

MANNINGHAM

# COUNCIL MEETING MINUTES

<b>Date:</b>	<b>Tuesday, 28 May 2024</b>
<b>Time:</b>	<b>7:00pm</b>
<b>Location:</b>	<b>Council Chamber, Civic Centre 699 Doncaster Road, Doncaster</b>

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**MANNINGHAM CITY COUNCIL  
MINUTES OF THE COUNCIL MEETING  
HELD ON 28 MAY 2024 AT 7:00PM  
IN COUNCIL CHAMBER, CIVIC CENTRE  
699 DONCASTER ROAD, DONCASTER**

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The meeting commenced at 7:05pm.

**PRESENT:**

- Councillor Carli Lange (Mayor)**
- Councillor Laura Mayne (Deputy Mayor)**
- Councillor Anna Chen**
- Councillor Andrew Conlon**
- Councillor Deirdre Diamante**
- Councillor Geoff Gough**
- Councillor Michelle Kleinert OAM**
- Councillor Tomas Lightbody**
- Councillor Stephen Mayne**

**OFFICERS PRESENT:**

- Chief Executive Officer, Mr Andrew Day**
- Director City Planning, Mr Andrew McMaster**
- Director Connected Communities, Ms Lee Robson**
- Director Experience and Capability, Ms Kerry Paterson**
- Acting Director City Services, Krishen Soobrayen**
- Acting Chief Legal and Governance Officer, Ms Carrie Bruce**

## **1 OPENING PRAYER AND STATEMENTS OF ACKNOWLEDGEMENT**

The Mayor read the Opening Prayer & Statements of Acknowledgement.

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

There were no apologies.

## **3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST**

The Mayor submitted a written disclosure of conflict of interest to the CEO for Item 11.3 Manningham Community Fund Grant Program Recommendations. The Mayor's interest was a material conflict of interest as her children attend the school where one of the applicants is based.

The Chair asked if there were any further disclosures of conflict of interest in any item listed on the Council Agenda. No further disclosures were made.

## 4 CONFIRMATION OF MINUTES

### COUNCIL RESOLUTION

**MOVED:** CR ANNA CHEN  
**SECONDED:** CR ANDREW CONLON

**That the Minutes of the Council Meeting held on 23 April 2024 be confirmed.**

**CARRIED UNANIMOUSLY**

## 5 PRESENTATIONS

### 5.1 Cricket Victoria Awards - Warrandyte Cricket Club

The Mayor congratulated the Warrandyte Cricket Club on recently winning the Cricket Victoria Award for Community Partnership of the Year. This was a great achievement and well deserved. The Mayor was delighted that the club had been acknowledged for its significant services to the community.

The Mayor stated that it was a notable achievement to also be the recipients of the runner up award for Community Cricket Club of the Year. The Mayor noted that she was certain that everyone at the club would be extremely proud of this recognition and wished the club every success for the future.

## 6 PETITIONS

### 6.1 Petition - Request for traffic to be slowed on Pinehill Drive

### COUNCIL RESOLUTION

**MOVED:** CR ANDREW CONLON  
**SECONDED:** CR ANNA CHEN

**That the Petition with 8 signatories requesting traffic to be slowed on Pinehill Drive to make it safer to turn in Navel Row be received and referred through to the appropriate Officer for consideration.**

**CARRIED UNANIMOUSLY**

**6.2 Petition - Request for Installation of Public Toilets at Morris Williams Reserve**

**COUNCIL RESOLUTION**

**MOVED: CR GEOFF GOUGH**  
**SECONDED: CR TOMAS LIGHTBODY**

**That the Petition with 36 signatories requesting the installation of public toilets at Morris William Reserve Bulleen to promote safety and improve community amenities be received and referred through to the appropriate Officer for consideration.**

**CARRIED UNANIMOUSLY**

**7 PUBLIC QUESTION TIME**

There were no questions from the public.

**8 ADMISSION OF URGENT BUSINESS**

There were no items of urgent business.

**9 PLANNING PERMIT APPLICATIONS**

There were no Planning Permit Applications requiring a decision of Council this month.

## 10 CITY PLANNING

### 10.1 Birrarung Valley Walk - Memorandum of Understanding

File Number: IN24/246  
Responsible Director: Director City Planning  
Attachments: 1 Birrarung Valley Walk Map [↓](#)

#### PURPOSE OF REPORT

*The purpose of this report is for Council to publicly express support for the Birrarung Valley Walk concept and to authorise the Mayor and CEO to sign a non-legally binding Memorandum of Understanding setting out this commitment with the Birrarung Valley Walk Inc. to facilitate the Birrarung Valley Walk.*

#### EXECUTIVE SUMMARY

*Birrarung Valley Walk Inc. is an Incorporated Association that is seeking to link existing walking tracks and paths from the mouth of the Birrarung (Yarra River) to the Upper Yarra Reservoir. The Association will create and make available the information needed to enable walkers to plan and undertake the 220+km, multi-day continuous walk. A key purpose is to protect, enhance and promote the natural environment and First Nations culture of the Birrarung Valley.*

*As part of this Birrarung Valley Walk project, Birrarung Valley Walk Inc. have engaged with Traditional Owners and 14 agencies, comprising State and local government organisations, each of which have management responsibilities along the Yarra River corridor.*

*Within Manningham, this proposed route closely follows the Yarra River on sites within public ownership. See Attachment 1 – Birrarung Valley Walk Map.*

*The group is requesting Council sign a Memorandum of Understanding that outlines the principles of collaboration between the project organisers and Council. This Memorandum is not legally binding, and the project does not require any financial contribution from Council or require any acquisition of land. Rather Council officers are asked to share their knowledge and expertise relating to the existing path network.*

*The Birrarung Valley Walk is consistent with the key directions of the Yarra Strategic Plan (Burndap Birrarung burndap umarkoo) of which Manningham is identified as a responsible authority. Supporting the Birrarung Valley Walk will demonstrate Council's commitment to working collaboratively with key stakeholders to uphold the principles and directions of this Plan.*

#### COUNCIL RESOLUTION

**MOVED: CR MICHELLE KLEINERT OAM**  
**SECONDED: CR LAURA MAYNE**

**That Council:**

- A. Publicly express support for the Birrarung Valley Walk concept and commit to providing in-kind officer support to share knowledge and expertise on appropriate stories and sites associated with the walk.**

- B. Authorise the Mayor and CEO to sign a non-legally binding Memorandum of Understanding setting out this commitment with the Birrarung Valley Walk Inc. to facilitate the Birrarung Valley Walk.**
- C. Note that this project is consistent with the directions of the Yarra Strategic Plan (Burndap Birrarung burndap umarkoo), of which Manningham Council is a responsible entity.**

**CARRIED UNANIMOUSLY**

## **2. BACKGROUND**

- 2.1 The Birrarung Valley Walk (BVW) is a philanthropically funded project that seeks to connect existing paths / trails, (and identify any missing links) to create a continuous path on public land that generally extends from the mouth of the Birrarung (Yarra River) to the Upper Yarra Reservoir. Within Manningham, this proposed route closely follows the Yarra River on sites within public ownership. See Attachment 1 – Birrarung Valley Walk Map.
- 2.2 The Walk will enable the community to experience the varied characteristics of the Yarra River corridor and broaden their understanding of the Traditional Owners' cultural connection to the Birrarung and its nearby land.
- 2.3 Importantly this project aligns with the directions of the Yarra Strategic Plan, of which Manningham is a responsible public entity.
- 2.4 The Yarra Strategic Plan (also known as Burndap Birrarung burndap umarkoo, which means 'what is good for the Yarra is good for all' in Woi-wurrung language) is an overarching policy to protect and manage the entire length of the Birrarung (Yarra River) that extends from Mount Baw Baw to the mouth of Port Philip Bay, measuring 242 kilometres.
- 2.5 The preparation and implementation of the Yarra Strategic Plan is a requirement of the *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017 (the Act)* that calls for the collaborative management of the Yarra River corridor between relevant State and local government organisations and Traditional Owners.
- 2.6 This Act represents landmark legislation as it enshrines in law the protection of the Yarra River (Birrarung) and acknowledges the significance of the river to the Wurundjeri Woi-wurrung people. It is the first Victorian legislation to be co-titled in Traditional Owner language. 'Wilip-gin Birrarung murron' translates to 'keep the Birrarung alive' in Woi-wurrung language. It is also the first Act in Australia to recognise the Birrarung and its lands as one living and integrated natural entity'.
- 2.7 Importantly the Act sought to develop:
- a 50 year Community Vision that outlines the long term aspirations for the Yarra river corridor;
  - the Yarra Strategic Plan
  - the establishment of the Birrarung Council which is a statutory body that is the independent 'voice of the river' that provides advice to the Victorian Government on the protection and improvement of the Yarra River.
- 2.8 The Yarra Strategic Plan sets out a new collaborative governance structure for state and local government agencies to work with Traditional Owners to put the interests of the river and its lands at the centre of decision making.

- 2.9 The four objectives of the Yarra Strategic Plan are:
- A healthy river and lands – improving water quality and protecting land, floodplains and billabongs to achieve greater biodiversity
  - A culturally diverse corridor – protecting the rich stories of the Birrarung
  - Quality parklands for a growing population – improving the river’s parkland to support community well-being
  - Protecting the natural beauty of the river – including landscapes and views
- 2.10 On 25 May 2021 Council endorsed the draft Yarra Strategic Plan, which was later approved by the Minister for Water in February 2022. Endorsement of the Yarra Strategic Plan signifies that Council:
- Agrees in principle with the objectives and actions outlined in the Plan.
  - Will act consistently with the directions of the Plan
  - Will have regard to the principles of the Act and the directions of the Yarra Strategic Plan when performing its own work and making decisions on public land of which it is a Crown land manager, as outlined in S3G of the *Local Government Act 1989*.

### 3. DISCUSSION / ISSUE

- 3.1 As part of this Birrarung Valley Walk project, Birrarung Valley Walk Inc. have engaged with Traditional Owners and 14 agencies, comprising State and local government organisations, each of which have management responsibilities along the Yarra River Corridor.

#### Memorandum of Understanding (MOU)

- 3.2 The purpose of this MOU is to:
- Provide a basis on which the parties can jointly progress and support the Birrarung Valley Walk project;
  - Document a commitment by each party to work together to:
    - Agree on a defined route for the walking path, using existing pathways and trails wherever possible, on public land;
    - Maintain and promote a waymarked walking path from the mouth of the river to the Upper Yarra Reservoir.
- 3.3 Each party commits to nominating a representative to join a steering committee, which will make all key decisions for the Walk. Birrarung Valley Walk Inc. will provide secretarial services to the committee.
- 3.4 The intention is that the MOU is not legally binding.

**4. COUNCIL PLAN / STRATEGY**

Alignment with the Yarra Strategic Plan

- 4.1 The Birrarung Valley Walk aligns with the principles of the *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017* and the Yarra Strategic Plan. It promotes collaborative engagement with Traditional Owners and 14 agencies, comprising State and local government organisations, each of which have management responsibilities along the Yarra River Corridor.

**5. IMPACTS AND IMPLICATIONS**

- 5.1 The provision of a continuous walking path along the entire length of the Yarra River corridor will broaden the community’s knowledge and appreciation of the Traditional Owners cultural connection to the Yarra River and its environs, as well as promoting overall health and well-being by increasing the community’s accessibility to the Yarra River corridor.

5.1.1 Finance / Resource Implications

This project does not require Council making a financial contribution to this project. It does however require time and commitment from Council officers which can be accommodated with existing allocated resources.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	This project is led by an external party and does not require Council to engage with the community. However, the project will likely require internal officer engagement.
Stakeholder Groups	1. Councillors 2. Council officers 3. Traditional Owners and 14 agencies, comprising State and local government organisations, each of which have management responsibilities along the Yarra River Corridor
Where does it sit on the IAP2 spectrum?	Inform
Approach	The communication and engagement for this project will be led by the Birrarung Valley Walk Inc.

6.2 Timelines

6.2.1 The timelines are yet to be determined at this stage.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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





## 11 CONNECTED COMMUNITIES

### 11.1 Manningham Gambling Policy & Action Plan 2024

File Number: IN24/275

Responsible Director: Director Connected Communities

Attachments: 1 Manningham Gambling Policy and Action Plan 2024 [↓](#)

#### PURPOSE OF REPORT

*The purpose of this report is to provide Council with the final Manningham Gambling Policy and Action Plan 2024 for consideration and endorsement.*

#### EXECUTIVE SUMMARY

*The Manningham Gambling Policy has been updated to reflect recent changes to the broader gambling environment and adopts a preventative approach to responding to gambling harm. Development of the policy was informed by extensive consultation with the community, partner organisations and Councillors.*

*The draft Manningham Gambling Policy and Action Plan 2024 was endorsed for public exhibition at the February 2024 Council meeting. Feedback on the draft was sought through a four-week community engagement process using multiple platforms. Responses from the community were limited, however, changes that have been informed by the comments were included in the final Policy and Action Plan where appropriate.*

*The Manningham Gambling Policy and Action Plan 2024 is now ready for Council consideration and endorsement.*

#### COUNCIL RESOLUTION

**MOVED: CR LAURA MAYNE**  
**SECONDED: CR STEPHEN MAYNE**

**That Council endorses the final Manningham Gambling Policy and Action Plan 2024 shown at Attachment 1.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 Manningham Council has had a Gambling Policy in place since 2004. The Policy outlines Council's commitment to reducing harm from gambling within the municipality and guides the Council's decision making on gambling harm prevention.
- 2.2 The Manningham Gambling Policy and Action Plan 2012-2017 is out of date and requires a review to ensure it reflects recent changes in State and Federal legislation to gambling, as well as contemporary language around gambling harm.

- 2.3 A Draft Policy and Action Plan was informed by an extensive consultation process which was presented to Council at its February 2024 meeting and endorsed for a four-week public exhibition period.
- 2.4 Feedback received through the community engagement process was used to develop the final Manningham Gambling Policy and Action Plan 2024 (Attachment 1).

**3. DISCUSSION / ISSUE**

- 3.1 Feedback on the draft Policy was open for four weeks from 28 February to 27 March 2024 and was promoted extensively through the following channels:

Promotional channel	Target cohort/s	Method of contact
Your Say Manningham	General community	Feedback collected via an open-ended survey
Community e-newsletters: <ul style="list-style-type: none"> <li>• Sport and Leisure</li> <li>• Community venues</li> <li>• Manningham Business Network</li> </ul>	<ul style="list-style-type: none"> <li>• Sporting clubs and volunteers</li> <li>• Regular users of Council community facilities, including seniors' clubs</li> <li>• Local businesses</li> </ul>	Direct email to newsletter subscribers
Recreation and Leisure online resource hub	Sporting clubs and volunteers	Link and draft Policy published on hub
Community venues	<ul style="list-style-type: none"> <li>• Regular users of Council community facilities, including seniors' clubs</li> <li>• Maternal and child health centres</li> </ul>	Promotional posters displayed
Whitehorse Manningham Libraries	General community	Promotional posters displayed
Neighbourhood Houses	General community	Promotional posters displayed
Leisure facilities including Aquarena	General community	Promotional posters displayed
Partner organisations: <ul style="list-style-type: none"> <li>• Doncare</li> <li>• Eastern Volunteers</li> <li>• Eastern Community Legal Centre</li> <li>• Women's Health East</li> <li>• Access Health and Community</li> <li>• Kevin Heinze Grow</li> <li>• Manningham Men's Shed</li> </ul>	General community	Direct emails
Local gaming venues	Gambling industry	Direct phone calls and email
Advisory Committees	<ul style="list-style-type: none"> <li>• Health and Wellbeing</li> <li>• Gender Equity &amp;</li> </ul>	Included as meeting agenda item

	LGBTQIA+ <ul style="list-style-type: none"> <li>• Disability</li> <li>• Youth</li> </ul>	
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3.2 The feedback received was positive, with only minor changes suggested to wording or suggested partners for some actions.

**4. COUNCIL PLAN / STRATEGY**

4.1 The Council Plan 2021-2025 supports the development of a new Gambling Policy:

Goal: 1.1 A healthy, resilient and safe community

Action: “Pursue strategies to reduce the impact of gambling on the community, considering areas such as poker machines and advertising on Council buildings”.

**5. IMPACTS AND IMPLICATIONS**

5.1 Endorsement of a revised Gambling Policy and Action Plan will ensure that Council is responding to the current legislative climate concerning gambling-related harm. It ensures greater alignment with the strategic directions of peak body partner agencies such as the Victorian Commission for Gambling and Casino Control (VGCCC), the Victorian Responsible Gambling Foundation and the Alliance for Gambling Reform.

5.2 The Policy highlights the importance of a collaborative approach to addressing harm from gambling. Strong partnerships with stakeholders will be crucial in Council’s approach to affect change at the community level. Collaborative efforts have already commenced, with the Social Planning and Community Strengthening and Recreation and Leisure teams working in partnership to deliver initiatives with local sporting clubs.

5.3 Manningham’s Gambling Policy was featured in a recent newspaper article in The Age (25 February 2024). The article supportively highlighted council’s approach to responding to gambling harm through community education initiatives.

**6. IMPLEMENTATION**

6.1 Implementation of the Manningham Gambling Policy and Action Plan 2024 will be resourced through existing operational budgets and led by the Social Planning and Community Strengthening team in partnership with key stakeholders.

6.2 The policy has been designed as a working document that will be updated and reviewed as required. New initiatives and resource requirements may result in future budget requests.

6.3 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	<p>External stakeholders:</p> <ol style="list-style-type: none"> <li>1. The Victorian Commission for Gambling and Casino Control (VGCCC)</li> <li>2. The Alliance for Gambling Reform</li> <li>3. Gambler’s Help Eastern</li> <li>4. Eastern Community Legal Centre</li> <li>5. Local Government Working Group on Gambling</li> <li>6. Broader networks of Social Planning &amp; Community Strengthening service area</li> <li>7. Local sporting clubs and community groups</li> <li>8. Local gaming venues</li> <li>9. Access Health and Community</li> <li>10. Neighbourhood Houses and Learning Centres</li> </ol> <p>Internal stakeholders:</p> <ol style="list-style-type: none"> <li>1. Recreation and Leisure service area</li> <li>2. Statutory Planning service area</li> <li>3. Engaged Communities service area</li> <li>4. Economic and Cultural Activation service area</li> <li>5. Community Wellbeing and Partnerships</li> <li>6. Aligned Leisure</li> <li>7. Manningham Youth Services (EACH)</li> <li>8. Whitehorse Manningham Libraries</li> <li>9. Councillors</li> </ol>
Where does it sit on the IAP2 spectrum?	Inform: to inform community of endorsement of the final policy and action plan once endorsed
Approach	Communication material (Your Say Manningham, website info, social medial posts)

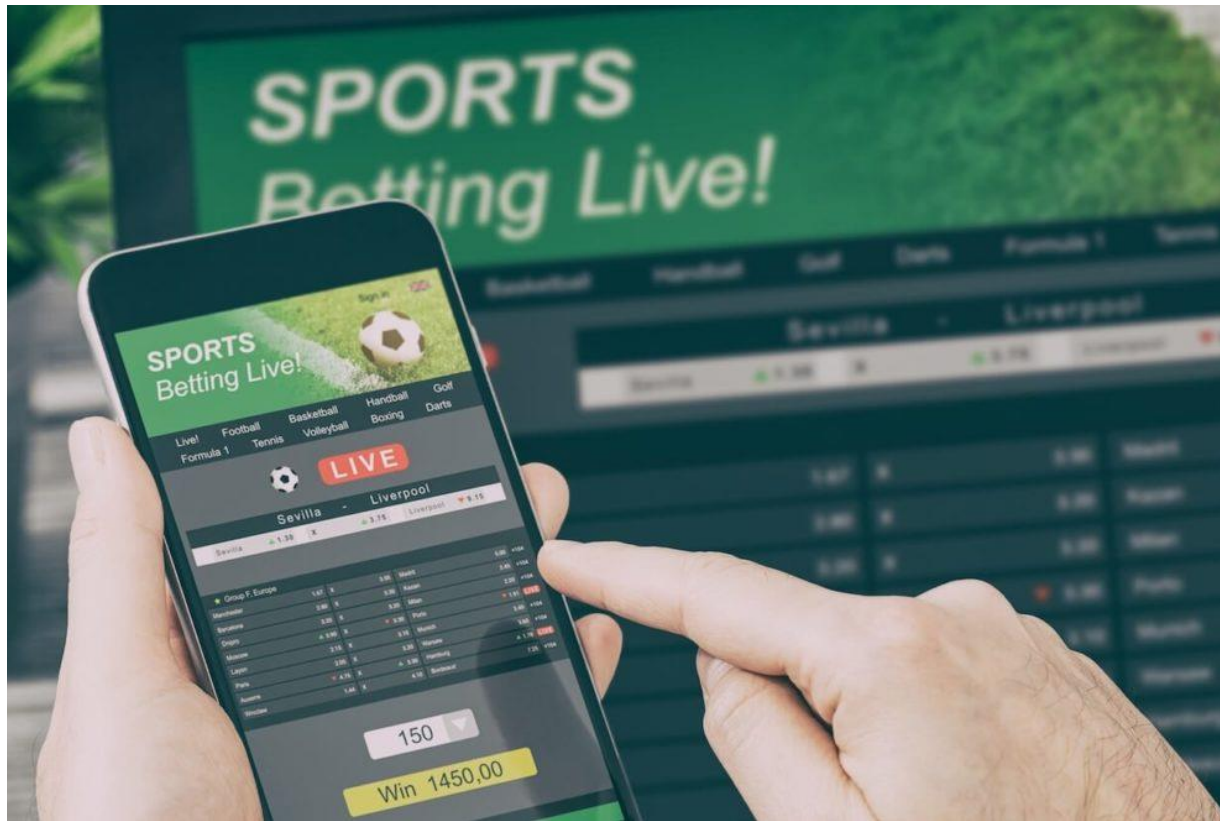
6.4 Timelines

Following this update, the timeline for the Policy is:

Month/Year	Key activities
May 2024	<ul style="list-style-type: none"> <li>• Final Policy and Action Plan to Council seeking endorsement – 28 May</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>• Roll out of Action Plan with a focus on community education initiatives.</li> <li>• Policy available to direct future gambling industry planning proposals and other relevant work.</li> </ul>

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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



# Manningham Gambling Policy

2024



Interpreter service

**9840 9355**

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## Acknowledgement of Country

Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways that is now known as Manningham.

Council pays respect to Elders past, present and emerging, and values the ongoing contribution to enrich and appreciate the cultural heritage of Manningham.

Council acknowledges and respects Australia's First Peoples as Traditional Owners of lands and waterways across Country and encourages reconciliation between all.

Manningham Council also values the contribution made to Manningham over the years by people of diverse backgrounds and cultures.



# 1 Executive Summary

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The Manningham Gambling Policy 2024 (the Policy) is a long-term plan designed to reduce the level of harm experienced by the Manningham community as a result of gambling. It reflects recent changes in the gambling environment, including State legislation.

The Policy goes beyond directing people to support services to assist them once gambling has become a problem. It considers the causes and risk factors of gambling harm, and how these can be limited or prevented before harm occurs. The Policy emphasises the importance of working across a range of areas in partnership with key stakeholders and recognises the need for targeted initiatives aimed at key cohorts within the community.

The Policy is built around four key themes:

1. Education and capacity building
2. Programs and services
3. Advocacy
4. Planning and regulation

Each theme is accompanied by specific objectives, outcomes and actions to be implemented. The Policy aims to address gambling harm in Manningham by challenging community perceptions, leveraging key advocacy groups and support networks and creating social connection and community participation opportunities.

The Policy's success will be measured by its impact on community wellbeing, participation opportunities and advocacy to higher levels of government. It serves as a roadmap for Council and key stakeholders to collaborate and work towards creating a healthy, safe and resilient community.

## 2 Introduction

### 2.1 Background and purpose

Manningham Council recognises that, at harmful levels, gambling can have significant health, social and economic impacts to individuals, families and communities.

Participation in gambling activities is now more accessible than ever, with online, mobile and other forms of gambling.

The Manningham Gambling Policy 2024 (“the Policy”) outlines Council’s commitment to reducing harm from gambling within the municipality, and guides Council in its decision making on gambling harm prevention.

Manningham Council has had a Gambling Policy in place since 2004. Council’s previous gambling policies have focused predominantly on gambling harm related to electronic gaming machines (EGMs, also known as poker machines or pokies). To reflect the current evidence on gambling harm, this Policy will take a public health approach to addressing harm from various forms of gambling, including EGMs and other legal gambling products. This approach recognises the range of systemic factors that contribute to gambling harm, beyond the behaviour of the individual.

This Policy builds upon the Manningham Gambling Policy and Action Plan 2012-2017 and reflects recent changes in State and Federal legislation in relation to gambling.

### 2.2 Policy context

#### 2.2.1 Federal Government

Although State Governments are responsible for the regulation of EGMS and other forms of gambling, the Federal Government has a role to play in the regulation of interactive gambling services. The Australian Government, together with the State and Territory Governments, has introduced a suite of minimum consumer protections for people who gamble online through the National Consumer Protection Framework for Online Wagering.

The National Framework consists of 10 measures to empower individuals and minimise the harm from online gambling. The measures provide easy-to-use tools and information to support people to better control their gambling. They include a voluntary opt-out pre-commitment scheme and BetStop, the national self-exclusion register. The National Framework applies to all licensed online wagering service providers and will offer protection to all active account holders.

#### 2.2.2 State Government

The policy landscape surrounding gambling in Victoria has recently seen significant legislative change. In July 2023 the State Government introduced a set of landmark reforms in an effort to reduce gambling-related harm at venues with electronic gaming machines (EGMs). These measures included:

- Mandatory venue closures for gaming machine areas in all venues (with the exception of Crown Casino) from 4am – 10am, to be introduced by mid-2024;
- Mandatory pre-commitment limits and carded play, with set loss limits of no more than \$100 loaded at a time (down from \$1,000); and

- Reducing the spin rates on new EGMs to three seconds per game to slow games down and limit the amount that can be lost.

Gambling regulator, the Victorian Gambling and Casino Control Commission (VGCCC), has also introduced a ban on betting for all under 19 sports competitions, and any betting on the performance of individual players who are under 18 in junior and senior sport. The ban commenced on 3 August 2023.

Additionally, from mid-2024 the Victorian Gambling and Casino Control Commission (VGCCC) will assume a larger role in gambling harm minimisation, taking over most of the functions of the Victorian Responsible Gambling Foundation.

The Manningham Gambling Policy 2024 has considered these recent changes to the State and Federal gambling policy landscape.

### 2.2.3 Local Government

The Manningham Planning Scheme requires a planning permit to install or use a gaming machine. The Planning Policy Framework provides the framework for decision making to ensure applications are determined in favour of net community benefit and sustainable development.

As part of the policy neutral translation into the Planning Policy Framework, *Clause 22.18 Gaming* was translated into a new schedule to *Clause 52.28 Gaming* which was approved in January 2023, as part of Amendment C133. This provision seeks to:

- Consider social and economic impacts of gaming and the wellbeing of Manningham's communities
- Minimise opportunities for convenience gaming, by discouraging facilities being located in shopping centres and strip shopping centres.
- Discourage the location of gaming machines in and proximate to, disadvantaged areas and vulnerable communities.

## 2.3 Other key stakeholders

Council works closely with the following stakeholders to reduce harm from gambling:

- Local Government Working Group on Gambling (LWGOG) – run by the Victorian Local Governance Association (VLGA)
- Victorian Gambling and Casino Control Commission (VGCCC) – the independent statutory authority that regulates Victoria's gambling industries
- Alliance for Gambling Reform – a national advocacy organisation that works to prevent and minimise the harm from gambling
- Gambler's Help Eastern – provides a range of professional support services for those impacted by gambling harm in the Eastern Metropolitan Region of Melbourne
- Victorian Responsible Gambling Foundation – statutory authority created to fund research and other activities that add to the knowledge and understanding of gambling harm
- Eastern Community Legal Centre – provides free legal assistance to people who live, work and study in Melbourne's east. This includes community education sessions.
- Access Health and Community – Manningham's local community health service that provides a range of support services, including counselling.

## 2.4 Gender impact assessment (GIA)

A Gender Impact Assessment (GIA) was undertaken in 2021 for the Manningham Gambling Policy and Action Plan 2012-2017.

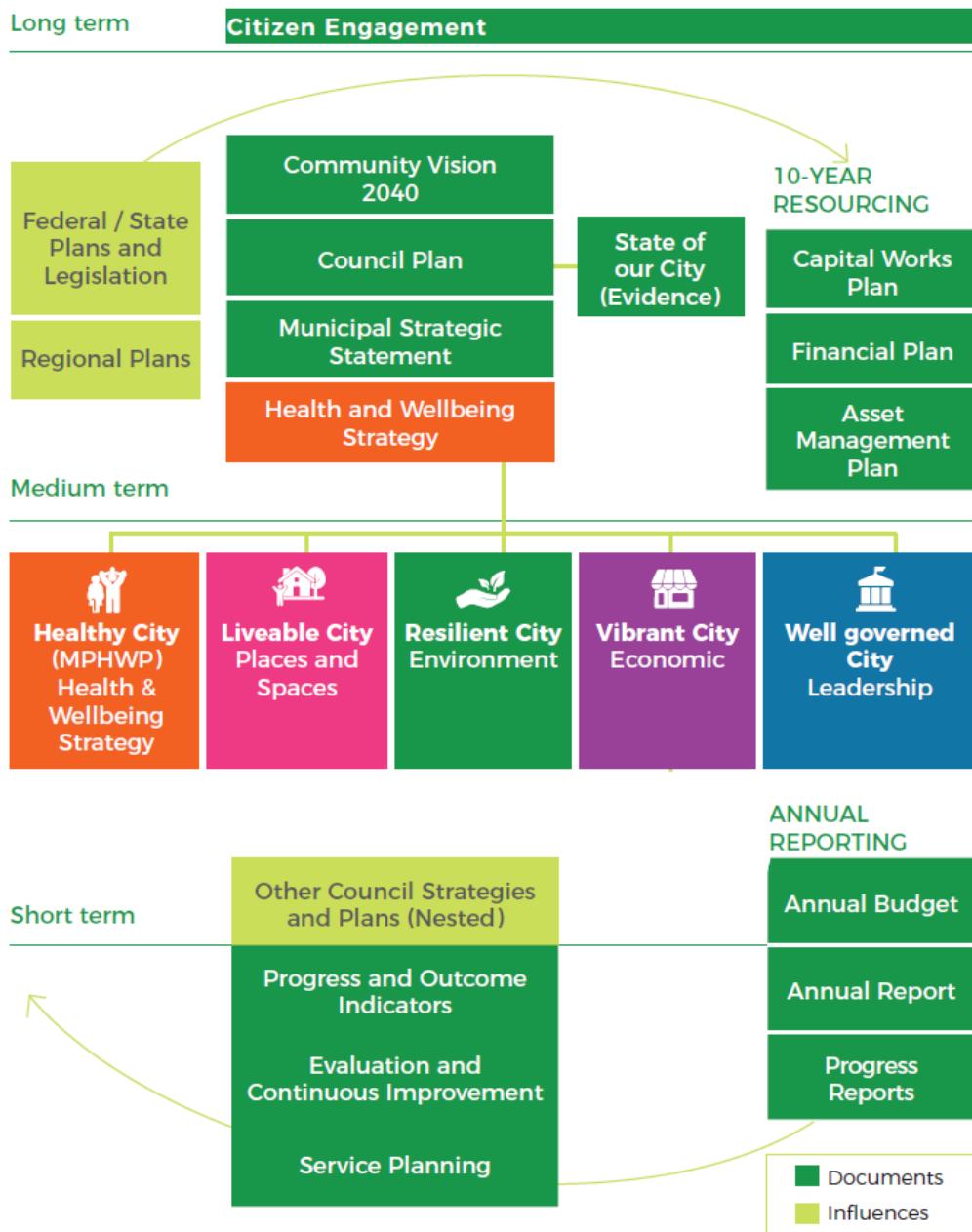
Recommendations from the GIA included:

- The development of a gambling policy that adopts a public health approach;
- Engaging people of different gender identities in the policy development and consultation process;
- The gambling policy should consider all forms of gambling, including online gambling;
- The research underpinning the policy should consider the gendered nature of gambling-related harm and the underlying drivers of gambling which cause harm; and
- Strategies should include provision of alternative spaces, programs, increased education and awareness-raising and advocacy.

Findings from the GIA have been used to inform the development of this Policy. Council is committed to considering the impact of gender and intersectionality in future initiatives and actions.

## 2.5 Strategic alignment

Gambling is an action area of the Council Plan and Health and Wellbeing Strategy 2021-2025. The Policy sits beneath the Healthy City priority of the Council Plan, aligning with and supporting council and community ambitions in many strategic areas.



## 3 Gambling harm in Manningham

Gambling is recognised as a significant, global public health concern. All forms of gambling have the potential to affect the health and wellbeing of individuals and families. Gambling harm refers to any negative consequence experienced by an individual, family unit or community due to participation in gambling. Gambling-related harm involves more than losing money or experiencing financial problems. It can also include:

- health problems including emotional, psychological distress or physical issues;
- issues with relationships with family or friends;
- problems with work or study;
- cultural problems; and
- criminal activity.

It is becoming increasingly recognised that gambling-related harm has direct impacts on the person who gambles and indirect impacts on others including their families, friends and the wider community. EGMs are recognised as posing the greatest risks to existing and potential problem gamblers. However, harms from participation in other forms of gambling, such as online gambling, are of increasing concern.

Council is already undertaking activities to minimise harms to the Manningham community from gambling. This includes implementation of internal organisational policies such as: prohibiting access to gambling-related material on IT devices in all Council buildings, including the Civic Centre, Depot and Whitehorse Manningham Library branches; not providing financial support to organisations that are directly involved in gambling; and working with partners to advocate to the State Government for legislative change. Council has also included restrictions in relation to gambling for contracted suppliers delivering services on council's behalf. Clauses on partnerships, sponsorships and advertising associated with gambling organisations are included within their service contracts.

Nonetheless, additional, targeted efforts are required to increase community understanding and awareness of the risks and signs of gambling harm to strengthen our preventative public health approach. This approach is outlined further in Section 4.

### 3.1 Gaming venues

Manningham currently has six gaming venues with EGMs; four of which are hotels and two of which are clubs. Five of these venues also have TAB (racing and sports betting) facilities, with an additional three standalone TAB outlets within the municipality.

Venue	Address	Gaming Facilities
1. Cherry Hill Tavern	189 Reynolds Road, Doncaster East	EGM, TAB
2. Doncaster Hotel	855 Doncaster Road, Doncaster	EGM, TAB
3. Manningham Club	1 Thompsons Road, Bulleen	EGM, TAB
4. Shoppingtown Hotel	13-21 Williamsons Road, Doncaster	EGM, TAB
5. Templestowe Hotel	23-29 Parker Street, Lower Templestowe	EGM, TAB
6. Veneto Club	191 Bulleen Road, Bulleen	EGM
7. Bulleen TAB	9-15 Templestowe Road, Bulleen	TAB

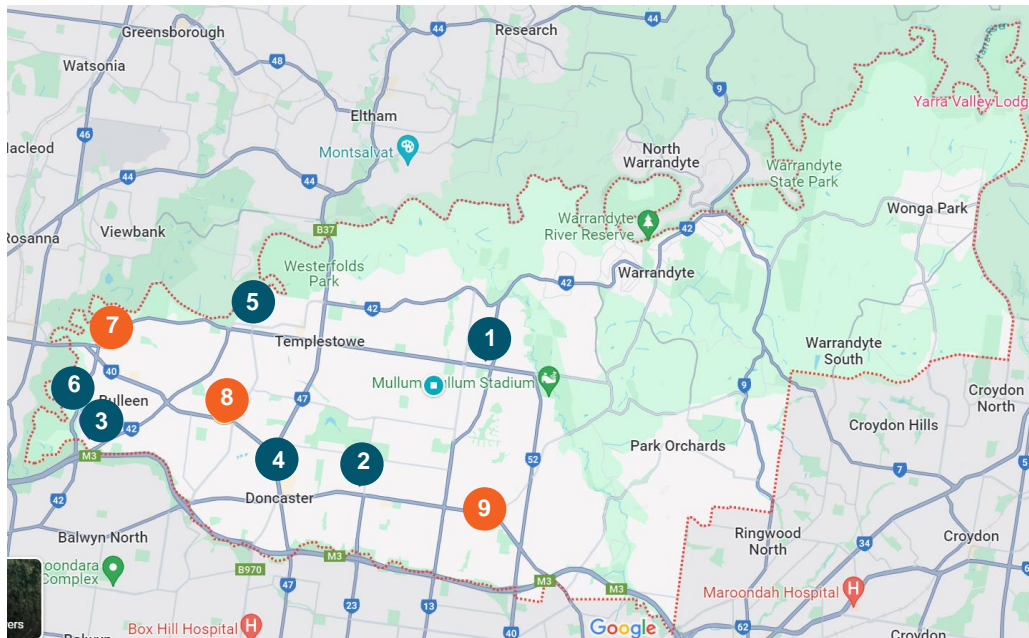


Figure 1: Location of Manningham gaming venues

### 3.2 Electronic gaming machines (EGMs)

There are currently 500 licensed EGMs in Manningham. The municipality is currently 483 EGMs below the municipal cap of 945 EGMs.

In the 2022/23 financial year, expenditure on EGMs in Manningham was \$60.3 million. In this Financial Year, compared to metropolitan municipalities and Victoria:

- Manningham's average venue size was larger and the average expenditure per venue was higher; and
- Expenditure per attached EGM entitlement in Manningham was just below the average for metropolitan municipalities and higher than the average for Victoria.

Between 2021/22 and 2022/23 financial years EGM expenditure in Manningham increased by 37 per cent. This is slightly lower than EGM expenditure across all metropolitan municipalities (38 per cent) but higher than EGM expenditure for all Victorian municipalities. In the 2022/23 Financial Year the Shoppingtown Hotel had both the highest expenditure and the highest expenditure per attached EGM entitlement in Manningham.

Venue	Address	Attached EGM Entitlements	Licensed EGM's	Venue Type	Exp 2022/23	Exp per Attached EGM Entitlement 2022/23
1. Cherry Hill Tavern	189 Reynolds Road, Doncaster East	50	50	Hotel	\$8,084,906	\$161,698
2. Doncaster Hotel	855 Doncaster Road, Doncaster	85	100	Hotel	\$16,069,149	\$160,691
3. Manningham Club	1 Thompsons Road, Bulleen	90	100	Club	\$4,065,993	\$40,660
4. Shoppingtown Hotel	13-21 Williamsons Road, Doncaster	87	100	Hotel	\$18,366,273	\$183,663
5. Templestowe Hotel	23-29 Parker Street, Lower Templestowe	60	60	Hotel	\$8,434,791	\$140,580
6. Veneto Club	191 Bulleen Road, Bulleen	90	90	Club	\$5,337,239	\$59,303
<b>Total Manningham</b>		<b>462</b>	<b>500</b>		<b>\$60,358,351</b>	<b>N/A</b>
<b>Average venue size</b>						
<i>Manningham</i>		<b>77</b>				
<i>Metro</i>		<b>61</b>				
<i>Victoria</i>		<b>54</b>				
<b>Average expenditure per venue</b>						
<i>Manningham</i>					<b>\$10,059,725</b>	<b>\$124,432</b>
<i>Metro</i>					<b>\$7,663,313</b>	<b>\$125,601</b>
<i>Victoria</i>					<b>\$6,204,651</b>	<b>\$114,962</b>

Table 1: EGM expenditure, 2022/23 financial year. Source: VGCCC

In the 2022/23 financial year, EGM expenditure in the municipality was the highest it has been in the past decade:



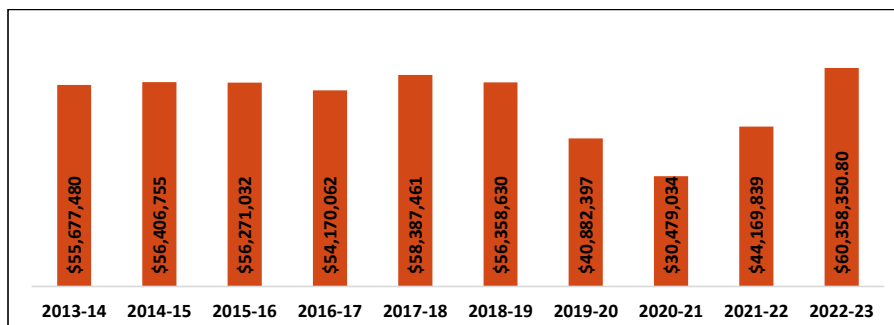


Figure 2: EGM expenditure, Manningham 2012/13 to 2022/23. Source: VGCCC

Following a reduction in EGM expenditure due to the closure of gaming venues during the COVID-19 pandemic, Manningham has experienced a sharp increase in average monthly EGM expenditure and average monthly expenditure per attached EGM when venues opened in the 2022/23 financial year.

### 3.3 Sports and online gambling

There is growing concern about the harm caused by online gambling and sports betting using the internet and mobile apps.

Online gambling is difficult to regulate, widely promoted and covers a wide range of sporting codes and other topics. Local data on participation in online forms of gambling is limited, however participation in sports betting is on the rise, and according to the Australian Institute of Health and Welfare was the gambling product with the third highest participation rate in 2022 (34%), behind lotteries (64%) and race betting (38%).

A 2022 National Gambling Trends Study conducted by the Australian Gambling Research Centre surveyed Australian adults who bet online on sports or races on a regular basis (at least fortnightly). The following were key findings from the study:

- Most participants spent money betting on horse racing (91%) and sports (86.7%), followed by gambling on lotteries (81.7%) and poker machines/'pokies' (67.6%).
- Participants spent around \$768 per month (median) across all types of gambling, including \$125 on horse racing and \$80 on sports, with over 1 in 4 (26.7%) reporting using credit cards to gamble
- Median monthly expenditure on gambling activities was higher for men and the younger age group (18-34 years).
- Participants' most recent session of online betting lasted 2.5 hours on average (median) and almost two-thirds (63.0%) reported that they had gambled alone.
- More than half (55.1%) reported having multiple online betting accounts and 13.3% had used an offshore (illegal) online betting account during the past 12 months.
- Only a minority (6.3%) of regular online bettors reported seeking help for gambling harm (in the past year). The most common reasons reported for not seeking help were embarrassment (46.5%) and not thinking help would change their gambling (23.8%).

While online gambling and sports betting is outside the remit of Council's direct jurisdiction, we

recognise the importance of working towards minimising levels of expenditure and participation on this type of gambling, as well as the 'normalisation' of gambling in Australia.

### 3.4 Community sport and recreational clubs

There are a number of ways that local sporting clubs may be associated with gambling:

- Through ownership or operation of electronic gaming machines;
- Receiving direct sponsorship or benefits from a gambling venue;
- Gambling fundraisers that clubs host – poker nights, raffles etc;
- Normalising gambling through club practices/culture e.g. having horse racing on tv's or encourage patronage of gambling venues;
- Receiving sponsorship or benefits from a betting company; or
- Hosting events or functions at gambling or racing venues.

Gaming venues that hold a club licence (for Manningham the Veneto Club and Manningham Club) are required by law to provide community benefit that is equal to at least 8.33 per cent of its net gaming machine revenue. This can be provided through supporting a range of community groups or sporting clubs.

Whilst Council recognises the economic benefit to community groups and clubs through this arrangement, it could be argued that the harmful public health impacts of EGMs outweigh these financial contributions. This policy does not seek to end such contributions. The aim is to learn more about the relationship between all parties and the ways gambling is being promoted on Council owned or managed land.

This policy also seeks to dissuade sporting clubs and community groups from owning or operating EGMs in facilities that are on Council-owned or managed land. One way this is already being supported is by restricting eligibility for financial support from Council for clubs who receive funding from organisations whose primary focus is gambling. This is implemented by way of Manningham's Community Grants Policy 2022-25.

There are currently no EGMs on Council-owned or managed land in Manningham. Council seeks to maintain this position to support a reduction in gambling related harm for the Manningham community.

### 3.5 Vulnerable groups

Anyone can experience gambling harm and any gambling behaviour can be harmful. However, research indicates that some groups are more likely to experience harm from gambling than others. These include:

- **Young people:** young people are influenced by a range of factors, including an increased likelihood of risk-taking behaviour, availability and accessibility of gambling, and the influence of gambling advertising;
- **Older adults:** older adults face later life transitions such as retirement, fewer opportunities to socialise, loss of a partner or friends. This social isolation can result in an increase in gambling behaviour; and

- **Women who are experiencing family violence:** gambling related stressors such as financial losses or relationship stress can also lead to escalating violence. In some cases, women experiencing violence may use gaming venues as a safe space away from home.

## 4 Our approach

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Previous approaches to addressing gambling harm have focused on the responsibility of the individual to change their behaviour in order to prevent harm. This approach has been reinforced through the use of terms such as “problem gambling” or “responsible gambling”.

Council challenges this approach, as it fails to acknowledge the influence of the gambling industry and the addictive nature of harmful gambling products.

Through this Policy, council affirms its commitment to a comprehensive public health approach to preventing harm from gambling. Public health measures aim to prevent harm from occurring in the first place or reduce harm when it is occurring in its early stages through early intervention.

This approach is consistent with council’s role to protect, improve and promote public health and wellbeing, as required under the Public Health and Wellbeing Act 2008.

*“A comprehensive public health approach to gambling:*

- a) Recognises that gambling harm is caused by a complex interplay of individual, socio-cultural, environmental, commercial and political determinants; and*
- b) Advocates for independent (i.e. free from gambling industry influence) policies and strategies that seek to prioritise health and wellbeing, protect individuals, their communities and families from being harmed by the gambling industry, its products and practices”*

- *Health Promotion Journal of Australia, 2023*

Put simply, a public health approach recognises the shared responsibility to address gambling harm, from individuals and community groups, to businesses, corporations and governments at all levels. Through this approach, council is not looking to prohibit gambling activities, but to ensure that harm from these activities is minimised.

## 5 Key themes

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Our key themes to address gambling related harm are informed by an extensive consultation campaign, including:

1. Workshop with Councillors to understand their perspective on council’s role in addressing gambling harm
2. A community survey to understand knowledge of gambling harm in Manningham
3. One on one conversations with community members
4. Workshops with each of Manningham’s advisory committees to understand how Council should prioritise its resources in addressing gambling harm

The following themes have been developed to respond to identified need and are deemed to be the most influential within council's area of influence in reducing the risk of harm. The themes aim to maximise Council's investment and provide a strategic structure to guide future actions.

The four themes are:

1. Education and capacity building
2. Programs and services
3. Advocacy
4. Planning and regulation

Each theme includes an objective, outcomes and actions on how it will be achieved. Each action identifies Council's role as per the table below.

Council's Role	Example
Provider: To implement projects, programs and campaigns for the community that address gambling harm.	Initiate campaigns, incentives or educational support programs.
Facilitator: To establish partnerships and collaborate with stakeholders, to create programs and community participation opportunities.	Partner with key stakeholders and provide contribution (knowledge, expertise, funding, network opportunities) to roll out programs.
Advocator: To support a reduction in gambling harm through promotion and influencing decision making, rather than direct involvement.	Advocate to key stakeholders, including higher levels of government, to address gaps and influence government decision making.
Regulator: To assess planning permit applications and undertake compliance action in relation to gambling on an as-needs basis.	Apply the provisions of the Manningham Planning Scheme to any applications for gambling facilities to provide net community benefit.

For gambling related harm to be reduced or prevented, key stakeholders must have commitment to and understanding of the Strategy and their organisation's role in driving it. Maintaining and expanding cross-sector relationships is critical to the Policy's success.

The actions in each priority area build on Council's current effort and reflect changing systems and structures as a primary approach to support public health and wellbeing at a population level. This is consistent with Council's Health and Wellbeing Strategy. Actions will be reviewed annually with all stakeholders. A progress report will be presented to council as part of the annual Health and Wellbeing Strategy Progress Report.

## 6 Action plan

### 6.1 Theme 1: Education and capacity building

Objective: To increase community awareness and understanding of the risks of gambling harm.

No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
1.1	Use evidence-based public health messaging to increase awareness of gambling harm among key cohorts	Minimum three community education sessions on all forms of gambling delivered with key partners	2024/25	Provider Facilitator	Social Planning & Community Strengthening	Eastern Community Legal Centre  Department of Health (formerly Gambler's Help)  Manningham Neighbourhood Houses
1.2	Support national gambling harm awareness campaigns	Participation in Gambling Harm Awareness Week activities	Annually	Facilitator	Engaged Communities	Social Planning & Community Strengthening
1.3	Source and maintain accurate data to understand the extent of harm from all forms of gambling in Manningham	Gambling data and relevant planning permits monitored	Ongoing	Provider Facilitator	Social Planning & Community Strengthening	VGCCC  Statutory Planning
1.4	Work with sporting clubs and community groups to increase awareness of the risks of gambling harm and reduce reliance on the gambling industry as a revenue stream	Community education session on gambling harm and sponsorship delivered	2024/2025	Provider Facilitator	Recreation and Leisure  Aligned Leisure	Local sporting clubs  Social Planning & Community Strengthening  Alliance for Gambling Reform

## 6.2 Theme 2: Programs and services

Objective: To provide opportunities for social connection and community activities as alternatives to gambling.

No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
2.1	Investigate opportunities to increase operating hours at key community facilities to provide safe community spaces and activities	Open Library self-service hours continued at Warrandyte Library. Options to expand this model considered when implementing the Community Infrastructure Plan.	2025/2026	Provider Facilitator	Community Projects & Planning  Whitehorse Manningham Libraries	Social Planning & Community Strengthening
2.2	Identify opportunities to increase participation in social, leisure, entertainment and recreation activities	Social connection programs delivered in partnership with key stakeholders	Ongoing	Provider Facilitator	Social Planning & Community Strengthening	Healthy Ageing  Recreation and Leisure  Access Health and Community  Neighbourhood Houses
2.3	Support organisations that provide non-gambling activities or services that address the impacts of gambling harm	Included as a selection criterion within the Community Grants Guidelines as part of annual review	Annually	Facilitator	Community Grants	Social Planning & Community Strengthening

## 6.3 Theme 3: Advocacy

Objective: To advocate to state and federal governments for evidence-based methods to prevent harm from EGMs and other forms of gambling.

No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
3.1	Continue to work with peak bodies to advocate for regulatory change in relation to all forms of gambling	Advocacy campaigns supported	Ongoing	Advocator Facilitator	Alliance for Gambling Reform LGWGOG	Social Planning & Community Strengthening
3.2	Remain agile in line with changing legislation, regulation and gambling industry behaviour to guide advocacy efforts	Active participation in regional networks e.g. LGWGOG	Ongoing	Advocator Facilitator	Social Planning & Community Strengthening	Neighbouring LGAs  VLGA  Alliance for Gambling Reform
3.3	Explore opportunities for additional funding to support advocacy efforts in Manningham	Annual funding opportunities sought	Annually	Advocator Facilitator	Social Planning & Community Strengthening	LGWGOG
3.4	Keep the community informed of Council's advocacy role and efforts in addressing gambling related harm	Biannual updates provided via Manningham Matters, council website and social media	Biannually	Provider Facilitator	Social Planning & Community Strengthening	Engaged Communities

## 6.4 Theme 4: Planning and regulation

Objective: To demonstrate leadership in the planning, management and regulation of gambling within Manningham.

No.	Action	Indicator Measure	Timing	Council Role	Lead	Stakeholder
4.1	Implement measures to eliminate gambling activities on council owned/managed land	Council leasing agreements reviewed  Gambling venues prohibited from using Council-owned assets	2026/2027	Regulator Provider	Facilities Management	Social Planning & Community Strengthening
4.2	Implement measures to eliminate gambling advertising on council owned/managed land	Council leasing agreements reviewed  Usage of electronic scoreboards at local sporting grounds reviewed	2026/2027	Regulator Provider Facilitator	Facilities Management  Recreation and Leisure	Social Planning & Community Strengthening
4.3	Consider the social and economic impacts of applications for new gaming machines	Gaming machine applications assessed against the Manningham Planning Scheme and each application considered on its individual merits.	Ongoing	Regulator Advocator	Social Planning & Community Strengthening	Statutory Planning
4.4	Monitor State Government reforms to the Victorian Planning provisions and determine if any changes are required to the Manningham Planning Scheme	Planning Scheme amendments proposed as required	Ongoing	Regulator Advocator	Social Planning & Community Strengthening	Integrated Planning





## Manningham Council

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## 11.2 Outdoor Sports Infrastructure and Allocations Policy

File Number:	IN24/245
Responsible Director:	Director Connected Communities
Attachments:	1 Draft Outdoor Sports Infrastructure and Allocations Policy <a href="#">↓</a>
	2 Outdoor Sports Infrastructure Policy (2020) <a href="#">↓</a>
	3 Sporting Facilities Allocation Policy (2020) <a href="#">↓</a>

### PURPOSE OF REPORT

*The purpose of this report is to seek endorsement of the Draft Outdoor Sports Infrastructure and Allocations Policy (Attachment 1) and support to proceed to community consultation.*

### EXECUTIVE SUMMARY

*Officers have undertaken a review of the Outdoor Sports Infrastructure Policy and the Sporting Facilities Allocation Policy, with the aim to consolidate the two policies, respond to emerging issues, and enhance community outcomes. Significant research has been undertaken to inform the draft Policy, including an analysis on the performance of the existing policies, and identification of opportunities for improvement.*

*A range of key themes emerged from the initial Policy review, which reinforced the importance of connection and understanding, equity and a community-centric approach. This includes the requirement for a greater focus on financial contributions, allocation criteria and breaches to licence agreements.*

*The draft Policy proposes several changes from the existing policies, with key changes including:*

- Changes to the eligibility criteria and weighted scoring criteria for seasonal and annual allocations of outdoor sports fields and pavilions.*
- The introduction of a penalty system in response to breaches to licence agreements.*
- Changes to funding ratios for floodlighting and electronic scoreboards.*

*The draft Policy is proposed to be released for public exhibition from 29 May to 29 June 2024, and will involve consultation with sporting clubs and the broader community via surveys and workshops. The feedback received from the public consultation phase will be incorporated into a final Policy.*

### COUNCIL RESOLUTION

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR MICHELLE KLEINERT OAM**

**That Council:**

- A. Endorses the Draft Outdoor Sports Infrastructure and Allocations Policy for community consultation.**

- B. Notes that the final Policy, incorporating feedback from the community consultation, will be presented to Council in September 2024 for endorsement.**

AMENDMENT

MOVED: CR ANDREW CONLON  
SECONDED: CR GEOFF GOUGH

That the Recommendation be adopted with the addition of the following amendment:

That Council endorse the Officer recommendation subject to the Council contribution to scoreboards being reduced from a 50% Council contribution to a 20% Council contribution.

FOR (2): Councillors Carli Lange and Andrew Conlon.

AGAINST (7): Councillors Laura Mayne, Anna Chen, Deirdre Diamante, Geoff Gough, Michelle Kleinert OAM, Tomas Lightbody and Stephen Mayne.

THE AMENDMENT WAS DECLARED LOST.

**THE SUBSTANTIVE MOTION WAS PUT AND CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 In 2020, Council endorsed the Outdoor Sports Infrastructure Policy (Attachment 2) and Sporting Facilities Allocation Policy (Attachment 3). The Outdoor Sports Infrastructure Policy provides a set of standards for outdoor sports infrastructure development, as well as defining the financial contributions from user groups and Council for this infrastructure. The Sporting Facilities Allocation Policy provides a process for use of outdoor sports infrastructure by the community.
- 2.2 Since the policies were endorsed, the sporting landscape has changed. Increased infrastructure costs, increased participation levels and the introduction of the State Government's Fair Access Policy have provided the catalyst for reviewing these policies. Given the synergies between the two policies, a single review process has been undertaken which includes consolidation of the policies.
- 2.3 Significant research has been undertaken identifying key themes, gaps and areas for improvement within the existing policies. This analysis has informed the draft Outdoor Sports Infrastructure and Allocations Policy.

## 3. DISCUSSION / ISSUE

- 3.1 Initial research identified several key themes, which are summarised below.

3.1.1 Importance of Connection and Understanding

The new policy to be simple and easy to understand and published in a range of different languages.

### 3.1.2 Principle of Equity

The need for fair and equal access to facilities for all user groups was identified. This is strongly referenced in the draft Policy through the overarching principles, weighted allocation scoring criteria and transparent application of facility classifications and standards.

### 3.1.3 Community-Centric Approach

A stronger focus on the community is demonstrated through the introduction of a Usage Plan, whereby applicants must provide examples of how their project or allocation provides a benefit to the Manningham community.

### 3.1.4 Direct Communication

Direct communication is required with both clubs and individual users, which will be enhanced through the requirement for a Usage Plan and ongoing communications to regular users and via information sessions.

3.2 An analysis of other key themes has led to several proposed changes from the existing policies which are outlined below.

## 3.3 Mandatory Criteria and Weighted Allocation Scoring Criteria

3.3.1 The allocation of Manningham Council owned outdoor sporting facilities requires sporting clubs / user groups to meet mandatory eligibility criteria to ensure fair and responsible use of Council assets. In addition to previous standard requirements (i.e. legal status, insurance coverage, reporting requirements etc.) clubs will now be required to provide a Usage Plan to ensure alignment with Manningham Council strategies, enhance transparency and accountability, and maximise community benefit.

3.3.2 Officers have developed a weighted criteria that is applied in instances where multiple user groups are seeking use of an outdoor sporting facility, where a shared arrangement cannot be achieved. The criteria have been designed with an enhanced focus on community benefit, and reduced emphasis on a user groups history at a reserve and previous financial investment into infrastructure upgrades (Appendix 1 of the Draft Policy).

The criteria included within the Draft Policy includes:

- *History in Manningham.*
- *Length of tenure at the facility.*
- *Previous financial investment into the facility.*
- *Community participation.*
- *Community programs and initiatives.*
- *Fair Access alignment.*
- *Breaches of licence agreement.*
- *Accreditation / registration to club improvement programs.*
- *Governance.*

### 3.4 Breach of Licence Agreements

3.4.1 The draft Policy proposes to introduce a system to assess and respond to breaches to Licence Agreements such as non-compliance or actions conflicting with the agreements. A penalty system is proposed for consideration, to allow Manningham Council to take a firm stance against poor behaviour of user groups, enforce the terms and conditions of the agreements and maintain the integrity of Council assets and infrastructure.

3.4.2 The proposed process includes an allocation of penalty points in accordance with the severity of the breach, based on its impact to the community and Council. Associated penalties align with the severity of the breach and consider repeat offences and accumulation of points. User groups will have the ability to appeal breaches, ensuring fairness and transparency to the process.

3.4.3 Accumulated points will also impact on the user group's weighted allocation criteria score.

### 3.5 Financial Contributions

3.5.1 Manningham Council acknowledges the necessity of a clear and transparent approach to financial contributions for outdoor sporting facility projects.

3.5.2 Officers have explored a range of options to address the financial strain of required club contributions which can preclude some facility improvements from proceeding. Specific changes to financial contributions are summarised below.

#### **Match Standard Floodlights**

3.5.3 The funding ratio is proposed to be adjusted from 50/50 (current Policy) to 100% Manningham Council contribution in line with Facility Standards (refer to Appendix 5 in draft Policy). Currently, Manningham Council fully funds floodlighting up to a training standard.

3.5.4 This proposed change would help future proof Council playing fields against the growing demand for competitive match play, as traditional daytime slots on Saturdays and Sundays are becoming saturated with increasing participation rates.

3.5.5 The draft Policy identifies 'regional' and 'district' level facilities as being suitable for match standard lighting infrastructure but does not support match standard lighting at 'local' level facilities. A guidelines document for the use of sports fields for night matches is currently being considered, which will outline the varying requirements for each facility to host a night match including consideration for parking, distance to residents etc.

3.5.6 Ground usage is capped at a maximum number of hours of usage per week, ensuring the state of the ground is not negatively impacted by additional match play. The introduction of night matches has the potential to improve the state of grounds if there are less training slots and more match slots. During match play there is a much more even dispersion of foot traffic across the grounds.

3.5.7 Future lighting provision will ensure that lighting infrastructure allows for the interchange between training standard level LUX and match standard level LUX. This will ensure that the lights are used for the appropriate activity whether it be for training or for match play.

#### **Floodlighting for Leased Facilities (Hockey, Tennis, Lawn Bowls)**

3.5.8 To ensure an equitable and consistent approach, the draft Policy proposes to amend the funding ratio for floodlighting at hockey, tennis and lawn bowls facilities from 50/50 as per current Policy, to 100% Council contribution. This ratio will only apply where a public access program or pay-as-you-go booking system is employed at the facility, benefiting the community via social / casual use.

This includes opening facilities to the public through casual hire, or social programs run by the club. For example, a program like Tennis Australia's Book-a-Court program or social programs such as barefoot bowls or similar.

3.5.9 If no social programs or pay-as-you-go booking systems are being utilised at the facility, the ratio will remain 50/50.

#### **Financial Contributions – Scoreboards**

3.5.10 The funding ratio for electronic scoreboards is proposed to be adjusted from a 100% club contribution, as per current Policy, to a 50/50 contribution (shared between club and Council). Scoreboards are seen as a required piece of infrastructure to facilitate competitive sport. Consistency is being applied in this instance to ensure a contribution from Council is made to fund this supporting infrastructure.

3.5.11 The need and type of electronic scoreboard would vary and be determined by the classification of the facility (as per Appendix 3 of the draft Policy). For example, an electronic scoreboard at a Regional, Municipal or District level facility would require greater capabilities than a scoreboard at a Local level facility.

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

4.1 The Draft Outdoor Sports Infrastructure and Allocations Policy directly responds the following actions from Manningham Council's Active for Life Recreation Strategy 2010-25 (2019 Review):

4.1.1 Action 1.3.3 – Develop a Policy for the allocation and use of seasonally allocated sporting infrastructure.

- 4.1.2 Action 1.3.4 - Review and update Council's Outdoor Sports Infrastructure Guidelines, incorporating club financial contributions towards sporting infrastructure developments.
- 4.1.3 Action 3.1.3 – Develop and implement inclusive practices within Council sports and recreation policies which includes gender equity and child safe standards.
- 4.1.4 Action 3.2.2 – Advocate for all future facilities to be designed and constructed with multipurpose and universal design principles incorporated.
- 4.2 The Draft Outdoor Sports Infrastructure and Allocations Policy also responds to the following Manningham Council documents:
- 4.2.1 Council Plan 2021-25
- Goal 1.1 – A healthy, safe, and resilient community.
- Identify strategies to get people to be more active at all stages of life to increase participation in juniors, women, culturally diverse and other priority groups.
- Goal 2.4 – Well utilised and maintained community infrastructure.
- Proactively plan, upgrade, and improve our recreation facilities to ensure they are maintained and accessible for a broad range of community uses.
- Goal 5.1 – A financially sustainable Council that manages resources effectively and efficiently.
- Delivery of annual Capital Works Program to maintain, upgrade and develop Council assets to meet current and future needs.
- Goal 5.2 – A Council that values customers and community in all that we do.
- Deliver initiatives that advocate or demonstrate Council leadership to promote equality across gender, age, diversity, ability, and culture.
- 4.2.2 Health and Wellbeing Strategy 2021-25
- Priority 3 – Increased active lifestyle.
- Priority 7 – Increased connection to and engagement in community life.

## 5. IMPACTS AND IMPLICATIONS

- 5.1 Finance / Resource Implications
- 5.1.1 Delivery of this project is being completed through the allocated operational budget.

5.1.2 The proposed changes to the funding ratios would have an impact on the capital works budget. However, it is important to note that each project would still be evaluated and scored in accordance with the current capital works criteria and delivered based on available resources.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	1. Sport and Recreation Clubs 2. Casual Users (e.g., School Groups, Local Community Groups, Personal Trainers) 3. General Community Members
Where does it sit on the IAP2 spectrum?	Inform Consult Involve
Approach	Consultation workshops to be undertaken with the above stakeholder groups to understand issues and gather feedback. Consultants will work with 12 clubs in 45 minute one-on-one workshops. The purpose of these workshops is to better understand how the current policies are performing, and to identify any expectations or concerns about the policies.  Your Say Manningham survey seeking feedback from sporting clubs, casual users, and community members.  Workshops and Surveys will assist with the refinement of the draft policy.

6.2 Timelines

6.2.1 Community consultation is proposed to occur between 29 May to 29 June 2024.

6.2.2 Refinement of the draft Policy in response to the feedback received via the community consultation is proposed throughout July / August 2024. It is proposed to then proceed to the September Council meeting for endorsement of the final Policy.

6.2.3 Implementation of the new Policy is proposed to occur from 1 April 2025, however a staged approach is proposed given the nature of the two elements within the Policy. The proposed staged approach is as follows:

- 1 April 2025 – Implementation of the sports facility allocations component to align with 2025 winter allocations.



- 1 July 2025 – Implementation of the infrastructure and financial contributions component to align with 2025/26 budget.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

## Policy Register

### Outdoor Sports Infrastructure and Allocations Policy

**Draft - not approved**

Policy Classification	- <b>Community Participation</b>
Policy N°	- <b>Record Number</b>
Policy Status	- <b>Draft</b>
Responsible Service Unit	- <b>Community Participation</b>
Authorised by	- <b>TBC</b>
Date Adopted	- <b>TBC</b>
Next Review Date	- <b>TBC</b>

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

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

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## Policy Register Outdoor Sports Infrastructure and Allocations Policy



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**Outdoor Sports Infrastructure and**  
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## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### PURPOSE

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The purpose of this Policy is to provide a clear, cohesive framework for the equitable allocation and use of Council's outdoor sporting facilities, and to establish consistent standards for the design and development of outdoor sports infrastructure.

The Policy aims to:

- Ensure fair access to sporting facilities for all community groups and individuals.
- Ensure equitable and transparent allocations for all user groups.
- Promote active lifestyles and community wellbeing through well-designed and accessible sporting infrastructure.
- Maximise the use of sports facilities to accommodate a growing and diverse population with differing needs.
- Align with the relevant strategic documents including the Melbourne East Region Sport and Recreation (MERSR) Regional Fair Access Policy.
- Guide the financial and in-kind contributions from Council and user groups towards the development of sporting infrastructure.
- Align with best practice standards and legal requirements to provide high-quality sports amenities for both recreational and competitive use.
- Foster community engagement and provide transparent governance in the management and provision of sporting facilities.

Should you require assistance in reading this policy please contact [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au) or 9840 9333.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### OVERARCHING PRINCIPLES

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The following principles will guide the development, allocation and use of outdoor sporting facilities in Manningham.

1. **Equity:** Fair and equitable access for community groups and members through the allocation and use of sports fields and pavilions.
2. **Community Focus:** The development and allocation of facilities will prioritise community access and benefit, recognising the pivotal role of community sport to the enhancement of physical health, mental wellbeing, and social cohesion.
3. **Environmental Sustainability:** Commit to sustainable practices in the design, construction, and operation of facilities, through alignment with Environmentally Sustainable Design (ESD) principles.
4. **Sustainably Maximising Usage:** Maximise the sustainable use of facilities to meet the diverse needs of a growing population, ensuring resources are used efficiently and effectively.
5. **Quality, Safe and Universal Design:** Maintain high standards of quality and safety to ensure facilities are fit for purpose. Universal design principles will be applied to all Council infrastructure ensuring accessibility for all.
6. **Multipurpose and Future Readiness:** Design facilities to be versatile, accommodating a range of sport and recreational activities with the future in mind, allowing for adaptability to changes in sporting trends, community demographics and technological advancements.
7. **Financial Responsibility and Transparency:** Manage financial resources with fairness, transparency and accountability, ensuring the equitable allocation of funds for the development of sports facilities, while fostering partnerships with user groups.

### 1. SPORTING FACILITY ALLOCATIONS

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Council allocates sports fields and pavilions under the following arrangements:

- Seasonal allocation;
- Annual allocation;
- Casual allocation; and
- Lease Agreement

Council will allocate sporting facilities based on this Policy and its Overarching Principles.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



Council reserves the right to allocate sporting facilities based on demonstrated need, to ensure maximum usage is achieved. The use of sporting facilities by Manningham based clubs and groups will be considered priority.

Furthermore, Council reserves the right to restrict access to sports fields and pavilions due to maintenance, ground conditions, facility upgrades and other factors.

### 1.1 Seasonal and Annual Allocations

Seasonal and annual allocations provide non-exclusive use of Council's sports fields and pavilions. Allocation periods are defined as follows:

- Winter Season: 1 April – 30 September
- Summer Season: 1 October – 31 March
- Annual: 1 October – 30 September

Council will aim to sustainably maximise usage of sports field and pavilions, which includes considering shared used by multiple user groups where it is deemed appropriate. Allocations will be made in accordance with the defined maximum usage hours for each sports field.

#### 1.1.1 Eligibility Criteria

Sporting clubs, groups or organisations wishing to apply for a seasonal or annual allocation for the use of Council's outdoor sporting facilities will be required to complete an online application form and provide evidence of requisite documents.

##### Mandatory Eligibility Criteria

To be eligible for a seasonal or annual allocation, applicants must:

- Be an incorporated entity as per the Associations Incorporation Reform Act 2012, or a registered company.
- Provide a registered business name and ABN (for commercial entities).
- Hold public liability insurance for the duration of use with insurance coverage of at least \$20 million per event, or as otherwise determined by Council, that extends to cover Council in respect to claims arising out of the negligence of the user group.
- Provide evidence of registration with a relevant sporting association, for the year that the application for use is being made (where applicable).
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



- Demonstrate financial sustainability by providing financial reports from the most recent Annual General Meeting.
- Submit a Usage Plan outlining how they intend to use the facility (via the online application process).
- Provide required documentation as listed within the application form including but not limited to liquor licences, food registration certifications, annual reports and strategic plans, which applicable.
- Provide periodic reporting on facility usage and program outcomes, contributing to Council's oversight of participation trends and evaluation of facility allocations.

Additional mandatory requirements may be supplemented in line with changes to industry standards from time to time.

Applications that fail to meet the mandatory eligibility criteria will not be approved by Council, however support is available to user groups through the application process.

### Weighted Scoring Criteria

When applying for seasonal and annual allocations, applicants must provide a Usage Plan (via the online application process) containing information about club activities such as the number and type of participants, range of programs and inclusive practices.

In instances where multiple clubs / groups have applied for use of the same facility and shared use is not achievable, Council will score applications using information contained within the Usage Plan (and previous year's performance) to determine which club will be awarded the allocation.

This assessment process will be based on a detailed set of criteria which is outlined in **Appendix 1**.

### 1.1.2 Licence Agreements

User groups that receive an allocation for the use of Council owned sporting infrastructure will be required to enter into a Licence Agreement with Council and adhere to the terms and condition of use.

### 1.1.3 Breach of Licence Agreements

User groups that violate the terms and conditions of their Licence Agreement or act in a manner contrary to their obligations, will be deemed in breach. Council has adopted a formal process for addressing breaches to Licence Agreements, which can be found in **Appendix 2**.



## Policy Register

# Outdoor Sports Infrastructure and Allocations Policy



Where damage has occurred to Council infrastructure due to misuse, neglect or wilful damage by the user group, it will be the user group's responsibility to pay for the cost of repair (in accordance with the conditions of their Licence Agreement), in addition to other penalties that may be applied.

### 1.1.4 Appeals Process

User groups that receive a breach notice have the right to lodge an appeal, which must be submitted in writing within 10 business days of the breach being issued and include relevant supporting information.

Upon receiving a written appeal, a review panel consisting of two Council Officers will be assembled to review the breach. The user group will have an opportunity to send two nominated club executive or committee members to present their appeal to the review panel. The user group will be notified of the outcome of the appeal within 28 business days in accordance to the Manningham Complaints Policy.

Senior Management will be responsible for signing off on the breach and its allocated points and penalties.

## 1.2 Casual Allocations

Casual allocations provide temporary use of sports facilities and/or pavilions for a user group or organisation outside of an annual or seasonal allocation. Casual bookings are made on a first come, first served basis.

Activities that require a casual booking include but are not limited to:

- School use.
- Preseason matches and training.
- Structured sporting and recreation activities.
- Commercial use.

Applications for casual use must be made within a minimum of 10 business days prior to the booking date and no longer than 6 months in advance. Exceptions are listed in **Section 1.2.2**.

### 1.2.1 Eligibility Requirements

Insurance, Liability and Compliance

- Applicants must have public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Council in respect to claims for personal injury and property damage arising out of the negligence of the user group.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



- Applicants must not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed.
- For commercial entities, applicants must provide a registered business name and ABN.
- Applicants must provide any other documents as requested by Council.

### Capacity to Comply with Terms and Conditions

- Applicants must demonstrate the capacity to comply with all terms and conditions of use within the Licence Agreement, including safety protocols, noise regulations and clean-up requirements.
- Applicants should have a plan for managing their activity that minimises disruption to the local community and other facility users.

### 1.2.2 Guidelines for Advanced Bookings and Cancellations

The following guidelines are designed to provide clear, fair and comprehensive rules for advanced bookings and cancellations of Council facilities, with special considerations for high-demand periods such as cricket and football finals.

#### Advanced Bookings

Advanced bookings for casual use must be made through Council's designated online booking system and must adhere to the following conditions.

#### Booking timelines:

- Standard Bookings: Available up to 6 months in advance.
- Athletics track: Available up to 12 months in advance.

#### Priority bookings:

- Local community groups and non-profits: Priority booking window of 2 weeks before the general public for all periods.
- Cricket and football finals: Priority given to local teams and clubs which have advanced into finals.

#### Fees and deposits:

- Standard fees are based on the type of facility and duration of usage in accordance with Council's Pricing Policy for use of Council Active Open Space.

## Policy Register

# Outdoor Sports Infrastructure and Allocations Policy



### Cancellations

Cancellation of casual bookings must be communicated to Council in writing. The provision of a refund or opportunity to reschedule the booking to another available date will be subject to the following considerations.

- Cancellations of casual bookings must be made a minimum 5 business days prior to allocation date to be eligible for a refund of the allocation fee and any bonds which have been applied.
- Cancellations due to extreme weather will be eligible for a full refund or rescheduling option without penalty.
- Cancellations due to unforeseen circumstances (e.g., public health emergencies, Council restricting use due to maintenance) will be considered on a case-by-case basis with respect to refunds or rescheduling.

## 1.3 Personal Training Businesses

Council acknowledges the valuable contribution of personal trainers to the community's health and wellbeing. Personal training businesses using Council's sports facilities for organised, revenue-generating activities need to apply for either regular weekly sessions or 8-week boot camp programs. This policy accommodates both approaches. Booking requests should be submitted at least 10 business days before the desired start date and must meet the following criteria.

### 1.3.1 Eligibility Requirements

#### Insurance requirements

- Hold public liability insurance for the duration of the seasonal use with insurance coverage of at least \$20 million per event, or as otherwise determined by Council, that extends to cover Council in respect to claims arising out of the negligence of the user group.

#### Documentation and regulatory compliance

- Provide registered business name and ABN, relevant evidence of registration to a peak body (e.g. Fitness Australia); first aid certification and any other documents as requested by Council.

#### Activity Plan

- Trainers must submit a plan (via an online application process) outlining the types of activities they intend to conduct, ensuring they are appropriate for the facility.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Guarantee of Community Access

- Trainers must agree to limit their occupancy to a specific area of the facility, as determined by the Council.

### Child Safe Standards

- Trainers must have current Working with Children Checks and must provide evidence that they comply with the Victorian Government's Child Safe Standards.

### Renewal Criteria Adherence

- Trainers must demonstrate compliance with all Council guidelines and regulations during their previous allocation period.

### Financial Responsibility

- Not have any outstanding financial debt to Council for the use of Council's facilities, or for any other reason. Terms within an agreed payment plan must be followed.

Personal Trainers will be required to enter into a Licence Agreement with Council and adhere to the terms and conditions listed within the Agreement. This includes adhering to the list of approved equipment, hours of use and number of participants per session.

## 1.4 Lease Agreements

Council provides lease agreements for user groups that have exclusive occupancy of a facility. This includes but is not limited to tennis courts, bowling greens and hockey pitches. Lease agreements are also offered for the exclusive occupancy of social areas within sporting pavilions. The lease agreement contains standard terms and conditions relevant for community use and accords with Council's applicable policies.

New and renewed lease agreements for use of sporting facilities are to incorporate a Special Condition outlining that user groups are required to submit a Usage Plan outlining how they intend to use the facility.

## 1.5 Fees and Charges

Fees and charges for the use of Council owned sporting infrastructure are indexed annually in accordance with Council's Fees and Charges Policy. The schedule of fees can be obtained from Council's website, with payments to be made in accordance with the payment terms listed on the respective invoice.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### 1.6 Bonds

Bonds will be applied to seasonal, annual, casual and lease allocations on a case-by-case basis.

#### Conditions for Bond Determination

Bonds are determined based on the type of booking and potential risks associated with the user group.

A defined bond scale is established based on:

- Low risk (e.g. local sporting competitions): Minimal bond.
- Medium risk (e.g. school sports carnivals): Moderate bond.
- High-risk events (e.g. commercial events with alcohol, large structures): Higher bond.

Applicants with a history of breaches or complaints may face increased bond amounts as result accrued penalty points outlined in **Appendix 2**.

#### Special Requirements

Bookings requiring additional resources or posing greater risks (e.g. structures, vehicle access, serving alcohol) must adhere to the following procedures:

- Submission of specific plans outlining the special requirements.
- Approval processes for structures and vehicle access to ensure safety and minimal impact on the facility.
- Compliance with all relevant laws and regulations, especially when alcohol is involved, including necessary permits.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



## 2. OUTDOOR SPORTS INFRASTRUCTURE

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The planning and development of new outdoor sporting facilities, or upgrades to existing sports infrastructure will be undertaken in accordance with this Policy and its Overarching Principles.

### 2.1 Facility Hierarchy

To guide the provision of sporting infrastructure across the municipality, each outdoor sporting facility and pavilion has been categorised within a facility hierarchy, which is summarised below.

A full list of sports fields and their classifications is found in **Appendix 3**. A list of pavilion classifications is found in **Appendix 4**.

#### **Regional Facilities**

Regional facilities have a catchment greater than the Manningham community. Typically, these facilities cater for regional or state level competition.

#### **Municipal Facilities**

Facilities that cater for mainly Manningham residents and that accommodate sport and recreation activities that generally have a lower total participation rate (e.g., baseball). Only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.

#### **District Facilities**

Facilities that cater for senior and junior training and competition for higher participated sports (e.g. football, cricket and soccer). These facilities are generally a user group's primary facility and attract mainly Manningham residents. It is however acknowledged that participants outside of the municipality will use these facilities.

#### **Local Facilities**

Facilities that primarily cater for junior and low-level senior training and competition. These facilities are typically a user group's secondary venue and can also be public access facilities (such as public tennis courts).

#### **School Facilities (JUA)**

Facilities that are not owned by Council however have a Joint Usage Agreement (JUA) in place.

### 2.2 Facility Standards

In response to the diverse needs of different sports, Council has established a comprehensive set of facility standards. These standards are designed to align with

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



the facility hierarchy and encompass specifications for pavilions, sports fields and specialised surfaces (hockey, tennis, and lawn bowls).

These standards serve as a uniform framework guiding the development of facilities, thereby informing the necessary capital contributions from the Council and user groups (where required). Importantly, these standards adhere to relevant Australian Standards and consider the guidelines set forth by State and National Sporting Associations. A list of standards can be found in **Appendix 5**.

The standards relating to field sports are structured to address the essential infrastructure for a reserve. In cases where a reserve features multiple sports fields, there will be a proportional increase in pavilion components such as change rooms, amenities, umpire rooms, and medical rooms that correspond to the number of fields served by the pavilion. Additionally, ancillary pavilion infrastructure such as verandas may be expanded based on specific requirements of each case. Detailed information on these facility standards is available in **Appendix 5**.

In addition to standards relating to facility classifications, Council will adhere to Universal Design Principles and will integrate principles from the MERSR Regional Fair Access Policy to ensure facilities are welcoming, safe, accessible and inclusive. Additionally, ESD principles will also be applied to all new / upgraded facilities in accordance with commitment to reduce energy consumption and promote the long-term sustainability of Council assets.

### 2.2.1 Exceptional Circumstances

Exceptional circumstances for deviating from set standards in facility development may arise when standard guidelines are unable to be applied due to unique or unavoidable factors. These circumstances may necessitate a tailored approach to achieve the facility's objectives.

Exceptional circumstances that may justify deviating from set standards in facility development may include:

- **Site constraints:** Unique geographical features, terrain challenges, or ecologically sensitive areas.
- **Historical and cultural considerations:** Presence of heritage-listed sites or areas of cultural and First Nations importance.
- **Budgetary limitations:** Significant financial constraints, unexpected cost overruns, or funding reductions.
- **Technological and design innovations:** Advanced technologies or innovative design solutions that surpass current standards.
- **Emerging sports:** Emerging sports might justify deviating from set standards due to their unique requirements or innovative formats that are not adequately addressed by existing guidelines.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



- **Regulatory and Legal Changes:** Amendments in laws, regulations, or compliance requirements that render existing standards inadequate or obsolete.
- **Emergency Situations:** Natural disasters, public health crises, or other emergencies impacting the feasibility of standard requirements.

In each instance, any decision to deviate from standard guidelines will be thoroughly evaluated by Council, considering the potential impacts and benefits. The primary goal in these scenarios is to ensure the facility serves its intended purpose, as well as potential for future uses effectively and safely and aligning with the community's best interests.

### 2.2.2 Standards Review Process

To ensure that facility standards remain in line with Australia Standards and sporting association guidelines, Council has established a structured and ongoing review process. This process involves periodic evaluations, typically on an annual basis, to assess current facility standards. Should Australian Standards change prior to this Policy, the Australian Standards will be followed.

## 2.3 Fit Out of Equipment

The construction of a new facility or upgrade of an existing facility may result in the installation of new equipment to increase functionality and meet relevant legislative requirements.

**Appendix 6** provides a list identifying who is responsible for the purchase and installation of equipment within sporting facilities.

## 2.4 Financial Contributions

### 2.4.1 Overview

Council recognises the need for a clear approach to financial contributions for outdoor sports facility projects. Informed by the facility standards, a list of financial contributions is provided in **Appendix 7** to guide financial investment into outdoor sporting facility developments.

This list outlines Council's maximum financial contribution towards outdoor sporting facilities and is based on the provision of 'core' facility components, in accordance with specified facility classifications and standards. This maximum contribution will be available for successful projects, that receive a high priority rating within Council's capital works program (refer to **Section 2.5**) and can be delivered within available Council resources.



## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### 2.4.2 In-Kind Contributions

An in-kind contribution is defined as a donation of goods, materials, services, time, or expertise that assists in the delivery of a project.

Council will consider in-kind contributions as part of a user group's financial contribution requirements on a case-by-case basis, in line with Council's Procurement Policy.

A breakdown of in-kind labour must be submitted to Council upon request. In-kind labour is to be calculated using the Australian Bureau of Statistics 'full time adult average weekly total earnings figure', divided by 38 (hours per week).

This hourly figure will be applied to all in-kind labour, including skilled labour. In-kind support through the provision of equipment and materials will be determined using recommended retail pricing.

### 2.4.3 External Funding for Projects

External funding / grants received or facilitated by Council towards an outdoor sporting facility will be applied to the total project cost and will not be considered a user group contribution. Financial contribution ratios (if applicable) will be applied to the outstanding amount (i.e. total project cost less the external funding / grant).

External funding / grants received or facilitated by the user group will count towards the user group's financial contribution towards a project. Such funding must align with the project goals and documentation detailing the funding source, expenditure timelines, purpose and requirements must be provided to Council.

## 2.5 Council's Capital Works Program

Proposals for new or improved / upgraded sporting facilities are subject to assessment and ranking under the recreation capital works criteria, found below.

- The condition of the existing asset.
- The community benefit that will be derived from the asset (i.e. impact on participation).
- Financial contributions from user groups or external stakeholders.
- Strategic alignment.
- Environmental benefits.

The prioritisation / ranking of sport and recreation project is used to inform Council's capital works program and determine the timelines for delivery in accordance with available resources.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### SCOPE OF POLICY

---

This Policy covers all outdoor sports facilities under Council's jurisdiction. This includes:

- AFL
- Athletics
- Baseball
- BMX
- Bowls
- Cricket
- Hockey
- Netball
- Soccer
- Softball
- Tennis

The Policy governs the allocation processes for these facilities, whether it be for seasonal or annual use, casual bookings. Furthermore, it establishes facility standards and financial contribution required for new developments or enhancements to existing facilities.

The scope of this Policy includes Council's commitment to take positive action towards achieving gender equity in the access and usage of community sports infrastructure, in accordance with the MERSR Regional Fair Access Policy.

The Policy is intended for use by user groups that seek to use or develop these facilities. From the date of its implementation, the Policy will apply to all facility allocations, design and will also govern financial contributions relating to facility developments. Council will not retrospectively finance previous projects / existing infrastructure and will not retrospectively undertake works to existing facilities to comply with this Policy. The Policy will be applied in accordance with Council's capital works process.

It is acknowledged that other sports are played across the municipality that are not considered within this Policy. These sports will be determined on a case-by-case basis, with consideration to relevant standards (where applicable) as well as against standards for similar sports.

### RESPONSIBILITY

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This Policy is the responsibility of the Community Participation Department.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### DEFINITIONS

Terms within the Policy requiring definition or explanation are:

Annual Allocation	The use of a sports field for a 12-month period between 1 October and 30 September.
Application	The application process that is to be followed by current and new users' when applying for the use of a sports field and /or pavilion.
Casual Use	Sports field bookings required for 'once off use' or short-term bookings e.g., preseason and finals training, finals matches and school use.
Commercial	An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
Community	An organisation that does not earn profits, and any monies used are to pursue the organisation's objective.
Core Facility Component	Infrastructure items that Council considers essential for participation in sport.
Council Facility	Council owned and/or managed property.
District Facility	Facilities that cater for senior and junior training and competition for higher participated sports (e.g., football and cricket and soccer). These facilities are generally a user group's primary venue and attract mainly Council residents. It is however acknowledged that participants outside of the municipality will use these facilities.
Health and Wellbeing	Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease and infirmity. Our health and wellbeing can be enhanced by participation in activities which contribute to our physical and mental health as well as enhance our connection to our community.
Infrastructure	The buildings, asset or furniture to assist in the delivery of sport.
Lease	Exclusive occupancy of a facility by a user group e.g., hockey pitches, club tennis courts and bowling greens etc.
Licence	A licence is a form of permission to enter and use land or land/facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



	Council to allocate other user groups or allow general public to use the facility at other times.
Local Facility	Facilities that primarily cater for junior and low-level senior training and competition. These facilities are typically a user group's secondary venue and can also be public access facilities (such as public tennis courts).
Municipal Facility	Facilities that cater for mainly Council residents and that accommodate sports and recreation activities that generally have a lower total participation rate (e.g., baseball etc.). Only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.
Multi-sport use Facility	A multi-sport use facility is a flexible venue designed to accommodate a variety of sports and activities. E.g. an oval that can accommodate for both cricket and football.
Regional Facility	Facilities that have a catchment greater than the Council community. Typically, these facilities cater for regional and state level competition
Pavilion	A building that services a user group's activities on a sports field.
Primary Venue	A facility considered as a user group's 'home' and is central to a user group's activities.
School Facility	Facilities that are not owned by Council however have a Joint Usage Agreement (JUA) in place.
Seasonal Allocation	An allocation granting a user group use of a sports field for the duration of a season. <ul style="list-style-type: none"> <li>• Summer season 1 October – 31 March</li> <li>• Winter season 1 April – 30 September</li> </ul>
Seasonal Creep	Where the season fixture expands beyond the summer or winter tenancy period that is allocated to a user group. This can be due to association scheduling or extraordinary circumstances
Secondary Facility	A facility that is not a 'home' for a user group and is predominately used as an overflow venue.
Sport	An organised activity that aims to promote physical activity and wellbeing
Sports Field	The field of play for various sporting activities (i.e. football oval, soccer pitch, netball court, aero model field, archery field etc.)
Structured Activity	A formal activity that is organised by a group (e.g. personal training group or sporting club).

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



Supporting Infrastructure	Infrastructure that is required to support the delivery of an activity (e.g. floodlights, score boards, coaches boxes)
Unstructured Activity	A less formal activity for recreation or exercise purposes, that is not organised by a group (e.g. friends kicking a football on a sports field).
Universal Design Principles	Design principles ensure that products, environments, and systems are accessible and usable by people of all abilities, ages, and backgrounds, fostering inclusivity and equal participation.
Usage Plan	This is an online form that user groups are required to complete to apply for the use of Council sports facilities. It serves as a structured request document, detailing the club's proposed activities, facility requirements, program initiatives, inclusive practices, governance structures and much more.
User Group	An entity permitted to apply for use of a sports field, including sporting clubs, schools, personal trainers and commercial business.

## RELATED POLICIES

### Council Plans, Strategies and Policies

- Council Plan 2021-25
- Healthy and Wellbeing Strategy 2021-25
- Active for Life Recreation Strategy 2010-25 (2019 Review)
- Pricing Policy for Use of Council Active Open Space (2023)
- Community Facilities Access and Concession Policy
- Melbourne East Region Sport and Recreation Regional Fair Access Policy
- Victorian Government's Fair Access Policy Roadmap

### Sporting Association Policies and Guidelines

- AFL Preferred Community Facility Guidelines 2024
- AusCycling Facility Guide (undated)
- Baseball Victoria By-Laws (2019)
- BMX Australia Track Guidelines (2013)
- Bowls Australia Bowling Green Construction Guidelines (2019)
- Community Cricket Facility Guidelines (2023)
- Football Victoria – Field Dimensions and Pitch Marking Guide (undated)
- Football Victoria – Football Lighting (undated)
- Football Victoria – Natural Turf Pitches (undated)
- Football Victoria – Synthetic & Hybrid Fields (undated)
- Football Victoria – Building Development Guide (undated)

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- Hockey Victoria – Facilities Standards (undated)
- IAAF Track and Field Facilities Policy (2019)
- Netball Australia – National Facilities Policy (2016)
- Netball Victoria – Facilities Manual (2017)
- Softball Australia Field Guidelines (2020)
- Sports Dimensions Guide for Playing Areas (2016)
- Tennis Australia Infrastructure Planning (2018)

A Gender Impact Assessment (GIA) has been conducted in the development of this policy.

### **SUPPORTING PROCEDURES**

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- Outdoor Sports Infrastructure and Allocations Procedure
- Night Matches Guidelines Document

### **ACTION PLANS**

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No Actions Plans apply to this Policy.

### **GUIDELINES**

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- Manningham Better Building Design Guide (2018)

### **RELATED LEGISLATION**

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- Building Code of Australia (2016)
- Disability Discrimination Act (1992)
- Local Government Act 1989 – Conflict and Interest Provisions
- Associations Incorporated Reform Act 2012

### **SUPPORTING RESEARCH AND ANALYSIS**

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Council owns and manages an extensive network of sport fields and pavilions that are used for a variety of purposes. The sustainable use of these sports fields and pavilions is integral to ensuring maximum usage, to accommodate ongoing participation growth.

Significant research has been undertaken to ensure alignment to various State and National Sporting Association facility guidelines. Additional

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benchmarking against other Councils has helped inform and justify the content within this Policy and Attachments.

Key principles from Victorian Government Fair Access Policy Roadmap and the MERSR Fair Access Policy has been integrating throughout this Policy to highlight the commitment of Council to promoting gender equality in sports and recreation. Integrating aspects of the Fair Access will help address known barriers experienced by women and girls, trans and gender diverse people in accessing and using community sports infrastructure through the Outdoor Sports Infrastructure and Allocations Policy. Progressively building the capacity and capabilities of Council by aiming to identify and eliminating systemic causes of gender inequality in policy, programs, communications and delivery of services and sport and recreation infrastructure.

**DOCUMENT HISTORY**

<b>Policy Title:</b>	Outdoor Sports Infrastructure and Allocations Policy
<b>Responsible Officer:</b>	Nathan Whelan
<b>Resp. Officer Position:</b>	Recreation Planner
<b>Next Review Date:</b>	TBA
<b>To be included on website?</b>	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°

**ADMINISTRATIVE UPDATES**

From time to time, circumstances may change leading to the need for minor administrative changes to the Policy.

Where an update does not materially alter this policy, such a change may be made by the Policy owner. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact.

Where any change or update may materially change the intent of this policy, it must be approved by the Director Lee Robson, Director Connected Communities.

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### Appendix 1 – Weighted Allocation Scoring Criteria

In instances where multiple user groups have applied for use of the same outdoor sports facility and a shared use agreement is not achievable, the allocation will be determined by applying the following scoring system.

Each criteria has a maximum score and applications are ranked based on their total score. Council Officers will determine scores based on applications and Usage Plans and the quality of evidence provided by user groups.

Criteria	Guiding Principles	Weighting	
1	History in Manningham	Number of consecutive years as a Manningham-based club / association (physical address must be in Manningham).	15%
2	Length of tenure*	Number of previous years the user group has used the requested facility.	15%
3	Financial investment into the facility	Financial contribution towards Council approved capital works projects at the facility within the past ten years.	10%
4	Community Participation	Number of registered individual participants, junior participants, female participants and teams registered in the previous season.	20%
5	Community Programs and Initiatives	Programs / initiatives that promote inclusive participation for under-represented groups (women and girls, people with a disability, multicultural groups, LGBTQIA+, older adults etc.)	15%
6	Fair Access	Demonstration of efforts to ensure fair and equitable access to the facility and club resources for all - regardless of gender, background or ability.	10%
7	Breaches of licence agreement	Number of penalty points accumulated within the previous three years due to breaches.	10%
8	Governance	Provision of policies, reports and plans, such as Good Sports accreditation, financial statements, and current strategic / business plans. Additionally, documentation of registration, certification, or accreditation with club improvement and development programs/courses, such as SALT, SSA accredited programs, and Council workshops.	5%
<b>Total</b>			<b>100%</b>

\* For replacement facilities, the club's tenure at their former facility will be considered.



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### **Pettys Reserve**

In addition to the above criteria, allocations for the use of Petty's Reserve will be prioritised for Manningham based clubs that require an NPL level facility to play matches and train. Depending on availability, Petty's Reserve will also be allocated as an overflow training and match venue for clubs with a demonstrated need.

### **Implementation and Transparency**

All applicants may request a detailed breakdown of their scores for transparency.

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## Appendix 2 – Breach of Licence Agreement

### Assessment

Once a potential breach has been identified, Council Officers will assess the concern or complaint against the terms and conditions listed in the Licence Agreement. Council Officers may contact the user group to obtain further information.

Once it has been determined that a breach of the Licence Agreement has occurred, the severity of the breach will be evaluated using the breach severity matrix (shown below) which is based on:

- The level of impact on the community (disturbances, impact on amenity etc.)
- The level of impact to Council as a result of the breach.

### Breach severity matrix

		Impact on Community		
		Low	Medium	High
Impact on Council	Low	Level 1	Level 2	Level 3
	Medium	Level 2	Level 3	Level 4
	High	Level 3	Level 4	Level 5

The following examples are provided to demonstrate the different type and severity of breaches, based on the level of impact to Council and the community. However, these examples are provided as a guide only, noting each breach will be subject to an individual review process.

- **Level 1 Breaches**
  - Improper use of Audio/PA Systems and/or lighting infrastructure
  - Use of Council sporting facilities and/or pavilions beyond the allocated hours of use.
  - Storing equipment in an inappropriate manner.
  - Failing to sufficiently clean and maintain Council facilities.

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- **Level 2 Breaches**
  - Repeated lower-level breaches.
  - Breaching the terms and conditions specified within an approved liquor licence.
  - Running an unauthorised event without proper permits or approval, causing congestion and parking issues.
  - Sub-letting facilities to another group without Council approval.
- **Level 3 Breaches**
  - Repeated lower-level breaches.
  - Minor damage to pavilion amenities, structures or playing surfaces requiring repair.
- **Level 4 Breaches**
  - Repeated lower-level breaches.
  - Major damage to pavilion amenities, structures or playing surfaces requiring significant repair.
- **Level 5 Breaches**
  - Major damage to pavilion amenities, structures or playing surfaces requiring complete reconstruction.

### Penalty Points System

Where a breach has been substantiated, the user group will be notified and penalty points will be allocated in accordance with the level of breach, as outlined in the table below.

		Breach Level				
Points Allocated		1	2	3	4	5
			1 point	2 points	4 points	6 points

### Penalty Points Table

Penalty points will result in varied consequences / penalties being imposed on the user group in response to the breach/es incurred. Penalty points for each breach will be recorded and a cumulative rolling total will be kept, in instances where repeat and / or multiple breaches are incurred.

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The following table provides a summary of potential penalties for user groups based on the number of penalty points issued (for individual and accumulative breaches).

Points attributed to each separate breach will expire after 3 years and the cumulative total will be adjusted accordingly.

Penalty Points (total)		Penalties
Stage 1	1 – 4 Points	User group issued with a breach notice.
Stage 2	5 – 8 Points	User group must attend a meeting with Council Officers to discuss breach/es.  Requirement of a bond totaling 10% of licence fees issued by Council (excluding fees associated with turf wickets). Should this formula result in an amount below \$500 (incl. GST), a minimum bond amount of \$500 will be applied.  Bond will be returned to the user group at the time its cumulative points total drops below five points.
Stage 3	9 – 12 Points	User group must attend a meeting with Council Officers to discuss breach/es.  Other penalties may include: <ul style="list-style-type: none"> <li>• Loss of bond.</li> <li>• Exclusion from Council funding opportunities, including the Community Grant Program, for a period of 12 months.</li> <li>• Loss of access to Council facilities for pre-season training.</li> </ul>
Stage 4	13+ Points	User group must attend a meeting with Council Officers to justify the continuation of their Licence Agreement.  Other penalties may include: <ul style="list-style-type: none"> <li>• An additional bond of \$1,500 inc. GST being required.</li> <li>• Usage of Council facilities being restricted to match and training needs, excluding use for social functions.</li> <li>• Loss of tenancy and loss of access to all Council facilities.</li> </ul>

### Review of Licence Agreement

Council reserves all rights not to renew a user group's Licence Agreement for the following season or licence period. Council will consider breaches by user groups in making this determination.

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If Council decides to issue a new seasonal or annual Licence Agreement for the following allocation period, Council may do so subject to any conditions it considers necessary to combat previously identified issues.

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### Appendix 3 – Sports Fields Classification

#### Regional Level Sports Fields

Manningham Templestowe Leisure Centre Outdoor Netball Courts	Mullum Mullum Reserve Hockey Pitch
Pettys Reserve Pitches East and West	Tom Kelly Athletics Track
Stintons Reserve BMX	Schramms Reserve Oval South (Cricket)

#### Municipal Level Sports Fields

Deep Creek Reserve Baseball Diamond
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#### District Level Sports Fields

Anderson Park Pitch North and South	Boronia Reserve Oval
Bulleen Park Oval Middle and West	Bulleen Park Soccer East and West
Colman Park Oval	Domeney Reserve Oval
Doncaster Reserve Oval	Doncaster Tennis Club Courts
Donvale Reserve Ovals South and North West, Pitches North and East	Donvale Reserve Tennis Courts
Koonung Park Oval	Mullum Mullum Reserve Bowls
Mullum Mullum Reserve Tennis Courts	Park Reserve Pitch
Park Orchards Reserve Tennis Courts	Rieschiecks Reserve Oval
Schramms Reserve Oval South (Football)	Schramms Reserve Oval North
Schramms Reserve Bowls	Serpells Reserve Tennis Courts
Swilk Reserve Bowls	Ted Ajani Reserve Oval
Ted Ajani Reserve Tennis Courts	Templestowe Road Soccer Synthetic Pitch 1, Natural Turf 2, Natural Turf 3
Templestowe Reserve Tennis Courts	Timber Ridge Reserve Pitches East and West
Warrandyte Reserve Oval South	Warrandyte Reserve Tennis Courts
Wonga Park Reserve Ovals West and East	Wonga Park Reserve Tennis Courts
Zerbes Reserve Oval	

#### Local Level Sport Fields

Anderson Park Small Pitch (synthetic)	Burgundy Reserve Oval
Colman Park Tennis Courts	Domeney Reserve Netball Court
Donvale Reserve Netball Courts	Hillcrest Reserve Tennis Court

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Koonung Park Tennis Courts	Serpells Reserve Oval
Sheahans Reserve Tennis Court	Stintons Reserve Oval
Warrandyte Reserve Oval North	Warrandyte Reserve Netball Courts
Wilson's Reserve Oval	Wonga Park Reserve Netball Courts

**School Sports Fields**

Donvale Primary School Oval
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## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Appendix 4 – Pavilion Classification

#### Regional Level Pavilions

Mullum Mullum Reserve Hockey*	Pettys Reserve
Tom Kelly Athletics Track	Stintons Reserve BMX Track

#### Municipal Level Pavilions

Deep Creek Reserve
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#### District Level Pavilions

Anderson Park	Boronia Reserve
Bulleen Park West	Colman Park
Domeney Reserve	Doncaster Reserve
Doncaster Tennis	Donvale Reserve South
Donvale Reserve North	Donvale Reserve Tennis
Koonung Park	Manningham Templestowe Leisure Centre Pavilion
Mullum Mullum Reserve Bowls*	Mullum Mullum Reserve Tennis
Park Reserve	Park Orchards Reserve Tennis
Rieschiecks Reserve	Schramms Reserve South
Schramms Reserve Bowls	Serpells Reserve Tennis
Swilk Reserve Bowls	Ted Ajani Reserve
Ted Ajani Reserve Tennis	Templestowe Reserve
Templestowe Reserve Tennis	Templestowe Road Soccer Facility
Timber Ridge Reserve	Warrandyte Reserve
Warrandyte Reserve Tennis	Wonga Park Reserve West
Wonga Park Reserve Tennis	Zerbes Reserve

#### Local Level Pavilions

Colman Park Tennis	Schramms Reserve North
Stintons Reserve	Wonga Park Reserve East
Wilson's Reserve	

*\*It is noted that Mullum Mullum Reserve Hockey and Bowls facilities are classified as district and municipal level respectively, however, share a pavilion. Developments at this facility will be undertaken on a case-by-case basis, using these standards as a guide.*



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### Appendix 5 – Facility Standards

#### AFL and Cricket – Pavilion Standards

Area	Regional	Municipal	District	Local
Player change rooms	2 x 55-75m2	N/A	2 x 45-55m2	2 x 45-55m2
Accessible change room	Refer to code		Refer to code	Refer to code
Player amenities	2 x 30m2		2 x 25m2	2 x 25m2
No. of lockable showers	4 per amenity area		3 per amenity area	3 per amenity area
No. of pan toilets	4 per amenity area		3 per amenity area	3 per amenity area
Umpire briefing room	30 - 40m2		20-25m2	20 - 25m2
Umpire amenities (wet area)	18+m2		12+m2	12+m2
Medical/trainer's room	2 x 15m2		Optional – 2 x 10m2	Optional 2 x 10m2
Gymnasium	Optional - size to be determined by anticipated use		Optional - size to be determined by anticipated use	N/A
Social room	50m2		100m2	To be incorporated within change rooms
Social room toilets	Male 15m2 Female 15m2 Accessible 5m2		Male 10m2 Female 10m2 Accessible 5m2	Male 10m2 Female 10m2 Accessible 5m2
Kitchen/Kiosk	30m2		30m2	20m2
Office/administration/meeting room	20m2		15m2	N/A
Family room	Case by case		N/A	N/A
Multi-faith room	Case by case		N/A	N/A
Sensory room	Case by case		N/A	N/A
Public toilet	Case by case		Case by case	Case by case
Storage rooms (per tenant)*	30m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2

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Area	Regional	Municipal	District	Local
Time keepers box	10m2		10m2	N/A
External covered viewing area	150m2		75m2	50m2
Utilities/plant room (turf wicket venue only)	As required		As required	N/A
Rubbish bin cage	10m2		10m2	10m2

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### AFL and Cricket – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (AFL training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (AFL match)	200 lux (LED)*		100 lux (LED)*	N/A
Floodlights (cricket wicket - match)	N/A		N/A	N/A
Floodlights (cricket outfield - match)	N/A		N/A	N/A
Floodlights (practice cricket wickets)	200 lux (LED)*		Case by case	N/A
Reserve fencing	Required		Required	Desirable
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	LED electronic		LED electronic	Basic electronic or manual
Coaches boxes / team benches	2 x permanent (4.8m x 1.2m)		2 x permanent (4.8m x 1.2m)	2 x permanent (4.8m x 1.2m)
Interchange box	1 x permanent (1.8m x 1.2m)		1 x permanent (1.8m x 1.2m)	1 x permanent (1.8m x 1.2m)
Goal posts	1 set x 12m/8m sleeved		1 set x 10m/6.5m sleeved	1 set x 10m/6.5m sleeved
Siren	Yes		Yes	Optional
PA system	Optional		N/A	N/A
Ticket booth	Yes		Optional	N/A
Run off distance	5m		5m	5m
Sports field size	165m (L) x 135m (W)		150-165m (L) x 110-135m (W)	Min 130m (L) x 110m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch		Santa Ana Couch	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient
Practice cricket wickets (synthetic)	4+		Maximum 4	Optional
Practice cricket wickets (turf)	6+		Case by case	N/A

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Athletics – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 60m2	N/A	N/A	N/A
Change room amenities	2 x 40m2			
Accessible change room	Refer to code			
Medical/trainers room	15m2			
Gymnasium	Case by case			
Social rooms	100m2			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilets	Case by case			
Kitchen/canteen	30m2			
Office	15m2			
Storage rooms (per tenant)*	60m2			
Cleaners storage room	5m2			
External covered viewing area	Case by case			
Rubbish bin cage	10m2			

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Athletics – Sports Field Standards

Area	Regional	Municipal	District	Local
Track size - circular	400m as per IAAF standard	N/A	N/A	N/A
Markings	As per IAAF standard			
Field size - shot put enclosure	As per IAAF standard			
Field size - hammer throw enclosure	As per IAAF standard			
Field size - discus enclosure	As per IAAF standard			
Field size - long/triple jump pit	As per IAAF standard			
Field size - long/triple jump runway	As per IAAF standard			
Field size - pole vault runway	As per IAAF standard			
Floodlights (training)	75 lux (LED)*			
Floodlights (competition)	200 lux (LED)*			
Reserve fencing	3m			
Sealed car parks	Case by case			
Unsealed (overflow)	Case by case			
Scoreboards	LED electronic			
Clock	Yes			
PA system	Yes			
Surface and base - Track	As per IAAF standard			
Surface and base - Field	As per IAAF standard			
Field profile	Natural soil			
Field turf	Santa Ana or Kikuyu			
Field drainage	Case by case			
Field irrigation	Automated, efficient			

\* As per IAAF Standards. Should the IAAF Standard change, Council will align upgrades/new infrastructure with the amended standard.

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### Baseball/Softball – Pavilion Standards

Area	Regional	Municipal	District	Local/Multi-sport use Facility
Change room	N/A	2 x 30m2	N/A	2 x 20m2
Accessible change space		Refer to code		Refer to code
Change room amenities		2 x 15m2		2 x 10m2
Umpires room		20m2		20m2
Medical/trainer's room		15m2		Case by case
Gymnasium		Case by case		Case by case
Social rooms		100m2		N/A
Social room toilets		Refer to code		N/A
Toilets - accessible		Refer to code		Refer to code
Public toilet		Case by case		Case by case
Kitchen/canteen		30m2		30m2
Office		15m2		N/A
Storage room (per tenant)*		20m2		20m2
Cleaners storage room		5m2		5m2
Scorers room		10m2		N/A
External covered viewing area		75m2		N/A
Rubbish bin cage		10m2		10m2

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Baseball/Softball – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (infield)	N/A	500 lux (LED)*	N/A	Case by case
Floodlights (outfield)		300 lux (LED)*		Case by case
Reserve fencing		Case by case		Case by case
Sports field fencing - Back stop		8m (H) x 25m (W) back net (min) 15m from home plate (min)		Case by case
Sports field fencing - Outfield		1.1 black powder coated mesh		Case by case
Sealed car parks		Case by case		Case by case
Unsealed car parks (overflow)		Case by case		Case by case
Scoreboard		LED electronic		Case by case
Dug outs		2 x permanent (7m x 1.2m)		Case by case
PA system		N/A		N/A
Ticket booth		Optional		N/A
Sports field size - Outfield		76.2m (min) from home base to obstruction		Case by case
Sports field size - Infield		27.43m square		Case by case
Sports field size - Catcher's box		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Batter's box		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Home plate		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Pitching mound		As per BA/SA Standards		As per BA/SA Standards
Run off (foul ground)		7.62m - 9.14m		Case by case
Sports field profile		Sand base		Case by case
Sports field turf (outfield)		Santa Ana Couch		Case by case
Sports field drainage		Yes		Yes
Sports field irrigation		Automated, efficient		Automated, efficient

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

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### BMX – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Change room amenities	2 x 15m2			
Accessible change room	Refer to code			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilet	Case by case			
Medical room	15m2			
Gymnasium	Case by case			
Social room	100m2			
Storage (per tenant)*	30m2			
Cleaners Store	5m2			
Kitchen/canteen	30m2			
External covered viewing area	100m2			
Office	15m2			
Rubbish bin cage	10m2			



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### BMX – Sports Field Standards

Area	Regional	Municipal	District	Local
Starting hill	2.5m (H) x 8m (W)	N/A	N/A	N/A
Starting gate	7.3m (W) x 0.5m (H) – Slip resistant			
Track length	280m - 450m			
Track width	1st straight - 8m All other straights - 5m 1st turn - 4m All other turns - 4m			
Number of straights	Minimum 4			
Number of turns	Minimum 3			
Length first straight	50m			
Markings	White lines			
Track fencing	On straights - minimum 2m from track			
Staging area	10m x 8m <sup>^</sup>			
PA systems	Yes			
Floodlights	100 lux*			
Sealed car parks	Case by case			
Unsealed car parks (overflow)	Case by case			

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

<sup>^</sup> Cover of staging areas will be considered on a case-by-case basis. As covered staging areas exceed BMXA's Guidelines for club, regional and state championships, user groups will be responsible for all costs associated with the cover.

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### Football (Soccer) – Pavilion Standards

Area	Regional (NPL)	Municipal	District	Local
Change rooms	2 x 35m2	N/A	2 x 25m2	2 x 25m2
Accessible change room	Refer to code		Refer to code	Refer to code
Change room amenities	2 x 25m2		2 x 15m2	2 x 15m2
Umpires room	20m2		20m2	20m2
Medical/trainers room	15m2		15m2	15m2
Gymnasium	Case by case		Case by case	N/A
Social Rooms	150m2		100m2	To be incorporated within change space
Social room toilets	Refer to code		Refer to code	Refer to code
Toilets - accessible	Refer to code		Refer to code	Refer to code
Public toilet	Case by case		Case by case	Case by case
Kitchen/canteen	30m2		30m2	15m2 (kiosk only)
Office	20m2		15m2	N/A
Storage rooms (per tenant)*	40m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Media room	15m2		N/A	N/A
External covered viewing area	100m2		75m2	50m2
Rubbish bin cage	10m2		10m2	10m2

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Football (Soccer) – Sports Field Standards

Area	Regional (NPL)	Municipal	District	Local
Floodlights (training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (match)	200 lux (LED)*		100 lux (LED)*	N/A
Reserve fencing	Yes		Case by case	N/A
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	LED electronic		LED electronic	Basic electronic
Coaches boxes / Team benches	2 x permanent (6m x 1.2m)		2 x permanent (6m x 1.2m)	2 x permanent (6m x 1.2m)
Goal posts	2 x 2.44m (H) x 7.32m (W)		2.44m (H) x 7.32m (W)	2.44m (H) x 7.32m (W)
Portable goal storage	Case by case		Case by case	Case by case
PA system	Optional		N/A	N/A
Ticket booth	Yes		Optional	N/A
Players race	2m (W) x 2.2m (H)		N/A	N/A
Run off distance	3-5m		3-5m	3-5m
Distance between pitches	N/A		6-10m	6-10m
Sports field size	100-105m (L) x 60-68m (W)		96-105m (L) x 60-68m (W)	96-105m (L) x 60-68m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch (synthetic case by case)		Santa Ana Couch (synthetic case by case)	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Hockey – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Accessible change room	Refer to code			
Amenities	2 x 20m2			
Umpires room	20m2			
Medical/trainers room	15m2			
Gymnasium	Case by case			
Social rooms	100m2			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilet	Case by case			
Kitchen/canteen	30m2			
Office	15m2			
Storage rooms (per tenant)*	20m2			
Cleaners storage	5m2			
Time keepers box	10m2			
External covered viewing area	75m2			
Rubbish bin cage	10m2			

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Hockey – Sports Field Standards

Area	Regional	Municipal	District	Local
Size	91.4m (L) x 55m (W)	N/A	N/A	N/A
Run off	5m each end, 3m each side			
Profile	Synthetic			
Irrigation	Automated, efficient			
Reserve fencing	Case by case			
Sports field fencing	1.1m black powder coated mesh			
Car parking surface (sealed or unsealed)	Case by case			
Floodlighting	250 lux (LED)*			
Scoreboard	LED electronic			
Coaches box (each)	4.8m x 1.2m			
Technical bench	3m x 6m			
Goal Posts	2.14m (H) x 3.66m (W)			
PA systems	Optional			

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Lawn Bowls – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	N/A	N/A	2 x 15m2	N/A
Change room amenities			2 x 7.5m2	
Accessible change room			Refer to code	
Social room toilets			Refer to code	
Toilets - accessible			Refer to code	
Public toilet			Case by case	
Social room			100m2	
Storage (per tenant)*			20m2	
Cleaners store			5m2	
Kitchen/canteen			30m2	
External covered viewing area			75m2	
Office			15m2	
Rubbish bin cage			10m2	

**Policy Register  
Outdoor Sports Infrastructure and Allocations Policy**



**Lawn Bowls – Sports Field Standards**

Area	Regional	Municipal	District	Local
Size	N/A	N/A	40m x 40m	N/A
Ditch			380mm (W) and 50mm-200mm (D)	
Profile			Perched water table	
Turf			Tifdwarf couch	
Synthetic surface			Case by case	
Irrigation (turf only)			Automated, efficient	
Drainage			Subsurface	
Reserve fencing			3m black powder coated mesh	
Car parking surface (sealed or unsealed)			Case by case	
Floodlighting			100 lux*	
Scoring stands			1 per lane	
Player shelter			3m x 1.2m (3 per green)	

The potential for the provision of one (1) covered bowling green in Manningham is currently being investigated and may be considered pending the outcome of this investigation.

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Netball (Outdoor) – Pavilion Standards

Area	Regional (8+ courts)	Municipal	District (4-7 courts)	Local (1-3 courts)
Change rooms	2 x 25m2	N/A	N/A	N/A
Accessible change room	Refer to code		N/A	N/A
Change room amenities	2 x 15m2		N/A	N/A
Umpires change room	20m2		N/A	N/A
Medical/trainer's room	15m2		N/A	N/A
Gymnasium	Case by case		N/A	N/A
Social room	20m2		N/A	N/A
Social room toilets	Refer to code		N/A	N/A
Toilets - accessible	Refer to code		N/A	N/A
Public toilet	Case by case		N/A	Case by case
Kitchen/canteen	30m2		N/A	N/A
Office	15m2		N/A	N/A
Storage room (per tenant)*	20m2		N/A	10m2
Rubbish storage	10m2		N/A	N/A
External covered viewing area (per court)	5m2		N/A	N/A



## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Netball (Outdoor) – Sports Field Standards

Area	Regional (8+ courts)	Municipal	District (4-7 courts)	Local (1-3 courts)
Floodlights (training)	100 lux (LED)*	N/A	100 lux (LED)*	100 lux (LED)* - case by case
Floodlights (match)	200 lux (LED)*		N/A	N/A
Court size	30.5m (L) x 15.25m (W)		30.5m (L) x 15.25m (W)	30.5m (L) x 15.25m (W)
Run off	3.05m (3.65m between courts)		3.05m (3.65m between courts)	3.05m (3.65m between courts)
Reserve fencing	Case by case		N/A	N/A
Sports field fencing	Case by case		Case by case	Case by case
Sealed car parking	Case by case		Case by case	Case by case
Unsealed car parking	Case by case		Case by case	Case by case
Scoreboard	Optional		Case by case	Case by case
Coach/team bench	2 x permanent (3m x 1.2m)		Case by case	Case by case
Siren	Optional		Optional	N/A
PA system	Yes		N/A	N/A
Surface	As per Netball Victoria standards		As per NV standards	As per NV standards
Goal ring	60-100mm diameter		60-100mm diameter	60-100mm diameter
Goal posts	3.05m (H)		3.05m (H)	3.05m (H)

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Tennis – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	N/A	N/A	Incorporated within amenities	N/A
Accessible change room			As per code	N/A
Change room amenities			Refer to code	N/A
Gymnasium			Case by case	N/A
Social rooms			100m2	N/A
Social room toilets			Incorporated within amenities	N/A
Toilets - accessible			Refer to code	N/A
Kitchen/canteen			30m2	N/A
Office			15m2	N/A
Storage rooms (per tenant)*			20m2	N/A
Cleaners storage room			5m2	N/A
Rubbish storage			10m2	N/A
External covered viewing area			75m2	N/A

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Tennis – Sport Field Standards

Area	Regional	Municipal	District	Local
Total court area	N/A	N/A	34.77m x 17.07m (total area) and 3.77m x 10.97m (principle playing area)	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)
Run off distance - back			5.49m	5.49m
Run off distance - side			3.05m	3.05m
Distance between courts			3.66m	3.66m
Net posts			2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.	2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.
Floodlights (LED boxed)			350 lux - Principle playing area 250 lux – Total playing area*	350 lux - Principle Playing Area 250 lux – Total Playing Area*
Court/reserve fencing			3.6m or 3m along baseline. Half side fence considered case by case.	3.6m or 3m along baseline. Half side fence considered case by case.
Sealed car parks			Case by case	Case by case
Unsealed (overflow)			Case by case	Case by case
Public toilet			Case by case	Case by case
Moveable scoreboards			1 per court	N/A
PA system			Optional	N/A
Surface and base			Varies, as per TA standards.	Varies, as per TA standards.
Irrigation (en tous cas only)			Automated, efficient	N/A
Dedicated Hot Shot Courts (Red)			Case by case	N/A

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Tennis – Sports Field Standards (Cont'd)

Area	Regional	Municipal	District	Local
Hot shots (red) - Principle Playing Area	N/A	N/A	11m (L) x 5.5m (W)	N/A
Hot shots (red) - Total playing area			15m x 9.5m min.	N/A
Hot shots (red) - Run off - back			3.05m (2m min.)	N/A
Hot shots (red) - Run off - side			2.44m (2m min.)	N/A
Hot shots (red) - Run off – common side			2.44m+ (2m min.)	N/A
Hot shots (red) - Run off – common back			Fence required. 5m min.	N/A
Hot shots (red) - Net height			65cm-80cm	N/A
Dedicated Hot Shot Courts (orange)			Case by case	N/A
Hot shots (orange) – Principle playing area			18m (L) x 8.23m (W – doubles) or 6.5m (W – singles)	N/A
Hot shots (orange) – Total playing area			24m x 10.5	N/A
Hot shots (orange) - Run off - back			4.27m (2m min.)	N/A
Hot shots (orange) - Run off - side			3.05m (2m min.)	N/A
Hot shots (orange) - Run off - common side			3.05m+ (3m min.)	N/A
Hot shots (orange) - Run off – common back			Fence required. 7m min.	N/A
Hot shots (orange) - Net height			80cm	N/A
Book a court system			Case by case	Case by case

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

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**Outdoor Sports Infrastructure and Allocations  
Policy**



## **Appendix 5 – Facility Standards cont'd**

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### **Scoreboards**

LED Electronic scoreboard for Regional, Municipal or District level facilities to be fully customisable to display messaging or video for the desired sport. E.g. Football LED Scoreboard would have the capabilities to display the number of goals, behinds, total score, time clock and relevant quarter of play. Maximum scoreboard screen size 15m<sup>2</sup>.

Basic Electronic scoreboards for Local level facilities to be able to display basic score information for the desired sport. E.g. Cricket Scoreboard would have the capabilities to display number of runs, wickets, overs. Maximum scoreboard screen size 7.5m<sup>2</sup>.

In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.

### **Storage**

Maximum storage provided within each pavilion is 180m<sup>2</sup>.

### **Shipping Containers**

The use of shipping containers is not permitted on Council land for any purpose. Existing shipping containers will be phased out in collaboration with user groups.

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Appendix 6 – Facility Fit-Out Items

The Council responsibilities outlined below are in line with the facility standards located below. User groups must fund 100% of the cost for fit out items that exceed those standards, which should be undertaken in consultation with Council. Items not listed below will be considered on a case-by-case basis.

Council Responsibility	User Group Responsibility (100% funding)
Baby change facilities	Bar facilities (including sinks and benches)
Bench style seating in change rooms	Crockery and cutlery
Change room toilet fixtures (hooks, mirrors, toilet roll holders, soap holders, paper towel dispenser)	Dishwashers
Curtains and blinds	Kitchen equipment (deep fryers, bain-maries, pie warmers etc.)
Essential safety equipment	Electronic equipment (sound systems, TVs etc.)
Extractor fans and range hoods. <i>Size determined by oven and cook top dimensions.</i>	Floor coverings, flooring and floor tiles for all 'optional' additions to the facility.
Floor coverings (social room carpet, non-slip surface in wet areas and change rooms)	Furniture (e.g. tables and chairs)
Grease trap installation (where appropriate)	Heating/cooling units (outside of social rooms)
Hard floor coverings (where appropriate)	PA systems
Heating/cooling units and fixed fans (social room only)	Refrigerators/Freezers (including drinks fridges)
Hooks in change rooms	Sanitary bins
Hot water service	Security systems
Instant hot water unit (in kitchen/kiosk)	Storage room shelving
Kitchen benches and cabinets	Telephone, NBN (excluding infrastructure to the building) and TV aerial connections
Light fittings	All other items as required by the user group (subject to Council approval)
Locks (excluding club locks)	
Ovens and hot plates: <ul style="list-style-type: none"> <li>Regional: 6 burner, 100-120L Oven</li> <li>District and Municipal: 4-5 burner, 70-90L</li> <li>Local: Domestic 4 burner, 50-70L</li> <li>School: N/A</li> </ul>	
Plumbing fixture, shower fittings, toilets and sinks.	
Roller screen security doors (where appropriate)	
Security lighting	
Tiling	

## Policy Register Outdoor Sports Infrastructure and Allocations Policy



### Appendix 7 – Financial Contributions

#### Pavilions

Component	Council	User Group	Comments
Accessible change rooms	100%	0%	In accordance with the Building Code.
Amenities - showers / toilets	100%	0%	As per facility standards.
Bar facilities	0%	100%	
Canteen / kitchen	100%	0%	As per facility standards.
Change rooms	100%	0%	As per facility standards.
Cleaner's storage	100%	0%	
Grounds keeper / maintenance shed	100%	0%	Provision and size determined on a case by case basis.
Gymnasium	0%	100%	Council contribution considered on a case by case basis
Heating/Cooling	100%	0%	In social room only.
Medical/Trainer's room	100%	0%	As per facility standards.
Office space	100%	0%	As per facility standards.
Rubbish bin storage	100%	0%	
Social room/Multi-purpose room	100%	0%	As per facility standards.
Storage	100%	0%	As per facility standards.
Timekeepers / media / scorers room	100%	0%	As per facility standards.
Umpires/Officials Change Room	100%	0%	As per facility standards.
Veranda/spectator's shelter	100%	0%	
Works exceeding Council's Facility Standards	0%	100%	As per facility standards.

Funding ratios are based on Council's Facility Standards. Where exceeding the standards has been approved by Council, user groups must fund 100% in excess of standards.

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### Sports Facilities

Component	Council	User Group	Comments
Coaches boxes/Dugouts/Player shelters	100%	0%	In accordance with Council's Facility Standards.
Cricket centre wicket (synthetic and turf)	100%	0%	As per Council's maintenance and replacement program.
Cricket wicket winter cover	100%	0%	
Cricket nets / batting cages	100%	0%	In accordance with Council's Facility Standards.
Cricket net floodlight (training standard)	0%	100%	Council contribution may be considered on a case-by-case basis. Subject to evaluation.
Floodlighting (training standard)	100%	0%	In accordance with Council's Facility Standards.
Floodlighting (match standard)	100%	0%	In accordance with Council's Facility Standards.
Floodlighting (where training & match standard is the same)	100%	0%	For facilities with public access **
	50%	50%	For facilities with limited public access**
Goal posts (fixed and portable)	100%	0%	In accordance with Council's Facility Standards.
Goal post padding	0%	100%	
Interchange steward / Umpire / Officials' box	0%	100%	In accordance with Council's Facility Standards.
Netball courts	100%	0%	
Protective netting	100%	0%	Where a safety risk is identified.
	0%	100%	Where there is no safety risk.
Reserve fencing	100%	0%	In accordance with Council's Facility Standards.
Scoreboards	50%	50%	In accordance with Council's Facility Standards.
Sports fields (turf)^	100%	0%	^ See below
Specialised surfaces (hockey, tennis and lawn bowls.)	50%	50%	In accordance with Council's Facility Standards.
Sports field fencing	100%	0%	In accordance with Council's Facility Standards.
Ticket booth	0%	100%	
Works exceeding Council's Facility Standards	0%	100%	



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Funding ratios are based on Council's Facility Standards. Where exceeding the standards has been approved by Council, user groups must fund 100% in excess of standards.

Any additional items not listed within the tables above will be considered on a case by case basis.

^ Synthetic surfaces for sports where synthetic is not traditionally the preferred surface (e.g. football) will be considered on a case by case basis.

\*\* Council will fund up to 100% of the project cost on the condition that a public access booking system or similar is installed and operated, increasing public access to sporting facilities (such as tennis courts). If there is no commitment to formalise social or casual programming the funding ratio will be shared 50/50.

### **Hard court resurfacing**

Unforeseen costs arising from site condition assessments such as a requirement for subsurface upgrades, will be funded 100% by Council.



# Outdoor Sports Infrastructure Policy



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Policy Register  
Outdoor Sports Infrastructure Policy



## Policy Register

### Outdoor Sports Infrastructure Policy

Policy Classification	- <b>Recreation</b>
Policy N°	- <b>POL/549</b>
Policy Status	- <b>Current</b>
Responsible Service Unit	- <b>Recreation Services</b>
Authorised by	- <b>Council</b>
Date Adopted	- <b>15 December 2020</b>
Next Review Date	- <b>15 December 2024</b>

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

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

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## Policy Register

# Outdoor Sports Infrastructure Policy



## 1. PURPOSE

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The purpose of this Policy is to provide a consistent approach to the provision of infrastructure, and related financial contributions, for outdoor organised sports.

## 2. POLICY STATEMENT

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### 2.1 Design Principles

Council aims to increase the capacity of existing, and maximise the capacity of new sporting facilities, to create more participation opportunities to cater for a growing population. This will be achieved in part through the following design principles, which align to the Council Plan, Council's Active for Life Recreation Strategy 2010-25 (2019 Review) and relevant legislation:

#### 2.1.1 Community Focus

Council's facilities will be constructed to maximise community benefit, with a focus on community accessed facilities as opposed to exclusive use elite facilities.

#### 2.1.2 Multipurpose

Facilities will be designed to be multipurpose in nature, to enable maximum sustainable use. This will be applied to sports field and pavilion design, in conjunction with multi-use allocations.

#### 2.1.3 Equitable Use/Access

Council's facilities will be accessible to all regardless of age, abilities, genders and backgrounds. Universal design principles will be applied to all Council infrastructure.

#### 2.1.4 Environmental Sustainability

Consistent with Council's approach towards environmental sustainability, environmentally sustainable design principles will be incorporated into Council's infrastructure.

### 2.2 Facility Hierarchy

To guide the provision of sporting infrastructure, each sporting facility has been categorised within a facility hierarchy, which includes:

- Regional  
Facilities that have a catchment greater than the Manningham community. Typically, these facilities cater for regional and state level competition.

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# Outdoor Sports Infrastructure Policy



- Municipal  
Facilities that cater for mainly Manningham residents and that accommodate sports and recreation activities that generally have a lower total participation rate (e.g. baseball etc.). Only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.
- District  
Facilities that cater for senior and junior training and competition for higher participated sports (e.g. football, cricket and soccer). These facilities are generally a user group's primary venue and attract mainly Manningham residents. It is however acknowledged that participants outside of the municipality will use these facilities.
- Local  
Facilities that primarily cater for junior and low level senior training and competition. These facilities are typically a user group's secondary venue and can also be public access facilities (such as public tennis courts).
- School  
Facilities that are not owned by Council however have a Joint Usage Agreement in place.

It is acknowledged that a reserve may have multiple sporting fields of varying quality and level of sport played. To assist with more accurate planning, each individual sports field is categorised using the hierarchy definitions. This approach is also applied to sports pavilions. A full list of sports fields and their classifications is found at *Attachment 1*, with a list of pavilion classifications at *Attachment 2*.

### 2.3 Facility Standards

To meet the facility needs for various sports, a set of facility standards have been developed. The standards break down the requirements for each sport based on the facility hierarchy in section 2.2, and include requirements for pavilions and sports fields. The standards provide a consistent approach to facility development and inform the capital contributions required from Council and user groups. The standards reflect the Australian Standards (where relevant) whilst also considering guidelines produced by relevant State and National Sporting Associations.

The standards list considers the required facilities where a reserve consists of one sports field. Where multiple sports fields exist in a reserve, pavilion components including change rooms and amenities, umpires rooms and medical rooms will multiply based on the number of sports fields the pavilion services. Ancillary pavilion infrastructure such as verandas may also be increased on a case by case basis. This does not apply to sports including athletics, BMX, bowls and tennis (unless otherwise specified).

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Council will continually aim to achieve the facility standards, however it is acknowledged that site, size, budget, usage and other considerations may impact the ability to achieve the standards (whether that be exceeding or falling short of the standards). With this, variations to the standards may be considered in exceptional circumstances on a case by case basis.

The facility standards can be found at *Attachment 3*.

### 2.4 Fit Out of Equipment

The construction of a new facility, or upgrade of existing, may result in the installation of new equipment to increase functionality and meet relevant legislative requirements. A list of 'fit out' items has been developed to identify the group which is responsible for their purchase and installation (*Attachment 4*). This includes items such as kitchen equipment, tables and chairs as well as air-conditioning units.

Also included are relevant size requirements for a selection of fit out items including ovens, stoves and range hoods. Reference to Council's Better Building Design Guide (August 2018) should also be made where appropriate.

### 2.5 Financial Contributions

Informed by the facility standards (*Attachment 3*), a list of financial contributions from Council and user groups has been developed to guide financial investment into sporting facility developments (*Attachment 5*). This includes classifying items which are 'core facility components' and 'optional facility components'. The list also outlines the maximum Council investment into core facility components, as well as the required user group investment into optional components and items that exceed the facility standards.

Grants received by the user group, including election commitments that have been advocated or requested by the user group, will be included in the user group's contribution. This excludes any grants applied for and received by Council, including where Council has actively advocated for funding. Where Council has initiated discussions and advocated for funding, and said funding has been committed to the user group, this will not be considered a user group contribution. This funding will be applied to the project with the contribution ratios to be applied to the outstanding amount.

*Example:* Council advocates for funding towards a tennis court upgrade with a total project cost of \$125,000. Funding to the value of \$50,000 is provided to the user group by the funding administrator as a result of Council's advocacy. The \$50,000 is not considered a user group contribution and is applied to the total project budget, reducing the amount required to complete the project to \$75,000. This amount will then be divided 50/50 between the user group and Council as per the ratios in *Attachment 5*.

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Financial contributions by Council are subject to Council's annual budget process. Council discretion may be applied on a case by case basis that may result in the contribution ratios being amended.

### 2.6 In-Kind Contributions

Council recognises the importance volunteer labour and in-kind support plays in delivering sporting facility developments. An in-kind contribution is defined as a donation of goods, materials, services, time or expertise that assists in the delivery of a project.

Council will consider in-kind contributions as part of a user group's financial contribution requirements on a case by case basis, in line with Council's Procurement Policy.

A breakdown of in-kind labour must be submitted to Council upon request. In-kind labour is to be calculated using the Australian Bureau of Statistics '*full time adult average weekly total earnings figure*', divided by 38 (hours per week). This hourly figure will be applied to all in-kind labour, including skilled labour. In-kind support through the provision of equipment and materials will be determined using recommended retail pricing.

## 3. SCOPE OF POLICY

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This Policy applies to the development of new, and upgrade of existing outdoor sport infrastructure on land that is owned or managed by Council. Council will not retrospectively undertake works to existing facilities to comply with this Policy, and this Policy will be applied in accordance with Council's capital works process. It is noted that this is a competitive process with priority projects identified using a predetermined criteria.

Outdoor sports covered by this Policy include:

- AFL;
- Athletics;
- Baseball;
- BMX;
- Bowls;
- Cricket;
- Football (soccer);
- Hockey;
- Netball (outdoor);
- Softball; and
- Tennis.

It is acknowledged that other sports are played across the municipality that are not considered within this Policy. Infrastructure for these sports will be determined on a



## Policy Register Outdoor Sports Infrastructure Policy



case by case basis, with consideration to relevant standards (where applicable) as well as against standards for similar sports.

This Policy excludes indoor stadiums and aquatic/leisure centre.

### 4. RESPONSIBILITY

Management and application of this Policy is the responsibility of Recreation Services.

### 5. DEFINITIONS

<b>Elite facilities</b>	Facilities that are constructed primarily for the purpose of elite sports (representative sport).
<b>Community facilities</b>	Facilities that are constructed for the purpose of increasing community participation and are available for use by a variety of community groups.
<b>Core facility component</b>	Infrastructure items that Council considers essential for participation in the sport.
<b>Infrastructure</b>	The buildings, assets or furniture to assist in the delivery of sport.
<b>Optional facility component</b>	Infrastructure that is not considered essential for participation (e.g. bar, gymnasiums)
<b>Organised sport</b>	Sporting activities that are run under the auspice of a peak body.
<b>Pavilion</b>	A building that services a user group's activities on a sports field.
<b>Primary venue</b>	A facility considered as a user group's 'home' and is central to a user group's activities.
<b>Secondary facility</b>	A facility that is not a 'home' for a user group and is predominately used as an overflow venue.
<b>Sports field</b>	The field of play for various sporting activities (i.e. football oval, soccer pitch, netball court, BMX track etc.).
<b>Supporting infrastructure</b>	Infrastructure that is required to support the delivery of an activity (e.g. floodlights, score boards, coaches boxes)
<b>User group</b>	A club or organisation that has an agreement with Council for the use of Council's sporting facilities.

## Policy Register

# Outdoor Sports Infrastructure Policy



## 6. RELATED POLICIES

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### Council Plans and Policies

- Council Plan
  - *Goal – Healthy Community*
  - *Goal – Liveable Places and Spaces*
- Healthy City Strategy
  - *Focus Area – Healthy and Well*
- Active for Life Recreation Strategy
  - *Priority Area 1*
  - *Action 1.3.4*
- Floodlighting Council Reserves Policy (2003)
- Procurement Policy (2019)
- Outdoor Sports Infrastructure Guidelines (2015) – Superseded by this Policy

### Sporting Association Policies and Guidelines

- AFL Preferred Facility Guidelines (2019)
- Baseball Australia Club Facility Resource Guide (2016)
- Baseball Victoria Lighting Standards Policy (2014)
- Baseball Victoria Regulations for New Baseball Fields (2014)
- BMX Australia Track Guidelines (2013)
- Bowls Australia Bowling Green Construction Guidelines (2011)
- Community Cricket Facility Guidelines (2015)
- Football Victoria – Construction and Management Natural Turf Pitches Guide (2019)
- Football Victoria – Field Dimensions and Pitch Markings Guide (undated)
- Football Victoria - Football Facilities Building Development Guide (undated)
- Football Victoria - Football Lighting Effective Lighting Guide (undated)
- Hockey Victoria – Facilities Standards (undated)
- IAAF Track and Field Facilities Manual (2019)
- Netball Australia – National Facilities Policy (2016)
- Netball Victoria – Facilities Manual (2017)
- Softball Australia Field Guidelines (2015)
- Sports Dimensions Guide for Playing Areas (2016)
- Tennis Australia Infrastructure Planning (2018)

## 7. SUPPORTING PROCEDURES

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- No supporting procedures exist.

## 8. GUIDELINES

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- Manningham Better Building Design Guide (2018)

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**Outdoor Sports Infrastructure Policy**



**9. RELATED LEGISLATION**

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- Building Code of Australia (2016)
- Disability Discrimination Act (1992)

**10. SUPPORTING RESEARCH AND ANALYSIS**

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Significant research has been undertaken to ensure alignment, where possible, to various State and National Sporting Association facility guidelines. Additional benchmarking against other Councils has helped inform and justify the content within this Policy and Attachments.

**11. DOCUMENT HISTORY**

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<b>Policy Title:</b>	Outdoor Sports Infrastructure Policy
<b>Responsible Officer:</b>	Heather Callahan
<b>Resp. Officer Position:</b>	Coordinator Recreation
<b>Next Review Date:</b>	2024
<b>To be included on website?</b>	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°

## Policy Register Outdoor Sports Infrastructure Policy



### **ATTACHMENT 1 – SPORTS FIELD CLASSIFICATION**

#### **Regional Level Sports Fields**

Bulleen Park Oval East	Manningham/Templestowe Leisure Centre Outdoor Netball Courts
Mullum Mullum Reserve Hockey Pitch	Pettys Reserve Pitch East and West*
Tom Kelly Athletics Track	Stintons Reserve BMX Track
Schramms Reserve Ovals South and North (cricket only)	

#### **Municipal Level Sports Fields**

Deep Creek Reserve Baseball Diamond	
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#### **District Level Sports Fields**

Anderson Park Pitch North and South	Boronia Reserve Oval
Bulleen Park Oval Middle and West	Bulleen Park Soccer East and West
Colman Park Oval	Domeney Reserve Oval
Doncaster Reserve Oval	Doncaster Tennis Club Courts
Donvale Reserve Ovals South and North West, Pitches North and East	Donvale Reserve Tennis Courts
Koonung Park Oval	Mullum Mullum Reserve Bowls
Mullum Mullum Reserve Tennis Courts	Park Reserve Pitch
Park Orchards Reserve Tennis Courts	Rieschiecks Reserve Oval
Schramms Reserve Ovals South and North (football only)	Schramms Reserve Bowls
Serpells Reserve Tennis Courts	Swilk Reserve Bowls
Ted Ajani Reserve Oval	Ted Ajani Reserve Tennis Courts
Templestowe Reserve Ovals East and West	Templestowe Reserve Tennis Courts
Timber Reserve Pitches East and West	Warrandyte Reserve Oval South
Warrandyte Reserve Tennis Courts	
Wonga Park Reserve Ovals West and East	Wonga Park Reserve Tennis Courts
Zerbes Reserve Oval	

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\* As recommended within the Eastern Region Soccer Strategy (2007).

**Local Level Sports Fields**

Anderson Park Small Pitch (synthetic)	Burgundy Reserve Oval
Colman Park Tennis Courts	Domeney Reserve Netball Court
Donvale Reserve Netball Courts	Hillcrest Reserve Tennis Court
Koonung Park Tennis Courts	Serpells Reserve Oval
Sheahans Reserve Tennis Court	Stintons Reserve
Warrandyte Reserve Oval North	Warrandyte Reserve Netball
Wilsons Reserve	Wonga Park Reserve Netball Courts

**School Sports Fields**

Donvale Primary School Oval	Templestowe College Oval
Templestowe Heights Primary School Oval	

## Policy Register Outdoor Sports Infrastructure Policy



### ATTACHMENT 2 – SPORTS PAVILION CLASSIFICATION

#### Regional Level Pavilions

Bulleen Park East	Manningham Templestowe Leisure Centre
Mullum Mullum Reserve Hockey*	Petty's Reserve
Tom Kelly Athletics Track	Stintons Reserve BMX Track
Schramms Reserve South (cricket only)	

#### Municipal Level Pavilions

Deep Creek Reserve	
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#### District Level Pavilions

Anderson Park	Boronia Reserve
Bulleen Park Soccer	Bulleen Park West
Colman Park	Domeney Reserve
Doncaster Reserve	Doncaster Tennis
Donvale Reserve South	Donvale Reserve North
Donvale Reserve Tennis	Koonung Park
Mullum Mullum Reserve Bowls*	Mullum Mullum Reserve Tennis
Park Reserve	Park Orchards Reserve Tennis
Rieschiecks Reserve	Schramms Reserve South (football only)
Schramms Reserve Bowls	Serpells Reserve Tennis
Swilk Reserve Bowls	Ted Ajani Reserve
Ted Ajani Reserve Tennis	Templestowe Reserve
Templestowe Reserve Tennis	Timber Reserve
Warrandyte Reserve	Warrandyte Reserve Tennis
Wonga Park Reserve West	Wonga Park Reserve Tennis
Zerbes Reserve	

#### Local Level Pavilions

Burgundy Reserve	Colman Park Tennis
Koonung Park Tennis	Schramms Reserve North
Serpell's Reserve	Stintons Reserve
Wilson's Reserve	Wonga Park Reserve East

\* It is noted that Mullum Mullum Reserve Hockey and Bowls are classified as district and municipal level respectively however share a pavilion. Developments at this facility will be undertaken on a case-by-case basis, using these standards as a guide.

## Policy Register Outdoor Sports Infrastructure Policy



### ATTACHMENT 3 – FACILITY STANDARDS

#### AFL and Cricket – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 55m2	N/A	2 x 45m2	2 x 35m2
Accessible change room	Refer to Code		Refer to code	Refer to Code
Change room amenities	2 x 25m2		2 x 25m2	2 x 25m2
Umpires room	30m2		20m2	20m2
Medical/trainer's room	15m2		15m2	15m2
Gymnasium	Case by case		Case by case	N/A
Social room	150m2		100m2	To be incorporated within change rooms
Social room toilets	Refer to code		Refer to code	Refer to code
Toilets – Accessible	Refer to code		Refer to Code	Refer to Code
Kitchen/Kiosk	30m2		30m2	15m2 (kiosk only)
Office	20m2		15m2	N/A
Storage Rooms (per tenant)*	30m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Time keepers box	10m2		10m2	N/A
External covered viewing area	100m2		75m2	50m2
Utilities/Plant Room (turf wicket venue only)	As required		As required	N/A
Rubbish bin cage	10m2		10m2	10m2

\* Maximum storage provided is 180m2

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**AFL and Cricket – Sports Field Standards**

Area	Regional	Municipal	District	Local
Floodlights (AFL training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (AFL match)	200 lux (LED)*		100 lux (LED)*	100 lux (LED)*
Floodlights (cricket wicket - match)	500 lux (LED)*		N/A	N/A
Floodlights (cricket outfield - match)	300 lux (LED)*		N/A	N/A
Floodlights (practice cricket wickets)	200 lux (LED)*		N/A	N/A
Reserve fencing	Case by case		Case by case	Case by case
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	Fixed		Fixed	Temporary
Coaches boxes / Team benches	2 x permanent (4.8m x 1.2m)		2 x permanent (4.8m x 1.2m)	2 x permanent (4.8m x 1.2m)
Interchange box	1 x permanent (1.8m x 1.2m)		1 x permanent (1.8m x 1.2m)	1 x permanent (1.8m x 1.2m)
Goal posts	1 set x 12m/8m sleeved		1 set x 10m/6.5m sleeved	1 set x 10m/6.5m sleeved
Siren	Yes		Yes	Optional
PA system	Optional		N/A	N/A
Ticket booth	Yes		Optional	N/A
Run off distance	5m		5m	5m
Sports field size	165m (L) x 135m (W)		150-165m (L) x 110-135m (W)	Min 130m (L) x 110m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch		Santa Ana Couch	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient
Practice cricket wickets (synthetic)	4+		Maximum 4	Optional
Practice cricket wickets (turf)	6+		Case by case	N/A

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.



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**Athletics – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	2 x 60m2	N/A	N/A	N/A
Change room amenities	2 x 40m2			
Accessible change room	Refer to code			
Medical/Trainers room	15m2			
Gymnasium	Case by case			
Social rooms	100m2			
Social room toilets	Refer to code			
Toilets - Accessible	Refer to code			
Kitchen/Canteen	30m2			
Office	15m2			
Storage rooms (per tenant)*	60m2			
Cleaners storage room	5m2			
External covered viewing area	Case by case			
Rubbish bin cage	10m2			

\* Maximum storage provided is 180m2

**Policy Register**  
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**Athletics – Sports Field Standards**

Area	Regional	Municipal	District	Local
Track size - Circular	400m as per IAAF standard	N/A	N/A	N/A
Markings	As per IAAF standard			
Field size - Shot put enclosure	As per IAAF standard			
Field size - hammer throw enclosure	As per IAAF standard			
Field size - discus enclosure	As per IAAF standard			
Field size - long/triple jump pit	As per IAAF standard			
Field size - long/triple jump runway	As per IAAF standard			
Field size - Pole vault runway	As per IAAF standard			
Floodlights (training)	75 lux (LED)*			
Floodlights (competition)	200 lux (LED)*			
Reserve fencing	3m			
Sealed car parks	Case by case			
Unsealed (overflow)	Case by case			
Scoreboards	Case by case			
Clock	Yes			
PA system	Yes			
Surface and base - Track	As per IAAF standard			
Surface and base - Field	As per IAAF standard			
Field profile	Natural soil			
Field turf	Santa Ana or Kikuyu			
Field drainage	Case by case			
Field irrigation	Automated, efficient			

\* As per IAAF Standards. Should the IAAF Standard change, Council will align upgrades/new infrastructure with the amended Standard.

# Policy Register Outdoor Sports Infrastructure Policy



## Baseball/Softball – Pavilion Standards

Area	Regional	Municipal	District	Local
Change room	N/A	2 x 30m2	N/A	N/A
Accessible change space		Refer to code		
Change room amenities		2 x 15m2		
Umpires room		20m2		
Medical/trainer’s room		15m2		
Gymnasium		Case by case		
Social rooms		100m2		
Social room toilets		Refer to code		
Toilets - Accessible		Refer to code		
Kitchen/canteen		30m2		
Office		15m2		
Storage room (per tenant)*		20m2		
Cleaners storage room		5m2		
Scorers Room		10m2		
External covered viewing area		75m2		
Rubbish bin cage		10m2		

\* Maximum storage provided is 180m2

# Policy Register Outdoor Sports Infrastructure Policy



## Baseball/Softball – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (infield)	N/A	500 lux (LED)*	N/A	N/A
Floodlights (outfield)		300 lux (LED)*		
Reserve fencing		Case by case		
Sports field fencing - Back stop		8m (H) x 25m (W) back net (min) 15m from home plate (min)		
Sports field fencing - Outfield		1.1m black powder coated mesh		
Sealed car parks		Case by case		
Unsealed car parks (overflow)		Case by case		
Scoreboard		Fixed		
Dug outs		2 x permanent (7m x 1.2m)		
PA system		N/A		
Ticket booth		Optional		
Sports field size - Outfield		76.2m (min) from home base to obstruction		
Sports field size - Infield		27.43m square		
Sports field size - Catcher's box		As per BA/SA Standards		
Sports field size - Batter's box		As per BA/SA Standards		
Sports field size - Home plate		As per BA/SA Standards		
Sports field size - Pitching mound		As per BA/SA Standards		
Run off (foul ground)		7.62m - 9.14m		
Sports field profile		Sand base		
Sports field turf (outfield)		Santa Ana Couch		
Sports field drainage		Yes		
Sports field irrigation		Automated, efficient		

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

# Policy Register Outdoor Sports Infrastructure Policy



## BMX – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Change room amenities	2 x 15m2			
Accessible change room	Refer to code			
Social room toilets	Refer to code			
Toilets - Accessible	Refer to code			
Medical room	15m2			
Gymnasium	Case by case			
Social Room	100m2			
Storage (per tenant)*	30m2			
Cleaners Store	5m2			
Kitchen/Canteen	30m2			
External covered viewing area	100m2			
Office	15m2			
Rubbish Bin Cage	10m2			

\* Maximum storage provided is 180m2

# Policy Register Outdoor Sports Infrastructure Policy



## BMX – Sports Field Standards

Area	Regional	Municipal	District	Local
Starting hill	2.5m (H) x 8m (W)	N/A	N/A	N/A
Starting gate	7.3m (W) x 0.5m (H) - Slip resistant			
Track length	280m - 450m			
Track width	1st straight - 8m All other straights - 5m 1st turn - 4m All other turns - 4m			
Number of straights	Minimum 4			
Number of turns	Minimum 3			
Length first straight	50m			
Markings	White lines			
Track fencing	On straights - minimum 2m from track			
Staging area	10m x 8m <sup>^</sup>			
PA Systems	Yes			
Floodlights	100 lux*			
Sealed car parks	Case by case			
Unsealed car parks (overflow)	Case by case			

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

<sup>^</sup> Cover of staging areas will be considered on a case by case basis. As covered staging areas exceed BMXA's Guidelines for club, regional and state championships, user groups will be responsible for all costs associated with the cover.

# Policy Register Outdoor Sports Infrastructure Policy



## Football (Soccer) – Pavilion Standards

Area	Regional (NPL)	Municipal	District	Local
Change rooms	2 x 35m2	N/A	2 x 25m2	2 x 25m2
Accessible change room	Refer to code		Refer to code	Refer to code
Change room amenities	2 x 25m2		2 x 15m2	2 x 15m2
Umpires room	20m2		20m2	20m2
Medical/Trainers room	15m2		15m2	15m2
Gymnasium	Case by case		Case by case	N/A
Social Rooms	150m2		100m2	To be incorporated within change space
Social room toilets	Refer to code		Refer to code	Refer to code
Toilets - Accessible	Refer to code		Refer to code	Refer to code
Kitchen/Canteen	30m2		30m2	15m2 (kiosk only)
Office	20m2		15m2	N/A
Storage rooms (per tenant)*	40m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Media room	15m2		No	N/A
External covered viewing area	100m2		75m2	50m2
Rubbish bin cage	10m2		10m2	10m2

\* Maximum storage provided is 180m2

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**Football (Soccer) – Sports Field Standards**

Area	Regional (NPL)	Municipal	District	Local
Floodlights (training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (match)	200 lux (LED)*		100 lux (LED)*	100 lux (LED)*
Reserve fencing	Yes		Case by case	N/A
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	Fixed		Fixed	Temporary
Coaches boxes / Team benches	2 x permanent (6m x 1.2m)		2 x permanent (6m x 1.2m)	2 x permanent (6m x 1.2m)
Goal posts	2 x 2.44m (H) x 7.32m (W)		2.44m (H) x 7.32m (W)	2.44m (H) x 7.32m (W)
Portable goal storage	Case by case		Case by case	Case by case
PA system	Optional		N/A	N/A
Ticket booth	Yes		Optional	N/A
Players race	2m (W) x 2.2m (H)		N/A	N/A
Run off distance	3-5m		3-5m	3-5m
Distance between pitches	N/A		6-10m	6-10m
Sports field size	100-105m (L) x 60-68m (W)		96-105m (L) x 60-68m (W)	96-105m (L) x 60-68m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch (synthetic case by case)		Santa Ana Couch (synthetic case by case)	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.



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**Hockey – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Accessible change room	Refer to code			
Amenities	2 x 20m2			
Umpires room	20m2			
Medical/Trainers Room	15m2			
Gymnasium	Case by case			
Social Rooms	100m2			
Social room toilets	Refer to code			
Toilets - Accessible	Refer to code			
Kitchen/Canteen	30m2			
Office	15m2			
Storage Rooms (per tenant)*	20m2			
Cleaners storage	5m2			
Time keepers box	10m2			
External covered viewing area	75m2			
Rubbish bin cage	10m2			

\* Maximum storage provided is 180m2

# Policy Register Outdoor Sports Infrastructure Policy



## Hockey – Sports Field Standards

Area	Regional	Municipal	District	Local
Size	91.4m (L) x 55m (W)	N/A	N/A	N/A
Run off	5m each end, 3m each side			
Profile	Synthetic			
Irrigation	Automated, efficient			
Reserve Fencing	Case by case			
Sports field fencing	1.1m black powder coated mesh			
Car parking surface (sealed or unsealed)	Case by case			
Floodlighting	250 lux (LED)*			
Scoreboard	Fixed			
Coaches box (each)	4.8m x 1.2m			
Technical bench	3m x 6m			
Goal Posts	2.14m (H) x 3.66m (W)			
PA Systems	Optional			

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

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**Lawn Bowls – Pavilion Standards**

Area	Regional	Municipal	District	Local
Change Rooms	N/A	N/A	2 x 15m2	N/A
Change Room Amenities			2 x 7.5m2	
Accessible Change Room			Refer to code	
Social room toilets			Refer to code	
Toilets - Accessible			Refer to code	
Social Room			100m2	
Storage (per tenant)*			20m2	
Cleaners Store			5m2	
Kitchen/Canteen			30m2	
External covered viewing area			75m2	
Office			15m2	
Rubbish Bin Cage			10m2	

\* Maximum storage provided is 180m2

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**Lawn Bowls – Sports Field Standards**

Area	Regional	Municipal	District	Local
Size	N/A	N/A	40m x 40m	N/A
Ditch			380mm (W) and 50mm-200mm (D)	
Profile			Perched water table	
Turf			Tifdwarf couch	
Synthetic Surface			Case by case	
Irrigation (turf only)			Automated, efficient	
Drainage			Subsurface	
Reserve Fencing			3m black powder coated mesh	
Car parking surface (sealed or unsealed)			Case by case	
Floodlighting			100 lux*	
Scoring stands			1 per lane	
Player shelter			3m x 1.2m (3 per green)	

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

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**Netball (Outdoor) – Pavilion Standards**

Area	Regional (8+ courts)	Municipal	District (4-7 courts)	Local (1-3 courts)
Change rooms	2 x 25m2	N/A	2 x 25m2	N/A
Accessible change room	Refer to code		Refer to code	N/A
Change room amenities	2 x 15m2		2 x 15m2	N/A
Umpires change room	20m2		20m2	N/A
Medical/trainer’s room	15m2		15m2	N/A
Gymnasium	Case by case		Case by case	
Social room	20m2		20m2	N/A
Social room toilets	Refer to code		Refer to code	N/A
Toilets - Accessible	Refer to code		Refer to code	N/A
Kitchen/canteen	30m2		20m2	N/A
Office	15m2		15m2	N/A
Storage room (per tenant)*	20m2		20m2	10m2
Rubbish storage	10m2		10m2	N/A
External covered viewing area (per court)	5m2		5m2	N/A

\* Maximum storage provided is 180m2

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**Netball (Outdoor) – Sports Field Standards**

Area	Regional (8+ courts)	Municipal	District (4-7 courts)	Local (1-3 courts)
Floodlights (training)	100 lux (LED)*	N/A	100 lux (LED)*	100 lux (LED)* - case by case
Floodlights (match)	200 lux (LED)*		N/A	N/A
Court size	30.5m (L) x 15.25m (W)		30.5m (L) x 15.25m (W)	30.5m (L) x 15.25m (W)
Run off	3.05m (3.65m between courts)		3.05m (3.65m between courts)	3.05m (3.65m between courts)
Reserve fencing	Case by case		N/A	N/A
Sports field fencing	Case by case		Case by case	Case by case
Sealed car parking	Case by case		Case by case	Case by case
Unsealed car parking	Case by case		Case by case	Case by case
Scoreboard	Optional		Case by case	Case by case
Coach/Team Bench	2 x permanent (3m x 1.2m)		Case by case	Case by case
Siren	Optional		Optional	N/A
PA System	Yes		N/A	N/A
Surface	As per Netball Victoria standards		As per NV standards	Asphalt
Goal ring	60-100mm diameter		60-100mm diameter	60-100mm diameter
Goal posts	3.05m (H)		3.05m (H)	3.05m (H)

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.

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## Tennis – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	N/A	N/A	Incorporated within amenities	N/A
Accessible change room			As per code	N/A
Change room amenities			Refer to code	N/A
Gymnasium			Case by case	N/A
Social rooms			100m2	N/A
Social room toilets			Incorporated within amenities	N/A
Toilets - Accessible			Refer to code	N/A
Kitchen/canteen			30m2	N/A
Office			15m2	N/A
Storage rooms (per tenant)*			20m2	N/A
Cleaners storage room			5m2	N/A
Rubbish storage			10m2	N/A
External covered viewing area			75m2	N/A

\* Maximum storage provided is 180m2

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## Tennis – Sports Field Standards

Area	Regional	Municipal	District	Local
Total court area	N/A	N/A	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)
Run off distance - back			5.49m	5.49m
Run off distance - side			3.05m	3.05m
Distance between courts			3.66m	3.66m
Net posts			2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.	2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.
Floodlights (LED Boxed)			350 lux - Principle Playing Area 250 lux – Total Playing Area*	350 lux - Principle Playing Area 250 lux – Total Playing Area*
Court/Reserve fencing			3.6m or 3m along baseline. Half side fence considered case by case.	3.6m or 3m along baseline. Half side fence considered case by case.
Sealed car parks			Case by case	Case by case
Unsealed (overflow)			Case by case	Case by case
Moveable scoreboards			1 per court	N/A
PA System			Optional	N/A
Surface and base			Varies, as per TA standards	Varies, as per TA standards
Irrigation (en tous cas only)			Automated, efficient	N/A
Dedicated Hot Shot Courts (Red)			Case by case	N/A

\* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended Standard.



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**Tennis – Sports Field Standards (Cont'd)**

Area	Regional	Municipal	District	Local
Hot shots (red) - Principle Playing Area	N/A	N/A	11m (L) x 5.5m (W)	N/A
Hot shots (red) - Total playing area			15m x 9.5m min.	N/A
Hot shots (red) - Run off - back			3.05m (2m min.)	N/A
Hot shots (red) - Run off - side			2.44m (2m min.)	N/A
Hot shots (red) - Run off - common side			2.44m+ (2m min.)	N/A
Hot shots (red) - Run off - common back			Fence required. 5m min.	N/A
Hot shots (red) - Net height			65cm-80cm	N/A
Dedicated Hot Shot Courts (Orange)			Case by case	N/A
Hot shots (orange) - Principle playing area			18m (L) x 8.23m (W - doubles) or 6.5m (W - singles)	N/A
Hot shots (orange) - Total playing area			24m x 10.5m	N/A
Hot shots (orange) - Run off - back			4.27m (2m min.)	N/A
Hot shots (orange) - Run off - side			3.05m (2m min.)	N/A
Hot shots (orange) - Run off - common side			3.05m+ (3m min.)	N/A
Hot shots (orange) - Run off - common back			Fence required. 7m min.	N/A
Hot shots (orange) - Net height			80cm	N/A
Book a court system			Case by case	Case by case

## Policy Register Outdoor Sports Infrastructure Policy



### ATTACHMENT 4 – FACILITY FIT OUT ITEMS

The Council responsibilities outlined below are in line with the facility standards located in *Attachment 3*. User Groups must fund 100% of the cost for fit out items that exceed that standards. Items not listed below will be considered on a case-by-case basis.

Council Responsibility	User Group Responsibility
Baby change facilities	Bar facilities (including sinks and benches)
Bench style seating in change rooms	Crockery and cutlery
Change room toilet fixtures (e.g. hooks, mirrors, toilet roll holders, soap holders, paper towel dispenser)	Dishwashers
Curtains and blinds	Kitchen equipment (deep fryers, bain maries, pie warmers etc.)
Essential safety equipment	Electronic equipment (e.g. sound systems, TVs etc.)
Extractor fans and range hoods. <i>Size determined by oven and cook top dimensions.</i>	Floor coverings, flooring and floor tiles for all 'optional' additions to the facility.
Floor coverings (social room carpet, non-slip surface in wet areas and change rooms)	Furniture (e.g. tables and chairs)
Grease trap installation (where appropriate)	Heating/cooling units (outside of social rooms)
Hard floor coverings (where appropriate)	PA systems
Heating/cooling units and fixed fans (social room only)	Refrigerators/Freezers (including drinks fridges)
Hooks in change rooms	Sanitary bins
Hot water service	Security systems
Instant hot water unit (in kitchen/kiosk)	Storage room shelving
Kitchen benches and cabinets	Telephone, NBN (excluding infrastructure to the building) and TV aerial connections
Light fittings	All other items as required by the user group (subject to Council approval)
Locks (excluding club locks)	
Ovens and hot plates <b>Regional</b> – 6 burner, 100-120L Oven <b>District and Municipal</b> – 4-5 burner, 70-90L <b>Local</b> – Domestic 4 burner, 50-70L <b>School</b> – N/A	
Plumbing fixture, shower fittings, toilets and sinks.	
Roller screen security doors (where appropriate)	
Security lighting	
Tiling	

## Policy Register Outdoor Sports Infrastructure Policy



### ATTACHMENT 5 – FINANCIAL CONTRIBUTIONS

The tables below consider Council and club contributions towards new and upgrade, unless outlined within a user group's executed lease. Maintenance responsibilities remain as per the user group's individual facility usage agreement.

Any required financial contributions are to be calculated in accordance with the policy requirements outlined in Attachment 3, with the contribution amount calculated on a recent (obtained within the previous 12 months or less) quantity surveyor estimate.

All financial contributions will be required to be paid in full prior to tenders being advertised. Once payment of the calculated amount based on the quantity surveyor estimate is received, no additional club contributions can be required. Should the tender outcomes provide savings when compared to the quantity surveyor estimate, the funding difference will be returned to the contributing club/user group.

#### Pavilions

Component	Council	User Group	Comments
Accessible Change Rooms	100%	0%	In accordance with the Building Code.
Amenities - Showers / Toilets	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Bar Facilities	0%	100%	
Canteen / Kitchen	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Change Rooms	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Cleaner's Storage	100%	0%	
Grounds Keeper/Maintenance Shed	100%	0%	Provision and size determined on a case by case basis.
Gymnasium	0%	100%	
Heating/Cooling	100%	0%	In social room only.
Medical/Trainer's Room	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Office Space	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Rubbish Bin Storage	100%	0%	
Social Room/Multi-Purpose Room	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.

## Policy Register Outdoor Sports Infrastructure Policy



Component	Council	User Group	Comments
Storage	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Time Keepers Space/Media Room/Scorers Room	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Umpires/Officials Change Room	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Veranda/Spectator's Shelter	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Works exceeding Council's standards	0%	100%	

### Sports Fields

Component	Council	User Group	Comments
Coaches boxes/Dugouts/Player shelters	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Cricket centre wicket	100%	0%	This includes synthetic and turf, as per Council's sports field maintenance and replacement program.
Cricket centre wicket winter cover	100%	0%	
Cricket nets/Batting cages	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Floodlighting (training standard)**	100%	0%	See below**
Floodlighting (match standard)	50%	50%	Ratio applied to the cost of upgrading from training to match standard. User Group must fund 100% in excess of the standards.
Goal Posts (fixed and portable)	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Goal post padding	0%	100%	
Interchange steward/Umpire/Officials box	0%	100%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Netball courts	100%	0%	
Protective netting	100%	0%	Where a safety risk is identified. Where it is not a safety risk, the user group must fund 100% of the project.
Reserve fencing	100%	0%	In accordance with Council's Facility Standards.

**Policy Register**  
**Outdoor Sports Infrastructure Policy**



Component	Council	User Group	Comments
Scoreboards	0%	100%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Sports fields (turf)^	100%	0%	^ See below
Specialised surfaces (hockey, tennis and lawn bowls.)	50%	50%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Sports field fencing	100%	0%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
Ticket booth	0%	100%	
Works exceeding Council's standards	0%	100%	

Any additional items not listed within the tables above will be considered on a case-by-case basis.

\*\* This ratio is applied to sports that have a separate training and match standard. Where a sports training and match standard are the same, the ratio applied is 50/50 between Council and the User Group for the total project cost.

^ Synthetic surfaces for sports where synthetic is not traditionally the preferred surface (e.g. football) will be considered on a case by case basis.



# Sporting Facilities Allocations Policy



Interpreter service

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Policy Register  
Sporting Facilities Allocation Policy



## Policy Register

### Sporting Facilities Allocation Policy

Policy Classification	- <b>Recreation</b>
Policy N°	- <b>POL/548</b>
Policy Status	- <b>Current</b>
Responsible Service Unit	- <b>Recreation Services</b>
Authorised by	- <b>Council</b>
Date Adopted	- <b>15 December 2020</b>
Next Review Date	- <b>15 December 2024</b>

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

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

Policy Register  
**Sporting Facilities Allocation Policy**



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## Policy Register

# Sporting Facilities Allocation Policy



## 1.0 PURPOSE

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The purpose of this Policy is to create a transparent, equitable and sustainable framework to maximise use of Council's sporting facilities, whilst ensuring compliance against risk and insurance obligations.

## 2.0 POLICY STATEMENT

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### 2.1 Guiding Principles

Council aims to maximise use of sports fields and pavilions to increase opportunities for active recreation and organised sport. This will be achieved through the following Guiding Principles:

- Equitable and inclusive access;
- Sustainably maximising usage;
- Transparent and consistent processes; and
- Community focus.

### 2.2 Allocation Types

Council allocates sports fields and pavilions under the following arrangements:

- Seasonal Allocation;
- Annual Allocation;
- Casual Booking; and
- Lease Agreement.

Council at all times reserves the right to allocate sporting facilities based on demonstrated need, to ensure maximum usage is achieved. Consistent with the Policy's Guiding Principles, use of sporting facilities by Manningham based community groups (such as sporting clubs, schools and not for profit organisations) will be considered priority.

Furthermore, Council at all times reserves the right to restrict access to sports fields and pavilions due to maintenance, upgrade, ground conditions and other factors.

## Policy Register

# Sporting Facilities Allocation Policy



### 2.2.1 Seasonal and Annual Allocations

Seasonal and annual allocations provide non-exclusive use of Council's sports fields and pavilions. Each tenancy period is as follows:

- **Winter Season:** 1 April – 30 September;
- **Summer Season:** 1 October – 31 March; and
- **Annual:** 1 October – 30 September.

In special circumstances, tenancies may be allocated on a pro-rata basis.

The allocation of sports fields is made for the home and away season, with finals training and matches to be applied for under the casual use process. In instances of 'season creep', or as a result of extraordinary circumstances, additional allocations will be considered on a case by case basis. Pavilion allocations are made for the full tenancy period (6 months).

All allocations provided by Council are subject to the terms and conditions listed within the Tenancy Agreement, and will be assessed based on demonstrated need, including participation and team numbers (where applicable).

### Eligibility Criteria

To be eligible to enter into a seasonal or annual tenancy agreement, applicants must:

- Submit an application as per the stipulated timelines;
- Have public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham City Council in respect to claims for personal injury and property damage arising out of the negligence of the user group;
- Be an incorporated entity as per the Associations Incorporation Reform Act 2012, or a registered company;
- Provide evidence of registration with a relevant sporting association, for the year that the application for use is being made (sporting clubs only);
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed;
- Demonstrate financial sustainability through providing financial reports from the most recent Annual General Meeting (where applicable);
- Provide a business or strategic plan for the Club including but limited to outlining the user group's (sporting clubs only) commitment to providing:
  - Inclusive practices that integrate and welcome all community members on and off field, including but not limit to people with a disability, young people and females;

## Policy Register

# Sporting Facilities Allocation Policy



- A high level of governance through items such as policy development, meeting Consumer Affairs Victoria requirements and adhering to the user group's Constitution;
  - Wider health benefits for members including mental health, healthy eating and social inclusion;
  - Identifying potential future facility requirements; and
  - Alignment to relevant Council Plans and Strategies.
- Agree to adhere to the Terms and Conditions located within the Tenancy Agreement; and
  - Provide required documentation as listed within the application form including but not limited to liquor licenses, food registration certificates and annual reports, where applicable.

Personal trainers are exempt from the above however must comply with the regulations listed in section 2.2.1.1 of this Policy.

### **Allocation Criteria**

Council will aim to sustainably maximise usage of sports fields and pavilions, which includes considering shared use by multiple user groups where it is deemed appropriate. Where a shared usage solution cannot be achieved, the allocation will be determined by applying the criteria located in table 1, which is listed in no particular order of priority or weighting.

It is noted that Petty's Reserve will not be allocated as a primary venue for clubs, rather access will be prioritised for Manningham based clubs that require an NPL level facility to play matches and train. Depending on availability, Petty's Reserve will also be allocated as an overflow training and match venue for clubs with a demonstrated need.

## Policy Register

# Sporting Facilities Allocation Policy



Table 1 – Allocation Criteria

Criteria		Guiding Principles
1	How long has the applicant been granted use of the facility?	Council will give preference to the applicant who has longer past tenure of the requested facility.
2	Will the applicant's requested usage provide maximum benefit?	Preference will be given to the applicant who provides a demonstrated need for the usage, demonstrates integration of people from under-represented groups (e.g. females, juniors, people with a disability, CALD and older adults) and will achieve optimal/maximum use of the requested facility.
3	How much has the applicant invested financially into capital works at the requested facility?	Priority will be given to applicant that has invested significantly towards capital works projects at the facility within the past five years, including in-kind contributions.
4	Does the applicant have a history of improper conduct?	Council will take into account the number of breaches issued and upheld complaints over the previous five years by the applicant.
5	How long has the applicant been based in Manningham?	Council will give preference to the applicant which has been based in Manningham the longest.
6	Is the applicant registered and/or accredited with the Good Sports Program, Inclusive Club Program and any other club improvement program?	Preference will be given to the applicant that is accredited with the most club improvement programs, including the Good Sports Program and what level they are within the program. This also includes applicants that undertake external training or are involved/accredited through other programs such as Council's Inclusive Club Program.
7	Does the applicant display good governance structures?	Council will give preference to the applicant that has developed relevant policies and processes, reports annually the Consumer Affairs Victoria (where applicable) and displays other forms of good governance.

## Policy Register

# Sporting Facilities Allocation Policy



### 2.2.1.1 Personal Training Businesses

Personal training businesses running structured, income generating programs on Council's sporting facilities are required to apply for a seasonal allocation. Applications must be made a minimum 10 business days prior to the requested booking commencement date.

Applicants seeking use of Council's sports fields for fitness programs that run for a shorter period of time (maximum 10 weeks) are to apply through the casual booking process. Seasonal tenancy fees will be applied to these bookings on a pro rata basis (e.g. only 8 weeks' worth of the seasonal fee would be applied for an 8 week booking).

No bookings by personal trainers will be accepted for Council's open space, and access to pavilions and public toilets will be considered on a case by case basis. This application can be applied for at any time, with approved allocations given until the end of the respective seasonal period.

Applicants will be notified of the outcome of their application within 10 business days of the application being submitted. The following documentation must be provided to Council to be eligible for an allocation to conduct personal training on a Council sports field:

- Registered business name and ABN;
- Public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham City Council in respect to claims for personal injury and property damage arising out of the negligence of the user group;
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed;
- Relevant personal trainer qualifications. The applicant must be appropriately qualified;
- Relevant first aid certification. The applicant must possess a relevant first aid certification;
- Evidence of registration to a peak body (e.g. Fitness Australia); and
- Any other documents as requested by Council.

Furthermore, applicants will not be eligible for an allocation if they are in arrears with Council or with payments stipulated in an agreed repayment plan.

Allocations provided by Council are subject to the terms and conditions listed within the Tenancy Agreement. This includes adhering to the list of approved equipment, hours of use and number of participants per session.

## Policy Register

# Sporting Facilities Allocation Policy



### 2.2.2 Casual Booking

Casual allocations provide temporary use of sports fields and/or pavilions for user groups outside of a seasonal allocation. Casual allocations are also provided for user groups requiring 'one off use' of Council's sports fields and/or pavilions. Activities that require a casual booking include but are not limited to:

- School use;
- Preseason matches and training;
- Finals matches and training;
- Structured sporting and recreation activities (excluding activities covered under a seasonal allocation);
- Commercial use; and
- Events.

Casual bookings are allocated on a first come, first serve basis. Casual bookings are not required for informal and unstructured recreational use by individual community members on sports fields.

To be eligible for a casual allocation, the applicant must:

- Have public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham City Council in respect to claims for personal injury and property damage arising out of the negligence of the user group;
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Terms within an agreed payment plan must be followed;
- For commercial entities, provide a registered business name and ABN;
- Agree to adhere to the Terms and Conditions located within the Tenancy Agreement; and
- Provide any other documents as requested by Council.

Applications for casual use of sports fields must be made a minimum 10 business days prior to the booking date and no longer than 12 months in advance. Applications for casual use of the Tom Kelly Athletics Track must also be made a minimum 10 business days prior to the booking date. It is however noted that at the beginning of each school year, applications for use of the Athletics Track will open for the following year (e.g. bookings for 2022 will be accepted from the start of the 2021 school year, bookings for 2023 will open at the start of the 2022 school year and so on).

Applications received outside of these times may be considered in special circumstances (e.g. cricket finals matches etc.). Booking cancellations must be

## Policy Register

# Sporting Facilities Allocation Policy



made a minimum 5 working days prior to the booking date to be eligible for a refund of the booking fee and any bonds which have been applied.

Allocations provided by Council are subject to the terms and conditions listed within the Tenancy Agreement, including adherence to available booking hours and permitted activities.

Sports field conditions, existing bookings and required maintenance will be considered prior to allocating a sports field and/or pavilion. Seasonal and annual allocations will also be prioritised ahead of use by other Manningham community groups and schools, followed by community groups and schools located outside of Manningham.

Where an applicant requires access to public toilets only, this will be considered on a case by case basis, where feasible.

### **2.2.2.1 Finals Matches and Training**

Seasonal allocations are for the home and away season only and do not include use of sports fields for finals training and matches.

User Groups are required to submit a casual booking for each week of finals training and/or matches, with this use taking precedence over any pre-season training bookings.

### **2.2.2.2 Pre Season Matches and Training**

Council will endeavor to provide sports fields for practice matches and pre-season training. Pavilions will not be made available for pre-season training unless prior approval is provided by Council, in consultation with the tenant club. Practice matches and pre-season training do not constitute a booking under a seasonal allocation and are to be completed through the casual allocation process. Additional restrictions may apply for any approved access for pre season training, with sports field access prioritised for clubs within their current seasonal tenancy.

### **2.2.2.3 Community Events**

Applications for community events on Councils sports fields are reviewed on a case by case basis. Enquiries for running a community event, which includes events such as sporting club family fun days and other like events outside of a home and away fixture, are to be made to the Community Events Team in the first instance. A casual booking form is required to be completed as part of the event approval process and depending on the nature of the event, further documentation may also be required.

## Policy Register

# Sporting Facilities Allocation Policy



### 2.2.2.4 Use of General Open Space

Applications for the use of general open space by user groups delivering structured low impact activities, including but not limited to yoga and tai chi, will be referred to the relevant Council team and assessed on a case by case basis. Use of general open space by personal trainers, sporting clubs and other high intensity activities will not be considered.

### 2.2.3 Lease Agreements

Council provides lease agreements for user groups that have exclusive occupancy of a facility. This includes but is not limited to club tennis courts, bowling greens and hockey pitches. Lease agreements are also offered for the exclusive occupancy of social areas within level 1 sporting pavilions, as determined by Council's Seasonal Sports Pricing Policy and Community Facilities Access and Concession Policy. The lease itself contains the standard terms and conditions relevant for community use and accords with Council's applicable policies.

New and renewed lease agreements for use of sporting facilities are to incorporate a Special Condition outlining that user groups are required to:

- Provide a business or strategic plan which includes, but limited to, outlining the user group's (sporting clubs only) commitment to providing:
  - Inclusive practices that integrate and welcome all community members on and off field, including but not limit to people with a disability, young people and females;
  - Wider health benefits for members including mental health, healthy eating and social inclusion;
  - Identifying potential future facility requirements; and
  - Alignment to relevant Council Plans and Strategies.

### 2.3 Fees and Charges

Fees and Charges are indexed annually in accordance with Council's budget process. The schedule of fees can be obtained from Council's website, with payments to be made inline with the payment terms listed on the respective invoice.



## Policy Register

# Sporting Facilities Allocation Policy



### 2.4 Bonds

Bonds will be applied to seasonal bookings on a case by case basis. A bond may be applied to casual bookings with consideration to the following:

- Has the applicant booked a Council sports field/pavilion within the last 6 months (seasonal or casual)?
- Will the applicant require keys?
- Does the applicant have a history of poor behaviour, including any breaches or upheld complaints within the last 3 years?
- Does the requested use include a marquee, amusement or other like structures being placed on a sports field?
- Is vehicle access to the sports field required?
- Will alcohol be present?

### 3.0 SCOPE OF POLICY

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This Policy applies to the allocation of Council's sports fields and pavilions on a casual, seasonal, annual and lease basis. This Policy applies to structured activities at Council's sports fields and pavilions by sporting clubs, associations, schools, personal trainers and any other business. It is acknowledged however that the process to lease sporting facilities follows Council's standard leasing process.

This Policy also considers use of Council's open space for organised low intensity activity.

This Policy does not consider any facility that is managed directly by a commercial operator and does not apply to unstructured recreational use by individual community members on sports fields.

### 4.0 RESPONSIBILITY

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Management and application of this Policy is the responsibility of Recreation Services.

## Policy Register Sporting Facilities Allocation Policy



### 5.0 DEFINITIONS

<b>Annual Use</b>	The use of a sports field and/or associated facilities for a 12 month period between 1 October and 31 March.
<b>Application</b>	The application process that is to be followed by current and new users' when applying for the use of a sports field and/or pavilion.
<b>Casual Use</b>	Sports field and pavilion bookings required for 'once off use' or short term bookings e.g. preseason and finals training, finals matches and school use.
<b>Community – Not for profit</b>	An organisation that does not earn profits, and any monies used are to pursue the organisation's objective.
<b>Lease</b>	Exclusive occupancy of a facility by a user group e.g. hockey pitches, club tennis courts and bowling greens etc.
<b>Open Space</b>	Areas which are not maintained to the standard of an active reserve and are primarily used for unstructured activities and play.
<b>Seasonal Use</b>	An allocation granting a user group use of a sports field and/or pavilion for the duration of a season. <b>Summer season 1 October – 31 March</b> <b>Winter season 1 April – 30 September</b>
<b>Season Creep</b>	Where the season fixture expands beyond the summer or winter tenancy period that is allocated to a user group. This can be due to association scheduling or extraordinary circumstances.
<b>Sport</b>	An organised activity that aims to promote physical activity and wellbeing.
<b>Sports Field</b>	The field of play for various sporting activities (i.e. football oval, soccer pitch, netball court, aero model field, archery field etc.)
<b>Structured Activity</b>	A formal activity that is organised by a group (e.g. a personal training group or sporting club.)
<b>Unstructured Activity</b>	A less formal activity for recreation or exercise purposes, that is not organised by a group (e.g. friends kicking a football on a sports field.)
<b>User Group</b>	An entity permitted to apply for use of a sports field, including sporting clubs, schools, personal trainers and commercial businesses.

## Policy Register

# Sporting Facilities Allocation Policy



## 6.0 RELATED POLICIES

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### Council Plans and Policies

- Council Plan 2017-21
  - Goal – Healthy Community
  - Goal – Liveable Places and Spaces
- Healthy City Strategy 2017-21
  - Focus Area – Healthy and Well
- Active for Life Recreation Strategy 2010-25 (2019 Review)
  - Priority Area 1
  - Action 1.3.3
- Seasonal Sports Pricing Policy
- Seasonal Allocation of Sporting Facilities – Conditions of Use

## 7.0 SUPPORTING PROCEDURES

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- Sporting Facilities Allocations Procedure

## 8.0 GUIDELINES

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No guidelines are applied.

## 9.0 RELATED LEGISLATION

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- Local Government Act 1989 – Conflict and Interest Provisions
- Associations Incorporated Reform Act 2012

## 10.0 SUPPORTING RESEARCH AND ANALYSIS

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Manningham Council owns and manages an extensive network of sport fields and pavilions that are used for a variety of purposes. The sustainable use of these sports fields and pavilions is integral to ensuring maximum usage, to accommodate ongoing participation growth.

The intent of this Policy is to meet insurance and risk obligations, whilst maximising sports field and pavilion usage. Significant benchmarking has occurred across Councils with similar Policies to better understand the industry approach and ensure best practice principles are applied.

**Policy Register**  
**Sporting Facilities Allocation Policy**



**11.0 DOCUMENT HISTORY**

<b>Policy Title:</b>	Sporting Facilities Allocation Policy
<b>Responsible Officer:</b>	Heather Callahan
<b>Resp. Officer Position:</b>	Coordinator Recreation
<b>Next Review Date:</b>	2024
<b>To be included on website?</b>	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°

### 11.3 2024 Manningham Community Fund Grant Program Recommendations

File Number: IN24/257  
Responsible Director: Director Connected Communities  
Attachments: 1 2024 Manningham Community Fund Recommendations (confidential)

#### PURPOSE OF REPORT

*This report advises Council of the outcome of the recent assessment of the 2024 Manningham Community Fund Grant Program.*

#### EXECUTIVE SUMMARY

*The Manningham Community Fund (MCF) supports and allocates funds to community organisations in Manningham with Deductible Gift Recipient (DGR) (1) status. The program operates under the umbrella of the Lord Mayor's Charitable Foundation.*

*Previously, eligible organisations for the MCF were identified through the Council's Annual Grants Program. Successful recipients received disbursements via the MCF, separate from the Annual Grants Program budget.*

*In 2024, funding recommendations must be provided to the Lord Mayor's Charitable Foundation by 3 June for Board endorsement on 20 June 2024. Unfortunately, this timeline doesn't align with the 2024 Annual Grant Program, scheduled for Council endorsement at its Council Meeting on 25 June 2024. Consequently, a separate grant round was necessary in 2024.*

*To ensure a fair and equitable process, an Expression of Interest (EOI) was initiated in February 2024 for 18 eligible organisations known to Council. Applications were submitted via SmartyGrants, with funding of up to \$10,000 per organisation available, totalling \$20,723 for the 2024 program. The EOI closed in March 2024.*

*Five applications were received requesting \$43,790.75 in funding. The applications were assessed by the MCF Panel in April, comprising Mayor Cr Carli Lange, Cr Andrew Conlon, and Vanessa Bove, Manager Economic and Cultural Activation.*

*The assessment panel has recommended three grant applications to the Lord Mayor's Charitable Foundation, totalling \$20,723 in funding.*

#### Conflict of Interest

**The Mayor stated:** "Councillors, I wish to disclose that I have a material conflict of interest in this item, my interest being that my children attend the school where one of the applicants is based. I will be leaving the chamber for the duration of this matter".

Councillor Laura Mayne, as Deputy Mayor, could you please assume the Chair as I leave the meeting for the duration of this item?"

*Having disclosed her conflict of interest the Mayor left the meeting at 7:53pm and returned at 7:57pm after the matter had been finalised. The Mayor took no part in the discussion or voting on this item.*

*The Deputy Mayor assumed the role as chairperson for this item.*

### **COUNCIL RESOLUTION**

**MOVED: CR ANDREW CONLON**  
**SECONDED: CR ANNA CHEN**

**That Council supports the MCF Panel's recommendations to the Lord Mayor's Charitable Foundation for the 2024 Manningham Community Fund Grant Program, with a funding allocation of \$20,722.75.**

**CARRIED UNANIMOUSLY**

## **2. BACKGROUND**

- 2.1 The Manningham Community Fund has been established as a partnership between Manningham Council and the Lord Mayor's Charitable Foundation. The fund has distributed more than \$197 million to charities across Victoria since its inception in 1923.
- 2.2 The Lord Mayor's Charitable Foundation oversees the Manningham Community Fund, which is financed through various channels, including proceeds from the annual Monster Community Raffle, direct donations, and contributions from the Lord Mayor's Fund. The MCF operates as a perpetual entity, with the interest earned on the principal sum available for distribution to local charities. These funds aim to support projects that benefit the Manningham community.
- 2.3 The fund balance as at the 30 June 2023 was \$508,271, providing a grant distribution budget of \$20,723 to be expended by 30 June 2024.

## **3. DISCUSSION / ISSUE**

- 3.1 Funding recommendations must be provided to the Lord Mayor's Charitable Foundation by 3 June for Board endorsement on 20 June 2024.
- 3.2 Previously, eligible organisations for the MCF were identified through the Council's Annual Grants Program. Successful recipients received disbursements via the MCF, separate from the Annual Grants Program budget. Unfortunately, this timeline doesn't align with the 2024 Annual Grant Program, scheduled for Council endorsement during its Council Meeting on 25 June 2024. Consequently, a separate grant round was required in 2024.
- 3.3 Applications for the Manningham Community Fund were accessible to organisations with DGR (1) status from 5 February to 12 March 2024. The program's availability was promoted through postings on the Council's website and direct emails sent to organisations within Manningham that hold DGR (1) status.

- 3.4 The grant program received 5 applications requesting funding of \$43,790.75.

Applicant	Project Title	Total Amount Requested
Batyr Australia Limited	Empowering the Youth of Manningham to Live Mentally Healthy Lives	\$ 8,500.00
Doncaster Community Care and Counselling Centre Inc. (Doncare)	Emergency Food Relief	\$10,000.00
Kevin Heinze Grow	Growing together: peer group counselling for young carers	\$10,000.00
Pentecost Care	24/7 Food Relief Pantry	\$8,600.00
St John Ambulance Australia (Victoria) Inc	CPR training equipment for St John Manningham Division	\$6,690.75

- 3.5 All applications met the eligibility criteria and proceeded to the assessment stage.
- 3.6 The applications were assessed by the Manningham Community Fund Panel consisting of the Mayor Cr Carli Lange, Cr Andrew Conlon, and Vanessa Bove, Manager Economic and Cultural Activation.
- 3.7 The Panel convened for deliberation on 24 April 2024, and after careful consideration, the attached applications have been recommended for funding. These recommendations are to remain confidential as the final endorsement will be made by the Lord Mayor's Charitable Foundation Board, not Council.
- 3.8 These recommendations will be presented to the Lord Mayors Charitable Foundation Board on the 20 June 2024 for endorsement.
- 3.9 Once endorsed by the Foundation's Board, the successful applicants will receive the funding directly from the Lord Mayor's Charitable Foundation in July 2024.
- 3.10 Unsuccessful applicants will be contacted by Council officers and invited to discuss their application. They will receive guidance on how to improve their applications for future success, as well as information on other grant programs that may assist them.

#### 4. COUNCIL PLAN / STRATEGY

- 4.1 Council Plan 2021 – 2025

Goal 1.1: A healthy, resilient, and safe community  
Goal 1.2: Connected and inclusive community

- 4.2 Health & Wellbeing Strategy 2021 – 2025

Priority 1: Improved social and emotional wellbeing  
Priority 3: Increased active lifestyle  
Priority 7: Increased connection to and engagement in community life

## 5. IMPACTS AND IMPLICATIONS

### 5.1 Finance / Resource Implications

Funding for this program is provided directly by the Lord Mayor's Charitable Foundation, with no financial impact on Council.

## 6. IMPLEMENTATION

### 6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Group	<ol style="list-style-type: none"> <li>1. Manningham Community Fund applicants</li> <li>2. Community</li> </ol>
Where does it sit on the IAP2 spectrum?	Inform
Approach	<p>Successful applicants will be notified following the Lord Mayor's Charitable Foundation Board endorsement on 20 June 2024. Subsequently, a public announcement will be made available on Council's website.</p> <p>Unsuccessful applicants will be contacted by Council officers and invited to discuss their application. They will receive guidance on how to improve their applications for future success, as well as information on other grant programs that may assist them.</p>

### 6.2 Timelines

The recommendations supported by Council) will be forwarded to the Lord Mayor's Charitable Foundation Board on 20 June 2024 for their endorsement.

Once endorsed, applicants will be notified of the outcomes of their applications. Successful applicants will receive funding directly from the Lord Mayor's Charitable Foundation in July 2024.

## 7. DECLARATIONS OF CONFLICT OF INTEREST

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



## 12 CITY SERVICES

### 12.1 The Pines Update

File Number: IN24/274  
Responsible Director: Director City Services  
Attachments: 1 Draft MOU (confidential)

#### PURPOSE OF REPORT

*To consider supporting officers to enter into an agreement between The Pines Shopping Centre and Manningham, noting the work to date and the intent of the future of the precinct.*

#### EXECUTIVE SUMMARY

*Council officers have been working with the Haben Property Fund Investor ('Haben') and manager of The Pines Shopping Centre at 181 Reynolds Rd, Doncaster East to seek improvements to adjoining land between the sites.*

*Positive steps have been undertaken to date with an agreed position now being reached between the parties to develop a precinct plan for the site.*

*Officers seek to enter a Memorandum of Understanding (MOU) with Haben to outline each party's intent of coming to an agreement through the establishment of shared key objectives and goals.*

*Officers will commence precinct planning of the site whilst Haben investigate significant traffic work to their carpark with the aim of forming a shared plan by mid-next year.*

#### COUNCIL RESOLUTION

**MOVED: CR MICHELLE KLEINERT OAM**  
**SECONDED: CR CARLI LANGE**

**That Council:**

- A. Supports the execution of the negotiated Memorandum of Understanding between Haben Property Fund Investors and Manningham Council;**
- B. Notes the update of work to date with the Haben Property Fund Investors, owners of The Pines Shopping Centre - 181 Reynolds Rd, Doncaster East; and**
- C. Notes information to be shared publicly on both the Haben Property Fund Investors and Manningham websites about the early planning for the precinct.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 Council owns land directly adjoining The Pines Shopping Centre to the north. Haben identified an opportunity to partner with Council on a long term, joint vision to the site. The vision will activate the site further and encourage more activity and easier access around the car park.
- 2.2 Given the close alignment with the Strategic Property Portfolio and the other precinct work currently underway, this project sits within the property portfolio program.
- 2.3 Initial stages of the project have included a traffic study and review of car parking across the site, to identify opportunities to unlock land parcels between the Pines Learning Hub (located on Council owned land) and the shopping centre.
- 2.4 We are also investigating community infrastructure needs within Doncaster East and potential upgrades/consolidation of services, whilst considering the strategic needs of Council's land holdings on the site.
- 2.5 Both parties have been eager to work together to produce a combined vision.

## 3. DISCUSSION / ISSUE

- 3.1 A workshop was held in July 2023 between Haben and officers to plan a way forward. Traffic obstacles were identified, and a way forward was agreed upon. Haben and Officers agreed on shared costs to investigate traffic solutions to better improve flow of traffic, delivery vehicles and the bus terminal.
- 3.2 This work is rounding completion with a major solution identified. This work allows the partnership to continue into the next phase.

### Proposed Next Steps

- 3.3 Both parties have agreed to enter a Memorandum of Understanding (MOU) outlining intention to work towards a shared plan for the precinct (see Attachment 1).
- 3.4 Councillor support is sought for the CEO to sign the MOU representing Manningham Council.
- 3.5 Following the MOU, Council will begin master planning of Council's land, working with Connected Communities to identify community infrastructure needs and land placement.
- 3.6 Both parties will be aiming for an agreed Master Plan by mid next year.

## 4. COUNCIL PLAN / STRATEGY

- 4.1 The Strategic Property Portfolio aligns with Goal 5.1 of the Council Plan – to support a financially sustainable Council that manages resources effectively and efficiently.

- 4.2 The Liveable City Strategy 2040 (LCS) is Manningham’s 20-year plan to improve the liveability of our municipality, from our urban/suburban neighbourhoods to our rural areas – providing choice in how we live, work and play. The following key direction is identified - ‘*DE1.1b Working in partnership with private landowners, develop a vision for The Pines (northern car park), to facilitate redevelopment outcomes.*’. This project aligns heavily with the outcomes of the LCS.
- 4.3 ‘*The Pines Activity Centre Structure Plan*’ (September 2011) sets the strategic direction to guide development and land use in the precinct. Several Actions within the Structure Plan support a shared vision to the site and ‘*encourages high quality urban plazas*’. Any future proposals will need to align with the Structure Plan.

**5. IMPACTS AND IMPLICATIONS**

5.1 Finance / Resource Implications

The future of SPP sites has the potential to significantly enhance the financial capacity of Manningham to diversify its revenue streams, providing medium and long-term benefit to the Manningham community by continuing delivery or enhancement of services.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Both parties acknowledge the importance of community consultation and have identified this as a hold point once a draft shared plan is developed. In the meantime, officers will continue to engage PTV to ensure improvements to the bus terminal can be achieved.

Is engagement required?	Yes
Stakeholder Groups	1.Public Transport Victoria (PTV)
Where does it sit on the IAP2 spectrum?	Inform Consult Involve
Approach	Communication material – information about the early planning to be made public on the Haben and Manningham websites.

6.2 Timelines

- 6.2.1 Memorandum of Understanding – end of financial year.
- 6.2.2 Initiate master planning work – July 2024.
- 6.2.3 Agreed plan with Haben – Mid 2025.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

## 13 EXPERIENCE AND CAPABILITY

### 13.1 Manningham Quarterly Report, Quarter 3 (Jan-Mar), 2023/24

File Number: IN24/272  
Responsible Director: Director Experience and Capability  
Attachments: 1 Manningham Quarterly Report, Quarter 3, 1 January to 31 March 2023/24 [↓](#)

#### PURPOSE OF REPORT

*The report is to provide Council with a performance overview for the quarter to meet legislative requirements, and in areas of particular interest in the delivery of the Council Plan 2021-2025.*

#### EXECUTIVE SUMMARY

*The Manningham Quarterly Report (Report) details performance in key areas including finance, capital works, progress of 2021-2025 Council Plan, environment, governance, expenses, customer, community engagement, and CEO Performance Indicators for the quarter covering 1 January - 31 March 2024.*

#### COUNCIL RESOLUTION

**MOVED: CR GEOFF GOUGH**  
**SECONDED: CR STEPHEN MAYNE**

**That Council note the Manningham Quarterly Report for Quarter 3 (Jan-Mar) 2023/24 shown at Attachment 1.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

2.1 The Manningham Quarterly Report (Report) meets the reporting requirements of the Local Government Act 2020, and Council policies for finance, capital works, governance, and progress of the 2021- 2025 Council Plan.

#### DISCUSSION / ISSUE

Full details are in the Manningham Quarterly Report (attached). The summary as at 31 March 2024 is:

#### 2.2 Section 1: Capital Works

2.2.1 The Capital Works Program is progressing very well this financial year, with expenditure exceeding expectations so far. Providing this trend continues it is probable that both the financial and non-financial key performance indicators will be met:

- \$27.76m has been spent on Infrastructure capital projects (57% of budget).

- \$20.73m has been spent on Infrastructure maintenance (72% of budget).

2.2.2 Assets and facilities that have been completed by end of March included Swanston Reserve Skate Facility Renewal, Arundel Road and Pine Avenue Park Orchards Drainage, Finns Reserve Scouts upgrade, Deep Creek Reserve Pavilion Redevelopment, 69 Atkinson Street, Templestowe Drainage, Park Orchards Tennis Club Court Upgrade.

## 2.3 Section 2: Financial Status

2.3.1 Council's year to date (YTD) Operating Surplus was \$14k or 0.04% unfavourable compared to the YTD Adopted Budget.

## 2.4 Section 3: 2021-2025 Council Plan

2.4.1 All Major Initiatives are on track.

## 2.5 Sections 4: Councillor Expenses and 5: Chief Executive Expenses

2.5.1 All Councillors are within allowance.

## 2.6 Section 6: Climate Response and Environment

2.6.1 Focus Area: **reducing our carbon emissions and increasing our renewable energy capacity** with a summary of Council's emission profile, climate action over the years, and key achievements and challenges.

## 2.7 Section 7: Community Engagement

2.7.1 Community engagement activities for the quarter featured Capital Works in Warrandyte and Wonga Park, a call for thematic environmental history stories, and play space upgrades including Katrina Gully Reserve. Feedback will be presented to Council separately.

2.7.2 An overview of the recent budget consultation feedback is included.

## 2.8 Section 8: Customer Experience

2.8.1 Resolution of requests within SLA is high 94%, exceeding the Key Performance Indicator (KPI). Acknowledgement of requests remains below the KPI level at 46%. This is a focus area for improvement and there is an overall upwards trend.

## 2.9 Section 9: Well Governed

2.9.1 *Statutory Planning*: There has been a slight decrease in planning applications received from 224 in Quarter 2 to 208 in Quarter 3 following a number of companies closing for the post-Christmas period. In addition, there has been a reduction in number of applications determined overall, due to issues with corporate systems after a recent upgrade. We are actively investigating the matter with our vendor.

2.9.2 *Council Decision Making*: 4 out of 19 (or 20%) decisions were made closed to the public, with 96% Councillor attendance at Council Meetings.

## 2.10 Section 10: Chief Executive Key Performance Indicators (CEO KPIs)

2.10.1 The Chief Executive and Councillors develop an annual set of KPIs for the Chief Executive's particular focus in areas to improve outcomes for our community, municipality and in organisational excellence.

2.10.2 The suite of indicators is for 1 September 2023 – 30 September 2024. There are 31 CEO KPIs on improving outcomes through the delivery of Council Plan, key infrastructure and environmental projects, financial sustainability, service quality and asset management, customer experience, community engagement, governance and organisational development. Progress will be included in this Report each quarter, with correction action for those in monitor or off track added.

2.10.3 28 indicators are either on track (26) or complete (2). Three indicators are being monitored closely, with the corrective action below:

- **service performance: maintain or improve our Indicator results from 2022/23.** Recent corporate system changes are impacting performance in statutory planning and two other service areas. We are actively investigating the matter with our vendor.
- **customer requests in time: 85% of customer requests acknowledged in 2 business days.** Although we are meeting the 85% target for resolving customer requests in time, we are below target in acknowledging customer requests in time. We have recently found that officers are not always registering acknowledgement in the Customer Relationship System (CRM), which could be affecting data accuracy. We are conducting CRM training across the business to address this promptly.
- **deliver Capital Works - 60% of budget met by March and 90% met by June.** At the end of March \$27.8 million in infrastructure expenditure had been recorded, or 57% of the budget. This is better than the long-term average for this time of year, but slightly under the stretch goal KPI of 60% of budget spent by March. At this point in time several indicators, including better than average expenditure for this quarter, historically low carry forward nominations and significant levels of commitments are suggesting that the June KPI of 90% of budget spent should be able to be realised. The future of several significant projects should become clearer in April at which time this outlook may need to be reviewed.

## 3. COUNCIL PLAN / STRATEGY

3.1 The Manningham Quarterly Report includes all themes of the Council Plan, Council's mission and the Community Vision 2040.

**4. IMPLEMENTATION**

4.1 Communication and Engagement

Stakeholder Groups	Council and the community
Is engagement required?	No
Where does it sit on the IAP2 spectrum?	Inform
Approach	The Quarterly Report will be on Council’s website.

**5. DECLARATIONS OF CONFLICT OF INTEREST**

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

Quarter 3

1 January to 31 March 2024

# Manningham Quarterly Report

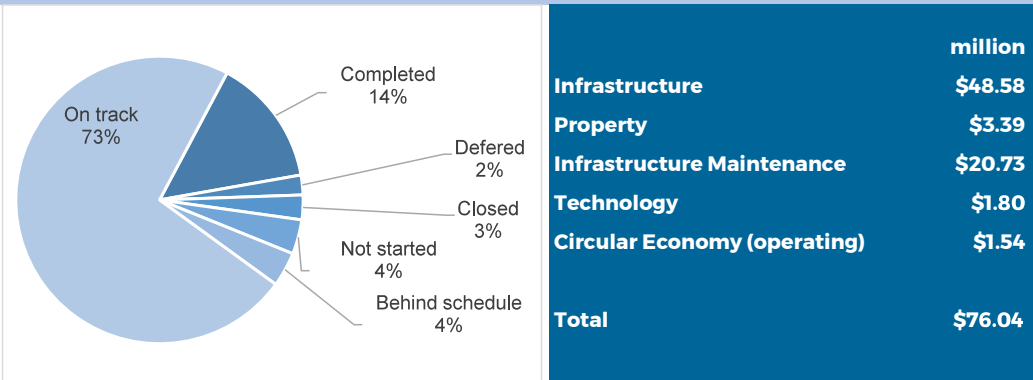
*Key information on our performance and governance*





# 1. Capital Works

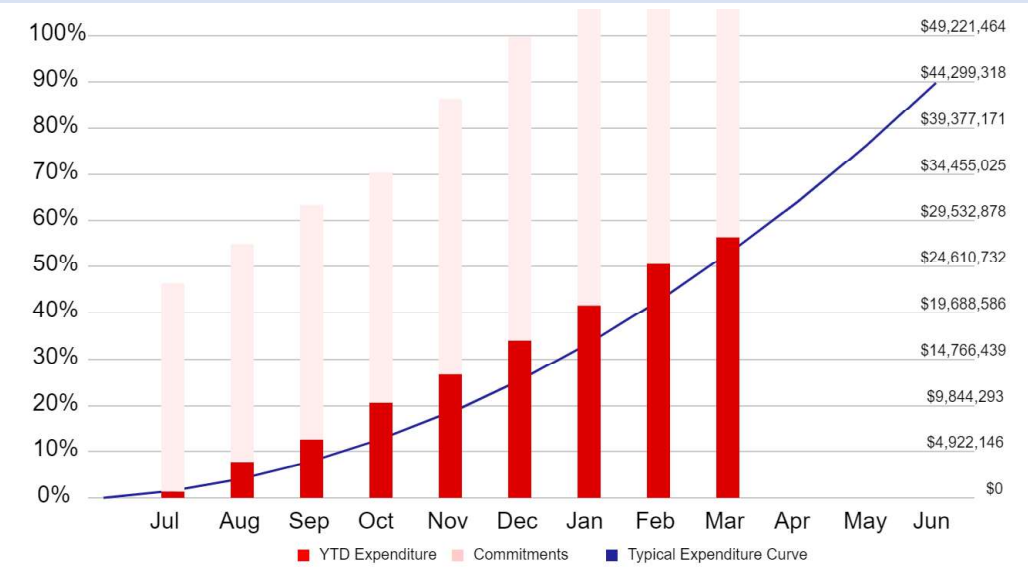
## Project Overview



	million
<b>Infrastructure</b>	<b>\$48.58</b>
<b>Property</b>	<b>\$3.39</b>
<b>Infrastructure Maintenance</b>	<b>\$20.73</b>
<b>Technology</b>	<b>\$1.80</b>
<b>Circular Economy (operating)</b>	<b>\$1.54</b>
<b>Total</b>	<b>\$76.04</b>

Program Complete	Projects Complete	Value of Capital Works	Capital Income & Grants
<b>59%</b>	<b>14%</b>	<b>\$48.58m</b>	<b>\$4.14m</b>

## Year to Date Expenditure



## Capital Spotlight

- The Capital Works Program is progressing well this financial year, with expenditure continuing to exceed expectations so far. It is very likely that both the financial and non-financial key performance indicators for the Program will be exceeded.
- As of 31 March 2024:
  - \$27.76m has been spent on Infrastructure capital projects. (57% of budget).
  - \$20.73m has been spent on Infrastructure maintenance. (72% of budget).
- Assets and facilities that have been completed by end of March included Swanston Reserve Skate Facility Renewal, Arundel Road & Pine Avenue Park Orchards Drainage, Finns Reserve Scouts upgrade, Deep Creek Reserve Pavilion Redevelopment, 69 Atkinson Street, Templestowe Drainage, Park Orchards Tennis Club Court Upgrade.

## 2. Financial Status

### Year to Date (YTD) Income Statement

Account Group	YTD Current Budget \$'000	YTD Actuals \$'000	YTD Variance \$'000	YTD Variance %	Annual Adopted Budget \$'000	Annual Forecast \$'000
<b>1. Income</b>						
Rates - General	104,508	104,367	(141)	(0.1%)	104,854	105,190
Rates - Waste	17,490	17,597	107	0.6%	17,496	17,613
Statutory Charges, Fees & Fines	2,660	2,340	(319)	(12.0%)	3,588	3,254
User Charges	7,173	6,682	(491)	(6.8%)	9,397	8,886
Interest Received	2,400	3,070	670	27.9%	3,200	3,950
Grants & Subsidies	4,997	5,730	734	14.7%	9,273	10,108
Capital Grants & Contributions	1,204	831	(373)	(31.0%)	3,953	3,936
Other Income	4,080	3,190	(890)	(21.8%)	6,433	5,679
Net gain/(loss) on disposal of Property, Infrastructure, Plant and Equipment	157	1,306	1,149	730.4%	186	1,287
<b>Total 1. Income</b>	<b>144,669</b>	<b>145,114</b>	<b>446</b>	<b>0.3%</b>	<b>158,380</b>	<b>159,903</b>
<b>2. Expenditure</b>						
Employee Costs	43,909	42,696	1,213	2.8%	59,108	58,395
Materials & Contracts	25,396	25,776	(380)	(1.5%)	34,809	36,899
Interest	22	15	7	31.1%	42	58
Utilities	1,880	1,592	287	15.3%	2,492	2,341
Other	16,929	17,394	(465)	(2.7%)	19,309	21,033
Depreciation	23,376	24,498	(1,122)	(4.8%)	31,168	32,557
<b>Total 2. Expenditure</b>	<b>111,513</b>	<b>111,973</b>	<b>(460)</b>	<b>(0.4%)</b>	<b>146,928</b>	<b>151,283</b>
<b>Operating Surplus / (Deficit)</b>	<b>33,156</b>	<b>33,142</b>	<b>(14)</b>	<b>(0.0%)</b>	<b>11,452</b>	<b>8,620</b>

### Executive Summary

At the end of March 2024, Council's year to date (YTD) Operating Surplus was \$14k or 0.04% unfavourable compared to the YTD Adopted Budget.

The key unfavourable variances include:

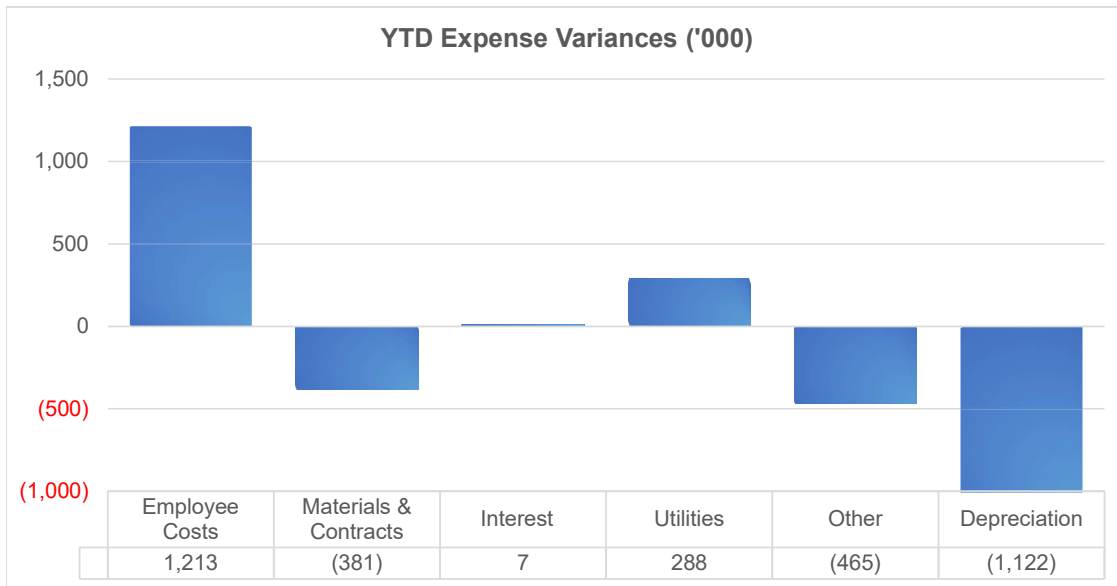
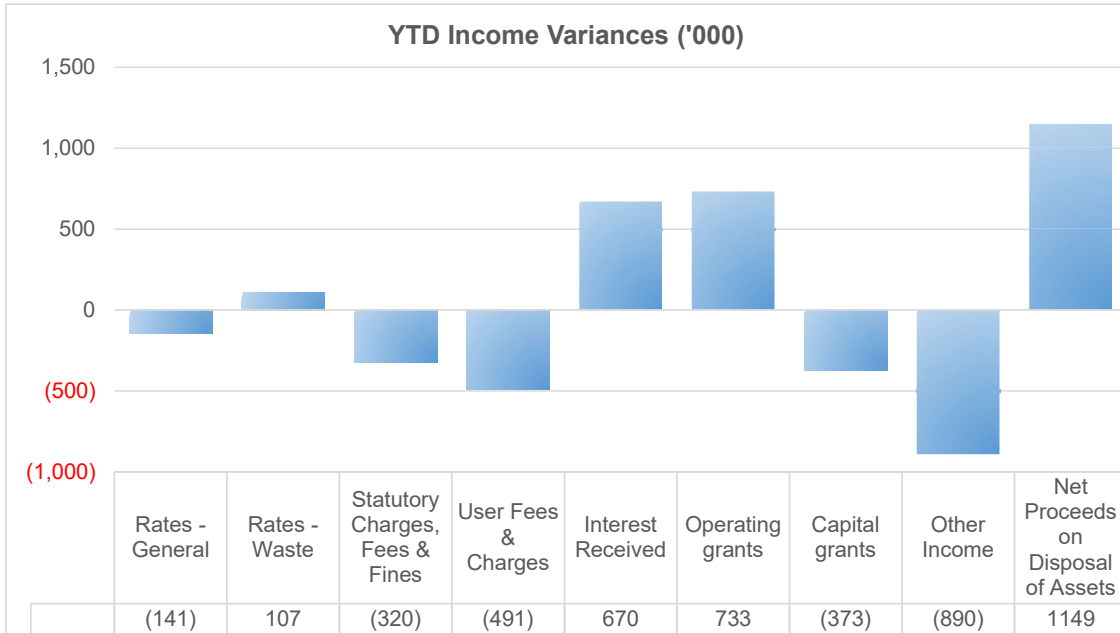
- \$1.12 million unfavourable Depreciation - mainly due to an increase in the value of Roads and Drainage assets at the end of last financial year, leading to higher annual depreciation expenses.
- \$890k unfavourable Other Income predominantly due to Developer Contributions being \$889k lower than budgeted.
- \$491k unfavourable User Charges - Less than budgeted activity from Community Venues & Functions, and also Recreation & Leisure. Children & Family Services are also unfavourable through Early Years @ MC<sup>2</sup>. This is partly offset through unbudgeted Container Deposit Scheme shared agreement payment and timing of MC<sup>2</sup> tenancy outgoings.
- \$465k unfavourable Other - Software licences (\$381k unfavourable), legal expenses (\$120k unfavourable) and catering costs (\$170k unfavourable) being greater than anticipated, and insurance claims \$107k - partly offset through favourable consultancy expenditure \$224k and staff training \$131k.
- \$441k unfavourable Materials & Contracts - Sustainable Futures \$1.17 million, partly offset by favourable variances in Information Technology \$341k and Business Enablement \$471k.
- \$373k unfavourable Capital Grants income due to unfavourable Federal Capital Roads To Recovery funding (timing) partially offset by a combination of early receipt of Federal grants and unbudgeted Local Roads and Community Infrastructure Program Phase 2 final payment.
- \$319k unfavourable Statutory Charges Fees & Fines due to lower than anticipated Parking Infringement income (\$239k less than budgeted) and Infringement Court income \$52k, and unfavourable fire infringement income (\$78k), partly offset through favourable local law and animal infringements.
- \$141k unfavourable Rates General income - mainly Supplementary Rates income adjustments due to properties acquired by the State Government for the NEL Project no longer being rateable, partly offset by a greater than anticipated interest on rates in arrears.

These are partly offset by:

- \$1.21 million favourable Employee Costs due to a large number of vacancies across the organisation.
- \$1.15m favourable Disposal of Assets from sale of land (Fitzsimons Lane upgrade compulsory land acquisition by the State Government) and depot machinery sales.
- \$734k favourable Operating Grants from greater than anticipated aged services funding during the final year of service and also unbudgeted feasibility grants for Community Participation. Sustainable Futures have also received unbudgeted funding towards climate and environmental projects.
- \$670k favourable Interest Received due to a continuation of higher than average interest rates.
- \$287k favourable Utilities - City Infrastructure \$244k - LED street lighting \$196k favourable permanent savings, and timing for electricity and water payments.
- \$107k favourable Waste Service charge income - mainly Supplementary charges income exceeding the original budget.

## 2. Financial Status

### Year to Date Income and Expenditure Variances by Category



# 2. Financial Status

## Cash and Investments

Council's cash and cash investments balance as at 31 March 2024 is \$74.37 million

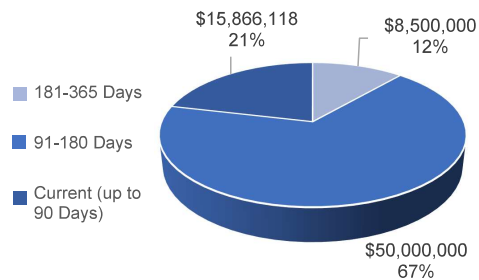
### Summary of Council Investments

Average Weighted interest rate	4.97%
Average monthly interest \$	\$383,774
Maximum interest rate earned	5.45%

### Investment by Risk (S & P Long Term Credit Rating)



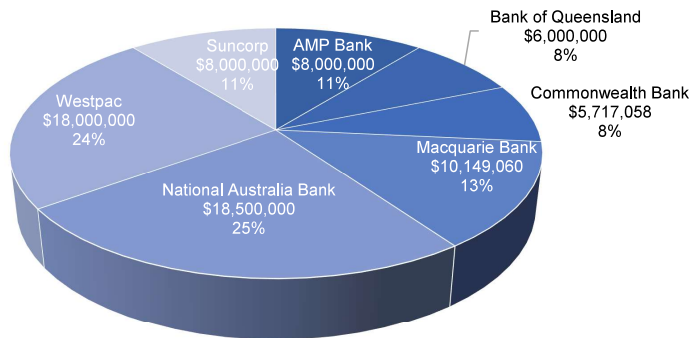
### Investment Term



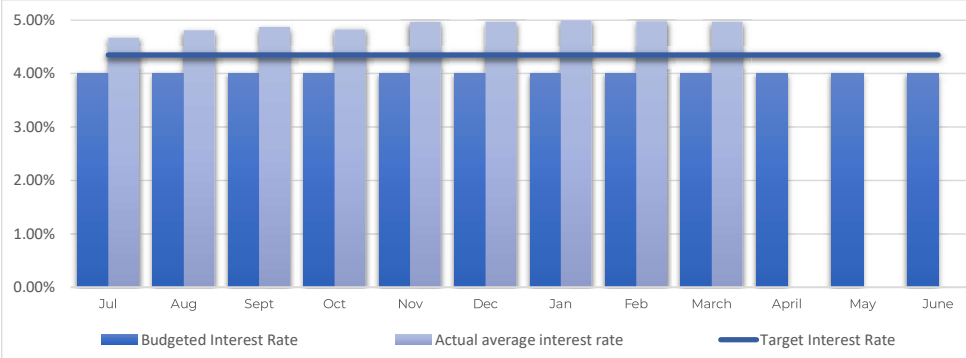
### What is the Standard & Poor (S & P) Risk Rating?

The S & P is a universal credit rating. There are 17 ratings, using letters A-D. This is achieved by doubling or tripling letters—the more the better. Ratings can include a plus sign (which is better than just letters) or a minus sign (which is worse than just letters). The best is "AAA." This rating means it is highly likely that the borrower will repay its debt. The worst is "D," which means the issuer has already defaulted.

### Investment Summary (by Institution)

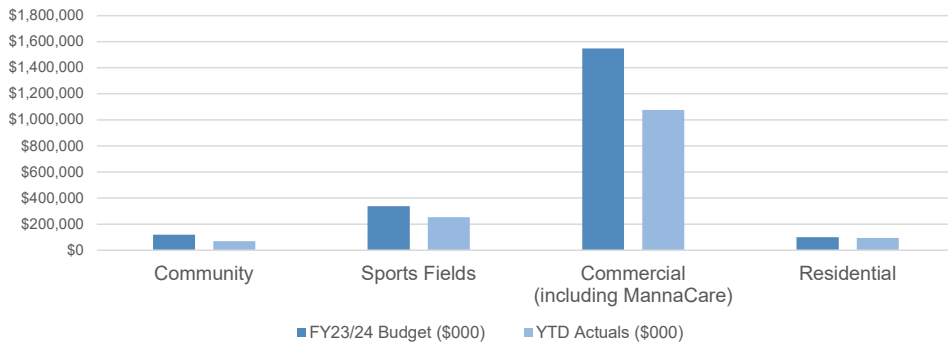


### Investment Benchmark Indicator

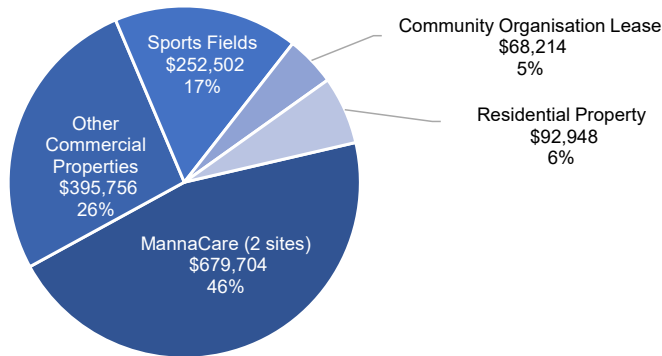


# 2. Financial Status

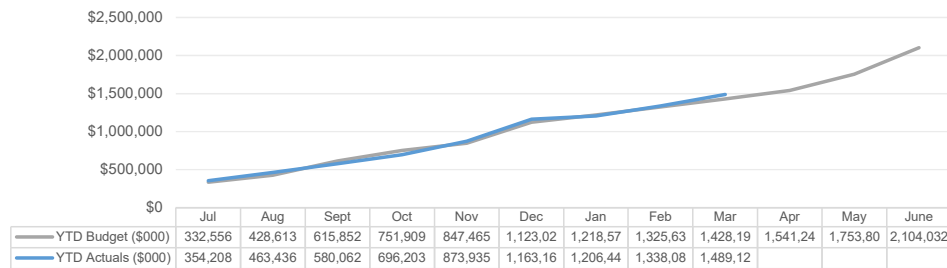
Rental Income by Property Type (Full Year Budget vs YTD Actual)



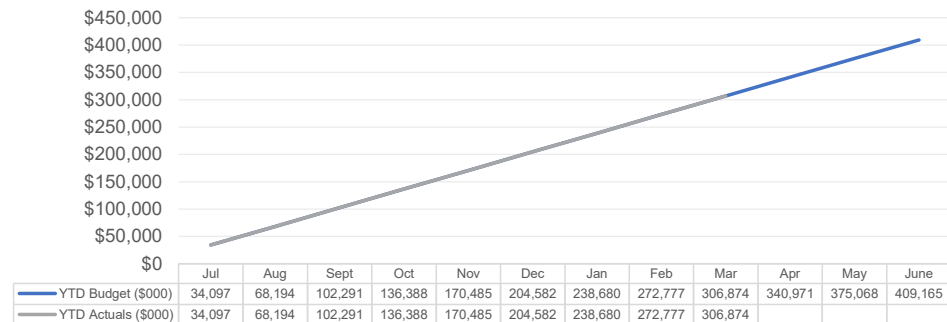
Rental Income (YTD)



Rental Income (YTD)



Leisure Services Contract Income (YTD)



## 2. Financial Status

### Balance Sheet

	March 2024 (\$)	June 2023 (\$)	Movement (\$)
<b>Assets</b>			
<b>Current Assets</b>			
Trade and Other Receivables	51,050,095	17,861,947	33,188,148
Accrued Income	1,688,722	1,984,245	(295,523)
Cash and Cash Equivalents	5,866,118	9,501,646	(3,635,528)
Other Financial Assets	68,500,000	80,500,000	(12,000,000)
Prepayments	300,977	1,875,524	(1,574,547)
	<b>127,405,912</b>	<b>111,723,362</b>	<b>15,682,550</b>
<b>Non-Current Assets</b>			
Investments in associates	3,155,658	3,155,658	0
Sundry Debtors - Non Current	595,537	634,546	(39,009)
Infrastructure, Property, Plant & Equipment	2,648,028,562	2,644,953,484	3,075,078
	<b>2,651,779,757</b>	<b>2,648,743,688</b>	<b>3,036,069</b>
<b>Total Assets</b>	<b>2,779,185,669</b>	<b>2,760,467,050</b>	<b>18,718,619</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	14,228,284	25,986,269	11,757,985
Provisions	13,280,675	15,309,475	2,028,800
Trust Funds and Deposits	12,477,700	13,295,881	818,181
	<b>39,986,659</b>	<b>54,591,625</b>	<b>14,604,966</b>
<b>Non-Current Liabilities</b>			
Provisions - Non Current	3,683,621	3,501,564	(182,057)
	<b>3,683,621</b>	<b>3,501,564</b>	<b>(182,057)</b>
<b>Total Liabilities</b>	<b>43,670,280</b>	<b>58,093,189</b>	<b>14,422,909</b>
<b>Net Assets</b>	<b>2,735,515,389</b>	<b>2,702,373,861</b>	<b>33,141,528</b>
<b>Equity</b>			
Accumulated Surplus	830,740,051	822,677,546	8,062,505
Reserves	1,871,633,808	1,872,098,399	(464,591)
Current Retained Earnings	33,141,529	7,597,915	25,543,614
<b>Total Equity</b>	<b>2,735,515,389</b>	<b>2,702,373,861</b>	<b>33,141,528</b>

### Reason for YTD variances

**Current Assets** have increased compared to 30 June 2023 due to the 2023/24 annual rates and charges being raised during July 2023 and treated as 'trade and other receivables' until paid.

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

**Non Current Assets** slightly increased compared to the 30 June 2023 figure mainly due to an increase in work in progress, partly offset by year to date depreciation and disposals.

*Non-current assets include property, infrastructure, plant & equipment and intangible assets represents 99.9 per cent of Council's non-current assets.*

**Current Liabilities** decreased compared to 30 June 2023 primarily due to the timing of payments to be made to creditors (trade and other payables).

**Non Current Liabilities** are slightly more than the 30 June 2023 figure.

**Equity** has increased compared to 30 June 2023 and is essentially related to the Year to Date Surplus.

*Equity includes Accumulated Surplus and Reserves. Reserves include Asset Revaluation reserves and other cash reserves which Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. This component includes Reserves such as the Open Space Reserve and the Doncaster Hill Development Contributions Plan Reserve. These amounts are transferred to or from the accumulated surplus of Council and are separately disclosed.*

## 2. Financial Status

### Cash Reserves

The Open Space (resort and recreation) Reserve was established to control contributions received from developers that will, upon completion of developments be utilised to acquire and create open space, and develop recreation and other facilities for residents in the respective development areas.

The Doncaster Hill activity centre DCP Reserve was established to control contributions levied on developers under the Doncaster Hill Development Contributions Plan Overlay (DCPO) and funds will be used to develop social and community infrastructure in accordance with the conditions contained in the DCPO.

\$'000	Opening Balance at 1 July 2023	YTD Actual Income at 31 Mar 2024	Forecast Expenditure 2023/24	Projected Reserve Balance
Open Space Reserve	\$14,898	\$2,861	\$5,163	\$12,596
Doncaster Hill DCP Reserve	\$977		\$438	\$539

### 2023/24 Open Space Reserve Contributions Summary

Property	Amount		Amount
<b>Bulleen 3105</b>		<b>Doncaster East 3109</b>	
130 Manningham Road	\$73,600	96 Beverley Street	\$246,000
28 Dumossa Avenue	\$67,500	23 Churchill Street	\$160,000
<b>Templestowe 3106</b>		950 Doncaster Road	\$148,000
5 Mayo Close	\$65,000	218 Blackburn Road	\$132,000
<b>Templestowe Lower 3107</b>		7 Morinda Crescent	\$132,000
15 Hazel Drive	\$135,000	3 Lord Street	\$126,000
22 Sunhill Road	\$66,000	18 Dryden Street	\$122,000
<b>Doncaster 3108</b>		20 Talford Street	\$120,000
22 Bayley Grove	\$140,000	16 Amdura Road	\$116,000
6 Gilmore Road	\$122,000	40 Cassowary Street	\$93,750
38 Frederick Street	\$120,000	3 Dryden Street	\$83,750
37 Thiele Street	\$104,000	27 Baratta Street	\$72,500
3 Thomas Court	\$75,000	69 Bowen Road	\$57,500
23 Buckingham Crescent	\$72,500	7 Marlene Close	\$20,000
23 Anthony Avenue	\$70,000	<b>Donvale 3111</b>	
6 Mervyn Street	\$30,600	354 Springvale Road	\$90,000
		<b>Total Year to Date</b>	<b>\$2,860,700</b>

# 3. Council Plan 2021-2025

## Our Community Vision 2040

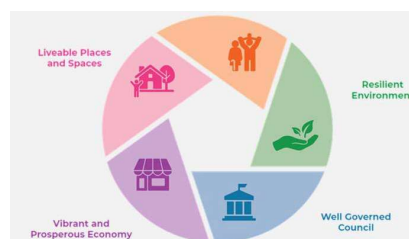
Manningham is a peaceful, inclusive and safe community. We celebrate life with its diverse culture, wildlife, and natural environment. We are resilient and value sustainable and healthy living, a sense of belonging, and respect for one another.

We're continuing to deliver on our Community Vision and Council Plan. For 2023/24 this includes:

- \$38 million for a Healthy Community
- \$24 million for Liveable Places and Spaces
- \$22 million for a Resilient Environment
- \$5 million for a Vibrant Prosperous Economy
- \$31 million for a Well Governed Council

Our Council Plan 2021-2025 has five themes:

- Healthy Community
- Liveable Places and Spaces
- Resilient Environment
- Vibrant and Prosperous Economy
- Well Governed Council



We have developed goals for each theme in consultation with our local community, partners, Councillors and staff. We are progressing the goals through actions and Major Initiatives each year.

Major Initiatives are significant pieces of work, usually over the four years of the Council Plan. There are 16 major initiatives and initiatives to progress our 2021-25 Council Plan goals. You can find the full details of previous quarters and our full year's progress in our Manningham Annual Report at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).

Tracking our progress: On Track ● Complete ● Off Track ●

### Action we have taken to progress the goals of our Council Plan Progress

	<b>Healthy Community</b>	<b>Goals:</b> <ul style="list-style-type: none"> <li>▪ A healthy, safe and resilient community</li> <li>▪ An inclusive and connected community</li> </ul>
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1. We will undertake evidence-based planning for equitable, inclusive and accessible services and infrastructure improvements for prominent issues including: ●

i. Continue Gender Impact Assessments (GIA) on Council policies, services and programs

<b>Action</b>	<ul style="list-style-type: none"> <li>▪ We are completing Gender Impact Assessments (GIA) as needed in line with our commitment to gender equality, and to fulfill requirements of the Victorian Gender Equality Act 2020.</li> <li>▪ Further training was organised on how to conduct a GIA and we are looking at ways to improve reporting.</li> <li>▪ Six GIAs were started in the last quarter, with one completed on the Car Share Policy.</li> </ul>	●
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ii. improve the range of accessible supports and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies ●

<b>Action</b>	<ul style="list-style-type: none"> <li>▪ Recommendations following the youth service review are now being implemented.</li> <li>▪ A new youth hub location has been confirmed at Manningham Community Centre (MC<sup>2</sup>) in Doncaster.</li> </ul>	●
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### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



#### Healthy Community

**Goals:**

- A healthy, safe and resilient community
- An inclusive and connected community

**iii. Continue collaborative forums to engage with businesses, community leaders, community groups and residents from culturally diverse backgrounds**



Action

- Our work to reduce the impact of racism continued to be a focus with Council hosting an event on 21 March in acknowledgement of the International Day of Elimination of Racial Discrimination. The event included the learnings of two local projects that are trying to identify ways to reduce locally based racism.
- Our Multicultural Communities Advisory Committee met to discuss issues of importance and provide a diversity lens over Council's major projects.

**iv. Investigate extended use of community facilities, including libraries, through a new Community Infrastructure Plan.**



Action

- Following the adoption of the Community Infrastructure Plan, we have started planning and design work for the proposed internal layout changes to the Doncaster Library and Bulleen Library. These have been included in Council's proposed 10-year capital works program.
- Usage data regarding kindergartens and early years facilities is also being collated.

**2. We will work to progress and deliver community outcomes in consultation with our advisory committees and local service providers, community groups, organisations and networks.**



Action

- We continued to work with our Advisory Committees at their quarterly meeting on issues of interest, and to provide advice on recent Council projects, policies and strategies, State and Federal Reviews and significant events and communications.
- This quarter our Advisory Committees gave feedback on topics including the Manningham Health and Wellbeing Action Plan, draft Gambling Policy, Food Insecurity and VicHealth project activities.

**3. We will support and educate to connect inclusive and healthy communities (inclusive of our First Nations and culturally diverse communities) through:**



**i. Environmental and waste program**

Action

- In partnership with Wurundjeri Woi-wurrung Cultural heritage Corporation and Banyule and Nillumbik Councils we delivered a program of cultural events to coincide with Spring Outdoors. Residents across the partnership region were invited to spend time in local reserves with Traditional Owners to enable residents to deepen their understanding and appreciation of the oldest continuous culture on Earth. These events were oversubscribed, acknowledging the importance of this partnership.

**ii. Implementing the Reconciliation Action Plan (RAP) to enhance recognition of First Nation Peoples**



Action

- The Manningham RAP implementation is progressing. Interpretative signage for Ruffey Lake Park is in development as well as an eastern region and a Manningham Yarning Circle on cultural workplace safety and employment. The information from the Yarning Circles have informed the preparation of our First Nations Employment Strategy.

**iii. Resources and information that link our community to understanding of and responses to family violence**



Action

We applied to the Victorian Government's *Free from Violence Local Government Program* that supports councils to embed gender equality and family violence prevention practices into their work and the programs and services they deliver. Unfortunately, we were unsuccessful in our application. The proposal has been reviewed so that we can use the *Free from Violence* framework to support implementation of relevant items using existing resources.

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress

	<p><b>Liveable Places and Spaces</b> <b>Goals:</b></p> <ul style="list-style-type: none"> <li>■ Inviting places and spaces</li> <li>■ Enhanced parks, open space, and streetscapes</li> <li>■ Well connected, safe and accessible travel</li> <li>■ Well utilised and maintained community infrastructure.</li> </ul>
	<p><b>4. We will implement our principles to guide responsible planning for new developments and enhance protection of the environment through implementation of high-priority recommendations of the Manningham Planning Scheme Review 2022.</b></p>
<p><b>Action</b></p>	<ul style="list-style-type: none"> <li>■ At the March Council meeting, Council endorsed the Manningham Residential Discussion Paper for the purposes of community consultation. The consultation will run from 8 April to 19 May.</li> <li>■ Two technical reports informed the Discussion Paper, including a draft Manningham Neighbourhood Character Study. The Study is based on nine Character Precinct Statements. The majority of the Statements reflect the strong value and identity of native and exotic vegetation within the area.</li> </ul>
<p><b>5. We will provide ways for people to connect by:</b></p> <p><b>i. funding to support community inclusion and connection to respond to priority community needs.</b></p>	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>■ The Annual Grant program opened for submissions in February 2024 and closed in early March.</li> <li>■ The Community Grants Program had 34 applications: 21 for Community Development, 2 for Arts, and 11 for Festival and Events. Applications are now being assessed for recommendations to Council in June.</li> <li>■ The Manningham Community Fund Program (Lord Mayor’s Charitable Foundation) opened an Expression of Interest targeted at 18 community organisations. Applications are now being assessed.</li> <li>■ The recent Small Grants round had 13 eligible applications, receiving a total funding of \$25,301.</li> </ul>
<p><b>ii. Transport options through the 2021 Transport Action Plan and by contributing to planning of the Suburban Rail Loop, Doncaster Busway, Bus Rapid Transit, bus network and service review and enhancing the walking and cycling network</b></p>	<p><b>Action</b></p> <p>We continued to work with the Suburban Rail Loop Authority on options for a future station in Doncaster Hill and to actively engage with the Department of Transport and Planning on the Eastern Suburbs Bus Review and bus reform.</p>
<p><b>iii. Community safety in and around schools through traffic and parking management programs</b></p>	<p><b>Action</b></p> <p>After meeting with Serpell Primary School, we have proposed changes to improve local safety, traffic flow and parking conditions on Tuckers Road and Burleigh Drive. The school leaders are considering new parking restrictions on Burleigh Drive, the removal of turn bans at Burleigh Drive and Tuckers Road intersection, and new parking spaces on Burleigh Drive. We are awaiting the school to confirm the next steps.</p>
<p><b>6. We will continue to improve our local roads, parks and recreation facilities (as scheduled) to a high standard:</b></p>	<p><b>i. Drains including Melbourne Hill Road Drainage Upgrade</b></p>
<p><b>Action</b></p>	<ul style="list-style-type: none"> <li>■ We completed significant parts of key drainage projects including Everard Drive (nearing completion, delayed due to Telstra works) and Melbourne Hill Road. Projects expected to be completed before June 24.</li> </ul>
<p><b>ii. Road Improvement Program including Jumping Creek Road, Templestowe Route and Tram/Merlin Traffic signals</b></p>	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>■ We furthered the Road Improvement Program significantly with projects either in the procurement phase or underway.</li> </ul>
<p><b>iii. Parks and Recreation Facilities upgrade including Ted Ajani playspace, Joroma Reserve playspace, Astelot Reserve playspace</b></p>	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>■ Ted Ajani and Joroma Reserve playspaces were re-opened to the community. Joroma Reserve upgrade included a new balance beam / tyre obstacle course, triple swing set, spring rocker, seat and picnic table, landscape rocks and slide/climbing unit. Astelot Reserve playspace upgrade will be completed by June.</li> </ul>

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



#### Liveable Places and Spaces

##### Goals:

- Inviting places and spaces
- Enhanced parks, open space, and streetscapes
- Well connected, safe and accessible travel
- Well utilised and maintained community infrastructure.

#### 7. We will continue to advocate to the North East Link Project (NELP) for improved outcomes for the Manningham community, particularly around urban design.

- Action**
- We continued to advocate for urban design outcomes through the ongoing review of design plans and liaising with NELP / SPARK & NELSA in relation to the Central tunnel package works and the southern package alliance Urban Design and Landscape Plan (UDLP).
  - Council lodged a formal submission to the Eastern Freeway Upgrades UDLP in late 2023.

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

##### i. Finalising the Community Infrastructure Plan and implementing the 20-year Action Plan

- Action**
- Our Community Infrastructure Plan and 20-year action plan was adopted and is now being implemented. A key action that we have started work on is a community facilities review in Warrandyte.

##### ii. Strengthen utilisation and performance of stadiums in conjunction with stadium managers

- Action**
- There were 323,553 attendances across Manningham's nine stadiums in Quarter 3, which exceeded Quarter 1 (303,185) and Quarter 2 (294,960) attendances. A highlight included the Australia Day Basketball Tournament hosted across 4 stadium venues, with over 35,000 attendances across the 4 days.

##### iii. Improve community access to sport and recreation facilities and spaces for broad community use and benefit

- Action**
- We increased access during the quarter through:
- A new dance school began at Leeds St Stadium and Manningham DISC in January. The program at Manningham DISC is for kinder aged children and the class at Leeds St Stadium is for teenagers.
  - Increased participation in table tennis at DISC by the Chinese Senior Citizen group.
  - Increased bookings at Leeds St Stadium by Manningham Pickleball.
  - Adding pre-season training at Mullum Mullum Stadium by the Richmond Wheelchair Football team.
  - A Melbourne United 2-day school holiday camp at Mullum Mullum Stadium.
  - A school holiday program of activities included '2 for 1' casual shooting at DISC, a Midnight Hoops Party at Mullum Mullum Stadium and a Carers Day at Mullum Mullum Stadium.

##### iv. Delivery of the Parks Improvement Program.

- Action**
- We continued to implement the Ruffey Lake Park Landscape Masterplan, with installation of new interpretive signs, the third exercise station with a ninja style and a new look-out deck with a shelter and picnic space. We are progressing with new trees and path upgrades. We awarded a tender for the installation of 2 new bridges and a boardwalk on the lake.
  - The new open space on Hepburn Road started construction in January and will be open in mid-2024.
  - The Victoria Street playspace will be open in mid-2024.
  - wonguim wilam has a new art piece installed by a First Nations artist with a new gathering space and a large boomerang.

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



#### Resilient Environment

**Goals:**

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

**9. We will deliver environmental activities to:**

**i. strengthen principles to protect the environment, biodiversity and wildlife**

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| <b>Action</b> | <ul style="list-style-type: none"> <li>■ We continued to improve our own environmental practices through the delivery of the Climate Emergency Action Plan including a ambitious zero emissions targets. Examples include the transition to electric cars for several of Council's fleet service.</li> <li>■ We started the review of the Sites of Biological Significance Report (2004) and mapping of the Sites is now complete. We are now reviewing the mapping information to create a list of priorities. This project will inform a review of the Manningham Planning Scheme and overlays to protect the Green Wedge.</li> </ul> |  |
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**ii. advocate to government and business on environmental issues**

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| <b>Action</b> | <ul style="list-style-type: none"> <li>■ We continued to work with the Northern Association of Greenhouse Alliance (NAGA) on a number of initiatives including sustainable procurement for the region, a Regional Offset Emissions Study, and a consistent approach to climate modelling and reporting.</li> </ul> |  |
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**iii. improve management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms**

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| <b>Action</b> | <ul style="list-style-type: none"> <li>■ We continued to review and map pest rabbit warrens, using <i>TreePlotter</i> software to develop a program.</li> <li>■ Our Bushland maintenance contract continued to run as planned and quotes were also sourced for a roadside vegetation program. Significant weed management was undertaken at Ruffey Lake Park.</li> </ul> |  |
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**v. explore biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria**

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| <b>Action</b> | <ul style="list-style-type: none"> <li>■ We delivered a program of events combining biodiversity action and awareness and cultural engagement by partnering with the Wurundjeri Land Council for program development and delivery including On Country walks.</li> <li>■ We planned a Manningham schools program for Term 2, with the Wurundjeri Land Council educating primary school students about Country and cultural awareness.</li> </ul> |  |
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**vi. stewardship in building sustainable waste management practices with the community**

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| <b>Action</b> | <ul style="list-style-type: none"> <li>■ We demonstrated stewardship in waste management with continued:                             <ul style="list-style-type: none"> <li>➢ benchmarking and exploring opportunities to implement a separate glass service in the next two years, to align with Victorian government policy.</li> <li>➢ work with the community to reduce contamination to further decrease waste to landfill.</li> <li>➢ activities and support to support the community to maximise the benefits following the recent introduction of Food Organics, Green Organics (FOGO) and the Container Deposit Scheme (CDS).</li> </ul> </li> </ul> |  |
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### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



#### Vibrant and Prosperous Economy

**Goals:**

- Grow our local business, tourism and economy

**10. We will support local business and the City through:**

- i. **increase procurement with organisations that produce economic, environmental, and social outcomes for Manningham**

Action

- We embedded the desired economic, environmental, and social outcomes in our procurement process and templates. We continued to explore ways to capture and report the outcomes.

- ii. **capacity building and support through business development activities**

Action

- We provided support to the recently formed Jackson Court Trader Association to build their governance and operational capacity.
- We further explored options for the development of trader groups within the municipality.

- iii. **explore local opportunities to support local businesses to collaborate via a Hub / co-working space**

Action

- A preferred location has been selected for a co-working space and three costing scenarios were created and presented to Council with acceptance of the preferred option.
- We have undertaken site visits to further determine the scope of works. An implementation plan is being prepared and will be presented to Council by the end of June 2024.

- iv. **activities to encourage and support tourism and employment opportunities.**

Action

- We are now exploring new approaches to investment attraction, which aim to have added benefits to employment and local tourism.
- We continued to work with Onemda to develop a program to support people to gain experience in the hospitality sector. Participants work through how to deliver outcomes in a real world situation before exploring options for further employment within the Manningham business community.

### 3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



Well Governed Council

**Goals:**

- A financially sustainable Council that manages resources effectively and efficiently
- A Council that values our customers and community in all that we do change

**11. Explore different ways to improve community satisfaction with our communications on local community issues, services and activities** ●

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| Action | <ul style="list-style-type: none"> <li>■ We endorsed a Deliberative Panel for 2024/25. This will be the first time Manningham Council has a one-year panel with community members deliberating on topics to inform our next Council Plan and other strategies.</li> <li>■ We started a review of our Manningham Matters magazine so that we continue to meet community expectations.</li> <li>■ We scheduled more community engagement training so that our people are familiar with core community engagement principles in our delivery of community engagement activities.</li> </ul> |
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**12. Explore ways to enhance performance reporting across social, environment and economic outcomes against community need.** ●

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| Action | <ul style="list-style-type: none"> <li>■ We are exploring ways to further enhance our performance reporting in our Annual Report using case studies and the voices of our customers and community.</li> </ul> |
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**13. Improve our customers experience to better understand and meet their specific needs.** ●

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| Action | <ul style="list-style-type: none"> <li>■ We pro-actively implemented quality assurance measures in our contact centre to improve staff training and better respond to customer needs across contact channels including phone and front counter.</li> <li>■ We planned for the introduction of a new telephone system which will enhance direct customer feedback mechanisms and information for phone interactions.</li> </ul> |
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**14. We will ensure our long-term financial sustainability by preparing our Budget and 10-year Financial Plan incorporating key strategies to Council by 30 June 2024.** ●

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| Action | <ul style="list-style-type: none"> <li>■ The development of a financially sustainable new draft 2024/25 Long Term Financial Plan and draft 2024/25 budget are well underway.</li> <li>■ Community engagement was undertaken on Your Say Manningham from November 2023 to January 2024. A record number of responses from our community were received and a successful budget pitch opportunity for our community was held in March 2024.</li> </ul> |
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**15. We will maximise public value through the systematic planning and review of Council's services and effective, early and broad engagement on projects.** ●

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| Action | <ul style="list-style-type: none"> <li>■ We completed the 2023/24 Program of identified service reviews to identify gaps and improve service outcomes. Reviews for Engaged Communities, Youth Services, Freedom of Information, and Fleet Services are complete. Function Centre and Arts, Culture and Local History are at the final report stage.</li> </ul> |
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**16. We will take a proactive and motivated approach to be an open and transparent Council.** ●

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| Action | <ul style="list-style-type: none"> <li>■ We created a working group to identify more opportunities to increase our transparency.</li> <li>■ We started to explore the creation of a transparency page on Council's website, where certain data sets are available to access and review by the community. The website is aiming to go live by July 2024.</li> </ul> |
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## 4. Councillor Expenses

An allocation of \$10,473 for each Councillor and \$11,896 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 Council Expenses 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 are presented to the community each quarter.

Categories include: Travel (including accommodation, cab charges), Car Mileage, Childcare, Information and Communication Technology, Conferences and Training (including professional development, workshops), General Office Expenses (including meeting incidentals), Formal Attendances (including community events and functions) and Other (publications).

Councillor	Travel	Car Mileage	Child-care	Information Communication Technology	Conference & Training	General Office Expense	Formal Attendance	Member -ship	Other	Total Qtr	Year to Date
Cr A Chen	\$0	\$418	\$0	\$0	\$0	\$0	\$56	\$0	\$0	\$473	\$1,779
Cr A Conlon	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,701
Cr D Diamante (Mayor)	\$0	\$0	\$0	\$0	\$0	\$0	\$165	\$0	\$0	\$165	\$1,284
Cr G Gough	\$0	\$316	\$0	\$0	\$1,320	\$0	\$0	\$0	\$0	\$1,636	\$3,301
Cr M Kleinert	\$531	\$0	\$0	\$131	\$0	\$0	\$407	\$0	\$0	\$1,069	\$3,178
Cr C Lange	\$0	\$0	\$0	\$0	\$4,400	\$0	\$282	\$877	\$0	\$5,559	\$8,914
Cr T Lightbody (Deputy Mayor)	\$0	\$0	\$0	\$0	\$0	\$0	\$174	\$0	\$0	\$174	\$697
Cr L Mayne	\$61	\$0	\$0	\$173	\$4,225	\$0	\$0	\$0	\$0	\$4,459	\$4,960
Cr S Mayne	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$128

### Notes for the Quarter

- Cr L Mayne attends Australian Institute of Company Directors which is amortised over two financial years.
- Cr Lange attends Australian Institute of Company Directors.
- Depending on the payment method, Councillor expenses for the quarter may include GST. We will include any minor necessary GST adjustments, in the following quarter, after the payments are processed.



## 5. Chief Executive Expenses

The Chief Executive Officer (CEO) incurs expenses while carrying out the role. Expense categories related specifically to the CEO role are travel, conferences and seminars and miscellaneous. Gifts declared are also included in this report although not an expense to Council. The CEO is required to be transparent in the use of Council resources as per the Employee Code of Conduct.

	Travel	Food and Beverage	Conferences and Seminars	Gifts Declared	Misc.	Total Qtr	Total Year
Andrew Day	\$47	\$0	\$750	\$0	\$4555	\$5352	\$6570

### Notes

Miscellaneous expense relates to CEO Professional Development during the quarter

### Expense categories

#### Travel

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

Costs associated with food or beverages that directly relate to the CEO role within a professional context.

#### Conferences and seminars

Costs associated with registration fees from attendance by the CEO at conferences, functions and seminars. Meetings such as these are normally held by local government related organisations, professional bodies and institutions, educational institutions and private sector providers on areas and events which impact on the role of the CEO and the City in general. This category also includes memberships and subscriptions to bodies and organisations whose activities are relevant to role of the CEO.

#### Gifts Declared

Any gifts that exceed the token gift threshold (\$50) that the CEO is required to declare as per the Token Gift Policy.

#### Miscellaneous (Misc.)

Any other costs associated with the CEO role not covered by the categories above.



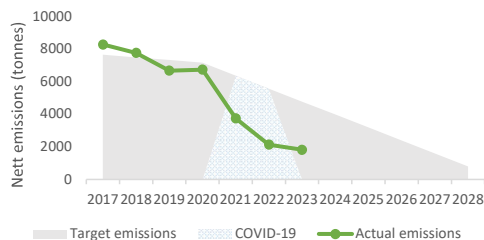
# 6. Climate Response and Environment

Council has endorsed climate targets of net zero emissions by 2028 for Council operations and net zero emissions by 2035 for the Manningham Community. We are committed in achieving these emission targets, and are well on our way to achieve council operation net zero emissions target by 2028. With a strong shared commitment in meeting our target for the Manningham community, we are working in partnership to increase community climate action.

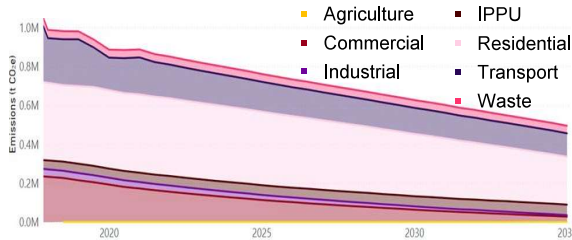
Each quarter will include emissions trackers and a focus on one of the action areas in our Climate Emergency Response Plan:

1. Managing Our Waste and Resource Recovery
2. **Reducing our carbon emissions and increasing our renewable energy capacity (focus for this quarter)**
3. Responding to Climate Change through adaptation and reduction measures
4. Enhancing Nature for a thriving natural environment

## Total emissions tracker for Manningham Council



## Total emissions trajectory for Community

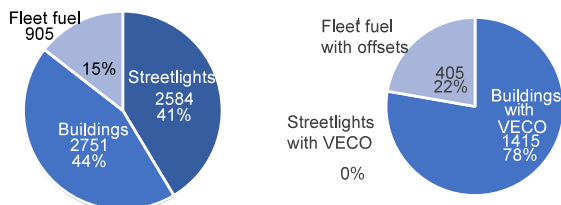


Of the approximately 1million tonnes of municipal emissions: 65% : residential electricity, transport and gas  
 25% : commercial and industrial electricity, transport and gas.  
 4% : waste and 6% is IPPU (industrial processes and product use)

Note: emissions calculation for Council does not include waste, water and utilities in Council facilities that are paid by tenants.

## Council emissions profile

Council emissions sources 2022/23 (in tonnes of greenhouse gases)  
 Victorian Energy Collaboration Offsets (VECO)



Gross emissions (without VECO & Offsets) Net emissions (with VECO & Offsets)

## Council's top emitters and mitigation undertaken:

- Public Lighting** - conversion to energy efficient LEDs
- Aquarena** - onsite solar and energy efficiency upgrades
- Civic** - onsite solar and electric vehicle chargers
- MC2** - energy efficiency upgrades
- Depot** - onsite solar and electric vehicle chargers
- Mullum Mullum Stadium** - large onsite solar
- Sheahans Reserve Basketball Stadium** - onsite solar
- Pines Learning & Activity Centre** - solar and battery
- Rieschieks Reserve Sports Pavilion** - cool roof
- Donvale Indoor Sport Complex** - onsite solar

## Climate action over the years



A range of projects have been delivered since 2008/09 to prevent and reduce Council's emissions resulting in an 80% cut so far. The focus is to transition Council assets & operations away from fossil fuels to renewable or sustainable resources as much as viable. All Council operated sites are powered by 100% renewable electricity generated by windfarms in Victoria (through the VECO contract). The next steps are to phase out fuel from the fleet and gas from buildings, particularly large sites.



## Key Achievements

- Aquarena energy efficiency and de-gasification feasibility study to tackle our highest emitter (Aquarena's emissions are equivalent to 60% of all of Council's aggregated building emissions).
- 1.15MW of solar and 40kWh of batteries installed at 20 Council sites.
- New utilities & emissions platform to track real-time resource use.
- Over 40 hybrid and 6 full electric vehicles in council's fleet served by 14 smart electric vehicle chargers at council offices.
- "Cool Roof" (white) treatment on some of council's hottest buildings to reflect radiant heat, enhance the performance of solar panels and reduce the heat island effect.
- Transitioning buildings off gas and fossil fuels to electrical equipment powered by renewables including heat pumps at Petty's Pavilion.
- On-going Solar Savers information sessions with 10 installs to date.

## Opportunities / Challenges

- Opportunities:**
- Progressive electrification of council vehicle fleet
  - De-gasification of all Council buildings
  - Expand Council's emissions reporting to include all Council owned sites and more impacts
  - Rollout of public electric vehicle charging
  - Enhanced engagement of community on climate emergency action.
- Challenges:**
- Funding for major de-gasification projects
  - Grid constraints hindering electrification & renewable energy installs
  - Diversification of transport options to reduce reliance on private vehicles.

# 7. Community Engagement

## Engagement Projects



### Capital works in Wonga and Warrandyte Park

We are planning two consultation sessions every six months to have your say on local road, footpath and drainage projects.



### Thematic Environmental History

Share your stories of people, groups, places and events in our first Thematic Environmental History project



### Katrina Gully Reserve Playspace upgrade

Share your views on Katrina Gully Reserves playspace on the Koonung Creek Linear Park in Doncaster.

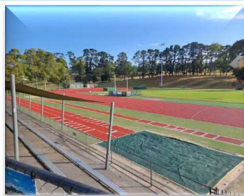
## What you told us

### Annual Budget 2024/25

Before developing the draft Annual Budget, we launched a community survey to understand what priorities were important to our diverse community.

- We received a fantastic response, with more than 650 community members participating.
- 17 community members took up the invitation to present and pitch their ideas to Council in early March. These have informed the draft Budget.
- We anticipate the draft Budget will be available for comments after Council's consideration in May.
- Final submissions will be considered in the final Budget and 10 Year Financial Plan on 25 June.

### Top 5 Priorities from the Community Survey (650 participants)



1. Sports and Facilities



2. Parks, Reserves and Open Spaces



3. Roads, Traffic and Parking Management



4. Clean and well-maintained spaces



5. Walking and cycling Paths and



6. Recycling and Waste Management

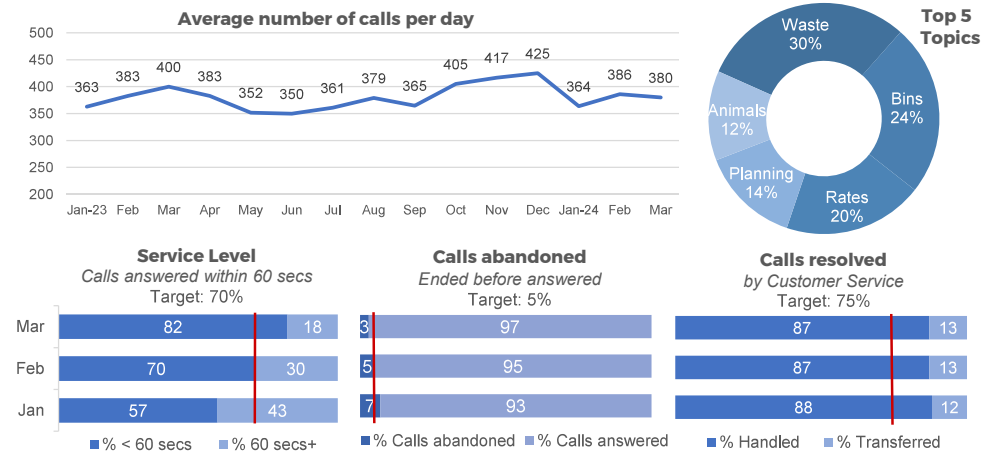
### Your Say Manningham

Performance 1 January – 31 March 2024

Visits	Contributions
9,737	205
New registrations	Engagement rate
40	3.2%

# 8. Customer

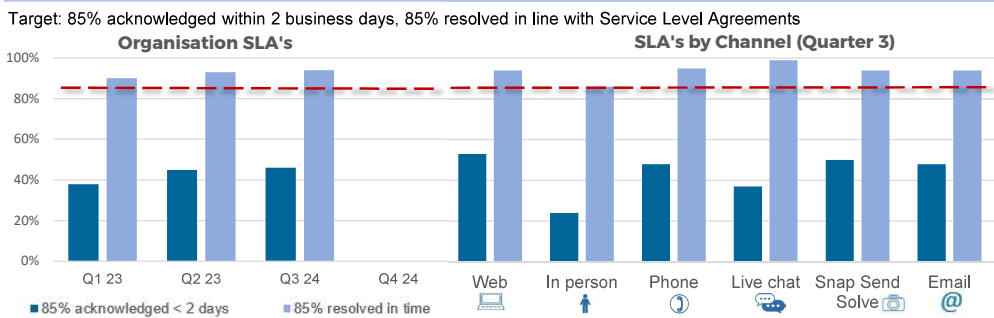
## Telephony - Contact Centre Performance



### Telephony analysis

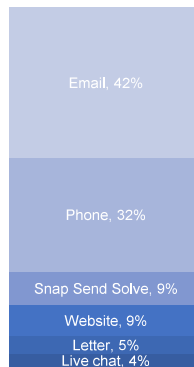
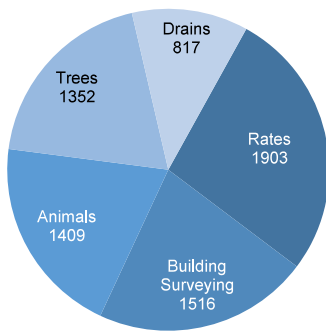
- Average daily call volumes are following seasonal trends, lower than Quarter 2 (cf 415) which was impacted by a high volume of hard waste bookings, but consistent with Quarter 3, 2023 call volumes.
- Recruitment leading to appropriate staff levels, coupled with call volumes in line with expectations, have seen improved service levels with low abandonment rates in February and March.
- Waste related calls for standard bin service and hard rubbish remain the most common enquiry types with March seeing a seasonal spike in animal related calls due to registration renewals.

## Customer Requests (CRM) Organisation Performance



## Customer Requests (CRM) by Topic and Channel

17,295 New cases



### Analysis

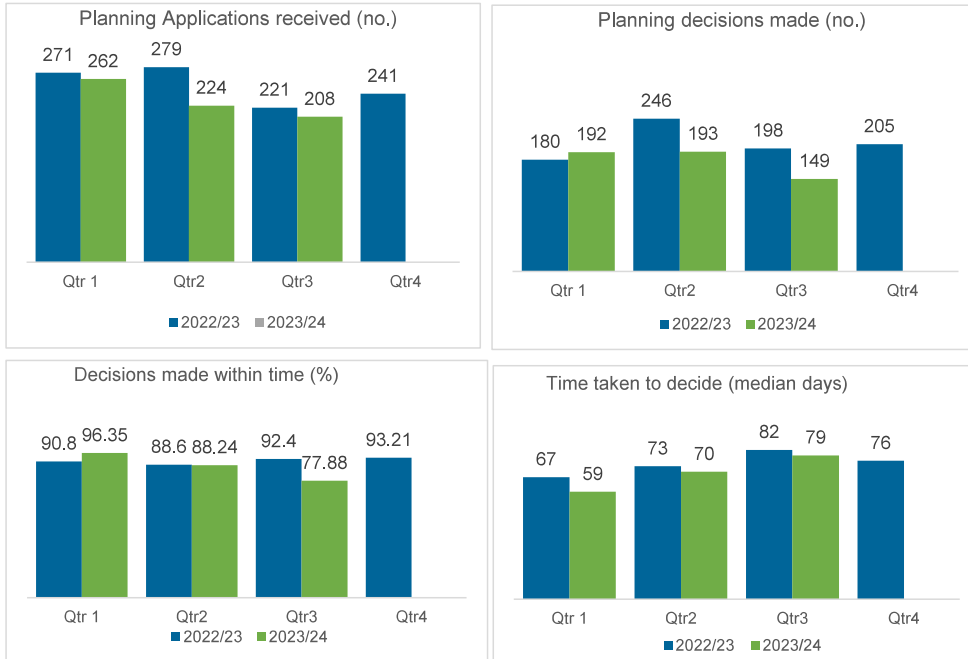
- Resolution of requests within SLA is high at 94%, exceeding the Key Performance Indicator (KPI).
- Acknowledgement of requests remains below the KPI level at 46%. This is a focus area for improvement and there is an overall upwards trend.
- Animal related requests have increased compared to Quarter 2 (cf 944) with the annual registration renewals due April 10.
- Overall case volumes consistent with Quarter 3 2023
- Email and phone the primary contact methods for requests

# 9. Governance

We monitor our service performance to make sure we maximise our public value and to make improvements where needed. A portion of our performance indicators are in the local government performance reporting framework. The areas below are of particular interest, the full suite is published in our Annual Report.

## Statutory Planning

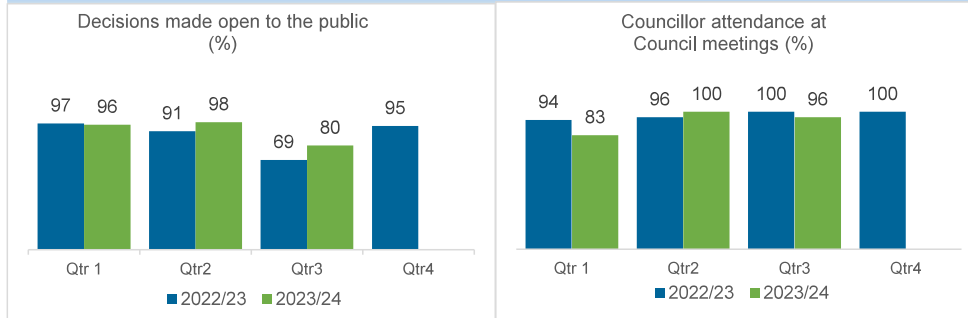
Statutory planning services include the assessment of planning permit applications for new development proposals and changes to land use activities under the Planning and Environment Act 1987.



There has been a slight decrease in planning applications received from 224 in Quarter 2 to 208 in Quarter 3 following a number of companies closing for the post-Christmas period. In addition, there has been a reduction in number of applications determined overall, due to issues with corporate systems after a recent upgrade. We are actively investigating the matter with our vendor.

## Council decision making

Manningham Council is committed to being open and transparent Council



The decisions made closed to the public included a contractual matter. The Local Government Act 2020 defines confidential matters, which include contractual and property matters and information that would prejudice the Council's position in commercial negotiations if prematurely released.

# 10. CEO Performance Indicators

CEO Key Performance Indicators (KPIs) are agreed by Councillors and our CEO Andrew Day, for his focus in particular areas that benefit the community, City or in good governance and organisation excellence. The KPIs below are for 1 September 2023 – 30 September 2024, with some having specific due dates, as noted. *The corrective action we are taking if progress is being monitored or is off track is in italics.*

Key	on track (green) 26	monitor (yellow) 3	off track (red) 0	complete (purple) 2	
<b>Council, Infrastructure and Environment:</b> progressing key plans, projects and programs					
<b>Council Plan</b> 100% actions delivered or corrective action reported.	<b>Climate Emergency Response Plan</b> 100% actions delivered or corrective action reported.	<b>Aquarena aquatic facility</b> Final outdoor design and resolution on the procurement strategy achieved.	<b>The Pines (Doncaster)</b> Masterplan progressed by September 2024.	<b>Local Business Hub</b> Select site by March. Implementation plan presented by June.	
<b>Financially Sustainable:</b> initiatives towards Council's mission to be financially sustainable					
<b>Strategic Property Portfolio</b> Project options presented.	<b>MC<sup>2</sup> (Community Square) utilisation</b> Report to Council by June.	<b>Asset revenue</b> Explore opportunities and present a report to Council by August .	<b>VAGO Financial indicators</b> Maintain low risk levels.		
<b>Service Quality and Asset Management:</b> assets and services that meet the needs of the community.					
<b>Service reviews</b> Deliver annual program to identify gaps and improve outcomes.	<b>Service performance</b> Maintain or improve our LGPRF Indicator results from 2022/23.	<b>Leisure &amp; recreation contract</b> Manage and report on agreed outcomes.	<b>Deliver Capital Works</b> 60% of budget met by March and 90% met by June.		
<b>Customer Experience:</b> make it easy, celebrate, choice, serve consistently, respond in a timely way.					
<b>Customer channels</b> Report on customer contact channels by June.	<b>Snap Send Solve</b> Report on integration by March.	<b>Requests in time</b> 85% of customer requests acknowledged in 2 business days.	<b>Requests resolved</b> 85% of customer requests resolved in agreed times.	<b>Reporting</b> Add customer metrics to the Quarterly Report.	<b>Improvement Initiatives</b> Report to Council by June.
<b>Community Engagement:</b> reviewing our existing and trialing new ways to better communicate and engage.					
<b>New ways to engage</b> Trial new techniques on at least two projects by June.	<b>New ways to communicate</b> Trial at least new two communication initiatives by June.	<b>Manningham Matters</b> Review magazine and present outcomes by June.	<b>Social media</b> Increase reach of across channels, with consideration of new.	<b>Ways to communicate</b> Improve information sharing with the community on North-East Link Project.	
<b>Well Governed and Organisational Development:</b> growing a team that delivers great outcomes.					
<b>Transparency</b> Provide a briefing on new opportunities for transparency in Council.	<b>Statutory planning</b> Provide quarterly reports to Council.	<b>Gender Equality Action Plan</b> Report progress of the Plan, indicators and initiatives in the culture report.	<b>Leadership development</b> Report in the culture report.	<b>Work health and Safety</b> Implement initiatives aimed at improving on work, health and safety indicators. Report in the culture report.	
<b>Advocacy:</b> continuing to advocate for improved outcomes for Manningham.					
<b>North- East Link</b> Report on outcomes and achievements to progress Council's advocacy priorities from meetings with NELP Executive Director, local MPs and Ministerial portfolio representatives.		<b>Aged Care</b> Prepare advocacy statement on aged care funding and service quality by September.	<b>Bus Network reform</b> Provide half yearly outcome reports to Council on the Victorian Government's pilot project.		



## 14 CHIEF EXECUTIVE OFFICER

### 14.1 Proposed 10 Year Financial Plan 2024/25 to 2033/34

File Number: IN24/279  
Responsible Director: Chief Executive Officer  
Attachments: 1 Proposed 10 Year Financial Plan 2024/25 to 2033/34 -  
Manningham Council [↓](#)

#### PURPOSE OF REPORT

*The Local Government Act 2020 requires each council to prepare and adopt a Financial Plan covering a minimum period of 10 years following each Council election. Council's 10 Year Financial Plan provides the financial management framework (or business rules) upon which sound financial decisions are made.*

*The purpose of the 10 Year Financial Plan is to ensure the ongoing financial sustainability of Council and to provide appropriate levels of resourcing to meet Council's future needs in providing services and facilities to the community based on the goals and aspirations of the Council Plan and to achieve the Community Vision. Council undertakes an annual review of the 10 Year Financial Plan. This year the Plan effectively takes the assumptions and budget parameters that have been applied to the 2024/25 budget (which covers a four year period) and extends these out into years 5-10 to give a longer term view of Council's financial viability and outcomes.*

#### EXECUTIVE SUMMARY

*The Local Government Act 2020 (the Act) requires Council to prepare and adopt a 10 year financial plan by 31 October following each Council election (Section 91).*

*Council adopted the 10 Year Financial Plan 2021/22 to 2030/31 at the Council Meeting on 24 August 2021 following the November 2020 Council election.*

*The adopted 10 Year Financial Plan has since been updated annually to reflect current forecasts and assumptions and aligns with the Proposed 2024/25 Budget.*

*Council encourages input and comments on this updated document. This can be provided via the 'Your Say Manningham' website where the document can also be viewed. Printed copies will also be available at Council's libraries and the Civic Centre.*

#### COUNCIL RESOLUTION

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR DEIRDRE DIAMANTE**

**That Council:**

- A. Approve 'in-principle' the Proposed 10 Year Financial Plan 2024/25 to 2033/24 with the following amendment:**
- The standard waste service charge be frozen at \$322 for 2024/25 rather than the proposed increase to \$330.85;**

- B. In accordance with Council's Community Engagement Policy seek the community's input into the Proposed 10 Year Financial Plan 2024/25 to 2033/24; and**
- C. Consider for adoption the Proposed 10 Year Financial Plan 2024/25 to 2033/34 at the Council Meeting on Tuesday 25 June 2024, after consideration of any input received from the community.**

FOR (8): Councillors Laura Mayne, Anna Chen, Andrew Conlon, Deirdre Diamante, Geoff Gough, Michelle Kleinert OAM, Tomas Lightbody and Stephen Mayne.

AGAINST (1): Councillor Carli Lange.

**THE MOTION WAS CARRIED**

Councillor Geoff Gough left the meeting at 8:10pm and returned at 8:13pm.

## **2. BACKGROUND**

- 2.1 The Proposed 10 Year Financial Plan 2024/25 to 2033/34 has been prepared in accordance with the Local Government Act 2020 and is included as an attachment.
- 2.2 The document forms part of the new Integrated Strategic Planning and Reporting Framework and must be prepared in accordance with the strategic planning principles outlined in Section 89 of the Act and the financial management principles in Section 101 of the Act.
- 2.3 The strategic planning principles in section 89 include the following requirements:
- An integrated approach to planning, monitoring and performance reporting;
  - The Community Vision must be addressed;
  - Resources needed for effective implementation must be taken into account;
  - Risks to effective implementation must be identified and addressed; and
  - Ongoing monitoring of progress and regular reviews to identify and address changing circumstances.
- 2.4 The financial management principles in section 101 of the Act requires that Council's finances are managed in accordance with Council's financial policies and strategic plans, that financial risks must be monitored and managed prudently having regard to economic circumstances and that financial policies and strategic plans must seek to provide stability.
- 2.5 The proposed 10 Year Financial Plan 2024/25 to 2033/34 has been developed in line with the Local Government Victoria Model Financial Plan as required by the Local Government Act 2020.
- 2.6 The 10 Year Financial Plan has been prepared based on significant feedback and input to date during this current Council term:
- A community survey in late 2020 on our community's priorities which highlighted the importance of good governance and ongoing financial sustainability;

- A Community Panel in March 2021 that provided significant input into the development of the 10 Year Financial Plan;
  - Online consultation periods during 2021 and 2022 and most recently in November 2023 to January 2024 on “Your Say Manningham” inviting our community to provide Council with their priority areas for funding. We received over 650 submissions which helped guide this Plan;
  - During February and March 2024 we invited our community to submit their 'budget idea' to Council with an option to also pitch their idea in person to Councillors at a session in March 2024. We received 81 budget ideas with 18 community members also choosing to present their budget idea in person to Councillors; and
  - A rigorous development and review process involving Councillors and Council officers.
- 2.7 In addition to the above extensive community engagement and consultation, it is proposed that Council also seek further community input and comments on the proposed 10 Year Financial Plan 2024/25 to 2033/34 document attached

### 3. DISCUSSION / ISSUE

- 3.1 The proposed 10 Year Financial Plan has been prepared with reference to the current adopted four year Council Plan 2021-2025 and the Community Vision which were developed following extensive deliberative community engagement.
- 3.2 Council's financial planning is aimed at creating a financially sustainable organisation to enable Council to continue to provide high quality services and infrastructure for the community in the medium and long term.
- 3.3 Council's 10 Year 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 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 average 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
  - An annual allocation of 50% of the underlying surplus to Council's Strategic Fund to create capacity for major community infrastructure projects and strategic property acquisition and development opportunities. This fund provides long term community benefit and ensures ongoing financial sustainability.
- 3.4 Council has continued to focus on a targeted reduction in operating costs and will continue to focus on efficiencies, cost savings and alternative sources of income to ensure ongoing financial sustainability.
- 3.5 It should be noted that this Plan 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.



### Key highlights of the 10 Year Financial Plan

#### 3.6 Key highlights include:

- Provides the long term financial resourcing for the future to build a better Manningham
- Provision of funding to deliver on a range of key strategies and initiatives such as community health and wellbeing, our parks and public spaces, road maintenance and footpaths, the environment and waste and storm water management, support for local businesses including the introduction of a co-working hub, a youth hub, and increased community grant funding to support community led initiatives
- Average forecast general rate increases in line with the State Government's rate cap / forecast CPI
- A focus on ongoing financial sustainability through innovation, efficiencies and exploring alternative revenue sources
- A commitment of \$1.69 billion of operational expenditure over 10 years (an average of \$169 million per annum) to deliver more than 100 services for our community
- The delivery of a 10 year Capital Works Program of \$543 million (an average of \$54 million per annum) to renew and enhance Council's \$2.7 billion of community assets. This program focuses on core infrastructure such as footpaths, drainage, roads and open space and will enhance the liveability and amenity of our municipality.
- The Capital Works Program is in addition to the \$247 million over 10 years (an average of \$25 million per annum) to maintain our important community assets included in our operating budget.
- A significant allocation of funding in the Capital Works Program for major projects including the construction of major community and recreational facilities. These projects will be funded primarily from Council's Strategic Fund
- The 10 year program includes:
  - \$147 million capital for Roads and Bridges renewal and upgrade (plus \$11 million for roads maintenance)
  - \$109 million capital for Recreation, Leisure and Community Facilities (plus \$30 million for sportsground and leisure centre maintenance).
  - \$86 million capital for the open space, parks and streetscapes beautification and improvement program (plus \$140 million for maintenance including \$6 million for tree planting)
  - \$58 million capital for new and upgraded drainage (plus \$24 million for drainage maintenance)
  - \$47 million capital for Buildings and Building Improvements (plus \$23 million for Building maintenance)
  - \$51 million capital for footpaths and cycleways (plus \$10 million for footpath maintenance)
  - \$18 million for plant, machinery and equipment
  - \$16.5 million to purchase property to increase the open space within the Municipality and \$5 million for strategic property acquisitions.

### Key Financial Indicators

3.7 The Local Government Performance and Reporting Framework details a range of financial indicators, a summary of which is detailed below. The indicators generally show positive or stable trends and ongoing financial sustainability despite the challenging economic environment.

Indicator	Measure	Forecast											Trend
		2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	
<b>Operating position</b>													
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	0.6%	5.0%	0.2%	0.3%	0.3%	0.9%	2.2%	3.0%	3.8%	4.1%	5.2%	+
<b>Liquidity</b>													
Working Capital	Current assets / current liabilities	200.1%	190.1%	164.7%	130.1%	112.8%	112.5%	120.0%	115.2%	115.2%	114.8%	102.5%	-
Unrestricted cash	Unrestricted cash / current liabilities	39.2%	53.3%	32.7%	4.4%	16.2%	19.6%	26.7%	20.7%	25.0%	27.7%	20.3%	-
<b>Obligations</b>													
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	-	-	-	-	-	-	-	-	-	-	-	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	-	-	-	-	-	-	-	-	-	-	-	o
Indebtedness	Non-current liabilities / own source revenue	2.4%	2.0%	1.9%	1.7%	1.5%	1.3%	1.1%	0.9%	0.9%	0.8%	0.8%	+
Asset renewal (assets are renewed as planned)	Asset renewal and upgrade expense / Asset depreciation	112.5%	115.9%	142.2%	144.1%	120.2%	101.6%	100.0%	114.4%	114.3%	111.5%	135.7%	+
<b>Stability</b>													
Rates concentration (revenue is generated from a range of sources)	Rate revenue / adjusted underlying revenue	80.5%	77.4%	84.3%	84.2%	84.5%	84.7%	84.6%	84.7%	84.6%	84.6%	84.6%	-
Rates effort (rating level set based on the community's capacity to pay)	Rate revenue / CIV of rateable properties in the municipality	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o
<b>Efficiency</b>													
Expenditure level	Total expenses/ no. of property assessments	\$2,826	\$2,882	\$2,848	\$2,895	\$2,940	\$2,969	\$2,995	\$3,041	\$3,090	\$3,158	\$3,200	+
Revenue level	General rates and municipal charges / no. of property assessments	\$1,939	\$2,001	\$2,050	\$2,097	\$2,144	\$2,189	\$2,243	\$2,298	\$2,356	\$2,415	\$2,475	+
<b>Other indicators (VAGO)</b>													
Self-Financing	Net operating cash flows / Net capital expenditure	91.5%	90.8%	73.5%	73.9%	86.4%	102.8%	110.8%	97.4%	102.3%	101.3%	91.2%	+
Capital Replacement	Capital expenditure / Depreciation	1.5	1.7	1.8	1.8	1.4	1.2	1.2	1.4	1.4	1.4	1.7	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

## 4. COUNCIL PLAN / STRATEGY

4.1 The proposed 10 Year Financial Plan 2024/25 to 2033/34 has been prepared with reference to the current adopted four year Council Plan 2021-2025 and the Community Vision which were developed following extensive deliberative community engagement.

## 5. IMPACTS AND IMPLICATIONS

### 5.1 Finance / Resource Implications

5.1.1 The proposed 10 Year Financial Plan 2024/25 to 2033/34 has been prepared in alignment with our community's priorities and the Council Plan.

5.1.2 The 10 Year Financial Plan ensures that Council remains financially sustainable in the long term and has the capability to continue to provide relevant and cost effective services and infrastructure for our community following the introduction of a rate cap by the State Government.

5.1.3 Despite the challenging economic environment, the Key Financial Indicators project Council to continue to be in a sound financial position over the ten year period.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

6.1.1 In addition to the extensive community engagement to date, the proposed 10 Year Financial Plan 2024/25 to 2033/34 will be available on Council’s website and a hard copy will be available at the Civic Centre and Council’s libraries.

6.1.2 Council encourages community input and comments on these documents. This can be provided via the ‘Your Say Manningham’ website where the document can also be viewed.

6.1.3 The public display and public comment period will run from Wednesday 29 May 2024 to Monday 10 June 2024.

Is engagement required?	Yes
Stakeholder Groups	Manningham community
Where does it sit on the IAP2 spectrum?	Consult
Approach	Website info, YourSay Manningham, social media

6.2 Timelines

Key dates in the 10 Year Financial Plan process include:

- 28 May 2024 Council Meeting to approve ‘in principle’ the proposed 2024/25 Budget and proposed 10 Year Financial Plan.
- 29 May 2024 Public display period opens
- 10 June 2024 Public display period closes
- 11 June 2024 Public Submissions Hearing and SBS to consider public comments and 2024/25 Budget and 10 Year Financial Plan (as amended)
- 25 June 2024 Council meeting to adopt the 2024/25 Budget and 10 Year Financial Plan.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

# Proposed 10-Year Financial Plan 2024/25 to 2033/34

Manningham Council  
Proposed 10-Year Financial Plan 2024/25 to 2033/34

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Manningham Council  
Proposed 10-Year Financial Plan 2024/25 to 2033/34

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## 1. Legislative Requirements and Purpose

### Purpose of the 10-Year Financial Plan

The Local Government Act 2020 requires each council to prepare a Financial Plan covering a minimum period of 10 years following each Council election.

Council's 10-Year Financial Plan provides the financial management framework (or business rules) upon which sound financial decisions are made.

The 10-Year Financial Plan (the Plan) covers the period 2024/25 to 2033/34. The Plan is a decision making tool and is not intended to be a document that specifically indicates what services/proposals funds should be allocated; rather it identifies Council's current and projected financial capacity to continue delivering high quality services, facilities and infrastructure, whilst living within our means.

This document outlines the key performance indicators, key assumptions and an overview of each key element of the Plan. Each year the 10-Year Financial is reviewed and updated to reflect the current circumstances of Council.

The Plan effectively takes the assumptions and budget parameters that have been applied to the 2024/25 budget (which covers a four year period) and extends these out into years 5-10 to give a longer term view of Council's financial viability and outcomes.

### Link between the 10-Year Financial Plan and Council's Planning Framework

The purpose of the 10-Year Financial Plan is to ensure the ongoing financial sustainability of Council and to provide appropriate levels of resourcing to meet Council's future needs in providing services and facilities to the community based on the goals and aspirations of the Council Plan and to achieve the Community Vision.

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

The 10-Year Financial Plan also aligns with Our Mission that 'we are a financially sustainable Council that listens, consults and acts with integrity, value and transparency'.

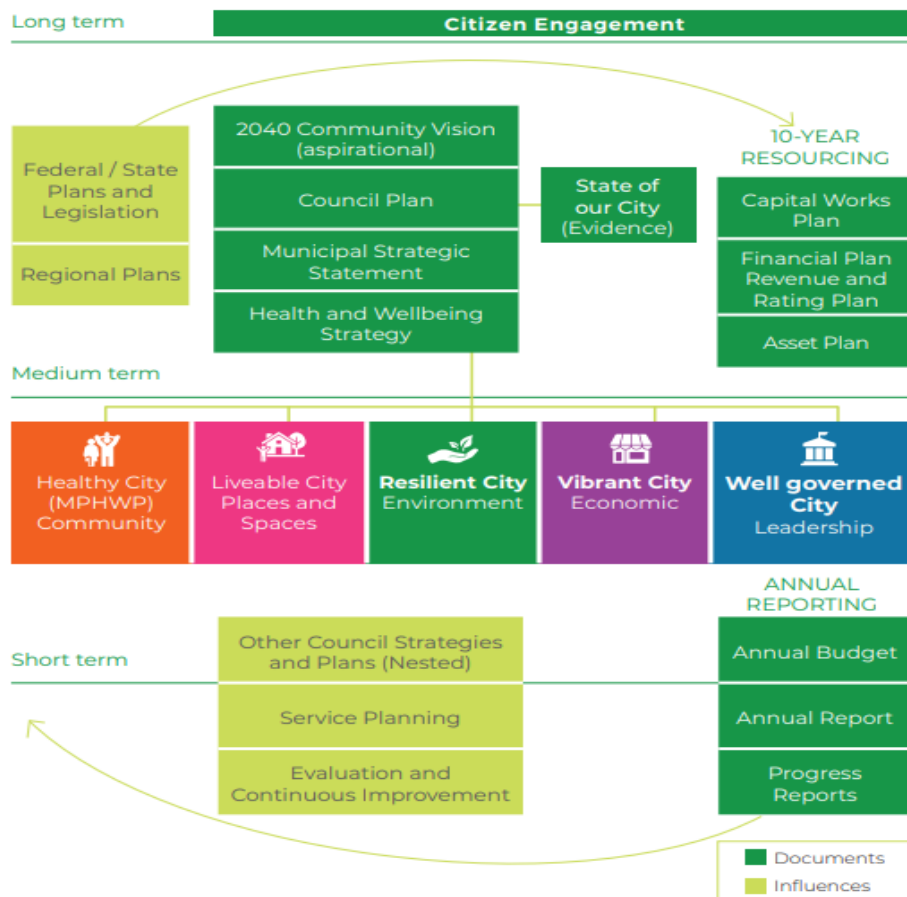
The diagram below describes how the Financial Plan links to the achievement of the Community Vision and the Council Plan within the Integrated Planning framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

The 10-Year Financial Plan is a rolling plan where the forecasts and assumptions are updated each year to ensure it is based on the most up to date information available to reflect current and predicted circumstances.

Council's 2024/25 Budget aligns with the 10-Year Financial Plan.

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The 10-Year Financial Plan fits into Council's overall Integrated Planning Framework as outlined below:



### Community Engagement Principles

During 2020/21 Council undertook Deliberative Community Engagement processes to assist in developing several key Council documents including the Vision, Council Plan and 10-Year Financial Plan.

### Community Survey

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

Our community also expressed their need for Council to **be financially sustainable and spend within its budget, and to ensure we provide value for money for ratepayers**. This means spending money on essential services and infrastructure projects that deliver the most benefit to the community.

We must also consider other priorities or initiatives that are valued by our community, and **balance several priority areas while ensuring that Council remains financially sustainable**.



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**Community Panel**

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

The Community Panel provided important feedback and input for Council in the development of this 10-Year Financial Plan. The Community Panel emphasised the importance of being a well-governed Council that is financially sustainable. The Community Panel also provided input on several revenue and funding strategies that helped shape the Financial Plan and also Council’s Budget and Revenue and Rating Plan.

Some of the key feedback provided by the Community Panel on revenue and funding strategies to assist in ensuring ongoing financial sustainability are included in the table below.

**Table 1: Feedback from the Community Panel on financially sustainable revenue and funding strategies**

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

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

Council recently conducted an online consultation process on the Your Say Manningham webpage inviting our community to give us their ideas and priority areas for funding. This was conducted during November 2023 to January 2024 and over 650 responses helped inform the development of the 10-Year Financial Plan.

**Community budget idea submissions and ‘pitch’ opportunity**

During February and March 2024 we invited our community to submit their budget idea to Council with an option to also pitch their idea in person to Councillors at a session in March 2024. We received 81 budget ideas with 18 community members also choosing to present their budget idea in person to Councillors.

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### Public Display

In addition to the above input from our community over the last year, the proposed 10-Year Financial Plan 2024/25 to 2033/34 document is available on Council's website and hard copies are available at the Civic Centre and Council's libraries for public feedback and comments for a two week period during May and June 2024.

### Objectives of the 10-Year Financial Plan

The objectives of the Financial Plan (not prioritised) are as follows:

- The achievement of a prudent balance between meeting the service needs of our community (both now and into the future) and maintaining Council's financial sustainability for future generations.
- An increased ability to fund both capital works in general and meet the asset renewal requirements as outlined in asset management planning.
- To maintain a sustainable Council in an environment of capped Council rate income and low increases in government grant funding.
- To ensure that Council has sufficient reserves to meet any future financial challenges that may arise.

### Financial Management Principles of the 10-Year Financial Plan

The Plan is managed within a framework of Budget Principles and key financial indicators. These items are drawn together to provide a strategy for the long term sustainability of Council's operation.

The Strategic Budget Principles that underpin the Financial Plan are:

- A 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 average of 33 per cent of rate funds applied to the capital works program.
- Allocate consistent funding for technology and innovation to enhance customer service and create efficiencies.
- Priority to funding capital expenditure on existing assets (renewal) before investing in new or expanded assets.
- Adherence to the projected State Government annual rate cap – not to seek a variation for a higher rate increase beyond the rate cap.
- Ongoing efficiencies with a focus on developing new revenue sources and containing costs in business operations.
- An annual allocation of 50 per cent of the underlying surplus to Council's Strategic Fund to create capacity for major community infrastructure projects and strategic property acquisition and development opportunities. This fund provides long term community benefit, reduces Council's reliance on rates income and ensures ongoing financial sustainability.

In addition to the Strategic Budget Principles, a range of Operational Budget Principles are applied when developing budget forecasts. These include critical review of staffing positions, ongoing monitoring and review of all budget forecasts, pursuing new revenue sources including fees, charges, new projects based on approved business cases including whole of life costs, prioritise need and obtaining better financial returns on Council assets.

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The key Financial Performance Indicators used to monitor together with the target range sought and forecast results are detailed in this Plan.

The Plan will be updated annually as part of each new budget process and at other times as circumstances require.

### Gender Equality

The Gender Equality Act 2020 (the Act) requires Manningham Council to consider gender, equality and diversity as part of all plans, strategies and services that have a 'significant effect on the public.' This is to be achieved through Gender Impact Assessments.

We are committed to a safe, respectful workplace and the community we serve. As we move into the budget implementation in 2024/25 and into future years, we ensure our key strategic documents such as the Budget and 10-Year Financial Plan support gender equality:

- Manningham Council initiated a Community Panel in 2021 to assist us in developing our key long term strategic plans. The Community Panel developed a number of recommendations for Council. One of the key recommendations asked Council to "plan for equitable and accessible services and infrastructure"
- The Act mandates that we must "in developing policies and programs and in delivering services that are to be provided to the public, or have a direct and significant impact on the public - (a) consider and promote gender equality; and (b) take necessary and proportionate action towards achieving gender equality"
- Our lived experience as an organisation has shown us clearly the intrinsic value of equality in all its forms.

We are genuinely committed to gender equality, and we are already ensuring that our Budget and 10-Year Financial Plan support this commitment in a number of ways:

- we explicitly state our commitment to gender equity in our services and capital projects
- we consider gender equity when we prioritise services and capital projects
- we create special programs such as the Female Friendly Sporting Facilities upgrade program that are designed to remedy past inequities embedded in existing assets and services.

We know we still have blind spots – that some assets and services we provide that are genuinely intended to be gender-neutral or gender equitable may have subtle deficiencies that negatively impact one gender more than another. We are committed to eliminating these blind spots over time, and we will do this by observing how assets and services are delivered and used and by actively listening to stakeholder feedback on performance. And when we learn an important lesson, we will embed that into how we do things going forward.

### Acknowledgement of Country

Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways now known as Manningham. Council pays respect to Elders past, present, and emerging, and values the ongoing contribution to enrich and appreciate the cultural heritage of Manningham. Council acknowledges and respects Australia's First Peoples as Traditional Owners of lands and waterways across Country and encourages reconciliation between all.

Manningham Council also values the contribution made to Manningham over the years by people of diverse backgrounds and cultures.

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## 2. Financial Plan Context

This section describes the context and external / internal environment considerations in determining the 10-year financial projections and assumptions.

### Forecast Financial Position

The 10 year projections forecast Council to be in a sound financial position with no debt, average operating surpluses of \$13.1 million (average underlying surpluses of \$4.6 million) and average net assets of \$2.8 billion. Cash and investments average \$51.0 million over the 10 years. This is a positive result given the challenging economic environment.

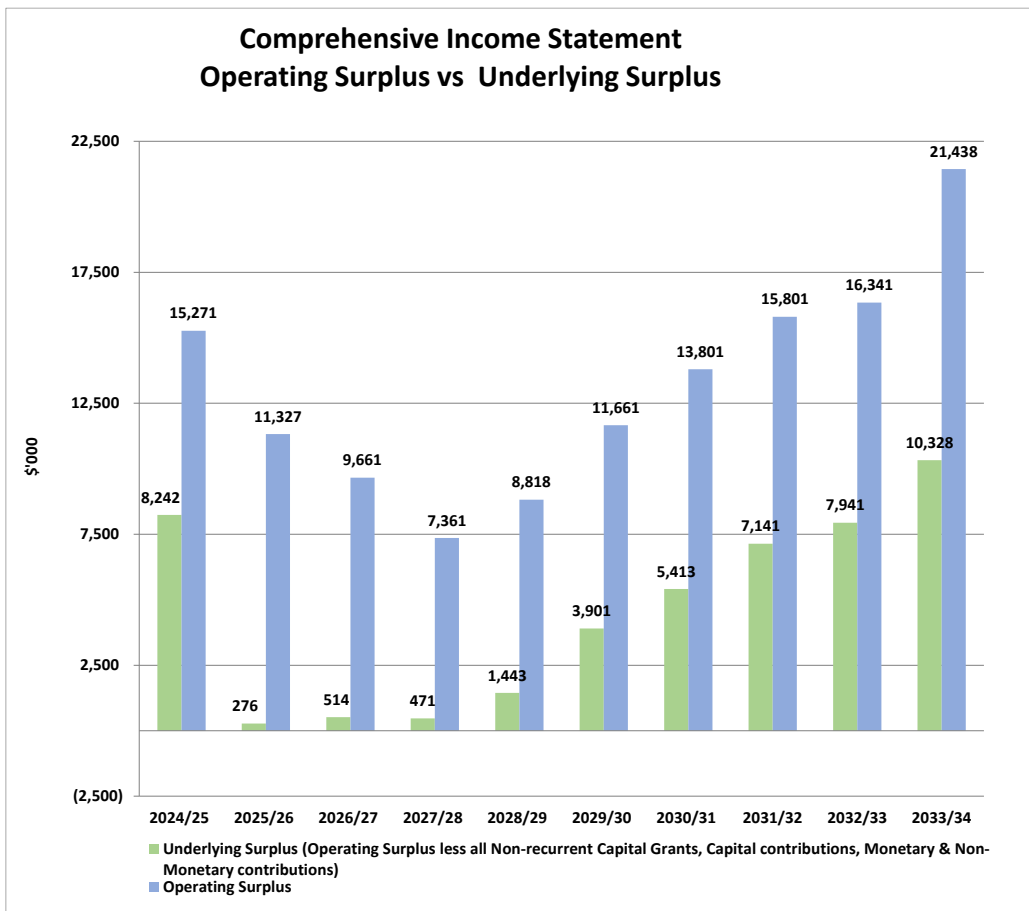
An important indicator of financial sustainability is the Underlying Result. This excludes capital income and developer contributions income (cash and non-cash) and proceeds from asset sales from the operating surplus. A positive underlying result is an indication of financial stability. A strong underlying 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.

Highlights of the 10-Year Financial Plan include:

- Rate rises in line with the rate cap.
- A sustainable level of surpluses and cash holdings
- Responds to our community's aspirations
- \$1.69 Billion on service delivery over the 10 years.
- A \$543 million capital works program over the 10 years to renew and enhance Council's \$2.7 billion of community assets. The program averages \$54 million per annum over the next 10 years - a significant uplift on the historical average annual spend (average of \$44 million per annum for the previous four years).
- The Capital Works Program is in addition to the \$247 million over 10 years (an average of \$25 million per annum) to maintain our important community assets included in our operating budget.
- The 10 year program includes:
  - \$147 million capital for Roads and Bridges renewal and upgrade (plus \$11 million for roads maintenance)
  - \$109 million capital for Recreation, Leisure and Community Facilities (plus \$30 million for sportsground and leisure centre maintenance).
  - \$86 million capital for the open space, parks and streetscapes beautification and improvement program (plus \$140 million for maintenance including \$6 million for tree planting)
  - \$58 million capital for new and upgraded drainage (plus \$24 million for drainage maintenance)
  - \$47 million capital for Buildings and Building Improvements (plus \$23 million for Building maintenance)
  - \$51 million capital for footpaths and cycleways (plus \$10 million for footpath maintenance)
  - \$18 million for plant, machinery and equipment
  - \$16.5 million to purchase property to increase the open space within the Municipality and \$5 million for strategic property acquisitions.

The graph and table on the following page outlines the improvement to key financial forecasts in the 10-Year Financial Plan. Unrestricted cash provides Council with additional financial capacity to react to changes in service demand, infrastructure priorities and unexpected economic and financial impacts (such as a pandemic).

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Financial Plan (\$'000)	Year1 24/25	Year2 25/26	Year3 26/27	Year4 27/28	Year5 28/29	Year6 29/30	Year7 30/31	Year8 31/32	Year9 32/33	Year10 33/34
Surplus for the year	15,271	11,327	9,661	7,361	8,818	11,661	13,801	15,801	16,341	21,438
Underlying Surplus for the year	8,242	276	514	471	1,443	3,901	5,413	7,141	7,941	10,328
Total cash & investments	80,624	65,071	49,275	42,190	43,159	47,606	45,937	46,947	47,627	41,710
Unrestricted cash & investments	33,085	20,967	7,543	3,384	4,967	8,441	5,321	5,945	5,317	7,859
Net assets	2,725,413	2,736,740	2,746,401	2,753,762	2,762,580	2,774,241	2,788,042	2,803,843	2,820,184	2,841,622

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### The Financial Challenge

The introduction of rate capping in the 2016/17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. For Manningham Council rate revenue represents approximately 65% of our total revenue. The State Government rate cap will have a compounding impact on Council's rate revenue of more than \$60 million over the next 10 years.

Strategies that Council has put in place to reduce the impact of the rate cap included a strategic review of the capital works program to focus on renewing existing assets before expenditure on new assets, holding the level of rate revenue applied to capital works (including the technology program) at an average of 33% of rate revenue (plus grants and other external sources), a major focus on achieving efficiencies and new revenue streams in Council service units, strong cost control on existing budgets and improving recurring income generated from Council's assets.

Council is focused on achieving operational efficiencies, containment of costs and identifying alternative sources of revenue as an ongoing part of Council's budget process.

The second key financial challenge facing Council is the need to renew existing and ageing infrastructure and at the same time invest in new infrastructure assets such as road improvements, drainage upgrades, better parks and recreational and community assets and establishing footpaths and kerb and channel in metropolitan areas where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis.

A further financial challenge comes from increased demand (and change in the service mix) arising from a growing and more diverse population. A growing population leads to increased service demand, placing a greater load on existing services and assets, resulting in more wear and tear and adding to the cost of service provision.

In summary, from a financial perspective Council has the same dilemma as most individuals – Council has a limited budget yet many and competing demands on where to allocate its scarce resources.

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**Financial Policy Statements**

This section defines the measures that demonstrates Council’s financial sustainability in order to fund the aspirations of the Community Vision and the Council Plan.

The Strategic Budget Principles that underpin the Financial Plan (referred to under the ‘Financial Management Principles of the 10-Year Financial Plan’ section) are detailed below.

All indicators below are projected to be in line with or to exceed the target.

**Strategic Budget Principles Measures**

<b>Strategic Budget Principles</b>											
Measure	Target	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
<b>Improving Financial Sustainability; Live within our means; Prioritised funding aligned to Council Plan; Ongoing efficiencies with a focus on developing new revenue sources and containing costs</b>											
Consistent adjusted underlying surplus results: Adjusted underlying result (adjusted underlying surplus/adjusted underlying revenue) indicator greater than 5%	> 5%	5.0%	0.2%	0.3%	0.3%	0.9%	2.2%	3.0%	3.8%	4.1%	5.2%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due: Current Assets / Current Liabilities greater than 100%	> 100%	190.1%	164.7%	130.1%	112.8%	112.5%	120.0%	115.2%	115.2%	114.8%	102.5%
<b>Minimum average of 33% of rate funds applied to the capital works program</b>											
Council generates sufficient revenue from rates to ensure consistent funding for capital works: % of Rate Revenue allocated to Capital Works program (including Technology program)	Ave 33%	31%	43%	45%	36%	31%	30%	36%	34%	34%	33%
<b>Priority to funding capital expenditure on existing assets (renewal) before investing in new or expanded assets</b>											
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life: Asset renewal and upgrade expenses / Depreciation above 100%	> 100%	115.9%	142.2%	144.1%	120.2%	101.6%	100.0%	114.4%	114.3%	111.5%	135.7%
<b>Consistent funding for technology and innovation to enhance customer service and create efficiencies</b>											
% of Rate Revenue allocated to technology & transformation projects		2%	3%	3%	3%	3%	3%	3%	3%	3%	3%
<b>50% of Annual Underlying Surplus transferred to Strategic Fund</b>											
% of Annual Underlying Surplus transferred to Strategic Fund	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
<b>Adherence to the projected State Government annual rate cap</b>											
Average general rate increase	At projected rate cap / CPI	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
		√	√	√	√	√	√	√	√	√	√

There are a number of other key financial performance indicators that Council also sets as part of the 10 Year Financial Plan. These can be found in Section 3 ‘Key Financial Performance Indicators’.

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## Income and Expenditure Assumptions

### CPI forecasts

The Financial Plan forecasts CPI over the 10 year period. The CPI forecast takes into account a number of sources including the Victorian Department of Treasury and Finance medium term forecasts and is then extrapolated over the 10 year period.

Financial Plan	Year1 24/25	Year2 25/26	Year3 26/27	Year4 27/28	Year5 28/29	Year6 29/30	Year7 30/31	Year8 31/32	Year9 32/33	Year10 33/34
CPI Forecast	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

### Income Assumptions

In line with the Local Government Act 2020, Council has developed a Revenue and Rating Plan which covers a four year period 2021/22 to 2024/25. The Revenue and Rating Plan establishes the revenue raising framework within which Council proposes to work and is interlinked with Council's 10 year financial plan as per the Integrated Planning Framework.

The Revenue and Rating Plan explains how Council calculates the revenue needed to fund its activities and how it will apportion the funding burden between ratepayers and other Council facilities and services users.

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

Refer to Council's "Revenue and Rating Plan 2021/22 to 2024/25" for further details.

### Rates and Waste Service Charges

In the 2016/17 financial year the Victorian State Government introduced rate capping for all councils. Under the legislation councils cannot exceed the average annual rate increase above a predetermined percentage (the rate cap) without approval from the Minister for Local Government.

The rate cap since introduction (and the actual / forecast CPI (Melbourne - All Groups) for the financial year):

Year	Rate Cap	Actual CPI
2016/17	2.50%	2.20%
2017/18	2.00%	2.50%
2018/19	2.25%	1.30%
2019/20	2.50%	0.30%
2020/21	2.00%	2.90%
2021/22	1.50%	6.10%
2022/23	1.75%	5.60%
2023/24	3.50%	3.60% forecast
2024/25	2.75%	2.75% forecast



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The 10-Year Financial Plan forecasts are based on Council complying with the projected annual rate cap as detailed in the following table. Note that the Minister for Local Government announces the actual rate cap in December of the preceding year and this is usually based on Department of Treasury and Finance inflation forecasts at the time.

For 2024/25 the Minister for Local Government decided to apply a rate cap at 2.75% which is line with the Department of Treasury and Finance forecast for inflation for 2024/25 of 2.75%.

Financial Plan	Year1 24/25	Year2 25/26	Year3 26/27	Year4 27/28	Year5 28/29	Year6 29/30	Year7 30/31	Year8 31/32	Year9 32/33	Year10 33/34
<b>Predicted Rate Cap</b>	2.75% (Actual cap)	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

The 10-Year Financial Plan is in line with Council's Revenue and Rating Plan 2021/22 to 2024/25 and 2024/25 Budget. These documents detail Council's approach to Rates and Waste Service Charges.

Key principles:

- Single (uniform) rate for all property types – ie no differential rates
- Rate rises in line with the rate cap
- No Municipal Charge
- Waste Service Charges based on full cost recovery.

The Plan is based on an assumption that growth will continue in Manningham with regards to property numbers, but will return to more moderate levels in the medium term. This level of growth will continue to assist Council offset lower increases in rate revenue resulting from the rate cap. The additional rate income derived from the property growth is used to fund services and infrastructure for new residents and an average of 33% of all rate revenue is used to fund the capital program.

Financial Plan	Year1 24/25	Year2 25/26	Year3 26/27	Year4 27/28	Year5 28/29	Year6 29/30	Year7 30/31	Year8 31/32	Year9 32/33	Year10 33/34
Total property numbers at start of financial year	53,390	53,780	54,166	54,804	55,495	56,367	56,872	57,349	57,750	58,154
Increase in properties during financial year (supplementary)	390	386	638	691	872	505	477	401	404	407
Supplementary rate income	\$0.7m	\$0.7m	\$1.0m	\$1.0m	\$1.3m	\$0.9m	\$0.9m	\$0.8m	\$0.8m	\$0.9m

**Waste service charge**

Council has declared a service charge under section 162 of the Local Government Act for the collection and disposal of refuse for well over 15 years.

The service charge is generally based on the actual cost of delivering the waste service (i.e. full cost recovery).

Rate payers may vary the waste service that they receive and this will also vary the amount of the waste service charge. The cost to rate payers of a standard kerbside waste service for 2024/25 will increase by 2.75%. This is an increase from \$322.00 to \$330.85. This is due to the increased cost of waste services to Council. This is partly driven by large increases in the fuel

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levy surcharge in waste contracts and further increases in the State Government landfill levy charged to Councils.

Forward forecasts of the waste service charge take into account predicted changes to tonnages of waste collected, ongoing increases in the State Government landfill levy and tipping charges, general contractor increases allowed under the contract for fuel, CPI etc, plus predicted costs related to changes in the way that waste may be collected and disposed of in the future (for example the introduction of new State Government mandated future services).

The following table details the predicted percentage increase (or decrease) of the waste service charge:

Financial Plan	Year1 24/25	Year2 25/26	Year3 26/27	Year4 27/28	Year5 28/29	Year6 29/30	Year7 30/31	Year8 31/32	Year9 32/33	Year10 33/34
Waste Charge	2.75%	2.95%	-1.60%	0.50%	0.50%	0.75%	2.25%	2.25%	2.25%	2.25%

In the event that the amount collected under Council’s waste service charge exceeds the cost of the waste service in any year, the surplus is transferred into a cash backed reserve and is shown as restricted in its use (only to be used for circular economy / waste related activities).

Waste charges are excluded from the rate cap assessment.

**Grants**

Council recognises the importance of actively pursuing and maintaining grant funding. Generally any matching funds required from Council for non-recurrent grants are sourced from the existing budget levels or through internal reserves.

Financial Assistance Grants (the distribution of GST receipts to the States by the Federal Government) represent \$3.3 million or 46% of total operating grants in 2024/25, though Council is on a minimum grant under this scheme, which means that grant income is unlikely to increase significantly in the future.

Grants to fund Family Services including Children Services and Maternal and Child Health are estimated at \$2.4 million (33% of total operating grants in 2024/25).

The level of capital grants are determined based on the nature and level of projects included in the Capital Works Program, and vary widely.

For the life of this plan, it has been assumed that recurrent specific purpose grant funding will generally increase by the forecast CPI.

**User Fees and Charges**

User fees and charges assist Council to offset the cost of some service delivery directly with the user rather than funding through rate income.

Revenue raised from Council’s fees and charges for the provision of services and the use of facilities can be divided into two categories:

- a) Statutory and Regulatory Fees and Charges – which are set by regulation or another authority (e.g. Development Application fees) and which Council has no discretion to increase; and
- b) Other Fees and Charges – which are set by Council and which Council has the discretion to increase.

The factors that determine Council’s user fees and charges pricing principles are equity, user-pays, cost recovery and market rates. As a general guide, user fees and charges are escalated

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in the 10-Year Financial Plan by forecast CPI and rounding which assists in offsetting the cost increases to Council for the provision of these services.

**Interest Income**

Surplus funds are invested in line with Council's Investment Policy. Interest income is based on predicted cash flows, cash balance and investment returns.

Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
Interest rate returns	4.00%	3.50%	3.25%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

**Developer Income**

Council receives income from developers for two main purposes:

- To improve open space and recreation (public open space contributions); and
- To improve the infrastructure and amenity of the municipality (developer contributions plans).

In 2017/18 Council introduced a revised open space contributions scheme. Revenue from this scheme enables Council to deliver a range of capital projects and land acquisitions to improve recreation and open space outcomes for our community.

Council currently has a Doncaster Hill developer contributions plan which is due to expire within the next few years with no future contributions forecast. Council is planning on developing a municipality wide development contributions plan (DCP) with plans to potentially implement this within the next one to two years.

Financial Plan (\$'000)	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
Public Open Space (Resort & recreation) income	4,000	4,000	4,000	4,000	6,300	6,300	6,300	6,300	6,300	6,300

**Sale of assets**

Each year, Council replaces a range of vehicles and items of plant as part of a planned and ongoing replacement program. This is governed through Council's asset management strategies.

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## Expenditure Assumptions

### Employee Costs

Council provides services to the community by a combination of employees and through contracted service providers. Employee costs are one of the largest expenditure items which represent approximately 40% of total expenses.

Total employee costs are a combination of direct wages and salaries, overheads that include workers compensation, superannuation, training and advertising and agency staff on temporary assignments.

Whilst maintaining the current staffing levels, total employment costs are forecast to increase by an average of 2.5% per annum over the life of the Plan (taking into account such factors as Full Time Equivalent (FTE) employee levels, Award increases, salary step increases as a result of performance appraisals and planned superannuation guarantee increases).

No allowance has been made for the impact of increased service demand arising from population growth or the change in dwelling growth on the employee cost budget.

### Materials, services and contracts

With the exception of waste contract costs which are increasing by more than CPI, it has been assumed that the costs of materials and contractors will generally increase by CPI.

### Utility Costs

Council is actively investing in projects to improve the energy efficiency of its buildings, street lights and other assets. This includes the installation of solar panels, battery storage and replacing lighting with LED lights. These strategies have a positive impact on the environment through reduced demand for energy and also help mitigate price increases for energy.

Council also seeks competitive tenders as a way of stabilising cost increases, and is actively seeking collaborative procurement opportunities with other Councils as a further way of achieving efficiencies and better cost outcomes.

Despite the measures above, energy costs continue to increase significantly. The 10-Year Financial Plan assumptions for energy costs is based on a 5% increase per annum which takes into account anticipated ongoing significant increases in tariffs being partly offset by energy efficiency initiatives by Council.

### Depreciation & amortisation

The monetary value of an asset decreases over time due to use, wear and tear or obsolescence. This decrease is measured as depreciation.

Depreciation & amortisation of Council's infrastructure, intangible (software) and right of use of assets is determined from information contained within various asset management plans and strategies. The projections in the 10-Year Financial Plan is based on the ten year Capital Works Program.

It is critical that Council continues to ensure a sufficient level of funding is provided to renew existing assets in the capital works program, as failure to do so may reduce the service potential of assets and increase whole of life costs.

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Financial Plan (\$'000)	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
Depreciation	31,490	32,451	33,897	35,315	36,396	37,276	38,088	38,685	39,548	40,501
Amortisation - intangible assets	1,499	837	418	40	0	0	0	0	0	0
Depreciation – right of use assets	371	278	247	232	218	218	218	168	19	0

### Community grants and contributions

Community grants are provided to a wide range of community groups to support community development programs throughout the municipality. Council's library service is operated by the Whitehorse Manningham Regional Library Corporation and is budgeted within community grants.

Financial Plan (\$'000)	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
Library	4,624	4,766	4,885	5,007	5,132	5,260	5,392	5,527	5,665	5,806
Other community grants	1,849	1,731	1,595	1,634	1,676	1,718	1,760	1,804	1,849	1,896
<b>Total</b>	<b>6,473</b>	<b>6,497</b>	<b>6,480</b>	<b>6,641</b>	<b>6,808</b>	<b>6,978</b>	<b>7,152</b>	<b>7,331</b>	<b>7,514</b>	<b>7,702</b>

### Other expenses

Other expenses relate to a range of costs incurred to support the wide range of community services delivered by Council. These include insurances, advertising, legal, telephone, software licences & support, bank charges, postage, specialist advice (consultants) and many other expenses.

Other expenses are generally forecast to increase by up to forecast CPI, other than legal and consultants which are zero based.

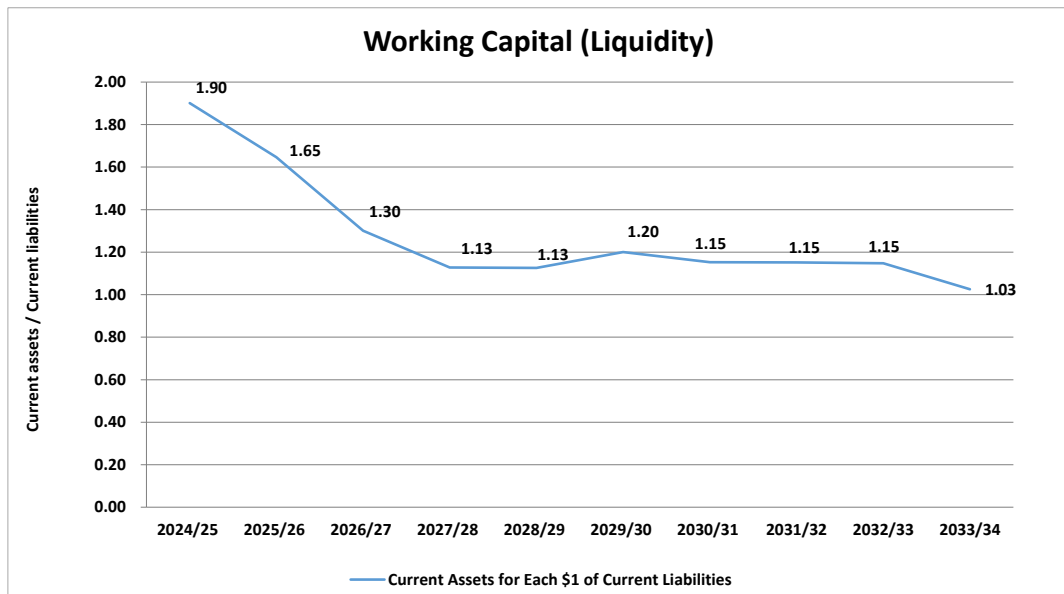
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**Balance Sheet Assumptions**  
**Sustainable Working Capital**

A key objective of Council is the Plan is to develop an increased ability to fund both the Capital Works Program and operational services, while maintaining long term financial sustainability and have the capacity to respond to changes in financial circumstances as they arise.

The 10-Year Financial Plan shows a steady Balance Sheet, and a sustainable level of cash and investments. This has been achieved without reductions to services or the capital program. A key outcome is healthy long term financial sustainability ratios and an established capacity to respond to unfavourable changes in financial circumstances as they arise without having to compromise services or the capital program.

The working capital ratio (also known as the liquidity ratio) is measured by current assets over current liabilities. This ratio provides insight into Council’s ability to pay its day to day operating expenses. A ratio of one or higher is considered healthy.

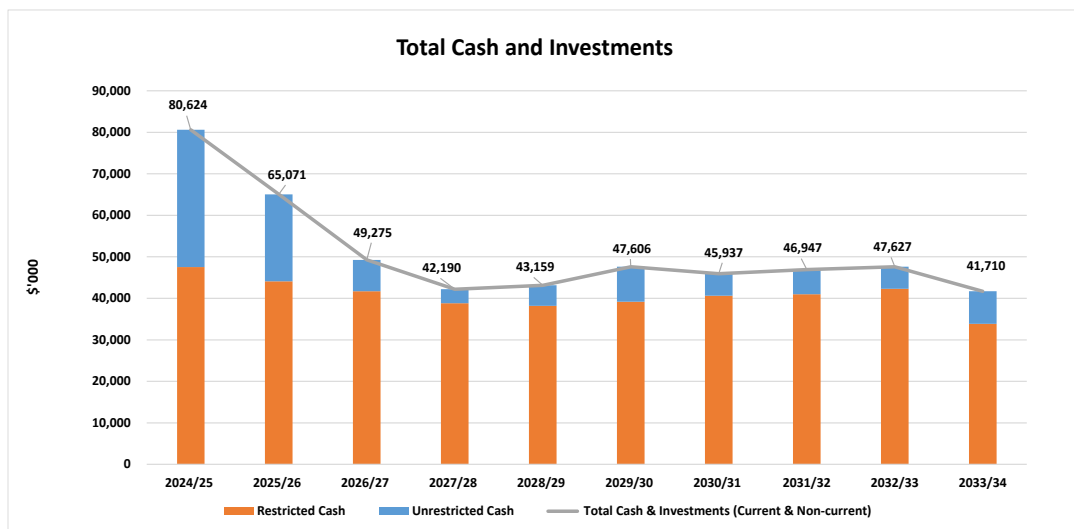


**Cash backed Reserves and Uncommitted Cash**

While Council has significant total cash and investment balances, a major proportion of these balances are either not Council’s money (ie trust funds and refundable deposits) or have restrictions on how the funds can be used.

Refer to the Reserves and other restricted cash Strategy and Principles in Section 4 for further details on the nature of each of the cash and investment items below.

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The following table details how Council's cash balances are allocated:

Financial Plan (\$'000)	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
<b>Total cash &amp; investments</b>	<b>80,624</b>	<b>65,071</b>	<b>49,275</b>	<b>42,190</b>	<b>43,159</b>	<b>47,606</b>	<b>45,937</b>	<b>46,947</b>	<b>47,627</b>	<b>41,710</b>
<u>Restrictions</u>										
Open Space Reserve (Improvements)	6,210	5,608	4,922	3,702	2,818	3,996	5,244	4,251	3,183	1,196
Open Space Reserve (Land acquisition)	8,195	7,385	7,025	5,965	6,195	5,815	6,025	5,615	5,805	5,953
Doncaster Hill DCP Reserve	539	539	539	539	539	539	539	539	539	539
Trust funds & deposits	11,932	11,832	11,732	11,732	11,732	11,732	11,732	11,732	11,732	11,732
<u>Intended use</u>										
Strategic Fund	4,397	4,347	3,747	3,747	3,747	3,869	3,768	5,504	7,622	912
Circular Economy Fund	5,254	3,745	2,891	2,012	1,800	1,618	1,433	1,252	1,063	882
Leisure Facilities Reserve	586	0	0	0	13	3	30	6	0	0
Long Service Leave	10,426	10,648	10,875	11,109	11,348	11,593	11,844	12,102	12,366	12,637
<b>Total restrictions</b>	<b>47,539</b>	<b>44,104</b>	<b>41,732</b>	<b>38,806</b>	<b>38,192</b>	<b>39,165</b>	<b>40,616</b>	<b>41,002</b>	<b>42,310</b>	<b>33,851</b>
<b>Unrestricted cash/investments</b>	<b>33,085</b>	<b>20,967</b>	<b>7,543</b>	<b>3,384</b>	<b>4,967</b>	<b>8,441</b>	<b>5,321</b>	<b>5,945</b>	<b>5,317</b>	<b>7,859</b>

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Capital Program

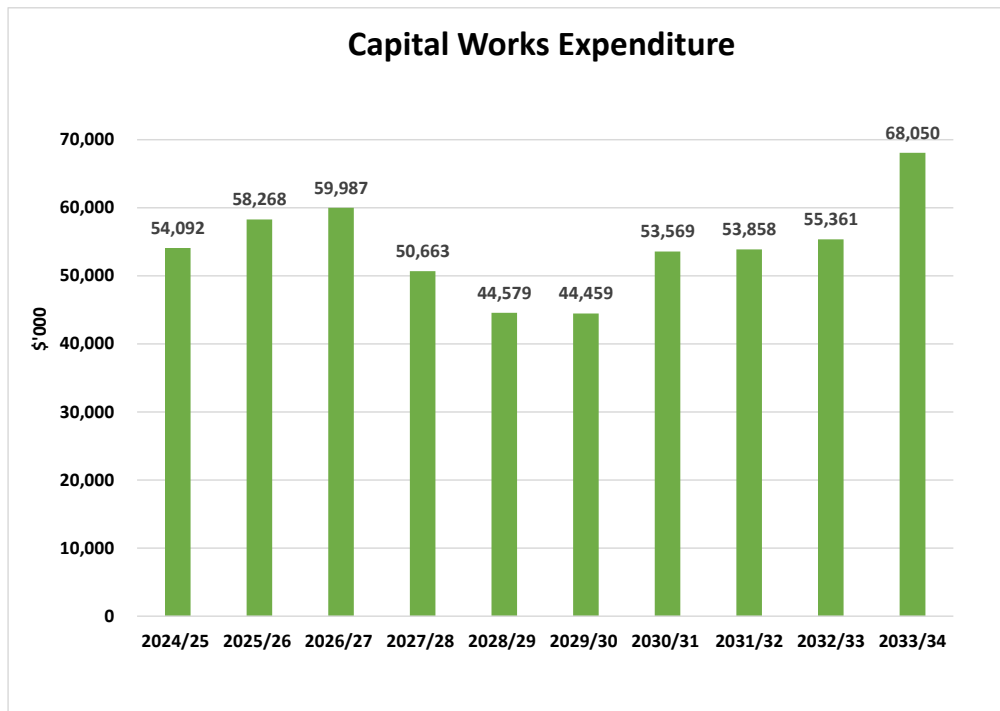
Information from Asset Management Plans inform Council’s capital expenditure priorities. As part of the preparation of this Plan, the cost of renewing existing assets has been prioritised over capital expenditure on new or expanded assets. Council has established a renewal ratio of greater than 1.0, indicating that for every dollar of depreciation (an expense approximating the value of an asset “used up” during the year), at least one dollar is spent on renewing and upgrading existing assets.

The \$545 million 10 year Capital Works Program provides for significant investment in new and expanded assets to service a growing municipality in addition to a sustained level of investment in renewal of over \$2.7 billion of community assets. The program averages \$54.5 million per annum over the next 10 years. This is a significant uplift on the historical average annual spend (average of \$44 million per annum for the previous four years).

Expenditure on new and expanded assets is driven by a number of regular programs derived from Strategies and Plans. These include improved drainage, new local footpaths, pavilion expansions, improved and new recreational and community facilities, streetscape and road upgrades, and parks and open space enhancements and acquisitions.

The creation of new or expanded assets also create an additional maintenance requirement going forward.

The forecast Capital Works Program is outlined below:



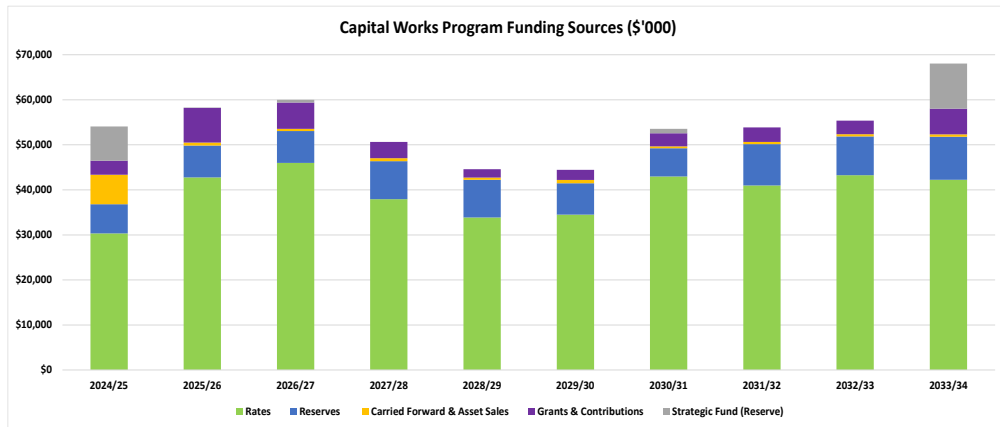


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The forecast Capital Works Program by type:

Financial Plan (\$'000)	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34
Asset renewal	21,342	25,014	24,013	23,897	23,951	21,945	25,868	28,226	26,971	33,480
Asset Upgrade	15,156	21,126	24,830	18,540	13,014	15,349	17,703	15,979	17,121	21,462
New assets	17,113	11,975	11,044	8,126	7,516	7,026	9,866	9,510	11,117	12,972
Asset expansion	481	153	100	100	98	139	132	143	152	136
<b>Total capital program</b>	<b>54,092</b>	<b>58,268</b>	<b>59,987</b>	<b>50,663</b>	<b>44,579</b>	<b>44,459</b>	<b>53,569</b>	<b>53,858</b>	<b>55,361</b>	<b>68,050</b>

The Capital Works Program funding sources comprise a mix of rate revenue, council cash reserves, external capital grants and contributions and proceeds from the sale of assets (fleet):



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### 3. Key Financial Performance Indicators

The key Financial Performance Indicators and their target range are detailed in Table One below. Two sets of indicators are reviewed – one related to the Local Government Performance Reporting Framework as mandated in legislation, and a further set by the Victorian Auditor-General's Office (not mandatory but these results are reported to Parliament).

The forecast results after applying all assumptions in the Plan are shown in Table 2.

**Table One: Key Performance Indicators**

Indicator	Description	LGPRF Expected Range	VAGO target for Low risk
Adjusted Underlying Result	An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. A positive result indicates a surplus.  <u>Adjusted underlying surplus</u> Adjusted underlying revenue	-20% to 20%	More than 5%
Working capital	To assess Council's ability to meet current commitments. A percentage higher than 100% means that there is more cash and liquid assets than short term liabilities and council is in a strong position.  <u>Current assets</u> Current liabilities	100% to 400%	More than 100%
Unrestricted Cash	Cash and cash equivalents held by Council are restricted in part and not fully available for Council's operations. This indicator assesses Council's freely available cash level (and relates to cash on hand or short term investments with a term of 90 days or less only).  <u>Unrestricted cash</u> Current liabilities	10% to 300%	n/a
Loans and Borrowings	Total interest bearing loans and borrowings as a proportion of rate revenue.  <u>Interest bearing loans and borrowings</u> Rate Revenue	0% to 60%	n/a
Loans and Borrowings	To identify Council's debt redemption strategy in relation to the revenue it raises. Debt redemption includes loan or borrowings principal and interest as a percentage of rate revenue. (Council fully repaid its loan borrowings in November 2019 and is expected to remain debt free throughout the ten year period).  <u>Interest &amp; Principal Repayments on interest bearing loans and borrowings</u> Rate Revenue	0% to 20%	n/a
Indebtedness	Lower proportion of non-current liabilities suggests greater capacity to meet long-term obligations.  Non-current liabilities / own source revenue	2% to 70%	Less than 40%
Asset Renewal and Upgrade	Assessment of whether assets are renewed or upgraded as planned.  <u>Asset renewal and asset upgrade expenditure</u> Depreciation  Greater than 100% indicates that Council is maintaining its existing assets and there is a lesser risk of insufficient spending on its asset base.	40% to 130%	More than 100%

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Rates concentration	Stability measure – Rate revenue as a proportion of total revenue. This includes rates and waste service charge income. Rate revenue / adjusted underlying revenue	Positive movement	n/a
Rates effort	Stability measure – Rate revenue as a proportion of overall property values. This includes rates and waste service charge income. Rate revenue / CIV of rateable properties in the municipality	Positive movement	n/a
Expenditure level	Efficiency measure – Average expenditure per property in the Municipality Total expenses/ no. of property assessments	Positive movement	n/a
Revenue level	Efficiency measure – Rate revenue per property in the Municipality General rates and municipal charges / no. of property assessments	Positive movement	n/a
Self-Financing	Indicates reliance on debt to fund capital programs. <u>Net operating cash flows</u> Net capital expenditure	n/a	More than 100%
Capital Replacement	Measures the replacement of assets is consistent with their consumption. <u>Capital expenditure</u> Depreciation	n/a	More than 150%

Key Performance Indicator Achievement

The Plan forecasts a strong performance with the majority of financial indicators exceeding their target. Overall results indicate that a “Low” Financial Sustainability Risk will be maintained as determined by the Victorian Auditor General. This is an important independent assessment of Council’s financial position.

Table Two: Projected Financial Performance Indicator outcomes

Indicator	Measure	Forecast												Trend
		2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	+/-	
<b>Operating position</b>														
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	0.6%	5.0%	0.2%	0.3%	0.3%	0.9%	2.2%	3.0%	3.8%	4.1%	5.2%	+	
<b>Liquidity</b>														
Working Capital	Current assets / current liabilities	200.1%	190.1%	164.7%	130.1%	112.8%	112.5%	120.0%	115.2%	115.2%	114.8%	102.5%	-	
Unrestricted cash	Unrestricted cash / current liabilities	39.2%	53.3%	32.7%	4.4%	16.2%	19.6%	26.7%	20.7%	25.0%	27.7%	20.3%	-	
<b>Obligations</b>														
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	-	-	-	-	-	-	-	-	-	-	-	o	
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	-	-	-	-	-	-	-	-	-	-	-	o	
Indebtedness	Non-current liabilities / own source revenue	2.4%	2.0%	1.9%	1.7%	1.5%	1.3%	1.1%	0.9%	0.9%	0.8%	0.8%	+	
Asset renewal (assets are renewed as planned)	Asset renewal and upgrade expense / Asset depreciation	112.5%	115.9%	142.2%	144.1%	120.2%	101.6%	100.0%	114.4%	114.3%	111.5%	135.7%	+	
<b>Stability</b>														
Rates concentration (revenue is generated from a range of sources)	Rate revenue / adjusted underlying revenue	80.5%	77.4%	84.3%	84.2%	84.5%	84.7%	84.6%	84.7%	84.6%	84.6%	84.6%	-	
Rates effort (rating level set based on the community's capacity to pay)	Rate revenue / CIV of rateable properties in the municipality	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o	
<b>Efficiency</b>														
Expenditure level	Total expenses/ no. of property assessments	\$2,826	\$2,882	\$2,848	\$2,895	\$2,940	\$2,969	\$2,995	\$3,041	\$3,090	\$3,158	\$3,200	+	
Revenue level	General rates and municipal charges / no. of property assessments	\$1,939	\$2,001	\$2,050	\$2,097	\$2,144	\$2,189	\$2,243	\$2,298	\$2,356	\$2,415	\$2,475	+	
<b>Other indicators (VAGO)</b>														
Self-Financing	Net operating cash flows / Net capital expenditure	91.5%	90.8%	73.5%	73.9%	86.4%	102.8%	110.8%	97.4%	102.3%	101.3%	91.2%	+	
Capital Replacement	Capital expenditure / Depreciation	1.5	1.7	1.8	1.8	1.4	1.2	1.2	1.4	1.4	1.4	1.7	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

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4. Other Strategies and Principles

Loan Borrowing Strategy and Principles

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

Loans can only be approved by council resolution.

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

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

Current and projected loan borrowings position

Council is currently debt free with previous loan borrowings being fully repaid in 2019/20. While Council has the option of sourcing loan borrowings to help fund the Capital Works Program in the future, the 10-Year Financial Plan does not forecast any loan borrowings.

	Forecast										
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance	-	-	-	-	-	-	-	-	-	-	-
Plus New loans	-	-	-	-	-	-	-	-	-	-	-
Less Principal repayment	-	-	-	-	-	-	-	-	-	-	-
<b>Closing balance</b>	-	-	-	-	-	-	-	-	-	-	-
Interest payment	-	-	-	-	-	-	-	-	-	-	-

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### Reserves and other restricted cash Strategy and Principles

Reserves are funds that have been set aside and act as a future funding source for specific purposes. These reserve funds do not have bank accounts of their own but are a theoretical split up of the cash that Council has on hand.

**Statutory Reserves:**

The usage of these funds is governed by legislation (or other legal requirements) and are not available for other purposes. Statutory Reserves include the Open Space Reserve and the Doncaster Hill Developer Contributions Reserve.

**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.

**Intended use of cash:**

This includes cash set aside for specific future purposes by Council which is not subject to any external restriction or legislative requirements.

This includes the following internal funds or reserves that Council has created:

- A Strategic Fund to create the capacity for Council to engage in strategic property acquisition and development opportunities, major community infrastructure development opportunities and for other one-off specific purposes in the future where required. This fund provides long term community benefit and will enable Council to reduce the reliance on rate income by creating opportunities for other revenue streams to ensure long term financial sustainability
- A Circular Economy Fund for Sustainability and Waste initiatives
- A Leisure Facilities Reserve for leisure facility enhancements and developments
- The projected long service leave liability has been set aside to ensure that council has the capacity to pay long service leave to employees when taken or upon departure.

Section 2 'Cash backed Reserves and Uncommitted Cash' provides 10 year forecasts for each of these items.

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5. Financial Plan Statements

10-Year Financial Plan Projections – Comprehensive Income Statement

	Forecast /											
	Actual	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income / Revenue</b>												
Rates and charges	122,513	126,355	130,255	133,976	138,283	142,932	147,410	152,214	157,086	162,092	167,245	
Statutory fees and fines	3,253	3,463	3,819	3,845	3,904	4,007	4,205	4,239	4,304	4,418	4,634	
User fees	8,886	9,487	9,329	10,888	11,380	11,715	12,066	12,426	12,800	13,187	13,585	
Grants - Operating	10,108	7,321	6,591	6,659	6,672	6,794	6,960	7,124	7,236	7,414	7,597	
Grants - Capital	3,556	3,283	7,599	4,620	3,025	1,755	1,785	1,816	1,848	1,881	4,165	
Contributions - monetary	4,132	4,553	4,226	5,332	4,703	6,492	6,881	7,513	7,790	7,534	7,999	
Contributions - non-monetary	1,020	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	1,287	150	160	120	167	122	185	107	125	125	128	
Share of net profits/(losses) of associates and joint ventures	-	-	-	-	-	-	-	-	-	-	-	
Other income	4,305	14,634	2,602	1,884	1,355	1,357	1,509	1,761	2,064	2,366	2,468	
<b>Total income / revenue</b>	<b>159,060</b>	<b>170,246</b>	<b>165,581</b>	<b>168,324</b>	<b>170,489</b>	<b>176,174</b>	<b>182,001</b>	<b>188,200</b>	<b>194,253</b>	<b>200,017</b>	<b>208,821</b>	
<b>Expenses</b>												
Employee costs	58,397	59,860	60,539	61,968	63,328	64,894	66,478	68,113	69,789	71,518	73,268	
Materials and services	36,889	37,365	36,708	38,365	40,013	41,239	41,370	42,336	43,529	45,413	45,965	
Depreciation	30,237	31,490	32,451	33,897	35,315	36,396	37,276	38,088	38,685	39,548	40,501	
Amortisation - intangible assets	1,938	1,499	837	418	40	-	-	-	-	-	-	
Depreciation - right of use assets	381	371	278	247	232	218	218	218	168	19	-	
Allowance for impairment losses	-	-	-	-	-	-	-	-	-	-	-	
Borrowing costs	-	-	-	-	-	-	-	-	-	-	-	
Finance Costs - leases	58	49	41	35	28	22	17	10	4	1	-	
Other expenses	23,390	24,341	23,400	23,733	24,172	24,587	24,981	25,634	26,277	27,177	27,649	
<b>Total expenses</b>	<b>151,290</b>	<b>154,975</b>	<b>154,254</b>	<b>158,663</b>	<b>163,128</b>	<b>167,356</b>	<b>170,340</b>	<b>174,399</b>	<b>178,452</b>	<b>183,676</b>	<b>187,383</b>	
<b>Surplus/(deficit) for the year</b>	<b>7,770</b>	<b>15,271</b>	<b>11,327</b>	<b>9,661</b>	<b>7,361</b>	<b>8,818</b>	<b>11,661</b>	<b>13,801</b>	<b>15,801</b>	<b>16,341</b>	<b>21,438</b>	
<b>Total comprehensive result</b>	<b>7,770</b>	<b>15,271</b>	<b>11,327</b>	<b>9,661</b>	<b>7,361</b>	<b>8,818</b>	<b>11,661</b>	<b>13,801</b>	<b>15,801</b>	<b>16,341</b>	<b>21,438</b>	

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**10-Year Financial Plan Projections – Balance Sheet**

	Forecast / Actual											
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
<b>Assets</b>												
<b>Current assets</b>												
Cash and cash equivalents	65,932	60,624	45,071	29,275	32,190	33,159	37,606	35,937	36,947	37,627	31,710	
Trade and other receivables	13,956	11,793	11,301	11,220	11,013	10,676	10,890	11,114	11,345	11,583	11,827	
Other financial assets	20,000	20,000	20,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
Prepayments	1,876	1,876	1,876	1,876	1,876	1,876	1,876	1,876	1,876	1,876	1,876	
Other assets	2,221	2,221	2,221	2,221	2,221	2,221	2,221	2,221	2,221	2,221	2,221	
<b>Total current assets</b>	<b>103,985</b>	<b>96,514</b>	<b>80,469</b>	<b>64,592</b>	<b>57,300</b>	<b>57,932</b>	<b>62,593</b>	<b>61,148</b>	<b>62,389</b>	<b>63,307</b>	<b>57,634</b>	
<b>Non-current assets</b>												
Trade and other receivables	398	398	398	398	398	398	398	398	398	398	398	
Investments in associates, joint arrangements and subsidiaries	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155	
Property, infrastructure, plant & equipment	2,653,129	2,676,281	2,702,617	2,729,347	2,745,194	2,754,010	2,761,638	2,777,797	2,793,591	2,810,031	2,838,197	
Right-of-use assets	1,969	1,598	1,320	1,073	839	621	403	185	21	-	-	
Intangible assets	2,796	1,297	460	42	2	2	2	2	2	2	2	
<b>Total non-current assets</b>	<b>2,661,447</b>	<b>2,682,729</b>	<b>2,707,950</b>	<b>2,734,015</b>	<b>2,749,588</b>	<b>2,758,186</b>	<b>2,765,596</b>	<b>2,781,537</b>	<b>2,797,167</b>	<b>2,813,586</b>	<b>2,841,752</b>	
<b>Total assets</b>	<b>2,765,432</b>	<b>2,779,243</b>	<b>2,788,419</b>	<b>2,798,607</b>	<b>2,806,888</b>	<b>2,816,118</b>	<b>2,828,189</b>	<b>2,842,685</b>	<b>2,859,556</b>	<b>2,876,893</b>	<b>2,899,386</b>	
<b>Liabilities</b>												
<b>Current liabilities</b>												
Trade and other payables	20,747	21,221	21,707	22,206	22,987	23,246	23,506	24,056	24,918	25,507	26,113	
Trust funds and deposits	12,032	11,932	11,832	11,732	11,732	11,732	11,732	11,732	11,732	11,732	11,732	
Contract and other liabilities	4,471	2,636	-	-	-	-	-	-	-	-	-	
Provisions	14,356	14,715	15,083	15,460	15,846	16,242	16,648	17,064	17,491	17,928	18,377	
Interest-bearing liabilities	-	-	-	-	-	-	-	-	-	-	-	
Lease liabilities	358	269	249	247	243	256	271	219	30	-	-	
<b>Total current liabilities</b>	<b>51,964</b>	<b>50,773</b>	<b>48,871</b>	<b>49,645</b>	<b>50,808</b>	<b>51,476</b>	<b>52,157</b>	<b>53,071</b>	<b>54,171</b>	<b>55,167</b>	<b>56,222</b>	
<b>Non-current liabilities</b>												
Provisions	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	
Lease liabilities	1,784	1,515	1,266	1,019	776	520	249	30	-	-	-	
<b>Total non-current liabilities</b>	<b>3,326</b>	<b>3,057</b>	<b>2,808</b>	<b>2,561</b>	<b>2,318</b>	<b>2,062</b>	<b>1,791</b>	<b>1,572</b>	<b>1,542</b>	<b>1,542</b>	<b>1,542</b>	
<b>Total liabilities</b>	<b>55,290</b>	<b>53,830</b>	<b>51,679</b>	<b>52,206</b>	<b>53,126</b>	<b>53,538</b>	<b>53,948</b>	<b>54,643</b>	<b>55,713</b>	<b>56,709</b>	<b>57,764</b>	
<b>Net assets</b>	<b>2,710,142</b>	<b>2,725,413</b>	<b>2,736,740</b>	<b>2,746,401</b>	<b>2,753,762</b>	<b>2,762,580</b>	<b>2,774,241</b>	<b>2,788,042</b>	<b>2,803,843</b>	<b>2,820,184</b>	<b>2,841,622</b>	
<b>Equity</b>												
Accumulated surplus	837,782	854,311	867,050	877,757	887,398	896,870	907,733	920,076	937,280	954,499	977,776	
Reserves	1,872,360	1,871,102	1,869,690	1,868,644	1,866,364	1,865,710	1,866,508	1,867,966	1,866,563	1,865,685	1,863,846	
<b>Total equity</b>	<b>2,710,142</b>	<b>2,725,413</b>	<b>2,736,740</b>	<b>2,746,401</b>	<b>2,753,762</b>	<b>2,762,580</b>	<b>2,774,241</b>	<b>2,788,042</b>	<b>2,803,843</b>	<b>2,820,184</b>	<b>2,841,622</b>	

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<b>10-Year Financial Plan Projections – Statement of Changes in Equity</b>				
	<b>Total</b>	<b>Accumulated Surplus</b>	<b>Revaluation Reserve</b>	<b>Other Reserves</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>2024 Forecast Actual</b>				
Balance at beginning of the financial year	2,702,372	830,338	1,856,159	15,875
Surplus/(deficit) for the year	7,770	7,770	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(4,000)	-	4,000
Transfers from other reserves	-	3,674	-	(3,674)
<b>Balance at end of the financial year</b>	<b>2,710,142</b>	<b>837,782</b>	<b>1,856,159</b>	<b>16,201</b>
<b>2025</b>				
Balance at beginning of the financial year	2,710,142	837,782	1,856,159	16,201
Surplus/(deficit) for the year	15,271	15,271	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(4,000)	-	4,000
Transfers from other reserves	-	5,258	-	(5,258)
<b>Balance at end of the financial year</b>	<b>2,725,413</b>	<b>854,311</b>	<b>1,856,159</b>	<b>14,943</b>
<b>2026</b>				
Balance at beginning of the financial year	2,725,413	854,311	1,856,159	14,943
Surplus/(deficit) for the year	11,327	11,327	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(4,000)	-	4,000
Transfers from other reserves	-	5,412	-	(5,412)
<b>Balance at end of the financial year</b>	<b>2,736,740</b>	<b>867,050</b>	<b>1,856,159</b>	<b>13,531</b>
<b>2027</b>				
Balance at beginning of the financial year	2,736,740	867,050	1,856,159	13,531
Surplus/(deficit) for the year	9,661	9,661	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(5,000)	-	5,000
Transfers from other reserves	-	6,046	-	(6,046)
<b>Balance at end of the financial year</b>	<b>2,746,401</b>	<b>877,757</b>	<b>1,856,159</b>	<b>12,485</b>
<b>2028</b>				
Balance at beginning of the financial year	2,746,401	877,757	1,856,159	12,485
Surplus/(deficit) for the year	7,361	7,361	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(4,420)	-	4,420
Transfers from other reserves	-	6,700	-	(6,700)
<b>Balance at end of the financial year</b>	<b>2,753,762</b>	<b>887,398</b>	<b>1,856,159</b>	<b>10,205</b>



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**10-Year Financial Plan Projections – Statement of Changes in Equity (continued)**

	Total	Accumulated	Revaluation	Other
	\$'000	Surplus	Reserve	Reserves
	\$'000	\$'000	\$'000	\$'000
<b>2029</b>				
Balance at beginning of the financial year	2,753,762	887,398	1,856,159	10,205
Surplus/(deficit) for the year	8,818	8,818	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	6,954	-	(6,954)
<b>Balance at end of the financial year</b>	<b>2,762,580</b>	<b>896,870</b>	<b>1,856,159</b>	<b>9,551</b>
<b>2030</b>				
Balance at beginning of the financial year	2,762,580	896,870	1,856,159	9,551
Surplus/(deficit) for the year	11,661	11,661	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	5,502	-	(5,502)
<b>Balance at end of the financial year</b>	<b>2,774,241</b>	<b>907,733</b>	<b>1,856,159</b>	<b>10,349</b>
<b>2031</b>				
Balance at beginning of the financial year	2,774,241	907,733	1,856,159	10,349
Surplus/(deficit) for the year	13,801	13,801	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(7,290)	-	7,290
Transfers from other reserves	-	5,832	-	(5,832)
<b>Balance at end of the financial year</b>	<b>2,788,042</b>	<b>920,076</b>	<b>1,856,159</b>	<b>11,807</b>
<b>2032</b>				
Balance at beginning of the financial year	2,788,042	920,076	1,856,159	11,807
Surplus/(deficit) for the year	15,801	15,801	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(7,070)	-	7,070
Transfers from other reserves	-	8,473	-	(8,473)
<b>Balance at end of the financial year</b>	<b>2,803,843</b>	<b>937,280</b>	<b>1,856,159</b>	<b>10,404</b>
<b>2033</b>				
Balance at beginning of the financial year	2,803,843	937,280	1,856,159	10,404
Surplus/(deficit) for the year	16,341	16,341	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(7,400)	-	7,400
Transfers from other reserves	-	8,278	-	(8,278)
<b>Balance at end of the financial year</b>	<b>2,820,184</b>	<b>954,499</b>	<b>1,856,159</b>	<b>9,526</b>
<b>2034</b>				
Balance at beginning of the financial year	2,820,184	954,499	1,856,159	9,526
Surplus/(deficit) for the year	21,438	21,438	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(7,860)	-	7,860
Transfers from other reserves	-	9,699	-	(9,699)
<b>Balance at end of the financial year</b>	<b>2,841,622</b>	<b>977,776</b>	<b>1,856,159</b>	<b>7,687</b>

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**10-Year Financial Plan Projections – Statement of Cash Flows**

	Forecast / Actual										
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>											
Rates and charges	126,418	128,518	130,747	134,057	138,490	143,269	147,196	151,990	156,855	161,854	167,001
Statutory fees and fines	3,253	3,463	3,819	3,845	3,904	4,007	4,205	4,239	4,304	4,418	4,634
User fees	8,886	9,487	9,329	10,888	11,380	11,715	12,066	12,426	12,800	13,187	13,585
Grants - operating	9,753	6,916	5,377	6,659	6,672	6,794	6,960	7,124	7,236	7,414	7,597
Grants - capital	2,958	1,853	6,177	4,620	3,025	1,755	1,785	1,816	1,848	1,881	4,165
Contributions - monetary	4,132	4,553	4,226	5,332	4,703	6,492	6,881	7,513	7,790	7,534	7,999
Interest received	3,950	3,150	2,450	1,730	1,300	1,300	1,450	1,700	2,000	2,300	2,400
Other receipts	355	11,484	152	154	55	57	59	61	64	66	68
Employee costs	(58,950)	(59,239)	(59,897)	(61,304)	(62,373)	(64,451)	(66,024)	(67,359)	(68,712)	(70,704)	(72,426)
Materials and services	(59,575)	(61,015)	(59,405)	(61,383)	(63,457)	(65,085)	(65,597)	(67,203)	(69,025)	(71,795)	(72,804)
Short-term, low value and variable lease payments	(472)	(479)	(491)	(503)	(516)	(529)	(542)	(555)	(569)	(583)	(598)
Trust funds and deposits repaid	(1,357)	(100)	(100)	(100)	-	-	-	-	-	-	-
<b>Net cash provided by/(used in) operating activities</b>	<b>39,351</b>	<b>48,591</b>	<b>42,384</b>	<b>43,995</b>	<b>43,183</b>	<b>45,324</b>	<b>48,439</b>	<b>51,752</b>	<b>54,591</b>	<b>55,572</b>	<b>61,621</b>
<b>Cash flows from investing activities</b>											
Payments for property, infrastructure, plant and equipment	(45,398)	(54,092)	(58,268)	(59,987)	(50,663)	(44,579)	(44,459)	(53,569)	(53,858)	(55,361)	(68,050)
Proceeds from sale of property, infrastructure, plant and equipment	2,383	600	640	480	670	490	740	430	500	500	512
Proceeds from sale of investments	48,500	-	-	-	10,000	-	-	-	-	-	-
<b>Net cash provided by/ (used in) investing activities</b>	<b>5,485</b>	<b>(53,492)</b>	<b>(57,628)</b>	<b>(59,507)</b>	<b>(39,993)</b>	<b>(44,089)</b>	<b>(43,719)</b>	<b>(53,139)</b>	<b>(53,358)</b>	<b>(54,861)</b>	<b>(67,538)</b>
<b>Cash flows from financing activities</b>											
Interest paid - lease liability	(58)	(49)	(40)	(35)	(28)	(23)	(17)	(11)	(4)	(1)	-
Repayment of lease liabilities	(348)	(358)	(269)	(249)	(247)	(243)	(256)	(271)	(219)	(30)	-
<b>Net cash provided by/(used in) financing activities</b>	<b>(406)</b>	<b>(407)</b>	<b>(309)</b>	<b>(284)</b>	<b>(275)</b>	<b>(266)</b>	<b>(273)</b>	<b>(282)</b>	<b>(223)</b>	<b>(31)</b>	<b>-</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	<b>44,430</b>	<b>(5,308)</b>	<b>(15,553)</b>	<b>(15,796)</b>	<b>2,915</b>	<b>969</b>	<b>4,447</b>	<b>(1,669)</b>	<b>1,010</b>	<b>680</b>	<b>(5,917)</b>
Cash and cash equivalents at the beginning of the financial year	21,502	65,932	60,624	45,071	29,275	32,190	33,159	37,606	35,937	36,947	37,627
<b>Cash and cash equivalents at the end of the financial year</b>	<b>65,932</b>	<b>60,624</b>	<b>45,071</b>	<b>29,275</b>	<b>32,190</b>	<b>33,159</b>	<b>37,606</b>	<b>35,937</b>	<b>36,947</b>	<b>37,627</b>	<b>31,710</b>
<b>Investments - Term deposits with maturity more than 90 days</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Cash and Investments at the end of the financial year</b>	<b>85,932</b>	<b>80,624</b>	<b>65,071</b>	<b>49,275</b>	<b>42,190</b>	<b>43,159</b>	<b>47,606</b>	<b>45,937</b>	<b>46,947</b>	<b>47,627</b>	<b>41,710</b>

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10-Year Financial Plan Projections – Capital Works Expenditure Projections

	Forecast / Actual										
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>											
Land	1,587	6,555	1,560	1,560	1,660	1,660	1,670	1,680	1,700	1,700	1,742
<b>Total land</b>	<b>1,587</b>	<b>6,555</b>	<b>1,560</b>	<b>1,560</b>	<b>1,660</b>	<b>1,660</b>	<b>1,670</b>	<b>1,680</b>	<b>1,700</b>	<b>1,700</b>	<b>1,742</b>
Buildings	9,480	8,794	9,748	6,716	4,825	2,995	1,765	2,725	3,200	3,095	3,384
Building improvements	-	-	-	-	-	-	-	-	-	-	-
<b>Total buildings</b>	<b>9,480</b>	<b>8,794</b>	<b>9,748</b>	<b>6,716</b>	<b>4,825</b>	<b>2,995</b>	<b>1,765</b>	<b>2,725</b>	<b>3,200</b>	<b>3,095</b>	<b>3,384</b>
<b>Total property</b>	<b>11,067</b>	<b>15,349</b>	<b>11,308</b>	<b>8,276</b>	<b>6,485</b>	<b>4,655</b>	<b>3,435</b>	<b>4,405</b>	<b>4,900</b>	<b>4,795</b>	<b>5,126</b>
<b>Plant and equipment</b>											
Plant, machinery and equipment	2,193	2,330	1,920	1,635	1,850	1,360	2,180	1,280	1,800	1,830	1,872
Fixtures, fittings and furniture	-	-	30	-	-	-	-	-	-	-	-
Computers and telecommunications	150	150	229	236	245	247	260	260	270	270	276
Artworks	355	180	131	132	133	133	135	135	150	150	153
Software	-	-	-	-	-	-	-	-	-	-	-
<b>Total plant and equipment</b>	<b>2,698</b>	<b>2,660</b>	<b>2,310</b>	<b>2,003</b>	<b>2,228</b>	<b>1,740</b>	<b>2,575</b>	<b>1,675</b>	<b>2,220</b>	<b>2,250</b>	<b>2,301</b>
<b>Infrastructure</b>											
Roads	8,341	11,685	9,868	12,317	15,090	13,810	16,838	16,488	11,412	14,496	18,911
Bridges	170	180	2,850	2,278	150	150	150	150	150	150	153
Footpaths and cycleways	3,996	6,033	5,463	5,576	4,611	4,395	5,245	4,881	4,890	5,225	4,538
Drainage	4,918	4,013	6,475	5,672	5,690	5,925	5,960	5,800	5,930	6,370	6,476
Recreational, leisure and community facilities	3,788	6,750	11,314	14,578	7,161	4,720	2,341	13,598	16,756	13,973	18,281
Waste management	-	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	10,420	7,422	8,680	9,287	9,248	9,184	7,915	6,572	7,600	8,102	12,264
Off street car parks	-	-	-	-	-	-	-	-	-	-	-
<b>Total infrastructure</b>	<b>31,633</b>	<b>36,083</b>	<b>44,650</b>	<b>49,708</b>	<b>41,950</b>	<b>38,184</b>	<b>38,449</b>	<b>47,489</b>	<b>46,738</b>	<b>48,316</b>	<b>60,623</b>
<b>Total capital works expenditure</b>	<b>45,398</b>	<b>54,092</b>	<b>58,268</b>	<b>59,987</b>	<b>50,663</b>	<b>44,579</b>	<b>44,459</b>	<b>53,569</b>	<b>53,858</b>	<b>55,361</b>	<b>68,050</b>
<b>Represented by:</b>											
New asset expenditure	9,854	17,113	11,975	11,044	8,126	7,516	7,026	9,866	9,510	11,117	12,972
Asset renewal expenditure	21,212	21,342	25,014	24,013	23,897	23,951	21,945	25,868	28,226	26,971	33,480
Asset expansion expenditure	1,516	481	153	100	100	98	139	132	143	152	136
Asset upgrade expenditure	12,816	15,156	21,126	24,830	18,540	13,014	15,349	17,703	15,979	17,121	21,462
<b>Total capital works expenditure</b>	<b>45,398</b>	<b>54,092</b>	<b>58,268</b>	<b>59,987</b>	<b>50,663</b>	<b>44,579</b>	<b>44,459</b>	<b>53,569</b>	<b>53,858</b>	<b>55,361</b>	<b>68,050</b>
<b>Funding sources represented by:</b>											
Grants	3,556	3,663	7,599	4,620	3,025	1,755	1,785	1,816	1,848	1,881	4,165
Contributions	164	560	120	223	170	75	460	98	590	-	-
Council cash	34,403	33,864	43,395	46,469	38,600	34,354	35,256	43,412	41,493	43,774	42,773
Reserves	7,275	16,006	7,154	8,675	8,868	8,395	6,958	8,243	9,927	9,706	21,112
<b>Total capital works expenditure</b>	<b>45,398</b>	<b>54,092</b>	<b>58,268</b>	<b>59,987</b>	<b>50,663</b>	<b>44,579</b>	<b>44,459</b>	<b>53,569</b>	<b>53,858</b>	<b>55,361</b>	<b>68,050</b>

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Proposed 10-Year Financial Plan 2024/25 to 2033/34

10-Year Financial Plan Projections – Statement of Human Resources

Staff expenditure	Forecast										
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>											
Employee costs - operating	58,397	59,860	60,539	61,968	63,328	64,894	66,478	68,113	69,789	71,518	73,268
Employee costs - capital	3,003	3,576	3,653	3,708	3,800	3,895	3,993	4,093	4,195	4,300	4,407
<b>Total staff expenditure</b>	<b>61,400</b>	<b>63,436</b>	<b>64,192</b>	<b>65,676</b>	<b>67,128</b>	<b>68,789</b>	<b>70,471</b>	<b>72,206</b>	<b>73,984</b>	<b>75,818</b>	<b>77,675</b>

Staff numbers	Forecast										
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
<b>Full Time Equivalent (FTE) staff numbers</b>											
Full Time Equivalent (FTE) Employees	532.2	487.7	482.0	481.5	481.5	481.5	481.5	481.5	481.5	481.5	481.5
<b>Total Full Time Equivalent (FTE)</b>	<b>532.2</b>	<b>487.7</b>	<b>482.0</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>

Manningham Council  
Proposed 10-Year Financial Plan 2024/25 to 2033/34

**10-Year Financial Plan Projections – Summary of Planned Human Resources expenditure – by Directorate**

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>CEO's Office</b>										
Permanent - Full time	5,811	5,956	6,105	6,257	6,414	6,574	6,739	6,907	7,080	7,257
Women	4,138	4,241	4,347	4,456	4,567	4,682	4,799	4,919	5,041	5,168
Men	1,673	1,715	1,758	1,802	1,847	1,893	1,940	1,989	2,038	2,089
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	674	691	708	726	744	762	781	801	821	841
Women	636	652	669	685	703	720	738	757	775	795
Men	37	38	39	40	41	42	43	44	46	47
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total CEO's Office</b>	<b>6,484</b>	<b>6,647</b>	<b>6,813</b>	<b>6,983</b>	<b>7,158</b>	<b>7,337</b>	<b>7,520</b>	<b>7,708</b>	<b>7,901</b>	<b>8,098</b>
<b>Experience and Capability</b>										
Permanent - Full time	9,487	9,724	9,967	10,216	10,472	10,734	11,002	11,277	11,559	11,848
Women	5,184	5,313	5,446	5,582	5,722	5,865	6,012	6,162	6,316	6,474
Men	4,303	4,411	4,521	4,634	4,750	4,869	4,990	5,115	5,243	5,374
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	1,544	1,583	1,623	1,663	1,705	1,747	1,791	1,836	1,882	1,929
Women	1,459	1,496	1,533	1,571	1,611	1,651	1,692	1,735	1,778	1,822
Men	85	87	89	92	94	96	99	101	104	106
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total Experience and Capability</b>	<b>11,031</b>	<b>11,307</b>	<b>11,590</b>	<b>11,879</b>	<b>12,176</b>	<b>12,481</b>	<b>12,793</b>	<b>13,113</b>	<b>13,441</b>	<b>13,777</b>
<b>Connected Communities</b>										
Permanent - Full time	5,256	5,388	5,523	5,661	5,802	5,947	6,096	6,248	6,405	6,565
Women	3,710	3,803	3,898	3,995	4,095	4,198	4,302	4,410	4,520	4,633
Men	1,546	1,585	1,625	1,665	1,707	1,750	1,793	1,838	1,884	1,931
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	4,494	4,606	4,722	4,840	4,961	5,085	5,212	5,342	5,476	5,612
Women	4,315	4,423	4,533	4,647	4,763	4,882	5,004	5,129	5,257	5,389
Men	179	183	188	193	198	203	208	213	218	224
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total Connected Communities</b>	<b>9,751</b>	<b>9,994</b>	<b>10,244</b>	<b>10,500</b>	<b>10,763</b>	<b>11,032</b>	<b>11,308</b>	<b>11,590</b>	<b>11,880</b>	<b>12,177</b>
<b>City Planning</b>										
Permanent - Full time	9,486	9,724	9,967	10,216	10,471	10,733	11,001	11,276	11,558	11,847
Women	4,310	4,418	4,529	4,642	4,758	4,877	4,999	5,124	5,252	5,383
Men	5,176	5,305	5,438	5,574	5,713	5,856	6,003	6,153	6,307	6,464
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	2,239	2,295	2,353	2,411	2,472	2,533	2,597	2,662	2,728	2,796
Women	1,909	1,957	2,006	2,056	2,107	2,160	2,214	2,269	2,326	2,384
Men	330	338	347	355	364	373	383	392	402	412
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total City Planning</b>	<b>11,726</b>	<b>12,019</b>	<b>12,319</b>	<b>12,627</b>	<b>12,943</b>	<b>13,266</b>	<b>13,598</b>	<b>13,938</b>	<b>14,286</b>	<b>14,644</b>
<b>City Services</b>										
Permanent - Full time	17,059	17,485	17,922	18,370	18,829	19,300	19,783	20,277	20,784	21,304
Women	3,816	3,911	4,009	4,109	4,212	4,317	4,425	4,536	4,649	4,766
Men	13,243	13,574	13,913	14,261	14,617	14,983	15,357	15,741	16,135	16,538
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	935	958	982	1,007	1,032	1,058	1,084	1,111	1,139	1,168
Women	672	689	706	724	742	760	779	799	819	839
Men	263	270	276	283	290	298	305	313	320	328
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total City Services</b>	<b>17,994</b>	<b>18,443</b>	<b>18,904</b>	<b>19,377</b>	<b>19,862</b>	<b>20,358</b>	<b>20,867</b>	<b>21,389</b>	<b>21,923</b>	<b>22,471</b>
Casuals, temporary and other expenditure	2,875	2,129	2,098	1,961	1,993	2,004	2,027	2,051	2,087	2,101
Capitalised labour costs	3,576	3,653	3,708	3,800	3,895	3,993	4,093	4,195	4,300	4,407
<b>Total staff expenditure</b>	<b>63,436</b>	<b>64,192</b>	<b>65,676</b>	<b>67,128</b>	<b>68,789</b>	<b>70,471</b>	<b>72,206</b>	<b>73,984</b>	<b>75,818</b>	<b>77,675</b>

Manningham Council  
Proposed 10-Year Financial Plan 2024/25 to 2033/34

**10-Year Financial Plan Projections – Summary of Planned Human Resources FTE – by Directorate**

	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
<b>CEO's Office</b>										
Permanent - Full time	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0
Women	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0
Men	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7	5.7
Women	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3
Men	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total CEO's Office</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>
<b>Experience and Capability</b>										
Permanent - Full time	66.5	66.5	66.5	66.5	66.5	66.5	66.5	66.5	66.5	66.5
Women	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0
Men	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5	28.5
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	13.1	13.1	13.1	13.1	13.1	13.1	13.1	13.1	13.1	13.1
Women	12.4	12.4	12.4	12.4	12.4	12.4	12.4	12.4	12.4	12.4
Men	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total Experience and Capability</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>
<b>Connected Communities</b>										
Permanent - Full time	39.2	39.2	39.2	39.2	39.2	39.2	39.2	39.2	39.2	39.2
Women	28.0	28.0	28.0	28.0	28.0	28.0	28.0	28.0	28.0	28.0
Men	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2	11.2
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1	36.1
Women	34.4	34.4	34.4	34.4	34.4	34.4	34.4	34.4	34.4	34.4
Men	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total Connected Communities</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>
<b>City Planning</b>										
Permanent - Full time	70.9	70.9	70.9	70.9	70.9	70.9	70.9	70.9	70.9	70.9
Women	34.3	34.3	34.3	34.3	34.3	34.3	34.3	34.3	34.3	34.3
Men	36.6	36.6	36.6	36.6	36.6	36.6	36.6	36.6	36.6	36.6
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9	20.9
Women	17.1	17.1	17.1	17.1	17.1	17.1	17.1	17.1	17.1	17.1
Men	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total City Planning</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>
<b>City Services</b>										
Permanent - Full time	145.6	145.6	145.6	145.6	145.6	145.6	145.6	145.6	145.6	145.6
Women	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0
Men	115.6	115.6	115.6	115.6	115.6	115.6	115.6	115.6	115.6	115.6
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6
Women	5.9	5.9	5.9	5.9	5.9	5.9	5.9	5.9	5.9	5.9
Men	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
<b>Total City Services</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>
Casuals and temporary staff	17.5	11.9	11.4	11.4	11.4	11.4	11.4	11.4	11.4	11.4
Capitalised labour	25.7	25.7	25.7	25.7	25.7	25.7	25.7	25.7	25.7	25.7
<b>Total staff numbers</b>	<b>487.7</b>	<b>482.0</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>	<b>481.5</b>

## 14.2 Proposed 2024/25 Budget

File Number: IN24/278  
Responsible Director: Chief Executive Officer  
Attachments: 1 Proposed 2024/25 Budget - Manningham Council [↓](#)

### PURPOSE OF REPORT

*In accordance with the Local Government Act 2020, a council must prepare and adopt a budget for each financial year. Council must ensure the budget contains financial statements and other information including capital works, human resources and grants. The budget must contain the amount which council intends to raise by general rates and service charges. The budget must include a description of services, major initiatives and initiatives to be funded for the financial year and how they will contribute to achieving the strategic objectives as specified in the Council Plan. For the services to be funded in the budget, the budget must also include the prescribed indicators of service performance that must be reported against in the performance statement and the prescribed measures relating to those indicators.*

### EXECUTIVE SUMMARY

*The Local Government Act 2020 (the Act) requires Council to prepare and adopt a Budget each year by 30 June (Section 94).*

*A Proposed 2024/25 Budget has been prepared for Council approval 'in-principle' and release for public consultation prior to being adopted in June 2024.*

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

### COUNCIL RESOLUTION

**MOVED: CR STEPHEN MAYNE**  
**SECONDED: CR DEIRDRE DIAMANTE**

**That Council:**

- A. Approve 'in-principle' the Proposed 2024/25 Budget with the following amendment:
  - the standard waste charge to be frozen at the 2023/24 charge of \$322;**
- B. In accordance with Council's Community Engagement Policy seek the community's input into the Proposed 2024/25 Budget; and**
- C. Consider for adoption the Proposed 2024/25 Budget at the Council Meeting on Tuesday 25 June 2024, after consideration of any input received from the community.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 The Proposed Budget has been prepared for the 2024/25 financial year in accordance with the Local Government Act 2020 and is included as an attachment.
- 2.2 The document forms part of the new Integrated Strategic Planning and Reporting Framework and must be prepared in accordance with the strategic planning principles outlined in Section 89 of the Act and the financial management principles in Section 101 of the Act.
- 2.3 The strategic planning principles in section 89 include the following requirements:
- An integrated approach to planning, monitoring and performance reporting
  - The Community Vision must be addressed
  - Resources needed for effective implementation must be taken into account
  - Risks to effective implementation must be identified and addressed; and
  - Ongoing monitoring of progress and regular reviews to identify and address changing circumstances.

### 2024/25 Budget

- 2.4 The proposed 2024/25 Budget has been prepared based on significant feedback and input to date including:
- A community survey in late 2020 on our community's priorities which highlighted the importance of good governance and ongoing financial sustainability;
  - A Community Panel in March 2021 that provided significant input into the development of the 10 Year Financial Plan;
  - Online consultation periods during 2021 and 2022 and most recently in November 2023 to January 2024 on "Your Say Manningham" inviting our community to provide Council with their priority areas for funding. We received over 650 submissions which helped guide this Plan;
  - During February and March 2024 we invited our community to submit their 'budget idea' to Council with an option to also pitch their idea in person to Councillors at a session in March 2024. We received 81 budget ideas with 18 community members also choosing to present their budget idea in person to Councillors; and
  - A rigorous development and review process involving Councillors and Council officers.
- 2.5 In addition to the above, it is proposed that Council also seek further community input and comments on the proposed 2024/25. Budget document attached.
- 2.6 The proposed 2024/25 Budget has been developed in line with the Local Government Victoria Model Budget as required by the Local Government Act 2020.

## 3. DISCUSSION / ISSUE

The proposed budget has been prepared with reference to the four year Council Plan 2021-2025 and Council's 10 Year 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.



Council's 10 Year 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 average 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; and
- An annual allocation of 50% of the underlying surplus to Council's Strategic Fund to create capacity for major community infrastructure projects and strategic property acquisition and development opportunities. This fund provides long term community benefit and ensures ongoing financial sustainability.

Council has continued to focus on a targeted reduction in operating costs and will continue to focus on efficiencies, cost savings and alternative sources of income to ensure ongoing financial sustainability.

It should be noted that the Proposed 2024/25 Budget 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.

In accordance with the rate cap advised by the Minister for Local Government, this budget proposes an average general rate increase of 2.75%. This is below current inflation.

### **Key highlights of the Budget**

- An operating budget of \$155 million to deliver more than 100 valuable services for our community.
- Key operating initiatives in priority areas including sustainability, the environment and waste management, asset management, flood modelling, water management, strategic land use and support for local businesses.
- Cost of living relief for our community.
- A significant investment of \$54 million into our Capital Works Program to renew, upgrade and expand Council's \$2.7 billion of community assets which includes a focus on funding core infrastructure such as footpaths, drainage, roads and open space. This is in addition to the \$22 million to maintain our important community assets included in our operating budget.
- An average general rate increase in line with the State Government's rate cap of 2.75% which is well below current inflation.
- We will continue to provide a \$150 low income rate rebate for holders of a Commonwealth Government Low Income (LI) Health Care Card.
- Holders of a State Government Pensioner Concession Card or Veterans' Affairs Gold Card may also be eligible for a deduction on their rates (\$253.20 in 2023/24) and a further \$50 deduction toward the cost of the State Government Fire Services Property Levy.

- We are also capping our average waste service charge increases at 2.75%, well below the escalating cost increase of 4.80% to Council.
- Continued support for rate payers undergoing financial difficulties through our financial hardship provisions.
- Our budget also provides an important source of funding support for community led initiatives through our extensive \$2.25 million community grants and contributions programs.
- We will continue to provide financial support to agencies that provide emergency relief to those in need in our community.
- We will also continue the provision of subsidies for school holidays programs. This was introduced last year and has been extremely popular.
- A focus on ongoing financial sustainability through innovation and efficiencies.

Council's operating budget provides funding to deliver community services, highlights include:

- \$21 million for a Healthy Community
- \$40 million for Liveable Places and Spaces
- \$19 million for a Resilient Environment
- \$6 million for a Vibrant Prosperous Economy
- \$32 million for a Well Governed Council (includes corporate wide management and support expenses including Customer Service, Legal, Governance and Risk, Information Technology, Finance, People, Culture and Safety).

An extensive \$54 million Capital Works Program comprising:

- \$12 million for roads and bridges

This includes \$5.3 million for general road resurfacing, restoration and kerb and channel, \$2.8 million for Tram / Merlin Traffic Signals, \$1.4 million for the Fitzsimons Lane and Main Road Corridor (Templestowe Route), and \$0.4 million for Jumping Creek Road.

- \$7 million for parks, open space and streetscapes

This includes \$1.6 million for playspace renewals, \$1.2 million for Ruffey Lake Park Masterplan implementation including playground, \$0.7 million for Foote Street Pedestrian Operated Signals, \$0.5 million for sporting reserve renewals, ; \$0.3 million for the BMX Trail program, \$0.2 million for Boronia Reserve, \$0.2 million for new bus shelters and \$0.1 million to commence the Templestowe Village streetscape upgrade

- \$15 million for property works and acquisitions

This includes including \$6.6 million on property acquisitions, \$3.1 million on the Schramm's Cottage Museum Complex Visitor Centre, \$1.0 million to commence works on a co-working hub, \$1.0 million for a battery for Mullum Mullum stadium, \$0.9 million for general building refurbishments, \$0.6 million for solar panels on council buildings, \$0.4 million to commence works on Warrandyte Scout Hall, \$0.4 million on Public Toilets, \$0.3 million to commence works at Aquarena, and \$0.3 million for Doncaster library improvement works.

- \$4 million for drainage

This includes \$0.7 million for Corriedale Crescent, Park Orchards, \$0.6 million for Blair Street, Warrandyte, \$0.4 million for Melbourne Hill, \$0.4 million for Mitchell Avenue, Warrandyte and Dalry Avenue, Park Orchards \$0.3 million.

- \$6 million for footpaths and cycleways.

This includes \$1.2 million for renewal of existing footpaths, \$0.6 million for the Taroon Avenue shared path, \$0.5 million for Dudley Road path, \$0.5 million for Yarra Road path, \$0.4 million for Pound Road path, \$0.3 million for Serpells Road path, \$0.3 million for a new footpath in Parker Street, and \$0.2 million for footpaths in parks.

- \$7 million for Recreational and Community facilities

This includes \$1.1 million for Rieschiecks Reserve Management Plan (incl. Waldau), \$0.7 million for Donvale Bowls, \$0.6 million for Aquarena Redevelopment (50m Pool & Outdoor Master Plan), \$0.5 million for Wonga Park Netball Court Redevelopment & Floodlighting upgrade, \$0.3 million for a Youth hub at MC2, \$0.3 million for Timber Reserve Pavilion design, \$0.3 million for Koonung Reserve oval redevelopment, \$0.3 million to upgrade sports field lighting, \$0.2 million for walking tracks around sporting ovals, \$0.2 million for Manningham Templestowe Leisure Centre Master Plan and \$0.2 million for Donvale Indoor Sports Centre planning.

- \$3 million for plant and equipment including public artworks.

In addition to the above extensive Capital Works Program, Council has included \$22 million in our operating budget in 2024/25 to maintain our important community assets.

### **General Rates**

The proposed 2024/25 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 2.75% as set by the State Government rate cap
- general rates for an average property of \$2,004.
- the continuation of a \$150 low income rate rebate for holders of a Commonwealth Government Low Income (LI) Health Care Card
- holders of a State Government Pensioner Concession Card or Veterans' Affairs Gold Card may also be eligible for a deduction on their rates (\$253.20 in 2023/24) and a further \$50.00 deduction toward the cost of the Fire Services Property Levy
- the continuation of financial hardship provisions to help ratepayers who are experiencing difficulty in paying their rates.

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 2024/25 proposed budget.

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 2.75% (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.

Preliminary property valuation data has been released by the Valuer-General Victoria and indicates that the average property value in Manningham increased by approximately 5% from \$1.26 million (1 Jan 2023 valuation) to \$1.32 million (1 Jan 2024 valuation).

### Waste charges

The overall cost to Council for waste management is anticipated to continue to increase significantly by 4.80%. Council has been impacted by large increases in the fuel levy surcharge in waste contracts. The State Government also continues to increase the landfill levy charged to councils.

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.

Despite the increased cost to Council for waste services, Council is cognisant of the cost of living pressures in our community and propose to cap the increase in the average Waste Service Charge for a standard waste service to 2.75%. This represents a \$8.85 increase to \$330.85.

### Combined rates and charges bill

The total Council rates and charges for an average property in Manningham (value \$1.32 million) is detailed in the following table:

	2023/24	2024/25	Change \$	Change %
General rates charge	\$ 1,949.98	\$2,003.61	\$53.63	2.75%
Standard waste charge	\$322.00	\$330.85	\$8.85	2.75%
<b>Total Council charges</b>	<b>\$2,271.98</b>	<b>\$2,334.46</b>	<b>\$62.48</b>	<b>2.75%</b>

Council has achieved the mandated rate cap of 2.75% for general rates.

Note that the Rates Notice also includes the State Government Fire Services Property Levy which Council is required to collect on behalf of the State Government to fund Fire Services in Victoria. This is passed directly on to the State Government by Council.

The recent State Government Budget foreshadowed an approximate 20% to 30% increase in this State Government levy for 2024/25.

### Key Financial Indicators

The Local Government Performance and Reporting Framework (LGPRF) details a range of financial indicators. The Victorian Auditor General’s Office (VAGO) has other financial indicators.

A table can be found below detailing the LGPRF and VAGO indicators, including a description of each indicator and forecasts over the 10 year period.

The indicators generally show positive or stable trends and ongoing financial sustainability despite the challenging economic environment.

#### Key Financial Indicators table

Indicator	Measure	Forecast											Trend
		2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	
<b>Operating position</b>													
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	0.6%	5.0%	0.2%	0.3%	0.3%	0.9%	2.2%	3.0%	3.8%	4.1%	5.2%	+
<b>Liquidity</b>													
Working Capital	Current assets / current liabilities	200.1%	190.1%	164.7%	130.1%	112.8%	112.5%	120.0%	115.2%	115.2%	114.8%	102.5%	-
Unrestricted cash	Unrestricted cash / current liabilities	39.2%	53.3%	32.7%	4.4%	16.2%	19.6%	26.7%	20.7%	25.0%	27.7%	20.3%	-
<b>Obligations</b>													
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	-	-	-	-	-	-	-	-	-	-	-	o
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue	-	-	-	-	-	-	-	-	-	-	-	o
Indebtedness	Non-current liabilities / own source revenue	2.4%	2.0%	1.9%	1.7%	1.5%	1.3%	1.1%	0.9%	0.9%	0.8%	0.8%	+
Asset renewal (assets are renewed as planned)	Asset renewal and upgrade expense / Asset depreciation	112.5%	115.9%	142.2%	144.1%	120.2%	101.6%	100.0%	114.4%	114.3%	111.5%	135.7%	+
<b>Stability</b>													
Rates concentration (revenue is generated from a range of sources)	Rate revenue / adjusted underlying revenue	80.5%	77.4%	84.3%	84.2%	84.5%	84.7%	84.6%	84.7%	84.6%	84.6%	84.6%	-
Rates effort (rating level set based on the community’s capacity to pay)	Rate revenue / CIV of rateable properties in the municipality	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o
<b>Efficiency</b>													
Expenditure level	Total expenses/ no. of property assessments	\$2,826	\$2,882	\$2,848	\$2,895	\$2,940	\$2,969	\$2,995	\$3,041	\$3,090	\$3,158	\$3,200	+
Revenue level	General rates and municipal charges / no. of property assessments	\$1,939	\$2,001	\$2,050	\$2,097	\$2,144	\$2,189	\$2,243	\$2,298	\$2,356	\$2,415	\$2,475	+
<b>Other indicators (VAGO)</b>													
Self-Financing	Net operating cash flows / Net capital expenditure	91.5%	90.8%	73.5%	73.9%	86.4%	102.8%	110.8%	97.4%	102.3%	101.3%	91.2%	+
Capital Replacement	Capital expenditure / Depreciation	1.5	1.7	1.8	1.8	1.4	1.2	1.2	1.4	1.4	1.4	1.7	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

## 4. COUNCIL PLAN / STRATEGY

4.1 The proposed budget has been prepared with reference to the 4 year Council Plan 2021-2025 and Council’s 10 Year Financial Plan. Progress against the Council Plan and Budget will be reported to Council and the Community through quarterly Reports and the Annual Report.

## 5. IMPACTS AND IMPLICATIONS

### 5.1 Finance / Resource Implications

The proposed 2024/25 Budget has been prepared in alignment with the community’s priorities, the Council Plan and the 10 Year Financial Plan.

The proposed budget adopts a balanced budget approach. Strategies are being implemented to ensure that Council remains financially sustainable in the long term, and has the capability to continue to provide relevant and cost effective services and infrastructure for our community following the introduction of a rate cap by the State Government.

The Key Financial Indicators project Council to continue to be in a sound financial position over the four year period.

**6. IMPLEMENTATION**

6.1 Communication and Engagement Timelines

In addition to the extensive community engagement to date, the proposed 2024/25 Budget will be available on Council’s website and a hard copy will be available at the Civic Centre and Council’s libraries.

Council encourages community input and comments on this document. This can be provided via the ‘Your Say Manningham’ website where the document can also be viewed. The public display and public comment period will run from Wednesday 29 May 2024 to Monday 10 June 2024.

Is engagement required?	Yes
Stakeholder Groups	Manningham community
Where does it sit on the IAP2 spectrum?	Consult
Approach	Website info, YourSay Manningham, social media

6.2 Timelines

Key dates in the 2024/25 Budget process include:

- 28 May 2024 Council Meeting to approve ‘in principle’ the proposed 2024/25 Budget.
- 29 May 2024 Public display period opens
- 10 June 2024 Public display period closes
- 11 June 2024 Public Submissions Hearing and SBS to consider public comments and 2024/25 Budget (as amended)
- 25 June 2024 Council meeting to adopt the 2024/25 Budget.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

# Proposed 2024/25 Budget



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## Mayor and CEO's Introduction

We are pleased to present our proposed 2024/25 Budget. Following a rigorous review by Councillors and management, this proposed budget aligns with our community's priorities.

We have undertaken significant community engagement to help inform our key plans and strategies, including our Community Vision, Council Plan, 10-year Financial Plan, our Revenue and Rating Plan and this proposed 2024/25 Budget.

### **We're delivering for our community with an operating budget of \$155 million to deliver more than 100 valuable services for our community.**

- Our budget provides the funding for key initiatives in priority areas including community health and wellbeing, our parks and public spaces, road maintenance and footpaths, the environment and waste and storm water management, support for local businesses including the introduction of a co-working hub, a youth hub, and increased community grant funding to support community led initiatives.
- We will continue to deliver on our **Climate Emergency Action Plan** to reduce the impacts of climate change. We have allocated \$13 million in our capital works program over the next ten years for Circular Economy (sustainability) initiatives
- With inflation continuing to be higher than average, we are conscious of **cost of living pressures** in our community.
- Our average general rate increase will be in line with the State Government's rate cap of 2.75%.
- We will continue to provide a \$150 low income rate rebate for holders of a Commonwealth Government Low Income (LI) Health Care Card.
- Holders of a State Government Pensioner Concession Card or Veterans' Affairs Gold Card may also be eligible for a deduction on their rates (\$253.20 in 2023/24) and a further \$50.00 deduction toward the cost of the Fire Services Property Levy.
- Conscious of the cost of living pressures we are also capping our waste service charge increase at 2.75%, well below the 4.80% increase in the cost of waste services to Council.
- We will continue to support rate payers undergoing financial difficulties through our financial hardship provisions
- Our budget also provides an important source of funding support for community led initiatives through our extensive \$2.25 million community grants and contributions programs
- We will continue to provide financial support to agencies that provide emergency relief to those in need in our community.
- We will also continue the provision of subsidies for school holidays programs. This was introduced last year and has been extremely popular.
- Council continues to face large cost escalations due to the current economic environment. The cost increases to Council for service delivery and our capital works program are significantly higher than the reported inflation. Factors include increases to the cost of external service contracts and capital works project costs (materials and contract labour). To the end of March 2024, annual CPI was 3.6%, yet infrastructure cost increases (for example non-residential building construction cost increases) were 6.6%.
- Cost-shifting from the State Government to the local government sector also has a major impact on our budget. Cost shifting happens when other levels of Government reduce, in real terms, payments to local government but maintain a requirement for the same level of service delivery or require Councils to perform new functions without adequate resources. The impact of State Government cost-shifting onto Manningham Council is close to \$13 million per annum
- Despite the challenging economic environment, we have continued to focus on **ongoing financial sustainability** through innovation and efficiencies and containment of expenditure at less than inflation. We are also seeking alternative sources of income to reduce the dependence on rate income. This includes ensuring that we strategically unlock the potential of our assets to enhance our financial sustainability.

### **We're delivering on our Council Plan. This includes:**

- \$21 million for a Healthy Community
- \$40 million for Liveable Places and Spaces

- \$19 million for a Resilient Environment
- \$6 million for a Vibrant Prosperous Economy
- \$32 million for a Well Governed Council.

We are **continuing to build a better Manningham through investing in our community infrastructure** with an extensive \$54 million capital works program in 2024/25 to maintain and enhance Council's \$2.7 billion of community assets. This is in addition to the \$22 million allocated next year in our operating budget to maintain our important community assets.

**We are planning strategically for the long term. Over the next 10 years we aim to deliver a \$543 million program of capital works and a \$247 million infrastructure maintenance program** including:

- Building better connections through our roads program with \$147 million capital works for Roads and bridges renewal and upgrade (plus \$11 million for roads maintenance)
- Renewing and upgrading community facilities including environmentally sustainable design with \$109 million capital works planned for Recreation, Leisure and Community Facilities (plus \$30 million for sportsground and leisure centre maintenance)
- Enhancing our parks, reserves and streetscapes with \$86 million capital works for the open space, parks and streetscapes beautification and improvement program (plus \$140 million for maintenance including \$6 million for tree planting)
- A large investment in our drainage program to protect our environment with \$58 million capital works for new and upgraded drainage (plus \$24 million for drainage maintenance)
- A Building Improvement program of \$47 million capital (plus \$23 million for Building maintenance)
- Creating better pedestrian links and expanding our footpaths and cycleways with \$51 million capital for footpaths and cycleways (plus \$10 million for footpath maintenance)
- \$16.5 million to purchase property to increase the open space within our Municipality and \$5 million for strategic property acquisitions
- Circular Economy (sustainability) initiatives of \$11 million will be delivered over the next 10 years as part of our Climate Emergency Action Plan.

**Some of the many highlights of Council's extensive capital works program of \$54 million for 2024/25 include:**

- **\$12 million for roads and bridges**

This includes \$5.3 million for general road resurfacing, restoration and kerb and channel, \$2.8 million for Tram / Merlin Traffic Signals, \$1.4 million for the Fitzsimons Lane and Main Road Corridor (Templestowe Route), and \$0.4 million for Jumping Creek Road.

- **\$7 million for parks, open space and streetscapes**

This includes \$1.6 million for playspace renewals, \$1.2 million for Ruffey Lake Park Masterplan implementation including playground, \$0.7 million for Foote Street Pedestrian Operated Signals, \$0.5 million for sporting reserve renewals, ; \$0.3 million for the BMX Trail program, \$0.2 million for Boronia Reserve, \$0.2 million for new bus shelters and \$0.1 million to commence the Templestowe Village streetscape upgrade.

- **\$15 million for property works and acquisitions**

This includes including \$6.6 million on property acquisitions, \$3.1 million on the Schramm's Cottage Museum Complex Visitor Centre, \$1.0 million to commence works on a co-working hub, \$1.0 million for a battery for Mullum Mullum stadium, \$0.9 million for general building refurbishments, \$0.6 million for solar panels on council buildings, \$0.4 million to commence works on Warrandyte Scout Hall, \$0.4 million on Public Toilets, \$0.3 million to commence works at Aquarena, and \$0.3 million for Doncaster library improvement works.

- **\$4 million for drainage**

This includes \$0.7 million for Corriedale Crescent, Park Orchards, \$0.6 million for Blair Street, Warrandyte, \$0.4 million for Melbourne Hill, \$0.4 million for Mitchell Avenue, Warrandyte and Dalry Avenue, Park Orchards \$0.3 million.

- **\$6 million for footpaths and cycleways.**

This includes \$1.2 million for renewal of existing footpaths, \$0.6 million for the Taroona Avenue shared path, \$0.5 million for Dudley Road path, \$0.5 million for Yarra Road path, \$0.4 million for Pound Road path, \$0.3 million for Serpells Road path, \$0.3 million for a new footpath in Parker Street, and \$0.2 million for footpaths in parks.

- **\$7 million for Recreational and Community facilities**

This includes \$1.1 million for Rieschiecks Reserve Management Plan (incl. Waldau), \$0.7 million for Donvale Bowls, \$0.6 million for Aquarena Redevelopment (50m Pool & Outdoor Master Plan), \$0.5 million for Wonga Park Netball Court Redevelopment & Floodlighting upgrade, \$0.3 million for a Youth hub at MC2, \$0.3 million for Timber Reserve Pavilion design, \$0.3 million for Koonung Reserve oval redevelopment, \$0.3 million to upgrade sports field lighting, \$0.2 million for walking tracks around sporting ovals, \$0.2 million for Manningham Templestowe Leisure Centre Master Plan and \$0.2 million for Donvale Indoor Sports Centre planning.

- **\$3 million for plant and equipment including public artworks.**

In addition to the above extensive Capital Works Program, Council has included \$22 million in our operating budget in 2024/25 to maintain our important community assets.

Our proposed 2024/25 Budget has been prepared based on **extensive community feedback and input** including:

- An online consultation period during November 2023 to January 2024 on “Your Say Manningham” inviting our community to provide Council with their priority areas for funding which helped guide this budget. We had over 650 responses from our community. Our community wanted us to invest in community sport, parks and open spaces, roads and traffic and parking management, maintenance, cleaning, footpaths and cycling and pedestrian infrastructure, recycling and waste management, and drainage and stormwater management, and this proposed budget delivers on this; and

- During February and March 2024 we invited our community to submit their 'budget idea' to Council with an option to also pitch their idea in person to Councillors at a session in March 2024. We received 81 budget ideas with 18 community members also choosing to present their budget idea in person to Councillors.

- A rigorous budget development and review process involving Councillors and Council officers with reference to our Community Vision and Council Plan 2021-2025.

We now invite you to read through this proposed 2024/25 Budget and provide your feedback either online at [yoursay.manningham.vic.gov.au/budget](https://yoursay.manningham.vic.gov.au/budget) or by post by Monday 10 June 2024.

We welcome your input on this proposed 2024/25 Budget. We will consider all feedback received before the budget is considered for adoption in late June 2024.

**Cr Carli Lange**  
**MAYOR**

**Andrew Day**  
**CEO**

## Budget summary

The 2024/25 Budget has been through a rigorous process of review by Councillors and management to ensure that it aligns with our community's priorities and will help meet the objectives set out in our Council Plan. Council has engaged and consulted with our community at different stages throughout its development.

### Strategic Budget Principles

The 2024/25 Budget and 10-year Financial Plan are based on a number of Budget Principles. These principles guide the development of the operating and capital budgets and ensure that a consistent approach is applied. The Budget Principles are:

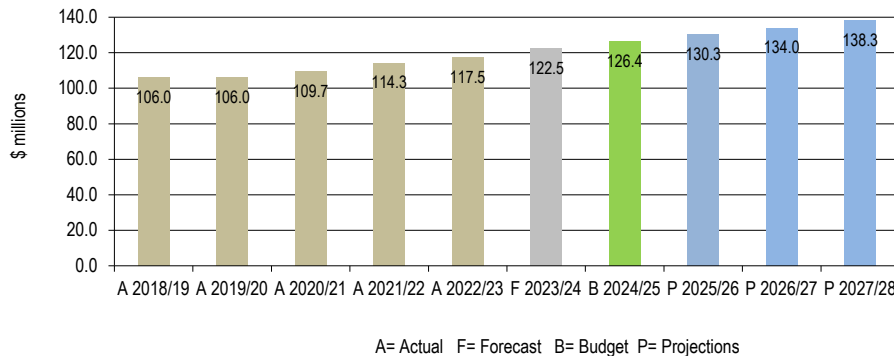
- Financially sustainable Council - improving financial sustainability to enable Council to respond to financial challenges now and into the future.
- Live within our means - do not spend more than we have or which will diminish Council's long term financial sustainability.
- Prioritised funding - align resources to Council Plan priorities and funding based on demonstrated need.
- An average 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.
- An annual allocation of 50% of the underlying surplus to Council's Strategic Fund to create capacity for major community infrastructure projects and strategic property acquisition and development opportunities. This fund provides long term community benefit and will enable Council to reduce the reliance on rate income by creating opportunities for other revenue streams to ensure long term financial sustainability.
- Adherence to the projected State Government annual rate cap - it is not proposed to seek a variation for a higher rate increase beyond the rate cap.
- Council may vary its annual Capital Works Program during the year to ensure the maximum benefit is achieved from funds available and to offset delays in project delivery beyond Council's control.

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

- The rate cap is assumed to be 2.75% for 2024/25; 2.50% for 2025/26 and onwards.
- CPI is assumed to be 2.75% for 2024/25; 2.50% for 2025/26 and onwards.
- Fees and charges to increase generally by CPI or adjusted rate of inflation.
- Grants revenue included where there is high probability of securing the grant for the budget and forecast
- Grants revenue has been escalated by up to CPI unless advised otherwise.
- Contract costs to increase in line with existing contract provisions. All other general material increases are capped at CPI or lower than CPI.
- Construction and building material costs to increase in line with the Building Price Index.
- All new capital work proposals to be based on a detailed business case.
- The creation of a 'Strategic Fund' to create the resourcing capacity for Council to engage in strategic property acquisition and development opportunities and major community, recreational and leisure infrastructure development opportunities. This fund provides long term community benefit and will enable Council to reduce the reliance on rate income by creating opportunities for other revenue streams to ensure long term financial sustainability.

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

**Rates and charges**



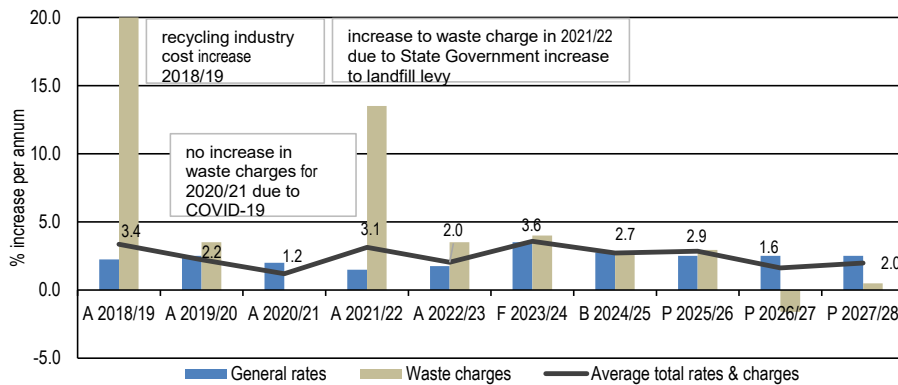
Council raises general rates to fund universally accessed services and capital infrastructure, and waste charges to fund the collection and disposal of waste. In the changing environment that Council operates in, Council has been focusing on improving operational efficiency, implementing new revenue 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 2024/25, general rates will increase by an average of 2.75 per cent in line with the State Government rate cap. Council also levies a waste service charge to all properties for the cost of collecting and disposal of waste and recyclable material. This annual charge is usually calculated on a cost recovery basis, however with Council being conscious of the cost of living pressure in the community, the waste service charge will be capped at 2.75 per cent in 2024/25 despite a 4.80 per cent increase in the cost to Council of collecting and disposing of waste and recyclable materials in 2024/25.

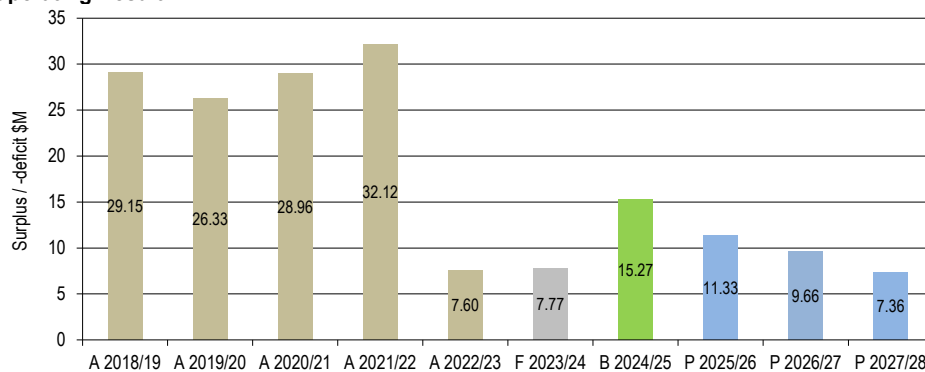
The total rates and charges bill for an average property is projected to increase by \$62.48 or 2.75 per cent to \$2,334.46. This is in line with the CPI forecast for 2024/25.

The chart below shows the comparison of general rates, waste charges and average rates and charges movements for the period 2018/19 through to the forecast 2027/28 movement. Refer to Section 4.1.1 Rates and Charges for further details.

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



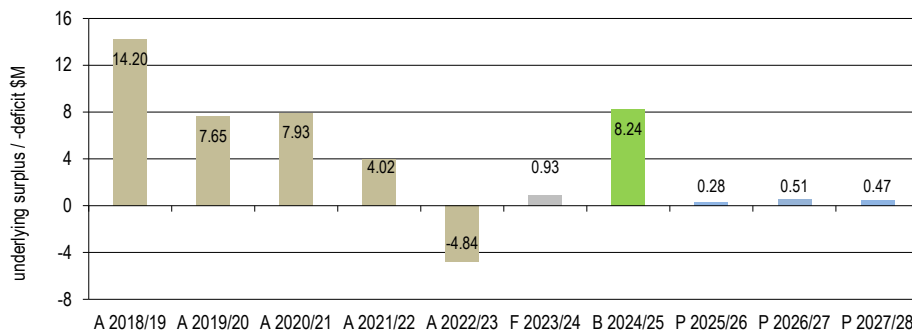
**Operating Result**



The budgeted operating result (income less expenses) for the 2024/25 year is a surplus of \$15.27 million, an improvement over the 2023/24 forecast result. Refer to Section 4.1 Comprehensive Income Statement for further details.

A strong surplus is required to fund Council's extensive capital works program and to ensure that it has sufficient reserves to meet financial challenges that may arise in the future. During the projected four year period, Council is projecting to maintain an average operating surplus of approximately \$11 million which underpins a financially sustainable organisation.

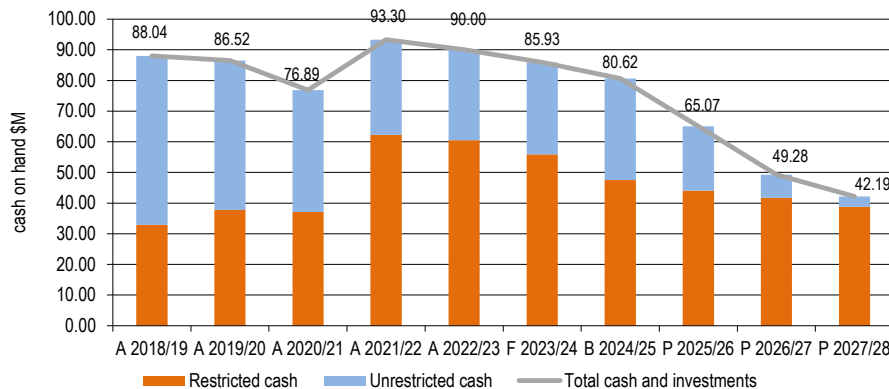
**Underlying Surplus (a measure of financial sustainability)**



The 2024/25 budget with projections for the following three years (2025/26 to 2027/28) has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. One measure of financial sustainability is the underlying result, which excludes non-recurrent capital income and developer income (cash and non-cash) from the operating result.

A positive 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. Despite facing the challenges of the State Government rate cap, cost shifting from other levels of government and a challenging financial environment, Council is still projecting to deliver underlying surpluses which underpins our commitment to maintaining financial sustainability.

**Cash and investments**

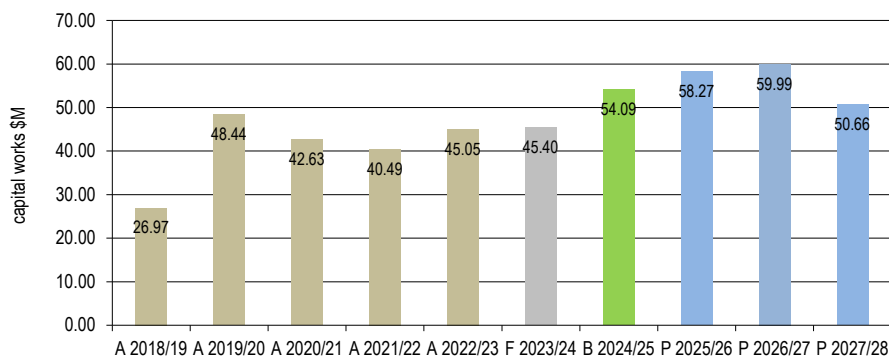


Council has forecast to still maintain a strong cash balance which is consistent with Council's strategy to improve our long term financial sustainability. As at 30 June 2025, Council is forecasting to hold \$81 million in cash and investments which is considered appropriate to ensure financial sustainability.

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 \$80.62 million cash and investments balance, cash that is restricted or has an intended use totals \$47.54 million, leaving an unrestricted cash balance of \$33.09 million as at 30 June 2025.

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

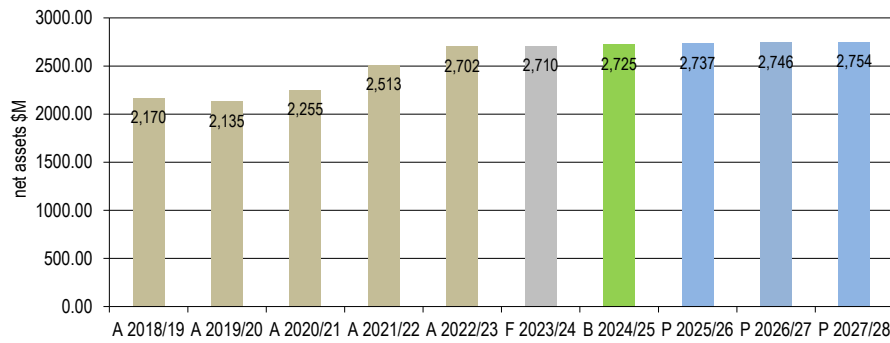
**Capital works**



The capital works program for the 2024/25 year is budgeted to be \$54.09 million comprising of \$11.87 million for roads and bridges, \$7.42 million for parks and open space, \$8.79 million for community buildings, \$4.01 million for drainage improvements, and \$6.03 million for footpaths and cycleways and \$6.75 million for recreation, leisure and community facilities. In addition, \$1.56 million has been budgeted for land purchases to increase open space within the Municipality and \$5.0 million for the Strategic Land Acquisition Program.

The capital program is funded through \$33.86 million (or 62.6 per cent) of Council's cash generated through the operating result, \$16.01 million (or 29.6 per cent) from internal reserves and developer contributions, \$3.66 million (6.8 per cent) from external grants, \$0.56 million (or 1.0 per cent) from capital contributions. The capital works program has been set and prioritised through the development of sound business cases and consultation with stakeholders. Capital works is forecast to be \$45.40 million for the 2023/24 year.

**Financial position**



Manningham's financial position is projected to improve with net assets (total assets less total liabilities) budgeted to increase by \$15.27 million to \$2,725 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 are forecast to be \$2,710 million as at 30 June 2024.

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



**Council expenditure allocations**

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

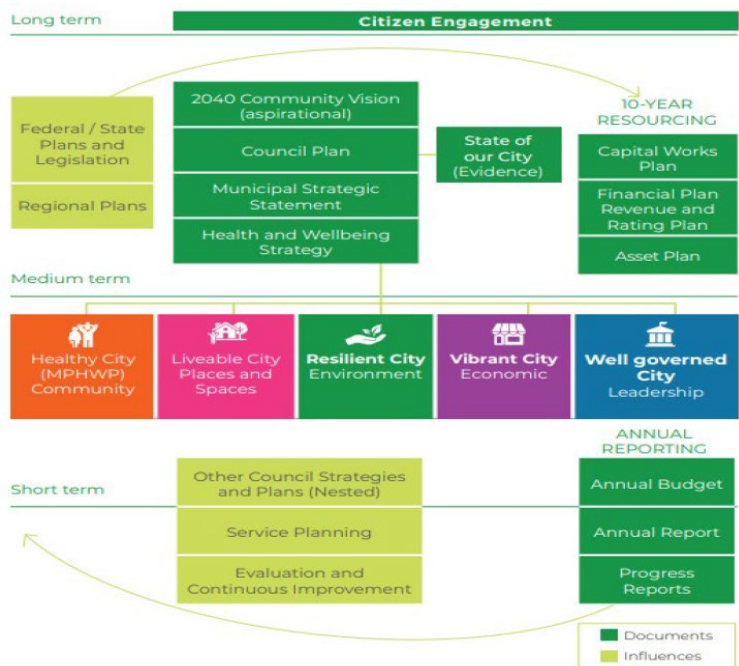


**1. Link to the Integrated Strategic Planning and Reporting Framework**

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

**1.1 Legislative planning and accountability framework**

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



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

**1.1.2 Key planning considerations**

**Service level planning**

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

1.2 Our purpose

**Our Vision**

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

**Our mission**

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

**Our values**

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

1.3 Strategic objectives

At the start of each term, Council develops a Plan in consultation with the community, to guide Council's direction over its four-year term. Manningham's current Council Plan 2021-25 includes five Strategic Objectives (or themes) and 11 goals. Each is progressed through Council Plan actions and Major Initiative and Initiatives.

Strategic Objective (Theme)	Description
A Healthy Community	Through a strong partnership approach, we will focus on supporting the Manningham community to access services to stay healthy and well, are connected to the local neighbourhoods, feel safe, and live in a harmonious and inclusive community.
Liveable Places and Spaces	We 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.
Resilient Environment	We will work with our community and partners to protect and enhance our valued environment and biodiversity, as well as reduce our environmental impact and adapt to climate change.
Vibrant and Prosperous Economy	We will play our part to support the local economy to grow, with local business and activity centres vibrant and prosperous with a strong visitor economy.
Well Governed Council	We promote financial sustainability and manage resources effectively and efficiently. Council values citizens in all that we do.

1.4 Gender Equality

The Gender Equality Act 2020 (the Act) requires Manningham Council to consider gender, equality and diversity as part of all plans, strategies and services that have a 'significant effect on the public. This is to be achieved through Gender Impact Assessments.

At Manningham Council we are committed to a safe, respectful workplace and the community we serve. As we move into the budget implementation in 2024/25 and into future years, we ensure our key strategic documents such as the Budget and 10-Year Financial Plan support gender equality:

- Manningham Council initiated a Community Panel in 2021 to assist us in developing our key long term strategic plans. The Community Panel developed 12 recommendations for Council. One of the key recommendations was to "plan for equitable and accessible services and infrastructure".
- We have included in our Manningham Quarterly Report, the monitoring of a Gender Impact Assessment where we review plans, strategies and services that have a 'significant effect on the public.
- The Act mandates that we must "in developing policies and programs and in delivering services that are to be provided to the public, or have a direct and significant impact on the public - (a) consider and promote gender equality; and (b) take necessary and proportionate action towards achieving gender equality".
- Our lived experience as an organisation has shown us clearly the intrinsic value of equality in all its forms.

We are genuinely committed to gender equality, and we are already ensuring that our Budget and 10-Year Financial Plan support this commitment in a number of ways:

- We explicitly state our commitment to gender equity in our services and capital projects

- We consider gender equity when we prioritise services and capital projects
- We create special programs such as the Female Friendly Sporting Facilities upgrade program that are designed to remedy past inequities embedded in existing assets and services.

We are committed to making our assets and the services we provide gender-neutral or gender equitable and work to mitigate any deficiencies that negatively impact one gender more than another. We will do this by monitoring how assets and services are delivered and used and by actively listening to feedback on performance. And when we learn an important lesson, we will embed

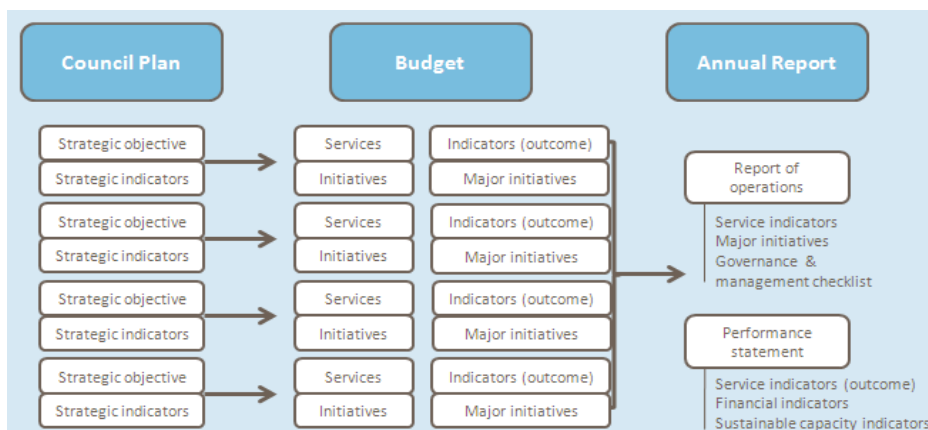
#### 1.4 Acknowledgement of Country

Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways now known as Manningham. Council pays respect to Elders past, present, and emerging, and values the ongoing contribution to enrich and appreciate the cultural heritage of Manningham. Council acknowledges and respects Australia's First Peoples as Traditional Owners of lands and waterways across Country and encourages reconciliation between all.

Manningham Council also values the contribution made to Manningham over the years by people of diverse backgrounds and cultures.

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024/25 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 Jobs, Precincts and Regions

2.1 Theme 1: A 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, safe and resilient community

1.2 A connected and inclusive community

Services

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Aged and Disability Quality and Service	Support service provision through management of business information systems and processes that enable reporting, compliance and service delivery. Provision of delivered and centre based meal services to eligible Commonwealth Home Support Program clients.	<i>Inc</i>	-	-	-
		<i>Exp</i>	224	70	-
		<i>Surplus / (deficit)</i>	(224)	(70)	-
Aged and Disability Support Services	Maintains community connections and enhance the quality of life for older adults and their carers, by providing home and community based services to support independent living in their own home.	<i>Inc</i>	40	429	-
		<i>Exp</i>	1,236	626	-
		<i>Surplus / (deficit)</i>	(1,196)	(197)	-

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Arts, Culture and Local History	We build inclusive and connected community through participation in arts and culture through coordinating education programs, promoting local creative industries and managing our local Gallery, art studios and Playhouse.	<i>Inc</i>	173	285	291
		<i>Exp</i>	842	947	854
		<i>Surplus / (deficit)</i>	(669)	(662)	(563)
Building Services	We protect the amenity and safety of Manningham's community by ensuring buildings and structures are constructed in accordance and maintained in accordance with the Building Regulations	<i>Inc</i>	575	575	645
		<i>Exp</i>	1,128	1,242	1,397
		<i>Surplus / (deficit)</i>	(553)	(667)	(752)
Children and Family Services	We support and build the capacity of educators, families, children and the youth and advocate for community infrastructure that meets the needs of the community.	<i>Inc</i>	1,242	1,284	1,354
		<i>Exp</i>	1,355	1,405	1,565
		<i>Surplus / (deficit)</i>	(113)	(121)	(211)
City Compliance	We protect community safety and the liveability of the city by coordinating animal management, city compliance, fire prevention, traffic management, school crossings and compliance with municipal local laws.	<i>Inc</i>	2,011	2,462	2,649
		<i>Exp</i>	3,321	3,706	4,252
		<i>Surplus / (deficit)</i>	(1,310)	(1,244)	(1,603)
Customer Liaison and Services Provision	Enhances health, resilience and quality of life for older adults to maximise their independence at home and in the community through providing short-term or complex care services.	<i>Inc</i>	4,847	1,732	-
		<i>Exp</i>	7,795	1,583	-
		<i>Surplus / (deficit)</i>	(2,948)	149	-
Environmental Health	We protect community health and the liveability of the city in environmental health, food safety, health premises/ smoking activity, domestic waste water management and immunisation.	<i>Inc</i>	681	663	650
		<i>Exp</i>	1,423	1,545	1,614
		<i>Surplus / (deficit)</i>	(742)	(882)	(964)
Healthy Ageing	We maintain community connections and enhance the quality of life for older adults and their carers.	<i>Inc</i>	1,842	1,180	47
		<i>Exp</i>	1,906	1,991	1,434
		<i>Surplus / (deficit)</i>	(64)	(811)	(1,387)
Libraries	Provide opportunities for local learning in modern and efficient services delivered through local branches and e-services. Including book collection, research tools and interactive learning programs. Managed by the Whitehorse Manningham	<i>Inc</i>	-	-	65
		<i>Exp</i>	4,209	4,630	4,934
		<i>Surplus / (deficit)</i>	(4,209)	(4,630)	(4,869)

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Maternal and Child Health	We provide services to support growing local families. This includes providing universal access to health services for children from birth to school age in the provision of expert care to monitor and record health and development, and the mental health and wellbeing of new parents.	<i>Inc</i>	933	1,046	1,482
		<i>Exp</i>	1,734	1,921	2,374
		<i>Surplus / (deficit)</i>	(801)	(875)	(892)
Positive Ageing and Community Access	Support for older adults to be included and connected and healthy and resilient with social groups, events and assisted transport as well as dementia friendly and positive ageing initiatives. Also provides assessment services to access Commonwealth funded aged care.	<i>Inc</i>	756	257	-
		<i>Exp</i>	1,512	304	-
		<i>Surplus / (deficit)</i>	(756)	(47)	-
Recreation and Leisure	We plan, manage and deliver diverse, accessible and sustainable sport, recreation and leisure activities, programs and facilities across the municipality for people of all ages and abilities.	<i>Inc</i>	731	782	1,218
		<i>Exp</i>	1,230	1,021	836
		<i>Surplus / (deficit)</i>	(499)	(239)	382
Social Planning and Community Strengthening	We build community health and wellbeing for our diverse community through prevention, education and support activities in areas such as gambling, violence and social isolation. Social planning for the future needs with co-ordination of social data and infrastructure. Promotes inclusion through reconciliation and cultural activities.	<i>Inc</i>	14	153	89
		<i>Exp</i>	807	1,174	1,364
		<i>Surplus / (deficit)</i>	(793)	(1,021)	(1,275)

#### Major Initiatives

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

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

2. We will work to progress and deliver community outcomes in consultation with our advisory committees and local service providers, community groups, organisations and networks.

3. We will support and educate to connect inclusive and healthy communities (inclusive of our culturally diverse communities and First Nation peoples) through:

- i. environmental education and waste programs
- ii. implement the Reconciliation Action Plan to enhance recognition of First Nations Peoples
- iii. resources and information that link our community to the understanding of and responses to family violence.

#### Other Initiatives

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

#### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities / Population per head of population)	Number of visits to aquatic facilities
Animal Management	Health and safety	Animal management prosecutions (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Food safety	Health and safety	Critical and major non-compliance outcome notifications (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] 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 financial year) / Number of children enrolled in the MCH service] x100
		Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

#### 2.2 Theme 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		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Assets and the Environment	We maintain a liveable city and protect the environment through underground drain and pit maintenance, street cleaning and sweeping and tipping costs. Also includes roadside street furniture and sign maintenance and depot operations.	<i>Inc</i>	74	74	77
		<i>Exp</i>	4,691	4,696	4,619
		<i>Surplus/ (deficit)</i>	(4,617)	(4,622)	(4,542)
Building Projects	We delivers and maintain Council buildings that are high quality, accessible, environmentally and financially sustainable and align to community need. Responsibility covers construction, upgrading, refurbishing and delivery.	<i>Inc</i>	-	-	-
		<i>Exp</i>	166	20	-
		<i>Surplus/ (deficit)</i>	(166)	(20)	-
City Assets	We plan for liveable places and spaces across Council's assets including buildings, roads, drains and open spaces so that we can deliver services to the community.	<i>Inc</i>	-	-	-
		<i>Exp</i>	608	895	1,001
		<i>Surplus/ (deficit)</i>	(608)	(895)	(1,001)
City Design	Our services include the planning, designing and delivering high quality liveable places and spaces including open spaces and streetscapes.	<i>Inc</i>	228	-	-
		<i>Exp</i>	1,493	905	1,034
		<i>Surplus/ (deficit)</i>	(1,265)	(905)	(1,034)
City Infrastructure	We maintain local roads, footpaths and drains to a high standard, as well as developing Council's capital works to meet current and future needs.	<i>Inc</i>	69	50	50
		<i>Exp</i>	1,243	1,124	1,168
		<i>Surplus/ (deficit)</i>	(1,174)	(1,074)	(1,118)
City Planning	Future planning for Manningham as a liveable and connected '20 minute' city. Including integrated transport, precinct planning, open space, planning scheme and water planning.	<i>Inc</i>	4,029	4,025	4,000
		<i>Exp</i>	1,724	2,136	2,098
		<i>Surplus/ (deficit)</i>	2,305	1,889	1,902
City Projects	Our services include the management and administration support for capital works delivery.	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,080	733	707
		<i>Surplus/ (deficit)</i>	(1,080)	(733)	(707)
Civil Projects	We deliver liveable places and spaces through city projects design and construction.	<i>Inc</i>	-	-	-
		<i>Exp</i>	137	39	16
		<i>Surplus/ (deficit)</i>	137	(39)	(16)
Community Projects and Planning	We maintain local roads, footpaths and drains to a high standard, as well as developing Council's capital works to meet current and future needs.	<i>Inc</i>	-	196	-
		<i>Exp</i>	274	838	858
		<i>Surplus/ (deficit)</i>	(274)	(642)	(858)

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Facilities Management	We provide community facilities that are well maintained and utilised with responsibility for the maintenance of Council buildings and assets, management of asset portfolio and ensuring regulatory compliance.	<i>Inc</i>	236	287	297
		<i>Exp</i>	4,936	3,796	3,898
		<i>Surplus/ (deficit)</i>	(4,700)	(3,509)	(3,601)
Parks and Natural Environment	We protect and maintain our local parks, trees and open space and playgrounds with asset inspection and maintenance, fire mitigation, grass cutting and maintenance, sports ground maintenance, arboriculture services and landscaping.	<i>Inc</i>	428	374	371
		<i>Exp</i>	12,240	13,061	13,470
		<i>Surplus/ (deficit)</i>	(11,812)	(12,687)	(13,099)
Roads and Infrastructure	We maintain and upgrade existing local roads, bridges and footpaths to deliver liveable places and spaces.	<i>Inc</i>	420	456	491
		<i>Exp</i>	3,354	3,846	3,849
		<i>Surplus/ (deficit)</i>	(2,934)	(3,390)	(3,358)
Statutory Planning	We oversee responsible development with the administration and enforcement of the Manningham Planning Scheme and coordination of statutory planning permits received from our community to the pre-application and application service.	<i>Inc</i>	1,903	1,929	1,734
		<i>Exp</i>	3,145	3,408	3,632
		<i>Surplus/ (deficit)</i>	(1,242)	(1,479)	(1,898)
Traffic and Development	We promote community safety on our roads through traffic, transport, public lighting and road safety services including managing L2P for young drivers.	<i>Inc</i>	753	496	562
		<i>Exp</i>	3,852	3,406	3,155
		<i>Surplus/ (deficit)</i>	(3,099)	(2,910)	(2,593)

#### Major Initiatives

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

- i. implementing the Community Infrastructure Plan's 20-year Action Plan.
- ii. strengthening utilisation and performance of stadiums in conjunction with stadium managers.
- iii. improving community access to sport and recreation facilities and spaces for broad community use and benefit.
- iv. maximising use of our aquatic facility, Aquarena, through the planning and implementation of the Aquarena Outdoor Masterplan (as scheduled).

6. We will implement our principles to guide responsible planning for new developments and enhance protection of the environment through implementation of high-priority recommendations of the Manningham Planning Scheme 2020.

7. We will improve ways for people to connect by:

- i. grant funding to support community inclusion and connections to respond to priority community needs.

- ii. transport options through the 2021 Transport Action Plan and by contributing to planning of the Suburban Rail Loop, Doncaster Busway, Bus Rapid Transit, bus network and service review and enhancing the walking and cycling network.
  - iii. community safety in and around schools through traffic and parking management programs.
8. We will continue to improve our local road, parks and recreation facilities (as scheduled) to a high standard:
- i. Drains including Melbourne Hill Road Drainage Upgrade.
  - ii. Road Improvement Program including Jumping Creek Road and Templestowe Route.
  - iii. Parks and Recreation Facilities upgrade including Doncaster Reserve playspace upgrade, Katrina Reserve playspace upgrade and Carawatha Reserve park expansion and playspace upgrade.
9. We will continue to advocate to the North East Link Project for improved outcomes for the Manningham community, particularly around urban design.

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	Computation
Statutory Planning	Service standard	Planning applications decided within required timeframes (Percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Roads	Condition	Sealed local roads below the intervention level (Percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Libraries	Participation	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100

**2.3 Theme 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		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Climate Emergency and Environment	We protect our environment through climate change mitigation, biodiversity protection and community engagement to protect the local environment.	<i>Inc</i>	145	94	360
		<i>Exp</i>	1,350	2,288	2,169
		<i>Surplus / (deficit)</i>	(1,205)	(2,194)	(1,809)
Drainage	We provide services and support to reduce our environmental impact and protect our water through investigation and resolution of drainage issues including inspections, consultation, analysis, referrals and capital improvements. We also provide flood level advice and drainage improvement works.	<i>Inc</i>	-	-	-
		<i>Exp</i>	368	522	502
		<i>Surplus / (deficit)</i>	(368)	(522)	(502)

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Fleet	We promote environmental stewardship through advice, maintenance, servicing and replacement of all Council's plant, vehicles and equipment including electric and hybrid vehicles.	<i>Inc</i>	36	56	53
		<i>Exp</i>	- 1,040	- 1,231	1,153
		<i>Surplus / (deficit)</i>	1,076	1,287	1,206
Waste and Resource Recovery	We reduce and manage waste including the kerbside rubbish collections of garbage, hard waste and green waste from all local households and some commercial properties. Also includes roadside litter pickup, waste call centre, education services and the strategic planning of waste services.	<i>Inc</i>	40	353	365
		<i>Exp</i>	15,616	16,719	17,515
		<i>Surplus / (deficit)</i>	(15,576)	(16,366)	(17,150)

**Major Initiatives**

10. Deliver environmental activities to:

- i. strengthen principles to protect the environment, biodiversity and wildlife.
- ii. advocate to government and business on environmental issues.
- iii. improve management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms.
- iv. explore biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria.
- v. stewardship in building sustainable waste management practices with the community.

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	Computation
Waste Management	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of 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 Theme 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		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Community Grants and Events	We promote a vibrant and prosperous local economy through support to local business, economic development and tourism, corporate and community events and community grants process.	<i>Inc</i>	41	26	36
		<i>Exp</i>	1,877	2,064	2,292
		<i>Surplus / (deficit)</i>	(1,836)	(2,038)	(2,256)
Community Venues and Functions	We support economic and community wellbeing with managing Council's community venues, MC2 and Manningham Function Centre.	<i>Inc</i>	934	1,360	1,413
		<i>Exp</i>	1,501	1,881	1,881
		<i>Surplus / (deficit)</i>	(567)	(521)	(468)
Economic & Community Wellbeing	We explore partnerships to maximise use of community facilities.	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,324	1,355	1,379
		<i>Surplus / (deficit)</i>	(1,324)	(1,355)	(1,379)
Economic Development	We deliver services to local business that support economic development and tourism, support corporate and community events that create opportunities to gather and celebrate, and support community initiatives through a comprehensive community grants process.	<i>Inc</i>	-	-	-
		<i>Exp</i>	314	566	887
		<i>Surplus / (deficit)</i>	(314)	(566)	(887)

## Major Initiatives

11. We will support local businesses and the City through:

- i. increased procurement with organisations that produce economic, environmental and social outcomes for Manningham.
- ii. capacity building and support through business development activities.
- iii. exploring local opportunities to support local businesses to collaborate via a Hub / co-working space; and
- iv. activities to encourage and support tourism and employment opportunities.

## 2.5 Theme 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 our customers and community in all that we do

## Services

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Business Enablement	We lead our customer promise to make it easy, celebrate choice, serve consistently and respond proactively. Enables the organisation through project management advice/support for corporate projects, planning for and reviewing our services and reporting our progress on council activities.	<i>Inc</i>	-	-	-
		<i>Exp</i>	3,733	3,985	4,792
		<i>Surplus / (deficit)</i>	(3,733)	(3,985)	(4,792)
CEO Office and Councillor support	We provide support to our Mayor and Councillors in their role to benefit the City.	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,229	1,311	601
		<i>Surplus / (deficit)</i>	(1,229)	(1,311)	(601)
Emergency Management	We build resilience in community preparedness, response and recovery in an emergency. Works with agencies and organisations to facilitate local emergency management planning and lead coordination of local relief and recovery support for affected communities.	<i>Inc</i>	157	91	230
		<i>Exp</i>	406	569	823
		<i>Surplus / (deficit)</i>	(249)	(478)	(593)
Engaged Communities	We oversee engaging and informing the community about our activities and decisions. Including community engagement, internal communications, publications, social media, website, design and advocacy.	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,986	2,380	2,627
		<i>Surplus / (deficit)</i>	(1,986)	(2,380)	(2,627)
Financial Services	We provide strategic leadership towards a financially sustainable Council that manages resources effectively and efficiently. Includes budget management and partnering with the organisation to improve the delivery of financial services, internal controls and revenue services including rates.	<i>Inc</i>	589	678	683
		<i>Exp</i>	4,607	4,871	4,975
		<i>Surplus / (deficit)</i>	(4,018)	(4,193)	(4,292)
Information Technology	We lead delivery and support of technology to improve efficient and effective ways to deliver services. Including privacy and information management, process and system support across Council, and pursuit of digital and innovative technology solutions.	<i>Inc</i>	2	1	-
		<i>Exp</i>	9,323	8,946	9,946
		<i>Surplus / (deficit)</i>	(9,321)	(8,945)	(9,946)

Service area	Description of services provided		2022/23 Actual \$'000	2023/24 Forecast \$'000	2024/25 Budget \$'000
Legal Counsel, Governance and Risk	We oversee well governed Council with management of legal services and provision of legal advice, governance, risk and assurances services and advice.	<i>Inc</i>	2,017	1,790	1,958
		<i>Exp</i>	3,166	3,456	4,477
		<i>Surplus / (deficit)</i>	(1,149)	(1,666)	(2,519)
People Experience	We lead our people experience to attract, support and retain employees that perform their best for our community. Includes recruitment, organisational development, employee and industrial relations and workplace health and safety.	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,979	2,860	3,136
		<i>Surplus / (deficit)</i>	(1,979)	(2,860)	(3,136)
Procurement	We are responsible for governance of procurement and contract management services to support the goals of Council.	<i>Inc</i>	-	-	-
		<i>Exp</i>	995	1,025	1,071
		<i>Surplus / (deficit)</i>	(995)	(1,025)	(1,071)
Strategic Property Portfolio	This service manages Council's property portfolio to reduce our reliance on rates to enhance services and infrastructure, and support our mission to be a financially sustainable Council.	<i>Inc</i>	80	90	90
		<i>Exp</i>	386	557	542
		<i>Surplus / (deficit)</i>	(306)	(467)	(452)

**Major Initiatives**

- 12. We will explore different ways to improve community satisfaction with Council's communications on local community issues, services and activities.
- 13. We will explore ways to enhance performance reporting across social, environment and economic outcomes against community need.
- 14. We will improve our Customer Experience to better understand and meet their specific needs.
- 15. We will ensure the long term financial sustainability of Council through preparing the Budget and 10 year Financial Plan incorporating key strategies to Council by 30 June 2025.
- 16. We will maximise public value through the systematic planning and review of Council's services and effective, early and broad engagement on projects.
- 14. We will take a proactive and motivated approach to be an open and transparent Council.

**Service Performance Outcome Indicators**

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	Satisfaction with community consultation and engagement (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement

## 2.3 Reconciliation with budgeted operating result

	Surplus/ (Deficit) \$'000	Income / Revenue \$'000	Expenditure \$'000
Healthy Community	(12,134)	8,490	20,624
Liveable Places and Spaces	(31,923)	7,582	39,505
Resilient Environment	(18,257)	777	19,034
Vibrant Prosperous Economy	(4,991)	1,449	6,440
Well Governed Council *	(29,577)	2,871	32,448
<b>Total</b>	<b>(96,882)</b>	<b>21,169</b>	<b>118,051</b>
<b>Expenses added in:</b>			
Depreciation/Amortisation	33,360		
Finance costs	-		
Others (net)	(15,875)		
<b>Surplus/(Deficit) before funding sources</b>	<b>(114,367)</b>		
<b>Funding sources added in:</b>			
Rates revenue	108,132		
Waste service charge revenue	18,223		
Capital grants	3,283		
<b>Total funding sources</b>	<b>129,638</b>		
<b>Operating surplus/(deficit) for the year</b>	<b>15,271</b>		

\* Well Governed Council includes corporate wide management and support expenses including 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 2024/25 has been supplemented with projections to 2027/28

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

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

**Comprehensive Income Statement**  
For the four years ending 30 June 2028

		Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Projections		
	NOTES			2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Income / Revenue</b>						
Rates and charges	4.1.1	122,513	<b>126,355</b>	130,255	133,976	138,283
Statutory fees and fines	4.1.2	3,253	<b>3,463</b>	3,819	3,845	3,904
User fees	4.1.3	8,886	<b>9,487</b>	9,329	10,888	11,380
Grants - operating	4.1.4	10,108	<b>7,321</b>	6,591	6,659	6,672
Grants - capital	4.1.4	3,556	<b>3,283</b>	7,599	4,620	3,025
Contributions - monetary	4.1.5	4,132	<b>4,553</b>	4,226	5,332	4,703
Contributions - non-monetary	4.1.5	1,020	<b>1,000</b>	1,000	1,000	1,000
Net gain (or loss) on disposal of property, infrastructure, plant and equipment		1,287	<b>150</b>	160	120	167
Other income	4.1.6	4,305	<b>14,634</b>	2,602	1,884	1,355
<b>Total income / revenue</b>		<b>159,060</b>	<b>170,246</b>	<b>165,581</b>	<b>168,324</b>	<b>170,489</b>
<b>Expenses</b>						
Employee costs	4.1.7	58,397	<b>59,860</b>	60,539	61,968	63,328
Materials and services	4.1.8	36,889	<b>37,365</b>	36,708	38,365	40,013
Depreciation	4.1.9	30,237	<b>31,490</b>	32,451	33,897	35,315
Amortisation - intangible assets	4.1.10	1,938	<b>1,499</b>	837	418	40
Depreciation - right of use assets	4.1.11	381	<b>371</b>	278	247	232
Finance costs - leases		58	<b>49</b>	41	35	28
Other expenses	4.1.12	23,390	<b>24,341</b>	23,400	23,733	24,172
<b>Total expenses</b>		<b>151,290</b>	<b>154,975</b>	<b>154,254</b>	<b>158,663</b>	<b>163,128</b>
<b>Surplus/(deficit) for the year</b>		<b>7,770</b>	<b>15,271</b>	<b>11,327</b>	<b>9,661</b>	<b>7,361</b>
<b>Total comprehensive result</b>		<b>7,770</b>	<b>15,271</b>	<b>11,327</b>	<b>9,661</b>	<b>7,361</b>

**Balance Sheet**

For the four years ending 30 June 2028

	NOTES	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Projections		
				2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents		65,932	<b>60,624</b>	45,071	29,275	32,190
Trade and other receivables		13,956	<b>11,793</b>	11,301	11,220	11,013
Other financial assets		20,000	<b>20,000</b>	20,000	20,000	10,000
Inventories		236	<b>236</b>	236	236	236
Prepayments		1,876	<b>1,876</b>	1,876	1,876	1,876
Other assets		1,985	<b>1,985</b>	1,985	1,985	1,985
<b>Total current assets</b>	4.2.1	<b>103,985</b>	<b>96,514</b>	<b>80,469</b>	<b>64,592</b>	<b>57,300</b>
<b>Non-current assets</b>						
Trade and other receivables		398	<b>398</b>	398	398	398
Investments in associates, joint arrangement and subsidiaries		3,155	<b>3,155</b>	3,155	3,155	3,155
Property, infrastructure, plant & equipment		2,653,129	<b>2,676,281</b>	2,702,617	2,729,347	2,745,194
Right-of-use assets	4.2.4	1,969	<b>1,598</b>	1,320	1,073	839
Intangible assets		2,796	<b>1,297</b>	460	42	2
<b>Total non-current assets</b>	4.2.1	<b>2,661,447</b>	<b>2,682,729</b>	<b>2,707,950</b>	<b>2,734,015</b>	<b>2,749,588</b>
<b>Total assets</b>		<b>2,765,432</b>	<b>2,779,243</b>	<b>2,788,419</b>	<b>2,798,607</b>	<b>2,806,888</b>
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables		20,747	<b>21,221</b>	21,707	22,206	22,987
Trust funds and deposits		12,032	<b>11,932</b>	11,832	11,732	11,732
Contract and other liabilities		4,471	<b>2,636</b>	-	-	-
Provisions		14,356	<b>14,715</b>	15,083	15,460	15,846
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	358	<b>269</b>	249	247	243
<b>Total current liabilities</b>	4.2.2	<b>51,964</b>	<b>50,773</b>	<b>48,871</b>	<b>49,645</b>	<b>50,808</b>
<b>Non-current liabilities</b>						
Provisions		1,542	<b>1,542</b>	1,542	1,542	1,542
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	1,784	<b>1,515</b>	1,266	1,019	776
<b>Total non-current liabilities</b>	4.2.2	<b>3,326</b>	<b>3,057</b>	<b>2,808</b>	<b>2,561</b>	<b>2,318</b>
<b>Total liabilities</b>		<b>55,290</b>	<b>53,830</b>	<b>51,679</b>	<b>52,206</b>	<b>53,126</b>
<b>Net assets</b>		<b>2,710,142</b>	<b>2,725,413</b>	<b>2,736,740</b>	<b>2,746,401</b>	<b>2,753,762</b>
<b>Equity</b>						
Accumulated surplus		837,782	<b>854,311</b>	867,050	877,757	887,398
Reserves		1,872,360	<b>1,871,102</b>	1,869,690	1,868,644	1,866,364
<b>Total equity</b>		<b>2,710,142</b>	<b>2,725,413</b>	<b>2,736,740</b>	<b>2,746,401</b>	<b>2,753,762</b>

**Statement of Changes in Equity**

For the four years ending 30 June 2028

	NOTES	Total \$'000	Accumulat ed Surplus \$'000	Revaluatio n Reserve \$'000	Other Reserves \$'000
<b>2024 Forecast Actual</b>					
Balance at beginning of the financial year		2,702,372	830,338	1,856,159	15,875
Surplus/(deficit) for the year		7,770	7,770	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(4,000)	-	4,000
Transfers from other reserves		-	3,674	-	(3,674)
<b>Balance at end of the financial year</b>		<b>2,710,142</b>	<b>837,782</b>	<b>1,856,159</b>	<b>16,201</b>
<b>2025 Budget</b>					
Balance at beginning of the financial year		2,710,142	837,782	1,856,159	16,201
Surplus/(deficit) for the year		15,271	15,271	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(4,000)	-	4,000
Transfers from other reserves		-	5,258	-	(5,258)
<b>Balance at end of the financial year</b>	4.3.1	<b>2,725,413</b>	<b>854,311</b>	<b>1,856,159</b>	<b>14,943</b>
<b>2026</b>					
Balance at beginning of the financial year		2,725,413	854,311	1,856,159	14,943
Surplus/(deficit) for the year		11,327	11,327	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(4,000)	-	4,000
Transfers from other reserves		-	5,412	-	(5,412)
<b>Balance at end of the financial year</b>		<b>2,736,740</b>	<b>867,050</b>	<b>1,856,159</b>	<b>13,531</b>
<b>2027</b>					
Balance at beginning of the financial year		2,736,740	867,050	1,856,159	13,531
Surplus/(deficit) for the year		9,661	9,661	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(5,000)	-	5,000
Transfers from other reserves		-	6,046	-	(6,046)
<b>Balance at end of the financial year</b>		<b>2,746,401</b>	<b>877,757</b>	<b>1,856,159</b>	<b>12,485</b>
<b>2028</b>					
Balance at beginning of the financial year		2,746,401	877,757	1,856,159	12,485
Surplus/(deficit) for the year		7,361	7,361	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(4,420)	-	4,420
Transfers from other reserves		-	6,700	-	(6,700)
<b>Balance at end of the financial year</b>		<b>2,753,762</b>	<b>887,398</b>	<b>1,856,159</b>	<b>10,205</b>

**Statement of Cash Flows**

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023/24	2024/25	2025/26	2026/27	2027/28
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>						
Rates and charges		126,418	<b>128,518</b>	130,747	134,057	138,490
Statutory fees and fines		3,253	<b>3,463</b>	3,819	3,845	3,904
User fees		8,886	<b>9,487</b>	9,329	10,888	11,380
Grants - operating		9,753	<b>6,916</b>	5,377	6,659	6,672
Grants - capital		2,958	<b>1,853</b>	6,177	4,620	3,025
Contributions - monetary		4,132	<b>4,553</b>	4,226	5,332	4,703
Interest received		3,950	<b>3,150</b>	2,450	1,730	1,300
Other receipts		355	<b>11,484</b>	152	154	55
Employee costs		(58,950)	<b>(59,239)</b>	(59,897)	(61,304)	(62,373)
Materials and services		(59,575)	<b>(61,015)</b>	(59,405)	(61,383)	(63,457)
Short-term, low value and variable lease payments		(472)	<b>(479)</b>	(491)	(503)	(516)
Trust funds and deposits repaid		(1,357)	<b>(100)</b>	(100)	(100)	-
<b>Net cash provided by/(used in) operating activities</b>	4.4.1	<b>39,351</b>	<b>48,591</b>	<b>42,384</b>	<b>43,995</b>	<b>43,183</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment		(45,398)	<b>(54,092)</b>	(58,268)	(59,987)	(50,663)
Proceeds from sale of property, infrastructure, plant and		2,383	<b>600</b>	640	480	670
Proceeds from sale of investments		48,500	-	-	-	10,000
<b>Net cash provided by/ (used in) investing activities</b>	4.4.2	<b>5,485</b>	<b>(53,492)</b>	<b>(57,628)</b>	<b>(59,507)</b>	<b>(39,993)</b>
<b>Cash flows from financing activities</b>						
Interest paid - lease liability		(58)	<b>(49)</b>	(40)	(35)	(28)
Repayment of lease liabilities		(348)	<b>(358)</b>	(269)	(249)	(247)
<b>Net cash provided by/(used in) financing activities</b>	4.4.3	<b>(406)</b>	<b>(407)</b>	<b>(309)</b>	<b>(284)</b>	<b>(275)</b>
Net increase/(decrease) in cash & cash equivalents		<b>44,430</b>	<b>(5,308)</b>	<b>(15,553)</b>	<b>(15,796)</b>	<b>2,915</b>
Cash and cash equivalents at the beginning of the financial year		21,502	<b>65,932</b>	60,624	45,071	29,275
<b>Cash and cash equivalents at the end of the financial year</b>		<b>65,932</b>	<b>60,624</b>	<b>45,071</b>	<b>29,275</b>	<b>32,190</b>

**Statement of Capital Works**

For the four years ending 30 June 2028

	NOTES	Forecast	Budget	Projections		
		Actual 2023/24	2024/25	2025/26	2026/27	2027/28
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>						
Land		1,587	<b>6,555</b>	1,560	1,560	1,660
<b>Total land</b>		<b>1,587</b>	<b>6,555</b>	<b>1,560</b>	<b>1,560</b>	<b>1,660</b>
Buildings		9,480	<b>8,794</b>	9,748	6,716	4,825
<b>Total buildings</b>		<b>9,480</b>	<b>8,794</b>	<b>9,748</b>	<b>6,716</b>	<b>4,825</b>
<b>Total property</b>		<b>11,067</b>	<b>15,349</b>	<b>11,308</b>	<b>8,276</b>	<b>6,485</b>
<b>Plant and equipment</b>						
Plant, machinery and equipment		2,193	<b>2,330</b>	1,920	1,635	1,850
Fixtures, fittings and furniture		-	-	30	-	-
Computers and telecommunications		150	<b>150</b>	229	236	245
Artworks		355	<b>180</b>	131	132	133
<b>Total plant and equipment</b>		<b>2,698</b>	<b>2,660</b>	<b>2,310</b>	<b>2,003</b>	<b>2,228</b>
<b>Infrastructure</b>						
Roads		8,341	<b>11,685</b>	9,868	12,317	15,090
Bridges		170	<b>180</b>	2,850	2,278	150
Footpaths and cycleways		3,996	<b>6,033</b>	5,463	5,576	4,611
Drainage		4,918	<b>4,013</b>	6,475	5,672	5,690
Recreational, leisure and community facilities		3,788	<b>6,750</b>	11,314	14,578	7,161
Parks, open space and streetscapes		10,420	<b>7,422</b>	8,680	9,287	9,248
Off street car parks		-	-	-	-	-
<b>Total infrastructure</b>		<b>31,633</b>	<b>36,083</b>	<b>44,650</b>	<b>49,708</b>	<b>41,950</b>
<b>Total capital works expenditure</b>	4.5.1	<b>45,398</b>	<b>54,092</b>	<b>58,268</b>	<b>59,987</b>	<b>50,663</b>
<b>Represented by:</b>						
New asset expenditure		9,854	<b>17,113</b>	11,975	11,044	8,126
Asset renewal expenditure		21,212	<b>21,342</b>	25,014	24,013	23,897
Asset expansion expenditure		1,516	<b>481</b>	153	100	100
Asset upgrade expenditure		12,816	<b>15,156</b>	21,126	24,830	18,540
<b>Total capital works expenditure</b>	4.5.1	<b>45,398</b>	<b>54,092</b>	<b>58,268</b>	<b>59,987</b>	<b>50,663</b>
<b>Funding sources represented by:</b>						
Grants		3,556	<b>3,663</b>	7,599	4,620	3,025
Contributions		164	<b>560</b>	120	223	170
Council cash		34,403	<b>33,863</b>	43,395	46,469	38,600
Reserves		7,275	<b>16,006</b>	7,154	8,675	8,868
<b>Total capital works expenditure</b>	4.5.1	<b>45,398</b>	<b>54,092</b>	<b>58,268</b>	<b>59,987</b>	<b>50,663</b>

**Statement of Human Resources**

For the four years ending 30 June 2028

	Forecast	Budget	Projections		
	Actual				
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	58,397	<b>59,860</b>	60,539	61,968	63,328
Employee costs - capital	3,003	<b>3,576</b>	3,653	3,708	3,800
<b>Total staff expenditure</b>	<b>61,400</b>	<b>63,436</b>	<b>64,192</b>	<b>65,676</b>	<b>67,128</b>
	FTE	FTE	FTE	FTE	FTE
<b>Full Time Equivalent (FTE) staff numbers</b>					
Full Time Equivalent (FTE) Employees	532.2	<b>487.7</b>	482.0	481.5	481.5
<b>Total Full Time Equivalent (FTE)</b>	<b>532.2</b>	<b>487.7</b>	<b>482.0</b>	<b>481.5</b>	<b>481.5</b>

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

Department	Budget 2024/25 \$'000	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
CEO's Office	<b>6,713</b>	5,811	674	-	229
Experience & Capability	<b>11,659</b>	9,487	1,544	-	628
Connected Communities	<b>10,222</b>	5,256	4,494	174	297
City Planning	<b>12,324</b>	9,486	2,239	53	545
City Services	<b>18,153</b>	17,059	935	36	124
<b>Sub-total</b>	<b>59,071</b>	<b>47,099</b>	<b>9,886</b>	<b>264</b>	<b>1,822</b>
Other employee related expenditure	<b>789</b>				
Total operating expenditure	<b>59,860</b>				
Capitalised labour costs	<b>3,576</b>				
<b>Total expenditure</b>	<b>63,436</b>				

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

Department	Budget 2024/25	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
CEO's Office	<b>46.1</b>	38.0	5.7	-	2.4
Experience & Capability	<b>84.7</b>	66.5	13.1	-	5.1
Connected Communities	<b>80.0</b>	40.0	36.1	1.1	2.8
City Planning	<b>97.5</b>	71.3	21.4	0.6	4.3
City Services	<b>179.4</b>	169.5	8.6	0.3	1.0
<b>Total staff FTE</b>	<b>487.7</b>	<b>385.3</b>	<b>84.9</b>	<b>2.0</b>	<b>15.6</b>

**3.1 Summary of Planned Human Resources Expenditure  
For the four years ending 30 June 2028**

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
<b>CEO's Office</b>				
<b>Permanent - Full time</b>	<b>5,811</b>	<b>5,956</b>	<b>6,105</b>	<b>6,257</b>
Women	4,138	4,241	4,347	4,456
Men	1,673	1,715	1,758	1,802
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>674</b>	<b>691</b>	<b>708</b>	<b>726</b>
Women	636	652	669	685
Men	37	38	39	40
Persons of self-described gender	-	-	-	-
<b>Total CEO's Office</b>	<b>6,484</b>	<b>6,647</b>	<b>6,813</b>	<b>6,983</b>
<b>Experience &amp; Capability</b>				
<b>Permanent - Full time</b>	<b>9,487</b>	<b>9,724</b>	<b>9,967</b>	<b>10,216</b>
Women	5,184	5,313	5,446	5,582
Men	4,303	4,411	4,521	4,634
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>1,544</b>	<b>1,583</b>	<b>1,623</b>	<b>1,663</b>
Women	1,459	1,496	1,533	1,571
Men	85	87	89	92
Persons of self-described gender	-	-	-	-
<b>Total Experience &amp; Capability</b>	<b>11,031</b>	<b>11,307</b>	<b>11,590</b>	<b>11,879</b>
<b>Connected Communities</b>				
<b>Permanent - Full time</b>	<b>5,256</b>	<b>5,388</b>	<b>5,523</b>	<b>5,661</b>
Women	3,710	3,803	3,898	3,995
Men	1,546	1,585	1,625	1,665
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>4,494</b>	<b>4,606</b>	<b>4,722</b>	<b>4,840</b>
Women	4,315	4,423	4,533	4,647
Men	179	183	188	193
Persons of self-described gender	-	-	-	-
<b>Total Connected Communities</b>	<b>9,751</b>	<b>9,994</b>	<b>10,244</b>	<b>10,500</b>
<b>City Planning</b>				
<b>Permanent - Full time</b>	<b>9,486</b>	<b>9,724</b>	<b>9,967</b>	<b>10,216</b>
Women	4,310	4,418	4,529	4,642
Men	5,176	5,305	5,438	5,574
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>2,239</b>	<b>2,295</b>	<b>2,353</b>	<b>2,411</b>
Women	1,909	1,957	2,006	2,056
Men	330	338	347	355
Persons of self-described gender	-	-	-	-
<b>Total City Planning</b>	<b>11,726</b>	<b>12,019</b>	<b>12,319</b>	<b>12,627</b>
<b>City Services</b>				
<b>Permanent - Full time</b>	<b>17,059</b>	<b>17,485</b>	<b>17,922</b>	<b>18,370</b>
Women	3,816	3,911	4,009	4,109
Men	13,243	13,574	13,913	14,261
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>935</b>	<b>958</b>	<b>982</b>	<b>1,007</b>
Women	672	689	706	724
Men	263	270	276	283
Persons of self-described gender	-	-	-	-
<b>Total City Services</b>	<b>17,994</b>	<b>18,443</b>	<b>18,904</b>	<b>19,377</b>
<b>Casuals, temporary and other expenditure</b>	<b>2,875</b>	<b>2,129</b>	<b>2,098</b>	<b>1,961</b>
<b>Capitalised labour costs</b>	<b>3,576</b>	<b>3,653</b>	<b>3,708</b>	<b>3,800</b>
<b>Total staff expenditure</b>	<b>63,436</b>	<b>64,192</b>	<b>65,676</b>	<b>67,128</b>



**3.1 Summary of Planned Human Resources Expenditure  
For the four years ending 30 June 2028**

	2024/25	2025/26	2026/27	2027/28
	FTE	FTE	FTE	FTE
<b>CEO's Office</b>				
<b>Permanent - Full time</b>	<b>38.0</b>	<b>38.0</b>	<b>38.0</b>	<b>38.0</b>
Women	30.0	30.0	30.0	30.0
Men	8.0	8.0	8.0	8.0
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>5.7</b>	<b>5.7</b>	<b>5.7</b>	<b>5.7</b>
Women	5.3	5.3	5.3	5.3
Men	0.4	0.4	0.4	0.4
Persons of self-described gender	-	-	-	-
<b>Total CEO's Office</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>	<b>43.7</b>
<b>Experience &amp; Capability</b>				
<b>Permanent - Full time</b>	<b>66.5</b>	<b>66.5</b>	<b>66.5</b>	<b>66.5</b>
Women	38.0	38.0	38.0	38.0
Men	28.5	28.5	28.5	28.5
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>	<b>13.1</b>
Women	12.4	12.4	12.4	12.4
Men	0.8	0.8	0.8	0.8
Persons of self-described gender	-	-	-	-
<b>Total Experience &amp; Capability</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>	<b>79.6</b>
<b>Connected Communities</b>				
<b>Permanent - Full time</b>	<b>39.2</b>	<b>39.2</b>	<b>39.2</b>	<b>39.2</b>
Women	28.0	28.0	28.0	28.0
Men	11.2	11.2	11.2	11.2
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>36.1</b>	<b>36.1</b>	<b>36.1</b>	<b>36.1</b>
Women	34.4	34.4	34.4	34.4
Men	1.7	1.7	1.7	1.7
Persons of self-described gender	-	-	-	-
<b>Total Connected Communities</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>	<b>75.2</b>
<b>City Planning</b>				
<b>Permanent - Full time</b>	<b>70.9</b>	<b>70.9</b>	<b>70.9</b>	<b>70.9</b>
Women	34.3	34.3	34.3	34.3
Men	36.6	36.6	36.6	36.6
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>20.9</b>	<b>20.9</b>	<b>20.9</b>	<b>20.9</b>
Women	17.1	17.1	17.1	17.1
Men	3.8	3.8	3.8	3.8
Persons of self-described gender	-	-	-	-
<b>Total City Planning</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>	<b>91.7</b>
<b>City Services</b>				
<b>Permanent - Full time</b>	<b>145.6</b>	<b>145.6</b>	<b>145.6</b>	<b>145.6</b>
Women	30.0	30.0	30.0	30.0
Men	115.6	115.6	115.6	115.6
Persons of self-described gender	-	-	-	-
<b>Permanent - Part time</b>	<b>8.6</b>	<b>8.6</b>	<b>8.6</b>	<b>8.6</b>
Women	5.9	5.9	5.9	5.9
Men	2.7	2.7	2.7	2.7
Persons of self-described gender	-	-	-	-
<b>Total City Services</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>	<b>154.2</b>
Casuals and temporary staff	17.5	11.9	11.4	11.4
Capitalised labour	25.7	25.7	25.7	25.7
<b>Total staff numbers</b>	<b>487.7</b>	<b>482.0</b>	<b>481.5</b>	<b>481.5</b>

**4. Notes to the financial statements**

This section presents detailed information on material components of the financial statements in the previous sections.

**4.1 Comprehensive Income Statement**

**4.1.1 Rates and charges**

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

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

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024/25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges (Council does not have a municipal charge) 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

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

	2023/24	2024/25	Change	
	Forecast Actual \$'000	Budget \$'000	\$'000	%
General rates*	103,483	106,972	3,489	3.37%
Low income rebate	(45)	(46)	(1)	2.22%
Service rates and charges	17,613	18,222	609	3.46%
Supplementary rates and rate adjustments	350	665	315	90.00%
Interest on rates and charges	1,094	525	(569)	-52.01%
Revenue in lieu of rates	17	17	0.5	2.75%
<b>Total rates and charges</b>	<b>122,512</b>	<b>126,355</b>	<b>3,843</b>	<b>3.14%</b>

\* Subject to the rate cap established under the FGRS.

This will raise total rates and charges for 2024/25 to \$126.36 million including:

- Base rate revenue of \$106.97 million (maximum allowed per the State Government rate cap - refer to 4.1.1(i) Fair Go Rates System Compliance Table).
- User charges for waste services are based on a user pay basis and full cost recovery, however with Council being conscious of the cost of living pressure in the community, the average waste service charge will only increase by 2.75% despite a 4.80% increase in the cost to Council of collecting and disposing of waste and recyclable materials in 2024/25.
- New properties / improvements (supplementary rate income) is budgeted to be \$0.67 million in 2024/25.
- Interest on overdue rates and charges are charged under section 172(A) of the Local Government Act 1989 and is budgeted to be \$0.53 million. From 2024/25 the interest rate is set by the Minister for Local Government at a nominal rate.
- Cultural and recreational land charged in lieu of rates of \$0.02 million.

**4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Local Government Act 1989 for each type or class of land compared with the previous financial year**

Type or class of land	2023/24	2024/25	Change %
	Budget cents/\$CIV	Budget cents/\$CIV	
Uniform Rate	0.00155331	0.00151560	-2.43%

**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	2023/24	2024/25	Change	
	Budget \$'000	Budget \$'000	\$'000	%
Residential	96,453	100,221	3,768	3.91%
Commercial	6,788	6,553	(235)	-3.45%
Industrial	244	199	(45)	-18.59%
Cultural and Recreational	17	17	0.5	2.75%
<b>Total amount to be raised by general rates</b>	<b>103,501</b>	<b>106,990</b>	<b>3,488</b>	<b>3.37%</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	2023/24	2024/25	Change	
	Budget Number	Budget Number	Number	%
Residential	51,174	51,555	381	0.74%
Commercial	1,800	1,785	(15)	-0.83%
Industrial	77	50	(27)	-35.06%
Cultural and Recreational	16	16	-	0.00%
<b>Total number of assessments</b>	<b>53,067</b>	<b>53,406</b>	<b>339</b>	<b>0.64%</b>

4.1.1(e) The basis of valuation to be used is the 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	2023/24	2024/25	Change	
	Budget \$'000	Budget \$'000	\$'000	%
Residential	62,095	66,126	4,031	6.49%
Commercial	4,370	4,324	(46)	-1.05%
Industrial	157	131	(26)	-16.56%
Cultural and Recreational	49	50	1	2.04%
<b>Total value of land</b>	<b>66,671</b>	<b>70,631</b>	<b>3,960</b>	<b>5.94%</b>

**4.1.1(g) The municipal charge under Section 159 of the Local Government Act 1989 compared with the previous financial year**

No municipal charge is proposed for 2024/25.

**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 2024/25.

**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 Local Government Act 1989 compared with the previous financial year**

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2023/24 Budget \$	2024/25 Budget \$	\$	%
<b>Residential</b>				
Standard service (80 litre garbage, 240 litre recycling and 240 litre garden)	322.00	330.85	8.85	2.75%
<b>Other waste options</b>				
Upsize to 120 litre garbage bin	98.50	101.00	2.50	2.54%
Upsize to 240 litre garbage bin	349.50	359.00	9.50	2.72%
Upsize to 240 litre garbage bin with discount	174.50	179.50	5.00	2.87%
Upsize to 360 litre recycling bin	47.00	48.50	1.50	3.19%
120 litre garbage, 240 litre recycling and 240 litre garden	420.50	431.85	11.35	2.70%

Type of Charge	Per Rateable	Per Rateable	Change	
	Property 2023/24 Budget \$	Property 2024/25 Budget \$	\$	%
120 litre garbage, 240 litre recycling and 120 litre garden	420.50	<b>431.85</b>	11.35	2.70%
80 litre garbage, 240 litre recycling and 120 litre garden	322.00	<b>330.85</b>	8.85	2.75%
80 litre garbage and 240 litre recycling	322.00	<b>330.85</b>	8.85	2.75%
120 litre garbage and 240 litre recycling	420.50	<b>431.85</b>	11.35	2.70%
Additional 80 litre garbage bin	213.50	<b>219.50</b>	6.00	2.81%
Additional 120 litre garbage bin	250.50	<b>257.50</b>	7.00	2.79%
Additional 240 litre recycling bin	91.50	<b>94.00</b>	2.50	2.73%
Additional 360 litre recycling bin	139.00	<b>143.00</b>	4.00	2.88%
Additional 120 litre garden bin	121.00	<b>124.50</b>	3.50	2.89%
Additional 240 litre garden bin	151.50	<b>155.50</b>	4.00	2.64%
Domestic change bin (charged per change over not per annum)	71.00	<b>73.00</b>	2.00	2.82%
<b>Commercial</b>				
Commercial 240 litre garbage	628.00	<b>645.50</b>	17.50	2.79%
Additional 240 litre commercial garbage	784.50	<b>806.00</b>	21.50	2.74%

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	2023/24	2024/25	Change	
	Budget \$	Budget \$	\$	%
<b>Residential</b>				
Standard service (80 litre garbage, 240 litre recycling and 240 litre garden)	14,277,480	<b>14,660,983</b>	383,503	2.69%
<b>Other waste options</b>				
Upsize to 120 litre garbage bin	1,621,212	<b>1,640,139</b>	18,928	1.17%
Upsize to 240 litre garbage bin	-	<b>257,044</b>	257,044	100.00%
Upsize to 240 litre garbage bin with discount	-	<b>14,899</b>	14,899	100.00%
Upsize to 360 litre recycling bin	116,936	<b>125,421</b>	8,485	7.26%
Additional 80 litre garbage bin	85,614	<b>97,239</b>	11,625	13.58%
Additional 120 litre garbage bin	249,248	<b>264,710</b>	15,463	6.20%
Additional 240 litre recycling bin	40,169	<b>46,436</b>	6,268	15.60%
Additional 360 litre recycling bin	12,371	<b>13,871</b>	1,500	12.13%
Additional 120 litre garden bin	605	<b>996</b>	391	64.63%
Additional 240 litre garden bin	214,979	<b>219,566</b>	4,588	2.13%
Supplementary charges during the year	64,400	<b>99,300</b>	34,900	54.19%
<b>Commercial</b>				
Commercial 240 litre garbage	434,576	<b>402,792</b>	(31,784)	-7.31%
Additional 240 litre commercial garbage	142,779	<b>137,020</b>	(5,759)	-4.03%
<b>Special accommodation</b>				
Retirement villages & nursing homes	229,616	<b>235,924</b>	6,308	2.75%
MC <sup>2</sup>	6,203	<b>6,374</b>	171	2.75%
<b>Total</b>	<b>17,496,186</b>	<b>18,222,713</b>	<b>726,527</b>	<b>4.15%</b>

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

	2023/24 Budget \$	2024/25 Budget \$	Change	
			\$	%
Residential	96,453,102	100,220,566	3,767,463	3.91%
Commercial	6,788,454	6,553,454	(235,000)	-3.46%
Industrial	244,499	198,544	(45,955)	-18.80%
<b>General rates revenue</b>	<b>103,486,055</b>	<b>106,972,564</b>	<b>3,486,509</b>	<b>3.37%</b>
Cultural and recreational	16,526	16,980	454	2.75%
Supplementary rates	641,000	665,000	24,000	3.74%
Low income rebate	(40,000)	(46,000)	(6,000)	15.00%
<b>Total general rates</b>	<b>104,103,581</b>	<b>107,608,544</b>	<b>3,504,963</b>	<b>3.37%</b>
Waste charges	17,496,186	18,222,713	726,527	4.15%
<b>Total Rates and charges</b>	<b>121,599,767</b>	<b>125,831,256</b>	<b>4,231,490</b>	<b>3.48%</b>

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

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

	2023/24 Budget	2024/25 Budget
Total Rates	\$ 99,986,369	\$104,109,477
Number of rateable properties	53,051	53,390
Base Average Rate	\$ 1,884.72	\$ 1,949.98
Maximum Rate Increase (set by the State Government)	<b>3.50%</b>	<b>2.75%</b>
Capped Average Rate	\$ 1,950.69	\$ 2,003.61
Maximum General Rates Revenue	\$103,486,055	\$106,972,738
Budgeted General Rates Revenue	\$103,486,055	\$106,972,564
Budgeted Supplementary Rates Revenue	\$ 641,000	\$ 665,000
<b>Budgeted Total Rates Revenue</b>	<b>\$104,127,055</b>	<b>\$107,637,564</b>

**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 (2024/25: estimated \$665,000 and 2023/24: budgeted \$641,000; revised forecast \$350,000)
- 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 2024/25.

**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 2024/25
Veneto Club	191 Bulleen Road, Bulleen	\$ 16,980

**4.1.1(p) Combined general rates and charges**

	2023/24 \$	2024/25 \$	Change	
			\$	%
Property value - example	\$ 1,255,371	\$ 1,321,989	\$ 66,618	5.31%
Rate in \$	0.00155331	0.00151560	- 0.00003771	-2.43%
General rate (property value x rate in \$)	\$ 1,949.98	\$ 2,003.61	\$ 53.63	2.75%
Standard waste charge	\$ 322.00	\$ 330.85	\$ 8.85	2.75%
<b>Total rates and waste charges</b>	<b>\$ 2,271.98</b>	<b>\$ 2,334.46</b>	<b>\$ 62.48</b>	<b>2.75%</b>

## 4.1.2 Statutory fees and fines

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24		\$'000	%
	\$'000	\$'000	\$'000	%
Infringements and costs	1,126	1,412	286	25.40%
Town planning fees	1,282	1,200	(82)	-6.40%
Land and property information certificates	455	490	35	7.69%
Asset protection and other permits	390	361	(29)	-7.44%
<b>Total statutory fees and fines</b>	<b>3,253</b>	<b>3,463</b>	<b>210</b>	<b>6.46%</b>

These fees mainly relate to permit fees and fines levied in accordance with legislation and include parking, animal, fire, asset protection and other fines. The decision to increase statutory fees and fines is not made by Council, but by the State Government under legislation.

2024/25 statutory fees and fines are expected to increase by \$0.21 million mainly attributable to anticipated growth in parking infringements income due to engagement of additional resources in this service.

## 4.1.3 User fees

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24		\$'000	%
	\$'000	\$'000	\$'000	%
Hall hire and function centre charges	1,437	1,488	51	3.55%
Social and community services charges	296	408	112	37.84%
Town planning fees	440	350	(90)	-20.45%
Aged services fees	197	-	(197)	-100.00%
Registration fees (Animal, Food & Health)	1,412	1,415	3	0.21%
Advertising fees	236	191	(45)	-19.07%
Culture and recreation fees	208	216	8	3.85%
Chargeable works fees	608	652	44	7.24%
Rent of Council facilities	2,435	3,134	699	28.71%
Other fees and charges	1,617	1,633	16	0.99%
<b>Total user fees</b>	<b>8,886</b>	<b>9,487</b>	<b>601</b>	<b>6.76%</b>

User charges relate to the recovery of service delivery costs through the charging of fees to users of Council's services. Total user fees are projected to increase mainly due to commercial rental of Council facilities.

2024/25 user fees and charges will increase generally by CPI and rounding. Section 6 "Schedule of fees and charges" contains a detailed listing of the 2024/25 fees and charges.

4.1.4 Grants

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

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
<b>Grants were received in respect of the following:</b>				
Summary of grants				
Commonwealth funded grants	9,736	6,308	(3,428)	-35.21%
State funded grants	3,928	4,296	368	9.36%
<b>Total grants received</b>	<b>13,664</b>	<b>10,604</b>	<b>(3,060)</b>	<b>-22.40%</b>
<b>(a) Operating Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Financial Assistance Grants	3,375	3,318	(57)	-1.69%
Aged care	3,182	-	(3,182)	-100.00%
Food services	151	-	(151)	-100.00%
<b>Recurrent - State Government</b>				
Maternal and child health	1,044	1,479	435	41.67%
Family and children	987	946	(41)	-4.15%
School crossing supervisors	363	379	16	4.41%
Open space and bushland	215	204	(11)	-5.12%
Immunisation	92	95	3	3.26%
Emergency services	80	80	-	0.00%
Community safety	101	97	(4)	-3.96%
Road maintenance	64	67	3	4.69%
Other	-	3	3	100.00%
<b>Total recurrent grants</b>	<b>9,654</b>	<b>6,668</b>	<b>(2,986)</b>	<b>-30.93%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Other	11	-	(11)	-100.00%
<b>Non-recurrent - State Government</b>				
Maternal and child health	28	35	7	25.00%
Emergency services	-	135		
Family and children	196	-	(196)	-100.00%
Sustainability	94	429	335	356.38%
Social planning	125	54	(71)	-56.80%
<b>Total non-recurrent grants</b>	<b>454</b>	<b>653</b>	<b>199</b>	<b>43.83%</b>
<b>Total operating grants</b>	<b>10,108</b>	<b>7,321</b>	<b>(2,787)</b>	<b>-27.57%</b>
<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Roads to recovery	642	536	(106)	-16.51%
Financial Assistance Grant	1,125	1,104	(21)	-1.87%
<b>Total recurrent grants</b>	<b>1,767</b>	<b>1,640</b>	<b>(127)</b>	<b>-7.19%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Roads	1,250	1,350	100	8.00%
<b>Non-recurrent - State Government</b>				
Bicycle Network	70	80	10	14.29%
Building	48	-	(48)	-100.00%
Recreation & Leisure	15	100	85	566.67%
Open Space Program	108	-	(108)	-100.00%
Early Years	298	113	(185)	-62.21%
<b>Total non-recurrent grants</b>	<b>1,789</b>	<b>1,643</b>	<b>(146)</b>	<b>-8.18%</b>
<b>Total capital grants</b>	<b>3,556</b>	<b>3,283</b>	<b>(273)</b>	<b>-7.69%</b>
<b>Total Grants</b>	<b>13,664</b>	<b>10,604</b>	<b>(3,060)</b>	<b>-22.40%</b>

Total grants include monies received from the State and Federal Governments for the purpose of funding the delivery of services to ratepayers and the capital works program. Overall the level of total grants is forecast to decrease by \$3.06 million compared to 2023/24. The reduction is mainly due to Council's decision to transition out of Commonwealth Home Support Programme (CHSP) services on 31 October 2023 which results in a decrease in grant funding. In addition, during 2023/24 one-off capital grant funding was received to deliver the capital works program.

#### 4.1.5 Contributions

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Monetary	4,132	4,553	421	10.19%
Non-monetary	1,020	1,000	(20)	-1.96%
<b>Total contributions</b>	<b>5,152</b>	<b>5,553</b>	<b>401</b>	<b>7.78%</b>

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

The budgeted monetary contributions for 2024/25 includes \$4.0 million of open space contributions from developers. In addition, \$0.39 million of club contributions is budgeted to be received towards capital work projects and \$0.17 from other sources for operational activities.

#### 4.1.6 Other income

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Interest	3,950	3,150	(800)	-20.25%
Other	355	11,484	11,129	3134.93%
<b>Total other income</b>	<b>4,305</b>	<b>14,634</b>	<b>10,329</b>	<b>239.93%</b>

The increase in other income is mainly due to one-off item in 2024/25 associated with divested land compensation. This is partly offset by an anticipated decrease in interest income due to an anticipated reduction in the cash rate over the 2024/25 financial year which impacts interest rates on Council's financial investments.

#### 4.1.7 Employee costs

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Wages and salaries	61,400	63,436	2,036	3.32%
Capitalised labour	(3,003)	(3,576)	(573)	19.08%
<b>Total employee costs</b>	<b>58,397</b>	<b>59,860</b>	<b>1,463</b>	<b>2.51%</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 contractor (or combination of both as is often the case) is determined on a service by service basis. The approach provides both an efficient and flexible approach to service delivery.

Wages and salaries (operating costs) include wages, superannuation, Workcover and other salary on costs for employees involved in the delivery of over 100 services for our community.

Total employee costs are forecast to increase by \$1.46 million or 2.5% compared to 2023/24. The change is mainly due to:

- \* a 45% increase in the workcover levy;
- \* a 0.5% increase in the Superannuation Guarantee to 11.5%; and
- \* employee movement through the bands including an annual % increase.

Capitalised labour includes the cost of employees and temporary staff from agencies involved in design, supervision and delivery of projects in the \$54 million capital works program.



## 4.1.8 Materials and services

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Waste contracts	15,483	16,210	727	4.70%
Parks, recreation, sporting reserve, street trees and bushland maintenance	7,323	7,470	147	2.01%
Roads, drainage, traffic and other infrastructure repairs and maintenance	4,361	3,912	(449)	-10.30%
Community assets management and maintenance	2,665	2,682	17	0.64%
Climate Emergency and Environment	1,219	550	(669)	-54.88%
Community Wellbeing and Partnerships	1,023	1,033	10	0.98%
Information Technology & Project Management	1,016	1,328	312	30.71%
Fleet	986	963	(23)	-2.33%
Community events and services	776	843	67	8.63%
Aged care & Healthy Ageing services	571	359	(212)	-37.13%
City Safety	213	210	(3)	-1.41%
Family Services	189	172	(17)	-8.99%
General materials and services	1,064	1,633	569	53.48%
<b>Total materials and services</b>	<b>36,889</b>	<b>37,365</b>	<b>476</b>	<b>1.29%</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 services. Materials, services and contracts are expected to increase by \$0.48 million or 1.29%. The key variances mainly relate to:

- waste contracts costs for the collection and disposal of waste are budgeted to increase by \$0.73 million. This is related to large increases in the fuel levy surcharge in waste contracts.
- increases in contract prices, new funding for 2024/25 initiatives and service level change resulting in an increase in the overall budget of materials and services.

partly offset by:

- 2023/24 one off budget allocation of \$1.5 million for sustainability initiatives and LED lighting & Smart lighting retrofit projects, and
- a reduction in budget for aged care services as a result of Council's decision to exit the services in October 2023.

## 4.1.9 Depreciation

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Property	4,735	4,733	(2)	-0.04%
Plant & equipment	1,226	1,433	207	16.88%
Infrastructure	23,881	25,125	1,244	5.21%
Computers and telecommunications	395	199	(196)	-49.62%
<b>Total depreciation</b>	<b>30,237</b>	<b>31,490</b>	<b>1,253</b>	<b>4.14%</b>

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant & equipment and infrastructure assets such as roads and drains. The increase is mainly due to the completion of the 2023/24 capital works program and the full year impact of depreciation of this in 2024/25.

## 4.1.10 Amortisation - Intangible assets

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Intangible assets	1,938	1,499	(439)	-22.65%
<b>Total amortisation - intangible assets</b>	<b>1,938</b>	<b>1,499</b>	<b>(439)</b>	<b>-22.65%</b>

Amortisation is expected to decrease as Council moves to Software as a Service instead of purchasing software as an asset (refer below Software licences - 4.1.12 - Other expenses).

## 4.1.11 Depreciation - Right of use assets

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Right of use assets	381	371	(10)	-2.62%
<b>Total depreciation - right of use assets</b>	<b>381</b>	<b>371</b>	<b>(10)</b>	<b>-2.62%</b>

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's right of use assets.

## 4.1.12 Other expenses

	Forecast	Budget	Change	
	Actual	2024/25		
	2023/24	2024/25	\$'000	%
	\$'000	\$'000	\$'000	%
Community grants	5,893	6,473	580	9.84%
Software licences	5,391	5,479	88	1.63%
Utilities	2,341	2,399	58	2.48%
Consultants	2,082	1,923	(159)	-7.64%
Insurance	1,550	1,766	216	13.94%
Legal expenses	810	727	(83)	-10.25%
Other service delivery costs	5,323	5,574	251	4.72%
<b>Total other expenses</b>	<b>23,390</b>	<b>24,341</b>	<b>951</b>	<b>4.07%</b>

Other expenses include a variety of costs incurred to support the wide variety of services that Council delivers and are budgeted to increase by \$0.95 million or 4.07% compared to 2023/24. The key variances mainly relate to:

- Community grants funding includes two new grants streams (Seniors Clubs & Healthy Ageing Support), increased funding for extended library hours and continuation of additional Neighbourhood Housing and Community Partnership Grants;
- an expected large increase in premiums for corporate insurance policies due to volatile insurance market;
- an increase in other expenses to deliver Council services and include staff training, telephone and data communications; partly offset by
- Budget for specialist services (consultants and legal expenses) is projected to decrease mainly due to one-off budget items in 2023/24.

#### 4.2 Balance Sheet

##### 4.2.1 Assets

##### 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 terms of three months or less), other financial assets (term deposits with terms between three and twelve months) and monies owed to Council by ratepayers and others.

As at 30 June 2025, total current assets are projected to decrease by \$7.47 million mainly attributable to reduction in rates debtors and expenditure on the \$54 million capital works program.

##### 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 2024/25, these assets are projected to increase by \$21.28 million as a result of the capital works program (\$54.09 million). These are partly offset by depreciation/amortisation of assets (\$33.36 million).

##### 4.2.2 Liabilities

##### 4.2.2a Current Liabilities

Total current liabilities (obligations to pay within the next twelve months) are projected to decrease by \$1.19 million due mainly to recognition of prior years unearned income during the year.

##### 4.2.2a Current Liabilities

Total non-current liabilities (obligations to pay within the next twelve months) are projected to decrease by \$0.27 million due mainly to reduction in lease liabilities associated with right-of-use assets.

##### 4.2.3 Borrowings

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

	Forecast	Budget	Projections		
	Actual				
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	-	-	-	-	-
Amount proposed to be borrowed	-	-	-	-	-
Amount projected to be redeemed	-	-	-	-	-
<b>Amount of borrowings as at 30 June</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

##### 4.2.4 Leases by category

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

	Forecast	Budget
	Actual	
	2023/24	2024/25
	\$'000	\$'000
<b>Right-of-use assets</b>	-	-
Land and buildings	1,967	1,598
IT equipment	2	-
<b>Total right-of-use assets</b>	<b>1,969</b>	<b>1,598</b>
<b>Lease liabilities</b>		
<b>Current lease Liabilities</b>		
Land and buildings	356	269
IT equipment	2	-
<b>Total current lease liabilities</b>	<b>358</b>	<b>269</b>
<b>Non-current lease liabilities</b>		
Land and buildings	1,784	1,515
IT equipment	-	-
<b>Total non-current lease liabilities</b>	<b>1,784</b>	<b>1,515</b>
<b>Total lease liabilities</b>	<b>2,142</b>	<b>1,784</b>

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

### 4.3 Statement of changes in Equity

#### 4.3.1 Equity

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

- Accumulated surplus is the value of all the net assets less reserves that have accumulated over time. For the year ending 30 June 2025, the accumulated surplus is budgeted to increase by \$16.53 million chiefly as a result of 2024/25 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 2023/24 level.
- Other reserves are cash reserves which Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. This component includes Reserves such as the Open Space Reserve and the Doncaster Hill Development Contributions Plan Reserve. These amounts are transferred to or from the accumulated surplus of Council and are separately disclosed. Other Reserves are budgeted to have a small net decrease in 2024/25 as a result of funds to be used for selected capital works projects.

### 4.4 Statement of Cash Flows

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

Net cash flows from operating activities is budgeted to increase by \$9.24 million primarily due to one off budgeted compensation

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

Net cash flows used in investing activities are projected to decrease by \$58.98 million due to timing of the inflow of maturing financial assets (term deposits) (2023/24 - \$45.40 million, 2024/25 - Nil).

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

Council is not proposing to take up new borrowings in 2024/25.

## 4.5 Restricted and unrestricted cash and investments

	Note	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change Fav / (Unfav) \$'000
<b>Total cash and investments</b>		<b>85,932</b>	<b>80,624</b>	<b>(5,308)</b>
<b>Restricted cash and investments</b>				
<b>Other reserves</b>	4.5.1	<b>(16,202)</b>	<b>(14,944)</b>	<b>1,258</b>
- Open Space reserve		(15,663)	(14,405)	1,258
- Doncaster Hill / DCP reserve		(539)	(539)	-
<b>Other restricted cash</b>	4.5.2	<b>(26,055)</b>	<b>(17,186)</b>	<b>8,869</b>
- Trust funds and deposits		(12,032)	(11,932)	100
- Circular economy fund		(8,082)	(5,254)	2,828
- Cash held to fund carry forward capital works		(5,941)	-	5,941
<b>Unrestricted cash and investments</b>	4.5.3	<b>43,675</b>	<b>48,494</b>	<b>4,819</b>
<b>Intended use of cash</b>	4.5.4	<b>(19,525)</b>	<b>(15,408)</b>	<b>4,116</b>
- Strategic fund		(9,316)	(4,397)	4,919
- Leisure facilities reserve		-	(586)	(586)
- Long service leave		(10,209)	(10,426)	(217)
<b>Unrestricted cash adjusted for intended use of cash</b>	4.5.5	<b>24,151</b>	<b>33,085</b>	<b>8,935</b>

## 4.5.1 Other reserves

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

## 4.5.2 Other restricted cash

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

## 4.5.3 Unrestricted cash and investments

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

## 4.5.4 Intended use of cash

This includes cash set aside for specific future purposes by Council which is not subject to any external restriction or legislative requirements. As at 30 June 2025, Council is forecasting to have \$15.41 million for future intended uses. This includes:

- Council has set aside \$4.40 million in a Strategic Fund to create the capacity for Council to engage in strategic property acquisition and development opportunities, major community infrastructure development opportunities and for other one-off specific purposes in the future where required.
- Council has created a Leisure Facilities Reserve and income generated from Recreational and Leisure facilities like Aquarena and Indoor Stadiums will be applied to this fund. The purpose of this reserve is to fund recreational and leisure infrastructure related projects in the future when required.
- The projected long service leave liability at 30 June 2025 (\$10.43 million) has been set aside to ensure that council has the capacity to pay long service leave to employees when taken or upon departure.

## 4.5.5 Unrestricted cash adjusted for intended use of cash

Council is forecasting to hold \$33.09 million in cash without commitments or intended use as at 30 June 2025. This level is considered appropriate to ensure financial sustainability.

4.6 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2024/25 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.6.1 Summary

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Property	11,067	15,349	4,282	38.69%
Plant and equipment	2,698	2,660	- 38	-1.41%
Infrastructure	31,633	36,083	4,450	14.07%
<b>Total</b>	<b>45,398</b>	<b>54,092</b>	<b>8,694</b>	<b>19.15%</b>

\* 2024/25 includes \$1.1 million of projects carried forward from 2023/24.

	Project	Asset expenditure types				Summary of Funding Sources			
	Cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contribution \$'000	Council \$'000	Reserves \$'000
Property	15,349	9,016	2,671	3,662	-	-	-	4,053	11,296
Plant and equipment	2,660	170	2,257	233	-	-	-	2,660	-
Infrastructure	36,083	7,927	16,414	11,261	481	3,283	386	27,704	4,710
<b>Total</b>	<b>54,092</b>	<b>17,113</b>	<b>21,342</b>	<b>15,156</b>	<b>481</b>	<b>3,283</b>	<b>386</b>	<b>34,417</b>	<b>16,006</b>

This section presents an overview of the capital works projects to be undertaken in 2024/25 by expenditure type. \$54.09 million has been budgeted for capital works in 2024/25.

**Property (\$15.3 million)**

For the 2024/25 year, \$15.3 million will be expended on land acquisitions and building projects including community facilities, sports facilities and circular economy:

- \$6.6 million on land acquisitions
- \$3.1 million on Schramm's Cottage Museum Complex Visitor Centre
- \$1.0 million on Mullum Mullum Stadium Battery
- \$1.0 million on MC2 Co-working Business Hub
- \$0.9 million on general building refurbishments
- \$0.6 million for Solar Panels installation program
- \$0.4 million on Public Toilets
- \$0.4 million on Warrandyte Scout Hall
- \$0.3 million on Aquarena Renewal
- \$0.3 million on Doncaster Library Internal Layout Changes

**Plant and Equipment including art works (\$2.7 million)**

- Projects include ongoing cyclical replacement of the plant and vehicle fleet (\$2.3 million), computers and telecommunications (\$0.2 million) and art works (\$0.2 million).

**Infrastructure (\$36.1 million)**

Infrastructure includes roads, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space, waste management and streetscapes. For the 2024/25 year, Council is proposing to spend \$36.1 million on infrastructure and major projects in each category as listed below:

**Roads & bridges (\$11.9 million)**

- \$4.0 million for road resurfacing
- \$2.8 million for Tram / Merlin Traffic Signals
- \$1.4 million for Fitzsimons Lane and Main Road Corridor (Templestowe Route)
- \$0.6 million for Road Renewal - Kerb & Channel
- \$0.5 million for Road Restoration
- \$0.2 million for Arterial Road Pavements (Link & Collector)
- \$0.4 million for Jumping Creek Road

**Footpaths and Cycleways (\$6.0 million)**

- \$1.2 million for renewal of existing footpaths
- \$0.6 million for the Taroona Avenue Shard Path
- \$0.5 million on Dudley Road Stage 2 PPN
- \$0.5 million for 368 Yarra Rd to Homestead New Footpath PPN
- \$0.4 million for Pound Road, Warrandyte Local Footpath
- \$0.3 million for Serpells Road path
- \$0.3 million for a new footpath in Parker Street
- \$0.2 million for footpaths in parks

**Drainage (\$4.0 million)**

- \$0.7 million for Corriedale Cres Park Orchards Catchment Drainage
- \$0.6 million for Blair Street Warrandyte Street Drainage
- \$0.4 million for Melbourne Hill Road Drainage Upgrade- Early and main works
- \$0.4 million for Mitchell Ave Warrandyte Catchment Drainage

**Recreation, leisure and community facilities (\$6.8 million)**

- \$1.1 million for Rieschiecks Reserve Management Plan (incl. Waldau)
- \$0.7 million for Donvale Bowls
- \$0.6 million for Aquarena Redevelopment (50m Pool & Outdoor Master Plan)
- \$0.5 million for Wonga Park Netball Court Redevelopment & Floodlighting upgrade
- \$0.3 million for Koonung Reserve Oval Redevelopment
- \$0.3 million for Youth Hub At MC2
- \$0.3 million for Timber Reserve Pavilion (Design only)
- \$0.3 million for Warrandyte Reserve Cricket Net upgrade
- \$0.3 million to upgrade sports field floodlight
- \$0.2 million for Currawong Tennis Club resurfacing and floodlights
- \$0.2 million for Bulleen Tennis Club Court resurfacing & floodlights
- \$0.2 million for Manningham Templestowe Leisure Centre Master Plan
- \$0.2 million for walking tracks around sporting ovals

**Parks, open space and streetscapes (\$7.4 million)**

- \$1.6 million for playspace renewals
- \$1.2 million for Ruffey Lake Park Master Plan Implementation (inc Waldau)
- \$0.7 million for Foote Street Pedestrian Operated Signals
- \$0.5 million for Ruffey Lake Park Pedestrian Bridges and Boradwalk
- \$0.5 million for Sporting Reserves Renewal
- \$0.3 million for BMX Dirt Bike Trail Program
- \$0.2 million for Ruffey Lake Park Playground upgrade
- \$0.2 million for Boronia Reserve
- \$0.2 million for new bus shelters
- \$0.1 million to commence the Templestowe Village streetscape upgrade

**4.6.2 Current Budget**

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contribution \$'000	Council cash \$'000	Reserves \$'000
<b>PROPERTY</b>									
<b>Land</b>									
Land Acquisition Program - Open Space for Manningham	1,555	1,555	-	-	-	-	-	-	1,555
(SPP) Manningham Property Acquisition Project	5,000	5,000	-	-	-	-	-	-	5,000
<b>Buildings</b>									
Aquarena Renewal	300	-	300	-	-	-	-	300	-
Miscellaneous Building Refurbishment Works	900	-	900	-	-	-	-	900	-
MC2 (Capital Minor Works)	100	-	100	-	-	-	-	100	-
Indoor Stadium Renewal (Highball Facilities)	150	-	120	30	-	-	-	150	-
Emergency Management Initiatives	50	-	50	-	-	-	-	50	-
Schramm's Cottage Museum Complex Visitor Centre	2,477	1,981	248	248	-	-	-	-	2,477
Office Accommodation Renewal	100	-	100	-	-	-	-	100	-
Donvale Preschool	50	-	50	-	-	-	-	50	-
Warrandyte Scout Hall	350	-	350	-	-	-	-	350	-
Public Toilet Strategy Implementation	416	-	208	208	-	-	-	416	-
Solar Panel Installation Program	600	-	-	600	-	-	-	-	600
Rieschiecks Reserve Athletic Pavilion Redevelopment	100	-	25	75	-	-	-	100	-
Gum Nut Gully Preschool redevelopment	50	-	25	25	-	-	-	50	-
Doncaster Library Internal Layout Changes	297	-	-	297	-	-	-	297	-



Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contribution	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Wonga Park Reserve East Pavilion Upgrade	50	-	-	50	-	-	-	30	20
Early Years Projects for Renewal works	100	-	75	25	-	-	-	100	-
MC2 Co-working Business Hub	1,000	-	-	1,000	-	-	-	1,000	-
Mullum Mullum Stadium Battery	1,044	-	-	1,044	-	-	-	-	1,044
Templestowe Valley Preschool Refurbishment Works	60	-	60	-	-	-	-	60	-
<b>TOTAL PROPERTY</b>	<b>14,749</b>	<b>8,536</b>	<b>2,611</b>	<b>3,602</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,053</b>	<b>10,696</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant Replacement Project	1,830	-	1,647	183	-	-	-	1,830	-
<b>Computers and Telecommunications</b>									
IT Infrastructure	150	-	150	-	-	-	-	150	-
<b>Art Works</b>									
Art Collection Conservation	10	-	10	-	-	-	-	10	-
Art Collection Acquisitions	30	30	-	-	-	-	-	30	-
Commissioning of public art	90	90	-	-	-	-	-	90	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>2,110</b>	<b>120</b>	<b>1,807</b>	<b>183</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,110</b>	<b>-</b>
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
Arterial Road Pavements (Link & Collector)	200	-	200	-	-	-	-	200	-
Carpark Resurfacing & Minor Upgrades	335	-	335	-	-	-	-	335	-
Concrete ROWs	30	-	30	-	-	-	-	30	-
Pavement Design	25	-	25	-	-	-	-	25	-
Open Space Road Pavements	160	-	160	-	-	-	-	160	-
Pram Crossings	50	-	50	-	-	-	-	50	-
Road Restoration	500	-	500	-	-	-	-	500	-
Road Retaining Wall / Structure	10	-	10	-	-	-	-	10	-
Road Surfacing (Reseals)	3,989	-	3,989	-	-	1,640	-	2,349	-
Road Renewal - Kerb & Channel	570	-	570	-	-	-	-	570	-
Shopping Centre Enhancements	70	-	70	-	-	-	-	70	-
Tram / Merlin Traffic Signals	1,000	100	300	600	-	-	-	1,000	-
Table Drain Sealing	75	7	23	30	15	-	-	75	-
Thompsons Road Service Road (Tasker Street to 248 Thompsons Rd)	50	50	-	-	-	-	-	50	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contribution	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Jumping Creek Road	430	-	215	215	-	-	-	430	-
Whittens Lane/Queens Avenue Intersection Modification	100	50	-	25	25	-	-	100	-
Fitzsimons Lane and Main Road Corridor (Templestowe Route)	1,000	-	500	500	-	1,000	-	-	-
Aggregated Traffic Control Devices Council Link (Arterial)	50	24	-	13	13	-	-	50	-
Aggregated Bus Shelter Installation	77	77	-	-	-	-	-	77	-
Road and Assets Design (Templestowe Triangle)	100	-	25	75	-	-	-	100	-
Traffic Signal Controller and Lantern LED upgrade	80	-	-	80	-	-	-	80	-
Jeffrey Street, Templestowe Lower LATM ( 8 humps)	84	42	-	42	-	-	-	84	-
167-178 Yarra Street Bus Shelter	70	70	-	-	-	-	-	70	-
Northeast corner of Doncaster Road / Williamsons Road Additional Bus Shelters	170	170	-	-	-	-	-	170	-
<b>Bridges</b>									
Bridges / Culverts - Roads & Reserves	100	-	100	-	-	-	-	100	-
Banksia Park Shared Path Bridge	50	50	-	-	-	50	-	-	-
<b>Footpaths and Cycleways</b>									
Footpaths - Parks	220	-	220	-	-	-	-	220	-
Footpaths - Roads	1,190	-	1,190	-	-	-	-	1,190	-
Dudley Road Stage 2 PPN	500	400	-	100	-	-	-	500	-
Taroona Avenue Shared Path	550	220	165	110	55	-	-	550	-
Main Yarra Trail Extension to Warrandyte	50	40	-	10	-	-	-	50	-
Parker Street (McLachlan to Milne), Templestowe Local Footpath	300	225	75	-	-	-	-	300	-
Pound Road, Warrandyte Local Footpath	350	262	88	-	-	-	-	350	-
368 Yarra Rd to Homestead New Footpath PPN	500	400	-	100	-	-	-	500	-
Beverley Street Bicycle Strategy	80	32	24	16	8	-	-	80	-
Pedestrian Refuge_Russell Rd / Mullens Rd / Ringwood Warrandyte Rd	121	61	-	30	30	-	-	121	-
Manningham Road service road access changes	100	50	-	25	25	-	-	100	-
West End Road - Taroona Ave to First Street	80	64	-	16	-	-	-	80	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contribution	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Tindals Road Footpath - Ringwood-Warrandyte Road to Stintons Road RAB	100	80	-	20	-	-	-	100	-
Reynolds Road Footpath - Tindals Road to Arnold Drive	50	40	-	10	-	-	-	50	-
Carlton Court - Church Road to Carlton Walkway (link to Ringwood-Warrandyte Rd)	100	80	-	20	-	-	-	100	-
Oakland Drive Footpath - Full length	50	40	-	10	-	-	-	50	-
Aviemoire Ave - Brucedale Cres to Community Centre carpark	50	40	-	10	-	-	-	50	-
Hopetoun Rd - Dirton Cres to Brucedale Cres	25	20	-	5	-	-	-	25	-
Banool Quad - number 2 to number 24	25	20	-	5	-	-	-	25	-
Stintons Road - Park Rd to Tindals Rd - 2km needs design	100	80	-	20	-	-	-	100	-
Paynters Road - Dudley Road to Homestead Road - 1km needs design	90	72	-	18	-	-	-	90	-
Serpells Road shared path (Williamsons Road to 81 Serpells Road)	300	-	-	300	-	-	-	300	-
Alexander Road - From Heidelberg-Warrandyte Road to rear of school (16 Alexander Road)	25	20	-	5	-	-	-	25	-
Springvale Rd to Bellevue Ave Bicycle Strategy - Akoonah Reserve shared path	57	23	17	11	6	-	-	57	-
Springvale Rd to Bellevue Ave Bicycle Strategy - Valepark Reserve shared path	100	40	30	20	10	-	-	100	-
Springvale Rd to Bellevue Ave Bicycle Strategy - Cat Jump Park shared path	200	80	60	40	20	-	-	200	-
Linemarking upgrade as per Bicycle Strategy Hillcrest Reserve shared path (Eastlink trail connection)	50	20	15	10	5	-	-	50	-
Porter Street Footpath (Anderson to McLachlan)	150	-	-	150	-	-	-	150	-
Porter Street Footpath (Anderson to McLachlan)	50	40	-	10	-	-	-	50	-
Carbine Street Footpath (Leslie Street to Butterfly Gardens)	220	176	-	44	-	-	-	220	-
Newmans Road Footpath (Websters to Porter)	50	40	-	10	-	-	-	50	-
Harris Gully Road and Beauty Gully Road - Traffic Island and ancillary roadworks	100	-	-	100	-	-	-	100	-
Reynolds Road/Smiths Road Intersection Traffic Study	-	-	-	-	-	-	-	-	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contribution	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Bicycle Network Development incl Warrandyte to Wonga Park	50	50	-	-	-	-	-	50	-
<b>Drainage</b>									
Underground / Open Drainage	260	-	260	-	-	-	-	260	-
Melbourne Hill Road Drainage Upgrade Early and Main Works	400	108	160	132	-	-	-	400	-
285 Oban Road Culvert Drainage	50	13	20	17	-	-	-	50	-
Aggregated Drainage Strategy Projects	500	100	200	200	-	-	-	500	-
Miscellaneous Drainage Improvements	523	-	173	350	-	-	-	523	-
Mitchell Ave Warrandyte Catchment Drainage	400	108	160	132	-	-	-	400	-
Blair Street Warrandyte – Street Drainage	550	148	220	182	-	-	-	550	-
Corriedale Cres Park Orchards Catchment Drainage	700	189	280	231	-	-	-	700	-
Retarding Basin / Detention Tanks - Swanston Street & Upstream Reserves	100	50	-	50	-	-	-	100	-
6 -36 Trezise Street, 14 - 26 Brackenbury, Warrandyte Catchment Drainage Improvements	150	-	75	75	-	-	-	150	-
52 - 72 Serpells Road Templestowe Drainage	40	20	-	20	-	-	-	40	-
90 - 104 Serpells Road & 1 - 2 Cipora Court, Templestowe Drainage	40	20	-	20	-	-	-	40	-
305 Old Warrandyte Road Drainage (293- 305 Old Warrandyte Rd / 633, 637 Ringwood Rd / 2 Wellesley)	50	25	-	25	-	-	-	50	-
Dalry Ave Park Orchards Drainage Improvement - Stage 2	250	-	250	-	-	-	-	250	-
<b>Recreational, Leisure &amp; Community Facilities</b>									
Miscellaneous General Leisure	158	-	118	40	-	-	-	158	-
Fencing	192	-	192	-	-	-	-	192	-
Childrens Services Projects	72	36	36	-	-	-	-	72	-
LED conversions for Sports Field Floodlights	100	-	-	100	-	-	-	100	-
Park Orchards Tennis Club Landscaping	80	40	-	40	-	-	-	80	-
Miscellaneous Community Facilities	48	-	-	48	-	-	-	48	-
Donvale Bowls North Field Synthetic Conversion	700	-	-	700	-	-	-	700	-
Community Facilities Play Equipment	48	-	48	-	-	-	-	48	-
Recreation Strategy Implementation	71	-	-	71	-	-	-	71	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contribution	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Bin Cages at Sporting Facilities	20	20	-	-	-	-	-	20	-
Rieschiecks Reserve Management Plan (inc Waldau)	1,000	200	400	400	-	-	-	1,000	-
Aquarena Redevelopment (50m Pool & Outdoor Master Plan)	100	-	-	100	-	-	-	100	-
Aggregated Leisure and Community Projects	70	-	70	-	-	-	-	70	-
Manningham Templestowe Leisure Centre Master Plan	200	-	100	100	-	-	-	200	-
Active Reserve Facility Development Plans	50	-	25	25	-	-	-	50	-
Donvale Indoor Sports Centre Redevelopment	150	-	75	75	-	-	-	-	150
Warrandyte Reserve No.1 Oval Redevelopment	65	-	49	16	-	-	-	65	-
Koonung Reserve Oval Redevelopment	339	-	254	85	-	-	-	204	135
Colman Park Cricket Nets Roof and Floodlighting	25	-	19	6	-	-	-	25	-
Bulleen Tennis Club Court 1 & 2 Resurfacing, floodlights	30	-	-	30	-	-	-	30	-
Bulleen Tennis Club Court 7 & 8 Resurfacing, floodlights	200	-	-	200	-	100	100	-	-
Templestowe Reserve Flat Track Racers Shelter	50	-	-	50	-	-	-	50	-
Sheahans Reserve Tennis Court Redevelopment	50	-	-	50	-	-	-	50	-
Templestowe Reserve Protective netting	50	50	-	-	-	-	-	50	-
Youth Hub At MC2	300	150	-	150	-	-	-	300	-
Wonga Park Reserve LED Scoreboard	50	50	-	-	-	-	50	-	-
Serpells Reserve Shelter x 2	100	100	-	-	-	-	-	100	-
Serpells Reserve Satellite Pavilion	50	25	-	25	-	-	-	50	-
Timber Reserve Pavilion Design only	250	-	250	-	-	-	-	250	-
Pettys Reserve Fixed Scoreboard	20	20	-	-	-	-	-	20	-
Warrandyte Reserve Cricket Net Upgrade	250	-	-	250	-	-	-	250	-
Pines Learning Inc Childcare Playground Upgrade	113	-	-	113	-	113	-	-	-
Oval Perimeter Walkability Project	200	200	-	-	-	-	-	200	-
Currawong Tennis Club Court 1 & 2 Resurfacing & 6 court floodlight upgrade	140	-	105	35	-	-	33	107	-
Donvale Tennis Club Courts 1 & 2 Floodlight Upgrade	59	-	44	15	-	-	30	5	24

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contribution	Council cash	Reserves
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Schramms Reserve Turf Cricket Nets Redevelopment	30	-	-	30	-	-	-	10	20
Serpells Tennis Club Floodlight and Court Upgrade	50	-	-	50	-	-	-	-	50
Wilson's Reserve Sports Field Floodlight Upgrade	20	-	-	20	-	-	-	20	-
Domenech Reserve Sports Field Floodlight Upgrade	50	-	-	50	-	-	-	50	-
<b>Parks, Open Space and Streetscapes</b>									
Sporting Reserves Renewal	456	-	456	-	-	-	-	456	-
Road Furniture / Signs / Bins / Seats	130	-	130	-	-	-	-	130	-
Play Spaces Renewal	90	-	90	-	-	-	-	90	-
Street Lighting Replacement Program	45	-	23	11	11	-	-	45	-
Miscellaneous Open Space Projects	31	31	-	-	-	-	-	31	-
Water Initiatives	200	66	68	66	-	-	-	-	200
Implementation of Boronia Reserve Management Plan	200	20	100	80	-	-	-	200	-
Mullum Mullum Linear Park Stage 5 (Heid-Warr Rd to Reynolds Rd)	50	38	12	-	-	-	-	50	-
Additional Street Lighting	63	-	-	-	63	-	-	63	-
Stintons Reserve Master Plan	35	4	17	14	-	-	-	35	-
Local Activity Centres Infrastructure upgrades	30	-	-	30	-	-	-	30	-
City Signage Program	140	46	48	46	-	-	-	140	-
Koonung Creek Linear Park Management Plan	80	8	36	36	-	-	-	16	64
Energy Efficient Public Lighting Program	150	-	-	150	-	-	-	-	150
Studley Park (paths) Tullamore Interface	150	38	37	75	-	-	-	150	-
Foote Street Pedestrian Operated Signals	520	130	130	130	130	-	-	520	-
Anderson Park #2 Synthetic Pitch and floodlights	100	-	50	50	-	-	-	100	-
Donvale Reserve Spectator Shelter	60	-	30	30	-	-	-	60	-
Wombat Bend Playspace Restoration	30	-	22	8	-	-	-	30	-
Doncaster Reserve Playspace Renewal	270	-	243	27	-	-	-	50	220
Maggs Reserve Playspace Renewal	150	-	135	15	-	-	-	-	150
Mossdale Reserve Playspace Renewal	150	-	135	15	-	-	-	-	150
Eric Reserve Open Space Development	135	68	-	67	-	-	-	-	135
Small Reserves Concept Plans	48	-	24	24	-	-	-	48	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources				
		New	Renewal	Upgrade	Expansion	Grants	Contribution	Council cash	Reserves	
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Burgundy Reserve Upgrade	50	25	25	-	-	-	-	50	-	
Ruffey Lake Park Master Plan Implementation (inc Waldau)	1,150	380	390	380	-	-	-	-	1,150	
Public Lighting in Reserves	40	20	20	-	-	-	-	40	-	
Templestowe Village Streetscape Upgrade	100	-	-	100	-	-	-	100	-	
Parks Asset Renewal	74	-	74	-	-	-	-	74	-	
Fitzsimons Reserve Masterplan	30	3	15	12	-	-	-	30	-	
Katrina Reserve Playspace Renewal	215	-	193	22	-	-	-	215	-	
Kevin Reserve Playspace Renewal	60	-	54	6	-	-	-	60	-	
Fahey Park Playspace Renewal	175	-	158	17	-	-	-	80	95	
Hillcroft Reserve Playspace Renewal	135	-	122	13	-	-	-	135	-	
Carawatha/Koolkuna Demolition and DD	350	350	-	-	-	-	-	-	350	
Beverley Reserve Playspace Renewal	30	-	23	7	-	-	-	-	30	
Larnoo Playspace (MMCLP)	15	-	11	4	-	-	-	-	15	
Hogan Avenue / Jumping Creek Road Bus Shelter	80	80	-	-	-	-	-	80	-	
Williamsons Road (Behind 37 Hawtin Street) Bus Shelter	80	80	-	-	-	-	-	80	-	
142 Mitcham Road Bus Shelter	80	80	-	-	-	-	-	80	-	
Windella Reserve Playspace Renewal	15	-	14	1	-	-	-	15	-	
Manningham Sensory Garden	50	50	-	-	-	-	-	50	-	
Celeste East Playspace Renewal	25	-	25	-	-	-	-	-	25	
St Denys Reserve Upgrade	30	30	-	-	-	-	-	30	-	
BMX Dirt Bike Trail Program	275	138	-	137	-	-	-	-	275	
<b>TOTAL INFRASTRUCTURE</b>	<b>31,293</b>	<b>6,712</b>	<b>15,479</b>	<b>8,686</b>	<b>416</b>	<b>2,903</b>	<b>213</b>	<b>24,789</b>	<b>3,388</b>	
<b>TOTAL NEW CAPITAL WORKS</b>	<b>48,152</b>	<b>15,368</b>	<b>19,897</b>	<b>12,471</b>	<b>416</b>	<b>2,903</b>	<b>213</b>	<b>30,952</b>	<b>14,084</b>	

4.6.3 Works carried forward from the 2023/24 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contribution \$'000	Council cash \$'000	Reserves \$'000
<b>PROPERTY</b>									
<b>Buildings</b>									
Schramm's Cottage Museum Complex Visitor Centre	600	480	60	60	-	-	-	-	600
<b>TOTAL PROPERTY</b>	<b>600</b>	<b>480</b>	<b>60</b>	<b>60</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>
<b>PLANT AND EQUIPMENT</b>									
<b>Plant, Machinery and Equipment</b>									
Plant Replacement Project	500	-	450	50	-	-	-	500	-
<b>Art Works</b>									
Mullum Mullum Public Art Commission	50	50	-	-	-	-	-	50	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>550</b>	<b>50</b>	<b>450</b>	<b>50</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>550</b>	<b>-</b>
<b>INFRASTRUCTURE</b>									
<b>Roads</b>									
King Street pedestrian refuge @ Ruffey Creek/The Boulevard	60	30	-	15	15	-	-	60	-
42 High Street Bus Shelter	50	50	-	-	-	-	-	50	-
115-119 Manningham Road Bus Shelter	50	50	-	-	-	-	-	50	-
Andersons Creek Road Bus Shelter (opposite 1 Longstaff Court)	50	50	-	-	-	-	-	50	-
Williamsons Road Bus Shelter (behind 9 Hawtin Street)	50	50	-	-	-	-	-	50	-
52 King Street Bus Shelter	50	50	-	-	-	-	-	50	-
Tram / Merlin Traffic Signals	1,800	180	540	1,080	-	-	-	1,800	-
Fitzsimons Lane and Main Road Corridor (Templestowe Route)	350	-	175	175	-	350	-	-	-
<b>Bridges</b>									
Banksia Park Shared Path Bridge	30	30	-	-	-	30	-	-	-
<b>Footpaths and Cycleways</b>									
Reynolds Road/Smiths Road Intersection Traffic Study	50	-	-	50	-	-	-	50	-
<b>Recreational, Leisure &amp; Community Facilities</b>									



Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contribution \$'000	Council cash \$'000	Reserves \$'000
Rieschiecks Reserve Management Plan (inc Waldau)	50	10	20	20	-	-	-	50	-
Aquarena Redevelopment (50m Pool & Outdoor Master Plan)	500	-	-	500	-	-	-	-	500
Wonga Park Netball Court Redevelopment & Floodlight Upgrade	450	-	-	450	-	-	-	450	-
Currawong Tennis Club Court 1 & 2 Resurfacing & 6 court floodlight upgrade	200	-	150	50	-	-	173	-	27
<b>Parks, Open Space and Streetscapes</b>									
Hepburn Reserve	70	70	-	-	-	-	-	70	-
Ruffey Lake Park Playground Upgrade - Victoria Street (Waldau)	185	-	-	185	-	-	-	185	-
Foote Street Pedestrian Operated Signals	200	50	50	50	50	-	-	-	200
Ruffey Lake Park Pedestrian Bridges and Boardwalk	500	500	-	-	-	-	-	-	500
Carawatha/Koolkuna Demolition and DD	95	95	-	-	-	-	-	-	95
<b>TOTAL INFRASTRUCTURE</b>	<b>4,790</b>	<b>1,215</b>	<b>935</b>	<b>2,575</b>	<b>65</b>	<b>380</b>	<b>173</b>	<b>2,915</b>	<b>1,322</b>
<b>TOTAL CARRIED FORWARD CAPITAL WORKS 2023/24</b>	<b>5,940</b>	<b>1,745</b>	<b>1,445</b>	<b>2,685</b>	<b>65</b>	<b>380</b>	<b>173</b>	<b>3,465</b>	<b>1,922</b>

Summary of Planned Capital Works Expenditure  
For the years ending 30 June 2026, 2027 & 2028

2025/26	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Reserves \$'000
<b>Property</b>										
Land	1,560	1,560	-	-	-	1,560	-	-	-	1,560
<b>Total Land</b>	<b>1,560</b>	<b>1,560</b>	-	-	-	<b>1,560</b>	-	-	-	<b>1,560</b>
Buildings	9,748	50	5,818	-	3,880	9,748	2,200	-	6,548	1,000
<b>Total Buildings</b>	<b>9,748</b>	<b>50</b>	<b>5,818</b>	-	<b>3,880</b>	<b>9,748</b>	<b>2,200</b>	-	<b>6,548</b>	<b>1,000</b>
<b>Total Property</b>	<b>11,308</b>	<b>1,610</b>	<b>5,818</b>	-	<b>3,880</b>	<b>11,308</b>	<b>2,200</b>	-	<b>6,548</b>	<b>2,560</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,920	-	1,728	-	192	1,920	-	-	1,920	-
Fixtures, fittings and furniture	30	30	-	-	-	30	-	-	30	-
Computers and telecommunications	229	-	229	-	-	229	-	-	229	-
Art Works	131	121	10	-	-	131	-	-	131	-
<b>Total Plant and Equipment</b>	<b>2,310</b>	<b>151</b>	<b>1,967</b>	-	<b>192</b>	<b>2,310</b>	-	-	<b>2,310</b>	-
<b>Infrastructure</b>										
Roads	9,868	824	7,480	73	1,491	9,868	2,668	-	7,200	-
Bridges	2,850	2,750	100	-	-	2,850	2,731	-	119	-
Footpaths and cycleways	5,463	3,116	1,355	5	987	5,463	-	-	5,463	-
Drainage	6,475	1,377	2,903	-	2,195	6,475	-	-	6,475	-
Recreational, leisure and community facilities	11,314	406	1,664	-	9,244	11,314	-	120	10,208	986
Parks, open space and streetscapes	8,680	1,741	3,727	75	3,137	8,680	-	-	5,072	3,608
Off street car parks	-	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure</b>	<b>44,650</b>	<b>10,214</b>	<b>17,229</b>	<b>153</b>	<b>17,054</b>	<b>44,650</b>	<b>5,399</b>	<b>120</b>	<b>34,537</b>	<b>4,594</b>
<b>Total Capital Works Expenditure</b>	<b>58,268</b>	<b>11,975</b>	<b>25,014</b>	<b>153</b>	<b>21,126</b>	<b>58,268</b>	<b>7,599</b>	<b>120</b>	<b>43,395</b>	<b>7,154</b>

2026/27	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Reserves \$'000
<b>Property</b>										
Land	1,560	1,560	-	-	-	1,560	-	-	-	1,560
<b>Total Land</b>	<b>1,560</b>	<b>1,560</b>	-	-	-	<b>1,560</b>	-	-	-	<b>1,560</b>
Buildings	6,716	-	4,153	-	2,563	6,716	-	-	6,416	300
<b>Total Buildings</b>	<b>6,716</b>	-	<b>4,153</b>	-	<b>2,563</b>	<b>6,716</b>	-	-	<b>6,416</b>	<b>300</b>
<b>Total Property</b>	<b>8,276</b>	<b>1,560</b>	<b>4,153</b>	-	<b>2,563</b>	<b>8,276</b>	-	-	<b>6,416</b>	<b>1,860</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,635	-	1,471	-	164	1,635	-	-	1,635	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	236	-	236	-	-	236	-	-	236	-
Art Works	132	122	10	-	-	132	-	-	132	-
<b>Total Plant and Equipment</b>	<b>2,003</b>	<b>122</b>	<b>1,717</b>	-	<b>164</b>	<b>2,003</b>	-	-	<b>2,003</b>	-
<b>Infrastructure</b>										
Roads	12,317	388	9,041	16	2,872	12,317	2,442	-	9,875	-
Bridges	2,278	2,178	100	-	-	2,278	2,178	-	100	-
Footpaths and cycleways	5,576	3,265	1,205	5	1,101	5,576	-	-	5,576	-
Drainage	5,672	1,369	2,173	-	2,130	5,672	-	-	5,672	-
Recreational, leisure and community facilities	14,578	657	1,707	-	12,214	14,579	-	223	10,909	3,447
Parks, open space and streetscapes	9,287	1,505	3,917	79	3,786	9,286	-	-	5,918	3,368
Off street car parks	-	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure</b>	<b>49,708</b>	<b>9,362</b>	<b>18,143</b>	<b>100</b>	<b>22,103</b>	<b>49,708</b>	<b>4,620</b>	<b>223</b>	<b>38,050</b>	<b>6,815</b>
<b>Total Capital Works Expenditure</b>	<b>59,987</b>	<b>11,044</b>	<b>24,013</b>	<b>100</b>	<b>24,830</b>	<b>59,987</b>	<b>4,620</b>	<b>223</b>	<b>46,469</b>	<b>8,675</b>

2027/28	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Property</b>										
Land	1,660	1,660	-	-	-	1,660	-	-	-	1,660
<b>Total Land</b>	<b>1,660</b>	<b>1,660</b>	-	-	-	<b>1,660</b>	-	-	-	<b>1,660</b>
Buildings	4,825	-	2,645	-	2,180	4,825	-	-	4,525	300
<b>Total Buildings</b>	<b>4,825</b>	-	<b>2,645</b>	-	<b>2,180</b>	<b>4,825</b>	-	-	<b>4,525</b>	<b>300</b>
<b>Total Property</b>	<b>6,485</b>	<b>1,660</b>	<b>2,645</b>	-	<b>2,180</b>	<b>6,485</b>	-	-	<b>4,525</b>	<b>1,960</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,850	-	1,665	-	185	1,850	-	-	1,850	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-
Computers and telecommunications	245	-	245	-	-	245	-	-	245	-
Art Works	133	123	10	-	-	133	-	-	133	-
<b>Total Plant and Equipment</b>	<b>2,228</b>	<b>123</b>	<b>1,920</b>	-	<b>185</b>	<b>2,228</b>	-	-	<b>2,228</b>	-
<b>Infrastructure</b>										
Roads	15,090	490	10,391	16	4,193	15,090	1,725	-	13,365	-
Bridges	150	-	150	-	-	150	-	-	150	-
Footpaths and cycleways	4,611	2,420	1,070	5	1,116	4,611	-	-	4,611	-
Drainage	5,690	1,505	752	-	3,433	5,690	-	-	5,690	-
Recreational, leisure and community facilities	7,161	118	1,596	-	5,447	7,161	1,300	-	3,559	2,302
Parks, open space and streetscapes	9,248	1,810	5,373	79	1,986	9,248	-	170	4,472	4,606
Off street car parks	-	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure</b>	<b>41,950</b>	<b>6,343</b>	<b>19,332</b>	<b>100</b>	<b>16,175</b>	<b>41,950</b>	<b>3,025</b>	<b>170</b>	<b>31,847</b>	<b>6,908</b>
<b>Total Capital Works Expenditure</b>	<b>50,663</b>	<b>8,126</b>	<b>23,897</b>	<b>100</b>	<b>18,540</b>	<b>50,663</b>	<b>3,025</b>	<b>170</b>	<b>38,600</b>	<b>8,868</b>

## 4.6.5 Four Year Capital Works Program Detail

Capital Works Area	Total 4 year Program	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>PROPERTY</b>					
<b>Land</b>					
Land Acquisition Program - Open Space for Manningham	6,335	1,555	1,560	1,560	1,660
(SPP) Manningham Property Acquisition Project	5,000	5,000	-	-	-
<b>Buildings</b>					
Aquarena Renewal	1,200	300	300	300	300
Miscellaneous Building Refurbishment Works	3,300	900	800	800	800
MC2 (Capital Minor Works)	400	100	100	100	100
Indoor Stadium Renewal (Highball Facilities)	600	150	150	150	150
Emergency Management Initiatives	200	50	50	50	50
Schramm's Cottage Museum Complex Visitor Centre	3,077	3,077	-	-	-
Office Accommodation Renewal	2,814	100	614	1,500	600
Accessibility Improvement Program - Council Buildings	225	-	50	50	125
Donvale Preschool	250	50	200	-	-
Donvale Pony Club	351	-	351	-	-
Warrandyte Scout Hall	950	350	600	-	-
Wyena Pony Club	300	-	300	-	-
Public Toilet Strategy Implementation	2,500	416	868	1,216	-
Solar Panel Installation Program	1,100	600	500	-	-
Rieschiecks Reserve Athletic Pavilion Redevelopment	4,400	100	400	2,000	1,900
Gum Nut Gully Preschool redevelopment	2,250	50	2,200	-	-
Doncaster Library Internal Layout Changes	297	297	-	-	-
Environmental Sustainable Design & Installation Program	900	-	300	300	300
Wonga Park Reserve East Pavilion Upgrade	550	50	500	-	-
Bulleen Library Internal Layout Changes	365	-	365	-	-
Early Years Projects for Renewal works	400	100	100	100	100
MC2 Co-working Business Hub	1,600	1,000	600	-	-
Mullum Mullum Stadium Battery	1,044	1,044	-	-	-
Park Orchards Community Hall Upgrade	500	-	-	100	400
Templestowe Valley Preschool Refurbishment Works	360	60	300	-	-
Templestowe Scout Hall	100	-	50	50	-
Manningham Bowls Shade Structure	50	-	50	-	-
<b>TOTAL PROPERTY</b>	<b>41,418</b>	<b>15,349</b>	<b>11,308</b>	<b>8,276</b>	<b>6,485</b>
<b>PLANT AND EQUIPMENT</b>					
<b>Plant, Machinery and Equipment</b>					
Plant Replacement Project	7,735	2,330	1,920	1,635	1,850
<b>Fixtures, Fittings and Furniture</b>					
Mobile Community Conversations	30	-	30	-	-
<b>Computers and Telecommunications</b>					
IT Infrastructure	860	150	229	236	245
<b>Art Works</b>					
Art Collection Conservation	40	10	10	10	10
Art Collection Acquisitions	126	30	31	32	33
Commissioning of public art	360	90	90	90	90
Mullum Mullum Public Art Commission	50	50	-	-	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>9,201</b>	<b>2,660</b>	<b>2,310</b>	<b>2,003</b>	<b>2,228</b>

Capital Works Area	Total 4 year Program	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>INFRASTRUCTURE</b>					
<b>Roads</b>					
Arterial Road Pavements (Link & Collector)	1,900	200	400	650	650
Carpark Resurfacing & Minor Upgrades	785	335	150	150	150
Concrete ROWs	120	30	30	30	30
Pavement Design	100	25	25	25	25
Open Space Road Pavements	400	160	80	80	80
Pram Crossings	200	50	50	50	50
Road Restoration	2,375	500	475	700	700
Road Retaining Wall / Structure	40	10	10	10	10
Road Surfacing (Reseals)	17,087	3,989	4,229	4,359	4,509
Road Renewal - Kerb & Channel	2,355	570	600	590	595
Shopping Centre Enhancements	280	70	70	70	70
Tram / Merlin Traffic Signals	2,800	2,800	-	-	-
Table Drain Sealing	318	75	79	82	82
St Johns Rd, Wonga Park	100	-	-	-	100
Smiths Road (south of Reynolds Rd), Templestowe	1,731	-	100	531	1,100
Porter Street (Rd Closure to Newmans Rd)	1,100	-	-	100	1,000
Thompsons Road Service Road (Tasker Street to 248 Thompsons Rd)	300	50	250	-	-
129 Thompsons Road (Shopping Strip) Bus Shelter	80	-	-	-	80
80 Thompsons Road bus shelter	77	-	-	-	77
52 Thompsons Road Bulleen Bus shelter	80	-	-	-	80
Jumping Creek Road	3,496	430	1,266	500	1,300
Aggregated Road Safety Projects	50	-	50	-	-
Whittens Lane/Queens Avenue Intersection Modification	100	100	-	-	-
226 Blackburn Road Bus Shelter	85	-	-	85	-
298 Manningham Road Bus Shelter	85	-	-	85	-
Fitzsimons Lane and Main Road Corridor (Templestowe Route)	7,350	1,350	1,000	2,500	2,500
Aggregated Traffic Control Devices Council Link (Arterial)	50	50	-	-	-
Aggregated Bus Shelter Installation	152	77	75	-	-
Arthur Street/Gifford Road Splitter Island	35	-	35	-	-
Harold Street/Lindsay Street Splitter Island	30	-	30	-	-
Road and Assets Design (Templestowe Triangle)	2,300	100	200	1,000	1,000
Serpells Road & Footpath Reconstruction	200	-	-	-	200
Blackburn Road/Churchill Street Pedestrian Refuge	80	-	80	-	-
Anderson Creek Road/Fernlea Crescent Pedestrian Refuge	63	-	63	-	-
71-89 Williamsons Rd Bus Shelter	78	-	78	-	-
794 Elgar Rd (Hanke Rd) Bus Shelter	77	-	77	-	-
147 Blackburn Road Bus Shelter	79	-	79	-	-
Traffic Signal Controller and Lantern LED upgrade	160	80	-	80	-
King Street pedestrian refuge @ Ruffey Creek/The Boulevard	60	60	-	-	-
348 Thompsons Rd Bus Shelter	75	-	75	-	-
Doncaster Road / Carawatha Road Side Road Activated Traffic Signals	350	-	-	50	300
Elsa Street intersections Modification (Dellfield Drive and Foote Street)	50	-	-	50	-
Manningham DISC access road signal hardware modification	150	-	50	100	-
Wonga Park Reserve pedestrian crossing points	10	-	-	10	-
Jeffrey Street, Templestowe Lower LATM ( 8 humps)	84	84	-	-	-
Franklin Road (b/w Leeds Street and Wetherby Road), Doncaster East LATM	82	-	82	-	-
Coolabah Street, Doncaster LATM	90	-	-	90	-
25 High Street Bus Shelter	80	-	80	-	-

Capital Works Area	Total 4 year Program	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
427 Ringwood-Warrandyte Road Bus Shelter	120	-	-	120	-
115 Brackenbury Street Bus Shelter	85	-	-	-	85
177-181 Yarra Street Bus Shelter	85	-	-	-	85
58 Yarra Street Bus Shelter	85	-	-	-	85
1-11 Thompsons Road Bus Shelter	70	-	-	70	-
1055 Doncaster Road Bus Shelter	75	-	-	75	-
10 Manningham Road Bus Shelter	75	-	-	-	75
1039 Doncaster Road Bus Shelter	75	-	-	75	-
22 Manningham Road Bus Shelter	72	-	-	-	72
42 High Street Bus Shelter	50	50	-	-	-
115-119 Manningham Road Bus Shelter	50	50	-	-	-
Andersons Creek Road Bus Shelter (opposite 1 Longstaff Court)	50	50	-	-	-
Williamsons Road Bus Shelter (behind 9 Hawtin Street)	50	50	-	-	-
52 King Street Bus Shelter	50	50	-	-	-
167-178 Yarra Street Bus Shelter	70	70	-	-	-
Northeast corner of Doncaster Road / Williamsons Road Additional Bus Shelters	170	170	-	-	-
<b>Bridges</b>					
Bridges / Culverts - Roads & Reserves	450	100	100	100	150
Banksia Park Shared Path Bridge	5,008	80	2,750	2,178	-
<b>Footpaths and Cycleways</b>					
Footpaths - Parks	850	220	200	220	210
Footpaths - Roads	4,145	1,190	1,140	970	845
Dudley Road Stage 2 PPN	981	500	481	-	-
Taroona Avenue Shared Path	550	550	-	-	-
Main Yarra Trail Extension to Warrandyte	665	50	500	115	-
Parker Street (McLachlan to Milne), Templestowe Local Footpath	300	300	-	-	-
Pound Road, Warrandyte Local Footpath	350	350	-	-	-
368 Yarra Rd to Homestead New Footpath PPN	500	500	-	-	-
Beverley Street Bicycle Strategy	80	80	-	-	-
Pedestrian Refuge_Russell Rd / Mullens Rd / Ringwood Warrandyte Rd	121	121	-	-	-
Manningham Road service road access changes	100	100	-	-	-
West End Road - Taroona Ave to First Street	80	80	-	-	-
Tindals Road Footpath - Ringwood-Warrandyte Road to Stintons Road RAB	700	100	300	300	-
Reynolds Road Footpath - Tindals Road to Arnold Drive	350	50	100	200	-
Carlton Court - Church Road to Carlton Walkway (link to Ringwood-Warrandyte Rd)	100	100	-	-	-
Oakland Drive Footpath - Full length	350	50	300	-	-
Aviemore Ave - Brucedale Cres to Community Centre carpark	250	50	200	-	-
Hopetoun Rd - Dirton Cres to Brucedale Cres	75	25	50	-	-
Banool Quad - number 2 to number 24	125	25	100	-	-
Stintons Road - Park Rd to Tindals Rd - 2km needs design	650	100	550	-	-
Paynters Road - Dudley Road to Homestead Road - 1km needs design	490	90	400	-	-
Serpells Road shared path (Williamsons Road to 81 Serpells Road)	300	300	-	-	-
Alexander Road - From Heidelberg-Warrandyte Road to rear of school (16 Alexander Road)	175	25	150	-	-
Springvale Rd to Bellevue Ave Bicycle Strategy - Akoonah Reserve shared path	57	57	-	-	-
Springvale Rd to Bellevue Ave Bicycle Strategy - Valepark Reserve shared path	100	100	-	-	-
Springvale Rd to Bellevue Ave Bicycle Strategy - Cat Jump Park shared path	200	200	-	-	-
Linemarking upgrade as per Bicycle Strategy	200	50	50	50	50

Capital Works Area	Total 4	2024/25	2025/26	2026/27	2027/28
	year Program				
	\$'000	\$'000	\$'000	\$'000	\$'000
Hillcrest Reserve shared path (Eastlink trail connection)	150	150	-	-	-
Porter Street Footpath (Anderson to McLachlan)	320	50	270	-	-
Carbine Street Footpath (Leslie Street to Butterfly Gardens)	220	220	-	-	-
Bruce Dale/Ennismore Footpath (10 Bruce Dale to Bowmore)	500	-	50	450	-
Newmans Road Footpath (Websters to Porter)	550	50	200	300	-
Knees Road Footpath (Stintons to Husseys)	400	-	50	350	-
Granard Ave Footpath (Frogmore to Aviemore)	350	-	50	300	-
Berringa Road Footpath (Milne to Elgin)	60	-	-	60	-
Wood Street Footpath (Ruffey to Lankester)	100	-	-	100	-
Everard Drive Footpath (Taroona to Pound Rd)	550	-	50	500	-
Alexander Avenue Footpath (School to Homewood)	415	-	25	390	-
Euston Avenue Footpath (Elgin to Park Rd)	122	-	-	122	-
Clancys Lane Footpath (Williamsons to Bloom)	130	-	-	50	80
Margaret Court Footpath (Alexander to Speers)	180	-	-	50	130
Knees Road Footpath, (Stintons to Orchid)	150	-	-	50	100
Enfield Ave Footpath (Frogmore to End)	250	-	-	50	200
Harris Gully Road Footpath (Tindals to Valley)	550	-	-	50	500
Reynolds Road Footpath (Church to Hemingway)	430	-	-	50	380
Hillhouse Road Footpath (Woodlands to end)	130	-	-	50	80
Beauty Gully Road Footpath (Harris Gully to Hussys)	50	-	-	-	50
Hakeville Avenue/Stephen Court/Worrell Street Footpath (Springvale to Stephen)	66	-	-	-	66
King Street Footpath (Victoria to Williamsons)	50	-	-	-	50
Harris Gully Road and Beauty Gully Road - Traffic Island and ancillary roadworks	100	100	-	-	-
Safe Crossing Points	450	-	150	150	150
Reynolds Road/Smiths Road Intersection Traffic Study	50	50	-	-	-
Montgomery Place, Bulleen LATM	14	-	-	14	-
Road Safety Strategy	57	-	27	30	-
Beverley Street / Tunstall Road intersection modification	50	-	-	-	50
Koonung Creek Trail Shared Path connection to Doncaster Park and Ride - Improved lighting	55	-	-	-	55
Activity Centre ad-hoc safety improvements	60	-	20	20	20
Ayr Street Shared Path (Manningham to Norweena)	275	-	25	250	-
Ayr Street Shared Path (Norweena to High)	165	-	25	140	-
Leeds Street Shared Path (Boronia Grove to Tristania)	145	-	-	25	120
Leeds Street Shared Path (Tristania to Hamilton)	115	-	-	25	90
Reserve at intersection of Carnarvon Street and Doncaster Road Shared Path (Carnarvon to Doncaster Road signals)	20	-	-	-	20
Buckingham Crescent Reserve Shared Path	30	-	-	-	30
Carbine Street Shared Path (Manor to Greenview)	100	-	-	25	75
Renoir / Matisse Reserve Shared Path	30	-	-	-	30
The Pines Reserve Shared Path (Pines Carpark - Blackburn Rd to Deloraine Cl)	110	-	-	25	85
Launders Avenue Shared Path (Yarra Road to BMX track)	25	-	-	-	25
Bellevue Avenue / Woorarra Avenue intersection Shared Path	30	-	-	-	30
Church Road Shared Path (Porter Street to Renolds Road)	25	-	-	-	25
Sheahans Reserve Shared Path (Pleasant Rd to Sheahans Rd)	25	-	-	-	25
Leeds Street Shared Path (Hamilton - Doncaster Reserve)	395	-	-	25	370
Yarra Street Footpath - Whipstick Gully Rd to Trezise St (Warrandyte)	300	-	-	25	275
Yarra Road Footpath - Launders Ave to Old Yarra Rd (Wonga Park)	120	-	-	20	100
Joseph Court Footpath (Milne Rd to Wilkinson Way)	150	-	-	25	125
Marshall Reserve Footpath (Doncaster)	25	-	-	-	25
Mulsanne Way Footpath - McGowans Rd to Woodhall Wyd - southern portion (Donvale)	20	-	-	-	20
McGowans Road Footpath - Flora Rd to end of road (Donvale)	25	-	-	-	25



Capital Works Area	Total 4 year Program	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Carole Street Footpath - Hawtin St to Williamsons Rd - both sides (Templestowe)	25	-	-	-	25
Pound Road Footpath - Naughton Ave to Everard Dr - continuation (Warrandyte)	50	-	-	-	50
296 to 318 Yarra Street Service Road Footpath (Warrandyte)	25	-	-	-	25
Bicycle Network Development incl Warrandyte to Wonga Park	50	50	-	-	-
<b>Drainage</b>					
Underground / Open Drainage	1,010	260	250	250	250
Melbourne Hill Road Drainage Upgrade Early and Main Works	1,900	400	1,500	-	-
285 Oban Road Culvert Drainage	1,600	50	750	-	800
Aggregated Drainage Strategy Projects	500	500	-	-	-
Miscellaneous Drainage Improvements	2,122	523	525	524	550
Mitchell Ave Warrandyte Catchment Drainage	1,650	400	750	500	-
Blair Street Warrandyte – Street Drainage	550	550	-	-	-
Corriedale Cres Park Orchards Catchment Drainage	1,800	700	600	500	-
Easement Drainage - 36 to 64 South Valley Road, Park Orchards	500	-	-	100	400
Retarding Basin / Detention Tanks - Swanston Street & Upstream Reserves	1,500	100	-	700	700
6 -36 Trezise Street, 14 - 26 Brackenbury, Warrandyte Catchment Drainage Improvements	1,350	150	500	700	-
52 - 72 Serpells Road Templestowe Drainage	390	40	-	350	-
90 - 104 Serpells Road & 1 - 2 Cipora Court, Templestowe Drainage	40	40	-	-	-
5 - 13 Jumping Creek Road, Wonga Park Drainage	1,000	-	400	600	-
305 Old Warrandyte Road Drainage (293- 305 Old Warrandyte Rd / 633, 637 Ringwood Rd / 2 Wellesley Road)	500	50	-	-	450
Morna Reserve Drainage - (26 Morna Road, Baratta Reserve - 19 Baratta Street)	530	-	80	-	450
South Valley Road Easement Drainage (541-557 Park Rd, 21-33 Alva Ave)	150	-	50	50	50
Drainage Improvement RAISED PAVEMENT - (Church Road & Cockaigne Street)	680	-	80	300	300
Veda Court Drainage, Templestowe (Intersection King Street & Veda Court)	200	-	200	-	-
28 Beckett Road Drainage Improvement, Donvale	98	-	-	98	-
30-40 Brackenbury Drainage, 15-21 Trezise, Warrandyte	50	-	-	-	50
Wellesley Road Drainage, Ringwood Nth (341 - 347 Old Warrandyte	100	-	-	-	100
Easement Drain - 28 Mcgowans and 23 - 29 Woodhall Wynd	80	-	-	-	80
Easement Drain - 3A - 9 Maringa Street	150	-	-	-	150
Easement Drain - 16 St Johns Road	120	-	-	-	120
Easement Drain - 24 - 29 Bamfield Close West & East Templestowe	300	-	-	-	300
Wellesley Rd Easement Drain (341 - 347 Old Warrandyte Rd)	100	-	-	-	100
Easement Drain - 321 - 327 Old Warrandyte Road (10 Wellesley Road)	300	-	-	-	300
Road Drainage - 32 - 40 Chatsworth Quadrant, Templestowe Lower	50	-	-	-	50
Easement Drain - 168 Brysons Road & 17 - 21 Kenil Worth Avenue	400	-	-	-	400
Easement Drain - 5 - 15 Kenilworth Avenue - Wonga Park	45	-	-	-	45
Dalry Ave Park Orchards Drainage Improvement - Stage 2	45	-	-	-	45
Dalry Ave Park Orchards Drainage Improvement - Stage 3	1,040	250	790	-	-
	1,000	-	-	1,000	-
<b>Recreational, Leisure and Community Facilities</b>					
Miscellaneous General Leisure	608	158	150	150	150
Fencing	719	192	189	170	168
Childrens Services Projects	294	72	72	75	75
LED conversions for Sports Field Floodlights	700	100	200	200	200
Park Orchards Tennis Club Landscaping	80	80	-	-	-
Miscellaneous Community Facilities	220	48	48	72	52

Capital Works Area	Total 4 year Program	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Donvale Bowls North Field Synthetic Conversion	700	700	-	-	-
Community Facilities Play Equipment	198	48	48	50	52
Recreation Strategy Implementation	293	71	71	74	77
Donvale 1 centre turf wicket reconstruction	42	-	-	-	42
Bin Cages at Sporting Facilities	80	20	20	20	20
Park Reserve Synthetic Soccer Pitch	100	-	-	100	-
Rieschiecks Reserve Management Plan (inc Waldau)	2,350	1,050	1,000	300	-
Aquarena Redevelopment (50m Pool & Outdoor Master Plan)	21,800	600	7,000	10,000	4,200
Aggregated Leisure and Community Projects	283	70	66	72	75
Manningham Templestowe Leisure Centre Master Plan	300	200	100	-	-
Active Reserve Facility Development Plans	200	50	50	50	50
Major Community Facilities	500	-	-	350	150
Donvale Indoor Sports Centre Redevelopment	200	150	50	-	-
Warrandyte Reserve No.1 Oval Redevelopment	1,265	65	-	1,200	-
Timber Ridge Oval Redevelopment	50	-	-	50	-
Donvale Multi Soccer West Redevelopment	10	-	-	-	10
Donvale Multi Oval West Redevelopment	10	-	-	-	10
Wilson Road Oval Redevelopment	450	-	-	10	440
Wonga Park Reserve No.2 Oval Redevelopment	530	-	530	-	-
Donvale Multi Oval East Redevelopment	10	-	-	-	10
Donvale Multi Soccer East Redevelopment	10	-	-	-	10
Anderson Park Soccer Pitch Redevelopment	825	-	50	-	775
Koonung Reserve Oval Redevelopment	339	339	-	-	-
Wonga Park Reserve West Oval Floodlight Relocation	165	-	20	-	145
Colman Park Cricket Nets Roof and Floodlighting	375	25	350	-	-
Bulleen Tennis Club Court 1 & 2 Resurfacing, floodlights	330	30	300	-	-
Colman Park Tennis Court 1&2 and Floodlight Upgrade	50	-	-	-	50
Bulleen Tennis Club Court 7 & 8 Resurfacing, floodlights	200	200	-	-	-
Wonga Park Netball Court Redevelopment & Floodlight Upgrade	450	450	-	-	-
Anderson Park Shelter and Seating to Small Sided Synthetic Pitch	100	-	-	-	100
Donvale Tennis Club Court 7 & 8 Upgrade and lighting	50	-	-	-	50
Warrandyte Reserve Skatepark	200	-	-	-	200
Templestowe Reserve Flat Track Racers Shelter	50	50	-	-	-
Sheahans Reserve Tennis Court Redevelopment	550	50	500	-	-
Templestowe Reserve Protective netting	50	50	-	-	-
Doncaster Hockey Pavilion Refurbishment	50	-	-	-	50
Youth Hub At MC2	300	300	-	-	-
Zerbes Reserve Pavilion Refurbishment	50	-	-	50	-
Wonga Park Reserve LED Scoreboard	50	50	-	-	-
Serpells Reserve Shelter x 2	100	100	-	-	-
Serpells Reserve Satellite Pavilion	850	50	-	800	-
Timber Reserve Pavilion Design only	250	250	-	-	-
Pettys Reserve Fixed Scoreboard	20	20	-	-	-
Warrandyte Reserve Cricket Net Upgrade	250	250	-	-	-
Donvale Reserve Southern Netball Court Feasibility	50	-	50	-	-
Pines Learning Inc Childcare Playground Upgrade	113	113	-	-	-
Oval Perimeter Walkability Project	200	200	-	-	-
Zerbes Reserve Spectator Shelter	100	-	100	-	-
Currawong Tennis Club Court 1 & 2 Resurfacing & 6 court floodlight upgrade	340	340	-	-	-
Donvale Tennis Club Courts 1 & 2 Floodlight Upgrade	59	59	-	-	-
Schramms Reserve Turf Cricket Nets Redevelopment	330	30	300	-	-
Serpells Tennis Club Floodlight and Court Upgrade	410	50	-	360	-
Wilson Reserve Sports Field Floodlight Upgrade	315	20	-	295	-
Domene Reserve Sports Field Floodlight Upgrade	230	50	50	130	-

Capital Works Area	Total 4 year Program	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Parks, Open Space and Streetscapes</b>					
Sporting Reserves Renewal	1,800	456	444	451	449
Road Furniture / Signs / Bins / Seats	520	130	130	130	130
Play Spaces Renewal	360	90	90	90	90
Street Lighting Replacement Program	193	45	48	50	50
Green Gully Linear Park Signage & Miscellaneous Works	252	-	102	150	-
Miscellaneous Open Space Projects	127	31	31	32	33
Water Initiatives	800	200	200	200	200
Stiggant Reserve Playspace Renewal/ Warrandyte River Reserve	400	-	-	-	400
Deep Creek Reserve Management Plan (Floodlights and Protective Net)	50	-	-	-	50
Mullum Mullum Linear Park Stage 2	875	-	500	375	-
Implementation of Boronia Reserve Management Plan	200	200	-	-	-
Yanggai Barring Linear Park	377	-	-	200	177
Mullum Mullum Linear Park Stage 5 (Heid-Warr Rd to Reynolds Rd)	50	50	-	-	-
Additional Street Lighting	258	63	63	66	66
Stintons Reserve Master Plan	415	35	-	380	-
Local Activity Centres Infrastructure upgrades	127	30	30	35	32
City Signage Program	570	140	140	145	145
Koonung Creek Linear Park Management Plan	230	80	150	-	-
Energy Efficient Public Lighting Program	1,380	150	396	428	406
Hepburn Reserve	70	70	-	-	-
Studley Park (paths) Tullamore Interface	150	150	-	-	-
Ruffey Lake Park Playground Upgrade - Victoria Street (Waldau)	185	185	-	-	-
Foote Street Pedestrian Operated Signals	720	720	-	-	-
Anderson Park #2 Synthetic Pitch and floodlights	2,100	100	-	2,000	-
Donvale Reserve Spectator Shelter	60	60	-	-	-
Wombat Bend Playspace Restoration	730	30	500	200	-
Anderson Park #3 Synthetic Pitch Replacement	150	-	-	-	150
Doncaster Reserve Playspace Renewal	270	270	-	-	-
Maggs Reserve Playspace Renewal	150	150	-	-	-
Mosssdale Reserve Playspace Renewal	150	150	-	-	-
Anderson Park Open Space Development	315	-	15	300	-
Savernake Open Space Development	140	-	-	140	-
Eric Reserve Open Space Development	135	135	-	-	-
Doncaster Bowling Club - Synthetic Green	50	-	50	-	-
Finns Reserve Open Space Development	180	-	180	-	-
Warrandyte Skate Park Playspace Renewal	750	-	-	50	700
Small Reserves Concept Plans	255	48	57	75	75
Burgundy Reserve Upgrade	280	50	230	-	-
Ruffey Lake Park Master Plan Implementation (inc Waldau)	4,750	1,150	1,300	1,150	1,150
Public Lighting in Reserves	220	40	60	50	70
Templestowe Village Streetscape Upgrade	1,820	100	800	920	-
Parks Asset Renewal	74	74	-	-	-
Montpellier Reserve Open Space Development	120	-	-	20	100
Fitzsimons Reserve Masterplan	315	30	285	-	-
Kenman Reserve Playspace Renewal	140	-	-	140	-
Mullum Mullum Reserve New Playspace	15	-	-	-	15
Katrina Reserve Playspace Renewal	215	215	-	-	-
Whistlewood Reserve Playspace Renewal	140	-	140	-	-
Kevin Reserve Playspace Renewal	60	60	-	-	-
Fahey Park Playspace Renewal	175	175	-	-	-

Capital Works Area	Total 4 year Program	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Hillcroft Reserve Playspace Renewal	135	135	-	-	-
Ruffey Lake Park Pedestrian Bridges and Boardwalk	500	500	-	-	-
Wonga Park Reserve Sportsground Redevelopment	1,180	-	1,180	-	-
Doncaster Bowling Club Upgrade floodlights on southern green	50	-	-	50	-
Templestowe Park Tennis Club Court 1-5 Upgrade and lights	50	-	-	-	50
Bulleen Tennis Club Court 9 & 10 Resurfacing, floodlights	260	-	50	-	210
Park Reserve Sports Field Floodlight Upgrade	205	-	20	-	185
Mulsanne Reserve Playspace	100	-	100	-	-
Morris Williams Reserve Bicycle Facility	280	-	-	30	250
Wonga Park Dirt Jumps	15	-	-	-	15
Carawatha/Koolkuna Demolition and DD	1,245	445	200	-	600
Beverley Reserve Playspace Renewal	280	30	250	-	-
Burgundy Reserve Playspace Renewal	175	-	175	-	-
Celeste West Playspace Renewal	175	-	-	175	-
Dellfield Reserve Playspace Renewal	140	-	140	-	-
Fielding Reserve Playspace Renewal	195	-	-	15	180
Larnoo Playspace (MMCLP)	220	15	205	-	-
Manna Gum Playspace Renewal	335	-	15	320	-
Cameron Reserve Playspace Renewal	140	-	-	140	-
Davis Reserve Playspace Renewal	140	-	-	-	140
Hampshire Reserve Playspace Renewal	140	-	-	140	-
Lionel Reserve Playspace Renewal	140	-	-	140	-
Lynette Reserve Playspace Renewal	140	-	-	140	-
McKenzie Reserve Playspace Renewal	140	-	-	-	140
Marshall Reserve Playspace Renewal	15	-	-	-	15
Dryden Reserve Playspace Renewal	140	-	-	-	140
Paterson Reserve Playspace Renewal	150	-	-	-	150
Riverview Reserve Playspace Renewal	190	-	-	-	190
St Clems Reserve Playspace Renewal	150	-	-	-	150
Willow Reserve South Playspace Renewal	140	-	-	140	-
Wittons Reserve Playspace	130	-	-	-	130
Schramms Reserve South Playspace Renewal	260	-	-	20	240
Hanke Reserve Playspace Renewal	25	-	-	-	25
Oxford Reserve Playspace Renewal	150	-	-	-	150
Renshaw Reserve Playspace Renewal	150	-	-	-	150
Ruffey Lake Boulevard Playspace	100	-	-	-	100
Stutt Playspace Renewal	150	-	-	-	150
Applewood Reserve	100	-	100	-	-
Hogan Avenue / Jumping Creek Road Bus Shelter	80	80	-	-	-
Williamsons Road (Behind 37 Hawtin Street) Bus Shelter	80	80	-	-	-
142 Mitcham Road Bus Shelter	80	80	-	-	-
Windella Reserve Playspace Renewal	165	15	150	-	-
Manningham Sensory Garden	204	50	154	-	-
Celeste East Playspace Renewal	25	25	-	-	-
St Denys Reserve Upgrade	30	30	-	-	-
Mullum Mullum Trail Renewal	1,000	-	-	-	1,000
BMX Dirt Bike Trail Program	275	275	-	-	-
Franklin Reserve	600	-	-	200	400
<b>TOTAL INFRASTRUCTURE</b>	<b>172,391</b>	<b>36,082</b>	<b>44,650</b>	<b>49,708</b>	<b>41,950</b>
<b>TOTAL CAPITAL WORKS</b>	<b>223,010</b>	<b>54,091</b>	<b>58,268</b>	<b>59,987</b>	<b>50,663</b>

**5a. Targeted performance indicators**

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

**Targeted performance indicators - Service**

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
<b>Governance</b>									
<b>Consultation and engagement</b> (Council decisions made and implemented with community input)	<b>Satisfaction with community consultation and engagement</b> Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	56.0	58.0	58.0	59.2	60.3	61.6	+
<b>Roads</b>									
<b>Condition</b> (sealed local roads are maintained at the adopted condition standard)	<b>Sealed local roads below the intervention level</b> Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	98.5%	98.5%	98.5%	98.6%	99.0%	99.2%	+
<b>Statutory planning</b>									
<b>Service standard</b> (planning application processing and decisions are in accordance with legislative requirements)	<b>Planning applications decided within the relevant required time</b> Number of planning application decisions made within the relevant required time / Number of planning application decisions made	3	93.3%	79%	79%	80%	80%	80%	-
<b>Waste management</b>									
<b>Waste diversion</b> (amount of waste diverted from landfill is maximised)	<b>Kerbside collection waste diverted from landfill</b> Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	55.0%	56.0%	70.0%	80.0%	80.0%	80.0%	+

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+o/-
<b>Liquidity</b>									
<b>Working Capital</b> (sufficient working capital is available to pay bills as and when they fall due)	<b>Current assets compared to current liabilities</b> Current assets / current liabilities	5	205.07%	200.11%	190.09%	164.66%	130.11%	112.78%	-
<b>Obligations</b>									
<b>Asset renewal</b> (assets are renewed as planned)	<b>Asset renewal compared to depreciation</b> Asset renewal and upgrade expense / Asset depreciation	6	114.31%	112.54%	115.90%	142.18%	144.09%	120.17%	+
<b>Stability</b>									
<b>Rates concentration</b> (revenue is generated from a range of sources)	<b>Rates compared to adjusted underlying revenue</b> Rate revenue / adjusted underlying revenue	7	78.94%	80.48%	77.42%	84.29%	84.17%	84.53%	o
<b>Efficiency</b>									
<b>Expenditure level</b> (resources are used efficiently in the delivery of services)	<b>Expenses per property assessment</b> Total expenses / no. of property assessments	8	\$2,896	\$2,826	\$2,882	\$2,848	\$2,895	\$2,940	o

**5b. Financial performance indicators**

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives. The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
<b>Operating position</b>									
<b>Adjusted underlying result</b> (an adjusted underlying surplus is generated in the ordinary course of business)	<b>Adjusted underlying surplus (or deficit)</b> Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	-3.2%	0.6%	5.0%	0.2%	0.3%	0.3%	-
<b>Liquidity</b>									
<b>Unrestricted cash</b> (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	<b>Unrestricted cash compared to current liabilities</b> Unrestricted cash / current liabilities	10	-62.8%	39.2%	53.3%	32.7%	4.4%	16.2%	-
<b>Obligations</b>									
<b>Loans and borrowings</b> (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	<b>Loans and borrowings compared to rates</b> Interest bearing loans and borrowings / rate revenue	11	0%	0%	0%	0%	0%	0%	o
<b>Loans and borrowings</b> (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	<b>Loans and borrowings repayments compared to rates</b> Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0%	0%	0%	0%	0%	0%	o
<b>Indebtedness</b> (level of long term liabilities is appropriate to the size and nature of a Council's activities)	<b>Non-current liabilities compared to own-source revenue</b> Non-current liabilities / own source revenue		2.6%	2.4%	2.0%	1.9%	1.7%	1.5%	+
<b>Stability</b>									
<b>Rates effort</b> (rating level is set based on the community's capacity to pay)	<b>Rates compared to property values</b> Rate revenue / CIV of rateable properties in the municipal district	12	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/o/-
<b>Efficiency</b>									
<b>Revenue level</b> (resources are used efficiently in the delivery of services)	<b>Average rate per property assessment</b> General rates and municipal charges / no. of property assessments	13	\$1,881	\$1,939	\$2,001	\$2,050	\$2,097	\$2,144	+
<b>Sustainability Capacity</b>									
<b>Population</b> (population is a key driver of a Council's ability to fund the delivery of services to the community)	<b>Expenses per head of population</b> Total expenses/ Population		\$1,216	\$1,127	\$1,136	\$1,114	\$1,136	\$1,157	o
<b>Population</b> (population is a key driver of a Council's ability to fund the delivery of services to the community)	<b>Infrastructure per head of population</b> Value of infrastructure / Population		\$8,838	\$8,422	\$8,409	\$8,460	\$8,566	\$8,591	+
<b>Population</b> (population is a key driver of a Council's ability to fund the delivery of services to the community)	<b>Population density per length of road</b> Population / Kilometres of local roads		207	219	223	226	228	230	-
<b>Own-source revenue</b> (revenue is generated from a range of sources in order to fund the delivery of services to the community)	<b>Own-source revenue per head of population</b> Own source revenue / Population		\$1,053	\$1,045	\$1,130	\$1,055	\$1,079	\$1,100	o
<b>Recurrent grants</b> (revenue is generated from a range of sources in order to fund the delivery of services to the community)	<b>Recurrent grants per head of population</b> Recurrent grants / Population		\$117	\$85	\$62	\$58	\$58	\$59	o
<b>Workforce turnover</b> (resources are used efficiently in the delivery of services)	<b>Resignations and terminations compared to average staff</b> Number of permanent staff resignations and terminations for the financial year / Average number of permanent staff for the financial year		18.8%	8.5%	8.5%	8.5%	8.5%	8.5%	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****5a****1. Satisfaction with community consultation and engagement**

Our community have increasing expectations to impact Council's decision-making. To meet this expectation, we aim to provide more opportunities for the community to participate, and better demonstrate how these views are taken into account. We expect this will lead to greater satisfaction.

**2. Sealed local roads below the intervention level**

We anticipate that market challenges and changes in resourcing will continue to affect this indicator. The approach to procurement of resourcing has recently changed that will reflect in the target outcome.

**3. Planning applications decided within the relevant required time**

Council is aiming to provide timely response to planning applications decisions. We have targeted the highest percentile of the metropolitan average for this measure.

**4. Kerbside collection waste diverted from landfill**

Following our introduction of FOGO services from 1 July, we expect improvement in this result.

**5. 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. Despite having some reduction, Council is forecast to remain reasonably strong liquidity position having more than 100% throughout the period. A percentage greater than 100 indicates that Council has sufficient working capital available to pay bills as and when they fall due.

**6. 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.

**7. 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.

**8. Expenditure level**

Over the forecast period, Council focuses to deliver high-quality services within a responsible budget at an average of \$2,888 per assessment. This ratio demonstrates that we are committed to provide core services and community facilities in a cost effective way.

**5b****9. Adjusted underlying result**

An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives.

**10. 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

**11. Debt compared to rates**

Council is debt free and is expected to remain debt free throughout the four year period.

12. **Rates effort**

This ratio highlights our relatively low and stable rate burden on our community when compared to property values.

13. **Revenue level**

Rate revenue is a major source of funding for a range of Council services and assists in providing funding to maintain and renew over \$2 billion of community assets such as local roads, community buildings, drains, footpaths, playgrounds and sporting facilities.

**6. 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 financial year 2024/25.

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	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
			\$	\$	\$	%	
<b>Financial Services</b>							
<b>General</b>							
Dishonoured Payments to Council - Administration Fee	Per application	Non-Taxable	\$ 48.00	\$ 49.80	\$ 1.80	3.75%	Non-Statutory
<b>Valuations and Rates</b>							
Land Information Certificates statutory	Per application	Non-Taxable	\$ 28.90	TBC			Statutory
Land Information Certificates urgent fee - same/next day	Per application	Non-Taxable	\$ 90.50	TBC			Statutory
Confirmation of ownership letter processed by council rates department	Per application	Non-Taxable	\$ 42.00	\$ 43.50	\$ 1.50	3.57%	Non-Statutory
Copy of Rate Notice (per Notice)	Per notice	Non-Taxable	\$ 16.00	\$ 16.50	\$ 0.50	3.13%	Non-Statutory
Request for ownership details (Protection Notices)	Per application	Non-Taxable	\$ 32.00	\$ 33.00	\$ 1.00	3.13%	Non-Statutory
Refund Administration Fee	Per refund	Non-Taxable	\$ 16.00	\$ 16.50	\$ 0.50	3.13%	Non-Statutory
Direct Debit Administration Fee (Rates)	Per dishonour	Non-Taxable	\$ 16.00	\$ 16.50	\$ 0.50	3.13%	Non-Statutory
Title Search	Per search	Non-Taxable	\$ 27.00	\$ 28.00	\$ 1.00	3.70%	Non-Statutory
Historical Rates information - Maximum	Per application	Non-Taxable	\$ 624.00	\$ 647.50	\$ 23.50	3.77%	Non-Statutory
Historical Rates information - Minimum	Per application	Non-Taxable	\$ 26.00	\$ 27.00	\$ 1.00	3.85%	Non-Statutory
Batch Information Requests - Maximum	Per application	Non-Taxable	\$ 624.00	\$ 647.50	\$ 23.50	3.77%	Non-Statutory
Batch Information Requests - Minimum	Per application	Non-Taxable	\$ 26.00	\$ 27.00	\$ 1.00	3.85%	Non-Statutory
Street Number Change - Maximum	Per application	Non-Taxable	\$ 779.00	\$ 808.00	\$ 29.00	3.72%	Non-Statutory
Street Number Change - Minimum	Per application	Non-Taxable	\$ 200.00	\$ 207.50	\$ 7.50	3.75%	Non-Statutory
<b>Early Years at MC<sup>2</sup></b>							
Child Care Full week	Per week	Non-Taxable	\$ 630.20	\$ 653.80	\$ 23.60	3.74%	Non-Statutory
Child Care Full individual days	Per day	Non-Taxable	\$ 127.90	\$ 132.70	\$ 4.80	3.75%	Non-Statutory
A late fee will be charged for the late collection of children after 6:00 pm	Per occurrence	Non-Taxable	\$ 47.00	\$ 50.00	\$ 3.00	6.38%	Non-Statutory
<b>Sport, Recreation and Leisure</b>							
<b>Council Sports Fields</b>							
<b>Sports Fields - Winter Hire</b>							
Grade 1 Seasonal Charge	Seasonal	Taxable	\$ 3,065.80	\$ 3,180.80	\$ 115.00	3.75%	Non-Statutory
Grade 2 Seasonal Charge	Seasonal	Taxable	\$ 2,418.20	\$ 2,508.90	\$ 90.70	3.75%	Non-Statutory
Grade 3 Seasonal Charge	Seasonal	Taxable	\$ 1,032.50	\$ 1,071.20	\$ 38.70	3.75%	Non-Statutory
Grade 4 Seasonal Charge	Seasonal	Taxable	\$ 1,026.20	\$ 1,064.70	\$ 38.50	3.75%	Non-Statutory
Level 1 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 920.90	\$ 955.40	\$ 34.50	3.75%	Non-Statutory
Level 1 Pavilion Seasonal sub let Levy	Seasonal	Taxable	\$ 4,640.70	\$ 4,814.70	\$ 174.00	3.75%	Non-Statutory
Level 2 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 571.10	\$ 592.50	\$ 21.40	3.75%	Non-Statutory
Level 3 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 384.90	\$ 399.30	\$ 14.40	3.74%	Non-Statutory
Casual Ground Charge Commercial Use	Per request	Taxable	\$ 476.40	\$ 494.30	\$ 17.90	3.76%	Non-Statutory
Casual Ground Charge Community Use	Per request	Taxable	\$ 239.30	\$ 248.30	\$ 9.00	3.76%	Non-Statutory
Casual Ground Charge Finals with gate takings	Per request	Taxable	\$ 476.40	\$ 494.30	\$ 17.90	3.76%	Non-Statutory
Casual Ground Charge Commercial use Turf wicket preparation	Per request	Taxable	\$ 239.30	\$ 248.30	\$ 9.00	3.76%	Non-Statutory
Casual Ground Charge Community use Turf wicket preparation	Per request	Taxable	\$ 159.50	\$ 165.50	\$ 6.00	3.76%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc GST		Fee Inc GST				
			\$	\$	\$	\$	%		
Casual Ground Charge Finals use Turf wicket preparation	Per request	Taxable	\$ 159.50	\$ 165.50	\$ 6.00	3.76%	Non-Statutory		
Casual Pavilion Charge Commercial Use	Per request	Taxable	\$ 397.70	\$ 412.60	\$ 14.90	3.75%	Non-Statutory		
Casual Pavilion Charge Community Use	Per request	Taxable	\$ 211.60	\$ 219.50	\$ 7.90	3.73%	Non-Statutory		
Casual Pavilion Charge School Use	Per request	Taxable	\$ 169.10	\$ 175.40	\$ 6.30	3.73%	Non-Statutory		
<b>Reischieks Reserve Athletic Track</b>									
Senior Schools (Local) - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 513.70	\$ 533.00	\$ 19.30	3.76%	Non-Statutory		
Junior Schools (Local) - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 424.30	\$ 440.20	\$ 15.90	3.75%	Non-Statutory		
Others - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 670.00	\$ 695.10	\$ 25.10	3.75%	Non-Statutory		
Carnivals - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 848.60	\$ 880.40	\$ 31.80	3.75%	Non-Statutory		
Training per hour (Local)	Per hour	Taxable	\$ 71.20	\$ 73.90	\$ 2.70	3.79%	Non-Statutory		
Training per hour (Outside)	Per hour	Taxable	\$ 102.10	\$ 105.90	\$ 3.80	3.72%	Non-Statutory		
Reischieks Reserve Pavilion Hire of Pavilion	Per request	Taxable	\$ 862.40	\$ 894.70	\$ 32.30	3.75%	Non-Statutory		
<b>Sports Fields - Summer</b>									
Grade 1 Seasonal Charge	Seasonal	Taxable	\$ 3,065.80	\$ 3,180.80	\$ 115.00	3.75%	Non-Statutory		
Grade 2 Seasonal Charge	Seasonal	Taxable	\$ 2,418.20	\$ 2,508.90	\$ 90.70	3.75%	Non-Statutory		
Grade 3 Seasonal Charge	Seasonal	Taxable	\$ 1,032.50	\$ 1,071.20	\$ 38.70	3.75%	Non-Statutory		
Grade 4 Seasonal Charge	Seasonal	Taxable	\$ 1,026.20	\$ 1,064.70	\$ 38.50	3.75%	Non-Statutory		
Level 1 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 920.90	\$ 955.40	\$ 34.50	3.75%	Non-Statutory		
Level 1 Pavilion Seasonal sub let Levy	Seasonal	Taxable	\$ 4,640.70	\$ 4,814.70	\$ 174.00	3.75%	Non-Statutory		
Level 2 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 571.10	\$ 592.50	\$ 21.40	3.75%	Non-Statutory		
Level 3 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 384.90	\$ 399.30	\$ 14.40	3.74%	Non-Statutory		
Casual Ground Charge Commercial Use	Per request	Taxable	\$ 476.40	\$ 494.30	\$ 17.90	3.76%	Non-Statutory		
Casual Ground Charge Community Use	Per request	Taxable	\$ 238.20	\$ 247.10	\$ 8.90	3.74%	Non-Statutory		
Casual Ground Charge Finals with gate takings	Per request	Taxable	\$ 476.40	\$ 494.30	\$ 17.90	3.76%	Non-Statutory		
Casual Ground Charge Commercial use Turf wicket preparation	Per request	Taxable	\$ 238.20	\$ 247.10	\$ 8.90	3.74%	Non-Statutory		
Casual Ground Charge Community use Turf wicket preparation	Per request	Taxable	\$ 159.50	\$ 165.50	\$ 6.00	3.76%	Non-Statutory		
Casual Ground Charge Finals use Turf wicket preparation	Per request	Taxable	\$ 159.50	\$ 165.50	\$ 6.00	3.76%	Non-Statutory		
Casual Pavilion Charge Commercial Use	Per request	Taxable	\$ 422.10	\$ 437.90	\$ 15.80	3.74%	Non-Statutory		
Casual Pavilion Charge Community Use	Per request	Taxable	\$ 211.60	\$ 219.50	\$ 7.90	3.73%	Non-Statutory		
Casual Pavilion Charge School Use	Per request	Taxable	\$ 169.10	\$ 175.40	\$ 6.30	3.73%	Non-Statutory		
Donvale #1 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 4,612.00	\$ 4,785.00	\$ 173.00	3.75%	Non-Statutory		
Koonung Res Seasonal Turf wicket charge	Seasonal	Taxable	\$ 5,369.10	\$ 5,570.40	\$ 201.30	3.75%	Non-Statutory		
Schramms #1 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 5,792.40	\$ 6,009.60	\$ 217.20	3.75%	Non-Statutory		
Zerbes Seasonal Turf wicket charge	Seasonal	Taxable	\$ 4,496.00	\$ 4,664.60	\$ 168.60	3.75%	Non-Statutory		
Donvale #2 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 3,560.20	\$ 3,693.70	\$ 133.50	3.75%	Non-Statutory		
Schramms #2 Seasonal Turf wicket charge	Seasonal	Taxable	\$ 3,224.20	\$ 3,345.10	\$ 120.90	3.75%	Non-Statutory		
<b>Synthetic Soccer Pitches</b>									
Casual Use Manningham Based Community Groups/Schools per hour	Per request	Taxable	\$ 47.60	\$ 18.97	\$ (28.63)	-60.15%	Non-Statutory		
Casual Use Private users and commercial (within Manningham) per hour	Per request	Taxable	\$ 47.60	\$ 54.19	\$ 6.59	13.84%	Non-Statutory		
Casual Commercial Use (Outside of Manningham) per hour	Per request	Taxable	\$ 206.30	\$ 162.57	\$ (43.73)	-21.20%	Non-Statutory		
<b>Community Venues &amp; Functions</b>									
<b>Public Halls</b>									
<b>Doncaster Playhouse</b>									
Bond	Per hire	Non-Taxable	\$ 556.20	\$ 577.10	\$ 20.90	3.76%	Non-Statutory		
Hire Per performance (5 hours)	Per performance	Taxable	\$ 501.90	\$ 520.70	\$ 18.80	3.75%	Non-Statutory		
Rehearsal per hour	Per hour	Taxable	\$ 101.00	\$ 104.80	\$ 3.80	3.76%	Non-Statutory		

Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
			\$	\$	\$	%	
Bump in/Bump out	Per event	Taxable	\$ 101.00	\$ 104.80	\$ 3.80	3.76%	Non-Statutory
<b>Manningham Art Studios</b>							
Bond	Per hire	Non-Taxable	\$ 116.00	\$ 120.40	\$ 4.40	3.79%	Non-Statutory
Studio 1 Commercial	Per hour	Taxable	\$ 131.90	\$ 136.80	\$ 4.90	3.71%	Non-Statutory
Studio 1 Community	Per hour	Taxable	\$ 91.70	\$ 95.10	\$ 3.40	3.71%	Non-Statutory
Studio 2/3 Commercial	Per hour	Taxable	\$ 78.50	\$ 81.40	\$ 2.90	3.69%	Non-Statutory
Studio 2/3 Community	Per hour	Taxable	\$ 40.20	\$ 41.70	\$ 1.50	3.73%	Non-Statutory
Studio 4 Commercial	Per hour	Taxable	\$ 30.00	\$ 31.00	\$ 1.00	3.33%	non-Statutory
Studio 4 Community	Per hour	Taxable	\$ 24.00	\$ 25.00	\$ 1.00	4.17%	Non-Statutory
Studio 5 Commercial	Per hour	Taxable	\$ 23.00	\$ 24.00	\$ 1.00	4.35%	Non-Statutory
Studio 5 Community	Per hour	Taxable	\$ 17.00	\$ 18.00	\$ 1.00	5.88%	Non-Statutory
Studio 4 & 5 Combined Casual Community	Per hour	Taxable	\$ 28.00	\$ 29.00	\$ 1.00	3.57%	Non-Statutory
Studio 4 & 5 Combined Commercial	Per hour	Taxable	\$ 33.00	\$ 34.00	\$ 1.00	3.03%	Non-Statutory
Studio 6 Commercial	Per hour	Taxable	\$ 55.00	\$ 56.00	\$ 1.00	1.82%	Non-Statutory
Studio 6 Community	Per hour	Taxable	\$ 30.00	\$ 31.00	\$ 1.00	3.33%	Non-Statutory
<b>All Halls</b>							
Insurance - Alcohol	Per hire	Taxable	\$ 60.00	\$ 60.00	\$ -	0.00%	Non-Statutory
Insurance - No Alcohol	Per hire	Taxable	\$ 40.00	\$ 40.00	\$ -	0.00%	Non-Statutory
Insurance - Regular Hire	Per hour	Taxable	\$ 26.00	\$ 26.00	\$ -	0.00%	Non-Statutory
<b>MC<sup>2</sup> (Bulleen, Warrandyte and Donvale Rooms)</b>							
Community Hire	Per hour	Taxable	\$ 23.00	\$ 24.00	\$ 1.00	4.35%	Non-Statutory
Commercial Hire	Per hour	Taxable	\$ 28.00	\$ 29.00	\$ 1.00	3.57%	Non-Statutory
<b>MC<sup>2</sup> (Warrandyte and Donvale Rooms)</b>							
Community Hire	Per hour	Taxable	\$ 28.00	\$ 29.00	\$ 1.00	3.57%	Non-Statutory
Commercial Hire	Per hour	Taxable	\$ 33.00	\$ 34.00	\$ 1.00	3.03%	Non-Statutory
<b>MC<sup>2</sup> (Doncaster, Templestowe Room)</b>							
Community Hire	Per hour	Taxable	\$ 28.00	\$ 29.00	\$ 1.00	3.57%	Non-Statutory
Commercial Hire	Per hour	Taxable	\$ 33.00	\$ 34.00	\$ 1.00	3.03%	Non-Statutory
<b>MC<sup>2</sup> (Doncaster and Templestowe Room)</b>							
Community Hire	Per hour	Taxable	\$ 33.00	\$ 34.00	\$ 1.00	3.03%	Non-Statutory
Commercial Hire	Per hour	Taxable	\$ 44.00	\$ 45.00	\$ 1.00	2.27%	Non-Statutory
<b>MC<sup>2</sup></b>							
Insurance	Per hire	Taxable	\$ 26.00	\$ 26.00	\$ -	0.00%	Non-Statutory
<b>Ajani Community Hall</b>							
Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.00%	Non-Statutory
Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.00%	Non-Statutory
Casual Hire Commercial	Per hour	Taxable	\$ 157.00	\$ 163.00	\$ 6.00	3.82%	Non-Statutory
Casual Hire Community/Private	Per hour	Taxable	\$ 86.00	\$ 89.00	\$ 3.00	3.49%	Non-Statutory
Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 49.00	\$ 51.00	\$ 2.00	4.08%	Non-Statutory
Regular Hire Commercial	Per hour	Taxable	\$ 43.00	\$ 44.00	\$ 1.00	2.33%	Non-Statutory
Regular Hire Community	Per hour	Taxable	\$ 34.00	\$ 35.00	\$ 1.00	2.94%	Non-Statutory
Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 755.00	\$ 784.00	\$ 29.00	3.84%	Non-Statutory
<b>Ajani Centre</b>							
Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.00%	Non-Statutory
Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.00%	Non-Statutory
Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 1,100.00	\$ 1,141.00	\$ 41.00	3.73%	Non-Statutory
Regular Hire Commercial	Per hour	Taxable	\$ 52.00	\$ 53.00	\$ 1.00	1.92%	Non-Statutory
Casual Hire Commercial	Per hour	Taxable	\$ 207.00	\$ 215.00	\$ 8.00	3.86%	Non-Statutory
Casual Hire Community/Private	Per hour	Taxable	\$ 118.00	\$ 123.00	\$ 5.00	4.24%	Non-Statutory
Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 75.00	\$ 78.00	\$ 3.00	4.00%	Non-Statutory
Regular Hire Community	Per hour	Taxable	\$ 39.00	\$ 40.00	\$ 1.00	2.56%	Non-Statutory
<b>Currawong Bush Park (Conference Centre)</b>							
Conference Room Casual Hire Commercial	Per hour	Taxable	\$ 46.00	\$ 48.00	\$ 2.00	4.35%	Non-Statutory
Conference Room Casual Hire Community/Private	Per hour	Taxable	\$ 34.00	\$ 35.00	\$ 1.00	2.94%	Non-Statutory
Rooms 1 & 2 - casual hire commercial	Per hour	Taxable	\$ 35.00	\$ 36.00	\$ 1.00	2.86%	Non-Statutory
Rooms 1 & 2 - casual hire community	Per hour	Taxable	\$ 24.00	\$ 25.00	\$ 1.00	4.17%	Non-Statutory
Conference room with extra rooms - commercial	Per hour	Taxable	\$ 56.00	\$ 58.00	\$ 2.00	3.57%	Non-Statutory
Conference room with extra rooms - community	Per hour	Taxable	\$ 46.00	\$ 48.00	\$ 2.00	4.35%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc GST		Fee Inc GST				
			\$	\$	\$	%			
<b>Currawong Bush Park (Environment Centre)</b>									
Casual Hire Commercial	Per hour	Taxable	\$ 46.00	\$ 48.00	\$ 2.00	4.35%	Non-Statutory		
Casual Hire Community/Private	Per hour	Taxable	\$ 29.00	\$ 30.00	\$ 1.00	3.45%	Non-Statutory		
<b>Koonung Room</b>									
Casual Hire community	Per hour	Taxable	\$ 105.00	\$ 109.00	\$ 4.00	3.81%	Non-Statutory		
<b>East Doncaster Hall / Koonarra Hall/Wonga Park Hall / Heimat Centre (individual rooms) / Dorney Recreation Centre (Rooms 4 &amp; 5) / Templestowe Memorial Hall and Senior Citizens Centres</b>									
Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.00%	Non-Statutory		
Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.00%	Non-Statutory		
Casual Hire Commercial	Per hour	Taxable	\$ 108.00	\$ 112.00	\$ 4.00	3.70%	Non-Statutory		
Casual Hire Community/Private	Per hour	Taxable	\$ 67.00	\$ 69.00	\$ 2.00	2.99%	Non-Statutory		
Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 47.00	\$ 49.00	\$ 2.00	4.26%	Non-Statutory		
Regular Hire Commercial	Per hour	Taxable	\$ 34.00	\$ 35.00	\$ 1.00	2.94%	Non-Statutory		
Regular Hire Community	Per hour	Taxable	\$ 30.00	\$ 31.00	\$ 1.00	3.33%	Non-Statutory		
Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 588.00	\$ 610.00	\$ 22.00	3.74%	Non-Statutory		
<b>(Individual Smaller Rooms) Senior Citizens Centres, Dorney Recreation Centre and Templestowe Memorial Supper Room</b>									
Bond Casual/Regular Hire	Per hire	Non-Taxable	\$ 130.00	\$ 130.00	\$ -	0.00%	Non-Statutory		
Casual Hire Commercial/Private	Per hour	Taxable	\$ 50.00	\$ 52.00	\$ 2.00	4.00%	Non-Statutory		
Casual Hire Community	Per hour	Taxable	\$ 35.00	\$ 37.00	\$ 2.00	5.71%	Non-Statutory		
Regular Hire Commercial	Per hour	Taxable	\$ 30.00	\$ 31.00	\$ 1.00	3.33%	Non-Statutory		
Regular Hire Community	Per hour	Taxable	\$ 25.00	\$ 26.00	\$ 1.00	4.00%	Non-Statutory		
<b>The Pines Learning Centre (Function Room)</b>									
Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.00%	Non-Statutory		
Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.00%	Non-Statutory		
Casual Hire Commercial	Per hour	Taxable	\$ 207.00	\$ 215.00	\$ 8.00	3.86%	Non-Statutory		
Casual Hire Community/Private	Per hour	Taxable	\$ 118.00	\$ 122.00	\$ 4.00	3.39%	Non-Statutory		
Regular Hire Commercial	Per hour	Taxable	\$ 53.00	\$ 54.00	\$ 1.00	1.89%	Non-Statutory		
Regular Hire Community	Per hour	Taxable	\$ 39.00	\$ 40.00	\$ 1.00	2.56%	Non-Statutory		
<b>(Smaller Rooms) Pines Learning Centre</b>									
Bond Casual/Regular Hire	Per hire	Non-Taxable	\$ 130.00	\$ 130.00	\$ -	0.00%	Non-Statutory		
Casual Hire Commercial	Per hour	Taxable	\$ 58.00	\$ 60.00	\$ 2.00	3.45%	Non-Statutory		
Casual Hire Community/Private	Per hour	Taxable	\$ 51.00	\$ 53.00	\$ 2.00	3.92%	Non-Statutory		
Regular Hire Commercial	Per hour	Taxable	\$ 43.00	\$ 44.00	\$ 1.00	2.33%	Non-Statutory		
Regular Hire Community	Per hour	Taxable	\$ 32.00	\$ 33.00	\$ 1.00	3.13%	Non-Statutory		
<b>Building and Room Hire - Weekdays</b>									
Manningham Function Centre Council Chambers	Mon - Fri per hour	Taxable	\$ 112.00	\$ 116.00	\$ 4.00	3.57%	Non-Statutory		
Manningham Function Centre Heide Room	Mon - Fri per hour	Taxable	\$ 96.00	\$ 100.00	\$ 4.00	4.17%	Non-Statutory		
Manningham Function Centre Room 1 - Casual Hire Commercial	Mon - Fri 6.00am to 5.00pm per hour	Taxable	\$ 197.00	\$ 204.00	\$ 7.00	3.55%	Non-Statutory		
Manningham Function Centre Room 1 - Casual Hire Community	Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Taxable	\$ 113.00	\$ 117.00	\$ 4.00	3.54%	Non-Statutory		
Manningham Function Centre Room 2 - Casual Hire Commercial	Mon - Fri 6.00am to 5.00pm per hour	Taxable	\$ 170.00	\$ 176.00	\$ 6.00	3.53%	Non-Statutory		

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	Fee Inc	GST	\$	%	
Manningham Function Centre Room 2 - Casual Hire Community	Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Taxable	\$ 101.00	\$	\$ 105.00	\$	\$ 4.00	3.96%	Non-Statutory
Manningham Function Centre Room 3 - Casual Hire Commercial	Mon - Fri 6.00am to 5.00pm per hour	Taxable	\$ 135.00	\$	\$ 140.00	\$	\$ 5.00	3.70%	Non-Statutory
Manningham Function Centre Room 3 - Casual Hire Community	Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Taxable	\$ 82.00	\$	\$ 85.00	\$	\$ 3.00	3.66%	Non-Statutory
Manningham Function Centre Rooms 1 and 2 - Casual Hire Commercial	Mon - Thur 5.00pm to 12.00am per hour	Taxable	\$ 288.00	\$	\$ 299.00	\$	\$ 11.00	3.82%	Non-Statutory
Manningham Function Centre Rooms 1 and 2 - Casual Hire Community	Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Taxable	\$ 172.00	\$	\$ 179.00	\$	\$ 7.00	4.07%	Non-Statutory
Manningham Function Centre Rooms 2 and 3 - Casual Hire Commercial	Casual Hire Commercial Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Taxable	\$ 189.00	\$	\$ 196.00	\$	\$ 7.00	3.70%	Non-Statutory
Manningham Function Centre Rooms 2 and 3 - Casual Hire Community	Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Taxable	\$ 113.00	\$	\$ 177.00	\$	\$ 64.00	56.64%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	Fee Inc	GST	\$	%	
Manningham Function Centre Rooms 1, 2 and 3 - Casual Hire Commercial	Mon- Thur 5.00pm to 12.00am per hour	Taxable	\$ 444.00	\$	\$ 461.00	\$	\$ 17.00	3.83%	Non-Statutory
Manningham Function Centre Rooms 1, 2 and 3 - Casual Hire Community	Mon - Thurs 6.00am to 11.00pm per hour Fri - 6.00am to 5.00pm per hour (Friday times updated)	Taxable	\$ 266.00	\$	\$ 276.00	\$	\$ 10.00	3.76%	Non-Statutory
Manningham Function Centre	Friday - 5pm - 12.00am	Taxable	\$ 5,000.00	\$	\$ 5,188.00	\$	\$ 188.00	3.76%	Non-Statutory
Manningham Function Centre	Saturday rate	Taxable	\$ 5,000.00	\$	\$ 5,188.00	\$	\$ 188.00	3.76%	Non-Statutory
Manningham Function Centre	Sunday rate	Taxable	\$ 4,000.00	\$	\$ 4,150.00	\$	\$ 150.00	3.75%	Non-Statutory
<b>Integrated Planning Planning Scheme</b>									
<b>Fees for Planning Scheme Amendments</b>									
<b>(Pre-exhibition)</b>									
Stage 1 which consists of -									
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 - 206 fee units	Non-Taxable	\$ 3,275.40	\$	\$ 3,363.98	\$	\$ 88.58	2.70%	Statutory
<b>(Exhibition)</b>									
Stage 2 which consists of -									
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 (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 - 1021 fee units	Non-Taxable	\$16,233.90	\$	\$16,672.93	\$	\$ 439.03	2.70%	Statutory
<b>(Exhibition)</b>									
Stage 2									
(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 - 2040 fee units	Non-Taxable	\$32,436.00	\$	\$33,313.20	\$	\$ 877.20	2.70%	Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
			\$	\$	\$	%	
(Exhibition) Stage 2 (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 - 2727 fee units	Non-Taxable	\$43,359.30	\$44,531.91	\$ 1,172.6	2.70%	Statutory
(Adoption) Stage 3 which consists of - a) adopting the amendment or part of the amendment in accordance with section 29 of the Act; and b) submitting the amendment for approval by the Minister in accordance with section 31 of the Act; and c) giving the notice of the approval of the amendment required by section 36(2) of the Act.	Per amendment - 32.5 fee units if the Minister is not the planning authority or nil fee if the Minister is the planning authority	Non-Taxable	\$ 516.75	\$ 530.73	\$ 13.98	2.71%	Statutory
(Approval) Stage 4 which consists of - a) consideration by the Minister of a request to approve the amendment in accordance with section 35 of the Act; and b) giving notice of approval of the amendment in accordance with section 36(1) of the Act.	Per amendment - 32.5 fee units if the Minister is not the planning authority or nil fee if the Minister is the planning authority	Non-Taxable	\$ 516.75	\$ 530.73	\$ 13.98	2.71%	Statutory
Notice of Exhibition (1 - 100 letters)	Per letter	Non-Taxable	\$ 9.00	\$ 9.30	\$ 0.30	3.33%	Non-Statutory
Notice of Exhibition (101 - 500 letters)	Per letter	Non-Taxable	\$ 5.90	\$ 6.10	\$ 0.20	3.39%	Non-Statutory
Notice of Exhibition (501 or more letters)	Per letter	Non-Taxable	\$ 4.20	\$ 4.40	\$ 0.20	4.76%	Non-Statutory
Advertising fee (erection of one sign)	Per sign	Non-Taxable	\$ 230.30	\$ 238.90	\$ 8.60	3.73%	Non-Statutory
Advertising fee (erection of each additional sign)	Per sign	Non-Taxable	\$ 114.40	\$ 119.00	\$ 4.60	4.02%	Non-Statutory
Notice of Approval (1 - 100 letters)	Per letter	Non-Taxable	\$ 9.00	\$ 9.30	\$ 0.30	3.33%	Non-Statutory
Notice of Approval (101 - 500 letters)	Per letter	Non-Taxable	\$ 5.90	\$ 6.10	\$ 0.20	3.39%	Non-Statutory
Notice of Approval (501 or more letters)	Per letter	Non-Taxable	\$ 4.20	\$ 4.40	\$ 0.20	4.76%	Non-Statutory
File retrieval & scanning from Grace	Per file	Taxable	-	\$ 100.00	\$ 100.00	-	Non-Statutory
<b>Environmental Health</b>							
<b>Food Act</b>							
Class 1 (Standard FSP) - Registration Fee High Risk Premises using a Standard FSP	Per registration / premise	Non-Taxable	\$ 880.00	\$ 910.00	\$ 30.00	3.41%	Non-Statutory
Class 1 (Standard FSP) - pre-sale inspection report	Per registration / premise	Non-Taxable	\$ 290.00	\$ 300.00	\$ 10.00	3.45%	Non-Statutory
Class 1 (Standard FSP) - Plan Approval	Per registration / premise	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
Class 1 (Non Standard FSP) - Registration Fee High Risk Premises using a Non Standard FSP	Per registration / premise	Non-Taxable	\$ 540.00	\$ 560.00	\$ 20.00	3.70%	Non-Statutory
Class 1 (Non Standard FSP) - pre-sale inspection report	Per registration / premise	Non-Taxable	\$ 290.00	\$ 300.00	\$ 10.00	3.45%	Non-Statutory
Class 1 (Non Standard FSP) - Plan Approval	Per registration / premise	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory
Class 2 (Standard FSP) - Registration Fee Moderate Risk Premises using a Standard FSP	Per registration / premise	Non-Taxable	\$ 580.00	\$ 600.00	\$ 20.00	3.45%	Non-Statutory
Class 2 (Standard FSP) - pre-sale inspection report	Per registration / premise	Non-Taxable	\$ 290.00	\$ 300.00	\$ 10.00	3.45%	Non-Statutory
Class 2 (Standard FSP) - Plan Approval	Per registration / premise	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory
Class 2 (Non Standard FSP) - Registration Fee Moderate Risk Premises using a Non Standard FSP	Per registration / premise	Non-Taxable	\$ 475.00	\$ 490.00	\$ 15.00	3.16%	Non-Statutory
Class 2 (Non Standard FSP) - pre-sale inspection report	Per registration / premise	Non-Taxable	\$ 290.00	\$ 300.00	\$ 10.00	3.45%	Non-Statutory
Class 2 (Non Standard FSP) - Plan Approval	Per registration / premise	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory
Class 2 >20EFT (Standard FSP) - Registration Fee Moderate Risk Premises with > 20 EFT using a Standard FSP	Per registration / premise	Non-Taxable	\$ 1,155.00	\$ 1,200.00	\$ 45.00	3.90%	Non-Statutory
Class 2 >20 EFT(Standard FSP) - pre-sale inspection report	Per registration / premise	Non-Taxable	\$ 345.00	\$ 360.00	\$ 15.00	4.35%	Non-Statutory
Class 2 >20EFT(Standard FSP) - Plan Approval	Per registration / premise	Non-Taxable	\$ 330.00	\$ 340.00	\$ 10.00	3.03%	Non-Statutory
Class 2 >20EFT (Non Standard FSP) - Registration Fee Moderate Risk Premises with >20EFT using a Non Standard FSP	Per registration / premise	Non-Taxable	\$ 775.00	\$ 805.00	\$ 30.00	3.87%	Non-Statutory
Class 2 >20EFT (Non Standard FSP) - pre-sale inspection report	Per registration / premise	Non-Taxable	\$ 345.00	\$ 360.00	\$ 15.00	4.35%	Non-Statutory
Class 2 >20EFT (Non Standard FSP) - Plan Approval	Per registration / premise	Non-Taxable	\$ 330.00	\$ 340.00	\$ 10.00	3.03%	Non-Statutory
Class 2 Community Group (Standard FSP) - Registration Fee Community Group using a Standard FSP	Per registration / premise	Non-Taxable	\$ 250.00	\$ 260.00	\$ 10.00	4.00%	Non-Statutory
Class 2 Community Group (Standard FSP) - pre-sale inspection report	Per registration / premise	Non-Taxable	\$ 185.00	\$ 190.00	\$ 5.00	2.70%	Non-Statutory
Class 2 Community Group (Standard FSP) - Plan Approval	Per registration / premise	Non-Taxable	\$ 215.00	\$ 220.00	\$ 5.00	2.33%	Non-Statutory
Class 3 - Registration Fee Moderate to Low Risk Premises using a Minimum Records	Per registration / premise	Non-Taxable	\$ 370.00	\$ 380.00	\$ 10.00	2.70%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	Fee Inc	GST	\$	%	
Class 3 - Transfer Report	Per registration / premise	Non-Taxable	\$ 290.00	\$	\$ 300.00	\$	\$ 10.00	3.45%	Non-Statutory
Class 3 - Plan Approval	Per registration / premise	Non-Taxable	\$ 250.00	\$	\$ 260.00	\$	\$ 10.00	4.00%	Non-Statutory
Class 3 (Community Group) - Registration Fee Moderate to Low Risk Community Group using a Minimum Records	Per registration / premise	Non-Taxable	\$ 230.00	\$	\$ 240.00	\$	\$ 10.00	4.35%	Non-Statutory
Class 3 (Community Group) - pre-sale inspection report	Per registration / premise	Non-Taxable	\$ 190.00	\$	\$ 190.00	\$	\$ -	0.00%	Non-Statutory
Class 3 (Community Group) - Plan Approval	Per registration / premise	Non-Taxable	\$ 225.00	\$	\$ 220.00	\$	\$ (5.00)	-2.22%	Non-Statutory
<b>Mobile / Temporary Food Premises</b>									
Class 2 Food Vehicle (business)	Per registration / premise	Non-Taxable	\$ 555.00	\$	\$ 575.00	\$	\$ 20.00	3.60%	Non-Statutory
Additional class 2 food vehicle (business)	Per registration / premise	Non-Taxable	\$ 277.50	\$	\$ 287.50	\$	\$ 10.00	3.60%	Non-Statutory
Class 3 Food Vehicle (business)	Per registration	Non-Taxable	\$ 370.00	\$	\$ 380.00	\$	\$ 10.00	2.70%	Non-Statutory
Additional class 3 food vehicle (business)	Per registration	Non-Taxable	\$ 185.00	\$	\$ 190.00	\$	\$ 5.00	2.70%	Non-Statutory
Class 2 community group Food Vehicle	Per registration	Non-Taxable	\$ 230.00	\$	\$ 240.00	\$	\$ 10.00	4.35%	Non-Statutory
Additional class 2 community group food vehicle	Per registration	Non-Taxable	\$ 115.00	\$	\$ 120.00	\$	\$ 5.00	4.35%	Non-Statutory
Class 3 community group Food Vehicle	Per registration	Non-Taxable	\$ 210.00	\$	\$ 220.00	\$	\$ 10.00	4.76%	Non-Statutory
Additional class 3 community group food vehicle	Per registration	Non-Taxable	\$ 105.00	\$	\$ 110.00	\$	\$ 5.00	4.76%	Non-Statutory
Class 2 Temporary food premises (business)	Per registration	Non-Taxable	\$ 240.00	\$	\$ 250.00	\$	\$ 10.00	4.17%	Non-Statutory
Additional class 2 Temporary food premises (business)	Per registration	Non-Taxable	\$ 120.00	\$	\$ 125.00	\$	\$ 5.00	4.17%	Non-Statutory
Class 3 Temporary food premises (business)	Per registration	Non-Taxable	\$ 220.00	\$	\$ 230.00	\$	\$ 10.00	4.55%	Non-Statutory
Additional class 3 Temporary food premises (business)	Per registration	Non-Taxable	\$ 110.00	\$	\$ 115.00	\$	\$ 5.00	4.55%	Non-Statutory
Food Premises reinspection fee (for non-compliance)	Per registration	Non-Taxable	\$ 127.60	\$	\$ 132.40	\$	\$ 4.80	3.76%	Non-Statutory
<b>Public Health and Wellbeing Act Registration Fee</b>									
High Risk	Per registration	Non-Taxable	\$ 375.00	\$	\$ 390.00	\$	\$ 15.00	4.00%	Non-Statutory
High+Mod Risk	Per registration	Non-Taxable	\$ 460.00	\$	\$ 475.00	\$	\$ 15.00	3.26%	Non-Statutory
High+Mod+Low Risk	Per registration	Non-Taxable	\$ 510.00	\$	\$ 525.00	\$	\$ 15.00	2.94%	Non-Statutory
High+Low Risk	Per registration	Non-Taxable	\$ 425.00	\$	\$ 440.00	\$	\$ 15.00	3.53%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc GST		Fee Inc GST		\$	%	
			\$	\$	\$	\$			
Mod+Low Risk	Per registration	Non-Taxable	\$ 405.00	\$ 420.00	\$ 15.00	3.70%	Non-Statutory		
Mod Risk	Per registration	Non-Taxable	\$ 355.00	\$ 365.00	\$ 10.00	2.82%	Non-Statutory		
Low Risk - Ongoing	Per registration	Non-Taxable	\$ 210.00	\$ 220.00	\$ 10.00	4.76%	Non-Statutory		
<b>Plan Approval</b>									
High Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
High+Mod Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
High+Mod+Low Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
High+Low Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
Mod+Low Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
Mod Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
Low Risk - Ongoing	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
<b>Transfer Fee</b>									
High Risk	Per registration	Non-Taxable	\$ 187.50	\$ 195.00	\$ 7.50	4.00%	Non-Statutory		
High+Mod Risk	Per registration	Non-Taxable	\$ 230.00	\$ 237.50	\$ 7.50	3.26%	Non-Statutory		
High+Mod+Low Risk	Per registration	Non-Taxable	\$ 255.00	\$ 262.50	\$ 7.50	2.94%	Non-Statutory		
High+Low Risk	Per registration	Non-Taxable	\$ 212.50	\$ 220.00	\$ 7.50	3.53%	Non-Statutory		
Mod+Low Risk	Per registration	Non-Taxable	\$ 202.50	\$ 210.00	\$ 7.50	3.70%	Non-Statutory		
Mod Risk	Per registration	Non-Taxable	\$ 177.50	\$ 182.50	\$ 5.00	2.82%	Non-Statutory		
Low Risk - Ongoing	Per registration	Non-Taxable	\$ 210.00	\$ 220.00	\$ 10.00	4.76%	Non-Statutory		
<b>Transfer Report</b>									
High Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
High+Mod Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
High+Mod+Low Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
High+Low Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
Mod+Low Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
Mod Risk	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
Low Risk - Ongoing	Per registration	Non-Taxable	\$ 260.00	\$ 270.00	\$ 10.00	3.85%	Non-Statutory		
<b>Prescribed Accommodation - Renewal Fee</b>									
<20 beds	Per registration	Non-Taxable	\$ 300.00	\$ 315.00	\$ 15.00	5.00%	Non-Statutory		
20 - 40 beds	Per registration	Non-Taxable	\$ 400.00	\$ 420.00	\$ 20.00	5.00%	Non-Statutory		

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	Fee Inc	GST	\$	%	
>40 beds	Per registration	Non-Taxable	\$ 520.00	\$	\$ 540.00	\$	\$ 20.00	3.85%	Non-Statutory
<b>Prescribed Accommodation - Transfer Fee</b>									
<20 beds	Per registration	Non-Taxable	\$ 150.00	\$	\$ 157.50	\$	\$ 7.50	5.00%	Non-Statutory
20 - 40 beds	Per registration	Non-Taxable	\$ 200.00	\$	\$ 207.50	\$	\$ 7.50	3.75%	Non-Statutory
>40 beds	Per registration	Non-Taxable	\$ 260.00	\$	\$ 269.80	\$	\$ 9.80	3.77%	Non-Statutory
<b>Prescribed Accommodation - Transfer Inspection &amp; Report</b>									
Inspection Report <20	Per registration	Non-Taxable	\$ 220.00	\$	\$ 230.00	\$	\$ 10.00	4.55%	Non-Statutory
Inspection Report <40	Per registration	Non-Taxable	\$ 240.00	\$	\$ 250.00	\$	\$ 10.00	4.17%	Non-Statutory
Inspection Report >40	Per registration	Non-Taxable	\$ 260.00	\$	\$ 270.00	\$	\$ 10.00	3.85%	Non-Statutory
<b>Prescribed Accommodation - Plan Approval</b>									
<20	Per registration	Non-Taxable	\$ 240.00	\$	\$ 250.00	\$	\$ 10.00	4.17%	Non-Statutory
<40	Per registration	Non-Taxable	\$ 260.00	\$	\$ 270.00	\$	\$ 10.00	3.85%	Non-Statutory
>40	Per registration	Non-Taxable	\$ 280.00	\$	\$ 290.00	\$	\$ 10.00	3.57%	Non-Statutory
<b>Caravan Parks Registration Fee</b>									
<25	Per registration	Non-Taxable	\$ 270.30	\$	\$ 277.61	\$	\$ 7.31	2.70%	Statutory
25 < 50	Per registration	Non-Taxable	\$ 540.60	\$	\$ 555.22	\$	\$ 14.62	2.70%	Statutory
50 < 100	Per registration	Non-Taxable	\$ 1,081.20	\$	\$ 1,110.44	\$	\$ 29.24	2.70%	Statutory
<b>Caravan Parks Transfer Fee</b>									
<25	Per registration	Non-Taxable	\$ 79.50	\$	\$ 81.65	\$	\$ 2.15	2.70%	Statutory
25 < 50	Per registration	Non-Taxable	\$ 79.50	\$	\$ 81.65	\$	\$ 2.15	2.70%	Statutory
50 < 100	Per registration	Non-Taxable	\$ 79.50	\$	\$ 81.65	\$	\$ 2.15	2.70%	Statutory
Caravan Transfer Inspection Report	Per registration	Non-Taxable	\$ 310.00	\$	\$ 320.00	\$	\$ 10.00	3.23%	Statutory
<b>Public Swimming Pool</b>									
Class 1 Large facility >5 pools / features	Per registration	Non-Taxable	\$ 510.00	\$	\$ 530.00	\$	\$ 20.00	3.92%	Non-Statutory
Class 1 Small facility >1 <5 pools / features	Per registration	Non-Taxable	\$ 255.00	\$	\$ 265.00	\$	\$ 10.00	3.92%	Non-Statutory
<b>Vaccines</b>									
Hepatitis B Vaccines - Adult	Per dose	Taxable	\$ 25.00	\$	\$ 25.00	\$	\$ -	0.00%	Non-Statutory
Hepatitis B Vaccines - Child	Per dose	Taxable	\$ 23.00	\$	\$ 23.00	\$	\$ -	0.00%	Non-Statutory
Hepatitis A Vaccines - Adult	Per dose	Taxable	\$ 80.00	\$	\$ 80.00	\$	\$ -	0.00%	Non-Statutory
Twinrix Vaccines - Adult	Per dose	Taxable	\$ 80.00	\$	\$ 80.00	\$	\$ -	0.00%	Non-Statutory
Flu Vaccine (Not at risk Group)	Per dose	Taxable	\$ 25.00	\$	\$ 25.00	\$	\$ -	0.00%	Non-Statutory
Flu Vaccine (Not at risk Group- children)	per course (2 doses)	Taxable	\$ 25.00	\$	\$ 25.00	\$	\$ -	0.00%	Non-Statutory
Pneumovax 23 (Not at risk group)	Per dose	Taxable	\$ 50.00	\$	\$ 50.00	\$	\$ -	0.00%	Non-Statutory
Diphtheria, tetanus, pertussis (Boostrix)	Per dose	Taxable	\$ 45.00	\$	\$ 45.00	\$	\$ -	0.00%	Non-Statutory
Chickenpox	Per dose	Taxable	\$ 65.00	\$	\$ 65.00	\$	\$ -	0.00%	Non-Statutory
Meningococcal ACWY	Per dose	Taxable	\$ 90.00	\$	\$ 90.00	\$	\$ -	0.00%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	Fee Inc	GST	\$	%	
Immunisation assessment & catch up advice per child	Per dose	Taxable	\$ 25.00	\$	\$ 25.00	\$	\$ -	0.00%	Non-Statutory
Meningococcal B	Per dose	Taxable	\$ 155.00	\$	\$ 155.00	\$	\$ -	0.00%	Non-Statutory
Onsite Wastewater systems									
New Installation and Major Alterations	Per application	Non-Taxable	\$ 777.19	\$	\$ 798.21	\$	\$ 21.02	2.70%	Statutory
Minor Alteration	Per application	Non-Taxable	\$ 592.27	\$	\$ 608.29	\$	\$ 16.02	2.70%	Statutory
Exempt Permit	Per application	Non-Taxable	\$ 233.25	\$	\$ 239.56	\$	\$ 6.31	2.71%	Statutory
Amend Permit	Per application	Non-Taxable	\$ 165.04	\$	\$ 169.50	\$	\$ 4.46	2.70%	Statutory
Transfer permit	Per application	Non-Taxable	\$ 157.88	\$	\$ 162.15	\$	\$ 4.27	2.70%	Statutory
Sand analysis	Per application	Non-Taxable	\$ 160.00	\$	\$ 170.00	\$	\$ 10.00	6.25%	Non-Statutory
Copy of existing septic tank system plan	Per application	Non-Taxable	\$ 48.00	\$	\$ 48.00	\$	\$ -	0.00%	Non-Statutory
On-site location of existing septic tank system	Per application	Non-Taxable	\$ 295.00	\$	\$ 305.00	\$	\$ 10.00	3.39%	Non-Statutory
<b>City Compliance</b>									
<b>Animal Management - Fees increase effective Feb 2025</b>									
<b>Registration Fee</b>									
Dog - Reduced Fee (Sterilised) Annual Fee \$Reg + \$4.39 State Gov Levy	Per Registration	Non-Taxable	\$ 61.60		TBA	\$	\$ -	0.00%	Non-Statutory
Dog - Full Fee (Non sterilised) Annual Fee \$Reg + \$4.39 State Gov Levy	Per Registration	Non-Taxable	\$ 183.50		TBA	\$	\$ -	0.00%	Non-Statutory
Cat - Reduced Fee (Sterilised) Annual Fee \$Reg + \$4.39 State Gov Levy	Per Registration	Non-Taxable	\$ 38.90		TBA	\$	\$ -	0.00%	Non-Statutory
Cat - Full Fee (Non sterilised) Annual Fee \$Reg + \$4.39 State Gov Levy	Per Registration	Non-Taxable	\$ 165.05		TBA	\$	\$ -	0.00%	Non-Statutory
Dog - Initial Registration where purchased/rehomed from welfare organisation where Council has a 84Y agreement in place under the Domestic Animals Act 1994.	Per Registration 1st registration year only	Non-Taxable	\$ -		Free	\$	\$ -	0.00%	Non-Statutory
Cat - Initial Registration where purchased/rehomed from welfare organisation where Council has a 84Y agreement in place under the Domestic Animals Act 1994.	Per Registration 1st registration year only	Non-Taxable	\$ -		Free	\$	\$ -	0.00%	Non-Statutory
Dog - First registration (aged under 6 months)	Per Registration-1st year registration only	Non-Taxable	\$ -		Free	\$	\$ -	0.00%	Non-Statutory
Cat - First registration (aged under 6 months)	Per Registration-1st year registration only	Non-Taxable	\$ -		Free	\$	\$ -	0.00%	Non-Statutory
Dangerous Dog Annual Full Fee \$Reg + \$4.39 State Gov Levy	Per Registration	Non-Taxable	\$ 238.50		TBA	\$	\$ -	0.00%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	Fee Inc	GST	\$	%	
Restricted Breed Dog Annual Full Fee \$Reg + \$4.39 State Gov Levy	Per Registration	Non-Taxable	\$ 238.50		TBA	\$ -	0.00%	Non-Statutory	
Menacing Dog Annual Full Fee \$Reg + \$4.39 State Gov Levy	Per Registration	Non-Taxable	\$ 238.50		TBA	\$ -	0.00%	Non-Statutory	
Domestic Animal Businesses Annual Fee \$Reg + \$4.39 State Gov Levy	Per Registration	Non-Taxable	\$ 309.10		TBA	\$ -	0.00%	Non-Statutory	
Late Registration Administration Fee	Per Registration	Non-Taxable	\$ 11.35	\$ 11.70	\$ 0.40	3.54%	Non-Statutory		
<b>Release Fee</b>									
Impounded Domestic Animal Dog/Cat (During business hours)	Per Animal	Non-Taxable	\$ 110.10	\$ 114.20	\$ 4.10	3.72%	Non-Statutory		
Impounded Domestic Animal Dog/Cat (Outside of business hours )	Per Animal	Non-Taxable	\$ 155.50	\$ 161.30	\$ 5.80	3.73%	Non-Statutory		
Daily Fee - Impound Dog / Cat - Sustenance	Per Day	Non-Taxable	\$ 17.40	\$ 18.10	\$ 0.70	4.02%	Non-Statutory		
Impounded Animal Stock (During business hours)	Per Animal	Non-Taxable	\$ 96.10	\$ 99.70	\$ 3.60	3.75%	Non-Statutory		
Impounded Animal Stock (Outside of business hours)	Per Animal	Non-Taxable	\$ 184.60	\$ 191.50	\$ 6.90	3.74%	Non-Statutory		
Daily Sustenance charge per day - Impound - Small animal (Sheep, Goats, Llama or similar)	Per Animal / Day	Non-Taxable	\$ 21.60	\$ 22.40	\$ 0.80	3.70%	Non-Statutory		
Daily Fee Sustenance charge per day - Impound - Large animal (Cows, Pony, Horses or similar)	Per Animal / Day	Non-Taxable	\$ 43.20	\$ 44.80	\$ 1.60	3.70%	Non-Statutory		
<b>Surrender Fee</b>									
Domestic Animal	Per Surrender	Non-Taxable	\$ 61.70	\$ 64.00	\$ 2.30	3.73%	Non-Statutory		
Stock Animal	Per Surrender	Non-Taxable	\$ 88.30	\$ 91.60	\$ 3.30	3.74%	Non-Statutory		
<b>Pet Register Information</b>									
Access to the registration data by public	Per entry inspected	Non-Taxable	\$ 21.60	\$ 22.40	\$ 0.80	3.70%	Non-Statutory		
<b>Hire Fees</b>									
Hire Cat Trap Fee - 2 weeks (refundable deposit)	Per cage / two weeks	Taxable	\$ 69.20	\$ 60.00	\$ (9.20)	-13.29%	Non-Statutory		
<b>Animal Transport</b>									
Float Charge (per animal) Council impound & transport stock (3 hours)	Per transport (3 hours)	Non-Taxable	\$ 229.70	\$ 238.30	\$ 8.60	3.74%	Non-Statutory		
<b>Traffic Management</b>									
<b>Parking Permit Fee</b>									
Residential Parking Initial	Per application	Non-Taxable	\$ 70.20	\$ 72.80	\$ 2.60	3.70%	Non-Statutory		
Residential Parking - Additional	Per application	Non-Taxable	\$ 138.20	\$ 143.40	\$ 5.20	3.76%	Non-Statutory		
Traders Parking - Bulk Permit (Greater than 10 Applications)	Per application	Non-Taxable	\$ 38.90	\$ 40.40	\$ 1.50	3.86%	Non-Statutory		
Traders Parking - Per Application	Per application	Non-Taxable	\$ 70.20	\$ 72.80	\$ 2.60	3.70%	Non-Statutory		
Tradesman Parking - Period between 1 to 7 days	Per application	Non-Taxable	\$ 51.90	\$ 53.80	\$ 1.90	3.66%	Non-Statutory		
Tradesman Parking - Period between 1 to 12 weeks	Per application	Non-Taxable	\$ 172.70	\$ 179.20	\$ 6.50	3.76%	Non-Statutory		
Replacement Permit - Administrative	Per application	Non-Taxable	\$ 10.80	\$ 11.20	\$ 0.40	3.70%	Non-Statutory		

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	Fee Inc	GST	\$	%	
<b>Fines and Prosecutions</b>									
Parking offences set out in schedule 6 of the Road Safety (General) regulations 2019	Set by Council (0.5 penalty unit)	Non-Taxable	\$ 96.16	\$ 99.00	\$ -	0.00%			Non-Statutory
<b>Local Law</b>									
<b>Permit Fee</b>									
General Permit Fee	Per application	Non-Taxable	\$ 138.20	\$ 143.40	\$ 5.20	3.76%			Non-Statutory
Charity Clothing Bins - Permit Fees	Per Bin	Non-Taxable	\$ 138.20	\$ 143.40	\$ 5.20	3.76%			Non-Statutory
Craft market stalls	Per application	Non-Taxable	\$ 138.20	\$ 143.40	\$ 5.20	3.76%			Non-Statutory
Circuses and carnivals on Council/Crown land	Per application	Non-Taxable	\$ 680.10	\$ 705.60	\$ 25.50	3.75%			Non-Statutory
Mobile Cranes	Per application	Non-Taxable	\$ 1,898.60	\$ 1,969.80	\$ 71.20	3.75%			Non-Statutory
Obstructions	Per application	Non-Taxable	\$ 138.20	\$ 143.40	\$ 5.20	3.76%			Non-Statutory
Rubbish Hoppers - Annual - Accredited	Per Bin	Non-Taxable	\$ 834.40	\$ 865.70	\$ 31.30	3.75%			Non-Statutory
Activity on Footpath -Display of Goods Less than 6 square metres	Per Property	Non-Taxable	\$ 311.00	\$ 322.70	\$ 11.70	3.76%			Non-Statutory
Activity on Footpath -Display of Goods in excess of 6 square metres (per square metre)	Per square metre	Non-Taxable	\$ 86.30	\$ 89.50	\$ 3.20	3.71%			Non-Statutory
Activity on Footpath -Tables & Chairs Less than 6 square metres	Per Property	Non-Taxable	\$ 311.00	\$ 322.70	\$ 11.70	3.76%			Non-Statutory
Activity on Footpath -Tables & Chairs in excess of 6 square metres (per square metre)	Per square metre	Non-Taxable	\$ 86.30	\$ 89.50	\$ 3.20	3.71%			Non-Statutory
Signs	Per Sign	Non-Taxable	\$ 138.20	\$ 143.40	\$ 5.20	3.76%			Non-Statutory
Signs - Charitable Organisations	Per Sign	Non-Taxable	\$ 69.20	\$ 71.80	\$ 2.60	3.76%			Non-Statutory
Signs - Real estate agents (inspections signs)	Per company / year	Non-Taxable	\$ 667.10	\$ 692.10	\$ 25.00	3.75%			Non-Statutory
Use of reserves - Parks	Per day	Non-Taxable	\$ 138.20	\$ 143.40	\$ 5.20	3.76%			Non-Statutory
<b>Impounded Goods - Release Fee</b>									
Shopping Trolley	Per Item	Non-Taxable	\$ 71.20	\$ 73.90	\$ 2.70	3.79%			Non-Statutory
Real Estate/advertising board sign (or similar)	Per Item	Non-Taxable	\$ 126.40	\$ 131.10	\$ 4.70	3.72%			Non-Statutory
Other Item	Per Item	Non-Taxable	\$ 71.20	\$ 73.90	\$ 2.70	3.79%			Non-Statutory
<b>Impounded Vehicles - Release Fee</b>									
Vehicle - Impounded or Abandoned	Per Item	Non-Taxable	\$ 195.40	\$ 202.70	\$ 7.30	3.74%			Non-Statutory
Vehicle - Tow	Per Item	Non-Taxable	\$ 190.00	\$ 197.10	\$ 7.10	3.74%			Non-Statutory
Daily charge / Vehicle	Per Item	Non-Taxable	\$ 31.40	\$ 32.60	\$ 1.20	3.82%			Non-Statutory
Impounded Vehicles - Inspection Fee									
Impounded / Abandoned Vehicle	Per Item	Non-Taxable	\$ 56.20	\$ 58.30	\$ 2.10	3.74%			Non-Statutory
<b>Planning Compliance</b>									
<b>Permit Fee</b>									
Outside of hours - Permit CMP	Per application	Non-Taxable	\$ 239.20	\$ 248.20	\$ 9.00	3.76%			Non-Statutory
<b>Fire Prevention</b>									
Burn Permit Fee - Vacant Land Only (inspection required)	Per application / property	Non-Taxable	\$ 138.20	\$ 143.40	\$ 5.20	3.76%			Non-Statutory
<b>Statutory Planning</b>									
<b>Application fees for permits under Section 47 of the Planning &amp; Environment Act 1987 (regulation 9)</b>									
<b>Use of Land</b>									
Class 1: Use only Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%			Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
<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	\$ 214.70	\$ 220.50	\$ 5.80	2.70%	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	\$ 675.80	\$ 694.00	\$ 18.20	2.69%	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	\$ 1,383.30	\$ 1,420.70	\$ 37.40	2.70%	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	\$ 1,494.60	\$ 1,535.00	\$ 40.40	2.70%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
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	\$ 1,605.90	\$ 1,649.30	\$ 43.40	2.70%	Statutory
<b>Vic Smart Applications</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	\$ 214.70	\$ 220.50	\$ 5.80	2.70%	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	\$ 461.10	\$ 473.60	\$ 12.50	2.71%	Statutory
Class 9: VicSmart application to subdivide or consolidate land Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 214.70	\$ 220.50	\$ 5.80	2.70%	Statutory
Class 10: VicSmart application (other than a class 7, class 8 or class 9 permit) Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 214.70	\$ 220.50	\$ 5.80	2.70%	Statutory
<b>Development (other than a single dwelling)</b>							
Class 11: To develop land (other than a class 2, class 3, class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less than \$100,000 Statutory Fee - (77.5 fee units)	Per application	Non-Taxable	\$ 1,232.30	\$ 1,265.60	\$ 33.30	2.70%	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	\$ 1,661.60	\$ 1,706.50	\$ 44.90	2.70%	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	\$ 3,665.00	\$ 3,764.10	\$ 99.10	2.70%	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	\$ 9,341.30	\$ 9,593.90	\$ 252.60	2.70%	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	\$27,546.80	\$28,291.70	\$ 744.90	2.70%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
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) <b>Subdivision</b>	Per application	Non-Taxable	\$61,914.60	\$63,589.00	#####	2.70%	Statutory
Class 17: To subdivide an existing building (other than a class 9 permit) Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	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	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	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	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	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	\$ 1,415.10 per 100 lots created	\$ 1,453.40 per 100 lots created	\$ 38.30	2.71%	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) <b>Other</b>	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	Statutory
Class 22: A permit not otherwise provided for in the regulation Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	Statutory
<b>Application fees to amend permits under Section 72 of the Planning &amp; Environment Act 1987 (regulation 11)</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. Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	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. Statutory Fee - (89 fee units) <b>Single dwelling</b>	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	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. Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 214.70	\$ 220.50	\$ 5.80	2.70%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
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. Statutory Fee - (42.5 fee units)	Per application	Non-Taxable	\$ 675.80	\$ 694.00	\$ 18.20	2.69%	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. Statutory Fee - (87 fee units)	Per application	Non-Taxable	\$ 1,383.30	\$ 1,420.70	\$ 37.40	2.70%	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. Statutory Fee - (94 fee units)	Per application	Non-Taxable	\$ 1,494.60	\$ 1,535.00	\$ 40.40	2.70%	Statutory
<b>Vic Smart Applications</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. Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 214.70	\$ 220.50	\$ 5.80	2.70%	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. Statutory Fee - (29 fee units)	Per application	Non-Taxable	\$ 461.10	\$ 473.60	\$ 12.50	2.71%	Statutory
Class 9 Amendment: An amendment to a class 9 permit (to subdivide or consolidate land). Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 214.70	\$ 220.50	\$ 5.80	2.70%	Statutory
Class 10 Amendment: An amendment to a class 10 permit. Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 214.70	\$ 220.50	\$ 5.80	2.70%	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. Statutory Fee - (77.5 fee units)	Per application	Non-Taxable	\$ 1,232.30	\$ 1,265.60	\$ 33.30	2.70%	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. Statutory Fee - (104.5 fee units)	Per application	Non-Taxable	\$ 1,661.60	\$ 1,706.50	\$ 44.90	2.70%	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. Statutory Fee - (230.5 fee units)	Per application	Non-Taxable	\$ 3,665.00	\$ 3,764.10	\$ 99.10	2.70%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
<b>Subdivision</b>							
Class 14 Amendment: An amendment to a class 17 permit (to subdivide an existing building). Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	Statutory
Class 15 Amendment: An amendment to a class 18 permit (to subdivide land into 2 lots). Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	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). Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	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). Statutory Fee - (89 fee units per 100 lots created)	Per application	Non-Taxable	\$1,415.10 per 100 lots created	\$1,453.40 per 100 lots created	\$ 38.30	2.71%	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) Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	Statutory
<b>Other</b>							
Class 19 Amendment: An amendment to a class 22 permit (a permit not otherwise provided for in the regulation). Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,415.10	\$ 1,453.40	\$ 38.30	2.71%	Statutory
Regulation 10: For combined permit applications Statutory Fee - Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Refer to Regulation	Refer to Regulation			Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
Regulation 12: Amend an application for a permit or an application for an amendment to a permit Statutory Fee - a) Under section 57A(3)(a) of the Act the fee to amend an application for a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 9; b) Under section 57A(3)(a) of the Act the fee to amend an application to amend a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 11 and any additional fee under c) below; c) If an application to amend an application for a permit or amend an application to amend a permit has the effect of changing the class of that permit to a new class, having a higher application fee set out in the Table to regulation 9, the applicant must pay an additional fee being the difference the original class of application and the amended class of permit	Per application	Non-Taxable	Refer to Regulation	Refer to Regulation			Statutory
Regulation 13: For a combined application to amend permit Statutory Fee - Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Refer to Regulation	Refer to Regulation			Statutory
Regulation 14: For a combined permit and planning scheme amendment Statutory Fee - Under section 96A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Refer to Regulation	Refer to Regulation			Statutory
Regulation 15: For a certificate of compliance Statutory Fee - (22 fee units)	Per application	Non-Taxable	\$ 349.80	\$ 359.30	\$ 9.50	2.72%	Statutory
Regulation 16: For an agreement to a proposal to amend or end an agreement under section 173 of the Act Statutory Fee - (44.5 fee units)	Per application	Non-Taxable	\$ 707.60	\$ 726.70	\$ 19.10	2.70%	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 Statutory Fee - (22 fee units)	Per application	Non-Taxable	\$ 349.80	\$ 359.30	\$ 9.50	2.72%	Statutory
<b>Application Fees in accordance with the Subdivision (Fee) Regulations 2016</b>							
Regulation 6: For certification of a plan of subdivision Statutory Fee - (11.8 fee units)	Per application	Non-Taxable	\$ 187.60	\$ 192.70	\$ 5.10	2.72%	Statutory
Regulation 7: Alteration of plan under section 10(2) of the Act Statutory Fee - (7.5 fee units)	Per application	Non-Taxable	\$ 119.30	\$ 122.50	\$ 3.20	2.68%	Statutory
Regulation 8: Amendment of certified plan under section 11(1) of the Act Statutory Fee - (9.5 fee units)	Per application	Non-Taxable	\$ 151.10	\$ 155.10	\$ 4.00	2.65%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
Regulation 9: Checking of engineering plans Statutory Fee - 0.75% of the estimated cost of construction of the works proposed in the engineering plan (maximum fee)	Per application	Non-Taxable	Refer to Regulation	Refer to Regulation			Statutory
Regulation 10: Engineering plan prepared by council Statutory Fee - 3.5% of the cost of works proposed in the engineering plan (maximum fee)	Per application	Non-Taxable	Refer to Regulation	Refer to Regulation			Statutory
Regulation 11: Supervision of works Statutory Fee - 2.5% of the estimated cost of construction of the works (maximum fee)	Per application	Non-Taxable	Refer to Regulation	Refer to Regulation			Statutory
Public open space contribution Statutory Fee - Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme	Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme	Non-Taxable	Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme	Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme			Statutory
Subdivision Outstanding Works Bond Refundable (to enable issuing a statement of compliance prior to works being completed)	150% of the cost of outstanding works as per detailed supplied quote	Taxable	150% of the cost of outstanding works as per detailed supplied quote	150% of the cost of outstanding works as per detailed supplied quote			Non-Statutory
Application fee to remove or destroy or lop 2 or more trees	Per application	Non-Taxable	\$ 594.00	\$ 611.80	\$ 17.80	3.00%	Statutory
Application fee to amend a permit to remove or destroy or lop 2 or more trees	Per application	Non-Taxable	\$ 594.00	\$ 611.80	\$ 17.80	3.00%	Statutory
Secondary Consent Application Fee VicSmart applications or a single dwelling with an additional development cost under \$10,000	VicSmart applications or a single dwelling with an additional development cost under \$10,000	Taxable	\$ 214.60	\$ 220.50	\$ 5.90	2.75%	Non-Statutory
Secondary Consent Application Fee Single dwelling with an additional development cost under \$100,000	Single dwelling with an additional development cost under \$100,000	Taxable	\$ 675.70	\$ 694.00	\$ 18.30	2.71%	Non-Statutory
Secondary Consent Application Fee All other applications	All other applications	Taxable	\$ 955.00	\$ 990.00	\$ 35.00	3.66%	Non-Statutory
Extension of Time Application Fee All applications	All applications	Taxable	\$ 697.00	\$ 723.00	\$ 26.00	3.73%	Non-Statutory
Pre Application Advice Request		Taxable	\$ 468.00	\$ 485.00	\$ 17.00	3.63%	Non-Statutory

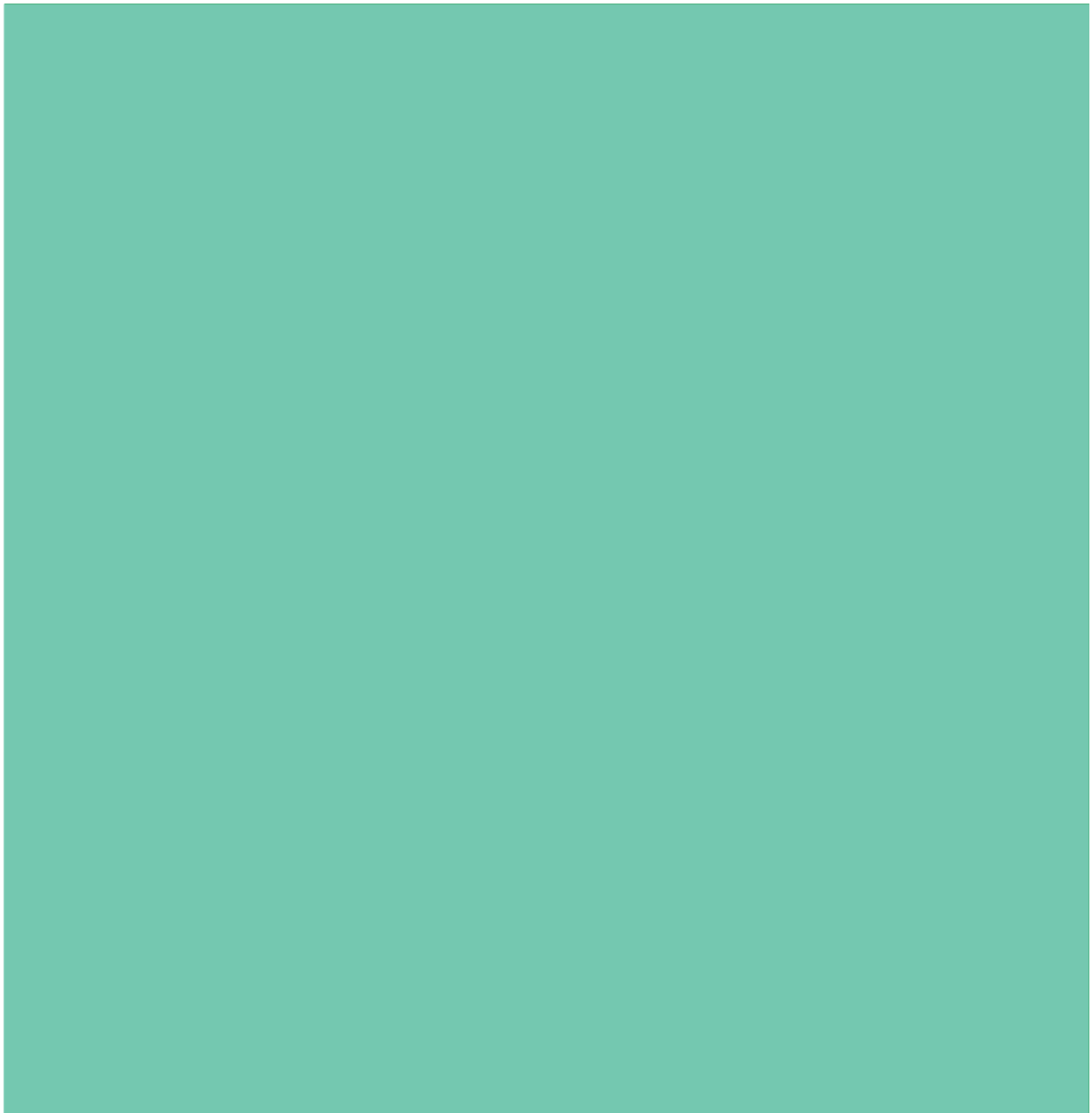
Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee
			Fee Inc	GST	\$	%	
Statutory Planning Property Enquiries Written confirmation of planning permit requirements	Written confirmation of planning permit requirements	Taxable	\$ 216.00	\$ 224.00	\$ 8.00	3.70%	Non-Statutory
Digital copy of Planning Permit and Approved plans per application	Per application	Taxable	\$ 224.00	\$ 233.00	\$ 9.00	4.02%	Non-Statutory
Advertising of a Planning Application - Other Up to 10 letters and 2 signs	Up to 10 letters and 2 signs	Taxable	\$ 600.00	\$ 625.00	\$ 25.00	4.17%	Non-Statutory
Advertising of a Planning Application - Letters only Up to 10 letters	Up to 10 letter	Taxable	\$ 219.00	\$ 227.00	\$ 8.00	3.65%	Non-Statutory
Advertising of a Planning Application - Additional letters per letter	Per letter	Taxable	\$ 9.00	\$ 9.30	\$ 0.30	3.33%	Non-Statutory
Advertising of a Planning Application - Additional sign/s per sign	Per sign	Taxable	\$ 115.00	\$ 119.00	\$ 4.00	3.48%	Non-Statutory
S173 Agreements - Lodgement of agreement by Council at Titles Office by a Legal Practitioner	Per Agreement	Taxable	\$ 676.00	\$ 710.00	\$ 34.00	5.03%	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	\$ 1,223.00	\$ 1,268.00	\$ 45.00	3.68%	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	\$ 1,976.00	\$ 2,200.00	\$ 224.00	11.34%	Non-Statutory
Title Search	Title Search	Taxable	\$ 81.30	\$ 85.00	\$ 3.70	4.55%	Non-Statutory
Photocopying A1/per sheet	Per sheet	Taxable	\$ 17.80	\$ 18.40	\$ 0.60	3.37%	Non-Statutory
Photocopying A3/per sheet	Per sheet	Taxable	\$ 3.40	\$ 3.50	\$ 0.10	2.94%	Non-Statutory
Photocopying A4/per sheet	Per sheet	Taxable	\$ 1.80	\$ 1.90	\$ 0.10	5.56%	Non-Statutory
Community event signage	Per application	Taxable	\$ 73.00	\$ 76.00	\$ 3.00	4.11%	Non-Statutory
File retrieval & scanning from Grace	Per file	Taxable	\$ 95.00	\$ 100.00	\$ 5.00	5.26%	Non-Statutory
Condition 1 Plan assessment First condition 1 assessment free and for every other subsequent condition 1 plan submission	First condition 1 assessment free and for every other subsequent condition 1 plan submission	Taxable	\$ 167.00	\$ 173.00	\$ 6.00	3.59%	Non-Statutory



Description of Fees and Charges	Unit of Measure	GST Status	2023/24	2024/25	Fee Increase / (Decrease)		Basis of Fee	
			Fee Inc	GST	\$	%		
<b>Building Surveying</b>								
Digital copy of Building Permit and Approved Plans.	* Per application of each building permit or staged permit for commercial and residential * Per application for single dwelling permits and associated documents	Non-Taxable	\$ 215.90	\$ 224.00	\$ 8.10	3.75%	Non-Statutory	
Report and Consent Applications (Part 4 Dispensation Fee)	Per application	Non-Taxable	\$ 311.80	\$ 320.20	\$ 11.70	3.75%	Statutory	
Property Information 326(1), (2) & (3)	Per application	Non-Taxable	\$ 50.70	\$ 52.10	\$ 1.90	3.75%	Statutory	
Lodgement Fee (residential and commercial)	Per application	Non-Taxable	\$ 130.90	\$ 134.40	\$ 4.90	3.74%	Statutory	
Section 29A certificates	Per application	Non-Taxable	\$ 91.40	\$ 93.90	\$ 3.40	3.72%	Statutory	
Swimming pool registration fee	Per application	Non-Taxable	\$ 34.20	\$ 35.10	\$ 1.30	3.80%	Statutory	
Lodgement of pool certificate fee	Per application	Non-Taxable	\$ 21.90	\$ 22.50	\$ 0.80	3.65%	Statutory	
Lodgement of non-compliant pool certificate fee	Per application	Non-Taxable	\$ 413.40	\$ 424.60	\$ 15.50	3.75%	Statutory	
Request to finalise Lapsed Permits (minor works)		Taxable	\$ 242.40	\$ 251.50	\$ 9.10	3.75%	Non-statutory	
Request to finalise Lapsed Permits		Taxable	\$ 497.60	\$ 516.30	\$ 18.70	3.76%	Non-statutory	
<b>Parks and Natural Environment</b>								
<b>Miscellaneous Works Permit</b>								
Reserve Crossing Deposit								
Minimum	Per request	Non-Taxable	\$ 156.00	\$ 161.90	\$ 5.90	3.78%	Non-Statutory	
Maximum	Per request	Non-Taxable	\$ 156.00	\$ 161.90	\$ 5.90	3.78%	Non-Statutory	
Tree Replacement Fee	Per request	Non-Taxable	\$ 528.00	\$ 547.80	\$ 5.90	3.80%	Non-Statutory	
Tree Removal Fee	5m - 10m in height	Non-Taxable	\$ 1,441.00	\$ 1,495.00	\$ 5.90	3.80%	Non-Statutory	
Tree Removal Fee	10m + in height	Non-Taxable	\$ 2,458.00	\$ 2,550.00	\$ 5.90	3.80%	Non-Statutory	
Tree Removal Fee	up to 5m in height	Non-Taxable	\$ 786.00	\$ 815.00	\$ 5.90	3.80%	Non-Statutory	
<b>City Infrastructure</b>								
<b>Buildings, Drainage, Roads and Crossings</b>								
Building over easement (Minor)	Application	Non-Taxable	\$ 270.00	\$ 128.00	#####	-52.59%	Statutory	
Easements, Build Over Easement Preparation Fee	Application	Non-Taxable	\$ 1,074.00	\$ 1,115.00	\$ 41.00	3.82%	Statutory	
Land/Road closure	Application	Non-Taxable	\$ 125.00	\$ 130.00	\$ 5.00	4.00%	Statutory	
Legal points of discharge Application and Consent	Application	Non-Taxable	\$ 157.00	\$ 163.00	\$ 6.00	3.82%	Statutory	
OSD system and Drainage plan approval Amendments to approved plans	Application	Non-Taxable	Range between \$312 to \$860	Range between \$324 to \$893		3.80%	Non-Statutory	

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee	Inc GST	Fee	Inc GST	\$	%	
OSD system and Drainage plan approval Drainage Plan Fee	Application	Non-Taxable	Range between \$550 to \$1,250		Range between \$571 to \$1,298			3.80%	Non-Statutory
OSD system and Drainage plan approval Recurring inspection fee	Application	Non-Taxable	\$ 160.00		\$ 166.00	\$ 6.00		3.75%	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	\$ 311.80		\$ 320.20				Statutory
Work Zones Application to create a Work Zone in front of a development site	Application	Non-Taxable	\$ 470.00		\$ 487.00	\$ 17.00		3.62%	Non-Statutory
Flood Level Consent Report and Consent <b>Miscellaneous Works Permit</b>	Application	Non-Taxable	\$ 312.00		\$ 323.00	\$ 11.00		3.53%	Statutory
<b>Works Within Road Reserves - Other than minor works</b>									
Over 50kph speed limit - conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 685.40		\$ 711.00	\$ 25.60		3.74%	Statutory
Over 50kph speed limit -not conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 373.40		\$ 387.00	\$ 13.60		3.64%	Statutory
Not more than 50kph speed limit - conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 368.20		\$ 382.00	\$ 13.80		3.75%	Statutory
Not more than 50kph speed limit - conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 95.70		\$ 99.00	\$ 3.30		3.45%	Statutory
<b>Works Within Road Reserves - Minor works</b>									
Conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 368.20		\$ 382.00	\$ 13.80		3.75%	Statutory
Not conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 368.20		\$ 382.00	\$ 13.80		3.75%	Statutory
<b>Traffic Management Plan</b>									
Plan checking	Application	Non-Taxable	\$ 150.00		\$ 156.00	\$ 6.00		4.00%	Non-Statutory
<b>Asset Protection Permit</b>									
Developments where the value of the work is less than or equal to \$1M	Application	Non-Taxable	\$ 425.00		\$ 440.00	\$ 15.00		3.53%	Non-Statutory
Developments where the value of the work is greater than \$1M	Application	Non-Taxable	\$ -		\$ -	\$ -			Non-Statutory
<b>Hoarding Permit</b>									
Including an occupancy charge of \$6 per m2 per week capped at \$422 per week. Where occupation is less than 7 days a minimum charge of \$200 will apply.	Application	Non-Taxable	\$ 450.00		\$ 467.00	\$ 17.00		3.78%	Non-Statutory
<b>Engineering Works</b>									
<b>Vehicle Crossing Permit</b>									
Inspection of vehicle crossing Vehicle crossing permit (reinspection)	Application	Non-Taxable	\$ 315.00		\$ 327.00	\$ 12.00		3.81%	Non-Statutory
Reinspection (per return visit) of vehicle crossing	Application	Non-Taxable	\$ 182.00		\$ 188.00	\$ 6.00		3.30%	Non-Statutory
<b>Works and Drainage Permit</b>									
Minor works within road reserve or Easement by contractors, etc.	Application	Non-Taxable	\$ 370.00		\$ 384.00	\$ 14.00		3.78%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2023/24		2024/25		Fee Increase / (Decrease)		Basis of Fee
			Fee	Inc GST	Fee	Inc GST	\$	%	
<b>Waste and Resource Recovery</b>									
<b>Residential Service</b>									
Waste Service Charge - 80 litre Garbage, 240 litre Recycle and 240 litre Garden Waste	Annual	Non-Taxable	\$ 322.00	\$	\$ 330.85	\$	8.85	2.75%	Non-Statutory
Upsize to 120 litre Garbage	Annual	Non-Taxable	\$ 98.50	\$	\$ 101.00	\$	2.50	2.54%	Non-Statutory
Upsize to 360 litre Recycle	Annual	Non-Taxable	\$ 47.00	\$	\$ 48.50	\$	1.50	3.19%	Non-Statutory
Upsize to 240 litre Garbage	Annual	Non-Taxable	\$ 349.50	\$	\$ 359.00	\$	9.50	2.72%	Non-Statutory
Upsize to 240 litre Garbage with discount	Annual	Non-Taxable	\$ 174.50	\$	\$ 179.50	\$	5.00	2.87%	Non-Statutory
Additional 80 litre Garbage	Annual	Non-Taxable	\$ 213.50	\$	\$ 219.50	\$	6.00	2.81%	Non-Statutory
Additional 120 litre Garbage	Annual	Non-Taxable	\$ 250.50	\$	\$ 257.50	\$	7.00	2.79%	Non-Statutory
Additional 240 litre Recycle	Annual	Non-Taxable	\$ 91.50	\$	\$ 94.00	\$	2.50	2.73%	Non-Statutory
Additional 360 litre Recycle	Annual	Non-Taxable	\$ 139.00	\$	\$ 143.00	\$	4.00	2.88%	Non-Statutory
Additional 120 litre Garden	Annual	Non-Taxable	\$ 121.00	\$	\$ 124.50	\$	3.50	2.89%	Non-Statutory
Additional 240 litre Garden	Annual	Non-Taxable	\$ 151.50	\$	\$ 155.50	\$	4.00	2.64%	Non-Statutory
Domestic Change Bin fee	Per request	Non-Taxable	\$ 71.00	\$	\$ 73.00	\$	2.00	2.82%	Non-Statutory
<b>Special Accommodation</b>									
Waste VS Waste Donvale RV	Annual	Non-Taxable	\$ 227.00	\$	\$ 233.00	\$	6.00	2.64%	Non-Statutory
Waste SB Waste Brooklea	Annual	Non-Taxable	\$ 1,856.00	\$	\$ 1,907.00	\$	51.00	2.75%	Non-Statutory
Waste SA Waste Alexandra Gard	Annual	Non-Taxable	\$ 2,385.30	\$	\$ 2,450.50	\$	65.20	2.73%	Non-Statutory
Waste WA Waste Applewood	Annual	Non-Taxable	\$ 217.00	\$	\$ 223.00	\$	6.00	2.76%	Non-Statutory
Waste VR Waste Roseville RV	Annual	Non-Taxable	\$ 313.50	\$	\$ 322.00	\$	8.50	2.71%	Non-Statutory
Waste VP Waste Pinetree RV	Annual	Non-Taxable	\$ 244.50	\$	\$ 251.00	\$	6.50	2.66%	Non-Statutory
Waste VT Waste Templestowe RV	Annual	Non-Taxable	\$ 210.00	\$	\$ 216.00	\$	6.00	2.86%	Non-Statutory
Waste SG Waste Greenslopes	Annual	Non-Taxable	\$ 3,088.00	\$	\$ 3,173.00	\$	85.00	2.75%	Non-Statutory
Waste RM Waste Templestowe Manor	Annual	Non-Taxable	\$ 182.50	\$	\$ 187.50	\$	5.00	2.74%	Non-Statutory
Waste 2MAL Waste 2 Malcolm Crescent Doncaster	Annual	Non-Taxable	\$ 322.00	\$	\$ 330.85	\$	8.85	2.75%	Non-Statutory
Waste 28MIT Waste 28-30 Mitcham Road Donvale	Annual	Non-Taxable	\$ 322.00	\$	\$ 330.85	\$	8.85	2.75%	Non-Statutory
Waste 1BELL Waste 1 Bellevue Avenue Doncaster East	Annual	Non-Taxable	\$ 322.00	\$	\$ 330.85	\$	8.85	2.75%	Non-Statutory
Waste 8CLAY Waste 8 Clay Drive Doncaster	Annual	Non-Taxable	\$ 322.00	\$	\$ 330.85	\$	8.85	2.75%	Non-Statutory
Waste46BLK Waste 46 Blackburn Road MC <sup>2</sup>	Annual	Non-Taxable	\$ 322.00	\$	\$ 330.85	\$	8.85	2.75%	Non-Statutory
MC <sup>2</sup> -Café	Annual	Non-Taxable	\$ 1,449.00	\$	\$ 1,489.00	\$	40.00	2.76%	Non-Statutory
MC <sup>2</sup> -Interact Australia	Annual	Non-Taxable	\$ 80.00	\$	\$ 82.00	\$	2.00	2.50%	Non-Statutory
MC <sup>2</sup> -YMCA	Annual	Non-Taxable	\$ 107.50	\$	\$ 110.50	\$	3.00	2.79%	Non-Statutory
MC <sup>2</sup> -Doncare	Annual	Non-Taxable	\$ 768.50	\$	\$ 789.50	\$	21.00	2.73%	Non-Statutory
MC <sup>2</sup> -Chinese Community Services	Annual	Non-Taxable	\$ 266.00	\$	\$ 273.50	\$	7.50	2.82%	Non-Statutory
MC <sup>2</sup> -Doncaster Kindergarten	Annual	Non-Taxable	\$ 256.50	\$	\$ 263.50	\$	7.00	2.73%	Non-Statutory
MC <sup>2</sup> -Manningham Community Health	Annual	Non-Taxable	\$ 140.50	\$	\$ 144.50	\$	4.00	2.85%	Non-Statutory
MC <sup>2</sup> -Library	Annual	Non-Taxable	\$ 3,135.00	\$	\$ 3,221.00	\$	86.00	2.74%	Non-Statutory
<b>Commercial Waste Services</b>									
Commercial Waste Disposal - 240 litre	Annual	Non-Taxable	\$ 628.00	\$	\$ 645.50	\$	17.50	2.79%	Non-Statutory
Additional Commercial Waste Disposal - 240 litre	Annual	Non-Taxable	\$ 784.50	\$	\$ 806.00	\$	21.50	2.74%	Non-Statutory



### Manningham Council

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### 14.3 Review of Manningham's Governance Rules

File Number: IN24/270

Responsible Director: Chief Executive Officer

Attachments: 1 Draft Governance Rules 2024 - Tracked Changes [↓](#)

#### PURPOSE OF REPORT

The purpose of this report is to seek feedback on proposed changes to the Governance Rules, including the Election Period Policy, in order for Council to consider whether to adopt any changes before the upcoming election in October this year.

#### EXECUTIVE SUMMARY

*Section 60 of the Local Government Act 2020 (the Act) requires a Council to develop, adopt and keep in force Governance Rules (the Rules) with respect to a number of matters including the conduct of its Council meetings and its Election Period Policy.*

*It is considered prudent to review the Election Period Policy (EPP) prior to a general election to ensure contemporary practices are in place. Reviewing the EPP triggers a formal review of the Rules more broadly and some amendments are proposed for discussion.*

#### COUNCIL RESOLUTION

**MOVED: CR DEIRDRE DIAMANTE**  
**SECONDED: CR CARLI LANGE**

**That Council:**

- A. endorse the draft Governance Rules shown at Attachment 1 for public consultation from 3 June 2024 to 21 June 2024 inclusive subject to the following amendments:**

Clause 56.9:

- a. Removal of proposed edits to 56.9(a) and deleting clause 56.9(b) disallowing the public questioner to ask their questions and instead requiring the Chair or CEO to read out the question as submitted.

- b. Retain existing clause 56.9(a) which reads:

*'(a) the Chair shall invite the questioner forward to read their question and make a brief introductory statement of no more than 2 minutes.'*

- c. Renumber remaining clauses accordingly

Clause 56.13:

- a. Add a new clause (f) which reads:

*'A question may be disallowed by the Chair on the ground that it:*

*(f) is different to the written question submitted to Council prior to the Council meeting.'*

b. Removal of the proposed edits to disallow a question if it has already been answered at one of the previous three (3) Council meetings;

**B. hear any person in support of their submission at a time and date to be determined by the Chief Executive Officer in consultation with the Mayor; and**

**C. note a further report will be presented to the 23 July 2024 Council meeting to consider feedback received during community consultation and to formally endorse the Governance Rules.**

**CARRIED UNANIMOUSLY**

## **2. BACKGROUND**

- 2.1 Council is coming to the end of its four-year election cycle, with the upcoming elections scheduled for 26 October 2024. Prior to entering into the election period for this election, we are seeking to review the Election Period Policy which triggers a review of the Governance Rules.
- 2.2 This review will provide an opportunity to identify what processes and procedures have worked well, and what could be further refined, within the parameters of the Act.
- 2.3 Proposed changes to the Governance Rules and Election Period Policy will ensure Council and Councillors are complying with their respective requirements under the Act and undertaking decision making in the best interests of the Manningham community. A tracked changes version of the draft Governance Rules is shown as Attachment 1 to easily identify the proposed amendments.
- 2.4 Officers have also conducted a Gender Impact Assessment which proposes some administrative actions to increase participation. The assessment is shown at Attachment 2.

## **3. DISCUSSION / ISSUE**

### **Draft Governance Rules – Chapter 2: Meeting Procedures (Attachment 1)**

#### **3.1 Administrative changes (throughout document)**

- 3.1.1 A number of administrative changes have been made throughout the document. These include things such as changing references of ‘Council staff’ to ‘Council officers’ within the Rules, using the term ‘business’ day rather than ‘working’ day, as well as capitalising defined terms, such as ‘Council meeting’.

#### **3.2 Definitions – “absolute majority” (clause 3.1)**

- 3.2.1 The term “absolute majority” is taken directly from the Act and, when used in the context of Council meetings, section 61 (7) defines it as “*the number of Councillors which is greater than half the total number of the Councillors of a Council.*”

3.2.2 This definition has been added to 'Definitions and Notes' under clause 3.1.

3.2.3 Section 61 (4) of the Act states that "a *quorum at a Council meeting is an absolute majority*".

3.2.4 This language has been reflected within the Governance Rules. For example, clause 14.1 now reads:

14.1	<i>A quorum at a Council meeting is an absolute majority.</i>
------	---

3.2.5 'Absolute majority' has also been used for the Election of Mayor (see clauses 7.1.3 - 7.1.6) and Recission or alteration of a resolution (clause 50.5). These clauses are consistent, or otherwise not in conflict, with the Act.

### 3.3 Mayoral Term (Part B)

3.3.1 Pursuant to section 26 (3) of the Act, the Mayoral term is not prescribed, but is rather at the discretion of Council as to whether it will be a one (1) or two (2) year term. This decision must be made by way of Council resolution. The Governance Rules do not currently consider the length of the Mayoral term.

3.3.2 In order to maintain consistency with the provisions of the Act, we propose adding an introductory guidance clause at the start of Part B which reads as follows:

<b><i>Mayoral Term</i></b>
----------------------------

<i>Before the election of the Mayor, Council must determine pursuant to section 26(3) of the Act by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.</i>
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### 3.4 Nomination for Position of Mayor (clause 6.1)

3.4.1 Clause 6.1 has been modified to remove reference to the Chief Executive Officer opening the meeting.

3.4.2 Section 20 of the Act states that the office of Mayor becomes vacant at the time and on the day of the election of the next Mayor. As such, the Mayor can open the meeting and run through the formalities prior to handing across to the Chief Executive Officer to preside over the election of Mayor.

### 3.5 Calling an unscheduled Council meeting (clause 12.5)

3.5.1 Council will typically publish a yearly a schedule of all Council meetings to be held during the calendar year. During an election year, a Council meeting will be held in the weeks following the declaration of the election results, where the newly elected Councillors will be sworn into office, and the Mayor and Deputy Mayor will be voted in.

3.5.2 However, in the event that the scheduled Council meeting needs to be changed, or an alternate Council meeting needs to be called, the Governance Rules do not currently provide a method of doing so.

3.5.3 Clause 12.1 states that:

*The Mayor or at least 3 Councillors may by a written notice to the Chief Executive Officer call a Council meeting.*

However, during this period the newly elected Councillors have not been sworn into office, hence a Council meeting is unable to be called under 12.1.

3.5.4 It is therefore proposed to empower the Chief Executive Office to call a Council meeting following a general election, where there is not already a scheduled Council meeting, or where the approved date needs to be changed.

3.5.5 The proposed clause has been taken from a previous clause within the *Local Government Act 1989*, and reads as follows:

<p>12.5 <i>In the absence of a properly constituted Council following a general election, despite clause 12.1, the Chief Executive Officer may call a Council meeting within 14 days after the day the election manager for a general election publicly declares the result of the election.</i></p>
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**3.6 Changes to Order of Business of Council meetings (clause 24.2)**

3.6.1 Council meetings are currently commenced with an opening prayer, which is derived from Christian faith. However, in its *Council Plan 2021-25* ('Council Plan'), Council identified 25 different religions being practiced within the community.

3.6.2 It is proposed to rename "opening prayer, Acknowledgement of Country and Statement of Diverse Backgrounds and Cultures" to "Welcome".

3.6.3 The practice of opening the meeting would be at the discretion of each Mayor and would include as a minimum the Acknowledgement of Country and Statement of Diverse Backgrounds and Cultures.

**3.7 Increase to the number of Councillors required to move a Notion of Motion (clause 48.1)**

3.7.1 Under the current Rules, a notice of motion can be put forward by one (1) Councillor. However, in order to provide more rigour around the process of putting forward a motion, it is proposed that any Notice of motion be supported by one other Councillor.

3.7.2 Officers recommend that clause 48.1 be amended to increase the number of Councillors required to submit a Notice of Motion from one (1) to two (2). By doing so, it ensures that Motions being put before Council have some preliminary support from at least one other Councillor.



**3.8 Circulating a Notice of Motion (clause 48.3)**

3.8.1 To ensure transparency regarding the preparation and distribution of Notices of motion, it is proposed to amend clause 48.3 to require, rather than suggest, that a Councillor proposing a Notice of motion circulate the draft to all Councillors before lodging it with the Chief Executive Officer.

**3.9 Public Question Time – number of questions on any one issue (clause 56.3)**

3.9.1 The Governance Rules currently limit the number of questions on any one issue to two (2). Following on from recent Council meetings, it is proposed that the limit to questions on any one issue be raised from two (2) to four (4) questions.

3.9.2 This should allow for a broader range of questions to be put to Council on a particular issue, ensuring that various members of the community have their concerns heard.

**3.10 Public Question Time – procedure for dealing with a question (clause 56.9)**

3.10.1 The current process at Council meetings for asking a question is that a questioner will be invited forward to make a brief introductory statement of no more than 2 minutes and then read their question(s).

3.10.2 It is proposed that the Chair or Chief Executive Officer read out the question as submitted and then invite the questioner forward to make a brief statement to provide context to their question.

**3.11 Public Question Time – Repetitive questions (clause 56.13)**

3.11.1 Clause 56.13 (d) currently allows for the Chair to disallow a question if it is repetitive of a question already answered. It is proposed that this clause be tightened by adding that a question may be disallowed if it has already been answered at one of the previous three (3) Council meetings.

3.11.2 This ensures there is no double handling or going over previously answered questions if the Chair is of the opinion the question does not need to be addressed. However, it should be noted that this is a discretionary power, so the Chair will still have the choice to include the question(s) if they so choose.

**3.12 Councillor Question Time – submission of questions upon notice (clause 57.3)**

3.12.1 Given Council fields questions from members of the public up until 5:00pm on the business day prior to the Council meeting, it is proposed to allow Councillor questions the same timeframe.

3.12.2 This amendment therefore removes the requirements for Councillors to submit their questions to the Chief Executive Officer eight (8) calendar days before the Council meeting, and for the questions to be placed on the agenda.

3.12.3 The reason for this is that Councillors may still ask a question without notice, the only difference being that a Council officer is not obliged to answer a question without notice, instead they must provide a written response to said question.

### 3.13 Councillor Question Time – repetitive questions (clause 57.8)

3.13.1 As was explained in clause 3.11 above, in relation to Public Question Time, this clause has been amended so that repetitive questions from the current Council meeting, or a previous meeting, be disallowed pursuant to clause 57.8 (c) of the Rules.

### 3.14 Minimum signatories for Petitions (clause 58.2 & 58.10)

3.14.1 A new clause 58.2 (a) has been added to require a minimum of five (5) signatories for paper petitions and ten (10) signatures for electronic petitions. This has been added to ensure that any petition which goes to Council has some level of support before being considered by Council.

3.14.2 Petitions with fewer signatories will be treated as general correspondence and referred through to the relevant directorate for consideration. A copy of any such petition will be placed on the Councillor Hub.

3.14.3 A new clause 58.10 outlines the process for managing petitions that don't meet the minimum requires outlined in 58.2(a).

58.10 Petitions that don't meet the minimum requirements outlined in 58.2(a) will be referred to the Chief Executive Officer or their delegate for consideration and response.

### 3.15 Council to provide a written response to petitions (clause 58.8)

3.15.1 In the interests of transparency and good governance, the Rules have been amendment require a written response be provided to the lead petitioner of a petition tabled at a Council meeting.

3.15.2 As such, a new clause 58.8 has been inserted into the Governance Rules, which reads as follows:

*58.8 Once a petition has been tabled at a Council meeting, a written response will be provided to the lead petitioner.*

### 3.16 Council to table written response to petition at next Council meeting (clause 58.9)

3.16.1 Again, in the interests of transparency and good governance, it is proposed that, in addition to providing a written response to petitions, the written response then be tabled at the next Council meeting for noting. By doing so, Council maintains transparency by acknowledging how we are responding to issues raised by the community.

3.16.2 As such, a new clause 58.9 has been inserted into the Governance Rules, which reads as follows:

*58.9 Once a written response has been issued to the lead petitioner it will be tabled at the next Council meeting for noting.*

**3.17 Public Question Time form (Schedule 1)**

3.17.1 “Business day” has been added to the preamble, which now requires the Public Question Time form to be submitted on the *business day* before the Council meeting, rather than the day before. This is to avoid instances where the day before the Council meeting is a weekend or public holiday.

3.17.2 The form has also been modified to reflect proposed changes to the procedure for dealing with public questions.

**Draft Governance Rules – Chapter 7: Election Period Policy (Attachment 1)**

3.18 The review of the Election Period Policy is the catalyst for the review of the Governance Rules.

3.19 The purpose of the Election Period Policy is to ensure that the business of Manningham Council continues throughout an election period in a responsible and transparent manner.

**3.20 Grammatical and administrative changes (throughout document)**

3.20.1 A number of grammatical changes have been made to ensure references are correct and defined words have been capitalised throughout the Policy. See for example ‘Election period’ and ‘Council meeting’.

3.20.2 The ‘Group Manager Governance and Risk’ title has been removed. Reference is now made to the Chief Executive Officer or their delegate (see clause 2.6.2).

3.20.3 Repealed sections of the *Local Government Act 1989* (LGA ’89) have been replaced with their corresponding section in the *Local Government Act 2020* (LGA ’20). For example, in clause 2.6.6, section 123 of the LGA ’20 has replaced section 76D of the LGA ’89, so the clause has been updated accordingly.

**3.21 Councillor-issued Materials (clause 2.7.5)**

3.21.1 A new sentence has been added to clause 2.7.5, which requires Councillors to ensure they comply with the Individual Councillor Communication Protocols when publishing election campaign materials.

**3.22 Proposed changes to election period and Councillor Code of Conduct**

3.22.1 On Tuesday 30 April 2024 the State Government introduced the Local Government Amendment (Governance and Integrity) Bill 2024, which seeks to make amendments to both the *Local Government Act 2020* and *Local Government (Electoral) Regulations 2020*.

3.22.2 If adopted by Parliament, the Bill would impose only two minor changes to the Election Period Policy:

1. Extending the election period (sometimes known as “caretaker period”) from 32 days to 39 days; and
2. The introduction of a Model Councillor Code of Conduct, rather than a Code of Conduct developed by Councils.

3.22.3 The Bill has not yet been approved by Parliament, hence the proposed changes have not come into effect. However, the language of the policy has been amended to remove reference to specific dates and defers to the Local Government Act 2020 for timing.

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

- 4.1 A contemporary governance framework that supports transparent decision making is essential to ensuring Council’s business is conducted efficiently, transparently and with integrity. Further, it provides an opportunity for Council to engage with the community and those people directly affected by Council’s decision making. This supports the theme of being a ‘Well Governed Council’ within Goal 5.2 of the Council Plan.
- 4.2 Council has committed itself to achieving the goal of being a ‘Connected and Inclusive Community’ within Goal 1.2 of its Council Plan. The proposed amendments should ensure Council can better meet this goal through better communications with the community Public Question Time, as well as providing a more inclusive environment at Council meetings.
- 4.3 Council has also committed to valuing customers and community in all that it does under goal 5.2 of its Council Plan. In committing to this, Council seeks to welcome all genders, cultures and abilities, as well as providing opportunities for all residents to be involved in decision making. It is hoped that with the amendments to the Public Question Time and Council meeting order of business, that community members are better able to engage with Council, and feel Council meetings are an inclusive space for people of all backgrounds, cultures and religions.

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

##### **5.1 Finance / Resource Implications**

This review is being undertaken within existing resources.

- 5.2 A gender impact assessment (GIA) was undertaken by an internal working group of Council officers from various teams. Through the GIA, the Governance Rules were assessed for compliance against the Charter of Human Rights and Responsibilities (the Charter) during this time. A separate assessment against the Charter is currently being undertaken and will inform feedback during the consultation period.

**6. IMPLEMENTATION**

6.1 Communication and Engagement

Is engagement required?	Yes
Stakeholder Groups	1. Councillors 2. Community 3. Council Officers
Where does it sit on the IAP2 spectrum?	Consult
Approach	Communication material via website and social media Written and verbal submissions

6.2 Timelines

If endorsed by Council, a period of public engagement will follow from 3-21 June 2024. A further report considering feedback received will presented to the July Council meeting for final endorsement.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

# Draft Governance Rules

Manningham City Council

~~14 September 2022~~ TBC 2024



Interpreter service

**9840 9355**

普通话 | 廣東話 | Ελληνικά

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## Introduction

### 1. Nature of Rules

These are the Governance Rules of Manningham City Council, made in accordance with section 60 of the *Local Government Act 2020*.

### 2. Date of Commencement

These Governance Rules commence on ~~14 September 2022~~TBC 2024.

### 3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	<a href="#">Governance Framework</a>
Chapter 2	<a href="#">Meeting Procedure for Council Meetings</a>
Chapter 3	<a href="#">Meeting Procedure for Delegated Committees</a>
Chapter 4	<a href="#">Meeting Procedure for Community Asset Committees</a>
Chapter 5	<a href="#">Disclosure of Conflicts Of Interest</a>
Chapter 6	<a href="#">Miscellaneous</a>
Chapter 7	<a href="#">Election Period Policy</a>

### 4. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

*Act* means the *Local Government Act 2020*.

*attend, attending and in attendance* include attend, attending or in attendance by electronic means.

*Chief Executive Officer* includes an Acting Chief Executive Officer.

*Community Asset Committee* means a Community Asset Committee established under section 65 of the Act.

*Council* means Manningham City Council.

*Council meeting* has the same meaning as in the Act.

*Councillor* means an elected representative of *Council*.

*Director* means a Level 2 Senior Officer of *Council*.

*Delegated Committee* means a Delegated Committee established under section 63 of the Act.

*Deputy Mayor* means a Councillor elected by the Council to the position of *Deputy Mayor*.

*Mayor* means the Mayor of *Council*.

*Council Officer/Staff* means an employee of *Council*.

*these Rules* means these Governance Rules.

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# GOVERNANCE FRAMEWORK

## Chapter 1



## Chapter 1 – Governance Framework

### 1. Context

*These Rules* should be read in the context of and in conjunction with:

- (a) the overarching governance principles specified in section 9(2) of the *Act*;
- (b) the Councillor Code of Conduct; and
- (c) the Employee Code of Conduct.

### 2. Decision Making

- (a) In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:
  - (i) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
  - (ii) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
- (b) *Council* must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).
- (c) Without limiting anything in paragraph (b) of this sub-Rule:
  - (i) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
  - (ii) if a report to be considered at a *Council meeting* concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
  - (iii) if a report to be considered at a *Delegated Committee* meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
  - (iv) if a ~~member of Council officer~~ staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the ~~member of Council staff Council officer~~ must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their views and their interests considered.

# MEETING PROCEDURE FOR COUNCIL MEETINGS

## Chapter 2

## Chapter 2 – Meeting Procedure for Council Meetings

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## Part A – Introduction

### 1. Title

This Chapter will be known as the "Council Meeting Procedures".

### 2. Purpose of this Chapter

The purpose of this Chapter is to:

- 2.1 provide for the election of the *Mayor* and any *Deputy Mayor*;
- 2.2 provide for the appointment of any Acting *Mayor*; and
- 2.3 provide for the procedures governing the conduct of *Council meetings*.

### 3. Definitions and Notes

3.1 In this Chapter:

"absolute majority" means the number of Councillors which is greater than half the total number of Councillors of Council.

"agenda" means the notice of a meeting setting out the business to be transacted at the meeting;

"amendment" means a proposal to alter a motion which is then before the meeting or an alteration or proposed alteration to the terms of the motion, designed to improve the motion without contradicting it.

"Chair" means the Chairperson of a meeting and includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of the Act;

"minutes" means the collective record of proceedings of *Council*;

"municipal district" means the municipal district of *Council*;

"~~N~~otice of motion" means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting;

"~~N~~otice of rescission or alteration" means a ~~N~~otice of motion to rescind or alter a resolution made by *Council*; and

"temporary Chair" means a *Councillor* elected by *Council* to temporarily chair a meeting or part of a meeting at which the *Mayor* is not in attendance.

"written" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.

3.2 Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.

## Part B – Election of Mayor

**Introduction:** This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

### Mayoral Term

Before the election of the *Mayor*, Council must determine pursuant to section 26(3) of the Act by resolution whether the *Mayor* is to be elected for a 1 year or a 2 year term.

#### 4. Election of the Mayor

The *Chief Executive Officer* must ~~facilitate~~ chair the election of the *Mayor* in accordance with the provisions of the Act.

#### 5. Method of Voting

The election of the *Mayor* must be carried out by a show of hands or such other visual or audible means as the *Chief Executive Officer* determines.

#### 6. Nominations for Position of Mayor

6.1 The *Chief Executive Officer* must ~~open the Council meeting at which the Mayor is to be elected, and~~ invite nominations for the office of *Mayor*.

6.2 Any nominations for the office of *Mayor* must be:

6.2.1 seconded by another *Councillor*;

6.2.2 with the consent of the nominee;

6.2.3 if the nominee is not in attendance, written notification of consent is required;

6.3 A candidate cannot withdraw their candidacy once nominations are declared by the *Chief Executive Officer*.

6.4 Each candidate has the right to address the *Council* on their candidature. This right is exercised at the discretion of each candidate. The *Chief Executive Officer* shall ask each candidate whether they would like to address the *Council*.

6.5 A candidate who has declined the invitation to address the *Council* cannot subsequently request to do so.

6.6 Where more than one candidate indicates a desire to address *Council*, the order of address by each candidate will be determined by lot. The *Chief Executive Officer* shall have conduct over the lot. In drawing the lot the candidate whose name is drawn first is the first speaker, the second drawn is the second speaker and so on until an order is determined for all participating candidates.

6.7 Each candidate addressing *Council* has up to three (3) minutes to make their address. No extension of time is permitted. During their address a candidate must not comment on any other candidate.

#### 7. Election Process for Position of Mayor

7.1 Once nominations for the office of *Mayor* have been received, the following provisions will govern the election of the *Mayor*:

- 7.1.1 if there is only one nomination (which must be seconded), the candidate nominated must be declared elected;
- 7.1.2 if there is more than one nomination (each of which must be seconded), the *Councillors* in attendance at the *Council meeting* must vote for one of the candidates;
- 7.1.3 in the event of a candidate receiving an *absolute majority* of the votes, that candidate is declared to have been elected;
- 7.1.4 in the event that no candidate receives an *absolute majority* of the votes, and it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The *Councillors* in attendance at the *Council meeting* must then vote for one of the remaining candidates;
- 7.1.5 if one of the remaining candidates receives an *absolute majority* of the votes, that candidate shall be declared elected;
- 7.1.6 ~~if~~ if none of the remaining candidates receives an *absolute majority* of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an *absolute majority* of the votes. That candidate must then be declared to have been duly elected;
- 7.1.7 ~~in~~ in the event of three or more candidates having an equality of votes and one of them having to be declared a defeated candidate, the result will be determined by lot. In the drawing of the lot, the candidate whose name is first drawn is deemed to be the defeated candidate;
- 7.1.8 Where there are two candidates remaining and the votes that are cast are equally divided, the result of the election must be determined by lot. In the drawing of the lot, the candidate whose name is first drawn must be declared elected;
- 7.1.9 The *Chief Executive Officer* shall have the conduct of the lot.
- 7.1.10 After the election of the *Mayor* is determined, the *Mayor* shall chair the *Council meeting*.

## 8. Election of *Deputy Mayor* and *Chairs of Delegated Committees*

Any election for:

- 8.1 any office of *Deputy Mayor*; or
- 8.2 *Chair of a Delegated Committee*

will be regulated by Rules 04-7 (inclusive) of this Chapter, as if the reference to the:

- 8.3 *Chief Executive Officer* is a reference to the *Mayor*; and
- 8.4 *Mayor* is a reference to the *Deputy Mayor* or the *Chair of the Delegated Committee* (as the case may be).

## 9. Appointment of *Acting Mayor*

If *Council* has not established an office of *Deputy Mayor* and it becomes required to appoint an *Acting Mayor*, it can do so by:

- 9.1 resolving that a specified *Councillor* be so appointed; or
- 9.2 following the procedure set out in Rules 6 and 7 (inclusive) of this Chapter,  
at its discretion.

### Part C – Meetings Procedure

**Introduction:** This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a *Council meeting*. Collectively, the Divisions describe how and when a *Council meeting* is convened, when and how business may be transacted at a meeting.

#### Division 1 – Notices of Meetings and Delivery of Agendas

##### 10. Dates and Times of Meetings Fixed by Council

Subject to Rule 12, *Council* must from time to time fix the date, time and place of all *Council meetings*.

##### 11. Alteration of Meeting Dates

- 11.1 *Council*, or in cases of necessity or urgency, the *Mayor* in consultation with the *Chief Executive Officer*, may change the date, time and place of any *Council meeting*.
- 11.2 The *Chief Executive Officer* must provide reasonable notice of the change to *Councillors* and the public unless extraordinary circumstances arise.

##### 12. Meetings Not Fixed by Council

- 12.1 The *Mayor* or at least 3 *Councillors* may by a *written* notice to the *Chief Executive Officer* call a *Council meeting*.
- 12.2 The notice must specify the date and time of the *Council meeting* and the business to be transacted.
- 12.3 The *Chief Executive Officer* must convene the *Council meeting* as specified in the notice.
- 12.4 Unless all *Councillors* are in attendance and unanimously agree to deal with any other matter, only the business specified in the *written* notice can be transacted at the *Council meeting*.

12.5 In the absence of a properly constituted Council following a general election, despite clause 12.1, the Chief Executive Officer may call a Council meeting within 14 days after the day the election manager for a general election publicly declares the result of the election.

12.4.12.6 Council may by resolution call a Council meeting.

##### 13. Notice of Meeting

- 13.1 The *Chief Executive Officer* must ensure the agenda for a *Council meeting* is delivered to every *Councillor* not less than 5 calendar days before the time fixed for the holding of the meeting unless extraordinary circumstances arise.
- 13.2 Notwithstanding sub-Rule 13.1, an *agenda* shall not be delivered to a *Councillor* who has been granted leave of absence unless the *Councillor* has, in *writing*,



requested the *Chief Executive Officer* to continue to provide *agendas* for *Council meetings* held during the period of leave.

- 13.3 Subject to any resolution of *Council* the *Chief Executive Officer*, will determine the method of delivery to be used under sub-Rule 13.1.
- 13.4 Reasonable notice of each *Council meeting* must be provided to the public. *Council* may do this:
- 13.4.1 for *Council meetings* which it has fixed by preparing a schedule of meetings annually and arranging publication of such schedule in a newspaper generally circulating in the *municipal district* prior to the first *Council meeting* of the calendar year; and
- 13.4.2 for any *Council meeting* by giving notice on its website and ~~in each of its Customer Service Centres.~~  
~~in each of its Customer Service Centres; and/or~~  
~~in at least one newspaper generally circulating in the municipal district unless extraordinary circumstances arise that would preclude Council from complying with this sub-Rule.~~

## Division 2 – Quorums

### 14. Quorum at a Council Meeting

- 14.1 A quorum at a *Council meeting* ~~must be at least a majority of the Councillors of the Council. is an absolute majority.~~
- 14.2 No business shall be conducted at any *Council meeting* unless a quorum is present.
- 14.3 The *Chair* must commence the *Council meeting* as soon as a quorum is achieved after the specified starting time for the meeting.

### 15. Inability to Obtain a Quorum

- 15.1 If a quorum cannot be obtained within 30 minutes of the scheduled starting time of any ~~*Council meeting*~~ or adjournment, those *Councillors* in attendance, or if there are no *Councillors* in attendance, the *Chief Executive Officer*, or in the absence of the *Chief Executive Officer*, an authorised *Council officer*, may adjourn the meeting for a period not exceeding seven (7) calendar days from the date of the adjournment.
- 15.2 If a *Council meeting* to which sub-Rule 15.1 applies is not adjourned, the meeting will be deemed to have lapsed;
- 15.3 Where a *Council meeting* lapses in accordance with sub-Rule 15.2 the business of the meeting shall be considered for inclusion on an *agenda* for a future *Council meeting*.

### 16. Inability to Maintain a Quorum

- 16.1 If during any *Council meeting*, a quorum cannot be maintained then Rule 15 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.

- 16.2 Sub-Rule 16.1 does not apply if the inability to maintain a quorum is because of the number of *Councillors* who have a conflict of interest in the matter to be considered.

**17. Inability to Achieve or Maintain a Quorum due to Disclosure of Conflict of Interest**

- 17.1 If during any *Council meeting*, a quorum cannot be achieved or maintained because of the number of *Councillors* who have a conflict of interest in a decision in regard to a matter, the *Council* must consider whether the decision can be made by dealing with the matter in an alternative manner as defined in section 67(3) the *Act*.
- 17.2 -If *Council* is unable to use an alternative manner to resolve the matter, *Council* must decide to establish a *Delegated Committee* to make the decision in regard to the matter pursuant to section 67(4) of the *Act*.

**18. Adjourned Meetings**

- 18.1 Once ~~the a~~ *Council meeting* has commenced, *Council* may from time to time, by resolution, adjourn the meeting, which is in addition to the power of the Chair to adjourn a meeting under sub-Rule 645.
- 18.2 No discussion is allowed on any motion for adjournment of the *Council meeting*, but ———if on being put the motion is lost, the subject then under consideration or the next on the *agenda* or any other that may be allowed precedence must be resolved on before any subsequent motion for adjournment is made.
- 18.3 Except where any *Council meeting* is adjourned to a subsequent hour on the same day, notice of the adjourned *mMeeting* and the time to which the *mMeeting* has been adjourned must be given by the *Chief Executive Officer* to every *Councillor* not in attendance at the time of adjournment, as soon as is practicable.
- 18.4 Despite sub-Rule 18.3, this requirement does not apply in respect of any *Councillor* who has been granted leave of absence and who has not requested the *Chief Executive Officer* in writing to continue to give notice of *Council meetings* to be held during the period of leave of absence.

**19. Time limits for Meetings**

- 19.1 A *Council meeting* must not continue after 10:30pm unless a majority of *Councillors* who are in attendance vote in favour of it continuing.
- 19.2 In the absence of such continuance, the *Council meeting* must stand adjourned to a time, date and place announced by the *Chair*.

**20. Cancellation or Postponement of a Meeting**

- 20.1 The *Chief Executive Officer* may, in consultation with the *Mayor*, in the case of an emergency necessitating the cancellation or postponement of a *Council meeting*, cancel or postpone a *Council meeting*.

**Division 3 – Business of Meetings**

**21. Meetings Open to the Public**

- 21.1 All *Council mMeetings* are to be open to members of the public unless *Council* resolves to close the *mMeeting* pursuant to section 66 of the *Local Government Act-2020*.

- 21.2 The *Chief Executive Officer* may close the doors to the Council Chamber when in open session for reasons of comfort and practicality provided that access is available at all times.

## 22. Closed Meetings

- 22.1 *Council* may resolve to close a *Council mMeeting* to the public in the circumstances specified in section 66(2) of the *Local Government Act 2020*.
- 22.2 *These Governance Rules* continue to apply after *Council* has closed the *Council mMeeting* to members of the public.
- 22.3 Upon conclusion of a matter considered in a *Council mMeeting* closed to members of the public, *Council* shall resolve to reopen the *mMeeting*.
- 22.4 The *minutes* of *Council mMeetings which have been* closed to members of the public will be available for *confidential* inspection by *Councillors* and will be *confidentially* tabled at the *next Council mMeeting, where at which* they are to be confirmed.

## 23. Apologies and Requests for Leave of Absence

- 23.1 A *Councillor* who is intending to be absent from a *Council meeting* may notify the *Chief Executive Officer* in advance of the meeting. Any apology for non-attendance will be submitted at the *mMeeting* by the *Chief Executive Officer* and an apology will be recorded in the *minutes* of the *mMeeting*.
- 23.2 A *Councillor* may apply for leave of absence from *Council* by submitting a *written* request to the *Chief Executive Officer* in advance of the period of leave being sought. The *Chief Executive Officer* will place the request before the next *Council meeting*. *Council* will resolve on whether or not to grant leave of absence. *Council* cannot unreasonably refuse to grant leave of absence.

## 24. Agenda and the Order of Business

- 24.1 The ~~*agenda for and agenda and*~~ the order of business for a *Council meeting* is to be determined by the *Chief Executive Officer* so as to facilitate and maintain open, efficient and effective processes of government.
- 24.2 The order of business for *Council meetings* will generally be as follows –
- (a) ~~*opening prayer, Acknowledgement of Country and Statement of Diverse Backgrounds and Cultures; welcome;*~~
  - (b) apologies and requests for leave of absence;
  - (c) prior notification of disclosures of interest and conflict of interest;
  - (d) confirmation of *minutes*;
  - (e) presentations;
  - (f) petitions;
  - (g) admission of urgent business;
  - (h) public question time;
  - (i) *Council officer* reports – ~~*town-planning permit applications matters;*~~
  - (j) *Council officer* reports – other matters;
  - (k) rescission or alteration motions
  - (l) ~~*Notices of motion;*~~
  - (m) urgent business;

- (n) *Councillor* reports and question time; and
- (o) confidential business (to be considered *in camera*).

#### 25. Change to Order of Business

Once an *agenda* has been sent to *Councillors*, the order of business for that *Council meeting* may be altered with the consent of *Council*.

#### 26. Urgent Business

- 26.1 *Council* may resolve, by not less than a two-thirds majority of those *Councillors* in attendance at a *Council Meeting*, to admit (without the required notice) an item considered to be urgent business under sub-Rule 26.2(m).
- 26.2 An item may be classified as urgent business if it:
  - (a) relates to a matter which has arisen since the distribution of the *agenda*; or
  - (b) involves a matter of urgent community concern; or
  - (c) cannot be safely or conveniently deferred until the next *Council meeting*.
- 26.3 Notwithstanding anything to the contrary in *these* meeting procedures, a *Councillor* may not propose an item of urgent business if the matter relates to business which:
  - (a) substantially affects the levels of *Council* service; or
  - (b) commits *Council* to expenditure not included in the adopted budget; or
  - (c) establishes or amends a *Council* policy; or
  - (d) commits *Council* to any contractual arrangement; or
  - (e) requires, pursuant to other *Council* policy, the giving of prior notice.

### Division 4 – Conduct of Debate

#### 27. Addressing the Meeting

- 27.1 *Councillors* and *Council Officers* may sit or stand when speaking.
- 27.2 *Councillors* and *Council Officers*, when speaking, shall designate each other by their respective titles of *Mayor*, *Councillor* or *the relevant title of the Council Officer* as the case may be.
- 27.3 A *Councillor* when speaking shall not be interrupted unless a point of order is called.

#### 28. Points of Order

- 28.1 A point of order must be taken by stating the matter complained of and the reason constituting the point of order.
- 28.2 The *Chair* may raise a point of order without it having been made by a *Councillor*.
- 28.3 When called to order, a *Councillor* must remain silent until the point of order is decided unless they are requested by the *Chair* to provide an explanation.
- 28.4 The *Chair* may adjourn the *Council meeting* to consider a point of order but must otherwise rule upon it as soon as it is taken.
- 28.5 The *Chair* must, when ruling on a point of order, give reasons for the ruling.

- 28.6 A Councillor may move ~~that the meeting to~~ disagree with the Chair's ruling on a point of order, by moving:
- "That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".
- 28.7 When a motion in accordance with this Rule is moved and seconded, the Chair must leave the Chair and the Deputy Mayor (or if the Deputy Mayor is not in attendance, a temporary Chair elected by the Council meeting) must take his or her place.
- 28.8 The Deputy Mayor or temporary Chair must invite the mover to state the reasons for his or her dissent and the Chair may then reply.
- 28.9 The Deputy Mayor or temporary Chair must put the motion in the following form:
- "That the Chair's ruling be dissented from."
- 28.10 If the vote is in the negative, the Chair resumes the Chair and the Council meeting proceeds.
- 28.11 If the vote is in the affirmative, the Chair must then resume the Chair, reverse or vary (as the case may be) his or her previous ruling and proceed.
- 28.12 The defeat of the Chair's ruling is in no way a motion of censure or no confidence in the Chair, and should not be so regarded by the Council meeting.
- 28.13 A point of order may be taken on the grounds that the matter is –
- contrary to this Local Law;
  - defamatory;
  - irrelevant;
  - outside Council's power;
  - improper;
  - frivolous or vexatious; or
  - misleading.
- 29. Contradiction or Opinion**
- 29.1 A point of order may not be raised to express a mere difference of opinion or to contradict a speaker.
- 30. Personal Reflection**
- 30.1 All imputations of improper motives and all personal reflections on Councillors and Council Officers and disobedience of the ruling of the Chair on any matter shall be deemed disorderly.
- 31. Disorderly or Offensive Behaviour**
- 31.1 If a Councillor uses an expression or makes any imputation or reflection which, in the opinion of the Chair, is disorderly or capable of being applied offensively to any other Councillor or Council Officer, the Councillor shall be required by the Chair to withdraw the expression, and make a satisfactory apology to Council.
- 31.2 If a Councillor uses offensive or disorderly language or otherwise behaves in a manner which in the opinion of the Chair is offensive, disorderly or disturbing to the

debate or proceedings of *Council*, the *Councillor* shall be required by the *Chair* to withdraw the expression and to apologise for such conduct.

- 31.3 If, after having been twice called to order or to withdraw an expression and to apologise for such conduct, the *Councillor* fails or refuses to do so or whenever any *Councillor* fails or refuses to obey the ruling or order of the *Chair* on any matter, the *Chair* may refuse to hear the *Councillor* further upon the matter then under discussion and call upon the next speaker, or adjourn the sitting of *Council*.

#### Division 5 – Rules on Speaking

##### 32. Order of Speaking

- 32.1 If two or more *Councillors* rise to speak at the same time, the *Chair* shall decide the order of speaking.

##### 33. Chair May Speak

- 33.1 The *Chair* may address the *Council mMeeting* upon any matter under discussion.

##### 34. Limitations on Speaking

- 34.1 Subject to sub-Rule 34.2, a *Councillor* may speak once on the motion except for the mover of a motion who can speak once to that motion, once to each amendment and can exercise a right of reply or make closing remarks on that motion.
- 34.2 The mover of a motion –
- (a) has a right of reply on the motion where an amendment to the motion has been carried;
  - (b) has the right of reply where the mover has, in accordance with sub-Rule 44.12, changed the wording of a motion provided that no amendment has been carried;
  - (c) can only exercise a right of reply immediately prior to the motion being put;
  - (d) has no right of reply in relation to any amendment prior to such amendment being put; and
  - (e) may make closing remarks of no more than 2 minutes where there is no speaker against the motion.
- 34.3 The mover of an amendment can speak once to the motion and once to their own or any other amendment.
- 34.4 The mover of an amendment has no right of reply.
- 34.5 No *Councillor* may speak longer than the time set out below, unless granted an extension by the *Council mMeeting*:
- (a) five minutes, if the *Councillor* is the mover of a motion;
  - (b) three minutes, for any other *Councillor* speaking to a motion or amendment; and
  - (c) two minutes, for the mover of a motion exercising either a right of reply or making closing remarks.
- 34.6 A motion for an extension of time once carried, shall allow a *Councillor* a further two minutes to speak and no further extension shall be permitted.

**35. Personal Explanation**

- 35.1 A Councillor or Council Officer may, at a Council mMeeting at a time permitted by the *Chair*, make a personal explanation for a period not exceeding two minutes on any statement made by a Councillor or Council Officer at that mMeeting reflecting on that Councillor or Council Officer.
- 35.2 A personal explanation shall not be debated.

**36. Right to Ask Questions**

- 36.1 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the *Chair*.
- 36.2 The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

**Division 6 – Standing Orders****37. Enforcement of Standing Orders**

- 37.1 A Councillor may require compliance with the provisions of *these Rules* by the Council mMeeting by directing the attention of the *Chair* to a non-compliance.

**38. Suspension of Standing Orders**

- 38.1 The provisions of *these Rules* may be suspended for any particular purpose, by resolution of the *Council*, with the exception of :-
- (a) quorum of *Council*;
  - (b) election of *Mayor*;
  - (c) motions to rescind resolutions;
  - (d) suspension of Standing Orders;
  - (e) conflicts of interest;
  - (f) procedural motions;
  - (g) urgent business; and
  - (h) confidential information.
- 38.2 The suspension of such provisions (standing orders) should be used to enable full discussion of an issue without the constraints of formal meeting procedure.
- 38.3 Suspension of standing orders must not be used purely to dispense with the processes and protocol of the government of the *Council*.
- 38.4 Once the discussion has taken place and before any motions can be put, standing orders must be resumed.
- 38.5 No motion may be accepted by the ~~Chairperson~~ or be lawfully dealt with during any suspension of standing orders.

**Division 7 – Motions, Amendments and Voting****39. Motions and Amendments**

- 39.1 A motion or amendment:
- (a) must relate to the powers or functions of *Council*;
  - (b) be clearly expressed and unambiguous;
  - (c) except in the case of urgent business, must be relevant to an item of business on the agenda; and
  - (d) must not be defamatory or objectionable in language or nature.
- 39.2 The *Chairperson* may refuse to accept any motion or amendment which contravenes this or any other clause.

**40. Motions in Writing**

- 40.1 Any motions should preferably be in *writing* and received in advance of the *Council meeting*.
- 40.2 A *Councillor* should seek advice from the *Chief Executive Officer*, or their delegate, on any legal implications of a proposed motion.
- 40.3 Where motions are raised and considered during ~~the~~ *a Council meeting* without having been provided in *writing* and in advance of the meeting, the *Chair* should seek the advice of the *Chief Executive Officer* regarding any legal or other implications of the proposed motion.
- 40.4 The *Chair* may adjourn the *Council meeting* while the motion is being *written* or may request *Council* to defer the matter until the motion has been *written*, allowing the meeting to proceed uninterrupted.

**41. Clarifying a Motion**

- 41.1 Before any matter is put to the vote, a *Councillor* may request that the question, motion or amendment be read again.
- 41.2 The *Chair* may request the person taking the *minutes* of the *Council meeting* to read the motion or amendment to the meeting before the motion is put.

**42. Separation of Motions**

- 42.1 Where a motion contains more than one (1) part, a *Councillor* may request the *Chair* to put the motion to the vote in separate parts.
- 42.2 The *Chair* may decide to put any motion to the vote in separate parts.

**43. Debate Must be Relevant to the Motion**

- 43.1 Debate must always be relevant to the question before the *Chair* and if not, the *Chair* may request the speaker to confine debate to the subject motion.
- 43.2 If after being requested to confine debate to the motion before the *Chair*, the speaker continues to debate irrelevant matters, the *Chair* may require the speaker to not speak further in respect of the matter then before the *Chair*.



**44. Procedure for Moving a Motion**

- 44.1 A *Councillor* who proposes a motion must state the motion without speaking to it.
- 44.2 The *Chair* must call for a seconder.
- 44.3 If there is no seconder, the motion lapses.
- 44.4 If there is a seconder, the *Chair* will call upon the mover to address the *Council meeting*. The mover may exercise this right, decline the opportunity to speak or defer speaking.
- 44.5 After the mover has addressed the *Council meeting* (or reserved their right to speak) the seconder may address the meeting. The seconder may exercise this right, decline the opportunity to speak or reserve their right to speak prior to the mover closing the debate.
- 44.6 After the seconder has addressed the *Council meeting* (or after the mover has addressed the meeting if the seconder does not address the meeting), the *Chair* must call upon any *Councillor* who wishes to speak against the motion.
- 44.7 Where the mover of the motion elects to defer and there is a speaker against the motion the *Chair* will offer the mover the opportunity to speak to the motion prior to hearing the *Councillor* speak against the motion.
- 44.8 In circumstances where the mover has chosen to defer speaking to the motion and an amendment is moved and seconded, the mover of the motion may exercise the right to speak to the amendment subject to sub-Rule 34.2, however the mover no longer has the right to speak to the motion pursuant to sub-Rule 44.7. Where an amendment is lost the mover of the motion retains the right of reply on the motion pursuant to sub-Rule 34.2.
- 44.9 The *Chair* will then call for speakers for and against the motion in alternate sequence.
- 44.10 When the sequence of alternate speakers is exhausted, notwithstanding that there are further speakers wishing to be heard on one side of the motion, the *Chair* may put the motion provided they are satisfied that debate has been fully exhausted.
- 44.11 Where debate has not been fully exhausted, further speakers may be heard in accordance with sub-Rule 32 prior to the motion being put.
- 44.12 The mover of a motion or amendment may, with the consent of the seconder, change the wording of the motion or amendment unless any *Councillor* opposes the change.
- 44.13 A *Councillor* calling the attention of the *Chair* to a point of order is not regarded as speaking to the motion or the amendment.
- 44.14 No motion may be withdrawn without the consent of the *Council meeting*.
- 44.15 The mover of a motion must not introduce new material when exercising any right of reply or making any closing remarks.

**45. Moving an Amendment**

- 45.1 No notice need be given of any amendment to a motion.
- 45.2 Any *Councillor*, except for the mover or seconder of the original motion, may move or second an amendment.

- 45.3 The *Chair* shall take speakers for and against an amendment in alternate sequence in the same manner as for motions.
- 45.4 Amendments must be dealt with one at a time.
- 45.5 An amendment must be relevant to the motion upon which it is moved and not negate the original motion.
- 45.6 If a proposed amendment effectively negates the substance of the substantive motion, it shall be disallowed and ruled to be a foreshadowed motion and shall only be considered in the event that the motion is lost.
- 45.7 A second or subsequent amendment cannot be moved until the immediately preceding amendment is decided upon.
- 45.8 If an amendment is carried it becomes the substantive motion. The mover and seconder of the amendment become the mover and seconder of the substantive motion. Debate recommences as for a new motion.
- 45.9 No right of reply or closing remarks are available to any amendment.
- 45.10 An amendment can only be withdrawn by the mover.

#### 46. Foreshadowed Motions

- 46.1 At any time during debate any *Councillor* may foreshadow a motion or amendment so as to inform the *Council mMeeting* of their intention to move a motion or amendment at a later stage in the *mMeeting*. This does not extend any special right to the foreshadowed motion.
- 46.2 A motion foreshadowed may be prefaced with a statement that in the event –a particular motion before the meeting being resolved in a certain way, a *Councillor* intends to move a subsequent motion.
- 46.3 A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting. Therefore, *Council* is not required to have foreshadowed motions recorded in the *minutes* until the foreshadowed motion is formally moved.
- 46.4 Any foreshadowed motion or amendment must relate to the matter under discussion.
- 46.5 The *Chair* is not obliged to accept foreshadowed motions.

#### 47. Councillors May Propose Notices of *mMotion*

- 47.1 *Councillors* may ensure that an issue is listed on an *agenda* by lodging a *nNotice of mMotion*.

#### 48. Notices of Motion

- 48.1 A *Notice of motion must be in writing, signed by two Councillors and lodged with the Chief Executive Officer at least eight (8) calendar days prior to the date fixed for holding the Council meeting to allow sufficient time to include the notice of motion in the agenda papers. Motion must be in writing and lodged with the Chief Executive Officer at least eight (8) calendar days prior to the date fixed for holding the Meeting to allow sufficient time to include the Notice of Motion on the Agenda.*
- 48.2 The *Chief Executive Officer* must date and number all *nNotices of nMotion* in the order received.

- 48.3 The *Councillors* proposing the *Notice of mMotion* ~~must~~ circulate the draft *Notice of mMotion* to all *Councillors* for information before lodging it with the *Chief Executive Officer*.
- 48.4 The *Chief Executive Officer*, or their delegate, must inform *Councillors* of any legal implications of any proposed *Notice of mMotion*. This advice must be provided to all *Councillors* without fear or favour and prior to the *Notice of mMotion* being made publicly available.
- 48.5 The *Notice of mMotion* must relate to the objectives, role and functions of *Council* as outlined in the *Act*.
- 48.6 A *Notice of mMotion* must call for a *Council* report if the *Notice of mMotion*:
- (a) affects the levels of *Council* services;
  - (b) if it is inconsistent with the strategic objectives of the *Council* as outlined in the *Council Plan*;
  - (c) commits *Council* to expenditure not included in the adopted budget;
  - (d) establishes or amends *Council* policy;
  - (e) commits *Council* to any contractual arrangement; or
  - (f) concerns any litigation in respect of which *Council* is a party.

- 48.7 The *Chief Executive Officer* may reject any *Notice of mMotion* which:
- (a) is vague or unclear in intention; or
  - (b) is defamatory or objectionable in language or nature; or
  - (c) may be prejudicial to any person or *Council*; or
  - (d) is outside the powers of *Council*.
- 48.8 If rejecting a *Notice of mMotion*, the *Chief Executive Officer* must:
- (a) give the *Councillors* who lodged the *Notice of mMotion* an opportunity to amend it prior to rejection, if it is practicable to do so; and
  - (b) if the *Notice of mMotion* cannot be amended to the satisfaction of the *Chief Executive Officer*, notify, in writing, the *Councillors* who lodged the *Notice of mMotion* of the rejection and the reasons for the rejection.
- 48.9 The *Chief Executive Officer* may designate a *Notice of mMotion* to be confidential in accordance with the relevant grounds contained in the *Act*. A confidential *Notice of mMotion* will be considered in a *Council meeting* that is closed to members of the public.
- 48.10 The full text of any *Notice of mMotion* accepted by the *Chief Executive Officer* must be included in the *aAgenda*.
- 48.11 A *Councillor* may by *written* notification to the *Chief Executive Officer* request their *Notice of mMotion* to be withdrawn at any time.

**49. Moving a *Notice of mMotion***

- 49.1 If a *Councillor* who has lodged a *Notice of mMotion* is absent from the *Council meeting* or fails to move the motion when called upon by the *Chair*, any other *Councillor* in attendance may move the motion.
- 49.2 If a *Notice of mMotion* is not moved in accordance with sub-Rule 44.1, the *Notice of mMotion* shall be deemed to have lapsed.
- 49.3 A *Notice of mMotion* may be varied if leave of the *Council meeting* is granted.
- 49.4 A second or subsequent *Notice of mMotion* to revoke or amend an earlier resolution must not be considered by *Council* until a period of three (3) months has elapsed after the date of the *Council meeting* at which the first or last motion of revocation was dealt with.
- 49.5 Further motions are only permissible in relation to a *Notice of mMotion* that is carried, and not permissible in relation to a *Notice of mMotion* that is lost.
- 49.6 A *Notice of mMotion* cannot be considered in relation to a matter that is the subject of a rescission motion within three (3) calendar months of the rescission motion having been dealt with, unless a notice signed by a majority of all *Councillors* is submitted to the *Chief Executive Officer*.

**50. *Notice of rRescission or aAlteration* of Resolutions**

- 50.1 A *Councillor* may propose a motion to rescind or alter a resolution of *Council* provided:
- 50.1.1 it has been signed and dated by at least two *Councillors*;
  - 50.1.2 the resolution proposed to be rescinded has not been acted on; and

50.1.3 the ~~Notice of rescission or alteration~~ is delivered to the *Chief Executive Officer* within 24 hours of the resolution having been made setting out -

- (a) the resolution to be rescinded or altered; and
- (b) the meeting and date when the resolution was carried.

50.2 A resolution will be deemed to have been acted on if:

50.2.1 its contents have or substance has been communicated in *writing* to a person whose interests are materially affected by it; or

50.2.2 a statutory process has been commenced

so as to vest enforceable rights in or obligations on *Council* or any other person.

50.3 The *Chief Executive Officer* or an appropriate ~~member of Council staff~~*Council officer* must defer implementing a resolution which:

50.3.1 has not been acted on; and

50.3.2 is the subject of a ~~Notice of rescission or alteration~~ which has been delivered to the *Chief Executive Officer* in accordance with sub-Rule 50.1.3,

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

50.4 Rescission or alteration motions are to be lodged on a form provided for this purpose as appearing in Schedule 2 of this Chapter.

50.5 A rescission or alteration of a previous resolution must be passed by ~~a majority of the whole Council~~*an absolute majority*.

50.6 Rescission or alteration motions are not permissible in respect of planning permit resolutions, planning scheme amendment resolutions or contract/tender acceptance resolutions.

50.7 A rescission or alteration motion is not permissible in respect of a rescission or alteration motion that has been carried.

50.8 In the event that a rescission motion is carried, a further motion is permissible in respect of that matter.

*It should be remembered that a notice of rescission or alteration is a form of notice of motion. Accordingly, all provisions in this Chapter regulating notices of motion equally apply to notices of rescission or alteration.*

## 51. Voting

51.1 When called upon by the *Chair*, the *Councillors* in attendance must vote by a show of hands or as *Council* otherwise determines.

51.2 For the purposes of voting at a *Council meeting*, the *Chair* must put the motion or amendment first in the affirmative, then in the negative.

- 51.3 The question is determined in the affirmative by a majority of the *Councillors* in attendance at a *Council meeting* at the time the vote is taken voting in favour of the question.
- 51.4 A *Councillor* has the right to abstain from voting. A *Councillor* who abstains from voting and remains in the meeting will be deemed to have voted against the motion. Abstaining from voting does not constitute cause for debate. Any abstention from voting will be recorded in the *minutes*.
- 51.5 The *Chairperson* may require a recount to be taken and shall declare the result.

## 52. Second Vote

- 52.1 In the event of an equality of votes, subject to the *Act* and *these Rules*, the *Chair* has a second vote.
- 52.2 Sub-Rule 52.1 does not apply in the event of an equality of votes in respect of the election of *Mayor, Deputy Mayor, Chairs of Delegated Committees*, a rescission or alteration motion, or in cases where the *Act* provides that a matter or amendment is to be determined by lot.

## 53. No Discussion once Declared

- 53.1 Once a vote on a motion has been taken, no further discussion relating to the motion will be allowed unless:
- a *Councillor* requests that their opposition to the motion be recorded in the *minutes*; or
  - there is a call for a division.

## 54. Vote to be Taken in Silence

- 54.1 Except that a *Councillor* may call a division, *Councillors* must remain seated in silence while a vote is being taken.

## Division 8 – Procedural Motions

### 55. Procedural Motions

- 55.1 A procedural motion, unless otherwise prohibited, may be moved at any time and shall be dealt with immediately by the *Chair*.
- 55.2 A procedural motion is required to be seconded.
- 55.3 The *Chair* cannot move a procedural motion.
- 55.4 Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- 55.5 Unless otherwise provided a procedural motion cannot be amended.
- 55.6 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

Procedural motion	Form	Who can move or second	Is a seconder Required?	Matters in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
Adjournment of debate to later hour/date	That this matter be adjourned until .....	Any <i>Councillor</i>	Yes	Any matter	(a) During the election of the <i>Chairperson</i> (b) When another <i>Councillor</i> is speaking	Motion and amendments postponed to the stated time/date	Debate continues unaffected
Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any <i>Councillor</i>	Yes	Any matter	(a) During the election of the <i>Chairperson</i> (b) When another <i>Councillor</i> is speaking	Motion and amendments postponed but may be resumed: (a) At the same meeting upon motion to resume (b) At any later meeting if on the <i>Agenda</i>	Debate continues unaffected
Adjournment of meeting to later hour/date	That this meeting be adjourned until .....	Any <i>Councillor</i>	Yes	Any matter	(a) During the election of the <i>Chairperson</i> (b) When another <i>Councillor</i> is speaking	Meeting adjourns immediately until the stated time/date	Debate continues unaffected
Adjournment of meeting indefinitely	That this meeting be adjourned until further notice	Any <i>Councillor</i>	Yes	Any matter	(a) During the election of the <i>Chairperson</i> (b) When another <i>Councillor</i> is speaking	Meeting adjourns until further notice	Debate continues unaffected

Procedural motion	Form	Who can move or second	Is a seconder Required?	Matters in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
Deferral of matter/item	That this matter be deferred until .....	Any <i>Councillor</i>	Yes	Any matter	(a) During the election of the <i>Chair</i> (b) When another <i>Councillor</i> is speaking	Matter/item deferred to the stated time/date Consideration starts afresh	Debate continues unaffected
Withdrawal of item	That this matter be withdrawn	Any <i>Councillor</i>	Yes	Any matter	(a) During the election of the <i>Chair</i> (b) When another <i>Councillor</i> is speaking	Matter/item withdrawn from consideration	Debate continues unaffected
The Closure	That the question be now put	A <i>Councillor</i> who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	During nominations for <i>Chair</i> (A closure motion shall not be accepted by the <i>Chair</i> unless the <i>Chair</i> considers that there has been sufficient debate for and against the motion or amendment)	Motion or amendment in respect of which the closure is carried is put to the vote immediately	Debate continues unaffected
Laying the matter on the table	That the matter lie on the table	A <i>Councillor</i> who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	(a) During the election of the <i>Chair</i>	Motion and amendments not further discussed or voted on until: (a) <i>Council</i> resolves to take the question from the table at the same meeting (b) Matter is placed on a future <i>Agenda</i> and the <i>Council</i> resolves to take the question from the table	Debate continues unaffected





Procedural motion	Form	Who can move or second	Is a seconder Required?	Matters in respect of which motion may be moved	When motion prohibited	Effect if carried	Effect if lost
Proceeding to the next business	That the meeting proceed to the next business	A <i>Councillor</i> who has not moved, seconded or spoken to the motion or any amendment of it	Yes	Any matter	(a) During the election of the <i>Chair</i>	(a) If carried in respect to a motion, its effect is to remove that motion from consideration  (b) If carried in respect to an amendment, its effect is to dispose of the amendment and debate resumes upon the substantive motion	Debate resumed at point of interruption

## Division 9 – Question Time

### 56. Public Question Time

- 56.1 Unless *Council* resolves to the contrary, there shall be a Public Question Time at every *Council meeting* to allow members of the public to submit questions to *Council*.
- 56.2 Members of the public are permitted to prepare and submit up to two (2) questions on any *Council* matter.
- 56.3 The number of questions that may be asked on any one issue shall be limited to four (4)two. It is at the discretion of the *Chair* which four (4)two questions will be asked where there are more than two-four (4) submitted. Like questions may be grouped together and a single answer provided.
- 56.4 Members of the public will be required to submit their questions in writing on the designated Public Question Time form as provided in Schedule 1 of this Chapter, indicating their name, address and question.
- 56.5 Questions should be received by *Council* by 5.00pm on the business day prior to the *Council meeting* to receive a verbal response at the meeting.
- 56.6 Questions not received by 5.00pm on the business day prior to the *Council meeting* must be placed in the public question time box in the Council Chamber by the commencement of the *Council meeting*. A verbal response will be provided if possible, however, where a meaningful response to a question cannot be provided, or a detailed or researched response is required, the question may be taken on notice.
- 56.7 The *Chair* will have the right to refuse to receive or answer any question, or to take the question on notice.
- 56.8 Questions taken on notice will be subject to a written response within 10 working business days of the Council meeting.
- 56.9 The procedure and sequence for dealing with a question shall be:
- (a) the *Chair* or *Chief Executive Officer* will read out the question as submitted.
  - (a)(b) The *Chair* shall invite the questioner forward to make a brief introductory statement of no more than 2 minutes and then read their question(s), and make a brief introductory statement of no more than 2 minutes to provide context to the question.
  - (b)(c) If the questioner is not in attendance in the public gallery at the Council meeting, the *Chief Executive Officer* will may when they read out the question(s) and may also provide brief a preamble to provide context for the question. This will be derived from the Public Question Time form submitted with the question(s);
  - (c)(d) the *Chair* may invite the questioner to address the *Council* on points of clarification or elaboration, the duration of which is at the *Chair*'s discretion;
  - (d)(e) the *Chair* may answer the question or direct the question as they deem appropriate; and
  - (e)(f) a *Councillor* wishing to provide an individual response to a question will be permitted to do so after the *Chair* has had the opportunity to respond.



- 56.10 All questions and answers shall be as brief as possible and no discussion shall be permitted on any question.

- 56.11 If providing a question in *writing* and or in English unreasonably prevents or hinders participation in public question time, assistance with submitting questions is available from *Council* via an interpreter service provided the questions are received by 5.00pm on the business day prior to the *Council meeting*.
- 56.12 A time limit of 30 minutes will apply to Public Question Time but may be extended by resolution of *Council*.
- 56.13 A question may be disallowed by the *Chair* on the ground that it:
- (a) relates to a matter outside the duties, functions and powers of *Council*; or
  - (b) is confidential in nature and/or is of legal significance; or
  - (c) may reasonably be considered to be defamatory, indecent, abusive, offensive or objectionable in language or substance; or
  - (d) is repetitive of a question already answered at that same Council meeting or at any of the previous three (3) Council meetings; or
  - (e) is asked to embarrass the Council, a Councillor or an Council officer; or
- 56.14 Public Question Time will be conducted in a respectful manner. Disorderly conduct will be managed in accordance with Division 12 of this Chapter.

#### 57. Councillor Reports and Question Time

- 57.1 *Councillor* Reports and Question Time provides *Councillors* with an opportunity to update the *Council* on matters of interest which have occurred within the municipality and to address questions to Council officers.
- 57.2 Questions may be asked with or without notice and are limited to a maximum of two (2) questions per *Councillor*.
- 57.3 A question upon notice must be delivered to the *Chief Executive Officer* not later than 5.00pm on the business day prior to the Council meeting. ~~12 noon eight (8) calendar days prior to the time fixed for holding the Meeting at which the question on notice will be asked and the Chief Executive Officer must include the question on the Agenda for the Meeting.~~
- 57.4 ~~An Council Officer~~ is not obliged to answer a question without notice.
- 57.5 Where a question is asked without notice, the Council officer ~~the Council officer~~ may answer the question or reply that notice is required.
- 57.6 If an Council officer ~~Officer~~ does not answer a question asked without notice, a written response is to be provided to all *Councillors* no later than the second Friday after the MCouncil meeting.
- 57.7 All questions and answers must be as brief as possible and no discussion is allowed.
- 57.8 A question may be disallowed by the *Chair* if it:
- (a) relates to a matter other than *Council* business; or
  - (b) is defamatory, indirect, obscure, abusive or objectionable in language or substance; or
  - (c) is repetitive of a question already answered (whether at that same Council meeting or at a previous Council meeting); repetitive of a question already answered (whether at the same or an earlier Meeting); or

- (d) is confidential in nature and/or is of legal significance; or
- (e) is asked to embarrass *Council*, a *Councillor* or an *Council Officer*.

57.9 *Councillor* reports are limited to a maximum of two (2) minutes per *Councillor*.

## Division 10 – Petitions and Submissions

### 58. Petitions

58.1 Petitions are to be presented by *Councillors* at the *Council Meeting* in accordance with any *Council* policy.

58.158.2 ~~A petition must and;~~

(a) contain a minimum number of 5 signatories for a paper petition, and 10 signatories for an electronic petition.

(a)(b) ~~must~~ be in a legible and permanent form of *writing*, typing or printing;

(b)(c) ~~must~~ not be defamatory, indecent, abusive or objectionable in language or substance;

(c)(d) ~~must~~ not relate to a matter beyond the powers of *Council*; and

(d)(e) with the exception of online petitions which have been printed by *Council officers*, every page of the petition must bear the wording of the whole of the petition and include the name, address and signature of petitioners.

58.258.3 Any signature appearing on a page which does not bear the text of the whole of the petition may not be considered by *Council*.

58.358.4 Every page of a petition must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition.

58.458.5 If the requirements of sub-Rules 58.1 and 58.2 unreasonably prevents or hinders the capacity of any person to prepare a petition, assistance is available from *Council* via an interpreter or translation service.

58.558.6 *Council* will hear submitters afforded statutory rights of address and other submitters in accordance with any *Council* policy.

58.7 If a petition relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* or their delegate for consideration.

58.8 Once a petition has been tabled at a Council meeting, a written response will be provided to the lead petitioner.

58.9 Once a written response has been issued to the lead petitioner it will be tabled at the next Council meeting for noting.

58.10 Petitions that don't meet the minimum requirements outlined in 58.2 (a) will be referred to the Chief Executive Officer or their delegate for consideration and response.

**Division 11 – Minutes****59. Minutes**

- 59.1 The *minutes* shall record the business transacted at each *Council mMeeting* including:-
- (a) the date, place, time and nature of the *Council meeting*;
  - (b) the names of the *Councillors*:
    - (i) in attendance; and
    - (ii) who have submitted apologies or who have been granted leave of absence;
  - (c) the names of the *Council oOfficers* in attendance and their organisational title;
  - (d) any disclosures of conflict of interest;
  - (e) each motion and amendment moved (including motions that lapse for the want of a seconder) and motions and amendments withdrawn by resolution or by leave of the *Council mMeeting*;
  - (f) whether motions or amendments were carried or lost;
  - (g) the vote cast by each *Councillor* either FOR, AGAINST or any *Councillor* who has ABSTAINED;
  - (h) the failure of a quorum;
  - (i) closure of a *Council mMeeting* to members of the public in accordance with the provisions of the *Act*;
  - (j) when requested by a *Councillor*, a record of their support or opposition to any resolution; and
  - (k) any other matter which the *Chief Executive Officer* thinks should be recorded to clarify the intention of the *Council meeting* or the reading of the *minutes*.

**60. Confirmation of Minutes**

- 60.1 At every *Council mMeeting*, the *minutes* of the preceding *Council mMeeting* must be dealt with as follows:
- (a) if the *minutes* have been distributed to each *Councillor* at least 48 hours before the *Council mMeeting*, a motion must be passed for the confirmation of the *minutes*; or
  - (b) if the *minutes* have not been so distributed, the *minutes* must be held over for confirmation at the next *Council mMeeting*.
- 60.2 *Minutes* of a *Council meeting* not fixed by *Council* will be listed for confirmation at an appropriate *Council meeting*.
- 60.3 No discussion or amendment is permitted on the *minutes* except as to their accuracy as a record of the proceedings.
- 60.4 If a *Councillor* is dissatisfied with the accuracy of the *mMinutes*, then the *Councillor* must:
- (a) state the item or items with which they are dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the *minutes*.

60.5 Once the *minutes* are confirmed, with or without amendment, they must be signed by the *Chairperson* of the *Council meeting* at which they were confirmed.

60.6 Unless otherwise resolved or required by law, *minutes* of a *Delegated Committee* requiring confirmation by *Council* must not be available to the public until confirmed by *Council*.

#### 61. Form and Availability of Minutes

61.1 The *Chief Executive Officer* must ensure that the *minutes* of any *Council meeting* are:

61.1.1 published on *Council's* website; and

61.1.2 available for inspection at *Council's* office during normal business hours.

61.2 Nothing in sub-Rule 61.1 requires *Council* or the *Chief Executive Officer* to make public any *minutes* relating to a *Council meeting* or part of a *Council meeting* closed to members of the public in accordance with section 66 of the *Act*.

#### Division 12 – Behaviour

#### 62. Public Addressing the Meeting

62.1 Except as provided for in sub-Rule 57.6 a person other than a *Councillor* or *Council Officer* must not address the *Council meeting* until a resolution approving such has been carried by a majority of *Councillors* in attendance at the *Council meeting*.

62.2 Any member of the public addressing *Council* must extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.

62.3 A member of the public in attendance at a *Council meeting* must not disrupt the meeting.

#### 63. Chair May Remove

The *Chair* may order and cause the removal of any person, other than a *Councillor*, who disrupts any *Council meeting* or fails to comply with a direction given under sub-Rule 62.2.

*It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens his or her authority in chairing the meeting.*

#### 64. Chair may Adjourn Disorderly Meeting

If the *Chair* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *Council meeting*, they may adjourn the *Council meeting* to a later time on the same day or to some later day as they think proper. In that event, the provisions of sub-Rule 18 apply.

#### 65. Removal from Chamber

The *Chair* may ask the *Chief Executive Officer*, an *Authorised Council Officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this

Chapter and whom the *Chair* has ordered to be removed from the gallery under [this](#) -Rule ~~66~~.

### Division 13 – Additional Duties of the Chair

#### 66. The *Chair's* Duties and Discretions

- 66.1 In addition to the duties and discretions provided in this Chapter, the *Chair*:
- (a) must not accept or entertain any motion, question or statement which is derogatory, defamatory, objectionable in language or embarrassing to any *Councillor*, ~~member of staff~~ *Council officer*, ratepayer or member of the public;
  - (b) the *Chair* must call to order any person including, any *Councillor*, who is disruptive or unruly during any *Council mMeeting*;
  - (c) the *Chair* may remain seated during all or any part of any *Council mMeeting*.

### Division 14 – Physical and Remote Attendance

#### 67. Mode of Attendance

- 67.1 *Council's* preferred mode of attendance at *Council meetings* is in-person unless circumstances necessitate attendance remotely by electronic means.
- 67.2 If a *Council meeting* is to be conducted wholly in person a *Councillor* may nonetheless request to attend by electronic means.
- 67.3 Any request made under sub-rule 67.2 must:
- 67.3.1 be in *writing*;
  - 67.3.2 be given to the *Chief Executive Officer* no later than 24 hours prior to the commencement of the relevant *Council meeting*; and
  - 67.3.3 specify the reasons why the *Councillor* is unable or does not wish to attend the *Council meeting* in person.
- 67.4 The *Chief Executive Officer* has the discretion to dispense with the requirements of sub-rule 67.3.2 in exceptional circumstances.
- 67.5 The *Chief Executive Officer* must ensure that any request received in accordance with sub-rule 67.3 any other request received from a *Councillor* to attend by electronic means is made known at the commencement of the relevant *Council meeting*.
- 67.6 A *Councillor* who is attending a *Council meeting* by electronic means is responsible for ensuring that they are able to access such equipment and in such an environment that facilitates participation in the *Council meeting*.
- 67.7 Without detracting from anything said in sub-rule 67.6, a *Councillor* who is attending a *Council meeting* by electronic means must be able to:
- 67.7.1 hear the proceedings;



67.7.2 see all *Councillors* and ~~members of Council staff~~*Council officers* attending the *Council* ~~meeting~~*meeting*, at least while a *Councillor* or ~~member of Council officer~~*staff* is ~~speaking~~.

67.7.3 be seen by all *Councillors*, ~~members of Council staff~~*officers* and members of the ~~public~~ public who are physically present at the *Council meeting*; and

67.7.4 be heard when they speak.

67.8 If the conditions of sub-rule 67.7 cannot be met by one or more *Councillors* attending a *Council meeting*, whether because of technical difficulties or otherwise:

67.8.1 the *Council meeting* will nonetheless proceed as long as a quorum is present; and

67.8.2 the relevant *Councillor* (or *Councillors*) will be treated as being absent from the *Council meeting* or that part of the *Council meeting*

unless the *Council meeting* has been adjourned in accordance with *these Rules*.

Nothing in Rule 67 prevents a *Councillor* from joining (or re-joining) a *Council meeting* at a time that they achieve compliance with sub-rule 67.7 even if the *Council meeting* has already commenced or has continued in their absence.

#### 68. Meetings Conducted Remotely

If a *Council meeting* is conducted wholly or partially by electronic means, the *Chair* may, with the consent of the meeting, modify the application of any of the *Rules* in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

#### Division 15 – Miscellaneous

#### 69. Absence of the Mayor at Council Meetings

If the *Mayor* is unable to attend a *Council meeting* for any reason, or is not in attendance at the commencement of a *Council meeting*:

69.1 The *Deputy Mayor* will act as *Chair*; or if not in attendance:

69.2 A *Councillor* in attendance at the *Council meeting* will be appointed by resolution to ~~C~~*chair* the meeting;

for the duration of the *Mayor's* absence.

#### 70. Recording Proceedings

70.1 Any person must not, without the prior approval of the *Chair*, operate any audio or visual recording equipment at any *Council meeting*.

70.2 Nothing in sub-Rule 68.1 applies to any ~~member of Council staff~~*Council officer* operating any cameras or recording device for the purpose of any presentations or keeping a record of the *Council meeting*.

70.3 Where the *Council meeting* is to be recorded pursuant to sub-Rules ~~706~~*706*.1 and ~~7069~~*7069*.2, the *Chair* must as soon as practicable after the opening of the *Council*

*meeting*, advise those who are in attendance that their image and/or voices are likely to be recorded during the course of the *Council meeting*.

**71. Appointment of Councillors to Committees and External Bodies**

- 71.1 The appointment of *Councillors* to positions on committees and external bodies will be subject to the voting procedures in Rules 4-7 inclusive where the number of candidates exceeds the number of vacant positions.
- 71.2 Despite the restrictions contained in sub-Rules 7.1.7 and 7.1.8, the *Chair* has a second vote where there is an equality of votes between candidates under this clause.

**72. Procedure not provided in this Chapter**

- 72.1 Where a circumstance has not been provided for in this Chapter or is unclear, the *Chair* may elect to have the matter determined by resolution of *Council*.
- 72.2 The ruling of the *Chair* upon all questions of order and of matters arising in debate shall be final unless otherwise provided for in *these Rules*.
- 72.3 The *Council* may by resolution, adopt policies which complement *these Rules* and which facilitate the efficient and effective conduct of *Council meetings*.

# SCHEDULE 1 Public Question Time Form

This form is required to be completed and submitted to Council by 5.00pm on the business day prior to the Council meeting in order to receive a verbal response at the meeting. Alternatively, the form can be placed in the question box located in the gallery by the commencement of the meeting.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**BACKGROUND INFORMATION:** \_\_\_\_\_  
**(IF REQUIRED)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUESTION 1: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

QUESTION 2: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### GUIDELINES FOR PUBLIC QUESTION TIME

1. Public question time shall be taken in the normal order of business listed on the aAgenda.
2. The Chair or Chief Executive Officer will read out the question as submitted -shall and invite the questioner forward to make a brief introductory statement regarding the question(s) of no more than 2 minutes. If the questioner is not in attendance in the gallery, the Chief Executive Officer may read the question(s).
3. The Chair person may answer the question(s) or direct the question(s) as they deem appropriate.
4. Once a question has been answered there will be no further discussion.
5. The number of questions that any one person may ask shall be limited to two.
6. The number of questions that may be asked on any one issue shall be limited to fourtwo. It is at the discretion of the Chair person which fourtwo questions will be asked. Like questions may be grouped together and a single answer provided. Should a large number of persons be in attendance in relation to —an issue, it may be advantageous to appoint a spokesperson on behalf of the group to present the questions.
7. The Chair person has the right to refuse to receive or answer any question, or to take a question on notice. Questions taken on notice will be responded to in writing within 10 working-business days of the Council meeting.



8. Public Question Time is to be conducted in an orderly and respectful manner and participants are asked to keep this in mind when making statements.

**Privacy Statement**

*"Manningham City Council is committed to full compliance with its obligations under the Privacy and Data Protection 2014 (Vic). The personal information requested on this form is being collected by Council for the purposes of hearing public questions at a Council meeting and to allow subsequent communication with questioners as required. The information will be used by Council for these purposes and for other permitted purposes. Council will disclose the question and personal information to the general public during the meeting. The question and questioner's first name initial, surname and suburb will also be published in the public minutes of the meeting and associated audio/visual recordings. Requests for access to and/or correction of the information provided may be made to Council's Privacy Officer. A copy of Council's Privacy Policy is available on our website at [www.manningham.vic.gov.au/privacy](http://www.manningham.vic.gov.au/privacy)"*





# MEETING PROCEDURE FOR DELEGATED COMMITTEES

## Chapter 3

### Chapter 3 – Meeting Procedure for Delegated Committees

#### 1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

- 1.1 all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and
- 1.2 any reference in Chapter 2 to:
  - 1.2.1 a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;
  - 1.2.2 a *Councillor* is to be read as a reference to a member of the *Delegated Committee*; and
  - 1.2.3 the *Mayor* is to be read as a reference to the *Chair* of the *Delegated Committee*.

#### 2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee* that is not composed solely of *Councillors*:

- 2.1 *Council* may; or
- 2.2 the *Delegated Committee* may, with the approval of *Council*

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.





# MEETING PROCEDURE FOR COMMUNITY ASSET COMMITTEES

## Chapter 4

## Chapter 4 – Meeting Procedure for Community Asset Committees

### 1. Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

### 2. Meeting Procedure

Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.

# DISCLOSURE OF CONFLICTS OF INTEREST

## Chapter 5

## Chapter 5 – Disclosure of Conflicts of Interest

### 1. Introduction

The following Rules in this Chapter apply only upon Division 1A of Part 4 of the *Local Government Act 1989* being repealed.\*

### 2. Definition

In this Chapter:

2.1 "meeting conducted under the auspices of *Council*" means a meeting of the kind described in section 131(1) of the *Act*, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a 'Councillor Briefing' or by some other name); and

2.2 a member of a *Delegated Committee* includes a *Councillor*.

### 3. Disclosure of a Conflict of Interest at a Council Meeting

A *Councillor* who has a conflict of interest in a matter being considered at a *Council meeting* at which they:

3.1 are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance -at the *Council meeting* immediately before the matter is considered; or

3.2 intends to be in attendance must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a *written* notice:

3.2.1 advising of the conflict of interest;

3.2.2 explaining the nature of the conflict of interest; and

3.2.3 detailing, if the nature of the conflict of interest involves a *Councillor's* relationship with or a gift from another person, the:

(a) name of the other person;

(b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

(c) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those in attendance that they have a conflict of interest and that a *written* notice has been given to the *Chief Executive Officer* under this sub-Rule.

The *Councillor* must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

\* At the time of making these Rules the date on which Division 1A of Part 4 of the *Local Government Act 1989* is expected to be repealed is 24 October 2020.

#### 4. Disclosure of Conflict of Interest at a *Delegated Committee Meeting*

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which they:

- 4.1 are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the *Delegated Committee* meeting immediately before the matter is considered; or
- 4.2 intends to be in attendance must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Delegated Committee* meeting commences a *written* notice:
  - 4.2.1 advising of the conflict of interest;
  - 4.2.2 explaining the nature of the conflict of interest; and
  - 4.2.3 detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:
    - (a) name of the other person;
    - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
    - (c) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those in attendance that they have a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

#### 5. Disclosure of a Conflict of Interest at a *Community Asset Committee Meeting*

A *Councillor* who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which they:

- 5.1 are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Community Asset Committee* meeting immediately before the matter is considered; or
- 5.2 intends to be in attendance must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a *written* notice:
  - 5.2.1 advising of the conflict of interest;
  - 5.2.2 explaining the nature of the conflict of interest; and
  - 5.2.3 detailing, if the nature of the conflict of interest involves a member of a *Councillor's* relationship with or a gift from another person the:

- (a) name of the other person;
- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- (c) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those in attendance that they have a conflict of interest and that a *written* notice has been given to the *Chief Executive Officer* under this sub-Rule.

The *Councillor* must, in either event, leave the *Community Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

#### 6. Disclosure at a Meeting Conducted Under the Auspices of Council

A *Councillor* who has a conflict of interest in a matter being considered by a meeting held under the auspices of *Council* at which they are in attendance must:

- 6.1 disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the meeting immediately before the matter is considered;
- 6.2 absent himself or herself from any discussion of the matter; and
- 6.3 as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a *written* notice recording that the disclosure was made and accurately summarising the explanation given to those in attendance at the meeting.

#### 7. Disclosure by Members of Council Staff Preparing Reports for Meetings

7.1 A ~~member of Council staff~~ *Council officer* who, in their capacity as a member of *Council* staff, has a conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a Report for the consideration of a:

- 7.1.1 *Council meeting*;
- 7.1.2 *Delegated Committee* meeting;
- 7.1.3 *Community Asset Committee* meeting

must, immediately upon becoming aware of the conflict of interest, provide a *written* notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest.

7.2 The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 7.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

7.3 If the ~~member of Council staff~~ *Council officer* referred to in sub-Rule 7.1 is the *Chief Executive Officer*:

- 7.3.1 the *written* notice referred to in sub-Rule 7.1 must be given to the *Mayor*; and
- 7.3.2 the obligation imposed by sub-Rule 7.2 may be discharged by any other ~~member of Council staff~~ *officer* responsible for the preparation of the Report.

**8. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power**

8.1 A ~~member of Council staff~~*Council officer* who has a conflict of interest in a matter requiring a ~~decision to be made by the member of Council staff~~*them to make a decision* as delegate must, immediately upon becoming aware of the conflict of interest, provide a *written* notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.

8.2 If the ~~member of Council staff~~*Council officer* referred to in sub-Rule 8.1 is the *Chief Executive Officer* the *written* notice must be given to the *Mayor*.

**9. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function**

9.1 A ~~member of Council staff~~*Council officer* who has a conflict of interest in a matter requiring a statutory function to be performed under an *Act* ~~by the member of Council staff~~ must, upon becoming aware of the conflict of interest, immediately provide a *written* notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.

9.2 If the ~~member of Council staff~~*Council officer* referred to in sub-Rule 9.1 is the *Chief Executive Officer* the *written* notice must be given to the *Mayor*.

**10. Retention of Written Notices**

The *Chief Executive Officer* must retain all *written* notices received under this Chapter for a period of three (3) years.

# MISCELLANEOUS

## Chapter 6



## Chapter 6 – Miscellaneous

### 1. Informal Meetings of Councillors

If there is a meeting of *Councillors* that:

- 1.1 is a scheduled or planned meeting of all *Councillors* (irrespective of how many *Councillors* attend) with the *Chief Executive Officer* for the purpose of discussing the business of *Council* or briefing *Councillors*; or
- 1.2 is a scheduled or planned meeting of all *Councillors* (irrespective of how many *Councillors* attend) with the Executive Management Team for the purpose of discussing the business of *Council* or briefing *Councillors*; or
- 1.3 is a scheduled or planned advisory committee meeting attended by at least one *Councillor* and one ~~member of Council~~ *officer staff*; and
- 1.4 is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient *Council meeting*; and
- (b) recorded in the *minutes* of that *Council meeting*.

### 2. Confidential Information

- 2.1 ~~Following~~if, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, if the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, they may designate the information as confidential and advise *Councillors* and/or members of *Council staff* in writing accordingly.
- 2.2 Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to *Councillors* and/or ~~members of Council~~ *staff officers* in *writing* accordingly, will be presumed to be confidential information.

# ELECTION PERIOD POLICY ~~2024~~

## Chapter 7

## ELECTION PERIOD POLICY 2024

Policy Classification	- <u>Governance</u>
Policy N°	- <u>D24/22876POL/507</u>
Policy Status	- <u>Current Draft</u>
Responsible Service Unit	- <u>Governance</u>
Authorised by	- <b>Council</b>
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Next Review Date	- <u>31 August 2023 April 2028</u>

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

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



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## 1. PURPOSE

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The *Local Government Act 2020* ('the Act') provides that ~~during the 32 days~~ immediately prior to municipal general elections all Victorian councils enter an election period (sometimes called a 'caretaker period'). At this time certain legislative prohibitions apply to the general functions and powers of the Council among which Councils are prohibited from publishing or distributing electoral matter. The Act also mandates that Council must prepare, adopt and maintain an election period policy.

The election period extends ~~for 32 days~~ from the last day nominations for the election can be received, until 6pm on election day. During this lead up period to the general elections, Council needs to avoid actions and decisions which could be perceived as intended to affect the results of an election, give Councillor candidates an advantage or have a significant impact on or unnecessarily bind the incoming Council.

The purpose of this Policy therefore is to explain to the local community and candidates for election to Council how Manningham City Council will conduct its business over the election period to ensure that:-

- Council is able to continue to deliver normal works and services to the local community;
- Council avoids making decisions that may be interpreted as influencing voters;
- the elections are not compromised by inappropriate electioneering by Councillors; and
- to safeguard the authority of the incoming council.

This Policy has been developed in order to ensure that the general elections are conducted in a manner that is fair and equitable to all candidates, and are publicly perceived as such.

The principles contained within this Policy will ensure transparent and accountable governance practices are in place in the lead up to and throughout the election period.

## 2. POLICY STATEMENT

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Manningham City Council, in stating its commitment to the principle of fair and democratic elections, adopts and endorses the practices detailed within this policy statement in addition to the legislative requirements within the Act.

### 2.1 Prohibited decisions

Council is prohibited from making any Council decision:

- (a) during the election period for a general election that:
  - (i) relates to the appointment or remuneration of the Chief Executive Officer but not to the appointment or remuneration of an Acting Chief Executive Officer; or
  - (ii) commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or

- (iii) the Council considers could be reasonably deferred until the next Council is in place; or
- (iv) the Council considers should not be made during an election period; or
- (b) during the ~~E~~election period for a general election or a by-election that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at the election.

## 2.2 What is a Council decision?

For the purposes of clause 2.1 of this Policy, **Council decision** means the following:

- (a) a resolution made at a Council meeting; ~~or~~
- (b) a resolution made at a meeting of a delegated committee; or
- (c) the exercise of a power or the performance of a duty or function of Council by a member of Council staff (which includes the Chief Executive Officer) or a Community Asset Committee under delegation.

## 2.3 Council Meetings during the Election Period

- 2.3.1 Council acknowledges that in the lead up to its general elections, it will not make any decision that would, or could be perceived to, inappropriately bind an incoming Council or affect the outcome of the elections.
- 2.3.2 Council acknowledges that Councillors have been elected to represent the local community and this obligation continues during the ~~E~~election period. Councillors must avoid any conflict, or appearance of conflict, between their role as Councillor and their role as a candidate or prospective candidate.
- 2.3.3 To ensure the general day-to-day administration of Council is not held up for an excessive time period, Council will hold a ~~Council n-Ordinary~~ meeting in October to consider routine administrative matters and the Annual Report.
- 2.3.4 The Chief Executive Officer will ensure that no matters that would be contrary to this Policy are presented to Council for discussion, consideration or decision.
- 2.3.5 The Chief Executive Officer will also ensure that none of the following matters will be presented to the October ~~ordinary~~ Council meeting:-
  - Adoption of a new policy, strategy or significant planning amendment;
  - Adoption of a new rate or charge;
  - The purchase or sale of land;
  - The approval of community grants;
  - The spending of unbudgeted monies;
  - The conduct of any public consultation on significant issues;
  - Changes to the annual budget or capital works program; ~~or~~
  - Any other matter that the Chief Executive Officer deems could affect voting in an election, significantly affects the municipality, local community or will unreasonably bind the incoming Council.
- 2.3.6 The following activities, normally held at an ~~ordinary~~ council meeting, will not be permitted during the ~~E~~election period; ~~These are:-~~
  - Public ~~Q~~uestion ~~t~~ime;
  - Petitions;

- Presentations;
- Councillor [Reports and Question Time](#); [question time](#)
- Rescission or alteration motions; [or](#)
- Notices of Motion.

2.3.7 No meetings of Delegated Committees, Advisory Committees, or Strategic Briefing Sessions will be held during the [E](#)election period.

2.3.8 The Chief Executive Officer will, where possible, ensure that any matters requiring a [C](#)ouncil decision are scheduled to go to a Council Meeting prior to the commencement of the [E](#)election period or deferred for determination by the incoming Council. The determination as to whether any matter is to go to a Council meeting will be made by the Chief Executive Officer.

## 2.4 Community Engagement and Consultation

2.4.1 Community engagement is about involving stakeholders (those people affected by a decision) and the community in a decision-making process. A sound engagement process offers opportunities for residents and key stakeholders to contribute to and influence decisions that directly affect their community.

2.4.2 After the commencement of the [E](#)election period, Council will not commence public consultation on any matter which, in the opinion of the Chief Executive Officer, is a matter which is likely to affect voting at the elections. If public consultation on such a matter commenced prior to the beginning of the [E](#)election period, it shall be held in abeyance until after the election.

2.4.3 Other public consultations, including public submissions and hearings pursuant to section 223 of the *Local Government Act 1989*, during the election period are to be avoided.

2.4.4 The requirements of clause 2.43.36 may not apply to statutorily required consultation under the *Planning and Environment Act 1987* or matters of a special or emergency nature. In such circumstances, the Chief Executive Officer must justify the special circumstances requiring the public consultation to the local community and ensure that the public consultation session is managed and chaired by a Director or the Chief Executive Officer and not the Mayor or a Councillor.

2.4.5 The Mayor and Councillors are entitled to attend any public consultation session held within the [E](#)election period. If attending in an official capacity, Councillors must not use their attendance as an opportunity for electioneering.

2.4.6 Consultations will avoid any express or implied links to the election.

## 2.5 Council Events

2.5.1 No Council events, either sponsored or under the auspices of or run by Council, are to take place during the [E](#)election period. This includes Council sponsored events such as launches, festivals and any other public forum outside of the normal Council meeting cycle.

- 2.5.2 An event will only be conducted if it is unexpected or unavoidable ([such as Seniors Week](#)) and with the express permission of the Chief Executive Officer. If an event is to be undertaken, the Chief Executive Officer must justify to the local community why it is being held and how risks over influencing the election will be mitigated or prevented.
- 2.5.3 At any such event conducted pursuant to 2.5.2, Councillors are able to attend, as is any candidate, but are not to have any official role at the event and the event is to be managed and chaired by a Director or the Chief Executive Officer and not the Mayor or a Councillor.
- 2.5.4 Publicity of Council events (if any during the period) will be restricted to the communication of factual material only and will not feature, mention or quote or contain any photo of any Councillor.
- 2.5.5 No Councillor participation at Council sponsored events (if any during the [E](#)election period) will be permitted, except for the Mayor, pursuant to clause 2.5.7.
- 2.5.6 No election material or active campaigning is to be conducted at any Council events (if any during the election period) and no Council event is to be used for, or linked in any way, to a candidate's election campaign.
- 2.5.7 Any citizenship ceremonies should be planned to be held outside the [E](#)election period, but if this is unavoidable, the participation of the Mayor at such a ceremonial event is permitted as the participants will not be voters at the general elections. Any speech by the Mayor at a citizenship ceremony must be written by Council Staff and approved by the Chief Executive Officer and read by the Mayor as prepared.

## 2.6 Candidates' Access to Information

- 2.6.1 While it is important that sitting Councillors continue to receive information that is necessary to fulfil their existing elected roles, it is also important that candidates at the elections have equal rights to Council held information relevant to their election campaigns.
- 2.6.2 Any requests for information from Councillors or candidates during the [E](#)election period should be directed in the first instance to the [Group Manager Governance and Risk, the appropriate Director, or the Chief Executive Officer](#) [or their delegate](#).
- 2.6.3 Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns. [Only](#) information that can be reasonably accessed will be released.
- 2.6.4 Information and briefing material prepared for Councillors during the [E](#)election period will relate only to factual matters or to existing Council services to assist Councillors in conducting normal day to day activities. Any information or briefing material to be provided is only to be sent by the [Group](#)



[Manager Governance and Risk](#), the appropriate Director or [the](#) Chief Executive Officer [or their delegate](#).

- 2.6.5 To ensure complete transparency in the provision of all information and advice during the election period, an Information Request Register will be established. This register will record all requests for information including those under 2.6.3 made by all candidates (including existing Councillors) relating to electoral and other matters and the responses given to those requests. The register will be a public document available for public inspection and displayed on Council's website. This is to ensure that this information is available to all candidates in the election. It will be managed and maintained by the [Governance Team Senior Governance Adviser](#) commencing on the opening of nominations.
- 2.6.6 Section [12376D](#) of the *Local Government Act 2020* ~~1989~~ concerns the ~~improper~~ misuse of position ~~by~~ a Councillor and prescribes serious penalties for any Councillor who inappropriately makes use of their position or information obtained in their role as a Councillor, to gain an advantage [for themselves or any other person](#).

## 2.7 Council Publications and Electoral Matter

It is prohibited under section 304 of the Act for a Councillor or member of Council staff to print, publish or distribute, or to cause, permit or authorise others to print, publish or distribute on behalf of the Council, any advertisement, handbill, pamphlet or notice that contains electoral matter during the election period. This is to ensure that Council does not use public funds that may influence or be seen to influence people's voting intentions. Electoral matter is any matter that is "intended or likely to affect voting in an election" and includes (but is not limited to) material that deals with the election, candidates or issues of contention in the election.

### 2.7.1 Material is electoral matter if it:

- Publicises the strengths or weaknesses of a candidate;
- Advocates the policies of the Council or of a candidate;
- Responds to claims made by a candidate;
- Publicises the achievements of the elected Council;
- Publicises matters that have already been the subject of public debate;
- [Relates to matters](#) ~~About matters~~ that are known to be contentious in the local community and likely to be the subject of election debate;
- [Deals](#) with election candidates statements; or
- [Refer](#)s to Councillors or candidates by name or by implicit reference.

### 2.7.2 Considerations of Chief Executive Officer in granting publication approval

In considering whether to grant approval for the publication of material during the ~~E~~lection period the Chief Executive Officer:

- (a) **Must not permit** any materials to be published which include reference to the following:
  - (i) the election;
  - (ii) a candidate in the election;
  - (iii) a current Councillor; or
  - (iv) an issue before the voters in connection with the election.
- (b) **May approve the** publication of material which only contains factual information about:
  - (i) the election process itself; or
  - (ii) Council information that does not include any reference to a current Councillor otherwise precluded by this policy.

### 2.7.3 Council Agendas and Reports

During the **E**lection period, the Chief Executive Officer will ensure that an **"Election Period Statement"** is included in every report submitted to any ~~Meeting of~~ Council meeting for a decision.

The "Election Period Statement" will advise that Council may make a decision regarding the subject of the report in compliance with Council's Election Period Policy 2020.

During the **e**lection period, Council will not make a decision on any matter or report that does not include the Election Period Statement.

### 2.7.4 Annual Report

The Annual Report is an exempt document from the requirements of this election period Policy. However, Council will ensure that the Annual Report produced in any **E**lection period will not contain any material that could be regarded as overt electioneering or that inappropriately promotes individual Councillors.

Information referring to specific Councillors will be limited to names, titles, contact details, membership of committees and other bodies to which they have been appointed by Council. A Mayor's message will be included and will be restricted to general Council business and not the specific achievements of elected representatives. The Chief Executive Officer will determine the appropriate content for an Annual Report produced in an **E**lection period.

### 2.7.5 Councillor- Issued Materials

Councillors may publish campaign material on their own behalf, but cannot claim or imply that the material originated from, or was authorised by, Manningham City Council. For example, the use of Council logos, photographs, Council images etc. is not permitted.

Councillors must also ensure that they comply with the Individual Councillor Communications Protocol when publishing campaign materials.

## 2.8 Websites

- 2.8.1 No ~~E~~electoral matter will be placed on Council ~~w~~websites during the ~~E~~election period.
- 2.8.2 The Chief Executive Officer will ensure that during the ~~E~~election period the only new publications on ~~Council~~the websites will be those that do not breach this Policy, are essential for the conduct of Council operations and ~~are~~ apolitical in nature.
- 2.8.3 For the avoidance of doubt, Council agendas, minutes and the Annual Report can be published on Council's websites.
- 2.8.4 For the duration of the ~~E~~election period a statement will be placed on Council's Websites advising that Council will not be regularly updating or adding new information during the election period other than necessary operational information.
- 2.8.5 Material published on Council's website in advance of the ~~E~~election period is permitted, however existing material that is prominently displayed will be reviewed and consideration given to the removal of any such material that would be considered ~~E~~electoral matter, were it to be published during the ~~E~~election period.
- 2.8.6 Profiles of the Mayor and Councillors will be removed from Council's websites during the ~~E~~election period but their contact details ~~i.e.~~ names, photos and mobile numbers will remain to assist with their day-to-day role as a Councillor.

## 2.9 Social Media

- 2.9.1 No ~~E~~electoral matter will be posted on Council's social media sites during the ~~E~~election period. Any publication on Council's social media sites, ~~including Facebook, X (formerly Twitter), blogs and wiki pages~~ during the ~~E~~election period must be approved by the Chief Executive Officer or their delegate.
- 2.9.2 Staff responsible for administering individual social media sites will monitor their respective sites during the ~~E~~election period and use moderation features where available to ensure no ~~e~~electoral matter is posted.
- 2.9.3 Social media activity during the ~~E~~election period is to conform with the following:-
- Social media posts to be kept to a minimum, necessary operational information only;
  - No launches or announcements of any new projects, policy initiatives, or programs;
  - On all ~~social media Facebook~~ pages the 'post comments' from all facilities to be disabled;

- YouTube videos to be removed and suspended during the period;
- No matter is permitted that may be construed as **E**electoral matter – accounts should be reviewed to ensure there is none;
- No posting of or responding to political content is permitted;
- During this time ensure moderation of all social media accounts; and
- Keep all updates to a minimum.

2.9.4 For the duration of the **E**election period a statement will be placed on social media sites advising that Council will not be regularly updating or adding new information during the **E**election period other than necessary operational information.

## 2.10 Media Services

- 2.10.1 During the **E**election period Council's Communications Unit's services must not be used in any way that might promote or be perceived as promoting a Councillor as an election candidate.
- 2.10.2 Council publicity and media releases during the **E**election period will be restricted to communicating normal Council activities and initiatives and any such publicity will be subject to approval by the Chief Executive Officer or their delegate.
- 2.10.3 Media releases will exclude references to individual Councillors.
- 2.10.4 The Chief Executive Officer or their delegate will be the media spokesperson on any media releases.
- 2.10.5 **Councillors**  
Councillors will not use their position as an elected representative or their access to Council Staff and other Council resources to gain media attention in support of an election campaign.
- 2.10.6 **Council Employees**  
During the **E**election period no Council employee may make any public statement that relates to an election issue unless prior approval has been obtained from the Chief Executive Officer.

## 2.11 Use of Council Resources

- 2.11.1 It is an established democratic principle that public resources must not be used in a manner that would influence the way people vote in elections. Council commits to this principle in that it will ensure Council resources are not used inappropriately during the **E**election period while recognising that Councillors are entitled to continue to have access to those resources necessary for them to fulfil their elected roles and normal day-to-day duties to the local community.
- 2.11.2 Council resources include, but are not limited to vehicles, equipment, computers, printers, mobile and landline phones, stationery, images, printing/copy services, meeting rooms, hospitality services, **Council staff** and support staff.
- 2.11.3 In order to ensure the proper use of Council resources during the **E**election period the following will apply:-
- Councillors may **continue to use any Council resources** provided to them to facilitate their performance of **normal Councillor duties**, subject to existing protocols and terms of use. Councillors standing for re-election must not use such Council resources to assist with their election campaign;
  - Reimbursements of Councillors' **out-of-pocket expenses** during the **E**election period will only apply to costs that have been incurred in the performance of normal Council duties, and not for expenses that could be perceived as supporting or being connected with a candidate's election campaign;

- **Equipment** provided to Councillors for the purpose of conducting normal Council business, such as **mobile phones, land lines and internet connections, laptop or tablet** will not be used for campaigning purposes;
- No Council **logos, letterheads, or other Council branding** should be used for, or linked in any way to, a candidate's election campaign;
- **Photos or images** taken by or provided by Council are not to be used by Councillors for the purposes of electioneering or in support of their election campaign. This applies equally to images on Council websites that may be able to be copied;
- Any **email account** provided by Council to a Councillor to assist in representing the local community and undertaking normal day-to-day Councillor duties must not be used in electioneering and campaigning;
- **Community or Ward meetings** will not be held during the **E**election period;
- No Council owned **vehicle** is to be used by a Councillor during the **E**election period for attending any event other than an official Council event at which the Councillor is representing Council in an authorised official capacity;
- During the **E**election period the **Mayoral robes** and **Chain of Office** are only to be worn on official civic occasions such as **Meetings of the Council meetings** and citizenship ceremonies and not to be worn or displayed in any manner at any event that is not an official Council event.

2.11.4 A Councillor or candidate at the election, must not ask a member of Council staff to undertake any tasks connected directly or indirectly with a candidate's election campaign.

2.11.5 In the course of employment Council **staff must not:-**  
 (a) undertake an activity that may affect voting in the election; or  
 (b) authorise, use or allocate a Council resource for any purpose that may influence voting in the election.

Any Council staff member who thinks they are being placed in a **compromising situation** by a request from a Councillor or candidate should refer the Councillor or candidate to the Chief Executive Officer for clarification. They should also advise their Manager of their concern.

2.11.6 Prior to the election period the Chief Executive Officer will ensure that all members of Council **staff are advised of their obligations** in regard to the application of this Policy.

2.11.7 A copy of this Policy will be included in candidate information packs distributed at candidate information sessions.

## 2.12 Use of the Councillor Title

2.12.1 Councillors may use their title "Councillor" in their election material, as they continue to hold office during the **E**election period. While a Councillor can refer to themselves as Councillor in communications it must be made clear that it is a communication of a candidate and not a position of Council.

### 2.13 Breach of Policy

- 2.13.1 Any breach of this Policy relating to officer conduct is to be referred to the Chief Executive Officer.
- 2.13.2 Alleged breaches relating to all other matters are to be referred to the Victorian Local Government Inspectorate.

### 2.14 Administrative Updates

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

## 3. SCOPE OF POLICY

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This Policy applies to all Councillors and Council Staff during the Election period which starts on the last day on which nominations for the election can be received by the Election Manager and concludes on the Election Day.

Council committee members who are candidates for election are expected to comply with this policy and in addition:

- return any Council equipment, documents or information which are not available to the public for the duration of the election period; and
- if elected, immediately resign from the committee.

## 4. RESPONSIBILITY

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The Chief Executive Officer or their delegate is the officer ultimately responsible for the implementation of this Policy with the ~~Group Manager Governance and Risk~~ being responsible for the operational aspects.

## 5. DEFINITIONS

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In this policy:-

**Chief Executive Officer** means the person appointed by a Council to be its Chief Executive Officer or any person acting in that position

**Council** means the Manningham City Council.

**Council Events** means a gathering of people or a ceremony of some significance, either run by Council or auspiced by Council, that celebrates or recognises some specific aspect of community and generally creates publicity.

**Councillor** means a person who holds the office of member of a Council

**Councillor Code of Conduct** means the code of conduct [developed by a Council under section 76C of the made pursuant to the requirements of the Local Government Act 2020/1989](#)

**Council staff** means [an employee of Manningham City Council](#).

Note - The Chief Executive Officer is also a member of Council staff.

**Electoral advertisement, handbill, pamphlet or notice** means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper announcing the holding of a meeting.

**Electoral matter** means matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the Election Manager for the purposes of conducting an election. Without limiting the generality of the definition of **electoral matter**, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on—

- (a) the election; or
- (b) a candidate in the election; or
- (c) an issue submitted to, or otherwise before, the voters in connection with the election.

**Election period**, in relation to an election, means the period that—

- (a) starts on the last day on which nominations for that election can be received; and
- (b) ends at 6 pm on election day.

**Local community** includes—

- (a) people who live in the municipal district
- (b) people and bodies who are ratepayers
- (c) people and bodies who conduct activities in the municipal district.

**Municipal district** means the district under the local government of a Council.

**Printed electoral material** means an advertisement, handbill, pamphlet or notice that contains electoral matter.

**Publish** means publish by any means including by publication on the Internet.

**Ward** means a subdivision of a municipal district.

## 6. RELATED POLICIES

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- POL/194 - Councillor Allowance and Support Policy
- POL/416 - Social Media Policy
- POL/478 - Councillor IT Support and Equipment Policy
- Media Policy
- Manningham Councillor Code of Conduct
- Manningham Employee Code of Conduct





**7. ACTION PLANS**

Nil.

**8. GUIDELINES**

Nil.

**9. DOCUMENT HISTORY**

<b>Policy Title:</b>	Election Period Policy
<b>Resp. Officer Position:</b>	Senior Governance <a href="#">Lead Adviser</a>
<b>Next Review Date:</b>	<del>31 August 2023</del> <a href="#">April 2028</a>
<b>To be included on website?</b>	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
<i>Version 1</i>	<i>Council</i>	<i>29 March 2016</i>	
<i>Version 2</i>	<i>Council</i>	<i>26 November 2019</i>	<i>13.3</i>
<a href="#">Version 3</a>	<a href="#">Council</a>		



## Contact Details

Council's Governance Team 9840 9210

[www.manningham.vic.gov.au](http://www.manningham.vic.gov.au)



#### 14.4 Audit and Risk Committee - Appointment of New Independent Member and Change in Councillor Representation

File Number: IN24/227  
Responsible Director: Chief Executive Officer  
Attachments: 1 Sharon Copeland-Smith CV - Confidential (confidential)

##### PURPOSE OF REPORT

*This report recommends to Council the appointment of Sharon Copeland-Smith as the new independent member to Manningham's Audit and Risk Committee (the Committee). Further, following notification by Councillor Stephen Mayne that he intends to step down as a member of the Committee, this report also seeks to appoint the Mayor, Councillor Carli Lange as a member of the Committee for the remainder of this Council term.*

##### EXECUTIVE SUMMARY

*The Audit and Risk Committee is an independent committee of Council established in accordance with Section 53 of the Local Government Act 2020. It comprises three independent members and two Councillors. Appointment of qualified independent members are for three-year terms. Following the recent resignation of Ms Evy Papadopoulos after three years of substantial advisory service, an Expression of Interest process was conducted. The CEO chaired a recruitment panel which has finalised the recruitment process. It is recommended that Council appoint Sharon Copeland-Smith to the Audit and Risk Committee as an independent member.*

##### COUNCIL RESOLUTION

**MOVED: CR DEIRDRE DIAMANTE**  
**SECONDED: CR STEPHEN MAYNE**

**That Council:**

- A. appoint Sharon Copeland-Smith as an independent member of the Audit and Risk Committee for the period 29 May 2024 to 28 May 2027.**
- B. appoint Councillor Carli Lange to the position of Councillor representative on the Audit and Risk Committee to replace Councillor Stephen Mayne who has advised he is stepping down from his role on the Committee effective immediately.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 The Audit and Risk Committee (the Committee) is an independent advisory committee of Council established in accordance with Sections 53 and 54 of the *Local Government Act 2020*. The purpose of the Committee is to support Council in discharging its oversight responsibilities related to financial and performance reporting, governance, risk management and fraud control.

- 2.2 This is undertaken through monitoring internal control systems and assurance activities including external and internal audit. The Committee meet five times per year with regular attendance by the Chief Executive Officer, Chief Financial Officer, Chief Legal and Governance Officer, Risk and Assurance Lead, and the internal auditors and external auditors (as needed). The Committee formally reports on its performance to Council on a six-monthly cycle.
- 2.3 As an independent advisory committee, it comprises three independent members and two Councillor members and is led by an independent chairperson, elected annually. The independent members are appointed by Council for a three-year term with provision for extension.
- 2.4 The Committee vacancy has arisen following the resignation of Ms Evy Papadopoulos, who served three years as an independent member, commencing on 24 November 2020. During this time, Ms Papadopoulos' extensive experience and qualifications in law, corporate governance and membership of government bodies, enabled her to provide comprehensive advice that complemented the skills and experience of the two existing independent members.

### 3. DISCUSSION / ISSUE

- 3.1 In recruiting for the vacancy, an assessment was undertaken of the skill set required to align with emerging risks within the sector and to complement the existing skillset of committee members.
- 3.2 Emerging risks around cyber security and data management are on the rise and there is an increased focus by Manningham Council on how best to manage and mitigate this risk. It was determined that a person with suitable qualifications or extensive experience in cyber security and data management could provide valuable insights and advice regarding this emerging risk.
- 3.3 An Expression of Interest was advertised resulting in 49 applications. A recruitment panel was formed and led by Mr Andrew Day, the Chief Executive Officer, Ms Kerry Paterson, Director Experience and Capability and Ms Rachelle Quattrocchi, Director City Services.
- 3.4 Shortlisted applicants were interviewed followed by independent reference checking. This process has culminated in the recruitment panel recommending to Council the appointment of Sharon Copeland-Smith as our third independent Committee member.
- 3.5 Ms Copeland-Smith demonstrated a deep and broad experience over several decades predominately in the public sector including in community health, transport, infrastructure, technology and industry/economic development. She has a keen interest in and knowledge of technology, digital, cyber security and data and demonstrated a genuine understanding of the sector and the challenges of cyber security as it relates to Manningham.
- 3.6 The appointment of Ms Copeland-Smith will complement the other member's existing skills set and experience, ensuring continuity in the Committee's important advisory role to Council and management.

A copy of Ms Copeland-Smith's Curriculum Vitae (CV) is appended as a confidential attachment for further reference.

### Change in Councillor Representation

- 3.7 Councillor Stephen Mayne has advised the Mayor and Chief Executive Officer that he is stepping down from his role as a Councillor representative on the Audit and Risk Committee. This creates a Councillor vacancy on the committee.
- 3.8 Following discussion amongst Councillors, the Mayor, Councillor Carli Lange indicated that she would like to step into this role for the remainder of this Council term.
- 3.9 It is recommended that Councillor Lange be appointed to the role as Councillor representative effectively immediately.

## 4. COUNCIL PLAN / STRATEGY

- 4.1 The transparent recruitment process and selection of the preferred applicant to the Audit and Risk Committee demonstrates due process in accordance with the Council Plan theme of 'A Well Governed Council'.

## 5. IMPACTS AND IMPLICATIONS

### 5.1 Finance / Resource Implications

Independent members of the Audit and Risk committee are paid an annual fee of \$8,000 per annum for their services. Effective from 1 July 2024, this fee will be adjusted by the preceding 'Consumer Price Index Melbourne All Groups' rate for the previous 12 month period, rounded up to the nearest \$100. These fees are allocated to the Risk and Assurance budget.

## 6. IMPLEMENTATION

### 6.1 Communication and Engagement

Is engagement required?	This was a public recruitment process. The preferred applicant met with the Audit and Risk Chair and Chief Executive Officer prior to making this recommendation.
Stakeholder Groups	1. Applicants 2. Audit and Risk Committee
Where does it sit on the IAP2 spectrum?	Inform
Approach	Public recruitment process advertised on Council's website, the Australian Institute of Company Directors website and online recruitment platforms.

### 6.2 Timelines

The next meeting of the Audit and Risk Committee is scheduled for 31 May 2024. The successful applicant will be advised of Council's decision immediately following the Council meeting. The change in Councillor representation will take effect immediately.

**7. DECLARATIONS OF CONFLICT OF INTEREST**

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

## 14.5 Appointment of Authorised Officers - Planning and Environment Act 1987

File Number:	IN24/255
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 S11A Instrument of Appointment and Authorisation - Jemma Bravery-Van Praet - 28 May 2024 <a href="#">↓</a></li><li>2 S11A Instrument of Appointment and Authorisation - Frank Colaci - 28 May 2024 <a href="#">↓</a></li><li>3 S11A Instrument of Appointment and Authorisation - Stephanie Chen - 28 May 2024 <a href="#">↓</a></li></ol>

### PURPOSE OF REPORT

*The purpose of this report is to appoint three Council officers as Authorised Officers under the Planning and Environment Act 1987 (the Act).*

### EXECUTIVE SUMMARY

*In accordance with the Act, Council is required to authorise officers for the purpose of enforcing the provisions of the Act. It is proposed to appoint the Council officers detailed below as an Authorised Officer pursuant to Section 147(4) of the Act.*

*The Local Government Act 1989 also empowers Council to appoint a person, other than a Councillor, to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.*

*A person who is appointed to a position has the powers of that position under the legislation which they have been appointed. Authorisations are necessary to facilitate the efficient and effective function of councils as they enable authorised officers to carry out compliance or enforcement under legislation related to their functions and powers of the Council.*

*Authorised officers will continue to be appointed under s224 of the Local Government Act 1989, as there are no provisions for appointing authorised officers under the Local Government Act 2020.*

### COUNCIL RESOLUTION

**MOVED: CR ANNA CHEN**  
**SECONDED: CR ANDREW CONLON**

**In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of appointment and authorisation, Council resolves that:**

- A. the following Council Officers be appointed as an authorised officer:**
- Jemma Bravery-Van Praet
  - Frank Colaci
  - Stephanie Chen

- B. the instrument will come into force immediately upon execution and will remain in force until Council determines to vary or revoke the Instrument or the officer ceases their employment with Council; and**
- C. the Instrument be signed and sealed.**

**CARRIED UNANIMOUSLY**

## 2. BACKGROUND

- 2.1 The *Planning and Environment Act 1987* (the Act) regulates enforcement of the Act and is reliant on authorised officers acting on behalf of the Responsible Authority which is Council.
- 2.2 The Act, unlike the *Local Government Act 1989*, does not permit appointments to be made by the Chief Executive Officer and therefore in order for the officer to legally undertake the duties of their position under the Act, it is necessary for Council to make appointments by formal resolution.
- 2.3 The Instrument of Appointment and Authorisation has been prepared based on advice from Maddocks Lawyers and empowers the relevant officer to exercise those powers granted in the Instrument.
- 2.4 The appointment will come into force immediately upon its execution under the Seal of Council and will remain in force until varied or revoked by Council or the officer ceases employment with Council.
- 2.5 In addition to the appointment under the Act, Council pursuant to Section 224 of the *Local Government Act 1989*, may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of most other Acts, Regulations or Local Laws which relate to the functions and powers of Council. This broader Instrument of Appointment and Authorisation has already been carried out, in respect to the designated officers, under the delegated authority of the Chief Executive Officer as the first part of a dual appointment process.
- 2.6 The appointment will be recorded in the Authorised Officers Register that is required to be kept by Council and is available for public inspection.

## 3. IMPLEMENTATION

### 3.1 Communication and Engagement

Stakeholder Groups	Nominated Council officers
Is engagement required?	No. Council is required to make these administrative appointments.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A



**4. DECLARATIONS OF CONFLICT OF INTEREST**

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

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Jemma Bravery-Van Praet**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 28 May 2024.

The Common Seal of            )  
Manningham City Council        )  
was hereunto affixed            )  
in the presence of:                )

Mayor .....

Chief Executive Officer .....

Date: .....

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Frank Colaci**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

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The Common Seal of                    )  
Manningham City Council            )  
was hereunto affixed                )  
in the presence of:                    )

Mayor .....

Chief Executive Officer .....

Date: .....

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Stephanie Chen**

**By this instrument of appointment and authorisation Manningham City Council -**

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

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This instrument is authorised by a resolution of the Manningham City Council on 28 May 2024.

The Common Seal of            )  
Manningham City Council        )  
was hereunto affixed            )  
in the presence of:                )

Mayor .....

Chief Executive Officer .....

Date: .....

## 14.6 Informal Meetings of Councillors

File Number:	IN24/262
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>1 Recreation and Sport Advisory Committee - 19 February 2024 <a href="#">↓</a></li><li>2 Recreation and Sport Advisory Committee - 22 April 2024 <a href="#">↓</a></li><li>3 Consultation meeting – Planning application PLN23_0337 - 24 April 2024 <a href="#">↓</a></li><li>4 Multicultural Communities Advisory Committee - 29 April 2024 <a href="#">↓</a></li><li>5 CEO Employment and Remuneration Committee Meeting - 30 April 2024 <a href="#">↓</a></li><li>6 Healthy Ageing Advisory Committee - 1 May 2024 <a href="#">↓</a></li><li>7 Strategic Briefing Session - 7 May 2024 <a href="#">↓</a></li><li>8 Gender Equality and LGBTQIA+ Advisory Committee - 9 May 2024 <a href="#">↓</a></li><li>9 Manningham Disability Advisory Committee - 13 May 2024 <a href="#">↓</a></li><li>10 Strategic Briefing Session - 14 May 2024 <a href="#">↓</a></li><li>11 Meeting with Wonga Park Sporting Association - 16 May 2024 <a href="#">↓</a></li></ol>

### PURPOSE OF REPORT

*The purpose of this report is to promote transparency in Council's business by providing a record of informal meetings attended by Councillors.*

### EXECUTIVE SUMMARY

*Chapter 6, sub rule 1 of Manningham's Governance Rules requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records to be incorporated into the minutes of the Council Meeting.*

### COUNCIL RESOLUTION

**MOVED:** CR MICHELLE KLEINERT OAM  
**SECONDED:** CR LAURA MAYNE

**That Council note the Informal Meetings of Councillors for the following meetings:**

- Recreation and Sport Advisory Committee – 19 February 2024
- Recreation and Sport Advisory Committee – 22 April 2024
- Consultation meeting – Planning application PLN23/0337 – 24 April 2024
- Multicultural Communities Advisory Committee - 29 April 2024
- CEO Employment and Remuneration Committee Meeting - 30 April 2024

- **Healthy Ageing Advisory Committee – 1 May 2024**
- **Strategic Briefing Session – 7 May 2024**
- **Gender Equality and LGBTQIA+ Advisory Committee – 9 May 2024**
- **Manningham Disability Advisory Committee – 13 May 2024**
- **Strategic Briefing Session – 14 May 2024**
- **Meeting with Wonga Park Sporting Association – 16 May 2024**

**CARRIED UNANIMOUSLY**

## **2. BACKGROUND**

- 2.1 Section 60 of the *Local Government Act 2020*, requires a Council to develop, adopt and keep in force Governance Rules (the Rules).
- 2.2 Chapter 6, sub rule 1 of Manningham's Governance Rules requires the Chief Executive Officer to ensure a summary of matters discussed at an informal meeting is tabled at the next convenient Council meeting and recorded in the minutes of that meeting.
- 2.3 An Informal Meeting of Councillors is a meeting that:
- is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Chief Executive Officer for the purpose of discussing the business of Council or briefing Councillors; or
  - is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Executive Management Team for the purpose of discussing the business of Council or briefing Councillors; or
  - is a scheduled or planned advisory committee meeting attended by at least one Councillor and one member of Council staff; and
  - is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

## **3. DISCUSSION / ISSUE**

Summaries of the following informal meetings are attached to this report:

- Recreation and Sport Advisory Committee – 19 February 2024
- Recreation and Sport Advisory Committee – 22 April 2024
- Consultation meeting – Planning application PLN23/0337 – 24 April 2024
- Multicultural Communities Advisory Committee - 29 April 2024
- CEO Employment and Remuneration Committee Meeting - 30 April 2024
- Healthy Ageing Advisory Committee – 1 May 2024
- Strategic Briefing Session – 7 May 2024
- Gender Equality and LGBTQIA+ Advisory Committee – 9 May 2024
- Manningham Disability Advisory Committee – 13 May 2024
- Strategic Briefing Session – 14 May 2024
- Meeting with Wonga Park Sporting Association – 16 May 2024

**4. IMPLEMENTATION**

4.1 Communication and Engagement

Stakeholder Groups	Councillors, Officers and members of Manningham’s Advisory Committees
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

**5. DECLARATIONS OF CONFLICT OF INTEREST**

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

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Recreation and Sport Advisory Committee		
<b>Date:</b>	Monday, 19 February 2024	<b>Time Opened:</b>	6:37pm
		<b>Time Closed:</b>	8:23pm
<b>Location:</b>	Council Chambers, Civic Centre		
<b>Councillors Present:</b>	Cr Conlon (Chair), Cr S Mayne, Cr L Mayne		
<b>Officers Present:</b>	Emma Michie, Robert Morton, Patrick Boyd, Kayla Uildriks		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	Workshop: Reducing Barriers to participation		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>	No		



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS				
<b>Meeting Name:</b>	Recreation and Sport Advisory Committee			
<b>Date:</b>	Monday, 22 April 2024			
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:38pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:37pm</td> </tr> </table>	<b>Time Opened:</b>	6:38pm	<b>Time Closed:</b>
<b>Time Opened:</b>	6:38pm			
<b>Time Closed:</b>	8:37pm			
<b>Location:</b>	Council Chambers, Civic Centre			
<b>Councillors Present:</b>	Cr S Mayne (Acting Chair), Cr L Mayne			
<b>Officers Present:</b>	Emma Michie, Robert Morton, Patrick Boyd, Kayla Uildriks Catherine Simcox			
<b>Apologies:</b>	Cr Conlon (Chair)			
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Health and Wellbeing Action Plan</li> <li>2. Master Planning for Recreation Reserves – Stinton’s Reserve Master Plan Case Study</li> </ol>			
CONFLICT OF INTEREST DISCLOSURES				
<b>Were there any conflict of interest disclosures by Councillors?</b>	No			

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS			
<b>Meeting Name:</b>	Consultation meeting – Planning application PLN23/0337 – 3 Isabella Court, Doncaster		
<b>Date:</b>	Wednesday, 24 April 2024	<b>Time Opened:</b>	6:00pm
		<b>Time Closed:</b>	7:00pm
<b>Location:</b>	Online		
<b>Councillors Present:</b>	Cr Lange (Mayor), Cr L Mayne (Deputy Mayor), Cr Diamante, Cr Chen, Cr Kleinert OAM		
<b>Officers Present:</b>	Daniel Yu, Dean Neofitou		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	Planning application PLN23/0337 – 3 Isabella Court, Doncaster		
CONFLICT OF INTEREST DISCLOSURES			
<b>Were there any conflict of interest disclosures by Councillors?</b>	No		

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
<b>Meeting Name:</b>	Multicultural Communities Advisory Committee
<b>Date:</b>	Monday, 29 April 2024
	<b>Time Opened:</b> 6:00pm
	<b>Time Closed:</b> 8:20pm
<b>Location:</b>	Council Chambers, Civic Centre
<b>Councillors Present:</b>	Cr Chen, Cr Diamante, Cr S Mayne
<b>Officers Present:</b>	Catherine Simcox, Michelle Zemancheff, Lydia Winstanley, Susan Ross, Rachel Dafnomilis
<b>Apologies:</b>	Nil
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Open discussion on February motion and actions since December meeting</li> <li>2. Residential Housing and Activity Centre planning</li> <li>3. Other Business – Multicultural Storytime; Community Strengthening Newsletter; Federal emergency financial assistance for people who have fled the Gaza War</li> </ol>
CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	No

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	CEO Employment and Remuneration Committee Meeting				
<b>Date:</b>	Tuesday, 30 April 2024				
	<table border="1" style="width: 100%;"> <tr> <td><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>7:00pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>	7:00pm
<b>Time Opened:</b>	6:00pm				
<b>Time Closed:</b>	7:00pm				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr Carli Lange (Mayor) (Chair), Cr Laura Mayne (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Deirdre Diamante, Cr Michelle Kleinert OAM, Cr Tomas Lightbody and Cr Stephen Mayne				
<b>Officers Present:</b>	Andrew Day, Chief Executive Officer Kerryn Paterson, Director Experience and Capability				
<b>Apologies:</b>	Cr Geoff Gough				
<b>Items discussed:</b>	Proposed revision to annual review and performance plan development process				

CONFLICT OF INTEREST DISCLOSURES	
<b>Were there any conflict of interest disclosures by Councillors?</b>	<p>No.</p> <p>The Chief Executive Officer declared a general conflict of interest at the meeting in this matter. The discussion centred around the process and not the detail of the CEO’s KPI’s or remuneration.</p>

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Healthy Ageing Advisory Committee				
<b>Date:</b>	Wednesday, 1 May 2024				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:00pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>	8:00pm
<b>Time Opened:</b>	6:00pm				
<b>Time Closed:</b>	8:00pm				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr Chen, Cr Diamante				
<b>Officers Present:</b>	Michelle Zemancheff, Gabrielle Spence, Jon Gorst, Lydia Winstanley, Susan Ross, Rachel Dafnomilis				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Business Arising <ul style="list-style-type: none"> <li>- Community Transport, Inclusion of Aquarena Route</li> <li>- Community Legal Information Sessions</li> </ul> </li> <li>2. Budget 2024 /2025</li> <li>3. Manningham Residential Strategy and Activity Centre Planning Workshop</li> <li>4. Significant Dates <ul style="list-style-type: none"> <li>- World Elder Abuse Day</li> <li>- Seniors' Morning Tea</li> <li>- Significant Dates</li> </ul> </li> <li>5. Other Business</li> </ol>				
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



## MEETING DETAILS

<b>Meeting Name:</b>	Strategic Briefing Session		
<b>Date:</b>	Tuesday, 7 May 2024	<b>Time Opened:</b>	6:30pm
		<b>Time Closed:</b>	9:10pm
<b>Location:</b>	Council Chambers, Civic Centre		
<b>Councillors Present:</b>	Cr Carli Lange (Mayor), Cr Laura Mayne (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Deirdre Diamante, Cr Geoff Gough, Cr Michelle Kleinert OAM, Cr Tomas Lightbody (virtual) and Cr Stephen Mayne (virtual)		
<b>Officers Present:</b>	<p><b>Executive Officers Present</b></p> <p>Andrew Day, Chief Executive Officer            Jon Gorst, Chief Financial Officer            Kerryn Paterson, Director Experience and Capability            Rachelle Quattrocchi, Director City Services            Lee Robson, Director Connected Communities            Andrew McMaster, Director City Planning            Carrie Bruce, Acting Chief Legal and Governance Officer</p> <p><b>Other Officers in Attendance</b></p> <p>Nick Hulston, Governance Support Officer            Michelle Zemancheff, Manager Community Wellbeing &amp; Partnerships            Catherine Simcox, Coordinator Social Planning &amp; Community Strengthening            Andrea Szymanski, Manager City Infrastructure            Niro Satchithanandha, Senior Drainage Engineer            Kurt Pitts, Coordinator Roads and Infrastructure            Frank Vassilacos, Manager Integrated Planning            Tessa Bond, Senior Strategic Planner            Lydia Winstanley, Coordinator City Planning            Emma Michie, Manager Community Participation            Nathan Whelan, Recreation Planner            Robert Morton, Coordinator Community Projects and Planning</p>		
<b>Apologies:</b>	Nil		
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Manningham Gambling Policy &amp; Action Plan 2024 (Final)</li> <li>2. Stormwater Management Strategy - Draft Policy Update</li> <li>3. Municipal Wide and Doncaster Hill Development Contributions Plans (DCP) - Project Update</li> <li>4. Outdoor Sports Infrastructure and Allocations Policy</li> <li>5. Birrarung Valley Walk - Memorandum of Understanding</li> </ol>		

## CONFLICT OF INTEREST DISCLOSURES

**Were there any conflict of interest disclosures by Councillors?** No

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Gender Equality and LGBTQIA+ Advisory Committee				
<b>Date:</b>	Thursday, 9 May 2024				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ccc;"><b>Time Opened:</b></td> <td>6:00pm</td> </tr> <tr> <td style="background-color: #ccc;"><b>Time Closed:</b></td> <td>8:00pm</td> </tr> </table>	<b>Time Opened:</b>	6:00pm	<b>Time Closed:</b>	8:00pm
<b>Time Opened:</b>	6:00pm				
<b>Time Closed:</b>	8:00pm				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr Chen, Cr Lightbody				
<b>Officers Present:</b>	Michelle Zemancheff, Catherine Simcox, Lydia Winstanley, Susan Ross, Rachel Dafnomilis, Clare Hockey, Faye Adams				
<b>Apologies:</b>	Cr L Mayne				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Business Arising:                             <ul style="list-style-type: none"> <li>- Pride at Aquarena</li> <li>- International Women’s Day events 2024</li> <li>- Update on Council plan development</li> <li>- Feedback from Food Relief Workshop</li> </ul> </li> <li>2. International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) Event 2024</li> <li>3. Residential Housing and Activity Centre planning</li> <li>4. 16 days of Activism 2024 – explore community strengthening ideas</li> <li>5. Climate Emergency Implementation Plan</li> <li>6. Other Business</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Manningham Disability Advisory Committee				
<b>Date:</b>	Monday, 13 May 2024				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>3:00pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>5:00pm</td> </tr> </table>	<b>Time Opened:</b>	3:00pm	<b>Time Closed:</b>	5:00pm
<b>Time Opened:</b>	3:00pm				
<b>Time Closed:</b>	5:00pm				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr Kleinert OAM				
<b>Officers Present:</b>	Catherine Simcox, Lydia Winstanley, Jess Rae, Faye Adams, Clare Hockey, Rachel Dafnomilis, Michael Tregonning, Terry Meehan, Mydhily Madhu				
<b>Apologies:</b>	Michelle Zemancheff				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. Business arising from previous minutes</li> <li>2. World Café style: <ul style="list-style-type: none"> <li>- Sports and Disability</li> <li>- Activity Centre Strategy</li> <li>- Climate Emergency</li> <li>- Sensory Garden</li> </ul> </li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				



# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Strategic Briefing Session				
<b>Date:</b>	Tuesday, 14 May 2024				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>6:30pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>8:36pm</td> </tr> </table>	<b>Time Opened:</b>	6:30pm	<b>Time Closed:</b>	8:36pm
<b>Time Opened:</b>	6:30pm				
<b>Time Closed:</b>	8:36pm				
<b>Location:</b>	Council Chambers, Civic Centre				
<b>Councillors Present:</b>	Cr Carli Lange (Mayor), Cr Laura Mayne (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Deirdre Diamante, Cr Geoff Gough, Cr Michelle Kleinert OAM, Cr Tomas Lightbody (virtual) and Cr Stephen Mayne (virtual)				
<b>Officers Present:</b>	<p><b>Executive Officers Present</b></p> <p>Andrew Day, Chief Executive Officer            Jon Gorst, Chief Financial Officer            Kerryn Paterson, Director Experience and Capability            Rachelle Quattrocchi, Director City Services            Lee Robson, Director Connected Communities            Andrew McMaster, Director City Planning            Carrie Bruce, Acting Chief Legal and Governance Officer</p> <p><b>Other Officers in Attendance</b></p> <p>Nick Hulston, Governance Support Officer            Linda Merlino, Project Lead - Strategic Property Portfolio            Julia Hardy, Senior Legal Counsel</p>				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<ol style="list-style-type: none"> <li>1. The Pines Update (Confidential)</li> <li>2. Audit and Risk Independent Chairperson</li> <li>3. Manningham Quarterly Report, Quarter 3 (Jan-Mar), 2023/24</li> <li>4. Proposed 10 Year Financial Plan 2024/25 to 2033/34</li> <li>5. Proposed 2024/25 Budget</li> <li>6. 2024 Manningham Community Fund Grant Program Recommendations</li> <li>7. Review of Manningham's Governance Rules</li> </ol>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

# Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
<b>Meeting Name:</b>	Meeting with Wonga Park Sporting Association				
<b>Date:</b>	Thursday, 16 May 2024				
	<table border="1"> <tr> <td><b>Time Opened:</b></td> <td>5:30pm</td> </tr> <tr> <td><b>Time Closed:</b></td> <td>6:30pm</td> </tr> </table>	<b>Time Opened:</b>	5:30pm	<b>Time Closed:</b>	6:30pm
<b>Time Opened:</b>	5:30pm				
<b>Time Closed:</b>	6:30pm				
<b>Location:</b>	Wonga Park Reserve				
<b>Councillors Present:</b>	Cr Lange (Mayor)				
<b>Officers Present:</b>	Emma Michie, Patrick Boyd				
<b>Apologies:</b>	Nil				
<b>Items discussed:</b>	<ul style="list-style-type: none"> <li>• Reserve Master Plan</li> <li>• Sportsground maintenance</li> <li>• Communications between clubs and council officers</li> <li>• Sportsground allocations</li> <li>• Storage</li> <li>• Change rooms</li> <li>• Cafe</li> </ul>				
CONFLICT OF INTEREST DISCLOSURES					
<b>Were there any conflict of interest disclosures by Councillors?</b>	No				

**14.7 Documents for Sealing**

File Number: IN24/261  
 Responsible Director: Chief Executive Officer  
 Attachments: Nil

**PURPOSE OF REPORT**

*The purpose of this report is to seek Council's authority to sign and seal the documents outlined in the recommendation.*

**EXECUTIVE SUMMARY**

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

**COUNCIL RESOLUTION**

**MOVED: CR MICHELLE KLEINERT OAM**  
**SECONDED: CR ANDREW CONLON**

**That the following documents be signed and sealed:**

**Council Telecommunications Lease  
 Council and Telstra Limited  
 Premises: Part 34A Birchgrove Crescent, Templestowe**

**Council Telecommunications Lease  
 Council and TPG Telecom Limited  
 Premises: Part Buck Reserve, 284-312A Reynolds Road, Donvale**

**CARRIED UNANIMOUSLY**

**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. IMPLEMENTATION**

**3.1 Communication and Engagement**

Stakeholder Groups	The other parties to the agreements
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

**4. DECLARATIONS OF CONFLICT OF INTEREST**

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

## 15 URGENT BUSINESS

There were no items of Urgent Business.

## 16 COUNCILLOR REPORTS AND QUESTION TIME

### 16.1 Councillor Reports

**Councillor Chen** advised that she recently attended the Eastern Community Legal Centre (ECLC) 50th anniversary celebration at the Manningham Function Centre. The event was well attended by volunteers and guests, including some Councillors and staff. The Attorney-General of Australia, the Honourable Mark Dreyfus attended the celebration and delivered the keynote address. Councillor Chen advised that she looks forward to another successful 50 years of volunteer service by the ECLC.

**Councillor Lightbody** echoed Councillor Chen's comments about the importance of the tree canopy and noted that whilst Manningham does currently have a 30% tree coverage across the municipality, like many of our eastern suburbs councils, we are at a significant risk of losing that coverage. Risks include bushfires, big storm events, development or increase in urban areas. Monitoring and safeguarding our tree canopy coverage is something we always have to be aware of.

**Councillor S Mayne** provided a round up of some of the sporting events he had attended in Manningham over recent weeks. This included the derby between Park Orchards and Doncaster at Domeny Reserve. Councillor Mayne expressed his pride in seeing the new netting installed around the football ground, and the clubhouse buzzing with activity.

**Councillor Kleinert** acknowledged National Volunteers Week and all the fantastic opportunities and events which she and other councillors get to experience thanks to volunteers within the community. Councillor Kleinert remarked that one of the best parts of being a councillor is having the opportunity to be invited to many places and engage with a broad range of members from our community. Many these community events that councillors attend are run by volunteers, so Councillor Kleinert wished to thank all the volunteers within the Manningham community.

**Councillor L Mayne** congratulated the organisation on the opening of two new pavilions last week. The two pavilions are Deep Creek Reserve in Doncaster East, along with Schramms Reserve Northern Pavilion in Doncaster. Councillor L Mayne noted that both projects have been a long time coming, and are the result of collaborative funding from Council, the state government, the clubs and other stakeholders.

These two openings were great celebrations, and a fantastic opportunity to hear from the clubs about their tireless efforts behind the scenes. Councillor L Mayne hopes the community enjoys these quality facilities and looks forward to seeing them in use.

**Councillor L Mayne** advised that she recently attended the Manningham Concert Bands' performance on Sunday 26 May. Councillor L Mayne report that that it was a quality performance by the band and expressed her pride that Council is able support such a great initiatives. She noted that the band will be celebrating its 50 year anniversary later this year.

Mayor, Councillor Carli Lange, reported that she had recently spent a fantastic day with Fire Rescue Victoria, where she was able to experience being a fire fighter for a day as part of the 'Fire Ops 101' program. The program is for community leaders and decision makers to bring to their awareness the skills and the resources that our emergency services require as part of their roles. As part of the program, Mayor Lange was exposed to a range of scenario-based experiences. She reported that the day reinforced just how skilled our emergency services are in life-saving techniques, and was proud that Council is able to support them.

## 16.2 Councillor Questions

**Councillor Gough** raised concerns regarding the enrolment of ratepayers within the municipality, who own properties but do not live within the area, not being automatically enrolled in the upcoming Council election. Councillor Gough advised he had read an article in the newspaper which stated the Victorian Election Commission was not following up with these persons' enrolment, rather that this was the role of Council.

Councillor Gough asked whether this is in fact true, and if so, what Council is doing to ensure this section of the community is able to vote in this upcoming election. Councillor Gough is conscious of people being disenfranchised by not being automatically enrolled to vote. Councillor Gough suggested that in addition to writing to these landowners, we could enclose an application form and a pre-paid envelope to return the form.

*Carrie Bruce, Acting Chief Legal and Governance Officer responded that officers are aware of the matters raised. Under the Local Government Act there are two categories of voters, those listed on the State Governments electoral role, who are automatically enrolled in Council elections. The second group form the CEO's list, which is made up of ratepayers who are not on the State electoral role for the property and can apply to Council to vote in Council elections. Council is responsible, under the Local Government Act 2020, for contacting eligible ratepayers and advising them of their ability to enrol to vote.*

*We have identified around 6,300 eligible property owners who can apply to be on the CEO's list. Officers are currently in the process of contacting all of these people they can apply to Council directly to vote in the upcoming elections. Where we have the email addresses of these people, we will be contacting them directly via email with a link to an online form which they can fill out and send back to Council. For those people who we do not have the email addresses of, we will be sending a form via post which they can fill out and send back to Council.*

**Councillor Gough** raised concerns about the adequacy of our current residential rubbish bin service, especially for those families with young children, who may generate more rubbish than the average household. Councillor Gough noted that under the current structure of fortnightly collection of garbage bins, he was concerned about the potential that some garbage bins may be full for whole a week whilst waiting for the fortnightly collection.

Councillor Gough asked whether Council could look to offer a weekly collection service of the garbage bins, or whether residents, such as young families who use nappies, could apply for an extra bin, increase the size of their bin, or whether Council could introduce a drop-off service for residents to dispose of their extra garbage.

*The Chief Executive Officer, Mr Andrew Day responded that in the above circumstances Council offers residents the ability to upgrade to a larger bin at a discounted rate, and this was communicated to residents when we introduced the FOGO system and swapped the bins around. Mr Day encouraged residents who may have additional waste needs to go to Council's website or contact our Customer Service team, who can talk them through what their options are for them.*

**Councillor Chen** recently attended an inspired living event on weather and climate. The keynote speaker, Dr. Brett Moore, spoke about the benefits provided by street trees and canopy coverage. Tree canopies within urban areas provide environmental benefits, increased property values and assist with combatting climate change.

Councillor Chen asked if Council has achieved a 30% canopy coverage within our municipality? And if not, when will we achieve the 30% target?

*Mr Krishen Soobrayen, Acting Director City Services responded that Manningham as a whole has achieved a 30% canopy cover, but noted that urban areas do require further focus in line with the strategies that we are implementing to achieve these goals.*

*In addition to Manningham's Street Tree Planting Guide, we are also developing the Urban Forest Action Plan, as well as analysing existing data on canopy cover in urban areas. Once we have completed the mapping exercise on canopy coverage and done the analysis, it is hoped we will be able to come back to Council with our findings later this year.*

**Councillor Conlon** raised concerns over the state of Deep Creek Drive, Doncaster East between Habitat Park Drive and Harman Close. Councillor Conlon believes the state of the road is very unfitting for the for the area, and would like know whether there is any plans for rectification works to the road?

*The Chief Executive Officer, Mr Andrew Day responded that he would take the question on notice.*

**Councillor Conlon** advised that he would like Council to explore the idea of having fenced off dog-friendly areas within Council's parks adjacent to playgrounds. Councillor Conlon noted that this would be a great opportunity to allow dogs to run off lead, whilst not requiring the large areas required for them to do so. Councillor Conlon noted that this concept has been raised previously, but would like it tabled publicly, and potentially have a report prepared for Council to consider.

*The Chief Executive Officer, Mr Andrew Day responded that he would take the question on notice and provide a response to Councillors.*

**Councillor S Mayne** asked if Council had bought any properties recently?

*Director of City Planning, Mr Andrew McMaster advised that Council had signed a contract of sale for a property at 34 Clay Drive in Doncaster. He noted the property is due for settlement on 24 June 2024.*

**17 CONFIDENTIAL REPORTS**

There were no confidential reports.



The meeting concluded at 9:20pm.

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Chairperson  
CONFIRMED THIS 25 June 2024