



## Ordinary Meeting of the Council

# AGENDA

<b>Date:</b>	Tuesday, 26 May 2020
<b>Time:</b>	7:00pm
<b>Location:</b>	via Zoom video conferencing

This meeting is convened to transact the business listed below.

Andrew Day  
Chief Executive Officer

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**1 OPENING PRAYER AND STATEMENTS OF  
ACKNOWLEDGEMENT**

**2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

**3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST**

**4 CONFIRMATION OF MINUTES**

Confirmation of the Minutes of the Ordinary Meeting of Council held on 28 April 2020.

**5 PRESENTATIONS**

**6 PETITIONS**

**7 PUBLIC QUESTION TIME**

**8 ADMISSION OF URGENT BUSINESS**

**9 PLANNING PERMIT APPLICATIONS**

There are no Planning Permit Applications.

## 10 CITY PLANNING & COMMUNITY

### 10.1 COVID-19 Relief Fund

File Number: IN20/303  
Responsible Director: Director City Planning and Community  
Attachments: Nil

#### EXECUTIVE SUMMARY

*At the Ordinary Meeting of Council on 28 April 2020, Council endorsed the COVID-19 Community Financial Relief Measures which included \$1.0M towards the COVID-19 Community Relief Fund and up to \$0.38M towards support for older residents.*

*The immediate allocation of funding to support emergency relief – up to \$300,000 – will leverage existing service providers active in this space and who have contracts or funding agreements in place. The priority will be to support organisations whose primary services include emergency relief and material aid, food packages, counselling services and housing support.*

*Funding allocated under a community recovery and resilience program – up to \$700,000 – will be available for small to medium community-led initiatives that prioritise:*

- support recovery from the pandemic among the Manningham community recovery;*
- build resilience in the Manningham community; and*
- encourage community participation following relaxation of Government restrictions.*

*Guidelines for this fund are outlined in this report.*

*Support for initiatives prioritising older residents will be made available through two streams, available in September 2019 and February 2021, aligned with Council's existing calendar for community grants.*

#### 1. RECOMMENDATION

**That Council:**

- Note the objectives of the COVID-19 Urgent Relief program, which seeks to support organisations whose primary services include emergency relief and material aid, food packages, counselling services and housing support**
- Note the proposal to distribute the balance of urgent relief funding of up to \$300,000 to existing service providers active in this space and who have contracts or funding agreements in place, subject to approval by the CEO.**
- Note that a program supporting older adults be developed and utilise the available funds to partner with community organisations to deliver innovative programs and initiatives to support our ageing population;**



- D. **Endorses the establishment of the COVID-19 Community Recovery and Resilience program;**
- E. **Endorses the COVID-19 Community Recovery and Resilience program guidelines contained in this report;**
- F. **Endorses the establishment of a three person, independent panel to assess grant applications and make recommendations to Council and that appointment of panel members to assess the COVID-19 Community Recovery and Resilience program is delegated to the Chief Executive Officer; and**
- G. **Notes that a report containing recommendations for funding will be presented to Council for consideration in August 2020.**

## 2. BACKGROUND

- 2.1 The COVID-19 pandemic has led to a cessation in many businesses and community services requiring a dedicated budget response by Council.
- 2.2 At the Ordinary Meeting of Council on 28 April 2020, Council endorsed the *COVID-19 Community Financial Relief Measures* which recommended the provision of immediate relief, as well as further support in the 2020/21 financial year.
- 2.3 The total program has been costed at approximately \$3.8 million over the next two financial years. Included in the response was \$1.0M towards the COVID-19 Community Relief Fund and up to \$0.38M towards support for older residents.
- 2.4 The report identified that the Community Relief Fund be structured in two parts:

A short-term program that focusses on urgent relief and support

- This program will involve partnerships with existing service providers who receive grant funding or who have contracts in place.
- The new or expanded services shall be directly negotiated with service providers based on the identified need in the community and the organisation's capacity to deliver.

A medium to longer term funding program that focuses on community recovery and adaptation

- This program will provide support for those most impacted by the pandemic so they can adapt and succeed as the crisis evolves and eventually dissipates.
- 2.5 The contribution in support of older residents evolved from an earlier discussion around fees and charges and is intended to identify support for older residents affected by COVID-19.
- 2.6 The report on 28 April noted that priority areas supported via this Community Relief Fund along with the governance and administration arrangements are being determined.

### 3. DISCUSSION / ISSUE

- 3.1 Having regard to the social and financial issues affecting the Manningham community during the COVID-19 pandemic, officers have developed the following principles to guide the short and long term elements of the Community Relief Fund.

#### COVID-19 urgent relief

- Up to \$300,000 will be made available to community organisations who have existing contracts in place or are the recipients of grant funding;
  - The priority will be to support organisations whose primary services include emergency relief and material aid, food packages, counselling services and housing support;
  - The program shall leverage existing partnerships with community organisations already active in these spaces and enhance their capacity to deliver relief on behalf of the community;
  - Funding would be for initiatives delivered in the next three to six months;
  - Funding can be approved by the CEO under delegation on the basis of it being a variation to the existing agreements and will be based on identified need and the organisation's capacity to deliver in the short time frame.
- 3.2 Organisations eligible for COVID-19 urgent relief funding through their status as an existing grant recipient include:
- Kevin Heinze Grow
  - Eastern Community Legal Services
  - Access Health and Community
  - Manningham Uniting Church
  - VP Community Holdings
  - Women's Friendship Group
  - Haven Home Safe
  - Onemda
  - Manningham Interfaith Network
  - Link Health and Community
  - Women's Health East
  - Living and Learning at Ajani
- 3.3 Organisations eligible for COVID-19 urgent relief funding through their status as an existing contracted service provider include:
- Doncare (Community and Social Support Services)
  - EACH (Manningham Youth Services)
  - Eastern Volunteers (Manningham Volunteer Resource Service)

#### COVID-19 community recovery and resilience guidelines

- 3.4 Applications for funding through the COVID-19 community recovery and resilience program adhere to the following guidelines:
- 3.4.1 The program of support for community recovery following the crisis will consist of funding for one year only;
- 3.4.2 Funding applications are encouraged from all levels of community organisations, with applications from \$3,000 - \$75,000 encouraged. Total funding available is \$700,000.

- 3.4.3 The program seeks initiatives that:
- support recovery from the pandemic among the Manningham community recovery;
  - build resilience in the Manningham community;
  - encourage community participation following relaxation of Government restrictions;
  - provide for the inclusion and participation of all members of the community, including responses that target vulnerable individuals and groups affected by the pandemic;
  - recognise the value of the creative industries and supports one-off initiatives and programs that hasten community recovery;
  - encourage collaboration between groups and organisations for the benefit of the community; and
  - identify health and wellbeing initiatives that may be sustained beyond the recovery process.
- 3.4.4 Funding will not be available for capital works or operating costs that are not directly related to community recovery.
- 3.4.5 Projects already receiving funding through Commonwealth and State emergency support programs will not be eligible.

COVID-19 community recovery and resilience assessment process

- 3.4.6 Responsibility for the assessment of grant applications and recommendations for funding will be delegated to a panel of external advisors approved by the CEO;
- Panel members shall be required to demonstrate an understanding of community development with a preference for those experienced in emergency and/or crisis relief.
  - Subject to availability, panel members will be sought from organisations including, but not limited to: Victoria Police, the Australian Red Cross, Victorian SES, Community Service experts not operating in Manningham.
  - Assessment panel members will be offered an honorarium of \$750 each, with administration of the assessment process supported by Council staff.

Supporting our seniors

- 3.5 In addition to the \$1.0M allocated to the Community Relief fund, Council supported an allocation of up to \$0.38M towards seniors in the community.
- 3.6 No specific purpose for this amount for these funds was identified and while officers can identify tasks that do, on face value, support our older adults (e.g. mowing lawns, cleaning gutters) direct management or provision of these services is not recommended.
- 3.7 Providing temporary, additional domestic support for residents is considered problematic as it is likely that residents develop a dependency on Council and ceasing such services becomes problematic.

- 3.8 Due to the health impacts of the COVID-19 pandemic on older adults and people with underlying health concerns, seniors and seniors groups were among the first in the community to self-isolate and avoid mass gatherings.
- 3.9 Based on the information available, the priority for seniors within the community is expected to be maintaining connections in the community and re-engaging our seniors as the restrictions ease.
- 3.10 To achieve Council's objectives in supporting our older residents as the crisis evolves and eventually dissipates, it is proposed that Council utilise these funds to partner with community organisations to deliver innovative programs and initiatives to support our ageing population. This will include, but not be limited to initiatives that:
- Prioritise community connection and participation in programs and activities;
  - Promote health and wellbeing, physical activity and participation in cultural and creative industries;
  - Encourage cross-generational connections; and
  - Provide sustainable support for older adults in their home.
- 3.11 Funding applications are encouraged from all levels of community organisations, with applications from \$3,000 - \$25,000 encouraged.
- 3.12 Due to the nature of this cohort, the pandemic and its health impacts and the uncertainty around Federal and State Government restrictions it is possible that some organisations will not be ready to develop initiatives and prepare funding applications in the near future.
- 3.13 It is therefore recommended that the program specifically supporting seniors in Manningham be split into two rounds of funding, notionally in September 2020 and February 2021, subject to the state of the pandemic and the recovery process. All funding shall be released in the 2020/21 financial year, however programs and initiatives may extend into 2021/22 will be considered.

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

The application of the Community Relief Fund is consistent with the Council budget response endorsed on 28 April 2020. The principles underpinning the Community Relief Fund are consistent with all focus areas identified in the Healthy City Strategy. They support a community that is:

- Inclusive and Harmonious
- Healthy and Well
- Safe and Resilient
- Connected and Vibrant

**5. IMPACTS AND IMPLICATIONS**

- 5.1 The distribution of funds via the Community Relief Fund are intended to support community organisations in the short term through urgent relief and material aid and in the longer term through prioritising recovery and resilience.
- 5.2 The urgent relief program seeks to leverage existing relationships and support organisations with a presence in the community. The distributions of funds within this program seeks to provide those organisations with access to relief funding with minimal red-tape to support programs meeting an identified need.

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

At the Ordinary Meeting of Council on 28 April 2020, Council endorsed the *COVID-19 Community Financial Relief Measures* which recommended the provision of immediate relief, as well as further support in the 2020/21 financial year.

Funding approved via the COVID-19 urgent relief will be made available in the 19/20 Financial Year, while all other Community Relief funding will be allocated in 20/21.

**6.2 Communication and Engagement**

Council's endorsement of the Community Relief Fund has been communicated by way of media release and inclusion on Council's website. Several community organisations active within Manningham have already identified an increasing need for support in response to the pandemic.

It is proposed that grant recipients and contracted service providers eligible for urgent relief are contacted directly to understand their priority areas and capacity to respond.

**6.3 Timelines**

The item will be listed for consideration by Council at the Ordinary Meeting of Council on 26 May. Subject to endorsement by Council, the Community Recovery and Resilience program will be open for submissions in June/July, with recommendations for funding presented to Council in August 2020.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

**10.2 Request for a Disability Advisory Committee**

File Number: IN20/305  
 Responsible Director: Director City Planning and Community  
 Attachments: 1 Benchmarking - Disability Advisory Committees [↓](#)

**EXECUTIVE SUMMARY**

*It has been requested that Council establish a Disability Advisory Committee. A report on the advantages and disadvantages of different Disability Advisory Committee (DAC) structures has been prepared for Council’s consideration.*

*To inform this report and the recommendations, officers have conducted research into disability legislative requirements, undertaken benchmarking with other Councils, as well as collated feedback from the current Access and Equity Advisory Committee (AEAC) on how the committee can be strengthened.*

*Taking into consideration these elements, four options for the Manningham context were devised and include:*

- A. Retain the existing committee structure but manage membership and content to focus more equitably on disability issues;*
- B. Create a new stand-alone Disability Advisory Committee;*
- C. Create a Disability Working Group within the existing AEAC structure; and*
- D. Develop a Disability Network that feeds into the existing Access and Equity Advisory Committee via one or more members.*

*Whilst the proposed options are detailed within the body of the report, it is considered that a dedicated disability focused advisory committee should be established.*

**RECOMMENDATION:**

**That Council:**

- A. support the establishment of a dedicated Disability Advisory Committee through an Expressions of Interest commencing in July with the Committee formally established in late 2020.**
- B. Request officers explore and report back on alternative models to the current Access & Equity Advisory Committee with an emphasis on culturally diverse community issues having a greater focus.**

## 1. BACKGROUND

- 1.1 Council's Access and Equity Advisory Committee (AEAC) has been operating in various forms since 1978. Over the years it has been known as the:
  - City of Doncaster and Templestowe Advisory Committee on the Needs of the Handicapped (1978 – late 1980's);
  - City of Doncaster and Templestowe Disability Advisory Committee (late 1980's – 1994);
  - Manningham City Council Disability Advisory Committee (1994 – 2002); and
  - AEAC (since 2003).
- 1.2 The purpose of the AEAC is to advise Council to support it in making decisions that consider the interests, values and needs of Manningham's diverse communities as they relate to human rights, access, equity and inclusion.
- 1.3 Accordingly, representation on the AEAC is described in broader inclusion terms and includes people from culturally and linguistically diverse backgrounds, disability, people who identify as gay, lesbian, bisexual, transgender, intersex and/or queer and, women and men in terms of gender equality.
- 1.4 The Terms of Reference for the AEAC was last reviewed in 2018 and the current tenure for members ceases June 2021. The process to seek committee membership expressions of interest will begin at the end of 2020.
- 1.5 This report provides a number of recommendations for consideration on the establishment of a Disability Advisory Committee. The development of these recommendations are informed by:
  - Feedback from the disability focused members of the AEAC regarding the lack of traction on disability issues within the committee
  - Council's legislative requirements as it relates to inclusion of people with disability
  - Benchmarking outcomes with other Councils to understand what disability advisory structures have been adopted.
- 1.6 Local Government legislation is informed by international, federal, state and local policies and plans that determines that, because people with disability are not yet equal participants in society due to traditional societal structures, specific actions must be applied to encourage equity.
- 1.7 The Victorian [Disability Act 2006](#) under Section 38, states Councils are required to prepare Disability Action Plans that identifies actions to remove barriers for people with a disability. This is designed to promote inclusion and participation of persons with a disability and change attitudes and practices which discriminate against persons with a disability.
- 1.8 At Manningham, the Disability Action Plan actions have been absorbed into the Healthy City Action Plan. The advantages of this is that disability inclusion is at the heart of Council legislation, and the disadvantage is that it is more generalised and less specific and measurable.

- 1.9 In addition, during March 2018, the Victorian Government partnered with the University of Melbourne to conduct a survey to help provide a baseline measure of community attitudes around disability. This report indicates that there is still a large amount of discrimination, discomfort and avoidance of people with a disability within the community.
- *“Nearly three-quarters agreed that people without disability are unsure how to act toward people with disability.”*
  - *“One-third of respondents agreed that people without disability are uncomfortable asking people with disability what support they need.”*
- 1.10 The statistics indicate there is a lot of work to be done on raising awareness about disability and the unconscious bias within the community, including workplaces and by extension, advisory committees too. In this context, the current advisory committee may not be an effective avenue for people with disability to openly advocate for themselves and their community.
- 1.11 The National Disability Insurance Scheme (NDIS) is the largest health reform since Medicare and a significant change for people with disability. For many people it has improved their quality of life, but for others who are not eligible for it or who have struggled with the bureaucracy around it, it remains a difficult navigation. At this time of national reform, it is imperative that Council hears from people directly impacted.
- 1.12 In addition, because the landscape of disability is vast, diverse and so intrinsically complex within itself, it is difficult for many people who do not experience disability, to understand the issues and how to address the issues of discrimination facing people with disability.

## 2. DISCUSSION / ISSUE

### Access and Equity Advisory Committee current membership

- 2.1 The AEAC Terms of Reference states, “As far as possible, there will be a balance in representation between people representing different aspects of diversity and inclusion...” and that there should be “Diversity in terms of gender, age and culture”. To note, this criteria does not refer to sexuality or disability.
- 2.2 The current membership in the AEAC comprises 15 representatives (after a recent resignation) from a diverse range of backgrounds. In the initial expression of interest process, candidates were asked to identify their area of interest/expertise. Of the criteria groups represented:
- 13 marked Social Inclusion;
  - 11 marked Multiculturalism;
  - 9 marked Gender Equality;
  - 7 marked disability; and
  - 4 marked LGBTQIA+.
- 2.3 It is relevant to note, that whilst there is ‘lived experience and expertise’ representing cultural diversity, gender diversity and LGBTQIA+, disability matters is currently represented by members without disability.



- 2.4 It is best practice to hear directly from residents with lived experience of disability and the *Local Government Act 2020* states, “participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement.”
- 2.5 The AEAC was recently reviewed and a number of areas for improvement identified. This included a more intentional focus on disability.
- 2.6 Important to note too, is that there is currently a vacancy within the AEAC after one member resigned in 2019.

#### Benchmarking with other Councils

- 2.7 In late 2019, the Municipal Association of Victoria undertook a survey of local governments to understand what disability advisory structures were in place and those that had been utilised in the past.
- 2.8 26 Councils responded to the survey and the current disability advisory committee/networks in operation include:
- 15 dedicated Disability Advisory Structures;
  - 3 Disability Networks;
  - 5 have different structures - this includes broader focus advisory groups instead of a disability issues focused group (Kingston - Access and Equity Advisory Committees, Warrnambool- Health & Wellbeing Advisory Committee).
  - 1 has both an advisory committee and network (Brimbank)
  - 2 have similar structures but under a different name (Bendigo - Disability Inclusion Reference Committee, Indigo - Community Access Committee etc.)
- 2.9 A more detailed example of four existing disability advisory structures is provided in Attachment 1.
- 2.10 Past disability advisory structures have predominantly utilised the traditional Disability Advisory Committee model chaired by a Councillor. In addition to the Committee, some Councils have also created disability networks, working groups or held large consultations to respond to specific issues arising.
- 2.11 Another question compared the main objectives of Disability Advisory Committees/Networks. Seventeen Councils responded. The majority stated the primary activity as providing advice to Council (15). Other objectives included acting as advocacy for the rights of local residents with disability, supporting the development and overseeing the Disability Action Plan/Access Plan and sharing information and raising awareness of people with disability.
- 2.12 Overall, most of the disability inclusion officers who responded, indicated that a disability focused structure, whether it be a Committee, Network or project based focus group worked better to address disability inequity than a broader issues group. Issues to look out for were attracting positive community contributors on the committee who were either already skilled advocates or equipping less experienced people with capacity building support. Strong links with Council was also important to avoid tokenism and to influence and gain traction.

### 2.13 Options

Informed by legislative requirements, benchmarking and the Manningham context, four options for Councillors consideration have been prepared.

#### 2.14 Option A – Retain the existing Committee but manage content and membership to focus more equitably on disability issues

To achieve this, it would require filling the current vacancy in the AEAC with a strong advocate with lived experience of disability to support this option and develop two more positions specifically for people with lived experience of disability. It would also require a highly managed agenda by Council officers and strong facilitation by the Chair. It could be that the meeting content is divided up equitably across interest groups. This option does not allow for the disability focus required in the long term.

##### Pros

- This can be achieved in a minimal amount of time and impact on resources.
- It provides opportunities potentially for three more community members to come onto the Committee.
- There is a currently a lack of lived experience disability representation, which indicates members do not have the disability literacy required to advocate for disability inclusion. This could be mitigated in some part, by three new members with lived experience of disability coming onto the Committee. This means Council plans and projects receive authentic disability inclusion consultation which will have direct impact on the lives and community engagement of people with disability in Manningham.

##### Cons

- This does not replace the need for a disability issues focussed group to address disability inequities in Manningham.
- The topics of discussion are determined by member interests and council priorities. It may be difficult to manage equity of content in this environment.

#### 2.15 Option B – Create a new stand-alone Disability Advisory Committee

To achieve this, relating to the conditions stipulated for other DACs in other Councils, the group would need to represent at least 80 percent of people with lived experience of disability, and a/some carer/s, plus a diversity of age, gender, sexuality and culture. It should also contain an element of capacity building to acknowledge the inequity of civic participation, employment and education of people with disability.

##### Pros

- The Council has direct access to a group of people who have a diverse and authentic understanding of living with a disability in Manningham.
- Council honours its commitment to the Council Plan 2017-2021, Healthy City Strategy 2017-2021 and other umbrella policies and legislation.
- An increased perception of an inclusive and accessible Council by residents/potential residents with disability and their families and carers in Manningham.

- Increased capacity for individuals living within Manningham towards employment and/ or civic engagement.

#### Cons

- The staff and resources required to maintain an additional committee.

### 2.16 Option C - Create a Disability Working Group within the existing AEAC structure

To achieve this, this separate working group could comprise of two or three members who have identified disability as a key area of focus and would report back to the Committee. This could provide a platform to focus on disability issues separate to the main group. This option could work well as a short term measure.

#### Pros

- It provides a space and place to focus on disability issues and doesn't have to compete with the existing interests of other groups.
- It allows the rest of the group to recognise the importance of disability inclusion by highlighting it.
- It is flexible and responsive to new and upcoming issues.

#### Cons

- It doesn't address the lack of members on the Committee with lived experience of disability.
- Staff and resources required to make it successful.

### 2.17 Option D – Develop a Disability Network that feeds into the existing Access and Equity Advisory Committee via one or more members

This option provides a less formal opportunity for residents of Manningham with disability to feed directly into the AEAC, and create a space that is focused on issues relating specifically to disability inclusion. An empowered capacity building aspect would provide new advocacy skills for people with disability and support council processes and projects towards accessibility.

#### Pros

- As a less formal structure, it has the capacity to allow people with disability to come and go as available.
- Council potentially gains from multiple disability perspectives.
- An increased perception of an inclusive and accessible Council by residents/potential residents with disability and their families and carers in Manningham.
- The possibility of increased capacity for individuals living within Manningham towards employment and or civic engagement.

#### Cons

- There will need to be clarity around the mechanism into the AEAC in order for the network to have traction.
- It doesn't address the imbalance of representation on the AEAC and lack of people with lived experience of disability.

### 3. COUNCIL PLAN / STRATEGY

- 3.1 Council Plan 2017- 2021–This action is aligned across the Council Plan but relates specifically to these themes, goals and action areas within it:
- 3.2 Healthy Community – 1.1 – ‘a healthy, resilient and safe community’ and 1.2 – ‘A connected and inclusive community’ and action areas: ‘Inclusive of our community in age, ability and diversity’ and ‘Support people to connect and engage in community life’
- 3.3 Liveable Places and Spaces; 2.3 – ‘Well connected and accessible travel’, and action area: ‘Accessible and connected mixed-use places to recreate, gather and celebrate’
- 3.4 Vibrant and Prosperous Economy – 4.1 – Grow our local tourism and economy and action area: ‘Strengthen accessibility and viability in activity centres for retail, employment and community’, and ‘Foster the greater Melbourne east economy’
- 3.5 Healthy City Strategy  
This action is aligned with the HCS and relates to Priority Issue 1 within the Manningham Health City Action Plan 2019-2021, which states ‘Deliver a range of initiatives that increase the social and economic participation of residents living with a disability’ and ‘Inclusion and equity at Manningham Council’

### 4. IMPACTS AND IMPLICATIONS

- 4.1 The proposed options outline an informed and considered approach on how Council should intentionally focus on understanding and responding to the needs of people with disability. By strengthening the voice of people with a disability on a future Disability Advisory Committee, advice pertaining to Council policies and practices will be more authentically accessible and inclusive of the community.

### 5. IMPLEMENTATION

- 5.1 A council officer will need to develop, support and maintain the new committee with Admin support.
- 5.2 With Option B, officers will commence seeking expressions of interest in July. The Committee will be formally established in late 2020.

### 6. DECLARATIONS OF CONFLICT OF INTEREST

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

## ATTACHMENT 1

Knox City Council has a Multicultural Advisory Committee, a Multi-faith Advisory Committee, LGBTQIA+ advisory Committee and a Disability Advisory Committee. The Disability Advisory Committee is made up predominantly of people with disability, some carers and some service providers. Membership is carefully monitored to ensure a range of disability lived experience, age and cultural backgrounds.

Hume City Council used to have a Disability Advisory Committee but this was disbanded in 2018 as the members were frustrated by a lack of impact on Council decision making and weren't attending regularly. In the absence of this committee, an Empowerment Group model was established. The tenets of this group were around developing advocacy skills for people with disability. Although there were many good outcomes from this group, it lacked real power to impact council policy and practices as there was not a councillor connected to the group.

Monash City Council has a Disability Advisory Committee that meets about every two months. People stay for two years, then have an option to extend for two. They have also started having consultations and workshops with all of their advisory groups together and these have been very successful in a less formal workshop style with 60+ people.

Moreland City Council has several working groups (including a Disability Working Group). All people on the disability working group have a disability except one, who has two children with Autism. There are no service providers. The working groups have a representative who sits on the Moreland Human Rights Committee, which is convened by a councillor. Moreland also runs a large Disability Service Provider Network.

### 10.3 Arts Advisory Committee Annual Review

File Number:	IN20/290
Responsible Director:	Director City Planning and Community
Attachments:	<ul style="list-style-type: none"> <li>1 Arts Advisory Committee Terms of Reference (Attachment 1) <a href="#">↓</a></li> <li>2 Arts Advisory Committee Survey - February 2020 (Attachment 2) <a href="#">↓</a></li> </ul>

#### EXECUTIVE SUMMARY

*The delivery of an arts and cultural program that creates opportunities for community participation and development, is a priority action under the Council Plan 2017-2021 and Healthy City Strategy 2017-2021.*

*Council has endorsed an Arts Advisory Committee, chaired by a Councillor, to provide strategic advice on arts and cultural development and to promote greater understanding of, and participation in, arts and culture in Manningham.*

*Council endorsed the Advisory Committee Policy in October 2019 and amended the policy to require Advisory Committees to “prepare a report on an annual basis which should directly reflect the Terms of Reference and be in line with their stated objectives.”*

*This report incorporates the annual review of the Arts Advisory Committee.*

#### 1. RECOMMENDATION

**That Council:**

- A. Note the Arts Advisory Committee Terms of Reference (Attachment 1) and the Arts Advisory Committee Survey - February 2020 (Attachment 2); and**
- B. Note the Arts Advisory Committee Annual Review.**

#### 2. BACKGROUND

- 2.1 The Arts Advisory Committee (“the Committee”) was inaugurated in August 2018. With the exception of the February 2019 meeting, the Committee has met quarterly since that time and is chaired by Cr Paula Piccinini.
- 2.2 The meeting agendas are prepared in accordance with its Terms of Reference (Attachment 1) with the intention that the Committee provides strategic advice on arts and cultural development to Council, with meetings documented through formal minutes.
- 2.3 The Committee’s membership is comprised of six creative industry professionals who collectively provide diverse arts and cultural expertise, including members whose experience includes:
  - 2.3.1 A representative of Heide Museum of Modern Art;
  - 2.3.2 Secondary and tertiary arts education;

- 2.3.3 Peak arts industry organisations; and
- 2.3.4 Practising professional contemporary artists and curators.
- 2.4 While Council's previous Cultural Strategy 2020-2017 has expired, the Healthy City Strategy 2017-2021 recognises the positive impact of arts and culture on the local economy and community wellbeing, and outlines priority actions for participation in arts and culture.

### 3. DISCUSSION / ISSUE

- 3.1 Officers have supported the Committee to review its work. The review, which was referred to Council's Strategic Briefing Session on 5 May 2020 for noting, comprised an audit against the Terms of Reference, and a survey completed by each Committee member.
- 3.2 The survey recorded general levels of satisfaction, in addition to the provision of detailed feedback. The results of the survey (Attachment 2), including officer responses was provided to Committee members at the Arts Advisory Committee meeting on 25 February 2020.
- 3.3 While the contribution by Committee members at meetings is good, the Committee has, at times, struggled to get a majority of members attending each meeting. The survey sought to capture feedback on why members did not always attend and this was discussed further at the February 2020 meeting. Officers will continue to work with Committee members to identify ways on encouraging attendance at Arts Advisory Committee meetings.
- 3.4 The Committee has identified the following key priorities for the development of arts and culture:
  - 3.4.1 Review of the Manningham Victorian Ceramic Art Award;
  - 3.4.2 Development of an art collection policy pending the direction of the Manningham Victorian Ceramic Art Award; and
  - 3.4.3 Development of public art policy and programing.
- 3.5 In identifying the priorities outlined in paragraph 3.3 above, the Committee has provided the following advice:
  - 3.5.1 The Committee were of strong consensus that awards have a lifetime and after 10 years of the Manningham Victorian Ceramic Art Award, and recommended an opportunity to consider the redirection of those resources through a new initiative, such as a public art or an artist residency;
  - 3.5.2 The Committee raised concern as to the significance of the collection, and public access. The Committee expressed its preference to investing in public art above the collection; and
  - 3.5.3 The Committee identified strong opportunities to leverage the community's appreciation and value of parks and open spaces with the development of a public art program.

- 3.6 Officers will prioritise the review of Council's Collection and Public Art policies in coming months and will simultaneously complete a service review of the Manningham Victorian Ceramic Art Award. It is proposed that the draft policies and recommendations affecting the Ceramic Art Award will be discussed at the Advisory Committee Meeting in August 2020, prior to being brought to Council for consideration.

#### 4. COUNCIL PLAN / STRATEGY

- 4.1 Goal 1.2 of the Council Plan 2017-2021 identifies the need for: *A connected and inclusive community through the delivery of an arts and cultural program that creates opportunities for community participation and development.*
- 4.2 The Healthy City Strategy 2017-2021 includes the following Priority Action: *A connected community where people feel valued, involved and have a sense of belonging through the development of a creative community that embraces arts and culture by:*
- 4.2.1 Enhancing opportunities for the community to value arts and culture;*
- 4.2.2 Harnessing opportunities for local tourism; and*
- 4.2.3 Promoting the social and economic benefits of the arts.*

#### 5. IMPACTS AND IMPLICATIONS

The Arts Advisory Committee provides a forum for independent advice from creative industry professionals. Where this advice can inform Council strategies and policies, the Committee's advice will be presented to Council for consideration.

#### 6. IMPLEMENTATION

- 6.1 Finance / Resource Implications
- The Committee is resourced through the Arts and Culture service unit operational budget.
- 6.2 Communication and Engagement
- Community engagement will occur where applicable to the delivery of individual actions, including policy development. Revised programs and policies that may be subject to community consultation and/or endorsement by Council will be reported to Council for consideration in the first instance.
- 6.3 Timelines
- The Committee's Annual Review is being reported to Council in line with Council policy.

#### 7. DECLARATIONS OF CONFLICT OF INTEREST

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





# Arts Advisory Committee

## Terms of Reference

<b>1. Purpose</b>	To provide strategic advice on arts and cultural development and to promote greater understanding of and participation in arts and culture in the City of Manningham.
<b>2. Roles and Tasks</b>	<ul style="list-style-type: none"> <li>• Provide strategic advice, advocacy and recommendations to Council on arts and cultural policy, issues and priorities.</li> <li>• Promote participation in a diversity of local arts and cultural activities.</li> <li>• Advise Council on effective marketing and visitor attraction strategies for arts and cultural venues and programs.</li> <li>• Provide advice to Council on issues related to the City of Manningham Art Collection through the Art Collection Management Sub-Committee as a sub-committee of the Arts Advisory Committee.</li> </ul>
<b>3. Chairperson</b>	<p>Meetings will be chaired by a Manningham Councillor, nominated by Council on an annual basis.</p> <p>In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson's nominee or representative of Council.</p>
<b>4. Decision Making</b>	The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.
<b>5. Meetings</b>	<p>Meetings will be held on a quarterly basis with four meetings being held each year.</p> <p>Specific additional meetings may be required on an as-needs basis, such as during the development or review of a major strategy. Additional meetings will be subject to approval by both the Chairperson and the Director Community Programs</p> <p>Meetings are closed to the community outside endorsed members and delegates.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> <li>• Commence on time and conclude by the stated completion time</li> <li>• Be scheduled and confirmed in advance with all relevant papers distributed to each member</li> <li>• Encourage fair and respectful discussion</li> <li>• Focus on the relevant issues at hand</li> <li>• Provide advice to Council, as far as practicable, on a consensus basis</li> </ul> <p><b>Art Collection Management Sub-Committee</b> Council is part of the Federal Governments' Deductable Gift Recipients (DGR) program which enables donated artworks to be added to the Manningham Civic</p>



# Arts Advisory Committee

## Terms of Reference

	<p>Collection with tax benefits provided to the donor. To maintain DGR status, a Special Committee must meet at least twice annually. This is to deal with matters regarding donations including the Cultural Gift Program, as well as the acquisition and deaccessioning of artwork from the collection.</p> <p>It is therefore proposed that the Arts Advisory Committee also be the Special Committee (Art Collection Management Sub Committee) as required under the DGR policy. It will comprise all members of the Arts Advisory Committee. A section of each meeting’s agenda will note any items relating to the DGR status and art collection management. The key purpose is to consider proposed acquisitions, commissions and deaccessions for the Civic collection. The minutes will record the details for DGR compliance</p>
<b>6. Membership</b>	<p>The Committee will comprise</p> <ul style="list-style-type: none"> <li>• One Councillor as appointed by Council</li> <li>• Six community representatives appointed by Council:</li> <li>• A quorum for an Advisory Committee meeting is 50% plus one including at least:             <ul style="list-style-type: none"> <li>- One Councillor</li> <li>- Three community representatives</li> </ul> </li> </ul> <p>Officers in attendance:</p> <ul style="list-style-type: none"> <li>• Director Community Programs or representative</li> <li>• Manager Business, Culture and Venues or representative</li> <li>• Council officers. These officers will vary depending on the issues planned for discussion</li> <li>• Relevant industry professionals may be invited to attend meetings as required</li> </ul>
<b>7. Membership Criteria</b>	<p>The following membership criteria will be used in making community appointments to the committee:</p> <ul style="list-style-type: none"> <li>• Diversity of interests and knowledge in the arts either as artist, arts educator, collector or industry representative.</li> <li>• Broad range of complementary skills which may further the arts including in marketing, tourism, sponsorship, government relations or business.</li> <li>• Awareness of arts and cultural activities, priorities and organisations in the municipality including indigenous arts.</li> <li>• One community representative shall represent Heide Museum of Modern Art (Heide MOMA).</li> </ul>



## Arts Advisory Committee Terms of Reference

	<ul style="list-style-type: none"> <li>• Relevant experience in committees / or demonstrated ability to participate in, and constructively contribute to a group, committee, or organisation</li> <li>• Ability to regularly attend and participate in meetings as scheduled</li> <li>• A mix of skills and attributes to complement other members of the committee</li> <li>• Diversity in terms of gender, age and culture</li> <li>• Performance and contribution of members seeking re-nomination</li> <li>• Consideration of staggered appointments to ensure a membership that preserves the balance between old and new</li> <li>• A maximum of three x three year terms (9 years)</li> </ul>
<b>8. Nomination Process</b>	<p>Nominations for appointment to the Committee will be called by public notice in the local media and Council website.</p> <p>Nominees shall nominate on the appropriate form to Council within the advertised period.</p> <p>Appointments will be made by Council and selected based on the criteria above.</p> <p>Membership will be for a three year period to ensure that the representation is continuously refreshed and that opportunity is provided for new community members to participate.</p> <p>Members can re-nominate after their term ends in accordance with the nomination process and membership criteria.</p> <p>Officers will undertake an initial assessment of the applicants to determine compliance with the membership criteria and provide this list to the Chairperson.</p> <p>A Councillor committee supported by an officer and comprising the Mayor, Chairperson and one other Councillor will rank the applicants and make a recommendation regarding the preferred applicants.</p> <p>Council is not bound by the recommendation of the Councillor committee in appointing community representatives.</p>
<b>9. Resignation</b>	<p>A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the Chair of the Committee.</p> <p>Membership on the Committee will be deemed to have been resigned if a member fails to attend three consecutive meetings without prior notice.</p>



## Arts Advisory Committee Terms of Reference

	<p>Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, the vacancy will not be filled for the remainder of the term.</p> <p>Casual vacancies that occur due to a community representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.</p> <p>Officers, in consultation with the Councillor committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate for the remainder of the previous incumbent's term.</p> <p>Where there are no suitable candidates identified, a formal expression of interest and selection process as set out in the nomination process is required.</p>
<b>10. Conflict Interest</b>	<p>Committee meetings form an Assembly of Councillors and Councillors and officers are required to comply with the Conflict of Interest provisions as set down in the Local Government Act 1989. Disclosures of a Conflict of Interest must be recorded in the minutes and the Councillor or officer must leave the room while the matter is being considered.</p> <p>Where a community member has a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community member who has declared a Conflict of Interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>
<b>11. Code of Conduct</b>	<p>Committee members must:</p> <ul style="list-style-type: none"> <li>• Act with integrity</li> <li>• Impartially exercise their responsibilities in the interests of the local community</li> <li>• Not improperly seek to confer an advantage or disadvantage on any person, including themselves</li> <li>• Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and Council officers</li> <li>• Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying</li> </ul>



## Arts Advisory Committee Terms of Reference

	<ul style="list-style-type: none"> <li>• Take reasonable care of their own health and safety and that of others</li> <li>• Commit to regular attendance at meetings</li> </ul> <p>Community representatives are expected to abide by this Code of Conduct and any breach of this Code of Conduct may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers and bound by the Employee Code of Conduct.</p>
<b>12. Media</b>	<p>Contact with the media by committee members will be conducted in accordance with the Manningham City Council Media Policy.</p> <p>Committee members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.</p>
<b>13. Confidential information</b>	<p>Committee members must not disclose information that they know, or should reasonably have known is confidential information.</p> <p>Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</p> <p>Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.</p>
<b>14. Review</b>	<p>A review of the terms of reference and the role, function, membership, and productivity of the committee will be conducted at least once every four years to ensure currency and effectiveness.</p> <p>These terms of reference may be revoked at any time by Council.</p>
<b>15. Support</b>	<p>The Council will provide the necessary support to assist the committee to function effectively including:</p> <ul style="list-style-type: none"> <li>• Maintaining contact details of members</li> <li>• Preparing and distributing agendas and prior reading material</li> <li>• Preparing and distributing meeting minutes</li> <li>• Circulating other material to committee members as necessary</li> <li>• Preparation of an Assembly of Councillors record as required under the Local Government Act 1989.</li> </ul>
<b>16. Reporting</b>	<p>Minutes of the committee meeting will be circulated to members within 2 weeks of the meeting and must:</p> <ul style="list-style-type: none"> <li>• Contain details of the proceedings and outcomes for action</li> </ul>



# Arts Advisory Committee Terms of Reference

	<ul style="list-style-type: none"> <li>• Be clearly expressed and self-explanatory</li> <li>• Incorporate any relevant reports or a summary of the relevant information considered in forming any recommendation</li> </ul> <p>Publishing minutes on Councillor Hub and Manningham Council website.</p>
<b>17. Sunset Clause</b>	The committee will sunset at the conclusion of four years from the date this Terms of Reference are adopted.



# Arts Advisory Committee

Survey responses, February 2020



Interpreter service **9840 9355**

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MANNINGHAM

## Arts Advisory Committee survey responses

SURVEY QUESTION	SURVEY RESPONSE	OFFICER COMMENTS
<b>Meeting agenda and structure enables the Committee to deliver on the Terms of Reference</b>	8 / 10 agreement	Noted.
<b>Quarterly meetings are appropriate for the Committee to function effectively</b>	8.5 / 10 agreement	Noted.
<b>Meeting time and day is appropriate and encourages attendance</b>	7.1 / 10 agreement	Noted.
<b>Meeting venue is appropriate and encourages attendance</b>	8.3 / 10 agreement	Noted.
<b>What works well:</b>	<p>It is a warm and friendly environment where the key points on the agenda are presented well. All members are respected and valued, it is fantastic to hear the importance Manningham gives to the arts, for the wellbeing of its community and most importantly it demonstrates willingness towards community engagement with the arts.</p> <p>I'm not sure if the committee adds any value to the council and if we make a difference.</p> <p>Good spread of skills and expertise. Preparedness to think ambitiously for the community.</p> <p>Communication prior to meeting times Opportunity to collaborate</p>	<p>Noted.</p> <p>In accordance with its Terms of Reference, the committee provides important independent industry advice that is utilised for the development of strategic direction. Further opportunities will be discussed at the next committee meeting.</p> <p>Noted.</p> <p>Noted.</p>



**Areas for improvement:**

The staff organisation is very strong, minutes and agendas are always timely.	Noted.
Demonstration of how suggestions from the committee members have been taken into consideration or acted on. Topics of discussion which have already been advised on by committee members during previous meetings seem to appear again on following agendas however without improvement, therefore, members find themselves repeating what had already been discussed in previous meetings. If a topic needs further discussion some progress needs to be presented before the concept is re-presented to the committee for example regarding the Manningham art collection or re-location of sculptures.	Matters Arising agenda item can be utilised to explain the outcomes of advice provided in accordance with the Terms of Reference

**What do you enjoy most:**

It would be good if all committee members turned up to meetings.	Referred for further discussion at the next committee meeting.
It would be good to have more consistent attendance from the full range of members.	Referred for further discussion at the next committee meeting.
The fantastic opportunity to contribute towards the importance of the arts within our communities in a diverse group of individuals from various cultural and professional backgrounds each one bringing in their unique insight and skills to the committee	Noted.
I enjoy listening to what is going on within the Arts and Culture of Manningham	Noted.
The exchange of ideas and the opportunity to contribute to an interesting and diverse community	Noted.
As it is my very first experience as a committee member I value the contribution of other members	Noted.
Providing input and support	Noted.



**Other comments:**

Further community engagement with the wonderful arts facilities provided by the council through public arts initiatives and projects bringing more attention to the public sculptures and art within the council area.

Referred for further discussion at the next committee meeting.

Wondering if attendance is a problem, a more central meeting venue would assist? I know it's not quite the same thing to be off-site, but perhaps committee members could host meetings from time to time. Heide?

Opportunities for off-site committee meetings can be arranged. Referred for further discussion at the next committee meeting.

Was sitting in the middle when asked about the 4 meeting times as I feel they may need to be at different times of the week. Being a teacher and having after school commitment may impact attendance.

Referred for further discussion at the next committee meeting.

The time of meetings is a little difficult to get to from work for me.

Referred for further discussion at the next committee meeting.

**11 CITY SERVICES**

There are no City Services reports.

## 12 SHARED SERVICES

### 12.1 Draft 2020-21 Annual Budget (incorporating 2020-24 Strategic Resource Plan) adoption in principle

File Number: IN20/302  
Responsible Director: Director Shared Services  
Attachments: 1 Draft 2020-21 Annual Budget [↓](#)

#### EXECUTIVE SUMMARY

*A proposed budget has been prepared for the 2020-21 financial year for consideration by Council. The 2020-21 Annual Budget incorporates the four year Strategic Resource Plan 2020-2024 and Council's Major and Annual Initiatives for 2020-21.*

*Key outcomes from the 2020-21 Annual Budget include:*

- An operating budget allocation of \$132 million to deliver a wide range of services for our community;*
- Funding to deliver a \$52.6 million capital works program to maintain and enhance Council's \$2.2 billion of community assets;*
- The continuation of Council's debt free status;*
- Achieves the State Government rate cap of 2.0% with no increase in waste service charges to the community, despite the significant increase in costs to Council as a result of a large increase in the State Government landfill levy charged to Council;*
- \$3 million in COVID-19 community relief measures in 2020/21 (in addition to \$0.8 million forecast in 2019/20), and*
- Continues to ensure that Council is in a sound long term financial position.*

*Under the Local Government Act 1989, Council is required to adopt the Budget in principle and give public notice that the budget is available for inspection and to consider submissions received in respect of the budget prior to its adoption in its final form.*

#### 1. RECOMMENDATION

**That Council:**

- Approve in-principle the proposed 2020-21 Annual Budget, incorporating the Strategic Resource Plan 2020-2024 and Council's Major and Annual Initiatives for 2020-21, for public exhibition according to the requirements of S223 of the Local Government Act 1989;**
- Note the proposed 2020-21 Annual Budget will be placed on public exhibition from Wednesday 27 May 2020 until Thursday 25 June 2020;**

- C. Appoint the '2020-21 Annual Budget Committee of Council' comprising all Councillors for the purposes of hearing and considering submissions from the public on the proposed 2020-21 Annual Budget; and**
- D. Consider for adoption the proposed 2020-21 Annual Budget in its final form, after considering submissions received, at the Council Meeting on Tuesday 28 July 2020.**

## 2. BACKGROUND

- 2.1 Council is required to formally approve in principle the proposed 2020-21 Annual Budget, which incorporates the Strategic Resource Plan 2020-2024 and Council's Major and Annual Initiatives for 2020-21. Following the adoption in principle, a notice will be published in the 'The Age' and on Council's website.
- 2.2 The proposed budget has been prepared with reference to the 4 year Council Plan 2017-2021 and Council's Long Term Financial Plan. 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.
- 2.3 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.
- 2.4 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.
- 2.5 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. DISCUSSION / ISSUE

#### Legislation

- 3.1 The proposed 2020-21 Annual Budget is prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2014 and the State Government "A Fair Go Rate System" (FGRS).
- 3.2 The format and information contained in the budget is based on the Model Budget as released by Local Government Victoria.
- 3.3 In accordance with the rate cap advised by the Minister for Local Government, this budget proposes an average general rate increase of 2.0%.
- 3.4 Council has elected not to seek a variation of the rate increase to the Essential Services Commission (ESC) for 2020-21.

#### Key highlights of the Budget

- 3.5 A \$132 million operating budget that provides funding to deliver services to the community including:
  - \$12.0 million for the maintenance of roads, drains, footpaths and bridges
  - \$13.0 million for waste and recycling
  - \$12.6 million for the maintenance of sports grounds, parks and gardens
  - \$10.2 million for aged and disability support services
  - \$9.6 million for customer services, Citizen Connect, IT and Transformation
  - \$6.8 million for health, local laws, animal management, food safety, litter and traffic management
  - \$5.8 million for planning, maintaining and operating Council's property and buildings
  - \$5.6 million for community services, including maternal and child health, immunisation, pre-schools, community development grants and community planning services
  - \$4.5 million for libraries
  - \$3.8 million for statutory planning services
  - \$2.9 million for economic development, tourism and grants, and
  - \$2.2 million for community venues and hall hire.
- 3.6 An extensive \$52.6 million Capital Works Program comprising:
  - \$13.0 million for roads, including \$6.7 million for road reseals and refurbishment, \$3.7 million as part of the Road Management Strategy to upgrade the road network and \$1.0 million for Jumping Creek Road Stage 1A
  - \$6.0 million for community buildings, including \$2.9 million for the ongoing renewal of community buildings, \$2.0 million on upgrades to Civic buildings and \$1.2 million on the renewal of recreation buildings

- \$13.0 million to recreation and community facilities, including \$8.0 million for Pettys Reserve Sporting Development Stage 2, \$1.2 million for floodlighting, \$1.1 million for Rieschiecks Reserve Management Plan implementation, \$0.9 million for Domeney Reserve and \$0.3 million for Deep Creek Pavilion development
  - \$4.6 million for drainage improvements
  - \$3.5 million for parks, open space and streetscapes, including \$0.8 million for playspaces development, \$0.6 million for Lions Park Warrandyte Rivers Reserve, \$0.4 million for implementation of Koonung Park Management Plan, \$0.2 million for Tullamore Park upgrade and \$0.2 million for Ruffey Lake Park development
  - \$4.5 million to renew Council's core IT and telecommunications infrastructure
  - \$4.2 million to improve footpaths and cycle ways, and
  - \$1.2 million for plant and equipment.
- 3.7 To assist the community during COVID-19, the budget includes the following relief measures. The value of the community relief measures listed below are in the order of \$3.0 million in 2020/21 (in addition to \$0.8 million in 2019/20).
- Special payment arrangements for those experiencing financial hardship
  - No increase in waste charges despite cost increases to council
  - An increase in the Low Income Rate Rebate (an increase from \$64.25 to \$100)
  - Additional support services for older residents
  - 50% discount on footpath trading permits in 2020/21
  - 50% discount on trader parking permits in 2020/21
  - 50% discount on food premises registration in 2020/21
  - 50% discount on health premises registrations in 2020/21
  - The introduction of a Local Business Development Program
  - Rent and lease relief and subsidies on utilities costs for clubs and community groups, and
  - The introduction of a COVID-19 community relief fund.
- 3.8 Council services have been impacted by COVID-19 and the financial impacts on services are estimated to be in the order of \$2.4 million in 2020/21 (in addition to the forecast impact of \$2.7 million in 2019/20).

### **General Rates**

- 3.9 The proposed 2020-21 Annual 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 2.0% as set by the State Government rate cap
  - general rates for an average property of \$1,833.

- a \$100 Council funded rebate for holders of a Commonwealth Government Low Income (LI) Health Care Card (up from \$64.25 in 2019-20)
  - 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 2020-21 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 2.0% (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 increased by approximately 7% from \$1,042,000 (1 Jan 2019 valuation) to \$1,117,000 (1 Jan 2020 valuation).

### Waste charges

- 3.13 The State Government is increasing the landfill levy charged to councils by 30% to \$85.90 per tonne of waste disposed in landfill in 2020/21.
- 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 The cost to Council for waste management is anticipated to increase by approximately \$1.0 million, however due to the current COVID-19 crises, Council will not pass this increased cost on to rate payers in 2020-21.
- 3.16 Therefore, the proposed 2020-21 Waste and recycling charge for a standard waste service will remain at \$263.50 for 2020-21.

### Combined rates and charges bill

- 3.17 The total rates and charges for an average property in Manningham (value \$1.12 million) is detailed in the following table:

	2019/20	2020/21	Change \$	Change %
General rates charge	\$1,797	\$1,833	\$36	2.0%
Standard waste charge	\$263	\$263	\$0	0%
<b>Total Council charges</b>	<b>\$2,060</b>	<b>\$2,096</b>	<b>\$36</b>	<b>1.7%</b>
State Government Fire levy *	\$167	\$167	-	-
<b>Total rates and charges bill</b>	<b>\$2,227</b>	<b>\$2,263</b>	<b>\$36</b>	<b>1.6%</b>

\* The State Government has announced that there will be no change to the State Government Fire Services Levy for 2020-21.



3.18 Council has achieved the mandated rate cap of 2.0% for general rates.

### Key Financial Indicators

3.19 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	Forecast	Budget	Strategic Resource Plan Projections			Trend
	2019/20	2020/21	2021/22	2022/23	2023/24	+/-
<b>Operating position</b>						
Operating surplus	\$13.9M	\$12.6M	\$15.8M	\$22.3M	\$21.0M	+
Adjusted underlying surplus	\$3.7M	\$3.4M	\$8.1M	\$9.3M	\$10.8M	+
Adjusted underlying result ratio	2.8%	2.5%	5.8%	6.3%	7.0%	+
<b>Liquidity</b>						
Total cash & investments	\$75.8M	\$60.5M	\$60.2M	\$61.3M	\$68.0M	+
Total unrestricted cash *	\$22.8M	\$17.0M	\$21.2M	\$25.9M	\$30.9M	+
Working Capital ratio	218.6%	182.3%	173.6%	168.7%	177.2%	-
Unrestricted cash ratio	40.1%	35.8%	43.9%	52.6%	61.5%	+
<b>Obligations</b>						
Loans and borrowings compared to rate revenue	0.0%	0.0%	0.0%	0.0%	0.0%	+
Interest and principle repayments to rate revenue	7.0%	0.0%	0.0%	0.0%	0.0%	+
Indebtedness	2.9%	2.6%	2.3%	2.0%	1.8%	+
Asset renewal	148.8%	153.4%	121.0%	141.4%	126.4%	o
<b>Projected VAGO Financial Risk</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>o</b>

\* includes investments in term deposits with a maturity of greater than 90 days

Key to Trend : + positive o on trend - negative

## 4. COUNCIL PLAN / STRATEGY

4.1 The 2020-21 Annual Budget, incorporates the Major Initiatives and Annual Initiatives for the final year of the 2017-2021 Council Plan and the financial and non-financial resources applied by Council to achieve the strategic objectives detailed in the Council Plan.

4.2 Progress against the Council Plan will be reported periodically through the quarterly CEO Report and the Annual Report.

## 5. IMPLEMENTATION

### Finance / Resource Implications

5.1 The proposed 2020-21 Annual Budget has been prepared in alignment with the Council Plan, Strategic Resource Plan and the long term Financial Plan.

- 5.2 The proposed budget, incorporating the Strategic Resource Plan, 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.
- 5.3 The Key Financial Indicators project Council to continue to be in a sound financial position over the four year period.

### **Communication and Engagement**

- 5.4 The 2020-21 Annual Budget will be available on Council's website and a hard copy will be available upon request.
- 5.5 Due to the current COVID-19 restrictions on Councils services, the budget will not be available for viewing at the Civic Offices, the Council Depot, and at Council's four branch libraries due to their temporary closures to the public.
- 5.6 Statutory information relating to the Annual Budget required by the Local Government (Planning and Reporting) Regulations 2014 and the Local Government Act 1989 will be available for public inspection between 27 May 2020 and 25 June 2020 (both dates inclusive).

### **Timelines**

- 5.7 Key dates in the 2020-21 budget process include:
- |              |  |
|--------------|--|
| 26 May 2020  | Council Meeting to adopt 'in principle' proposed Annual Budget |
| 27 May 2020  | Public exhibition period opens                                 |
| 25 June 2020 | Public exhibition period closes                                |
| 7 July 2020  | Committee of Council to hear public submissions                |
| 14 July 2020 | SBS consider submissions and Annual Budget (as amended)        |
| 28 July 2020 | Council meeting to adopt Annual Budget.                        |

## **6. DECLARATIONS OF CONFLICT OF INTEREST**

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

# DRAFT ANNUAL BUDGET 2020/21



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### Mayor and CEO's Introduction

As we present the 2020/21 Annual Budget we find ourselves in extraordinary times in the midst of COVID-19. We're acutely aware of the devastating impacts of this crisis and the evolving impacts on our community from a health, social and financial perspective.

COVID-19 has highlighted the important role we play in our community, to keep people connected, support local businesses, deliver health and wellbeing programs and to protect our local environment and natural resources. We are exceptionally proud of the way our staff and community have come together to support each other during this unprecedented pandemic.

As a Council we're committed to continuing to support our community through the impacts of this crisis and we've developed a range of COVID-19 community relief measures, announced as a part of this budget.

While the full impact of COVID-19 is not yet realised, we will continue to ensure that Manningham Council operates in a financially sustainable position over the long term while striving to minimise any impact on service delivery. We are continuously exploring the ways in which we can be innovative and more efficient in our service delivery.

2020/21 also marks the final year of delivery on our four year Council Plan. Despite the current challenges, we plan to deliver on a range of initiatives across our five focus areas of Healthy Community, Liveable Places and Spaces, Resilient Environment, Prosperous and Vibrant Economy and Well Governed Council.

This budget gives certainty that our community can rely on us to continually deliver a high standard of service and provide value for money.

#### **Some of the features of the 2020/21 budget include:**

- An operating budget of \$132 million to deliver more than 100 services for our community
- A \$52.6 million Capital Works Program to maintain and enhance Council's \$2.2 billion of community assets
- An average general rate increase in line with the State Government's rate cap of 2.0%
- No increase in waste service charges, despite significantly increased costs to Council resulting from a 30% increase in the State Government's landfill levy
- Ongoing efficiencies with a focus on containing costs. Savings and efficiencies are forecast to be around \$1.8 million
- \$3.0 million in COVID-19 community relief measures in 2020/21 (in addition to \$0.8 million forecast in 2019/20)

#### **Council's proposed \$132 million operating budget provides funding to deliver community services, highlights include:**

- \$12.0 million for the maintenance of roads, drains, footpaths and bridges
- \$13.0 million for waste and recycling
- \$12.6 million for the maintenance of sports grounds, parks and gardens
- \$10.2 million for aged and disability support services
- \$9.6 million for customer services, Citizen Connect, IT and Transformation
- \$6.8 million for health, local laws, animal management, food safety, litter and traffic management
- \$5.8 million for planning, maintaining and operating Council's property and buildings
- \$5.6 million for community services, including maternal and child health, immunisation, pre-schools, community development grants and community planning services

- \$4.5 million for community libraries
- \$3.8 million for statutory planning services
- \$2.9 million for economic development, tourism and grants
- \$2.2 million for community venues and hall hire

**Council's extensive capital works program of \$52.6 million comprises:**

- \$13.0 million for roads, including \$6.7 million for road reseals and refurbishment, \$3.7 million as part of the Road Management Strategy to upgrade the road network and \$1.0 million for Jumping Creek Road Stage 1A
- \$6.0 million for community buildings, including \$2.9 million for the ongoing renewal of community buildings, \$2.0 million on upgrades to Civic buildings and \$1.2 million on the renewal of recreation buildings
- \$13.0 million to recreation and community facilities, including \$8.0 million for Pettys Reserve Sporting Development Stage 2, \$1.2 million for floodlighting, \$1.1 million for Rieschieks Reserve Management Plan implementation, \$0.9 million for Domeney Reserve and \$0.3 million for Deep Creek Pavilion development
- \$4.6 million for drainage improvements
- \$3.5 million for parks, open space and streetscapes, including \$0.8 million for playspaces development, \$0.6 million for Lions Park Warrandyte Rivers Reserve, \$0.4 million for implementation of Koonung Park Management Plan, \$0.2 million for Tullamore Park upgrade and \$0.2 million for Ruffey Lake Park development
- \$4.5 million to renew Council's core IT and telecommunications infrastructure
- \$4.2 million to improve footpaths and cycle ways
- \$1.2 million for plant and equipment

**To assist our community during COVID-19, Council is delivering the following relief measures:**

- Special payment arrangements for those experiencing financial hardship
- No increase in waste charges despite cost increases to council
- An increase in the Low Income Rate Rebate (an increase from \$64.25 to \$100)
- Additional support services for older residents
- 50% discount on footpath trading permits in 2020/21
- 50% discount on trader parking permits in 2020/21
- 50% discount on food premises registration in 2020/21
- 50% discount on health premises registrations in 2020/21
- The introduction of a Local Business Development Program
- Rent and lease relief and subsidies on utilities costs for clubs and community groups
- The introduction of a COVID-19 community relief fund.

The value of the community relief measures listed above are in the order of \$3.0 million in 2020/21 (in addition to \$0.75 million in 2019/20).

Council services have been impacted by COVID-19 and the financial impacts on services are estimated to be in the order of \$2.4 million in 2020/21 (in addition to the forecast impact of \$2.7 million in 2019/20).

Factoring in the impacts of COVID-19, we're pleased to say Council remains in a financially sustainable position and continues to be debt free.

The 2020/21 Annual Budget highlights our key priorities for the upcoming financial year. We encourage everyone to take a look through it and see the wide variety of projects and initiatives coming up.

Stay safe,

**Paul McLeish**  
MAYOR

**Andrew Day**  
CEO

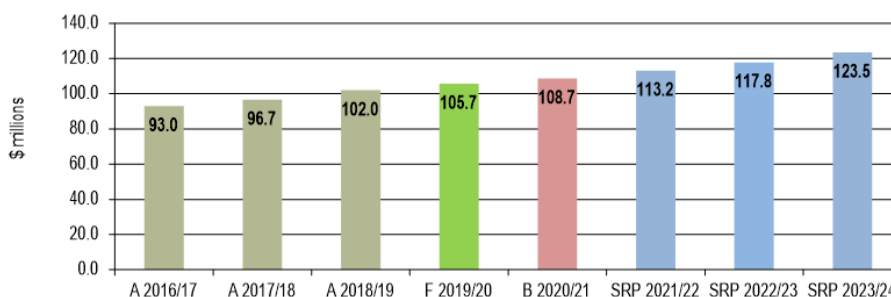
**Budget summary**

Manningham City Council's proposed 2020/21 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. The proposed budget is now on public exhibition for four weeks during May and June 2020 providing an opportunity for our community to consider the proposed budget and make a budget submission.

The proposed budget balances the demand for services and infrastructure with the community's capacity to pay. Key budget information about the proposed rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and the strategic objectives of Council is provided below.

A= Actual F= Forecast B= Budget SRP= Strategic Resource Plan estimates

**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.

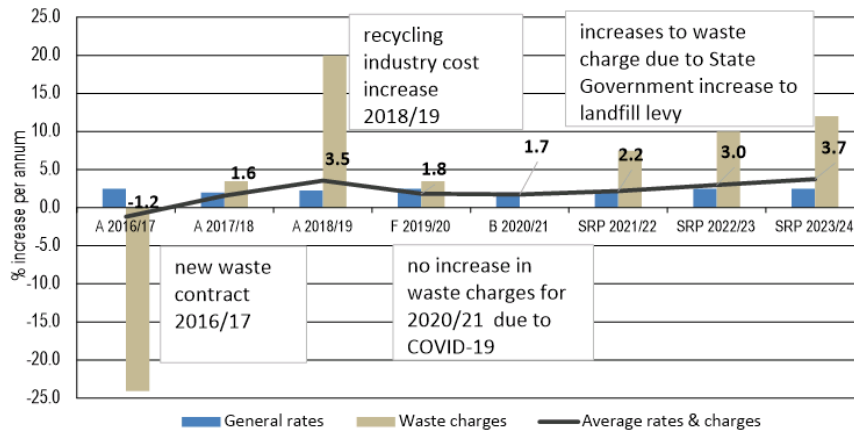
For 2020/21, general rates will increase by an average of 2.0 per cent in line with the State Government rate cap. Council also levies a waste charge to all properties for the cost of collecting and disposal of waste and recyclable material. This annual charge is calculated on a cost recovery basis. The cost to Council of collecting and disposing of waste and recyclable materials in 2020/21 is projected to increase by over \$0.75 million. However, to respond to the COVID-19 crisis and provide relief to rate payers in 2020/21, Council does not plan to increase the standard waste service charge from the current charge of \$263.50 per annum.

The total rates and charges bill for an average property is projected to increase by \$36 or 1.7 per cent to \$2,097.

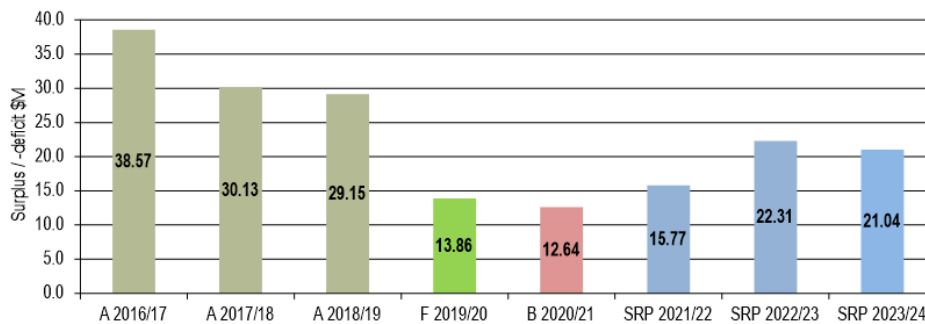
The chart below shows the comparison of general rates, waste charges and average rates and charges increases for the period 2016/17 through to the forecast 2023/24 increase. Refer to Section 4.1.1 Rates and Charges for further details.



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



**Operating Result**

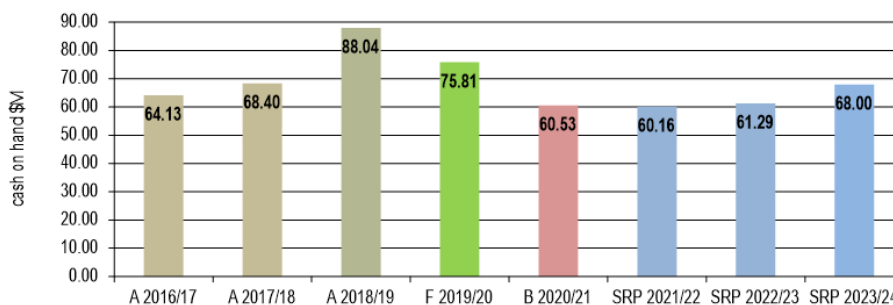


The budgeted operating result (income less expenses) for the 2020/21 year is a surplus of \$12.64 million, a decrease of \$1.22 million over the 2019/20 forecast result. The change is primarily due to an increase of \$2.40 million in depreciation & amortisation expense as a result of an extensive capital works program. Waste contract costs also increasing by \$0.88 million due to disposal costs increasing because of a 30 per cent increase in the State Government landfill levy in January 2021 and an increase in gate fees due to new EPA landfill requirements. These are partly offset by an increase in general rates revenue. 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 four year period of the Strategic Resource Plan 2020-2024, Council is projecting to maintain an average operating surplus of approximately \$18 million which underpins a financially sustainable organisation.



**Cash and investments**

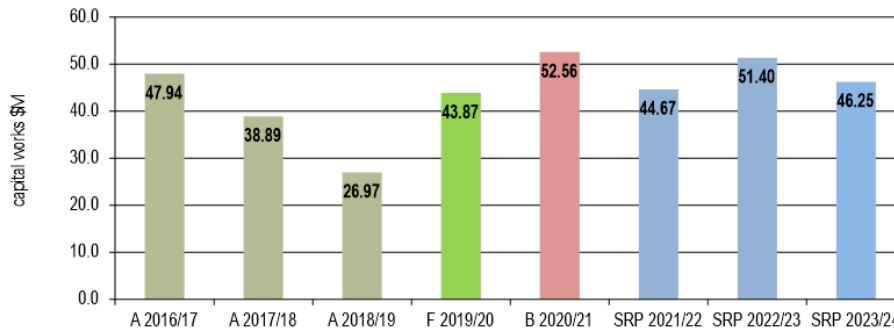


As at 30 June 2021, cash and investments are expected to decrease by \$15.28 million to \$60.53 million. The decrease is mainly due to an extensive capital works program of \$52.56 million in 2020/21 which includes \$7.57 million of projects funded in the 2019/20 Budget which will now be completed in 2020/21. Despite projecting to deliver one of the highest capital works program, Council still maintains 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 \$60.53 million cash and investments balance, cash that is restricted or has an intended use totals \$43.52 million, leaving an unrestricted cash balance of \$17.02 million as at 30 June 2021.

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

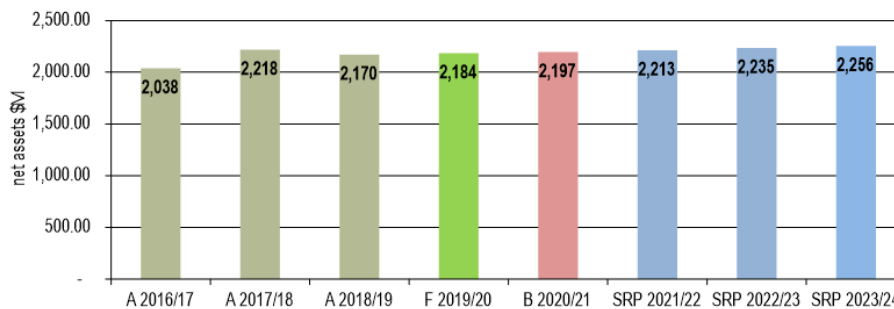
**Capital works**



The capital works program for the 2020/21 year is budgeted to be \$52.56 million comprising of \$12.98 million for roads, \$6.05 million for community buildings, \$4.55 million for drainage improvements, \$3.47 million for parks and open space and \$4.18 million for footpaths.

The capital program is funded through \$32.22 million (or 61.3 per cent) of Council's cash generated through the operating result, \$9.66 million (or 18.4 per cent) from reserves and developer contributions, \$2.76 million (5.3 per cent) from external grants, \$0.36 million (or 0.7 per cent) from asset sales and the carried forward component of \$7.57 million is fully funded from carried forward rates money. 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 \$43.87 million for the 2019/20 year.

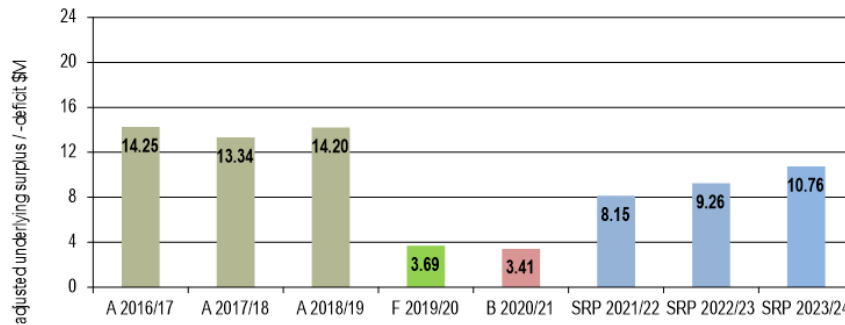
**Financial position**



Manningham's financial position is projected to improve with net assets (total assets less total liabilities) budgeted to increase by \$12.64 million to \$2,196.84 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 \$2,184.21 million as at 30 June 2020.

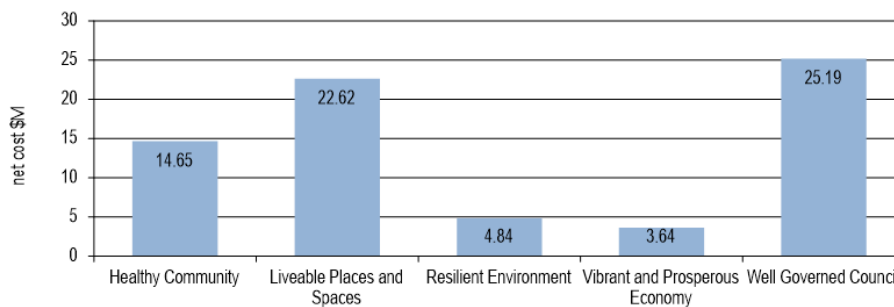
Refer Section 4.2 for an analysis of the budgeted financial position.

**Financial sustainability**



A high level Strategic Resource Plan for the years 2020/21 to 2023/24 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan 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. The projected adjusted underlying surplus over the 4 year Strategic Resource Plan shows a positive trend in line with Council’s strategy to improve financial sustainability in the long term.

**Themes**



The Annual Budget includes a range of operating services and initiatives to be funded that will contribute to achieving the themes specified in the Council Plan. This graph shows the net level of funding (expenses less income) allocated in the budget to achieve the strategic objectives as set out in the Council Plan for the 2020/21 year.

The Well Governed Council theme incorporates the cost of corporate services such as Finance, IT, Customer Service, Councillors, and Chief Executive which support the delivery of services in the other four themes.

The services that contribute to these objectives are set out in Section 2.

**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.

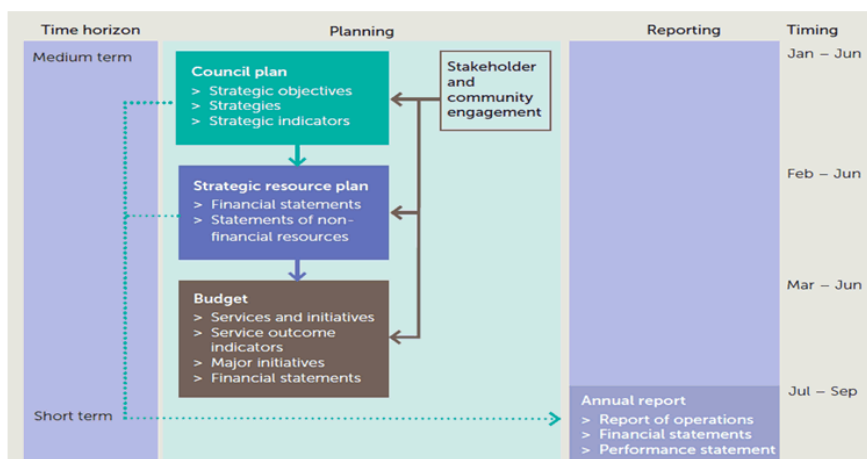


### 1. Link to the Council Plan

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

#### 1.1 Planning and accountability framework

The Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, 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 Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

Feeding in to the above, Council has a long term plan which articulates our community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan, Generation 2030. The timing of each component of the planning framework is critical to the achievement of the planned outcomes.

#### 1.1.2 Key planning considerations

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 but are closely associated with council (such as libraries, building permits and sporting facilities). Further, over time the needs and expectations of communities can change. Councils must therefore have robust processes for service planning and review to ensure that all services continue to provide value for money and are in line with community expectations. 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.

## 1.2 Our purpose

### Our vision

A Liveable and Harmonious City.

### 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.

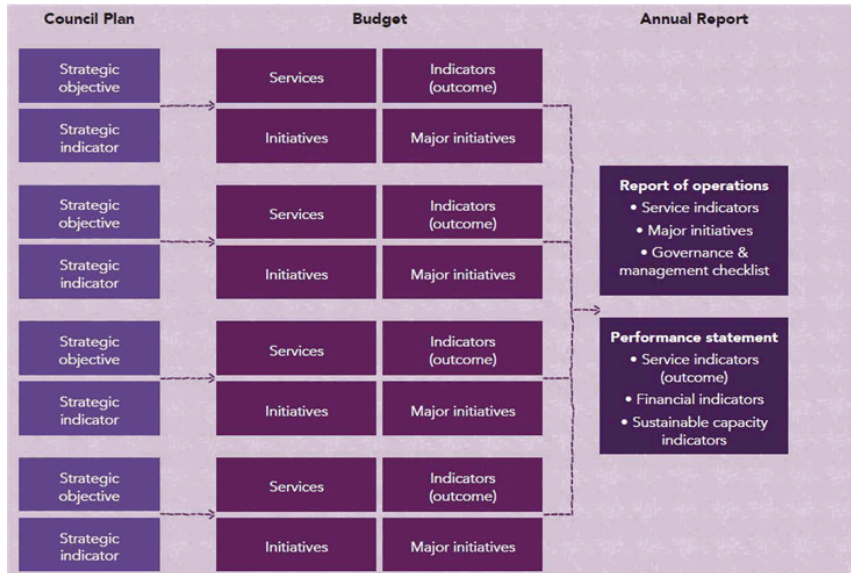
## 1.3 Strategic objectives

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

**2. Services and service performance indicators**

This section provides a description of the services and initiatives to be funded in the Budget for the 2020/21 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 their 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 Environment, Land, Water and Planning

Major Initiatives have significant investment and, in the majority, are delivered over the four years. Annual Initiatives respond to emerging issues. The 2020-21 Annual Budget details these initiatives as well as how success will be measured. Major Initiatives are monitored through the Manningham Quarterly Report. Performance on all initiatives is in the Annual Report.

**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.

**Goals**

1.1 A healthy, resilient and safe community

1.2 A connected and inclusive community

**Services**

Service area	Description of services provided		2018/19	2019/20	2020/21
			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>Exp</i>	9,981	10,178	10,210
		<i>Rev</i>	(7,716)	(7,463)	(7,171)
		<i>NET</i>	2,265	2,715	3,039
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>Exp</i>	1,950	1,538	860
		<i>Rev</i>	(282)	(246)	(57)
		<i>NET</i>	1,668	1,292	803
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 and Volunteering and Emergency Counselling grants.	<i>Exp</i>	3,530	4,826	4,762
		<i>Rev</i>	(1,892)	(1,818)	(1,996)
		<i>NET</i>	1,638	3,008	2,766
Library Services	This service provides public library service for visitors and residents. The service is managed by the Whitehorse Manningham Regional Library Corporation with branches at Bulleen, Doncaster, The Pines and Warrandyte.	<i>Exp</i>	4,133	4,315	4,462
		<i>Rev</i>	-	-	-
		<i>NET</i>	4,133	4,315	4,462
Approvals and Compliance Services	This service protects the community's health and well being by coordinating food safety programs, immunisation, animal management, litter, building services, public health, parking and administration and enforcement of municipal local laws.	<i>Exp</i>	6,510	6,615	6,817
		<i>Rev</i>	(3,247)	(3,593)	(3,574)
		<i>NET</i>	3,263	3,022	3,243
Arts and Cultural Services	Management, coordination and delivery of arts and cultural development program including an Art Gallery, art studios and Playhouse.	<i>Exp</i>	573	746	710
		<i>Rev</i>	(372)	(287)	(378)
		<i>NET</i>	201	459	332

**Major Initiatives**

- 1) Plan for the health and wellbeing of the municipality through delivery of the Healthy City Action Plan 2019-2021.
- 2) Promote a connected and inclusive community through Delivery of at least 3 activities (including endorsement and commencement of Council's new Reconciliation Action Plan).

**Other Initiatives**

- 3) Continue to provide a safe, healthy and accessible City by ensuring our local laws are current with the review of the Community Local Law by 30 June 2021.
- 4) Deliver local initiatives to support healthy lifestyles through life-long learning, volunteering, recreation and safe choices through activities to support healthy lifestyles for young people with Manningham's Youth Services Provider, EACH.



## Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Animal Management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful 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
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 year) / Number of children enrolled in the MCH service] x100
Maternal and Child Health	Participation	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 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.

### Goals

- 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

### Services

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'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>Exp</i>	10,244	13,733	12,622
		<i>Rev</i>	(1,196)	(859)	(883)
		<i>NET</i>	9,048	12,874	11,739
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, linemarking, patching, resheeting and minor works.	<i>Exp</i>	4,634	5,191	5,162
		<i>Rev</i>	(578)	(485)	(541)
		<i>NET</i>	4,056	4,706	4,621
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>Exp</i>	4,400	4,837	4,549
		<i>Rev</i>	(6,447)	(7,860)	(6,855)
		<i>NET</i>	(2,047)	(3,023)	(2,306)
Building Maintenance Services	Keeping Council owned buildings and community facilities (including public toilets, heritage buildings, libraries, sporting facilities) clean and well maintained.	<i>Exp</i>	3,288	3,331	3,272
		<i>Rev</i>	(351)	(342)	(286)
		<i>NET</i>	2,937	2,989	2,986
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>Exp</i>	1,571	2,232	2,045
		<i>Rev</i>	(758)	(650)	(410)
		<i>NET</i>	813	1,582	1,635
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>Exp</i>	2,639	2,420	2,212
		<i>Rev</i>	(1,454)	(786)	(541)
		<i>NET</i>	1,185	1,634	1,671
Statutory Planning Services	This service is responsible for the administration and enforcement of the Manningham Planning Scheme and coordination of statutory planning permits including pre-application and application service.	<i>Exp</i>	3,450	3,645	3,837
		<i>Rev</i>	(2,273)	(2,050)	(2,021)
		<i>NET</i>	1,177	1,595	1,816
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>Exp</i>	310	375	455
		<i>Rev</i>	-	-	-
		<i>NET</i>	310	375	455

### Major Initiatives

- 5) Facilitate planning scheme amendments that are considered high priority of the 2018 Planning Scheme Review recommendations. Progress 2 additional major recommendations by June 2021.
- 6) Implementation of Parks Improvement Program works as scheduled including Petty's Reserve, design of Hepburn Road Park and completion of the design for Main Yarra River Trail to Warrandyte by 30 June 2021.
- 7) North East Link Planning. Continue to advocate for positive community outcomes. Successfully collaborate with the NEL project and proponent to pursue environmental, recreation, open space and construction outcomes for Manningham.
- 8) Improve connectivity through the completion of the Road Improvement 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.
- 9) Deliver an Integrated Transport approach to private and public transport in the region. 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.
- 10) Following completion of a needs analysis, develop a draft of a long term Community Infrastructure Plan.

**Other Initiatives**

11) Improve footpath and drainage across the municipality by completing adopted improvement programs.

**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.

Goals

- 3.1 Protect and enhance our environment and biodiversity
- 3.2 Reduce our environmental impact and adapt to climate change

Services

Service area	Description of services provided		2018/19	2019/20	2020/21
			Actual \$'000	Forecast \$'000	Budget \$'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>Exp</i>	11,098	12,126	13,025
		<i>Rev</i>	(13,266)	(13,763)	(13,847)
		<i>NET</i>	(2,168)	(1,637)	(822)
Assets & Environment	Services design to protect the environment including underground drain and pit maintenance, street cleaning and sweeping, roadside litter pickup, tipping costs.	<i>Exp</i>	3,425	3,647	3,634
		<i>Rev</i>	(65)	(60)	(60)
		<i>NET</i>	3,360	3,587	3,574
Environmental	This service provides environmental education, public land management, stewardship and fosters biodiversity as well as protecting the land through pest control.	<i>Exp</i>	1,621	1,684	1,578
		<i>Rev</i>	(144)	-	-
		<i>NET</i>	1,477	1,684	1,578
Drains and Technical Services	This service performs the inspection, maintenance and cleaning of underground drains to ensure correct operation.	<i>Exp</i>	311	477	511
		<i>Rev</i>	-	-	-
		<i>NET</i>	311	477	511

Major Initiatives

- 12) Deliver education and awareness program on environmental sustainability, biodiversity protection and smarter living. Deliver a minimum of 50 environmental education programs/initiatives for the community, reaching at least 3,000 participants.
- 13) Continue to upgrade Council drainage infrastructure to protect habitable floor levels and improve community safety. Implementation of priority actions of the Municipal Drainage Plan.
- 14) Demonstrate leadership in sustainable and innovative environmental practices in waste management and climate change. Develop and commence implementation of a Council Environment Strategy and a Climate Emergency Response Plan.

Other Initiatives

- 15) Deliver biodiversity protection programs for Council and private land:
  - develop and implement a pest animal management strategy and continue Council bushland management;
  - deliver LEAF and Hotspots programs;
  - provide biodiversity impact advice on Council capital works, North East Link and other projects; and
  - map Manningham vegetation loss and develop initiatives that address this issue.
- 16) Improve energy and carbon efficiency in council owned assets:
  - develop and implement year 1 of a 5 year Council building solar and ESD program;
  - develop and implement sustainable Council fleet initiatives;
  - investigate and develop LED public lighting projects; and
  - maintain Council annual greenhouse gas emissions below 2020 levels of about 7,000 tonnes.
- 17) Foster partnerships to enable the delivery of climate action / smart city initiatives for Manningham. Collaborate in regional partnerships to switch some of Council's energy supply to renewables.

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.

**Goals**

4.1 Grow our local business, tourism and economy

**Services**

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'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>Exp</i>	3,026	2,490	2,851
		<i>Rev</i>	(169)	(73)	(96)
		<i>NET</i>	2,857	2,417	2,755
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>Exp</i>	2,247	2,217	2,197
		<i>Rev</i>	(1,615)	(1,072)	(1,308)
		<i>NET</i>	632	1,145	889

**Major Initiatives**

18) Partner with regional tourism on events and activities to promote Manningham as a visitor destination.

**Other Initiatives**

19) Smart Cities: Reinventing Neighbourhoods Program. Develop comprehensive, data driven approach to planning future development of Manningham Commence implementation of key priorities identified in the Smart Cities Opportunities Paper. Commence implementation of key priorities identified in the Smart Cities Opportunities Paper.

20) Support local vibrant activity centres and local employment through the 'Buy Local' campaign Events and activities to support local small business and small traders in Manningham.

## 2.5 Strategic Objective 5: Well Governed Council

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.

### Goals

5.1 A financially sustainable Council that manages resources effectively and efficiently

5.2 A Council that values citizens in all that we do

### Services

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
Governance, Legal and Risk	This service supports the organisation to meet its regulatory requirements through strong governance and risk management.	<i>Exp</i>	1,443	2,313	2,910
		<i>Rev</i>	-	-	(150)
		<i>NET</i>	1,443	2,313	2,760
Councillors and Executives	This area includes the Mayor, Councillors, Executive Management Team and associated support.	<i>Exp</i>	3,837	2,715	2,841
		<i>Rev</i>	(9)	-	-
		<i>NET</i>	3,828	2,715	2,841
Communications	This service leads the delivery of clear, consistent and inclusive communication and engagement with the community.	<i>Exp</i>	1,995	2,118	2,141
		<i>Rev</i>	-	-	-
		<i>NET</i>	1,995	2,118	2,141
Citizen Connect	This service leads as the main customer interface to create and maintain systems and processes to connect with our citizens	<i>Exp</i>	1,589	1,869	1,934
		<i>Rev</i>	-	-	-
		<i>NET</i>	1,589	1,869	1,934
Transformation and Information	Service include maintaining information and information systems as well as advancing new solutions for the organisation and community interaction.	<i>Exp</i>	7,097	7,455	7,677
		<i>Rev</i>	(1)	-	-
		<i>NET</i>	7,096	7,455	7,677
Emergency Management	Services to support community preparedness, response and recovery in an emergency.	<i>Exp</i>	381	893	841
		<i>Rev</i>	(187)	(133)	(80)
		<i>NET</i>	194	760	761
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>Exp</i>	1,481	1,950	2,107
		<i>Rev</i>	(1)	-	-
		<i>NET</i>	1,480	1,950	2,107
Property Services	This service manages Council properties and manages property valuations.	<i>Exp</i>	2,485	2,598	2,516
		<i>Rev</i>	(2,469)	(2,123)	(1,922)
		<i>NET</i>	16	475	594
Financial Services	This service manages Council's financial management, payroll, procurement tendering and contract administration.	<i>Exp</i>	4,257	4,537	4,569
		<i>Rev</i>	(111)	(275)	(192)
		<i>NET</i>	4,146	4,262	4,377

### Major Initiatives

21) Prepare a 10 Year Long Term Financial Plan that incorporates key strategies to address the long term sustainability of Council. Adopt Long Term Financial Plan and Annual Budget by 30 June 2021.

22) 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.

### Other Initiatives

23) Pursue excellence in customer experience and digital capability by increasing online capacity for residents and business to manage their Council activity online (including planning, parking, environmental health services, building).

24) Community informed long-term vision for Manningham (Community Vision 2040, Liveable City Strategy 2040 including Doncaster Hill) and Long term Vision components finalised by September 2021.

### 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

## 2.6 Reconciliation with budgeted operating result

2020/21	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Healthy Community	14,645	27,821	13,176
Liveable Places and Spaces	22,617	34,154	11,537
Resilient Environment	4,841	18,748	13,907
Vibrant Prosperous Economy	3,644	5,048	1,404
Well Governed Council *	25,192	27,536	2,344
<b>Total</b>	<b>70,939</b>	<b>113,307</b>	<b>42,368</b>
<i>Expenses added in:</i>			
Depreciation and amortisation	25,926		
Finance costs	-		
Others	(11,882)		
<b>Deficit before funding sources</b>	<b>84,983</b>		
<i>Funding sources added in:</i>			
Rates revenue	94,859		
Capital grants	2,759		
<b>Total funding sources</b>	<b>97,618</b>		
<b>Operating surplus/(deficit) for the year</b>	<b>12,635</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 2020/21 has been supplemented with projections to 2023/24 extracted from the Strategic Resource Plan.

This section includes the following financial statements prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) regulations 2014*.

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

#### Pending Accounting Standards

The 2020/21 budget has been prepared based on the accounting standards applicable at the date of preparation. It has been updated to include (where material) the impact of AASB 16 Leases, AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not-for-Profit Entities, but pending accounting standards that will be in effect from the 2020/21 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2020/21 financial statements, not considered in the preparation of the budget include:

AASB 1059 Service Concession Arrangements: Grantors



**Comprehensive Income Statement**

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income</b>						
Rates and charges income	4.1.1	105,721	108,652	113,155	117,849	123,468
Statutory fees and fines	4.1.2	3,304	3,691	3,650	3,766	3,979
User fees	4.1.3	9,075	8,861	10,143	10,498	10,866
Grants - Operating	4.1.4	10,459	11,274	11,387	11,558	11,731
Grants - Capital	4.1.4	2,126	2,759	1,627	6,553	3,900
Contributions - monetary	4.1.5	7,860	6,855	6,390	6,909	6,816
Contributions - non-monetary	4.1.5	1,000	1,000	1,000	1,000	1,000
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		95	36	63	43	73
Other income	4.1.6	2,429	1,526	1,373	1,407	1,893
<b>Total income</b>		<b>142,069</b>	<b>144,654</b>	<b>148,788</b>	<b>159,583</b>	<b>163,726</b>
<b>Expenses</b>						
Employee costs	4.1.7	55,113	55,807	57,745	59,747	62,119
Materials and services	4.1.8	29,156	30,644	29,409	29,377	30,367
Utilities	4.1.9	2,683	2,528	2,655	2,788	2,927
Community grants	4.1.10	5,251	5,722	5,146	5,274	5,405
Depreciation	4.1.11	21,952	23,082	24,293	25,440	26,500
Amortisation - intangible assets	4.1.12	1,045	2,425	2,930	3,535	4,000
Amortisation - right of use assets	4.1.13	526	419	315	303	303
Borrowing Costs		107	-	-	-	-
Finance Costs - leases		115	95	82	71	58
Other expenses	4.1.14	12,265	11,297	10,439	10,739	11,003
<b>Total expenses</b>		<b>128,213</b>	<b>132,019</b>	<b>133,014</b>	<b>137,274</b>	<b>142,682</b>
<b>Surplus/(deficit) for the year</b>		<b>13,856</b>	<b>12,635</b>	<b>15,774</b>	<b>22,309</b>	<b>21,044</b>
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to surplus or deficit in future periods</b>						
Net asset revaluation increment /(decrement)		-	-	-	-	-
<b>Total comprehensive result</b>		<b>13,856</b>	<b>12,635</b>	<b>15,774</b>	<b>22,309</b>	<b>21,044</b>

**Balance Sheet**

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		58,311	45,529	45,156	46,286	53,003
Trade and other receivables		10,468	10,567	10,792	10,931	10,951
Other financial assets		17,500	15,000	15,000	15,000	15,000
Accrued Income		1,285	1,285	1,285	1,285	1,285
Prepayments		1,395	1,395	1,395	1,395	1,395
Other assets		123	123	123	123	123
<b>Total current assets</b>	4.2.1a	<b>89,082</b>	<b>73,899</b>	<b>73,751</b>	<b>75,020</b>	<b>81,757</b>
<b>Non-current assets</b>						
Investments (Regional Library)		2,305	2,305	2,305	2,305	2,305
Trade and other receivables		31	31	31	31	31
Property, infrastructure, plant & equipment		2,129,219	2,156,021	2,173,061	2,195,708	2,211,595
Right-of-use assets	4.2.4	2,525	2,106	1,791	1,488	1,185
Intangible assets		5,336	6,265	7,113	7,501	7,713
<b>Total non-current assets</b>	4.2.1b	<b>2,139,416</b>	<b>2,166,728</b>	<b>2,184,301</b>	<b>2,207,033</b>	<b>2,222,829</b>
<b>Total assets</b>		<b>2,228,498</b>	<b>2,240,627</b>	<b>2,258,052</b>	<b>2,282,053</b>	<b>2,304,586</b>
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		13,193	11,712	12,283	12,884	13,287
Trust funds and deposits		13,574	14,574	15,574	16,574	17,574
Provisions		12,586	12,900	13,222	13,553	13,892
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	389	292	290	303	185
Income received in advance		1,008	1,058	1,108	1,158	1,208
<b>Total current liabilities</b>	4.2.2a	<b>40,750</b>	<b>40,536</b>	<b>42,477</b>	<b>44,472</b>	<b>46,146</b>
<b>Non-current liabilities</b>						
Provisions		1,356	1,356	1,356	1,356	1,356
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	2,187	1,895	1,605	1,302	1,117
<b>Total non-current liabilities</b>	4.2.2b	<b>3,543</b>	<b>3,251</b>	<b>2,961</b>	<b>2,658</b>	<b>2,473</b>
<b>Total liabilities</b>		<b>44,293</b>	<b>43,787</b>	<b>45,438</b>	<b>47,130</b>	<b>48,619</b>
<b>Net assets</b>		<b>2,184,205</b>	<b>2,196,840</b>	<b>2,212,614</b>	<b>2,234,923</b>	<b>2,255,967</b>
<b>Equity</b>						
Accumulated surplus		751,690	766,829	782,535	804,603	825,567
Reserves		1,432,515	1,430,011	1,430,079	1,430,320	1,430,400
<b>Total equity</b>	4.3	<b>2,184,205</b>	<b>2,196,840</b>	<b>2,212,614</b>	<b>2,234,923</b>	<b>2,255,967</b>

**Statement of Changes in Equity**

For the four years ending 30 June 2024

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2020 Forecast Actual</b>					
Balance at beginning of the financial year		2,170,349	738,643	1,422,479	9,227
Impact of adoption of new accounting standards		-	-	-	-
Adjusted opening balance		2,170,349	738,643	1,422,479	9,227
Surplus/(deficit) for the year		13,856	13,856	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(7,860)	-	7,860
Transfers from other reserves		-	7,051	-	(7,051)
<b>Balance at end of the financial year</b>		<b>2,184,205</b>	<b>751,690</b>	<b>1,422,479</b>	<b>10,036</b>
<b>2021 Budget</b>					
Balance at beginning of the financial year		2,184,205	751,690	1,422,479	10,036
Surplus/(deficit) for the year		12,635	12,635	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	-	(6,855)	-	6,855
Transfers from other reserves	4.3.1	-	9,359	-	(9,359)
<b>Balance at end of the financial year</b>	4.3.2	<b>2,196,840</b>	<b>766,829</b>	<b>1,422,479</b>	<b>7,532</b>
<b>2022</b>					
Balance at beginning of the financial year		2,196,840	766,829	1,422,479	7,532
Surplus/(deficit) for the year		15,774	15,774	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(6,390)	-	6,390
Transfers from other reserves		-	6,322	-	(6,322)
<b>Balance at end of the financial year</b>		<b>2,212,614</b>	<b>782,535</b>	<b>1,422,479</b>	<b>7,600</b>
<b>2023</b>					
Balance at beginning of the financial year		2,212,614	782,535	1,422,479	7,600
Surplus/(deficit) for the year		22,309	22,309	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(6,909)	-	6,909
Transfers from other reserves		-	6,668	-	(6,668)
<b>Balance at end of the financial year</b>		<b>2,234,923</b>	<b>804,603</b>	<b>1,422,479</b>	<b>7,841</b>
<b>2024</b>					
Balance at beginning of the financial year		2,234,923	804,603	1,422,479	7,841
Surplus/(deficit) for the year		21,044	21,044	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(6,816)	-	6,816
Transfers from other reserves		-	6,566	-	(6,566)
<b>Balance at end of the financial year</b>		<b>2,255,967</b>	<b>825,397</b>	<b>1,422,479</b>	<b>8,091</b>

**Statement of Cash Flows**

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		Actual				
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>						
Rates income		92,631	94,760	97,979	101,131	104,728
Waste charges		13,720	13,793	14,950	16,579	18,720
User charges, fees and fines		12,429	12,602	13,843	14,314	14,895
Grants - operating		10,459	11,274	11,387	11,558	11,731
Grants - capital		2,126	2,759	1,627	6,553	3,900
Contributions - monetary		7,860	6,855	6,390	6,909	6,816
Interest received		1,435	800	1,048	1,070	1,544
Trust funds and deposits taken		1,000	1,000	1,000	1,000	1,000
Other receipts		994	726	325	337	349
Employee costs		(54,360)	(57,369)	(57,203)	(59,183)	(61,764)
Materials and services		(48,836)	(49,255)	(46,892)	(47,353)	(48,847)
Short-term, low value and variable lease		(393)	(540)	(406)	(457)	(468)
Other payments		(107)	-	-	-	-
<b>Net cash provided by/(used in) operating activities</b>	4.4.1	<b>38,958</b>	<b>37,405</b>	<b>44,048</b>	<b>52,458</b>	<b>52,604</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment		(43,868)	(52,564)	(44,672)	(51,397)	(46,251)
Proceeds from sale of property, infrastructure, plant and equipment		550	360	625	430	725
Net proceeds from other financial assets		6,200	2,500			
<b>Net cash provided by/ (used in) investing activities</b>	4.4.2	<b>(37,118)</b>	<b>(49,704)</b>	<b>(44,047)</b>	<b>(50,967)</b>	<b>(45,526)</b>
<b>Cash flows from financing activities</b>						
Repayment of borrowings		(7,279)	-	-	-	-
Interest paid - lease liability		(117)	(94)	(82)	(71)	(58)
Repayment of lease liabilities		(475)	(389)	(292)	(290)	(303)
<b>Net cash provided by/(used in) financing activities</b>	4.4.3	<b>(7,871)</b>	<b>(483)</b>	<b>(374)</b>	<b>(361)</b>	<b>(361)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>		<b>(6,031)</b>	<b>(12,782)</b>	<b>(373)</b>	<b>1,130</b>	<b>6,717</b>
Cash and cash equivalents at the beginning of the financial year		64,342	58,311	45,529	45,156	46,286
<b>Cash and cash equivalents at the end of the financial year</b>		<b>58,311</b>	<b>45,529</b>	<b>45,156</b>	<b>46,286</b>	<b>53,003</b>
Term deposits over 3 months maturity		17,500	15,000	15,000	15,000	15,000
<b>Total cash and investments</b>		<b>75,811</b>	<b>60,529</b>	<b>60,156</b>	<b>61,286</b>	<b>68,003</b>

**Statement of Capital Works**

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		Actual				
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>						
Land		-	2,000	2,000	1,900	2,400
<b>Total land</b>		-	<b>2,000</b>	2,000	1,900	2,400
Buildings		5,210	3,744	4,265	4,719	4,900
Building improvements		689	2,305	800	425	50
<b>Total buildings</b>		<b>5,899</b>	<b>6,049</b>	5,065	5,144	4,950
<b>Total property</b>		<b>5,899</b>	<b>8,049</b>	7,065	7,044	7,350
<b>Plant and equipment</b>						
Plant, machinery and equipment		1,862	1,244	1,780	1,260	2,400
Fixtures, fittings and furniture		669	50	51	52	54
Computers and telecommunications		1,156	1,141	630	731	546
Artworks		20	58	120	66	131
<b>Total plant and equipment</b>		<b>3,707</b>	<b>2,493</b>	2,581	2,109	3,131
<b>Infrastructure</b>						
Roads		14,478	12,984	12,087	14,406	15,870
Bridges		100	95	100	100	100
Footpaths and cycleways		4,640	4,178	3,946	3,929	3,876
Drainage		5,275	4,554	4,180	4,575	4,315
Recreational, leisure and community facilities		2,594	13,009	2,566	2,612	1,833
Waste management		-	302	3,400	6,500	-
Parks, open space and streetscapes		3,855	3,471	4,849	6,067	5,434
Off street car parks		426	75	120	132	130
<b>Total infrastructure</b>		<b>31,368</b>	<b>38,668</b>	31,248	38,321	31,558
<b>Intangible assets</b>						
Software		2,894	3,354	3,778	3,923	4,212
<b>Total intangible</b>		<b>2,894</b>	<b>3,354</b>	3,778	3,923	4,212
<b>Total capital works expenditure</b>	4.6.1	<b>43,868</b>	<b>52,564</b>	44,672	51,397	46,251
<b>Represented by:</b>						
New asset expenditure		10,230	14,651	14,341	14,325	11,375
Asset renewal expenditure		26,798	24,469	23,323	27,419	24,825
Asset expansion expenditure		975	2,510	939	1,112	1,367
Asset upgrade expenditure		5,865	10,934	6,069	8,541	8,684
<b>Total capital works expenditure</b>	4.6.1	<b>43,868</b>	<b>52,564</b>	44,672	51,397	46,251
<b>Funding sources represented by:</b>						
Grants		2,549	2,759	1,627	6,553	3,900
Contributions		7,051	9,661	9,722	10,668	6,736
Council cash		34,268	40,144	33,323	34,176	35,615
Borrowings		-	-	-	-	-
<b>Total capital works expenditure</b>	4.6.1	<b>43,868</b>	<b>52,564</b>	44,672	51,397	46,251

**Statement of Human Resources**

For the four years ending 30 June 2024

	Forecast	Budget	Strategic Resource Plan Projections		
	Actual				
	2019/20	2020/21	2021/22	2022/23	2023/24
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	55,113	55,807	57,745	59,747	62,119
Employee costs - capital	1,984	2,742	2,824	2,909	3,011
<b>Total staff expenditure</b>	<b>57,097</b>	<b>58,549</b>	<b>60,569</b>	<b>62,656</b>	<b>65,130</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	527.3	529.1	529.1	529.1	529.1
<b>Total staff numbers</b>	<b>527.3</b>	<b>529.1</b>	<b>529.1</b>	<b>529.1</b>	<b>529.1</b>

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

Department	Budget 2020/21 \$'000	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
CEO's Office, Governance, People and Communications	4,900	3,875	656	-	370
Shared Services	8,930	7,467	959	-	504
City Planning and Community	23,936	13,230	9,036	414	1,255
City Services	16,952	15,717	810	-	426
<b>Sub-total</b>	<b>54,718</b>	<b>40,289</b>	<b>11,461</b>	<b>414</b>	<b>2,554</b>
Other employee related expenditure	1,089				
Capitalised labour costs	2,742				
<b>Total expenditure</b>	<b>58,549</b>				

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

Department	Budget 2020/21	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
CEO's Office, Governance, People and Communications	37.1	28.0	5.8	-	3.3
Shared Services	77.8	64.2	10.1	-	3.5
City Planning and Community	236.3	115.8	104.6	3.3	12.5
City Services	177.9	167.8	5.7	-	4.4
<b>Total staff</b>	<b>529.1</b>	<b>375.8</b>	<b>126.2</b>	<b>3.3</b>	<b>23.7</b>

**Summary of Planned Human Resources**

For the four years ending 30 June 2024

Directorate	Budget	Strategic Resource Plan Projections		
	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
<b>CEO's Office, Governance, People and Communications</b>				
- Permanent full time	3,875	3,992	4,112	4,256
- Permanent part time	656	675	695	719
- Casual and other employee costs	389	424	461	502
<b>Total CEO's Office, Governance, People and Communications</b>	<b>4,920</b>	<b>5,091</b>	<b>5,268</b>	<b>5,477</b>
<b>Shared Services</b>				
- Permanent full time	7,467	7,691	7,922	8,199
- Permanent part time	959	988	1,018	1,054
- Casual and other employee costs	768	835	902	979
<b>Total Shared Services</b>	<b>9,194</b>	<b>9,514</b>	<b>9,842</b>	<b>10,232</b>
<b>City Planning and Community</b>				
- Permanent full time	13,230	13,627	14,036	14,527
- Permanent part time	9,036	9,308	9,587	9,923
- Casual and other employee costs	2,504	2,695	2,896	3,122
<b>Total City Planning and Community</b>	<b>24,770</b>	<b>25,630</b>	<b>26,519</b>	<b>27,572</b>
<b>City Services</b>				
- Permanent full time	15,717	16,188	16,674	17,258
- Permanent part time	810	834	859	889
- Casual and other employee costs	396	488	585	691
<b>Total City Services</b>	<b>16,923</b>	<b>17,510</b>	<b>18,118</b>	<b>18,838</b>
Total employee costs - operating	55,807	57,745	59,747	62,119
Total employee costs - capital	2,742	2,824	2,909	3,011
<b>Total staff expenditure</b>	<b>58,549</b>	<b>60,569</b>	<b>62,656</b>	<b>65,130</b>

Directorate	Budget	Strategic Resource Plan Projections		
	2020/21 FTE	2021/22 FTE	2022/23 FTE	2023/24 FTE
<b>CEO's Office, Governance, People and Communications</b>				
- Permanent full time	28.0	28.0	28.0	28.0
- Permanent part time	5.8	5.8	5.8	5.8
- Casuals and Temporary	3.3	3.3	3.3	3.3
<b>Total CEO's Office, Governance, People and Communications</b>	<b>37.1</b>	<b>37.1</b>	<b>37.1</b>	<b>37.1</b>
<b>Shared Services</b>				
- Permanent full time	64.2	64.2	64.2	64.2
- Permanent part time	10.1	10.1	10.1	10.1
- Casuals and Temporary	3.5	3.5	3.5	3.5
<b>Total Shared Services</b>	<b>77.8</b>	<b>77.8</b>	<b>77.8</b>	<b>77.8</b>
<b>City Planning and Community</b>				
- Permanent full time	115.8	115.8	115.8	115.8
- Permanent part time	104.6	104.6	104.6	104.6
- Casuals and Temporary	15.8	15.8	15.8	15.8
<b>Total City Planning and Community</b>	<b>236.3</b>	<b>236.3</b>	<b>236.3</b>	<b>236.3</b>
<b>City Services</b>				
- Permanent full time	167.8	167.8	167.8	167.8
- Permanent part time	5.7	5.7	5.7	5.7
- Casuals and Temporary	4.4	4.4	4.4	4.4
<b>Total City Services</b>	<b>177.9</b>	<b>177.9</b>	<b>177.9</b>	<b>177.9</b>
<b>Total staff FTE</b>	<b>529.1</b>	<b>529.1</b>	<b>529.1</b>	<b>529.1</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 - 4.7 Capital Works Program
- 4.8 Strategic Resource Plan 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 annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2020/21 the FGRS cap has been set at 2.0%. 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 other sources 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 2.0% in line with the rate cap (refer below for details).

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

	2019-20 Forecast Actual \$'000	2020/21 Budget \$'000	Change Favourable / (Unfavourable)	
			\$'000	%
Rates income	91,734	94,768	3,034	3.3%
Interest on rates and charges	267	91	(176)	-65.9%
<b>Total rates income (including interest)</b>	<b>92,001</b>	<b>94,859</b>	<b>2,858</b>	<b>3.1%</b>
Waste charges	13,720	13,793	73	0.5%
<b>Total rates and charges</b>	<b>105,721</b>	<b>108,652</b>	<b>2,931</b>	<b>2.8%</b>

Rates income of \$94.77 million includes:

- Base rate revenue of \$93.97 million (maximum allowed per the State Government rate cap).
- New properties/improvements (supplementary rate income) - budgeted to be \$0.80 million in 2020/21.
- Cultural and recreational land charge in lieu of rates of \$0.03 million.

The budget continues to provide for a low income rate rebate (low income "LI" Health Care Card). The rebate has been increased to \$100.00 from \$64.25 (56% increase) for 2020/21 to provide additional relief to ratepayers eligible for this rebate.

User charges for waste services are based on a user pay basis. There is proposed to be no increase in waste service charges for 2020/21. This is despite a significant increase in waste management costs to Council for 2020/21 due to a proposed State Government landfill levy increase of 30% in January 2021. This levy is expected to almost double over the next three years. The increased waste management costs to Council are budgeted to be approximately \$1.0 million for 2020/21.



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(a) to 4.1.1(o)) provide more detailed analysis of rates and charges to be levied for 2020/21 and incorporates the legislated information to be disclosed regarding rates and

**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	2019/20	2020/21	Change	
	cents/\$CIV	cents/\$CIV	cents/\$CIV	%
Uniform Rate	0.00173238	0.00164193	(0.00009045)	-5.2%

**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	2019/20	2020/21	Change	
	\$	\$	\$	%
Residential	83,224,779	87,019,667	3,794,888	4.6%
Commercial	7,283,276	6,618,573	(664,703)	-9.1%
Industrial	341,032	326,760	(14,272)	-4.2%
Cultural and Recreational	29,413	30,000	587	2.0%
<b>Total amount to be raised by general rates</b>	<b>90,878,500</b>	<b>93,995,000</b>	<b>3,116,500</b>	<b>3.4%</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	2019/20	2020/21	Change	
	Number	Number	Number	%
Residential	48,370	49,310	940	1.9%
Commercial	1,814	1,801	(13)	-0.7%
Industrial	146	146	-	0.0%
Cultural and Recreational	17	17	-	0.0%
<b>Total number of assessments</b>	<b>50,347</b>	<b>51,274</b>	<b>927</b>	<b>1.8%</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	2019/20	2020/21	Change	
	\$ million	\$ million	\$ million	%
Residential	48,041	52,999	4,958	10.3%
Commercial	4,204	4,031	(173)	-4.1%
Industrial	197	199	2	1.1%
Cultural and Recreational	50	55	4	8.8%
<b>Total value of land</b>	<b>52,492</b>	<b>57,284</b>	<b>4,791</b>	<b>9.1%</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 2020/21

**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 2020/21

**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	Per Rateable Property	Change	
	2019/20	2020/21	\$	%
	\$	\$	\$	%
<b>Residential</b>				
<i>Standard service</i>				
80 litre garbage, 240 litre recycling and 240 litre garden	263.50	263.50	-	-
<i>Other waste options</i>				
Charge for larger 120 litre garbage bin	80.50	80.50	-	-
Charge for larger 360 litre recycling bin	38.50	38.50	-	-
120 litre garbage, 240 litre recycling and 240 litre garden	344.00	344.00	-	-
120 litre garbage, 240 litre recycling and 120 litre garden	344.00	344.00	-	-
80 litre garbage, 240 litre recycling and 120 litre garden	263.50	263.50	-	-
80 litre garbage and 240 litre recycling	263.50	263.50	-	-
120 litre garbage and 240 litre recycling	344.00	344.00	-	-
Additional 80 litre garbage	175.00	175.00	-	-
Additional 120 litre garbage	205.50	205.50	-	-
Additional 240 litre recycling	75.00	75.00	-	-
Additional 360 litre recycling	113.50	113.50	-	-
Additional 120 litre garden	99.00	99.00	-	-
Additional 240 litre garden	124.00	124.00	-	-
Domestic change bin (charged per change over not per annum)	58.00	58.00	-	-
<i>Commercial</i>				
Commercial 240 litre garbage	514.50	514.50	-	-
Additional 240 litre commercial garbage	642.50	642.50	-	-

**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	2019/20	2020/21	Change	
	\$	\$	\$	%
<b>Residential</b>				
<i>Standard service</i>				
80 litre garbage, 240 litre recycling and 240 litre garden	11,268,841	11,365,809	96,968	0.9%
<i>Other waste options</i>				
Charge for larger 120 litre garbage bin	1,215,148	1,232,536	17,388	1.4%
Charge for larger 360 litre recycling bin	79,657	81,389	1,733	2.2%
Additional 80 litre garbage	45,500	48,825	3,325	7.3%
Additional 120 litre garbage	155,769	161,729	5,960	3.8%
Additional 240 litre recycling	24,825	25,875	1,050	4.2%
Additional 360 litre recycling	9,761	10,102	341	3.5%
Additional 120 litre garden	495	495	-	0.0%
Additional 240 litre garden	91,760	98,208	6,448	7.0%
Supplementary charges during year	52,700	52,700	-	0.0%
<i>Commercial</i>				
Commercial 240 litre garbage	380,730	379,701	(1,029)	-0.3%
Additional 240 litre commercial garbage	147,133	143,920	(3,213)	-2.2%
<i>Special accommodation</i>				
Retirement villages & nursing homes	191,490	186,591	(4,899)	-2.6%
MC <sup>2</sup>	5,078	5,078	-	0.0%
<b>Total</b>	<b>13,668,885</b>	<b>13,792,956</b>	<b>124,071</b>	<b>0.9%</b>

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

	2019/20	2020/21	Change	
	\$	\$	\$	%
Residential	83,224,779	87,019,667	3,794,888	4.6%
Commercial	7,283,276	6,618,573	(664,703)	-9.1%
Industrial	341,032	326,760	(14,272)	-4.2%
<b>General rates revenue</b>	<b>90,849,087</b>	<b>93,965,000</b>	<b>3,115,913</b>	<b>3.4%</b>
Cultural and recreational	29,413	30,000	587	2.0%
Supplementary rates	874,000	795,000	(79,000)	-9.0%
Low income rebate	(12,000)	(22,500)	(10,500)	87.5%
<b>Total general rates</b>	<b>91,740,500</b>	<b>94,767,500</b>	<b>3,027,000</b>	<b>3.3%</b>
Waste charges	13,668,885	13,792,956	124,071	0.9%
<b>Total Rates and charges</b>	<b>105,409,385</b>	<b>108,560,456</b>	<b>3,151,071</b>	<b>3.0%</b>

**4.1.1(l) Fair Go Rates System Compliance**

Manningham City Council is compliant with the State Government's 2.00% maximum average rate

	2019/20	2020/21
Total Rates	\$ 88,633,738	\$ 92,122,684
Number of rateable properties	50,330	51,257
Base Average Rate	\$ 1,761.05	\$ 1,797.27
Maximum Rate Increase (set by the State Government)	2.50%	2.00%
Capped Average Rate	\$ 1,805.08	\$ 1,833.22
Maximum General Rates and Municipal Charges Revenue	\$ 90,849,676	\$ 93,965,358
Budgeted General Rates and Municipal Charges Revenue	\$ 90,849,087	\$ 93,965,000
Budgeted Supplementary Rates	\$ 874,000	\$ 795,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 91,723,087	\$ 94,760,000

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

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 (2020/21: estimated \$795,000 and 2019/20: \$874,000)
- 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 2020/21

#### 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 2020/21
Veneto Club	191 Bulleen Road, Bulleen	\$ 15,460
Yarra Valley Country Club	9-15 Templestowe Road, Bulleen	\$ 14,540

Combined general rates and waste charges - average increase				
	2019/20	2020/21	Change	
	\$	\$	\$	%
Property value - example	\$ 1,037,457	\$ 1,116,504	\$ 79,046	7.6%
Rate in \$	\$ 0.001732	\$ 0.001642	\$ (0.0000904)	-5.2%
General rate (property value x rate in \$)	\$ 1,797.27	\$ 1,833.22	\$ 35.95	2.0%
Standard waste charge	\$ 263.50	\$ 263.50	\$ -	0.0%
<b>Total rates and waste charges</b>	<b>\$ 2,060.77</b>	<b>\$ 2,096.72</b>	<b>\$ 35.95</b>	<b>1.7%</b>

#### 4.1.2 Statutory fees and fines

	Forecast Actual 2019/20	Budget 2020/21	Change	
	\$'000	\$'000	\$'000	%
Infringements and costs	1,176	1,362	186	15.8%
Town planning fees	1,233	1,189	(44)	-3.6%
Land and property information certificates	635	825	190	29.9%
Asset protection permits	260	315	55	21.2%
<b>Total statutory fees and fines</b>	<b>3,304</b>	<b>3,691</b>	<b>387</b>	<b>11.7%</b>

Statutory fees 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 is not made by Council, but by the State Government under legislation.

Statutory fees and fines are expected to increase by 11.7 per cent or \$0.39 million compared to 2019/20 mainly due to budgeted failure to vote fines of \$0.15 million anticipated in 2020/21 with the Local Government election to be undertaken in 2020 and a budgeted increase in land and property information certificates due to the introduction of swimming pool registration charges.

## 4.1.3 User fees

	Forecast	Budget	Change	
	Actual 2019/20 \$'000	2020/21 \$'000	\$'000	%
Hall hire and function centre charges	1,214	1,454	240	19.8%
Economic & community wellbeing fees	45	67	22	48.9%
Social and community services charges	302	428	126	41.7%
Town planning fees	558	572	14	2.5%
Aged services fees	859	903	44	5.1%
Registration fees (Animal, Food & Health)	1,219	1,025	(194)	-15.9%
Advertising fees	520	260	(260)	-50.0%
Culture and recreation fees	141	228	87	61.7%
Chargable works fees	860	857	(3)	-0.3%
Rent of Council facilities	2,523	2,367	(156)	-6.2%
Other fees and charges	834	700	(134)	-16.1%
<b>Total user fees</b>	<b>9,075</b>	<b>8,861</b>	<b>(214)</b>	<b>-2.4%</b>

User charges relate to the recovery of service delivery costs through the charging of fees to users of Council's services and are projected to decrease by 2.4 per cent or \$0.21 million compared to 2019/20. The decrease is mainly due to Council's 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. Also decreased advertising fees due to a reduction in bus shelter advertising income.

A detailed listing of fees and charges is included in Appendix A.

## 4.1.4 Grants

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

	Forecast	Budget	Change	
	Actual	2020/21	\$'000	%
	2019/20	2020/21	\$'000	%
	\$'000	\$'000	\$'000	%
<b>Grants were received in respect of the following:</b>				
<b>Summary of grants</b>				
Commonwealth funded grants	8,422	10,305	1,883	22.4%
State funded grants	3,762	3,308	(454)	-12.1%
Community/Club contributions	401	420	19	4.7%
<b>Total grants received</b>	<b>12,585</b>	<b>14,033</b>	<b>1,448</b>	<b>11.5%</b>

Total grants include monies received from Federal, State and community services for the purpose of funding the delivery of services to ratepayers and capital works program. Overall the total grants is forecast to increase by \$1.43 million. Major changes relate to:

**Operating grants**

Operating grants include all the monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is projected to increase by \$0.82 million or 7.8 per cent compared to 2019/20. This is mainly due to the assumption that the 2020/21 Financial Assistance Grant of \$2.68 million will be paid in full during 2020/21. Fifty per cent of the 2019/20 Financial Assistance Grant was paid early (\$1.34 million was paid in June 2019 (2018/19 financial year)). This is partially offset by a \$0.31 million reduction in Aged Care Services grants mainly due to the decision to not enter into a new agreement for the Home and Community Care Program.

**Capital grants**

Capital grants include monies received from State and Federal Governments and community sources for the purposes of funding the Capital Works Program. Overall the level of capital grants is forecast to increase by \$0.63 million compared to 2019/20. Capital grants vary each year dependent on the capital works proposed.

A list of operating and capital grants by type, key projects and source classified into recurrent and non-recurrent is included below.

	Forecast	Budget	Change	
	Actual 2019/20 \$'000	2020/21 \$'000	\$'000	%
<b>(a) Operating Grants</b>				
<i>Recurrent - Commonwealth Government</i>				
Financial Assistance Grants	1,324	2,679	1,355	102.3%
Aged care	6,001	5,959	(42)	-0.7%
Food services	274	277	3	1.1%
<i>Recurrent - State Government</i>				
Aged care	262	31	(231)	-88.2%
Maternal and child health	780	823	43	5.5%
Family and children	803	802	(1)	-0.1%
School crossing supervisors	303	309	6	2.0%
Open space and bushland	74	74	-	0.0%
Community health	73	-	(73)	-100.0%
Immunisation	134	86	(48)	-35.8%
Emergency services	80	80	-	0.0%
Community safety	54	55	1	1.9%
Other	60	60	-	0.0%
<b>Total recurrent grants</b>	<b>10,222</b>	<b>11,235</b>	<b>1,013</b>	<b>9.9%</b>
<i>Non-recurrent - State Government</i>				
Community safety	60	-	(60)	-100.0%
Maternal and child health	45	-	(45)	-100.0%
Emergency services	53	-	(53)	-100.0%
<i>Non-recurrent - Other</i>				
Aged care	41	-	(41)	-100.0%
Community safety	38	39	1	2.6%
<b>Total non-recurrent grants</b>	<b>237</b>	<b>39</b>	<b>(198)</b>	<b>-83.5%</b>
<b>Total operating grants</b>	<b>10,459</b>	<b>11,274</b>	<b>815</b>	<b>7.8%</b>
<b>(b) Capital Grants</b>				
<i>Recurrent - Commonwealth Government</i>				
Roads to recovery	402	536	134	33.3%
Financial Assistance Grants	421	854	433	102.9%
<i>Recurrent - State Government</i>				
<b>Total recurrent grants</b>	<b>823</b>	<b>1,390</b>	<b>567</b>	<b>68.9%</b>
<i>Non-recurrent - Commonwealth Government</i>				
<i>Non-recurrent - State Government</i>				
Pettys Reserve Sporting Development - Stage 2	800	-	(800)	-100.0%
Road Safety Improvements - Local Roads	131	-	(131)	-100.0%
Koonung Park Management Plan	50	-	(50)	-100.0%
Domeney Reserve Management Plan Implementation	-	250	250	100.0%
Rieschieck Reserve Athletic Track Floodlight Design	-	375	375	100.0%
Anderson/ James/ Swilk/ Parker Arterial Road Swap	-	138	138	100.0%
Boronia Reserve Floodlight Design	-	125	125	100.0%
Warrandyte Reserve AFL Floodlight Design	-	100	100	100.0%
<i>Non-recurrent - Community/Club contributions</i>				
Domeney Reserve Pavilion Upgrade	-	200	200	100.0%
Wonga Park Reserve Parklight	50	100	50	100.0%
Templestowe Reserve Floodlight	100	-	(100)	-100.0%
Tennis Court Strategy Implementation	68	71	3	4.4%
Schramms Floodlight	80	-	(80)	-100.0%
Others	24	10	(14)	-58.3%
<b>Total non-recurrent grants</b>	<b>1,303</b>	<b>1,369</b>	<b>66</b>	<b>5.1%</b>
<b>Total capital grants</b>	<b>2,126</b>	<b>2,759</b>	<b>633</b>	<b>29.8%</b>
<b>Total Grants</b>	<b>12,585</b>	<b>14,033</b>	<b>1,448</b>	<b>11.5%</b>

## 4.1.5 Contributions

	Forecast	Budget	Change	
	Actual 2019/20	2020/21	\$'000	%
Monetary	7,860	6,855	(1,005)	-12.8%
Non-monetary	1,000	1,000	-	0.0%
<b>Total contributions</b>	<b>8,860</b>	<b>7,855</b>	<b>(1,005)</b>	<b>-11.3%</b>

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

The budgeted monetary contributions for 2020/21 includes \$0.56 million from Doncaster Hill DCP and \$6.30 million open space contributions (2020/21 and future years is forecast to remain at the 2019/20 level).

## 4.1.6 Other income

	Forecast	Budget	Change	
	Actual 2019/20	2020/21	\$'000	%
Interest	1,435	800	(635)	-44.3%
Royalties	650	410	(240)	-36.9%
Other	344	316	(28)	-8.1%
<b>Total other income</b>	<b>2,429</b>	<b>1,526</b>	<b>(903)</b>	<b>-37.2%</b>

Other income is projected to decrease by \$0.90 million or 37.2 per cent compared to 2019/20. The change mainly relates to:

- 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 to 365 days. The historic record low interest rate environment is having a significant impact on deposit rates applied to Council's surplus funds. The interest on investments is projected to decline by \$0.64 million compared to 2019/20.
- Royalties associated with partial filling of Council's former quarry and is expected to be lower than 2019/20 forecast.

## 4.1.7 Employee costs

	Forecast	Budget	Change	
	Actual 2019/20	2020/21	\$'000	%
Salaries and wages (gross)	57,097	58,549	1,452	2.5%
Capitalised labour	(1,984)	(2,742)	(758)	38.2%
<b>Total employee costs</b>	<b>55,113</b>	<b>55,807</b>	<b>694</b>	<b>1.3%</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.

Employee costs include staff employed by Council, superannuation, workcover and other salary on costs, staff involved in design, supervision and construction work on projects in the capital works program and temporary staff from agencies.

Total employee costs are forecast to increase by \$0.69 million or 1.3 per cent compared to 2019/20 and includes 1.0 FTE funded by the North East Link Authority for North East Link project coordination.



## 4.1.8 Materials and services

	Forecast	Budget	Change	
	Actual 2019/20 \$'000	2020/21 \$'000	\$'000	%
Waste contracts	11,249	12,125	876	7.8%
Parks, sporting reserves, street trees and bushland maintenance	7,314	5,908	(1,406)	-19.2%
Roads, drainage and other infrastructure repairs and maintenance	3,098	3,155	57	1.8%
Community building repairs and maintenance	1,433	1,446	13	0.9%
Community events and services	1,416	1,359	(57)	-4.0%
Fleet costs	947	823	(124)	-13.1%
Aged care services	575	683	108	18.8%
General materials and services	3,124	5,145	2,021	64.7%
<b>Total materials and services</b>	<b>29,156</b>	<b>30,644</b>	<b>1,488</b>	<b>5.1%</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 increase by \$1.49 million (5.1 per cent) and relates to:

- Waste contracts include collection and disposal services operates on a contract service delivery model. Contract costs for this service are budgeted to increase by \$0.88 million. This is predominately due to increased disposal costs resulting from a 30 per cent increase in the State Government landfill levy in January 2021 and an increase in gate fees as a result of new EPA landfill requirements;
- General materials and services represents a wide range of materials and services consumed in the provision of our wide range of services to the community. This category is forecast to increase by \$2.02 million or 64.7 per cent. The key variances relate to one off costs of \$0.57 million for the 2020 Council election, \$0.30 million costs associated with Transformation and IT projects to improve and renew technology to create process efficiencies and maintenance obligations arising from new assets and growth in population and property numbers. The increase also includes general cost escalation in the price of material and services.
- The reduction in the 2020/21 budget for Parks and Reserves is due to the one off funding allocation of \$1.14 million for 2019/20 to address the site clean-up of contaminated soil including the removal (excavation, bulk haulage & disposal) and rehabilitation of Mandella Reserve site (landscaping, playground, paths) under the supervision of specialist environmental hygienists.

## 4.1.9 Utilities

	Forecast	Budget	Change	
	Actual 2019/20 \$'000	2020/21 \$'000	\$'000	%
Utilities	2,348	2,182	(166)	-7.07%
Rent and outgoings	335	346	11	3.28%
<b>Total utilities</b>	<b>2,683</b>	<b>2,528</b>	<b>(155)</b>	<b>-5.78%</b>

Utilities are projected to decrease by \$0.15 million (4.86 per cent) in 2020/21. This is mainly due to a reduction in energy usage as a result of the installation of energy efficient decorative street lighting as part of the Capital Works Program.

## 4.1.10 Community grants / contributions

	Forecast	Budget	Change	
	Actual 2019/20 \$'000	2020/21 \$'000	\$'000	%
Library contributions	3,830	3,919	89	2.3%
COVID-19 Community relief fund	300	700	400	133.3%
Community grants	1,121	1,103	(18)	-1.6%
<b>Total community grants / contributions</b>	<b>5,251</b>	<b>5,722</b>	<b>471</b>	<b>9.0%</b>

Community grants and contributions are provided to a wide range of community groups to support community development throughout the municipality. This includes council's library services operated by the Whitehorse Manningham Regional Library Corporation.

Community grants and contributions are budgeted to increase by \$0.47 million (9.0 per cent) in 2020/21. This is due to the implementation of a one-off \$1.0 million COVID-19 Community relief fund.

## 4.1.11 Depreciation

	Forecast	Budget	Change	
	Actual	2020/21	\$'000	%
	2019/20	2020/21	\$'000	%
Roads, drains, bridges and other infrastructure	16,281	16,976	695	4.3%
Property (buildings)	3,900	3,977	77	2.0%
Plant, machinery and other assets	1,493	1,714	221	14.8%
Computers and telecommunications	278	415	137	49.3%
<b>Total depreciation</b>	<b>21,952</b>	<b>23,082</b>	<b>1,130</b>	<b>5.1%</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 of \$1.13 million is due mainly to the completion of the capital works program and the full year impact of depreciation and of the 2019/20 capital program.

## 4.1.12 Amortisation - Intangible assets

	Forecast	Budget	Change	
	Actual	2020/21	\$'000	%
	2019/20	2020/21	\$'000	%
Intangible assets	1,045	2,425	1,380	132.1%
<b>Total amortisation - intangible assets</b>	<b>1,045</b>	<b>2,425</b>	<b>1,380</b>	<b>132.1%</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 \$1.38 million is due mainly to the addition of new software.

## 4.1.13 Amortisation - Right of use assets

	Forecast	Budget	Change	
	Actual	2020/21	\$'000	%
	2019/20	2020/21	\$'000	%
Right of use assets	526	419	(107)	-20.3%
<b>Total amortisation - right of use assets</b>	<b>526</b>	<b>419</b>	<b>(107)</b>	<b>-20.3%</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 is due to the use of IT equipment assets (printers & servers) during the year.

## 4.1.14 Other expenses

	Forecast	Budget	Change	
	Actual	2020/21	\$'000	%
	2019/20	2020/21	\$'000	%
Software licences	2,987	2,715	(272)	-9.1%
Consultants	2,221	1,605	(616)	-27.7%
Legal expenses	1,279	765	(514)	-40.2%
Insurance	815	940	125	15.3%
Data communications and telephone	430	420	(10)	-2.3%
Postage	435	437	2	0.5%
Other service delivery costs	4,098	4,415	317	7.7%
<b>Total other expenses</b>	<b>12,265</b>	<b>11,297</b>	<b>(968)</b>	<b>-7.9%</b>

Other expenses are budgeted to decrease by \$0.97 million (or 7.9 per cent) and include a variety of costs incurred to provide and support the wide variety of services that Council delivers.

The decrease in 2020/21 is mainly due to one off budget allocation in 2019/20 to acquire specialist knowledge and advice for various projects including North East Link advocacy, Tikalara, Urban Design Framework, Development Contribution Plan, Planning Scheme amendments, policies and strategies. There were also one off legal costs of \$0.55 million budgeted in 2019/20 to represent Council's views under the North East Link Environmental Effects Statement.

## 4.2 Balance Sheet

### 4.2.1a Current Assets

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

As at 30 June 2021, total current assets are projected to decrease by \$15.18 million mainly due to expenditure on the extensive capital works program in 2020/21 (including \$7.57 million of carried forward works which were funded in 2019/20 that will now be completed in 2020/21) and a lower than budgeted 2019/20 operating surplus which has been impacted by the COVID-19 pandemic.

### 4.2.1b Non-current Assets

Property, infrastructure, plant & equipment and intangible assets represents 99.9 per cent of Council's non-current assets. During 2020/21, these assets are projected to increase by \$27.31 million as a result of the capital works program (\$52.56 million). These are partly offset by depreciation/amortisation of assets (\$25.93 million).

### 4.2.2a Current Liabilities

Total current liabilities (obligations to pay within the next twelve months) are projected to remain at a similar level to 2019/20.

### 4.2.2b Non-current Liabilities

Total non-current liabilities are projected to remain at the same level of 2019/20. Non-current liabilities of \$1.36 million relates to employee entitlements of long service leave.

### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations. Council is not proposing to take up new borrowing in 2020/21.

	Forecast	Budget
	Actual	
	2019/20	2020/21
	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	7,279	-
Amount proposed to be borrowed	-	-
Amount projected to be redeemed	(7,279)	-
<b>Amount of borrowings as at 30 June</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 are to be recognised as outlined in the table below.

	Forecast	Budget
	Actual	2020/21
	2019/20	2020/21
	\$'000	\$'000
<b>Right-of-use assets</b>		
Land and buildings	2,397	2,094
IT equipment	128	12
<b>Total right-of-use assets</b>	<b>2,525</b>	<b>2,106</b>
<b>Lease liabilities</b>		
<b>Current lease Liabilities</b>		
Land and buildings	269	279
IT equipment	120	13
<b>Total current lease liabilities</b>	<b>389</b>	<b>292</b>
<b>Non-current lease liabilities</b>		
Land and buildings	2,174	1,895
IT equipment	13	-
<b>Total non-current lease liabilities</b>	<b>2,187</b>	<b>1,895</b>
<b>Total lease liabilities</b>	<b>2,576</b>	<b>2,187</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council is to apply the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 4 per cent.

#### 4.3 Statement of changes in Equity

Equity is the difference between the value of the total assets and 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 2021, the accumulated surplus is budgeted to increase by \$15.14 million chiefly as a result of 2020/21 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 2019/20 level.
- Other 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 Public Resort and Recreation. These amounts are transferred from the accumulated surplus of the Council to be separately disclosed and is budgeted to decrease by \$2.50 million in 2020/21 to fund capital works projects.

#### 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 decrease by \$1.55 million. The decrease mainly relates to an increase in payment to employees and suppliers and a decrease in monetary contribution from developers. Refer to Section 4.1 'Comprehensive Income Statement' for detailed analysis.

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

Cash outflows from investing activities are projected to decrease by \$12.59 million primarily due to the high level of the capital works program.

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

In November 2019, Council fully repaid interest-bearing loan of \$7.28 million.

#### 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 cash flow statement (Section 3) indicates that Council is estimating at 30 June 2021 that it will have total cash and investments of \$60.29 million, which has been restricted as shown in the following table.

	Notes	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change Fav / (Unfav)
<b>Total cash and investments</b>		75,811	60,529	(15,282)
<b>Restricted cash and investments</b>				
<b>Other Reserves</b>	4.5.1			
- Resort and recreation reserve		(10,036)	(7,532)	2,504
- Waste initiatives		(9,095)	(8,047)	1,048
		(19,131)	(15,579)	3,552
<b>Other restricted cash</b>	4.5.2			
- Trust funds and deposits		(13,574)	(14,574)	(1,000)
- Cash held to fund carry forward capital works		(8,417)	(850)	7,567
		(21,991)	(15,424)	6,567
<b>Unrestricted cash and investments</b>	4.5.3	34,689	29,526	(5,163)
<b>Intended use of cash</b>	4.5.4			
- Superannuation Defined Benefits liability		(6,500)	(8,000)	(1,500)
- Asset sale proceeds to fund capital works		(4,510)	(4,510)	-
- Grants received in advance		(845)	-	845
<b>Unrestricted cash adjusted for intended use for cash</b>	4.5.5	22,834	17,016	(5,818)

##### 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.

During 2020/21, reserves are projected to decrease by \$3.55 million. This is mainly due to use of the Resort and recreation reserve to fund relevant capital projects as well as the use of the Waste initiatives reserve to fund the increase in waste disposal costs (primarily as a result of the increase in the State Government landfill levy).

#### 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 reserve includes cash held for committed capital works budgeted but not completed in 2019/20 financial year.

#### 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. For 2020/21, these funds are expected to decrease by \$5.16 million.

#### 4.5.4 Intended use of cash

This group includes the cash set aside for specific future purposes by Council which is not subject to any external restriction or legislative requirements. As at 30 June 2021, Council is forecasting to have cash reserves of \$12.51 million for future intended uses. This includes:

- Council has set aside \$8.00 million to fund a potential future defined benefits superannuation call. The last call was in 2012 and resulted in a \$7.90 million unbudgeted cost to Council. The allocation of part of Council's cash reserves to fund a future call is a prudent financial strategy.
- Proceeds from the sale of assets which are set aside to fund future capital works. As at 30 June 2021, it is expected that Council will have \$4.51 million set aside for this purpose.

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

Council is forecasting to hold \$17.02 million in cash without commitments or intended use as at 30 June 2021. This level is considered appropriate for Council's current financial sustainability. However it should be noted that one of Council's financial goals is to improve long term financial sustainability which includes increasing the level of cash held in reserve.



#### 4.6 Capital Works Program

This section presents an overview of the capital works projects to be undertaken in 2020/21 by expenditure type for carried forward works and new works.

##### 4.6.1 Carried forward works

At the end of each financial year there are projects which are either incomplete or were not commenced due to planning issues, weather delays and/or extended consultation. For the 2019/20 year, it is forecast that there will be \$7.57 million of works funded in 2019/20 that will be completed in 2020/21.

These projects include:

- Pettys Reserve Sporting Development Stage 2 (\$2.59 million);
- Rieschiecks Reserve Management Plan Implementation (\$1.10 million);
- Jumping Creek Road Stage 1A (\$1.00 million);
- Drainage Strategy advanced design and implementation (\$0.90 million);
- Domeney Reserve Pavilion Upgrade (\$0.52 million);
- Tennis Court Strategy Implementation Program (\$0.30 million);
- Main Yarra Trail extension to Warrandyte (\$0.20 million); and
- Bicycle Strategy Implementation (\$0.20 million).

Refer to Section 4.7.3 Capital Works Program for project details.

##### 4.6.2 New works

\$45.00 million has been budgeted for new works in 2020/21.

##### Property (\$8.05 million)

For the 2020/21 year, \$8.05 million will be expended on building and building improvement projects including community facilities, sports facilities and pavilions:

- \$2.87 million on the renewal of other buildings;
- \$2.0 million on upgrades to civic buildings; and
- \$1.18 million on the renewal of recreation buildings.

An additional \$2.0 million will be spent on land purchases.

##### Plant and Equipment including intangibles (\$5.15 million)

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

- upgrade/replacement of information technology equipment and hardware at Council workplaces (\$4.0 million);
- ongoing cyclical replacement of the plant and vehicle fleet (\$0.94 million); and
- implementation of Electric Vehicle Charging (\$0.1 million).

##### Infrastructure (\$31.80 million)

Infrastructure includes roads, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes and off street car parks. For the 2020/21 year, Council is forecasting to spend \$31.80 million on infrastructure and major projects in each category as listed below:

**Roads (\$11.92 million)**

- \$6.65 million for the ongoing refurbishment and renewal of local road resurfacing and rehabilitation; and
- \$3.73 million on the upgrade of Council's road network.

**Footpaths and Cycleways (\$3.78 million)**

- \$2.06 million on the design and construction of new footpaths;
- \$0.77 million on the renewal of existing footpaths; and
- \$0.6 million on the implementation of the Bicycle Strategy.

**Drainage (\$3.66 million)**

- \$3.1 million allocation for the implementation of Council's Drainage Strategy to protect properties from inundation;
- \$0.55 million on the refurbishment and renewal of the drainage network;

**Recreation, leisure and community facilities (\$8.5 million)**

- \$5.38 million for Pettys Reserve Sporting development;
- \$1.16 million for Floodlighting;
- \$0.91 million for Domeney Reserve; and
- \$0.3 million for Deep Creek Pavilion Redevelopment.

**Parks, open space and streetscapes (\$3.47 million)**

- \$0.78 million for Playspaces Development;
- \$0.63 million for Lions Park Warrandyte River Reserve;
- \$0.40 million for Implementation of Koonung Park Management Plan;
- \$0.17 million for Waldau (Schramms Cottage) additional structure;
- \$0.23 million for Tullamore Park Upgrade;
- \$0.23 million for Ruffey Lake Park Development; and
- \$0.20 million for Fencing.

#### 4.7 Capital works program

This section lists the capital works projects that will be undertaken for the 2020/21 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

##### 4.7.1 Summary

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change \$'000	%
Property	5,899	8,049	2,150	36.4%
Plant and equipment (includes intangibles)	6,601	5,847	- 754	-11.4%
Infrastructure	31,368	38,668	7,300	23.3%
<b>Total</b>	<b>43,868</b>	<b>52,564</b>	<b>8,696</b>	<b>19.8%</b>

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
Property	<b>8,049</b>	2,188	3,612	2,249	-	6,049	-	2,000	-
Plant and equipment (includes intangibles)	<b>5,847</b>	1,972	2,265	1,471	138	5,487	-	-	360
Infrastructure	<b>38,668</b>	10,491	18,592	7,214	2,371	28,248	2,759	7,661	-
<b>Total</b>	<b>52,564</b>	14,651	24,469	10,934	2,510	39,784	2,759	9,661	360

4.7.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<b>PROPERTY</b>									
<b>Buildings</b>									
<i>Building Renewal Program</i>	2,087	-	2,087	-	-	2,087	-	-	-
<i>Recreation, Leisure &amp; Community Asset Renewal Program</i>	125	28	28	69	-	125	-	-	-
<i>Community Facilities Replacement and Upgrade Program</i>	50	-	-	50	-	50	-	-	-
<i>Waldau Precinct Masterplan</i>	300	160	10	130	-	300	-	-	-
<i>Recreation Building Renewal Program</i>	1,182	-	1,182	-	-	1,182	-	-	-
<b>Building Improvements</b>									
<i>Building Renewal Program</i>	305	-	305	-	-	305	-	-	-
<i>Civic Office / Depot Upgrades</i>	2,000	-	-	2,000	-	2,000	-	-	-
<b>Land</b>									
<i>Land Acquisition Program</i>	2,000	2,000	-	-	-	-	-	2,000	-
<b>TOTAL PROPERTY</b>	<b>8,049</b>	<b>2,188</b>	<b>3,612</b>	<b>2,249</b>	<b>-</b>	<b>6,049</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
<i>Plant Replacement Program</i>	944	-	850	94	-	584	-	-	360
<i>Electric Vehicle Charging</i>	100	100	-	-	-	100	-	-	-
<b>Fixtures, Fittings and Furniture</b>									
<i>Furniture &amp; Equipment Replacement Program</i>	50	-	50	-	-	50	-	-	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<b>Art Works</b>									
<i>Art Collection Conservation</i>	10	-	10	-	-	10	-	-	-
<i>Public Art Program</i>	48	48	-	-	-	48	-	-	-
<b>Computers and Telecommunications</b>									
<i>Computer Server Replacement Program</i>	72	-	72	-	-	72	-	-	-
<i>GIS/GPS Initiatives</i>	29	19	-	10	-	29	-	-	-
<i>IT Base Asset Renewal</i>	521	-	521	-	-	521	-	-	-
<i>IT Strategy Initiatives</i>	259	78	52	78	52	259	-	-	-
<i>Computer Infrastructure</i>	72	-	72	-	-	72	-	-	-
<i>IT &amp; Transformation 10 Year Plan Projects</i>	65	65	-	-	-	65	-	-	-
<b>Intangibles</b>									
<i>Citizen Connect Customer Relationship Management</i>	743	372	372	-	-	743	-	-	-
<i>Contract Management System</i>	254	254	-	-	-	254	-	-	-
<i>IT Base Asset Renewal</i>	1,030	114	-	916	-	1,030	-	-	-
<i>IT &amp; Transformation 10 Year Plan Projects</i>	955	644	-	225	87	955	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>5,152</b>	<b>1,693</b>	<b>1,998</b>	<b>1,323</b>	<b>138</b>	<b>4,792</b>	<b>-</b>	<b>-</b>	<b>360</b>

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
<i>AM &amp; Capital Works Project Management &amp; Administration</i>	126	-	126	-	-	126	-	-	-
<i>Street Lighting - New</i>	56	-	-	-	56	56	-	-	-
<i>Bus Facilities Upgrade Program</i>	214	214	-	-	-	-	58	156	-
<i>City Signage Program</i>	115	115	-	-	-	115	-	-	-
<i>Forward Design of Road and Building Projects</i>	20	-	10	10	-	20	-	-	-
<i>Harold Link Development</i>	250	125	-	125	-	-	-	250	-
<i>Local Activity Centre Upgrades and Improvements</i>	30	-	-	30	-	30	-	-	-
<i>Neighbourhood Activity Centres</i>	150	45	60	30	15	150	-	-	-
<i>Road Network Upgrade Program</i>	3,726	373	1,118	1,490	745	3,304	422	-	-
<i>Road, Reserve &amp; Drainage AMS</i>	6,650	-	6,650	-	-	6,114	536	-	-
<i>Smart Cities</i>	15	-	15	-	-	15	-	-	-
<i>Anderson/James/Swilk/Parker Arterial Road Swap</i>	191	-	96	96	-	53	138	-	-
<i>Street Furniture Program</i>	70	70	-	-	-	70	-	-	-
<i>Street Lighting Replacement Program</i>	40	-	20	10	10	40	-	-	-
<i>Traffic Management &amp; Control Measures</i>	265	80	80	53	53	265	-	-	-
<b>Bridges</b>									
<i>Road, Reserve &amp; Drainage AMS</i>	95	-	95	-	-	95	-	-	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<b>Footpaths and Cycleways</b>									
<i>Linear Parks</i>	85	64	21	-	-	85	-	-	-
<i>Bicycle Strategy Implementation</i>	600	320	160	80	40	226	374	-	-
<i>Horse Riding Strategy Implementation</i>	65	-	-	65	-	65	-	-	-
<i>Footpath Advanced Design and Construction - Local</i>	1,043	782	261	-	-	1,043	-	-	-
<i>Main Yarra Trail Extension to Warrandyte</i>	200	200	-	-	-	200	-	-	-
<i>Footpath Construction - New</i>	1,015	817	198	-	-	1,015	-	-	-
<i>Road, Reserve &amp; Drainage AMS</i>	770	-	770	-	-	770	-	-	-
<b>Drainage</b>									
<i>Drainage Strategy Advanced Design and Implementation</i>	3,105	838	1,242	1,025	-	3,105	-	-	-
<i>Drainage Improvements - Miscellaneous</i>	275	94	91	91	-	275	-	-	-
<i>Road, Reserve &amp; Drainage AMS</i>	275	-	275	-	-	275	-	-	-
<b>Recreational, Leisure &amp; Community Facilities</b>									
<i>Recreation and Leisure Replacements and Upgrades</i>	150	113	38	-	-	150	-	-	-
<i>Deep Creek Pavilion Redevelopment</i>	300	-	150	120	30	180	-	120	-
<i>Domeney Reserve Pavilion Upgrade</i>	910	455	228	137	91	460	450	-	-
<i>Recreation, Leisure &amp; Community Asset Renewal Program</i>	50	-	50	-	-	50	-	-	-
<i>Pettys Reserve Sporting Development - Stage 2</i>	5,375	1,828	1,774	1,075	699	800	-	4,575	-
<i>Sportsground Refurbishment / Drainage Program</i>	142	38	57	47	-	142	-	-	-
<i>Tennis Court Strategy Implementation Program</i>	142	-	114	28	-	71	71	-	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<i>Anderson Park Redevelopment</i>	50	-	25	25	-	50	-	-	-
<i>Bin Cages at Sporting Facilities</i>	20	20	-	-	-	20	-	-	-
<i>Hard Courts &amp; Athletics Surfaces (Basketball, Netball, etc.)</i>	53	-	53	-	-	53	-	-	-
<i>Sportsground Fences (Coaches Boxes, Goal posts)</i>	30	-	30	-	-	30	-	-	-
<i>Floodlighting</i>	1,160	-	458	703	-	450	710	-	-
<i>Sporting Reserves</i>	120	-	120	-	-	120	-	-	-
<b>Waste Management</b>									
<i>Doncaster Quarry Rehabilitation / Waste Transfer Station</i>	302	151	151	-	-	-	-	302	-
<b>Parks, Open Space and Streetscapes</b>									
<i>Hepburn Reserve Development</i>	150	150	-	-	-	-	-	150	-
<i>Koonung Park Management Plan</i>	397	298	99	-	-	84	-	313	-
<i>Open Space Projects - Miscellaneous</i>	29	29	-	-	-	-	-	29	-
<i>Mullum Mullum Creek Linear Park / Currawong - Stage 1</i>	128	32	32	32	32	51	-	77	-
<i>Open Space Development Program</i>	40	40	-	-	-	-	-	40	-
<i>Playground Equipment Renewal</i>	90	-	90	-	-	90	-	-	-
<i>Playspaces Development Program</i>	775	-	698	78	-	250	-	525	-
<i>Ruffey Creek Linear Park</i>	90	23	23	23	23	90	-	-	-
<i>Ruffey Lake Park Development</i>	225	56	56	56	56	-	-	225	-
<i>Small Reserves Concept Plan Implementations</i>	44	-	-	44	-	-	-	44	-
<i>Tullamore Interface Park Upgrade</i>	230	-	-	230	-	-	-	230	-
<i>Waldau Precinct Masterplan</i>	165	165	-	-	-	165	-	-	-
<i>Warrandyte Lions Park Redevelopment</i>	625	469	156	-	-	-	-	625	-
<i>Water Initiatives</i>	65	65	-	-	-	65	-	-	-
<i>Sportsground Fences (Coaches Boxes, Goal posts)</i>	200	-	200	-	-	200	-	-	-



Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<i>Water Services</i>	110	-	110	-	-	110	-	-	-
<i>Streetscapes</i>	65	-	65	-	-	65	-	-	-
<i>Community Facilities Play Equipment</i>	43	-	43	-	-	43	-	-	-
<b>Off Street Car Parks</b>									
<i>Road, Reserve &amp; Drainage AMS</i>	75	-	75	-	-	75	-	-	-
<b>TOTAL INFRASTRUCTURE</b>	<b>31,796</b>	<b>8,067</b>	<b>16,179</b>	<b>5,701</b>	<b>1,850</b>	<b>21,376</b>	<b>2,759</b>	<b>7,661</b>	<b>-</b>
<b>TOTAL NEW CAPITAL WORKS</b>	<b>44,997</b>	<b>11,948</b>	<b>21,788</b>	<b>9,272</b>	<b>1,988</b>	<b>32,217</b>	<b>2,759</b>	<b>9,661</b>	<b>360</b>

4.7.3 Works carried forward from the 2019/20 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<b>PLANT AND EQUIPMENT</b>									
<b>Computers and Telecommunications</b>									
<i>IT Base Asset Renewal</i>	47	-	47	-	-	47	-	-	-
<i>Smart Cities</i>	76	76	-	-	-	76	-	-	-
<b>Intangibles</b>									
<i>Citizen Connect Customer Relationship Management</i>	5	3	3	-	-	5	-	-	-
<i>Contract Management System</i>	40	40	-	-	-	40	-	-	-
<i>Data Warehouse Phase 2</i>	151	151	-	-	-	151	-	-	-
<i>IT Base Asset Renewal</i>	130	9	-	121	-	130	-	-	-
<i>MAGIQ Upgrade &amp; Enhancements</i>	16	-	8	8	-	16	-	-	-
<i>CA PPM Enhancements</i>	30	-	30	-	-	30	-	-	-
<b>Plant, Machinery and Equipment</b>									
<i>Plant Replacement Program</i>	200	-	180	20	-	200	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>695</b>	<b>279</b>	<b>268</b>	<b>149</b>	<b>-</b>	<b>695</b>	<b>-</b>	<b>-</b>	<b>-</b>

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
<i>Jumping Creek Road</i>	1,000	350	400	150	100	1,000	-	-	-
<i>Road Network Upgrade Program</i>	66	7	20	26	13	66	-	-	-
<b>Footpaths and Cycleways</b>									
<i>Bicycle Strategy Implementation</i>	200	80	60	40	20	200	-	-	-
<i>Main Yarra Trail Extension to Warrandyte</i>	200	200	-	-	-	200	-	-	-
<b>Drainage</b>									
<i>Drainage Strategy Advanced Design and Implementation</i>	899	243	360	297	-	899	-	-	-
<b>Recreational, Leisure &amp; Community Facilities</b>									
<i>Domenev Reserve Pavilion Upgrade</i>	521	261	130	78	52	521	-	-	-
<i>Pettys Reserve Sporting Development - Stage 2</i>	2,586	879	853	517	336	2,586	-	-	-
<i>Rieschiecks Reserve Management Plan Implementation</i>	1,100	330	440	330	-	1,100	-	-	-
<i>Tennis Court Strategy Implementation Program</i>	300	75	150	75	-	300	-	-	-
<b>TOTAL INFRASTRUCTURE</b>	<b>6,872</b>	<b>2,424</b>	<b>2,413</b>	<b>1,513</b>	<b>521</b>	<b>6,872</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CARRIED FORWARD CAPITAL WORKS FROM 2019/20</b>	<b>7,567</b>	<b>2,703</b>	<b>2,681</b>	<b>1,662</b>	<b>521</b>	<b>7,567</b>	<b>-</b>	<b>-</b>	<b>-</b>

4.8 Strategic Resource Plan Capital Works Program

Capital Works Area	Total 4 year Program \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>PROPERTY</b>					
<b>Land</b>					
Land Acquisition Program	8,300	2,000	2,000	1,900	2,400
<b>Building Improvements</b>					
Building Renewal Program	1,580	305	800	425	50
Civic Office / Depot Upgrades	2,000	2,000	-	-	-
<b>Buildings</b>					
Building Renewal Program	14,299	2,087	3,329	4,301	4,582
Recreation, Leisure & Community Asset Renewal Program	335	125	70	70	70
Community Facilities Replacement and Upgrade Program	192	50	46	48	48
Waldau Precinct Masterplan	400	300	-	100	-
Recreation Building Renewal Program	2,402	1,182	820	200	200
<b>TOTAL PROPERTY</b>	<b>29,508</b>	<b>8,049</b>	<b>7,065</b>	<b>7,044</b>	<b>7,350</b>
<b>PLANT AND EQUIPMENT</b>					
<b>Computers and Telecommunications</b>					
Computer Server Replacement Program	306	72	76	79	79
GIS/GPS Initiatives	123	29	30	32	32
IT Base Asset Renewal	568	568	-	-	-
IT Strategy Initiatives	1,103	259	274	285	285
Computer Infrastructure	306	72	76	79	79
Smart Cities	366	76	105	185	-
IT & Transformation 10 Year Plan Projects	276	65	69	71	71
<b>Intangibles</b>					
Citizen Connect Customer Relationship Management	1,110	748	362	-	-
Contract Management System	294	294	-	-	-
Data Warehouse Phase 2	151	151	-	-	-
IT Base Asset Renewal	3,935	1,160	355	1,360	1,060
Enterprise Application Interface	20	-	-	20	-
MAGIQ Upgrade & Enhancements	16	16	-	-	-
CA PPM Enhancements	30	30	-	-	-
Digitisation of Customer Refunds	539	-	539	-	-
IT & Transformation 10 Year Plan Projects	9,172	955	2,522	2,543	3,152
<b>Plant, Machinery and Equipment</b>					
Plant Replacement Program	6,584	1,144	1,780	1,260	2,400
Electric Vehicle Charging	100	100	-	-	-
<b>Art Works</b>					
Art Collection Conservation	40	10	10	10	10
Public Art Program	335	48	110	56	121
<b>Fixtures, Fittings and Furniture</b>					
Furniture & Equipment Replacement Program	207	50	51	52	54
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>25,580</b>	<b>5,847</b>	<b>6,359</b>	<b>6,032</b>	<b>7,343</b>
<b>INFRASTRUCTURE</b>					
<b>Roads</b>					
AM & Capital Works Project Management & Administration	572	126	126	160	160
Street Lighting - New	243	56	61	63	63
Bus Facilities Upgrade Program	904	214	223	232	235
City Signage Program	505	115	125	130	135
Public Lighting	792	-	-	396	396
Forward Design of Road and Building Projects	40	20	10	10	-
Harold Link Development	250	250	-	-	-
Jumping Creek Road	7,710	1,000	3,147	1,816	1,747
Local Activity Centre Upgrades and Improvements	120	30	30	30	30
Neighbourhood Activity Centres	1,820	150	750	920	-
Road Safety Improvement Program	745	-	241	251	253
Road Network Upgrade Program	7,054	3,792	466	499	2,297
Road, Reserve & Drainage AMS	26,521	6,650	6,550	6,566	6,755
Smart Cities	60	15	15	15	15
Anderson/James/Swilk/Parker Arterial Road Swap	6,682	191	222	2,905	3,364
Street Furniture Program	304	70	76	79	79
Street Lighting Replacement Program	182	40	46	48	48
Traffic Management & Control Measures	844	265	-	286	293
<b>Footpaths and Cycleways</b>					
Linear Parks	625	85	100	280	160

Capital Works Area	Total 4 year	2020-21	2021-22	2022-23	2023-24
	Program \$'000	\$'000	\$'000	\$'000	\$'000
Bicycle Strategy Implementation	2,329	800	396	558	575
Horse Riding Strategy Implementation	207	65	-	71	71
Footpath Advanced Design and Construction - Local	2,948	1,043	655	500	750
Main Yarra Trail Extension to Warrandyte	2,400	400	500	1,000	500
Footpath Construction - New	4,310	1,015	1,495	800	1,000
Road, Reserve & Drainage AMS	3,110	770	800	720	820
<b>Off Street Car Parks</b>					
Car Parks Reserves Upgrade Program	92	-	30	32	30
Road, Reserve & Drainage AMS	365	75	90	100	100
<b>Drainage</b>					
Drainage Strategy Advanced Design and Implementation	15,154	4,004	3,600	3,900	3,650
Drainage Improvements - Miscellaneous	1,370	275	305	400	390
Road, Reserve & Drainage AMS	1,100	275	275	275	275
<b>Recreational, Leisure and Community Facilities</b>					
Recreation and Leisure Replacements and Upgrades	618	150	152	158	158
Deep Creek Pavilion Redevelopment	1,700	300	1,400	-	-
Domenev Reserve Pavilion Upgrade	1,464	1,431	-	-	33
Recreation, Leisure & Community Asset Renewal Program	243	50	56	70	67
Pettys Reserve Sporting Development - Stage 2	7,961	7,961	-	-	-
Rieschiecks Reserve Management Plan Implementation	1,100	1,100	-	-	-
Sportsground Refurbishment / Drainage Program	568	142	142	142	142
Tennis Court Strategy Implementation Program	912	442	152	158	160
Anderson Park Redevelopment	1,550	50	-	1,500	-
Bin Cages at Sporting Facilities	80	20	20	20	20
Hard Courts & Athletics Surfaces (Basketball, Netball, etc.)	215	53	54	54	54
Sportsground Fences (Coaches Boxes, Goal posts)	120	30	30	30	30
Floodlighting	2,240	1,160	360	360	360
Sporting Reserves	869	120	120	120	509
Shramms Reserve No.2 Pavilion	300	-	-	-	300
Park Orchards Tennis Club Landscaping	80	-	80	-	-
<b>Parks, Open Space and Streetscapes</b>					
Hepburn Reserve Development	1,950	150	1,200	600	-
Koonung Park Management Plan	557	397	80	80	-
Open Space Projects - Miscellaneous	121	29	30	31	31
Mullum Mullum Creek Linear Park / Currawong - Stage 1	180	128	52	-	-
Open Space Development Program	2,039	40	245	625	1,129
Playground Equipment Renewal	890	90	90	120	590
Playspaces Development Program	3,252	775	680	1,205	592
Ruffey Creek Linear Park	2,040	90	150	1,000	800
Ruffey Lake Park Development	2,375	225	300	850	1,000
Small Reserves Concept Plan Implementations	210	44	46	48	72
Tindals Wildflower Reserve	70	-	30	-	40
Tullamore Interface Park Upgrade	850	230	320	300	-
Waldau Precinct Masterplan	825	165	60	600	-
Warrandyte Lions Park Redevelopment	1,325	625	700	-	-
Water Initiatives	195	65	65	-	65
Green Gully Linear Park	102	-	-	-	102
Sportsground Fences (Coaches Boxes, Goal posts)	845	200	210	215	220
Water Services	440	110	110	110	110
Streetscapes	170	65	35	35	35
Community Facilities Play Equipment	185	43	46	48	48
Land Acquisition Program	1,200	-	400	200	600
<b>Waste Management</b>					
Doncaster Quarry Rehabilitation / Waste Transfer Station	10,202	302	3,400	6,500	-
<b>Bridges</b>					
Road, Reserve & Drainage AMS	395	95	100	100	100
<b>TOTAL INFRASTRUCTURE</b>	<b>139,796</b>	<b>38,668</b>	<b>31,249</b>	<b>38,321</b>	<b>31,558</b>
<b>TOTAL NEW CAPITAL WORKS</b>	<b>194,884</b>	<b>52,564</b>	<b>44,672</b>	<b>51,397</b>	<b>46,251</b>

4.9 Summary of Planned Capital Works Program

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
2020/21									
<b>PROPERTY</b>									
Land	2,000	2,000	-	-	-	-	-	2,000	-
Buildings	3,744	188	3,307	249	-	3,744	-	-	-
Building Improvements	2,305	-	305	2,000	-	2,305	-	-	-
<b>TOTAL PROPERTY</b>	<b>8,049</b>	<b>2,188</b>	<b>3,612</b>	<b>2,249</b>	<b>-</b>	<b>6,049</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
Plant, Machinery and Equipment	1,244	100	1,030	114	-	884	-	-	360
Fixtures, Fittings and Furniture	50	-	50	-	-	50	-	-	-
Computers and Telecommunications	1,141	238	764	87	52	1,141	-	-	-
Art Works	58	48	10	-	-	58	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,493</b>	<b>386</b>	<b>1,854</b>	<b>201</b>	<b>52</b>	<b>2,133</b>	<b>-</b>	<b>-</b>	<b>360</b>
<b>INFRASTRUCTURE</b>									
Roads	12,984	1,378	8,594	2,020	992	11,424	1,154	406	-
Bridges	95	-	95	-	-	95	-	-	-
Footpaths and Cycleways	4,178	2,463	1,470	185	60	3,804	374	-	-
Drainage	4,554	1,175	1,967	1,412	-	4,554	-	-	-
Recreational, leisure and community facilities	13,009	3,998	4,668	3,135	1,208	7,083	1,231	4,695	-
Waste management	302	151	151	-	-	-	-	302	-
Parks, open space and streetscapes	3,471	1,326	1,572	462	111	1,213	-	2,258	-
Off street car parks	75	-	75	-	-	75	-	-	-
<b>TOTAL INFRASTRUCTURE</b>	<b>38,668</b>	<b>10,491</b>	<b>18,592</b>	<b>7,214</b>	<b>2,371</b>	<b>28,248</b>	<b>2,759</b>	<b>7,661</b>	<b>-</b>
<b>INTANGIBLE ASSETS</b>									
Software	3,354	1,585	412	1,270	87	3,354	-	-	-
<b>TOTAL INTANGIBLES</b>	<b>3,354</b>	<b>1,585</b>	<b>412</b>	<b>1,270</b>	<b>87</b>	<b>3,354</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL WORKS</b>	<b>52,564</b>	<b>14,650</b>	<b>24,470</b>	<b>10,934</b>	<b>2,510</b>	<b>39,784</b>	<b>2,759</b>	<b>9,661</b>	<b>360</b>

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
2021/22									
<b>PROPERTY</b>									
Land	2,000	2,000	-	-	-	-	-	2,000	-
Buildings	4,265	35	4,184	46	-	4,265	-	-	-
Building Improvements	800	-	800	-	-	800	-	-	-
<b>TOTAL PROPERTY</b>	<b>7,065</b>	<b>2,035</b>	<b>4,984</b>	<b>46</b>	<b>-</b>	<b>5,065</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
Plant, Machinery and Equipment	1,780	-	1,602	178	-	1,155	-	-	625
Fixtures, Fittings and Furniture	51	-	51	-	-	51	-	-	-
Computers and Telecommunications	630	276	207	92	55	630	-	-	-
Art Works	120	110	10	-	-	120	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,581</b>	<b>386</b>	<b>1,870</b>	<b>270</b>	<b>55</b>	<b>1,956</b>	<b>-</b>	<b>-</b>	<b>625</b>
<b>INFRASTRUCTURE</b>									
Roads	12,087	1,857	8,649	1,002	579	10,769	1,156	162	-
Bridges	100	-	100	-	-	100	-	-	-
Footpaths and Cycleways	3,946	2,584	1,243	79	40	3,490	396	60	-
Drainage	4,180	1,075	1,816	1,289	-	4,180	-	-	-
Recreational, leisure and community facilities	2,566	213	1,176	1,037	140	1,931	75	560	-
Waste management	3,400	1,700	1,700	-	-	-	-	3,400	-
Parks, open space and streetscapes	4,849	2,561	1,516	646	126	1,309	-	3,540	-
Off street car parks	120	-	90	30	-	120	-	-	-
<b>TOTAL INFRASTRUCTURE</b>	<b>31,246</b>	<b>9,990</b>	<b>16,290</b>	<b>4,083</b>	<b>885</b>	<b>21,899</b>	<b>1,627</b>	<b>7,722</b>	<b>-</b>
<b>INTANGIBLE ASSETS</b>									
Software	3,778	1,927	181	1,670	-	3,778	-	-	-
<b>TOTAL INTANGIBLES</b>	<b>3,778</b>	<b>1,927</b>	<b>181</b>	<b>1,670</b>	<b>-</b>	<b>3,778</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL WORKS</b>	<b>44,672</b>	<b>14,338</b>	<b>23,325</b>	<b>6,069</b>	<b>940</b>	<b>32,698</b>	<b>1,627</b>	<b>9,722</b>	<b>625</b>

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
2022/23									
<b>PROPERTY</b>									
Land	1,900	1,900	-	-	-	-	-	1,900	-
Buildings	4,719	79	4,540	100	-	4,719	-	-	-
Building Improvements	425	-	425	-	-	425	-	-	-
<b>TOTAL PROPERTY</b>	<b>7,044</b>	<b>1,979</b>	<b>4,965</b>	<b>100</b>	<b>-</b>	<b>5,144</b>	<b>-</b>	<b>1,900</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
Plant, Machinery and Equipment	1,260	-	1,134	126	-	830	-	-	430
Fixtures, Fittings and Furniture	52	-	52	-	-	52	-	-	-
Computers and Telecommunications	731	363	215	96	57	731	-	-	-
Art Works	66	56	10	-	-	66	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,109</b>	<b>419</b>	<b>1,411</b>	<b>222</b>	<b>57</b>	<b>1,679</b>	<b>-</b>	<b>-</b>	<b>430</b>
<b>INFRASTRUCTURE</b>									
Roads	14,406	1,576	9,640	2,653	537	11,175	3,062	169	-
Bridges	100	-	100	-	-	100	-	-	-
Footpaths and Cycleways	3,929	2,645	1,045	183	56	3,318	413	198	-
Drainage	4,575	1,189	1,967	1,419	-	4,575	-	-	-
Recreational, leisure and community facilities	2,612	177	1,247	1,188	-	2,034	578	-	-
Waste management	6,500	3,250	3,250	-	-	-	2,500	4,000	-
Parks, open space and streetscapes	6,067	1,745	2,329	1,530	463	1,666	-	4,401	-
Off street car parks	132	-	100	32	-	132	-	-	-
<b>TOTAL INFRASTRUCTURE</b>	<b>38,321</b>	<b>10,582</b>	<b>19,678</b>	<b>7,005</b>	<b>1,056</b>	<b>23,000</b>	<b>6,553</b>	<b>8,768</b>	<b>-</b>
<b>INTANGIBLE ASSETS</b>									
Software	3,923	1,343	1,365	1,215	-	3,923	-	-	-
<b>TOTAL INTANGIBLES</b>	<b>3,923</b>	<b>1,343</b>	<b>1,365</b>	<b>1,215</b>	<b>-</b>	<b>3,923</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL WORKS</b>	<b>51,397</b>	<b>14,323</b>	<b>27,419</b>	<b>8,542</b>	<b>1,113</b>	<b>33,746</b>	<b>6,553</b>	<b>10,668</b>	<b>430</b>

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
2023/24									
<b>PROPERTY</b>									
Land	2,400	2,400	-	-	-	-	-	2,400	-
Buildings	4,900	35	4,817	48	-	4,900	-	-	-
Building Improvements	50	-	50	-	-	50	-	-	-
<b>TOTAL PROPERTY</b>	<b>7,350</b>	<b>2,435</b>	<b>4,867</b>	<b>48</b>	<b>-</b>	<b>4,950</b>	<b>-</b>	<b>2,400</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
Plant, Machinery and Equipment	2,400	-	2,160	240	-	1,675	-	-	725
Fixtures, Fittings and Furniture	54	-	54	-	-	54	-	-	-
Computers and Telecommunications	546	178	215	96	57	546	-	-	-
Art Works	131	121	10	-	-	131	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>3,131</b>	<b>299</b>	<b>2,439</b>	<b>336</b>	<b>57</b>	<b>2,406</b>	<b>-</b>	<b>-</b>	<b>725</b>
<b>INFRASTRUCTURE</b>									
Roads	15,870	1,468	10,199	3,404	799	12,310	3,390	170	-
Bridges	100	-	100	-	-	100	-	-	-
Footpaths and Cycleways	3,876	2,452	1,180	186	58	3,318	430	128	-
Drainage	4,315	1,118	1,864	1,333	-	4,315	-	-	-
Recreational, leisure and community facilities	1,833	582	654	594	3	1,503	80	250	-
Waste management	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	5,434	1,721	2,362	901	450	1,646	-	3,788	-
Off street car parks	130	-	100	30	-	130	-	-	-
<b>TOTAL INFRASTRUCTURE</b>	<b>31,558</b>	<b>7,341</b>	<b>16,459</b>	<b>6,448</b>	<b>1,310</b>	<b>23,322</b>	<b>3,900</b>	<b>4,336</b>	<b>-</b>
<b>INTANGIBLE ASSETS</b>									
Software	4,212	1,300	1,060	1,852	-	4,212	-	-	-
<b>TOTAL INTANGIBLES</b>	<b>4,212</b>	<b>1,300</b>	<b>1,060</b>	<b>1,852</b>	<b>-</b>	<b>4,212</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CAPITAL WORKS</b>	<b>46,251</b>	<b>11,375</b>	<b>24,825</b>	<b>8,684</b>	<b>1,367</b>	<b>34,890</b>	<b>3,900</b>	<b>6,736</b>	<b>725</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.

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	+/-
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	10.6%	2.8%	2.5%	5.8%	6.3%	7.0%	+
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	223.0%	218.6%	182.3%	173.6%	168.7%	177.2%	-
Unrestricted cash	Unrestricted cash / current liabilities	3	37.6%	40.1%	35.8%	43.9%	52.6%	61.5%	+
<b>Obligations</b>									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.3%	7.0%	0.0%	0.0%	0.0%	0.0%	+
Indebtedness	Non-current liabilities / own source revenue		1.1%	2.9%	2.6%	2.3%	2.0%	1.8%	+
Asset renewal	Asset renewal expenses / Asset depreciation	5	87.5%	148.8%	153.4%	121.0%	141.4%	126.4%	o
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	6	76.3%	80.1%	80.2%	80.2%	80.4%	80.5%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o



Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	+/-
<b>Efficiency</b>									
Expenditure level	Total expenses/ no. of property assessments		\$2,372	\$2,547	\$2,575	\$2,549	\$2,599	\$2,673	o
Revenue level	Residential rate revenue / no. of residential property assessments		\$1,961	\$2,095	\$2,117	\$2,159	\$2,221	\$2,303	+
<b>Sustainability</b>									
Own-source revenue	Own-source revenue / municipal population		\$955	\$916	\$922	\$954	\$983	\$1,022	+
Recurrent grants	Recurrent grants / municipal population		\$106	\$83	\$95	\$95	\$95	\$96	o
Total expenditure	Total expenditure / municipal population		\$952	\$973	\$992	\$988	\$1,011	\$1,039	-
Infrastructure	Value of infrastructure / municipal population		\$6,802	\$6,628	\$6,761	\$6,813	\$6,920	\$6,960	+
Population density	Municipal population / kms of local road		206	220	223	225	227	230	o
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		9.6%	9.5%	9.5%	9.5%	9.5%	9.5%	o
Disadvantage	Index of Relative Socio-economic disadvantage by decile		9	9	9	9	9	9	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

**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 Strategic Resource 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. Budget principles

The 2020/21 Annual Budget and ten year Long Term 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.

### Strategic Budget 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.
- 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.

### Operational Budget Principles

- Maintain existing services and service levels unless otherwise specified.
- Critical review of end of year forecasts and annual budgets.
- Stringent review of all new budget proposals.
- Full review of all staffing budgets.
- Zero based approach for consultancies and legal costs.
- New revenue sources, including fees and charges, to be actively pursued.
- Major focus on improving operational efficiencies in business operations.
- New initiatives or new employee proposals to be justified through a business case.
- Operating revenues and expenses arising from completed capital projects to be included in budget forecasts.

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

- Labour costs to rise by projected Enterprise Agreement increases.
- Fees and charges to increase in line with CPI plus 1.0 per cent 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.

## 7. Rating Strategy

Under the *Local Government Act (1989)*, a primary objective of all Victorian Local Governments is to ensure the equitable and efficient imposition of rates and charges. This section outlines the methodology that Council applies when levying rates and charges.

### 7.1 Introduction

A rating strategy is the method by which Council systematically considers factors of importance that informs its decisions about the rating system. The rating system determines how Council will raise money from properties within the municipality. It does not influence the total amount of money to be raised, only the share of revenue contributed by each property. The rating system comprises the valuation base for each property and the actual rating instruments allowed under the *Local Government Act (1989)* to calculate property owners' liability for rates.

In developing the Annual Budget and Strategic Resource Plan rates and charges were identified as an important source of revenue, accounting for approximately 73% of total revenue received by Council. The development of a rating strategy is a key element in Council exercising sound financial management and informing the community how the rating system works.

### 7.2 Rating - the Legislative Framework

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.

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

- **Wealth tax principle:** This principle implies that the rates paid are dependent upon the value of a ratepayers' real property, and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers.
- **Equity:** does the tax burden fall appropriately across different classes of ratepayers?
- **Benefit principle:** One of the more misunderstood elements of the rating system is that residents often seek to equate the level of rates paid with the amount of benefit they individually achieve. Should those who benefit more contribute more?
- **Capacity to pay:** The valuation of property is an imperfect system but the only system it has available in which to assess a resident's ability to pay annual rates but one which Council is restricted to under the *Local Government Act (1989)*. A frequently raised example is in relation to pensioners who may live in their family home which carries a high property value, but live on a pension. Should those ratepayers with greater economic capacity contribute more?
- **Simplicity**
  - Is the system practical and cost effective to administer?
  - Is the system simple to understand and comply with?
- **Efficiency:** does the rating methodology significantly distort property ownership or development decisions, or result in inflated demand for services and hence additional costs to Council?
- **Sustainability:** does the system generate sustainable, reliable revenues for Council and is it durable and flexible in changing conditions?

### 7.3 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 rate increase. Council's annual rate increase is now determined by the Minister for Local Government.

For the 2020/21 rating year the Minister has determined that the average rate increase for councils is capped at 2.0%. The proposed 2020/21 Budget complies with the rate cap.

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

Manningham City Council is not proposing to request a rate increase beyond the 2.0% rate cap.

### 7.4 Valuation Base

Manningham uses Capital Improved Value (CIV) for rating valuation purposes. The CIV of a property represents the value of the land and all improvements on the land as at a common date. It is relatively easy to understand by ratepayers as it equates to the market value of the property. CIV is the most commonly used valuation method by Victorian Councils.

Commencing with the 2019/20 year, the State Government (through the Valuer-General Victoria) has assumed responsible for determining the valuation of all properties for rating purposes.

### 7.5 Rates and Charges a Council may declare

Under the provisions of the *Local Government Act 1989* Council may declare the following rates and charges in respect to rateable land:

General Rate	A general rate is applied to all 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 of all rateable properties.
Differential Rates	Differential rates are different rates in the dollar that can be applied to different classes of rateable properties. Differential rates are permitted where Council uses Capital Improved Value as the rating value base.
Municipal Charge	A municipal charge may be levied to cover some of the administrative costs of the Council. The municipal charge is a flat charge applied to all rateable properties excluding Cultural & Recreational Lands.
Service Rates and Charges	Service rates or an annual service charge (or a combination of a rate and charge) may be declared for the provision of water supply, collection and disposal of refuse, provision of sewage services or any other prescribed services.
Rebates and Concessions	Council may grant a rebate or concession in relation to any rate or charge to assist in the proper development of the municipal district, preserve buildings or places that are of historical or environmental interest, or to restore or maintain buildings or places of historical, environmental, architectural or scientific importance.
Special Rates and Charges	Council may declare a special rate or charge for the purpose of defraying expenses or repaying with interest any advance made or debt incurred or loan raised by Council.

The advantages and disadvantages of each are outlined in the next section.

### 7.6 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

*Council is proposing to continue with its long standing practice to raise general rates through a uniform (or single) rate in the dollar for all property types in the 2020/21 Budget.*

### 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 in order to determine what level of differential rate is appropriate or equitable.
- Differential rates can be confusing to ratepayers.
- Complexity to administer.

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

- General, residential, farm, commercial, industrial, vacant, derelict and cultural and recreational lands.

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

- Electronic gaming machine venues, fast food premises, liquor licenced venues/outlets and businesses defined 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.

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 the granting of a rate reduction to one ratepayer group is not equitable on the grounds that it shifts the rate burden onto other ratepayers.

*Council is not proposing to introduce differential rates in the 2020/21 Budget.*

**Municipal Charge**

Council may declare a municipal charge to recover some of the administrative costs of the Council. A municipal charge is a flat charge which would be applied to all rateable properties.

Council does not currently levy a municipal charge.

Advantages of a Municipal Charge include:

- A municipal charge applies equally to all properties and is based upon the recovery of 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.

*Council is not proposing to implement a Municipal Charge in the 2020/21 Budget.*

**Service Rates and Service Charges**

A council may declare a service rate or an annual service charge or any combination of such a rate and charge 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 City Council currently declares a cost-recovery based Waste service charge for the collection and disposal of refuse.

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).

*Council is proposing to set the standard waste service charge at \$263.50 for 2020/21, representing a nil increase on the 2019/20 service charge.*



**Special Rates and Charges**

Special rates and charges are covered under Section 163 of the *Local Government Act (1989)*, which enables Council to declare a special rate or charge or a combination of both for the purposes of:

- Defraying any expenses; or
- Repaying with interest any advance made or debt incurred or loan raised by Council.

*Council is not proposing to adopt a Special Rate or Special Charge in the 2020/21 Budget.*

**7.7 Rebates/Waivers/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 that are of historical or environmental interest, or to restore or maintain buildings or 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 \$235.15 and a further \$50.00 rebate towards the cost of the Fire Services Property Levy.

These are the 2019/20 values as the 2020/21 rebates have not been released at the time of developing the proposed Budget. To be eligible a rate payer 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.

These concessions are fully funded by the State Government.

**Low Income Rebate**

Council currently grants a rebate to holders of a "Low Income" Health Care Card. The rebate is proposed to increase from \$64.25 to \$100.00 for 2020/21 to provide additional relief to ratepayers eligible for this rebate.

Holders of a State Government pension card may also be eligible for a State Government funded Pension Rebate of \$235.15 and a further \$50.00 rebate towards the cost of the Fire Services Property Levy (2019/20 value).

This concession is fully funded by Council.

**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 as a result of a 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.

*It is proposed that Council apply:*

- a) a rebate for Low Income Health Care Card holders (set at \$100.00 for 2020/21)
- b) a rate concession for Council owned recreation facilities that are operated by community based organisations.
- c) a general valuation rebate to ratepayers who may suffer financial hardship as a result of the General Revaluation of properties.

*No other rebates or waivers are proposed.*

### 7.8 Financial Hardship

Council acknowledges that some ratepayers will experience financial difficulty from time to time and will not be able to meet payment due dates for a number of reasons. Council has identified that it is necessary to provide assistance and relief at times and has a number of processes in place through 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, waiver of interest and legal costs, deferment of rates and charges to a mutually agreed date and a partial rate rebate where a rate charge increases by over 30% as a consequence of a general revaluation.

### 7.9 Fire Services Property Levy

In 2013/14 the Victorian Government introduced the Fire Services Property Levy (FSPL). This charge is collected by Councils on behalf of the Victorian State Government and included in the Rates Notice as an additional charge. The FSPL is not included as rates and charges for the purposes of calculating the rate cap.

Council plays no role in setting the FSPL charges and all FSPL receipts are remitted to the Victorian State Government on a quarterly basis.

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 variable rates will also differ depending whether properties are within the designated MFB or CFA fire area.

The State Government has announced that the FSPL will remain at the same level as 2019/20.

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

### 7.10 Payment Options

#### Payment Due Dates

In accordance with the *Local Government Act*, Council must allow a person or ratepayer to pay a rate or charge in four instalments. The date of these instalments is set by the Minister.

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

Council will offer the following payment options in 2020/21:

Four instalment plan:

- 30/09/2020 (Wednesday)
- 30/11/2020 (Monday)
- 01/03/2021 (Monday, being the next work day after 26/02/2021)
- 31/05/2021 (Monday)

Ten instalments option (direct debit only)

Council does not offer a payment in full option and does not provide an incentive for early payment.

**Payment Methods**

Council offers a wide range of payment options including direct debit (savings or cheque account), Bpay (phone or internet), Australia Post Billpay (in person, internet, telephone), and Council Offices (in person). Payments may be made by credit/debit card, cash or cheque.

**Late payment of rates**

Penalty interest will be charged in accordance with Section 172 of The Act which allows interest to be charged on any amount of rates and charges not paid by the respective due date. Interest will be calculated at the rate fixed under section 2 of the Penalty Interest Rates Act 1983 that applied on the first day of July immediately before the due date for the payment.  
Interest will be calculated from the due date of the instalment missed on the amount not paid.

**Appendix A. Schedule of Fees and Charges**

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the 2020/21 financial year. 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	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease		Basis of Fee	
			\$	\$	\$	%		
<b>Financial Services</b>								
<b>General</b>								
Dishonoured Cheque and Direct Debits Administration Fee	Per application	Non-Taxable	\$ 43.00	\$ 44.30	\$ 1.30	3.0%	Non-Statutory	
<b>Valuation and Rates</b>								
Land Information Certificates statutory	Per application	Non-Taxable	\$ 27.00	\$ 27.80	\$ 0.80	3.0%	Statutory	
Land Information Certificates urgent fee - same/next day	Per application	Non-Taxable	\$ 80.70	\$ 85.00	\$ 4.30	5.3%	Statutory	
Confirmation of ownership letter Processed by council rates department	Per application	Non-Taxable	\$ 38.10	\$ 40.00	\$ 3.90	10.8%	Non-Statutory	
Copy of Rate Notice (per Notice)	Per Notice	Non-Taxable	\$ -	\$ 15.00	\$ 15.00		Non-Statutory	
Refund Administration Fee	Per Refund	Non-Taxable	\$ -	\$ 15.00	\$ 15.00		Non-Statutory	
Direct Debit Administration Fee (Rates)	Per dishonour	Non-Taxable	\$ -	\$ 15.00	\$ 15.00		Non-Statutory	
Title Search	Per search	Non-Taxable	\$ -	\$ 25.00	\$ 25.00		Non-Statutory	
Historical Rates Information Maximum	Per application	Non-Taxable	\$ -	\$ 200.00	\$ 200.00		Non-Statutory	
Historical Rates Information Minimum	Per application	Non-Taxable	\$ -	\$ 10.00	\$ 10.00		Non-Statutory	
Batch Information Requests Maximum	Per application	Non-Taxable	\$ -	\$ 200.00	\$ 200.00		Non-Statutory	
Batch Information Requests Minimum	Per application	Non-Taxable	\$ -	\$ 25.00	\$ 25.00		Non-Statutory	
Street Number Change Maximum	Per application	Non-Taxable	\$ 700.65	\$ 721.70	\$ 21.05	3.0%	Non-Statutory	
Street Number Change Minimum	Per application	Non-Taxable	\$ 180.35	\$ 185.80	\$ 5.45	3.0%	Non-Statutory	
<b>Community Programs</b>								
<b>Maternal and Child Health</b>								
Parent Education Program MCC resident	Per session	Taxable	\$ 32.00	\$ 33.00	\$ 1.00	3.1%	Non-Statutory	
Parent Education Program Non resident	Per session	Taxable	\$ 46.30	\$ 47.70	\$ 1.40	3.0%	Non-Statutory	
Parent Education Program HealthCare Card Holder	Per session	Taxable	\$ 12.10	\$ 12.50	\$ 0.40	3.3%	Non-Statutory	
<b>Early Years at MC</b>								
Child Care Full week	Per week	Non-Taxable	\$ 556.00	\$ 578.00	\$ 22.00	4.0%	Non-Statutory	
Child Care Full individual days	Per day	Non-Taxable	\$ 113.00	\$ 118.00	\$ 5.00	4.4%	Non-Statutory	
Child Care Public holidays	as above	Non-Taxable	\$ -	\$ -	\$ -		Non-Statutory	
Late Fee - A late fee will be charged for the late collection of children after 6:00 pm	Per Occurrence	Non-Taxable	\$ 35.00	\$ 36.50	\$ 1.50	4.3%	Non-Statutory	

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
<b>Integrated Planning</b>							
<b>Planning Scheme Amendments</b>							
Advertising notice of approval (per letter)	Fee per letter	Non-Taxable	\$ 7.20	\$ 7.42	\$ 0.22	3.0%	Non-Statutory
Advertising other fee (one sign erected on site)	Fee per sign	Non-Taxable	\$ 207.00	\$ 213.21	\$ 6.21	3.0%	Non-Statutory
Advertising other fee (two signs erected on site)	Fee per sign	Non-Taxable	\$ 258.80	\$ 266.56	\$ 7.76	3.0%	Non-Statutory
Advertising other fee (three signs erected on site)	Fee per sign	Non-Taxable	\$ 310.50	\$ 319.82	\$ 9.32	3.0%	Non-Statutory
Advertising other fee (four signs or more erected on site)	Fee per sign	Non-Taxable	\$ 362.30	\$ 373.17	\$ 10.87	3.0%	Non-Statutory
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	\$ 7.50	\$ 7.73	\$ 0.23	3.0%	Statutory
Notice of exhibition (per property) (<100-499)	Fee per letter	Non-Taxable	\$ 5.40	\$ 5.58	\$ 0.18	3.0%	Statutory
Notice of exhibition (per property) (500->)	Fee per letter	Non-Taxable	\$ 3.70	\$ 3.81	\$ 0.11	3.0%	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	\$ 3,050.90	\$ 3,050.90	\$ -	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	\$ 40,386.90	\$ 40,386.90	\$ -	0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
<b>Stage 3 (Adoption)</b>							
For:							
a) adopting the amendment or part of the amendment in accordance with section 29 of the Act; and	Per amendment	Non-Taxable	\$ 481.30	\$ 481.30	\$ -	0.0%	Statutory
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.							
<b>Stage 4 (Approval)</b>							
For:							
a) consideration by the Minister of a request to approve the amendment in accordance with section 35 of the Act; and	Per amendment	Non-Taxable	\$ 481.30	\$ 481.30	\$ -	0.0%	Statutory
b) giving notice of approval of the amendment in accordance with section 36(1) of the Act.							
<b>Approvals &amp; Compliance</b>							
<b>Animal Management</b>							
<b>Registration Fee</b>							
Dog - Reduced Fee (Sterilised) Annual Fee \$53 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 55.00	\$ 57.00	\$ 2.00	3.6%	Non-Statutory
Dog - Full Fee (Non sterilised) Annual Fee \$166 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 165.00	\$ 170.00	\$ 5.00	3.0%	Non-Statutory
Cat - Reduced Fee (Sterilised) Annual Fee \$32 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 35.00	\$ 36.00	\$ 1.00	2.9%	Non-Statutory
Cat - Full Fee (Non sterilised) Annual Fee \$149 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 149.00	\$ 153.00	\$ 4.00	2.7%	Non-Statutory
Dangerous Dog Annual Fee \$217 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 215.00	\$ 221.00	\$ 6.00	2.8%	Non-Statutory
Restricted Breed Dog Annual Fee \$217 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 215.00	\$ 221.00	\$ 6.00	2.8%	Non-Statutory
Menacing Dog Annual Fee \$217 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 215.00	\$ 221.00	\$ 6.00	2.8%	Non-Statutory
Domestic Animal Businesses Annual Fee \$288 + \$20 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 280.00	\$ 288.00	\$ 8.00	2.9%	Non-Statutory
Late Registration Administration Fee	Per Registration	Non-Taxable	\$ 10.00	\$ 10.50	\$ 0.50	5.0%	Non-Statutory
Foster Carer	N/A	Non-Taxable	\$ -	\$ -	\$ -	-	Non-Statutory
<b>Release Fee</b>							
Impounded Domestic Animal Dog/Cat During business hours	Per Animal	Non-Taxable	\$ 99.00	\$ 102.00	\$ 3.00	3.0%	Non-Statutory
Impounded Domestic Animal Dog/Cat outside of business hours	Per Animal	Non-Taxable	\$ 140.00	\$ 144.00	\$ 4.00	2.9%	Non-Statutory
Daily Fee - Impound Dog / Cat - Sustenance	Per Day	Non-Taxable	\$ 15.50	\$ 16.00	\$ 0.50	3.2%	Non-Statutory
Impounded Animal Stock - during business hours	Per Animal	Non-Taxable	\$ 86.00	\$ 89.00	\$ 3.00	3.5%	Non-Statutory
Impounded Animal Stock - outside of business hours	Per Animal	Non-Taxable	\$ 168.00	\$ 171.00	\$ 3.00	1.8%	Non-Statutory
Daily Sustenance charge per day - Impound - Small animal (Sheep, Goats, Llama or similar)	Per Animal / Day	Non-Taxable	\$ 19.00	\$ 20.00	\$ 1.00	5.3%	Non-Statutory
Daily Fee Sustenance charge per day - Impound - Large animal (Cows, Pony, Horses or similar)	Per Animal / Day	Non-Taxable	\$ 39.00	\$ 40.00	\$ 1.00	2.6%	Non-Statutory
<b>Surrender Fee</b>							
Domestic Animal	Per Surrender	Non-Taxable	\$ 55.00	\$ 57.00	\$ 2.00	3.6%	Non-Statutory
Stock Animal	Per Surrender	Non-Taxable	\$ 80.00	\$ 82.00	\$ 2.00	2.5%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>Pet Register Information</b>							
Access to the registration data by public	Per entry inspected	Non-Taxable	\$ 19.00	\$ 20.00	\$ 1.00	5.3%	Non-Statutory
<b>Hire Fees</b>							
Hire Cat Trap Fee - 2 weeks (refundable deposit \$60) - Council	Per cage / two weeks	Taxable	\$ 62.00	\$ 64.00	\$ 2.00	3.2%	Non-Statutory
<b>Animal Transport</b>							
Float Charge (per animal) Council impound & transport stock (3 hours) - Council	Per transport (3 hours)	Non-Taxable	\$ 207.00	\$ 213.00	\$ 6.00	2.9%	Non-Statutory
<b>Boarding Fee</b>							
Cattery	Per day	Taxable	\$ 18.00	\$ 19.00	\$ 1.00	5.6%	Non-Statutory
<b>Fines and Prosecutions</b>							
Animal Infringement - Level 1 (.5 Penalty Units)	0.5 Penalty Unit	Non-Taxable	\$ 81.00	\$ 83.00	\$ 2.00	2.5%	Statutory
Animal Infringement - Level 2 (1 Penalty Units)	1 Penalty Unit	Non-Taxable	\$ 161.00	\$ 165.00	\$ 4.00	2.5%	Statutory
Animal Infringement - Level 3 (1.5 Penalty Units)	1.5 Penalty Unit	Non-Taxable	\$ 242.00	\$ 248.00	\$ 6.00	2.5%	Statutory
Animal Infringement - Level 4 (2 Penalty Units)	2 Penalty Unit	Non-Taxable	\$ 322.00	\$ 330.00	\$ 8.00	2.5%	Statutory
Animal Infringement - Level 5 (2.5 Penalty Units)	2.5 Penalty Unit	Non-Taxable	\$ 403.00	\$ 413.00	\$ 10.00	2.5%	Statutory
Animal Infringement - Level 8 (4 Penalty Units)	4 Penalty Unit	Non-Taxable	\$ 844.00	\$ 861.00	\$ 17.00	2.6%	Statutory
Domestic Animals Act 1994 - Infringement (5 Penalty Units)	5 Penalty Unit	Non-Taxable	\$ -	\$ 826.00	\$ 826.00		Statutory
Domestic Animals Act 1994 - Infringement (10 Penalty Units)	10 Penalty Unit	Non-Taxable	\$ -	\$ 1,652.00	\$ 1,652.00		Statutory
Domestic Animals Act 1994 - Infringement Minor attack infringement	Per offence	Non-Taxable	\$ 403.00	\$ 413.00	\$ 10.00	2.5%	Statutory
<b>Traffic Management</b>							
<b>Parking Permit Fee</b>							
Residential Parking	Per application	Non-Taxable	\$ 63.00	\$ 65.00	\$ 2.00	3.2%	Non-Statutory
Residential Parking	Per application	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory
Traders Parking	Per application	Non-Taxable	\$ 35.00	\$ 36.00	\$ 1.00	2.9%	Non-Statutory
Traders Parking	Per application	Non-Taxable	\$ 63.00	\$ 65.00	\$ 2.00	3.2%	Non-Statutory
Tradesman Parking	Per application	Non-Taxable	\$ 47.00	\$ 48.00	\$ 1.00	2.1%	Non-Statutory
Tradesman Parking	Per application	Non-Taxable	\$ 155.00	\$ 160.00	\$ 5.00	3.2%	Non-Statutory
Aquarena Parking	Per application	Non-Taxable	No Fee	\$ -			Non-Statutory
Replacement Permit - Administrative	Per application	Non-Taxable	\$ 10.00	\$ 10.00	\$ -	0.0%	Non-Statutory
<b>Fines and Prosecutions</b>							
Parking Infringement (.5 Penalty Unit)	0.5 Penalty Unit	Non-Taxable	\$ 81.00	\$ 83.00	\$ 2.00	2.5%	Statutory
Parking Infringement (.6 Penalty Unit)	0.6 Penalty Unit	Non-Taxable	\$ 97.00	\$ 99.00	\$ 2.00	2.1%	Statutory
Parking Infringement (1 Penalty Unit)	1 Penalty Unit	Non-Taxable	\$ 161.00	\$ 165.00	\$ 4.00	2.5%	Statutory
Road Safety Road Rules 2017 - 0621	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0701	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0702	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0704	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0705	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0706	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0707	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0708	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0711	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0712	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory
Road Safety Road Rules 2017 - 0713	Set by Council (0.5 penalty unit	Non-Taxable	\$ -	\$ 83.00	\$ 83.00		Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>Local Law</b>							
<b>Permit Fee</b>							
General Permit Fee	Per application	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory
Charity Clothing Bins - Permit Fees	Per Bin	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory
Craft market stalls	Per application	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory
Circuses and carnivals on Council/Crown land	Per application	Non-Taxable	\$ 811.00	\$ 830.00	\$ 19.00	3.1%	Non-Statutory
Mobile Cranes	Per application	Non-Taxable	\$ 1,708.00	\$ 1,759.00	\$ 51.00	3.0%	Non-Statutory
Obstructions	Per application	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory
Rubbish Hoppers - Annual - Accredited	Per Bin	Non-Taxable	\$ 750.00	\$ 773.00	\$ 23.00	3.1%	Non-Statutory
Activity on Footpath -Display of Goods Less than 6 square metres	Per Property	Non-Taxable	\$ 280.00	\$ 288.00	\$ 8.00	2.9%	Non-Statutory
Activity on Footpath -Display of Goods in excess of 6 square metres (per square metre)	Per square metre	Non-Taxable	\$ 78.00	\$ 80.00	\$ 2.00	2.6%	Non-Statutory
Activity on Footpath -Tables & Chairs Less than 6 square metres	Per Property	Non-Taxable	\$ 280.00	\$ 288.00	\$ 8.00	2.9%	Non-Statutory
Activity on Footpath -Tables & Chairs in excess of 6 square metres (per square metre)	per square metre	Non-Taxable	\$ 78.00	\$ 80.00	\$ 2.00	2.6%	Non-Statutory
Signs	Per Sign	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory
Signs - Charitable Organisations	Per Sign	0	\$ 62.00	\$ 64.00	\$ 2.00	3.2%	Non-Statutory
Signs - Real estate agents (inspections signs)	Per company / year	Non-Taxable	\$ 800.00	\$ 818.00	\$ 18.00	3.0%	Non-Statutory
Busking permit fee	Per application	Non-Taxable	\$ 124.20	\$ 128.00	\$ 3.80	3.1%	Non-Statutory
Public entertainment permit	Per application	Non-Taxable	\$ 124.20	\$ 128.00	\$ 3.80	3.1%	Non-Statutory
Filming	Per hour	Non-Taxable	\$ 124.20	\$ 128.00	\$ 3.80	3.1%	Non-Statutory
Use of reserves - Parks	Per day	Non-Taxable	\$ 124.20	\$ 128.00	\$ 3.80	3.1%	Non-Statutory
<b>Fines and Prosecutions</b>							
Manningham Community Local Laws Individual	Per application	Non-Taxable	\$ 200.00	\$ 200.00	\$ -	0.0%	Non-Statutory
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>							
Shopping Trolley	Per Item	Non-Taxable	\$ 64.00	\$ 66.00	\$ 2.00	3.1%	Non-Statutory
Real Estate/advertising board sign (or similar)	Per Item	Non-Taxable	\$ 114.00	\$ 117.00	\$ 3.00	2.6%	Non-Statutory
Other Item	Per Item	Non-Taxable	\$ 64.00	\$ 66.00	\$ 2.00	3.1%	Non-Statutory
<b>Impounded Vehicles</b>							
<b>Release Fee</b>							
Vehicle - Impounded or Abandoned	Per Item	Non-Taxable	\$ 176.00	\$ 181.00	\$ 5.00	2.8%	Non-Statutory
Vehicle - Tow	Per Item	Non-Taxable	\$ 171.00	\$ 176.00	\$ 5.00	2.9%	Non-Statutory
Daily charge / Vehicle	Per Item	Non-Taxable	\$ 28.00	\$ 29.00	\$ 1.00	3.6%	Non-Statutory
<b>Inspection Fee</b>							
Impounded / Abandoned Vehicle	Per Item	Non-Taxable	\$ 50.00	\$ 52.00	\$ 2.00	4.0%	Non-Statutory
<b>Planning Compliance</b>							
<b>Fines and Prosecutions</b>							
Planning Infringement Notice (10 Penalty Units)	Penalty Unit	Non-Taxable	\$ 1,612.00	\$ 1,652.00	\$ 40.00	2.5%	Statutory
Planning Infringement Notice (5 Penalty Units)	Penalty Unit	Non-Taxable	\$ 805.00	\$ 826.00	\$ 21.00	2.6%	Statutory
<b>Permit Fee</b>							
Outside of hours - Permit CMP	Per application	Non-Taxable	\$ -	\$ 128.00	\$ 128.00		Non-Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>Fire Prevention</b>							
Vacant Block <1000m2 - Slashing Machinery	Per property (Double Slash)	Taxable	\$ 471.00	\$ 475.00	\$ 4.00	0.8%	Non-Statutory
Vacant Block <2000m2 - Slashing Machinery	Per property (Double Slash)	Taxable	\$ 800.00	\$ 865.00	\$ 65.00	10.8%	Non-Statutory
Vacant Block per 4000m2 - Slashing Machinery	Per property (Double Slash)	Taxable	\$ 854.00	\$ 735.00	\$ (119.00)	-13.9%	Non-Statutory
Inaccessible for Machinery - Derelict homes on standard blocks	Per property (Single Slash)	Taxable	\$ -	\$ 680.00	\$ 680.00		Non-Statutory
Inaccessible for Machinery - Slashing Hand	Per hour	Taxable	\$ 119.00	\$ 122.00	\$ 3.00	2.5%	Non-Statutory
Permit Fee - Burn Permit - Vacant Land Only (inspection required)	Per application / property	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory
Permit Fee - Burn Permit - All Occupied Land	N/A	Non-Taxable	No Fee	\$ -			Non-Statutory
<b>Land Management</b>							
Blackberry Control - <2000m2	Council (single slash)	Non-Taxable	\$ 182.00	\$ 325.00	\$ 143.00	78.6%	Non-Statutory
Blackberry Control - <4000m2	Council (single slash)	Non-Taxable	\$ 321.00	\$ 360.00	\$ 39.00	12.1%	Non-Statutory
Blackberry Control > 4000m2 - by quote	Per hour	Taxable	\$ 119.00	\$ 123.00	\$ 4.00	3.4%	Non-Statutory
<b>Approvals &amp; Compliance</b>							
<b>Environmental Health</b>							
<b>Food Act</b>							
Class 1 (Standard FSP) - Registration FeeHigh Risk Premises using a Standard FSP	Per registration/premies	Non-Taxable	\$ 790.00	\$ 815.00	\$ 25.00	3.2%	Non-Statutory
Class 1 (Standard FSP) - Transfer Fee	Per registration/premies	Non-Taxable	\$ 395.00	\$ 407.50	\$ 12.50	3.2%	Non-Statutory
Class 1 (Standard FSP) - Transfer Report	Per registration/premies	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.8%	Non-Statutory
Class 1 (Standard FSP) - Plan Approval	Per registration/premies	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Class 1 (Non Standard FSP) - Registration FeeHigh Risk Premises using a Non Standard FSP	Per registration/premies	Non-Taxable	\$ 480.00	\$ 500.00	\$ 20.00	4.2%	Non-Statutory
Class 1 (Non Standard FSP) - Transfer Fee	Per registration/premies	Non-Taxable	\$ 240.00	\$ 250.00	\$ 10.00	4.2%	Non-Statutory
Class 1 (Non Standard FSP) - Transfer Report	Per registration/premies	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.8%	Non-Statutory
Class 1 (Non Standard FSP) - Plan Approval	Per registration/premies	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Class 2 (Standard FSP) - Registration FeeModerate Risk Premises using a Standard FSP	Per registration/premies	Non-Taxable	\$ 520.00	\$ 535.00	\$ 15.00	2.9%	Non-Statutory
Class 2 (Standard FSP) - Transfer Fee	Per registration/premies	Non-Taxable	\$ 260.00	\$ 267.50	\$ 7.50	2.9%	Non-Statutory
Class 2 (Standard FSP) - Transfer Report	Per registration/premies	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.8%	Non-Statutory
Class 2 (Standard FSP) - Plan Approval	Per registration/premies	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Class 2 (Non Standard FSP) - Registration FeeModerate Risk Premises using a Non Standard FSP	Per registration/premies	Non-Taxable	\$ 420.00	\$ 435.00	\$ 15.00	3.6%	Non-Statutory
Class 2 (Non Standard FSP) - Transfer Fee	Per registration/premies	Non-Taxable	\$ 210.00	\$ 217.50	\$ 7.50	3.6%	Non-Statutory
Class 2 (Non Standard FSP) - Transfer Report	Per registration/premies	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.8%	Non-Statutory
Class 2 (Non Standard FSP) - Plan Approval	Per registration/premies	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Class 2 >20EFT (Standard FSP) - Registration FeeModerate Risk Premises with > 20 EFT using a Standard FSP	Per registration/premies	Non-Taxable	\$ 1,035.00	\$ 1,070.00	\$ 35.00	3.4%	Non-Statutory
Class 2 >20 EFT(Standard FSP) - Transfer Fee	Per registration/premies	Non-Taxable	\$ 517.50	\$ 535.00	\$ 17.50	3.4%	Non-Statutory
Class 2 >20 EFT(Standard FSP) - Transfer Report	Per registration/premies	Non-Taxable	\$ 310.00	\$ 320.00	\$ 10.00	3.2%	Non-Statutory
Class 2 >20EFT(Standard FSP) - Plan Approval	Per registration/premies	Non-Taxable	\$ 300.00	\$ 310.00	\$ 10.00	3.3%	Non-Statutory
Class 2 >20EFT(Non Standard FSP) - Registration FeeModerate Risk Premises with >20EFT using a Non Standard FSP	Per registration/premies	Non-Taxable	\$ 700.00	\$ 720.00	\$ 20.00	2.9%	Non-Statutory
Class 2 >20EFT(Non Standard FSP) - Transfer Fee	Per registration/premies	Non-Taxable	\$ 350.00	\$ 360.00	\$ 10.00	2.9%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST		2020/21 Fee Inc GST		Fee Increase / Decrease		Basis of Fee
			\$	%	\$	%	\$	%	
Class 2 >20EFT(Non Standard FSP) - Transfer Report	Per registration/premies	Non-Taxable	\$ 310.00		\$ 320.00		\$ 10.00	3.2%	Non-Statutory
Class 2 >20EFT(Non Standard FSP) - Plan Approval	Per registration/premies	Non-Taxable	\$ 300.00		\$ 310.00		\$ 10.00	3.3%	Non-Statutory
Class 2 Community Group (Standard FSP) - Registration FeeCommunity Group using a Standard FSP	Per registration/premies	Non-Taxable	\$ 220.00		\$ 230.00		\$ 10.00	4.5%	Non-Statutory
Class 2 Community Group (Standard FSP) - Transfer Fee	Per registration/premies	Non-Taxable	\$ 110.00		\$ 115.00		\$ 5.00	4.5%	Non-Statutory
Class 2 Community Group (Standard FSP) - Transfer Report	Per registration/premies	Non-Taxable	\$ 160.00		\$ 170.00		\$ 10.00	6.3%	Non-Statutory
Class 2 Community Group (Standard FSP) - Plan Approval	Per registration/premies	Non-Taxable	\$ 190.00		\$ 200.00		\$ 10.00	5.3%	Non-Statutory
Class 3 - Registration FeeModerate to Low Risk Premises using a Minimum Records	Per registration/premies	Non-Taxable	\$ 330.00		\$ 340.00		\$ 10.00	3.0%	Non-Statutory
Class 3 - Transfer Fee	Per registration/premies	Non-Taxable	\$ 165.00		\$ 170.00		\$ 5.00	3.0%	Non-Statutory
Class 3 - Transfer Report	Per registration/premies	Non-Taxable	\$ 260.00		\$ 270.00		\$ 10.00	3.8%	Non-Statutory
Class 3 - Plan Approval	Per registration/premies	Non-Taxable	\$ 220.00		\$ 230.00		\$ 10.00	4.5%	Non-Statutory
Class 3 (Community Group) - Registration FeeModerate to Low Risk Community Group using a Minimum Records	Per registration/premies	Non-Taxable	\$ 200.00		\$ 210.00		\$ 10.00	5.0%	Non-Statutory
Class 3 (Community Group) - Transfer Fee	Per registration/premies	Non-Taxable	\$ 100.00		\$ 105.00		\$ 5.00	5.0%	Non-Statutory
Class 3 (Community Group) - Transfer Report	Per registration/premies	Non-Taxable	\$ 160.00		\$ 170.00		\$ 10.00	6.3%	Non-Statutory
Class 3 (Community Group) - Plan Approval	Per registration/premies	Non-Taxable	\$ 200.00		\$ 208.00		\$ 8.00	4.0%	Non-Statutory
Class 2 Home based Business Plan Approval	Per registration/premies	Non-Taxable	\$ 200.00		\$ 210.00		\$ 10.00	5.0%	Non-Statutory
Class 3 Home Based Business Plan Approval	Per registration/premies	Non-Taxable	\$ 200.00		\$ 210.00		\$ 10.00	5.0%	Non-Statutory
Class 2 Food Vehicle (business)	Per registration/premies	Non-Taxable	\$ 500.00		\$ 515.00		\$ 15.00	3.0%	Non-Statutory
Additional class 2 food vehicle (business)	Per registration/premies	Non-Taxable	\$ 260.00		\$ 270.00		\$ 10.00	3.8%	Non-Statutory
<b>Mobile / Temporary Food Premises</b>									
Class 3 Food Vehicle (business)	Per registration	Non-Taxable	\$ 330.00		\$ 340.00		\$ 10.00	3.0%	Non-Statutory
Additional class 3 food vehicle (business)	Per registration	Non-Taxable	\$ 170.00		\$ 180.00		\$ 10.00	5.9%	Non-Statutory
Class 2 community group Food Vehicle	Per registration	Non-Taxable	\$ 200.00		\$ 210.00		\$ 10.00	5.0%	Non-Statutory
Additional class 2 community group food vehicle	Per registration	Non-Taxable	\$ 110.00		\$ 120.00		\$ 10.00	9.1%	Non-Statutory
Class 3 community group Food Vehicle	Per registration	Non-Taxable	\$ 180.00		\$ 190.00		\$ 10.00	5.6%	Non-Statutory
Additional class 3 community group food vehicle	Per registration	Non-Taxable	\$ 100.00		\$ 110.00		\$ 10.00	10.0%	Non-Statutory
Class 2 Temporary food premises (business)	Per registration	Non-Taxable	\$ 215.00		\$ 220.00		\$ 5.00	2.3%	Non-Statutory
Additional class 2 Temporary food premises (business)	Per registration	Non-Taxable	\$ 115.00		\$ 120.00		\$ 5.00	4.3%	Non-Statutory
Class 3 Temporary food premises (business)	Per registration	Non-Taxable	\$ 195.00		\$ 200.00		\$ 5.00	2.6%	Non-Statutory
Additional class 3 Temporary food premises (business)	Per registration	Non-Taxable	\$ 105.00		\$ 110.00		\$ 5.00	4.8%	Non-Statutory
Food Premises rainspection fee (for non-compliance)New fee adopted by Council 23 October 218	Per registration	Non-Taxable	\$ 114.43		\$ 117.86		\$ 3.43	3.0%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<i>Public Health and Wellbeing Act</i>							
Registration Fee High Risk	Per registration	Non-Taxable	\$ 330.00	\$ 340.00	\$ 10.00	3.0%	Non-Statutory
Registration Fee High+Mod Risk	Per registration	Non-Taxable	\$ 410.00	\$ 420.00	\$ 10.00	2.4%	Non-Statutory
Registration Fee High+Mod+Low Risk	Per registration	Non-Taxable	\$ 460.00	\$ 470.00	\$ 10.00	2.2%	Non-Statutory
Registration Fee High+Low Risk	Per registration	Non-Taxable	\$ 380.00	\$ 390.00	\$ 10.00	2.6%	Non-Statutory
Registration Fee Mod+Low Risk	Per registration	Non-Taxable	\$ 360.00	\$ 370.00	\$ 10.00	2.8%	Non-Statutory
Registration Fee Mod Risk	Per registration	Non-Taxable	\$ 310.00	\$ 320.00	\$ 10.00	3.2%	Non-Statutory
Registration Fee Low Risk - Ongoing	Per registration	Non-Taxable	\$ 180.00	\$ 190.00	\$ 10.00	5.6%	Non-Statutory
Plan Approval High Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Plan Approval High+Mod Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Plan Approval High+Mod+Low Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Plan Approval High+Low Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Plan Approval Mod+Low Risk	Per registration	Non-Taxable	\$ 220.00	\$ 240.00	\$ 20.00	9.1%	Non-Statutory
Plan Approval Mod Risk	Per registration	Non-Taxable	\$ 220.00	\$ 240.00	\$ 20.00	9.1%	Non-Statutory
Plan Approval Low Risk - Ongoing	Per registration	Non-Taxable	\$ 210.00	\$ 240.00	\$ 30.00	14.3%	Non-Statutory
Transfer Fee High Risk	Per registration	Non-Taxable	\$ 165.00	\$ 170.00	\$ 5.00	3.0%	Non-Statutory
Transfer Fee High+Mod Risk	Per registration	Non-Taxable	\$ 205.00	\$ 210.00	\$ 5.00	2.4%	Non-Statutory
Transfer Fee High+Mod+Low Risk	Per registration	Non-Taxable	\$ 230.00	\$ 235.00	\$ 5.00	2.2%	Non-Statutory
Transfer Fee High+Low Risk	Per registration	Non-Taxable	\$ 190.00	\$ 195.00	\$ 5.00	2.6%	Non-Statutory
Transfer Fee Mod+Low Risk	Per registration	Non-Taxable	\$ 180.00	\$ 185.00	\$ 5.00	2.8%	Non-Statutory
Transfer Fee Mod Risk	Per registration	Non-Taxable	\$ 155.00	\$ 160.00	\$ 5.00	3.2%	Non-Statutory
Transfer Fee Low Risk - Ongoing	Per registration	Non-Taxable	\$ 180.00	\$ 190.00	\$ 10.00	5.6%	Non-Statutory
Transfer Report High Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Transfer Report High+Mod Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Transfer Report High+Mod+Low Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Transfer Report High+Low Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Transfer Report Mod+Low Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Transfer Report Mod Risk	Per registration	Non-Taxable	\$ 230.00	\$ 240.00	\$ 10.00	4.3%	Non-Statutory
Transfer Report Low Risk - Ongoing	Per registration	Non-Taxable	\$ 210.00	\$ 240.00	\$ 30.00	14.3%	Non-Statutory
Prescribed Accommodation - Renewal Fee <20 beds	Per registration	Non-Taxable	\$ 270.00	\$ 280.00	\$ 10.00	3.7%	Non-Statutory
Prescribed Accommodation - Renewal Fee 20 - 40 beds	Per registration	Non-Taxable	\$ 350.00	\$ 360.00	\$ 10.00	2.9%	Non-Statutory
Prescribed Accommodation - Renewal Fee >40 beds	Per registration	Non-Taxable	\$ 465.00	\$ 480.00	\$ 15.00	3.2%	Non-Statutory
Prescribed Accommodation - Transfer Fee <20 beds	Per registration	Non-Taxable	\$ 135.00	\$ 140.00	\$ 5.00	3.7%	Non-Statutory
Prescribed Accommodation - Transfer Fee 20 - 40 beds	Per registration	Non-Taxable	\$ 175.00	\$ 180.00	\$ 5.00	2.9%	Non-Statutory
Prescribed Accommodation - Transfer Fee >40 beds	Per registration	Non-Taxable	\$ 232.50	\$ 240.00	\$ 7.50	3.2%	Non-Statutory
Prescribed Accommodation - Transfer Inspection & Report Inspection Report <20	Per registration	Non-Taxable	\$ 190.00	\$ 200.00	\$ 10.00	5.3%	Non-Statutory
Prescribed Accommodation - Transfer Inspection & Report Inspection Report <40	Per registration	Non-Taxable	\$ 210.00	\$ 220.00	\$ 10.00	4.8%	Non-Statutory
Prescribed Accommodation - Transfer Inspection & Report Inspection Report >40	Per registration	Non-Taxable	\$ 220.00	\$ 240.00	\$ 20.00	9.1%	Non-Statutory
Prescribed Accommodation - Plan Approval <20	Per registration	Non-Taxable	\$ 200.00	\$ 220.00	\$ 20.00	10.0%	Non-Statutory
Prescribed Accommodation - Plan Approval <40	Per registration	Non-Taxable	\$ 220.00	\$ 240.00	\$ 20.00	9.1%	Non-Statutory
Prescribed Accommodation - Plan Approval >40	Per registration	Non-Taxable	\$ 240.00	\$ 260.00	\$ 20.00	8.3%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease		Basis of Fee
			\$	\$	\$	%	
Caravan Parks Registration Fee <25	Per registration	Non-Taxable	\$ 245.65	TBA		0.0%	Statutory
Caravan Parks Registration Fee 25 < 50	Per registration	Non-Taxable	\$ 491.30	TBA		0.0%	Statutory
Caravan Parks Registration Fee 50 < 100	Per registration	Non-Taxable	\$ 982.60	TBA		0.0%	Statutory
Caravan Parks Transfer Fee <25	Per registration	Non-Taxable	\$ 72.25	TBA		0.0%	Statutory
Caravan Parks Transfer Fee 25 < 50	Per registration	Non-Taxable	\$ 72.25	TBA		0.0%	Statutory
Caravan Parks Transfer Fee 50 < 100	Per registration	Non-Taxable	\$ 72.25	TBA		0.0%	Statutory
Caravan Transfer Inspection Report	Per registration	Non-Taxable	\$ 270.00	\$ 280.00	\$ 10.00	3.7%	Statutory
Public Swimming Pool class 1 New health registration fee comes into effect Dec 2020. LG workshops pending to determine level of involvement and fee consistency across region.	Per registration	Non-Taxable	\$ -	TBA			Non-Statutory
Public Swimming Pool class 2 New health registration fee comes into effect Dec 2020. LG workshops pending to determine level of involvement and fee consistency across region.	Per registration	Non-Taxable	\$ -	TBA			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 Domestic	Per application	Non-Taxable	\$ 430.00	\$ 440.00	\$ 10.00	2.3%	Non-Statutory
Minor Alteration Domestic	Per application	Non-Taxable	\$ 240.00	\$ 250.00	\$ 10.00	4.2%	Non-Statutory
<b>Septic Tank Commercial</b>							
Commercial Installation and Alteration Commercial - \$10.00 per \$100 of cost of system	Per application	Non-Taxable	\$ -	\$ -	\$ -		Non-Statutory
Sand analysis	Per application	0	\$ 145.00	\$ 149.35	\$ 4.35	3.0%	Non-Statutory
Copy of existing septic tank system plan	Per application	Non-Taxable	\$ 42.00	\$ 45.00	\$ 3.00	7.1%	Non-Statutory
On-site location of existing septic tank system	Per application	Non-Taxable	\$ 270.00	\$ 280.00	\$ 10.00	3.7%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>Statutory Planning</b>							
<b>Use</b>							
Class 1: Use only Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.09	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	\$ 199.94	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	\$ 829.43	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	\$ 1,288.47	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	\$ 1,392.14	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	\$ 1,495.81	TBA		0.0%	Statutory
<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	\$ 199.94	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	\$ 429.49	TBA		0.0%	Statutory
Class 9: VicSmart application to subdivide or consolidate land Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 199.94	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	0	\$ 199.94	TBA		0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
<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	\$ 1,147.78	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	\$ 1,547.65	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	\$ 3,413.71	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	\$ 8,700.88	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	\$ 25,858.33	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	\$ 57,870.14	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	\$ 1,318.09	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	\$ 1,318.09	TBA		0.0%	Statutory
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	\$ 1,318.09	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	1318.09 per 100 lots created	TBA			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	\$ 1,318.09	TBA		0.0%	Statutory
<b>Other</b>							
Class 22: A permit not otherwise provided for in the regulation Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.09	TBA		0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>Single dwelling</b>							
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	\$ 1,318.09	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	\$ 1,318.09	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	\$ 199.94	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	\$ 629.43	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	\$ 1,288.47	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	\$ 1,392.14	TBA		0.0%	Statutory
<b>VicSmart</b>							
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	\$ 199.94	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	\$ 429.49	TBA		0.0%	Statutory
Class 9 Amendment: An amendment to a class 9 permit (to subdivide or consolidate land).	Per application	Non-Taxable	\$ 199.94	TBA		0.0%	Statutory
Class 10 Amendment: An amendment to a class 10 permit.	Per application	Non-Taxable	\$ 199.94	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	\$ 1,147.78	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	\$ 1,547.65	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	\$ 3,413.71	TBA		0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>Subdivision</b>							
Class 14 Amendment: An amendment to a class 17 permit (to subdivide an existing building).	Per application	Non-Taxable	\$ 1,318.09	TBA		0.0%	Statutory
Class 15 Amendment: An amendment to a class 18 permit (to subdivide land into 2 lots).	Per application	Non-Taxable	\$ 1,318.09	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	\$ 1,318.09	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	1318.09 per 100 lots created	TBA			Statutory
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	\$ 1,318.09	TBA		0.0%	Statutory
<b>Other</b>							
Class 19 Amendment: An amendment to a class 22 permit (a permit not otherwise provided for in the regulation).	Per application	Non-Taxable	\$ 1,318.09	TBA		0.0%	Statutory
Regulation 10: For combined permit applications: 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	Sum of the highest fee	TBA			Statutory
Regulation 12: Amend an application for a permit or an application for an amendment to a permit: 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	40% of application fee	TBA			Statutory
Regulation 13: For a combined application to amend permit: 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	Sum of the highest fee	TBA			Statutory
Regulation 14: For a combined permit and planning scheme amendment, under section 98A(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	Sum of the highest fee	TBA			Statutory
Regulation 15: For a certificate of compliance	Per application	Non-Taxable	\$ 325.82	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	\$ 650.05	TBA		0.0%	Statutory
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	Per application	Non-Taxable	\$ 325.82	TBA		0.0%	Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease		Basis of Fee	
			\$	\$	\$	%		
<b>Application Fees in accordance with the Subdivision (Fee) Regulations 2016</b>								
Regulation 6: For certification of a plan of subdivision	Per application	Non-Taxable	\$ 174.78	TBA		0.0%	Statutory	
Regulation 7: Alteration of plan under section 10(2) of the Act	Per application	Non-Taxable	\$ 111.08	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	0.75% of the estimated cost of construction of the works proposed in the engineering plan (maximum fee)	TBA			Statutory	
Regulation 10: Engineering plan prepared by council	Per application	Non-Taxable	3.5% of the cost of works proposed in the engineering plan (maximum fee)	TBA			Statutory	
Regulation 11: Supervision of works	Per application	Non-Taxable	2.5% of the estimated cost of construction of the works (maximum fee)	TBA			Statutory	
Public open space contribution Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme	Calculated in accordance with t	Non-Taxable	Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme	TBA			Statutory	
Subdivision Outstanding Works Bond Refundable Bond (to enable issuing a statement of compliance prior to works being completed)	Bond (to enable issuing a state)	Taxable	150% of the cost of outstanding works as per detailed supplied quote	\$ -			Non-Statutory	
Landscape Bond Refundable Charge per dwelling - condition of planning permit	Charge per dwelling - condition	Non-Taxable	\$ 1,759.50	\$ 1,812.00	\$ 52.50	3.0%	Non-Statutory	
Application fee to remove or destroy or lop 2 or more trees	Per application	Non-Taxable	\$ 290.00	\$ 550.00	\$ 260.00	89.7%	Statutory	
Application fee to amend a permit to remove or destroy or lop 2 or more trees	Per application	Non-Taxable	\$ 290.00	\$ 550.00	\$ 260.00	89.7%	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	\$ 195.00	\$ 205.00	\$ 10.00	5.1%	Non-Statutory	
Secondary Consent Application Fee Single dwelling with an additional development cost under \$100,000	Single dwelling with an addition	Taxable	\$ 429.49	\$ 443.00	\$ 13.51	3.1%	Non-Statutory	
Secondary Consent Application Fee All other applications	All other applications	Taxable	\$ 859.10	\$ 885.00	\$ 25.90	3.0%	Non-Statutory	
Extension of Time Application Fee All applications	All applications	Taxable	\$ 852.10	\$ 872.00	\$ 19.90	3.1%	Non-Statutory	
Pre Application Advice Request		Taxable	\$ 388.10	\$ 410.00	\$ 21.90	5.6%	Non-Statutory	
Statutory Planning Property Enquiries Written confirmation of planning permit requirements	Written confirmation of planning	Taxable	\$ 185.00	\$ 200.00	\$ 15.00	8.1%	Non-Statutory	
Digital copy of Planning Permit and Approved plans per application	per application	Taxable	\$ 200.00	\$ 206.00	\$ 6.00	3.0%	Non-Statutory	
Advertising of a Planning Application - Other Up to 10 letters and 2 signs	Up to 10 letters and 2 signs	Taxable	\$ 538.20	\$ 555.00	\$ 16.80	3.1%	Non-Statutory	
Advertising of a Planning Application - Letters only Up to 10 letters	Up to 10 letters	Taxable	\$ 198.70	\$ 203.00	\$ 6.30	3.2%	Non-Statutory	
Advertising of a Planning Application - Additional letters per letter	per letter	Taxable	\$ 7.80	\$ 8.00	\$ 0.20	2.6%	Non-Statutory	

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease		Basis of Fee
					\$	%	
Advertising of a Planning Application - Additional sign/s per sign	per sign	Taxable	\$ 100.00	\$ 103.00	\$ 3.00	3.0%	Non-Statutory
Advertising - Placing a notice in the local paper For 2 weeks notice in newspaper	For 2 weeks notice in newspaper	Taxable	New Fee	\$ 2,850.00			Non-Statutory
S173 Agreements - Lodgement of agreement by Council at Titles Office by a Legal Practitioner	Per Agreement	Taxable	\$ 414.00	\$ 550.00	\$ 136.00	32.9%	Non-Statutory
S173 Agreements - Preparation of agreement by Council (not including lodgement fee at Titles Office - requires additional fee to be added)	Per Agreement	Taxable	\$ 990.00	\$ 1,100.00	\$ 110.00	11.1%	Non-Statutory
S173 Agreements - Review of an externally prepared agreement (not including lodgement fee at Titles Office - requires additional fee to be added)	Per Agreement	Taxable	\$ 850.00	\$ 1,000.00	\$ 150.00	17.8%	Non-Statutory
Title Search Title Search	Title Search	Taxable	\$ 73.00	\$ 75.19	\$ 2.19	3.0%	Non-Statutory
Photocopying A1/per sheet	Per sheet	Taxable	\$ 16.00	\$ 16.48	\$ 0.48	3.0%	Non-Statutory
Photocopying A3/per sheet	Per sheet	Taxable	\$ 3.20	\$ 3.30	\$ 0.10	3.0%	Non-Statutory
Photocopying A4/per sheet	Per sheet	Taxable	\$ 1.60	\$ 1.65	\$ 0.05	3.0%	Non-Statutory
Community event signage	Per application	Taxable	\$ 65.00	\$ 70.00	\$ 5.00	7.7%	Non-Statutory
File retrieval & scanning from Grace	Per file	Taxable	\$ 85.00	\$ 87.55	\$ 2.55	3.0%	Non-Statutory
Non refundable Landscape Bond Administrative fee	Per application	Taxable	\$ 90.00	\$ 110.00	\$ 20.00	22.2%	Non-Statutory
Endorsement of CMP using Council's Template	Per application	Taxable	New Fee	\$ 200.00			Non-Statutory
Condition 1 Plan assessment - First condition 1 assessment free and for every other subsequent condition 1 plan submission	First condition 1 assessment fee	Taxable	New Fee	\$ 150.00			Non-Statutory
<b>Building Services</b>							
<b>Building Surveying</b>							
Residential building permit document search & copy fee	Per application	Non-Taxable	\$ 119.25	\$ 122.83	\$ 3.58	3.0%	Non-statutory
Commercial building permit document search & copy fee	Per application	Non-Taxable	\$ 179.10	\$ 184.47	\$ 5.37	3.0%	Non-statutory
Certificate search & copy fee	Per application	Non-Taxable	\$ 55.90	\$ 57.58	\$ 1.68	3.0%	Non-statutory
Additional copies of documents	Per application	Non-Taxable	POA	\$ -			Non-statutory
Report and Consent Applications (Part 4 Dispensation Fee)	Per application	Non-Taxable	\$ 280.10	\$ 288.50	\$ 8.40	3.0%	Statutory
Property Information 320(1), (2) & (3)	Per application	Non-Taxable	\$ 55.80	\$ 57.47	\$ 1.67	3.0%	Statutory
Lodgement Fee (residential and commercial)	Per application	Non-Taxable	\$ 41.80	\$ 43.05	\$ 1.25	3.0%	Statutory
Section 29A certificates	Per application	Non-Taxable	\$ 69.90	\$ 72.00	\$ 2.10	3.0%	Statutory
Swimming pool registration fee	Per application	Taxable	\$ -	\$ 79.00	\$ 79.00		Statutory
Lodgement of pool certificate fee	Per application	Taxable	\$ -	\$ 20.40	\$ 20.40		Statutory
Lodgement of non-compliant pool certificate fee	Per application	Taxable	\$ -	\$ 385.00	\$ 385.00		Statutory
Request to finalise Lapsed Permits (minor works)	Per application	Taxable	\$ 217.15	\$ 223.66	\$ 6.51	3.0%	Non-statutory
Request to finalise Lapsed Permits	Per application	Taxable	\$ 447.60	\$ 461.03	\$ 13.43	3.0%	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc	2020/21 Fee Inc	Fee Increase / Decrease	Fee Increase / Decrease		Basis of Fee
			GST	GST		\$	%	
<b>Economic &amp; Community Wellbeing</b>								
<b>Public Halls</b>								
Doncaster Playhouse Bond	per hire	Non-Taxable	\$ 500.00	\$ 515.00	\$ 15.00	3.0%		Non-Statutory
Doncaster Playhouse Hire Per performance (5 hours)	Per performance	Taxable	\$ 451.00	\$ 464.53	\$ 13.53	3.0%		Non-Statutory
Doncaster Playhouse Rehearsal per hour	Per hour	Taxable	\$ 90.00	\$ 92.70	\$ 2.70	3.0%		Non-Statutory
Doncaster Playhouse Bump in/Bump out	Per event	Taxable	\$ 90.00	\$ 92.70	\$ 2.70	3.0%		Non-Statutory
Manningham Art Studios Bond	per hire	Non-Taxable	\$ 103.50	\$ 106.61	\$ 3.11	3.0%		Non-Statutory
Manningham Art Studios Studio 1 Casual Commercial	Per hour	Taxable	\$ 118.00	\$ 121.54	\$ 3.54	3.0%		Non-Statutory
Manningham Art Studios Studio 1 Regular Commercial	Per hour	Taxable	\$ 104.50	\$ 107.64	\$ 3.14	3.0%		Non-Statutory
Manningham Art Studios Studio 1 Casual Community	Per hour	Taxable	\$ 82.50	\$ 84.98	\$ 2.47	3.0%		Non-Statutory
Manningham Art Studios Studio 1 Regular Community	Per hour	Taxable	\$ 75.50	\$ 77.77	\$ 2.27	3.0%		Non-Statutory
Manningham Art Studios Studio 2 Casual Commercial	Per hour	Taxable	\$ 44.00	\$ 45.32	\$ 1.32	3.0%		Non-Statutory
Manningham Art Studios Studio 2 Regular Commercial	Per hour	Taxable	\$ 28.50	\$ 27.30	\$ 0.80	3.0%		Non-Statutory
Manningham Art Studios Studio 2 Casual Community	Per hour	Taxable	\$ 22.50	\$ 23.18	\$ 0.88	3.0%		Non-Statutory
Manningham Art Studios Studio 2 Regular Community	Per hour	Taxable	\$ 13.50	\$ 13.91	\$ 0.40	3.0%		Non-Statutory
Manningham Art Studios Studio 3 Casual Commercial	Per hour	Taxable	\$ 28.50	\$ 27.30	\$ 0.80	3.0%		Non-Statutory
Manningham Art Studios Studio 3 Regular Commercial	Per hour	Taxable	\$ 20.00	\$ 20.60	\$ 0.60	3.0%		Non-Statutory
Manningham Art Studios Studio 3 Casual Community	Per hour	Taxable	\$ 13.50	\$ 13.91	\$ 0.40	3.0%		Non-Statutory
Manningham Art Studios Studio 3 Regular Community	Per hour	Taxable	\$ 10.00	\$ 10.30	\$ 0.30	3.0%		Non-Statutory
Manningham Art Studios Studio 4 Casual Commercial	Per hour	Taxable	\$ 47.50	\$ 48.93	\$ 1.43	3.0%		Non-Statutory
Manningham Art Studios Studio 4 Regular Commercial	Per hour	Taxable	\$ 28.50	\$ 27.30	\$ 0.80	3.0%		Non-Statutory
Manningham Art Studios Studio 4 Casual Community	Per hour	Taxable	\$ 23.00	\$ 23.69	\$ 0.69	3.0%		Non-Statutory
Manningham Art Studios Studio 4 Regular Community	Per hour	Taxable	\$ 13.50	\$ 13.91	\$ 0.40	3.0%		Non-Statutory
Manningham Art Studios Studio 5 Casual Commercial	Per hour	Taxable	\$ 28.50	\$ 27.30	\$ 0.80	3.0%		Non-Statutory
Manningham Art Studios Studio 5 Regular Commercial	Per hour	Taxable	\$ 20.00	\$ 20.60	\$ 0.60	3.0%		Non-Statutory
Manningham Art Studios Studio 5 Casual Community	Per hour	Taxable	\$ 13.50	\$ 13.91	\$ 0.40	3.0%		Non-Statutory
Manningham Art Studios Studio 5 Regular Community	Per hour	Taxable	\$ 10.00	\$ 10.30	\$ 0.30	3.0%		Non-Statutory
Manningham Art Studios Studio 6 Casual Commercial	Per hour	Taxable	\$ 64.00	\$ 65.62	\$ 1.92	3.0%		Non-Statutory
Manningham Art Studios Studio 6 Regular Commercial	Per hour	Taxable	\$ 51.00	\$ 52.53	\$ 1.53	3.0%		Non-Statutory
Manningham Art Studios Studio 6 Casual Community	Per hour	Taxable	\$ 33.00	\$ 33.99	\$ 0.99	3.0%		Non-Statutory
Manningham Art Studios Studio 6 Regular Community	Per hour	Taxable	\$ 28.50	\$ 27.30	\$ 0.80	3.0%		Non-Statutory
Manningham Art Gallery Gallery 1 - Community hire fee	minimum 4 weeks	Taxable	\$ 1,345.00	\$ 1,385.35	\$ 40.35	3.0%		Non-Statutory
Manningham Art Gallery Gallery 2 - Community hire fee	minimum 4 weeks	Taxable	\$ 1,345.00	\$ 1,385.35	\$ 40.35	3.0%		Non-Statutory
Manningham Art Gallery Gallery 1 - Commercial hire fee	minimum 4 weeks	Taxable	\$ 1,552.50	\$ 1,599.08	\$ 46.58	3.0%		Non-Statutory
Manningham Art Gallery Gallery 2 - Commercial hire fee	minimum 4 weeks	Taxable	\$ 1,552.50	\$ 1,599.08	\$ 46.58	3.0%		Non-Statutory
Manningham Art Gallery Both Galleries - Community hire fee	minimum 4 weeks	Taxable	\$ 2,070.00	\$ 2,132.10	\$ 62.10	3.0%		Non-Statutory
Manningham Art Gallery Both Galleries - Commercial hire fee	minimum 4 weeks	Taxable	\$ 2,380.50	\$ 2,451.92	\$ 71.42	3.0%		Non-Statutory
All Halls Insurance - Alcohol	Per hire	Taxable	\$ 58.00	\$ 59.74	\$ 1.74	3.0%		Non-Statutory
All Halls Insurance - No Alcohol	Per hire	Taxable	\$ 38.00	\$ 39.14	\$ 1.14	3.0%		Non-Statutory
All Halls Insurance - Regular Hire	Per hour	Taxable	\$ 24.00	\$ 24.72	\$ 0.72	3.0%		Non-Statutory
MC² (Bulleen, Warrandyte and Donvale Rooms) Community Hire	Per hour	Taxable	\$ 20.00	\$ 21.00	\$ 1.00	5.0%		Non-Statutory
MC² (Bulleen, Warrandyte and Donvale Rooms) Commercial Hire	Per hour	Taxable	\$ 25.00	\$ 26.00	\$ 1.00	4.0%		Non-Statutory
MC² (Warrandyte and Donvale Rooms) Community Hire	Per hour	Taxable	\$ 25.00	\$ 26.00	\$ 1.00	4.0%		Non-Statutory
MC² (Warrandyte and Donvale Rooms) Commercial Hire	Per hour	Taxable	\$ 30.00	\$ 31.00	\$ 1.00	3.3%		Non-Statutory
MC² (Doncaster, Templestowe Room) Community Hire	Per hour	Taxable	\$ 25.00	\$ 26.00	\$ 1.00	4.0%		Non-Statutory
MC² (Doncaster, Templestowe Room) Commercial Hire	Per hour	Taxable	\$ 30.00	\$ 31.00	\$ 1.00	3.3%		Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST		2020/21 Fee Inc GST		Fee Increase / Decrease		Basis of Fee
			\$	%	\$	%	\$	%	
MC² (Doncaster and Templestowe Room) Community Hire	Per hour	Taxable	\$ 30.00		\$ 31.00		\$ 1.00	3.3%	Non-Statutory
MC² (Doncaster and Templestowe Room) Commercial Hire	Per hour	Taxable	\$ 40.00		\$ 42.00		\$ 2.00	5.0%	Non-Statutory
MC² Insurance	Per hire	Taxable	\$ 24.00		\$ 25.00		\$ 1.00	4.2%	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	\$ 140.00		\$ 145.00		\$ 5.00	3.6%	Non-Statutory
Ajani Community Hall Casual Hire Community/Private	Per hour	Taxable	\$ 78.00		\$ 81.00		\$ 3.00	3.8%	Non-Statutory
Ajani Community Hall Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 43.00		\$ 45.00		\$ 2.00	4.7%	Non-Statutory
Ajani Community Hall Regular Hire Commercial	Per hour	Taxable	\$ 38.00		\$ 40.00		\$ 2.00	5.3%	Non-Statutory
Ajani Community Hall Regular Hire Community	Per hour	Taxable	\$ 30.00		\$ 31.00		\$ 1.00	3.3%	Non-Statutory
Ajani Community Hall Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 680.00		\$ 700.00		\$ 20.00	2.9%	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	\$ 990.00		\$ 1,020.00		\$ 30.00	3.0%	Non-Statutory
Ajani Centre Casual Hire Commercial	Per hour	Taxable	\$ 186.00		\$ 192.00		\$ 6.00	3.2%	Non-Statutory
Ajani Centre Casual Hire Community/Private	Per hour	Taxable	\$ 108.00		\$ 112.00		\$ 4.00	3.7%	Non-Statutory
Ajani Centre Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 68.00		\$ 68.00		\$ 2.00	3.0%	Non-Statutory
Ajani Centre Regular Hire Commercial	Per hour	Taxable	\$ 47.00		\$ 49.00		\$ 2.00	4.3%	Non-Statutory
Ajani Centre Regular Hire Community	Per hour	Taxable	\$ 34.00		\$ 36.00		\$ 2.00	5.9%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference Room Casual Hire Commercial	Per hour	Taxable	\$ 40.00		\$ 42.00		\$ 2.00	5.0%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference Room Casual Hire Community/Private	Per hour	Taxable	\$ 30.00		\$ 31.00		\$ 1.00	3.3%	Non-Statutory
Currawong Bush Park (Conference Centre) Rooms 1 & 2 - casual hire commercial	Per hour	Taxable	\$ 30.00		\$ 31.00		\$ 1.00	3.3%	Non-Statutory
Currawong Bush Park (Conference Centre) Rooms 1 & 2 - casual hire community	Per hour	Taxable	\$ 20.00		\$ 21.00		\$ 1.00	5.0%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference room with extra rooms - commercial	Per hour	Taxable	\$ 50.00		\$ 52.00		\$ 2.00	4.0%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference room with extra rooms - community	Per hour	Taxable	\$ 40.00		\$ 42.00		\$ 2.00	5.0%	Non-Statutory
Currawong Bush Park (Environment Centre) Camping fee per person	Per night	Taxable	\$ 16.50		\$ 17.00		\$ 0.50	3.0%	Non-Statutory
Currawong Bush Park (Environment Centre) Casual Hire Commercial	Per hour	Taxable	\$ 40.00		\$ 42.00		\$ 2.00	5.0%	Non-Statutory
Currawong Bush Park (Environment Centre) Casual Hire Community/Private	Per hour	Taxable	\$ 25.00		\$ 26.00		\$ 1.00	4.0%	Non-Statutory
Koonung Room Casual Hire community	Per hour	Taxable	\$ 95.00		\$ 98.00		\$ 3.00	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 Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00		\$ 500.00		\$ -	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 Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00		\$ 300.00		\$ -	0.0%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
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	\$ 98.00	\$ 101.00	\$ 3.00	3.1%	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	\$ 62.00	\$ 64.00	\$ 2.00	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 Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 41.00	\$ 43.00	\$ 2.00	4.9%	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	\$ 30.00	\$ 31.00	\$ 1.00	3.3%	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 Community	Per hour	Taxable	\$ 28.00	\$ 27.00	\$ 1.00	3.8%	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	\$ 530.00	\$ 546.00	\$ 16.00	3.0%	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	\$ 45.00	\$ 47.00	\$ 2.00	4.4%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Casual Hire Community	Per hour	Taxable	\$ 31.00	\$ 32.00	\$ 1.00	3.2%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Regular Hire Commercial	Per hour	Taxable	\$ 28.00	\$ 27.00	\$ 1.00	3.8%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Regular Hire Community	Per hour	Taxable	\$ 21.00	\$ 22.00	\$ 1.00	4.8%	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	\$ 188.00	\$ 192.00	\$ 6.00	3.2%	Non-Statutory
The Pines Learning Centre (Function Room) Casual Hire Community/Private	Per hour	Taxable	\$ 108.00	\$ 112.00	\$ 4.00	3.7%	Non-Statutory
The Pines Learning Centre (Function Room) Regular Hire Commercial	Per hour	Taxable	\$ 47.00	\$ 49.00	\$ 2.00	4.3%	Non-Statutory
The Pines Learning Centre (Function Room) Regular Hire Community	Per hour	Taxable	\$ 34.00	\$ 38.00	\$ 2.00	5.9%	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	\$ 52.00	\$ 54.00	\$ 2.00	3.8%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Casual Hire Community/Private	Per hour	Taxable	\$ 46.00	\$ 48.00	\$ 2.00	4.3%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Regular Hire Commercial	Per hour	Taxable	\$ 38.00	\$ 40.00	\$ 2.00	5.3%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Regular Hire Community	Per hour	Taxable	\$ 28.00	\$ 29.00	\$ 1.00	3.6%	Non-Statutory
<b>Bus Rental</b>							
Bond	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST		2020/21 Fee Inc GST		Fee Increase / Decrease		Basis of Fee
			\$	\$	\$	\$	\$	%	
Community only	Half day	Taxable	\$ 98.00	\$ 101.00	\$ 3.00	3.1%	Non-Statutory		
Community only	Full day	Taxable	\$ 186.00	\$ 192.00	\$ 6.00	3.2%	Non-Statutory		
Community only	Per weekend	Taxable	\$ 338.00	\$ 348.00	\$ 10.00	3.0%	Non-Statutory		
<b>Buildings and Room Hire - Weekdays</b>									
Manningham Function Centre Council Chambers Mon - Fri per hour	Per hour	Taxable	\$ 101.00	\$ 104.00	\$ 3.00	3.0%	Non-Statutory		
Manningham Function Centre Council Chambers Mon - Fri per hour	Per hour	Taxable	\$ 86.00	\$ 89.00	\$ 3.00	3.5%	Non-Statutory		
Manningham Function Centre Council Chambers Mon - Fri 8.00am to 5.00pm per hour	Per hour	Taxable	\$ 176.00	\$ 182.00	\$ 6.00	3.4%	Non-Statutory		
Manningham Function Centre Council Chambers Mon - Fri 8.00am to 5.00pm per hour	Per hour	Taxable	\$ 155.00	\$ 160.00	\$ 5.00	3.2%	Non-Statutory		
Manningham Function Centre Council Chambers Mon - Fri 8.00am to 5.00pm per hour	Per hour	Taxable	\$ 128.00	\$ 130.00	\$ 4.00	3.2%	Non-Statutory		
Manningham Function Centre Council Chambers Mon - Thur 5.00pm to 12.00am per hour	Per hour	Taxable	\$ 269.00	\$ 277.00	\$ 8.00	3.0%	Non-Statutory		
Manningham Function Centre Council Chambers Mon- Thur 5.00pm to 12.00am per hour	Per hour	Taxable	\$ 414.00	\$ 427.00	\$ 13.00	3.1%	Non-Statutory		
Manningham Function Centre Council Chambers Friday - 5pm - 12.00am	Per hour	Taxable	\$ 3,800.00	\$ 3,700.00	\$ 100.00	2.8%	Non-Statutory		
Manningham Function Centre Council Chambers	Saturday rate	Taxable	\$ 4,500.00	\$ 4,835.00	\$ 135.00	3.0%	Non-Statutory		
Manningham Function Centre Council Chambers	Sunday rate	Taxable	\$ 3,800.00	\$ 3,915.00	\$ 115.00	3.0%	Non-Statutory		

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<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	\$ 35.90	\$ 37.00	\$ 1.10	3.1%	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	\$ 10.65	\$ 11.00	\$ 0.35	3.3%	Non-Statutory
Meals on Wheels	Per meal (Medium rate)	Non-Taxable	\$ 22.35	\$ 23.00	\$ 0.65	2.9%	Non-Statutory
Meals on Wheels	Per meal (High rate)	Non-Taxable	\$ 33.55	\$ 34.55	\$ 1.00	3.0%	Non-Statutory
<b>General Home Care</b>							
General Home Care	Per hour (Low rate)	Non-Taxable	\$ 7.90	\$ 8.30	\$ 0.40	5.1%	Non-Statutory
General Home Care	Per hour (Medium rate)	Non-Taxable	\$ 17.40	\$ 18.30	\$ 0.90	5.2%	Non-Statutory
General Home Care	Per hour (High rate)	Non-Taxable	\$ 47.40	\$ 48.82	\$ 1.42	3.0%	Non-Statutory
Personal Care Service	Per hour (Low rate)	Non-Taxable	\$ 6.20	\$ 6.50	\$ 0.30	4.8%	Non-Statutory
Personal Care Service	Per hour (Medium rate)	Non-Taxable	\$ 11.20	\$ 11.80	\$ 0.60	5.4%	Non-Statutory
Personal Care Service	Per hour (High rate)	Non-Taxable	\$ 47.40	\$ 48.82	\$ 1.42	3.0%	Non-Statutory
Respite Care Service	Per hour (Low rate)	Non-Taxable	\$ 5.00	\$ 5.30	\$ 0.30	6.0%	Non-Statutory
Respite Care Service	Per hour (Medium rate)	Non-Taxable	\$ 7.90	\$ 8.30	\$ 0.40	5.1%	Non-Statutory
Respite Care Service	Per hour (High rate)	Non-Taxable	\$ 47.40	\$ 48.82	\$ 1.42	3.0%	Non-Statutory
Assisted Transport - One Return Trip	Per day	Non-Taxable	\$ 5.70	\$ 6.50	\$ 0.80	14.0%	Non-Statutory
<b>Planned Activity Groups - High</b>							
Church Road Centre No transport	Per day (Low rate)	Non-Taxable	\$ 14.50	\$ 15.50	\$ 1.00	6.9%	Non-Statutory
Church Road Centre Transport	Per day (Low rate)	Non-Taxable	\$ 17.00	\$ 18.00	\$ 1.00	5.9%	Non-Statutory
Church Road Centre No transport	Per day (Medium rate)	Non-Taxable	\$ 14.50	\$ 15.50	\$ 1.00	6.9%	Non-Statutory
Church Road Centre Transport	Per day (Medium rate)	Non-Taxable	\$ 19.60	\$ 20.60	\$ 1.00	5.1%	Non-Statutory
Church Road Centre Negotiated transport	Per day (High rate)	Non-Taxable	\$ 19.60	\$ 20.20	\$ 0.60	3.1%	Non-Statutory
Church Road Centre Negotiated transport - Full Cost/Package Clients	Per hour	Taxable	\$ 20.00	\$ 22.00	\$ 2.00	10.0%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 4.55	\$ 5.00	\$ 0.45	9.9%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 5.70	\$ 6.00	\$ 0.30	5.3%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 6.70	\$ 7.00	\$ 0.30	4.5%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 7.25	\$ 7.60	\$ 0.35	4.8%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 16.00	\$ 17.00	\$ 1.00	6.3%	Non-Statutory
<b>Service cancellation fees</b>							
All services Late cancellation fees may apply	Per service	0	\$ -	\$ -	\$ -	-	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>City Amenity</b>							
<b>Council Sports Fields</b>							
Sport Fields - Winter Hire Grade 1 Seasonal Charge	Seasonal	Taxable	\$ 2,581.80	\$ 2,840.00	\$ 258.20	10.0%	Non-Statutory
Sport Fields - Winter Hire Grade 2 Seasonal Charge	Seasonal	Taxable	\$ 2,036.10	\$ 2,240.00	\$ 203.90	10.0%	Non-Statutory
Sport Fields - Winter Hire Grade 3 Seasonal Charge	Seasonal	Taxable	\$ 866.50	\$ 956.50	\$ 87.00	10.0%	Non-Statutory
Sport Fields - Winter Hire Grade 4 Seasonal Charge	Seasonal	Taxable	\$ 863.50	\$ 949.85	\$ 86.35	10.0%	Non-Statutory
Sport Fields - Winter Hire Level 1 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 775.50	\$ 853.10	\$ 77.60	10.0%	Non-Statutory
Sport Fields - Winter Hire Level 1 Pavilion Seasonal sub let Levy	Seasonal	Taxable	\$ 3,908.52	\$ 4,299.50	\$ 390.98	10.0%	Non-Statutory
Sport Fields - Winter Hire Level 2 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 498.98	\$ 528.90	\$ 29.94	6.0%	Non-Statutory
Sport Fields - Winter Hire Level 3 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 345.51	\$ 355.90	\$ 10.39	3.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Commercial Use	Per request	Taxable	\$ 401.10	\$ 441.20	\$ 40.10	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Community Use	Per request	Taxable	\$ 200.60	\$ 220.70	\$ 20.10	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Finals with gate takings	Per request	Taxable	\$ 401.10	\$ 441.20	\$ 40.10	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Commercial use Turf wicket preparation	Per request	Taxable	\$ 200.60	\$ 220.70	\$ 20.10	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Community use Turf wicket preparation	Per request	Taxable	\$ 133.70	\$ 147.10	\$ 13.40	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Finals use Turf wicket preparation	Per request	Taxable	\$ 133.70	\$ 147.10	\$ 13.40	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge Commercial Use	Per request	Taxable	\$ 334.30	\$ 367.80	\$ 33.50	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge Community Use	Per request	Taxable	\$ 177.78	\$ 195.60	\$ 17.84	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge School Use	Per request	Taxable	\$ 142.12	\$ 156.34	\$ 14.22	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Senior Schools (Local) - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 431.90	\$ 475.10	\$ 43.20	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Junior Schools (Local) - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 356.70	\$ 392.40	\$ 35.70	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Others - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 564.00	\$ 620.40	\$ 56.40	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Carnivals - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 714.60	\$ 786.10	\$ 71.50	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Training per hour (Local)	Per hour	Taxable	\$ 59.00	\$ 65.55	\$ 5.95	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Training per hour (Outside)	Per hour	Taxable	\$ 85.30	\$ 93.80	\$ 8.50	10.0%	Non-Statutory
Reischieks Reserve Pavilion Hire of Pavilion	Per request	Taxable	\$ 498.98	\$ 798.50	\$ 299.54	60.0%	Non-Statutory
Sports Fields - Summer Grade 1 Seasonal Charge	Seasonal	Taxable	\$ 2,581.80	\$ 2,840.00	\$ 258.20	10.0%	Non-Statutory
Sports Fields - Summer Grade 2 Seasonal Charge	Seasonal	Taxable	\$ 2,036.10	\$ 2,240.00	\$ 203.90	10.0%	Non-Statutory
Sports Fields - Summer Grade 3 Seasonal Charge	Seasonal	Taxable	\$ 866.50	\$ 956.50	\$ 87.00	10.0%	Non-Statutory
Sports Fields - Summer Grade 4 Seasonal Charge	Seasonal	Taxable	\$ 863.50	\$ 949.85	\$ 86.35	10.0%	Non-Statutory
Sports Fields - Summer Level 1 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 775.50	\$ 853.10	\$ 77.60	10.0%	Non-Statutory
Sports Fields - Summer Level 1 Pavilion Seasonal sub let Levy	Seasonal	Taxable	\$ 3,908.52	\$ 4,299.50	\$ 390.98	10.0%	Non-Statutory
Sports Fields - Summer Level 2 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 498.98	\$ 528.90	\$ 29.94	6.0%	Non-Statutory
Sports Fields - Summer Level 3 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 345.51	\$ 355.90	\$ 10.39	3.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Commercial Use	Per request	Taxable	\$ 401.10	\$ 441.21	\$ 40.11	10.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Community Use	Per request	Taxable	\$ 200.60	\$ 220.66	\$ 20.06	10.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Finals with gate takings	Per request	Taxable	\$ 401.10	\$ 441.21	\$ 40.11	10.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Commercial use Turf wicket preparation	Per request	Taxable	\$ 200.60	\$ 220.66	\$ 20.06	10.0%	Non-Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc	2020/21 Fee Inc	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			GST	GST			
Sports Fields - Summer Casual Ground Charge Community use Turf wicket preparation	Per request	Taxable	\$ 133.70	\$ 147.07	\$ 13.37	10.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Finals use Turf wicket preparation	Per request	Taxable	\$ 133.70	\$ 147.07	\$ 13.37	10.0%	Non-Statutory
Sports Fields - Summer Casual Pavilion Charge Commercial Use	Per request	Taxable	\$ 355.30	\$ 390.83	\$ 35.53	10.0%	Non-Statutory
Sports Fields - Summer Casual Pavilion Charge Community Use	Per request	Taxable	\$ 177.78	\$ 195.54	\$ 17.78	10.0%	Non-Statutory
Sports Fields - Summer Casual Pavilion Charge School Use	Per request	Taxable	\$ 142.12	\$ 156.33	\$ 14.21	10.0%	Non-Statutory
Sports Fields - Summer Donvale #1 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 3,883.70	\$ 4,272.07	\$ 388.37	10.0%	Non-Statutory
Sports Fields - Summer Koonung Res Seasonal Turf wicket charge	Seasonal	Taxable	\$ 4,521.90	\$ 4,974.09	\$ 452.19	10.0%	Non-Statutory
Sports Fields - Summer Schramms #1 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 4,878.20	\$ 5,366.00	\$ 487.80	10.0%	Non-Statutory
Sports Fields - Summer Zerbes Seasonal Turf wicket charge	Seasonal	Taxable	\$ 3,786.70	\$ 4,165.40	\$ 378.70	10.0%	Non-Statutory
Sports Fields - Summer Donvale #2 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 2,998.00	\$ 3,297.80	\$ 299.80	10.0%	Non-Statutory
Sports Fields - Summer Schramms #2 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 2,715.50	\$ 2,987.00	\$ 271.50	10.0%	Non-Statutory
Anderson Park Synthetic Pitch Casual Use Local Sporting Club per hour	Per request	Taxable	\$ 40.10	\$ 44.10	\$ 4.00	10.0%	Non-Statutory
Anderson Park Synthetic Pitch Casual Use Local School per hour	Per request	Taxable	\$ 40.10	\$ 44.10	\$ 4.00	10.0%	Non-Statutory
Anderson Park Synthetic Pitch Casual Commercial Use per hour	Per request	Taxable	\$ 173.70	\$ 191.10	\$ 17.40	10.0%	Non-Statutory
<b>Miscellaneous Works Permit</b>							
Reserve Crossing Deposit Minimum	Per request	Non-Taxable	\$ 36.20	\$ 37.30	\$ 1.10	3.0%	Non-Statutory
Reserve Crossing Deposit Maximum	Per request	Non-Taxable	\$ 36.20	\$ 37.30	\$ 1.10	3.0%	Non-Statutory
<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	\$ 263.50	\$ -	0.0%	Non-Statutory
Upsize to 120 litre Garbage 120 litre Garbage	Annual	Non-Taxable	\$ 80.50	\$ 80.50	\$ -	0.0%	Non-Statutory
Upsize to 360 litre Recycle 360 litre Recycle	Annual	Non-Taxable	\$ 38.50	\$ 38.50	\$ -	0.0%	Non-Statutory
Additional Garbage 80 litre	Annual	Non-Taxable	\$ 175.00	\$ 175.00	\$ -	0.0%	Non-Statutory
Additional Garbage 120 litre	Annual	Non-Taxable	\$ 205.50	\$ 205.50	\$ -	0.0%	Non-Statutory
Additional Recycle 240 litre	Annual	Non-Taxable	\$ 75.00	\$ 75.00	\$ -	0.0%	Non-Statutory
Additional Recycle 360 litre	Annual	Non-Taxable	\$ 113.50	\$ 113.50	\$ -	0.0%	Non-Statutory
Additional Garden Waste 120 litre	Annual	Non-Taxable	\$ 99.00	\$ 99.00	\$ -	0.0%	Non-Statutory
Additional Garden Waste 240 litre	Annual	Non-Taxable	\$ 124.00	\$ 124.00	\$ -	0.0%	Non-Statutory
Domestic Change Bin Fee for change to waste service	Per request	Non-Taxable	\$ 58.00	\$ 58.00	\$ -	0.0%	Non-Statutory
<b>Special Accommodation</b>							
WasteVS Waste Donvale RV	Annual	Non-Taxable	\$ 186.00	\$ 186.00	\$ -	0.0%	Non-Statutory
WasteVI Waste Doncaster RV	Annual	Non-Taxable	\$ 178.50	No longer provided	\$ -	0.0%	Non-Statutory
WasteSB Waste Brooklea	Annual	Non-Taxable	\$ 1,519.00	\$ 1,519.00	\$ -	0.0%	Non-Statutory
WasteSA Waste Alexandra Gard	Annual	Non-Taxable	\$ 1,952.50	\$ 1,952.50	\$ -	0.0%	Non-Statutory
WasteWA Waste Appplewood	Annual	Non-Taxable	\$ 177.50	\$ 177.50	\$ -	0.0%	Non-Statutory
WasteVR Waste Roseville RV	Annual	Non-Taxable	\$ 257.00	\$ 257.00	\$ -	0.0%	Non-Statutory
WasteVP Waste Pinetree RV	Annual	Non-Taxable	\$ 200.00	\$ 200.00	\$ -	0.0%	Non-Statutory
WasteVT Waste Templestowe RV	Annual	Non-Taxable	\$ 172.00	\$ 172.00	\$ -	0.0%	Non-Statutory
WasteSG Waste Greenslopes	Annual	Non-Taxable	\$ 2,527.50	\$ 2,527.50	\$ -	0.0%	Non-Statutory
WasteRM Waste Templestowe Manor	Annual	Non-Taxable	\$ 149.50	\$ 149.50	\$ -	0.0%	Non-Statutory
Waste2MAL Waste 2 Malcolm Crescent Doncaster	Annual	Non-Taxable	\$ 263.50	\$ 263.50	\$ -	0.0%	Non-Statutory
Waste28MIT Waste 28-30 Mitcham Road Donvale	Annual	Non-Taxable	\$ 263.50	\$ 263.50	\$ -	0.0%	Non-Statutory
Waste1BELL Waste 1 Bellevue Avenue Doncaster East	Annual	Non-Taxable	\$ 263.50	\$ 263.50	\$ -	0.0%	Non-Statutory
Waste8CLAY Waste 8 Clay Drive Doncaster	Annual	Non-Taxable	\$ 263.50	\$ 263.50	\$ -	0.0%	Non-Statutory
Waste46BLK Waste 46 Blackburn Road	Annual	Non-Taxable	\$ 263.50	\$ 263.50	\$ -	0.0%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
<b>Garden Waste Recycle Centre</b>							
Chipping and mulching fees (Manningham Residents) Per Cubic Metre	Per cubic metre	Taxable	\$ 80.00	\$ 80.00	\$ -	0.0%	Non-Statutory
Chipping and mulching fees (Non Manningham Residents / Others) Per Cubic Metre	Per cubic metre	Taxable	\$ 90.50	\$ 100.00	\$ 9.50	10.5%	Non-Statutory
Chipping and mulching fees for Front End Loader loading (Manningham Residents) Per load	Per load	Taxable	\$ 10.50	\$ 10.00	\$ (0.50)	-4.8%	Non-Statutory
Chipping and mulching fees for Front End Loader loading (Non Manningham Residents / Others) Per load	Per load	Taxable	\$ 15.50	\$ 25.00	\$ 9.50	61.3%	Non-Statutory
<b>MC2</b>							
MC2-Café	Annual	Non-Taxable	\$ 1,186.50	\$ 1,186.50	\$ -	0.0%	Non-Statutory
MC2-Interact Australia	Annual	Non-Taxable	\$ 65.50	\$ 65.50	\$ -	0.0%	Non-Statutory
MC2-YMCA	Annual	Non-Taxable	\$ 88.00	\$ 88.00	\$ -	0.0%	Non-Statutory
MC2-Doncare	Annual	Non-Taxable	\$ 629.00	\$ 629.00	\$ -	0.0%	Non-Statutory
MC2-Chinese Community Services	Annual	Non-Taxable	\$ 218.00	\$ 218.00	\$ -	0.0%	Non-Statutory
MC2-Doncaster Kindergarten	Annual	Non-Taxable	\$ 209.50	\$ 209.50	\$ -	0.0%	Non-Statutory
MC2-Manningham Community Health	Annual	Non-Taxable	\$ 115.00	\$ 115.00	\$ -	0.0%	Non-Statutory
MC2-Library	Annual	Non-Taxable	\$ 2,566.00	\$ 2,566.00	\$ -	0.0%	Non-Statutory
<b>Commercial Waste Services</b>							
Commercial Waste Disposal 240 litre	Annual	Non-Taxable	\$ 514.50	\$ 514.50	\$ -	0.0%	Non-Statutory
Additional Commercial Waste Disposal 240 litre	Annual	Non-Taxable	\$ 842.50	\$ 842.50	\$ -	0.0%	Non-Statutory
Warrandyte Business Recycling	Annual	Non-Taxable	\$ 109.00	\$ 117.00	\$ 8.00	7.3%	Non-Statutory
<b>Infrastructure &amp; City Projects</b>							
<b>Buildings, Drainage, Roads, and Crossings</b>							
Building over easement	Application	Non-Taxable	\$ 235.00	\$ 242.05	\$ 7.05	3.0%	Statutory
Connection into Council Drains - Easement Application, Consent and Supervision	Application	Non-Taxable	\$ 151.00	\$ 155.53	\$ 4.53	3.0%	Statutory
Connection into Council Drains - Road Reserve (Footpath) Application, Consent and Supervision - Road Management Act	Application	Non-Taxable	\$ 137.73	TBA		0.0%	Statutory
Connection into Council Drains - Road Reserve (No Footpath) Application, Consent and Supervision - Road Management Act	Application	Non-Taxable	\$ 88.86	TBA		0.0%	Statutory
Easements, Build Over Easement Preparation Fee	Application	Non-Taxable	\$ 960.00	\$ 988.80	\$ 28.80	3.0%	Statutory
Land/Road closure	Application	Non-Taxable	\$ 110.00	\$ 113.30	\$ 3.30	3.0%	Statutory
Legal points of discharge Application and Consent	Application	Non-Taxable	\$ 144.69	TBA		0.0%	Statutory
OSD systems Amendments to approved plans	Application	Non-Taxable	\$ 285.00	\$ 293.55	\$ 8.55	3.0%	Non-Statutory
OSD systems Plan checking	Application	Non-Taxable	\$ 285.00	\$ 293.55	\$ 8.55	3.0%	Non-Statutory
OSD systems Recurring inspection fee	Application	Non-Taxable	\$ 135.00	\$ 139.05	\$ 4.05	3.0%	Non-Statutory
OSD systems Supervision	Application	Non-Taxable	\$ 370.00	\$ 381.10	\$ 11.10	3.0%	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	\$ -	\$ -	\$ -		Statutory
Work Zones Application to create a Work Zone in front of a development site	Application	Non-Taxable	\$ 420.00	\$ 432.60	\$ 12.60	3.0%	Non-Statutory
Flood Level Consent Report Report and Consent	Application	Non-Taxable	\$ 290.42	TBA		0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
<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	\$ 838.31	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	0	\$ 348.04	TBA		0.0%	Statutory
Works Within Road Reserves - Other than minor works Not more than 50kph speed limit - conducted on any part of the roadway, shoulder or pathway	Application	0	\$ 348.04	TBA		0.0%	Statutory
Works Within Road Reserves - other than minor works Not more than 50kph speed limit - conducted on any part of the roadway, shoulder or pathway	Application	0	\$ 88.88	TBA		0.0%	Statutory
Works Within Road Reserves - Minor works Conducted on any part of the roadway, shoulder or pathway	Application	0	\$ 137.73	TBA		0.0%	Statutory
Works Within Road Reserves - Minor works Not conducted on any part of the roadway, shoulder or pathway	Application	0	\$ 88.88	TBA		0.0%	Statutory
Traffic Management Plan Plan checking	Application	0	\$ 75.00	\$ 77.25	\$ 2.25	3.0%	Non-Statutory
Asset Protection Permit Developments where the value of the work is less than or equal to \$1M	Application	Non-Taxable	\$ 380.00	\$ 391.40	\$ 11.40	3.0%	Non-Statutory
Asset Protection Permit Developments where the value of the work is greater than \$1M	Application	Non-Taxable	\$ 580.00	\$ 597.40	\$ 17.40	3.0%	Non-Statutory
Hoarding Permit Including an occupancy charge of \$8 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	\$ 400.00	\$ 412.00	\$ 12.00	3.0%	Non-Statutory
Vehicle crossing permit Inspection of vehicle crossing	Application	Non-Taxable	\$ 285.00	\$ 293.55	\$ 8.55	3.0%	Non-Statutory
Vehicle crossing permit (reinspection) Reinspection (per return visit) of vehicle crossing	Application	Non-Taxable	\$ 165.00	\$ 169.95	\$ 4.95	3.0%	Non-Statutory
Works within Road Reserve (non utility) Minor works within road reserve by contractors, etc.	Application	Non-Taxable	\$ 285.00	\$ 293.55	\$ 8.55	3.0%	Statutory



**Manningham Council**

 Manningham Council, 699 Doncaster Road, Doncaster

 9840 9333

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 Interpreter service **9840 9355** 普通话 廣東話 Ελληνικά Italiano العربية فارسي

## 13 CHIEF EXECUTIVE OFFICER

### 13.1 Manningham Quarterly Report, Quarter 3 (Jan - Mar) 2020

File Number: IN20/295  
Responsible Director: Chief Executive Officer  
Attachments: 1 Manningham Quarterly Report, Quarter 3 (Jan - Mar) 2020 [↓](#)

#### 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 1 January – 31 March 2020.**

#### 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

The Quarter 3 Report covers January to March 2020. The coronavirus outbreak emerged locally in the first week of March. To protect community safety, Council immediately implemented COVID-19 protocols and social distancing across our services and activities in line with the Department of Health and Human Services requirements.

Due to the rapidly changing local community needs, Council also redirected resources to support our critical services. For example, following the temporary closure of Councils Functions Centre, our Functions staff were reassigned to assist to meet a rapid growth in demand for *Meals on Wheels* delivery to our local community.

It is anticipated that Council's performance in some areas will be impacted because of the coronavirus pandemic. Officers are proactively looking for innovative and efficient ways to deliver services and activities to continue to meet community needs as it is safe and reasonable to do so.

### 3.1 Capital Works

3.1.1 117 projects have been completed with a further 97 started and progressing well. Works to the value of \$21.16 million have been completed which equates to 41% of the overall program. A further \$13.64 million in funds have been committed which indicates a strong pipeline of works.

3.1.2 The December mid-year review resulted in the re-allocation of \$7.6 million in funding from at-risk projects to other projects that are more likely to be completed by the end of the financial year. An additional \$0.9million in potential transfers were identified during the quarter.

3.1.3 The overall program remains behind forecast. At this point in time it is anticipated that up to \$8.1 million in works may not be able to be completed this financial year and may need to be carried forward.

3.1.4 The carry forward is influenced by a number of factors including:

- COVID-19 impacted a number of projects being awarded due to uncertainty of delivery and potential restrictions, which will mean they cannot be completed by end of the financial year.
- A number of major projects (including Petty's Reserve Pavilion) took longer than expected to get to market. This means a number of these projects are likely to be completed in the first quarter of the 20/21 financial year.
- Club requests to delay delivery (Domeney Reserve) or change designs (Rieschiecks Reserve) have impacted delivery and won't be delivered in the 19/20 financial period.
- A number of large projects are likely to be underway by late June and the associated expenditure could end up falling either side of the 30 June end of financial year cut-off, resulting in either a better than expected 19/20 result or a very strong start to 20/21.

3.1.5 Considerable progress has been made on the design of projects scheduled for 20/21 and it is anticipated that this will also allow for a quick start to next financial year.

### 3.2 Finance

3.2.1 The Year to March 2020 operating result (income less expenses) ended below the budget target by \$0.4 million or 1.0%. The variance primarily relates to expenses, \$0.6 million higher than the budget.

3.2.2 The higher than budgeted expenses are mainly due to the January hail storm damage resulting in a large amount of unbudgeted expenses, partly offset by unbudgeted clubs contributions for Capital Works Program.

3.2.3 Officers are reviewing the budget impact due to the coronavirus outbreak and any emerging material financial impacts will be reflected in the 2019/20 forecast and the proposed 2020/21 budget.

### 3.3 Corporate Performance

3.3.1 For overall Performance, Manningham Council is on track to deliver 84.5% of actions and meet 72% of Key Performance Indicators. This has dropped slightly from last quarter for reasons explained in point 3 above.

3.3.2 For 2019/20 there are 13 Major Initiatives to progress the 2017-21 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. For Quarter 3, expected completion is 75% of the measure identified at the start of the financial year.

3.3.3 11 of the 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.

3.3.4 Two initiatives are behind schedule:

- 'Grow the visitor economy, destinations and events' focuses on supporting local tourism events and activities. Progress has been halted due to the significant impact of the coronavirus social distancing protocols on local tourism and visitor destinations.
- Local planning is responsive to need and planning laws' has one out of four of key deliverables, being the Municipal Development Contributions Plan, now deferred for completion in 2021. This will allow for the Plan to be informed by the Community Infrastructure Needs Analysis and Plan which is currently in progress.

### 3.4 Statutory Planning

3.4.1 Performance of Statutory Planning continues to be monitored following a number of process improvements over the past few years. The number of planning applications received and decisions made remains constant with a significant improvement in the percentage of planning decisions made within 60 statutory days, with a peak of 97% in March 2020, compared to 72% in March 2019.

### 3.5 Councillor and CEO Expenses

3.5.1 At the end of March, all Councillors are within their annual allowance.

### 3.6 CEO Key Performance Indicators

3.6.1 Each year a set of indicators are developed in areas or projects that require the Chief Executive Officer's attention. For 2019-20, 16 indicators monitor performance across strategic leadership and advocacy, service and capital works delivery, accountability, innovation and a values driven organisation. Progress is reported quarterly.

3.6.2 The end of March, 15 of the 16 priority deliverables for the CEO Key Performance Indicators are either on track or complete. The one indicator off track is the Capital Works Program target of 90% completion (progress detailed in 3.1 above).

**4. IMPACTS AND IMPLICATIONS**

4.1.1 Impact of the coronavirus pandemic on Council's performance will continued to be closely monitored and mitigated to minimise service disruption and optimise community safety and recovery.

**5. DECLARATIONS OF CONFLICT OF INTEREST**

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





# Manningham

## Quarterly Report 2019/20

### Quarter 3: January - March 2020

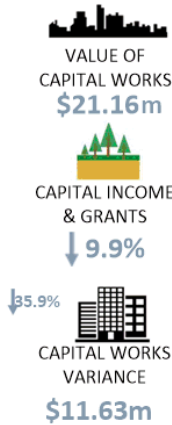
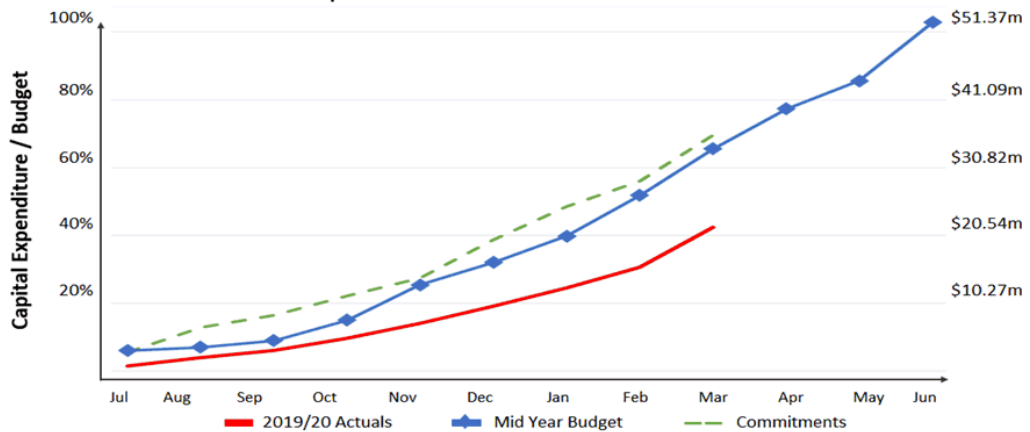
Key information on Manningham Council's performance and governance for the Quarter

## 1. Capital Works



\$50.34m	Adopted Budget
\$1.10m	Extra Funds
<b>\$51.44m</b>	<b>Updated Forecast</b>

**40.7%**  
Program Completed



### Spotlight

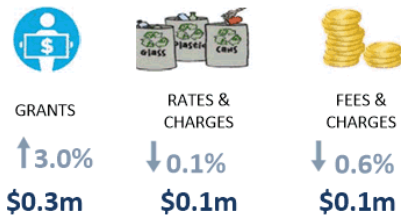
- 117 projects have been completed with a further 97 started and progressing well. Works to the value of \$21.16 million have been completed which equates to 41% of the overall program. A further \$13.64 million in funds have been committed which indicates a strong pipeline of works.
- The December mid-year review resulted in the re-allocation of \$7.6 million in funding from at-risk projects to other projects that are more likely to be completed by the end of the financial year. An additional \$0.9million in potential transfers were identified during the quarter.
- The overall program remains behind forecast with a variance of 35.9% against target. At this point it is anticipated that up to \$8.1 million in works may not be able to be completed this financial year and may need to be carried forward. The carry forward is influenced by a number of factors including:
  - COVID-19 impacted a number of projects being awarded due to uncertainty of delivery and potential restrictions, which will mean they cannot be completed by end of the financial year.
  - A number of major projects (including Petty's Reserve Pavilion) took longer than expected to get to market. This means a number of these projects are likely to be completed in the first quarter of the 20/21 financial year.
  - Club requests to delay delivery (Domeney Reserve) or change designs (Rieschiecks Reserve) have impacted delivery and won't be delivered in the 19/20 financial period.
  - A number of large projects are likely to be underway by late June and the associated expenditure could end up falling either side of the 30 June end of financial year cut-off, resulting in either a better than expected 19/20 result or a very strong start to 20/21.
- Considerable progress has been made on the design of projects scheduled for 20/21 and it is anticipated that this will allow for a quick start to next financial year.

## 2. Finance

	Revenue	Expenses	Surplus
Budgeted *	\$134.0m	\$92.4m	\$41.6m
Actual	\$134.2m	\$93.0m	\$41.2m

\* Adopted Budget

### Revenue Variation

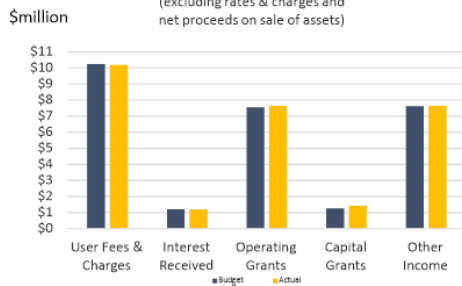


### Expense Variation

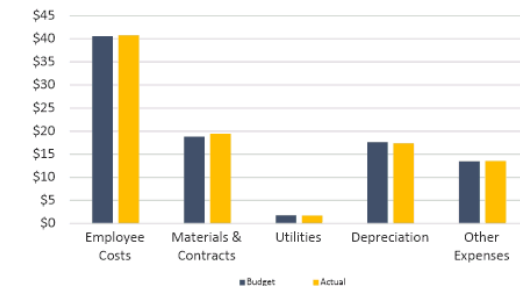


### Year to date Revenues

(excluding rates & charges and net proceeds on sale of assets)

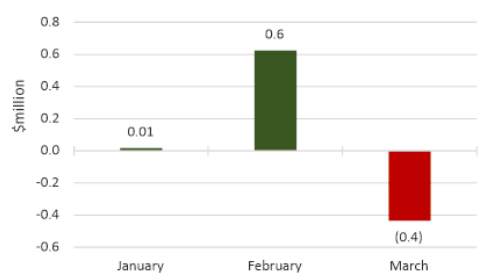


### Year to date Expenses



### Operating Result (Quarter)

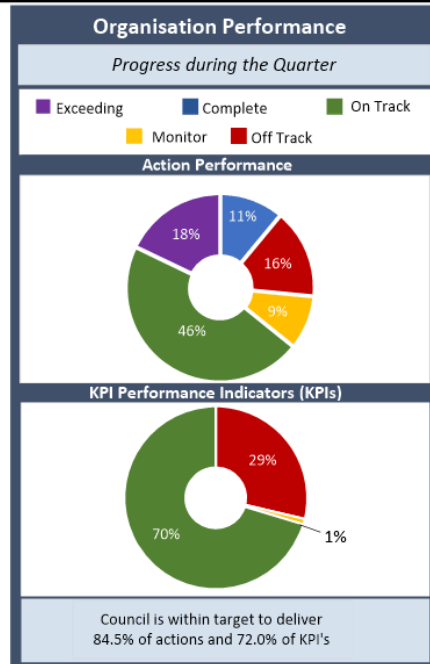
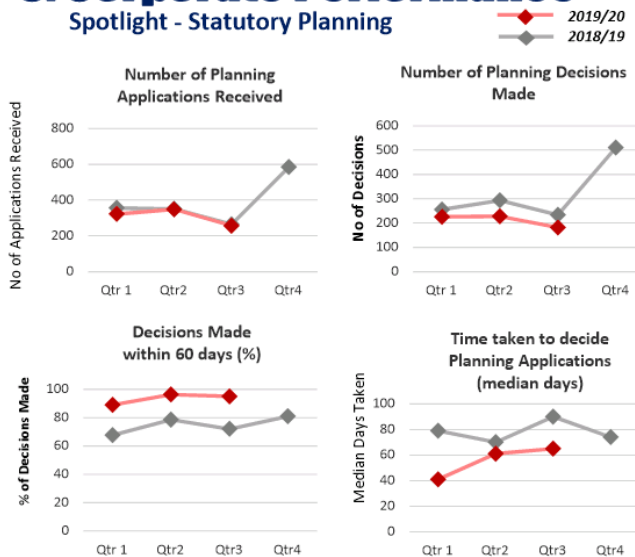
Year to date variance to Budget



### Spotlight

- The Year to March 2020 operating result (income less expenses) ended below the budget target by \$0.4 million or 1.0%. The variance primarily relates to expenses, \$0.6 million higher than the budget.
- The higher than budgeted expenses are mainly due to the January hail storm damage resulting in a large amount of unbudgeted expenses, partly offset by unbudgeted clubs contributions for Capital Works Program.
- Officers are reviewing the budget impact due to the COVID-19 outbreak and any emerging material financial impacts will be reflected in the 2019/20 forecast and the proposed 2020/21 budget.

### 3. Corporate Performance Spotlight - Statutory Planning



#### Statutory Planning

Performance of Statutory Planning continues to be monitored following a number of process improvements over the past few years. The number of planning applications received and decisions made remains constant with a significant improvement in the percentage of planning decisions made within 60 statutory days, with a peak of 97% in March 2020, compared to 72% in March 2019.

#### Impact of Coronavirus (COVID-19) on Council Performance

The Quarter 3 Report covers January to March 2020. The coronavirus outbreak emerged locally in the first week of March. To protect community safety, Council immediately implemented COVID-19 protocols and social distancing across our services and activities in line with the Department of Health and Human Services requirements.

Due to the rapidly changing local community needs, Council also redirected resources to support our critical services. For example, following the temporary closure of Councils Functions Centre, our Functions staff were reassigned to assist to meet a rapid growth in demand for Meals on Wheels delivery to our local community.

It is anticipated that Council's performance in some areas will be impacted because of the coronavirus pandemic. Officers are proactively looking for innovative and efficient ways to deliver services and activities to continue to meet community needs as it is safe and reasonable to do so.

#### Council Plan 2017-2021

The Manningham Council Plan has five themes: Healthy Community, Liveable Places and Spaces, Resilient Environment, Prosperous and Vibrant Economy and Well Governed Council. Goals for each theme were developed in consultation with the community and partners, Councillors and staff. We progress these goals through actions and Major Initiatives each year.

Major Initiatives are significant pieces of work to deliver on the 2017-2021 Council Plan. Delivered over the four years, new milestones are created when one is completed. In most cases, we aim for 25% progress each quarter to build to 100% completion across the 4 quarters of the financial year. For 2019/20 there are 13 Major Initiatives to progress the 2017-21 Council Plan goals. For Quarter 3, expected completion is 75%. As we keep working towards progression of priorities in the Council Plan and minimal impact on service delivery, 11 of Major Initiatives are either on track or ahead of schedule. Two initiatives are behind schedule: 'Grow the visitor economy, destinations and events' as local tourism has been significantly impacted by the coronavirus social distancing protocol and 'Local planning is responsive to need and planning laws' has one out of three components deferred being the Municipal Development Contributions Plan, which is now scheduled for completion in 2021, after the Community Infrastructure Plan. Progress on all the Initiatives is detailed in the following pages.



# 4. Major Initiatives

**Progress Key**  
█ Actual  
█ Target

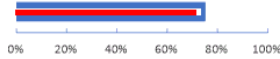
## HEALTHY COMMUNITY

### 1.1 A healthy, resilient and safe community

### 1.2 A connected and inclusive community



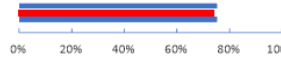
Healthy City Strategy 2017-2021



Implementation of the Action Plan includes greater than anticipated progress on the accessibility audits of 20 Council buildings as well as developing a regional approach to support people experiencing loneliness.



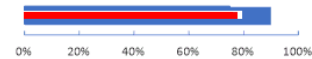
Promote a connected and inclusive community



Council is working on more inclusive practice for Council's Front Counter, Ruffey Lake Masterplan and Hepburn Park. A new Hearing Assistance System for communication and events has been purchased to support residents with hearing barriers.



Deliver female friendly facility upgrades in selected Pavilions



Works underway at Bulleen Park, Koonung and Timber ridge are scheduled for completion before 30 June 2020.

## LIVEABLE PLACES AND SPACES

### 2.1 Inviting places and spaces

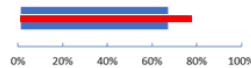
### 2.2 Enhanced parks, open space and streetscapes

### 2.3 Well connected, safe and accessible travel

### 2.4 Well utilised and maintained community infrastructure



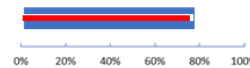
Local planning is responsive to need and planning laws



'Complete 4 Panel Planning Scheme Review (2018) recommendations:  
 1. Doncaster Hill Strategy review (drafting following community consultation)  
 2. Translation of Local Planning Policy Framework (working with State Government to finalise translations for an upcoming peer review)  
 3. Municipal Developer Contributions Plan (deferred until 2021 This will allow for the Plan to be informed by the Community Infrastructure Needs Analysis and Plan which is currently in progress  
 4. Bush Fire Planning (continues to be undertaken).



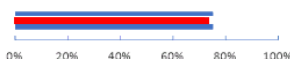
Parks Improvement Program



Revising draft Landscape Masterplan for Ruffey Lake Park for consultation. Scoping missing connections in Main Yarra Trail to Warrandyte with design consultants to be engaged in Q4. Delivery of Lawford Reserve Management Plan near complete with contractor appointed to build toilets in Q4. Contract awarded for the modular change rooms in Pettys Reserve Pavilion. Finalising designs and sign off for social rooms and synthetic pitches and floodlights.



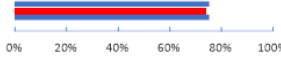
Roads Improvement Program



Oban Rd, Donvale works are nearly 90% complete. Designs for future road projects are being developed as future ready pipeline. Works on a stage of Jumping Creek Road have commenced. Investigation into drainage, pavement and traffic are being undertaken to inform the detailed design.



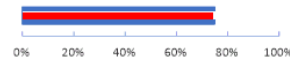
Integrated Transport



In implementing the Bus Action Plan, Council has commenced advocacy for a new bus service along Templestowe Road to connect to the Heidelberg Train station and LaTrobe Employment cluster. Advocacy has included liaising with State Government Ministers.



North East Link Planning



The outcomes of Council's 2019 submission to the Environmental Effects Statement on the North East Link resulted in some success. To ensure that the impacts to the Manningham community are mitigated as much as possible, Council resolved to commence proceedings against the North East Link Authority in the Supreme Court. The Directions Hearing is scheduled for late April 2020. Officers continue to work collaboratively with NELP.



# Major Initiatives cont.

**Progress Key**  
  
 Actual  
 Target

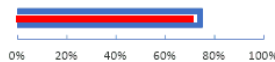
## RESILIENT ENVIRONMENT

**3.1 Protect and enhance our environment and biodiversity**

**3.2 Reduce our environmental impact and adapt to climate change**



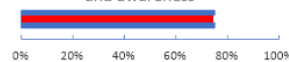
Council Drainage protects habitable floor levels and community safety



The scope of the Drainage Strategy has been revised to focus on a strategic integrated water management response. A draft of the strategy will be completed in June.



Environmental education and awareness



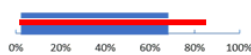
Lead to Sustain event scheduled to be delivered on Friday 11 October. Nature Stewards Program underway with Spring events planned for delivery. Program tracking well.

## VIBRANT AND PROSPEROUS ECONOMY

**4.1 Grow our local business, tourism and economy**

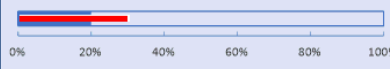


Grow the visitor economy, destinations and events



Council is working closely with Yarra Ranges Tourism to provide advice and support to Tourism businesses during COVID 19. It is expected that there will be a medium term negative effect on tourism due to the pandemic and further work on this initiative is likely to be delayed.

**Key: Monitoring Progress**



Target  
 Actual

\*Target is usually 25% cumulative across the project timeframe  
*In the example above, the project is 20% complete with a target of 35%*

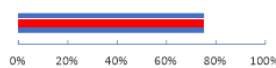
## WELL GOVERNED COUNCIL

**5.1 A financially sustainable Council that manages resources effectively and efficiently**

**5.2 A Council that values citizens in all that we do**



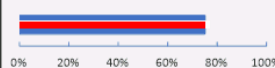
Making it easier for citizens to interact with us



Following completion of organisational-wide customer service training, new service level agreements have been endorsed to improve service quality for customers contacting Council by phone, email, post or social media.



Long Term Sustainability



Alongside the Annual Budget, the 10 year Long Term Financial Plan has been developed on key principles including maintaining financial sustainability and strategies to address the rate cap and other financial challenges. The Plan is due to be considered by Council in July 2020, following a short time extension granted by the State Government to allow Councils to incorporate a COVID-19 response into their financial plans.

## 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

### Quarter 3, January to March 2020

Councillor	Travel	Car Mileage	Childcare	Information Communication Technology	Conferences & Training	General Office Expenses	Formal Attendances	Other	Total Qtr	Year to Date	Allowance (Financial Year)
Cr A Chen	-\$14	\$286	\$0	\$0	\$0	\$0	\$190	\$30	\$492	\$1,838	\$12,770
Cr A Conlon	\$0	\$802	\$0	\$0	\$0	\$0	\$0	\$0	\$802	\$1,939	\$12,770
Cr S Galbally	\$126	\$0	\$0	\$0	\$0	\$0	\$180	\$0	\$306	\$1,754	\$12,770
Cr G Gough	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,516	\$12,770
Cr D Haynes	\$192	\$1,336	\$0	\$460	\$0	\$32	\$449	\$403	\$2,872	\$5,065	\$12,770
Cr M Kleinert	\$155	\$136	\$0	\$322	\$0	\$79	\$207	\$0	\$899	\$2,504	\$12,770
Cr P McLeish (Mayor)	\$180	\$0	\$0	\$262	\$0	\$0	\$418	\$0	\$860	\$1,777	\$14,505*
Cr P Piccinini	\$8	\$0	\$0	\$356	\$0	\$0	\$65	\$56	\$486	\$2,051	\$13,640*
Cr M Zafiroopoulos (Deputy Mayor)	\$0	\$617	\$0	\$273	\$0	\$0	\$0	\$0	\$890	\$2,251	\$12,770

#### Notes for the Quarter

- \$13.65 GST was incorrectly applied to Cr Chen's Travel expenses in Quarter 2 and was corrected in this quarter.
- A pro rata adjustment to allowances of Cr McLeish and Cr Piccinini reflects the change in Mayor from Cr Piccinini to Cr McLeish on 7 November 2019.





## 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 training, 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 2020							
Chief Executive	Travel	Food & Beverage	Conferences & Training	Gifts declared	Miscellaneous	Total Expenses Qtr	Year to Date
Andrew Day	\$105			*\$225		\$105	\$610

*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 Training**

This category covers registration fees associated with attendance by the CEO at conferences, functions, seminars and one-off or short-term training courses. 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**

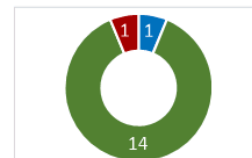
This category relates to any other costs associated with the CEO role not covered by the categories above.



## 7. CEO Key Performance Indicators

All deliverables are to be completed by 30 September 2020, unless otherwise stated

● Complete ● On Track ● Monitor ● Off Track



Area	Priority Deliverables	Status
Strategic Leadership and Advocacy	1) A long term vision for Manningham (Community Vision 2040, Liveable City Strategy 2040 including Doncaster Hill)	●
	2) Progression of a long term Community Infrastructure Plan	●
	3) Implement an Advocacy Plan to support the long term vision	●
	4) Extent to which Manningham Council's vision for North East Link is effectively represented	●
Delivery of Council Plan	5) 90% of Council Plan initiatives delivered	●
Delivery of Capital Works Program	6) 90% Capital Works Program delivered ( <i>see front page for details</i> ) <i>The overall Program remains behind forecast with 35.9% variance against target. There are a number of projects that are delayed and at risk of not being completed or started, due to delays in planning, securing contractors and changing priorities resulting from weather and storm events early in the quarter and the impact analysis of COVID-19 with securing contractors, finalising contract signing and undertaking their risk assessment in light of COVID-19 restrictions. The carry forward is \$8.1m and the performance target of 90% of the Program delivered is at risk. Every effort is being made to actively manage the program by replacing "at risk" with more readily deliverable projects and creating a strong pipeline of ready works for the future.</i>	●
Service Delivery	7) A service review program is developed to create a suite of services that is fit for purpose and delivers value to our community	●
	8) Progression of Council's property investment portfolio	●
	9) Annual Environmental report and delivery of a report on Council's fleet usage and opportunities	●
Drive Innovation	10) Support for Learning Innovation and Technology Committee to develop a futures paper.	●
	11) Continued progression of online services and major IT enhancements-MS Dynamics Customer Relationship Management system progressed	●
	12) Long term investment plan for IT/Transformation	●
Drive Accountability	13) Business planning, budgetary capital works and performance planning cycles are reviewed and in place	●
Values Driven Organisation	14) 'Public value' proposition is developed and integrated into decision making	●
	15) The Citizen Connect program is progressed to make it easier for our citizens to interact with us	●
	16) Newly formed internal Diversity Working Group is supported, with the development of an action plan and a focus on gender equity, age, CALD, LGBTIQ, and disability.	●



## 13.2 Record of Assembly of Councillors

File Number:	IN20/255
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Liveability Innovation &amp; Technology Committee - 18 March 2020 <a href="#">↓</a></li><li>2 Record of Assembly of Councillors - Strategic Briefing Session - 5 May 2020 <a href="#">↓</a></li><li>3 Record of Assembly of Councillors - Strategic Briefing Session - 12 May 2020 <a href="#">↓</a></li></ol>

### EXECUTIVE SUMMARY

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

#### 1. RECOMMENDATION

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

- **Liveability Innovation & Technology Committee - 18 March 2020**
- **Strategic Briefing Session – 5 May 2020**
- **Strategic Briefing Session – 12 May 2020**

#### 2. BACKGROUND

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

2.1.1 The subject of a decision of the Council; or

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

2.2 An advisory committee can be any committee or group appointed by council and does not necessarily have to have the term 'advisory committee' in its title.

2.3 Written records of Assemblies are to include the names of all Councillors and members of Council staff attending, a list of matters considered, any conflict of interest disclosures made by a Councillor and whether a Councillor who has disclosed a conflict of interest leaves the meeting.

**3. DISCUSSION / ISSUE**

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

- Liveability Innovation & Technology Committee - 18 March 2020
- Strategic Briefing Session – 5 May 2020
- Strategic Briefing Session – 12 May 2020

**4. DECLARATIONS OF CONFLICT OF INTEREST**

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

Record of an Assembly of Councillors

Manningham City Council

## **Liveability Innovation & Technology Committee**

**Meeting Date:** Wednesday, 18 March 2020  
**Venue:** Council Chamber, Civic Office, 699 Doncaster Rd, Doncaster  
**Starting Time:** 6:30 pm

**1. Councillors Present:**

Councillor Mike Zafiroopoulos AM (Deputy Mayor) – Koonung Ward  
Councillor Andrew Conlon – Mullum Mullum Ward  
Councillor Michelle Kleinert – Heide Ward

**Officers Present:**

*Fiona Park – Manager Transformation*  
*Ben Harnwell - Coordinator Business, Events and Grants*  
*Faye Adams - Senior Sustainability Officer (Secretariat)*

**2. Disclosure of Conflicts of Interest**

*There were no conflicts of interest disclosed.*

**3. Items Discussed**

- 3.1 Transformation in Manningham
- 3.2 Draft Findings – Smart Cities Opportunities
- 3.3 Communications update
- 3.4 News from the sector

Finishing time at 8:45pm

\*\*\*\*\*

D20/39959

Record of an Assembly of Councillors

Manningham City Council

## **Strategic Briefing Session**

**Meeting Date:** 5 May 2020  
**Venue:** via Zoom video conferencing  
**Starting Time:** 6:30pm

### **1. Councillors Present:**

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

#### **Apologies from Councillors:**

Nil.

#### **Executive Officers Present:**

Andrew Day, Chief Executive Officer  
Angelo Kourambas, Director City Planning & Community  
Philip Lee, Director Shared Services  
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk  
Rachelle Quattrocchi, Director City Services

#### **Other Officers in Attendance:**

Kim Tran, Governance Officer  
Graham Brewer, Manager Property Services  
Gabrielle O'Halloran, Senior Strategic Planner  
Matt Slavin, Manager Integrated Planning

### **2. Disclosure of Conflicts of Interest**

Nil.

### **3. Items Discussed**

- 3.1 Property Investment Portfolio Update (confidential)
- 3.2 Affordable Housing - Achievements of 2010-20 Policy/Action Plan and Future Strategic Objectives
- 3.3 Municipal and Doncaster Hill Development Contributions Plan Update
- 3.4 Parks Alive Program
- 3.5 Audit Committee Chair Update
- 3.6 Bushfire Management Policies and Practices
- 3.7 Manningham Volunteer Resource Service - Eastern Volunteers
- 3.8 Arts Advisory Committee Annual Review

The meeting ended at 10:05pm

\*\*\*\*\*

Record of an Assembly of Councillors

Manningham City Council

## **Strategic Briefing Session**

**Meeting Date:** 12 May 2020  
**Venue:** via Zoom video conferencing  
**Starting Time:** 6:39pm

### **1. Councillors Present:**

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

#### **Apologies from Councillors:**

Nil.

#### **Executive Officers Present:**

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

#### **Other Officers in Attendance:**

Carrie Bruce, Senior Governance Advisor  
Katrine Gabb, Community Development Officer (Access and Inclusion)  
Matt Slavin, Manager Integrated Planning  
Jude Whelan, Manager Communications  
Justin Hanrahan, Acting Group Manager Community Programs  
Jon Gorst, Chief Financial Officer  
Sheraz Akram, Coordinator Management Accounting  
Lee Robson, Manager Community Resilience

### **2. Disclosure of Conflicts of Interest**

Nil.

### **3. Items Discussed**

- 3.1 Request for a Disability Advisory Committee
- 3.2 Lions Park, Warrandyte - Construction Tender (confidential)
- 3.3 COVID-19 Relief Fund
- 3.4 Draft 2020-21 Annual Budget (incorporating 2020-24 Strategic Resource Plan)
- 3.5 Manningham Quarterly Report, Quarter 3 (Jan - Mar) 2020
- 3.6 7 Aminga Ave, Doncaster East - Rezoning Request Revisited

The meeting ended at 10:02pm

\*\*\*\*\*

### 13.3 Documents for Sealing

File Number: IN20/276  
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 W Liu & M G Liu  
3 Monica Street, Doncaster East**

**Consent to Build Over an Easement  
Agreement under Section 173 of the Planning and Environment Act 1987  
Council and MLD Properties Pty Ltd  
222 Greenslopes Drive, Templestowe Lower**

#### 2. BACKGROUND

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

#### 3. DECLARATIONS OF CONFLICT OF INTEREST

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

**14 URGENT BUSINESS****15 COUNCILLORS' QUESTION TIME****16 CONFIDENTIAL REPORTS****16.1 Lions Park, Warrandyte - Construction Tender**

*This information has been designated in writing as confidential information by the Chief Executive Officer pursuant to S77(2)(c) of the Local Government Act 1989. The relevant ground applying is S89(2)(d) of the Act concerning contractual matters. The meeting will be closed pursuant to S66(2)(a) of the Local Government Act 2020 to consider private commercial information.*