approval) For: a) consideration by the Minister of a request to approve the amendment in accordance with section 35 of the Act; and b) giving notice of approval of the amendment in accordance with section 36(1) of the Act.	Per amendment	Non-Taxable	\$ 481.30	\$ 481.30	\$ -	0.0%	Statutory
<b>Approvals &amp; Compliance</b>							
<b>Animal Management</b>							
<b>Registration Fee</b>							
Dog - Reduced Fee (Sterilised) Annual Fee \$53.80 + \$4.10 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 57.00	\$ 57.90	\$ 0.90	1.6%	Non-Statutory
Dog - Full Fee (Non sterilised) Annual Fee \$188.50 + \$4.10 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 170.00	\$ 172.60	\$ 2.60	1.5%	Non-Statutory
Cat - Reduced Fee (Sterilised) Annual Fee \$32.50 + \$4.10 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 36.00	\$ 36.60	\$ 0.60	1.7%	Non-Statutory
Cat - Full Fee (Non sterilised) Annual Fee \$151.20 + \$4.10 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 153.00	\$ 155.30	\$ 2.30	1.5%	Non-Statutory
Dangerous Dog Annual Fee \$220.30 + \$4.10 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 221.00	\$ 224.40	\$ 3.40	1.5%	Non-Statutory
Restricted Breed Dog Annual Fee \$220.30 + \$4.10 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 221.00	\$ 224.40	\$ 3.40	1.5%	Non-Statutory
Menacing Dog Annual Fee \$220.30 + \$4.10 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 221.00	\$ 224.40	\$ 3.40	1.5%	Non-Statutory
Domestic Animal Businesses Annual Fee \$272 + \$20 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 288.00	\$ 292.00	\$ 4.00	1.4%	Non-Statutory
Late Registration Administration Fee	Per Registration	Non-Taxable	\$ 10.50	\$ 10.70	\$ 0.20	1.9%	Non-Statutory
<b>Release Fee</b>							
Release Fee Impounded Domestic Animal Dog/Cat During business hours	Per Animal	Non-Taxable	\$ 102.00	\$ 103.60	\$ 1.60	1.6%	Non-Statutory
Release Fee Impounded Domestic Animal Dog/Cat outside of business hours	Per Animal	Non-Taxable	\$ 144.00	\$ 146.20	\$ 2.20	1.5%	Non-Statutory
Release Fee Daily Fee - Impound Dog / Cat - Sustenance	Per Day	Non-Taxable	\$ 16.00	\$ 16.30	\$ 0.30	1.9%	Non-Statutory
Release Fee Impounded Animal Stock - during business hours	Per Animal	Non-Taxable	\$ 89.00	\$ 90.40	\$ 1.40	1.6%	Non-Statutory
Release Fee Impounded Animal Stock - outside of business hours	Per Animal	Non-Taxable	\$ 171.00	\$ 173.60	\$ 2.60	1.5%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
Release Fee Daily Sustenance charge per day - Impound - Small animal (Sheep, Goats, Llama or similar)	Per Animal / Day	Non-Taxable	\$ 20.00	\$ 20.30	\$ 0.30	1.5%	Non-Statutory
Release Fee Daily Fee Sustenance charge per day - Impound - Large animal (Cows, Pony, Horses or similar)	Per Animal / Day	Non-Taxable	\$ 40.00	\$ 40.60	\$ 0.60	1.5%	Non-Statutory
<b>Surrender Fee</b>							
Surrender Fee Domestic Animal	Per Surrender	Non-Taxable	\$ 57.00	\$ 58.00	\$ 1.00	1.8%	Non-Statutory
Surrender Fee Stock Animal	Per Surrender	Non-Taxable	\$ 82.00	\$ 83.00	\$ 1.00	1.2%	Non-Statutory
<b>Pet Register Information</b>							
Pet Register Information Access to the registration data by public	Per entry inspected	Non-Taxable	\$ 20.00	\$ 20.30	\$ 0.30	1.5%	Non-Statutory
<b>Hire Fees</b>							
Hire Fees Hire Cat Trap Fee - 2 weeks (refundable deposit \$60) - Council	Per cage / two weeks	Taxable	\$ 64.00	\$ 65.00	\$ 1.00	1.6%	Non-Statutory
<b>Animal Transport</b>							
Animal Transport Float Charge (per animal) Council impound & transport stock (3 hours) - Council	Per transport (3 hours)	Non-Taxable	\$ 213.00	\$ 216.00	\$ 3.00	1.4%	Non-Statutory
<b>Boarding Fee</b>							
Boarding Fee Cattery	Per day	Taxable	\$ 19.00	\$ 19.50	\$ 0.50	2.6%	Non-Statutory
<b>Fines and Prosecutions</b>							
Fines and Prosecutions Animal Infringement - Level 1 (.5 Penalty Units)	0.5 Penalty Unit	Non-Taxable	\$ 83.00	\$ 83.00	\$ -	0.0%	Statutory
Fines and Prosecutions Animal Infringement - Level 2 (1 Penalty Units)	1 Penalty Unit	Non-Taxable	\$ 165.00	\$ 165.00	\$ -	0.0%	Statutory
Fines and Prosecutions Animal Infringement - Level 3 (1.5 Penalty Units)	1.5 Penalty Unit	Non-Taxable	\$ 248.00	\$ 248.00	\$ -	0.0%	Statutory
Fines and Prosecutions Animal Infringement - Level 4 (2 Penalty Units)	2 Penalty Unit	Non-Taxable	\$ 330.00	\$ 330.00	\$ -	0.0%	Statutory
Fines and Prosecutions Animal Infringement - Level 5 (2.5 Penalty Units)	2.5 Penalty Unit	Non-Taxable	\$ 413.00	\$ 413.00	\$ -	0.0%	Statutory
Fines and Prosecutions Animal Infringement - Level 8 (4 Penalty Units)	4 Penalty Unit	Non-Taxable	\$ 661.00	\$ 661.00	\$ -	0.0%	Statutory
Fines and Prosecutions Domestic Animals Act 1994 - Infringement (5 Penalty Units)	5 Penalty Unit	Non-Taxable	\$ 826.00	\$ 826.00	\$ -	0.0%	Statutory
Fines and Prosecutions Domestic Animals Act 1994 - Infringement (10 Penalty Units)	10 Penalty Unit	Non-Taxable	\$ 1,652.00	\$ 1,652.00	\$ -	0.0%	Statutory
Fines and Prosecutions Domestic Animals Act 1994 - Infringement Minor attack infringement	Per offence	Non-Taxable	\$ 413.00	\$ 413.00	\$ -	0.0%	Statutory
<b>Traffic Management</b>							
<b>Parking Permit Fee</b>							
Parking Permit Fee Residential Parking	Per application	Non-Taxable	\$ 65.00	\$ 66.00	\$ 1.00	1.5%	Non-Statutory
Parking Permit Fee Residential Parking	Per application	Non-Taxable	\$ 65.00	\$ 66.00	\$ 1.00	1.5%	Non-Statutory
Parking Permit Fee Traders Parking	Per application	Non-Taxable	\$ 36.00	\$ 36.60	\$ 0.60	1.7%	Non-Statutory
Parking Permit Fee Traders Parking	Per application	Non-Taxable	\$ 36.00	\$ 36.60	\$ 0.60	1.7%	Non-Statutory
Parking Permit Fee Tradesman Parking	Per application	Non-Taxable	\$ 48.00	\$ 48.80	\$ 0.80	1.7%	Non-Statutory
Parking Permit Fee Tradesman Parking	Per application	Non-Taxable	\$ 48.00	\$ 48.80	\$ 0.80	1.7%	Non-Statutory
Parking Permit Fee Replacement Permit - Administrative	Per application	Non-Taxable	\$ 10.00	\$ 10.20	\$ 0.20	2.0%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
<b>Fines and Prosecutions</b>							
Fines and Prosecutions Parking Infringement (.5 Penalty Unit)	0.5 Penalty Unit	Non-Taxable	\$ 83.00	\$ 83.00	\$ -	0.0%	Statutory
Fines and Prosecutions Parking Infringement (.8 Penalty Unit)	0.8 Penalty Unit	Non-Taxable	\$ 99.00	\$ 99.00	\$ -	0.0%	Statutory
Fines and Prosecutions Parking Infringement (1 Penalty Unit)	1 Penalty Unit	Non-Taxable	\$ 165.00	\$ 165.00	\$ -	0.0%	Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0621	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0701	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0702	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0704	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0705	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0706	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0707	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0708	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0711	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0712	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
Fines and Prosecutions Road Safety Road Rules 2017 - 0713	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 83.00	\$ 84.30	\$ 1.30	1.6%	Non-Statutory
<b>Local Law</b>							
<b>Permit Fee</b>							
Permit Fee General Permit Fee	Per application	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
Permit Fee Charity Clothing Bins - Permit Fees	Per Bin	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
Permit Fee Craft market stalls	Per application	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
Permit Fee Circuses and carnivals on Council/Crown land	Per application	Non-Taxable	\$ 630.00	\$ 630.50	\$ 0.50	0.08%	Non-Statutory
Permit Fee Mobile Cranes	Per application	Non-Taxable	\$ 1,759.00	\$ 1,785.40	\$ 26.40	1.5%	Non-Statutory
Permit Fee Obstructions	Per application	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
Permit Fee Rubbish Hoppers - Annual - Accredited	Per Bin	Non-Taxable	\$ 773.00	\$ 784.60	\$ 11.60	1.5%	Non-Statutory
Permit Fee Activity on Footpath -Display of Goods Less than 6 square metres	Per Property	Non-Taxable	\$ 288.00	\$ 292.40	\$ 4.40	1.5%	Non-Statutory
Permit Fee Activity on Footpath -Display of Goods in excess of 6 square metres (per square metre)	Per square metre	Non-Taxable	\$ 80.00	\$ 81.20	\$ 1.20	1.5%	Non-Statutory
Permit Fee Activity on Footpath -Tables & Chairs Less than 6 square metres	Per Property	Non-Taxable	\$ 288.00	\$ 292.40	\$ 4.40	1.5%	Non-Statutory
Permit Fee Activity on Footpath -Tables & Chairs in excess of 6 square metres (per square metre)	per square metre	Non-Taxable	\$ 80.00	\$ 81.20	\$ 1.20	1.5%	Non-Statutory
Permit Fee Signs	Per Sign	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
Permit Fee Signs - Charitable Organisations	Per Sign	Non-Taxable	\$ 64.00	\$ 65.00	\$ 1.00	1.6%	Non-Statutory
Permit Fee Signs - Real estate agents (inspections signs)	Per company / year	Non-Taxable	\$ 618.00	\$ 627.30	\$ 9.30	1.5%	Non-Statutory
Permit Fee Busking permit fee	Per application	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
Permit Fee Public entertainment permit	Per application	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
Permit Fee Filming	Per hour	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
Permit Fees Use of reserves - Parks	Per day	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Fines and Prosecutions</b>							
Fines and Prosecutions Manningham Community Local Laws Individual	Per application	Non-Taxable	\$ 200.00	\$ 200.00	\$ -	0.0%	Non-Statutory
Fines and Prosecutions Manningham Community Local Laws Body Corporate / Corporation	Per application	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory
<b>Impounded Goods</b>							
<b>Release Fee</b>							
Release Fee Shopping Trolley	Per Item	Non-Taxable	\$ 66.00	\$ 67.00	\$ 1.00	1.5%	Non-Statutory
Release Fee Real Estate/advertising board sign (or similar)	Per Item	Non-Taxable	\$ 117.00	\$ 118.80	\$ 1.80	1.5%	Non-Statutory
Release Fee Other Item	Per Item	Non-Taxable	\$ 66.00	\$ 67.00	\$ 1.00	1.5%	Non-Statutory
<b>Impounded Vehicles</b>							
<b>Release Fee</b>							
Release Fee Vehicle - Impounded or Abandoned	Per Item	Non-Taxable	\$ 181.00	\$ 183.80	\$ 2.80	1.5%	Non-Statutory
Release Fee Vehicle - Tow	Per Item	Non-Taxable	\$ 176.00	\$ 178.70	\$ 2.70	1.5%	Non-Statutory
Release Fee Daily charge / Vehicle	Per Item	Non-Taxable	\$ 29.00	\$ 29.50	\$ 0.50	1.7%	Non-Statutory
<b>Inspection Fee</b>							
Inspection Fee Impounded / Abandoned Vehicle	Per Item	Non-Taxable	\$ 52.00	\$ 52.80	\$ 0.80	1.5%	Non-Statutory
<b>Planning Compliance</b>							
<b>Fines and Prosecutions</b>							
Fines and Prosecutions Planning Infringement Notice (10 Penalty Units)	Penalty Unit	Non-Taxable	\$ 1,652.00	\$ 1,652.00	\$ -	0.0%	Statutory
Fines and Prosecutions Planning Infringement Notice (5 Penalty Units)	Penalty Unit	Non-Taxable	\$ 826.00	\$ 826.00	\$ -	0.0%	Statutory
<b>Permit Fee</b>							
Permit Fee Outside of hours - Permit CMP	Per application	Non-Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
<b>Fire Prevention</b>							
Vacant Block 1m2-1000m2 Proactive Grass Slashing Program (incorp admin fee)	Per property (Double Slash)	Taxable	\$ -	\$ 484.00	\$ 484.00		Non-Statutory
Vacant Block 1001m2-2000m2 Proactive Grass Slashing Program (incorp admin fee)	Per property (Double Slash)	Taxable	\$ -	\$ 693.00	\$ 693.00		Non-Statutory
Vacant Block per 2001m2 -4000m2 Proactive Grass Slashing Program (incorp admin fee)	Per property (Double Slash)	Taxable	\$ -	\$ 770.00	\$ 770.00		Non-Statutory
Vacant Block per > 4000m2 Proactive Grass Slashing Program (incorp admin fee)	Per Property (Double Slash)	Taxable	\$ -	Quote			Non-Statutory
Inaccessible for Machinery 1m2-1000m2 Proactive Program (incorp admin fee)	Per Property (Single Works)	Taxable	\$ -	\$ 709.50	\$ 709.50		Non-Statutory
Permit Fee Burn Permit - Vacant Land Only (inspection required)	Per application / property	Taxable	\$ 128.00	\$ 130.00	\$ 2.00	1.6%	Non-Statutory
<b>Land Management</b>							
Blackberry Control - 1m2-1000m2 Proactive Program (incorp admin fee)	Council (single slash)	Taxable	\$ -	\$ 324.50	\$ 324.50		Non-Statutory
Blackberry Control - 1001m2-2000m2 Proactive Program (incorp admin fee)	Council (single slash)	Taxable	\$ -	\$ 429.00	\$ 429.00		Non-Statutory
Blackberry Control - 1001m2-2000m2 Proactive Program (incorp admin fee)	Council (single slash)	Taxable	\$ -	\$ 429.00	\$ 429.00		Non-Statutory
Blackberry Control > 4000m2 - by quote Proactive Program (incorp admin fee)	Per hour	Taxable	\$ -	Quote			Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			Inc GST	Inc GST	Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Approvals &amp; Compliance</b>							
<i>Environmental Health</i>							
<i>Food Act</i>							
Class 1 (Standard FSP) - Registration Fee High Risk Premises using a Standard FSP	Per registration/premise	Non-Taxable	\$ 815.00	\$ 830.00	\$ 15.00	1.8%	Non-Statutory
Class 1 (Standard FSP) - Transfer Fee	Per registration/premise	Non-Taxable	\$ 407.50	\$ 415.00	\$ 7.50	1.8%	Non-Statutory
Class 1 (Standard FSP) - Transfer Report	Per registration/premise	Non-Taxable	\$ 270.00	\$ 275.00	\$ 5.00	1.9%	Non-Statutory
Class 1 (Standard FSP) - Plan Approval	Per registration/premise	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Class 1 (Non Standard FSP) - Registration Fee High Risk Premises using a Non Standard FSP	Per registration/premise	Non-Taxable	\$ 500.00	\$ 510.00	\$ 10.00	2.0%	Non-Statutory
Class 1 (Non Standard FSP) - Transfer Fee	Per registration/premise	Non-Taxable	\$ 250.00	\$ 255.00	\$ 5.00	2.0%	Non-Statutory
Class 1 (Non Standard FSP) - Transfer Report	Per registration/premise	Non-Taxable	\$ 270.00	\$ 275.00	\$ 5.00	1.9%	Non-Statutory
Class 1 (Non Standard FSP) - Plan Approval	Per registration/premise	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Class 2 (Standard FSP) - Registration Fee Moderate Risk Premises using a Standard FSP	Per registration/premise	Non-Taxable	\$ 535.00	\$ 545.00	\$ 10.00	1.9%	Non-Statutory
Class 2 (Standard FSP) - Transfer Fee	Per registration/premise	Non-Taxable	\$ 267.50	\$ 272.50	\$ 5.00	1.9%	Non-Statutory
Class 2 (Standard FSP) - Transfer Report	Per registration/premise	Non-Taxable	\$ 270.00	\$ 275.00	\$ 5.00	1.9%	Non-Statutory
Class 2 (Standard FSP) - Plan Approval	Per registration/premise	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Class 2 (Non Standard FSP) - Registration Fee Moderate Risk Premises using a Non Standard FSP	Per registration/premise	Non-Taxable	\$ 435.00	\$ 445.00	\$ 10.00	2.3%	Non-Statutory
Class 2 (Non Standard FSP) - Transfer Fee	Per registration/premise	Non-Taxable	\$ 217.50	\$ 222.50	\$ 5.00	2.3%	Non-Statutory
Class 2 (Non Standard FSP) - Transfer Report	Per registration/premise	Non-Taxable	\$ 270.00	\$ 275.00	\$ 5.00	1.9%	Non-Statutory
Class 2 (Non Standard FSP) - Plan Approval	Per registration/premise	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Class 2 >20EFT (Standard FSP) - Registration Fee Moderate Risk Premises with > 20 EFT using a Standard FSP	Per registration/premise	Non-Taxable	\$ 1,070.00	\$ 1,090.00	\$ 20.00	1.9%	Non-Statutory
Class 2 >20 EFT(Standard FSP) - Transfer Fee	Per registration/premise	Non-Taxable	\$ 535.00	\$ 545.00	\$ 10.00	1.9%	Non-Statutory
Class 2 >20 EFT(Standard FSP) - Transfer Report	Per registration/premise	Non-Taxable	\$ 320.00	\$ 325.00	\$ 5.00	1.6%	Non-Statutory
Class 2 >20EFT(Standard FSP) - Plan Approval	Per registration/premise	Non-Taxable	\$ 310.00	\$ 315.00	\$ 5.00	1.6%	Non-Statutory
Class 2 >20EFT(Non Standard FSP) - Registration Fee Moderate Risk Premises with >20EFT using a Non Standard FSP	Per registration/premise	Non-Taxable	\$ 720.00	\$ 730.00	\$ 10.00	1.4%	Non-Statutory
Class 2 >20EFT(Non Standard FSP) - Transfer Fee	Per registration/premise	Non-Taxable	\$ 360.00	\$ 365.00	\$ 5.00	1.4%	Non-Statutory
Class 2 >20EFT(Non Standard FSP) - Transfer Report	Per registration/premise	Non-Taxable	\$ 320.00	\$ 325.00	\$ 5.00	1.6%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
Class 2 >20EFT(Non Standard FSP) - Plan Approval	Per registration/premise	Non-Taxable	\$ 310.00	\$ 315.00	\$ 5.00	1.6%	Non-Statutory
Class 2 Community Group (Standard FSP) - Registration Fee Community Group using a Standard FSP	Per registration/premise	Non-Taxable	\$ 230.00	\$ 235.00	\$ 5.00	2.2%	Non-Statutory
Class 2 Community Group (Standard FSP) - Transfer Fee	Per registration/premise	Non-Taxable	\$ 115.00	\$ 117.50	\$ 2.50	2.2%	Non-Statutory
Class 2 Community Group (Standard FSP) - Transfer Report	Per registration/premise	Non-Taxable	\$ 170.00	\$ 175.00	\$ 5.00	2.9%	Non-Statutory
Class 2 Community Group (Standard FSP) - Plan Approval	Per registration/premise	Non-Taxable	\$ 200.00	\$ 205.00	\$ 5.00	2.5%	Non-Statutory
Class 3 - Registration Fee Moderate to Low Risk Premises using a Minimum Records	Per registration/premise	Non-Taxable	\$ 340.00	\$ 350.00	\$ 10.00	2.9%	Non-Statutory
Class 3 - Transfer Fee	Per registration/premise	Non-Taxable	\$ 170.00	\$ 175.00	\$ 5.00	2.9%	Non-Statutory
Class 3 - Transfer Report	Per registration/premise	Non-Taxable	\$ 270.00	\$ 275.00	\$ 5.00	1.9%	Non-Statutory
Class 3 - Plan Approval	Per registration/premise	Non-Taxable	\$ 230.00	\$ 235.00	\$ 5.00	2.2%	Non-Statutory
Class 3 (Community Group) - Registration Fee Moderate to Low Risk Community Group using a Minimum Records	Per registration/premise	Non-Taxable	\$ 210.00	\$ 215.00	\$ 5.00	2.4%	Non-Statutory
Class 3 (Community Group) - Transfer Fee	Per registration/premise	Non-Taxable	\$ 105.00	\$ 107.50	\$ 2.50	2.4%	Non-Statutory
Class 3 (Community Group) - Transfer Report	Per registration/premise	Non-Taxable	\$ 170.00	\$ 175.00	\$ 5.00	2.9%	Non-Statutory
Class 3 (Community Group) - Plan Approval	Per registration/premise	Non-Taxable	\$ 206.00	\$ 210.00	\$ 4.00	1.9%	Non-Statutory
Class 2 Food Vehicle (business)	Per registration/premise	Non-Taxable	\$ 515.00	\$ 525.00	\$ 10.00	1.9%	Non-Statutory
Additional class 2 food vehicle (business)	Per registration/premise	Non-Taxable	\$ 270.00	\$ 262.50	\$ (7.50)	-2.8%	Non-Statutory
<b>Mobile / Temporary Food Premises</b>							
Class 3 Food Vehicle (business)	Per registration	Non-Taxable	\$ 340.00	\$ 350.00	\$ 10.00	2.9%	Non-Statutory
Additional class 3 food vehicle (business)	Per registration	Non-Taxable	\$ 180.00	\$ 175.00	\$ (5.00)	-2.8%	Non-Statutory
Class 2 community group Food Vehicle	Per registration	Non-Taxable	\$ 210.00	\$ 215.00	\$ 5.00	2.4%	Non-Statutory
Additional class 2 community group food vehicle	Per registration	Non-Taxable	\$ 120.00	\$ 107.50	\$ (12.50)	-10.4%	Non-Statutory
Class 3 community group Food Vehicle	Per registration	Non-Taxable	\$ 190.00	\$ 195.00	\$ 5.00	2.6%	Non-Statutory
Additional class 3 community group food vehicle	Per registration	Non-Taxable	\$ 110.00	\$ 97.50	\$ (12.50)	-11.4%	Non-Statutory
Class 2 Temporary food premises (business)	Per registration	Non-Taxable	\$ 220.00	\$ 225.00	\$ 5.00	2.3%	Non-Statutory
Additional class 2 Temporary food premises (business)	Per registration	Non-Taxable	\$ 120.00	\$ 112.50	\$ (7.50)	-6.3%	Non-Statutory
Class 3 Temporary food premises (business)	Per registration	Non-Taxable	\$ 200.00	\$ 205.00	\$ 5.00	2.5%	Non-Statutory
Additional class 3 Temporary food premises (business)	Per registration	Non-Taxable	\$ 110.00	\$ 102.50	\$ (7.50)	-6.8%	Non-Statutory
Food Premises reinspection fee (for non-compliance) New fee adopted by Council 23 October 218	Per registration	Non-Taxable	\$ 117.86	\$ 120.00	\$ 2.14	1.8%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Public Health and Wellbeing Act</b>							
Registration Fee High Risk	Per registration	Non-Taxable	\$ 340.00	\$ 350.00	\$ 10.00	2.9%	Non-Statutory
Registration Fee High+Mod Risk	Per registration	Non-Taxable	\$ 420.00	\$ 430.00	\$ 10.00	2.4%	Non-Statutory
Registration Fee High+Mod+Low Risk	Per registration	Non-Taxable	\$ 470.00	\$ 480.00	\$ 10.00	2.1%	Non-Statutory
Registration Fee High+Low Risk	Per registration	Non-Taxable	\$ 390.00	\$ 400.00	\$ 10.00	2.6%	Non-Statutory
Registration Fee Mod+Low Risk	Per registration	Non-Taxable	\$ 370.00	\$ 380.00	\$ 10.00	2.7%	Non-Statutory
Registration Fee Mod Risk	Per registration	Non-Taxable	\$ 320.00	\$ 330.00	\$ 10.00	3.1%	Non-Statutory
Registration Fee Low Risk - Ongoing	Per registration	Non-Taxable	\$ 190.00	\$ 195.00	\$ 5.00	2.6%	Non-Statutory
Plan Approval High Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Plan Approval High+Mod Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Plan Approval High+Mod+Low Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Plan Approval High+Low Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Plan Approval Mod+Low Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Plan Approval Mod Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Plan Approval Low Risk - Ongoing	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Transfer Fee High Risk	Per registration	Non-Taxable	\$ 170.00	\$ 175.00	\$ 5.00	2.9%	Non-Statutory
Transfer Fee High+Mod Risk	Per registration	Non-Taxable	\$ 210.00	\$ 215.00	\$ 5.00	2.4%	Non-Statutory
Transfer Fee High+Mod+Low Risk	Per registration	Non-Taxable	\$ 235.00	\$ 240.00	\$ 5.00	2.1%	Non-Statutory
Transfer Fee High+Low Risk	Per registration	Non-Taxable	\$ 195.00	\$ 200.00	\$ 5.00	2.6%	Non-Statutory
Transfer Fee Mod+Low Risk	Per registration	Non-Taxable	\$ 185.00	\$ 190.00	\$ 5.00	2.7%	Non-Statutory
Transfer Fee Mod Risk	Per registration	Non-Taxable	\$ 160.00	\$ 165.00	\$ 5.00	3.1%	Non-Statutory
Transfer Fee Low Risk - Ongoing	Per registration	Non-Taxable	\$ 190.00	\$ 195.00	\$ 5.00	2.6%	Non-Statutory
Transfer Report High Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Transfer Report High+Mod Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Transfer Report High+Mod+Low Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Transfer Report High+Low Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Transfer Report Mod+Low Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Transfer Report Mod Risk	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Transfer Report Low Risk - Ongoing	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Prescribed Accommodation - Renewal Fee <20 beds	Per registration	Non-Taxable	\$ 280.00	\$ 285.00	\$ 5.00	1.8%	Non-Statutory
Prescribed Accommodation - Renewal Fee 20 - 40 beds	Per registration	Non-Taxable	\$ 360.00	\$ 370.00	\$ 10.00	2.8%	Non-Statutory
Prescribed Accommodation - Renewal Fee >40 beds	Per registration	Non-Taxable	\$ 480.00	\$ 490.00	\$ 10.00	2.1%	Non-Statutory
Prescribed Accommodation - Transfer Fee <20 beds	Per registration	Non-Taxable	\$ 140.00	\$ 142.50	\$ 2.50	1.8%	Non-Statutory
Prescribed Accommodation - Transfer Fee 20 - 40 beds	Per registration	Non-Taxable	\$ 180.00	\$ 185.00	\$ 5.00	2.8%	Non-Statutory
Prescribed Accommodation - Transfer Fee >40 beds	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Prescribed Accommodation - Transfer Inspection & Report Inspection Report <20	Per registration	Non-Taxable	\$ 200.00	\$ 205.00	\$ 5.00	2.5%	Non-Statutory
Prescribed Accommodation - Transfer Inspection & Report Inspection Report <40	Per registration	Non-Taxable	\$ 220.00	\$ 225.00	\$ 5.00	2.3%	Non-Statutory
Prescribed Accommodation - Transfer Inspection & Report Inspection Report >40	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
Prescribed Accommodation - Plan Approval <20	Per registration	Non-Taxable	\$ 220.00	\$ 225.00	\$ 5.00	2.3%	Non-Statutory
Prescribed Accommodation - Plan Approval <40	Per registration	Non-Taxable	\$ 240.00	\$ 245.00	\$ 5.00	2.1%	Non-Statutory
Prescribed Accommodation - Plan Approval >40	Per registration	Non-Taxable	\$ 280.00	\$ 285.00	\$ 5.00	1.9%	Non-Statutory
Caravan Parks Registration Fee <25	Per registration	Non-Taxable	\$ 252.00	TBA		0.0%	Statutory
Caravan Parks Registration Fee 25 < 50	Per registration	Non-Taxable	\$ 504.00	TBA		0.0%	Statutory
Caravan Parks Registration Fee 50 < 100	Per registration	Non-Taxable	\$ 1,007.00	TBA		0.0%	Statutory
Caravan Parks Transfer Fee <25	Per registration	Non-Taxable	\$ 74.00	TBA		0.0%	Statutory
Caravan Parks Transfer Fee 25 < 50	Per registration	Non-Taxable	\$ 74.00	TBA		0.0%	Statutory
Caravan Parks Transfer Fee 50 < 100	Per registration	Non-Taxable	\$ 74.00	TBA		0.0%	Statutory
Caravan Transfer Inspection Report	Per registration	Non-Taxable	\$ 280.00	\$ 290.00	\$ 10.00	3.6%	Statutory
Public Swimming Pool class 1 large Large facility >5 pools / features	Per registration	Non-Taxable	TBA	\$ 480.00			Non-Statutory
Public Swimming Pool class 1 Small Small facility >1 <5 pools / features	Per registration	Non-Taxable	TBA	\$ 240.00			Non-Statutory
<b>Vaccines</b>							
Hepatitis B Vaccines - Adult per dose	Per dose	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Hepatitis B Vaccines - Child per dose	Per dose	Taxable	\$ 23.00	\$ 23.00	\$ -	0.0%	Non-Statutory
Hepatitis A Vaccines - Adult per dose	Per dose	Taxable	\$ 80.00	\$ 80.00	\$ -	0.0%	Non-Statutory
Twinrix Vaccines - Adult per dose	Per dose	Taxable	\$ 80.00	\$ 80.00	\$ -	0.0%	Non-Statutory
Flu Vaccine (Not at risk Group) per dose	Per dose	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Flu Vaccine (Not at risk Group- children) per course (2 doses)	Per dose	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Pneumovax 23 (Not at risk group) per dose	Per dose	Taxable	\$ 50.00	\$ 50.00	\$ -	0.0%	Non-Statutory
Diphtheria, tetanus, pertussis (Boostrix) per dose	Per dose	Taxable	\$ 45.00	\$ 45.00	\$ -	0.0%	Non-Statutory
Chickenpox per dose	Per dose	Taxable	\$ 65.00	\$ 65.00	\$ -	0.0%	Non-Statutory
Meningococcal ACWY per dose	Per dose	Taxable	\$ 90.00	\$ 90.00	\$ -	0.0%	Non-Statutory
Immunisation assessment & catch up advice per child	Per dose	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
<b>Septic Tank Domestic</b>							
New Installation and Major Alterations	Per application	Non-Taxable	\$ 440.00	TBA		0.0%	Statutory
Minor Alteration	Per application	Non-Taxable	\$ 250.00	TBA		0.0%	Statutory
<b>Septic Tank Commercial</b>							
Exempt Permit	Per application	Non-Taxable	\$ -	TBA			Statutory
Amend Permit	Per application	Non-Taxable	\$ -	TBA			Statutory
Transfer permit	Per application	Non-Taxable	\$ -	TBA			Statutory
Sand analysis	Per application	Non-Taxable	\$ 149.35	\$ 150.00	\$ 0.65	0.4%	Non-Statutory
Copy of existing septic tank system plan	Per application	Non-Taxable	\$ 45.00	\$ 45.00	\$ -	0.0%	Non-Statutory
On-site location of existing septic tank system	Per application	Non-Taxable	\$ 280.00	\$ 280.00	\$ -	0.0%	Non-Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
<b>Statutory Planning</b>							
<i>Use</i>							
Class 1: Use only Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
<b>Single Dwelling</b>							
Class 2: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 7 permit or a permit to subdivide or consolidate land) if the estimated cost of development is \$10,000 or less Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 199.90	TBA	\$ -	0.0%	Statutory
Class 3: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$10,000 but not more than \$100,000 Statutory Fee - (42.5 fee units)	Per application	Non-Taxable	\$ 629.40	TBA	\$ -	0.0%	Statutory
Class 4: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 but not more than \$500,000 Statutory Fee - (87 fee units)	Per application	Non-Taxable	\$ 1,288.50	TBA	\$ -	0.0%	Statutory
Class 5: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$500,000 but not more than \$1,000,000 Statutory Fee - (94 fee units)	Per application	Non-Taxable	\$ 1,302.10	TBA	\$ -	0.0%	Statutory
Class 6: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 but not more than \$2,000,000. Statutory Fee - ( 101 fee units)	Per application	Non-Taxable	\$ 1,405.80	TBA	\$ -	0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
<b>Vic Smart Application</b>							
Class 7: VicSmart application if the estimated cost of development is \$10,000 or less Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 199.90	TBA	\$ -	0.0%	Statutory
Class 8: VicSmart application if the estimated cost of development is more than \$10,000 Statutory Fee - (29 fee units)	Per application	Non-Taxable	\$ 429.50	TBA	\$ -	0.0%	Statutory
Class 9: VicSmart application to subdivide or consolidate land Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 199.90	TBA	\$ -	0.0%	Statutory
Class 10: VicSmart application (other than a class 7, class 8 or class 9 permit) Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 199.90	TBA	\$ -	0.0%	Statutory
<b>Development (other than a single dwelling)</b>							
Class 11: To develop land (other than a class 2, class 3, class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less than \$100,000 Statutory Fee - (77.5 fee units)	Per application	Non-Taxable	\$ 1,147.80	TBA	\$ -	0.0%	Statutory
Class 12: To develop land (other than a class 4, class 5, or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 and not more than \$1,000,000 Statutory Fee - (104.5 fee units)	Per application	Non-Taxable	\$ 1,547.60	TBA	\$ -	0.0%	Statutory
Class 13: To develop land (other than a class 6 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 and not more than \$5,000,000 Statutory Fee - (230.5 fee units)	Per application	Non-Taxable	\$ 3,413.70	TBA	\$ -	0.0%	Statutory
Class 14: To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$5,000,000 and not more than \$15,000,000 Statutory Fee - (587.5 fee units)	Per application	Non-Taxable	\$ 8,700.90	TBA	\$ -	0.0%	Statutory
Class 15: To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$15,000,000 and not more than \$50,000,000 Statutory Fee - (1732.5 fee units)	Per application	Non-Taxable	\$ 25,658.30	TBA	\$ -	0.0%	Statutory
Class 16: To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$50,000,000 Statutory Fee - (3894 fee units)	Per application	Non-Taxable	\$ 57,670.10	TBA	\$ -	0.0%	Statutory
<b>Subdivision</b>							
Class 17: To subdivide an existing building (other than a class 9 permit) Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
Class 18: To subdivide land into 2 lots (other than a class 9 or class 17 permit) Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
Class 19: To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9 permit) Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
Class 20: Subdivide land (other than a class 9, class 17, class 18 or class 19 permit) Statutory Fee - (89 fee units per 100 lots created)	Per application	Non-Taxable	18.10 per 100 lots creat	TBA	\$ -	0.0%	Statutory
Class 21: Applications to create, vary or remove a restriction within the meaning of the Subdivision Act 1988, or create or remove a right of way, or create, vary or remove an easement other than a right of way, or vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
<i>Other</i>							
Class 22: A permit not otherwise provided for in the regulation Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
<i>Single dwelling</i>							
Class 1 Amendment: An amendment to a permit to change the use of land allowed by the permit or allow a new use of land.	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
Class 2 Amendment: An amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit.	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
Class 3 Amendment: An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is \$10,000 or less.	Per application	Non-Taxable	\$ 199.90	TBA	\$ -	0.0%	Statutory
Class 4 Amendment: An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$10,000 but not more than \$100,000.	Per application	Non-Taxable	\$ 629.40	TBA	\$ -	0.0%	Statutory
Class 5 Amendment: An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$100,000 but not more than \$500,000.	Per application	Non-Taxable	\$ 1,288.50	TBA	\$ -	0.0%	Statutory
Class 6 Amendment: An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$500,000.	Per application	Non-Taxable	\$ 1,392.10	TBA	\$ -	0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee	
			GST	GST	Decrease	Increase / Decrease		
			\$	\$	\$	%		
<b>VicSmart</b>					\$	-	0.0%	
Class 7 Amendment: An amendment to a permit that is the subject of a VicSmart application, if the estimated cost of the additional development is \$10,000 or less.	Per application	Non-Taxable	\$ 199.90	TBA	\$	-	0.0%	Statutory
Class 8 Amendment: An amendment to a permit that is the subject of a VicSmart application, if the estimated cost of the additional development is more than \$10,000.	Per application	Non-Taxable	\$ 429.50	TBA	\$	-	0.0%	Statutory
Class 9 Amendment: An amendment to a class 9 permit (to subdivide or consolidate land).	Per application	Non-Taxable	\$ 199.90	TBA	\$	-	0.0%	Statutory
Class 10 Amendment: An amendment to a class 10 permit.	Per application	Non-Taxable	\$ 199.90	TBA	\$	-	0.0%	Statutory
<b>Development (other than a single dwelling)</b>								
Class 11 Amendment: An amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit, if the estimated cost of any additional development to be permitted by the amendment is \$100,000 or less.	Per application	Non-Taxable	\$ 1,147.80	TBA	\$	-	0.0%	Statutory
Class 12 Amendment: An amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$100,000 but not more than \$1,000,000.	Per application	Non-Taxable	\$ 1,547.60	TBA	\$	-	0.0%	Statutory
Class 13 Amendment: An amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$1,000,000.	Per application	Non-Taxable	\$ 3,413.70	TBA	\$	-	0.0%	Statutory
<b>Subdivision</b>								
Class 14 Amendment: An amendment to a class 17 permit (to subdivide an existing building).	Per application	Non-Taxable	\$ 1,318.10	TBA	\$	-	0.0%	Statutory
Class 15 Amendment: An amendment to a class 18 permit (to subdivide land into 2 lots).	Per application	Non-Taxable	\$ 1,318.10	TBA	\$	-	0.0%	Statutory
Class 16 Amendment: An amendment to a class 19 permit (to effect a realignment of a common boundary between lots or consolidate 2 or more lots other than a class 9 permit).	Per application	Non-Taxable	\$ 1,318.10	TBA	\$	-	0.0%	Statutory
Class 17 Amendment: An amendment to a class 20 permit (Subdivide land (other than a class 9, class 17, class 18 or class 19 permit).	Per application	Non-Taxable	18.10 per 100 lots creat	TBA	\$	-	0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
Class 18 Amendment: An amendment to a class 21 permit (applications to create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or create or remove a right of way; or create, vary or remove an easement other than a right of way; or vary or remove a condition in the nature of an easement other than right of way in a Crown grant)	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
<i>Other</i>							
Class 19 Amendment: An amendment to a class 22 permit (a permit not otherwise provided for in the regulation).	Per application	Non-Taxable	\$ 1,318.10	TBA	\$ -	0.0%	Statutory
Regulation 10: For combined permit applications Statutory Fee - Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Variable Calculation - refer to Regulation	Variable Calculation - refer to Regulation	\$ -	0.0%	Statutory
Regulation 12: Amend an application for a permit or an application for an amendment to a permit Statutory Fee - a) Under section 57A(3)(a) of the Act the fee to amend an application for a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 9. b) Under section 57A(3)(a) of the Act the fee to amend an application to amend a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 11 and any additional fee under c) below; c) If an application to amend an application for a permit or amend an application to amend a permit has the effect of changing the class of that permit to a new class, having a higher application fee set out in the Table to regulation 9, the applicant must pay an additional fee being the difference the original class of application and the amended class of permit	Per application	Non-Taxable	Variable Calculation - refer to Regulation	Variable Calculation - refer to Regulation	\$ -	0.0%	Statutory
Regulation 13: For a combined application to amend permit Statutory Fee - Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Variable Calculation - refer to Regulation	Variable Calculation - refer to Regulation	\$ -	0.0%	Statutory
Regulation 14: For a combined permit and planning scheme amendment Statutory Fee - Under section 96A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Variable Calculation - refer to Regulation	Variable Calculation - refer to Regulation	\$ -	0.0%	Statutory
Regulation 15: For a certificate of compliance	Per application	Non-Taxable	\$ 325.80	TBA	\$ -	0.0%	Statutory
Regulation 16: For an agreement to a proposal to amend or end an agreement under section 173 of the Act	Per application	Non-Taxable	\$ 659.00	TBA	\$ -	0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
Regulation 18: Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council <b>Application Fees in accordance with the Subdivision (Fee) Regulations 2016</b>	Per application	Non-Taxable	\$ 325.80	TBA	\$ -	0.0%	Statutory
Regulation 9: For certification of a plan of subdivision	Per application	Non-Taxable	\$ 174.80	TBA	\$ -	0.0%	Statutory
Regulation 7: Alteration of plan under section 10(2) of the Act	Per application	Non-Taxable	\$ 111.10	TBA	\$ -	0.0%	Statutory
Regulation 8: Amendment of certified plan under section 11(1) of the Act	Per application	Non-Taxable	\$ 140.70	TBA	\$ -	0.0%	Statutory
Regulation 9: Checking of engineering plans	Per application	Non-Taxable	Variable Calculation - refer to Regulation	Variable Calculation - refer to Regulation	\$ -	0.0%	Statutory
Regulation 10: Engineering plan prepared by council	Per application	Non-Taxable	Variable Calculation - refer to Regulation	Variable Calculation - refer to Regulation	\$ -	0.0%	Statutory
Regulation 11: Supervision of works	Per application	Non-Taxable	Variable Calculation - refer to Regulation	Variable Calculation - refer to Regulation	\$ -	0.0%	Statutory
Public open space contribution Statutory Fee - Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme	Calculated in accordance with t	Non-Taxable	Variable Calculation - refer to Scheme	Variable Calculation - refer to Scheme	\$ -	0.0%	Statutory
Subdivision Outstanding Works Bond Refundable (to enable issuing a statement of compliance prior to works being completed)	150% of the cost of outstanding	Taxable	Variable Calculation	Variable Calculation	\$ -	0.0%	Non-Statutory
Landscape Bond Refundable Charge per dwelling - condition of planning permit	Charge per dwelling - condition	Non-Taxable	\$ 1,812.00	\$ 1,840.00	\$ 28.00	1.5%	Non-Statutory
Application fee to remove or destroy or lop 2 or more trees	Per application	Non-Taxable	\$ 550.00	\$ 550.00	\$ -	0.0%	Statutory
Application fee to amend a permit to remove or destroy or lop 2 or more trees	Per application	Non-Taxable	\$ 550.00	\$ 558.00	\$ 8.00	1.5%	Statutory
Secondary Consent Application Fee VicSmart applications or a single dwelling with an additional development cost under \$10,000	VicSmart applications or a singl	Taxable	\$ 205.00	\$ 205.00	\$ -	0.0%	Non-Statutory
Secondary Consent Application Fee Single dwelling with an additional development cost under \$100,000	Single dwelling with an addition	Taxable	\$ 543.00	\$ 551.00	\$ 8.00	1.5%	Non-Statutory
Secondary Consent Application Fee All other applications	All other applications	Taxable	\$ 885.00	\$ 898.00	\$ 13.00	1.5%	Non-Statutory
Extension of Time Application Fee All applications	All applications	Taxable	\$ 672.00	\$ 682.00	\$ 10.00	1.5%	Non-Statutory
Pre Application Advice Request	Per request	Taxable	\$ 410.00	\$ 416.00	\$ 6.00	1.5%	Non-Statutory
Statutory Planning Property Enquiries Written confirmation of planning permit requirements	Written confirmation of planning permit requirements	Taxable	\$ 200.00	\$ 203.00	\$ 3.00	1.5%	Non-Statutory
Digital copy of Planning Permit and Approved plans per application	per application	Taxable	\$ 206.00	\$ 210.00	\$ 4.00	1.9%	Non-Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Economic &amp; Community Wellbeing</b>							
<b>Public Halls</b>							
Doncaster Playhouse Bond	per hire	Non-Taxable	\$ 515.00	\$ 523.00	\$ 8.00	1.6%	Non-Statutory
Doncaster Playhouse Hire Per performance (5 hours)	Per performance	Taxable	\$ 464.53	\$ 472.00	\$ 7.47	1.6%	Non-Statutory
Doncaster Playhouse Rehearsal per hour	Per hour	Taxable	\$ 92.70	\$ 95.00	\$ 2.30	2.5%	Non-Statutory
Doncaster Playhouse Bump in/Bump out	Per event	Taxable	\$ 92.70	\$ 95.00	\$ 2.30	2.5%	Non-Statutory
Manningham Art Studios Bond	per hire	Non-Taxable	\$ 106.61	\$ 109.00	\$ 2.40	2.2%	Non-Statutory
Manningham Art Studios Studio 1 Casual Commercial	Per hour	Taxable	\$ 121.54	\$ 124.00	\$ 2.46	2.0%	Non-Statutory
Manningham Art Studios Studio 1 Regular Commercial	Per hour	Taxable	\$ 107.64	\$ 110.00	\$ 2.36	2.2%	Non-Statutory
Manningham Art Studios Studio 1 Casual Community	Per hour	Taxable	\$ 84.98	\$ 86.30	\$ 1.33	1.6%	Non-Statutory
Manningham Art Studios Studio 1 Regular Community	Per hour	Taxable	\$ 77.77	\$ 79.00	\$ 1.24	1.6%	Non-Statutory
Manningham Art Studios Studio 2 Casual Commercial	Per hour	Taxable	\$ 45.32	\$ 46.00	\$ 0.68	1.5%	Non-Statutory
Manningham Art Studios Studio 2 Regular Commercial	Per hour	Taxable	\$ 27.30	\$ 27.80	\$ 0.50	1.9%	Non-Statutory
Manningham Art Studios Studio 2 Casual Community	Per hour	Taxable	\$ 23.18	\$ 23.60	\$ 0.43	1.8%	Non-Statutory
Manningham Art Studios Studio 2 Regular Community	Per hour	Taxable	\$ 13.91	\$ 14.20	\$ 0.30	2.1%	Non-Statutory
Manningham Art Studios Studio 3 Casual Commercial	Per hour	Taxable	\$ 27.30	\$ 27.80	\$ 0.50	1.9%	Non-Statutory
Manningham Art Studios Studio 3 Regular Commercial	Per hour	Taxable	\$ 20.00	\$ 21.00	\$ 0.40	1.9%	Non-Statutory
Manningham Art Studios Studio 3 Casual Community	Per hour	Taxable	\$ 13.91	\$ 14.20	\$ 0.30	2.1%	Non-Statutory
Manningham Art Studios Studio 3 Regular Community	Per hour	Taxable	\$ 10.30	\$ 10.50	\$ 0.20	1.9%	Non-Statutory
Manningham Art Studios Studio 4 Regular Commercial	Per hour	Taxable	\$ 27.30	\$ 28.00	\$ 0.70	2.6%	Non-Statutory
Manningham Art Studios Studio 4 Regular Community	Per hour	Taxable	\$ 13.91	\$ 22.00	\$ 8.10	58.2%	Non-Statutory
Manningham Art Studios Studio 5 Regular Commercial	Per hour	Taxable	\$ 20.00	\$ 21.00	\$ 0.40	1.9%	Non-Statutory
Manningham Art Studios Studio 5 Regular Community	Per hour	Taxable	\$ 10.30	\$ 15.00	\$ 4.70	45.6%	Non-Statutory
Manningham Art Studios Studio 6 Regular Commercial	Per hour	Taxable	\$ 52.53	\$ 53.00	\$ 0.47	0.9%	Non-Statutory
Manningham Art Studios Studio 6 Regular Community	Per hour	Taxable	\$ 27.30	\$ 28.00	\$ 0.70	2.6%	Non-Statutory
Manningham Art Gallery Gallery 1 - Community hire fee	minimum 4 weeks	Taxable	\$ 1,385.35	\$ 1,407.00	\$ 21.65	1.6%	Non-Statutory
Manningham Art Gallery Gallery 2 - Community hire fee	minimum 4 weeks	Taxable	\$ 1,385.35	\$ 1,407.00	\$ 21.65	1.6%	Non-Statutory
Manningham Art Gallery Gallery 1 - Commercial hire fee	minimum 4 weeks	Taxable	\$ 1,599.08	\$ 1,624.00	\$ 24.93	1.6%	Non-Statutory
Manningham Art Gallery Gallery 2 - Commercial hire fee	minimum 4 weeks	Taxable	\$ 1,599.08	\$ 1,624.00	\$ 24.93	1.6%	Non-Statutory
Manningham Art Gallery Both Galleries - Community hire fee	minimum 4 weeks	Taxable	\$ 2,132.10	\$ 2,165.00	\$ 32.90	1.5%	Non-Statutory
Manningham Art Gallery Both Galleries - Commercial hire fee	minimum 4 weeks	Taxable	\$ 2,451.92	\$ 2,480.00	\$ 37.09	1.5%	Non-Statutory
All Halls Insurance - Alcohol	Per hire	Taxable	\$ 59.74	\$ 60.70	\$ 0.96	1.6%	Non-Statutory
All Halls Insurance - No Alcohol	Per hire	Taxable	\$ 39.14	\$ 39.80	\$ 0.66	1.7%	Non-Statutory
All Halls Insurance - Regular Hire	Per hour	Taxable	\$ 24.72	\$ 25.00	\$ 0.28	1.1%	Non-Statutory
MC <sup>2</sup> (Bulleen, Warrandyte and Donvale Rooms) Community Hire	Per hour	Taxable	\$ 21.00	\$ 21.00	\$ -	0.0%	Non-Statutory
MC <sup>2</sup> (Bulleen, Warrandyte and Donvale Rooms) Commercial Hire	Per hour	Taxable	\$ 26.00	\$ 26.00	\$ -	0.0%	Non-Statutory
MC <sup>2</sup> (Warrandyte and Donvale Rooms) Community Hire	Per hour	Taxable	\$ 26.00	\$ 26.00	\$ -	0.0%	Non-Statutory
MC <sup>2</sup> (Warrandyte and Donvale Rooms) Commercial Hire	Per hour	Taxable	\$ 31.00	\$ 31.00	\$ -	0.0%	Non-Statutory
MC <sup>2</sup> (Doncaster, Templestowe Room) Community Hire	Per hour	Taxable	\$ 26.00	\$ 26.00	\$ -	0.0%	Non-Statutory
MC <sup>2</sup> (Doncaster, Templestowe Room) Commercial Hire	Per hour	Taxable	\$ 31.00	\$ 31.00	\$ -	0.0%	Non-Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
MC² (Doncaster and Templestowe Room) Community Hire	Per hour	Taxable	\$ 31.00	\$ 31.00	\$ -	0.0%	Non-Statutory
MC² (Doncaster and Templestowe Room) Commercial Hire	Per hour	Taxable	\$ 42.00	\$ 42.00	\$ -	0.0%	Non-Statutory
MC² Insurance	Per hire	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Ajani Community Hall Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory
Ajani Community Hall Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.0%	Non-Statutory
Ajani Community Hall Casual Hire Commercial	Per hour	Taxable	\$ 145.00	\$ 148.00	\$ 3.00	2.1%	Non-Statutory
Ajani Community Hall Casual Hire Community/Private	Per hour	Taxable	\$ 81.00	\$ 82.00	\$ 1.00	1.2%	Non-Statutory
Ajani Community Hall Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 45.00	\$ 48.00	\$ 3.00	6.7%	Non-Statutory
Ajani Community Hall Regular Hire Commercial	Per hour	Taxable	\$ 40.00	\$ 41.00	\$ 1.00	2.5%	Non-Statutory
Ajani Community Hall Regular Hire Community	Per hour	Taxable	\$ 31.00	\$ 32.00	\$ 1.00	3.2%	Non-Statutory
Ajani Community Hall Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 700.00	\$ 710.00	\$ 10.00	1.4%	Non-Statutory
Ajani Centre Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory
Ajani Centre Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.0%	Non-Statutory
Ajani Centre Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 1,020.00	\$ 1,035.00	\$ 15.00	1.5%	Non-Statutory
Ajani Centre Casual Hire Commercial	Per hour	Taxable	\$ 192.00	\$ 195.00	\$ 3.00	1.6%	Non-Statutory
Ajani Centre Casual Hire Community/Private	Per hour	Taxable	\$ 112.00	\$ 114.00	\$ 2.00	1.8%	Non-Statutory
Ajani Centre Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 68.00	\$ 70.00	\$ 2.00	2.9%	Non-Statutory
Ajani Centre Regular Hire Commercial	Per hour	Taxable	\$ 49.00	\$ 50.00	\$ 1.00	2.0%	Non-Statutory
Ajani Centre Regular Hire Community	Per hour	Taxable	\$ 36.00	\$ 37.00	\$ 1.00	2.8%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference Room Casual Hire Commercial	Per hour	Taxable	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference Room Casual Hire Community/Private	Per hour	Taxable	\$ 31.00	\$ 32.00	\$ 1.00	3.2%	Non-Statutory
Currawong Bush Park (Conference Centre) Rooms 1 & 2 - casual hire commercial	Per hour	Taxable	\$ 31.00	\$ 32.00	\$ 1.00	3.2%	Non-Statutory
Currawong Bush Park (Conference Centre) Rooms 1 & 2 - casual hire community	Per hour	Taxable	\$ 21.00	\$ 22.00	\$ 1.00	4.8%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference room with extra rooms - commercial	Per hour	Taxable	\$ 52.00	\$ 53.00	\$ 1.00	1.9%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference room with extra rooms - community	Per hour	Taxable	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	Non-Statutory
Currawong Bush Park (Environment Centre) Camping fee per person	Per night	Taxable	\$ 17.00	\$ 17.50	\$ 0.50	2.9%	Non-Statutory
Currawong Bush Park (Environment Centre) Casual Hire Commercial	Per hour	Taxable	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	Non-Statutory
Currawong Bush Park (Environment Centre) Casual Hire Community/Private	Per hour	Taxable	\$ 26.00	\$ 27.00	\$ 1.00	3.8%	Non-Statutory
Koonung Room Casual Hire community	Per hour	Taxable	\$ 98.00	\$ 100.00	\$ 2.00	2.0%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domenev Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.0%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Casual Hire Commercial	Per hour	Taxable	\$ 101.00	\$ 103.00	\$ 2.00	2.0%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Casual Hire Community/Private	Per hour	Taxable	\$ 64.00	\$ 65.00	\$ 1.00	1.6%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 43.00	\$ 44.00	\$ 1.00	2.3%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Regular Hire Commercial	Per hour	Taxable	\$ 31.00	\$ 32.00	\$ 1.00	3.2%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Regular Hire Community	Per hour	Taxable	\$ 27.00	\$ 28.00	\$ 1.00	3.7%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 546.00	\$ 555.00	\$ 9.00	1.6%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Bond Casual/Regular Hire	Per hire	Non-Taxable	\$ 100.00	\$ 100.00	\$ -	0.0%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Casual Hire Commercial/Private	Per hour	Taxable	\$ 47.00	\$ 48.00	\$ 1.00	2.1%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Casual Hire Community	Per hour	Taxable	\$ 32.00	\$ 33.00	\$ 1.00	3.1%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Regular Hire Commercial	Per hour	Taxable	\$ 27.00	\$ 28.00	\$ 1.00	3.7%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
(Individual Smaller Rooms) Senior Citizens Centres, Dorney Recreation Centre and Templestowe Memorial Supper Room Regular Hire Community	Per hour	Taxable	\$ 22.00	\$ 23.00	\$ 1.00	4.5%	Non-Statutory
The Pines Learning Centre (Function Room) Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory
The Pines Learning Centre (Function Room) Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.0%	Non-Statutory
The Pines Learning Centre (Function Room) Casual Hire Commercial	Per hour	Taxable	\$ 192.00	\$ 195.00	\$ 3.00	1.6%	Non-Statutory
The Pines Learning Centre (Function Room) Casual Hire Community/Private	Per hour	Taxable	\$ 112.00	\$ 114.00	\$ 2.00	1.8%	Non-Statutory
The Pines Learning Centre (Function Room) Regular Hire Commercial	Per hour	Taxable	\$ 49.00	\$ 50.00	\$ 1.00	2.0%	Non-Statutory
The Pines Learning Centre (Function Room) Regular Hire Community	Per hour	Taxable	\$ 36.00	\$ 37.00	\$ 1.00	2.8%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Bond Casual/Regular Hire	Per hire	Non-Taxable	\$ 100.00	\$ 100.00	\$ -	0.0%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Casual Hire Commercial	Per hour	Taxable	\$ 54.00	\$ 55.00	\$ 1.00	1.9%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Casual Hire Community/Private	Per hour	Taxable	\$ 48.00	\$ 49.00	\$ 1.00	2.1%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Regular Hire Commercial	Per hour	Taxable	\$ 40.00	\$ 41.00	\$ 1.00	2.5%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Regular Hire Community	Per hour	Taxable	\$ 29.00	\$ 30.00	\$ 1.00	3.4%	Non-Statutory
<b>Bus Rental</b>							
Bond	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory
Community only	Half day	Taxable	\$ 101.00	\$ 103.00	\$ 2.00	2.0%	Non-Statutory
Community only	Full day	Taxable	\$ 192.00	\$ 195.00	\$ 3.00	1.6%	Non-Statutory
Community only	Per weekend	Taxable	\$ 346.00	\$ 352.00	\$ 6.00	1.7%	Non-Statutory
<b>Buildings and Room Hire - Weekdays</b>							
Manningham Function Centre Council Chambers Mon - Fri per hour	Per hour	Taxable	\$ 104.00	\$ 106.00	\$ 2.00	1.9%	Non-Statutory
Manningham Function Centre Heide Room Mon - Fri per hour	Per hour	Taxable	\$ 89.00	\$ 90.00	\$ 1.00	1.1%	Non-Statutory
Manningham Function Centre Room 1 Mon - Fri 6.00am to 5.00pm per hour	Per hour	Taxable	\$ 182.00	\$ 185.00	\$ 3.00	1.6%	Non-Statutory
Manningham Function Centre Room 1 Casual Hire Community Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Per hour	Taxable	\$ -	\$ 109.00	\$ 109.00		Non-Statutory
Manningham Function Centre Room 2 Mon - Fri 6.00am to 5.00pm per hour	Per hour	Taxable	\$ 100.00	\$ 103.00	\$ 3.00	1.9%	Non-Statutory
Manningham Function Centre Room 2 Casual Hire Community Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Per hour	Taxable	\$ -	\$ 98.00	\$ 98.00		Non-Statutory
Manningham Function Centre Room 3 Mon - Fri 6.00am to 5.00pm per hour	Per hour	Taxable	\$ 130.00	\$ 132.00	\$ 2.00	1.5%	Non-Statutory
Manningham Function Centre Room 3 Casual Hire Community Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Per hour	Taxable	\$ -	\$ 80.00	\$ 80.00		Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase / Decrease	
			\$	\$	\$	%	
Manningham Function Centre Rooms 1 and 2 Mon - Thur 5.00pm to 12.00am per hour	Per hour	Taxable	\$ 277.00	\$ 282.00	\$ 5.00	1.8%	Non-Statutory
Manningham Function Centre Rooms 1 and 2 Casual Hire Community Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Per hour	Taxable	\$ -	\$ 169.00	\$ 169.00		Non-Statutory
Manningham Function Centre Rooms 2 and 3 Casual Hire Commercial Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Per hour	Taxable	\$ -	\$ 185.00	\$ 185.00		Non-Statutory
Manningham Function Centre Rooms 2 and 3 Casual Hire Community Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Per hour	Taxable	\$ -	\$ 111.00	\$ 111.00		Non-Statutory
Manningham Function Centre Rooms 1, 2 and 3 Mon- Thur 5.00pm to 12.00am per hour	Per hour	Taxable	\$ 427.00	\$ 434.00	\$ 7.00	1.6%	Non-Statutory
Manningham Function Centre Rooms 1, 2 and 3 Casual Hire Community Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Per hour	Taxable	\$ -	\$ 260.00	\$ 260.00		Non-Statutory
Manningham Function Centre Friday - 5pm - 12.00am	Per hour	Taxable	\$ 3,700.00	\$ 5,000.00	\$ 1,300.00	35.1%	Non-Statutory
Manningham Function Centre	Saturday rate	Taxable	\$ 4,635.00	\$ 5,000.00	\$ 365.00	7.9%	Non-Statutory
Manningham Function Centre	Saturday rate	Taxable	\$ 4,635.00	\$ 5,000.00	\$ 365.00	7.9%	Non-Statutory
<b>Aged and Disability Support Services</b>							
<b>Food Services</b>							
Meals on Wheels 3 course meals (delivered) - Packaged Clients FULL COST	Per meal	Taxable	\$ 37.00	\$ 37.60	\$ 0.60	1.6%	Non-Statutory
Meals on Wheels 3 course meals (Delivered direct by Food Services Manningham City Council)	Per meal	Non-Taxable	\$ -	\$ -	\$ -		Non-Statutory
Meals on Wheels	Per meal (Low rate)	Non-Taxable	\$ 11.00	\$ 11.20	\$ 0.20	1.8%	Non-Statutory
Meals on Wheels	Per meal (Low rate)	Non-Taxable	\$ 11.00	\$ 11.20	\$ 0.20	1.8%	Non-Statutory
Meals on Wheels	Per meal (Low rate)	Non-Taxable	\$ 11.00	\$ 11.20	\$ 0.20	1.8%	Non-Statutory
<b>General Home Care</b>	Per hour (Low rate)	Non-Taxable	\$ 8.30	\$ 8.50			Non-Statutory
General Home Care	Per hour (Low rate)	Non-Taxable	\$ 8.30	\$ 8.50	\$ 0.20	2.4%	Non-Statutory
General Home Care	Per hour (Low rate)	Non-Taxable	\$ 8.30	\$ 8.50	\$ 0.20	2.4%	Non-Statutory
General Home Care	Per hour (Low rate)	Non-Taxable	\$ 8.30	\$ 8.50	\$ 0.20	2.4%	Non-Statutory
Personal Care Service	Per hour (Low rate)	Non-Taxable	\$ 6.50	\$ 6.60	\$ 0.10	1.5%	Non-Statutory
Personal Care Service	Per hour (Low rate)	Non-Taxable	\$ 6.50	\$ 6.60	\$ 0.10	1.5%	Non-Statutory
Personal Care Service	Per hour (Low rate)	Non-Taxable	\$ 6.50	\$ 6.60	\$ 0.10	1.5%	Non-Statutory
Respite Care Service	Per hour (Low rate)	Non-Taxable	\$ 5.30	\$ 5.40	\$ 0.10	1.9%	Non-Statutory
Respite Care Service	Per hour (Low rate)	Non-Taxable	\$ 5.30	\$ 5.40	\$ 0.10	1.9%	Non-Statutory
Respite Care Service	Per hour (Low rate)	Non-Taxable	\$ 5.30	\$ 5.40	\$ 0.10	1.9%	Non-Statutory
Assisted Transport - One Return Trip	Per day	Non-Taxable	\$ 6.50	\$ 6.60	\$ 0.10	1.5%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST	GST	Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Planned Activity Groups - High</b>							
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 5.00	\$ 5.10	\$ 0.10	2.0%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 6.00	\$ 6.10	\$ 0.10	1.7%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 7.80	\$ 7.80	\$ 0.20	2.8%	Non-Statutory
Social Support Fee depends on nature of activity	Per Activity	Non-Taxable	\$ -	\$ 12.00	\$ 12.00		Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 17.00	\$ 17.30	\$ 0.30	1.8%	Non-Statutory
<b>City Amenity</b>							
<b>Council Sports Fields</b>							
Sport Fields - Winter Hire Grade 1 Seasonal Charge	Seasonal	Taxable	\$ 2,840.00	\$ 2,883.00	\$ 43.00	1.5%	Non-Statutory
Sport Fields - Winter Hire Grade 2 Seasonal Charge	Seasonal	Taxable	\$ 2,240.00	\$ 2,274.00	\$ 34.00	1.5%	Non-Statutory
Sport Fields - Winter Hire Grade 3 Seasonal Charge	Seasonal	Taxable	\$ 956.50	\$ 971.00	\$ 14.50	1.5%	Non-Statutory
Sport Fields - Winter Hire Grade 4 Seasonal Charge	Seasonal	Taxable	\$ 949.85	\$ 965.00	\$ 15.15	1.6%	Non-Statutory
Sport Fields - Winter Hire Level 1 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 853.10	\$ 866.00	\$ 12.90	1.5%	Non-Statutory
Sport Fields - Winter Hire Level 1 Pavilion Seasonal sub let Levy	Seasonal	Taxable	\$ 4,299.50	\$ 4,364.00	\$ 64.50	1.5%	Non-Statutory
Sport Fields - Winter Hire Level 2 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 528.90	\$ 537.00	\$ 8.10	1.5%	Non-Statutory
Sport Fields - Winter Hire Level 3 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 355.90	\$ 362.00	\$ 6.10	1.7%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Commercial Use	Per request	Taxable	\$ 441.20	\$ 448.00	\$ 6.80	1.5%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Community Use	Per request	Taxable	\$ 220.70	\$ 225.00	\$ 4.30	1.9%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Finals with gate takings	Per request	Taxable	\$ 441.20	\$ 448.00	\$ 6.80	1.5%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Commercial use Turf wicketpreparation	Per request	Taxable	\$ 220.70	\$ 225.00	\$ 4.30	1.9%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Community use Turf wicketpreparation	Per request	Taxable	\$ 147.10	\$ 150.00	\$ 2.90	2.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Finals use Turf wicket preparation	Per request	Taxable	\$ 147.10	\$ 150.00	\$ 2.90	2.0%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge Commercial Use	Per request	Taxable	\$ 367.80	\$ 374.00	\$ 6.20	1.7%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge Community Use	Per request	Taxable	\$ 195.60	\$ 199.00	\$ 3.40	1.7%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge School Use	Per request	Taxable	\$ 156.34	\$ 159.00	\$ 2.66	1.7%	Non-Statutory
Reischicks Reserve Athletic Track Senior Schools (Local) - (Includes pavilion cleaningcharge)	Per request	Taxable	\$ 475.10	\$ 483.00	\$ 7.90	1.7%	Non-Statutory
Reischicks Reserve Athletic Track Junior Schools (Local) - (Includes pavilion cleaningcharge)	Per request	Taxable	\$ 362.40	\$ 399.00	\$ 6.60	1.7%	Non-Statutory
Reischicks Reserve Athletic Track Others - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 620.40	\$ 630.00	\$ 9.60	1.5%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
Reischieks Reserve Athletic Track Carnivals - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 786.10	\$ 798.00	\$ 11.90	1.5%	Non-Statutory
Reischieks Reserve Athletic Track Training per hour (Local)	Per hour	Taxable	\$ 65.55	\$ 67.00	\$ 1.45	2.2%	Non-Statutory
Reischieks Reserve Athletic Track Training per hour (Outside)	Per hour	Taxable	\$ 93.80	\$ 96.00	\$ 2.20	2.3%	Non-Statutory
Reischieks Reserve Pavilion Hire of Pavilion	Per request	Taxable	\$ 798.50	\$ 811.00	\$ 12.50	1.6%	Non-Statutory
Sports Fields - Summer Grade 1 Seasonal Charge	Seasonal	Taxable	\$ 2,840.00	\$ 2,883.00	\$ 43.00	1.5%	Non-Statutory
Sports Fields - Summer Grade 2 Seasonal Charge	Seasonal	Taxable	\$ 2,240.00	\$ 2,274.00	\$ 34.00	1.5%	Non-Statutory
Sports Fields - Summer Grade 3 Seasonal Charge	Seasonal	Taxable	\$ 956.50	\$ 971.00	\$ 14.50	1.5%	Non-Statutory
Sports Fields - Summer Grade 4 Seasonal Charge	Seasonal	Taxable	\$ 949.85	\$ 965.00	\$ 15.15	1.6%	Non-Statutory
Sports Fields - Summer Level 1 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 853.10	\$ 866.00	\$ 12.90	1.5%	Non-Statutory
Sports Fields - Summer Level 1 Pavilion Seasonal sub let Levy	Seasonal	Taxable	\$ 4,299.50	\$ 4,364.00	\$ 64.50	1.5%	Non-Statutory
Sports Fields - Summer Level 2 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 528.00	\$ 537.00	\$ 8.10	1.5%	Non-Statutory
Sports Fields - Summer Level 3 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 355.90	\$ 362.00	\$ 6.10	1.7%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Commercial Use	Per request	Taxable	\$ 441.21	\$ 448.00	\$ 6.79	1.5%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Community Use	Per request	Taxable	\$ 220.66	\$ 224.00	\$ 3.34	1.5%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Finals with gate takings	Per request	Taxable	\$ 441.21	\$ 448.00	\$ 6.79	1.5%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Commercial use Turf wicket preparation	Per request	Taxable	\$ 220.66	\$ 224.00	\$ 3.34	1.5%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Community use Turf wicket preparation	Per request	Taxable	\$ 147.07	\$ 150.00	\$ 2.93	2.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Finals use Turf wicket preparation	Per request	Taxable	\$ 147.07	\$ 150.00	\$ 2.93	2.0%	Non-Statutory
Sports Fields - Summer Casual Pavilion Charge Commercial Use	Per request	Taxable	\$ 390.83	\$ 397.00	\$ 6.17	1.6%	Non-Statutory
Sports Fields - Summer Casual Pavilion Charge Community Use	Per request	Taxable	\$ 195.54	\$ 199.00	\$ 3.46	1.8%	Non-Statutory
Sports Fields - Summer Casual Pavilion Charge School Use	Per request	Taxable	\$ 156.33	\$ 159.00	\$ 2.67	1.7%	Non-Statutory
Sports Fields - Summer Donvale #1 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 4,272.07	\$ 4,337.00	\$ 64.93	1.5%	Non-Statutory
Sports Fields - Summer Koonung Res Seasonal Turf wicket charge	Seasonal	Taxable	\$ 4,974.09	\$ 5,049.00	\$ 74.91	1.5%	Non-Statutory
Sports Fields - Summer Schramms #1 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 5,366.00	\$ 5,447.00	\$ 81.00	1.5%	Non-Statutory
Sports Fields - Summer Zerbis Seasonal Turf wicket charge	Seasonal	Taxable	\$ 4,165.40	\$ 4,228.00	\$ 62.60	1.5%	Non-Statutory
Sports Fields - Summer Donvale #2 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 3,297.80	\$ 3,348.00	\$ 50.20	1.5%	Non-Statutory
Sports Fields - Summer Schramms #2 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 2,987.00	\$ 3,032.00	\$ 45.00	1.5%	Non-Statutory
Anderson Park Synthetic Pitch Casual Use Local Sporting Club per hour	Per request	Taxable	\$ 44.10	\$ 44.80	\$ 0.70	1.6%	Non-Statutory
Anderson Park Synthetic Pitch Casual Use Local School per hour	Per request	Taxable	\$ 44.10	\$ 44.80	\$ 0.70	1.6%	Non-Statutory
Anderson Park Synthetic Pitch Casual Commercial Use per hour	Per request	Taxable	\$ 191.10	\$ 194.00	\$ 2.90	1.5%	Non-Statutory
<b>Miscellaneous Works Permit</b>							
Reserve Crossing Deposit Minimum	Per request	Non-Taxable	\$ 37.30	\$ 37.90	\$ 0.60	1.6%	Non-Statutory
Reserve Crossing Deposit Maximum	Per request	Non-Taxable	\$ 37.30	\$ 37.90	\$ 0.60	1.6%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Waste</b>							
<b>Residential Service</b>							
Waste Service Charge 80 litre Garbage, 240 litre Recycle and 240 litre Garden Waste	Annual	Non-Taxable	\$ 263.50	\$ 299.00	\$ 35.50	13.5%	Non-Statutory
Upsize to 120 litre Garbage 120 litre Garbage	Annual	Non-Taxable	\$ 80.50	\$ 91.50	\$ 11.00	13.7%	Non-Statutory
Upsize to 360 litre Recycle 360 litre Recycle	Annual	Non-Taxable	\$ 38.50	\$ 43.50	\$ 5.00	13.0%	Non-Statutory
Additional Garbage 80 litre	Annual	Non-Taxable	\$ 175.00	\$ 199.50	\$ 23.50	13.4%	Non-Statutory
Additional Garbage 120 litre	Annual	Non-Taxable	\$ 205.50	\$ 233.00	\$ 27.50	13.4%	Non-Statutory
Additional Recycle 240 litre	Annual	Non-Taxable	\$ 75.00	\$ 85.00	\$ 10.00	13.3%	Non-Statutory
Additional Recycle 360 litre	Annual	Non-Taxable	\$ 113.50	\$ 129.00	\$ 15.50	13.7%	Non-Statutory
Additional Garden Waste 120 litre	Annual	Non-Taxable	\$ 99.00	\$ 112.50	\$ 13.50	13.6%	Non-Statutory
Additional Garden Waste 240 litre	Annual	Non-Taxable	\$ 124.00	\$ 140.50	\$ 16.50	13.3%	Non-Statutory
Domestic Change Bin Fee for change to waste service	Per request	Non-Taxable	\$ 58.00	\$ 66.00	\$ 8.00	13.8%	Non-Statutory
<b>Special Accommodation</b>							
WasteVS Waste Donvale RV	Annual	Non-Taxable	\$ 186.00	\$ 211.00	\$ 25.00	13.4%	Non-Statutory
WasteVI Waste Doncaster RV	Annual	Non-Taxable	\$ -	\$ -		0	
WasteSB Waste Brooklea	Annual	Non-Taxable	\$ 1,519.00	\$ 1,724.00	\$ 205.00	13.5%	Non-Statutory
WasteSA Waste Alexandra Gard	Annual	Non-Taxable	\$ 1,952.50	\$ 2,216.00	\$ 263.50	13.5%	Non-Statutory
WasteWA Waste Applewood	Annual	Non-Taxable	\$ 177.50	\$ 201.50	\$ 24.00	13.5%	Non-Statutory
WasteVR Waste Roseville RV	Annual	Non-Taxable	\$ 257.00	\$ 291.50	\$ 34.50	13.4%	Non-Statutory
WasteVP Waste Pinetree RV	Annual	Non-Taxable	\$ 200.00	\$ 227.00	\$ 27.00	13.5%	Non-Statutory
WasteVT Waste Templestowe RV	Annual	Non-Taxable	\$ 172.00	\$ 195.00	\$ 23.00	13.4%	Non-Statutory
WasteSG Waste Greenslopes	Annual	Non-Taxable	\$ 2,527.50	\$ 2,868.50	\$ 341.00	13.5%	Non-Statutory
WasteRM Waste Templestowe Manor	Annual	Non-Taxable	\$ 149.50	\$ 169.50	\$ 20.00	13.4%	Non-Statutory
Waste2MAL Waste 2 Malcolm Crescent Doncaster	Annual	Non-Taxable	\$ 263.50	\$ 299.00	\$ 35.50	13.5%	Non-Statutory
Waste28MIT Waste 28-30 Mitcham Road Donvale	Annual	Non-Taxable	\$ 263.50	\$ 299.00	\$ 35.50	13.5%	Non-Statutory
Waste1BELL Waste 1 Bellevue Avenue Doncaster East	Annual	Non-Taxable	\$ 263.50	\$ 299.00	\$ 35.50	13.5%	Non-Statutory
Waste8CLAY Waste 8 Clay Drive Doncaster	Annual	Non-Taxable	\$ 263.50	\$ 299.00	\$ 35.50	13.5%	Non-Statutory
Waste46BLK Waste 46 Blackburn Road	Annual	Non-Taxable	\$ 263.50	\$ 299.00	\$ 35.50	13.5%	Non-Statutory
<b>Garden Waste Recycle Centre</b>							
Chipping and mulching fees (Manningham Residents) Per Cubic Metre	Per cubic metre	Taxable	\$ 80.00	\$ 90.00	\$ 10.00	12.5%	Non-Statutory
Chipping and mulching fees (Non Manningham Residents / Others) Per Cubic Metre	Per cubic metre	Taxable	\$ 100.00	\$ 110.00	\$ 10.00	10.0%	Non-Statutory
Chipping and mulching fees for Front End Loader loading (Manningham Residents) Per load	Per load	Taxable	\$ 10.00	\$ 10.00	\$ -	0.0%	Non-Statutory
Chipping and mulching fees for Front End Loader loading (Non Manningham Residents / Others) Per load	Per load	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc GST	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			GST		Decrease	Increase /	
			\$	\$	\$	%	
<b>MC2</b>							
MC2-Café	Annual	Non-Taxable	\$ 1,186.50	\$ 1,346.50	\$ 160.00	13.5%	Non-Statutory
MC2-Interact Australia	Annual	Non-Taxable	\$ 65.00	\$ 74.50	\$ 9.00	13.7%	Non-Statutory
MC2-YMCA	Annual	Non-Taxable	\$ 88.00	\$ 100.00	\$ 12.00	13.6%	Non-Statutory
MC2-Doncare	Annual	Non-Taxable	\$ 629.00	\$ 714.00	\$ 85.00	13.5%	Non-Statutory
MC2-Chinese Community Services	Annual	Non-Taxable	\$ 218.00	\$ 247.50	\$ 29.50	13.5%	Non-Statutory
MC2-Doncaster Kindergarten	Annual	Non-Taxable	\$ 209.50	\$ 238.00	\$ 28.50	13.6%	Non-Statutory
MC2-Manningham Community Health	Annual	Non-Taxable	\$ 115.00	\$ 130.50	\$ 15.50	13.5%	Non-Statutory
MC2-Library	Annual	Non-Taxable	\$ 2,566.00	\$ 2,912.50	\$ 346.50	13.5%	Non-Statutory
<b>Commercial Waste Services</b>							
Commercial Waste Disposal 240 litre	Annual	Non-Taxable	\$ 514.50	\$ 584.00	\$ 69.50	13.5%	Non-Statutory
Additional Commercial Waste Disposal 240 litre	Annual	Non-Taxable	\$ 642.50	\$ 729.00	\$ 86.50	13.5%	Non-Statutory
Warrandyte Business Recycling	Annual	Non-Taxable	\$ 117.00	\$ 133.00	\$ 16.00	13.7%	Non-Statutory
<b>Infrastructure &amp; City Projects</b>							
<b>Buildings, Drainage, Roads, and Crossings</b>							
Building over easement	Application	Non-Taxable	\$ 242.05	\$ 247.00	\$ 4.95	2.0%	Statutory
Easements, Build Over Easement Preparation Fee	Application	Non-Taxable	\$ 990.00	\$ 1,010.00	\$ 20.00	2.0%	Statutory
Land/Road closure	Application	Non-Taxable	\$ 115.00	\$ 117.00	\$ 2.00	1.7%	Statutory
Legal points of discharge Application and Consent	Application	Non-Taxable	\$ 145.00	\$ 148.00		0.0%	Statutory
OSD systems Amendments to approved plans	Application	Non-Taxable	\$ 300.00	Range between \$300 to \$825		0.0%	Non-Statutory
OSD systems Drainage Plan Fee	Application	Non-Taxable	\$ 300.00	Range between \$525 to \$1,200		0.0%	Non-Statutory
OSD systems Recurring inspection fee	Application	Non-Taxable	\$ 150.00	\$ 150.00	\$ -	0.0%	Non-Statutory
Subdivision development work Plan checking 0.75% of value	Application	Non-Taxable	POA	POA			Statutory
Subdivision development work Supervision 2.5% of value	Application	Non-Taxable	POA	POA			Statutory
Flood level Application for flood level information	Application	Non-Taxable	\$ -	TBA			Statutory
Work Zones Application to create a Work Zone in front of a development site	Application	Non-Taxable	\$ 435.00	\$ 442.00	\$ 7.00	1.6%	Non-Statutory
Flood Level Consent Report Report and Consent	Application	Non-Taxable	\$ 290.00	TBA		0.0%	Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2020/21 Fee Inc	2021/22 Fee Inc	Fee Increase /		Basis of Fee
			Inc GST	Inc GST	Decrease	Increase / Decrease	
			\$	\$	\$	%	
<b>Miscellaneous Works Permit</b>							
Works Within Road Reserves - Other than minor works Over 50kph speed limit -conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 638.00	TBA		0.0%	Statutory
Works Within Road Reserves -Other than minor works Over 50kph speed limit -not conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 348.00	TBA		0.0%	Statutory
Works Within Road Reserves - Other than minor works Not more than 50kph speedlimit - conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 348.00	TBA		0.0%	Statutory
Works Within Road Reserves - other than minor works Not more than 50kph speedlimit - conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 348.00	TBA		0.0%	Statutory
Works Within Road Reserves - Minor works Conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 137.00	TBA		0.0%	Statutory
Works Within Road Reserves - Minor works Not conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 88.00	TBA		0.0%	Statutory
Traffic Management Plan Plan checking	Application	Non-Taxable	\$ -	\$ 100.00	\$ 100.00		Non-Statutory
Asset Protection Permit Developments where the value of the work is less than or equal to \$1M (Single Dwellings, Commercial, Multi Unit Developments etc)	Application	Non-Taxable	\$ 395.00	\$ 401.00	\$ 6.00	1.5%	Non-Statutory
Asset Protection Permit Developments where the value of the work is greater than \$1M (Single Dwellings, Commercial, Multi Unit Developments etc)	Application	Non-Taxable	Range between \$600 to \$20,000	Range between \$600 to \$20,000			Non-Statutory
Hoarding Permit Including an occupancy charge of \$6 per m2 per week capped at \$400 per week. Where occupation is less than 7 days a minimum charge of \$200 will apply.	Application	Non-Taxable	\$ 415.00	\$ 422.00	\$ 7.00	1.7%	Non-Statutory
Vehicle crossing permit Inspection of vehicle crossing	Application	Non-Taxable	\$ 293.55	\$ 298.00	\$ 4.45	1.5%	Non-Statutory
Vehicle crossing permit (reinspection) Reinspection (per return visit) of vehicle crossing	Application	Non-Taxable	\$ 169.95	\$ 173.00	\$ 3.05	1.8%	Non-Statutory
Works and Drainage Permit Minor works within road reserve or Easement by contractors, etc.	Application	Non-Taxable	\$ 293.55	\$ 348.00	\$ 54.45	18.5%	Statutory



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 Interpreter service 9840 9355 普通话 廣東話 Ελληνικά Italiano العربية للمراسل

# Draft Revenue and Rating Plan 2021/22 – 2024/25

Manningham City Council



Interpreter service

**9840 9355**

普通话 | 廣東話 | Ελληνικά

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# 1. Purpose

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan covering a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which Council proposes to work.

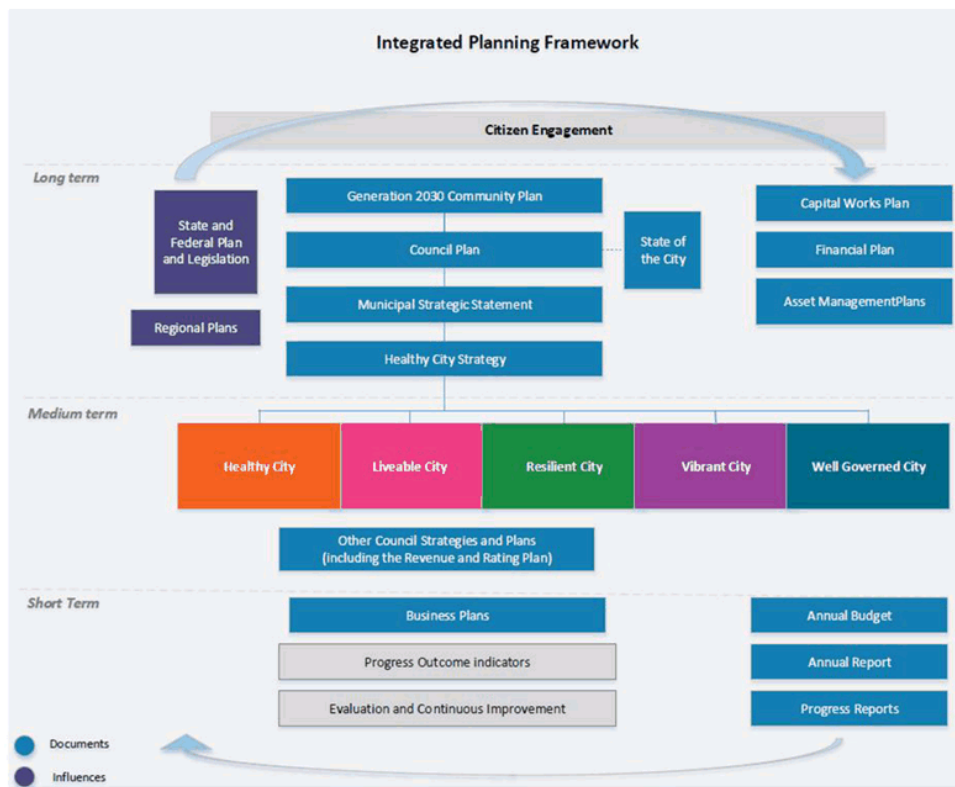
This Revenue and Rating Plan covers the four year period 2021/22 to 2024/25.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Manningham Council, which in conjunction with other income sources will adequately finance the objectives in the four year Council Plan.

This plan is an integral part of Council’s Integrated Planning Framework, which is created to help Council achieve its vision.

The strategies outlined in this plan align with the objectives contained in the Council Plan and feed into our budgeting and long-term financial planning documents as well as other strategic planning documents under our Council’s integrated planning framework.

**Figure 1: Integrated Planning Framework**



This plan will explain how Council calculates the revenue needed to fund its activities and how it will apportion the funding burden between ratepayers and other Council facilities and services users.

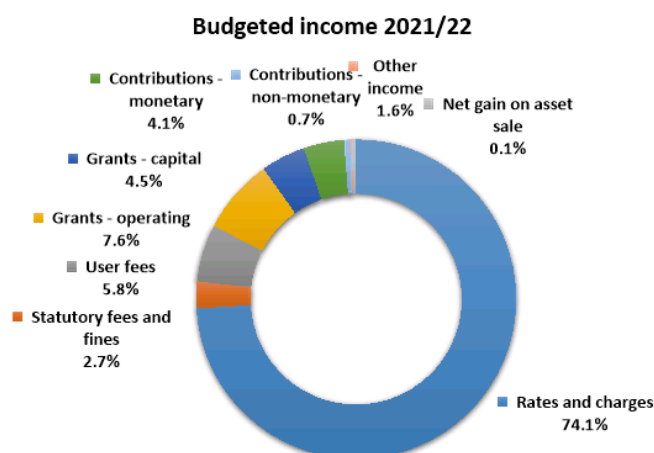
In particular, this plan will set out the decisions that Council has made concerning the rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council; it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

## 2. Introduction

Council provides many services and facilities to our local community and, in doing so, must collect revenue to cover the cost of providing these services and facilities. Local government has limited capacity to raise revenue. Changing community and government expectations has led to an expanded range of responsibilities. Changing demographics, including increased development and population growth, results in additional infrastructure needs and service level pressures. Local government assets are aging and require investment in renewal to maintain our service levels.

**Figure 2: Budgeted Income 2021/22**



Council's revenue sources include:

- Rates and waste service charges
- Grants from other levels of government
- Statutory fees and fines
- User Fees
- Cash and non-cash contributions from other parties (i.e. developers, community groups)
- Other income including interest from investments.

Rates are the most significant revenue source for Council and make up approximately 64% of our annual income. When combined, rates and waste service charges represent 74% of our annual income.

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has brought a renewed focus to Council's long-term financial sustainability. The FGRS continues to restrict Council's ability to raise revenue above the rate cap, unless an application is made to the Essential Services Commission for a variation. The rate cap set by the Minister for Local Government for 2021/22 is 1.5% which is in line with forecast CPI.

Maintaining service delivery levels and investing in community assets remain critical priorities for Council. This Plan seeks to reduce Council's reliance on rate income and provides options to reduce that reliance further.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees, are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will determine that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or recreation pavilions. Council needs to be clear about what grants it intends to apply for, and the obligations that these grants create in the delivery of services or infrastructure.

### 3. Community Engagement

This Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected.

During 2020/21 Council undertook Deliberative Community Engagement processes to assist in developing several key Council documents, including the Vision, Council Plan, Financial Plan and Asset Plan.

#### **Community Survey**

A Community Survey was undertaken in late 2020 and told us that our community places high importance on having a well-governed Council that spends its money wisely in the areas that matter most to the community.

Our community also expressed their need for Council to be financially sustainable and spend within its budget, and to ensure we provide value for money for ratepayers. This means spending money on essential services and infrastructure projects that deliver the most benefit to the community. We must also consider other priorities or initiatives that are valued by our community, and balance several priority areas while ensuring that Council remains financially sustainable.

#### **Community Panel**

A Community Panel was formed representing a cross-section of the Manningham community. Over 40 community members actively engaged in the Community Panel over four sessions in March 2021.



The Community Panel provided important feedback and input for Council on several revenue and funding strategies that helped shape the Revenue and Rating Plan. Some of the key feedback provided by the Community Panel is included in the table below.

**Table 1: Some key feedback from the Community Panel**

FUNDING STRATEGY	FEEDBACK
<b>Government grants</b>	Seek grants and advocate to other levels of government for funding
<b>User Fees and Charges</b>	Full user pays for commercial, but not for community use (Council to provide a subsidy or part-subsidy for community/not-for-profit or where benefit for the whole community can be demonstrated)
<b>Commercial or not-for profit co-contributions / Partnerships for funding community infrastructure</b>	Council to consider this where alignment can be demonstrated with community values
<b>Charge rental income for tenants</b>	Full charge for commercial tenants, subsidised for other tenants
<b>Loan Borrowings</b>	Council to consider loan borrowings as a source of funding if specific criteria are met (e.g. low interest rates, positive financial return, for major community infrastructure)
<b>Asset Sales</b>	Council to prioritise renewal of assets, rather than selling assets to fund major projects

#### Online community consultation via “Your Say Manningham”

During April 2021 Council ran a two week online consultation process on the Your Say Manningham webpage inviting our community to tell us their ideas for our 2021/22 Annual Budget and Revenue & Rating Plan. During this period Council received a number of ideas from our community for Council to consider.

## 4. Rates and Charges

Of Australia’s total taxes, the Commonwealth Government collects approximately 80.3% (including GST), and the State collects approximately 16.2%. Local government collects 3.5% of the total taxes collected by all levels of government, in the form of property taxes (rates).

Rates are property taxes that allow a Council to raise revenue used to fund essential public services and cater to their municipal population.

Rates are distributed between ratepayers based on the relative value of properties within the municipality. Properties are revalued every year by the Victorian Valuer-General to maintain a fair distribution of the rates burden between property owners. Property taxes do not take into account





individual debt levels or income received by property owners. One of the fundamental principles of a property tax is that those with a higher valued property relative to others within a municipality generally contribute a larger amount in rates.

Council has established a rating structure comprised of two key elements. These are:

- **General Rates**  
Based on property values (using the Capital Improved Valuation Methodology), which are indicative of capacity to pay and form the central basis of rating under the *Local Government Act 1989*; and
- **Service Charges**  
A 'user pays' component for council services, to reflect the benefits provided by Council to ratepayers who benefit from a service.

### Rating Process

Once Council has identified the total amount it needs to collect in rates revenue (as determined by its prescribed annual budget process), rates and charges can be calculated.

Council establishes its rate in the dollar by dividing the balance of required budget revenue by the total value of all rateable properties in the municipality. The rate in the dollar is then multiplied by the value of individual properties (using the Capital Improved Valuation methodology) to establish the amount to be paid by each property owner. This amount is known as the General Rates.

General Rates are added to any municipal charge and any service charges and service rates set by the Council, to determine the total rates and charges payable on a property.

#### *Example: Calculating General Rates*

The total value of rateable properties within a municipality is \$10,000,000,000 and Council needs to collect \$40,000,000 in rates. The rate in the dollar is calculated at \$0.004 ( $\$40,000,000 / \$10,000,000,000$ ). The rates payable on a property valued at \$320,000 would be \$1,280 ( $\$320,000 \times \$0.004$ ).

### Rate Cap and Valuation Movement

On average, general rates will increase each year by the Victorian Government's rate cap. The Minister for Local Government sets the rate cap in December for the upcoming rating year. Under the Victorian Government's rate cap, Manningham and all Victorian councils must keep the average rate increase across all properties to no more than the rate cap. The rate cap applies to the overall rate revenue collected by Council, not each individual property.

For each individual property, the change in the annual rates will depend upon the movement in the property value of that individual property relative to the average valuation movement across the municipality. The annual revaluation can significantly re-align how rates are distributed between ratepayers but of itself does not provide Council with any additional rate revenue overall.

#### *Example: Valuation movement and rate cap*

In a year where the average increase in property values was 10% across the municipality and the rate cap is 1.5%, if:

- The value of an individual property also increased by 10%, the rates for that property would increase by exactly 1.5% in line with the rate cap; or



- The value of an individual property increased by less than 10% or decreased, the rates for that property would increase by less than the rate cap of 1.5% or decrease; or
- The value of an individual property increased by more than 10%, the rates for that property would increase by more than the 1.5% rate cap.

Rates and charges (Waste Service Charges) are an important source of revenue, accounting for over 74% of operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Therefore, planning for future rate increases is an essential component of the long-term financial planning process; it plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services. Rate income also assists in funding Council's annual Capital Works Program. A critical budget principle is that a minimum of 33% of rate income is to fund the annual capital works program.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

Council currently has a service charge to fully recover the cost of Council's waste services. The waste service charge is not capped under the Fair Go Rates System; however, it is set each year to cover the cost to Council of providing waste services.

#### 4.1. Rating Legislation

The legislative framework set out in the *Local Government Act 1989* determines council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

Manningham Council's strategy in relation to municipal charges, service rates and charges and special rates and charges are outlined in this Plan.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates.

Section 157 (1) of the *Local Government Act 1989* provides Council with three choices regarding which valuation base to utilise: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in Council's Annual Budget as required by the *Local Government Act 2020*.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:



- a) the total amount that the Council intends to raise by rates and charges;
- b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- c) a description of any fixed component of the rates, if applicable;
- d) if the Council proposes to declare a uniform rate; the matters specified in section 160 of the *Local Government Act 1989*;
- e) if the Council proposes to declare a differential rate for any land; the matters specified in section 161(2) of the *Local Government Act 1989*;

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement:

- a) that Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b) that Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c) that a special order has been made in respect of the Council and specifies the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners; however, the quantum of rate revenue and rating amounts will be determined within the annual Manningham City Council budget.

### **Rate Capping**

Rate capping came into effect in the 2016/17 financial year. The introduction of a rate cap has removed Victorian Councils' autonomous ability to determine the annual level of the rate increase. The Minister for Local Government now determines Council's annual rate increase.

Individual Councils may apply to the Essential Services Commission for a variation to increase rates beyond the rate cap if they can demonstrate they need to raise additional revenue to continue to deliver the services and infrastructure for their municipality needs.

### **Local Government Rating System Review**

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and a list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. At the time of publication, these recommended changes have not yet been implemented and no timelines for the changes have been announced.

## **4.2. Rating Principles**

The legislation specifies a number of major objectives of the rating system:

- The equitable imposition of rates and charges.
- A reasonable degree of stability in the level of the rates effort.
- Contribute to the equitable and efficient carrying out of its functions.



- Apply principles of financial management, simplicity and transparency.

Section 101(1) of the *Local Government Act 2020* states that financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community.

### **Taxation Principles**

In considering what rating approaches are equitable, Council needs to have regard to the principles of taxation. The principles summarised below are the most significant in local government rating decisions:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Sustainability
- Benefit
- Capacity to Pay
- Diversity.

#### **Wealth Tax**

The “wealth tax” principle implies that the rates paid are dependent upon the value of a ratepayer’s real property and have no correlation to the individual ratepayer’s consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

#### **Equity**

##### *Horizontal equity*

Ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

##### *Vertical equity*

Those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden).

#### **Efficiency**

Economic efficiency is measured by the extent to which people's production and consumption decisions are affected by rates.

#### **Simplicity**

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.



**Sustainability**

Does the rating system generate sustainable, reliable revenues for Council and is it durable and flexible in changing conditions?

**Benefit**

The extent to which there is a nexus between consumption/benefit and the rate burden.

**Capacity to Pay**

The capacity of ratepayers or groups of ratepayers to pay rates.

**Diversity**

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council, therefore, is to determine the appropriate balancing of competing considerations.

**Rates and Charges Revenue Principles:**

Property rates will:

- be reviewed annually;
- not change dramatically from one year to next; and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

Differential rating (where applicable) should be applied as equitably as is practical and will comply with the *Ministerial Guidelines for Differential Rating 2013*.

**4.3. Determining Which Valuation Base to Use**

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use:

Capital Improved Value (CIV)	Value of land and improvements upon the land.
Site Value (SV)	Value of land only
Net Annual Value (NAV)	Rental valuation based on CIV

For residential and farm properties, NAV is calculated at 5% of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value, or 5 per cent of the CIV.

**Capital Improved Value (CIV)**

Capital Improved Value is the valuation base most commonly used by local government, with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the properties market value.



Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if:

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using Capital Improved Value (CIV):

- CIV includes all property improvements and hence is often supported because it more closely reflects “capacity to pay”. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.

Disadvantages of using CIV:

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

**Site value (SV)**

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only minimal ability to apply differential rates, Site Value implementation would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector. It would hinder council's objective of a fair and equitable rating system.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter-acre residential blocks. In many ways, it is difficult to see an equity argument being served by the implementation of Site Value (SV).

Advantages of Site Value

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm-land and residential use land.

Disadvantages of using Site Value

- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. These ratepayers will pay more in rates even though some of these owners may have much smaller/older dwellings than those with smaller land areas with well-developed dwellings. A typical



example is flats, units, or townhouses that will all pay low rates compared to traditional housing styles.

- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land and residential use properties). Large landowners, such as farmers, for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to removing the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices.

#### **Net annual value (NAV)**

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to the capital improved value for residential and farm properties. Valuers derive the NAV directly as 5% of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

#### **Recommended valuation base**

In choosing a valuation base, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the Local Government Act 1989 it must adopt either of the CIV or NAV methods of rating.

#### ***Manningham City Council uses Capital Improved Value (CIV) for rating valuation purposes.***

Capital Improved Value (CIV) applies to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements.

#### **Property Valuations**

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the Act, the Victorian Valuer-General conducts property valuations on an annual basis.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on individual properties to ensure that rises and falls in council rates remain affordable and that rating 'shocks' are mitigated to some degree.

### Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections.

The Victorian Valuer-General is tasked with undertaking supplementary valuations and advises council regularly of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

### Objections to property valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing on a prescribed form to Manningham City Council.

## 4.4. Rating Differentials

### Determining a Rating System

A general rate is applied to all rateable properties and can be set as a uniform rate or a number of differential rates.

### Uniform Rate

A uniform rate is a single rate in the dollar that is applied to the value (CIV) of all rateable properties. Council has adopted a uniform rate for many years, with an exception in 2012/13 when a differential rate was introduced for Electronic Gaming Machine lands (EGM). The EGM differential rate was discontinued in the 2013/14 Budget.

#### Advantages of a Uniform Rate include:

- Equitable distribution of rate burden
- Efficient to administer
- Transparent and easy to understand

#### Disadvantages of a Uniform Rate include:

- May not be perceived as equitable as it does not take into account the level of access or benefit that a ratepayer derives from Council services

### Differential Rates

A Council may determine to raise general rates by the application of a differential rate in the dollar to different classes of property if it considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.





If a Council declares a differential rate for any land the Council must specify:

- The objectives of the differential rate.
- The characteristics of the land which are the criteria for declaring the differential rate.
- The rate and amount of rates payable in relation to each type or class of land.

The highest differential rate is capped at four times the lowest differential rate.

Advantages of Differential Rates include:

- Can give Council flexibility to distribute the rate burden between groups of ratepayers, linking it with capacity to pay.
- Allows Council to reflect the unique circumstances of some land classes where the application of a uniform rate may create an inequitable outcome (e.g. farming enterprises).
- Allows Council discretion in the imposition of rates to 'facilitate and encourage appropriate development of its municipal district in the best interest of the community'.

Disadvantages of Differential Rates include:

- A lower differential rate for one group results in a higher rates burden for all others.
- The impossibility of measuring relative levels of access and consumption across the full range of council services to determine the appropriate or equitable level of differential rate.
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Complexity to administer.

Ministerial Guidelines issued in 2012 provide guidance on differential rates. Properties considered appropriate for differential rates are:

- |               |                                   |
|---------------|-----------------------------------|
| • General     | • Industrial                      |
| • Residential | • Vacant                          |
| • Farm        | • Derelict                        |
| • Commercial  | • Cultural and recreational lands |

The types and classes of land categories not considered appropriate for differential rates are:

- |                                    |  |
|------------------------------------|--|
| • Electronic gaming machine venues | • Liquor licensed venues/outlets       |
| • Fast-food premises               | • Businesses defines by hours of trade |

Council must consider the implementation of differential rates for farm lands and retirement villages, but are not obliged to implement differential rates for these classes of land.

#### **Cultural and Recreational Land – charges in lieu of rates**

Council currently charges two properties (Veneto Club and Yarra Valley Country Club) in lieu of rates, under Section 4(4) of the *Cultural and Recreational Lands Act*. Council is required to consider a discount for these properties under the *Cultural and Recreational Lands Act*, based on considered benefits to the community and Council's services.

#### **Recommended approach**

***Council is proposing to continue its long-standing practice to raise general rates through a uniform (or single) rate in the dollar for all property types and is not proposing to introduce differential rates.***



The general rate levied on a property represents a contribution toward the cost of providing universally accessible services and infrastructure - it does not and cannot reflect the level of services accessed or benefits derived by a ratepayer or group of ratepayers. Council considers that granting a rate reduction to one ratepayer group is not equitable because it shifts the rate burden onto other ratepayers.

#### 4.5. Municipal Charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs, and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, Council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

Advantages of a Municipal Charge include:

- A municipal charge applies equally to all properties and is based upon the recovery of the fixed cost of providing administrative services irrespective of valuation. Each ratepayer contributes equally toward identified administrative costs.

Disadvantages of a Municipal Charge include:

- The argument against a municipal charge is that this charge is regressive in nature and would result in lower-valued properties paying higher overall rates and charges as a percentage of their property value than they do at present.

**Recommended approach**

**Council does not currently levy a Municipal Charge and is not proposing to implement a Municipal Charge.**

#### 4.6. Special Charge Schemes

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2)). In accordance with Section 163 (3), council must specify:

- a) the wards, groups, uses or areas for which the special rate or charge is declared; and
- b) the land in relation to which the special rate or special charge is declared;



- c) the manner in which the special rate or special charge will be assessed and levied; and
- d) details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is that “special benefit” applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no ‘free-riders’ reaping the benefits but not contributing to fire prevention.

Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

#### Recommended approach

***Council does not currently levy a Special Rate or Special Charge and is not proposing to implement a Special Rate or Special Charge.***

### 4.7. Service Rates and Charges

Section 162 of the *Local Government Act 1989* provides Council with the opportunity to raise service rates and charges for any of the following services:

- a) the provision of a water supply;
- b) the collection and disposal of refuse;
- c) the provision of sewage services;
- d) any other prescribed service.

Manningham Council currently declares a cost-recovery based Waste Service Charge for the collection and disposal of refuse. Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of Council's waste services.

#### Advantages of a Service Charge include:

- It is readily understood by residents as a fee for a direct service that they receive.
- It provides equity in the rating system in that all residents who receive exactly the same service level all pay an equivalent amount.
- Ratepayers' can vary their charge through choosing a range of waste bin options.

#### Disadvantages of a Service Charge include:

- The argument against a service charge is that this charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges. The equity objective in levying rates against property values is lost in a service charge as it is levied uniformly across all assessments.

Council's standard kerbside waste and recycling service is based on an 80 litre garbage bin, 240 litre recycling and 240 litre garden waste bin. Ratepayers may vary the combination of bins and bin sizes that they receive as well as order additional bins (options vary the cost of the service).

#### Recommended approach

***It is recommended that Council retain the existing waste service charge structure, which is based on full cost recovery of the Council's waste services.***



The mix of having annually determined waste service charges which fully recover the cost of waste services combined with valuation driven rates provides a balanced and equitable outcome.

#### 4.8. Rebates, Waivers and Concessions

Council may grant a rebate or concession in relation to a rate or charge to assist in the proper development of the municipal district, preserve buildings or places of historical or environmental interest, and restore or maintain buildings and places of historical, environmental, architectural or scientific importance.

##### State Government Pension Rebate

Holders of a State Government pension card may be eligible for a State Government funded Pension Rebate (of \$241 in 2020/21) and a further \$50.00 rebate (in 2020/21) toward the cost of the Fire Services Property Levy. To be eligible, a ratepayer must:

- Hold a current Pensioner Concession Card from Centrelink or Veterans' Affairs or a Gold Card from the Department of Veterans' Affairs specifying War Widow (WW) or Totally and Permanently Incapacitated (TPI).
- Be responsible for payment of the rates and charges.
- Be their residential property.

The State Government fully funds these concessions.

##### Low Income Rebate

Council currently grants a rebate to holders of a "Low Income" Health Care Card. The rebate is currently \$100.00 (in 2020/21) and provides additional relief to ratepayers eligible for this rebate.

Council fully funds this concession.

##### Rate concession for Council owned facilities

A rate concession, equivalent to the general rates, is provided to Council owned highball and recreation facilities operated by community-based organisations under lease from Council.

##### General Valuation Rebate

Council currently offers a concession to those ratepayers who may suffer financial hardship due to rate increases resulting from the general valuation of properties (now every year).

The concession is limited to 50% of the rate increase, which is above 30% and, if granted, is only applicable to that financial year.

##### **Recommended approach**

***It is recommended that Council continue to apply a:***

- a) Rebate for Low Income Health Care Card holders***
- b) Rate concession for Council owned recreation facilities that are operated by community based organisations.***
- c) General valuation rebate to ratepayers who may suffer financial hardship as a result of the General Revaluation of properties.***
- d) No other rebates or waivers are proposed.***

#### 4.9. Collection and Administration of Rates and Charges

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

##### Payment options

Under section 167(1) of the *Local Government Act 1989*, Council must allow a person or ratepayer to pay a rate or charge in four instalments. The Minister sets the dates of these instalments.

Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Manningham Council also offers ratepayers the option to pay in ten instalments (via direct debit).

A Council may also allow a person to pay a rate or charge in a single lump-sum payment. Manningham Council does not provide this option and has not for over 15 years. Council also does not provide an incentive for early payment.

Council offers a wide range of payment options including:

- Direct debit - savings or cheque account
- Payment via our website
- BPAY - phone or internet
- Australia Post Billpay - in person, internet, telephone
- Payment in person at the Council Civic Centre - credit/debit card, cash or cheque.

##### Financial Hardship

Council acknowledges that some ratepayers will experience financial difficulty from time to time and, for some reason, may not meet able to meet payment due dates. Council has identified that it is necessary to provide assistance and relief at times and has processes in place under the *Rate Debtor Management Policy*.

Council has a range of financial hardship provisions to assist ratepayers who are experiencing financial hardship.

The objectives of these provisions are to ensure:

- appropriate assistance is granted to ratepayers enduring genuine financial hardship
- all applications for rate and levy relief are treated respectfully and confidentially
- ratepayers experiencing genuine financial hardship are treated with compassion and are made aware of their legal entitlements and initiatives provided by Manningham City Council and its service providers
- a flexible approach to the timing of debt payments, the writing off or not charging of interest.

The financial hardship provisions include:

- a Rate Payment Agreement that acknowledges the ratepayer's financial position
- a waiver of interest and legal costs



- a deferment of rates and charges to a mutually agreed date
- a partial rate rebate where a rate charge increases by over 30% as a consequence of a general revaluation.

#### **Interest on arrears and overdue rates**

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette. Interest will be calculated from the due date of the instalment missed on the amount not paid.

#### **State Government Fire Services Property Levy**

In 2013/14, the Victorian Government introduced the Fire Services Property Levy (FSPL). Councils collect this charge on behalf of the Victorian State Government. It is included in the Rates Notice as an additional charge. This levy is not included in the rate cap, and increases in the levy are at the State Government's discretion. Council plays no role in setting the FSPL, and all FSPL receipts are remitted to the Victorian State Government every quarter.

The levy is made up of a variable component (based on the capital improved value of the property) and a fixed component. The fixed component will vary for residential properties and non-residential properties. The variable rates will also vary for residential properties and non-residential properties.

The State Government Fire Services Property Levy (FSPL) is shown as separate charges on the Valuation and Rates notice.

## 5. Other Revenue Items

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### 5.1. User Fees and Charges

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Examples of user fees and charges include:

- Childcare fees
- Leisure Centre, Gym, and Pool visitation and membership fees
- Animal Registration fees
- Aged and Health Care service fees
- Leases and facility hire fees.

The provision of infrastructure and services form a crucial part of Council's role in supporting the local community. In providing these, Council must consider a range of 'Best Value' principles, including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.



In providing services to the community, Council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- a) Market Price
- b) Full Cost Recovery Price
- c) Subsidised Price

### **Market Pricing**

Market pricing is where the council sets prices based on the benchmarked competitive prices of alternate suppliers. In general, market price represents full cost recovery plus an allowance for profit. Market prices will be used when other providers exist in the given market, and the council needs to meet its obligations under the government's Competitive Neutrality Policy.

*It should be noted that if a market price is lower than the council's total cost price, then the market price would represent council subsidising that service. If this situation exists and other suppliers exist at the same price, this may mean that council is not the most efficient supplier in the marketplace. In this situation, council will consider whether there is a community service obligation and whether the council should provide this service.*

### **Full Cost Recovery**

Full cost recovery price aims to recover all direct and indirect costs incurred by council. This pricing should be used in particular where a service provided by council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

### **Subsidised Pricing**

Subsidised pricing is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from total subsidies (i.e. council provides the service free of charge) to partial subsidies, where council provides the service to the user with a discount. Council can fund the subsidy from rate revenue or other sources such as Commonwealth and state funding programs. Full council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

As part of the Annual Budget process, Council sets the proposed fees and charges for the upcoming financial year, taking into account a number of considerations, including:

- The cost of service delivery (both direct and indirect costs to be taken into account when setting prices);
- Affordability (capacity to pay);
- The level of Council subsidy (if any) based on community benefit; and
- Competitive neutrality with commercial providers (benchmarking).

Council develops a table of fees and charges as part of its annual budget each year.

## 5.2. Statutory Fees and Charges

Statutory fees, fines, and charges are those that council collects under legislation or other government directives. The rates used for statutory fees, fines and charges are normally advised by the state government department responsible for the corresponding services or legislation, and generally, councils will have limited discretion in applying these fees. The fee, fine or charge set by the State Government does not always reflect the cost of service to Council. On top of this, statutory fees do not always increase in line with inflation (CPI).

Examples of statutory fees, fines and charges include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees.

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

### Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

One penalty unit is currently \$165.22, from 1 July 2020 to 30 June 2021.

The rate for penalty units is indexed each financial year to be raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

### Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the Supreme Court registrar of probates is 1.6 fee units.

The value of one fee unit is currently \$14.81 in 2020/21. This value may increase at the beginning of a financial year, at the same time as penalty units.

The cost of fees and penalties is calculated by multiplying the number of units by the fee or unit's current value. The exact cost may be rounded up or down.

## 5.3. Grants

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be recurrent and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other government levels for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and Council Plan priorities.

Grants from other government levels (Victorian and Australian) as a share of local government revenue have declined over time, despite local governments' roles expanding.





### Government Grants and Cost Shifting

Cost-shifting by higher levels of government - one of the most common forms of cost-shifting involves a direct delegation of responsibilities from a higher level of government to the local government sector. Local Government provides many services on behalf of the Victorian and Australian Government.

Other levels of government typically set the fees a Council can charge to those who benefit from these services and usually do not reflect the costs of providing the service. The net result is that Council is obliged to use its general revenue to provide services on behalf of other levels of government.

In other cases, a higher level of government may stop providing a service that they are responsible for, leaving the Council to either provide the service from its own resources or leave a service gap.

Higher levels of government may also shift costs onto Council through new or increased compliance requirements (that is, 'raising the bar'), for which Council is not adequately compensated. Examples of this form of cost-shifting include requirements to comply with enhanced childcare and animal management regulations.

Another example of cost-shifting occurs when a government agency imposes a new or increased fee or charge on Council in order to recover its own operating expenses, with no offsetting benefit (in terms of increased services) to Council.

### 5.4. Contributions

Contributions represent funds received by Council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to Council in either cash payments (monetary contributions) or asset hand-overs (non-monetary contributions).

Examples of contributions include:

- Monies collected from developers under developer contribution plans and open space contributions
- Contributions from user groups towards the upgrade of facilities
- Assets handed over to Council from developers at the completion of a subdivision, such as roads, drainage, and streetlights (non-monetary contributions).

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any council expenditure occurs. In this situation, the funds will be identified and held separately by Council in a 'Reserve' to be used for specific purposes only.

Council receives monetary contributions from developers for two primary purposes:

- To improve open space and recreation (public open space contributions); and
- To improve and develop the infrastructure and amenity of the municipality (development contributions plan).

Council currently has a development contributions plan for the Doncaster Hill precinct, which is finishing in the short to medium term. Council is considering introducing a Manningham-wide



development contributions plan (DCP), which would provide a source of funding from developers to improve and develop the area's infrastructure and amenity.

## 5.5. Interest on investments

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per Council's investment policy, which seeks to maximise the return on investment whilst minimising risk.

## 5.6. Borrowings

Whilst not a source of income, loan borrowings can be an important cash management tool in appropriate circumstances. Loan borrowings can be a major source of funding for significant infrastructure projects that will provide benefits for future generations. This is known as 'inter-generational equity' - where future debt repayments are matched with future benefits derived from the infrastructure developed.

Loans can only be approved by council resolution.

Council has a Loan Borrowing Strategy and Principles, which provides for loan borrowings based on the following principles:

1. Financial performance indicator ratios relating to debt must be within the Local Government Performance Reporting Framework expected band and within the Victorian Auditor General low risk rating.
2. Loan duration not to exceed the lesser of 10 years or life of asset
3. Loans only for otherwise fully funded Capital projects
4. Priority for projects with above loan repayment returns
5. Loan duration to match cash flows in the funded Capital Works Program
6. Where an interest only loan is entered into then an amount equivalent to the annual principal repayment will be provided into a cash backed reserve.
7. Council will not take loans for investment in arbitrage schemes
8. Council will secure its loan funds through competitive tendering
9. No borrowings for operating expenses
10. Loan redemption payments and debt serving costs are to be included in Council's annual budget and 10 year Financial Strategy
11. Drawdown and repayment timing to minimise costs.

Borrowings will increase operating expenses through interest repayments. Borrowings could be considered within the context of Council's long term planning, asset planning, budget and long-term financial planning processes.

Borrowings could also be considered where the long-term financial return to Council is positive. Business cases would be required for any proposed undertaking and should fully consider the impacts if borrowings are proposed.

Borrowings must only be applied for where it can be proven that repayments can be met in the Long Term Financial Plan and must not be used to fund operational expenditure.





## 13 CHIEF EXECUTIVE OFFICER

### 13.1 Manningham Quarterly Report, Quarter 3, (January - March), 2021

File Number: IN21/279  
Responsible Director: Chief Executive Officer  
Attachments: 1 [Manningham Quarterly Report, Quarter 3 \(Jan-Mar\), 2021](#)

#### 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 Manningham Quarterly Report for Quarter 3, (January – March) 2021.**

#### 2. BACKGROUND

The Manningham Quarterly Report aims to promote transparency and meet legislative requirements under the Local Government Act (1989) and Planning and Reporting Regulations (2008). The report contains key capital works, finance and corporate performance information for the quarter.

#### 3. DISCUSSION / ISSUE

##### 3.1 Capital Works

- 3.1.1 The adopted 2020/21 capital budget was \$49.91m. The current budget forecast of \$47.45m takes into account an initial adjustment, as a result of final expenditure in 2019/20 and a range of income adjustments and new grants that have been realised over the first nine months of the financial year.
- 3.1.2 Total capital expenditure to the end of March 2021 was \$21.08m which is 77.6% of the end of March cash flow target. This is still slightly ahead of 2019/20 expenditure levels, despite some impact from COVID-19 on some projects. Project Managers are indicating that they are confident of meeting this year's expenditure measures.
- 3.1.3 11% of the 262 projects in the 2020/21 program have been completed. A number of large contracts were awarded this quarter, and it is anticipated this will enable strong expenditure in the next quarter.

3.1.4 Seven of the 262 projects are at risk for delivery by the end of the financial year. This is due to a delay in planning, approval or consultation for these projects. The proposed MC<sup>2</sup> Exterior project will not be delivered this financial year, due to external factors. In the meantime, funding from this and other at risk projects is being diverted to other new and existing projects in Council's capital works program.

### 3.2 Finance

3.2.1 At the end of March 2021, Council was \$288k or 0.7% unfavourable compared to the year-to-date (YTD) adopted budget. The unfavourable variance is mainly due to:

- Fees & User Charges income which are \$2.78 million unfavourable due to the impact of COVID-19 on Council's services.
- Employee Costs \$918k unfavourable due to the unbudgeted costs associated with the Working for Victoria Program and for Personal Protective Equipment.
- Materials & Contracts are also \$973k unfavourable, while Legal Expenses, Software Licenses and Insurance costs are also unfavourable in Other Expenses.

3.2.2 These are offset by Grants and Subsidies income being \$2.77 million favourable. This relates to unbudgeted funding received for the Working for Victoria Program from the State Government and unbudgeted Commonwealth Government support funding for the COVID-19 Meals Program under the Commonwealth Home Support Program (CHSP). The funding for these two programs will be expended by Council during the 2020/21 financial year. In addition, \$500k has been received from the Local Councils Outdoor Eating & Entertainment Package funding agreement.

3.2.3 The Full Year Forecast Surplus is currently anticipated to be \$11.61 million which is \$1.02 million lower than the Full Year Adopted Budget Surplus of \$12.63 million.

#### 3.2.4 Corporate Performance

3.2.5 For overall Performance, Manningham Council is on track to deliver 97% of all Council Plan actions by the end of the financial year, including 4% complete. 3% off track or need to be deferred. Council has met 80% of Key Performance Indicators.

3.2.6 For 2020/21, there are 14 Major Initiatives to progress the 2017-2021 Council Plan goals. Major Initiatives are reflective of the back to basics approach of the Council Plan, prioritising performance in core activities including road and park improvements.

3.2.7 12 Major Initiatives are at or above the expected target, as Officers continue to progress the priorities to meet community needs in a safe and considered manner during the coronavirus pandemic.

3.2.8 Two initiatives remain behind schedule:

- i. *Local planning is responsive to need and planning laws* has deferred one out of three components (the Municipal Development Contributions Plan), which is now scheduled for completion in 2021, after the Community Infrastructure Plan.
- ii. Road Improvement Program with the delay of Tram Road design due to ongoing negotiations with the Department of Transport.

### 3.3 Councillor and CEO Expenses

3.3.1 All Councillors are within their annual allowance.

## 4. COUNCIL PLAN / STRATEGY

This report reports progress across all goals of the Council Plan, and overall action summary and is published on the Manningham website.

## 5. DECLARATIONS OF CONFLICT OF INTEREST

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



# Manningham

## Quarterly Report 2020/21

Quarter 3: January - March 2021

Key information on Manningham Council's performance and governance for the Quarter

### 1. Capital Works



**262**

Projects  
Total



**29**

Projects  
Completed



**7**

Projects  
Delayed /  
Incomplete



**164**

Projects  
On Schedule



**62**

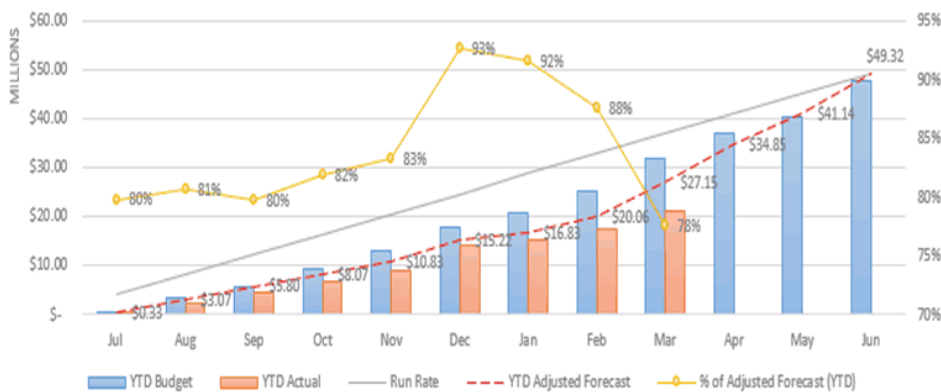
Projects  
To Start

\$49.91m	Adopted Budget
-\$2.46m	Budget Adjustment
\$47.45m	Updated Forecast

**44.4%**

Program  
Completed

Overall Program March 2021



VALUE OF  
CAPITAL WORKS  
**\$21.08m**



CAPITAL INCOME  
& GRANTS  
**\$7.39**

↓ 23.4%



CAPITAL WORKS  
VARIANCE  
**\$6.07m**

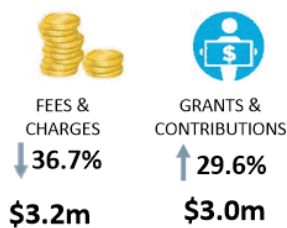
#### Spotlight

- The adopted 2020/21 capital budget was \$49.91m. The current budget forecast of \$47.45m takes into account an initial adjustment, as a result of over expenditure in 2019/20 and a range of income adjustments and new grants that have been realised over the first nine months of the financial year.
- Total capital expenditure to the end of March 2021 was \$21.08m which is 77.6% of the end of March cash flow target. This is still slightly ahead of 2019/20 expenditure levels, despite some impact from Covid-19 on some projects. Project Managers are indicating that they are confident of meeting this year's expenditure measures.
- 11% of the 262 projects in the 2020/21 program have been completed. A number of large contracts were awarded this quarter, and it is anticipated this will enable strong expenditure in the next quarter.
- Seven of the 262 projects are at risk for delivery by the end of the financial year. This is due to a delay in planning, approval or consultation for these projects. The proposed MC<sup>2</sup> Exterior project will not be delivered this financial year, due to external factors. In the meantime, funding from this and other at risk projects is being diverted to other new and existing projects in Council's capital works program.

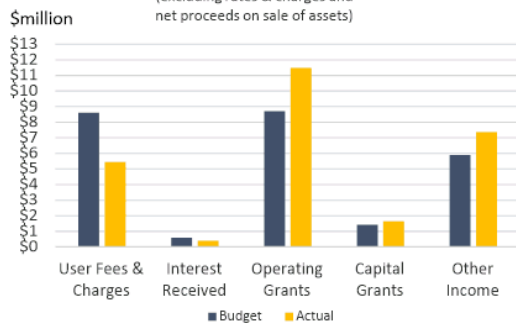
## 2. Finance

	Period ending 31 March 2021		
	Revenue	Expenses	Surplus
YTD Budgeted	134.2m	94.8m	39.4m
YTD Actual	136.0m	96.9m	39.1m
FY Forecast	145.3m	133.7m	11.6m

### Revenue Variation



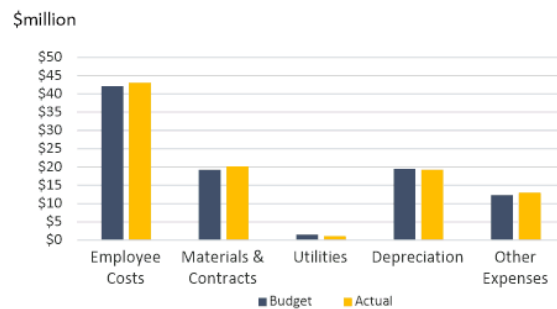
**Year to Date Revenue**  
(excluding rates & charges and net proceeds on sale of assets)



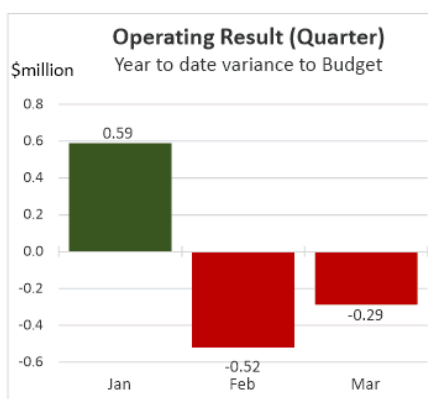
### Expense Variation



**Year to Date Expenditure**



### Spotlight

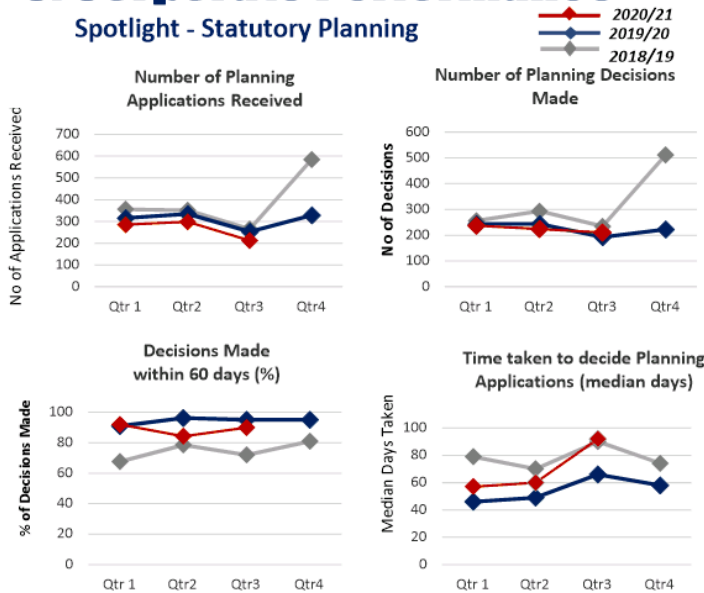


- At the end of March 2021, Council was \$288k or 0.7% unfavourable compared to the year-to-date (YTD) adopted budget. The unfavourable variance is mainly due to Fees & User Charges income which are \$2.78 million unfavourable due to the impact of COVID-19 on Council's services. Employee Costs \$918k are unfavourable due to the unbudgeted costs associated with the Working for Victoria Program and for Personal Protective Equipment. Materials & Contracts are also \$973k unfavourable, while Legal Expenses, Software Licences and Insurance costs are also unfavourable in Other Expenses.
- These are offset by Grants and Subsidies income being \$2.77 million favourable. This relates to unbudgeted funding received for the Working for Victoria Program from the State Government and unbudgeted Commonwealth Government support funding for the COVID-19 Meals Program under the Commonwealth Home Support Program (CHSP). The funding for these two programs will be expended by Council during the 2020/21 financial year. In addition, \$500k has been received from the Local Councils Outdoor Eating & Entertainment Package funding agreement.
- The Full Year Forecast Surplus is currently anticipated to be \$11.61 million which is \$1.02 million lower than the Full Year Adopted Budget Surplus of \$12.63 million.



# 3. Corporate Performance

## Spotlight - Statutory Planning



### Organisation Performance

Progress during the Quarter

■ Deferred    ■ Complete    ■ On Track  
■ Monitor    ■ Off Track

**Action Performance**

**KPI Performance Indicators (KPIs)**

Council is within target to deliver 97.0% of actions and 80.3% of KPI's

### Statutory Planning

Although, there was a slight decrease in the number of planning applications received for Quarter 3 mostly due to the post-Christmas holiday period, planning applications have continued to be processed in a timely manner with an improvement in decision make within 60% days.

### Council Plan 2017-2021

Our 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 with the community and partners and progressed through actions and Major Initiatives, which are significant pieces of work. For 2020/2021 there are 14 Major Initiatives. 12 Major Initiatives are either on track or ahead of schedule. Two initiatives are behind schedule - Local planning is responsive to need and planning laws' has one out of three components deferred with the Municipal Development Contributions Plan now scheduled for completion in 2021, following completion of the Community Infrastructure Plan. Tram Road safety improvements are also behind due to negotiations with the Department of Transport. Progress on all the Major Initiatives is detailed in the following pages.

No	2020/21 Major Initiatives	Measure of Success
<b>Healthy Community</b>		
1	Community Health and Wellbeing	Delivery of activities in the Healthy City Action Plan 2019-2021
2	Promote a connected and inclusive community	Delivery at least 3 activities by 30 June 2021 including Delivery including endorsement and commencement of Council's new Reconciliation Action Plan.
<b>Liveable Places and Spaces</b>		
3	Responsive Local planning	Local planning is responsive to need and planning laws by facilitating planning scheme amendments considered high priority of the 2018 Planning Scheme Review recommendations. Progress 2 additional major recommendations by June 2021.
4	Parks Improvement Program:	Implementation of Parks Improvement Program works as scheduled: Petty's Reserve, design of Hepburn Road Park and completion of the design for Main Yarra River Trail to Warrandyte by 30 June 2021
5	North East Link Planning.	Successfully collaborate with the NEL project and proponent to pursue environmental, recreation, open space and construction outcomes for Manningham.
6	Road Improvement Program	Complete Program as scheduled including: - Design for Jumping Creek Road reconstruction from Ringwood Warrandyte road to Homestead Road. - Improve safety through installation of traffic signals on Tram Road and Merlin Street. - Design and construction of the new Hepburn Road extension to provide new road and pedestrian connections.
7	Integrated Transport	Deliver short term actions in the Transport Action Plan and the Bus Action Plan including contributing to planning of the Suburban Rail Loop and Doncaster Busway.
8	Community Infrastructure Plan	Develop a long term Community Infrastructure Plan. Draft completed by 30 June 2021
<b>Resilient Environment</b>		
9	Education and Awareness Program	Deliver a minimum of 50 environmental education programs/initiatives for the community on environmental sustainability, biodiversity protection and smarter living, reaching at least 3000 participants.
10	Drainage Infrastructure	Continue to upgrade Council drainage infrastructure to protect habitable floor levels and improve community safety with implementation of priority actions of the Municipal Drainage Plan
11	Lead environmental practices	Develop and commence implementation of a Council Environment Strategy and an Climate Emergency Response Plan
<b>Vibrant and Prosperous Economy</b>		
12	Grow the visitor economy	Partner with regional tourism on events and activities to promote Manningham as a visitor destination
<b>Well Governed Council</b>		
13	Long term sustainability	Prepare a 10 Year Long Term Financial Plan and Annual Budget incorporating key strategies to address the long term sustainability of Council by 30 June 2021
14	Make it easier for citizens to interact with us	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. Implement a suite of customer focused improvements to increase Contact Centre First Contact Resolution (FCR) and improve Customer Satisfaction by 30 June 2021.

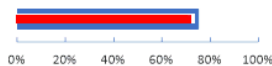
# 4. Major Initiatives

**Progress Key**  
█ Actual  
█ Target

## HEALTHY COMMUNITY



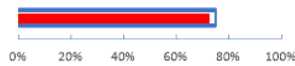
Community Health and Wellbeing



We progressed the Healthy City Action Plan with a number of targeted consultations were held with Council's advisory committees, working groups and networks; and including young people, carers of people with a disability, early years, Wurundjeri Woi-wurrung Corporation and culturally diverse communities



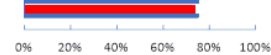
Promote a connected and inclusive community



During the quarter Council's draft Reconciliation Action Plan has been submitted to the Wurundjeri Woi-wurrung Corporation Board and Reconciliation Australia for comment. Planning is also underway for National Reconciliation Week and a culturally diverse communities forum to be held by 30 June.



Community Infrastructure Plan



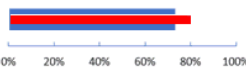
Community Infrastructure Needs Analysis is complete. Next step is to develop a more refined list of priorities to inform future planning. Project on track

## 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



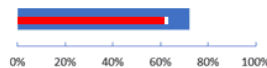
Local planning is responsive to need and planning laws



We are furthering recommendations of the Planning Scheme Review including the translation of local policies into the new Planning Policy Framework (PPF) ready for Council consideration in Quarter 2. Officers continue to advocate for and respond to State Government planning initiatives, including the Bulleen Precinct Landuse Framework Plan and Amendment C125 (Yarra Valley Country Club) which will be the subject of a Panel and Advisory Panel Hearing in January 2021.



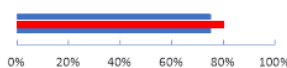
Parks Improvement Program



Design works for Hepburn Road Park and tender documentation calling for an Expression of Interest process for the art commission are underway. For the Warrandyte connection to the Main Yarra Trail, a tender process is underway to appoint a contractor to construct the 410 metre shared path along Taroona Avenue in Warrandyte to connect to the Warrandyte River Reserve. Works on this section are expected to start in Quarter 4. The next stage of this shared path connection, from Pound Road to Taroona Avenue, is in the concept design phase, informed by community feedback.



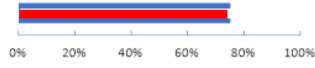
Roads Improvement Program



Road projects at Knees Road and Hepburn underway and scheduled for completing by June 30. Jumping Creek Road (Stage 1) is complete. Design for remaining stages on target to be developed by end of financial year. Tram Road design awaiting Department of Transport approval; negotiations have also delayed construction into next financial year.



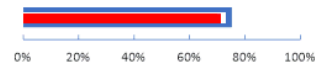
Integrated Transport



We are delivering the short term actions of the Transport Action Plan and Bus Action Plan with input into the Doncaster Hill Framework and Liveable City Strategies and preparing for the Suburban Rail Loop Environment Effects Statement anticipated in early 2021 (subject to government announcement) and we will make submissions to the process



North East Link Project



Council continues to work with NELP on the new Bulleen Park and Ride Facility. The Urban Design and Landscape Plan and Community Engagement Report has been approved by the Minister. We are now working through the various construction traffic impact assessment and urban design outcomes of the Facility.

# Major Initiatives cont.

**Progress Key**  


## RESILIENT ENVIRONMENT

### 3.1 Protect and enhance our environment and biodiversity

### 3.2 Reduce our environmental impact and adapt to climate change



Council Drainage protects habitable floor levels and community safety



Improvements with major projects completed include Lilian Street and David Street, Warrandyte and Rose Avenue, Bulleen. Works in the Hamal Street, Donvale are currently underway with an expected completion in May 2021. The completed works are expected to protect around 10 houses and many more properties that previously flooded during major storms events. Flood mapping data continues to be used to assess new developments.



Lead Environmental Practices



A consultant has been appointed to assist in the preparation of the Climate Emergency Plan in response to Council's Climate Emergency declaration. With a Environment Strategy also being prepared, the Strategy and Climate Emergency Plan will be released for public consultation together.



Environmental education and awareness



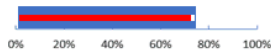
We held community education and awareness programs and events, Doncaster Hill community garden working bees, garden waste disposal and waste drop off days, a Nature Walk, Clean Up Australia Day events, Partnerships events included the 2021 Learning for Sustainability Conference, the Learn 2 Lead Student Leadership program with the 'How to Save Energy at Home' webinar (by the Australian Energy Foundation), an iNaturalist webinar and a Equiculture Horse Property Management Course.

## VIBRANT AND PROSPEROUS ECONOMY

### 4.1 Grow our local business, tourism and economy




Grow the visitor economy




We continue to support Tourism and related industries as they recommence by working closely with partner Yarra Ranges Tourism to ensure information, support and advice is provided to all operators in a timely fashion. We have been working with operators to obtain all necessary permits and approvals.


Council has also worked with business, local artists and performers to create a series of COVID safe activations to enhance visitation and interest in key locations within Manningham.

**Key: Monitoring Progress**



0% 20% 40% 60% 80% 100%

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%

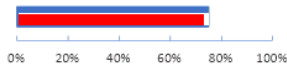
## WELL GOVERNED COUNCIL

### 5.1 A financially sustainable Council that manages resources effectively and efficiently

### 5.2 A Council that values citizens in all that we do



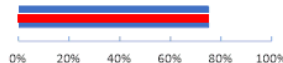
Making it easier for citizens to interact with us



To improve our customer experience, online Live chat was introduced late last year with customers readily using the channel with an average of 85% satisfaction. Results from the voice of customer pulse surveys are informing the intranet and website redevelopment project, as well as other Council processes for swimming pool registrations and Disability Parking Permits.



Long Term Sustainability



The 10 year long term financial plan is being informed through our new deliberative community engagement process. The Plan and the 2021/22 Budget are developed in line with key budget principles to maintain long term financial sustainability and strategies to address rate capping, the financial impact of State Government restrictions associated with COVID-19 on Council services and the Community and other financial challenges.

## 5. Councillor Expenses

An allocation of \$12,770 for each Councillor and \$15,375 for the Mayor is budgeted each financial year to reimburse Councillors for expenses incurred while carrying out their official 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 3, January - March 2021

Councillor	Travel	Car Mileage	Childcare	Information Communication Technology	Conferences & Training	General Office Expenses	Formal Attendances	Other	Total Qtr	Year to Date	Allowance (Pro-rata)	Allowance (Financial Year)
Cr A Chen (Deputy Mayor)	\$0	\$96	\$0	\$0	\$0	\$0	\$0	\$0	\$96	\$282	\$8,799	\$12,898
Cr A Conlon (Mayor)	\$0	\$0	\$0	\$0	\$0	\$109	\$0	\$0	\$109	\$324	\$9,994	\$14,650
Cr D Diamante	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,670	\$2,670	\$2,670	\$8,799	\$12,898
Cr G Gough	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,799	\$12,898
Cr M Kleinert	\$53	\$0	\$0	\$145	\$0	\$0	\$0	\$0	\$199	\$562	\$8,799	\$12,898
Cr C Lange	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,799	\$12,898
Cr T Lightbody	\$0	\$408	\$0	\$0	\$0	\$0	\$0	\$0	\$408	\$448	\$8,799	\$12,898
Cr L Mayne	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,799	\$12,898
Cr S Mayne	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,799	\$12,898

#### Notes for the Quarter

New Councillors were sworn in on 10 November 2020. Allowances for the remainder of financial year is on a pro-rata basis.

## 6. CEO Expenses

The Chief Executive Officer incurs various expenditure while carrying out duties relating to the CEO role. Expense categories related specifically to the CEO role are travel, conferences and seminars and miscellaneous. Gifts declared are also included in this report although not an expense to Council. The CEO is required to be transparent in the use of Council resources as per the Employee Code of Conduct.

### Quarter 3, January - March 2021

	Travel	Food and Beverage	Conferences and Seminars	Gifts declared	Miscellaneous	Total Qtr	Total Year
Andrew Day	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0.00	\$0.00

#### Notes:

*All costs are GST exclusive*

#### Expense categories

##### Travel

This category covers costs associated with assisting the CEO in meeting transport costs incurred whilst attending meetings, functions and conferences. This includes taxi services, uber services, car parking fees, airfares, accommodation costs etc.

##### Food and Beverage

This category covers costs associated with food or beverages that directly relate to the CEO role within a professional context.

##### Conferences and Seminars

This category covers registration fees associated with attendance by the CEO at conferences, functions and seminars. Meetings such as these are normally held by local government related organisations, professional bodies and institutions, educational institutions and private sector providers on areas and events which support the role of the CEO or impact on the City in general.

##### Gifts Declared

This category relates to any gifts that exceed the token gift threshold (\$50.00) that the CEO is required to declare as per the Token Gift Policy. This category is not added to the total expenses as it is a declaration not a cost to Council.

##### Miscellaneous

This category relates to any other costs associated with the CEO role not covered by the categories above.

## 13.2 Report on the Conduct of the 2020 General Elections

File Number: IN21/202  
Responsible Director: Chief Executive Officer  
Attachments: 1 Manningham City Council Election Report [↓](#)

### EXECUTIVE SUMMARY

*In accordance with Regulation 83 of the Local Government (Electoral) Regulations 2020, this report presents to Council the Victorian Electoral Commission's report on the conduct of the general elections held in October 2020.*

#### 1. RECOMMENDATION

**That Council note the Victorian Electoral Commission's report on the conduct of the 2020 general elections as shown at attachment 1.**

#### 2. BACKGROUND

Local government elections were held across Victoria in October 2020. The elections were conducted by the Victorian Electoral Commission (VEC), as the statutory election service provider in accordance with section 263(1) of the *Local Government Act 2020* (the Act). The Minister for Local Government determined the uniform voting method for the conduct of all elections to be by post.

#### 3. DISCUSSION / ISSUE

The Election Report details the operational aspects of the conduct of the general elections and includes a detailed analysis of voting and voter participation.

In accordance with regulation 83 of the *Local Government (Electoral) Regulations 2020*, this report presents to Council the VEC's Election Report on the conduct of the 2020 General Elections.

#### 4. COUNCIL PLAN / STRATEGY

General Elections are conducted in accordance with the *Local Government Act 2020* and form the basis of Council's good governance in the sound stewardship of the City.

#### 5. IMPACTS AND IMPLICATIONS

This report is presented for information in accordance with Council's obligations under the *Local Government (Electoral) Regulations 2020*.

#### 6. DECLARATIONS OF CONFLICT OF INTEREST

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

# 2020 Local government elections

## Manningham City Council

### Election Report





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(Victorian Electoral Commission)  
April 2021

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## Acknowledgement of Country

The Victorian Electoral Commission pays respect to Victoria's traditional owners and their elders past and present who have been custodians of this country for many thousands of years. Their living culture and their role in the life of Victoria is acknowledged by the VEC.



## Letter of Transmittal

19 April 2021

Mr Andrew Day  
Chief Executive Officer  
Manningham City Council  
PO BOX 1  
DONCASTER VIC 3108

Dear Mr Day

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Warwick Gately', with a stylized flourish at the end.

**Warwick Gately AM**  
Electoral Commissioner

Manningham City Council

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Manningham City Council

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## Introduction

The Victorian local government general elections are held every four years as defined by the *Local Government Act 2020* (Vic) (**LG Act**). In 2020, general elections were held for 76 of the 79 Victorian councils<sup>1</sup> with Saturday 24 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2020 Manningham City Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election items including compulsory voting enforcement.

### About the Victorian Electoral Commission

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

Warwick Gately AM is the appointed Electoral Commissioner and Liz Williams is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

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

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

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<sup>1</sup> The South Gippsland Shire Council was placed into administration in mid-2019. The Council's general election has been postponed until October 2021. Casey City Council and Whittlesea City Council were placed into

administration in early 2020. The Councils' general elections have been postponed until October 2024.

Manningham City Council

## Key changes

### Changes in legislation

The new LG Act received royal assent on 24 March 2020 and introduced a number of changes, some requiring immediate implementation and others to be implemented progressively. Those requiring immediate implementation had a significant impact on the 2020 local government election program.

Following the LG Act completing its passage through Parliament, the VEC implemented the necessary changes to the 2020 local government election program in response to the reforms as they applied to the elections.

#### The key changes from the LG Act are as follows:

Local government electoral structures	<p>The default electoral structure for all local councils is single-councillor wards, although some regional and rural local councils may be unsubdivided or divided into wards with equal numbers of councillors in each ward.</p> <p>The VEC is no longer responsible for conducting electoral representation reviews of all local councils in Victoria.</p> <p>An independent Local Government Electoral Representation Advisory Panel will review council electoral structures. The panel includes the Electoral Commissioner and other members appointed by the Minister for Local Government.</p>
Voting system	<p>The voting system (attendance or postal) is set by the Minister for Local Government.</p> <p>All local council elections are conducted according to the same voting system.</p>
Enrolment and voters' rolls	<p>Non-resident property owners need to apply to be enrolled (this change will be implemented in stages leading up to the 2024 local government elections).</p> <p>Amendments to the voters' roll are completed by the VEC only (excluding Melbourne City Council).</p>
Candidate qualifications	<p>It is compulsory for local government candidates to complete mandatory training prior to nominating for local government elections.</p>
Nominations/candidate statements	<p>When nominating, candidates are required to declare they have completed the mandatory Local Government Candidate Training.</p> <p>The maximum number of words for a candidate statement was increased to 300 (350 for the Melbourne City Council Leadership Team and Councillor Groups).</p>
Election staff	<p>The term 'Election Manager' replaced 'Returning Officer' making the term consistent with the <i>Electoral Act 2002</i>.</p>
Extraordinary vacancies	<p>The VEC will fix the timeline for local council by-elections (previously fixed by the Minister).</p> <p>Changes to the countback process which now draws on a broader pool of ballot papers to determine the successful candidate at a countback.</p>
Compulsory voting	<p>From the 2024 local government general elections onwards, it will be compulsory for everyone enrolled on a voters' roll to vote.</p>

## Manningham City Council

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The LG Act made other changes to the local government electoral landscape, including:

- operational and technical provisions for electoral matters are now prescribed in the Regulations rather than being contained in the LG Act.
- disputed election results are now heard by the Victorian Civil and Administrative Tribunal (**VCAT**).

On 8 May 2020, the Minister determined<sup>2</sup> all of the 2020 general elections would be held by postal voting. As such, the VEC adjusted preparations in response to the Minister's determination.

In addition, new Local Government (Electoral) Regulations 2020 (**the Regulations**) came into operation on 13 July 2020.

### Response to public health crisis: Coronavirus (COVID-19)

In response to the coronavirus (**COVID-19**) global pandemic, a State of Emergency was declared in Victoria on 16 March 2020. While the VEC was well advanced in planning for the elections, some uncertainty arose due to speculation that the elections could be rescheduled.

Following the Local Government Minister's confirmation on 15 May 2020 that the 2020 local government elections would proceed, the VEC's operating model was adjusted to deliver a compliant election while meeting health, safety, social distancing and hygiene obligations to voters, election staff, councils, candidates and all other stakeholders.

On Wednesday 1 September 2020, the Governor in Council made amendments to the regulations to allow certain provisions to be varied in response to the COVID-19 pandemic. Specifically, the amendments allowed the VEC to determine an appropriate method for eligible candidates to lodge their nomination form and pay their nomination fee electronically; and to allow the Election Manager to determine the maximum number of scrutineers that may be present for any activity at any one time. The amended regulations commenced the day after

they were made and remain in place until 26 April 2021.

On 29 September 2020, the Governor in Council made further changes to the Regulations to provide greater clarity of mitigation options for any disruptions to the voting timeline, including delays across the postal network that could threaten the integrity of the elections. The changes allowed the Electoral Commissioner to alter the last day of voting and/or the extended postal vote receipt deadline if necessary, to maintain and protect election integrity.

The VEC developed a COVIDSafe Election Plan<sup>3</sup> in consultation with the Department of Health and Human Services which complemented the VEC's Service Plan. The COVIDSafe Election Plan outlined the VEC's actions and strategies to deliver safe and compliant local government elections.

The plan considered all electoral operations and activities and included changes such as (but not limited to):

- acquiring larger election office spaces to accommodate social distancing practices
- moving operations from face-to-face to online (when legislation permitted), for example:
  - the VEC's briefing meetings with individual councils
  - the candidate information sessions
- modifying the timeline for ballot paper extraction and counting activities
- modifying scrutineer practices.

The VEC acknowledges the collaboration and contributions of council officers in navigating the changes required to the program due to COVID-19.

<sup>2</sup> The Minister published this decision in the Government Gazette on 18 May 2020

<sup>3</sup> 'VEC COVIDSafe election plan' - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

Manningham City Council

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## Election dates

**The key timelines that applied to the 2020 local government elections were as follows.**

Deadline fixed by the VEC for council primary enrolment data	Monday 13 July 2020
Close of roll	4 pm Friday 28 August 2020
Opening of the election office to the public	Wednesday 16 September 2020
Certification of the voters' roll and opening of nominations	Thursday 17 September 2020
Close of nominations	12 noon Tuesday 22 September 2020
*Ballot draw	From 1 pm on Tuesday 22 September 2020
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Wednesday 23 September 2020
*General mail out of ballot packs to voters	Tuesday 6 October to Thursday 8 October 2020
*Close of voting	6 pm Friday 23 October 2020
Day prescribed as Election Day	Saturday 24 October 2020
*Close of extended postal vote receipt period	12 noon Friday 30 October 2020
Declaration of election results	No later than Friday 13 November 2020

\*Dates with asterisks relate to contested elections only.

Manningham City Council

## About Manningham City Council

Manningham City Council is comprised of nine councillors elected from single councillor wards.

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

Subsequent to the review, in April 2020 the structure of Manningham City Council was determined by the Minister in accordance with the new LG Act.



**Figure 1:** The electoral structure of Manningham City Council at the general election held on 24 October 2020.

## Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Friday 28 August 2020. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Thursday 17 September 2020.

At certification, the voters' roll for the 2020 Manningham City Council general election included 87,255 enrolled voters.

## Composition of the voters' roll

The LG Act specifies that the voters' roll for a local government election is formed by combining two separate lists of voters.

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

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

## Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Following the passage of the LG Act, amendments to the voters' roll are to be certified by the VEC. All voters added to the roll were issued with a ballot pack. Where a voter was deleted from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made one amendment to the voters' roll (a deletion).

## Advertising and communication campaign

### State-wide advertising

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

## Manningham City Council

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### Statutory advertising

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

For the 2020 statutory notices, Manningham City Council nominated the following newspaper for the statutory notices to appear in:

- The Age

In 2020, the VEC established a new policy position for statutory advertising in alignment with the updated definition of 'publish' in the LG Act. The policy position included the following:

- all statutory and non-statutory election advertising would be published on the VEC website, and
- where available, all statutory and non-statutory election advertising would be published in local newspapers and/or other selected newspapers identified following consultation with the council.

Refer to **Appendix 2** for further information in relation to the statutory advertising.

### VEC website

The VEC provided council specific information regarding the election on its website under the '2020 local council election' page. The VEC website went live for the local government elections in early August 2020. Whilst some council specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

### Media liaison

An online media webinar was held on Friday 21 August 2020. The webinar could be downloaded or accessed at a later time for those who were unable to participate live. The media briefing summarised the planning and timeline for the 2020 local government elections, and also provided a specific update in relation to the availability of election results in light of COVID-19.

Media outlets were provided with a media information booklet that outlined the election

timeline and key messages, and provided the VEC's head office media contacts. The VEC's communication team supported each Election Manager as the primary media spokesperson in relation to each election.

The VEC's media liaison program principally featured staged media releases aimed to highlight key milestones during the election timeline, and capitalise on existing general news coverage. More information on the VEC's media release schedule is available at **Appendix 3**.

### Social media campaign

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

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

### VEC VoterAlert advisories

Electors on the State enrolment register are able to sign up to the VEC's free SMS or email alert service VoterAlert, to receive reminder messages pertinent to elections that affect them. They can subscribe to receive SMS messages only, email only, or both SMS and email.

During the general election, the VEC used its VoterAlert service to send the following direct messages to those State-enrolled voters on the roll for the election.

The messages were rolled out in the following schedule:

Wednesday 19 August to Wednesday 26 August 2020 – 59,635 VoterAlert messages were sent by SMS and email reminding voters to enrol or update their details by the close of roll.

Friday 9 October to Friday 13 October 2020 – 60,991 VoterAlert messages were sent by SMS and email advising that the VEC had commenced posting ballot packs.

Monday 19 October 2020 – 12,686 VoterAlert messages were sent by SMS and email reminding



## Manningham City Council

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voters that it was the last week to post their ballot material back to the VEC.

In mid-October, the VEC commenced sending its final VoterAlert – a reminder to post ballot packs by the voting deadline. Whilst approximately 900,000 of the 1.8 million voters scheduled to receive an alert were contacted it was identified that an unanticipated high volume of calls was received by both the VEC and councils as a result of the alert. Therefore, the VEC suspended the VoterAlert messages scheduled for the remaining 900,000 voters.

More information on the VEC's VoterAlert advisories is available at **Appendix 4**.

### Voter engagement

The VEC delivered an extensive voter engagement program. The program sessions were implemented throughout Victoria and were specific to local demographics. Please refer to **Appendix 5** to view the full list of initiatives for the 2020 local government elections. Due to the coronavirus (COVID-19) pandemic, the VEC's programs traditionally offered through face-to-face education and engagement were redesigned to comply with health, safety, social distancing and hygiene obligations.

### Blind and low vision services

Braille and large print ballot material was available to blind and low vision voters who had registered for these products by 5 pm on Tuesday 15 September 2020.

The VEC received and processed requests for one braille ballot material and seven large print ballot material for Manningham City Council.

### Interpreting services

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

### Telephone enquiry service

A local telephone enquiry service was provided at the election office from Wednesday 16 September

2020 until the close of voting, for enquiries regarding the election.

The local telephone enquiry service was supplemented by an overflow call centre at the VEC's head office. The overflow call centre received calls made directly to the VEC's head office line (131 VEC, 131 832 or +61 3 8620 1100 for callers outside of Australia) and diverted calls from the election office when the election office lines were at capacity. Additionally, email enquiries were received and processed through [info@vec.vic.gov.au](mailto:info@vec.vic.gov.au).

The types of calls that are typical during an election relate to:

- voting entitlements and compulsory voting obligations
- enrolment questions
- ballot pack had not been received
- ballot material was spoiled or destroyed, so replacement ballot material was required
- a voter advising that they were overseas or interstate
- queries regarding the content of the ballot pack.

A breakdown of the daily number of calls received by the telephone enquiry service and the overflow call centre in respect to the election is available at **Appendix 6**.

## Election Manager

The VEC maintains a pool of trained senior election officials located across the state to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials prior to each election management appointment.

The size of the election management team appointed for the conduct of an election is based on the size of the council. As required under the LG Act an Election Manager is appointed to conduct the election and is supported by one or more Assistant Election Managers for larger councils, or a senior election official for smaller councils.

## Manningham City Council

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In accordance with section 3 of the LG Act, the Electoral Commissioner appointed Brian Kelly as the Election Manager for the 2020 Manningham City Council general election.

The appointed Assistant Election Manager was Regina Ku.

Midway through the counts Regina Ku became Election Manager, and Alison Bruce was appointed Assistant Election Manager.

## Election office

The Election Manager was responsible for the establishment and management of the election office located at Office 7, The Point Corporate Centre, 600 Doncaster Road, Doncaster. The election office premises were provided by the VEC.

In accordance with the VEC's COVIDSafe election plan, the election office was open to the public by appointment only. The election office was available for appointments from Wednesday 16 September until Friday 23 October 2020 between 9 am and 5 pm. Opening hours were extended on Thursday 22 October (9 am to 8 pm) and Friday 23 October (9 am to 6 pm) to allow for final enquiries and the hand-delivery of ballots prior to the close of voting. Enquiries regarding the election were also managed by phone.

## Candidates

Nominations for the election opened at 9 am on Thursday 17 September and closed at 12 noon on Tuesday 22 September 2020. Candidates were required to lodge their nomination forms in person at the election office. A \$250 nomination fee applied.

On Wednesday 9 September 2020, the Electoral Commissioner published a determination<sup>4</sup> establishing a framework for prospective candidates who were prevented from attending the election office due to health directions regarding COVID-19 under the *Public Health and Wellbeing Act 2008*. The determination outlined provisions for electronic lodgement of the

<sup>4</sup> VEC 2020 Determination No.1 - Nominations from candidates impacted by COVID-19 Public Health Directions in respect to local government elections -

nomination form and nomination fee for affected candidates.

## Candidate Information

The VEC developed a suite of resources that were accessible to prospective candidates prior to the nomination period. From early September, candidates were able to access the VEC's information about the process of nominating and becoming a candidate for the election. The VEC's online *Candidate Helper*, accessible via the VEC website, went live on Thursday 3 September 2020. The *Candidate Helper* enabled candidates to pre-complete their nomination form and other forms online before lodging them with the Election Manager.

For the 2020 elections, the VEC's candidate information session was recorded and available for online streaming from the VEC website. The session was complemented by three state-wide interactive seminars consisting of a panel from the VEC's leadership and executive teams.

## Nominations

At the close of nominations, 41 candidates had nominated for election to council.

The following is a breakdown of candidate nominations per ward:

- Bolin Ward - four nominations
- Currawong Ward - four nominations
- Manna Ward - four nominations
- Ruffey Ward - five nominations
- Schramm Ward - four nominations
- Tullamore Ward - four nominations
- Waldau Ward - six nominations
- Westerfolds Ward - six nominations
- Yarra Ward - four nominations

Ballot draws to determine the order in which the names would appear on the ballot paper were held at the election office following the close of

<https://www.vec.vic.gov.au/about-us/legislation/determinations>

## Manningham City Council

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nominations using the VEC's computerised ballot draw application.

See **Appendix 7** for the list of candidates in ballot draw order.

### Candidate statements and photos

In accordance with Regulation 39 of the Regulations, candidates were able to lodge a 300 word statement and submit a recent photograph for inclusion in the ballot packs sent to voters. The deadline for the submission of candidate statements and photographs was 12 noon on Wednesday 23 September 2020.

See **Appendix 7.1** for a breakdown of submitted statements and photos, and **7.2** for the sample website version product.

### Candidate questionnaires

In accordance with Regulation 43 of the Regulations, candidates were able to complete and lodge their answers to a set of prescribed questions in addition to a statement and photograph. The Election Manager accepted questionnaire submissions lodged by all 41 candidates at the election.

The completed questionnaires were accessible to voters on the VEC website or by contacting the election office.

## Voting

### Redirection of ballot packs

The Regulations provide that a voter may – no later than the day the roll is certified (or a later date if specified by the Election Manager under Regulation 22(2)(f) of the Regulations) – make a request in writing to the Election Manager to have their postal ballot envelope redirected to another address. For the 2020 elections voters had until Thursday 17 September to submit requests for redirection.

The Election Manager received 19 requests for redirection of ballot packs for the election.

### Early votes

A voter may request an early postal ballot envelope (early vote) prior to the general mail out of ballot packs. The Election Manager processes

the request and issues the early vote if the request is assessed as reasonable. Requests for early votes could be processed from Wednesday 23 September 2020, the day after nominations closed, until the commencement of the general mail out of ballot packs on Tuesday 6 October 2020. Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

Due to the impact that COVID-19 restrictions had on election services for the 2020 elections, requests for early votes were managed by appointment.

The Election Manager issued four early votes for the election.

### Mail-out of ballot packs

The VEC mailed 87,250 ballot packs between Tuesday 6 October and Thursday 8 October 2020. See **Appendix 8** for a breakdown of the packs mailed out on each day during the general mail-out, noting that ballot packs were not mailed to any voters that had passed away between the close of the roll and generation of the mail-out file.

This included 19 ballot packs that were redirected to alternative addresses for voters that had applied to redirect their ballot pack by Thursday 17 September 2020.

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

The VEC liaised closely with Australia Post during the mail out period to confirm that ballot packs had been delivered to voters. The VEC received confirmation that all ballot packs had been delivered to delivery addresses by Wednesday 14 October 2020.

During the voting period, 1,142 ballot packs were returned to the election office by Australia Post as return-to-sender mail. Most of this mail was due to the addressee not residing at the address.

### Election office counter services

In order to safeguard the health and wellbeing of voters and VEC personnel in the COVID-19

## Manningham City Council

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environment, the VEC did not provide an over-the-counter replacement or unenrolled vote service at election offices in the Metropolitan Melbourne region (including Mitchell Shire Council) for the elections. Similar restrictions were initially imposed on election offices in Regional Victoria and were relaxed in the final weeks of voting. Voters were advised to request replacement or unenrolled ballot material by phone, which was sent to them by post.

### Unenrolled votes

Unenrolled votes are issued to people whose name cannot be found on the voters' roll but who claim they are entitled to vote at the election. The unenrolled ballot pack includes a declaration that is signed by the applicant and assessed by the Election Manager prior to either admitting or disallowing the vote.

The Election Manager issued 20 unenrolled votes and following relevant checks, three were admitted to the count.

### Replacement ballot packs

Following the general mail-out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoiled or destroyed, could apply to the Election Manager for a replacement ballot pack. Requests for replacement ballot packs within metropolitan councils were processed and fulfilled at the election office then lodged at the local postal facility. In order to assist in the mail turnaround time for regional councils, the VEC established a centralised postal vote issuing service at head office. Replacement vote requests were processed at the election office and fulfilled and lodged with Australia Post from the VEC in Melbourne.

The Election Manager issued 1,342 replacement ballot packs across all wards during the voting period. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

### Return of ballot paper envelopes

Voters were provided with a priority reply-paid envelope for the return of their ballot paper envelope containing their completed ballot paper. The return mail was delivered to the election office from local postal facilities or mail distribution

centres. Voters who chose to hand-deliver their vote to the election office were able to do so by placing their ballot paper envelope containing their completed ballot paper into ballot boxes located at the election office. The ballot boxes allowed voters to drop off their ballot envelopes without interaction with staff, therefore remaining compliant with a COVIDSafe election<sup>5</sup>.

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

The Election Manager received a total of 64,984 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 23 October 2020.

The Regulations provide that the Election Manager can accept returned ballot paper envelopes up until 12 noon on the Friday following the close of voting, if satisfied that the ballot paper envelope was completed by the voter prior to the close of voting. The Election Manager accepted 12,402 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Manningham City Council was 77,386.

The Election Manager set aside 1,775 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

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

<sup>5</sup> 'VEC COVIDSafe election plan' - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

Manningham City Council

## Results

### Extraction

A total of 75,611 ballot paper envelopes were admitted to the extraction process.

The extraction of ballot papers occurred at the election office commencing on Monday 26 October. The extraction of all admitted ballot paper envelopes was completed on Monday 2 November, following the close of the extended postal vote receipt period.

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

Any returned ballot paper envelopes found not to contain a ballot paper, or that contained more than one ballot paper, were required to be rejected and could not be counted. There were 172 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 75,439 ballot papers proceeded to the count.

### Manual count

Ballot papers for all wards were counted manually using the preferential method of counting at the Election Office following the extraction of ballot papers.

Where a candidate had not achieved an absolute majority of votes (>50%) on first preference votes, a preference distribution was conducted. Preference distributions were required for all wards.

The provisional results were published to the VEC website as they became available. Results were updated as finalised<sup>6</sup> once declarations had taken place.

<sup>6</sup> A preference distribution report can be found at [2020 council election results](#) | [Victorian Electoral Commission \(vec.vic.gov.au\)](#).

For a breakdown of the first preference results by ward, refer to **Appendix 9**.

### Recounts

At any time before a candidate is declared as elected, a recount may be initiated by the Election Manager or requested in writing by a candidate stating the reasons for their request. Such requests are assessed by the Election Manager supported by the VEC and either accepted or declined.

The Election Manager received one request for a recount for Ruffey Ward, and one request for a recount for Tullamore Ward. Of the two requests, none proceeded to the recount process as there was no critical margin and full operational processes were followed.

### Declaration of results

The declaration of results was scheduled later than at previous elections, due to the impact of COVID-19 restrictions on extraction and counting timelines. As per the Service Plan, the latest date for all results declarations to have been completed was Friday 13 November 2020.

The results of the 2020 Manningham City Council general election were declared at 10 am on Friday 6 November 2020 at the Manningham Function Centre, 699 Doncaster Road, Doncaster.

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

## Election statistics

### Participation

Participation is measured by the number of marks on the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Manningham City Council election was 88.46%, which is higher than the State average of 84.12% (excluding Melbourne City Council) and higher than the 78.80% rate at the 2016 Manningham City Council general election.

## Manningham City Council

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Analysis of voter participation for the different enrolment categories shows that participation is higher for voters who are enrolled on the EC's List (89.63%) compared to voters enrolled on the CEO's List (57.76%).

Refer to **Appendix 10** for further information on participation, including a breakdown by enrolment category.

### Turnout

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

The overall voter turnout for the 2020 Manningham City Council general election was 86.46%. This is compared to the State average turnout of 81.47% (excluding Melbourne City Council). The voter turnout at the 2016 general election for council was 77.41%.

### Informality

The overall informal voting rate recorded at the 2020 Manningham City Council general election was 2.52%, compared with the State average of 4.76%. An informality rate of 5.46% was recorded at the Manningham City Council general election held in October 2016.

## Complaints

### Type of complaints

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

#### 1. The conduct of participants in the election.

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

#### 2. The administration of the election.

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

The majority of complaints at the 2020 local government elections related to category one, often where the complainant alleged inappropriate or illegal action by another person or group associated with the election.

### Complaints process

The VEC operates a streamlined complaints process during elections, developed in consultation with local councils and enforcement agencies. The process requires complaints to be lodged in writing, and they are then processed through the VEC's head office. For the 2020 local government elections, customers were able to provide feedback and complaints through an online submission form on the VEC's website.

Each complaint is evaluated, and an appropriate course of action is determined. Complaints alleging a breach of the LG Act, for example, are forwarded to the Local Government Inspectorate (LGI). Complaints relating to local laws are referred to council. Complaints about the VEC's services or the behaviour or actions of VEC staff and election officials are the responsibility of the VEC. In these cases, the VEC investigates the matter and determines the most appropriate response. The VEC committed to responding to each complaint within five working days, however due to the unanticipated high volume of complaints received this extended in some instances.

### Complaints received

The VEC received 31 written complaints relating to the election for Manningham City Council. Please see **Appendix 11** for a description of complaints received by the VEC.

## Post-election activities

### Storage of election material

All records from the election will be kept by the VEC safely and secretly in accordance with Regulation 79 of the Regulations.

### Refund of nomination fees

Nomination fees were refunded to eligible candidates on Thursday 10 December 2020. Eligible candidates included elected candidates or those who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to Council on 10 December 2020.

### Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the

## Manningham City Council

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validity of an election under section 311 of the LG Act.

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

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

## Non-voter follow up

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

People who do not respond to that notice, or do not provide a satisfactory response to the notice, may be issued with an Infringement Notice that will incur a penalty. Further follow-up by way of a Penalty Reminder Notice may also take place – this stage includes the original penalty and a Penalty Reminder Notice fee. Penalties collected on behalf of council will be reimbursed at the end of the Infringement and Penalty Reminder Notice stages.

Additionally, during the Infringement and Penalty Reminder Notice stages, non-voters may request for their matter to proceed directly to the Magistrates' Court.

Any such requests will be actioned at the conclusion of the Infringement and Penalty Reminder Notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the conclusion of the Penalty Reminder Notice stage.

## Evaluating the VEC's services

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

## Feedback from councils

The VEC invited feedback from councils on its services in December 2020. Additional feedback can be provided to the Program Manager for Local Government elections by emailing [LGProgram2020@vec.vic.gov.au](mailto:LGProgram2020@vec.vic.gov.au).

## Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program which includes input from all areas across the VEC's workforce. Internal debriefing following the local government elections commenced in December 2020. In due course, the VEC will publish a consolidated report on its performance and key statistics from the elections. This report will be tabled in Parliament and available on the VEC website.

Manningham City Council

## Schedule 1: Record of ballot papers and declaration envelopes

Manningham City Council Bolin Ward election	
<b>BALLOT PAPERS PRINTED</b>	
Victorian Electoral Commission	12,250
Election Manager	2
<b>Total</b>	<b>12,252</b>
<b>BALLOT PAPERS ISSUED</b>	
General mail out	10,465
Early and replacement votes	190
Unenrolled declaration votes	1
Spoilt	0
<b>Sub total</b>	<b>10,656</b>
Unused	1,596
<b>Total</b>	<b>12,252</b>
<b>DECLARATIONS RETURNED</b>	
General mail out admitted to the extraction	9,036
Early and replacement votes admitted to the extraction	63
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	241
Declarations returned to sender	150
<b>Sub total</b>	<b>9,490</b>
Declarations not returned	1,166
<b>Total</b>	<b>10,656</b>



## Manningham City Council

**Manningham City Council Currawong Ward election****BALLOT PAPERS PRINTED**

Victorian Electoral Commission	11,250
Election Manager	0
<b>Total</b>	<b>11,250</b>

**BALLOT PAPERS ISSUED**

General mail out	9,333
Early and replacement votes	136
Unenrolled declaration votes	1
Spoilt	0
<b>Sub total</b>	<b>9,470</b>
Unused	1,780
<b>Total</b>	<b>11,250</b>

**DECLARATIONS RETURNED**

General mail out admitted to the extraction	8,263
Early and replacement votes admitted to the extraction	55
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	173
Declarations returned to sender	89
<b>Sub total</b>	<b>8,580</b>
Declarations not returned	890
<b>Total</b>	<b>9,470</b>

## Manningham City Council

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**Manningham City Council Manna Ward election**
**BALLOT PAPERS PRINTED**

Victorian Electoral Commission	11,250
Election Manager	0
<b>Total</b>	<b>11,250</b>

**BALLOT PAPERS ISSUED**

General mail out	9,147
Early and replacement votes	135
Unenrolled declaration votes	1
Spoilt	0
<b>Sub total</b>	<b>9,283</b>
Unused	1,967
<b>Total</b>	<b>11,250</b>

**DECLARATIONS RETURNED**

General mail out admitted to the extraction	7,853
Early and replacement votes admitted to the extraction	51
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	188
Declarations returned to sender	141
<b>Sub total</b>	<b>8,233</b>
Declarations not returned	1,050
<b>Total</b>	<b>9,283</b>

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## Manningham City Council

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**Manningham City Council Ruffey Ward election**
**BALLOT PAPERS PRINTED**

Victorian Electoral Commission	11,250
Election Manager	0
<b>Total</b>	<b>11,250</b>

**BALLOT PAPERS ISSUED**

General mail out	9,833
Early and replacement votes	171
Unenrolled declaration votes	5
Spoilt	0
<b>Sub total</b>	<b>10,009</b>
Unused	1,241
<b>Total</b>	<b>11,250</b>

**DECLARATIONS RETURNED**

General mail out admitted to the extraction	8,529
Early and replacement votes admitted to the extraction	67
Unenrolled declaration votes admitted to the extraction	2
Returned declarations unable to admit to extraction	213
Declarations returned to sender	136
<b>Sub total</b>	<b>8,947</b>
Declarations not returned	1,062
<b>Total</b>	<b>10,009</b>

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## Manningham City Council

**Manningham City Council Schramm Ward election****BALLOT PAPERS PRINTED**

Victorian Electoral Commission	11,250
Election Manager	0
<b>Total</b>	<b>11,250</b>

**BALLOT PAPERS ISSUED**

General mail out	9,679
Early and replacement votes	188
Unenrolled declaration votes	2
Spoilt	0
<b>Sub total</b>	<b>9,869</b>
Unused	1,381
<b>Total</b>	<b>11,250</b>

**DECLARATIONS RETURNED**

General mail out admitted to the extraction	7,998
Early and replacement votes admitted to the extraction	73
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	180
Declarations returned to sender	157
<b>Sub total</b>	<b>8,408</b>
Declarations not returned	1,461
<b>Total</b>	<b>9,869</b>

## Manningham City Council

**Manningham City Council Tullamore Ward election****BALLOT PAPERS PRINTED**

Victorian Electoral Commission	11,250
Election Manager	2
<b>Total</b>	<b>11,252</b>

**BALLOT PAPERS ISSUED**

General mail out	9,423
Early and replacement votes	152
Unenrolled declaration votes	8
Spoilt	0
<b>Sub total</b>	<b>9,583</b>
Unused	1,669
<b>Total</b>	<b>11,252</b>

**DECLARATIONS RETURNED**

General mail out admitted to the extraction	7,855
Early and replacement votes admitted to the extraction	41
Unenrolled declaration votes admitted to the extraction	1
Returned declarations unable to admit to extraction	199
Declarations returned to sender	116
<b>Sub total</b>	<b>8,212</b>
Declarations not returned	1,371
<b>Total</b>	<b>9,583</b>

## Manningham City Council

**Manningham City Council Waldau Ward election****BALLOT PAPERS PRINTED**

Victorian Electoral Commission	11,250
Election Manager	0
<b>Total</b>	<b>11,250</b>

**BALLOT PAPERS ISSUED**

General mail out	9,445
Early and replacement votes	115
Unenrolled declaration votes	1
Spoilt	0
<b>Sub total</b>	<b>9,561</b>
Unused	1,689
<b>Total</b>	<b>11,250</b>

**DECLARATIONS RETURNED**

General mail out admitted to the extraction	8,180
Early and replacement votes admitted to the extraction	50
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	175
Declarations returned to sender	110
<b>Sub total</b>	<b>8,515</b>
Declarations not returned	1,046
<b>Total</b>	<b>9,561</b>

## Manningham City Council

**Manningham City Council Westerfolds Ward election****BALLOT PAPERS PRINTED**

Victorian Electoral Commission	11,250
Election Manager	0
<b>Total</b>	<b>11,250</b>

**BALLOT PAPERS ISSUED**

General mail out	9,616
Early and replacement votes	135
Unenrolled declaration votes	0
Spoilt	0
<b>Sub total</b>	<b>9,751</b>
Unused	1,499
<b>Total</b>	<b>11,250</b>

**DECLARATIONS RETURNED**

General mail out admitted to the extraction	8,248
Early and replacement votes admitted to the extraction	46
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	205
Declarations returned to sender	131
<b>Sub total</b>	<b>8,630</b>
Declarations not returned	1,121
<b>Total</b>	<b>9,751</b>

## Manningham City Council

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**Manningham City Council Yarra Ward election**
**BALLOT PAPERS PRINTED**

Victorian Electoral Commission	12,250
Election Manager	0
<b>Total</b>	<b>12,250</b>

**BALLOT PAPERS ISSUED**

General mail out	10,309
Early and replacement votes	124
Unenrolled declaration votes	1
Spoilt	0
<b>Sub total</b>	<b>10,434</b>
Unused	1,816
<b>Total</b>	<b>12,250</b>

**DECLARATIONS RETURNED**

General mail out admitted to the extraction	9,166
Early and replacement votes admitted to the extraction	34
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to admit to extraction	201
Declarations returned to sender	112
<b>Sub total</b>	<b>9,513</b>
Declarations not returned	921
<b>Total</b>	<b>10,434</b>

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Manningham City Council

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## Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2020 Manningham City Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Warwick Gately AM  
Electoral Commissioner

Manningham City Council

## Appendix 1: Breakdown of the voters' roll

Manningham City Council	
Voters enrolled through an entitlement under section 241 of the LG Act	84,052
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	3,203
<b>Total</b>	<b>87,255</b>

Bolin Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	10,099
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	366
<b>Bolin Ward election total</b>	<b>10,465</b>

Currawong Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	9,080
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	256
<b>Currawong Ward election total</b>	<b>9,336</b>

Manna Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	8,784
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	363
<b>Manna Ward election total</b>	<b>9,147</b>

Ruffey Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	9,549
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	284
<b>Ruffey Ward election total</b>	<b>9,833</b>

Schramm Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	8,972
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	707
<b>Schramm Ward election total</b>	<b>9,679</b>

## Manningham City Council

**Tullamore Ward election**

Voters enrolled through an entitlement under section 241 of the LG Act	8,867
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	556
<b>Tullamore Ward election total</b>	<b>9,423</b>

**Waldau Ward election**

Voters enrolled through an entitlement under section 241 of the LG Act	9,186
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	260
<b>Waldau Ward election total</b>	<b>9,446</b>

**Westerfolds Ward election**

Voters enrolled through an entitlement under section 241 of the LG Act	9,362
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	254
<b>Westerfolds Ward election total</b>	<b>9,616</b>

**Yarra Ward election**

Voters enrolled through an entitlement under section 241 of the LG Act	10,153
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	157
<b>Yarra Ward election total</b>	<b>10,310</b>

Manningham City Council

## Appendix 2: Statutory advertising

### Manningham City Council election schedule of public notices

#### Close of roll notice (see Appendix 2.1 for example)

VEC Website	8 August 2020
The Age	14 August 2020

#### Notice of election (see Appendix 2.2 for example)

VEC Website	31 August 2020
The Age	4 September 2020

#### Voting details notice (see Appendix 2.3 for example)

VEC Website	28 September 2020
The Age	2 October 2020

#### Reminder notice (see Appendix 2.4 for example)

VEC Website	12 October 2020
The Age	16 October 2020

#### Notice of result (see Appendix 2.5 for example)


VEC Website	23 November 2020
The Age	27 November 2020

Manningham City Council

Appendix 2.1: Close of roll notice for Manningham City Council

## Manningham City Council postal election

*Your council, your vote*



**MANNINGHAM**

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**You must be enrolled to vote**

A general election will be held for Manningham City Council in October 2020. To be able to vote in the election, you must be enrolled by the close of roll at 4 pm on Friday 28 August 2020. Two categories of voters can be enrolled to vote in the Manningham City Council election: State-enrolled voters and Council-enrolled voters.

**State-enrolled voters**

**Am I enrolled to vote?**

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 24 October 2020 AND
- you live in the City of Manningham AND
- you are on the State electoral roll for your current address.

**You need to enrol if:**

- you are an Australian citizen aged 18 or over on Saturday 24 October 2020 AND
- you live in the City of Manningham and you are not on the State electoral roll OR
- you have lived at your current residential address within the City of Manningham for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

**How do I enrol?**

You can enrol online at [vec.vic.gov.au](http://vec.vic.gov.au)

You can also download an enrolment form from the website. All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at 4 pm on Friday 28 August 2020.

**How can I check my State enrolment?**

You can check your enrolment details online at [vec.vic.gov.au](http://vec.vic.gov.au) at any time, or call 1300 805 478.

**Council-enrolled voters**

**Am I enrolled to vote?**

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

- 18 years of age or over on Saturday 24 October 2020 AND
- not a State-enrolled voter within the City of Manningham.

You are automatically enrolled for this election if you were enrolled as a non-resident owner at the most recent election for your local area. This includes any by-elections held since the last general election.

If your circumstances have changed since the most recent election and you are no longer a non-resident owner of that property, you will not be automatically enrolled for this election. Depending on your circumstances, you may still be eligible to apply to be enrolled as a Council-enrolled voter.

**Who else can enrol & vote?**

You may also apply to enrol if:

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

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

If you meet any of the mentioned criteria and wish to enrol, contact Manningham City Council on (03) 9840 9333 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at 4 pm on Friday 28 August 2020.

**How can I check if I am Council-enrolled?**

You can check your enrolment details by contacting the Council on (03) 9840 9333.

**Thinking about standing for election?**

Candidate requirements have recently changed. To nominate as a candidate for Manningham City Council, you must:

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

For further information, visit [vec.vic.gov.au](http://vec.vic.gov.au)

**Enrolment closes**

**4 pm Friday 28 August**

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

**vec.vic.gov.au | 131 832**

For enquiries in languages other than English call our interpreting service:




• 阿拉伯语 9209 0130 Arabic • العربية 9209 0100 Arabic • Босански 9209 0191 Bosnian • 粵語 9209 0101 Cantonese • Hrvatski 9209 0102 Croatian • داری 9209 0193 Dari


• Dinka 9209 0110 Dinka • Ελληνικά 9209 0103 Greek • Italiano 9209 0104 Italian • Khmer 9209 0192 Khmer • 한국어 9209 0194 Korean • Македонски 9209 0105 Macedonian

• 普通话 9209 0106 Mandarin • العربية 9209 0195 Persian • Русский 9209 0196 Russian • Српски 9209 0107 Serbian • Somali 9209 0108 Somali • Español 9209 0109 Spanish

• Türkçe 9209 0110 Turkish • Việt-n 9209 0111 Vietnamese • All other non-English languages 9209 0112

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

@electorvic   






Manningham City Council

**Appendix 2.4: Reminder notice for Manningham City Council**

## Manningham City Council postal election

*Your council, your vote*



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**Check the mail for your ballot pack**

Ballot packs containing voting material were mailed to enrolled voters from Tuesday 6 October 2020.

**This is a postal election only.**

If you do not receive your ballot pack by **Friday 16 October 2020**, please call (03) 8619 1440 during office hours to arrange a replacement.

**How to vote correctly**

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

**How to return your completed ballot paper**

Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:

Office 7, The Point Corporate Centre, 600 Doncaster Road, Doncaster

**Voting is compulsory**

Voting is compulsory for all voters who were on the State roll at **4 pm on Friday 28 August 2020**.

**You may be fined if you do not vote – this includes homeowners and tenants.**

You are encouraged to vote, but you will not be fined if you don't vote, if:

- you live outside this local council area OR
- you are enrolled directly with the Council to be on the voters' roll for this election.

**Your completed ballot pack must be in the mail or hand-delivered by 6 pm\* Friday 23 October**

\*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk a fine.

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


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[vec.vic.gov.au](http://vec.vic.gov.au) | (03) 8619 1440

@electionsvic

For enquiries in languages other than English call our interpreting service:  
 • AMIC 9209 0100 Amharic • العربية 9209 0100 Arabic • Bosanski 9209 0191 Bosnian • 普通话 9209 0101 Cantonese • Hrvatski 9209 0102 Croatian • 9209 0193 Dari  
 • Dinka 9209 0119 Dinka • Ελληνικά 9209 0103 Greek • Italiano 9209 0104 Italian • Ito 9209 0192 Khmer • 한국어 9209 0194 Korean • Македонски 9209 0105 Macedonian  
 • 普通话 9209 0106 Mandarin • ភាសាខ្មែរ 9209 0195 Persian • Русский 9209 0196 Russian • Српски 9209 0107 Serbian • Soomali 9209 0108 Somali • Español 9209 0109 Spanish  
 • Türkçe 9209 0110 Turkish • Việt 9209 0111 Vietnamese • All other non-English languages 9209 0112


Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.



**Appendix 2.5: Notice of results for Manningham City Council**

## Manningham City Council election

*Declaration of results*



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The following candidates were elected to the Manningham City Council at the general election held in October 2020:

<p><b>Bolin Ward</b> GOUGH, Geoff</p> <p><b>Currawong Ward</b> CONLON, Andrew</p> <p><b>Manna Ward</b> LIGHTBODY, Tomas</p> <p><b>Ruffey Ward</b> MAYNE, Stephen</p> <p><b>Schramm Ward</b> MAYNE, Laura</p>	<p><b>Tullamore Ward</b> DIAMANTE, Deirdre</p> <p><b>Waldau Ward</b> CHEN, Anna</p> <p><b>Westerfolds Ward</b> KLEINERT, Michelle</p> <p><b>Yarra Ward</b> LANGE, Carli</p>
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Further details about the results are available at [vec.vic.gov.au](http://vec.vic.gov.au)

**Regina Ku**  
Election Manager  
Friday 6 November 2020

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[vec.vic.gov.au](http://vec.vic.gov.au) | 131 832

@electionsvic



Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Election Report Local Government elections 2020

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Item 13.2

Attachment 1

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Manningham City Council

## Appendix 3: Schedule of media releases and advisories

### Manningham City Council Council-specific media releases and advisories

Enrol now for the Manningham City Council election	7 August 2020
Call for candidates for the upcoming Manningham City Council election	24 August 2020
Candidates announced for the Manningham City Council election	23 September 2020
Ballot packs mailed this week for Manningham City Council election	5 October 2020
Voting closes soon for the Manningham City Council election	12 October 2020
New councillors for Manningham City Council	6 November 2020

### Statewide media releases and advisories

Victorians urged to enrol for upcoming council elections	7 August 2020
October local council elections to proceed under COVIDSafe election plan	19 August 2020
Last chance to enrol for Victorian council elections	21 August 2020
Enrolment closes tomorrow for October's council elections	26 August 2020
Nominations open soon for Victorian local council elections	31 August 2020
Council election information one click away on VEC website	4 September 2020
Accessing candidate information for the 2020 Victorian local council elections	14 September 2020
Victorian voters encouraged to sign up for free election reminders	16 September 2020
Nominations are in for the October council elections	23 September 2020
Authority granted for postal vote contingency	30 September 2020
Voting underway for Victoria's local council elections	5 October 2020
Mobile numbers not from VEC	12 October 2020
Local council elections voting deadline looms	19 October 2020
Strong voter response to local council elections	20 October 2020
Results timeline for Victorian local council elections (media advisory, not for publication)	21 October 2020
Final day of voting shows high voter turnout for council elections	23 October 2020
VEC won't risk public health for quick results in record turnout	28 October 2020
A win for democracy in a challenging year	13 November 2020
Didn't vote in the election? Please explain.	8 February 2021



Manningham City Council

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## Appendix 4: VoterAlert advisories

### Appendix 4.1: SMS alerts

#### 4.1.1 close of roll – sent from Wednesday 19 August to Wednesday 26 August 2020



Council elections will be held by post in October. Make sure you are correctly enrolled by 4pm 28 Aug. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/tohMhA5I>

#### 4.1.2 mail out of ballot pack Friday 9 October to Friday 13 October 2020



VEC has posted a ballot pack to your enrolled address. Voting in council elections is compulsory. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/ufDvSRO7>

#### 4.1.3 reminder close of voting - Monday 19 October 2020



Council elections: voting closes 6pm Friday. Post your vote or return it to your election office ASAP. More info or unsubscribe: <https://voteralert.vec.vic.gov.au/s/usSUBkIM>

Manningham City Council

## Appendix 4.2: Email alerts

### 4.2.1 Close of roll email

**VoterAlert**
VEC Victorian Electoral Commission

**2020 Local council elections**

Hello,

Local council elections will be held in Victoria by post this October. It is important that you are correctly enrolled so you receive a ballot pack at your correct address.

**Enrolment closes at 4 pm on Friday 28 August 2020.**

If you haven't changed your postal address, residential address or name, there is no need to do anything.

**Are your details up to date?**

You can check your details online on the VEC's Check My Enrolment portal. Complete all fields, making sure you:

- enter your first and middle names in the 'Given names' field
- start to enter your suburb and pick it from the list suggested
- start to enter your street name only and pick it from the list suggested.

CHECK MY ENROLMENT

Do you need to update your details?

CHANGE MY DETAILS

**Are you eligible to vote in another council?**

In a council election, there are two types of enrolment: State enrolment and council enrolment.

You are receiving this message because you are State-enrolled.

But if you own property or pay rates in another council, you may be enrolled or eligible to enrol directly with that council.

Find out more: [Enrolling for council elections](#)

**Do I have to vote at these elections?**

Voting is compulsory for State-enrolled voters. Don't risk a fine!


If you are on the roll for Melbourne City Council, it is also compulsory for council enrolled voters to vote.

FIND OUT MORE

Authorised by W. Gately, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

**Our mailing address is:**  
 Level 11, 530 Collins Street, Melbourne VIC 3000  
 This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

UNSUBSCRIBE




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

Manningham City Council

4.2.2 Ballot Pack mailout email

Please do not reply to this email. Replies go to an unmonitored inbox. For any queries, [contact us](#).

**VoterAlert**  Victorian Electoral Commission

**2020 local council elections**

Hello,

You are enrolled to vote in the 2020 local council elections in Council Name.

**Voting in this election will be by post.** We posted you a ballot pack between Tuesday 6 and Thursday 8 October 2020.

Please follow the instructions in your ballot pack to cast your vote and mail it back to us as soon as possible. Voting closes at 6 pm on Friday 23 October 2020. Local mail clearance times may be earlier than the cut-off. We recommend you return your completed vote as soon as possible.

**Didn't get a ballot pack?**

If you don't get a ballot pack by Friday 16 October, call your local Election Office to request a replacement. You can find [Election Office contact details](#) on our website.

**Are you away from your enrolled address?**

If you are away from your enrolled address call your local Election Office to request a replacement ballot pack. You can find [Election Office contact details](#) on our website.

**Do I have to vote?**

Voting is compulsory for everyone on the State and Melbourne City Council voters' rolls. Don't risk a fine!


[FIND OUT MORE ABOUT THE ELECTION](#)

Authorised by M. Galley, AM, Electoral Commissioner, 832 Collins Street, Melbourne, Victoria.

Our mailing address is:  
Level 11, 180 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

[UNSUBSCRIBE](#)




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

Manningham City Council

4.2.3 Last week to vote email

Please do not reply to this email. Replies go to an unmonitored inbox. For any queries, [contact us](#).

**VoterAlert**


**2020 local council elections**

Disregard this email if you have already voted.

Hello

You are enrolled to vote in the 2020 local council elections in **Council Name** Council.

Voting closes 6 pm this Friday 23 October.

**How to vote**

As soon as possible, make sure you:

mail your completed ballot paper in the reply-paid envelope provided

OR

drop your completed ballot paper off at [your local Election Office](#).

Please note: voting closes at 6 pm on Friday 23 October. However, local mail clearance times vary and we recommend you return your completed vote as soon as possible.

**Didn't get a ballot pack?**

If you haven't received a ballot pack, [check our website to understand your options](#).

**Do I have to vote?**

Voting is compulsory for everyone on the State and Melbourne City Council voters' rolls. Don't risk a fine!


FIND OUT MORE ABOUT THE ELECTION

Authorised by W. Galtby, AM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

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

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

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Manningham City Council

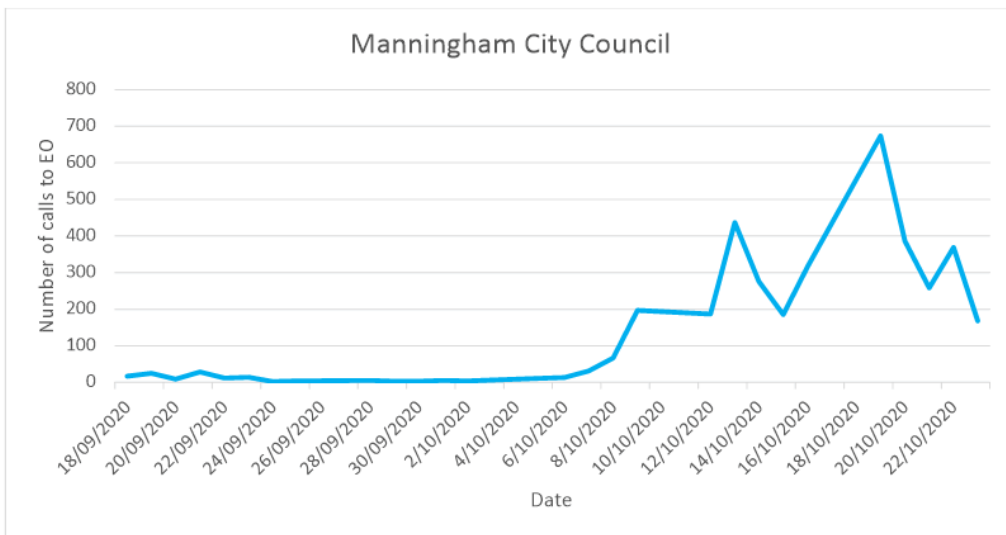
## Appendix 5: Voter engagement program and initiatives

Program	Program Details
Be Heard Democracy Ambassador program	This program normally provides face-to-face electoral education sessions and was adapted to an online delivery model, providing peer-led electoral education to residents in specialist disability services and culturally and linguistically diverse (CALD) communities. A total of 47 sessions were provided to people with disabilities and a total of 80 sessions were provided to CALD communities through councils and community organisations hosting online sessions.
Myth busting campaign.	This offline campaign addressed myths around enrolling and voting for those experiencing homelessness or with unstable housing. Four myths were dispelled and displayed on billboards and street posters, in metropolitan Melbourne areas with high populations of people experiencing homelessness. During the enrolment period, no-fixed-address enrolment forms were distributed with 4,500 meals to those suffering financial hardship, through a sponsorship with StreetSmart. This partnership included social media and Electronic Direct Mail distribution to StreetSmart's database of homeless services and community partners. A 1800 freecall number was also established to support those with financial hardship to provide support for enrolling and voting. This phone number was advertised on posters distributed through homelessness agencies, drug and alcohol services and services providing COVID-19 testing in hotels.
CALD in-language social media videos.	This project produced a series of three videos in 10-12 different languages which provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms and community networks.
Aboriginal short videos.	This project produced five videos in collaboration with Reconciliation Victoria. Two videos featured Aboriginal Elders and other leading Aboriginal community members discussing the value and ways to engage with local council elections. A further three videos, using culturally relevant animation, explained what services councils are responsible for, how to vote and the role of a councillor. These were shared through Aboriginal community channels and organisations.
DemGraphics young people co-designed social media project.	This project involved conducting research to identify barriers to enrolling and voting with a diverse group of young people. This information was then used to pilot a social media campaign in selected councils to encourage engagement in the elections for those aged 18-29.
Easy English tutor guide and worksheets.	These were produced for people with low English proficiency and designed as a co-read product where a person supports the learner through the worksheets. The tutor guide and worksheets were based on the VEC's Easy English guides for local council elections and were available for download from the VEC's website in PDF and Word formats.

Manningham City Council

## Appendix 6: Daily telephone enquiries

The following graph shows the number of telephone calls recorded by the election office telephone enquiry service including those received by the VEC's overflow call centre and tagged as relating to Manningham City Council during the 2020 local government elections.



Manningham City Council

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## Appendix 7: Final list of candidates in ballot paper order

### Manningham City Council election

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

#### Bolin Ward election

GOUGH, Geoff

CHARITAKIS, Christina

BONANNI, Guido

SHAW, Luke

#### Currawong Ward election

RUAN, William

CONLON, Andrew

LAW, Alex

CLARK, Peter

#### Manna Ward election

McLEISH, Paul

LIGHTBODY, Tomas

KILMARTIN, Darryl

FRAWLEY, Ben

#### Ruffey Ward election

MAYNE, Stephen

OAKLEY, Naomi M.

GRIVOKOSTOPOULOS, Jim

BAIN, Peter Timothy

LEUNG, Kai

## Manningham City Council

**Schramm Ward election**

HAYNES, Dot

GARNER, Jett

SUN, Sophia

MAYNE, Laura

**Tullamore Ward election**

YEE, Stella

CONLON, Luke

ROY, Grace

DIAMANTE, Deirdre

**Waldau Ward election**

LAI, Raymond

SHANMUGAPALAN, Thurairajah

CHEN, Anna

BURNHAM, Cyndy

KHOURY, Bernadette

SALEHI, Aryan

**Westerfolds Ward election**

KLEINERT, Michelle

BEYNON, Bob

McINTOSH, Michelle

HINDS, Alanna

CRONSHAW, Benjamin

ZAFIROPOULOS, Mike

**Yarra Ward election**

LANGE, Carli

DYASON, David

BRENNAN, Maxine

DOWNIE, Meg



Manningham City Council

**Appendix 7.1: Candidate statements and photographs****Manningham City Council election****Bolin Ward election (see Appendix 7.2.1 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
4	4	4

**Currawong Ward election (see Appendix 7.2.2 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
4	4	4

**Manna Ward election (see Appendix 7.2.3 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
4	4	4

**Ruffey Ward election (see Appendix 7.2.4 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
5	5	5

**Schramm Ward election (see Appendix 7.2.5 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
4	4	4

**Tullamore Ward election (see Appendix 7.2.6 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
4	4	4

**Waldau Ward election (see Appendix 7.2.7 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
6	6	6

## Manningham City Council

**Westerfolds Ward election (see Appendix 7.2.8 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
6	6	6

**Yarra Ward election (see Appendix 7.2.9 for candidate statement leaflet)**

Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
4	4	4

Manningham City Council

**Appendix 7.2: Candidate statement leaflets**

**Appendix 7.2.1: Candidate statement leaflet for Bolin Ward election**

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
Complete and return as soon as possible.  
See the ballot paper envelope for voting instructions.

**VOTING IN THIS ELECTION IS BY POST ONLY**

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**. Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:  
Office 7, The Point Corporate Centre  
600 Doncaster Road  
Doncaster

**CANDIDATE QUESTIONNAIRES**  
Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.  
Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)

You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



**MANNINGHAM**  
**2020 Council Election**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

New or changed boundaries are in place for this election



**Bolin Ward**  
**THIS IS A POSTAL ELECTION ONLY.**  
**Voting is compulsory for residents.**  
For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1440 during business hours.

**VEC** Victorian Electoral Commission  
Printed on 100% Australian made recycled stock

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**NOTICE:** The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**GOUGH, Geoff**

Keep going with Gough. Thank you for your past support choosing me to protect our community's interests, needs and values. If re-elected, I promise to continue relentlessly fighting towards restoring the traditional values that made Bulleen and Lower Templestowe a wonderful place to live. I'll continue battling against the costly voices in Council, driven by egos and fringe issues. In these troubled times, we can't afford to have a distracted Council that is indifferent to serving and reflecting the real needs and values of our area. We need a Council that gets back to the basics again. Council must do properly the things that matter; building community infrastructure, improving and maintaining our roads, footpaths, drains, streetscapes, parks, buildings and services. Doing these things properly and not "virtue signalling" at your expense is what will keep rates low. Bolin Ward desperately needs upgrades to Bulleen Plaza, Templestowe Road, and fixing the many terrible NLP issues. With COVID and the challenging times ahead I'm determined to expand vital community support from council. I'll initiate policies to prioritise local business and labour to undertake our Council programs. I'll continue to always, listen, consult, and act with responsibility and integrity. I deal with issues openly and honestly, always readily available to all. Living here all my life, I understand our issues, ensuring Council hears and understands your point of view. I'm dedicated, experienced and know how to get things done effectively. I'll constantly advocate for transparency in decisions, sound financial management and accountability to our community. I'll tirelessly fight to invest your rate money wisely and champion an efficient, committed and helpful workforce that listens and responds with timeliness and respect. I'm determined to serve and work with you to ensure we are all proud of where we live. Keep going with Gough.

1

**NOTICE:** The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**CHARITAKIS, Christina**

My name is Christina Charitakis. My family have been proud residents of Manningham for over 30 years. I have schooled, played local sports and worked in Manningham all my life and believe this is one of the best places to be in Melbourne. I am here as a young candidate to bring a breath of fresh air to council and someone who can be a voice for the youth of Manningham as we are the future. Small business, local sports, youth employment and mental health support is something I feel very strongly about being a long time member of local sporting groups and a small business owner myself. I have a strong relationship with the diverse community of Manningham and have had a lot of community involvement. I hear their concerns everyday. I am here to be the voice on their behalf. If elected to council, I vow to support and work with local small business especially those with insignificant parking and congestion in small shopping strips. Its time to bring young youth into local schools to help youth with local employment opportunities. I will advocate to support the upgrades and builds of better facilities of local sporting grounds as Manningham is known for their community sports. I will work with local sporting clubs to spread awareness for youth mental health as I feel it is not addressed enough. I am here to assist and voice the concerns of all Manningham residence, and am here to see change for the better for our growing community. I am very hard working and strong minded in what I stand for and would be proud to represent the Bolin Ward community. Lets make a difference.

2

**NOTICE:** The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**BONANNI, Guido**


Bulleen needs a fresh face! Born and bred Manningham since 1980, I enjoy my local area with my young family and am always supporting the local community. With grass roots in mind, its always been about the kids, their grass root development and giving them the will to achieve alongside their peers. I have personally supported Manningham sporting clubs, churches, kindergartens, schools and local initiatives for over 15 years and now feel its time to give back more. I look forward to representing my community in what is important to them, local roads, parks, events and bringing down crime! As founder of Crime Prevention Manningham I have spent the last 4 years giving back, and look forward to keep giving back. It is time to take the next step, I am committed to improving Manningham for the benefit of its rate payers working with a strong and focused team that I will bring together; this is one of my greatest strengths. As a local business leader I understand the pressures of every day and commit my time to local, I am local. The Bolin ward is home. Thank you.

3

Manningham City Council

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.

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**SHAW, Luke**

I have one simple plan for being a councillor if elected. Every proposal will be considered with one question in mind only. What is the benefit for the people of Manningham. Since 2000 we have seen council plans across the country take a similar format with similar, if not identical objectives. This is not my opinion of what local councils are required for. Local councils should make decisions that directly address local issues and anything else should be left to state and federal politics. I would like to see our council lead the path to recovery once restrictions are lifted. I would like to see that the community is aware of all the great businesses within and takes full advantage their products and services. In return I would like for those same businesses to give back to the community supporting them by supporting local clubs and initiatives. I would like to see initiatives that grow mutual respect between the many cultures and age groups in Manningham. I would like Manningham to be a community that local kids are safe and love to live in. When they come of age I hope the fond memories make this generation aspire to have their children grow up here.

4

Manningham City Council

Appendix 7.2.2: Candidate statement leaflet for Currawong Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**  
 Your ballot paper is attached to this leaflet.  
 Complete and return as soon as possible.  
 See the ballot paper envelope for voting instructions.


**VOTING IN THIS ELECTION IS BY POST ONLY**

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.  
 Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count.  
 Alternatively, you may hand-deliver your envelope during business hours to:  
 Office 7, The Point Corporate Centre  
 600 Doncaster Road  
 Doncaster


**CANDIDATE QUESTIONNAIRES**  
 Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
 You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.  
 Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)

You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



**MANNINGHAM**  
**2020 Council Election**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**



**Currawong Ward**

**THIS IS A POSTAL ELECTION ONLY.**  
**Voting is compulsory for residents.**  
 For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1440 during business hours.

**VEC** Victorian Electoral Commission  
Printed on 100% Australian made recycled stock

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**RUAN, William**

Getting things done. That's my personal motto. As your local councillor, I promise that I will work as hard as I can to get things done for Currawong. I have been a local resident for over a decade. In that time, I've developed a deep passion for our community and I want to devote all my efforts to improving it. I know its full potential: we can be a place where you can feel a real sense of belonging and pride, regardless of whether you're a retiree or a student, whether you're raising a family or living the independent life. To achieve this, I have the following priorities: supporting the COVID recovery; revitalizing local parks; ensuring responsible development; growing local arts and culture; creating a safe, secure community; and cutting wasteful spending. I can guarantee energetic leadership and an incredible work ethic to fight for your interests. My background in the fields of management consulting, law and IT ensures I have the problem-solving expertise, communication skills and technological capabilities to tackle all the modern challenges of being a councillor. At the same time, I believe that it's the people in the community who best understand its needs. I look forward to listening to your concerns and inspiring your participation at every stage of the decision-making process. We are strongest when we are all on board and working together toward a common goal. With your help, and your vote, we can make Currawong a place you can be proud to call home.

1

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**CONLON, Andrew**

Manningham is the best place to live within one of the world's most liveable cities. My goal is to keep it that way. I am seeking to be re-elected as your Councillor having served the last 4 years on Council including a term as Mayor. During this time, I have consistently advocated for improvements in how Council serves residents and operates internally resulting in an organisation that now highly values excellence, accountability, respect, empowerment and working together. This has led to improved efficiency, increased spending on roads, footpaths and streetscapes, low rate increases along with significantly improved communication and customer service. Manningham has gone from the worst performing Council for planning approval response times to one of the best. I aim to achieve excellent value for residents while ensuring long term environmental and financial sustainability. I believe Council should advocate strongly for the State Government to improve traffic management of morning south-bound traffic on Springvale Rd at the Mitcham Rd intersection. Having successfully managed an engineering consultancy for 28 years, served on the board of Donvale Christian College for 14 years, coordinated a local basketball club for 10 years and served as Councillor for the last 4 years, I believe good management and good governance starts with integrity and transparency - not political party agendas. Our family have enjoyed living in the beautiful, harmonious and culturally diverse Currawong Ward for the last 17 years. With 3 children of our own, I support services for families and older residents along with sports clubs and volunteer organisations. I will continue helping Currawong Ward residents with Council issues. I will continue advocating for improved streetscapes, park maintenance, roads and footpaths. I will continue working hard for improved efficiency, minimal rate increases and maximum public value with honesty and integrity. Contact details: 0468 458 860 [voteconlon@gmail.com](mailto:voteconlon@gmail.com)

2

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**LAW, Alex**

I'm Alex, a lifelong Doncaster East resident, and your local candidate. I'm running for Currawong Ward as I want to see our council provide more support to our beautiful and unique community. I believe that this starts with you being listened to so that we can begin making a grassroots change to how Manningham works. I will ensure your voice is heard by communicating regularly with you directly by having ward meetings to keep you informed. This will allow your ideas and concerns to be brought consistently to council. In the aftermath of COVID, I will increase the support for residents and local traders through these challenging times. I will improve the support council gives throughout our community, especially our seniors and our youth, firstly by listening to community groups and clubs that are important engagement points in the community. I will work towards improving transport links within and through Manningham by engaging the state government to ensure the best outcome for us so we can get to places easily. I will work within the council to improve town and precinct planning so that Manningham's character and liveability focuses on improving the community first. These aims come from my work experience in government and industry, in a range of areas including contract and project management, policy issues, and transport management. I am also currently a community representative on the North East Link Community Liaison group, and as a board member of the Eastern Metropolitan Regional Council of Adult, Community and Further Education. We live in a great area, and I believe, with your support in this council election, we can make it even better. Let me know what you would like to see our council do for our community via 0481 355 668, [alex4manningham@gmail.com](mailto:alex4manningham@gmail.com), or comment on my Facebook site at <https://www.facebook.com/Alex-Law-Candidate-for-Currawong-Ward-Manningham-Council-57843356169250/>.

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Manningham City Council

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**CLARK, Peter**

Peter Clark has lived in Manningham, Currawong Ward, for over 25 years with his wife (Libby) and two children (now adults). His children attended Milgate Primary School and East Doncaster Secondary College. Peter obtained both a Bachelor degree followed by a Doctorate in science (physics) over 35 years ago. Today he is a consultant to governments, academia, and industry in innovative areas of science and technology. Peter has extensive executive level experience in leadership teams in the government, private, and not-for-profit sectors. Working successfully with a wide range of private, corporate and government clients, he has developed strong negotiation and communication skills, and applies science-based reasoning to decision making. Now working only part-time, Peter has the time and energy to devote to representing the community at council meetings, events and activities. Peter supports a cap on rate rises, and will ensure that Manningham Council delivers value for money services to which locals are entitled. Peter is particularly keen on keeping Manningham beautiful, with more attention directed to stopping graffiti and keeping walkways, parks and waterways clean of rubbish and well maintained. Peter recognises Manninghams multicultural community, and will work to represent the views of the majority of residents in Council deliberations.

Manningham City Council

Appendix 7.2.3: Candidate statement leaflet for Manna Ward election

**Don't Risk a Fine**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
Complete and return as soon as possible.  
See the ballot paper envelope for voting instructions.

**VOTING IN THIS ELECTION IS BY POST ONLY**

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600 Doncaster Road  
Doncaster

**CANDIDATE QUESTIONNAIRES**  
Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.  
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**MANNINGHAM**  
**2020 Council Election**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

New or changed boundaries are in place for this election



**Manna Ward**

**THIS IS A POSTAL ELECTION ONLY.**

**Voting is compulsory for residents.**

For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1440 during business hours.

**VEC** Victorian Electoral Commission  
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**McLEISH, Paul**

I bring to Council 25 years experience in IT, with roles including Chief Operating Officer and CEO, and 10 years at Merrill Lynch. I have been the President and Treasurer of the Donvale Rate-Payers Association, helping to defuse a major development at WCAT. During my two terms on Council I've worked hard on many sub-committees, and I've been honoured to serve as Mayor 3 times. I am seeking your support for re-election as an independent community councillor who continues to act with responsibility and integrity. I believe in sound financial management and accountability. I will continue using my business experience to help Council in controlling costs and investing in technology to improve services. When COVID19 hit, Council relied upon their new IT capabilities to keep services operating, and there's more to be done. If re-elected I will continue to pursue tougher planning controls in Manningham which also enables more investment in affordable housing. So far I've increased protection from overdevelopment for the lower density areas, and now all large developers must pay a 5%+ open space contribution to invest in the new 10-year Public Open Space and Public Toilet strategies. I am passionate about improving public transport. I changed Council policy to include a Bus Rapid Transit system before Doncaster Rail, which will now be built on the Eastern Freeway as part of the NE Link project. I will continue pushing State Government for better public transport, and Council for more local footpaths. We've cut emissions by 25%, and I'm determined we continue reducing Council's greenhouse pollution. If elected I will pursue new environmental goals for Manningham, including a further 25% reduction in greenhouse pollution through multi-council purchasing of renewable power, a 21st century waste transfer facility, and separating glass/food waste for recycling. Please Vote 1 Paul McLeish 0481 192 556 paulmcleish@gmail.com

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**LIGHTBODY, Tomas**

I grew up in Donvale so I understand how even the smallest of changes in our community can make a massive impact on our collective future and wellbeing. I love our green spaces, our walking tracks, our amazing local shops, and I love the opportunities to participate in sporting clubs and recreation in the community, participating myself in many sports growing up, including coaching gymnastics. As our community grows, we must advocate for better public transport that fits our needs and protect our urban greenery and neighbourhoods from overdevelopment. With my background in urban planning, design, and architecture, I have the know-how and the passion to improve the quality of our neighbourhoods and create a more resilient local economy. That is why I am proud to be standing for Manna ward at the Manningham City Council. If elected, my priorities will be: 1) Get urban planning right, ensuring the community is always first and our precious green spaces are preserved and improved. 2) Take environmental action, such as moving to renewable energy, which will reduce the electricity cost, and introducing new waste strategies that increase recycling and reduce unnecessary waste going to landfill. 3) Invest in smart council infrastructure that will save money in the future, allowing more to be allocated to community projects. This means your rates will be better purposed in our community, driving a strong local economy. There is so much Manningham City Council can do to support the community, and as your councillor I will stand firm in your interest. Please contact me at [facebook.com/tomaslightbody](https://www.facebook.com/tomaslightbody) or [tomas.lightbody@gmail.com](mailto:tomas.lightbody@gmail.com). Vote [1] Tomas Lightbody to help Manningham lead the pack, not play catch-up.

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**KILMARTIN, Darryl**

Vote 1 Darryl. One of you, not one of them. Party politics is looking at your local council as a plying for furthering their broader goals. As a totally unaligned candidate, I offer something different. Honest representation for the residents and businesses of Manna Ward, and the people of Manningham. I live in Hope Ave in Manna Ward and for 28 years I have raised my family in or adjacent to the City of Manningham. Turnstall Square in Manna ward has always been our local shops. My boys attended Donvale Christian College and my youngest still does. I helped establish the Donvale Magpies at the Donvale Oval, and my youngest plays cricket with St Davids. Ten years on committee at Little Athletics and now Secretary of the Doncaster Athletic club has led to two Life Memberships, but more importantly, an excellent understanding of the inner workings of the community group and Council relationship. Recently I have negotiated with council over the athletic track lighting upgrade and the provision of a new pavilion for the adjacent cricket and football clubs, ultimately achieving successful outcomes for the community. While running my own small business, I was president of Manningham Youth and Family services, sourcing funding from Council and State government and overseeing the development and delivery of recreation, housing, outreach and disability services. Work recognised with a community service award from Donvale Rotary, and a Menzies Community Australia Day Award. Writing this feels like I am seeking recognition. Not so. I simply wish for you to know that aside from a demonstrated desire to serve the community, I bring years of experience representing the community to the council. Vote for me so I can work for you on both sides of the fence. My mobile 0433 075400

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Election Report Local Government elections 2020

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Item 13.2 Attachment 1

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Manningham City Council

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**FRAWLEY, Ben**

Im standing as an independent candidate, not a member of any political party. Ive lived in Manningham for 50+ years. I have your interests at heart, just an ordinary ratepayer who wants quality, value for money, and transparency. My commitment is to represent your concerns to Council, being your spokesperson for Manna Ward. In 2021 we need to rebuild and I want Council to focus on supporting local businesses, sporting groups, and not for profit organisations in Manningham Bounce Back 2021. We need to get back to basics, providing high quality services such as Council childcare, well resourced kinders, and community care. We need to maintain our infrastructure such as footpaths roads and parks. Ill support the Council introducing a Food Organics Green service. Councils performance can be improved in a range of areas, including how we consult with residents, customer service, I believe we can move from good to great. Ill oppose inappropriate development and protect our valuable neighbourhood character. We need to be smarter and more efficient and provide better value for your rates. I know many have been disappointed with the performance of some of our Councillors, especially the recent sell out on the North East Link, the decision to increase Councillor remuneration, some questionable Councillor expenses and the decision to increase Council rates as people are doing it tough in the community. You deserve better! I believe in good governance, and creating genuine opportunities for all our citizens to engage and participate in decisions that affect them. Ill promise availability and will listen to you with interest, compassion and empathy. Im optimistic about a bright future and believe that together as a community we can respond positively making Manningham the most livable city in Australia. Ben Frawley for 'Manningham Bounce Back 2021'

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Manningham City Council

Appendix 7.2.4: Candidate statement leaflet for Ruffey Ward election

**Don't Risk a Fine**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**  
 Your ballot paper is attached to this leaflet.  
 Complete and return as soon as possible.  
 See the ballot paper envelope for voting instructions.

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 Doncaster

**CANDIDATE QUESTIONNAIRES**  
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**MANNINGHAM**  
**2020 Council Election**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**



**Ruffey Ward**

**THIS IS A POSTAL ELECTION ONLY.**  
**Voting is compulsory for residents.**  
 For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1440 during business hours.

**VEC** Victorian Electoral Commission  
Printed on 100% Australian made recycled stock

<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>MAYNE, Stephen</b></p> </div> <p>I'm passionate about our community having lived most of my life in Manningham, raising our family here with my wife Cr Paula Piccinini, your mayor in 2019 who is retiring at this election. Professionally, I'm an award winning business journalist with 30 years experience, plus 8 years serving as a local government councillor in Manningham (2008-12) and the City of Melbourne (2012-16) where I was entrusted to chair the Finance and Governance committees. Our 3 children attended Templestowe Heights Primary School and we are engaged in the local community through clubs such as The Bullants (football/cricket), the Bulleen Boomers and Templestowe Park Tennis Club, where I coached as a university student. As Australia's best known retail shareholder advocate and the founder of independent ezine, <a href="http://www.crikey.com">www.crikey.com</a>, I've asked the hard questions and consistently promoted best practice governance and transparency. I won't be captured by developers, can spot a roft a mile off and will watch your ratepayer dollars like a hawk. If elected, I'll endeavour to keep Manningham council debt free, freeze the rates next year and push for extra support for traders at Macdon Square to assist with lockdown recovery. I will fight for the best possible deal for the North East Link, resisting tolls whilst backing Doncaster Rail. Like all of you, I love our parks and open spaces. I will push to bring forward the Ruffey Lake Park improvements masterplan to deliver it in 4 years not ten. I have long campaigned to reduce gambling harm and will step up council's approach to reducing the \$58 million per year lost to addictive poker machines in Manningham. In conclusion, vote for the independent candidate who embraces Manningham's multi-cultural community, will energetically represent everyone in the new Ruffey ward, bringing experience and knowledge to council's advocacy and decision-making processes.</p> <p style="text-align: center;">1</p>	<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>OAKLEY, Naomi M.</b></p> </div> <p>I have been a single mum. I have 3 children and greatly enjoyed the rewards of parenting. I'm a passionate community minded individual, with my own security business that specialises in managing the safety of young peoples parties and events. I volunteer at numerous childrens sporting clubs, participate in School Council. I am an active fund raiser for worthy causes including Crisis Heroes, Cystic Fibrosis, Black Saturday rock concert and Sporting Event. My passion for keeping our youth and community safe will be a primary focus for seeking election to Council. Providing safe public places for our young people to celebrate, preserving Manningshams great bushland, and establishing fixed term tenures for our elected Councillors I want to ensure Council prioritises its financial support to our community, especially during this period of pandemic. During the August Council meeting I asked the question why, in these desperate times, should we see a 2% rate rise? The response was it gives Council scope for helping various community and sporting groups financially. The businesses and community in Manningham are doing it tough in these unprecedented times. It has been an extremely challenging period for all. The last annual report indicates that Council has substantial funds with an operating surplus of \$29 million, hence, given it is Councils responsibility to service its community, the 2% rate increase during the pandemic was not necessary, when relief, and the management of mental health and the prevention of family violence should be the primary considerations in our community during this pandemic. Council can and should still provide financial support for Manningshams community groups, sporting clubs, but for the short term, lets get through this current period of uncertainty, and prioritise the need where it is required most. Vote Naomi Oakley 1</p> <p style="text-align: center;">2</p>	<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p> <div style="text-align: center;">  <p><b>GRIVOKOSTOPOULOS, Jim</b></p> </div> <p>Widely known as Jim Grivas, I am a resident of Manningham for over 20 years with children attending a local secondary school. I am actively connected to our diverse community, understanding local concerns and passionate about keeping Manningham as the best place to live. As an experienced Mayor and Councillor of Manningham City Council and with liberal beliefs, I seek your support to represent our community. I will strongly advocate for solid debt free financial management of council and the review of rates especially during these challenging times. I will voice our community concerns regarding impact of the North East Link. Working hard for you on council with integrity in my decision making and being socially inclusive. I will represent the concerns of residents to make Ruffey Ward a better place for our families, our youth, our senior citizens, our sports and community groups. I believe in a council which is openly transparent and accountable, values the views of residents and takes a common sense approach to achieve positive outcomes, which has been missing in recent years. I will be a strong voice on inappropriate development within our municipality. In particular, I will focus on related traffic and car parking issues, advocate for safety within our community, making sure we retain and improve our open spaces and parks for our residents to enjoy. This includes having designated off-leash areas for our pet owners. It's time for ratepayers to vote for change. I will bring an experienced, accessible, committed and accountable approach to my work. It would be an immense privilege to represent our community on Council and help shape Manningham for all of us to live in and enjoy now and into the future. I have the experience Ruffey Ward residents need. I humbly ask for your vote.</p> <p style="text-align: center;">3</p>
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Manningham City Council

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<p><b>BAIN, Peter Timothy</b></p>	<p><b>LEUNG, Kai</b></p>
<p>I live in Donvale with my wife and three young daughters. We have been residents of Manningham and surrounds for the last eighteen years. I have over twenty years of executive and governance level experience across a variety of industries including health, aged care, education, international aid, franchising and housing. In those roles I have worked closely with a variety of stakeholders and successfully delivered fresh vision and positive change. I am currently the business manager of Plenty Valley Christian College. If successful in being elected to council, I look forward to advocating for issues including assisting small business, recovering from COVID, resisting inappropriate development and caring for families and the vulnerable. The current council is healthy and will benefit from fresh visionary voices rather than returning to the past.</p>	<p>As your representative, I will represent your wishes on the Council. My aim is to advocate for a harmonious city liveable to all people, while facing real-world challenges with sustainable and effective solutions. I am a practising lawyer and was previously an accountant where for more than 10 years, I was the CFO of public-listed and private companies in various industries. I am also actively involved in pro bono community service and sit on the board of directors of a not-for-profit organisation. I read law at Monash University and am admitted as a lawyer of the Supreme Court of Victoria and the High Court of Australia. I hold an MBA from the University of Warwick, United Kingdom and a B Bus (Accounting &amp; Finance) from Edith Cowan University. I am also a Fellow CPA of CPA Australia.</p>
<p>4</p>	<p>5</p>

Manningham City Council

Appendix 7.2.5: Candidate statement leaflet for Schramm Ward election

**Don't Risk a Fine**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

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**MANNINGHAM**  
**2020 Council Election**  
**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

New or changed boundaries are in place for this election



**Schramm Ward**

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**HAYNES, Dot**

I have been a local resident for over 25 years. I love living in Manningham and will continue working with individuals, community leaders and community groups as a strong advocate for a better Manningham. My personal and professional skills allow me to cut through bureaucratic rhetoric and to get things done. Our safety and services for residents lifestyles, are at stake. Less crime is less crime. As your current Councillor I ask for your vote to re-elect me. I am driven to help people and our community. For me this is not a career. I will not tell you one thing and do another. I have studied many areas of law and have represented people in courts and VCAT, achieving great outcomes. I have certificates in Psychology and Mental Health first aid, I am a Mental Health Australia Ambassador. I also have lived with traumas that have given me insights that enable me to work with people on many levels. Having run successful businesses here and in the USA, I understand financial management and will continue to insist that rates are spent wisely and effectively. I will keep working to retain and improve our facilities, parks and gardens. I am committed to working with all government agencies to get more for Manningham, especially in regard to the environment, and ensuring we have a greater local recycling capacity. Please feel free to ask me about the many locally beneficial projects I have initiated and have in mind for Manningham. I am committed to provided services to our unique community. To find out more about me go to [www.dothaynes.com.au](http://www.dothaynes.com.au). For a caring, hardworking Councillor Vote 1 Dot Haynes and call me on 0425718937

1

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**GARNER, Jett**

My name is Jett, and I am excited to be running as an independent candidate for our upcoming council election. Being a paralegal at a leading social justice law firm, as well as a long time Manningham local, there are several commitments I will pursue if elected as your councillor. My first commitment is to keep our rates low and ensure that our rates are spent effectively to fund programs that enrich our community. Sufficient funding is essential in ensuring the continuation of programs which benefit our community, including childcare facilities and accessible ageing and care services in Manningham. It is also vital that we effectively invest in local economic initiatives and programs that will help offer support to our community, including to those experiencing financial hardship, as we work together to overcome economic uncertainty. My second commitment is to ensure that the Council works with both the state and federal governments to get more for Manningham. My third commitment is to ensure that we keep clear of overdevelopment so that we can maintain our: neighbourhood character, natural environment, and quality of life. My fourth commitment is to address any current traffic and parking issues around our schools and shopping strips. My fifth commitment is to preserve and improve the amenities of our city, council services, public transport, and urban design. Throughout my career, I have used my voice to advocate for others; if elected I plan to use my voice to also advocate for you, and the issues that you care about. I am all about cutting through bureaucracy, delivering real advocacy, and meeting the needs of our community. Please contact me if you have any questions or even just to have a general chat by: emailing [jettgarner@gmail.com](mailto:jettgarner@gmail.com) or by phoning me on 0481 881 413

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**SUN, Sophia**

As a retired business owner, volunteer with a local aged care home, and Manningham local of 20 years, I am thrilled to be your candidate for Schramm in the Manningham City Council election. My positive vision for Manningham is for an even more secure and liveable community, where the growth of the community is in balance with the sustainability of the environment. In the future, my vision is also that there are more opportunities for local businesses to thrive and for local employment to increase. I am committed to listening to local residents and business owners and working to ensure we can all rebuild better from COVID-19. As a Chinese Australian woman, not only do my bilingual skills make it easy to communicate between different cultural groups, but also my understanding of both cultures will help bridge the gap between many social groups in Manningham. I will work for diversity, and advocate for equal rights for every member of the community. I stand with the Greens due to a shared commitment to create a more just and sustainable society, bringing the values of ecological sustainability, social justice, and peace and non-violence to all my decisions on Council. If elected, my priorities will be: 1) More funding for community programs such as youth empowerment and aged care, and also for essential infrastructure. 2) Speaking up for local business owners and helping them regain confidence in a post-COVID landscape. 3) Preserving our green and open spaces. Please email me at [sophia.yf.sun@gmail.com](mailto:sophia.yf.sun@gmail.com) to discuss your ideas for our community. Vote [1] Sophia Sun for an influential community advocate for our economy, environment and our people.

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Election Report Local Government elections 2020

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Manningham City Council

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**MAYNE, Laura**

I have lived in Manningham all my life. I am studying Law and Commerce at University and play VFLW for the Richmond Football Club. If elected, I will advocate to protect our parks and open spaces, limit excessive development and oppose any expansion of the Doncaster Hill development zone. The current councillors voted unanimously for a 2% rate rise during the COVID-19 pandemic. I will support a rate freeze in 2021-22 to help our community get through this crisis. To tackle worsening traffic congestion on Doncaster Hill, I will advocate strongly for a council supported car-share scheme for apartment residents. This will provide more parking and driving options, whilst reducing congestion. We need improved public transport and I will never give up on Doncaster Rail. I love walking my dog Daisy around Ruffey Lake Park and will endorse accelerating delivery of the 10 year Masterplan to improve the park. I endorse policies to support small businesses hurt by the pandemic, reduce excessive gambling harm, and build community connection - especially for our multicultural and elderly communities. As a young adult involved in our community, I have been an active member of six local sporting clubs (basketball, football, soccer, tennis, athletics and cricket), as a player, captain and coach. I also value culture and the arts, having performed and played the piano in local bands at aged care facilities in Manningham. My mother is an Italian migrant and my fathers family is third generation Manningham having moved into the area when it was orchards. It's time for change - we need some fresh faces on council who are committed to energetically representing the people of Schramm Ward, who'll protect their community and their way of life. For more information feel free to visit: [lauramaynemanningham.com](http://lauramaynemanningham.com)

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Manningham City Council

Appendix 7.2.6: Candidate statement leaflet for Tullamore Ward election

**Don't Risk a Fine**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

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**MANNINGHAM**  
**2020 Council Election**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

New or changed boundaries are in place for this election



**Tullamore Ward**

**THIS IS A POSTAL ELECTION ONLY.**

**Voting is compulsory for residents.**

For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1440 during business hours.

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**YEE, Stella**

Dear fellow residents, my family and I have lived in Doncaster for 16 years and we love being a part of our local community. It is where we have raised our three children and made lifelong friends. We also run a small business on Ayr Street. I am actively involved in various community groups including volunteering with the Vinnies Soup Van and through CO.AS.IT (Italian Assistance Association), visiting elderly Italian ladies in Manningham in their homes. My son attended Birralee Primary School where I was elected to the School Council. I have a Bachelor's degree in Social Work and a Master's in Public Policy. We know Manningham has grown rapidly and that has stretched our infrastructure. There is insufficient parking, especially at Park & Ride and local shopping strips. Our local school Birralee Primary has seen student numbers soar by 400% in 8 years, requiring fourteen additional portable classrooms! I believe these challenges need to be managed better so Manningham can remain a liveable and sustainable city. I strongly believe community wellbeing should be at the heart of all Council decision-making. In my view, the recent decision to raise rates to the maximum rate during a pandemic (for an extra \$3 million budget surplus!) failed to put our community wellbeing first. If elected, I will advocate for a review of the adequacy of current infrastructure, find solutions to our local schools' growth, improve public transportation and parking, and support initiatives that strengthen our community including local jobs and businesses. For more information about these priorities, please visit [www.stellayee.com.au](http://www.stellayee.com.au). I am running in Tullamore Ward because I live here and as a local resident, I genuinely care about our patch of Manningham. I ask for your support for me to represent us on Council. Vote 1 for Stella Yee. Thank you.


1



**CONLON, Luke**

Manningham is a great place to live and my goal is to keep it that way. Your interests are my interests having lived in Manningham for 17 years. I value, respect and listen to the diverse voices of our wonderful harmonious multicultural community. I will work hard to minimise rate rises by focussing on increased Council efficiencies and good service along with reductions to red-tape and bureaucracy. If elected I will advocate for improvements to our parks and their maintenance along with improvements of the park & ride facility to reduce parking pressures in our side streets. I will also seek to improve traffic and parking management around shopping centres and the Birralee Primary school. I am opposed to parking meters and concerned about unsightly and inappropriate development. Council is about the welfare of the city, its people, the organisation and its programs. I will work hard to ensure Manningham's long term environmental and financial sustainability. During these uncertain and difficult times, I don't think it is appropriate for Councillors to increase their allowances. Foremost is to act in the interests of residents. Council needs leaders who listen to you, not a political party. Having studied engineering I have the problem solving skills to deliver sound decision making. I will always listen to your concerns and work hard to help you with any issues you have with council. I am passionate about delivering excellent value for your rates. I am independent and firmly believe that good decisions, sound financial management and a well run council come from competence, open-mindedness and integrity. It would be an honour to represent you and help shape Manningham as a place we are all proud to live in and enjoy for a long time to come. Please contact me on 0449 964 073 email: [vote1conlon@gmail.com](mailto:vote1conlon@gmail.com)

2



**ROY, Grace**

My name is Grace Roy and I am standing for Manningham Council elections, in Tullamore Ward. The Tullamore ward is mostly the suburb of Doncaster - and it's in this ward that my husband and I live, where my son attends primary school and where we have chosen to make our life. I am standing for Manningham Council not because it's a political stepping stone, or to oppose others, but instead to help make our suburb a better place to live, to work and to raise our families. I was born in Hong Kong and raised in country Victoria but have lived in Manningham since 1997. Manningham is a beautiful place, we are lucky to live here and so I want to help keep it the wonderful place it is. My priorities are to: 1. Ensure your council rates are spent wisely; 2. Create a genuine balance between development, infrastructure and preserving Manningham's environment; 3. Ensure the Council genuinely advocates for local businesses; and 4. Work with everyone to create a proud community in the Manningham City. I have a Bachelor of Science and Bachelor of Business. My career experiences range from being a small business owner, research analyst, to the corporate world where I held senior positions in the finance sector. Aside from work and my family, I have always taken a keen interest in volunteering within our community. Currently I serve as a general board member as well as a member of the finance committee for ONEMDA disability services. I also serve on the school council at Birralee Primary, also on the finance committee - as well as being the PFA (Parents and Friends Association) President, for the School. This council election please consider me for your vote, it would be my absolute honour to represent you in Manningham.

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Manningham City Council

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**DIAMANTE, Deirdre**

My name is Deirdre and I am asking you to vote for me in Tullamore Ward. If elected as your Councillor I commit to support development but not over-development; to support efficient spending of our rates on services and infrastructure that better connect our community, suburbs and streets; to push for programs that stimulate local business activity, particularly businesses impacted by the North East Link, and to advocate for programs that support our elderly and for greater state and federal government funding of Manningham's charities. I have lived in Manningham for over 40 years, its where I went to school and now where, with my husband Marcello, I am raising three school-age children. We love living in Manningham and the feeling of community is something I will constantly fight to maintain as your Councillor. I am active in the community as a School Council member and Chair, Board Director of the Manningham Bendigo Bank Community Branch, and active member of the Manningham Business Excellence Awards and the St Gregory the Great Parish community. I also care for my aging parents and understand their needs and the community services that support them. I have liberal values with strong experience in business and government. As a small business owner I'm focused on growing opportunities for local businesses. I also stand for equal opportunity and diversity recognising the value of a diverse business sector and community. My vote in Council will always consider long-term good, not just short-term actions that drive popularity. I care about the world I will leave my children and want to see Manningham as a place they want to live in and one day raise their own family.

Manningham City Council

Appendix 7.2.7: Candidate statement leaflet for Waldau Ward election

**Don't Risk a Fine**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
Complete and return as soon as possible.  
See the ballot paper envelope for voting instructions.


**VOTING IN THIS ELECTION IS BY POST ONLY**

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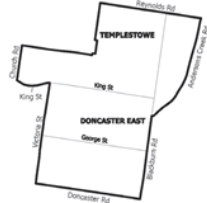
You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



**MANNINGHAM**  
**2020 Council Election**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

New or changed boundaries are in place for this election




**Waldau Ward**

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**LAI, Raymond**

Since migrating to Australia from Hong Kong in the early 1990s, my family has called Doncaster East home. I have worked as an IT professional for over 30 years and was previously involved in an owner committee that served thousands of residents and businesses. I have found Manningham to be a culturally diverse community and I believe this council would benefit from my background and experiences. With families feeling the financial impact of COVID-19, rates relief is needed now more than ever before. If I have the honour to be your Councillor, my No. 1 priority will be to seek opportunities that will save money and improve efficiency at our council. Overall, this should result in keeping the council rates low for households and businesses. Development and growth are important but we should never compromise the livability of our beloved city. I will advocate strongly against proposals that will result in over-development and in favor of smarter medium sized developments. I will also support sustainable projects and initiatives that will take Manningham a step closer towards becoming a carbon neutral city. My vision is for Manningham Council to be more open and efficient. I will support a pilot program to recruit current residents from different cultural backgrounds volunteering as ambassadors to welcome new residents. If you want a true independent Councillor with no political affiliations who will listen, understand and act on the issues that matter to you. Vote 1 for Lai Raymond. [Facebook.com/RaymondLai4Manningham](https://www.facebook.com/RaymondLai4Manningham)

1

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**SHANMUGAPALAN, Thuraijajah**

Doncaster East had been our home for 33 years, since our migration in 1987. All our children had their primary education at Doncaster Gardens Primary School and played/ playing sports with local clubs. CPA qualified accountant, 30 years working for local governments in Victoria including over 20 years as manager finance for one of the fastest growing municipalities in Victoria. Extensive knowledge in Council financial management, audit committees, and other reporting & regulatory requirements. Represented in various Local Government policy development working groups including, Financial Hardship Policy Review, Review of Local Government Act: Financial decision making and Know Your Council Website development working groups. My passion for the community made me to volunteer in various events and make regular blood donations over 20 years. Volunteered in a number of community and major events including, Commonwealth Games 2006, World Swimming Championships 2007, ICC Cricket World Cup 2015, Red Shield Appeals and member of Eastern Health's Community Advisory Committee since 2017. When elected, I will bring my expertise in Local Government financial management to Councils decision making process. As a retiree, I can commit myself focus fully on serving our residents. My priority will be to canvass for nil rate increase for post covid-19 years while still being able to deliver the services the community needs; increase municipal rate relief, in addition to the State Government concession, to our pensioners; to bring forward Councils 10 year Capital works plan and major maintenance programs, using the favourable borrowing climate available, and to kick start Manningham's economy post Covid-19; Council assets (roads, footpaths, parks, playgrounds etc) are managed and maintained properly to ensure safety of our residents and users of the facilities. Will support sustainable development and ensure good governance. I have the time, energy and experience to be your strong voice in Council.

2

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**CHEN, Anna**

Actions speak louder than words. As a Koonung Ward Councillor, I have worked hard to bring the following to our community: Ruffley Lake Park improvements; open spaces upgrades including Dehnett, Jocelyn Walker, Rieschke's (athletics track carpark upgrade 2020/21) Reserves; sporting facilities enhancements including Boronia Grove Pavilion; more 905, 906, 907 bus services; youth employment opportunities in Council, and much more. As a practising lawyer (LL.M. Uni of Melbourne), I value equity, inclusion and positivity. I have been a volunteer solicitor at the Eastern Community Legal Centre for over 11 years and a volunteer at Neighbourhood Watch. Living in Waldau Ward for around 20 years, my children attended local schools. I understand local issues and will continue listening and working with you to achieve more for our community. No unrealistic promises; every dollar counts. I stand for cost-effective operations and sound financial management. My priorities include post COVID-19 recovery measures to support local businesses and the vulnerable, and developing a climate emergency plan to reduce climate impacts. I stand for sustainable planning outcomes to restrict overdevelopment. I will continue improving local infrastructure and council services. I will initiate proactive traffic management to improve road safety around schools. Public transport is the answer to road congestion and carbon emissions, so I will continue advocating for improved bus services and enhanced onboard sanitation. Our youth is our future. I will push for a Youth Advisory Committee to advise Council and facilitate civic participation opportunities for young residents. As a strong supporter of senior well-being, youth development and young families, my vision for Manningham is an inclusive, safe and sustainable community for all. I offer a community-centred and practical approach. I am not aligned with any political party. The only party I serve is our community Waldau Ward, Manningham. Vote 1 Chen, Anna

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Manningham City Council

<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p>  <p><b>BURNHAM, Cyndy</b></p> <p>Cyndy Burnham why vote for me? I love this community and know I can make a difference and be your voice on your council. When my husband Peter and I moved into our house in Doncaster East over two decades ago it quickly became our forever home. Our area is more than just a suburb, it is a community where people live, shop, work, socialise and play. I want to make sure that our city continues to embrace our community spirit, not just for ourselves, but for all of our residents. I have worked as a volunteer on the Parkslive Program that saw our local, Jocelyn Reserve transformed into a friendly area for families and friends with new seating, play equipment and lighting. Up until COVID-19 hit, it was always busy and had been used for local activities such as Tai Chi and an Australian Day BBQ. I want to bring many more opportunities to have community activities in all of our parks and reserves. As part of the Jackson Court Discovery Group I have been working towards activities to really activate the area, but sadly this is on hold due to COVID-19. While the post COVID-19 environment will be particularly challenging, Council will need to prioritise investment to support our communities. I want us to continue with our revitalising work, not only of Jackson Court but the whole of our community. The culture of this city is diverse and has always had a community feel for young and old. I want to make sure our community spirit is maintained while ensuring that the Manningham City continues to progress into the future. To do this we must ensure that progress considers the infrastructure, landscape and sustainability of the community. Let me be your voice for the Waldau Ward</p> <p>4</p>	<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p>  <p><b>KHOURY, Bernadette</b></p> <p>Bernadette Khoury Your Candidate for Waldau Ward. A vote for Bernadette is for greater support and policies for local small business, increase number of job opportunities and incentives, rates to be spent effectively and kept low, increase accessibility and support to the elderly and disabled, support our largely diverse multicultural communities, allocate sufficient funding for access to services as well as regular community programs &amp; sporting facilities for the youth. I am actively involved and volunteering with many community groups in Manningham some including the access &amp; equity committee, the interfaith network, the Manningham Maronite womens group, the Maronite community for decades and now am on the steering committee based at Saint Clements in Bulleen. I am an Executive Director for a chamber of commerce, the Chairperson of a business womens group for a chamber of commerce, Practice Manager of a law firm, I truly understand governance, budgets, policy &amp; ethics and working together as a team member. I am passionate about listening and delivering your requirements and further enhancing our Manningham lifestyle. I truly want to meet the needs of the community. My family and I have lived in Manningham for over 30 years, and absolutely love living here and enjoying the lifestyle and the many friends we have made over the years. I'm proud to now put my name forward to serve you as a Manningham councillor in the local government elections in October 2020. I would love to hear from you to best represent your interests. It is increasingly important that we continue to support one another during and after this difficult period. So please contact me on bernadette.khoury2020@gmail.com or 0402 907 307 so that together we can achieve putting your priorities first. Vote 1 Bernadette Khoury Vote 2 for Aryan Salehi &amp; preference all other candidates.</p> <p>5</p>	<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p>  <p><b>SALEHI, Aryan</b></p> <p>As a finance professional currently working in the insurance industry, I am ready to bring my knowledge and skills to serve our community. I have lived across Whitehorse and Manningham my entire life and have grown to appreciate how fortunate we are to live in this part of Melbourne. Having attended Beverley Hills Primary and Box Hill High Schools, I have grown up around everything which makes our city vibrant, family-oriented and a great place to live in. After completing high school, I earned a bachelors degree in Accounting and have become accustomed to managing complex financial budgets. I will work hard to keep our councils budget sustainable and limit rate rises without compromising on the quality of services. I know that one of Manningshams greatest assets is our local parks and I will ensure these are all maintained to a high degree, kept clean and that development in these areas is kept to a minimum. I also share many of your concerns around excessive traffic and property development. I will work with residents to ensure property development in our area is sustainable and sensible, but not excessive. I commit to being open, transparent and reachable by you to discuss any concerns you may have. Please consider voting 1 for me and 2 for Bernadette Khoury. Ensure you number all the other candidates in order of your preference.</p> <p>6</p>
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Manningham City Council

Appendix 7.2.8: Candidate statement leaflet for Westerfolds Ward election

**Don't Risk a Fine**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

Your ballot paper is attached to this leaflet.  
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**MANNINGHAM**  
**2020 Council Election**

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**Westerfolds Ward**

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**KLEINERT, Michelle**

I am dedicated and effective, with the energy and respect that you deserve from a local Councillor. I am passionate about our open space and our connected community. We are vibrant and embracing. I know my community because I have grown and lived here all my life. During this Covid-19 crisis, we have all been affected. Our mental health and wellbeing is a priority. We need experienced councillors with knowledge and understanding as further rapid action will be needed immediately in the new council term. I will reform policies for business, sporting and community clubs to survive and thrive without wasting our rates. I stand for our local business economy, which connects our whole community. I stand for quality service for all of our residents. I stand for footpaths, park upgrades, sporting facilities and sensible development. I will continue the stop of over development. I have consistently defended my community over the last 8 years as a Councillor and Mayor. Respected by my peers, I have participated on multiple boards in leadership positions, elected as President of the Australian Local Government Women's Association (Victorian Branch) in 2018 before taking on the role of Executive Officer part time whilst running my own business. My greatest honour being Mayor of Manningham 2016/2017 where I delivered a legacy of a new mental health service for our community. This resulted in a satellite office for headspace for youth in Manningham. Today I am a multicultural ambassador for Mental Health Foundation Australia. I am contactable on 0483 806 855. I am 100% committed to continue to represent you and get your issues heard. I will continue being available to you, no matter how young or wise you are. Vote 1 Michelle Kleinert. Please allow me the honour to continue serving you as your elected representative.

1



**BEYNON, Bob**

This election is crucial as we navigate through the current pandemic which has had a major effect on us all. I have lived in Manningham for 40 years with my wife and 4 children. I ran my own business later in my career in Manningham. I was a former Mayor and Councillor. As your candidate I am acutely aware that all spheres of Government have greater challenges in the foreseeable future. Accountability and value for money has never been more important. Close cooperation between Federal, State and Local Governments is essential. I have always listened to resident's issues and ensured that these are raised properly for the attention of all Councillors. Contentious planning issues need to be carefully explained to concerned residents. I believe Manningham must maintain a well balanced financial management system which maximises funding for our services and capital works program. There is no doubt demand for our services will rise to unprecedented levels in the immediate future. My business career culminated in me reaching the level of CEO. I have also had a long career nationally in waste and recycling. Waste is a major spend for Councils costing 1 in 4 rate dollars. I will oppose moves involving a 4 bin system without a business case along with a logistics plan to implement such a program. We already have enough problems with bin storage and cross contamination with our existing 3 bin system. Westerfolds Ward still has areas which do not have constructed drains and footpaths. This is unacceptable in established communities. Our community facilities need to be based primarily on user friendly functionality and be supplied on budget. Councillor's performance should be judged by how well they deliver targeted services and capital works programs. Vote 1 Bob Beynon and 2 Mike Zafropoulos remember number all boxes.

2



**McINTOSH, Michelle**

I am standing as a candidate in the Manningham Council elections because our community will be facing unprecedented challenges in the wake of COVID-19. The Council will play a critical role in supporting the economic recovery for local businesses and also in ensuring that we are offering effective services promoting health and wellbeing. The health services need to include protection for families affected by domestic violence, programs to encourage a sense of community belonging and expanded capabilities for vaccinations. I will advocate for transparent and accountable local governance that is inclusive and diverse. I will work with Council members to engage with our community, listen to your concerns and seek actionable solutions that can be delivered at a local government level. My training as a pharmacist and a career in biomedical research and education will bring valuable skills to the Council. I will support evidenced-based initiatives that enhance our community and enable economic recovery. I am passionate about maternal and child health, education and equal opportunity for all Manningham residents. A commitment to social justice has guided my career and my personal life. I began contributing to my local community as a volunteer in a not-for-profit organisation as a teenager and continued in this organisation for over ten years. While living overseas between 2000-2006, I co-ordinated a local sporting competition. I have been a resident of Manningham since 2007 with my family. During this time, I served on a local school advisory board for six years, provided science education incursion activities and I am passionate about the role and opportunities for women in science, technology, engineering and maths (STEM) disciplines. If elected as a Council member, I will serve with integrity, compassion and accountability.

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Manningham City Council

<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p>  <p><b>HINDS, Alanna</b></p> <p>As a resident of Manningham, I value our unique city and country feel. Married with 2 teenage children I have recently started a business from home after many years of senior executive roles. I have traveled extensively throughout the world as part of my roles and understand the merit of multicultural community and the vibrant city we are when we embrace all, no matter our heritage. I was originally involved with Council when our local pocket park was designated to be sold by Council. I worked with my neighbours and with Councillors to successfully overturn the sale decision. This positive outcome helped me understand how important it is to get involved in local Council and that as residents we can make a difference in important decisions that can impact us all. I have wanted to get more involved in local matters and the timing is right. Our family loves community sport and we have discovered so much of our local area through getting out and being active, I would love to promote more of this in our community. I support protecting our green wedge, our public spaces and neighbourhood streets. North East Link will be underway, and it will be important to stay abreast of this State government project, so Manningham doesn't lose any more than it already has. I pledge to work with fellow Councillors so we can achieve good policies for Manningham. We need elected representatives that listen to residents and help make sensible, well balanced decisions. I want to ensure that we have new perspectives and business minded, active citizens representing our community needs. Vote 1 for Alanna Hinds, Vote 2 for Michelle Kleiwert and continue to number all of the boxes in order of your preferences.</p> <p>4</p>	<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p>  <p><b>CRONSHAW, Benjamin</b></p> <p>With such a vibrant community, diverse local businesses and beautiful natural environment, Manningham is a great place to be (even being a relatively new resident myself). I am a candidate because I am passionate about democracy and advocating for better public policy for the community. Local Council is an underrated form of government, overseeing many things that affect our lives and can make our local community better. With a dynamic and innovative vision, Local Council can and should play a role in nurturing a friendly, just and sustainable community. I am inspired by the Doughnut Economics model of ensuring that everyone is supported with their basic needs and essentials, while living within the means of the environment. Particularly in these challenging times we need to ensure that everyone is supported with social connection and other needs. We also have a role as a community in preserving and protecting our local natural heritage and responding to climate change. Preserving and creating environmental spaces is also beneficial for mental health and for exercise, as I know as a keen Westerfields parkrunner. Post-election I would encourage people to continue to be engaged with the services and community engagement of the Manningham Council, because our community and democracy is all the richer with broad participation. For more information about me, I am currently completing a Bachelor of Arts (Honours) at the University of Melbourne, with my thesis on early humanitarian thought around Roman slavery. I am planning on continuing study with a Masters of Public Policy and Administration. My prior civic experience also includes being a candidate in the 2018 State Election for the Eastern Metropolitan Region.</p> <p>5</p>	<p><small>NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.</small></p>  <p><b>ZAFIROPOULOS, Mike</b></p> <p>I have lived with my family in this wonderful city for 20 years and am currently Deputy Mayor. I am seeking your support for re-election. I have had a long and diverse public life and serve my community as JP. My credentials include: former Fitzroy Mayor; former General Manager of SBSIV, Life Australia Day Ambassador, Chair of several voluntary boards and government advisory committees. I have executive experience in all three levels of government, which is valuable to the Councillor role. In the 2010 Australian Honours, I was awarded the (AM), in recognition of my work and commitment to the community. As Councillor, I have initiated and supported decisions, which protect our unique environment; invest in parks and open spaces; provide community relief for COVID-19; and prepare us for flooding and fires. I initiated the Liveability, Innovation and Technology Committee, which is making Council services easier and more accessible; I supported funding and facility improvements of sporting clubs and community organisations. I opposed unnecessary flooding overlays, and advocated for NE-link changes. I believe that Council should be more transparent and improve the way it engages with the community. I am always keen to listen to the views of residents and welcome feedback and new ideas. If elected again, I will propose Council continues to support residents and businesses affected by COVID-19; no increased rates in 2021, given the ongoing impact of the pandemic; a fair share of Council resources is allocated to our Ward; our amenity, safety and quality of life are maintained and improved. I will support better roads; more trees e.g. along Reynolds, Blackburn Roads; walking/cycling trail improvements; new smart bus routes; and shopping precinct enhancements. I look forward to continue serving my city. Vote 1 Mike Zafiroopoulos, 2 Bob Beynon and remember to fill all the squares.</p> <p>6</p>
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Manningham City Council

Appendix 7.2.9: Candidate statement leaflet for Yarra Ward election

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**VOTING IN THIS ELECTION IS BY POST ONLY**

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.  
Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count.  
Alternatively, you may hand-deliver your envelope during business hours to:  
Office 7, The Point Corporate Centre  
600 Doncaster Road  
Doncaster

**CANDIDATE QUESTIONNAIRES**  
Completed candidate questionnaires are available at [vec.vic.gov.au](http://vec.vic.gov.au) or alternatively from the Election Manager.

**COMPULSORY VOTING PROVISIONS APPLY**  
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.  
Further information on voting entitlements can be found at [vec.vic.gov.au](http://vec.vic.gov.au)


You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



**MANNINGHAM**  
**2020 Council Election**

**VOTING CLOSSES 6.00 PM**  
**Friday 23 October 2020**

New or changed boundaries are in place for this election



**Yarra Ward**

**THIS IS A POSTAL ELECTION ONLY.**

**Voting is compulsory for residents.**

For further information visit [vec.vic.gov.au](http://vec.vic.gov.au) or phone (03) 8619 1440 during business hours.

**VEC** Victorian Electoral Commission  
Printed on 100% Australian made recycled stock

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NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.




**LANGE, Carli**

I have been honoured to serve the diverse needs of all Yarra Ward residents since 2011, as a Warrandyte advocate. I am a local leader who reflects the values of our community, and understands most needs, pressures and pleasures that come with life over four generations in our leafy green Ward. I am proud to report that I have embraced change by putting the needs of residents, local businesses and environment first. Local council has the greatest influence on our unique environment and I promote innovative decisions to secure its future. My teaching background has taught me that difference between people strengthens us, and conflict is best resolved when all parties are heard. As an Independent (no political affiliation) Councillor, I will listen to our community (authentic), I work towards achieving the best results for our community (proactive) and I am accountable (transparent). I will defend our Green Wedge to work towards the protection of local reserves, parklands and sporting facilities, including cycling and walking connections. My support for maintenance of community infrastructure, school mentor programs, health and the support services for families and older residents is paramount, as is my desire to help Council control costs, to minimise future rate increases. My priorities extend to environmental and community security, incorporating CFA alerts, fire risk assessment, traffic congestion and responsible development rather than overdevelopment for ongoing sustainability. MP Ryan Smith quotes: Carli has demonstrated a passionate commitment to supporting our community, as well as a willingness to bring people together for a common goal. Innovative decisions to secure our future; authentic, proactive and transparent advocacy. Vote 1 Carli Lange.

1

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.




**DYASON, David**

Wonga Park, Warrandyte and Park Orchards (the Yarra Villages) require special attention in a Manningham that is receiving enormous pressure from urbanisation. Whilst we are slowly getting use to multi-story developments at the gateway, its a full understanding of the Yarra Ward Villages that will help define us and differentiate us from that urbanisation pressure. I stand for good planning that allows more streamlined processes and a better understanding of our needs so that we can drive better policy. All three of our villages must have increased investment that supports business and community, but with policy that enhances the character that we've nurtured and protected for this long. Community has always been a large part of my life and now it's time to contribute my experience at Council and ensure the Yarra Ward gets effective representation.

2

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



**BRENNAN, Maxine**

My name is Maxine Brennan and I am standing as a candidate for Yarra ward, Manningham City Council. I love where I live and want it to remain an incredible place to live for future generations. Moving forward after this pandemic, local communities and their concerns are going to become more important and having a council that is responsive and embraces change is going to be an integral part of the future. I believe that I can be a vessel for that change and can be a strong voice for everyone in our community. I have lived in Park Orchards for more than 20 years and consider myself a local. I have been involved in the community for numerous years, as a parent with a background in health care and education, to being involved in local school and education boards, to now being the Chairperson of the Park Orchards Community House. I believe that I can bring a fresh perspective and diligent attitude to the council, which paired with my passion for our community will make me an excellent candidate. I want a council that responds well to development and addresses the big picture whilst looking at the needs of our community and what is going to make it an amazing place to live for years to come. If elected as an independent Councillor I will listen, be accountable and help achieve the best for our community.

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Election Report Local Government elections 2020

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Item 13.2 Attachment 1

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Manningham City Council

NOTICE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.

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**DOWNIE, Meg**

I've eight years Manningham councillor experience and a history of delivering good outcomes. I know how to get things done. I'll continue to fight for family parks, upgrades to sporting facilities, top class kindergartens, and the retention of the green wedge. I believe Council can provide a wide range of excellent community services within a carefully planned budget. I'm a strong supporter of sensible planning. All applicants must be treated fairly. I admire and support Manningham's many diverse community organisations and sporting clubs who make vital contributions to our community. I undertake to: treat all residents with respect, have regular ward meetings including one before budget discussions start, meet regularly with PORAs, WCA and Neighbourhood Houses, personally answer all correspondence from residents, vote against an increase in councillor allowances, immediately seek ways to support residents and businesses affected by COVID and have decisions made by councillors, not faceless bureaucrats. We must do more for seniors and our youth, who are our future. I'll consult with the CFAs and SES to ensure they are well supported by Council and Manningham is prepared for all emergencies. Roads need to be improved but not closed for work. A sensible solution is needed for walking dogs. I'll advocate for an additional secure area for dogs to exercise off-leash. I don't play political games. I know and will work with all politicians for funding opportunities. I'll always make time to listen to residents and advocate on your behalf. I'll be visible and approachable. My background is teaching and sales. I've been a probation officer and scouter. I live in Donvale with my husband and two dogs. Vote 1 Downie I recommend voting in the following order from bottom to top of the ballot paper 1, 2, 3, 4 with a number in every square.

4

Manningham City Council

## Appendix 8: Daily breakdown of the general mail-out

Manningham City Council election			
6 October 2020	7 October 2020	8 October 2020	Total
29,664	29,664	27,922	87,250

Bolin Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
3,558	3,558	3,349	10,465

Currawong Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
3,173	3,173	2,987	9,333

Manna Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
3,110	3,110	2,927	9,147

Ruffey Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
3,343	3,343	3,147	9,833

Schramm Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
3,291	3,291	3,097	9,679

Tullamore Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
3,204	3,204	3,015	9,423

Waldau Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
3,211	3,211	3,023	9,445

Manningham City Council

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#### Westerfolds Ward election

6 October 2020	7 October 2020	8 October 2020	Total
3,269	3,269	3,078	9,616

#### Yarra Ward election

6 October 2020	7 October 2020	8 October 2020	Total
3,505	3,505	3,299	10,309

Manningham City Council

## Appendix 9: Result information

### Manningham City Council election

#### Bolin Ward Count summary

<b>Enrolment:</b>	10,465
<b>Formal votes:</b>	8,881
<b>Informal votes:</b>	190 (2.09% of the total votes)
<b>Voter turnout:</b>	9,071 (86.68% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
GOUGH, Geoff	3,994	44.97%
CHARITAKIS, Christina	2,375	26.74%
BONANNI, Guido	1,860	20.94%
SHAW, Luke	652	7.34%

#### Successful candidate

GOUGH, Geoff

#### Currawong Ward Count summary

<b>Enrolment:</b>	9,336
<b>Formal votes:</b>	8,118
<b>Informal votes:</b>	184 (2.22% of the total votes)
<b>Voter turnout:</b>	8,302 (88.92% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
RUAN, William	1,132	13.94%
CONLON, Andrew	3,070	37.82%
LAW, Alex	1,167	14.38%
CLARK, Peter	2,749	33.86%

#### Successful candidate

CONLON, Andrew

## Manningham City Council

**Manna Ward Count summary****Enrolment:** 9,147**Formal votes:** 7,658**Informal votes:** 232 (2.94% of the total votes)**Voter turnout:** 7,890 (86.26% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
McLEISH, Paul	2,142	27.97%
LIGHTBODY, Tomas	2,641	34.49%
KILMARTIN, Darryl	1,266	16.53%
FRAWLEY, Ben	1,609	21.01%

**Successful candidate**

LIGHTBODY, Tomas

**Ruffey Ward Count summary****Enrolment:** 9,833**Formal votes:** 8,376**Informal votes:** 205 (2.39% of the total votes)**Voter turnout:** 8,581 (87.27% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
MAYNE, Stephen	3,441	41.08%
OAKLEY, Naomi M.	1,278	15.26%
GRIVOKOSTOPOULOS, Jim	2,027	24.20%
BAIN, Peter Timothy	974	11.63%
LEUNG, Kai	656	7.83%

**Successful candidate**

MAYNE, Stephen



## Manningham City Council

**Schramm Ward Count summary**

<b>Enrolment:</b>	9,679
<b>Formal votes:</b>	7,836
<b>Informal votes:</b>	220 (2.73% of the total votes)
<b>Voter turnout:</b>	8,056 (83.23% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
HAYNES, Dot	2,383	30.41%
GARNER, Jett	1,420	18.12%
SUN, Sophia	1,187	15.15%
MAYNE, Laura	2,846	36.32%

**Successful candidate**

MAYNE, Laura

**Tullamore Ward Count summary**

<b>Enrolment:</b>	9,423
<b>Formal votes:</b>	7,669
<b>Informal votes:</b>	205 (2.60% of the total votes)
<b>Voter turnout:</b>	7,874 (83.56% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
YEE, Stella	2,492	32.49%
CONLON, Luke	1,529	19.94%
ROY, Grace	1,272	16.59%
DIAMANTE, Deirdre	2,376	30.98%

**Successful candidate**

DIAMANTE, Deirdre

## Manningham City Council

**Waldau Ward Count summary****Enrolment:** 9,446**Formal votes:** 7,957**Informal votes:** 259 (3.15% of the total votes)**Voter turnout:** 8,216 (86.98% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
LAI, Raymond	1,298	16.31%
SHANMUGAPALAN, Thurairajah	990	12.44%
CHEN, Anna	2,763	34.72%
BURNHAM, Cyndy	1,236	15.53%
KHOURY, Bernadette	1,297	16.30%
SALEHI, Aryan	373	4.69%

**Successful candidate**

CHEN, Anna

**Westerfolds Ward Count summary****Enrolment:** 9,615**Formal votes:** 8,078**Informal votes:** 199 (2.40% of the total votes)**Voter turnout:** 8,277 (86.08% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
KLEINERT, Michelle	3,114	38.55%
BEYNON, Bob	1,490	18.45%
McINTOSH, Michelle	938	11.61%
HINDS, Alanna	401	4.96%
CRONSHAW, Benjamin	371	4.59%
ZAFIROPOULOS, Mike	1,764	21.84%

**Successful candidate**

KLEINERT, Michelle

## Manningham City Council

**Yarra Ward Count summary****Enrolment:** 10,310**Formal votes:** 8,963**Informal votes:** 209 (2.28% of the total votes)**Voter turnout:** 9,172 (88.96% of the total enrolment)

Candidates (In ballot paper order)	First preference votes	Percentage
LANGE, Carli	3,679	41.05%
DYASON, David	2,600	29.01%
BRENAN, Maxine	868	9.68%
DOWNIE, Meg	1,816	20.26%

**Successful candidate**

LANGE, Carli

Manningham City Council

## Appendix 10: Election participation statistics

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

Manningham City Council election			
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Comparator for 2016 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	89.63%	80.48%	86.27%
aged 18 to 69 years old on election day	88.94%	80.77%	85.48%
aged 70 years and over on election day	91.99%	79.37%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	57.76%	49.94%	60.96%
<b>Council total</b>	<b>88.46%</b>	<b>78.80%</b>	<b>84.12%</b>

Bolin Ward election		
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	90.05%	86.27%
aged 18 to 69 years old on election day	88.96%	85.48%
aged 70 years and over on election day	93.21%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	58.74%	60.96%
<b>Ward total</b>	<b>88.95%</b>	<b>84.12%</b>

## Manningham City Council

**Currawong Ward election**

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	91.60%	86.27%
aged 18 to 69 years old on election day	91.23%	85.48%
aged 70 years and over on election day	93.16%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	57.42%	60.96%
<b>Ward total</b>	<b>90.66%</b>	<b>84.12%</b>

**Manna Ward election**

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	89.42%	86.27%
aged 18 to 69 years old on election day	88.45%	85.48%
aged 70 years and over on election day	92.77%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	60.06%	60.96%
<b>Ward total</b>	<b>88.26%</b>	<b>84.12%</b>

## Manningham City Council

**Ruffey Ward election**

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	90.23%	86.27%
aged 18 to 69 years old on election day	89.68%	85.48%
aged 70 years and over on election day	91.90%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	60.56%	60.96%
<b>Ward total</b>	<b>89.37%</b>	<b>84.12%</b>

**Schramm Ward election**

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	87.32%	86.27%
aged 18 to 69 years old on election day	86.07%	85.48%
aged 70 years and over on election day	91.11%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	55.73%	60.96%
<b>Ward total</b>	<b>85.01%</b>	<b>84.12%</b>

## Manningham City Council

**Tullamore Ward election**

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	87.53%	86.27%
aged 18 to 69 years old on election day	86.09%	85.48%
aged 70 years and over on election day	91.39%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	56.29%	60.96%
<b>Ward total</b>	<b>85.68%</b>	<b>84.12%</b>

**Waldau Ward election**

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	89.63%	86.27%
aged 18 to 69 years old on election day	89.02%	85.48%
aged 70 years and over on election day	91.40%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	61.15%	60.96%
<b>Ward total</b>	<b>88.84%</b>	<b>84.12%</b>

**Westerfolds Ward election**

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	89.07%	86.27%
aged 18 to 69 years old on election day	88.60%	85.48%
aged 70 years and over on election day	90.91%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	56.30%	60.96%
<b>Ward total</b>	<b>88.21%</b>	<b>84.12%</b>

## Manningham City Council

## Yarra Ward election

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Manningham City Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	91.48%	86.27%
aged 18 to 69 years old on election day	91.35%	85.48%
aged 70 years and over on election day	92.24%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	56.69%	60.96%
<b>Ward total</b>	<b>90.95%</b>	<b>84.12%</b>



Manningham City Council

## Appendix 11: Complaints

### Written complaints received by the VEC

Date	Nature of the complaint	Action taken by the VEC
21 August 2020	Clarification of Process, Procedure or Legislation - VEC Administration (Website)	Response provided
28 August 2020	Simple Complaint - Voting (Ballot Papers)	Response provided
29 August 2020	Clarification of Process, Procedure or Legislation - Enrolment (Entitlements)	Response provided
22 September 2020	Complex Complaint - Candidates and Parties (Nominations)	Action taken and responded
24 September 2020	Clarification of Process, Procedure or Legislation - Candidates and Parties (Candidates)	Response provided
29 September 2020	Clarification of Process, Procedure or Legislation - Advertising or Election Material (Legislation)	Response provided
29 September 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Misleading or Deceptive Information)	Referred to LGI
30 September 2020	Complex Complaint - Advertising or Election Material (Candidate Statement or Questionnaire)	Response provided
5 October 2020	Complex Complaint - Advertising or Election Material (Misleading or Deceptive Information)	Referred to Other Agency
6 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Misleading or Deceptive Information)	Response provided
7 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Misleading or Deceptive Information)	Referred to LGI
8 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Authorisation)	Action taken and responded
12 October 2020	Simple Complaint - Enrolment (Incorrect or not updated enrolment details)	Response provided
13 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Candidates and Parties (Candidates)	Investigated. No response provided as anonymous submission
13 October 2020	Clarification of Process, Procedure or Legislation - VEC Administration (Candidate Statement or Questionnaire)	Response provided
13 October 2020	Simple Complaint - Voting (Ballot Papers)	Action taken and responded
13 October 2020	Simple Complaint - Voting (Ballot Papers)	Action taken and responded
14 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Misleading or Deceptive Information)	Response provided

## Manningham City Council

15 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Location of Signs)	Actioned by Council
17 October 2020	Simple Complaint - Voting (Ballot Papers)	Action taken and responded
18 October 2020	Clarification of Process, Procedure or Legislation - Candidates and Parties (Misleading or Deceptive Information)	Response provided
20 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Misleading or Deceptive Information)	Response provided
21 October 2020	Simple Complaint - Voting (Postal Voting Process)	Response provided
22 October 2020	Simple Complaint - Voting (Ballot Papers)	Action taken and responded
24 October 2020	Simple Complaint - Voting (Postal Vote Never Received)	Response provided
25 October 2020	Complex Complaint - A Voting Centre or Election Office (Postal Vote Never Received)	Action taken and responded
28 October 2020	Criticism - VEC Administration (Scrutineers)	Action taken and responded
29 October 2020	Criticism - A Voting Centre or Election Office (Scrutineers)	Action taken and responded
31 October 2020	Complex Complaint - A Voting Centre or Election Office (VEC Procedures)	Response provided
11 November 2020	General Question - Voting (Postal Vote Never Received)	Response provided
27 November 2020	General Question - Other / Multiple (Other)	Response provided



**13.3 Appointment of Authorised Officers - Planning and Environment Act 1987**

File Number:	IN21/228
Responsible Director:	Chief Executive Officer
Attachments:	1 S11A Instrument of Appointment and Authorisation - Roland Abrahams <a href="#">↓</a>
	2 S11A Instrument of Appointment and Authorisation - Anna Mealyea <a href="#">↓</a>

**EXECUTIVE SUMMARY**

*In accordance with the Planning and Environment Act 1987(the Act), Council is required to authorise officers for the purpose of enforcing the provisions of the Act. It is proposed to appoint the Council officers detailed below as Authorised Officers pursuant to Section 147(4) of the Act.*

*The Local Government Act 1989 also empowers Council to appoint a person, other than a Councillor, to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.*

*A person who is appointed to a position has the powers of that position under the legislation which they have been appointed. Authorisations are necessary to facilitate the efficient and effective function of councils as they enable authorised officers to carry out compliance or enforcement under legislation related to their functions and powers of the Council.*

*Authorised officers will continue to be appointed under s224 of the Local Government Act 1989, as there are no provisions for appointing authorised officers under the Local Government Act 2020.*

**1. RECOMMENDATION**

**In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of appointment and authorisation, Council resolves that:**

- A. Roland Abrahams and Anna Mealyea be appointed as authorised officers;**
- B. the instruments will come into force immediately upon execution and will remain in force until Council determines to vary or revoke the Instrument or the officer ceases their employment with Council; and**
- C. the Instruments be signed and sealed.**

**2. BACKGROUND**

- 2.1 The *Planning and Environment Act 1987* (the Act) regulates enforcement of the Act and is reliant on authorised officers acting on behalf of the Responsible Authority which is Council.

- 2.2 The Act, unlike the *Local Government Act 1989*, does not permit appointments to be made by the Chief Executive Officer and therefore in order for the officer to legally undertake the duties of their position under the Act, it is necessary for Council to make appointments by formal resolution.
- 2.3 The Instrument of Appointment and Authorisation has been prepared based on advice from Maddocks Lawyers and empowers the relevant officer to exercise those powers granted in the Instrument.
- 2.4 The appointment will come into force immediately upon its execution under the Seal of Council and will remain in force until varied or revoked by Council or the officer ceases employment with Council.
- 2.5 In addition to the appointment under the Act, Council pursuant to Section 224 of the *Local Government Act 1989*, may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of most other Acts, Regulations or Local Laws which relate to the functions and powers of Council. This broader Instrument of Appointment and Authorisation has already been carried out, in respect to the designated officers, under the delegated authority of the Chief Executive Officer as the first part of a dual appointment process.
- 2.6 The appointment will be recorded in the Authorised Officers Register that is required to be kept by Council and is available for public inspection.

### **3. DECLARATIONS OF CONFLICT OF INTEREST**

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

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Roland Abrahams**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 25 May 2021.

The Common Seal of            )  
Manningham City Council        )  
was hereunto affixed            )  
in the presence of:                )

Mayor .....

Chief Executive Officer .....

Date: .....

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Anna Mealyea**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 25 May 2021.

The Common Seal of            )  
Manningham City Council        )  
was hereunto affixed            )  
in the presence of:                )

Mayor .....

Chief Executive Officer .....

Date: .....

### 13.4 Informal Meetings of Councillors

File Number:	IN21/231
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Strategic Briefing Session- 20 April 2021 <a href="#">↓</a></li><li>2 Yarra Ward Meeting-23 April 2021 <a href="#">↓</a></li><li>3 Tullamore Ward Meeting-28 April 2021 <a href="#">↓</a></li><li>4 Waldau Ward Meeting-28 April 2021 <a href="#">↓</a></li><li>5 Pre-briefing Heritage Advisory Committee-28 April 2021 <a href="#">↓</a></li><li>6 Councillor Only Time-28 April 2021 <a href="#">↓</a></li><li>7 Councillor Only Time-4 May 2021 <a href="#">↓</a></li><li>8 LIT Review Catch Up-4 May 2021 <a href="#">↓</a></li><li>9 Garden Waste Centre &amp; Bushfire Prone Initiatives Pre SBS- 4 May 2021 <a href="#">↓</a></li><li>10 Strategic Briefing Session-4 May 2021 <a href="#">↓</a></li><li>11 MEMPC-7 May 2021 <a href="#">↓</a></li><li>12 MF MPC- 7 May 2021 <a href="#">↓</a></li><li>13 Strategic Briefing Session-11 May 2021 <a href="#">↓</a></li><li>14 Waldau Ward Meeting-12 May 2021 <a href="#">↓</a></li><li>15 Tullamore Ward Meeting-12 May 2021 <a href="#">↓</a></li><li>16 Yarra Ward Meeting-14 May 2021 <a href="#">↓</a></li><li>17 Strategic Briefing Session- 18 May 2021 <a href="#">↓</a></li></ol>

#### EXECUTIVE SUMMARY

*Chapter 6, sub rule 1 of the Governance Rules adopted by Council on 25 August 2020, requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records are to be incorporated into the minutes of the Council Meeting.*

#### RECOMMENDATION

**That Council note the Informal Meetings of Councillors for the following meetings and that the records be incorporated into the minutes of this Council meeting:**

- **Strategic Briefing Session - 20 April 2021**
- **Yarra Ward Meeting – 23 April 2021**
- **Tullamore Ward Meeting - 28 April 2021**
- **Waldau Ward Meeting – 28 April 2021**
- **Pre-briefing Heritage Advisory Committee- 28 April 2021**
- **Councillor Only Time - 28 April 2021**
- **Councillor Only Time- 4 May 2021**
- **LIT Review Catch Up- 4 May 2021**
- **Garden Waste Centre & Bushfire Prone Initiatives Pre SBS- 4 May 2021**
- **Strategic Briefing Session – 4 May 2021**
- **MEMPC-7 May 2021**
- **MF MPC-7 May 2021**
- **Strategic Briefing Session – 11 May 2021**
- **Waldau Ward Meeting- 12 May 2021**
- **Tullamore Ward Meeting- 12 May 2021**
- **Yarra Ward Meeting- 14 May 2021**
- **Strategic Briefing Session- 18 May 2021**



**1. BACKGROUND**

- 1.1 In accordance with section 60 of the Local Government Act 2020, Council adopted its Governance Rules (Rules) on 25 August 2020 with the Rules coming into effect from 1 September 2020.
- 1.2 Chapter 6, sub rule 1 of the Rules requires the Chief Executive Officer to ensure a summary of matters discussed at an informal meeting is tabled at the next convenient Council meeting and recorded in the minutes of that meeting.
- 1.3 An Informal Meeting of Councillors is a meeting that:
  - is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
  - is attended by at least one member of Council staff; and
  - is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

**2. DISCUSSION / ISSUE**

- 2.1 Summaries of the following informal meetings are attached to this report:
  - Strategic Briefing Session- 20 April 2021
  - Yarra Ward Meeting- 23 April 2021
  - Tullamore Ward Meeting- 28 April 2021
  - Waldau Ward Meeting- 28 April 2021
  - Pre-briefing Heritage Advisory Committee- 28 April 2021
  - Councillor Only Time- 28 April 2021
  - Councillor Only Time- 4 May 2021
  - LIT Review Catch Up- 4 May 2021
  - Garden Waste Centre & Bushfire Prone Initiatives Pre SBS- 4 May 2021
  - Strategic Briefing Session- 4 May 2021
  - MEMPC-7 May 2021
  - FMPC-7 May 2021
  - Strategic Briefing Session- 11 May 2021
  - Waldau Ward Meeting- 12 May 2021
  - Tullamore Ward Meeting- 12 May 2021
  - Yarra Ward Meeting- 14 May 2021
  - Strategic Briefing Session- 18 May 2021

**3. DECLARATIONS OF CONFLICT OF INTEREST**

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

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 20 April 2021	<b>Time Opened:</b>	7:00 pm
		<b>Time Closed:</b>	11.30 pm
<b>Location:</b>	Council Chambers, Manningham Civic Centre		
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante, Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne, Cr Stephen Mayne		
<b>Officers Present:</b>	<p>Andrew Day, Chief Executive Officer            Angelo Kourambas, Director City Planning &amp; Community            Phillip Lee, Director Shared Services            Rachelle Quattrocchi, Director City Services            Andrew McMaster, Corporate Counsel and Group Manager Governance &amp; Risk            Kerryn Paterson, Group Manager People and Communications</p> <p><b>Other Officers in Attendance</b>            Jon Gorst, Chief Financial Officer            Grant Jack, Group Manager Infrastructure &amp; City Projects            Lee Robson, Group Manager Community Programs            Wayne Eddy, Coordinator Asset Management and Capital Works            Yuki Cheah, Coordinator Management Accountant, Financial Services            Georgina Snaddon, Senior Corporate Planning and Performance Advisor</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Draft 2021/22 Operating &amp; Capital Budget;</li> <li>2. Draft 10 Year Financial Plan – high level;</li> <li>3. Major initiatives.</li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Yarra Ward Councillor Meeting		
<b>Date:</b>	Friday, 23 April 2021	<b>Time Opened:</b>	2:00 pm
		<b>Time Closed:</b>	02:30 pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Carli Lange		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Yarra Ward</li> <li>2. Planning Applications Watch List for Yarra Ward:- <ul style="list-style-type: none"> <li>• PLN21/0041 - Park Orchards Reserve Maternal &amp; Child Health Care - 568-574 Park Road, PARK ORCHARDS</li> <li>• PLN21/0072 - 37 Brushy Park Road, WONGA PARK</li> <li>• PLN21/0075 - 270 Yarra Street, WARRANDYTE</li> <li>• PLA21/0036 - 321 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLA19/0043 – (Bramleigh) - 420 Ringwood Warrandyte Road, WARRANDYTE</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
<b>Councillor</b>	<b>Item</b>	<b>Left meeting for Item (Y/N)</b>	<b>Time Left / Time Returned</b>

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Tullamore Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 28 April 2021	<b>Time Opened:</b>	2:00 pm
		<b>Time Closed:</b>	2:30 pm
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Deirdre Diamante		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Tullamore Ward</li> <li>2. Imperial apartment building issues</li> <li>3. 5 Toronto - NOD</li> <li>4. Planning Applications Watch List for Tullamore Ward:-               <ul style="list-style-type: none"> <li>• PLN20/0549 – 394 Manningham Road DONCASTER</li> <li>• PLA21/0007 – 49 Rathmullen Quadrant DONCASTER</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Waldau Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 28 April 2021	<b>Time Opened:</b>	11:56 am
		<b>Time Closed:</b>	12:10 pm
<b>Location:</b>	Councillor Lounge		
<b>Councillors Present:</b>	Cr Anna Chen		
<b>Officers Present:</b>	Niall Sheehy		
<b>Apologies:</b>			
<b>Items discussed:</b>	1. New Planning Applications for Waldau Ward 2. Planning Applications Watch List for Waldau Ward:-  PLA21/0004 - 12 Chippendale Court TEMPLESTOWE		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Heritage Advisory Committee Meeting Preparation		
<b>Date:</b>	Wednesday, 28 April 2021	<b>Time Opened:</b>	5pm
		<b>Time Closed:</b>	5:45pm
<b>Location:</b>	Via Teams (on line) meeting		
<b>Councillors Present:</b>	Cr Deirdre Diamante		
<b>Officers Present:</b>	Frank Vassilacos – Manager Integrated Planning, Lydia Winstanley – Coordinator City Planning, Matthew Lynch – Strategic Planner		
<b>Apologies:</b>	N/A		
<b>Items discussed:</b>	<ul style="list-style-type: none"> <li>• Preparations for the forthcoming Heritage Advisory Committee Meeting</li> <li>• November Agenda - Council's Heritage Festival</li> <li>• Update provided on the gateposts relating to property in Templestowe</li> <li>• Liveable City Strategy 2040 presentation August meeting</li> <li>• Officers to identify other items for the future HAC meetings, including the 2022 review of the Manningham Planning Scheme.</li> </ul>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Councillor Only Time		
<b>Date:</b>	Tuesday, 27 April 2021	<b>Time Opened:</b>	6: 00 pm
		<b>Time Closed:</b>	7.00 pm
<b>Location:</b>	Koonung Room		
<b>Councillors Present:</b>	Deputy Mayor Cr Chen Mayor Cr Conlon Cr Diamante Cr Gough Cr Kleinert Cr Lange Cr Lightbody Cr L.Mayne Cr S.Mayne		
<b>Officers Present:</b>	CEO- Andrew Day		
<b>Apologies:</b>			
<b>Items considered:</b>	<ol style="list-style-type: none"> <li>1. Flag policy</li> <li>2. Council agenda</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Councillor Only Time		
<b>Date:</b>	Tuesday, 4 May 2021	<b>Time Opened:</b>	06: 00 pm
		<b>Time Closed:</b>	07: 00 pm
<b>Location:</b>	Koonung Room		
<b>Councillors Present:</b>	Deputy Mayor Cr Chen Mayor Cr Conlon Cr Diamante Cr Gough Cr Kleinert Cr Lange Cr Lightbody Cr L.Mayne Cr S.Mayne		
<b>Officers Present:</b>	CEO- Andrew Day		
<b>Apologies:</b>			
<b>Items considered:</b>	<ol style="list-style-type: none"> <li>1. Staff matters</li> <li>2. Community Buses</li> <li>3. Indigenous reconciliation initiatives</li> <li>4. Statement of intent and moving of motions</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	LIT Review/ Catch up		
<b>Date:</b>	Tuesday, 4 May 2021	<b>Time Opened:</b>	01:30 pm
		<b>Time Closed:</b>	02:30 pm
<b>Location:</b>	Philip Lee's Office		
<b>Councillors Present:</b>	Michelle Kleinert		
<b>Officers Present:</b>	Philip Lee, David Bellchambers		
<b>Apologies:</b>			
<b>Items discussed:</b>	Follow up discussion from the LIT Committee Meeting held on 26/04/2021		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Garden Waste Centre and Bushfire Prone Initiatives Pre SBS Catch Up		
<b>Date:</b>	Tuesday, 4 May 2021	<b>Time Opened:</b>	5.30 pm
		<b>Time Closed:</b>	6.00 pm
<b>Location:</b>	Council Chambers		
<b>Councillors Present:</b>	Mayor Andrew Conlon, Cr Michelle Kleinert, Cr Carli Lange, Cr Thomas Lightbody, Cr Anna Chen		
<b>Officers Present:</b>	Rachelle Quattrocchi, Ben Middleton, Drago Lijovic, Courtney Power		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. History of the Garden Waste Centre</li> <li>2. Legislative Requirements</li> <li>3. Garden Waste Disposal Days</li> <li>4. Garden Waste Disposal Day Survey Results</li> <li>5. The Future of the Garden Waste Disposal Days</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 4 May 2021	<b>Time Opened:</b>	7:00 pm
		<b>Time Closed:</b>	10:37 pm
<b>Location:</b>	Council Chambers, Manningham Civic Centre		
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante, Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne and Cr Stephen Mayne		
<b>Officers Present:</b>	Andrew Day, Chief Executive Officer Angelo Kourambas, Director City Planning & Community Philip Lee, Director Shared Services Rachelle Quattrocchi, Director City Services Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk Kerryn Paterson, Group Manager People and Communications		
	<b>Other Officers in Attendance</b> Kim Tran, Governance Officer Lee Robson, Group Manager – Community Programs Justin Hanrahan, Manager Economic and Community Wellbeing Bronwyn Morphett, Coordinator Social Planning and Community		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Healthy City Strategy 2021-2025 Progress Update</li> <li>2. Review Draft Council Plan Actions</li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Municipal Emergency Management Planning Committee (MEMPC)		
<b>Date:</b>	Friday, 7 May 2021	<b>Time Opened:</b>	10am
		<b>Time Closed:</b>	12pm
<b>Location:</b>	Council Chambers		
<b>Councillors Present:</b>	Cr Carli Lange		
<b>Officers Present:</b>	In person - Helen Napier, Ben Middleton, Amber Thorgersen, John O'Brien, , Scott Morone, Sarah Francis, Justin Hanrahan Via Teams - Dean Graham Sam Bradley, Michael Tregonning, Travis Fitch, Andrew Mangan, Frank Vassilacos, Kurt Pitts		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. REMPC Updates</li> <li>2. North Eastlink Project</li> <li>3. General Business                             <ul style="list-style-type: none"> <li>• Manningham VicPol Changes</li> <li>• EM Legislation and Planning Reform</li> <li>• Community Representation on MEMPC</li> <li>• LGV Council and Emergencies Project</li> <li>• Business Representative on the MEMPC</li> <li>• Emergency Services Reception 5 May 2021</li> <li>• CERA Update and Planning</li> <li>• Coronavirus Update</li> <li>• Community Engagement Update</li> <li>• NSP Decommissioning Process for Indoor locations</li> <li>• Grants and Projects Update</li> <li>• Training and Exercise Update</li> <li>• Incidents</li> <li>• Items without notice</li> </ul> </li> <li>4. Sub Committee Reports</li> <li>5. Agency Reports</li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Municipal Fire Management Planning Committee (MFMPC)		
<b>Date:</b>	Friday, 7 May 2021	<b>Time Opened:</b>	8.15am
		<b>Time Closed:</b>	9.45am
<b>Location:</b>	Council Chambers		
<b>Councillors Present:</b>	Cr Carli Lange		
<b>Officers Present:</b>	In person - Helen Napier, Ben Middleton, Amber Thorgersen, Kurt Pitts, Andrew Graydon, Scott Morone, Sarah Francis Via Teams - Dean Graham Sam Bradley, Michael Tregonning		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Review TOR/membership/Governance of Sub Committee</li> <li>2. SFMPC – Guidance to RSF MPC and MFMPC</li> <li>3. FAARS</li> <li>4. Fire Mitigation Meeting Update</li> <li>5. Request to Burn from CFA and Council Report</li> <li>6. VFRR Review – 17 June – Save the date</li> <li>7. EMRSF MPC April Meeting Update</li> <li>8. Garden Waste Disposal Days</li> <li>9. NSP Update</li> <li>10. EM Engagement Update</li> <li>11. City Compliance Update</li> <li>12. Other Business                             <ul style="list-style-type: none"> <li>• CFA Update</li> <li>• FRV Update</li> <li>• DELWP/PV Update</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 11 May 2021	<b>Time Opened:</b>	6:10 pm
		<b>Time Closed:</b>	9:00 pm
<b>Location:</b>	Council Chambers, Manningham Civic Centre		
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante, Cr Geoff Gough, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne, Cr Stephen Mayne		
<b>Officers Present:</b>	Andrew Day, Chief Executive Officer Angelo Kourambas, Director City Planning & Community Phillip Lee, Director Shared Services Grant Jack, Acting Director City Services Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk Kerryn Paterson, Group Manager People and Communications		
	<b>Other Officers in Attendance</b> Jon Gorst, Chief Financial Officer Yuki Cheah, Coordinator Management Accountant, Financial Services Georgina Snaddon, Senior Corporate Planning and Performance Advisor		
<b>Apologies:</b>	Cr Michelle Kleinert Rachelle Quattrocchi, Director City Services		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Draft 2021/22 Operating &amp; Capital Budget</li> <li>2. Draft 10 Year Financial Plan – high level</li> <li>3. Draft 'Revenue and Rating Plan'.</li> <li>4. Reviewed Council Plan Actions</li> <li>5. Manningham Quarterly Report</li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Waldau Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 12 May 2021	<b>Time Opened:</b>	12:00 pm
		<b>Time Closed:</b>	12:40 pm
<b>Location:</b>	Councillor Lounge		
<b>Councillors Present:</b>	Cr Anna Chen		
<b>Officers Present:</b>	Fiona Troise		
<b>Apologies:</b>	Niall Sheehy		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Waldau Ward</li> <li>2. Planning Scheme maps and Mixed Use Zone controls</li> <li>3. Tullamore Estate and potential report coming soon</li> <li>4. Planning Applications Watch List for Waldau Ward:-               <ul style="list-style-type: none"> <li>- PLN21/0069 – 18 The Grange TEMPLESTOWE</li> <li>- PLN21/0074 -6 May Street DONCASTER EAST</li> <li>- PLA21/0004 - 12 Chippendale Court TEMPLESTOWE</li> <li>- PLA20/0170 - 1/15 Andersons Creek Road DONCASTER EAST</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Statutory Planning Tullamore Ward Councillor Meeting		
<b>Date:</b>	Wednesday, 12 May 2021	<b>Time Opened:</b>	9:15 am
		<b>Time Closed:</b>	9:40 am
<b>Location:</b>	Zoom		
<b>Councillors Present:</b>	Cr Deirdre Diamante		
<b>Officers Present:</b>	Fiona Troise & Niall Sheehy		
<b>Apologies:</b>			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Tullamore Ward</li> <li>2. Potential Council report for Tullamore Estate</li> <li>3. Planning Applications Watch List for Tullamore Ward:-               <ul style="list-style-type: none"> <li>• PLN20/0549 – 394 Manningham Road DONCASTER</li> <li>• PLA21/0007 – 49 Rathmullen Quadrant DONCASTER</li> </ul> </li> </ol>		

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
<b>Councillor</b>	<b>Item</b>	<b>Left meeting for Item (Y/N)</b>	<b>Time Left / Time Returned</b>



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Statutory Planning Yarra Ward Councillor Meeting				
<b>Date:</b>	Friday, 14 May 2021				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>9:30 am</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>10:05 am</td> </tr> </table>	<b>Time Opened:</b>	9:30 am	<b>Time Closed:</b>	10:05 am
<b>Time Opened:</b>	9:30 am				
<b>Time Closed:</b>	10:05 am				
<b>Location:</b>	Zoom				
<b>Councillors Present:</b>	Cr Carli Lange				
<b>Officers Present:</b>	Fiona Troise				
<b>Apologies:</b>	Niall Sheehy				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. New Planning Applications for Yarra Ward</li> <li>2. Park Orchards Chalet site</li> <li>3. Sassafras Lollies lighting</li> <li>4. Planning Applications Watch List for Yarra Ward:- <ul style="list-style-type: none"> <li>• PLN21/0041 - Park Orchards Reserve Maternal &amp; Child Health Care - 568-574 Park Road, PARK ORCHARDS</li> <li>• PLN21/0072 - 37 Brushy Park Road, WONGA PARK</li> <li>• PLN21/0075 - 270 Yarra Street, WARRANDYTE</li> <li>• PLA21/0036 - 321 Ringwood-Warrandyte Road, WARRANDYTE</li> <li>• PLN21/0169 - 6 Wilkinson Way PARK ORCHARDS</li> <li>• PLN21/0176 - 557-559 Park Road PARK ORCHARDS</li> </ul> </li> </ol>				

CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
Councillor	Item	Left meeting for Item (Y/N)	Time Left / Time Returned

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 18 May 2021	<b>Time Opened:</b>	7:06 pm
		<b>Time Closed:</b>	11:00 pm
<b>Location:</b>	Council Chambers, Manningham Civic Centre		
<b>Councillors Present:</b>	Cr Andrew Conlon (Mayor), Cr Anna Chen (Deputy Mayor), Cr Deirdre Diamante (7.58pm arrived) , Cr Geoff Gough, Cr Michelle Kleinert, Cr Carli Lange, Cr Tomas Lightbody, Cr Laura Mayne, Cr Stephen Mayne		
<b>Officers Present:</b>	<p>Andrew Day, Chief Executive Officer            Angelo Kourambas, Director City Planning &amp; Community            Phillip Lee, Director Shared Services            Rachele Quattrocchi, Director City Services            Andrew McMaster, Corporate Counsel and Group Manager Governance &amp; Risk            Kerryn Paterson, Group Manager People and Communications</p> <p><b>Other Officers in Attendance</b>            Kim Tran, Governance Officer            Frank Vassilacos, Manager Integrated Planning            Gabrielle O'Halloran, Senior Strategic Planner            Sinead Holmes, Senior Urban Designer            Justin Hanrahan, Manager Economic and Community Wellbeing            Helen Napier, Manager City Amenity</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Yarra Strategic Plan (YSP) Update</li> <li>2. Liveable City Strategy – Endorse Community Consultation</li> <li>3. Draft RAP &amp; Cultural Protocols</li> <li>4. Garden Waste Recycle Centre Decommissioning and Closure and Bushfire Prone Area Initiatives</li> <li>5. Land Encroachment Policy</li> <li>6. Arundel Road Park Orchards Road Closure</li> </ol>		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>		No	
<b>Councillor</b>	<b>Item</b>	<b>Left meeting for Item (Y/N)</b>	<b>Time Left / Time Returned</b>

**13.5 Documents for Sealing**

File Number: IN21/226  
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:**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and Y Ling and J Xiao  
12 Virginia Court, Bulleen**

**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 document 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 general or material conflict of interest in this matter.

**14 URGENT BUSINESS**

**15 COUNCILLORS' QUESTION TIME**

**16 CONFIDENTIAL REPORTS**

There are no Confidential reports.