

MANNINGHAM

Ordinary Meeting of the Council

MINUTES

Date:	Tuesday, 28 July 2020
Time:	7:00pm
Location:	held via Zoom video conferencing in accordance with section 394 of the Local Government Act 2020

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**MANNINGHAM CITY COUNCIL
MINUTES OF THE ORDINARY MEETING OF THE COUNCIL
HELD ON 28 JULY 2020 AT 7:00PM
IN HELD VIA ZOOM VIDEO CONFERENCING
IN ACCORDANCE WITH SECTION 394 OF THE
LOCAL GOVERNMENT ACT 2020**

The meeting commenced at 7:00pm.

PRESENT:

- Councillor Paul McLeish (Mayor)**
- Councillor Mike Zafiroopoulos (Deputy Mayor)**
- Councillor Anna Chen**
- Councillor Andrew Conlon**
- Councillor Sophy Galbally**
- Councillor Geoff Gough**
- Councillor Dot Haynes**
- Councillor Michelle Kleinert**
- Councillor Paula Piccinini**

OFFICERS PRESENT:

- Chief Executive Officer, Mr Andrew Day**
- Director Shared Services, Mr Philip Lee**
- Director City Services, Rachele Quattrocchi**
- Acting Director City Planning & Community, Mr Niall Sheehy**
- Corporate Counsel and Group Manager Governance & Risk, Mr Andrew McMaster**

1 OPENING PRAYER AND STATEMENTS OF ACKNOWLEDGEMENT

The Mayor read the Opening Prayer & Statements of Acknowledgement.

Cr Conlon left the meeting at 7:03pm and returned at 7:04pm.

2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

There were no apologies.

3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST

The Chairperson asked if there were any written disclosures of a conflict of interest submitted prior to the meeting and invited Councillors to disclose any conflict of interest in any item listed on the Council Agenda.

There were no disclosures made.

4 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION

MOVED: CR MICHELLE KLEINERT

SECONDED: CR ANDREW CONLON

That the Minutes of the Ordinary Meeting of Council held on 23 June 2020 be confirmed.

CARRIED

5 PRESENTATIONS

There were no presentations.

6 PETITIONS

There were no petitions.

7 PUBLIC QUESTION TIME

7.1 C Pilli, Doncaster East

- Q1 Given the Council is advocating a Templestowe Rd upgrade, why is it necessary as the main purpose of the NEL is so traffic numbers will be reduced on roads in Manningham and other municipalities and a central purpose of public transport (also proposed on Templestowe Rd) would be to prevent expanded road capacity for cars, resulting in degradation of the environment?

The Mayor, Cr Paul McLeish thanked Ms. Pilli for her question and responded that the upgrade of Templestowe Road has been a key advocacy action for Council for over 15 years, as outlined in Council's Link Road Strategy 2014. Road safety is a key consideration in the upgrade of the road given its exiting arterial function within the road network. The North East Link (NEL) traffic modelling is also based on the assumption that Templestowe Road is duplicated by the time the NEL begins operating.

Council has been advocating to the government and to the North East Link project in support of the duplication on this road. Council's objectives for the duplication include the provision of a new shared path and a new bus service along the road to connect The Pines to Heidelberg Activity Centre and Train Station via Templestowe Village.

Cr McLeish announced that one of the outcomes of the recent legal action in respect to the North East Link is that the State Government has committed to funding the design works in respect of the Templestowe Road duplication. As a council, this is a pleasing outcome.

- Q2 Will the Council be informing residents that it has withdrawn from the combined legal challenge concerning the NEL and that the promised "consultation" is anticipated to lead to fundamental changes to prevent damaging noise and air pollution from Co2 vehicle emissions, prevent destruction of public parkland and instead, open up discussion for public transport alternatives, Doncaster Rail and Melbourne Metro 2, freight on rail instead of trucks, as well as create thousands of jobs and give local roads back to local people, slashing travel times.

The Mayor, Cr Paul McLeish responded that Council has released public statements advising of its withdrawal from the Supreme Court proceedings and the outcomes achieved for our community, including ongoing opportunities for Council and the community to be further consulted on the final road design.

Cr McLeish said in relation to noise and air pollution impacts, the Minister has imposed a number of Environment Performance Requirements that the NEL project must meet with the EPA the relevant authority ensuring that these are met. In relation to public transport, Council has and will continue to strongly advocate to the State Government for improved public transport services for the Manningham community, with the main focus at this time being local bus services, Bus Rapid Transit (BRT) and the Suburban Rail Loop, and as noted previously a bus service along Templestowe Road.

Cr McLeish was pleased to say that the government has recognised the advocacy that Council have been making over more than a decade in respect of Doncaster Rail and bus services and that the North East Link Project will deliver a separate busway from Punt Road all the way to Doncaster and involve a new bus interchange at Bulleen Road and a new Park and Ride facility at Bulleen Road, which will be a great benefit to the public transport communities of Manningham. This comes about as a direct result of the very effective advocacy by Council and by the council officers in respect to public transport.

Cr McLeish thanked Ms. Pilli for her interest and enthusiasm on these issues.

7.2 B Watson, Doncaster

- Q1 Will Manningham Council join forces with your own community and other bodies as may be most effective (including Boroondara, Whitehorse and Banyule Councils) to compel NELP and the EPA to do what has not been done so far as part of the EES and Legislative processes?

Mr Niall Sheehy, Acting Director of City Planning and Community thanked Mr Watson for his question and responded that Council will continue to advocate strongly to NELP and other State authorities to ensure that all appropriate measures are taken, including for noise pollution and air quality, to mitigate the impacts of the project on the community.

Mr Sheehy noted that the Environment Performance Requirements as defined by the Planning Minister will provide controls to mitigate these impacts to the community with the EPA the relevant authority ensuring that these are met.

Mr Sheehy advised that Council cannot oblige another State Authority to undertake additional studies. However in relation to night time noise, the Minsters for Planning's Assessment on the North East Link project, recommended a night time noise limit be applied and that the current Traffic Noise Reduction Policy is outdated and needs review. Mr Sheehy also noted that a new EPA Act will come into effect in July 2021, and NELP will need to continue to work with the EPA to align any project approval documentation or subsequent management plans with any new regulations as required.

- Q2 Will Manningham Council invite residents into detailed consultations with NELP/ Contractors on works and design or will Manningham engage expert environmental scientists and acoustic experts during future consultations with NELP/ Contractors or both?

Mr Niall Sheehy, Acting Director of City Planning and Community responded that the State, in accordance with the Environment Performance Requirements, is required to undertake consultation with all relevant stakeholders on various aspects of the project. Council has negotiated additional consultation with NELP (and their contractor once appointed) as part of our settlement through the Supreme Court proceedings mediation. Mr Sheehy said it is advised that Council engages expert consultants to assist in providing feedback to NELP on the various parts of the projects, as required.

7.3 M Downie

- Q1 How much ratepayer money was spent on legal action and was anything more achieved because of the process?

The Mayor, Cr Paul McLeish thanked Mrs. Downie for her question and advice on some of the benefits that accrue to our community, courtesy of the strong and determined action, which Council has taken in representing our community in the action that we took recently. Council recently withdrew from this action in order to achieve a degree of certainty for our community in respect of the outcome from the North East Link Project.

Cr McLeish advised that when the Minister promulgated his decision earlier this year, Council lacked certainty in terms of the outcomes for the Manningham community. We did not have an understanding of what the impacts would be on our local sporting clubs. We did not have decisions on what would happen to the land in the precincts, around the North East link, whether that's through Bulleen, where the North East Link itself comes through, or whether it is along the Eastern Freeway, where there will be significant widening occurring. Through the actions that we have undertaken in conjunction with other Councils, we have now achieved that certainty. Along with many other councils whom have already withdrawn their action.

Council has delivered a safer upgrade for pedestrians trying to access across the Yarra River along Manningham Road, where the Government has committed to provide a grant to the City of Manningham of \$5.8 million to build a new pedestrian and cycling bridge from Bulleen Park across the river to help link to Heidelberg Station. There will be detailed planning work as noted earlier worth at least \$3 million for the duplication and upgrade of Templestowe Road. There will be upgrades to ovals within Bulleen Park. Two ovals will be upgraded and one new oval will be built. An ancillary sporting facility will also be constructed in the park, which will be a significant benefit to the football and cricket clubs in that precinct. Council has been

able to protect the park land within the Bulleen Park from expansion of other facilities, thereby ensuring that the arrow modellers and the archery clubs that operate in Bulleen Park will continue to be able to operate there. Passive open space within Bulleen Park had also received protections so that walking, jogging, cycling, and other uses that occur along the river front will continue to be able to occur without interruption.

Cr McLeish continued by noting that if the Eastern Freeway is widened, the North East Link have agreed to notify residents who are impacted through parts of that widening directly so that they are able to understand what's happening as part of the community engagement process. Through Council's advocacy, we achieved some commitment from the government to look at the planning opportunities to return other land along Templestowe to further expand the open space available in Manningham, north of Templestowe Road towards the Yarra River.

Cr McLeish advised that he was very pleased with the strong advocacy that Council has undertaken and the investment in legal action which has delivered certainty of outcomes for the Manningham community in a way that simply wasn't there at the last milestone of decisions made by the state government. He noted the investment of approximately \$150,000 had achieved very good value for the community. Cr McLeish noted that Council unanimously supported taking action after seeking considerable advice on how to approach this matter. There are issues that haven't been able to resolve however through this investment significant progress has been achieved for the benefit of our community.

- Q2 Is it intended that the practice of having a closed meeting of councillors to select one candidate for each position on the night prior to the AGM will cease?

Mr Andrew McMaster, the Group Manager for Governance and Risk thanked Mrs. Downie for her question and responded that the draft Governance Rules do not significantly alter the process for election of the Mayor and Deputy Mayor. The most significant change is that the Chief Executive Officer is required to chair the election process. That is in accordance with some new legislative requirements, which are contained in the new Local Government Act 2020. As is currently required, all Councillors must vote on the floor of the public Council Meeting for their preferred candidate. As is the case, currently there is no prohibition in the draft Governance Rules, which would prevent sitting Councillors from meeting to discuss candidacy for the roles of Mayor and Deputy Mayor prior to that public Council Meeting at which that formal vote is undertaken.

7.4 C Rentoulis, Doncaster East

- Q1 Is the Council aware of the increased parking congestion that is occurring on Roderick/Dryden Streets by outside residents parking vehicles all day to attend work at the local police station, catch public transport and visit shops at Devon Plaza? And if so, can the council begin the process of installing residential parking permit signage to address the issue.

Ms Rachelle Quattrocchi, Director of City Services thanked Mr. Rentoulis for his question and responded that Council officers have been monitoring parking along Roderick and Dryden Streets, and they are aware that there have been some changes to parking along these streets, and that is due to a combination of things. COVID-19 restrictions have led to an increase in residents parking within the area and

along these streets. Also, some of the vehicles that contribute to the local police station and people frequently visiting Devon Plaza.

Ms. Quattrocchi noted there are already restrictions in the street, to limit all day parking. Along Dryden Street on the eastern side, there is four-hour restrictions to parking, and along the northern side of Roderick Street, there is also four-hour restrictions to parking. At this point in time due to the COVID-19 restrictions, we are not undertaking any planning enforcement. The area is not a residential parking permit zone currently. However, making an accurate assessment, we're looking at a parking survey at a later stage when traffic conditions normalise.

7.5 S Yee, Doncaster

Q Are council buildings equipped with solar panels, if so, how many kW of electricity are those panels currently producing? Does Council have plans to expand this - what is the targeted capacity in terms of kW and what is the timeframe?

Ms Rachelle Quattrocchi, Director of City Services thanked Ms Yee for her questions and responded that Manningham Council is committed to solar power clean and renewable sources of energy that can reduce carbon pollution. Manningham Council has recently installed 550 kilowatts of solar to council buildings, which includes the council operation buildings and the Mullum Mullum Stadium.

Ms Quattrocchi said in support of Council's environmental goals to deliver energy and emissions savings in Council buildings, and to improve Council building standards, Better Building Design Guide (BBDG) together with a five-year program of building solar installation and energy efficiency improvements have been developed. These will include the installation of 700kW of solar energy and energy efficiency improvements over the next five years. Solar will be installed at two more buildings this financial year. That includes 18kW at the Pine Centre in Doncaster East and 16kW at the Ted Ajani Centre in Lower Templestowe.

7.6 B Gaymer, Donvale

Q1 My question is, given that Council, indeed all Governments in Australia, have recognised this unprecedented pandemic has affected everyone both personally and financially, why would Manningham City Council not consider waiving or reducing such fees in relation to extension of time. Many planning and building permits in the municipality have been affected and robbed of at least six months of time to complete projects. I think Council should consider at the very least a six month extension on planning permits with no Or significantly reduced fees. These are residents who are already struggling with potential unemployment and halfway through building a house (who also exempted from the Federal Government Home Builder scheme).

The Mayor, Cr Paul McLeish responded that it's not in the Council's best interest to have residents fork out additional fees due to circumstances beyond their control or have financially-struggling residents forced to abandon half-built homes.

Mr Niall Sheehy, Acting Director of City Planning and Community thanked Ms.

Gaymer for her question and responded that in response to the COVID-19 situation and to provide financial assistance to the Manningham community, council committed to a financial relief package with a cost of approximately \$3.8 million over the current and the next financial years. Council is aware of the financial impact COVID-19 is having on the community of Manningham. This relief, is in addition to the assistance provided by the other tiers of government. Officers will make contact with you over the coming days to seek more information on your individual circumstance and will provide you with further advice on the possibility of extending your planning permit after gathering the specifics of your situation.

8 ADMISSION OF URGENT BUSINESS

There were no items of Urgent Business.

9 PLANNING PERMIT APPLICATIONS

9.1 Planning Application PLN19/0226 at 969-973 Doncaster Road Doncaster East, for the construction of a four-storey apartment building comprising 35 dwellings, basement car parking and the creation and alteration to a road in a Road Zone, Category 1.

File Number:	IN20/393
Responsible Director:	Director City Planning and Community
Applicant:	EJ Grech & Associates
Planning Controls:	Residential Growth Zone – Schedule 2 (RGZ2), Design & Development Overlay –Schedule 8 (DD08-1), Principal Public Transport Network (PPTN area)
Ward:	Koonung
Attachments:	<ol style="list-style-type: none">1 Legislative Requirements ↓2 Decision Plans ↓3 Locality Map ↓4 Objector Map (9/7/20) ↓

EXECUTIVE SUMMARY

Purpose

1. This report provides Council with an assessment of the planning permit application submitted for land at 969, 971 and 973 Doncaster Road, Doncaster East and recommends approval of the submitted proposal, subject to conditions.
2. The application is being reported to Council given that it is a Major Application (with more than 20 dwellings).

History

3. Planning Permit PL09/020097 was issued on 14 February 2011, at the direction of VCAT, for a three-storey apartment building. On 25 November 2016, this permit was subsequently amended by VCAT, to allow an additional fourth storey.
4. After a number of extension of time requests to commence the development, the permit expired on the 14 February 2018.

Proposal

5. This application is for the construction of a four-storey residential apartment building comprising 35 dwellings, one basement car parking level and the creation and alteration to a road in a Road Zone, Category 1.
6. The building is sited over three (3) lots known as 969, 971 and 973 Doncaster Road, Doncaster East, with an area totalling 2047.75 square metres.
7. 43 car spaces are provided within the basement car park, which exceeds the requirements of Clause 52.06 - Car Parking. The surplus 7 car spaces is proposed to be allocated as visitor car spaces.

8. The proposed maximum height of the building is 13.735m, site coverage is 59.53% and site permeability 30.53%.

Notification

9. The application was advertised from the 12 May to the 27 May 2020. One objection has been received to the proposal. The objection relates to overlooking concerns, loss of privacy, concerns relating to noise from future residents using balconies and visual bulk from wrap-around balconies.

Key issues in considering the application

10. The key issues for Council in considering the proposal relate to
 - Planning Policy Frameworks
 - Building Layout and Design
 - Urban Design, Design Detail and Landscape Design (DDO8-1 Assessment)
 - On-site (internal) amenity and Off-site amenity (Clause 55 Assessment)
 - Car parking, access and bicycle facilities
 - Objector concerns

Assessment

11. The development of the land for a higher density residential apartment building is consistent with the relevant objectives of State and local planning policies of the Manningham Planning Scheme (the Scheme), including the requirements of the Residential Growth Zone, Schedule 2 (RGZ2).
12. The proposal presents a scale and form that complements the neighbourhood character of the area and provides an adequate transition and stepping down to adjoining properties. The proposal incorporates spacing for a generous landscape treatment around the building that assists to suitably screen and soften the built form to the more sensitive residential abuttals.
13. The design detail and architectural expression of the building makes a positive contribution to the area and streetscape by providing a building with high level of visual interest, architectural features, varied materials and detailing.
14. Varied setbacks to sensitive interfaces assist to minimise building bulk, overshadowing and general amenity impacts to adjoining properties. A range of screening devices and varied window forms minimises overlooking to adjoining properties.
15. The proposal provides suitable on-site amenity, private open space in the form of courtyards and balcony designs, and suitable daylight, solar access and energy efficiency.

Conclusion

16. The relevant planning controls seek a high density residential development for consolidated sites within this Main Road Sub-Precinct (DDO8-1). The proposed development generally complies with the various requirements of the RGZ2, the Design and Development Overlay Schedule 8-1 (Main Road Sub-Precinct), and the relevant provisions of Clause 55, including Clause 55.07 for Apartment Developments (up to four storeys), as they relate to siting, internal amenity, building presentation, access, car parking and landscaping.

17. This report concludes that the proposal complies with the relevant planning policy in the Scheme and should be supported, subject to conditions requiring modest design changes to the proposal and the submission of management plans for approval prior to the commencement of works.
18. It is recommended that the application be supported, subject to conditions.

COUNCIL RESOLUTION

MOVED: CR DOT HAYNES
SECONDED: CR SOPHY GALBALLY

That Council:

- A. Having considered the objection, issues a Notice Of Decision To Grant A Permit in relation to Planning Application PLN19/0226 at 969, 971 and 973 Doncaster Road, Doncaster East, for the construction of a four-storey apartment building, associated basement car parking and the creation and alteration to a road in a Road Zone, Category 1, subject to the following conditions –

Amended Plans

1. Before the use and development starts, amended plans drawn to scale and dimensioned, must be submitted via email and approved by the Responsible Authority. When approved the plans will then form part of the permit. The plans must be generally in accordance with the decision plans (prepared by E.J Grech & Associates Pty Ltd – Reference 1659-2, dated 22 April 2020), but modified to show the following:

Screening

- 1.1 The north facing first and second level habitable room windows screened in accordance with Overlooking Standard B22 of Clause 55.04-6 of the Manningham Planning Scheme;
- 1.2 Details of screening between balconies of Apartments 13 and 14, and Apartments 24 and 25 to limit internal views with a height of 1.7m, in accordance with Internal Views Standard B23 of Clause 55.04-7 of the Manningham Planning Scheme;
- 1.3 Details of screening to limit internal views between north-facing balconies on all levels in accordance with Internal Views Standard B23 of Clause 55.04-7 of the Manningham Planning Scheme;
- 1.4 Notations to indicate the location and details of balustrades or privacy screens on all sides of each balcony;
- 1.5 A notation on the site plans and elevational details of a minimum 400mm high free standing trellis or alike screen (independent of the boundary fence), along the entire length of the northern boundary, to minimise any views into adjacent properties.

- 1.6 The east facing balcony return of apartments A5 & A28 screened in accordance with Overlooking Standard B22 of Clause 55.04-6 of the Manningham Planning Scheme;
- 1.7 The east facing Bedroom 1 and Kitchen windows of Apartment 6 screened in accordance with Overlooking Standard B22 of Clause 55.04-6 of the Manningham Planning Scheme;
- 1.8 The west facing Kitchen window of Apartment 10 screened in accordance with Overlooking Standard B22 of Clause 55.04-6 of the Manningham Planning Scheme;
- 1.9 The west facing balcony return of Apartment 10 screened in accordance with Overlooking Standard B22 of Clause 55.04-6 of the Manningham Planning Scheme;

Windows

- 1.10 The dimensions of all the saddleback secondary windows of Apartments 8, 11, 19, 22, 27 and 32 clearly shown on the site plans, with a minimum window dimension of 1.2m and a maximum depth of 1.5m;

Noise Attenuation

- 1.11 Details of noise attenuating glazing to the windows and doors of all south facing apartments along Doncaster Road and above the accessway and east facing windows of Apartments 4, 15, 26 & 35 and west facing apartments 1, 11, 12, 22, 23, 32, 33, 34 to the satisfaction of the Responsible Authority;
- 1.12 Details of noise attenuating screening to the east and west of the services platform on the north side of third level to reduce noise and amenity impacts to the balconies of Apartments 33 and 35, unless otherwise agreed and to the satisfaction of the Responsible Authority;

Basement / Vehicle Access

- 1.13 A notation and sections to demonstrate headroom clearances above overhead obstructions within the basement and accessway (such as service pipes and utility conduits) are at least 2.1m or as otherwise required for the safe and convenient passage of garbage trucks considered in the Waste Management Plan approved under conditions of this permit, to the satisfaction of the Responsible Authority.
- 1.14 A notation on the plan that the Telstra pit within the proposed crossover will be relocated or provided with a heavy duty lid, to the satisfaction of the Responsible Authority;
- 1.15 The new position of the electricity pole and any hydrant, relocated at least one metre from the vehicle crossover with the approval of the relevant authorities;

Services

- 1.16 All air conditioning units on balconies relocated to the rooftop (with appropriate screening where necessary) and/or to the basement (not to protrude on any car parking or storage areas), unless otherwise agreed and to the satisfaction of the Responsible Authority;
- 1.17 Design details of site services at the frontage, including the size of any cabinets, and the colours and finishes to integrate with the overall development to the satisfaction of the Responsible Authority;

Sustainable Design

- 1.18 A plan notation that any clothes-drying rack or line system located on a balcony or terrace must be lower than the balustrade of the balcony or terrace to minimise general visual impact from off the site.
- 1.19 A schedule listing all sustainability features / commitments applicable to the approved development, in accordance with the Sustainability Management Plan approved under relevant conditions of this permit;
- 1.20 A notation to indicate that the development must be constructed in accordance with the Sustainable Design Assessment approved under relevant conditions of this permit;

General

- 1.21 All requirements and design changes as required by the Waste Management Plan, and any other report approved under conditions of this permit;
- 1.22 All changes as required by the Department of Transport conditions of this permit;
- 1.23 A plan notation to indicate that the development must be carried out in accordance with the Tree Protection and Management Plan, in accordance with a further condition of this permit.

Endorsed Plans

2. The use and development, including the location of buildings, services, engineering works, fences and landscaping as shown on the approved plans must not be altered without the written consent of the Responsible Authority.

Construction Management Plan

3. Not less than three months before the development starts, a Construction Management Plan (CMP) must be submitted to and approved by the Responsible Authority. The Construction Management Plan must be prepared using Council's CMP Template to address the following elements referenced in Council's Construction Management Plan Guidelines:

- 3.1 Element A1: Public Safety, Amenity and Site Security;
- 3.2 Element A2: Operating Hours, Noise and Vibration Controls;
- 3.3 Element A3: Air Quality and Dust Management;
- 3.4 Element A4: Stormwater and Sediment Control and Tree Protection (also as per the specific requirements of this permit);
- 3.5 Element A5: Waste Minimisation and Litter Prevention; and
- 3.6 Element A6: Traffic and Parking Management.

Council's CMP Template forms part of the Guidelines. When approved the plan will form part of the permit.

Sustainability Management Plan

4. Before the review of plans required under Condition 1 of this permit, an amended Sustainability Management Plan (SMP) must be submitted to and approved by the Responsible Authority. When approved the Plan will form part of the permit. The recommendations of the Plan must be incorporated into the design and layout of the development and must be implemented, to the satisfaction of the Responsible Authority before the occupation of any dwelling.

The plan must be generally in accordance with the Sustainable Management Plan prepared by Frater and dated 7 June 2020, but be modified to meet the minimum 50% overall score and minimums in Energy (50%), Water (50%), IEQ (50%) and Stormwater (100%) categories in BESS, to demonstrate best practice in sustainable design, to the satisfaction of the Responsible Authority and reflect any other relevant changes required by other conditions of this permit.

Green Travel Plan

5. The development must be constructed in accordance with the Green Travel Plan prepared by Frater and dated 20 December 2019, and all of its requirements must be implemented and complied with at all times to the satisfaction of the Responsible Authority, unless with the further written approval of the Responsible Authority.

Waste Management Plan

6. Not less than three months before the development starts, an amended Waste Management Plan must be submitted and approved to the satisfaction of the Responsible Authority. When approved, the plan will form part of the permit. The plan must be generally in accordance with the submitted Waste Management Plan (prepared by Frater and dated 24 April 2020) and must include swept path diagrams to demonstrate how any waste collection vehicle will enter and exit the site in a forward direction to collect waste within the development, with no bins left outside the development boundary at any time for any reason.

Tree Protection Management Plan

7. Before the review of plans required under Condition 1 of this permit, a Tree Protection and Management Plan (TPMP) prepared by a suitable qualified Arborist must be submitted for approval by the Responsible Authority. The plan must set out how the trees to be retained will be protected during construction, and which generally follows the layout of Section 5 of AS4970 'Protection of trees on development sites'. When approved the TPMP will be endorsed and form part of the permit. The TPMP must include:
 - 7.1 A plan showing the TPZ and SRZ for all trees to be retained along with the location of protective fencing and/or areas where ground protection systems will be used;
 - 7.2 Details of proposed work within TPZ and Arborist supervision when this is proposed;
 - 7.3 A statement advising any removal or pruning of Council owned trees must be undertaken by Council approved contractor;
 - 7.4 A statement that Council will be notified within 24 hours of any breach of the TPMP or where damage has occurred to the tree.

Management Plan Compliance

8. The Management Plans approved under conditions of this permit must be implemented and complied with at all times to the satisfaction of the Responsible Authority, unless with the further written approval of the Responsible Authority.
9. Before the occupancy of the development, a report from the author of the Sustainability Management Plan approved pursuant to Condition 4 of this permit, or similar qualified person or company, must be submitted to the Responsible Authority. The report must confirm that all measures / commitments in the Sustainability Management Plan approved under a condition of this permit have been implemented, to the satisfaction of the Responsible Authority.

Landscape Plan

10. Before the development starts, an amended landscaping plan must be submitted to the Responsible Authority for approval. The plan must be generally in accordance with the approved site layout plan and the landscape concept plan prepared by E.J Grech & Associates Pty Ltd (Project No. 29 and dated 17 April 2020), but modified to show:
 - 10.1 Species, locations, approximate height and spread of proposed planting and the retention of existing trees and shrubs, where appropriate or as directed by any other condition of this Permit;

- 10.2 Details of soil preparation and mulch depth for garden beds and surface preparation for grassed areas;
- 10.3 A sectional detail of the canopy tree planting method which includes support staking and the use of durable ties;
- 10.4 Species of plantings along the western boundary that will be a minimum of 3m at maturity (such as screening or hedging style planting), will be suited to the 1m garden bed width and will be a minimum height of 1m at the time of planting;
- 10.5 Species of plantings along the rear (northern) boundary which will be a minimum of 4m high and create a visual screen at maturity, have non-invasive root zones and will be a minimum height of 1.5m at the time of planting;
- 10.6 A minimum of 2 canopy trees along the northern boundary, which will be a minimum of 7m at maturity, have non-invasive root zones and will be a minimum height of 1.5m at the time of planting/installation;
- 10.7 Species of plantings along the eastern boundary which will be a minimum of 4m high and create a visual screen at maturity, have non-invasive root zones and will be a minimum height of 1.5m at the time of planting;
- 10.8 A minimum of 3 canopy trees within the front setback, which will be a minimum of 8m at maturity and will be a minimum height of 1.5m at the time of planting;
- 10.9 A minimum of 1 canopy tree within the south-east corner of the site (front setback), which will be a minimum of 12m at maturity and will be a minimum height of 1.5m at the time of planting/installation;
- 10.10 Details of soil preparation and mulch depth for garden beds;
- 10.11 Sectional details of shrub planting method;
- 10.12 A sectional detail of the planting method for the planter boxes above the basement, which includes the method of drainage;
- 10.13 The details and extent of automatic water saving systems (such as dripper feed) to communal areas garden beds;
- 10.14 All canopy trees and screen planting to be a minimum height of 1.5 metres, at the time of planting.

The use of synthetic grass as a substitute for open lawn area within secluded private open space or a front setback will not be supported. Synthetic turf may be used in place of approved paving decking and/or other hardstand surfaces.

Landscape Bond

11. Before the release of the approved Condition 1 plan for the development, a \$10,000 cash bond or bank guarantee must be lodged with the Responsible Authority to ensure the completion and maintenance of landscaped areas and such bond or bank guarantee will only be refunded or discharged after a period of 13 weeks from the completion of all works, provided the landscaped areas are being maintained to the satisfaction of the Responsible Authority.

Completion and Maintenance

12. Before the occupation of any approved dwelling the following works must be completed generally in accordance with the approved plans and to the satisfaction of the Responsible Authority:
 - 12.1 All privacy screens and obscured glazing must be installed, noting that the use of obscure film fixed to transparent windows is not considered to be 'obscured glazing';
 - 12.2 All driveways, bicycle and car parking areas fully constructed, with appropriate grades and transitions, line marked and/or signed and available for use; and
 - 12.3 All landscape areas must be fully planted and mulched or grassed.
13. Once the permitted development has commenced it must be continued and completed to the satisfaction of the Responsible Authority.
14. Buildings, including screening, engineering works, drainage, fences, external lighting and landscaped areas must be maintained to the satisfaction of the Responsible Authority.
15. The landscaping as shown on the approved landscaping plan must be maintained by replacing any dead, diseased, dying or damaged plants as soon as practicable and not using the areas set aside for landscaping for any other purpose, to the satisfaction of the Responsible Authority.
16. Driveway gradients and transitions as shown on the plan approved under Condition 1 of this permit must be generally achieved through the driveway construction process to the satisfaction of the Responsible Authority.

Tree Protection

17. No vegetation, apart from that shown on the approved plan as vegetation to be removed may be felled, destroyed or lopped without the written consent of the Responsible Authority.
18. The owner must ensure that contractors/tradespersons who install services or work near the vegetation to be retained are made aware of the need to preserve the vegetation and to minimise impacts through appropriate work practices.

19. All Tree Protection Fencing must be maintained in good condition until the completion of the construction works on the site to the satisfaction of the Responsible Authority.

Stormwater – On-site detention (OSD)

20. The owner must provide onsite storm water detention system to the satisfaction of Council's Infrastructure Services Department, which limits the Site Discharge to that applicable to the site coverage of 35 percent of hard surface or the pre-existing hard surface if it is greater than 35 percent. The OSD system must meet the following requirements:

20.1 Discharge must be designed for a 20 % AEP (1 in 5 year storm);
and

20.2 Storage must be designed for 10% AEP (1 in 10 year storm).

Construction Plan (OSD)

21. Before the development starts, (after the approval of the endorsed plans) a certified construction plan for the system required by a condition of this permit must be submitted to and approved by Council's Infrastructure Services Department. The system must be maintained by the Owner thereafter in accordance with the approved construction plan to the satisfaction of Council's Infrastructure Services Unit.

Drainage

22. Stormwater must not be discharged from the site other than by means of drainage to the point of discharge. The drainage system within the development must be designed and constructed to the requirements and satisfaction of the relevant Building Surveyor. A connection to Council maintained assets must not be constructed unless a Connection to Council Drain Permit is first obtained from the Responsible Authority.

23. The whole of the land, including landscaped and paved areas must be graded and drained to the satisfaction of the responsible authority, to prevent ponding and to minimise overland flows onto adjoining properties.

Car parking and Bicycle parking

24. Before the occupation of any of the approved dwellings, all associated basement parking spaces must be line-marked, numbered and marked to provide allocation to each dwelling and visitors to the satisfaction of the Responsible Authority.
25. Automatic basement door opening systems must be installed and maintained, so as to facilitate secure access to the allocated parking areas by residents, visitors and a rubbish collection contractor, to the satisfaction of the Responsible Authority.

26. Visitor car parking spaces must be made available for the parking of vehicles of visitors free of charge at all times and must not be used for any other purpose to the satisfaction of the Responsible Authority.
27. All bicycle parking must be maintained and not be used for any other purpose, to the satisfaction of the Responsible Authority.
28. Prior to occupation of the approved dwellings, any new or modified vehicular crossover must be constructed in accordance with the plans endorsed under Condition 1 of this permit to the satisfaction of the Responsible Authority.
29. Redundant vehicle crossovers must be removed and the footpath, nature strip and kerbing reinstated to the satisfaction of the Responsible Authority.

Lighting

30. External lighting must be designed so as to minimise loss of amenity to residents of adjoining properties to the satisfaction of the Responsible Authority.
31. The development must be provided with external lighting capable of illuminating the accessway to the basement, pedestrian walkway, building entry and bicycle spaces. Lighting must be located, directed, shielded and of limited intensity so that no nuisance or loss of amenity is caused to any person within and beyond the site, to the satisfaction of the Responsible Authority.
32. Communal lighting must be connected to reticulated mains electricity and be operated by a time switch, movement sensors or a daylight sensor to the satisfaction of the Responsible Authority.

General Services

33. All services, including water, electricity, gas, sewerage and telephone, must be installed underground and located to the satisfaction of the Responsible Authority.
34. All service pipes must be concealed and screened respectively to the satisfaction of the Responsible Authority.
35. A centralised TV antenna must be installed and connections made to each dwelling to the satisfaction of the Responsible Authority.
36. No individual dish antennae may be installed on the overall building to the satisfaction of the Responsible Authority.
37. Any external site services visible from the street must be enclosed or screened to complement the overall development to the satisfaction of the Responsible Authority. In the event that the services cannot be enclosed, they must be located, finished and landscaped to minimise visual impacts to the frontage to the satisfaction of the Responsible Authority.

38. Any reverse cycle air-conditioning unit, hot water boosters or other service plant erected on the walls of the approved building must be appropriately designed and finished with screening if necessary to minimise general visual impacts from off the site to the satisfaction of the Responsible Authority.

39. Any clothes-drying rack or line system located on a balcony or terrace must be lower than the balustrade of the balcony or terrace to minimise general visual impact from off the site to the satisfaction of the Responsible Authority.

Screening

40. All privacy screens must be installed prior to occupation of the building to the satisfaction of the Responsible Authority and maintained thereafter to the satisfaction of the Responsible Authority.

41. All retaining walls must be constructed and finished in a professional manner to ensure a neat presentation and longevity to the satisfaction of the Responsible Authority.

Department of Transport

42. Before the development starts, amended plans must be submitted to and approved by the Head, Transport for Victoria. When approved, the plans may be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the submitted plans (reference no 1659-2 dated April 2020, prepared by EJ Grech & Associates Pty Ltd) and annotated as but modified to show:

42.1 The 6.1m wide access driveway for at least 7 metres from the edge of the property boundary;

42.2 A sealed access crossover as at least 6.1 metres wide at the property boundary with the edges of the crossover angled at 60 degrees to the road reserve boundary, at least for the first 3 metres from the edge of the road with 3.0 metres radial turnouts;

42.3 Relocation of the existing power pole located at least 1 metre away from the edge of the access crossover which is designed as per the above condition;

42.4 Unless agreed otherwise a centrally located intercom that effectively separates the ingress and egress lanes while allowing concurrent movements at the proposed gate.

43. Prior to the commencement of the use or occupation of the development, all disused or redundant vehicle crossings must be removed and the area reinstated to the satisfaction of the Responsible Authority and at no cost to Head, Transport for Victoria or the Responsible Authority.

44. Prior to the commencement of the use or the occupation of the buildings or works hereby approved, the access crossover and associated works must be provided and available for use.

45. Vehicles must enter and exit the land in a forward direction at all times.

46. The level of the footpaths must not be lowered or altered in any way to facilitate access to the site.

47. Any security boom, barrier, gate or similar device controlling vehicular access to the premises must be located a minimum of 6.85m inside the property to allow vehicles to store clear of the Doncaster Road pavement and footpath.

Permit Expiry

48. This permit will expire if one of the following circumstances applies:

48.1 The development is not started within two (2) years of the date of this permit; and

48.2 The development is not completed within four (4) years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing by the owner or occupier either before the permit expires or in accordance with Section 69 of the Planning & Environment Act 1987.

CARRIED

Cr Mike Zafiropoulos left the meeting at 7:36pm and returned 7:36pm.

1. BACKGROUND

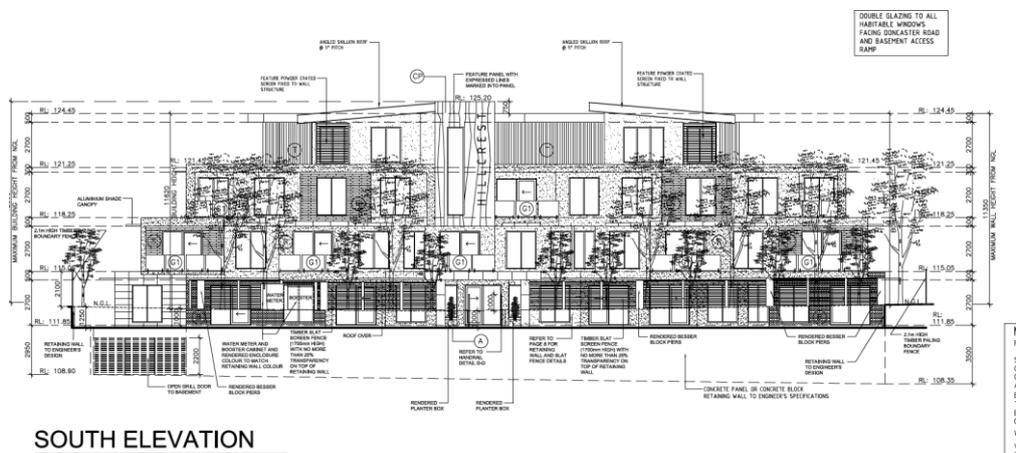
1.1 Planning Permit PL09/020097 was issued on the 14 February 2011, at the direction of the Tribunal (VCAT Order P2079/2010), for the development of a three-storey apartment building with a basement car park and creation and alterations to access to a Road Zone Category 1.

1.2 On 25 November 2016, the permit (PL09/020097) was subsequently amended at the direction of VCAT to allow for the development of a four storey apartment building with a basement car park and creation and alterations to access to a Road Zone Category 1 (Refer Figure 1 & 2).

1.3 After a number of extension of time requests to commence the development, the permit expired on the 14 February 2018.



Figure 1 – Ground Floor Plan of Amended Endorsed Plans (PL09/020097)



SOUTH ELEVATION

Figure 2 – Southern Elevation of Amended Endorsed Plans (PL09/020097)

- 1.4 This application was submitted to Council on 19 June 2019.
- 1.5 A request for further information was sent on 20 June 2019 raising a number of concerns with the application.
- 1.6 Further information was received by Council on 20 December 2019, along with a Section 50 Amendment request as a result of a significant redesign of the proposal.
- 1.7 A further request for information was made on 6 February 2020.

- 1.8 On the 27 April 2020, a second Section 50 Amendment request was received with further changes to the proposal. The landscape plan, planning report, arborist report, waste management plan, and sustainability management plan were all updated accordingly.
- 1.9 Notice of the application was given from the 12 May 2020 to the 27 May 2020.
- 1.10 The statutory time for considering a planning application is 60 days, which lapsed on the 8 July 2020.
- 1.11 The land titles are not affected by any covenants or Section 173 Agreements.

2. THE SITE AND SURROUNDS

- 2.1 The site is located on the northern side of Doncaster Road, approximately 70 metres west of Dryden Street. The site comprises of three properties, 969, 971 and 973 Doncaster Road, Doncaster East (Refer to Figure 3).



Figure 3 – Site Aerial Photo (16 March 2020)

- 2.2 The site has an overall frontage (southern boundary) to Doncaster Road of 50.67 metres, 40.49 metres along the eastern boundary, 40.43 metres along the western boundary and 50.68 metres along the rear northern boundary. The total site area is 2047.75 square metres.
- 2.3 The site is vacant and devoid of vegetation.
- 2.4 The site has an approximate fall of 2.2 metres from the front southern boundary to the rear of the site.
- 2.5 Two (2) drainage and sewerage easements burden the site. One of the easements extends the length of the rear northern boundary whilst the second easement is situated along the eastern boundary. Both easements contain Council drainage infrastructure.
- 2.6 The site has abutments with six (6) properties. Surrounding development is described as follows:

Direction	Address	Description
North	6 Roderick Street 3/8 Roderick Street 10 Roderick Street	<p>There are 3 properties that adjoin the site to the north:</p> <ul style="list-style-type: none"> • 6 Roderick contains a single dwelling with an approximate land area of 889 square metres. The dwelling has a setback to the common boundary of approximately 23 metres. An outbuilding is located in the private open space positioned to the rear of the dwelling. • Unit 3, 8 Roderick contains a double-storey dwelling which has a setback to the common boundary of approximately 2.5 metres. It is at the rear of a three-unit development, with its secluded private open space located on the western side of the dwelling. Habitable room windows face the subject site. • 10 Roderick contains a single dwelling with an approximate land area of 850 square metres. An outbuilding is located on the eastern boundary. The dwelling has an approximate setback with the common boundary of 17.5 metres.
East	975 Doncaster Road	<p>This property adjoins the land to the east:</p> <ul style="list-style-type: none"> • It is setback from the common boundary by approximately 2 metres. • This property comprises a single brick dwelling with a detached carport. The carport sits forward of the dwelling. Low level vegetation is provided within the front setback..
West	1/967 Doncaster Road 2/967 Doncaster Road	<p>These two properties adjoin the site to the west:</p> <ul style="list-style-type: none"> • Both Dwellings (units 1 & 2) are setback from the common boundary between approximately 1 to 2 metres. • A common driveway that is situated along their western boundary (i.e. away from the subject site). Both properties, however, have their secluded private open spaces situated to the east thereby adjoining the site.

- 2.7 The character of the broader area is mixed, given the site's proximity to a Neighbourhood Activity Centre (Doncaster East Village, incorporating Devon Plaza) along Doncaster Road and a number of other community facilities, including a medical centre, child care centre and Doncaster Police Station.
- 2.8 A number of new multi-unit developments are situated in close proximity to the site (948 and 977 Doncaster Road), recent 3 storey apartment buildings (with basement/partial basement) at 928, 945 and 965 Doncaster Road and a 4 storey apartment building with basement car parking at 956 Doncaster Road (directly opposite the site). These newer developments sit amongst the more traditional housing stock and multi-unit developments (Refer Figure 4).
- 2.9 There is no prevailing landscape character in the area, although most properties generally contain low level vegetation in their front yards and good levels of vegetation at the rear.
- 2.10 Doncaster Road is a major arterial road with three (3) traffic lanes in both directions and a central raised median, containing native (Eucalypts) trees. Speed limits are presently 70 kilometres an hour. A bus lane extends along Doncaster Road, which restricts car parking on weekdays from 7am to 9am and also 4pm to 7pm.

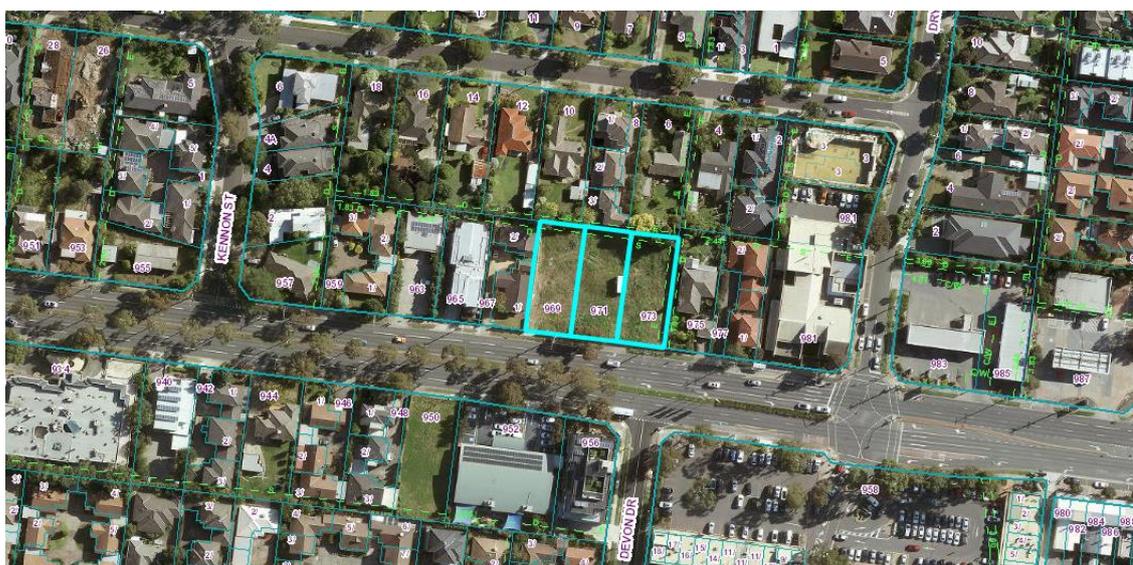


Figure 4 – Site and Surrounds Aerial Photo (16 March 2020)

- 2.11 The site benefits from a number of nearby amenities, one of which includes the Doncaster East Village (incorporating Devon Plaza) Neighbourhood Activity Centre. The centre contains a Woolworths supermarket together with a number of other speciality shops, situated within 100 metres of the site.
- 2.12 A number of other neighbourhood activity centres (Jackson Court, Donburn and Tunstall Square) are also easily accessible situated within 550 metres, 1.1 kilometres and 1.2 kilometres, respectively.
- 2.13 The site has easy access to a range of bus routes, available along both sides of Doncaster Road. Among other locations, the bus services provide access to the Doncaster Hill Principal Activity Centre and the Central Business District (CBD).

- 2.14 The site is also in close proximity to a number of Council-owned park facilities, including being within 400 metres of Doncaster Reserve (incorporating a sporting oval, playground equipment and indoor basketball complex).

3. THE PROPOSAL

- 3.1 The proposal is outlined on the plans prepared by E.J Grech & Associates Pty Ltd – Refer 1659-2, dated 22 April 2020, inclusive of Perspectives, Apartment floorplans, elevations, sections and details. Refer to Attachment 1.
- 3.2 The following plans are also provided in support of the application:
- Feature survey Plan prepared by A Line Surveying dated 8 November 2019;
 - Neighbourhood and Site Description and Design Response plans, originally prepared by E.J Grech & Associates Pty Ltd, originally prepared March 2015
 - Design Response plans, originally prepared by E.J Grech & Associates Pty Ltd – Refer 1659-2, originally prepared September 2015
 - Shadow Diagrams, prepared by E.J Grech & Associates Pty Ltd dated March 2020;
 - Colour and Material Schedule, dated 6 June 2020
 - Development plans (Amended) and perspectives prepared by Mirvac Design - Architects Planners Interior designers and dated 25 March 2020;
 - Landscape Concept Plans prepared by E.J Grech & Associates Pty Ltd, Project No. 29 and dated 17 April 2020.
- 3.3 The following reports are provided in support of the application:
- Town Planning report prepared by MCo. Town Planning, dated 22 April 2020;
 - Waste Management Plan prepared by Frater and dated 24 April 2020;
 - Parking Impact Assessment prepared by B Traffic Solutions and dated 20 December 2020;
 - Sustainable Management Plan prepared by Frater and dated 7 June 2020;
 - Construction Management Plan prepared by Mirvac and dated 14 March 2019;
 - Biodiversity Offset Implications Report prepared by Ecology and Heritage Partners and dated September 2018;
 - Arborist Report prepared by DB Horticulture and dated 15 April 2020;
 - Stormwater Management Plan prepared by and dated 7 September 2018;
 - Green Travel Plan prepared by Frater and dated 20 December 2019;
 - RFI Cover Letter and response to issues, prepared by E.J Grech & Associates Pty Ltd – Refer 1659-2, dated 24 April 2020;
 - MPL Certificate, prepared 18 June 2019.

3.4 A summary of the proposal is as follows:

Element	Details
Building Details	<ul style="list-style-type: none"> • Total Site Area (3 Lots) – 2047.75sqm • Site coverage 59.53% • Hard surface area 69.47% • Site Permeability 30.53%
Dwellings	<ul style="list-style-type: none"> • A total of 35 dwellings are proposed with mix of apartment sizes including: <ul style="list-style-type: none"> ○ 5 one-bedroom apartments; ○ 29 two-bedroom apartments; ○ 1 three-bedroom apartment.
Building Height	<ul style="list-style-type: none"> • 13.735m (no protruding rooftop services or screening)
Basements	<ul style="list-style-type: none"> • Basement level: <ul style="list-style-type: none"> ○ Total of 43 car parking spaces, inclusive of : <ul style="list-style-type: none"> - 36 resident car parking spaces; and - 7 visitor car parking spaces ○ 8 bicycle parking spaces and associated lockers; ○ 35 storage cage areas (not above or at the end of carparking spaces); ○ Waste storage room; ○ Internal stair access; ○ Internal lift access (1 lift); ○ Services room; and ○ Pedestrian emergency exit to ramp.
Car parking	<ul style="list-style-type: none"> • Residential requirement: <ul style="list-style-type: none"> ➤ 5: 1 Bedroom apartments – 5 car spaces required ➤ 29: 2 Bedroom apartments – 29 car spaces required ➤ 1: 3 Bedroom apartments – 2 car spaces required ➤ Total required – 36 car spaces • Total provided – 43 residential car spaces (within basements) • Surplus of 7 carparking spaces
Visitor Spaces	<ul style="list-style-type: none"> • 7 allocated visitor car spaces • The site is located within the Principal Public Transport Network (PPTN) Area and therefore is not required to provide visitor car spaces.

Setbacks (minimum)	<ul style="list-style-type: none"> • Doncaster Road (southern boundary): <ul style="list-style-type: none"> ○ Basement – 4.04m ○ Ground floor – 6.0m (courtyards 4.0m) ○ First floor – 6.0m (balconies 5.0m) ○ Second Floor – 6.0m (balconies 5.0m) ○ Third Floor – 7.0m (balconies 7.4m) • Northern boundary: <ul style="list-style-type: none"> ○ Basement – 5.15m ○ Ground floor – 6.9m (balconies 4.9m) ○ First floor – 6.9m (balconies 4.9m) ○ Second Floor – 9.04m (balconies 6.9m) ○ Third Floor – 17.95m (balconies 14.95m). • Eastern boundary: <ul style="list-style-type: none"> ○ Basement – 3.0m ○ Ground floor – 2.44m ○ First floor – 2.44m ○ Second Floor– 4.9m (balcony A27 5.26m) ○ Third Floor – 11.12m (9.65m to balcony). • Western boundary: <ul style="list-style-type: none"> ○ Basement – 1.0m ○ Ground floor – 2.45m ○ First floor – 4.04m ○ Second Floor – 7.0m (balcony A23 - 7.7m) ○ Third Floor –11.85m (balcony A34 - 10.35m).
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Height

- 3.5 The maximum building height is 13.735m from natural ground level (NGL), to the top of the parapet of the roof form, in the north-east corner of the centralised fourth level.
- 3.6 The highest point of the built form is setback 17.95m from the northern boundary and 11.15m from the eastern boundary. The fourth level is centrally located from both the eastern and western boundaries and sited further towards the Doncaster Road streetscape to minimise impacts to adjoining properties to the north.
- 3.7 The lift overrun and roof top services, do not extend above the fourth level parapets. Another plant platform with screening, is located on the roof form of the third level (to the north of the stairs area).

Building Layout Design and Access

- 3.8 The building is designed with a shared pedestrian entry, centrally located on the southern side (frontage) of the building and accessed by a path from Doncaster Road. The shared central lobby provides access to all apartments and contains a centralised lift, stairs and services area.
- 3.9 The ground and first floors consist of 11 apartments, Level 2 consists of 10 apartments and Level 3, 3 apartments. The dwellings incorporate a range of layouts with the majority of apartments being one and two bedrooms. Dwelling sizes vary from 52 square metres to 112 square metres.
- 3.10 The Basement level protrudes a maximum of 800mm above natural ground level, on the northern side of the building (due to the slope of the site). It protrudes 200mm at the north-western corner and 730mm at the north-eastern corner.
- 3.11 Vehicular access is via a 6.1 metre wide crossover in the south western corner of the site. The 6 metre wide accessway leads to a basement carpark providing a total of 36 resident car parking spaces, 7 visitor car parking spaces and 8 bicycle parking spaces.
- 3.12 Four (4) additional bicycle hoops providing 4 bicycle spaces are also provided in front of the building entry (adjacent to the frontage).
- 3.13 A waste room and bin tug area is provided in the basement. Waste collection is proposed to be provided by private collection, as detailed in the Waste Management Plan, prepared by Frater and dated 24 April 2020.
- 3.14 Separate individual residential storage enclosures are provided within the basement. The storage cages are either 6 cubic metres or 6.8 cubic metres for all apartments.

Design Detail

- 3.15 The proposed building features a modern contemporary architectural design incorporating feature box/framing elements within the design and varied setbacks providing a high level of articulation, stepping and visual interest. The building entry, while benched into the site, is emphasised through the use of a canopy. Fencing to the site frontage is designed to complement screening materials.
- 3.16 The proposed building is constructed of a mixture of vertical and matrix cladding and rendered painted finishes in different greys, black/charcoal and white.
- 3.17 Windows are generally aluminium with clear and obscure glazing. Balcony balustrades are either clear glass or opaque glass visual screens. The roof form is flat with parapets to the wall edge.

Landscaping

- 3.18 The Landscape Concept Plans (prepared by E.J Grech & Associates Pty Ltd, Project No. 29 and dated 17 April 2020), indicates conceptual planting of shrubs, screening vegetation and feature canopy trees. The conceptual landscaping includes:
- Doncaster Road frontage: proposed low level planting and feature canopy trees in the front setback;

- Rear (northern) setback: proposed landscaping of private rear courtyards (at ground level) with lawn and shrubs around the periphery and screening vegetation along the length of the rear boundary;
- Eastern setback: proposed landscaping a mixture of lawn and screening vegetation;
- Western setback: Low level planting within garden bed areas above the basement level (in a planter box arrangement).



Figure 5 – Perspective 3D of proposal from Doncaster Road (looking north-west)

3.19 The submitted Arborist Report details that no trees on adjoining sites or the street tree will be detrimentally impacted by the proposal.

4. LEGISLATIVE REQUIREMENTS

4.1 Refer to Attachment (Planning & Environment Act 1987, Manningham Planning Scheme, other relevant legislation policy).

4.2 A planning permit is required for the following:

- Clause 32.07-5 (Residential Growth Zone Schedule 2 – RGZ2) - to construct two or more dwellings on a lot.
- Clause 43.02-2 (Design and Development Overlay, Schedule 8 – DDO8) - to construct a building or construct or carry out works.
- Clause 52.29 (Land Adjacent to a Road Zone Category 1 or a Public Acquisition Overlay for a Category 1 Road) - to create or alter access to a road in a Road Zone, Category 1.

5. REFERRALS

External

5.1 Given the proposal involves the alteration of access to Doncaster Road, it is a statutory requirement to refer the application to the Department of Transport (previously VicRoads) as a determining referral authority.

- 5.2 The Department of Transport have no objection, subject to conditions being included on any permit issued requiring the removal of the redundant crossovers and reinstatement of the area.

Internal

- 5.3 The application was referred to a number of Service Units within Council. The following table summarises the responses:

Service Unit	Comments
Infrastructure Services Unit – Drainage	<ul style="list-style-type: none"> No objection subject to conditions for the provision of onsite storm water detention.
Infrastructure Services Unit – Vehicle Crossing	<ul style="list-style-type: none"> No objection subject to conditions requiring the removal of redundant crossovers, modified visibility splays (Dept of Transport), crossover construction and relocation or modification of power pole and Telstra pit.
Infrastructure Services Unit – Access and Driveway	<ul style="list-style-type: none"> No objection.
Infrastructure Services Unit – Traffic and Car Parking	<ul style="list-style-type: none"> No objection.
Infrastructure Services Unit – Car Parking Layout	<ul style="list-style-type: none"> No objection.
Infrastructure Services Unit – Construction Management	<ul style="list-style-type: none"> No objection subject to a requirement for the provision of a construction management plan.
Infrastructure Services Unit – Waste	<ul style="list-style-type: none"> No objection subject to a requirement for the modification of the waste management plan to include swept path diagrams for the waste truck to enter/exit the site.
Infrastructure Services Unit – Easements	<ul style="list-style-type: none"> No objection subject to build over easement approval being granted.
Infrastructure Services Unit – Flooding	<ul style="list-style-type: none"> No flooding / overland flow concerns.
Integrated Planning Unit – Sustainability (Environmental Sustainable Design)	<ul style="list-style-type: none"> No objection subject to amendment to the Sustainability Management Plan to ensure a minimum 50% BESS overall score and minimums in Energy (50%), Water (50%), IEQ (50%) and Stormwater (100%) categories, to demonstrate best practice in sustainable design. Conditions will require this is achieved.
Planning Arborist	<ul style="list-style-type: none"> Council's Planning Arborist does not have any concerns with the proposal, subject to standard conditions, including a Tree Protection and Management Plan (TPMP).

6. CONSULTATION / NOTIFICATION

6.1 The application was advertised by placing a sign on the frontage of each lot and sending letters to nearby properties.

6.2 One (1) objection was received to the proposal as shown in the map below.

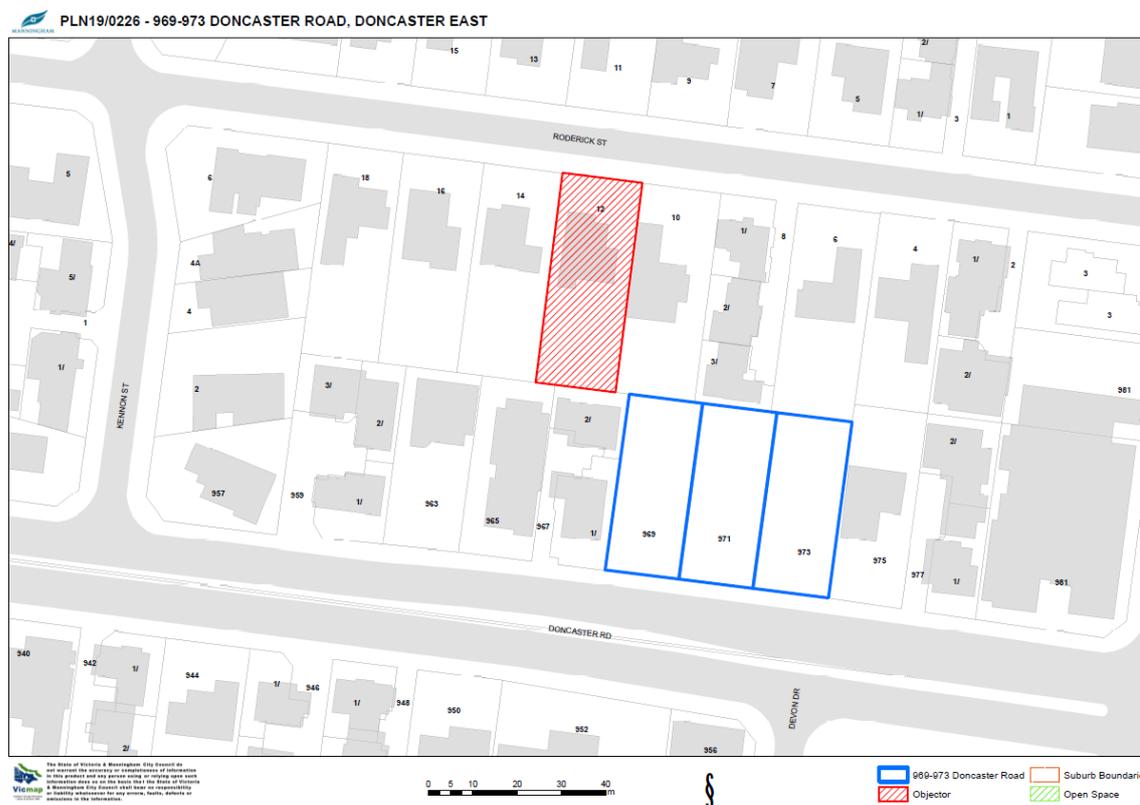


Figure 6 – Objector Map

6.3 The main grounds of objection can be summarised as follows:

- Rear fencing should be 2.1m in height.
- Windows facing in the North and North/West direction on the 4 levels should have obscure (frosted) glass, to prevent overlooking / loss of privacy.
- All balconies facing in the North and North/West direction should have screening (parapet) of 1.8m high, to prevent overlooking / loss of privacy.
- Concern that balconies will wrap around the north to the west will worsen privacy and noise issues (by allowing future residents to wander around the balconies).
- Concern that balconies that wrap around the building will increase building bulk.

7. ASSESSMENT

7.1 The proposal has been assessed against the relevant state and local planning policies, the zone and overlay and the relevant particular and general provisions of the Scheme.

7.2 The following assessment is made under the headings:

- Planning Policy Frameworks;
- Design and built form;
- Offsite Amenity and Onsite Amenity Impacts (Clause 55)
- Car Parking, Access, Land Adjacent to RDZ1 and Bicycle Facilities
- Car parking, access and bicycle facilities; and
- Objector issues / concerns

Planning Policy Frameworks

7.3 At both the SPPF and LPPF levels, policy emphasises the need for a mix of developments that are well designed with a focus on high density residential development in established activity centres, along main roads and on strategic redevelopment sites. Whilst the subject site is not specifically identified as a strategic redevelopment site within the MSS, it substantially meets key criteria as a strategic redevelopment site primarily through its location and proximity to a Neighbourhood Activity Centre with good access to public transport and existing services.

7.4 Policy preference as outlined in Clause 21.05 is for higher density, including apartment style developments along major roads and near activity centres, which allow for proximity to services and public transport.

7.5 The policy is also complemented by the objectives contained within the Schedule 8 to the Design and Development Overlay (DDO8-1), and Clause 55 (Two or more Dwellings on a lot and Residential Buildings), including Clause 55.07 Apartment Developments.

7.6 Through various policy statements within the Planning Scheme and the DDO8, the original neighbourhood character along Doncaster Road is anticipated to change significantly. The envisioned preferred character is one of a substantial change that has a higher built form and density than a typical suburban character.

Design and Built Form

7.7 The design objectives of DD08 encourage development that is contemporary in design, that includes articulated built form and incorporates a range of visually interesting building materials and façade treatments. The modern contemporary architectural design of this building is considered to be well conceived and of a high standard. The articulation, stepping and architectural features, including external screens and box / framing elements provide variation and visual interest. The grey, charcoal and white colour pallet result in a cohesive design outcome through appropriate use of materials and colour selection. The design compliments the existing and emerging modern built form along Doncaster Road and the surrounding area (Refer Figure 5).



Figure 7 – Perspective 3D view of Development from Doncaster Road (looking north-east)

- 7.8 The Residential Growth Zone (RGZ) at Clause 32.07-9 specifies that the maximum building height should not exceed 13.5m. This requirement may be exceeded by up to 1m if the slope of the natural ground level, measured at any cross section of the site of the building wider than 8 metres, is greater than 2.5 degrees. These are not mandatory requirements and can be varied with a planning permit. There is no limit on the number of storeys. Schedule 2 to the RGZ does not specify any further or varied requirements.
- 7.9 The submitted plans demonstrate that the site has a slope greater than 2.5 degrees, which establishes that the maximum allowable building height is 14.5 metres. The development has a maximum building height of 13.735 metres, which complies with the RGZ requirements.
- 7.10 Table 1 to Schedule 8 of the Design and Development Overlay (DDO8-1) specifies that land with the “Main Road” Sub-Precinct has a maximum building height of 11 metres, where the land area exceeds 1800sqm. A permit may be granted to vary the Maximum height specified in Table 1 (Main Road Sub-Precinct DDO8-1).
- 7.11 One of the DDO8 objectives seek to ‘*support three storey, ‘apartment style’, developments within the Main Road sub-precinct and in sub-precinct A, where the minimum land size can be achieved.*
- 7.12 Whilst the proposed building is four storeys, the fourth level is setback considerably from side and rear boundaries. This assists to minimise impacts to adjacent properties and ensures that views of this level are minimised to adjoining residential properties to the east, west and north (rear).
- 7.13 The fourth level will be visible to the streetscape, however this is considered to be consistent with other existing four storey developments along Doncaster Road and will provide visual interest and articulation to the built form with no increased amenity impacts.
- 7.14 Given all of the above, the fourth level and overall building heights are considered to suitably respond to the Residential Growth Zone, the Design & Development Overlay Schedule 8-1 and the transitioning neighbourhood character of the area.
- 7.15 Lift overrun and roof top services, do not extend above the fourth level parapets and do not require any additional screening.

- 7.16 The building primarily offers a mix of one and two bedroom apartments with various options of private open space through the provision of courtyards and/or balconies of various sizes and orientation.
- 7.17 The setbacks from boundaries allow suitable spacing for generous landscaping and canopy trees around the site, to further “soften” the visual appearance of the building to its surrounds.
- 7.18 The following assessment is made against the requirements of the DDO8:

Design Element	Met/Not Met
DDO8-1 (Main Road Sub-Precinct)	
<ul style="list-style-type: none"> • The minimum lot size is 1800 square metres, which must be all the same sub-precinct. Where the land comprises more than one lot, the lots must be consecutive lots which are side by side and have a shared frontage 	<p>Met</p> <p>All three lots are within the Main Road sub-precinct and equate to 2047.75 square metres.</p>
<ul style="list-style-type: none"> • Height - 11 metres provided the condition regarding minimum land size is met. <p>If the condition is not met, the maximum height is 9 metres, unless the slope of the natural ground level at any cross section wider than eight metres of the site of the building is 2.5 degrees or more, in which case the maximum height must not exceed 10 metres.</p>	<p>Considered Met</p> <p>The submitted plans demonstrate that the site has a slope greater than 2.5 degrees, which establishes that the maximum allowable building height is 14.5 metres in the RGZ.</p> <p>The development has a maximum building height of 13.735 metres which exceed the specified height by 3.735 metres.</p> <p>The purpose of providing discretion in building height within the Main Road sub-precinct is to allow flexibility within the design to achieve design excellence. The discretion is only provided to this sub-precinct because main road streetscapes are typically less fragmented environments compared to local streets and therefore can absorb some additional height.</p> <p>The portion of built form above a height of 10.7 metres is limited to the top level. This level occupies 388m², or 40% of the level below and has been provided with substantial setbacks to all boundaries, in particular to the north. Level 2 does exceed 10.7m in height which complies with the 11 metre height requirement of the DDO8-1.</p> <p>Overall, it is considered that the height of the building is acceptable and will not have unreasonable impacts on the streetscape or adjoining properties.</p>

Design Element	Met/Not Met
<ul style="list-style-type: none"> Minimum front street setback is the distance specified in Clause 55.03-1 or 6 metres, whichever is the lesser. 	<p>Met</p> <p>The ground and upper floor walls of the building all meet or exceed the minimum street setback of 6m.</p> <p>DDO8 allows balconies and terraces to encroach within the street setback by a maximum of 2m, but they must not extend along the entire width of the building.</p> <p>The balconies do not protrude more than 2.0m into the setback.</p>
Form	
<ul style="list-style-type: none"> Ensure that the site area covered by buildings does not exceed 60 percent. 	<p>Met</p> <p>The building has a site coverage of 59.53% (less than 60%).</p>
<ul style="list-style-type: none"> Provide visual interest through articulation, glazing and variation in materials and textures. 	<p>Met</p> <p>The building design offers a high level of visual interest through architectural features, materials and colours.</p> <p>The design detail of the frontage includes framing elements bringing visual interest to the building and assisting to reduce the prominence of the upper level.</p> <p>Side and rear elevations are visually articulated by the stepping of built form, modified building finishes and a range of architectural detailing elements, including modified window presentations, external window screens and balcony features.</p>
<ul style="list-style-type: none"> Minimise buildings on boundaries to create spacing between developments. 	<p>Met</p> <p>No part of the building is constructed on any of the boundaries. The minimum side or rear building setback is 2.4 metres (from the western and eastern boundaries). The provision of spacing can accommodate appropriate landscaping and courtyards.</p>
<ul style="list-style-type: none"> Where appropriate ensure that buildings are stepped down at the rear of sites to provide a transition to the scale of the adjoining residential area. 	<p>Met</p> <p>The rear section of the building (second & third level floor plan) steps back considerably from the rear and side boundaries, reducing the visual bulk to the most sensitive residential interfaces to the north, east and west.</p>

Design Element	Met/Not Met
<ul style="list-style-type: none"> Where appropriate, ensure that buildings are designed to step with the slope of the land. 	<p>Met</p> <p>Some excavation is proposed towards the Doncaster Road frontage with the ground floor level semi benched to keep the overall height of the building as low as possible.</p>
<ul style="list-style-type: none"> Avoid reliance on below ground light courts for any habitable rooms. 	<p>Met</p> <p>There are no below ground light courts. The south facing ground floor apartment courtyards to the site frontage are 800mm below natural ground level. The courtyards have an 800mm high retaining wall to their southern edge, with a 50% transparent, 1.5m high front fence, setback 2.0m from the building.</p>
<ul style="list-style-type: none"> Ensure the upper level of a two storey building provides adequate articulation to reduce the appearance of visual bulk and minimise continuous sheer wall presentation. 	<p>Not applicable</p>
<ul style="list-style-type: none"> Ensure that the upper level of a three storey building does not exceed 75% of the lower levels, unless it can be demonstrated that there is sufficient architectural interest to reduce the appearance of visual bulk and minimise continuous sheer wall presentation. 	<p>Considered Met</p> <p>Level 4 (third floor plan) covers 40% of Level 3. Level 3 (second floor plan) covers 78.7% of Level 2 (first floor plan), which does not meet the 75% requirement.</p> <p>A minor variation of 3.7%, to the recommended 75% is considered negligible. The building is considered to be well graduated from the lower levels to reduce its prominence and visual bulk, particularly from the sensitive interfaces to the north, east and west</p> <p>Architectural interest is achieved by incorporating protruding balconies and the use of varied materials and colour palettes.</p> <p>Overall, the building is well articulated and provides appropriate visual interest.</p>
<ul style="list-style-type: none"> Integrate porticos and other design features with the overall design of the building and not include imposing design features such as double storey porticos. 	<p>Met</p> <p>There are no double storey porticos or unreasonable imposing design features.</p> <p>Design features are well-integrated into the overall design of the building.</p>

Design Element	Met/Not Met
<ul style="list-style-type: none"> Be designed and sited to address slope constraints, including minimising views of basement projections and/or minimising the height of finished floor levels and providing appropriate retaining wall presentation. 	<p>Met</p> <p>The basement is suitably excavated into the slope of the land. Given the slope down towards the north, there is a minor projection of up to 800mm on the northern side of the building. The projection ranges from 200mm to 730mm from the western to eastern corners of the building.</p> <p>This basement projection is not considered to be unreasonable and does not result in excessive building height as viewed from adjoining properties.</p>
<ul style="list-style-type: none"> Be designed to minimise overlooking and avoid the excessive application of screen devices. 	<p>Considered Met</p> <p>Whilst the eastern and northern elevations rely on screening devices to many upper level windows and balconies, the ground floor and fourth level generally do not require any external screens.</p> <p>Where practicable, highlight windows are used to reduce reliance on external screens.</p> <p>Screening devices are suitably excluded from windows and balconies where setbacks are greater than 9.0m or do not result in overlooking of secluded private space or habitable room windows.</p>
<ul style="list-style-type: none"> Ensure design solutions respect the principle of equitable access at the main entry of any building for people of all mobilities. 	<p>Met</p> <p>The building is provided with lifts to all levels, including from the basement.</p> <p>A disabled lift is provided in the front setback, where 4 steps could not be avoided between the frontage and the building entry.</p> <p>Accessible access to the development is further discussed in Clause 55 Assessment.</p>
<ul style="list-style-type: none"> Ensure that projections of basement car parking above natural ground level do not result in excessive building height as viewed by neighbouring properties. 	<p>Considered Met</p> <p>The basement projects above natural ground level on the northern elevation (a maximum of 800mm). The projection is a maximum of 730mm in the north-east corner and a maximum of 203mm in the north-west corner. It is considered that such projections will not result in excessive building height.</p>

Design Element	Met/Not Met
	An assessment of setbacks and heights will be undertaken in the ResCode assessment.
<ul style="list-style-type: none"> Ensure basement or undercroft car parks are not visually obtrusive when viewed from the front of the site. 	<p>Met</p> <p>Vehicle access to the basement is limited to the crossover in the south-west corner of the site and is not visually obtrusive when viewed from the streetscape.</p>
<ul style="list-style-type: none"> Integrate car parking requirements into the design of buildings and landform by encouraging the use of undercroft or basement parking and minimise the use of open car park and half basement parking. 	<p>Met</p> <p>All carparking, including visitor spaces, is suitably provided within the basement.</p>
<ul style="list-style-type: none"> Ensure the setback of the basement or undercroft car park is consistent with the front building setback and is setback a minimum of 4.0m from the rear boundary to enable effective landscaping to be established. 	<p>Met</p> <p>The basement is setback 5.149m from the rear northern boundary and will allow for the provision of suitable spacing for effective landscaping.</p> <p>The basement is setback 4.0m from the Doncaster Roads frontage, consistent with the front courtyards and balcony features which protrude into the 6.0m front setback. This also allows for the remaining 4.0m to be effectively landscaped to complement the development and building.</p>
<ul style="list-style-type: none"> Ensure that building walls, including basements, are sited a sufficient distance from site boundaries to enable the planting of effective screen planting, including canopy trees, in larger spaces. 	<p>Met</p> <p>The development provides appropriate wall setbacks to side and rear boundaries to allow for screen planting that softens the appearance of the built form.</p> <p>The setback of the basement 1m from the western boundary and its landscaping is more constrained however conditions will require screening plants and small trees with less invasive root zones within the garden bed area and similarly considered species within the easements along the northern and eastern boundaries.</p>

Design Element	Met/Not Met
<ul style="list-style-type: none"> Ensure that service equipment, building services, lift over-runs and roof-mounted equipment, including screening devices is integrated into the built form or otherwise screened to minimise the aesthetic impacts on the streetscape and avoids unreasonable amenity impacts on surrounding properties and open spaces. 	<p>Met subject to conditions</p> <p>The lift overrun is centrally located and setback considerably from boundaries.</p> <p>Roof top equipment is indicated, including screening and is not considered to impact the amenity of any surrounding properties.</p> <p>The services and plant equipment is discussed further in the Clause 55 Assessment.</p>
Car Parking and Access	
<ul style="list-style-type: none"> Include only one vehicular crossover, wherever possible, to maximise availability of on street parking and to minimise disruption to pedestrian movement. Where possible, retain existing crossovers to avoid the removal of street tree(s). Driveways must be setback a minimum of 1.5m from any street tree, except in cases where a larger tree requires an increased setback. 	<p>Not applicable</p> <p>One double width vehicle crossover is proposed to Doncaster Road and has been designed to avoid street trees.</p>
<ul style="list-style-type: none"> Ensure that when the basement car park extends beyond the built form of the ground level of the building in the front and rear setback, any visible extension is utilised for paved open space or is appropriately screened, as is necessary. 	<p>Met</p> <p>The basement along the Doncaster Road frontage aligns with ground level apartment courtyards.</p>
<ul style="list-style-type: none"> Ensure that where garages are located in the street elevation, they are set back a minimum of 1.0m from the front setback of the dwelling. 	<p>Not applicable</p>
<ul style="list-style-type: none"> Ensure that access gradients of basement car parks are designed appropriately to provide for safe and convenient access for vehicles and servicing requirements. 	<p>Met</p> <p>Gradients of the driveway have been assessed by Council's Infrastructure Services Unit and are considered to comply with Design Standard 3 in Clause 52.06-9 of the Manningham Planning Scheme.</p>

Design Element	Met/Not Met
Landscaping	
<ul style="list-style-type: none"> On sites where a three storey development is proposed include at least 3 canopy trees within the front setback, which have a spreading crown and are capable of growing to a height of 8.0m or more at maturity. 	<p>Met</p> <p>There is ample spacing within the frontage of the site for the provision of at least 3 canopy trees.</p>
<ul style="list-style-type: none"> Provide opportunities for planting alongside boundaries in areas that assist in breaking up the length of continuous built form and/or soften the appearance of the built form. 	<p>Met</p> <p>The site will allow the planting of significant vegetation, including appropriate tree species within the side and rear setbacks, which assist to soften the appearance of the built form. Conditions will require appropriate species selection as part of the landscape plan.</p>
Fencing	
<ul style="list-style-type: none"> A front fence must be at least 50 per cent transparent. On sites that front Doncaster, Tram, Elgar, Manningham, Thompsons, Blackburn and Mitcham Roads, a fence must: <ul style="list-style-type: none"> not exceed a maximum height of 1.8m be setback a minimum of 1.0m from the front title boundary <p>and a continuous landscaping treatment within the 1.0m setback must be provided.</p>	<p>Met</p> <p>The proposed fence within the front setback is set back more than 4 metres from the frontage.</p> <p>The fence is 50% transparent, 1.5m in height and constructed of materials to complement the development</p> <p>The 4 metre setback provides ample opportunity for generous landscaping to be achieved to the streetscape.</p>

On-site amenity and Off-site amenity impacts (Clause 55)

7.19 Pursuant to Clause 55 (Two or more Dwellings on a lot and Residential Buildings), a development must meet all of the objectives of this clause and should meet all of the standards.

7.20 The following assessment under the provisions of Clause 55 (Two or more Dwellings on a lot and Residential Buildings) is provided and the analysis indicates that the proposal responds appropriately to the applicable clauses, as follows:

Objective	Objective Met / Not Met
<p>55.02-1 – Neighbourhood Character</p> <ul style="list-style-type: none"> To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character. To ensure that development responds to the features of the site and the surrounding area. 	<p>Met</p> <p>It is considered that the development responds positively to the preferred neighbourhood character that seeks a high quality design response for Doncaster Road.</p>
<p>55.02-2 – Residential Policy</p> <ul style="list-style-type: none"> To ensure that residential development is provided in accordance with any policy for housing in the Municipal Planning Strategy and the Planning Policy Framework. To support medium densities in areas where development can take advantage of public transport and community infrastructure and services. 	<p>Met</p> <p>The application was accompanied by a written statement that demonstrated how the applicant considers the development to be consistent with State, Local and Council policy.</p> <p>As discussed in the report, it is considered that the proposal complies with state and local policy objectives.</p>
<p>55.02-3 – Dwelling Diversity</p> <ul style="list-style-type: none"> To encourage a range of dwelling sizes and types in developments of ten or more dwellings 	<p>Met</p> <p>The proposal offers three different dwelling typologies, including 5 one-bedroom apartments, 29 two-bedroom apartments and 1 three-bedroom apartment.</p> <p>Eleven apartments are wholly provided at ground level with various open space options.</p>
<p>55.02-4 – Infrastructure</p> <ul style="list-style-type: none"> To ensure development is provided with appropriate utility services and infrastructure. To ensure development does not unreasonably overload the capacity of utility services and infrastructure. 	<p>Considered Met subject to conditions</p> <p>This is subject to the requirements from Council's Infrastructure Services Unit, including an on-site storm water detention system.</p>
<p>55.02-5 – Integration With Street</p> <ul style="list-style-type: none"> To integrate the layout of development with the street. 	<p>Met</p> <p>The development integrates and responds positively to the streetscape and preferred neighbourhood character, that seeks a high quality design response for Doncaster Road and inline with the relevant design objectives of the DDO8-1.</p>

Objective	Objective Met / Not Met
<p>55.03-1 – Street Setback</p> <ul style="list-style-type: none"> To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site. 	<p>Met</p> <p>The proposal meets all front setback requirements of DDO8-1, providing a 6.0 metre building setback, 4 metres for the basement and porch/balcony elements which do not protrude more than 2.0 metres into the front setback.</p>
<p>55.03-2 – Building Height</p> <ul style="list-style-type: none"> To ensure that the height of buildings respects the existing or preferred neighbourhood character. 	<p>Met</p> <p>The 13.735 metre overall maximum building height complies with the RGZ2 requirement of 14.5 metres, as discussed previously in the report.</p>
<p>55.03-3 – Site Coverage</p> <ul style="list-style-type: none"> To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site. 	<p>Met</p> <p>The proposal provides a site coverage of 59.53% and does not exceed the 60% requirement.</p>
<p>55.03-4 – Permeability and Stormwater Management</p> <ul style="list-style-type: none"> To reduce the impact of increased stormwater run-off on the drainage system. To facilitate on-site stormwater infiltration. To encourage stormwater management that maximises the retention and reuse of stormwater. 	<p>Met</p> <p>The proposal provides for a site permeability of 30.53% (where 20% is the minimum).</p> <p>Onsite stormwater management will be required by standard conditions from the Infrastructure Services Unit, including an on-site storm water detention system.</p>
<p>55.03-5 – Energy Efficiency</p> <ul style="list-style-type: none"> To achieve and protect energy efficient dwellings. To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy. 	<p>This clause does not apply to an apartment development.</p>
<p>55.03-6 – Open Space</p> <ul style="list-style-type: none"> To integrate the layout of development with any public and communal open space provided in or adjacent to the development. 	<p>This clause does not apply to an apartment development.</p>

Objective	Objective Met / Not Met
<p>55.03-7 – Safety</p> <ul style="list-style-type: none"> To ensure the layout of development provides for the safety and security of residents and property. 	<p>Met</p> <p>The ground level private open space areas for each dwelling are secured by fencing.</p> <p>The building entry for vehicles and pedestrians are clearly visible from the street and do not create any unsafe spaces.</p> <p>The basement car parking area is secure and offers direct access via the lifts to each level of the building.</p>
<p>55.03-8 – Landscaping</p> <ul style="list-style-type: none"> To encourage development that respects the landscape character of the neighbourhood. To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance. To provide appropriate landscaping. To encourage the retention of mature vegetation on the site. 	<p>Met</p> <p>It is considered that adequate landscaping opportunities have been provided throughout the development as discussed previously in the report.</p>
<p>55.03-9 – Access</p> <ul style="list-style-type: none"> To ensure the number and design of vehicle crossovers respects the neighbourhood character. 	<p>Met</p> <p>The proposal provides one vehicle entry/exit point to Doncaster Road which does not exceed 33% of the site frontage as required by the standard. Redundant crossovers will be removed. The application was referred to Vic Roads for comment who have no objection to the proposal.</p>
<p>55.03-10 – Parking Location</p> <ul style="list-style-type: none"> To provide convenient parking for resident and visitor vehicles. To protect residents from vehicular noise within developments. 	<p>Met</p> <p>The basement carpark provides convenient and secure parking for residents and visitor vehicles to the building.</p>
<p>55.04-1 – Side And Rear Setbacks</p> <ul style="list-style-type: none"> To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings. 	<p>Met</p> <p>The development complies with all minimum setbacks of Standard B17.</p>

Objective	Objective Met / Not Met
<p>55.04-2 – Walls On Boundaries</p> <ul style="list-style-type: none"> To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings. 	<p>Not applicable</p> <p>There are no walls proposed on boundaries.</p>
<p>55.04-3 – Daylight To Existing Windows</p> <ul style="list-style-type: none"> To allow adequate daylight into existing habitable room windows. 	<p>Met</p> <p>There are a number of habitable room windows in close proximity to the common site boundary:-</p> <ul style="list-style-type: none"> 2/967 Doncaster Road (west) – 1.21m setback to the common boundary. 975 Doncaster Road (east) – 2.34m setback to the common boundary. 3/8 Roderick Street (north) – 2.135m setback to the common boundary <p>Standard B19 is met and adequate daylight to all existing habitable room windows of adjoining properties is maintained.</p>
<p>55.04-4 – North Facing Windows</p> <ul style="list-style-type: none"> To allow adequate solar access to existing north-facing habitable room windows. 	<p>Not applicable</p> <p>There are no north facing windows adjoining the site.</p>
<p>55.04-5 – Overshadowing Open Space</p> <ul style="list-style-type: none"> To ensure buildings do not significantly overshadow existing secluded private open space. 	<p>Met</p> <p>The shadow diagrams demonstrate that due to the site orientation, there will be no shadows to adjoining properties to the north and minimal overshadowing to properties to the west in the morning and to the east in the afternoon.</p> <p>The SPOS areas of 973 Doncaster Road and units 1 & 2/967 Doncaster Road will continue to receive adequate sunlight during the relevant times of the day. The proposal complies with the standard.</p>
<p>55.04-6 – Overlooking</p> <ul style="list-style-type: none"> To limit views into existing secluded private open space and habitable room windows. 	<p>Met by conditions</p> <p>The proposal generally incorporates a 1.7m high privacy screen to most north, east and west facing apartment balconies and screening devices on most east and west facing habitable room windows, to achieve compliance with Standard B21.</p>

Objective	Objective Met / Not Met
	<p>Many of the north facing first and second level habitable windows are not treated to screen/obscure overlooking or comply with Standard B22. Conditions will require these windows to be screened to meet the Standard.</p> <p>Whilst a 2.1 metre high boundary fence is proposed along the entire length of the northern boundary, to further minimise views from ground level apartments it is recommended that a 400mm high free standing trellis be provided along the rear boundary to minimise any views into adjacent properties.</p> <p>It is also noted that the proposal includes concept screening and canopy tree plantings/landscaping along the northern boundary, which will assist to screen and soften the development assisting in the future provision of privacy to adjoining properties. Conditions will require species selection of these plantings to be suitable heights to provide visual screening at maturity.</p> <p>Additional screening measures to the satisfaction of the Responsible Authority is also required:-</p> <p><u>East elevation</u> A5 – Balcony return A6 – B1 and kitchen window A28 – Balcony return</p> <p><u>West elevation</u> A10 – Balcony return and kitchen window</p>
<p>55.04-7 – Internal Views</p> <ul style="list-style-type: none"> To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development. 	<p>Met by condition</p> <p>There are not likely to be internal views between apartments as most balconies appear to have visual screens at first and second levels (as shown on the perspectives) and/or screening or highlight windows to adjacent habitable windows (such as between apartment 15 and 16).</p> <p>However, the details of privacy screens to the sides of balconies are not provided on the plans. Therefore conditions will require details of the screening to the extent of these balconies (to meet Standard B23), providing details and differentiating between where balustrades and screens are provided.</p>

Objective	Objective Met / Not Met
	<p>It is also noted that some apartments on the southern side are not provided internal screens between their balconies, i.e. between Apartments 13 and 14, and between Apartments 24 and 25.</p> <p>Conditions will require that screening is provided to limit internal views between these balconies to meet the Standard. Conditions will also require details of screening between all ground floor north facing balconies (Apartments 6 to 10) to limit internal views and meet the Standard.</p>
<p>55.04-8 – Noise Impacts</p> <ul style="list-style-type: none"> • To contain noise sources in developments that may affect existing dwellings. • To protect residents from external noise. 	<p>This clause does not apply to an apartment development.</p>
<p>55.05-1 – Accessibility</p> <ul style="list-style-type: none"> • To encourage the consideration of the needs of people with limited mobility in the design of developments. 	<p>This clause does not apply to an apartment development.</p>
<p>55.05-2 – Dwelling Entry</p> <ul style="list-style-type: none"> • To provide each dwelling or residential building with its own sense of identity. 	<p>This clause does not apply to an apartment development.</p>
<p>55.05-3 – Daylight To New Windows</p> <ul style="list-style-type: none"> • To allow adequate daylight into new habitable room windows. 	<p>Met</p> <p>All habitable room windows of the proposed apartments face onto an outdoor space with minimum area of 3m² and a minimum dimension of 1.0m, in accordance with Standard B27.</p> <p>The south facing ground floor apartments with streetscape facing courtyards are marginally lower than the natural ground level of the frontage (approximately 850mm), however the 1.5m high fencing, with 50% transparency around these courtyards, allows for reasonable daylight access.</p>

Objective	Objective Met / Not Met
<p>55.05-4 – Private Open Space</p> <ul style="list-style-type: none"> To provide adequate private open space for the reasonable recreation and service needs of residents 	<p>Met by condition</p> <p>All upper level 1 and 2 bedroom apartments are provided with balconies over the minimum 8.0sqm with a 2 metre minimum dimension. Many of the apartments have larger balconies between 11-16sqm in size.</p> <p>Some ground level north (rear) facing apartments are provided with the 8sqm balcony and additionally provided with ground level courtyard spaces between 17.7sqm and 34.8sqm in area.</p> <p>The ground level streetscape apartments are provided with balcony area between 16-22sqm in size (constructed above the basement). The design also incorporates landscaping within the front setback which can be suitably maintained by the Owners Corporation.</p> <p>All private open space and balcony areas are therefore provided with suitable space to ensure reasonable recreation, functionality and service needs for future residents.</p> <p>Air conditioning units are generally located on the balconies and will be required by conditions to be located within the basement or rooftop service areas.</p>
<p>55.05-5 – Solar Access To Open Space</p> <ul style="list-style-type: none"> To allow solar access into the secluded private open space of new dwellings and residential buildings. 	<p>Met</p> <p>Where practicable, all dwellings located on or near the north, east and west sides of the building will receive suitable solar access. Those dwellings located on the southern side of the building are not able to receive the solar access stipulated by the standard due to site orientation, however is considered acceptable for the scale and nature of the development proposed.</p>
<p>55.05-6 – Storage</p> <ul style="list-style-type: none"> To provide adequate storage facilities for each dwelling. 	<p>This clause does not apply to an apartment development.</p>
<p>55.06-1 – Design Detail</p> <ul style="list-style-type: none"> To encourage design detail that respects the existing or preferred neighbourhood character. 	<p>Met</p> <p>It is considered the proposal complies with Standard B31. This is discussed in detail in the previous section of the report.</p>

Objective	Objective Met / Not Met
<p>55.06-2 – Front Fence</p> <ul style="list-style-type: none"> To encourage front fence design that respects the existing or preferred neighbourhood character. 	<p>Not applicable as fence is setback greater than 3 metres from the boundary</p> <p>The proposed fence within the front setback is setback 4.0m from the frontage, 50% transparent and 1.5m in height. It consists of horizontal Colorbond slats, which is responsive to the material and colour pallet of the built form.</p>
<p>55.06-3 – Common Property</p> <ul style="list-style-type: none"> To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained. To avoid future management difficulties in areas of common ownership. 	<p>Met</p> <p>The car parking areas, pedestrian paths and lobby/corridors areas, are practically designed and will be able to be suitably maintained by the future Owners' Corporation.</p> <p>The communal and private areas around the building are clearly delineated by fencing.</p>
<p>55.06-4 – Site Services</p> <ul style="list-style-type: none"> To ensure that site services can be installed and easily maintained. To ensure that site facilities are accessible, adequate and attractive. 	<p>Met by condition</p> <p>A service platform and some services are located on the rooftops. A services area, waste storage room and storage cage areas are suitably provided within the basement.</p> <p>Conditions will require the air conditioners on the balconies to be relocated to the basement or rooftops.</p> <p>Mailboxes are suitably located adjacent to the site frontage, in a mailbox bank.</p> <p>The fire booster, gas and water services are located to the frontage and appear to be within masonry rendered service areas (as indicated on the 3D perspectives). However, given details are not provided, conditions will require details to be included on the plans, to ensure they are screened and integrate design of the proposal.</p> <p>A 20,000 litre rainwater tank is located below the basement.</p>
<p>Apartment Developments</p> <p>55.07-1 – Energy Efficiency</p> <ul style="list-style-type: none"> To achieve and protect energy efficient dwellings and buildings. 	<p>Met</p> <p>The submitted Sustainability Management Plan states the development will achieve a 6.0 Star average across all apartments with no apartments scoring below 5.0.</p>

Objective	Objective Met / Not Met
<ul style="list-style-type: none"> To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy. To ensure dwellings achieve adequate thermal efficiency 	<p>This will be achieved using appropriate insulation level in all external walls, roof and floors. Cooling energy will be limited to 21 MJ/m².</p> <p>Given the orientation and configuration of the site and building, the proposal makes appropriate use of daylight, seeking north facing windows for all dwellings where practicable and easterly or westerly balcony/window orientation for south facing apartments, where possible.</p> <p>Solar panels are located on the rooftop.</p> <p>Given the development is an apartment building, the dwellings within, achieve adequate thermal efficiency.</p> <p>The energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced.</p> <p>There are no solar energy systems on surrounding developments.</p>
<p>55.07-2 – Communal Space</p> <ul style="list-style-type: none"> To ensure that communal open space is accessible, practical, attractive, easily maintained and integrated with the layout of the development. 	<p>Not applicable</p> <p>This clause only relates to developments of 40 or more dwellings.</p>
<p>55.07-3 – Solar access to communal outdoor space</p> <ul style="list-style-type: none"> To allow solar access into communal outdoor open space. 	<p>Not applicable</p> <p>No external communal open space is proposed.</p>
<p>55.07-4 – Deep soil areas and canopy trees</p> <ul style="list-style-type: none"> To promote climate responsive landscape design and water management in developments to support thermal comfort and reduce the urban heat island effect. 	<p>Considered Met by condition</p> <p>The concept landscape design provides generous setbacks to the north, east and south (generally 5.0m, 4.0m and 3.0m respectively), which will support deep soil areas for planting of canopy trees.</p> <p>The western setback of 1.0m will also allow suitably selected plantings suitable small trees.</p>

Objective	Objective Met / Not Met
	<p>The proposal does not propose any green walls or roof top garden areas. Planter box garden areas are proposed above the basement where the building is setback or stepped-in, in a number of locations.</p> <p>Table B5 specifies 10% of the site area should provide the deep soil areas with a minimum dimension of 6.0m. The proposal provides approximately 3% of the site which exceeds the minimum 6.0m dimension and 12% of the site a minimum dimension of 5.15m. Furthermore 10% of the site provides a minimum dimension of 4.0m and with 5% of the site with a minimum dimension of 3.0m.</p> <p>The deep soil spacing will provide suitable locations for at least 3 large trees and upwards of 8 medium trees.</p> <p>While the minimum dimension of 6.0m in Table B5 of Standard B38 is technically not met, it is considered that the objective is achieved as sufficient areas and spacing for deep soil planting can be provided.</p> <p>Conditions will require a water management to be an automatic water saving system (such as dripper feed) for the landscaped areas within the landscape conditions.</p>
<p>55.07-5 – Integrated water and stormwater management</p> <ul style="list-style-type: none"> • To encourage the use of alternative water sources such as rainwater, stormwater and recycled water. • To facilitate stormwater collection, utilisation and infiltration within the development. • To encourage development that reduces the impact of stormwater run-off on the drainage system and filters sediment and waste from stormwater prior to discharge from the site. 	<p>Met by condition</p> <p>A 20,000 litre rainwater tank is located under the basement.</p> <p>The submitted Sustainability Management Plan demonstrates a STORM rating of 100%.</p> <p>The applicant is required to provide an on-site stormwater detention system to alleviate pressure on the drainage system.</p>

Objective	Objective Met / Not Met
<p>55.07-6 – Noise impacts</p> <ul style="list-style-type: none"> To contain noise sources in developments that may affect existing dwellings. To protect residents from external and internal noise sources. 	<p>Met by condition</p> <p>Plant and services are generally located on rooftops and within the basement and are specified to meet EPA Guidelines.</p> <p>A plant platform is proposed on the northern side of the roof on the third level. It contains the TV aerial and the air conditioning condenser for the common areas. Given its proximity to the balconies of Apartments 33 and 35, a condition will require noise attenuation screening on the east and west sides.</p> <p>Small air conditioners are proposed to be located on the balconies or courtyards of each apartment. Conditions will require these to be relocated to the basement or rooftop to provide increased private open space areas for residents.</p> <p>Given the location of the building on Doncaster Road, a condition will require noise attenuating glazing to south facing apartments along Doncaster Road and west facing apartments above the accessway ramp.</p>
<p>55.07-7 – Accessibility</p> <ul style="list-style-type: none"> To ensure the design of dwellings meets the needs of people with limited mobility 	<p>Met</p> <p>51% of the Apartments (18 of 35) have been designed to meet the needs of people with limited mobility, in line with Standard B41.</p> <p>A wheelchair lift has been provided within the front setback, to ensure suitable access to the front foyer from Doncaster Road.</p>
<p>55.07-8 – Building entry and circulation</p> <ul style="list-style-type: none"> To provide each dwelling and building with its own sense of identity. To ensure the internal layout of buildings provide for the safe, functional and efficient movement of residents. To ensure internal communal areas provide adequate access to daylight and natural ventilation. 	<p>Met</p> <p>The front foyer entry is centrally located within the streetscape, easily identifiable by a covered porch. The entry provides a clear and prominent sense of address for the building.</p> <p>The internal layout of the building and corridors provide natural light and ventilation from windows within most corridor lengths or from the central void / light court for all levels.</p> <p>The central services and lift area is centrally located to all apartments.</p>

Objective	Objective Met / Not Met
	The building entries and circulation design therefore achieves safe, functional and efficient movement for residents and visitors.
<p>55.07-9 – Private open space above ground floor</p> <ul style="list-style-type: none"> To provide adequate private open space for the reasonable recreation and service needs of residents 	<p>Met by condition</p> <p>As discussed in the Assessment of Clause 55.05-4 (Private open spaces), all 1 and 2 bedroom upper level apartments are provided with balconies, with areas of at least 8sqm and a minimum dimension of at least 2m.</p> <p>The 3 bedroom apartment (Apartment 25) has a balcony of 28sqm with a minimum dimension of 2.4m.</p> <p>All balconies are provided with access conveniently from open plan living room areas.</p>
<p>55.07-10 – Storage</p> <ul style="list-style-type: none"> To provide adequate storage facilities for each dwelling. 	<p>Met</p> <p>Each 1 bedroom apartment is provided more than the minimum 6 cubic metres of storage within the dwelling and significantly more than the minimum total storage of 10 cubic metres (including storage within the basement).</p> <p>Each 2 bedroom apartment is provided with more than the minimum 9 cubic metres of storage within the dwelling and significantly more than the minimum total storage of 14 cubic metres (including storage within the basement).</p> <p>Dwelling 35 (the only 3 bedroom dwelling) is provided with more than the minimum 12 cubic metres of storage within the dwelling and significantly more than the total minimum storage of 18 cubic metres (including storage within the basement).</p> <p>Each apartment is provided with at least 6 to 6.8 cubic metres of convenient storage within the basement.</p>
<p>55.07-11 – Waste and recycling</p> <ul style="list-style-type: none"> To ensure dwellings are designed to encourage waste recycling. 	<p>Met by condition</p> <p>The submitted waste management plan proposes a private waste collection.</p>

Objective	Objective Met / Not Met
<ul style="list-style-type: none"> To ensure that waste and recycling facilities are accessible, adequate and attractive. To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity, health and the public realm. 	<p>The submitted waste management plan details that waste will be appropriately managed and collected on site. Swept path diagrams are required to be provided for the proposed truck.</p>
<p>55.07-12 – Functional layout</p> <ul style="list-style-type: none"> To ensure dwellings provide functional areas that meet the needs of residents. 	<p>Considered Met</p> <p>All dwellings meet or exceed the minimum living room and bedroom dimensions of Standard B46, except the Main Bedroom of Apartment 16 (two-bedroom apartment). The main bedroom should provide a minimum width of 3 metres and a minimum depth of 3.4 metres (10.2 square metres).</p> <p>This variation is considered acceptable on the basis that the overall room size is larger in square metres than the room area calculation required by the standard (10.37 square metres). Acceptable internal amenity of the bedroom is still maintained.</p>  <p>Apartment 16 internal layout plan.</p>
<p>55.07-13 – Room depth</p> <ul style="list-style-type: none"> To allow adequate daylight into single aspect habitable rooms. 	<p>Considered Met</p> <p>The proposed ceiling heights of all apartments are 2.7m above floor level. In all apartments, kitchens are located against the back wall of the open plan living areas, therefore 9.0m room depths are allowable.</p> <p>In most apartments, the 9.0m depth is not exceeded with a single aspect, except for the following apartments:</p> <ul style="list-style-type: none"> Apartment 5 - 9.2m depth Apartment 11 - 9.7m depth

Objective	Objective Met / Not Met
	<ul style="list-style-type: none"> • Apartment 16 - 9.2m depth • Apartment 22 - 9.7m depth • Apartment 27 - 9.7m depth • Apartment 32 - 9.6m depth <p>These minor variations to 6 of the 35 apartments are considered minimal, only impact the back wall of the kitchens and are not considered to have a detrimental impact on the amenity of future residents. Given the locations of the apartments, there are no opportunities for the provision of a skylight.</p> <p>Adequate daylight is considered to be provided to these single aspect habitable rooms.</p>
<p>55.07-14 – Windows</p> <ul style="list-style-type: none"> • To allow adequate daylight into new habitable room windows. 	<p>Considered Met by condition</p> <p>Most habitable rooms in the development have an external wall window. However, some rooms are only provided with a smaller secondary window.</p> <p>Apartments 5, 8, 11, 16, 19, 22, 27 and 32 have habitable rooms that are provided with a saddleback window.</p> <p>These windows are clear to the sky, with a minimum width of 1.2m and a maximum depth of 1.5m, as per Standard B48, except Apartment 19.</p> <p>The balcony above Apartment 19’s Bedroom 1 secondary window protrudes over the extent of this window by 1.0m.</p> <p>Considering this window is a north facing window, the variation of one bedroom for the whole development is considered justifiable.</p> <p>Conditions will require the dimensions of all these secondary windows to be shown on the plans, as some are missing.</p>
<p>55.07-15 – Natural ventilation</p> <ul style="list-style-type: none"> • To encourage natural ventilation of dwellings. • To allow occupants to effectively manage natural ventilation of dwellings. 	<p>Met</p> <p>42.8% of (15 of 35) apartments are provided with cross-ventilation that meets the requirements of Standard B49 (minimum 40%). These apartments are generally located on the corners of the building or the top level and are able to provide cross ventilation.</p>

Car Parking, Access, Land Adjacent to RDZ1 and Bicycle Facilities

Car parking

7.21 The car parking requirement of Clause 52.06 in relation to the number of spaces provided, is summarised in the table below:

Purpose	Scheme requirement	Car parking provided
5 One-Bedroom Dwellings	36 spaces	36 residential spaces
29 Two-bedroom Dwellings		
1 Three-bedroom Dwelling		
Total - 35 Dwellings		
Required visitor spaces	0 (PPTN area)	7 visitor spaces
Total	36 spaces	43 spaces

7.22 The Scheme requires a total of 36 residential car parking spaces for the proposed residential development and no visitor spaces (given the site is located within the Principal Public Transport Network area (PPTN)).

7.23 The 43 car parking spaces provided within the basement therefore exceeds this requirement by 7. The proposed intention to allocate the 7 additional car parking spaces to visitor spaces, is considered a positive outcome.

Access

7.24 An assessment against the car parking design standards at Clause 52.06-9 is provided in the table below:

Design Standard	Assessment
1 – Accessways	<ul style="list-style-type: none"> • Visibility splay areas are provided on both sides of the accessway at the frontage. Department of Transport has no objection to the proposal subject to standard conditions. • The driveway is 6m in width for a length of 7.0m from the site frontage to provide a passing area. • A minimum 2.1m of headroom clearance beneath overhead obstructions appear to be provided, however a condition will require a notation to ensure service pipes and utility conduits etc, are to be a minimum height to allow for the safe and convenient passage of vehicles and garbage trucks. • All vehicles are able to exit the site in a forward direction.
2 – Car Parking Spaces	<ul style="list-style-type: none"> • Car parking spaces are provided in accordance with the required dimensions and clearance area requirements.
3 – Gradients	<ul style="list-style-type: none"> • The driveway gradients and transitions comply the standard.

Design Standard	Assessment
4 – Mechanical Parking	<ul style="list-style-type: none"> No mechanical parking is proposed.
5 – Urban Design	<ul style="list-style-type: none"> The entrance to the basement is suitably designed and will not be a dominant element given it is recessed significantly from the frontage.
6 – Safety	<ul style="list-style-type: none"> Access to the basement residential car parking is secured by an automatic gate and an intercom will be required by condition. There is separate pedestrian access to the building from the frontage, at a considerable distance from the accessway.
7 – Landscaping	<ul style="list-style-type: none"> There is landscaping along both sides of the accessway.

7.25 Council's Engineering and Technical Services Unit has raised no concern in relation to the expected volume of traffic generated by the proposed development as assessed in the submitted traffic report.

Land Adjacent to a Road Zone Category 1 (RDZ1)

7.26 A permit is required under Clause 52.29 of the Manningham Planning Scheme as the proposal involves the creation of a new crossover and the removal of two existing redundant crossovers (including one double crossover) to Doncaster Road, which is zoned Road Zone Category 1.

7.27 The Department of Transport (previously VicRoads) has provided conditional consent to the proposal, therefore the removal of the redundant crossovers to Doncaster Road and provision of the proposed crossover, is considered appropriate.

Bicycle Facilities

7.28 Clause 52.34 (Bicycle Facilities) applies to dwellings within developments of four or more storeys. For this proposal (35 dwellings) bicycle spaces are required, 7 resident bicycle spaces and 4 bicycle visitor spaces.

7.29 The proposal provides 8 resident bicycle spaces (Ned Kelly style) within a basement bicycle parking area and 4 bicycle spaces to the front of the building (bicycle hoops), exceeding the requirement by 1 resident bicycle space.

7.30 To comply with the Australian Standard (AS 2890.3: 2015), the Traffic Report (prepared by EB Traffic Solutions) recommended that an overall clearance of 2.7m be provided for the eight 'Ned Kelly' bicycle spaces (a length of 1.2 m for the bicycle rack and an aisle width of 1.5 m to enable the dwelling occupiers with adequate clearance to safely attach and remove a bicycle from the bicycle racks). This spacing has been provided in the decision plans.

Objector issues / concerns

7.31 The objection relates to overlooking, loss of privacy and noise amenity issues and building bulk. A response to the grounds of objection is provided in the paragraphs below:

Overlooking / Loss of Privacy

- 7.32 As discussed in detail in the Assessment Section of this report, the proposed building generally demonstrates compliance with Standard B22 of Clause 55.04-6 (Overlooking). Any non-compliances will be conditioned accordingly.
- 7.33 The rear (north) boundary fence is indicated in the plans to have an overall height of 2.1 metres. A free standing trellis will be requested as a condition of the permit.

Building Bulk (from wrap-around balconies)

- 7.34 As discussed in the Assessment Section of this report, the proposed building provides suitable setbacks that meet or exceed the relevant Standard in Clause 55. The building also provides suitable stepping and articulation on all sides. The balconies also meet the setback requirements of the Standard for side and rear setbacks and are not considered to result in unreasonable visual bulk given they are incorporated as part of the overall design of the building.
- 7.35 There are no balconies that wrap around the north-west corner of the building, which is the closest part of the building, to the objector's property.



Figure 8 – Perspective 3D view of rear north elevation & north-west corner of building

There are also existing mature trees within the adjoining properties along most of the northern boundary and adjacent to the north-west corner of the site. This will be complemented by the proposed screen landscaping along this boundary, which will assist in providing privacy and soften the appearance of the development.

Noise (from wrap-around balconies)

- 7.36 Concerns have been raised regarding the potential noise generated from the residential building after occupancy. The consideration of this planning application is confined only to the proposed development. The residential use of a residential building does not require a planning permit and is not a planning matter. Residential noise associated with a residential building is considered normal and reasonable in an urban setting. Any future issues of amenity, if they arise should be pursued as a civil matter.

8. CONCLUSION

8.1 It is recommended that the application be supported, subject to conditions.

9. DECLARATION OF CONFLICT OF INTEREST

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

5. LEGISLATIVE REQUIREMENTS

5.1 PLANNING AND ENVIRONMENT ACT 1987 (THE ACT)

The *Planning and Environment Act 1987* is the relevant legislation governing planning in Victoria. The Act identifies subordinate legislation in the form of Planning Schemes to guide future land use and development

Section 60 of the *Planning and Environment Act*, requires the Responsible Authority to consider the following before deciding on an application:

- *The relevant planning scheme;*
- *The objectives of planning in Victoria;*
- *All objections and other submissions which it has received;*
- *Any decision and comments of a referral authority which it has received; and*
- *Any significant effects which the responsible authority considers the use or development may have on the environment or which the responsible authority considers the environment may have on the use or development.*

Section 61(4) of the Act makes specific reference to covenants. Under Section 61(4) of the Planning & Environment Act 1987 the Responsible Authority must not issue a planning permit that would result in a breach of a registered restrictive covenant.

5.2 MANNINGHAM PLANNING SCHEME

Clauses of the Manningham Planning Scheme the Responsible Authority must consider:

- Planning Policy Framework
- Local Planning Policy Framework
- Clause 32.07 Residential Growth Zone, Schedule 2 (RGZ2)
- Clause 43.02 Design and Development Overlay, Schedule 8 (DDO8-1)
- Clause 52.06 Car Parking
- Clause 52.29 Land Adjacent to a Road Zone Category 1 or a Public Acquisition Overlay for a Category 1 Road
- Clause 52.34 Bicycle Facilities
- Clause 55 Two or More Dwellings on a Lot and Residential Buildings
- Clause 65 Decision Guidelines

Zone

Clause 32.07 Residential Growth Zone, Schedule 2

The purpose of the Zone is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide housing at increased densities in buildings up to and including four storey buildings.*
- *To encourage a diversity of housing types in locations offering good access to services and transport including activities areas.*
- *To encourage a scale of development that provides a transition between areas of more intensive use and development and areas of restricted housing growth.*
- *To ensure residential development achieves design objectives specified in a schedule to this zone.*

- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

A Planning Permit is required to construct a residential building. An apartment development of less than five storeys, excluding a basement, must meet the requirements of Clause 55.

Schedule 2 pertains to Residential Areas along Main Roads and does not have a maximum building height specified which differs from the Residential Growth Zone. The Residential Growth Zone specifies that:

- *If no maximum building height is specified in a schedule to this zone, the building height should not exceed 13.5 metres; and*
- *A building may exceed the maximum building height by up to 1 metre if the slope of the natural ground level, measured at any cross section of the site of the building wider than 8 metres, is greater than 2.5 degrees.*

Overlays

Clause 43.02 Design and Development Overlay, Schedule 8 (DDO8-1)

The design objectives are as follows:

- *To increase residential densities and provide a range of housing types around activity centres and along main roads.*
- *To encourage development that is contemporary in design that includes an articulated built form and incorporates a range of visually interesting building materials and façade treatments.*
- *To support three storey, 'apartment style', developments within the Main Road sub-precinct and in sub-precinct A, where the minimum land size can be achieved.*
- *To ensure new development is well articulated and upper storey elements are not unduly bulky or visually intrusive, taking into account the preferred neighbourhood character.*
- *To encourage spacing between developments to minimise a continuous building line when viewed from a street.*
- *To ensure the design and siting of dwellings have regard to the future development opportunities and future amenity of adjoining properties.*
- *To ensure developments of two or more storeys are sufficiently stepped down at the perimeter of the Main Road sub-precinct to provide an appropriate and attractive interface to sub-precinct A or B, or other adjoining zone.*
- *To ensure overlooking into adjoining properties is minimised.*
- *To ensure the design of carports and garages complement the design of the building.*
- *To ensure the design of basement and undercroft car parks complement the design of the building, eliminates unsightly projections of basement walls above natural ground level and are sited to allow for effective screen planting.*
- *To encourage landscaping around buildings to enhance separation between buildings and soften built form.*

Permit Requirement

- *A permit is required to construct or carry out works.*
- *A permit is required to construct or extend a front fence within 3 metres of a street, if the fence is associated with 2 or more dwellings on a lot or a residential building.*

Building Height & Setbacks

- Any building or works must comply with the requirements set out in Table 1 and 2 of this Schedule.

- For the purposes of this Schedule, the Maximum Building Height does not include building services, lift over-runs and roof mounted equipment, including screening devices.
- For the purposes of this Schedule, balconies, terraces, and verandahs may encroach within the Street Setback by a maximum of 2.0m, but must not extend along the width of the building.

Table 1 to Schedule 8

Sub-Precinct	Maximum Building Height	Condition regarding minimum land size.	Street Setback
DDO8-1 (Main Road) Sub-precinct	11 metres provided the condition regarding minimum land size is met. If the condition is not met, the maximum height is 9 metres, unless the slope of the natural ground level at any cross section wider than eight metres of the site of the building is 2.5 degrees or more, in which case the maximum height must not exceed 10 metres.	1,800 square metres must be all in the same sub-precinct. Where the land comprises more than one lot, the lots must be consecutive lots which are side by side and have a shared frontage.	<p>For one dwelling on a lot:</p> <ul style="list-style-type: none"> ▪ Minimum front street setback is the distance specified in Clause 54.03-1 or 6 metres, whichever is the lesser. ▪ Minimum side street setback is the distance specified in Clause 54.03-1. <p>For two or more dwellings on a lot or a residential building:</p> <ul style="list-style-type: none"> ▪ Minimum front street setback is the distance specified in Clause 55.03-1 or 6 metres, whichever is the lesser. ▪ Minimum side street setback is the distance specified in Clause 55.03-1.

Planning Policy Framework

Clause 15.01-1 (Urban Design)

This policy seeks to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

Strategies towards achieving this are identified as follows:

- *Require development to respond to its context in terms of character, cultural identity, natural features, surrounding landscape and climate.*
- *Ensure development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness.*
- *Ensure the interface between the private and public realm protects and enhances personal safety.*
- *Ensure development supports public realm amenity and safe access to walking and cycling environments and public transport.*
- *Ensure that the design and location of publicly accessible private spaces, including car parking areas, forecourts and walkways, is of a high standard, creates a safe environment for users and enables easy and efficient use.*
- *Ensure that development provides landscaping that supports the amenity, attractiveness and safety of the public realm.*
- *Ensure that development, including signs, minimises detrimental impacts on amenity, on the natural and built environment and on the safety and efficiency of roads.*
- *Promote good urban design along and abutting transport corridors.*

Clause 15.01-2 (Building Design)

The policy objective is:

- *To achieve building design outcomes that contribute positively to the local context and enhance the public realm.*

The strategies to achieve this requires a comprehensive site analysis prior to the design process, requires developments to respond to strategic and cultural context of its locations, minimise detrimental impact on neighbouring properties and encourages landscaping that enhances the built form and create safe attractive spaces.

Clause 15.01-4 (Healthy Neighbourhoods)

The policy objective is:

- *To achieve neighbourhoods that foster healthy and active living and community wellbeing.*

Strategies to achieve the objective include designing neighbourhoods that foster community interaction and making it easy for people of all ages to live healthy lifestyles by providing connected, safe and attractive walking and cycling networks, conveniently locating public spaces for active recreation, providing accessibly located public transport stops and streets with direct, safe and convenient access to destinations.

Clause 15.01-5 (Neighbourhood Character)

The policy objective is:

- *To recognise, support and protect neighbourhood character, cultural identity and sense place.*

The clause includes several strategies to achieve this objective, including to:

- *Ensure development responds to cultural identity and contributes to existing or preferred neighbourhood character.*
- *Ensure development responds to its context and reinforces a sense of place and the valued features and characteristics of the local environment and place by emphasising the:*
 - *Pattern of local urban structure and subdivision*
 - *Underlying natural landscape character and significant vegetation.*
 - *Heritage values and built form that reflect community identity.*

Clause 15.02-1 Sustainable Development: Energy and resource efficiency

The policy objective is:

- *To encourage land use and development that is energy and resources efficient, supports a cooler environment and minimises greenhouse gas emissions.*

The clause has the following strategies:

- *Improve the energy, water and waste performance of buildings and subdivisions through environmentally sustainable development.*
- *Promote consolidation of urban development and integration of land use and transport. Improve efficiency in energy use through greater use of renewable energy technologies and other energy efficiency upgrades.*
- *Support low energy forms of transport such as walking and cycling.*
- *Reduce the urban heat island effect by greening urban areas, buildings, transport corridors and open spaces with vegetation.*
- *Encourage retention of existing vegetation and planting of new vegetation as part of development and subdivision proposals.*

Clause 16.01-1 Integrated housing

The policy objective is:

- *To promote a housing market that meets community needs.*

The clause has the following strategies.

- *Increase the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including under-utilised urban land.*
- *Ensure that the planning system supports the appropriate quantity, quality and type of housing, including the provision of aged care facilities.*
- *Ensure housing developments are integrated with infrastructure and services, whether they are located in existing suburbs, growth areas or regional towns.*
- *Encourage housing that is both water efficient and energy efficient.*

Clause 16.01-2 Location of residential development

The policy objective is:

- *To locate new housing in or close to activity centres and employment corridors and at other strategic redevelopment sites that offer good access to services and transport.*

Clause 16.01-3 Housing diversity

The policy objective is:

- *To provide for a range of housing types to meet increasingly diverse needs.*

The clause has the following strategies.

- *Ensure housing stock matches changing demand by widening housing choice, particularly in the middle and outer suburbs.*
- *Encourage the development of well-designed medium-density housing which:*
 - *respects the neighbourhood character;*
 - *improves housing choice;*
 - *makes better use of existing infrastructure;*
 - *improves energy efficiency of housing.*
- *Support opportunities for a wide range of income groups to choose housing in well serviced locations.*
- *Ensure planning for growth areas provides for a mix of housing types and higher housing densities in and around activity centres.*

Clause 16.01-4 Housing affordability

The policy objective is:

- *To deliver more affordable housing closer to jobs, transport and services.*

Clause 18.01-1 Integrated Transport: Land use and transport planning

It is an objective "to create a safe and sustainable transport system by integrating land-use and transport". The clause includes several (relevant) strategies to achieve this objective.

- *Plan urban development to make jobs and community services more accessible by:*
 - *ensuring access is provided to developments in accordance with forecast demand, taking advantage of all available modes of transport and to minimise adverse impacts on existing transport networks and the amenity of surrounding areas;*
 - *concentrating key trip generators such as higher density residential development in and around Central Activities Districts, Principal, Major and Specialised Activity Centres on the Principal Public Transport Network;*

Clause 18.02-1 Movement networks: Sustainable personal transport

It is an objective “to promote the use of sustainable personal transport”. The clause includes several (relevant) strategies to achieve this objective.

- *Encourage the use of walking and cycling by creating environments that are safe and attractive.*
- *Develop high quality pedestrian environments that are accessible to footpath-bound vehicles such as wheelchairs, prams and scooters.*
- *Ensure development provides opportunities to create more sustainable transport options such as walking, cycling and public transport.*

Clause 18.02-4 Car parking

It is an objective “to ensure an adequate supply of car parking that is appropriately designed and located”. The clause includes the following (relevant) strategies to achieve this objective.

- *Encourage the efficient provision of car parking through the consolidation of car parking facilities.*
- *Protect the amenity of residential precincts from the effects of road congestion created by on-street parking.*

Local Planning Policy Framework (LPPF) Municipal Strategic Statement

Clause 21.03 Key Influences

This clause identifies that future housing need and residential amenity are critical land-use issues that will challenge Manningham’s future growth and sustainable development. The MSS acknowledges that there is a general trend towards smaller household size as a result of an aging population and smaller family structure which will lead to an imbalance between the housing needs of the population and the actual housing stock that is available.

This increasing pressure for re-development raises issues about how these changes affect the character and amenity of our local neighbourhoods. In meeting future housing needs, the challenge is to provide for residential re-development in appropriate locations, to reduce pressure for development in more sensitive areas, and in a manner that respects the residential character and amenity valued by existing residents.

Clause 21.05 Residential

This policy applies to development in the Residential Growth Zone, Schedule 2. It outlines that infill residential development and redevelopment of key strategic sites that consolidates the role of established urban areas and reduces developmental pressure in the areas with environmental values will be encouraged.

It recognises that whilst single detached dwellings will continue to represent the largest proportion of Manningham’s housing stock, there will be a need for a greater mix of housing in the form of medium and higher density residential developments. Higher density housing will be encouraged in close proximity to activity centres and along major roads and transport routes.

The site is within Precinct 2 – Residential Areas Surrounding Activity Centres and Along Main Roads.

A substantial level of change is anticipated in Precinct 2. Whilst this area will be a focus for higher density developments, there are three sub-precincts which each stipulate different height, scale and built form outcomes to provide a transition between each sub-precinct and adjoining properties, primarily in Precinct 1 – Residential Areas Removed from Activity Centres and Main Roads.

The site is located within DDO8-1 – the **Main Road Sub-Precinct**.

Sub-precinct – Main Road is an area where three storey (11 metres) 'apartment style' developments are encouraged on land with a minimum area of 1,800m² (where the land comprises more than one consecutive lots, which are side by side and have a shared frontage). The area of 1,800m² must all be in the same sub-precinct. All development in the Main Road sub-precinct should have a maximum site coverage of 60 percent.

Higher developments on the perimeter of the Main Road sub-precinct should be designed so that the height and form are sufficiently stepped down, so that the scale and form complement the interface of sub-precinct A or B, or other adjoining zone.

Development in Precinct 2 should:

- *Provide for contemporary architecture*
- *Achieve high design standards*
- *Provide visual interest and make a positive contribution to the streetscape*
- *Provide a graduated building line from side and rear boundaries*
- *Minimise adverse amenity impacts on adjoining properties*
- *Use varied and durable building materials*
- *Incorporate a landscape treatment that enhances the overall appearance of the development.*
- *Integrate car parking requirements into the design of buildings and landform.*

Clause 21.05-2 Housing

The relevant objectives of this policy are:

- *To accommodate Manningham's projected population growth.*
- *To ensure that housing choice, quality and diversity will be increased to better meet the needs of the local community and reflect demographic changes.*
- *To ensure that areas removed from activity centres and main roads as well as areas with predominant landscape features are protected from higher density development.*
- *To promote affordable and accessible housing to enable residents with changing needs to stay within their local neighbourhood or the municipality.*

The strategies to achieve these objectives include:

- *Encourage the provision of housing stock which responds to the needs of the municipality's population.*
- *Promote the consolidation of lots to provide for a diversity of housing types and design options.*
- *Allow housing development that respects existing neighbourhood character and supports incremental level of change in areas removed from activity centres and main roads identified as Precinct 1 on the Residential Framework Plan 1 and Map 1 to this clause.*
- *Encourage development to be designed to respond to the needs of people with limited mobility, which may for example, incorporate lifts into three storey developments.*

Clause 21.10 Environmentally Sustainable Development

This policy highlights Council's commitment to ESD and outlines a number of ESD principles to which regard must be given. These include building energy management, water sensitive design, external environmental amenity, waste management, quality of public and private realm, transport and urban ecology.

Clause 22.08 Safety Through Urban Design Policy

The objectives of this policy are:

- *To provide and maintain a safer physical environment for those who live in, work in or visit the City of Manningham.*
- *To minimise opportunities for crime, through well designed and well maintained buildings and spaces.*
- *To encourage the use of public spaces.*
- *To improve accessibility by creating attractive, vibrant, walkable environments.*
- *To discourage graffiti and vandalism.*

Clause 22.09 Access for Disabled People Policy

The objectives of this policy are:

- *To facilitate the integration of people with a disability into the community.*
- *To ensure that people with a disability have the same level of access to buildings, services and facilities as any other person.*

Particular ProvisionsClause 52.06 Car Parking

Pursuant to Clause 52.06-5, car parking is required to be provided at the following rate:

- *1 space for 1 and 2 bedroom dwellings.*
- *2 spaces for 3 or more bedroom dwellings.*
- *1 visitor space to every 5 dwellings for developments of 5 or more dwellings (also the visitor car space requirement for Higher Density areas under the DP).*

Clause 52.29 Land Adjacent to a Road Zone Category 1 or a Public Acquisition Overlay for a Category 1 Road

A permit is required to create or alter access to a road in a Road Zone, Category 1 (RDZ1).

Clause 52.34 Bicycle Facilities

A development of more than 4 stories attracts a bicycle spaces requirement of 1 residential space per 5 residential dwellings and 1 visitor space per 10 residential dwellings.

General ProvisionsClause 65 Decision Guidelines

This clause outlines that before deciding on an application, the responsible authority must consider, as appropriate:

- *The matters set out in section 60 of the Act.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*

- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*

PROPOSED APARTMENT BUILDING DEVELOPMENT PROJECT: 969-973 DONCASTER ROAD, DONCASTER EAST



DEVELOPMENT SUMMARY

APARTMENT 1	GROUND FLOOR :87.01sqm, 8.65sq P.O.S :16.96sqm, 1.52sq
APARTMENT 2	GROUND FLOOR :80.45sqm, 8.65sq P.O.S :23.02sqm, 2.47sq
APARTMENT 3	GROUND FLOOR :76.12sqm, 8.19sq P.O.S :21.82sqm, 2.34sq
APARTMENT 4	GROUND FLOOR :77.24sqm, 8.31sq P.O.S :15.53sqm, 1.67sq
APARTMENT 5	GROUND FLOOR :88.42sqm, 9.51sq BALCONY :8.08sqm, 0.86sq
APARTMENT 6	GROUND FLOOR :74.57sqm, 8.02sq BALCONY :15.29sqm, 1.64sq POS :18.79sqm, 2.02sq
APARTMENT 7	GROUND FLOOR :79.52sqm, 8.55sq BALCONY :15.41sqm, 1.65sq POS :25.39sqm, 2.73sq
APARTMENT 8	GROUND FLOOR :75.19sqm, 8.09sq BALCONY :8.94sqm, 0.96sq POS :24.32sqm, 2.61sq
APARTMENT 9	GROUND FLOOR :79.45sqm, 8.55sq BALCONY :8.00sqm, 0.86sq POS :17.73sqm, 1.90sq
APARTMENT 10	GROUND FLOOR :74.73sqm, 8.04sq BALCONY :18.49sqm, 1.77sq POS :34.80sqm, 3.74sq
APARTMENT 11	GROUND FLOOR :104.17sqm, 11.21sq BALCONY :9.66sqm, 1.03sq
APARTMENT 12	GROUND FLOOR :83.20sqm, 8.95sq BALCONY :10.35sqm, 1.11sq
APARTMENT 13	GROUND FLOOR :79.06sqm, 8.51sq BALCONY :11.96sqm, 1.28sq
APARTMENT 14	GROUND FLOOR :75.06sqm, 8.07sq BALCONY :11.43sqm, 1.23sq
APARTMENT 15	GROUND FLOOR :73.14sqm, 7.87sq BALCONY :8.92sqm, 0.96sq
APARTMENT 16	GROUND FLOOR :88.42sqm, 9.51sq BALCONY :8.08sqm, 0.86sq
APARTMENT 17	GROUND FLOOR :85.59sqm, 9.21sq BALCONY :8.46sqm, 0.91sq
APARTMENT 18	GROUND FLOOR :55.32sqm, 5.95sq BALCONY :8.00sqm, 0.86sq
APARTMENT 19	GROUND FLOOR :75.16sqm, 8.09sq BALCONY :8.94sqm, 0.96sq

PLANNING AND ENVIRONMENT ACT 1987
MANNINGHAM PLANNING SCHEME

ADVERTISED PLANS

Planning Application Number: PLN19/0226
Date: 11 May 2020
Sheet 1 of 25

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APARTMENT 20

GROUND FLOOR :87.01sqm, 8.65sq
BALCONY :16.96sqm, 1.52sq

APARTMENT 21

GROUND FLOOR :85.77sqm, 9.23sq
BALCONY :8.31sqm, 0.89sq

APARTMENT 22

GROUND FLOOR :104.17sqm, 11.21sq
BALCONY :9.66sqm, 1.03sq

APARTMENT 23

GROUND FLOOR :83.20sqm, 8.95sq
BALCONY :10.35sqm, 1.11sq

APARTMENT 24

GROUND FLOOR :79.05sqm, 8.50sq
BALCONY :11.96sqm, 1.28sq

APARTMENT 25

GROUND FLOOR :52.20sqm, 5.61sq
BALCONY :11.43sqm, 1.23sq

APARTMENT 26

GROUND FLOOR :76.50sqm, 8.23sq
BALCONY :10.24sqm, 1.10sq

APARTMENT 27

GROUND FLOOR :88.42sqm, 9.51sq
BALCONY :8.08sqm, 0.86sq

APARTMENT 28

GROUND FLOOR :67.54sqm, 7.27sq
BALCONY :8.24sqm, 0.88sq

APARTMENT 29

GROUND FLOOR :52.05sqm, 5.60sq
BALCONY :12.03sqm, 1.29sq

APARTMENT 30

GROUND FLOOR :52.05sqm, 5.60sq
BALCONY :12.03sqm, 1.29sq

APARTMENT 31

GROUND FLOOR :69.84sqm, 7.51sq
BALCONY :8.94sqm, 0.96sq

APARTMENT 32

GROUND FLOOR :104.17sqm, 11.21sq
BALCONY :9.66sqm, 1.03sq

APARTMENT 33

GROUND FLOOR :84.25sqm, 9.06sq
BALCONY :30.86sqm, 3.32sq

APARTMENT 34

GROUND FLOOR :86.39sqm, 9.29sq
BALCONY :25.26sqm, 2.71sq

APARTMENT 35

GROUND FLOOR :112.48sqm, 12.10sq
BALCONY :50.70sqm, 5.45sq

FLOOR PLATE AREAS

GROUND FLOOR PLAN	:1,458.39sqm
SECOND FLOOR PLAN	:1,217.84sqm
THIRD FLOOR PLAN	:1,124.24sqm
THIRD FLOOR PLAN	:959.75sqm
THIRD FLOOR PLAN	:388.00sqm

SITE AREA	: 2049.75sqm
SITE COVERAGE	: 59.53%
HARD SURFACE AREA	: 69.47%
PERMEABILITY AREA	: 30.53%

TOTAL CAR SPACES	: 43
VISITOR CAR SPACES	: 7

BEDROOMS:	APARTMENT 1: 2 BED	APARTMENT 16: 2 BED
	APARTMENT 2: 2 BED	APARTMENT 17: 2 BED
	APARTMENT 3: 2 BED	APARTMENT 18: 2 BED
	APARTMENT 4: 2 BED	APARTMENT 19: 2 BED
	APARTMENT 5: 2 BED	APARTMENT 20: 2 BED
	APARTMENT 6: 2 BED	APARTMENT 21: 2 BED
	APARTMENT 7: 2 BED	APARTMENT 22: 2 BED
	APARTMENT 8: 2 BED	APARTMENT 23: 2 BED
	APARTMENT 9: 2 BED	APARTMENT 24: 2 BED
	APARTMENT 10: 2 BED	APARTMENT 25: 2 BED
	APARTMENT 11: 2 BED	APARTMENT 26: 2 BED
	APARTMENT 12: 2 BED	APARTMENT 27: 2 BED
	APARTMENT 13: 2 BED	APARTMENT 28: 2 BED
	APARTMENT 14: 2 BED	APARTMENT 29: 2 BED
	APARTMENT 15: 2 BED	APARTMENT 30: 2 BED
	APARTMENT 16: 2 BED	APARTMENT 31: 2 BED
	APARTMENT 17: 2 BED	APARTMENT 32: 2 BED
	APARTMENT 18: 2 BED	APARTMENT 33: 2 BED
	APARTMENT 19: 2 BED	APARTMENT 34: 2 BED
	APARTMENT 20: 2 BED	APARTMENT 35: 2 BED

E.J. Grech & Associates Pty Ltd

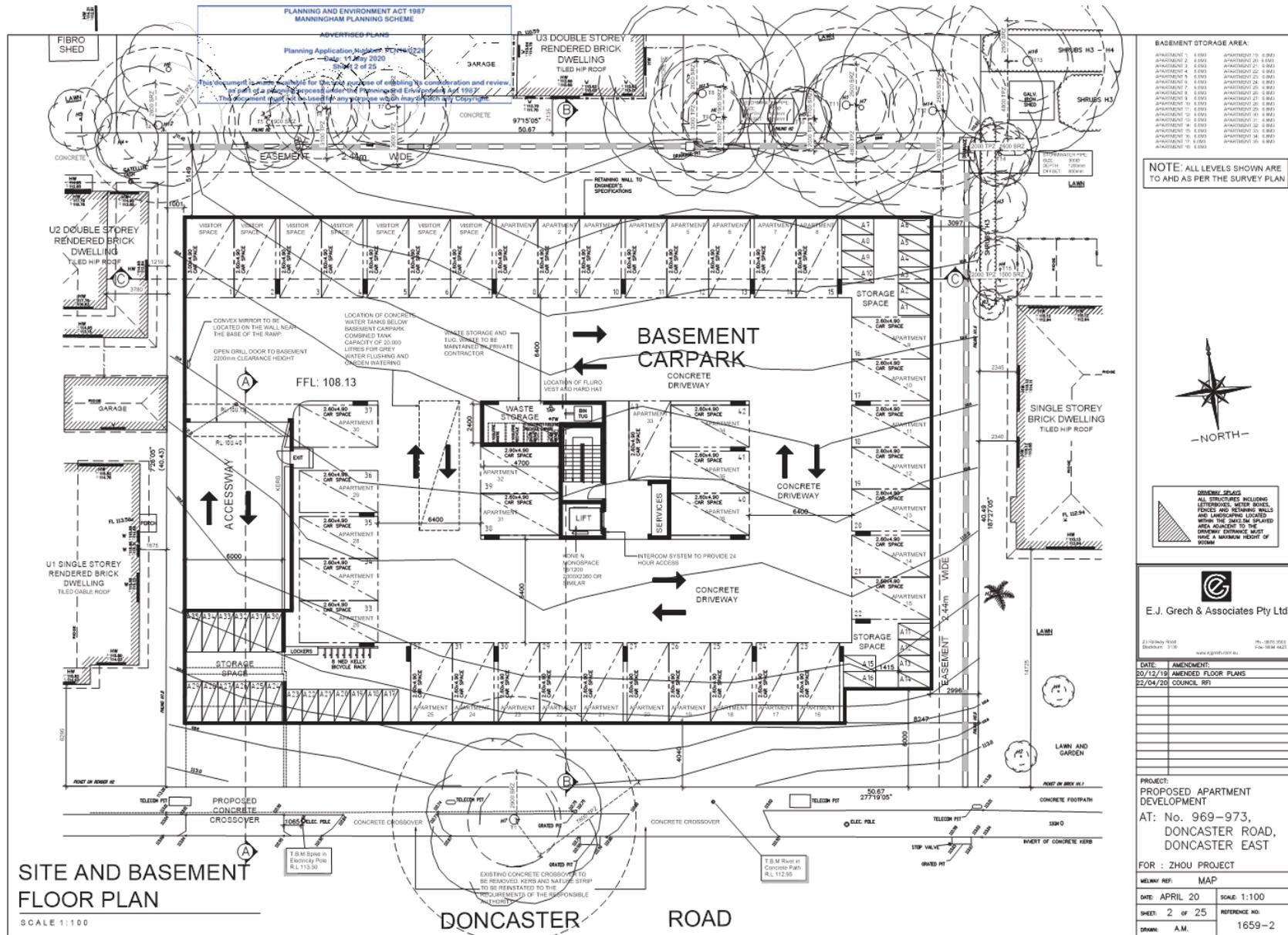
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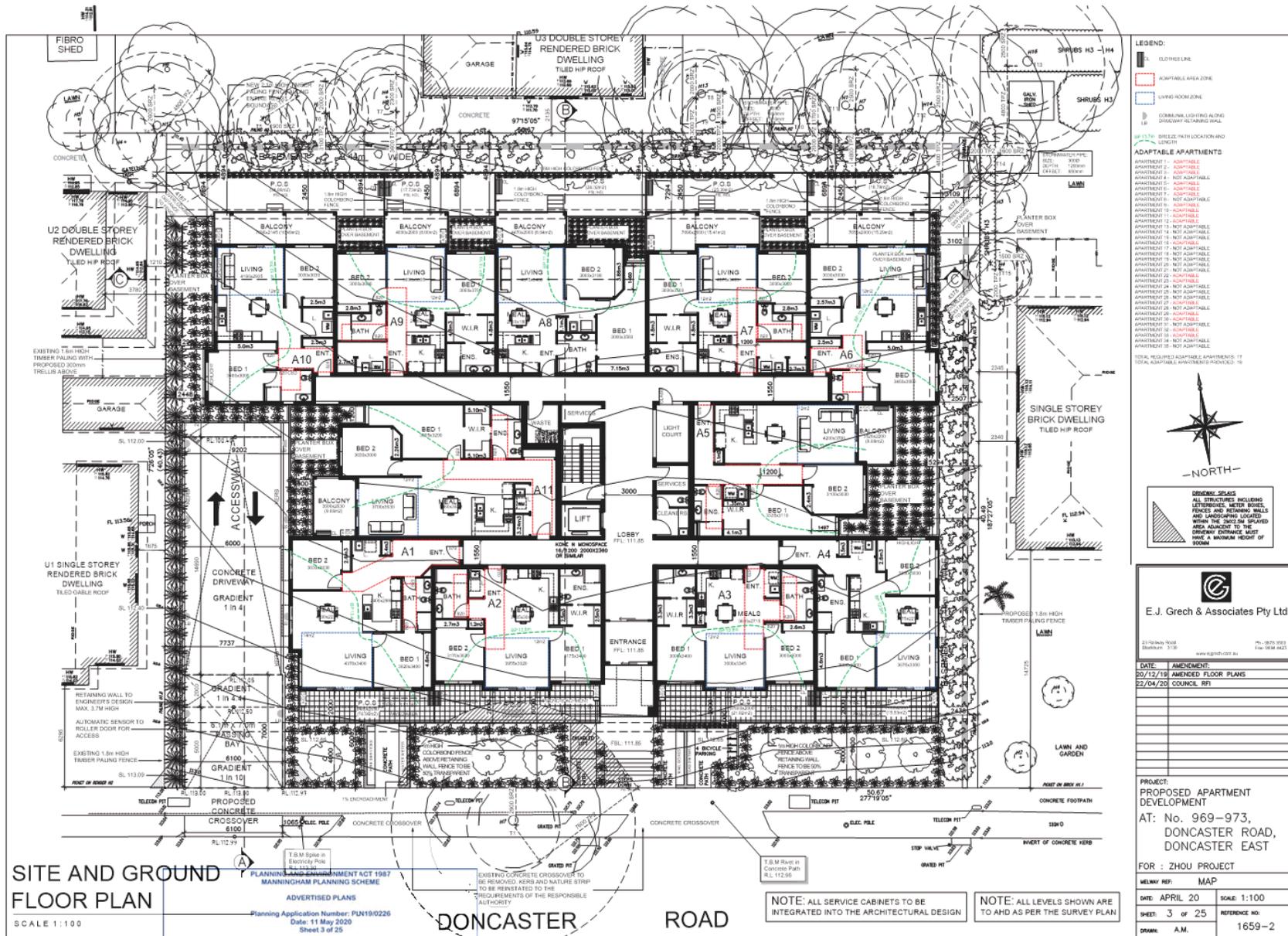
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22/04/20	COUNCIL RFI

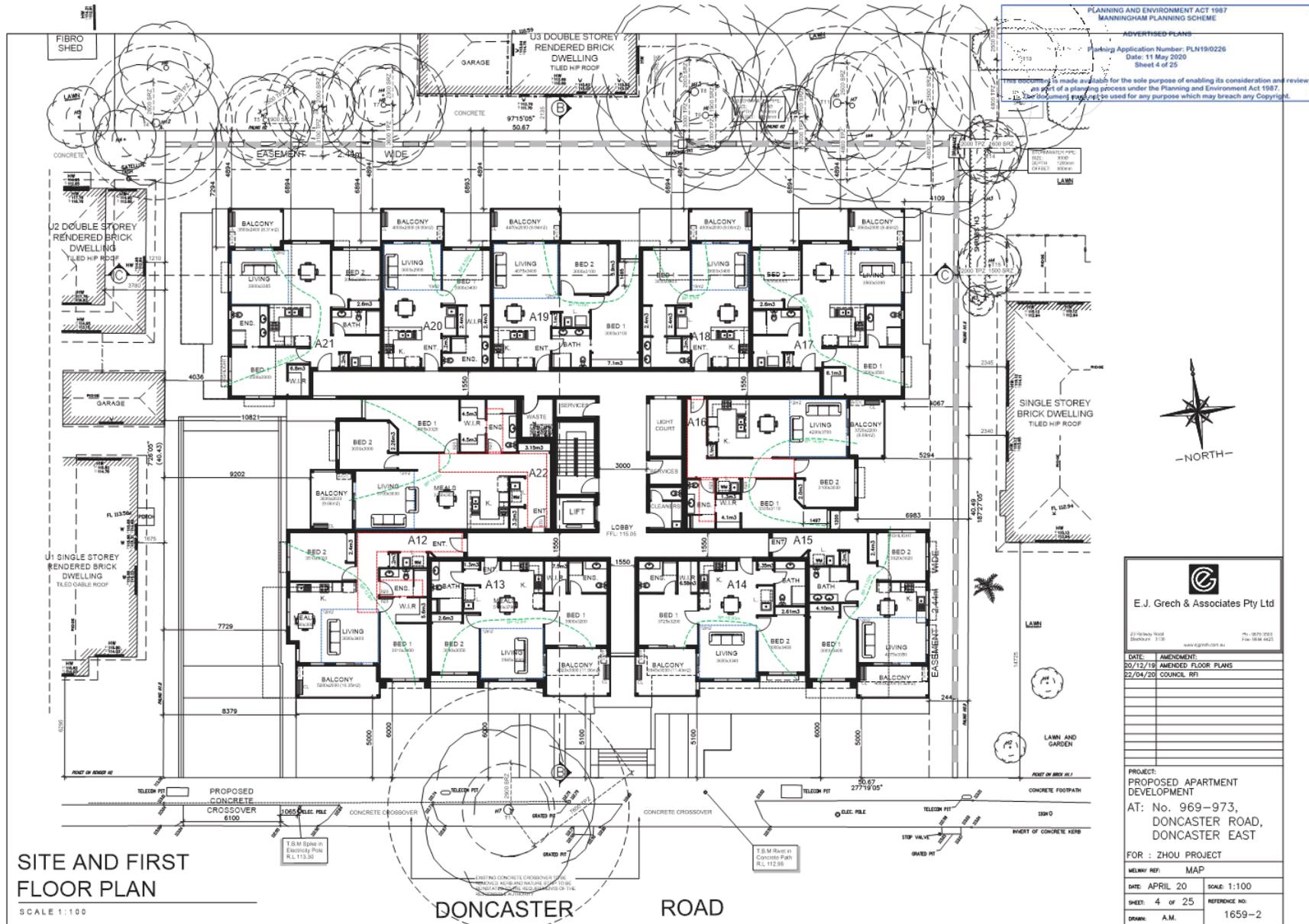
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PROPOSED APARTMENT
DEVELOPMENT
AT: No. 969-973,
DONCASTER ROAD,
DONCASTER EAST

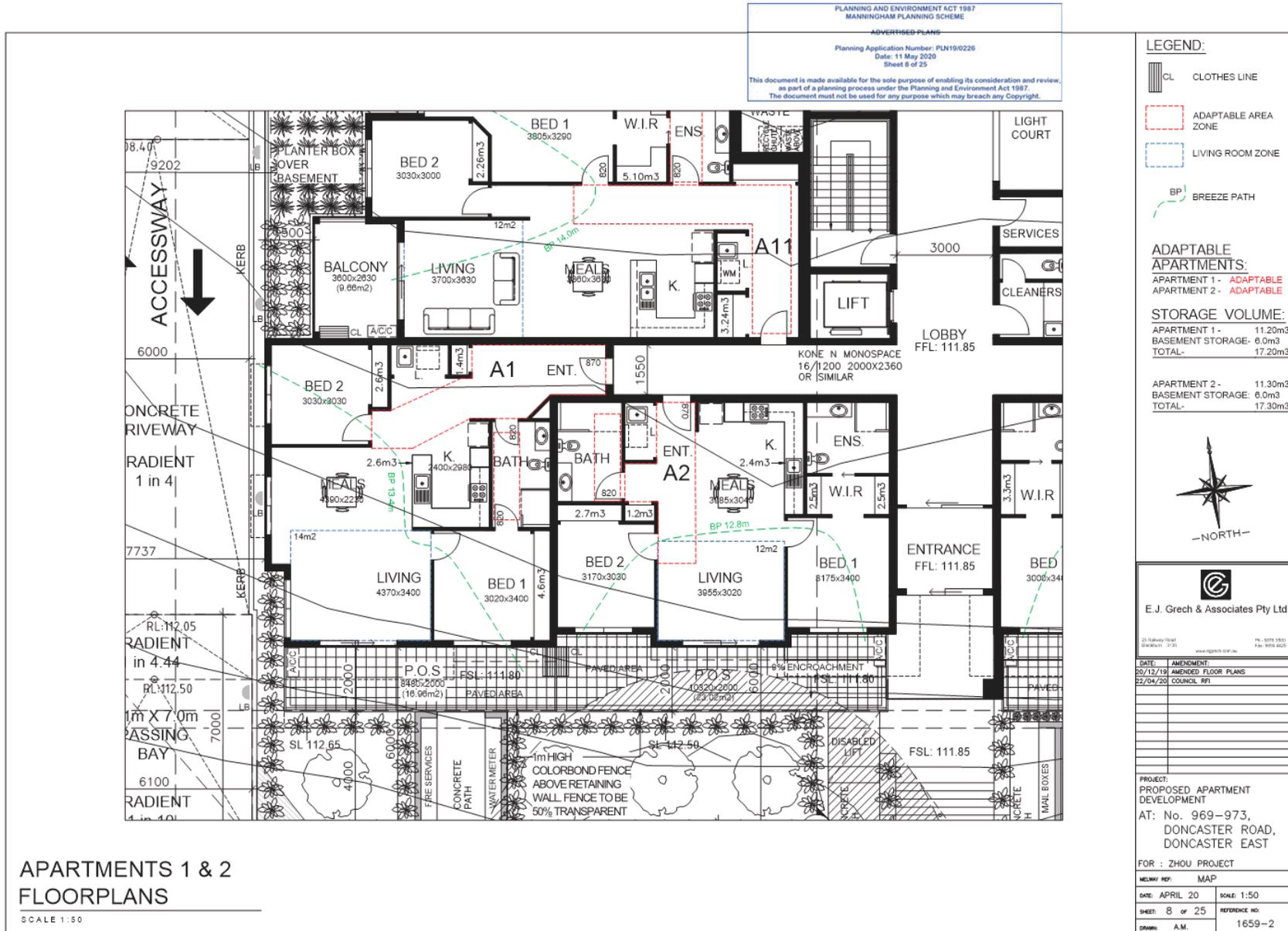
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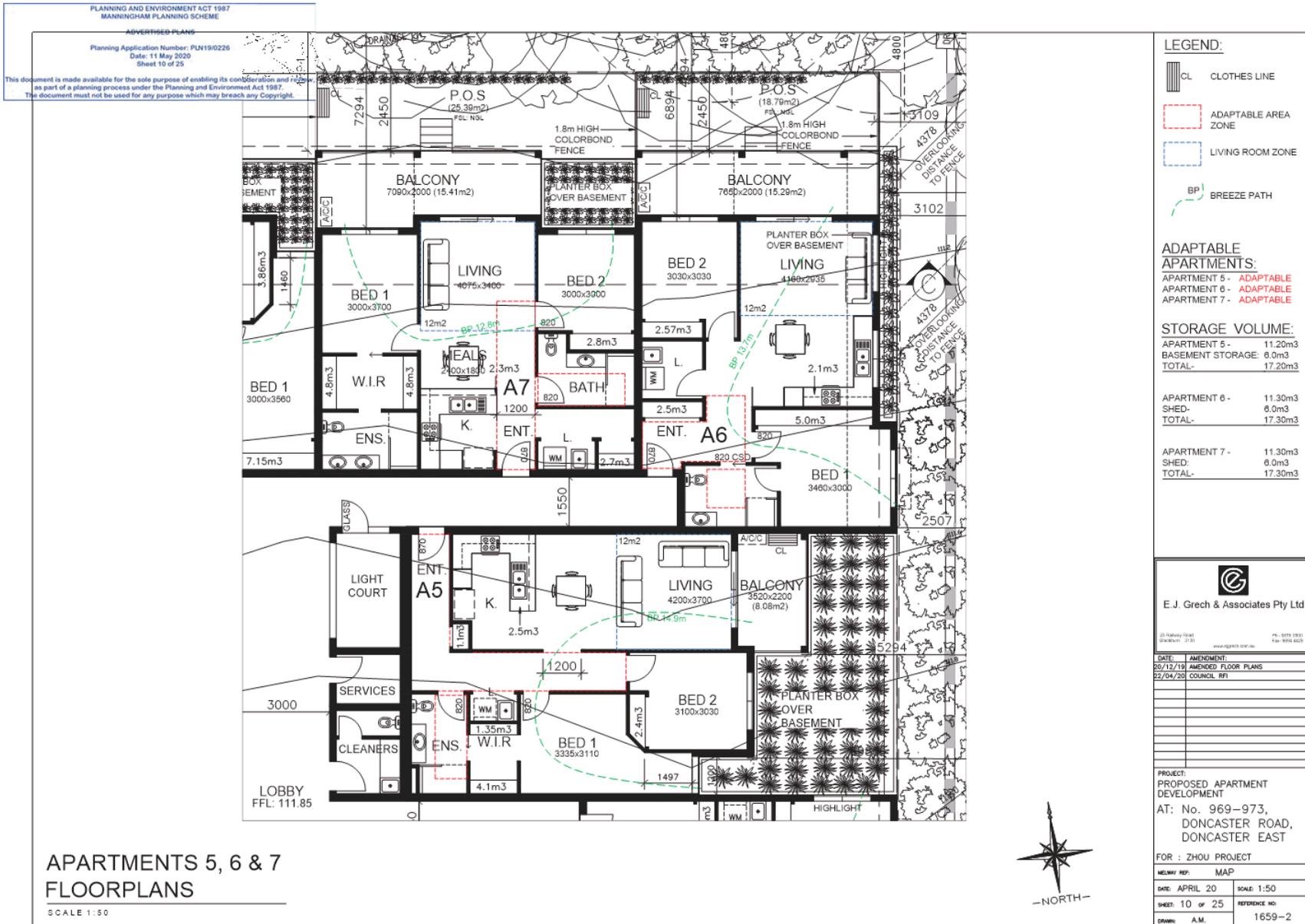
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DATE:	SCALE:
APRIL 20	1:100
SHEET: 1 of 25	REFERENCE NO.:
DRAWN: A.M.	1659-2

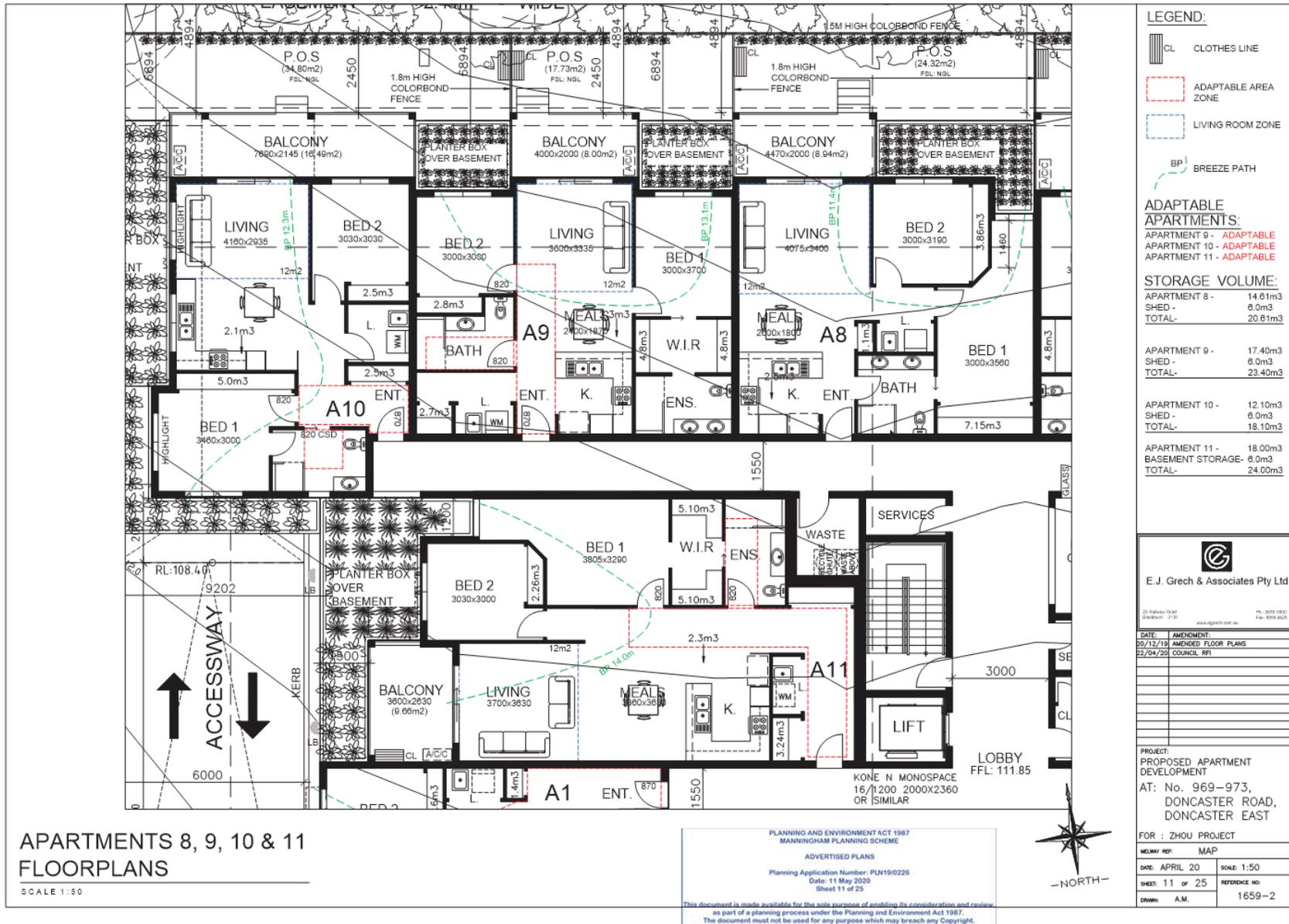


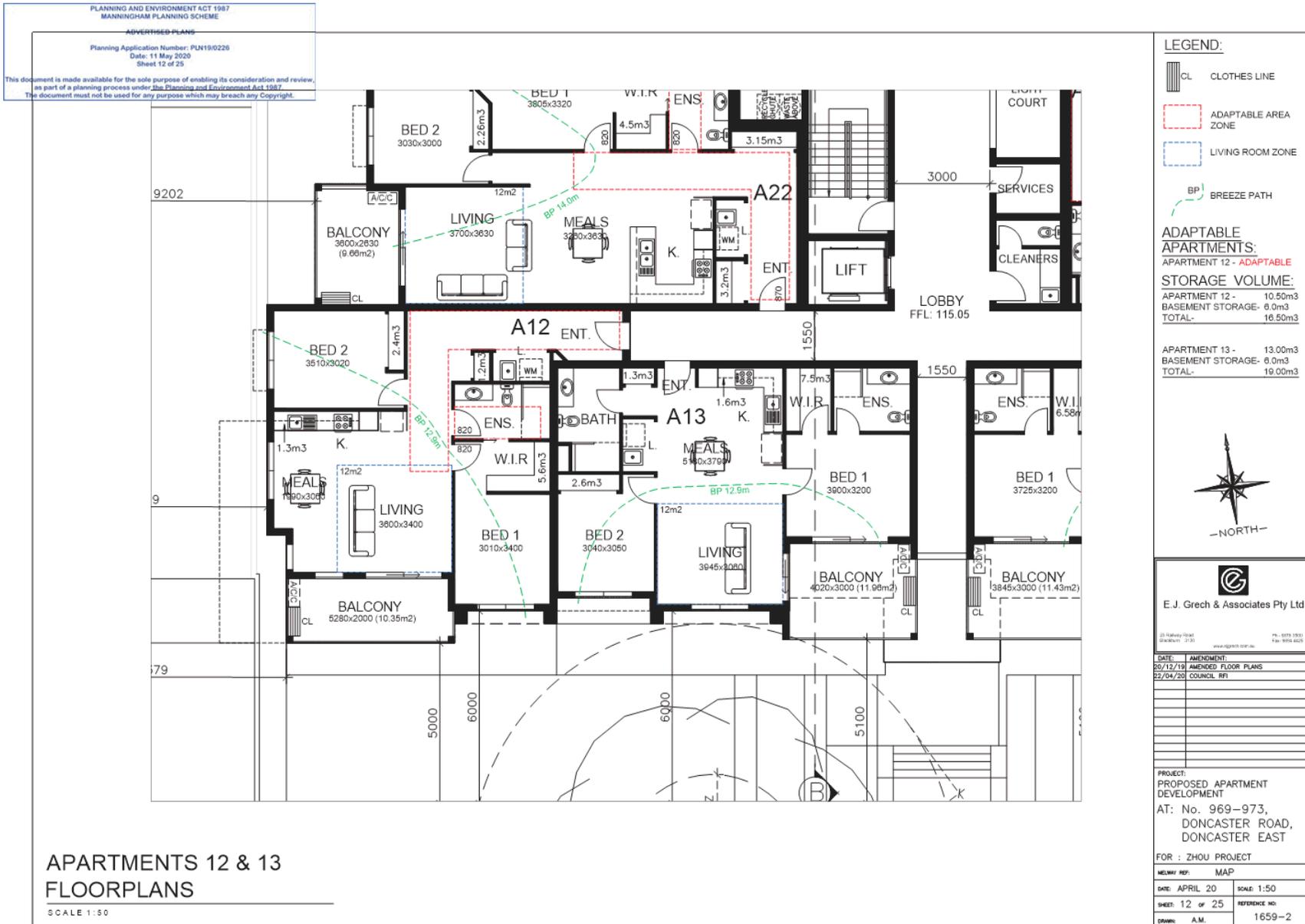


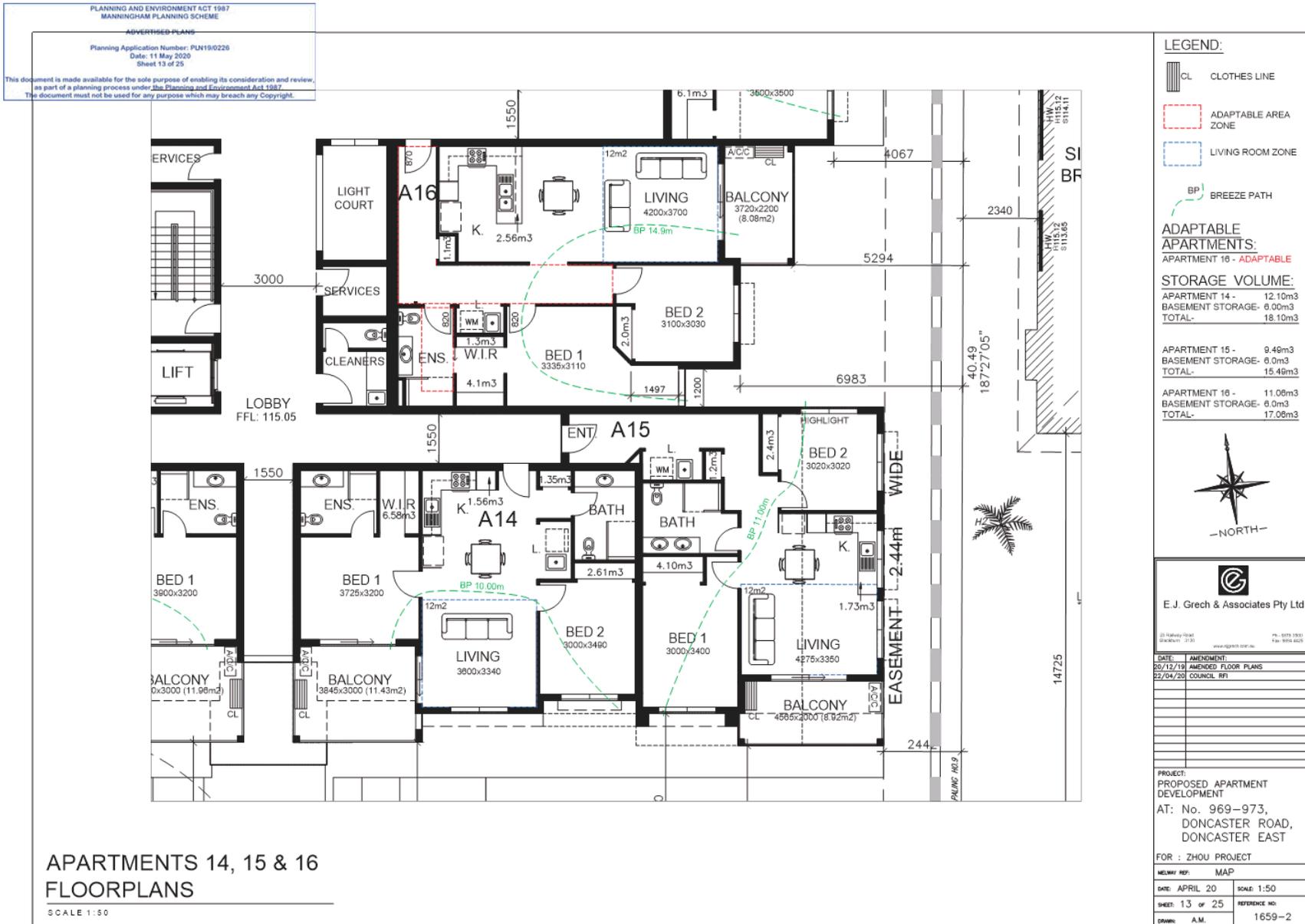


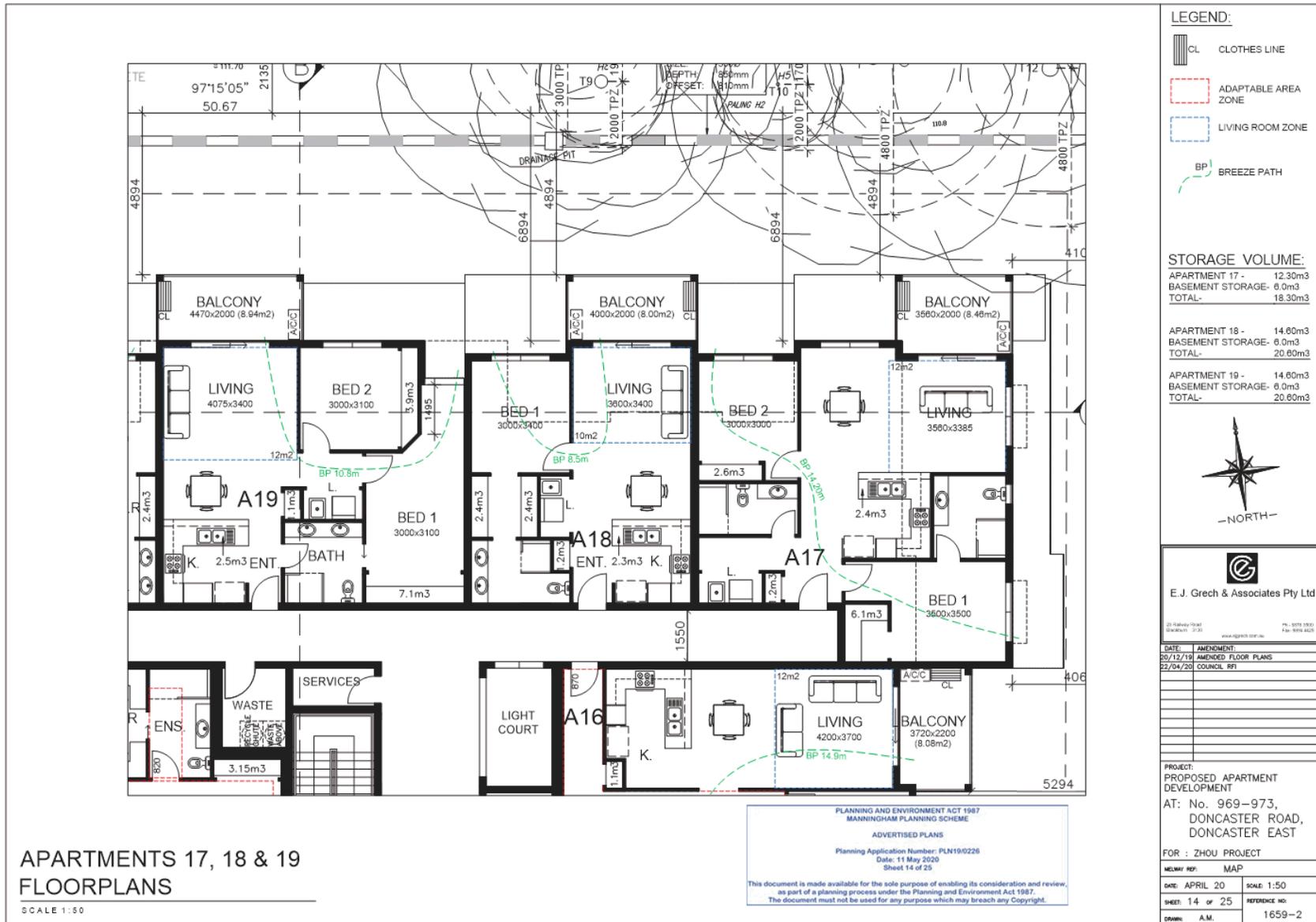


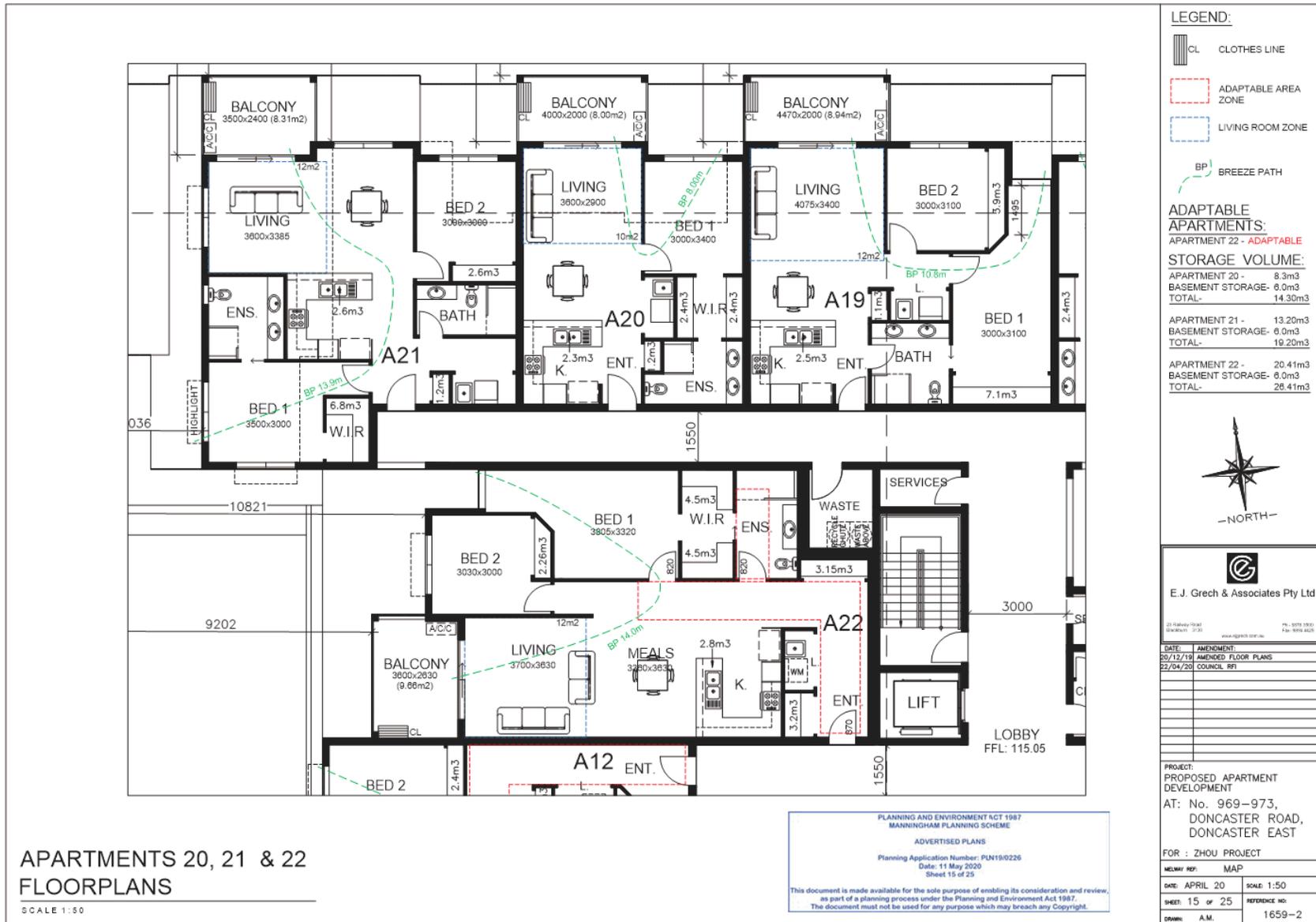


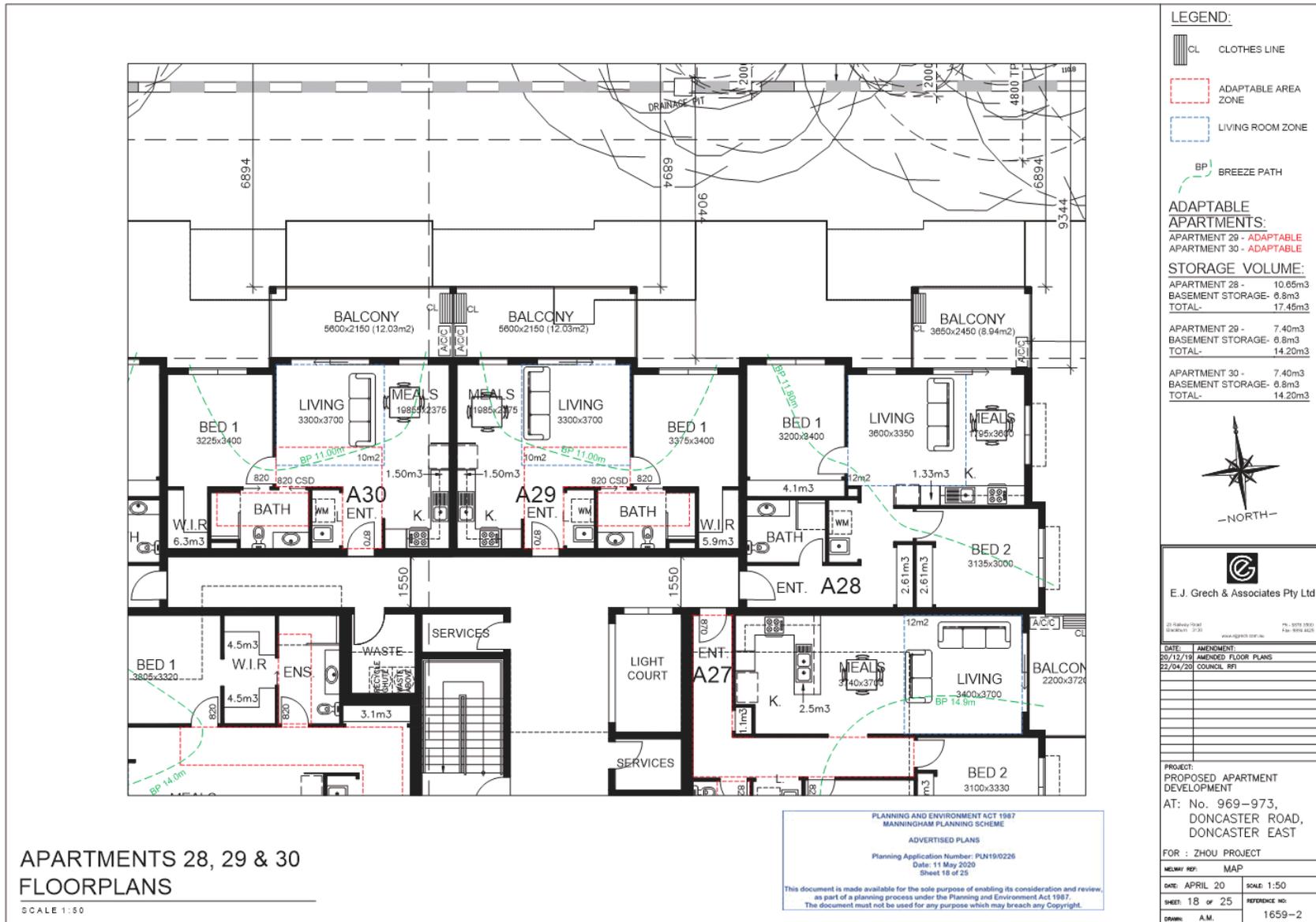




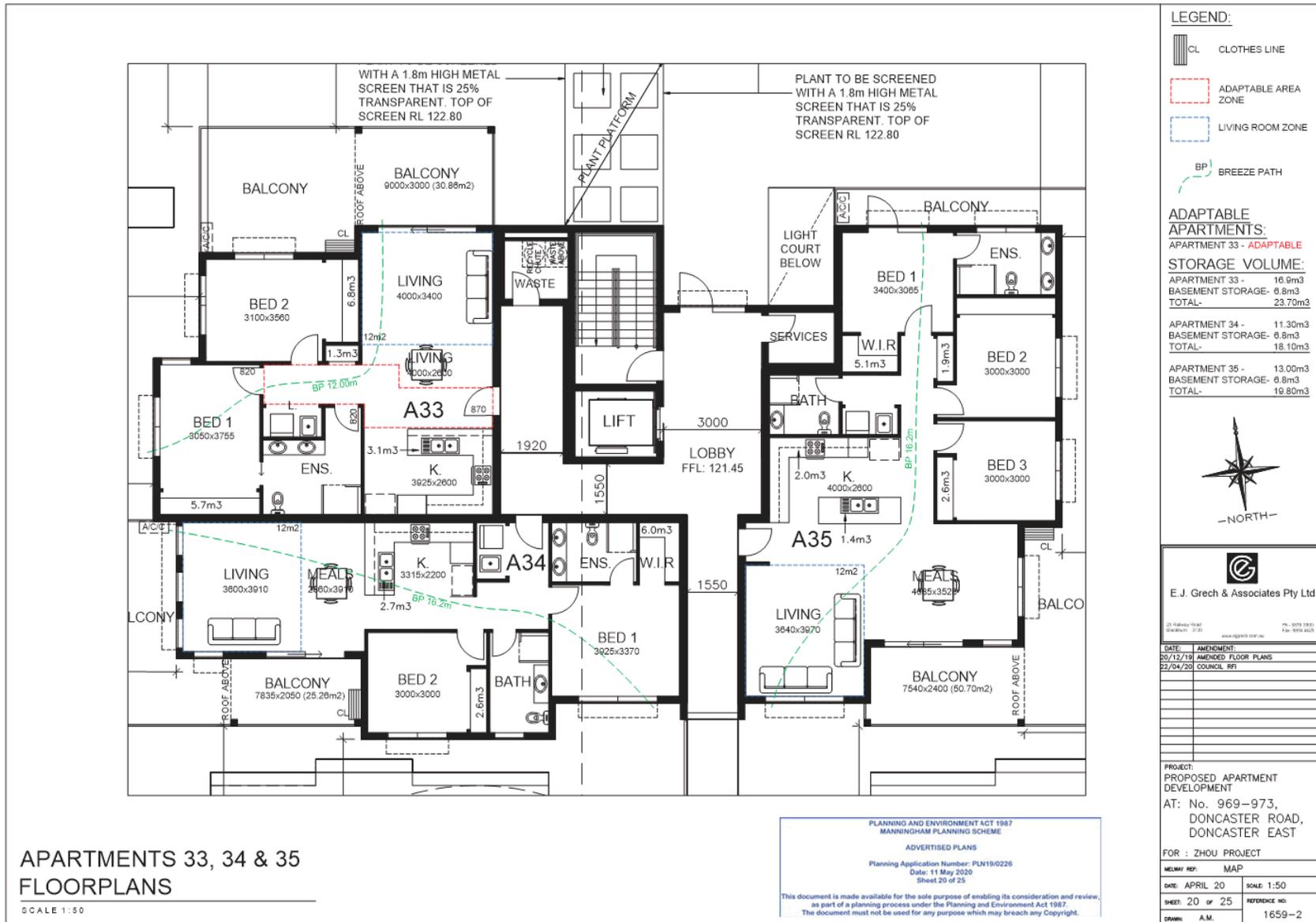




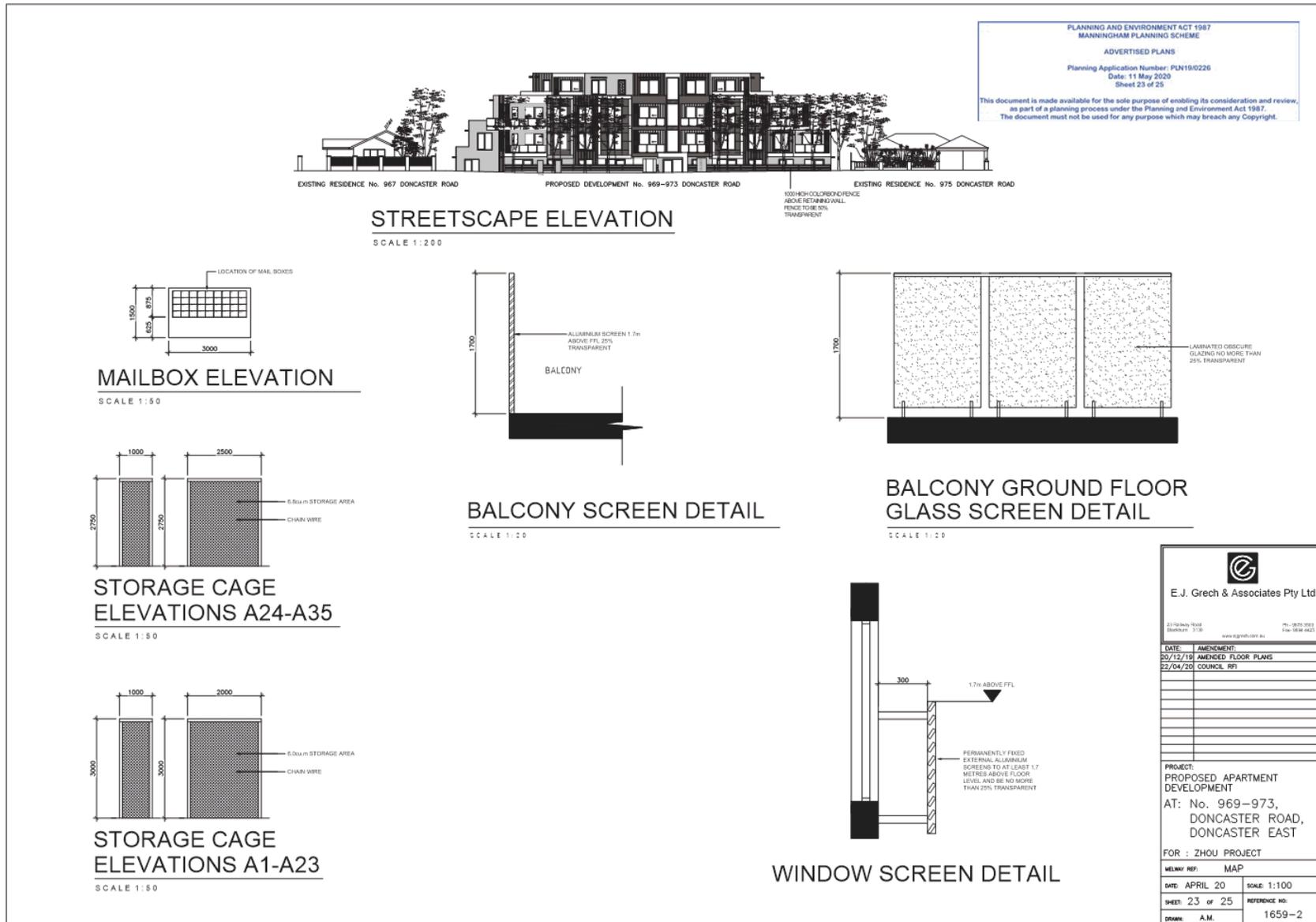










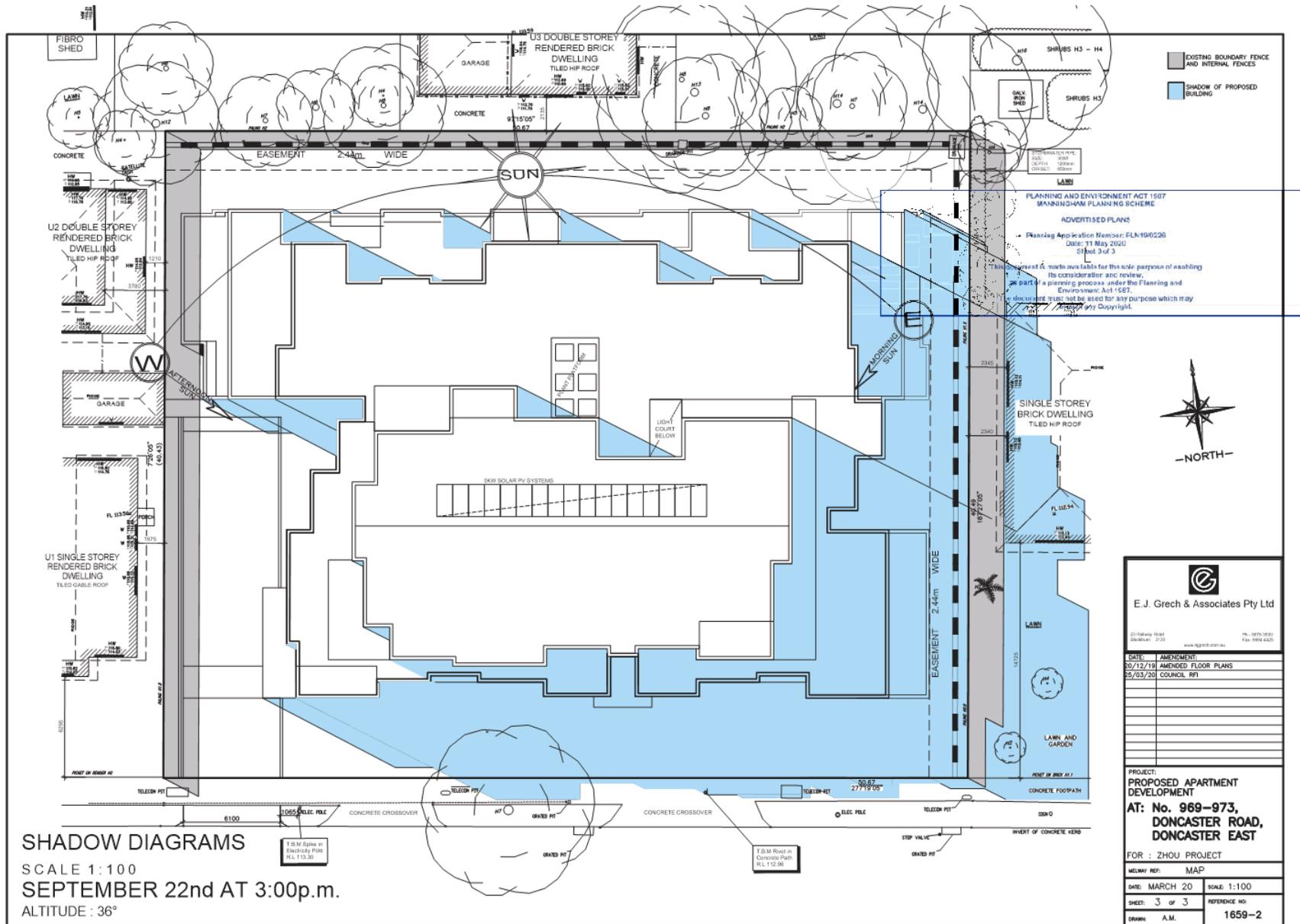


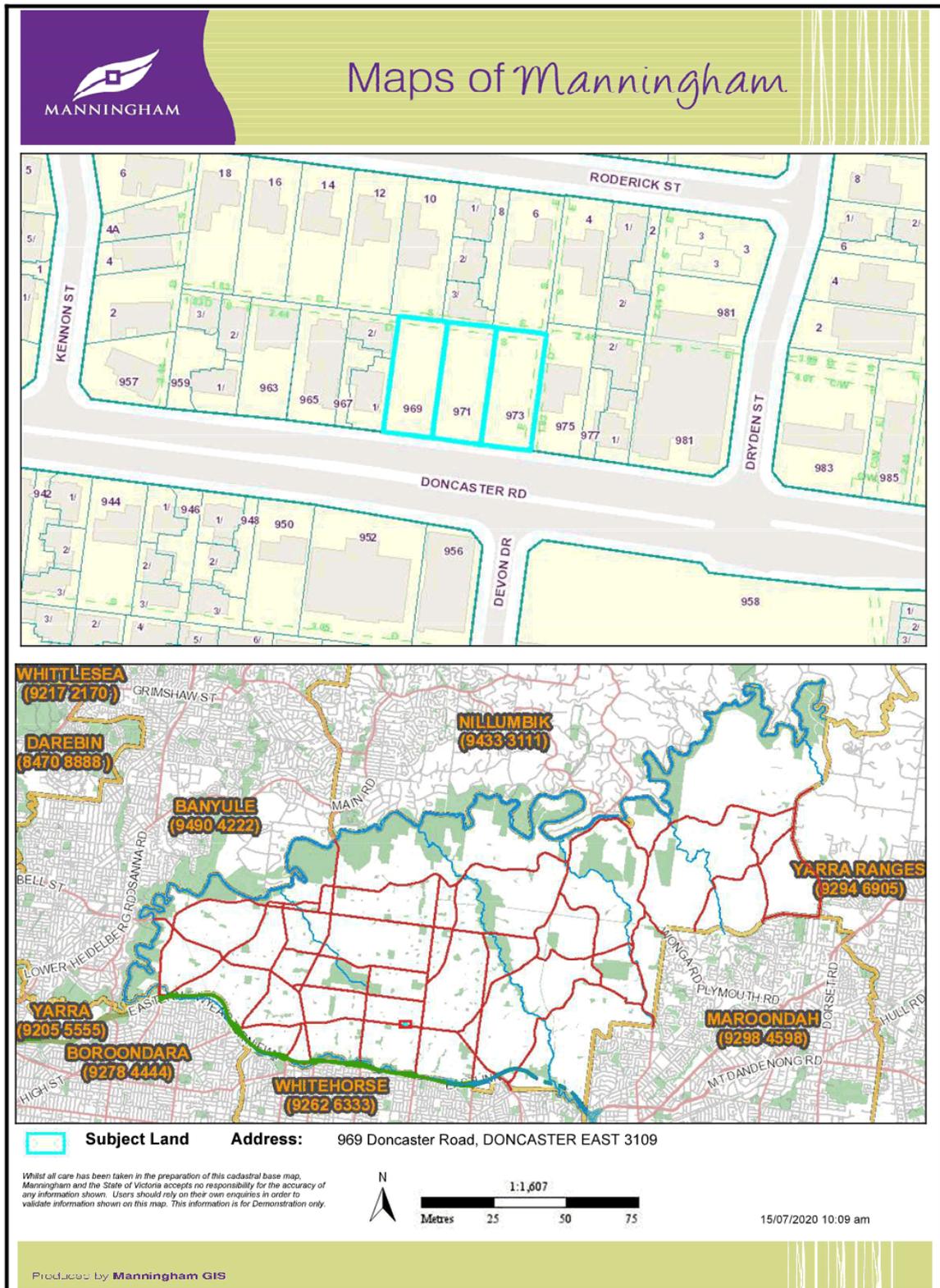
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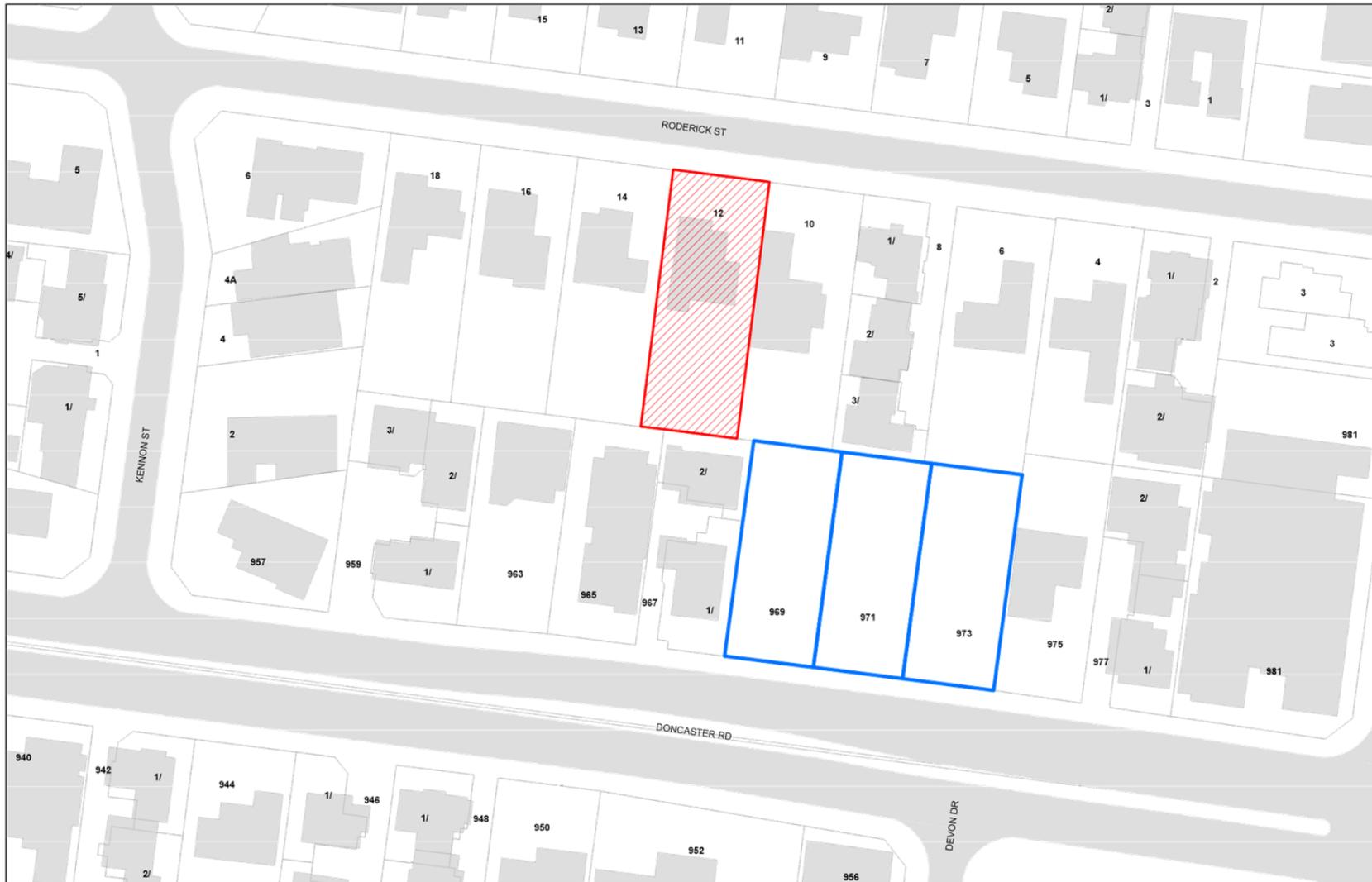
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<small>21/120 Hwy Road Donkeyholme VIC 3088 www.ejgrech.com.au Ph: (08) 9211 9222 Fax: (08) 9211 9223</small>	
DATE:	AMENDMENT:
20/12/19	AMENDED FLOOR PLANS
22/04/20	COUNCIL RFI
PROJECT:	PROPOSED APARTMENT DEVELOPMENT
AT:	No. 969-973, DONCASTER ROAD, DONCASTER EAST
FOR :	ZHOU PROJECT
MELBURN REF:	MAP
DATE:	APRIL 20
SCALE:	1:100
SHEET:	23 of 25
REFERENCE NO.:	1659-2
DRAWN:	A.M.







PLN19/0226 - 969-973 DONCASTER ROAD, DONCASTER EAST



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- 969-973 Doncaster Road
- Suburb Boundaries
- Objector
- Open Space

10 CITY PLANNING & COMMUNITY

10.1 Proposed park on Hepburn Road - Final Concept Plan

File Number:	IN20/425
Responsible Director:	Director City Planning and Community
Attachments:	1 A new park on Hepburn Road - Final concept ↓ 2 Hepburn - concept design - Engagement Report ↓

EXECUTIVE SUMMARY

The purpose of this report is to advise Council of the feedback received during community consultation for the concept plan for the proposed park on Hepburn Road and to seek Council's endorsement of a final concept plan.

There was overall support for the concept plan from the survey with:

- 56.7% - Yes love it
- 40% - Not sure – it might be ok
- 3.3% - I don't like it

General feedback was that many liked the different ground levels throughout the sloping site and open modern playground and areas of open space within the park. Various suggestions were also received to provide additional features to the park including, water features, a range of play equipment, bins, native/exotic plants, toilets and exercise equipment. The following report provides an outline of how these suggestions can or cannot be accommodated in the proposal.

Due to social interaction restrictions associated with the COVID-19 situation, consultation was generally undertaken via digital media and a mail out to the surrounding area.

It is intended for construction to commence in late 2021.

COUNCIL RESOLUTION

MOVED: CR DOT HAYNES
SECONDED: CR ANNA CHEN

That Council endorse the final concept for the proposed park on Hepburn Road to proceed to detailed design phase.

CARRIED

2. BACKGROUND

- 2.1 A proposed park on Hepburn Road is a new urban park located across four properties at the south end of Short Street, Doncaster. The site currently consists of four residential house blocks, three of which are owned by Council with a Public Acquisition Overlay on the fourth.

- 2.2 Located on the boundary of Doncaster Hill, this reserve will provide a buffer to the higher density residential areas and provide much needed open space for residents in this precinct of Doncaster Hill.
- 2.3 This new reserve was identified in the Doncaster Hill Strategy and Manningham Open Space Strategy to address the shortage of open space in the precinct. The total area of the proposed reserve is 3,144m². It is envisaged that the space will provide a range of recreation opportunities to benefit residents in this precinct.
- 2.4 The objective of the project is to create a new urban park that is appealing, safe and has flexible spaces. It will provide opportunities for passive recreation, including play and relaxation. It will also provide an identity and sense of place for the neighbourhood.

Initial community consultation

- 2.5 In the initial community consultation, 345 respondents helped inform the design of the concept plan. Key themes that came through the community engagement included:
 - green spaces – flexible, open,
 - amenities - seats, picnic tables, drinking fountains
 - play – range of ages
 - accessibility - path network
 - connection to community and nature. – spaces for gathering, trees and plants.
- 2.6 A concept plan was developed in response to community comments. This plan was formally endorsed for consultation by Council on 24 March 2020.

3. DISCUSSION / ISSUE

Community consultation on Draft Concept Plan

- 3.1 Community engagement on the draft concept plan was undertaken from Friday 27 March to Wednesday 29 April 2020. The following online methods were used;
 - Update on the Manningham Your Say website
 - Online Survey
 - Signs on site
 - Mail out to surrounding area
- 3.2 Due to the COVID19 social isolation rules, the drop in community consultation at Mc2 and “face to face” engagement with the primary school did not occur. The school were informed of the concept design.
- 3.3 See Attachment 2 for community consultation outcomes
- 3.4 There was overall support for the concept plan from the survey with:
 - 56.7% - Yes love it
 - 40% - Not sure – it might be ok
 - 3.3% - I don't like it

- 3.5 The feedback on what people liked about the proposed park included:
- Love the different levels and the open modern playground
 - The proposal responds successfully to the brief that was prepared in collaboration with the community and the site challenges. I particularly love the pathways and the open lawn space.
 - I like the open spaces, and playground area.
 - The location is very convenient and provides quiet little spaces
- 3.6 There were suggestions for additional items which included:
- Water features
 - Ranges of play equipment
 - Bins for waste
 - Plants and trees – Native / Exotic
 - Toilets
 - Exercise equipment

Final concept plan

- 3.7 The final plan is responding to the feedback received. Changes to the final concept plan include:
- Bike hoops
 - Drinking fountains
 - Bin (single)
- 3.8 The new park on Hepburn Road is proposed as a small local open space catering to local community within walk distance from homes, for generally short stays.
- 3.9 Accordingly, it is not considered appropriate to include public toilets or water features in small local parks. Exercise equipment was requested by two respondents, however due to the small size and passive recreation focus of this space, it is considered that this facility would be better located at another larger space nearby (Schramms Reserve, Tram Road Reserve or Marshall Reserve) which would be further investigated.
- 3.10 One request was received for the provision of a disability parking space and this will be investigated as part of the access audit for the site.
- 3.11 The design of the new park allows passive open spaces that could cater to informal exercise, such as yoga or tai chi. A range of play opportunities and plantings is already accommodated in the plan.
- 3.12 The design of the road space and footpath connections is being undertaken in line with the Hepburn road extension.

Naming for the park

3.13 Council officers are currently preparing communications material to progress seeking name options from the community. A meeting has been held with the Wurundjeri to seek their view on naming options. A report will be prepared for Council following the public naming process.

4. COUNCIL PLAN / STRATEGY

Manningham Council Plan 2017-2021 includes a number of Goals and Actions relating to open space improvement:

Inviting Places and Spaces:

- Place-based initiatives that create inviting places and spaces that support people to engage in community life;
- Ensure urban design and maintenance retains a high level of amenity for Council owned and managed spaces.

Enhanced parks, open space and streetscapes:

- Optimise community enjoyment and participation in our parks, open space and streetscapes through sound design, programs and connectivity;
- Development of open space that contributes to the value of the area;

Well connected, safe and accessible travel:

- Support alternative modes of transport and ensure that pedestrian and bicycle routes are well integrated with connections to public transport and activity centres.

Other relevant Strategies include:

- Doncaster Hill Strategy 2002 (revised 2004)
- Doncaster Hill Public Art Masterplan 2003
- Manningham Healthy City Strategy 2017 – 2021
- Manningham Bicycle Strategy 2013
- Manningham Open Space Strategy 2014

5. IMPACTS AND IMPLICATIONS

5.1 The proposed park on Hepburn Road will deliver an urban park that will provide positive social, environmental and community benefits. It will provide a key piece of parkland within the Doncaster Hill area providing the community a safe, attractive, well developed and maintained public space.

5.2 The improved opportunity for access to open space has a significant and direct benefit to the community's health, social connections and overall liveability.

6. IMPLEMENTATION

6.1 Finance / Resource Implications

All costs for the development of a proposed park on Hepburn Road and land purchases is to be funded from the Resort and Recreation Reserve. The 4 years capital works program includes the following allocations.

Year	Funding	Activity
2020/ 2021	\$150,000	Construction documentation
2021/2022	\$1,200,000	Construction and consultant fees
2022/2023	\$600,000*	Final construction costs. This amount will need to be revised in accordance with the cost estimate attached.

A quantity surveyor has prepared costing the construction of the park which indicates \$2,100,000 is required. An additional \$300,000 will therefore be requested in the 2022/23 budget to complete the project. It is intended that the project will be delivered in one stage over 2 financial years.

6.2 Communication and Engagement

Community engagement on the final concept plan will be displayed following Council endorsement.

- Update on the Manningham Have Your Say website
- Signs on site

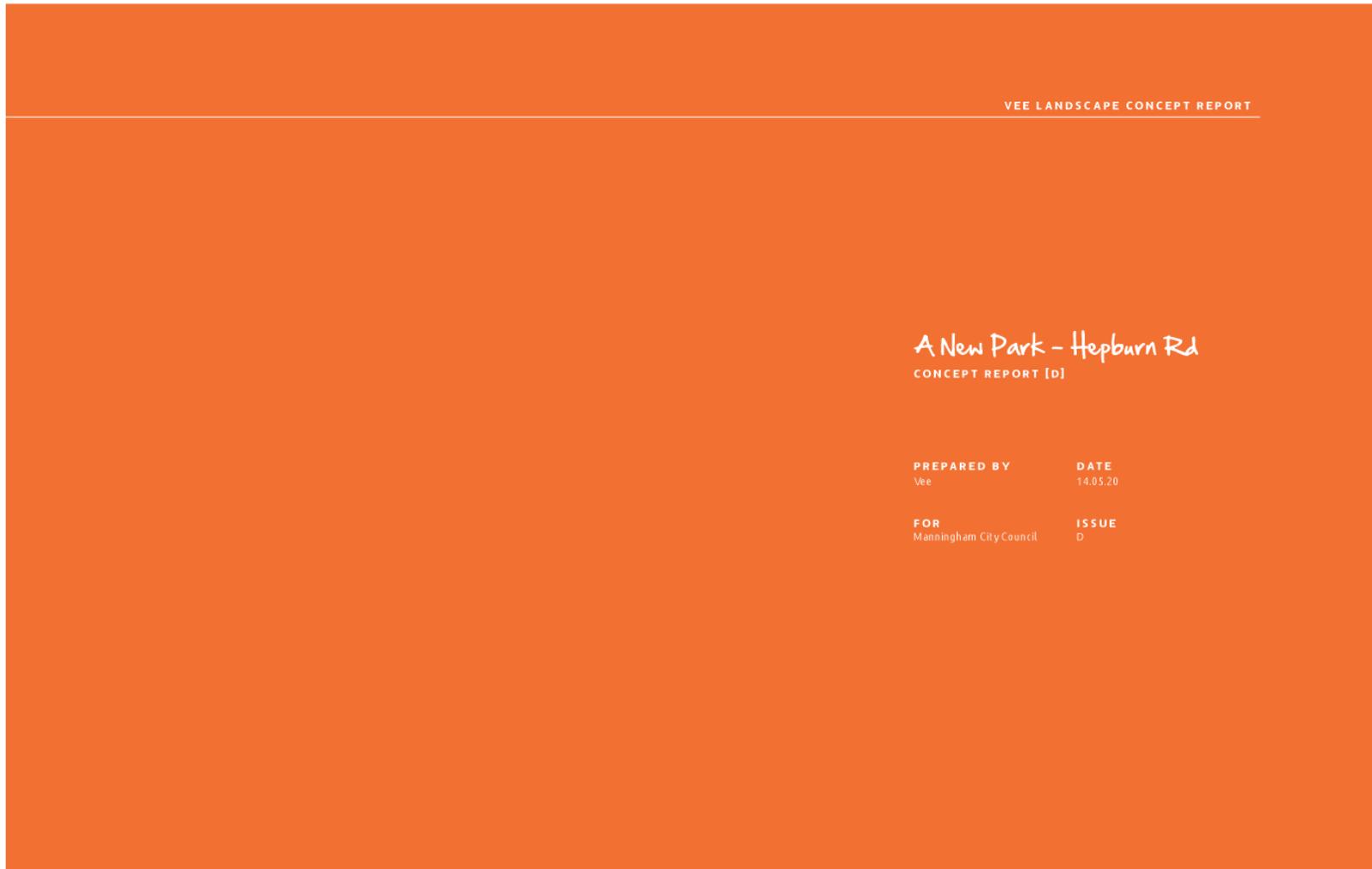
6.3 Timelines

Date	Activity
August 2020	Final Concept for Hepburn Reserve to be presented to the community
August 2020 – June 2021	Detailed design, investigations, artist EOI process.
Sep 2021	Public tender for park construction.
Feb 2021	Works to commence on site
Sep 2022	Works to be completed on site

7. DECLARATIONS OF CONFLICT OF INTEREST

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

\\veDocs#00016.00



Concept Plan

KEY

- 1 Main Plaza - Patterned/Coloured plaza.
- 2 Senior Play Area - Small climbing structure with nets, slide and swings.
- 3 Junior Play area - Central play area close to seating areas. Timber balancing track.
- 4 Embankment Play- Ropes, Ladders and climbing mounds to connect play areas.
- 5 Artistic Structures and Elements
- 6 Lawn Area- Nominal 1:40 fall
- 7 Green Slope - Picnic and relaxing space. Nominal 1:12 - 1:15 Grade
- 8 Timber Deck - Incorporate existing trees into the deck area with connections to turf and play areas. Picnic tables + inbuilt seating. (Where practicable)
- 9 Public Art Piece - Providing a strong reference to local areas.
- 10 Hepburn Road Extension
- 11 Main Pathway - 2.5m Wide.
- 12 Secondary Pathway - 1.8m wide.
- 13 Concrete Terracing - Nominal 600mm high terracing + stairs.
- 14 Dry Creek Bed
- 15 Barbeque and Picnic Tables
- 16 Bike rack
- 17 Proposed Bin Location

Note: Signs, Lighting and Irrigation to be included in detailed design phase.

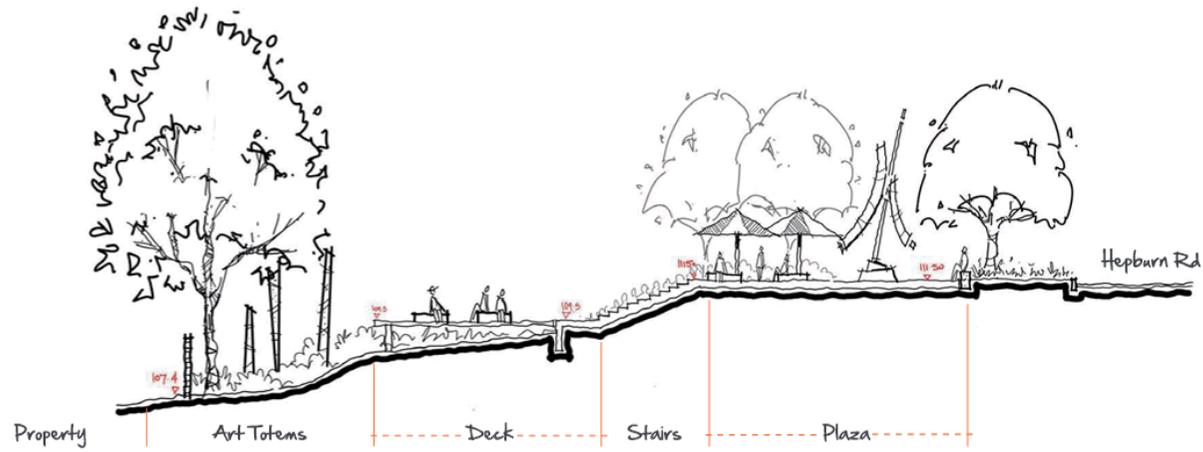


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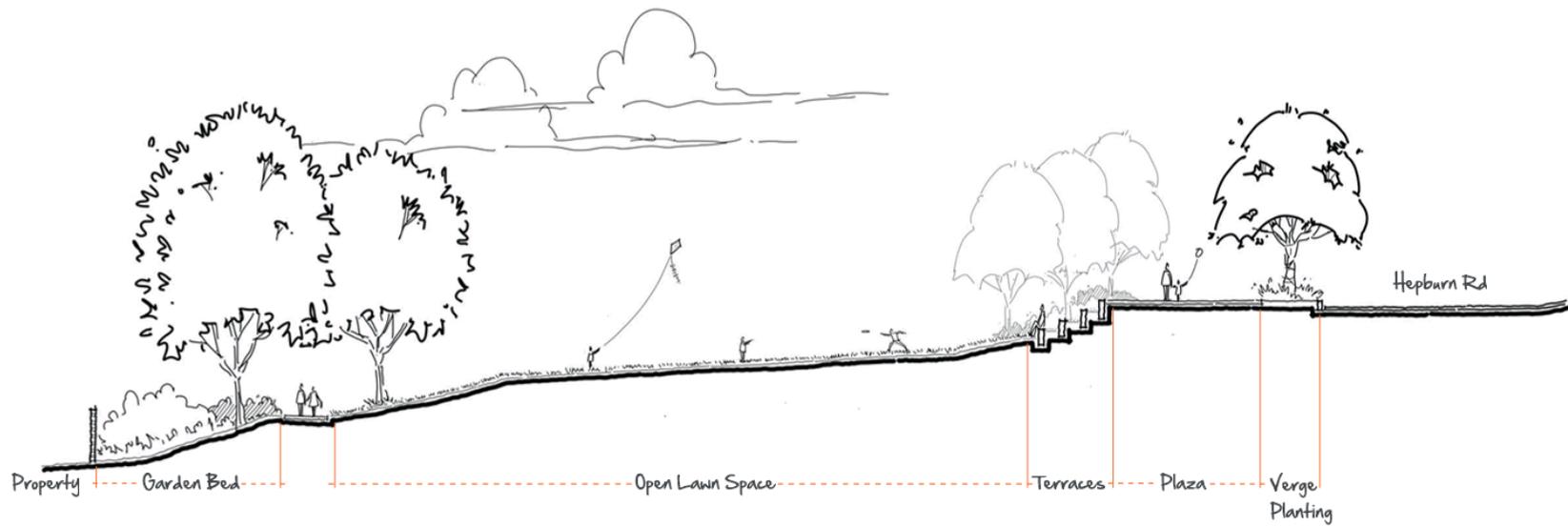
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Section A-A

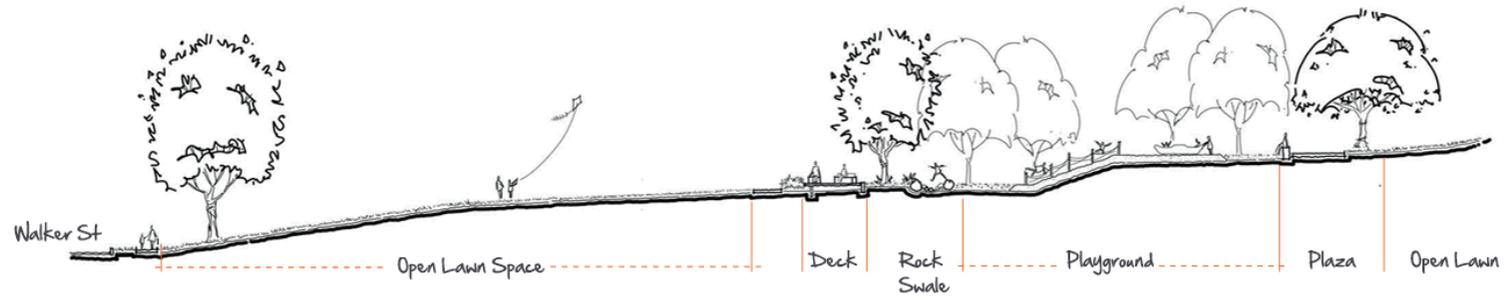


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Section B-B



Section C-C



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A new urban park for Doncaster Hill

Engagement Report V1

May 2020



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1. Project and Engagement Overview

1.1. Overview

The engagement for the new park on Hepburn Road included a range of opportunities for the locals to inform the design of the new park. The process involved a diversity of respondents included people of all ages children, young people, parents and carers, retirees, people from non-English speaking backgrounds, Council staff, representatives key stakeholder groups.

1.2. Background

The new park on Hepburn Road is a proposed new green urban park located at the south end of Short Street, Doncaster. The site currently consists of four residential house blocks, three of which are owned by Council and a Public Acquisition Overlay on the fourth.

Located on the boundary of Doncaster Hill, this reserve will provide a buffer to the higher density residential areas and provide much need open space for residents in this precinct of Doncaster Hill. Council currently owns three of the properties and one more property will be acquired through a Public Acquisition Overlay.

This new reserve was identified in the Manningham Open Space Strategy, the Doncaster Hill Strategy and the Doncaster Hill Urban Masterplan to address the shortage of open space in the precinct. The total area of the proposed reserve is 3,144m², and it is envisaged that the space will provide passive recreation opportunities to benefit residents in this precinct of Doncaster Hill.

The objective of the project is to create a new park that is stimulating, safe and accessible to all and provides opportunities for passive recreation, including play and relaxation. It will also provide an identity and sense of place for the neighbourhood.

1.3. Consultation and Engagement

Key to informing the design and development of this new open space was the undertaking of a thorough community engagement process. Community consultation opportunities have sought to hear and inform both existing and future community members to allow the development of a shared vision and provide Council with guidance led by the residents when further detailing the design. Consultation and engagement was undertaken in three stages as outlined below.

1.3.1. Stage 1

The initial stage of community engagement was completed prior to any design work on the park. This included a range of activities (detailed further below) which helped to inform the concept design.

For the initial community consultation there was extensive community engagement that captured inputs from across a wide range of our diverse and varied community including: residents, traders, community groups and demographics that are often missing from our engagement (such as children, our Chinese community, CALD groups). The Access and Equity Committee were also involved.

1.3.2. Stage 2

This round of community engagement was undertaken on the concept plan. This mainly was a virtual engagement as due to Covid-19 no face to face activities were allowed.

1.3.3. Stage 3

To be undertaken, this community consultation will be the informing of the final concept plan. At this stage the plan is now final and will be moved into the detailed design phase for the park.

2. Stage One Engagement Results

2.1. Engagement activities

2.1.1. Frequency

The following engagement activities have taken place in October and November of 2019:

Engagement activity	Date(s)	Number of attendees
Imagine Manningham 2040	Saturday, 12th October 2019 10-1pm	103 participants
Pop-up on-site engagement	Saturday, 16th November 2019 10-12pm	99 participants
Doncaster Primary School Workshop	Tuesday, 12th November 2019	26 students
Online Engagement	18th October- 29th November 2019	117 responses

2.1.2. Methods

The methods for providing feedback opportunities during the pop-up consultation activities included:

Dotmocracy boards - Three A1 poster-boards displayed inspirational images relating to potential function and materials for Hepburn Reserve. Attendees were provided 3 sticky dots to place on the images that appealed most to them. The number of responses were collated to illustrate the preference for particular design and material features that community members most preferred.

Community questions - Additional feedback was collected through two questions: 'What is your big idea for the Hepburn Reserve park?' and 'What about Doncaster Hill would you like to see represented in this park?'. The suggestions assisted in unpacking the areas unique identity and what residents deemed as important, which is an essential component of the park design.

Participants were invited to answer the question by writing their response on the brown-paper lined trestle tables.

Attendance stickers - A method to collate information on how many people engaged with the project on the day. Attendees were offered an 'I heart parks' sticker. The number of stickers distributed represented the number of people engaged.

Specific responses from these activities can be found in the Appendices of this report.

2.2. Overall engagement findings

The following outlines the overall feedback received from community members through the engagement period including the pop-up sessions and online surveys. The provision of play equipment/opportunities for play was rated highly across both activities, along with plantings and a mix of sun and shade (of which, mature plantings may provide this shade). The provision of a little library, art installations or sports were seen of less importance in the creation of Hepburn Reserve.

Key suggestions that came through the engagement activities included:

Amenities	<ul style="list-style-type: none"> > BBQ and picnic facilities > Seating & benches > Lighting > Dog facilities > Exercise space & equipment > Toilets
Green spaces	<ul style="list-style-type: none"> > Plantings and greenery > Open lawn space > Big trees > Attractive to animals
Play	<ul style="list-style-type: none"> > Play including nature and playgrounds; ensure it is appropriate for both younger and older children > Swings > Sports- such as a basketball hoop > Water play
Accessibility	<ul style="list-style-type: none"> > Open space that could be programmed for activities and events > Connection to other paths/trails- both for pedestrians & cyclists > Accessible for all ages, children to seniors
Connection to	<ul style="list-style-type: none"> > Community gardens

community & nature	<ul style="list-style-type: none"> > Spaces for community to come together and meet one another > A space to relax and reflect > A space to socialise
Additional suggestions □	<ul style="list-style-type: none"> > Environmentally friendly > Solar power > Water tanks > Safe to use at all hours

Detailed feedback is contained in the CoDesign Report (Appendix 4).

3. Stage Two Engagement Results

3.1. Concept plan for community consultation

3.1.1. Overview

In consideration of the feedback received from the community during the consultation and engagement a draft concept design including:

- A plaza space, to form a meeting point on arrival to the park, with seating, BBQ, public art and takes advantage of the nearby views
- A large open flat lawn space and sloping lawns for multiple and flexible use
- A playspace with nature play elements
- Shared path connection into the new Hepburn Road extension (Walker Street to Clay Road)
- A network of paths with seating opportunities
- Feature canopy tree planting
- New garden beds

The park will also include new signage, lighting and irrigation.



3.2. Engagement activities

3.2.1. Overview

Community engagement on the draft concept was undertaken from Friday 27 March to Wednesday 29 April 2020.

The following was undertaken

- Update on the Manningham Have Your Say website
- Online Survey
- Signs on site
- Mail out to surrounding area, including apartment blocks in both English and Mandarin translation
- Advice to Open Space and Streetscape Advisory Committee
- Advice to Access and Equity group

Due to the Covid-19 social isolation rules the drop in community consultation at MC2 or in person engagement with the primary school was not able to proceed. The school were informed of the concept design.

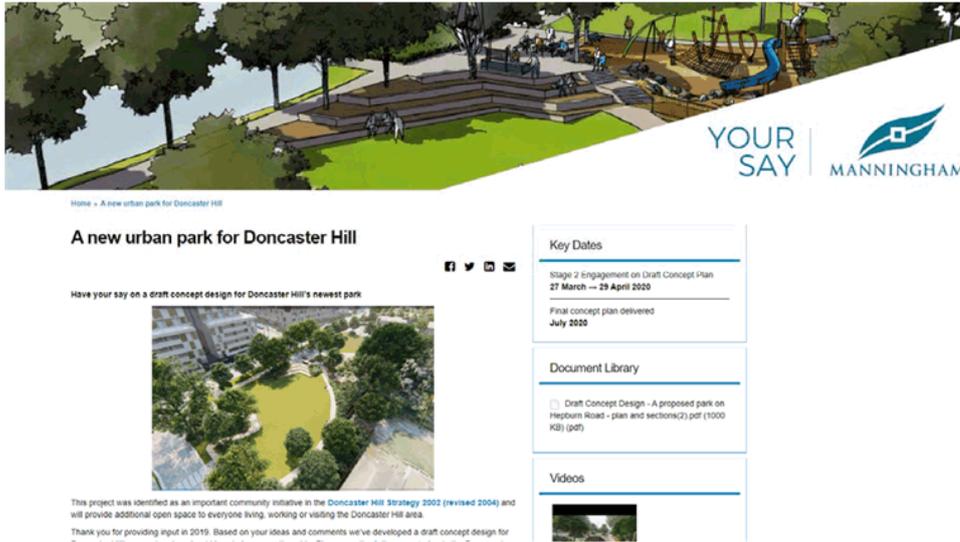
3.2.2. Methods

Engagement activity	Notes	Number of responses / attendees
Online Engagement (Friday 27 March to Wednesday 29 April 2020)	Respondents to the survey	289 aware participates 122 informed participants 30 responses
Phone calls	Phone calls from anonymous people, both liked the plan. Did not like that a translated flyer was sent out.	2
Email	Emails from user groups including representatives from the Access and Equity Group and Doncaster Primary School	4
Facebook		4 Shares
Open Space and Streetscape Advisory Committee	24th February 2020	10 attendees

3.3.1. Online Engagement

The Your Say Manningham website was updated with the new plans and images of the park. Visitors to the page were able to download the concept plan as well as view a video, and images and sections of the proposed upgrade.

A report on engagement through Your Say is available at Appendix 3. A link to the Your Say page is here: <https://yoursay.manningham.vic.gov.au/hepburn-reserve>



3.3.2. Social Media Campaign

A targeted campaign was activated through Digital Communications to spread the reach of this engagement. An invitation to visit the Your Say Manningham page was the call the action. A report on Facebook posts is available at Appendix 1

3.3.3. Posters and Mail out

A mail out to surround residents approx. 1504 residents (including residents in nearby apartments) and 2 x posters were installed on the site to inform the community about the project.

Both an English and translated sign and flyer were distributed.

Have your say on Doncaster Hill's newest park

Following community consultation late last year we've developed a draft concept design for Doncaster Hill's newest park and we'd like to get your feedback.

The new park will be located on Hepburn Road in Doncaster and is designed to provide additional open space to everyone living, working or visiting the Doncaster Hill area.

Artist's Impression of the new park



About the draft concept design
The draft concept design is based off community feedback and includes outdoor seating, a BBQ area, public art, large open lawns, playpocket, nature play, canopy tree planting and more.

Feedback on the draft concept design is open until 4.00pm Wednesday 29 April 2020.
To view the draft concept design and provide feedback visit
yoursay.manningham.vic.gov.au/hepburn-reserve

For more information
yoursay.manningham.vic.gov.au/hepburn-reserve
manningham@manningham.vic.gov.au
 9940 9333

Interpretar service 9940 9333
 9940 9333

YOUR SAY | MANNINGHAM

对唐卡斯特山区 (Doncaster Hill) 最新公园发表您的看法

经过去年年底的社区咨询，我们为唐卡斯特山区最新的公园草拟了概念设计方案，我们希望得到您的反馈意见。

新公园将位于唐卡斯特区的赫本路 (Hepburn Road)，旨在为该地区居住、工作或参观的每个人提供额外的开放空间。

新公园的艺术印象图



关于概念设计草案
草案的概念设计基于社区反馈意见，包括户外座位、烧烤区、公共艺术、大型露天草坪、游乐空间、自然游戏、树冠种植等。

关于草案概念设计的反馈开放至2020年4月29日星期三下午4点截止。
要查看概念设计草案并提供反馈意见请访问
yoursay.manningham.vic.gov.au/hepburn-reserve

有关更多信息
yoursay.manningham.vic.gov.au/hepburn-reserve
manningham@manningham.vic.gov.au
 9940 9333

Interpretar service 9940 9333
 9940 9333

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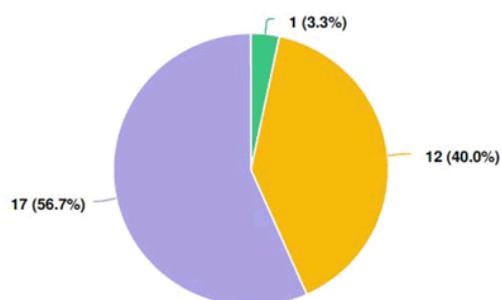
3.3.4. Online Survey

The online survey was implemented through our Your Say Manningham page and was promoted through social media. Detailed feedback on the concept plan was captured from 30 respondents. Refer to Appendix 2 for a full survey report.

Summary Survey Results

Question 1 - Do you support this draft concept plan?

Summary of this graph. Over 55% support the plan and 40% were keeping an open mind.



Question options

● I don't like it
 ● Not sure - it might be OK
 ● Yes I love it

Question 2 – Tell us what you really love about this proposed park (e.g. location, design features, etc)

The responses were overwhelmingly positive with strong synergy around welcoming a green urban space, places to play and be outside, playground area and location of the park.

Comments included:

- *Love the different levels and the open modern playground*
- *The proposal responds successfully to the brief that was prepared in collaboration with the community and the site challenges. I particularly love the pathways and the open lawn space.*
- *I like the open spaces, and playground area.*
- *The location is very convenient and quiet little space :)*

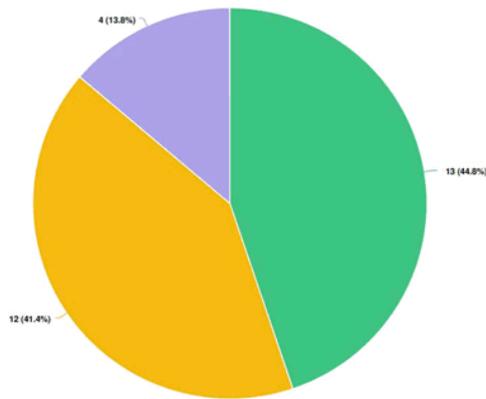
Question 3 – Please tell us if there is anything that we should consider adding or changing in the draft concept plans.

We received multiple suggestions from including dog waste bins, water features, more trees and greenery, exercise equipment, disabled parking and lighting suggestions.

These suggestions will be considered as part of the final concept plan

Question 4 – Did you have input to our first round of engagement on this park last year?

The responses indicated a mixed response of people who had taken part in the previous engagement and those who hadn't. The range is great as it demonstrates a response to existing and new sectors of the community. .



Question options
● Yes ● No ● Not sure

Question 5 – Please tell us your suburb

The respondents were mainly locals with a number reporting that they lived next to this park.

Location	Quantity
Doncaster / Doncaster Hill / 3108	28
Templestowe	1
Mont Albert North	1

Submissions

30 Community Submissions were received through Your Say Manningham and these align with the survey results and social media inputs. The submissions appear at Appendix 3.

3.4. Final Concept Plan.

As part of the community engagement over the two stages, we heard from over 380 people who provided input into the concept design for Hepburn Reserve.

The concept plan in the second stage was well received with only one objection to the plan.

All community feedback was carefully considered.

Changes to the final concept plan include:

- Bike hoops
- Drinking fountains
- Bin

The new park on Hepburn Road is proposed as a small local open space catering to local community within walk distance for short stays.

Accordingly, it is not considered appropriate to include public toilets or water features. Exercise equipment was requested by two respondents, however due to the small size and passive recreation focus of this space, it is considered that this facility would be better located at another larger space nearby (Schramms Reserve, Tram Road Reserve or Marshall Reserve) could be further investigated.

The design of the new park allows passive open spaces that could cater to informal exercise, such as yoga or tai chi.

One request was received for the provision of a disability parking space and this will be investigated as part of the access audit for the site

Note the design of the road space and footpath connections is being undertaken in line with the Hepburn road extension.

Appendix 1: Reach and demographics Facebook posts

Manningham Council
Published by Manningham Council [?] · 8 April · 🌐

Have your say on a draft concept design for Doncaster Hill's newest park.
To view the concept design and give your feedback visit:
yoursay.manningham.vic.gov.au/hepburn-reserve

Hepburn Reserve
00:21

WWW.MANNINGHAM.VIC.GOV.AU
Hepburn Reserve [Learn More](#)

10,275 People reached
942 Engagements [Boost again](#)

Boosted on 27 Apr 2020 By Marcel R. Completed
People reached **4.5K** ThruPlays **3.5K**
[View results](#)

Boosted on 8 Apr 2020 By Manningham Coun
People reached >

👤 Maria Ferraro, Preshus Cabaloza and 17 others · 5 Comments · 4 shares

👍 Like 💬 Comment ➦ Share ⚙️

Performance for your post

10,275 People Reached

12,480 3-second video views

30 Reactions, comments & shares 🌐

2 Like	2 On post	0 On shares
19 Love	17 On post	2 On shares
5 Comments	5 On Post	0 On Shares
4 Shares	4 On Post	0 On Shares

912 Post Clicks

501 Clicks to Play 🌐	221 Link clicks	190 Other Clicks 🌐
-----------------------------	------------------------	---------------------------

NEGATIVE FEEDBACK

0 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Insights activity is reported in the Pacific time zone. Ad activity is reported in the time zone of your ad account.



Manningham Council: Hepburn Reserve...
Have your say on a draft concept design for Doncaster Hill's newest park. To view the concept design and give your feedback visit: yoursay.manningham.vic.gov.au/hepburn-reserve

0:20 · Uploaded on 06/04/2020 · Owned · Appears once · Copy video ID

Total video performance

- Minutes viewed: 3,213
- 1-minute video views: --
- 10-second video views: 9,731
- 3-second video views: 12,484
- Average video watch time: 0:11
- Funnel Insights: --
- Audience retention
- Audience and engagement



Manningham Council: Hepburn Reserve...
Have your say on a draft concept design for Doncaster Hill's newest park. To view the concept design and give your feedback visit: yoursay.manningham.vic.gov.au/hepburn-reserve

0:20 · Uploaded on 06/04/2020 · Owned · Appears once · Copy video ID

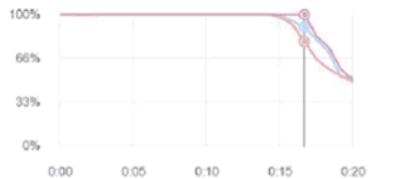
Total video performance

Audience retention

Absolute Relative

0:17 - 0:18

90.5% Recommend... 79.5% F... 100% S.



Only include views of 15 seconds or more

How does this work?

Appendix 2: Resident submissions

Resident submission

Saturday 4th April

Hi Stacey,

The concept is great but as a local who relies on Walker St. to get to Doncaster Road I ask that the road be widened beside the new park and into Short St.

Currently vehicles are parked on both sides of Hepburn Rd., making driving through both difficult and sometimes dangerous.

I note that their are narrowing sections, presumably to reduce speed, but they will only cause more difficulty and confusion for our newer drivers.

In truth, it would probably be more sensible to extend the Park across to the Northern side of Hepburn Road and put a one-way drive in front of the flats for their pick-ups and drop-offs. Entry from the Hepburn Extension and departure via Short St.

You might then have to use part of the Park for car parking. If the park is to work you must expect a higher level of vehicle traffic and more car parking will therefore be required.

It also appears to me that the Park is designed for children not adults. As more elderly residents move into high rise accomodation this might be a mistake.

Thank you for the opportunity to "have my say."

Tuesday 14th April

From a Doncaster resident who is a wheelchair user.

It seems really good. Toilets are a consideration however. Hand rails on the toilets, enough space for a wheelchair to do a 360 circulation, a hand dryer rather than paper, the bathrooms being monitored so not used as a storage area (this happens a lot), foldable change table. A *Changing Places toilet and change place* would be excellent <https://changingplaces.org.au/>. The toilets need to be on the lowest point of the hill. Two accessible toilets would be ideal. The accessible toilets need to be designated for people who really need them from a disability perspective as if they are used widely by the public, they always get trashed. A key system (MLAK) or an app would be good, but then there need a to be a wide distribution of keys for the residents of Manningham with disability.

Tuesday 14th April

From a resident with physical disability and possibly autism, or caring for a child with autism.

For autistic people to easily access the urban park there would need to be:

- Fences that surround the park in order to reduce sensory simulation from outside the park. Secure fences can also prevent issues with children running out to the road.
- Enough trees to provide consistent protection from sun light.
- A quiet area for people to go if they want a break from social interaction and loud sounds. This should include a clear sign that states that no talking, smoking or phone use is permitted in this area. It is important that this area is strategically placed so that it is quiet but still easily visible to

the main area of the park. If the area is visually hidden then it will make autistic people using the area more vulnerable to physical assault, sexual assault, harassment and bullying.

- Provide signs to state that the park is a safe space from aggression, bullying and harassment. This should provide instructions on how to get support if feeling unsafe in the park. Ideally, there should also be video surveillance to ensure safety.
- A ban on cigarette smoking for at least some areas of the park.
- Provide clear maps of the park and signs to main park areas.
- Ensure any gates and pathways are wide in order to allow people plenty of personal space.

In addition to accommodate my physical disabilities the park would need:

- Plenty of benches to sit on
- Water fountains
- Smooth paths

I'm a local resident of 22 years.

I've been working with re Manningham wheelchair accessible spaces, the Hepburn Rd park is part of this a disability accessible plan moving forward.

If this isn't made accessible the council is breaching the disability discrimination act

Thursday 16th April

Hi Stacey,

I hope you and your family are keeping well.

Thanks for your email. I will send the following link to the staff and students.

If you still require feedback from the students, we could organise something then 😊

Thanks Stacey,

Appendix 3: Your say Survey and Engagement report - Round 2

Project Report

22 March 2020 - 29 April 2020

Your Say Manningham

A new urban park for Doncaster Hill



Visitors Summary



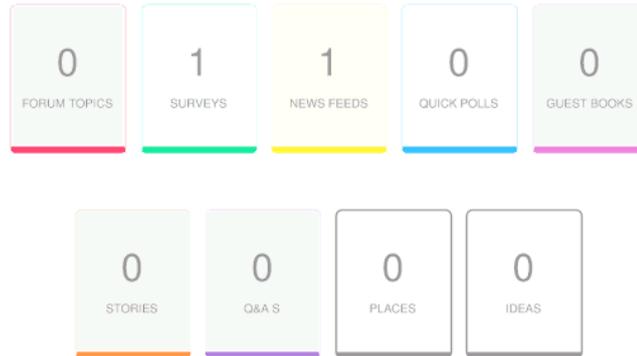
Highlights



Aware Participants	289	Engaged Participants	30		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	289	Contributed on Forums	0	0	0
Informed Participants	122	Participated in Surveys	1	0	29
Informed Actions Performed	Participants	Contributed to Newsfeeds	0	0	0
Viewed a video	48	Participated in Quick Polls	0	0	0
Viewed a photo	1	Posted on Guestbooks	0	0	0
Downloaded a document	51	Contributed to Stories	0	0	0
Visited the Key Dates page	6	Asked Questions	0	0	0
Visited an FAQ list Page	0	Placed Pins on Places	0	0	0
Visited Instagram Page	0	Contributed to Ideas	0	0	0
Visited Multiple Project Pages	93				
Contributed to a tool (engaged)	30				

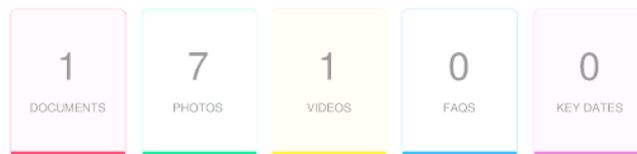
Your Say Manningham : Summary Report for 22 March 2020 to 29 April 2020

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Newsfeed	Stage One Engagement Concluded	Draft	0	0	0	0
Survey Tool	Tell us what you think of the concept plan	Published	62	1	0	29

INFORMATION WIDGET SUMMARY



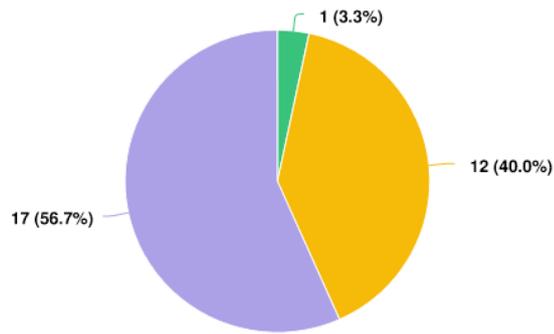
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Draft Concept Design - A proposed park on Hepburn Road - plan and s...	51	65
Video	Have your say on a new park for Doncaster Hill	28	31
Video	deleted video from	23	24
Key Dates	Key Date	6	6
Photo	deleted photo from A new urban park for Doncaster Hill	1	1
Photo	deleted photo from A new urban park for Doncaster Hill	0	0
Photo	deleted photo from A new urban park for Doncaster Hill	0	0
Photo	deleted photo from A new urban park for Doncaster Hill	0	0
Photo	deleted photo from A new urban park for Doncaster Hill	0	0
Photo	deleted photo from A new urban park for Doncaster Hill	0	0
Photo	deleted photo from A new urban park for Doncaster Hill	0	0
Photo	deleted photo from A new urban park for Doncaster Hill	0	0

ENGAGEMENT TOOL: SURVEY TOOL

Tell us what you think of the concept plan

Visitors 62	Contributors 30	CONTRIBUTIONS 30
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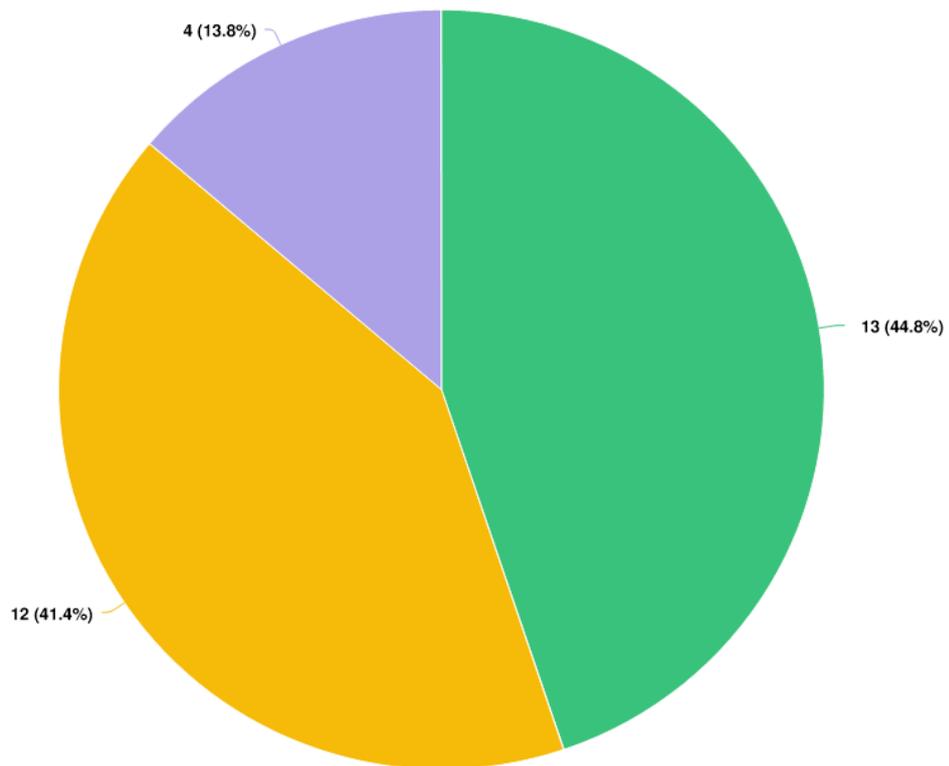
Do you support this draft concept plan?



Question options

- I don't like it
- Not sure - it might be OK
- Yes I love it

Did you have input to our first round of engagement on this park last year?



Question options

- Yes
- No
- Not sure

Appendix 4 - Codesign Analysis report

HEPBURN RESERVE COMMUNITY ENGAGEMENT SUMMARY

MANNINGHAM CITY COUNCIL

DECEMBER 2019



prepared by



CO
DESIGN
STUDIO

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HEPBURN RESERVE ENGAGEMENT – MANNINGHAM CITY COUNCIL

COMMUNITY ENGAGEMENT SUMMARY REPORT

The development of Hepburn Reserve, a new park located on the boundary of Doncaster Hill, is an exciting project being delivered by Manningham City Council. The site is currently occupied by four properties, all of which will be removed for the creation of the Reserve. The increasing density, lack of existing open space and resulting increase in population has provided the impetus for this project. It is envisaged that Hepburn Reserve will provide a range of recreational opportunities to benefit existing and future Doncaster Hill residents.

Key to informing the design and development of this new open space is the undertaking of a thorough community engagement process. Community consultation opportunities have sought to hear and inform both existing and future community members. This will allow the development of a shared vision and provide Council with guidance led by the residents when further detailing the design.

The engagement activities that have been undertaken to date, that will inform the concept design, are detailed within this summary. Further consultation with local community members will refine the design for Hepburn Reserve, once the draft concept design is made available in March/April 2020.

OVERALL ENGAGEMENT FINDINGS

The following outlines the overall feedback received from community members through the consultation period including the pop-up sessions and online surveys. The provision of play equipment/opportunities for play was rated highly across both activities, along with plantings and a mix of sun and shade (of which, mature plantings may provide this shade). The provision of a little library, art installations or sports were seen of less importance in the creation of Hepburn Reserve.

Key suggestions that came through the engagement activities included:

Amenities	<ul style="list-style-type: none"> > Exercise space & equipment > BBQ and picnic facilities > Seating & benches > Dog facilities > Lighting > Toilets
Green spaces	<ul style="list-style-type: none"> > Plantings and greenery > Open lawn space > Big trees > Attractive to animals
Play	<ul style="list-style-type: none"> > Play including nature and playgrounds; ensure it is appropriate for both younger and older children > Swings

	<ul style="list-style-type: none"> > Sports- such as a basketball hoop > Water play
Accessibility	<ul style="list-style-type: none"> > Open space that could be programmed for activities and events > Connection to other paths/trails- both for pedestrians & cyclists > Accessible for all ages, children to seniors
Connection to community & nature	<ul style="list-style-type: none"> > Community gardens > Spaces for community to come together and meet one another > A space to relax and reflect > A space to socialise
Additional suggestions	<ul style="list-style-type: none"> > Environmentally friendly > Solar power > Water tanks > Safe to use at all hours

ENGAGEMENT ACTIVITIES

The following engagement activities have taken place in October and November of 2019:

Engagement activity	Date(s)	Number of attendees
Imagine Manningham 2040	Saturday, 12th October 2019 10-1pm	103 participants
Pop-up on-site engagement	Saturday, 16th November 2019 10-12pm	99 participants
Doncaster Primary School Workshop	Tuesday, 12th November 2019	26 students
Online Engagement	18 th October- 29 th November 2019	117 responses

The methods for providing feedback opportunities during the pop-up consultation activities included:

- > Dotmocracy boards - Three A1 poster-boards displayed inspirational images relating to potential function and materials for Hepburn Reserve. Attendees were provided 3 sticky dots to place on the images that appealed most to them. The number of responses were collated to illustrate the preference for particular design and material features that community members most preferred.
- > Community questions - Additional feedback was collected through two questions: 'What is your big idea for the Hepburn Reserve park?' and 'What about Doncaster Hill would you like to see represented in this park?'. The suggestions assisted in unpacking the areas unique identity and what residents deemed as important, which is an essential component of the park design.

Participants were invited to answer the question by writing their response on the brown-paper lined trestle tables.

- > Attendance stickers - A method to collate information on how many people engaged with the project on the day. Attendees were offered an 'I heart parks' sticker. The number of stickers distributed represented the number of people engaged.

Specific responses from these activities can be found in the Appendices of this report.

SUMMARY OF CONSULTATION ACTIVITIES

Key suggestions gathered for the Hepburn Reserve Park differed across consultation events. Findings from each of the aforementioned events have been summarised below.

MANNINGHAM 2040 COMMUNITY FUN DAY

- > Saturday 12th October 2019, 10-1pm
- > Manningham Civic Centre

As part of the Manningham 2040 community fun day, organised by Manningham Council, CoDesign Studio ran a pop-up consultation event, to gather initial community insights into what they would like to see in the new Park. The event was well attended with 103 people contributing to the consultation activities. Approximately ¼ of attendees were spoken with via a translator. The results from key activities have been detailed below.

Dotmocracy Results

Description	Votes
Playgrounds	87
Plantings	45
Nature play	37
Open space	28
Seating	18
Murals & sculptures	15
Park furniture	10
Water sensitive urban design	9
Sports	5
Little libraries	3

Consultation questions

Results from the two key questions have been summarised, with key, reoccurring ideas being:

- > Community garden
- > Play including a flying fox and nature play
- > Open lawn space for programming and activities
- > BBQ area
- > Exercise equipment

The raw data from these events has been included as an appendix in this report.



WEEKEND STREET CLOSURE EVENT

- > Saturday 16th November 2019, 10-12pm
- > Corner of Hepburn Rd & Short St

CoDesign Studio together with Manningham staff ran a weekend, street closure event, along Hepburn Road, directly adjacent to the site of the new park. It was an opportunity for community members to have their say on what they would like to see in the new space as well as experience the site firsthand. Additional activities such as a coffee van, lemonade cart and face painter were present on the day as a way of attracting attendees. 99 people attended the event. Results from the consultation activities have been detailed below.

Dotmocracy Activity

Description	Votes
Plantings	60
Open space	42
Playgrounds	40
Nature play	25
Sports	16
Water sensitive urban design	16
Park furniture	11
Seating	10
Murals & sculptures	8
Little libraries	0

Consultation questions

Results from the two key questions have been summarised, with key, reoccurring ideas being:

- > Gym equipment
- > Lots of trees
- > Space for community to come together & interact
- > Play: swings, monkey bars, flying fox
- > Lighting
- > Dog facilities
- > Seating

The raw data from these events has been included as an appendix in this report.



6

PRIMARY SCHOOL WORKSHOP

- > Tuesday 12th November 2019, 9-11am
- > Doncaster Primary School
- > Attendee count: 26 students

As part of the project, a creative workshop was run with a small group of Year 6 students from Doncaster Primary School. School students are an important stakeholder group due to the school's close proximity to the new park, as well as the creative and aspirational ideas students provide.

During the workshop students were presented with some background information on the project as well as important details such as the location and size of the site. Once briefed the group walked the 400 metres to the site so that students could see the space for themselves and gauge features such as topography, views, trees and shadowing. On return to the classroom, students were asked to use their imaginations, and the craft materials provided, to work in groups of 3 to model their ideas onto a laminated aerial image of the space.

During the final half-an-hour groups presented their ideas back to the class. There were a number of fantastic presented, with the areas of interest summarised into key themes below.

Amenities	<ul style="list-style-type: none"> > Drinking fountains > Toilets > BBQ area > Off-leash fenced dog area > Exercise equipment > Taps > Shelter > Bench seating > Bike parking
Green spaces	<ul style="list-style-type: none"> > Community garden connected to the BBQ area > Fruit trees > Lots of trees > Flowers- to attract bees > Open grass area for kicking a ball
Play	<ul style="list-style-type: none"> > Basketball hoop/court > Tree houses > Slide- potentially built into the hill > Ropes and climbing walls > Flying fox > Play towers > In-ground trampoline > Large swing - bucket swing > Water play > All ability play equipment > 2 playgrounds- one for older children and one for younger > Monkey bars
Accessibility	<ul style="list-style-type: none"> > Protection from cars and weather > Planter boxes or trees to protect from the street instead of fences

	<ul style="list-style-type: none"> > Shade structures near the BBQ area > Pedestrian crossings > Footpaths around the park and internal footpaths
Connection to nature	<ul style="list-style-type: none"> > Reflective spaces > Native trees/forest > Attract birds & native animals > Small pond/water feature > Bird bath/feeders
Opportunity for education	<ul style="list-style-type: none"> > Plantings > Layout of space related to Australian states
Creativity	<ul style="list-style-type: none"> > Performance area/tent > Sculpture park
Additional suggestions	<ul style="list-style-type: none"> > Solar power > Water tanks > Exercise equipment

Student model examples:



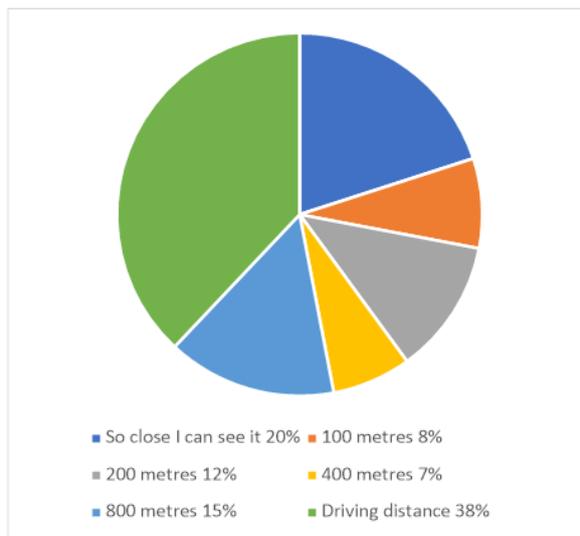
ONLINE ENGAGEMENT

Manningham Council designed, promoted and analysed an online survey instrument to capture further community input and ideas for a new urban park in Doncaster Hill. This data has been added to CoDesign Studio's insights.

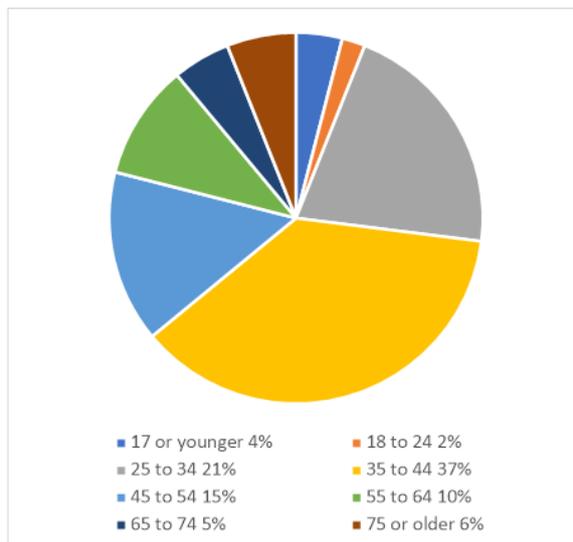
- > Number of completed responses: 117
- > Response completion rate: 90.7%

Demographic Insights

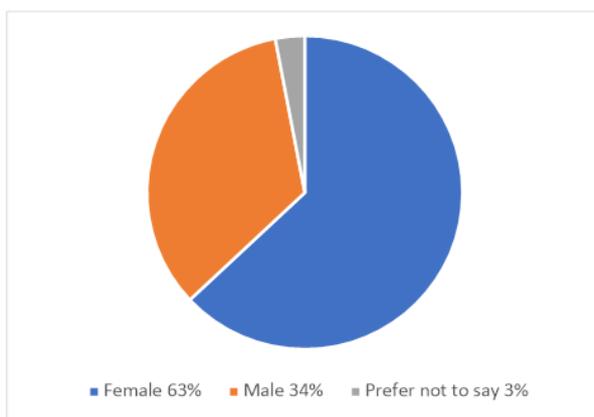
1. Approximate distance survey respondent lives from Hepburn Reserve:



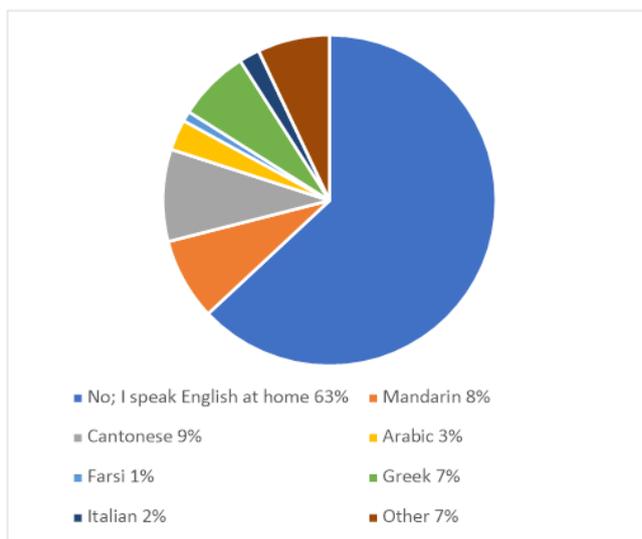
2. Age



3. Gender



4. Do you speak a language other than English at home?



Voting for Preferred Reserve Feature Elements

What are the top five elements that you would like to see in the brand-new park?

Feature element you would like to see in Hepburn Reserve	Must have (% of total)	Nice to have (% of total)	Not important (% of total)
Plantings	63.3	34.7	2.0
New trees	57.9	39.5	2.6
Play opportunities	75.0	22.3	2.7
Flexible open space	55.5	41.8	2.7
Seating	76.1	21.2	2.7

Views	18.2	49.5	32.3
Accessible spaces (walkers, wheelchairs, etc.)	55.2	40.0	4.8
Public art / community art	16.2	40.0	43.8
Lighting	48.5	41.7	9.7
Mix of sun and shade	77.4	20.9	1.7
Little library	5.2	34.0	60.8

Consultation questions

Results from the two key questions have been summarised, with key, reoccurring ideas being:

- > Dog facilities
- > Greenery, trees and native plantings
- > Space for community interactions- lots of people in surrounding apartments
- > Safety concerns
- > Space to relax and reflect
- > Play- for all ages
- > Exercise equipment
- > BBQ area

What makes this area special to you and how could we represent this in the new park?



APPENDIX: HEPBURN RESERVE RAW DATA

MANNINGHAM 2040 COMMUNITY FUN DAY

- > Saturday 12th October 2019, 10-1pm
- > Manningham Civic Centre

Attendee count: 103 people

Approximately ¼ of attendees were spoken with via a translator

Dotmocracy Activity

Description	Votes
Playgrounds	87
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Park furniture	10
Water sensitive urban design	9
Sports	5
Little libraries	3

What is your big idea for Hepburn Reserve?

- > Park Examples:
 - o Cockburn Perth- Bibro Lake, Playground
 - o Hay's Paddock Baldwin
 - o Marranowin Gardens- Native plantings
 - o Ruffy's Lake
- > Footpaths and infrastructure to get to the park
- > More parkland
- > Suitable parking
- > Controlling rubbish and shopping carts
- > Money bars for kids- dynamic
- > BBQ
- > Bike riding
- > Grass to kick a ball
- > Fitness equipment- 2 votes
- > BBQ
- > Adult playground
- > Shade and places to sit and relax
- > Community herb garden
- > Community garden
- > Tranquil seating
- > Informal and formal space
- > Decorative fountains and a koi pond
- > Sandpit

- > Lots of open space
- > BBQ
- > Promote healthy living with community garden and fruit trees
- > Walking space- walk with a pram
- > Baby friendly play spaces- 6-months
- > Community and volunteer loved (retirees) and sense of ownership
- > A community garden will bring people together- promote communal
- > Flying fox
- > More paths to encourage walking everywhere
- > Skateparks- 1 vote
- > Exercise equipment
- > Something like the playground near the kids hospital
- > More recycling and rubbish bins
- > Exercise equipment- 2 votes
- > Build a skate park
- > Table tennis table
- > Something for young kids and babies
- > Flying fox- provide fun activities for older kids
- > Water park- like Lilydale
- > I am really looking forward to having swimming facilities in Manningham. Specifically for kids
- > Variety of different plants- like the reserve

What about Doncaster would you like to see represented in the park?

- > Doncaster is a perfect combination between rural and city- how could this be represented?
- > Pub/bar
- > Open, safe spaces for kids
- > Big trees
- > Fitness
- > Connect to the reserve feel- lots of native trees
- > Loose parts play
- > Indoor and outdoor swimming pool
- > Water park
- > Public transport to the park
- > Pathways for bike riders/cyclists
- > Fitness equipment of older kids and adults

WEEKEND STREET CLOSURE EVENT

- > Saturday 16th November 2019, 10-12pm
- > Corner of Hepburn Rd & Short St

Attendee count: 99 people

Dotmocracy Activity

Description	Votes
Plantings	60
Open space	42
Playgrounds	40
Nature play	25
Sports	16
Water sensitive urban design	16
Park furniture	11
Seating	10
Murals & sculptures	8
Little libraries	0

What is your big idea for Hepburn Reserve?

- > Fenced in area
- > Soccer goals
- > Community art made with locals
- > Outdoor gym equipment- 3 votes
- > Water features
- > Swings
- > Mixture of deciduous evergreen trees- colourful leaves with the changing of season – 2 votes
- > Crime prevention through environment design- no hiding spaces, good lighting, no tunnels, no space for drug users
- > Fenced with lots of greenery in front to ensure safety, keep balls in park and not on the road
- > Lots of trees- 2 votes
- > Big trees
- > An enclosed area for dogs to run free
- > More open space
- > Manicured lawns and hedges
- > Tree house with ropes on the side- 2 votes
- > Swing set for kids, babies & children- baby seat & disabled swing
- > Spider web swing
- > Water feature (recycled water)
- > Balance play equipment
- > Monkey bars!
- > Fenced dog area
- > Tennis court please, sincerely Elliott p.s 1 love your work

- > Parking issues on the street. One way or no standing on Hepburn Rd before there is a fatality or if there are kids around the park area
- > Skate park obstacles
- > Basketball court
- > Seating area
- > A lap pool please
- > "Wombat" crossings into the park
- > Would love to see a fence around the reserve
- > Good lighting for night use
- > Correct lighting
- > Animals reserve
- > Fruit trees
- > Down ball court
- > Addressing parking congestion
- > Basketball ring
- > Trees, seating
- > Sandpits with water
- > Skatepark obstacles
- > Tennis table
- > Path
- > Fruit trees & water fountain
- > Glass house for herbs and vegies- 1 vote
- > Big trees
- > Dog area- 1 vote
- > Bins
- > Benches
- > Good lighting
- > Murals

PRIMARY SCHOOL WORKSHOP

- > Tuesday 12th November 2019, 9-11am
- > Doncaster Primary School
- > Attendee count: 26 students

Key suggestions from the session included:

Amenities

- > Drinking fountains
- > Toilets
- > BBQ area
- > Off-leash fenced dog area
- > Exercise equipment
- > Taps
- > Shelter
- > Bench seating
- > Bike parking

Green spaces

- > Community garden connected to the BBQ area
- > Fruit trees
- > Lots of trees
- > Flowers- to attract bees
- > Open grass area for kicking a ball

Play

- > Basketball hoop/court
- > Tree houses
- > Slide- potentially built into the hill
- > Ropes and climbing walls
- > Flying fox
- > Play towers
- > In-ground trampoline
- > Large swing - bucket swing
- > Water play
- > All ability play equipment
- > 2 playgrounds- one for older children and one for younger
- > Monkey bars

Accessibility

- > Protection from cars and weather
- > Planter boxes or trees to protect from the street instead of fences
- > Shade structures near the BBQ area
- > Pedestrian crossings
- > Footpaths around the park and internal footpaths

Connection to nature

- > Reflective spaces
- > Native trees/forest
- > Attract birds & native animals
- > Small pond/water feature
- > Bird bath/feeders

Opportunity for education

- > Plantings

- > Layout of space related to Australian states

Creativity

- > Performance area/tent
- > Sculpture park

Additional suggestions

- > Solar power
- > Water tanks
- > Exercise equipment

ONLINE NOTICE BOARD TOOL

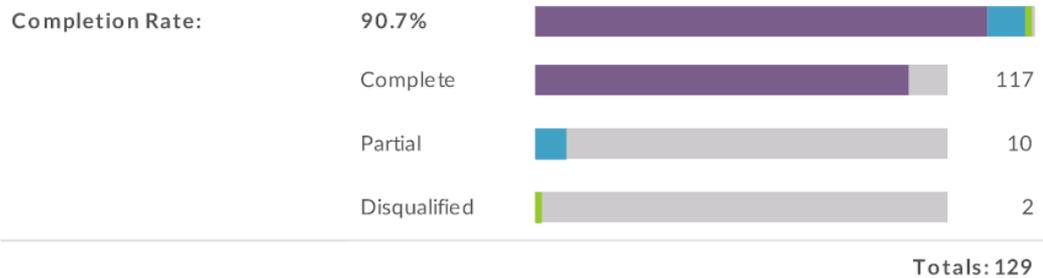
Manningham invited community input through its online tool; Your Say Manningham (<https://yoursay.manningham.vic.gov.au/hepburn-reserve>). Below are the ideas that were uploaded

Tell us your ideas	Date	Votes
<p>Exercise station We would really like to see an exercise station installed at the Hepburn Road park, for the use of surrounding residents who want to keep fit. This type of equipment can be seen at many locations around the country, and would greatly enhance the new park area.</p>	04/11/19	1
<p>Bike Repair A bike repair station to go along with the new bike path. They have – a tyre pump – Tools – Stand to hold bike. Maybe the bike path could be extended all the way to the trail near the Eastern (M3) Freeway? – Even if it is just painted on the road. Be a nice passage to go straight to the trail.</p>	05/11/19	0
<p>Drinking (refill) Fountain A Yarra Valley drinking fountain with bottle re-fill station. Also contains a drinking bowl for pets.</p>	05/11/19	0
<p>Dog Resources A bin for any defecation. Maybe one of those bag holders for those who forgot a bag!</p>	05/11/19	1
I agree with all the proposals you have set out for the Doncaster Hill area of which Hepburn park is only an integral part.	14/11/19	0
I do not want to see the park taken over by buildings such as a basketball court or asphalted areas of any kind.	14/11/19	0
The park should be kept low key and regularly maintained. It should be designated as a dog-on-lead only place. Too small for free runs.	14/11/19	0
I am opposed to the idea of a bike repair station, drinking fountains and dog defecation facilities. This is a very small park.	14/11/19	0
The park is for relaxation. It is not an outdoor gymnasium. Fewer improvements the better. Those who want a gym can go to Walker Reserve.	14/11/19	0
<p>Tree species suitable for climate research Consider possibly contacting Burnley Campus, Melbourne University before specifying tree species as they are looking for public realm sites to document tree growth (for species suitable for a warmer future). Please note, this doesn't mean trees that are wildly unusual or unsuitable for the space. An alternative option is to possibly incorporate this into a master plan for Ruffey Lake Park.</p>	19/11/19	1
<p>Comprehensive playground or basketball court The neighbourhood playgrounds (Marshall avenue, koonung linear, coolabah) are too simple for kids above 2 and don't even provide adequate gross motor development equipment to be useful. We often have to go to Leeds Oval or the one behind the learning centre at The Pines, which is far from where we live. A more comprehensive playground like the Leeds one would be much appreciated. It not, at the very least an actual proper half basketball court (the one in Marshall is much smaller than half, despite there being adequate space for expansion, and built on a slope which makes it dangerous to actually play a game of 3on3... So you end up just practicing shooting, which is a waste, really) or even a full one!! ☺</p>	20/11/19	1

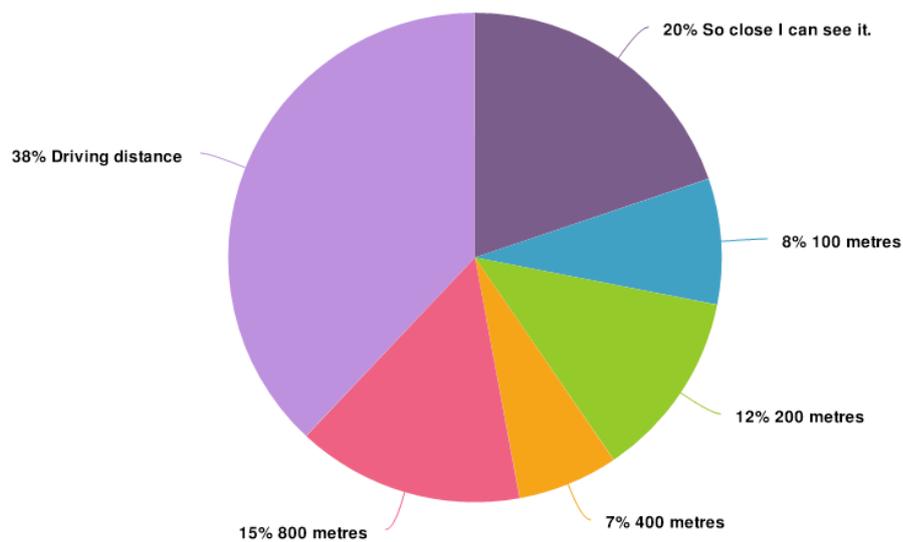
Report for Hepburn Reserve Survey 2019

This survey was designed, implemented and analysed by Manningham Council.

Response Counts



1. This proposed new park will be located on Hepburn Road, Doncaster, between Gifford Road and Walker Street. Please tell us approximately how close you live to this space.



Value		Percent	Responses
So close I can see it.		19.8%	24
100 metres		8.3%	10
200 metres		12.4%	15
400 metres		6.6%	8
800 metres		14.9%	18
Driving distance		38.0%	46

Totals: 121

2. Please select the top five elements that you would like to see in the brand new park. You can move other features to the other boxes if you wish. We really want to hear your top five.

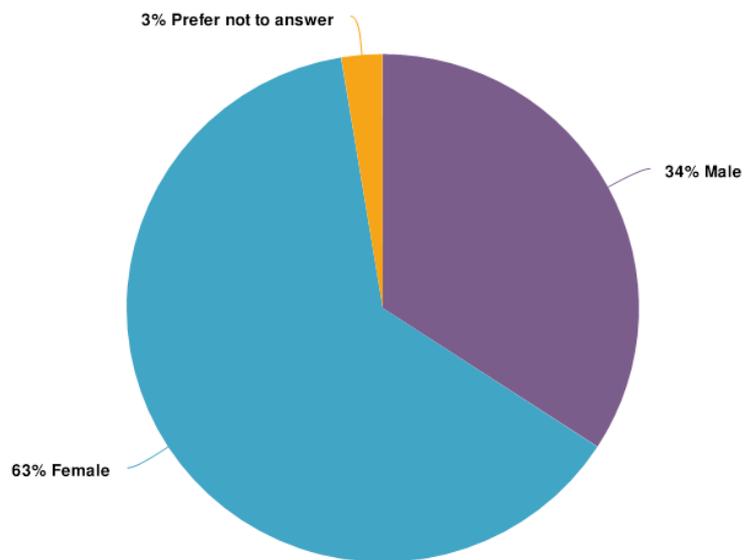
~

	Must have (top five only)	Nice to have	Not important	Responses
Plantings Count Row %	62 63.3%	34 34.7%	2 2.0%	98
New trees Count Row %	66 57.9%	45 39.5%	3 2.6%	114
Play opportunities Count Row %	84 75.0%	25 22.3%	3 2.7%	112
Flexible open space Count Row %	61 55.5%	46 41.8%	3 2.7%	110
Seating Count Row %	86 76.1%	24 21.2%	3 2.7%	113
Views Count Row %	18 18.2%	49 49.5%	32 32.3%	99
Accessible spaces (walkers, wheelchairs etc) Count Row %	58 55.2%	42 40.0%	5 4.8%	105
Public art/ community art Count Row %	17 16.2%	42 40.0%	46 43.8%	105
Lighting Count Row %	50 48.5%	43 41.7%	10 9.7%	103
Mix of sun and shade Count Row %	89 77.4%	24 20.9%	2 1.7%	115
Little library Count Row %	5 5.2%	33 34.0%	59 60.8%	97
Totals				1171 100.0%

Value		Percent	Responses
17 or younger		4.3%	5
18 to 24		1.7%	2
25 to 34		20.5%	24
35 to 44		36.8%	43
45 to 54		15.4%	18
55 to 64		10.3%	12
65 to 74		5.1%	6
75 or older		6.0%	7

Totals: 117

7.1 am:

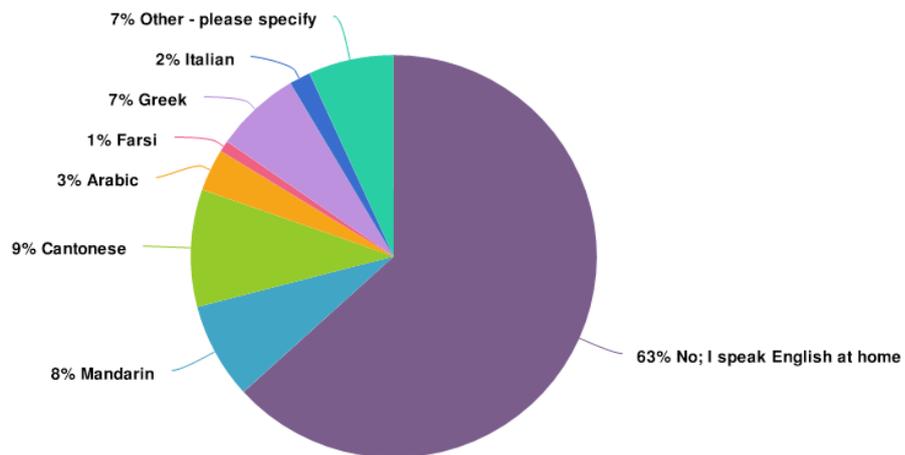


22

Value	Percent	Responses
Male	34.2%	40
Female	63.2%	74
Prefer not to answer	2.6%	3
		Totals: 117

Identify as:	Count
Totals	0

8. Do you speak a language other than English at home? Please specify:



Value		Percent	Responses
No; I speak English at home		63.2%	74
Mandarin		7.7%	9
Cantonese		9.4%	11
Arabic		3.4%	4
Farsi		0.9%	1
Greek		6.8%	8
Italian		1.7%	2
Other - please specify		6.8%	8

Totals: 117

Other - please specify	Count
Filipino language	1
German	1
Indonesian	1
Japanese	1
Korean	1
Spanish	1
Tagalog	1
Totals	7

22



Contact Details

Authors:

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Senior Landscape Architect

and

Ellen Davis-Meehan

Community Engagement and Research Advisor

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10.2 Public Toilet Plan (Draft) - For Public Exhibition

File Number: IN20/440
Responsible Director: Director City Planning and Community
Attachments: 1 Draft Public Toilet Strategy [↓](#)
2 Appendix to the Strategy: Audit of Existing Facilities [↓](#)

EXECUTIVE SUMMARY

Manningham's Public Toilet Plan is a 10 year plan to ensure a network of safe, accessible, well maintained and sustainable toilet facilities across Manningham to support community participation in public life.

Public toilets are an essential service to all who live, work and visit in the municipality, and are needed by people of all ages, genders and abilities. They enable people to engage in community life and our public realm with comfort that such amenity provided. Confidence in the availability, safety and amenity of public toilet facilities encourage participation in Manningham's community, and visitation to our economic and recreational destinations.

This Plan has identified the potential to improve our provision of public toilets through a number of actions, including:

- *Opening up five (5) existing toilets to provide new public toilet facilities;*
- *Constructing new public toilet facilities in 10 locations over a 10 year period;*
- *Upgrading seven (7) older style toilets to improve safety and be to gender inclusive;*
- *Replace three (3) existing toilet facilities to more modern standards;*
- *Conduct accessibility audits and upgrade access paths to public toilet facilities;*
- *Provide Changing Places at major destinations around Manningham;*
- *Provide public toilets along linear trails at regular intervals as site conditions permit;*
- *Investigate a program of artworks on blank walls of toilet buildings to raise awareness of our toilet facilities, improve perceptions of safety and activate public spaces.*

The total estimated cost to implement the Plan is \$4,333,000 over 10 years. This funding will be derived through a mix of funding streams including the Resort and Recreation Reserve fund, through existing park upgrade budgets and external stakeholders. A budget business case will also be prepared to consider funding the balance of the Plan.

This report seeks approval to release for public comment the Draft Public Toilet Plan.

COUNCIL RESOLUTION

MOVED: CR ANNA CHEN
SECONDED: CR ANDREW CONLON

That Council:

- A. Notes the draft Public Toilet Plan.**
- B. Releases the draft Public Toilet Plan for public exhibition.**

CARRIED

2. BACKGROUND

Toilets allow people to spend more time in public spaces to socialise, exercise, recreate, learn, support local businesses and to engage with their community. Where these facilities are not provided, or not welcoming and accessible to all, our residents and visitors are restricted in the places they can visit and the amount of time they can spend there. Equitable access is critical for the health, wellbeing and diversity of a community. Access to public toilets also enhance the local economy by enabling tourism and longer visits to activity centres.

It is estimated that a quarter of the population has special bathroom needs when you include the elderly, parents with children, and menstruating women as well as people with health conditions or disabilities. Many with serious health conditions are limited in outdoor recreation choices depending on where they know they have ready access to facilities.

At least 18.3% of Manningham's population live with disabilities (2016 data). Over 8,000 residents provide unpaid assistance to a person with a disability, long term illness or old age, while 8,374 provide unpaid care for children other than their own. One in 20 residents need assistance with core activities.

Many Council's prepare Strategies to determine the need for toilet facilities in their communities, and establish appropriate locations and levels of service. This is Manningham's first Public Toilet Plan.

3. DISCUSSION / ISSUE

The purpose of the Draft Manningham Public Toilet Plan is to ensure a network of safe, accessible, well maintained and sustainable toilet facilities across Manningham to support community participation in public life. This Plan focuses on open spaces, activity centres and civic spaces.

The Draft document can be found in **Attachment 1**. The Plan determines:

- The current status of public toilet provision across Manningham
- Standards for the provision of toilet infrastructure by location, catchment and usage

- Where additional or upgraded facilities are required
- Other changes to improve the safety, equity, amenity and sustainability of public toilet amenities
- Priority actions

Manningham City Council owns and maintains 33 public toilet facilities in open spaces and activity centres across the municipality. These toilets fall into four categories:

- A. Older-style standalone facilities with separate male and female toilets accessed via a foyer/ablutions space.
- B. Standalone facilities with individual self-contained toilets, typically unisex. Manually maintained.
- C. Standalone facilities with individual self-contained toilets, typically unisex. Automatically cleaned 'exeloo' facilities.
- D. Facilities attached to a pavilion, but independently and externally accessed. Various arrangements of gendered and unisex toilets.

Further public toilets are provided in council buildings such as libraries, and in privately managed shopping centres and in open space managed by Parks Victoria. These are only available when the associated facility is open.

Council also has an agreement with Beasley's Nursery that their facilities be available to the general public during opening hours.

An audit was conducted of the 33 public toilet facilities. A full list is provided in **Attachment 2**. Key issues noted were:

- Information about Manningham's toilet facilities is not always accurate, accessible or easy to use.
- Provision of toilets is limited in Manningham's green wedge, with Donvale and Wonga Park each having only one facility.
- Paths linking carparks or streets to public toilets were sometimes absent or in poor condition, meaning buildings with facilities designed for accessibility were in reality not accessible.
- Many toilets do not meet current urban design standards for Crime Prevention Through Environmental Design (CPTED).
- Gender segregated toilets are common, and unnecessarily limit usage and can exclude our LGBTQI community.
- Provision of public toilets is inconsistent across our open space network. Consistent provision in district and regional reserves would give the community confidence in the availability of toilet facilities.
- Single cubicle facilities are insufficient in moderate or high use areas.
- Automated exeloo facilities are unpopular and some users have difficulty with the automated elements.

- Changing Places adult change facilities need to be provided in a range of locations across the municipality.
- Templestowe Village Activity Centre has no public toilet facilities.

Further opportunities to be considered in the provision standards when delivering upgrades or new facilities, is to include CCTV cameras or other surveillance and appropriate lighting, namely in response to CPTED objectives, and consideration to provide drinking fountains in close proximity to a facility where appropriate.

Based on these findings, the Plan sets out Principles for Public Toilet Provision, and an action plan for improvements. Major recommendations include:

Upgrade the following seven toilets to unisex self-contained cubicles for CPTED, accessibility and gender inclusivity:	
1	Colman Reserve
2	Domeney Reserve, Park Orchards
3	Donvale Reserve, Donvale
4	Warrandyte bridge/bus stop, Warrandyte
5	Warrandyte River Reserve – Whipstick Gully, Warrandyte
6	Warrandyte River Reserve – Stiggants Reserve, Warrandyte
7	Warrandyte Reserve, Warrandyte
Open to the public five existing locked toilets:	
1	Templestowe Leisure Centre - netball pavilion, Templestowe
2	Doncaster Reserve, Doncaster
3	Wilsons Reserve, Doncaster
4	Park Reserve, Doncaster
5	Boronia Reserve, Doncaster East
Replace toilet facilities at three activity centres to provide manually maintained facilities with two cubicles	
1	Jackson Court, Doncaster
2	Tunstall Square, Doncaster East
3	Macedon Square, Templestowe Lower
Construct ten new toilet facilities over ten years:	
1	Templestowe Activity Centre, Templestowe

2	Sheahans Reserve, Bulleen
3	Green Gully Linear Park, Jenkins Park, Templestowe
4	Serpells Community Reserve, Templestowe
5	Andersons Park, Doncaster East
6	Cat Jump Reserve, Doncaster East
7	Park Orchards Reserve, Park Orchards
8	Wittons Reserve, Wonga Park
9	Mullum Trail at Park Road, Donvale
10	Templestowe soccer facility (future reserve)
<p>Establish a program of public art on walls of toilet facilities in prominent locations, to reflect and enhance the surrounding landscape and community character and improve perceptions of safety. (Up to 15 locations)</p>	

4. COUNCIL PLAN / STRATEGY

The provision of public toilets is supported by the following Council documents:

- Council Plan 2017-2020
- Healthy City Strategy 2017-2021
- Manningham Open Space Strategy 2014
- Access Equity and Diversity Strategy 2014-2017
- Arts and Culture Action Plan 2020-2024
- Active for Life Recreation Strategy 2010-2025
- Management plans, masterplans and structure plans for specific reserves and precincts

Specifically, the following sections of the Council Plan are relevant:

- *A Healthy, Resilient and Safe Community* - Deliver place making approaches and activities to encourage participation in community life and liveable neighbourhoods; Promote Crime Prevention through Environmental Design
- *A Connected and Inclusive Community* – Adoption and implementation of strategy / action plan to strengthen access, equity and diversity across the municipality.
- *2.1. Inviting Places and Spaces* - Place-based initiatives that create inviting places and spaces that support people to engage in community life; Ensure urban design and maintenance retains a high level of amenity for Council owned and managed spaces

- *2.2. Enhanced Parks, Open Space and Streetscapes - Optimise community enjoyment and participation in our parks, open space and streetscapes through sound design, programs and connectivity*

The provision of public toilets is also supported by legislation, all levels of government and other organisations:

- Australian Human Rights Commission Act 1986
- Disability Discrimination Act, 1992
- National Disability Strategy 2010-2020
- Victorian Disability Act, 2006
- State Disability Plan 2017-2020 – Absolutely Everyone
- The United Nation Global Age Friendly Cities Guide
- Age Friendly Declaration with Municipal Association of Victoria

5. IMPACTS AND IMPLICATIONS

Public toilets are critical infrastructure to allow people extended time away from home in the public realm. Every resident needs these facilities to be available, safe and accessible regardless of physical ability, in particular Manningham's ageing population, young families, and nearly one in five people with a disability.

Manningham has the opportunity to be inclusive and acknowledge gender diversity by providing unisex toilets and non-binary signage and symbols, while also improving our Crime Prevention Through Environmental Design by removing ageing gendered facilities with poor surveillance.

Public toilets support economic development and tourism: increased visitation and longer stays in activity centres and tourist destinations lead to greater local spending.

Changing Places adult change facilities are also vital facilities for people with profound disabilities and their carers, and destinations which have these facilities are popular with this user group and their family and friends.

The five pavilions which have existing public externally accessible toilet facilities currently only open these on match days or during training. These can be added to our maintenance regime and be opened for full time public use with a minimum of effort. Some clubs which currently have exclusive use of these toilets may object, but would no longer be required to maintain these facilities. Security will also be assessed: only toilets which are purely externally accessible should be made public.

24 hour opening is supported for the dignity of the homeless. Manningham is the safest municipality in the eastern region, and through consultation with our maintenance staff and Victoria Police there have been no requests to limit opening hours. Victoria Police have successfully managed minor incidents in the past and have confidence in the ability to do so going forward. Overnight automated locking is a possibility, on an as-needs basis.

6. IMPLEMENTATION

6.1 Finance / Resource Implications

The estimated capital cost of implementation of the ten year plan is \$4,333,000.

Each additional toilet facility has maintenance implications. At current rates it is estimated that the additional maintenance costs, once all capital works have been completed, will be \$52,000 annually.

Budget to deliver the program will be sourced from multiple existing funding streams including:

- Resort and Recreation Reserve (RRR) fund;
- Through existing Capital Works budgets (i.e. Ruffey Lake Park Masterplan, Petty's Reserve upgrade);
- External authorities (i.e. North East Link Project).

A budget business case will be developed to consider new funding to deliver or upgrade the program.

6.2 Communication and Engagement

This report seeks release of the draft Plan for public exhibition to seek community feedback. The consultation period will be four (4) weeks, and will include an online survey, online interactive map, and promotion via our website, Manningham Matters and social media. Subject to Covid-19 constraints, promotional flyers may be distributed to libraries and other community venues.

Council officers across various community sectors will actively seek feedback from their networks. This feedback will be reviewed and inform corrections or proposed amendments to the document. These proposed changes will be presented to Council for approval, and then included in a final Public Toilet Plan.

Council officers have liaised with Victoria Police and Transgender Victoria to understand any existing issues and recommendations they had in relation to public toilets.

Internally, many areas of Council have been involved in the preparation of this Plan, including:

- Building Maintenance
- Social Planning (health planning, community safety, access and inclusion)
- Economic Development (activity centres, business development, tourism)
- Aged and Disability Services
- Recreation (Sports pavilions)
- Children's Services
- Urban Design
- Parks

Officers have liaised with their networks and provided insight on all aspects of public toilet needs, issues, provision and maintenance.

6.3 Timelines

Once the draft Plan has been approved for public release, a four week consultation period will commence in early August 2020.

Community feedback will be reviewed and amendments proposed as appropriate. A final Public Toilet Plan will be presented to Council for endorsement in late 2020.

7. DECLARATIONS OF CONFLICT OF INTEREST

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

Manningham Public Toilet Plan Draft June 2020



Interpreter service

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Executive Summary

Manningham's Public Toilet Plan is a ten year plan to ensure a network of safe, accessible, well maintained and sustainable toilet facilities across Manningham to support community participation in public life.

The key recommendations of the Plan are:

- Opening up five existing toilets to provide new public toilet facilities
- Constructing new public toilet facilities in ten locations
- Upgrading older style toilets to improve safety and be gender inclusive
- Conduct accessibility audits and upgrade access paths to public toilet facilities
- Provide Changing Places at major destinations around Manningham
- Provide public toilets along linear trails at regular intervals as site conditions permit
- Investigate a program of artworks on blank walls of toilet buildings to raise awareness of our toilet facilities, improve perceptions of safety and activate public spaces.



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Figure 1 Existing Manningham Public Toilets**Error! Bookmark not defined.**

Figure 2 Proposed Manningham Public Toilets 24

1 INTRODUCTION

1.1 Purpose

Toilets allow people to spend more time in public spaces to socialise, exercise, recreate, learn, support local businesses and to engage with their community. Where these facilities are not provided, or not welcoming and accessible to all, our residents and visitors are restricted in the places they can visit and the amount of time they can spend there. Equitable access is critical for the health, wellbeing and diversity of a community.

The purpose of the Manningham Public Toilet Plan is to ensure safe, accessible, well maintained and sustainable toilet facilities across Manningham to support community participation in public life.

This Plan focuses on key regional and district open spaces, activity centres and civic spaces.

This Plan determines:

- The current status of public toilet provision across Manningham
- Standards for the provision of toilet infrastructure by location, catchment and usage
- Where additional or upgraded facilities are required
- Other changes to improve the safety, equity, amenity and sustainability of public toilet amenities
- Priority actions

This is Manningham's first Public Toilet Plan.

Ensure a network of safe, accessible, well maintained and sustainable toilet facilities across Manningham to support community participation in public life.

1.2 Definitions and Acronyms

Public Toilet: A toilet which is freely available for use by the general public for the majority of the day. For the purposes of this Plan those which are only available for customers or members of a specific group, or for very limited hours, have not been included.

Non-Council/other public toilets:

Public toilets provided in Manningham by parties other than Council. Typically in Manningham these are provided by Parks Victoria or private shopping centre management.

Changing Places:

These are fully accessible toilets with adult change tables and hoists for people with profound disabilities. They are accessed by a specific key held by those who meet required criteria for access. Their provision allows people with very specific needs to visit, access services, undertake leisure activities and engage with the community. They can also have economic benefits as they are tourism drawcards for this sector.

Exeloo: Fully automated toilet facilities. These have automated doors, flushing, paper, soap, water dispensing and air drying. They clean automatically at programmed times, and after a set number of uses.

District Reserve:

Public open spaces that serve a catchment of one or more suburbs and attract visitation beyond walking distance, providing facilities of a broader scale than those with a local focus. Most reserves with sporting fields are district reserves. Each reserve’s catchment is determined in Manningham’s *Open Space Strategy 2014*.

Regional Reserve:

Public open spaces that cater to a broad Manningham-wide catchment of visitors, as well as the local community. They may also attract visitors from other municipalities to shopping, tourism or sporting destinations and events. Each reserve’s catchment is determined in Manningham’s *Open Space Strategy 2014*.

- AC Activity Centre
- CPTED Crime Prevention through Environmental Design
- DDA Disability Discrimination Act
- NELP North East Link Project

1.3 Plan Alignment

The provision of public toilets is supported by:

- Australian Human Rights Commission Act 1986
- Disability Discrimination Act, 1992
- National Disability Strategy 2010-2020
- Victorian Disability Act, 2006
- State Disability Plan 2017-2020 – Absolutely Everyone
- The United Nation Global Age Friendly Cities Guide
- Council Plan 2017-2020
- Healthy City Strategy 2017-2021
- Manningham Open Space Strategy 2014
- Age Friendly Declaration with Municipal Association of Victoria
- Access Equity and Diversity Strategy 2014-2017
- Arts and Culture Action Plan 2020-2024
- Active for Life Recreation Strategy 2010-2025
- Management plans, masterplans and structure plans for specific reserves and precincts

Design standards for public toilets are informed by:

- Urban Design Guidelines for Victoria
- Design Standard for Urban Infrastructure: 18 Public Toilets, Australian Government
- Accessibility Design Guide: Universal Design Principles for Australia's Aid Program
- Disability (Access to Premises – Buildings) Standards 2010, Building Code of Australia
- National Construction Code and associated standards

1.4 Consultation

1.4.1 Community views

The 2019 Park Scape Benchmark Park User Satisfaction Survey for Manningham found an overall park satisfaction rating of 8.2/10 with comments on this rating related to dissatisfaction highlighting the lack, or condition, of toilets in parks. Overall satisfaction with park maintenance was rated at 8.1. Of 100 people surveyed who offered specific comments, five requested more toilets, five requested more frequent cleaning of busy facilities, and one requested additional facilities for people with disabilities.

As part of the *Imagine Manningham 2040* research on community views and values, a workshop were held at the November 2019 Manningham Seniors Forum. Toilets were identified as an important issue for elder citizens, people living with disability and their carers.

Recorded customer service requests to Council from the community identified key issues involving:

- Maintenance and cleanliness
- Facility provision, including specific toileting needs due to ageing, physical or health issues, intellectual ability, babies and toddlers, or other access requirements and need for more cubicles.

Over a third of complaints related to five Exeloo automated toilets: at Jackson Court AC, Tunstall Square AC, Macedon Square AC, Mullum Mullum Reserve and Thomsons Road/Manningham Road intersection. Complaints about Exeloo's relate to poor cleaning, wet floors from the automated cleaning, closure during cleaning, difficulty with use, waiting times for a single toilet and vandalism. Each of these toilets is a single public facility, meaning if the cubicle is unusable for any reason the whole facility is out of service until attended.

1.4.2 Internal consultation

Many parts of Council have been involved in the preparation of this plan. Areas include:

- Building Maintenance
- Social Planning (health planning, community safety, access and inclusion)
- Business and Events (activity centres, business development, tourism)
- Aged and Disability Services
- Recreation (Sports pavilions)
- Children's Services
- Urban Design
- Parks

Officers have liaised with their networks and provided insight on all aspects of public toilet needs, issues, provision and maintenance.

We have also liaised with Victoria Police and Transgender Victoria to understand any existing issues and recommendations they had in relation to public toilets.



2 EXISTING CONDITIONS

2.1 Existing Council Provision

Manningham City Council owns and maintains 33 public toilet facilities in open spaces and activity centres across the municipality. These toilets fall into four categories:

- A. Older-style standalone facilities with separate male and female toilets accessed via a foyer/ablutions space.
- B. Standalone facilities with individual self-contained toilets, typically unisex. Manually maintained.
- C. Standalone facilities with individual self-contained toilets, typically unisex. Automatically cleaned 'exeloo' facilities.
- D. Facilities attached to a pavilion, but independently and externally accessed. Various arrangements of gendered and unisex toilets.

A full list of existing toilets is provided in **Appendix A**.

2.2 Other Public Toilets

Public toilets are also provided in council buildings such as libraries, in privately managed shopping centres and in open space managed by Parks Victoria. These are only available when the associated facility is open.

Council also has an agreement with Beasley's Nursery that their facilities be available to the general public during opening hours.



A. Older style standalone facility with gender segregated toilets.



B. Standalone facility with unisex self-contained toilets – manually maintained.

1. Manningham Civic Centre, Doncaster
2. MC2 Building, Doncaster
3. Bulleen Library, Bulleen
4. The Pines Library, Doncaster East
5. Warrandyte Library, Warrandyte
6. Bulleen Plaza Shopping Centre, Bulleen
7. Westfield Shopping Centre, Doncaster
8. The Pines Shopping Centre, Doncaster East
9. Beasley’s Nursery, Warrandyte
10. Nine toilets provided by Parks Victoria (or on Parks Victoria managed land), all located in the vicinity of the Yarra River corridor:
 - a. Westerfolds – Canoe Launch
 - b. Westerfolds – Ridge Picnic Area
 - c. Westerfolds – Porter Street Picnic Area
 - d. Petty’s Orchard
 - e. Banksia Park
 - f. Birrarung Park
 - g. Longridge Park
 - h. Warrandyte State Park – Pound Bend
 - i. Warrandyte State Park – Jumping Creek

The National Public Toilet Map also lists a number of petrol stations that have been registered by their owners as public toilets.



C. Standalone facility with unisex self-contained toilets – automated maintenance.



D. Independently accessed toilet facilities, under same roof as a pavilion or other building. Mix of unisex and gendered toilets.

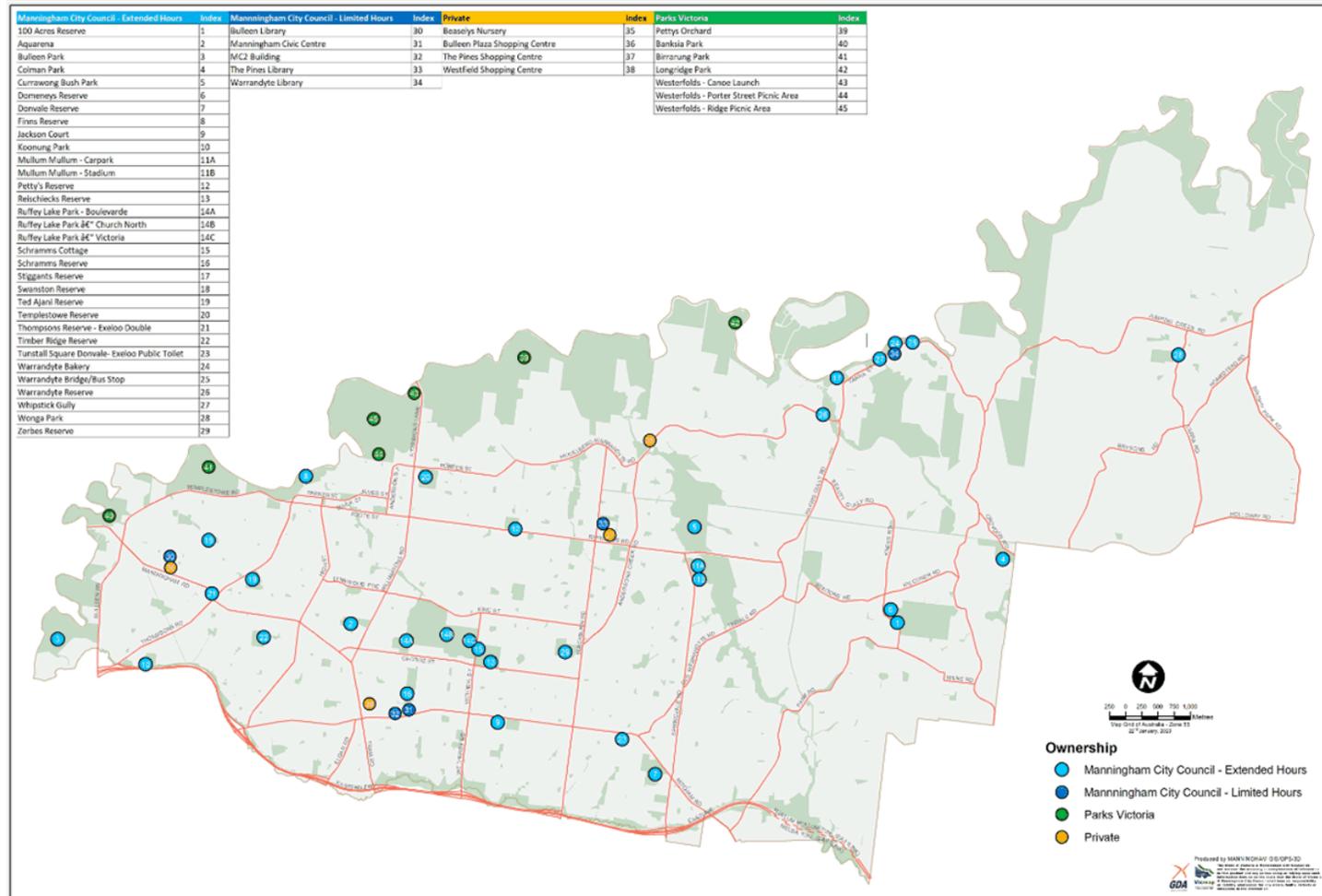


Figure 1 Existing Manningham Public Toilets

2.3 Issues noted

Key issues noted were:

- Information about Manningham’s toilet facilities is not always accurate, accessible or easy to use.
- Provision of toilets is limited in Manningham’s green wedge, with Donvale and Wonga Park each having only one facility.
- Paths linking carparks or streets to public toilets were sometimes absent or in poor condition, meaning buildings with facilities designed for accessibility were in reality not accessible.
- Many toilets do not meet current urban design standards for Crime Prevention Through Environmental Design (CPTED).
- Gender segregated toilets are common, and unnecessarily limit usage and can exclude our LGBTQI community.
- Provision of public toilets is inconsistent across our open space network. Consistent provision in district and regional reserves would give the community confidence in the availability of toilet facilities.
- Single cubicle facilities are insufficient in moderate or high use areas.
- Automated exeloo facilities are unpopular and some users have difficulty with the automated elements.
- Changing Places adult change facilities need to be provided in a range of high profile locations across the municipality.
- Templestowe Village Activity Centre has no public toilet facilities.



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3 PRINCIPLES FOR PROVISION OF PUBLIC TOILETS

The following principles will inform the future provision of public toilet facilities in Manningham:

3.1 Universal Design Principals

Equitable Use:

The design is useful and marketable to people with diverse abilities.

Flexibility in Use:

The design accommodates a wide range of individual preferences and abilities.

Simple and Intuitive Use:

Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

Perceptible information:

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

Tolerance for Error:

The design minimizes hazards and the adverse consequences of accidental or unintended actions.

Low Physical Effort:

The design can be used efficiently and comfortably and with a minimum of fatigue.

Size and Space for Approach and Use:

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.



3.2 Location

Public toilets should be provided as follows:

- At all regional open spaces, as designated in the Open Space Strategy 2014
- At all district open spaces, as designated in the Open Space Strategy 2014, that support sports grounds or diverse recreational facilities
- At all Neighbourhood Activity Centres
- On or near Linear Trails at a maximum spacing of every 3.0 km, where site conditions permit
- Changing Places facilities should be provided at major destinations including
 - major activity centres
 - civic centre
 - popular recreational and tourism destinations including Ruffey Lake Park, Finns Reserve and Warrandyte township.
- Where possible facilities will be collocated under the same roof as other buildings in open spaces, but be independently accessible.

3.3 Siting

- In accessible and active areas (UDGV)
- Where there are opportunities for informal surveillance from nearby activities (UDGV)
- Visible from a distance, with clear sightlines to the toilet entries
- Adjacent to busy pedestrian routes (UDGV)
- Cubicles on a single frontage
- Accessible by a clear, open path. In natural settings this may not be sealed but should be sufficiently smooth to be comfortable for wheelchairs and prams



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3.4 Layout

- Provide self-contained toilets catering to all genders
- Provide a minimum of two toilets, unless an alternative is available close by
- At least one cubicle to be fully accessible
- Where more than three cubicles are provided, consider providing one female-only toilet
- Provide shelter from wind, rain and sun
- Provide lighting to all sides and avoid creating concealed areas, including sensor lighting as appropriate
- Provide signage in the vicinity directing to the facility

3.5 Features

- Good natural lighting plus internal and external lights. Solar and sensor operated lighting as site conditions permit
- CCTV/surveillance cameras to entrances/vicinity
- Change tables at all locations
- Soap in all facilities, and hand dryers in highly used locations
- Automated or flick mixer taps to minimise hand contact
- Design doors to be operated with minimum hand contact
- Sanitary napkin disposal units in all female and unisex designated cubicles
- Sharps disposal units at all public toilets
- Drinking fountain nearby, with tap for water bottle refill and dog bowl.
- Facilities at a range of accessible heights
- Provide sitting benches where space permits as additional support for people with disabilities
- Consider providing hand washing facilities outside cubicles, where they are located near playspaces
- Do not provide glass mirrors
- Do not provide urinals. Replace existing urinals with cubicles



DRAFT Manningham Public Toilet Plan

- Well placed, clear and inclusive signage to include:
 - toilet symbol instead of gender symbols, except where a gender specific toilet is provided
 - braille and tactile information at accessible heights
 - opening hours
 - nearest alternative toilet location
 - Contact numbers for maintenance issues
- Manually maintained toilets in preference to automated cleaning facilities
- Automatic door locking system for closed hours where required
- Appearance to be:
 - sympathetic to its surrounds
 - clearly communicate the building's function
 - Where possible contribute to and reflect the character of its location, through quality design or art.

3.6 Hours of Operation

- Public toilets should be available 6am-9pm as a minimum. Where appropriate, toilets in prominent locations may be available 24 hours.
- Where toilets are adjacent to bus interchanges, opening hours should match the hours of bus services, as a minimum.

Currently only two toilet facilities automatically lock overnight, while Aquarena and Mullum Mullum Stadium are open extended hours.

3.7 Sustainability

Apply sustainable building design and construction principles including:

- Maximising site potential, including co locating with existing buildings
- Minimising energy usage
- Responsible water consumption and disposal
- Minimise the life cycle impacts of materials
- Minimise maintenance requirements

4 RECOMMENDATIONS

Opportunities for improved amenity and access to public toilet facilities across Manningham relate to the following key areas:

- **Awareness:** the availability of toilets in some locations is not immediately obvious, even when in an open space or activity centre. For those needing to plan outings and event around toilets, easy access to information is critical.
- **Accessibility:** access can be difficult in Manningham's hilly terrain, but improvements are possible in a number of locations. Many toilets are currently accessed via unsealed paths or multiple doorways.
- **Availability:** Some parts of the municipality have very few public toilets. Some existing facilities only have one toilet: if one is out of service there is no alternative. Single toilets in activity centres can result in queuing outdoors. Our major bus exchanges have limited hours for toilet access, or none at all.
- **Safety:** older style toilet blocks often provide poor surveillance and safety. Co-locating toilets with other buildings provides better visibility in open spaces.
- **Inclusivity:** Welcoming spaces have multiple benefits. In addition to physical accessibility improvements, upgraded signage could include people of diverse genders and those with English as a second language or limited literacy. Attractive buildings are welcoming and can contribute to neighbourhood and landscape character.
- **Consistency:** Currently Manningham has an inconsistent approach to provision and opening hours, with some pavilions supporting public toilets and others not. A consistent approach would give residents confidence and encourage outdoor activity.

- **Linear Trails:** public toilets should be provided at regular intervals (maximum 3.0 km) along or nearby these trails to enable extended use.
- **Changing Places:** These should be provided at major destinations around Manningham taking into consideration nearby services and attractions, and topographical constraints.

The Action Plan lists specific actions related to these areas.

"When we talk about liveable cities, and when we talk about accessibility, what we're talking about, in part, is public bathrooms."

Lezlie Lowe

No Place to Go: How Public Toilets Fail our Private Needs

4.1 Action Plan

#	Action	Cost year (\$'000)										Ongoing maintenance cost (per annum)	Responsible Council department	
		1	2	3	4	5	6	7	8	9	10			
1. Awareness														
1.1	In large sites, provide signage to assist with awareness of and navigation to toilet facilities.		3	3	2								existing operational	UD
1.2	Launch the Public Toilet Plan to improve awareness of facilities.	2											n/a	C&E, UD
1.3	Prepare a brochure listing Manningham’s public toilet facilities. Make available in hard copy and online.	8											0.4	C&E, UD
1.4	Update the National Public Toilet Map and Changing Places data to provide clear, accurate information on Manningham’s facilities.	3											n/a	SP&CD
2. Accessibility														
2.1	Provide a continuous accessible path of travel from carparks and other major path networks. This should be sealed where possible, though in some locations this may not be appropriate due to surrounding environmental values		20	20	20	20	20						existing operational	UD, R&I
2.2	Upgrade as a priority toilets where wheelchair accessible toilets have poor site access, including:													
	- Yarra River Bridge, Warrandyte		40	300									existing operational	CP, UD
	- Ruffey Lake Park (Church Road North), Doncaster (scheduled 20/21)												existing operational	
2.3	Undertake accessibility audits of Council’s existing older public toilet blocks to determine the priority for upgrade works, including:	8												
	- Colman Reserve, Warrandyte													
	- Domeney Reserve, Park Orchards													
	- Donvale Reserve, Donvale													
	- Koonung Park, Bulleen													

#	Action	Cost year (\$'000)										Ongoing maintenance cost (per annum)	Responsible Council department	
		1	2	3	4	5	6	7	8	9	10			
	- Mullum Mullum Reserve carpark, Donvale													SP&CD
	- Warrandyte Bridge Bus Stop, Warrandyte													
	- Warrandyte River Reserve -(Stiggants), Warrandyte													
	- Warrandyte River Reserve -(Whipstick Gully), Warrandyte													
	- Warrandyte Reserve, Warrandyte													
3. Availability														
3.1	Open externally accessible pavilion toilets at five reserves for use as public toilet facilities, with associated maintenance funding:													BM
	- Templestowe Leisure Centre (Netball pavilion), Templestowe	1											3	
	- Doncaster Reserve, Doncaster	1											5	
	- Wilsons Reserve, Doncaster	1											3	
	- Park Reserve, Doncaster	1											3	
	- Boronia Reserve, Doncaster East	1											3	
3.2	Provide ten new public toilet facilities across Manningham over ten years, including.													CP, UD
	- Templestowe Activity Centre, Templestowe			250									5	
	- Sheahans Reserve, Bulleen	150											3	
	- Green Gully Linear Park, Jenkins Park, Templestowe					200							3	
	- Serpells Community Reserve, Templestowe										150		3	
	- Andersons Park, Doncaster East				150								3	
	- Cat Jump Reserve, Doncaster East		200										3	
	- Park Orchards Reserve, Park Orchards							150					3	
	- Wittons Reserve, Wonga Park								250					
	- Mullum Mullum Trail at Park Road, Donvale							250					3	
	- Templestowe soccer facility (future reserve)												3	
3.3	Ensure facilities in busy locations provide at least two cubicles, one fully accessible and one ambulant as a minimum, including:													CP, B&E, UD
	- Tunstall Square Activity Centre		100										existing operational	

#	Action	Cost year (\$'000)										Ongoing maintenance cost (per annum)	Responsible Council department	
		1	2	3	4	5	6	7	8	9	10			
	- Jackson Court Activity Centre		100										existing operational	CP, B&E, UD
	- Macedon Square Activity Centre		100										existing operational	
3.4	Provide information on all toilets advising opening hours and nearby alternative public toilet/s.				20									UD
3.5	Advocate for provision of public toilets at key public transport hubs, to be accessible all hours public transport is available, including:													
	- Park n Ride facility – Doncaster Road (PTV/NELP)													SP, UD
	- Park n Ride facility – Bulleen Road (PTV/NELP)													SP, UD
	- Westfield Doncaster (PTV/Westfield)													B&E, SP&CD
	- The Pines Shopping Centre (PTV/Stockland)													B&E, SP&CD
4. Safety														
4.1	Upgrade or replace older style toilet blocks to provide individual cubicles directly accessible from the outdoors. Note that replacement may at times be more cost effective than retrofitting; both options should be investigated on a site-by-site basis.													
	- Colman Park, Warrandyte South											200	existing operational	CP, UD
	- Domenev Reserve, Park Orchards									150			existing operational	
	- Donvale Reserve, Donvale				250								existing operational	
	- Warrandyte Bridge Bus Stop, Warrandyte		See action 2.2	See action 2.2									existing operational	
	- Warrandyte River Reserve (Whipstick Gully), Warrandyte						250						existing operational	
	- Warrandyte River Reserve -(Stiggants), Warrandyte								250				existing operational	
	- Warrandyte Reserve, Warrandyte							250					existing operational	

#	Action	Cost year (\$'000)										Ongoing maintenance cost (per annum)	Responsible Council department	
		1	2	3	4	5	6	7	8	9	10			
4.2	Consider colocation of toilets at time of building upgrade to reduce hidden spaces and buildings in public open space.													R, UD, CP
	- Colman Park, Warrandyte South	At time of building upgrade										existing operational		
	- Donvale Reserve, Donvale	At time of building upgrade										existing operational		
	- Koonung Park, Bulleen	At time of building upgrade										existing operational		
	- Warrandyte Reserve, Warrandyte	At time of building upgrade										existing operational		
	- Wonga Park Reserve, Wonga Park	At time of building upgrade										existing operational		
4.3	Establish a program of public art on walls of toilet facilities in prominent locations, to reflect and enhance the surrounding landscape and community character and improve perceptions of safety. (Up to 15 locations)	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$0.5	A&C, UD, BM
5. Inclusivity														
5.1	Replace male and female signage symbols with toilet symbols. Where a toilet is allocated to a specific gender, provide this in addition.	\$6											Existing operational	UD, BM
5.2	Provide a change table in at least one cubicle at each toilet facility, accessible to all genders.		\$3	\$10									Existing operational	BM
5.3	When providing new or upgraded facilities, include additional internal movement space and low benches for adult change where space permits.	ongoing										Existing operational	CP, UD, R	
6. Consistency														
6.1	Seek to provide public toilet facilities at all sporting ovals for consistency.*	See actions 3.1, 3.2										See actions 3.1, 3.2	CP, UD, R	
7. Linear Trails														
7.1	Provide a toilet on the southern stretch of the Mullum Mullum Trail, near the intersection of Park Road and Conos Court, Donvale						See action 3.2						See action 3.2	CP, UD
8. Changing Places														

#	Action	Cost year (\$'000)										Ongoing maintenance cost (per annum)	Responsible Council department
		1	2	3	4	5	6	7	8	9	10		
8.1	Provide changing places at key Manningham destinations, including:											2	CP, UD, SP&CD, R
	- Ruffey Lake Park (Boulevard)	120										2	
	- Finns Reserve	Funds 19/20											
	- Manningham Templestowe Leisure Centre					As part of stadium upgrade						As part of stadium upgrade	
	- Warrandyte (location to be confirmed)									200		2	
8.2	Advocate for changing places facilities at Major Activity Centres, including:												B&E, SP&CD
	- Westfield												
	- The Pines												
		312	576	593	452	230	530	410	510	360	360		
		Capital TOTAL											\$4,333,000
		Maintenance TOTAL*											\$52,000
		*(per annum, once all capital actions have been completed)											

*Some district or regional reserves have not been recommended for toilet facilities:

- Reserves with significant environmental values which would be impacted
- Reserves located close to other existing or proposed facilities
- Reserves with a limited range of recreational opportunities leading to less usage, and as such are a lower priority for toilet provision.

Responsible Council Department – acronyms:

- A&C Arts and Culture
- B&E Business and Events
- C&E Communications and Engagement
- CP City Projects
- R Recreation
- R&I Roads and Infrastructure
- SP Strategic Planning



SP&CE Social Planning and Community Engagement
UD Urban Design

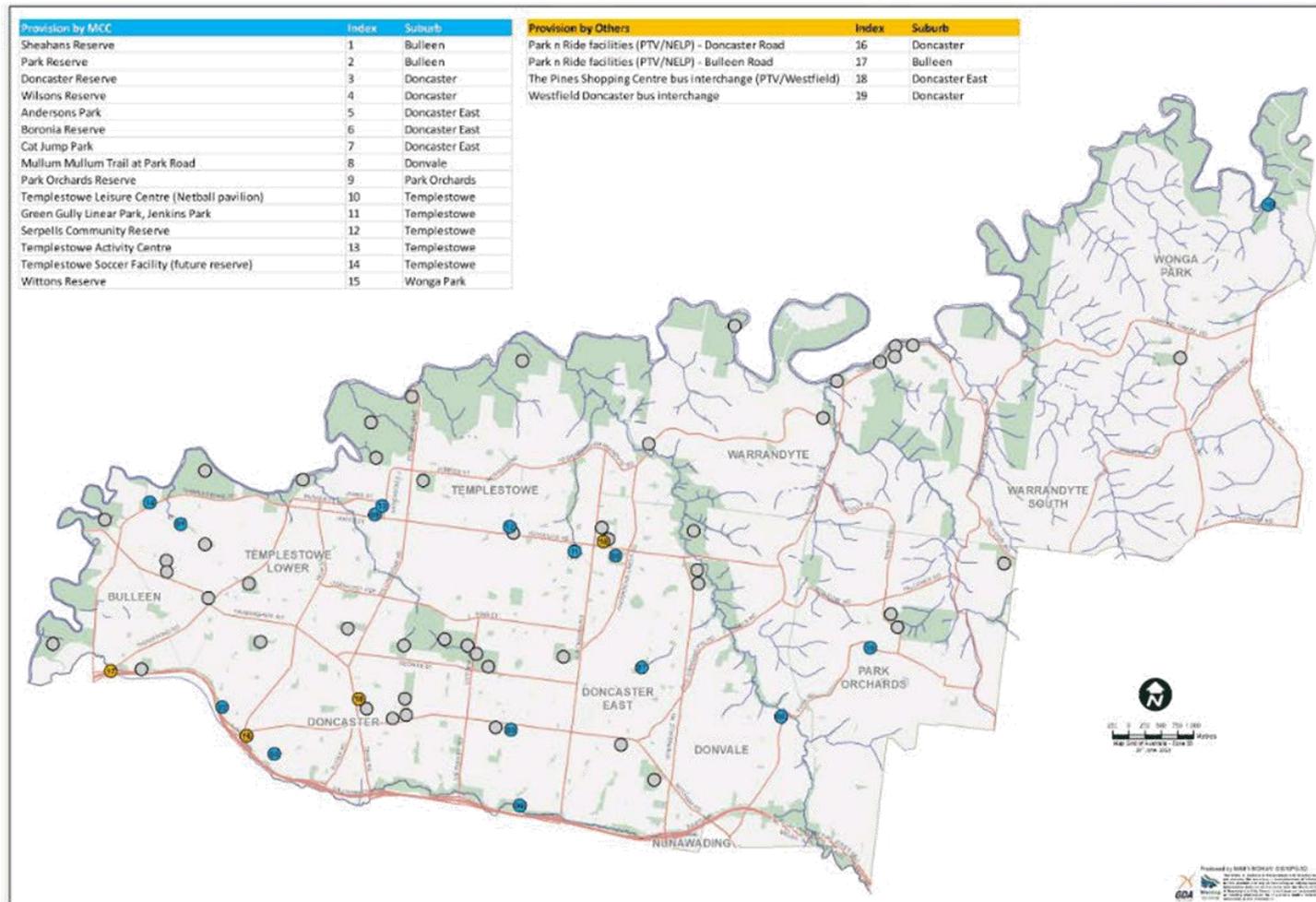


Figure 2 Proposed Manningham Public Toilets

5 IMPLEMENTATION

5.1 Prioritisation

The action plan and implementation plan have considered the following priorities:

1. Regional Catchment – a site which attracts visitors from across the municipality and beyond. These include stadiums and major attractions such as Ruffey Lake Park and Warrandyte River Reserve.
2. District Catchment – a site which either
 - has facilities or is large enough to attract visitation from across the suburb: reserves which have ovals and pavilions are a typical example, or
 - contains significant environmental values which support the wider ecology and habitat values of Manningham.
 - Recommendation of an adopted Management Plan or Masterplan – larger and more complex reserves may have a management plan which supports their future development and use. These are prepared in consultation with the community and endorsed by Council. If these recommend provision of public toilet facilities this should be implemented.
 - Existing facilities –Existing buildings which should also support public toilet facilities to be available when the building is not in use.

- Building upgrades have typically been prioritised as follows:
- Safety and/or accessibility issues
- Standalone buildings with no potential to be upgraded or consolidated as part of a pavilion upgrade.
- Standalone buildings that could be consolidated to form an independently accessed extension to a nearby building.
- Facilities which are part of an existing pavilion: upgrade should occur when the pavilion is next upgraded.

5.2 Scheduled works

The following upgrades are already scheduled in the 2020-2024 capital works plan:

- Schramms Cottage Toilets: Demolition of the existing toilets, and replacement as part of a new Visitors' Centre building for Schramms Cottage museum.
- Ruffey Lake Park – Boulevard toilets: Major upgrade to CPTED standards, to include a space for a future Changing Place facility.
- Ruffey Lake Park – Church Road north: construction of a new toilet facility and decommission of the existing facilities.
- Demolition of Petty's Reserve toilet facilities, to be replaced as part of a new pavilion development.

6 COST

At the time of writing, costs are estimated as follows:

- New toilet facility: \$150,000
- Upgraded toilet facility: \$250,000
- Relocated/collocated toilet facility: \$150,000

Costs vary significantly according to the site conditions, number of cubicles and the availability of services including electricity, water and sewer.

The cleaning regime for toilets varies according to usage levels. Maintenance (cleaning) costs for additional toilets in reserves is estimated at \$3,000-\$5,000 per annum, while new toilets at Templestowe Activity Centre would cost some \$11,500 per annum. The average cost for cleaning and maintenance for each of Council's exeloo facilities last financial year was \$10,603 each (excl GST).

Other significant costs are associated with paving upgrades to toilet surrounds, and a proposed public art program.

A Business Plan will be prepared following endorsement of the plan, to seek funds for implementation.

Manningham Public Toilet Audit 2020						
	Photo	Location	Type	Hours	Condition	Comments
1		100 Acres Reserve, Park Orchards	Standalone, single unisex. Accessible.	24	Good. Some evidence of graffiti but thoroughly cleaned off.	Technically in Domeney, but servicing 100 Acres visitors. New and accessible via one clear path, two other paths not accessible. Plenty of room to add a change table.
2		Aquarena, Doncaster	Gendered change rooms each with toilets, showers, baby change table and lockers. Two fully accessible toilet/shower/change, for disabled users only. 5 family change rooms.	Weekdays 5.30am-10pm Saturday 7am-8pm Sunday 8am-8pm	Very good, recent renovations.	The two fully accessible toilet/shower/change, are signed as for disabled users only. Include small benches. No changing places facility or hoist.
3		Bulleen Park, Bulleen	Two unisex standard, one unisex fully accessible.	24	Good. Paving to entry looks tired but no structural issue.	Isolated location is a drawback, though no evidence of vandalism. Southern wall could support a mural. The future of this facility is uncertain due to NELP.

Appendix 1

Manningham Public Toilet Strategy – Draft 2020

<p>4</p>		<p>Colman Park, Warrandyte South</p>	<p>Gendered toilet block, two in female, one plus urinal in male. One unisex accessible toilet.</p>		<p>Good. Gender segregated. Accessible paths poor.</p>	<p>A change table is needed. Extensive recent work on pavilion to provide accessible ramps, but doesn't extend to paths linking to the public toilets. The locked umpire's toilet in the pavilion is fully accessible and includes a shower, though it is some distance from car parking.</p>
<p>5</p>		<p>Currawong Bush Park, Donvale</p>	<p>One unisex fully accessible, three unisex ambulant, one unisex shower (locked, for camping use only).</p>	<p>24</p>	<p>Excellent, recently upgraded.</p>	<p>Upgrade here occurred following fire damage. New configuration is safer and more accessible. It adjoins a gravel carpark but the surface is smooth and level. Impermeable paving should not be pursued in this setting. Rear external wall is unattractive, artwork is planned.</p>
<p>6</p>		<p>Domeney Reserve, Park Orchards</p>	<p>Attached to pavilion. Gendered toilets, female has three toilets, male has two and urinal. Separate unisex accessible toilet.</p>	<p>24</p>	<p>Good. Gender segregated. No change table.</p>	<p>An accessible path is not available from the north; appears it would have to be around or through the pavilion. Provide change table/s accessible to all genders.</p>

Appendix 1

Manningham Public Toilet Strategy – Draft 2020

7		Donvale Reserve, Donvale	Gendered toilets, female has three toilets, male has two and urinal. Separate unisex accessible toilet.		Average, evidence of heavy use and relatively high levels of vandalism. Gender segregated.	<p>Paths to this facility need to be audited for accessibility.</p> <p>Same layout as Warrandyte Reserve.</p>
8		Finns Reserve, Templestowe	Three unisex accessible with change tables, one unisex ambulant with change table.	24	Good, heavily used but well maintained.	Signage to ambulant toilets don't reflect all features. Upgrade to provide a Changing Place facility is underway.
9		Jackson Court Activity Centre, Doncaster	Single unisex exeloo.	24	Average.	<p>A single cubicle insufficient for a busy activity centre.</p> <p>No change table is provided.</p> <p>High number of complaints/requests for maintenance.</p>

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Manningham Public Toilet Strategy – Draft 2020

<p>10</p>		<p>Koonung Park, Bulleen</p>	<p>Three unisex standard, one unisex accessible toilet.</p>	<p>24</p>	<p>Good.</p>	<p>No path connection, otherwise good. No change table. Some sanitary. Huge blank walls opportunity for art.</p>
<p>11a</p>		<p>Mullum Mullum Reserve – carpark, Donvale</p>	<p>Exeloo – single unisex.</p>	<p>24</p>	<p>Good.</p>	<p>No accessible path from the carpark. No change table.</p>
<p>11b</p>		<p>Mullum Mullum Reserve – Stadium, Donvale</p>	<p>One registered Changing Place facility. Gender segregated change rooms with standard and ambulant toilets, and showers. Four unisex fully accessible toilets: two with showers, one with baby change table.</p>	<p>Varies, 9am-9pm minimum opening hours.</p>	<p>Excellent.</p>	<p>Excellent facilities, only requires promotion and signage to advise of public toilet availability.</p>

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Manningham Public Toilet Strategy – Draft 2020

12		Pettys Reserve, Templestowe	Gender segregated toilet block. Female has three toilets, male has two plus urinal. No accessible or ambulant facilities	24	Poor.	<p>No accessible or ambulant facilities.</p> <p>No baby change facilities.</p> <p>Level gravel surrounds.</p> <p>Replacement is scheduled with construction of a pavilion in 2020/21.</p>
13		Rieschieks Reserve – Athletics Track, Doncaster East	Block. Three in female, separate unisex accessible, male two bowls and trough.	24	Good. Gender segregated.	<p>Disabled toilet has been labelled for 'Staff'.</p> <p>Same design as Warrandyte Reserve.</p>
14a		Ruffey Lake Park – Boulevarde, Doncaster	Four female standard, male #TBC, furthest cubicle has space for a wheelchair, but paths inaccessible.	24	Poor, but upgrade in progress.	<p>Upgrade underway to covert to unisex individual cubicles.</p> <p>Space for a Changing Place will be accommodated, further funds needed for Changing Place fit out.</p>

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Manningham Public Toilet Strategy – Draft 2020

14b		Ruffey Lake Park – Church North, Doncaster	Four individual unisex, one unisex accessible.	24	Toilets are good, access to them is very poor.	Due to issues with access to the building, this toilet facility will be replaced with one in better location closer to car parking, play and shelter. At least one or two cubicles in the current location will be retained for Council staff use. Until replaced: the accessible cubicle is huge, with space for a change table.
14c		Ruffey Lake Park – Victoria, Doncaster	Three unisex standard, three unisex accessible with baby change tables. External washbasins.	24	Good.	Hand basins were placed outside to minimise time required within standard cubicles. This is also helpful for children washing hands after play. Steps have been provided to help children reach basins. Basins at lower heights would be a further accessibility improvement.
15	Image not available	Schramms Cottage Museum Complex, Rieschiecks Reserve, Doncaster East	Gendered toilet block: number of toilets and accessibility TBC	Sundays 2pm-5pm	Aged	To be removed following construction of a new Visitor Centre incorporating public toilets.

Appendix 1

Manningham Public Toilet Strategy – Draft 2020

<p>16</p>		<p>Schramms Reserve, Doncaster</p>	<p>Two unisex standard, one male urinal, one unisex accessible cubicle.</p>	<p>24</p>	<p>Good.</p>	<p>Paths are narrow but sufficient. Change table needed.</p>
<p>17</p>		<p>Stiggants Reserve (Warrandyte River Reserve), Warrandyte</p>	<p>Gendered toilets, female has three toilets, male has two and urinal. Separate unisex accessible toilet.</p>	<p>24</p>	<p>Good.</p>	<p>Concrete paved entrance, surfaces fine and level. Ideally move to Individual unisex, but lower priority than Warrandyte Reserve. No change table. Same design as Warrandyte Reserve.</p>
<p>18</p>		<p>Swanston Reserve, Templestowe Lower</p>	<p>One unisex accessible.</p>	<p>24</p>	<p>Good.</p>	<p>Toilet is part of a small building used as a private gym. The toilet is externally accessible to the public. Access across a paved carpark is sound.</p>

Appendix 1

Manningham Public Toilet Strategy – Draft 2020

<p>19</p>		<p>Ted Ajani Reserve, Templestowe Lower</p>	<p>2 unisex wheelchair (1LH, 1RH), attached to pavilion.</p>	<p>24</p>	<p>Good.</p>	<p>Wheelie bins were blocking ramped access to the toilets, large numbers of bins need to be managed.</p>
<p>20</p>		<p>Templestowe Reserve, Templestowe</p>	<p>1m, 1f, 1uni standard, one wheelchair unisex</p>	<p>24</p>	<p>Good.</p>	<p>Signage to doors is aged and requires upgrade. Toilets are difficult to find in the reserve: need signage inform and direct. Ramped wheelchair access route should also be signed.</p>
<p>21</p>		<p>Thompsons Reserve – Double Exeloo, Bulleen</p>	<p>Exeloo - Double</p>	<p>24</p>	<p>Good.</p>	<p>Two cubicles, one is locked for PTV driver use only. One cubicle is sufficient for the public in this location.</p>

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Manningham Public Toilet Strategy – Draft 2020

22		Timber Reserve, Doncaster	Three unisex, one unisex wheelchair.	24	ok	<p>Signage needs to be updated to include all necessary information.</p> <p>Change table needed.</p> <p>Recent upgrades to surrounding paving have improved wheelchair accessibility.</p>
23		Tunstall Square Activity Centre, Templestowe	Exeloo – single. With changetable	24	good	<p>Clean and a change table is provided.</p> <p>Two cubicles should be provided for this busy activity centre.</p> <p>Note the supermarket closed its toilet so this is the only facility in the centre.</p>
24		Warrandyte River Reserve – Bakery, Warrandyte	One accessible with change table, one ambulant. Both unisex.	24.	Good	<p>One of newest, meets standards, accessible from adjacent carpark. Has change table.</p>

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Manningham Public Toilet Strategy – Draft 2020

25		Warrandyte Bridge/bus stop, Warrandyte	Block, 3F, separate f accessible	24	Aged but sturdy. Accessibility questionable	Accessibility audit for movement through multiple doors to accessible toilet. Paving in multiple materials, cracked. If audit says inaccessible, schedule upgrade. Has steel bench/change table.
26		Warrandyte Reserve, Warrandyte	Gendered toilets, female has three toilets, male has two and urinal. Separate unisex accessible toilet.	24	Good.	Same layout as several other facilities such as Stiggants, Domeney, Rieschiecks. Accessibility to the building is very poor, needs redesign of paving. Ideally move to Individual unisex. Higher priority due to skate park and activity centre. No change table.
27		Warrandyte River Reserve – Whipstick Gully, Warrandyte	Separate male and female, three female, two male plus urinal, one separate unisex wheelchair.	24	Reasonably good. Nice ceramic art on front wall, could add to on back. Neglected empty planting bed.	Surfaces around the building need work to improve comfort and accessibility. Needs change table.

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Manningham Public Toilet Strategy – Draft 2020

<p>28</p>		<p>Wonga Park Reserve, Wonga Park</p>	<p>Freestanding. Two standard unisex, one unisex accessible. No change table.</p>	<p>24</p>	<p>Good.</p>	<p>Accessible concrete path. Needs change table.</p>
<p>29</p>		<p>Zerbes Reserve, Doncaster East</p>	<p>One ambulant, one accessible. Both unisex. Change table provided.</p>	<p>24</p>	<p>Good.</p>	<p>Accessible concrete path.</p>

10.3 Disability Advisory Committee - Terms of Reference

File Number: IN20/435
Responsible Director: Director City Planning and Community
Attachments: 1 Disability Advisory Committee Terms of Reference July 2020 Final [↓](#)

EXECUTIVE SUMMARY

At the June 2020 meeting, Council endorsed the establishment of a Disability Advisory Committee (DAC) and to commence an Expressions of Interest (EOI) in July 2020 to formally establish the Committee by late 2020.

This report outlines the draft DAC Terms of Reference (TOR) that has been developed to guide the operations of the Committee and the proposed EOI process for the recruitment of members.

Officers were also requested to explore and report back on alternative models to the current Access & Equity Advisory Committee (AEAC) to ensure other groups, including but not limited to the CALD community, faith groups, women and men in terms of gender equality and the LGBTQIA+ community are well represented at Council. This will be actioned in 2021 and prior to the cessation of the existing AEAC TOR in June 2021.

COUNCIL RESOLUTION

MOVED: CR SOPHY GALBALLY
SECONDED: CR PAULA PICCININI

That Council:

- A. Approve the draft Disability Advisory Committee Terms of Reference (Attachment 1) subject to the following amendments:**

Section 5 to include:

- Council will ensure that members are supported to choose the best method of communication that enables them to carry out their role in full and are able participate in meetings remotely if unable to physically attend**

Section 9 to include:

- Where interviews are required, nominees are given the opportunity to choose the most appropriate form of communication and may participate in interviews remotely should they be unable to physically attend**

- B. Note an Expressions of Interest process will commence July 2020**
- C. Note that officers will seek endorsement of DAC membership in late 2020**
- D. Note that officers will report back on alternative models to the current Access and Equity Advisory Committee prior to June 2021**

CARRIED

1. BACKGROUND

1.1 On the 23 June 2020, Council resolved to:

- a) Support the establishment of a dedicated Disability Advisory Committee (DAC) through an Expressions of Interest (EOI) commencing in July with the Committee formally established in late 2020; and
- b) Request officers to explore and report back on alternative models to the current Access & Equity Advisory Committee to ensure other groups, including but not limited to the CALD community, faith groups, women and men in terms of gender equality and the LGBTQIA+ community are well represented at Council.

1.2 This report focuses on recommendation a) only and outlines the Terms of Reference that have been established to guide the operation of the Committee. Please refer to Attachment 1 for a copy of the draft DAC TOR.

2. DISCUSSION / ISSUE

2.1 The Manningham DAC is being established in response to the need for authentic representation by people with lived experience of disability as part of Council's inclusive advisory and consultative processes.

2.2 The purpose of the DAC is to provide advice to Council on how to understand and respond to the needs of people with disability, which is important given the complex and diverse nature of disability. For example, it is difficult for many people who do not experience disability directly to understand the issues and how to address discrimination facing people with disability.

2.3 By providing advice pertaining to Council policies and practices, the DAC will strengthen the voice of people with disability, build their capacity, and support the community to be accessible and inclusive for all Manningham residents.

2.4 Importantly, Committee members will be provided training/induction on the role of local government, its processes and procedures, to support them in providing constructive advice to the Committee and Council.

2.5 The Committee will prepare a report on an annual basis which will directly reflect the Terms of Reference and be in line with its stated objectives. The report will be presented to Council for noting under the relevant directorate heading

Membership Criteria

2.6 In line with Council's Advisory Committee Policy, the proposed DAC membership criteria used in making appointments to the Committee includes:

- Community members with lived experience of disability, with preferred ratio of 80 percent people with disability and 20 percent family or carer of a person/s with disability;
- Live, work or study within the municipality or have a connection to the municipality through professional, technical or industry alliances;
- Relevant experience in committees and/or demonstrated ability to participate in, and constructively contribute to a group committee or organisation with or without support;
- Represent diversity in disability and intersectionality, including: age, gender, sexuality, and cultural backgrounds;

- Ability to regularly attend and participate in meetings as scheduled;
- A mix of skills and attributes to complement other members of the committee;
- Linking continuing tenure to performance and contribution.

Expressions of Interest (EOI) Process

2.7 The establishment of the Committee will be created through an EOI process which will comprise the following actions:

- EOI will be sought by public notice in the local media and on Manningham Council's website or by letter to relevant local or peak agencies or community organisations.
- Every effort, including targeted recruitment where appropriate, will be made to ensure a representative cross section of people representing a diverse range of disabilities and experiences from the municipality are elected to serve on the committee.
- A Councillor committee supported by an officer and comprising the Mayor, committee Chairperson and one other Councillor will rank the applicants and make a recommendation regarding the preferred applicants which will be noted in the officer's report.
- This report will be provided to Council for consideration late 2020.

3. COUNCIL PLAN / STRATEGY

3.1 The establishment of a DAC contributes to the achievement of the Council Plan 2017- 2021 and Healthy City Strategy (HCS). This action is aligned with the HCS and relates to Priority Issue 1 within the Manningham Health City Action Plan 2019-2021, which states 'Deliver a range of initiatives that increase the social and economic participation of residents living with a disability' and 'Inclusion and equity at Manningham Council'.

4. IMPACTS AND IMPLICATIONS

4.1 The DAC and its individual members will serve as advocates for the rights of people with disability, and assist Council to understand and respond to the diverse needs of the Manningham community.

4.2 The proposed TOR recognises the importance of lived experience and expertise by mandating community membership be filled by people with disability (80%) and carers of people with disability (20%).

5. IMPLEMENTATION

5.1 Finance/Resource Implications

A council officer from within the Social Planning and Community Development team will develop, support and maintain the DAC with administration support provided.

5.2 Communication and Engagement

Officers will prepare a Communications Plan and commence the EOI process in late July 2020.

5.3 Timelines

The Committee will be formally established in late 2020.

6. DECLARATIONS OF CONFLICT OF INTEREST

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

Disability Advisory Committee Terms of Reference

Short Description:	This Terms of Reference applies to Council's Disability Advisory Committee.
Relevant to:	Councillors, Committee Members and Manningham Council officers
Responsible Officer:	Director City Planning and Community
Approved by Council:	28 July 2020
Review Date:	January 2024
Reference:	IN20/404



1. Purpose	<p>The Manningham Disability Advisory Committee will provide advice to Council on how to understand and respond to the needs of people with disability. By providing advice pertaining to Council policies and practices, the Disability Advisory Committee will strengthen the voice of people with disability, build their capacity, and support the community to be accessible and inclusive for all Manningham residents.</p> <p>The Victorian Disability Act 2006 defines disability as: A sensory, physical or neurological impairment or acquired brain injury or any combination thereof, which is, or is likely to be, permanent; and causes reduced capacity in at least one of the areas of self-care, self-management, mobility or communication; and requires significant ongoing or long term episodic support; and is not related to ageing; or an intellectual disability; or a developmental delay.</p>
2. Roles and Tasks	<p>The role of the Committee is to provide Council with direct access to a group of people who have a diverse understanding of living with a disability in Manningham.</p> <p>In particular the group will:</p> <ul style="list-style-type: none"> • Build the capacity of Council to understand and respond to the needs of people with disability and their carers by providing an authentic voice of people with lived experience of disability. • Develop the capabilities of Committee members, through an understanding of the environment and processes of local government, so that they can contribute constructively as well as support their employment, education and civic engagement aspirations. • Honour Council's commitment to key Council policies and strategies including the Council Plan and Municipal Public Health and Wellbeing Plan. • Advise on the development and review of key Council strategies, policies and plans. • Assist Council to meet its legislative requirements as it relates to inclusion of people with disability.
3. Chairperson	<p>Meetings will be chaired by a Manningham Councillor, nominated by Council on an annual basis.</p> <ul style="list-style-type: none"> • In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson's nominee or representative of Council.
4. Delegated Authority and Decision Making	<p>Advisory committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.</p> <p>Advisory committees provide advice to Council and staff to assist them in their decision making.</p> <p>In accordance with section 76E of the <i>Local Government Act 1989</i>, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in any performance of any duty or function.</p>

<p>5. Meeting Procedures</p>	<p>Meetings will be held four times each year.</p> <p>Additional meetings may be required on an as-needs basis, such as during the development or review of a major strategy. Additional meetings will be subject to approval by both the Chairperson and the relevant Council delegate.</p> <p>Meetings are closed to the community outside endorsed members and delegates. Guests or subject matter experts may be invited to attend meetings as required.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> • Commence on time and conclude by the stated completion time; • Be scheduled and confirmed in advance with all relevant papers distributed to each member; • Encourage fair and respectful discussion; • Focus on the relevant issues at hand; and • Provide advice to Council, as far as practicable, on a consensus basis.
<p>6. Committee Management</p>	<p>As per Council's Advisory Committee Policy, Council will provide the necessary support to assist the Committee to function effectively including:</p> <ul style="list-style-type: none"> • Maintaining contact details of members • Agendas and meeting papers will be distributed to Committee members one week prior to the meeting. • The minutes of a meeting of an Advisory Committee must: <ul style="list-style-type: none"> ○ contain details of the proceedings and outcomes for action; ○ be clearly expressed; ○ be self-explanatory; and ○ incorporate any relevant reports or a summary of the relevant information considered in forming any recommendations. • Draft minutes of the committee meeting will be circulated to members within two weeks of the meeting and be listed on the agenda for the next meeting for endorsement. • The supporting officer will ensure timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting. Circulating other material to committee members as necessary • Comments provided by the Committee on Council matters will be considered by the appropriate units of Council and outcomes will be reported back to the Committee in a timely manner. • The Committee will have access to Council staff with expertise relevant to the item being advised on by the Committee. • Preparation of an Assembly of Councillors record as required under the Local Government Act 1989. • At the beginning of each committee term or where there is a change in committee membership, the supporting officer in consultation with the Chairperson will provide a thorough induction program which outlines the various roles and responsibilities of the committee and its members with the new committee or any new members of the committee. <p>Advisory Committees are required to prepare a report on an annual basis which should directly reflect the Terms of Reference and be in line with their stated objectives. The report may include a self-evaluation of the Committee's operations against the objectives and the performance measures of the committee as set out in the Terms of Reference. The report will be presented to Council for noting under the relevant directorate heading.</p> <p>Please refer to Council's Advisory Committee Policy for an overview of all requirements.</p>

<p>7. Membership</p>	<p>The Committee will comprise:</p> <ul style="list-style-type: none"> • One Councillor appointed annually by Council • A maximum of thirteen (13) members including: • Up to 10 community representatives appointed by Council. Community representative membership will be appointed to specific individuals; and; • Relevant Council officers from Community Programs and other Managers as required, up to three, (3) including the Chair. <p>A quorum for an Advisory Committee meeting is 50 percent plus one comprising at least:</p> <ul style="list-style-type: none"> • One Councillor or delegated representative • Four community representatives • One Council Officer <p>Councillors not formally appointed a committee members may attend committee meetings to observe proceedings.</p> <p>Representatives from peak bodies and service providers will be invited to attend meetings on an as-need basis.</p>
<p>8. Membership Criteria</p>	<p>The following membership criteria will be used in making appointments to the committee:</p> <ul style="list-style-type: none"> • Community members will have lived experience of disability, with preferred ratio: 80% people with disability, 20% family or carer of a person/s with disability. • Live, work or study within the municipality or have a connection to the municipality through professional, technical or industry alliances. • Relevant experience in committees or demonstrated ability to participate in, and constructively contribute to, a group committee or organisation with or without support. • Represent diversity in disability and intersectionality, including: age, gender, sexuality, cultural backgrounds. • Ability to regularly attend and participate in meetings as scheduled. • A mix of skills and attributes to complement other members of the committee. • Linking continuing tenure to performance and contribution.
<p>9. Nomination Process</p>	<p>The most appropriate mix of membership will be determined by Council.</p> <p>Community representatives are appointed by Council through an expressions of interest and selection process.</p> <p>Expressions of interest will be sought by public notice in the local media and on the Manningham Council's website or by letter to relevant local or peak agencies or community organisations.</p> <p>Nominees shall nominate on the appropriate Council Form within the advertised nomination period.</p> <p>Nominees may be interviewed by Council.</p> <p>Appointments will be made by Council and selected based on the criteria above.</p> <p>Membership will be for a three year term for Community Representatives. Members can re-nominate after their term ends in accordance with the nomination process.</p> <p>However, consideration may be given to applicants who express a preference for a two year term.</p>

<p>10. Resignation</p>	<p>A member of the Committee may resign at any time. Notice of resignation is to be provided in writing to the Chairperson and the officer responsible for managing the Committee.</p> <p>If a committee member fails to attend 3 consecutive meetings without prior notice, membership is deemed to have lapsed.</p> <p>Casual vacancies that occur due to a community representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.</p> <p>Officers, in consultation with the Councillor committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to the advisory committee for the remainder of the previous incumbent's term.</p> <p>Where there are no suitable candidates identified, a formal expression of interest and selection process is required. The outcome of a formal expression of interest process will be presented to Council for determination in accordance with the procedures outlined above.</p> <p>Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.</p>
<p>11. Conflicts of Interest</p>	<p>In the event of a conflict of interest arising for any member of the Committee, the member will disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered. Any member who discloses a conflict of interest in a matter, must leave the room while the matter is being discussed.</p> <p>Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting.</p> <p>Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The Councillor or officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.</p> <p>Where a community member has a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed.</p> <p>Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>

12. Code of Conduct	<p>As a minimum, to ensure advisory committees are conducted in a respectful and efficient manner, committee members must:</p> <ul style="list-style-type: none"> • Act with integrity • Impartially exercise their responsibilities in the interests of the local community • Not improperly seek to confer an advantage or disadvantage on any person, including themselves • Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and Council officers • Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying • Take reasonable care of their own health and safety and that of others • Commit to regular attendance at meetings <p>Committee representatives appointed to advisory committees are expected to abide by the Code of Conduct.</p> <p>Any breach of this Code of Conduct by a community representative may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p>
13. Media	<p>Committee members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.</p>
14. Confidential Information	<p>Committee members must not disclose information that they know, or should reasonably have known is confidential information.</p> <p>Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</p> <p>Committee members should be mindful of their obligations under the <i>Privacy and Data Protection Act 2014</i> regarding the use and disclosure of information¹⁹⁸⁹.</p>
15. Review	<p>A review of the terms of reference and the role, function, membership, and productivity of the committee will be conducted at least once every four years to ensure currency and effectiveness.</p> <p>These terms of reference may be revoked at any time by Council.</p>
16. Sunset Clause	<p>The Disability Advisory Committee will sunset four years from the date of adoption.</p>

10.4 Smart City Opportunities

File Number: IN20/446
Responsible Director: Director City Planning and Community
Attachments: 1 Smart City Opportunities Paper [↓](#)
2 Case Studies [↓](#)

EXECUTIVE SUMMARY

Council officers under the auspices of the Liveability, Innovation and Technology (LIT) Committee appointed consultants Delos Delta to provide expertise and guidance on the Smart City Opportunities project and to produce two documents: Smart City Opportunities Paper and a Case Studies document (refer Attachments).

To drive progress, the paper identifies key next steps, both the big/strategic/organisational steps to provide long-term focus, and the small/visible/tangible steps to deliver early wins and momentum.

This report addresses the question “What next for the Smart City Opportunities initiative?” In particular, guided by a broad set of smart city principles and policies, how does Manningham directly integrate these principles and policies into its existing strategic framework and service delivery?

Council’s endorsement is sought for the Smart City Opportunities initiative and to note that over the next 12 months the focus will be as follows –

- 1. Creating and implementing a Smart City Plan*
- 2. Developing the case studies into mature Project Briefs.*

COUNCIL RESOLUTION

MOVED: CR MIKE ZAFIROPOULOS
SECONDED: CR MICHELLE KLEINERT

That Council:

- A. endorse the Smart City Opportunities Paper, the four smart city priorities and associated case studies**
- B. note the timeline and key activities for the next phase as outlined in this report**

CARRIED

1. BACKGROUND

- 1.1 Council at its meeting on 23 April 2019, endorsed the formation of the Liveability Innovation and Technology (LIT) Committee and tasked them with development oversight of a Smart City Opportunities Paper.

- 1.2 The first LIT Committee meeting was held on 24 September 2019. Cr Mike Zafiropoulos is the chairperson and LIT Committee members include seven community representatives.
- 1.3 Following a public procurement process, the consultancy firm Delos Delta was appointed to develop the Smart City Opportunities Paper and a Case Studies document.
- 1.4 Delos Delta met with the LIT Committee on 27 November 2019, 12 February and 18 March 2020, to present and run workshop activities.
- 1.5 At SBS on 18 Feb 2020, and as part of the broader consultation process, Councillors views were sought with regard to community concerns, service delivery priorities and untapped opportunities that might be amenable to a smart city approach.
- 1.6 The Opportunities Paper and Case Studies were finalised in May 2020 after review by the LIT Committee, Working Group and the stakeholders associated with four smart city program opportunities and associated case studies (refer attachments).
- 1.7 The Delos Delta consultancy assessed Manningham’s smart city maturity to be at ‘Beginning’ but well on the way to ‘Developing’.



- 1.8 To continue to drive smart city progress, Delos Delta outlined a number of next steps, which have been broken up into larger, strategic steps and smaller, ‘early-win’ steps (refer Table below).

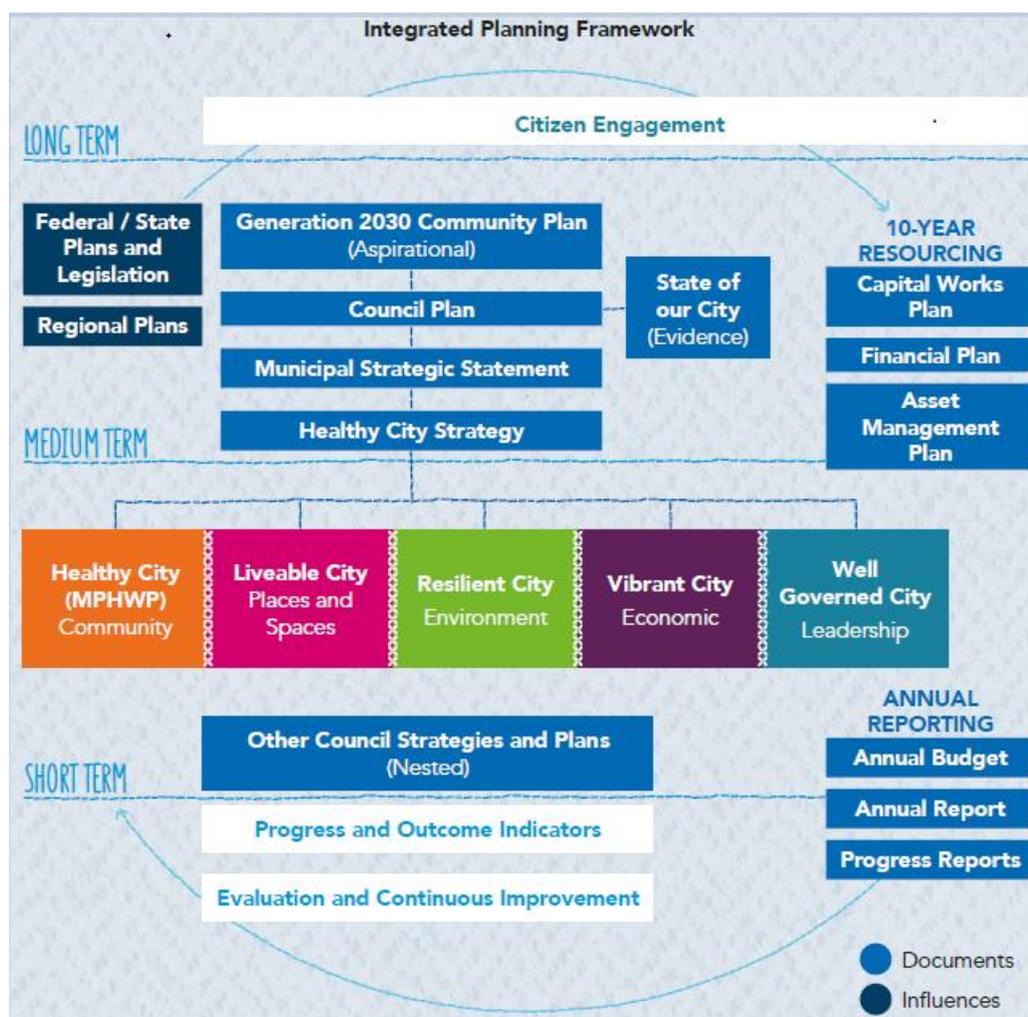
NEXT STEPS to advance Manningham’s Smart City Maturity	
<u>The Big Stuff</u>	<u>The Little Things</u>
<ul style="list-style-type: none"> ▶ Governance and leadership of LIT Committee and Working Group ▶ Developing Implementation/Action Plan ▶ Smart city training and capacity building ▶ Building Council’s smart city toolkit ▶ Monitoring progress 	<ul style="list-style-type: none"> ▶ <i>Demonstration projects</i> ▶ Hosting workshops with experts ▶ Building partnerships with peak bodies ▶ Expanding smart city webpage ▶ Data hack events ▶ ‘Smart sister city’ initiative ▶ Digital smart city content

1.9 The purpose of the case studies was to provide officers and Councillors with practical examples of possible smart city projects. They offer a starting point for key stakeholders to transform into real project briefs that may be quite different from the initial concept. The table below summarises the four smart city priorities and associate case studies.

TABLE: Smart City Priorities and associated Case Studies

#	SMART CITY PRIORITY	ASSOCIATED CASE STUDY (<i>Directorate-Unit</i>)
1	<u>Digital Democracy:</u> Modernisation of democratic processes and institutions, especially via use of digital tech, to enhance community participation, deliberation, empowerment and real-time feedback.	<u>Our Manningham:</u> <i>(People and Communications – Communications)</i> A web-based platform supporting enhanced community participation and deliberation in city problem-solving, ideation, decision-making and resource allocation.
2	<u>Smart Environmental Management:</u> Harnessing of not only applications, coordination and data, but also citizens and citizen science to motivate better decisions, behaviour and outcomes in both the natural and built environments.	<u>Smart Irrigation System:</u> <i>City Services – Environmental Amenity</i> Smart Irrigation improves water efficiency and reporting outcomes through the collection of weather, soil and use information for real time control of irrigation events.
3	<u>Smart Asset Management:</u> Integrating intelligent solutions, data gathering and analysis into legacy systems leads to the optimisation of existing infrastructure and the implementation of better processes, systems and new physical infrastructure.	<u>Resilient Drainage Management:</u> <i>City Services – Manager Infrastructure Services</i> Council will need to develop appropriate management and infrastructure solutions to service overland flow paths.
4	<u>Smart Data Management:</u> A multifaceted approach to data that promotes accessibility and usability, transparency, accountability and value creation. It does so by making data available to all – this includes interpretable by all – with no restriction on its re-use.	<u>Manningham Dashboard:</u> <i>City Planning and Community – Manager Integrated Planning</i> A dashboard combines business intelligence and big data analytics to facilitate the visualisation of real-time city operations and progress goals for the public.

1.10 Manningham's goal is to gradually integrate smart city approaches into Council’s Integrated Planning Framework (refer diagram below), strategies and operations across Council so that eventually it becomes just ‘business as usual’ (BAU) and all departments play their role in advancing smart city maturity. To achieve this goal, Manningham Council will need to build a smart city agenda, set objectives, raise awareness, increase capability, and embed smart city action across the organisation.



2. DISCUSSION / ISSUE

- 2.1 The Smart City Opportunities Paper provides valuable direction on how to embed smart city action across the organisation through its strategic policy and planning processes (refer diagram above - Integrated Planning Framework).
- 2.2 This report outlines the key focus areas for the next 12 months as Council takes the 'next steps' of applying a smart city lens to all we do, to advance our smart city maturity (refer above – paragraphs 1.7 and the 1.8 table Next Steps).
- 2.3 For FY20/21, the focus will be as follows –
 - Creating and implementing a Smart City Plan.
 - Developing mature Project Briefs – scope, business case, deliverables, timelines and budget.

Smart City Plan

- 2.4 The first priority over the next 12 months will be the creation of a Smart City Plan and commencing its implementation.

2.5 The plan will aim to advance Manningham’s smart city progress by adopting a three-pillar approach as depicted below.



2.6 In particular, Manningham will gradually build up an internal smart city toolkit to ensure intelligent deployment of smart technology. This toolkit will enable Council to understand and apply best practice in Internet of Things (IoT), security, privacy, user experience, co-design, etc. and will be critical to smart city success (refer diagram below).



Project Briefs

- 2.6.1 The case studies identified from the Smart City Opportunities initiative are just the starting point. Working with key stakeholders, these initial ideas will be transformed into project briefs that may be quite different from the initial concept. A mature Project Brief is an essential foundation stone for successful implementation.
- 2.6.2 To produce mature project briefs will involve establishing a business case and undertaking the necessary investigations, to arrive at a scope, outcomes, deliverables, budget and timeline.
- 2.6.3 The Project Brief will inform the budget submission for capital expenditure in FY2021/2022 and FY2022/2023.
- 2.6.4 Once budget has been allocated, implementation will accelerate.

3. COUNCIL PLAN / STRATEGY

3.1 Implementation of Smart City Opportunities is relevant to all Council Plan Goals:

THEMES:	GOALS:
HEALTHY COMMUNITY	A healthy, resilient and safe community
	A connected and inclusive community
LIVEABLE PLACES AND SPACES	Inviting places and spaces
	Enhanced parks, open space and streetscapes
	Well connected, safe and accessible travel
	Well utilised and maintained community infrastructure
RESILIENT ENVIRONMENT	Protect and enhance our environment and biodiversity
	Reduce our environmental impact and adapt to climate change
VIBRANT AND PROSPEROUS ECONOMY	Grow our local business, tourism and economy
WELL GOVERNED COUNCIL	A financially sustainable Council that manages resources effectively and efficiently
	A Council that values citizens in all that we do

4. IMPACTS AND IMPLICATIONS

4.1 Times of rapid change present challenges and opportunities. Strengthening Manningham, Community and Council’s abilities to respond in innovative and agile ways enables improved liveability and public value to the community - social, environmental and economic.

5. IMPLEMENTATION

Capital Expenditure - Finance / Resource Implications

- 5.1 For FY20/21, the Capital Works budget has allocated \$100,000 to develop each of the case studies into mature Project Briefs that include undertaking necessary feasibility studies and research to develop a business case. The final Project Briefs will include the business case for undertaking the project, the scope, outcomes, deliverables, timelines and budget.
- 5.2 The table below, identifies the \$100,000 allocated in the FY20/21 Budget. The grey cells summarise the estimated capex required for implementation, as per the Case Studies. As the Project Briefs are completed, these figures will be updated. If budget submissions are successful, implementation will follow.
- 5.3 It is important to note that the Transformation budget already includes projects that will progress Manningham’s Smart City maturity. The budget analysis identifies these projects to provide an overall picture of smart city investment by Council.

Budget Analysis - Smart City Opportunities

Smart City Opps	Description	FY20/21	FY21/22	FY22/23
Digital Democracy	Develop Project Brief Budget Submission Implementation	\$25,000	\$50,000	\$45,000
Smart Irrigation	Develop Project Brief Budget Submission Implementation	\$25,000	\$50,000	\$49,500
Resilient Drainage Systems	Develop Project Brief Budget Submission Implementation	\$25,000	\$50,000	\$50,000
Data Management - Smart Dashboard (1) Jackson Crt (2) IoT Network(LoRaWAN)	Develop Project Brief Budget Submission Implementation	\$25,000	\$50,000	\$25,000
	FY20/21 Budget - Smart City Opps	\$100,000	-	-
	Future Budget Submissions Smart City Opps (as per case studies)	-	\$200,000	\$169,500

Transformation Budget - Smart City	\$900,000	\$400,000	\$500,000
Total Council Budget - Smart City	\$1,000,000	\$400,000	\$500,000

Transformation - Smart City Related projects

Smart City Opps	CAPP / Transformation Description	FY20/21	FY21/22	FY22/23
Digital Democracy	Improved Online Customer Experience	\$500,000	\$0	\$0
Data Management - Smart Dashboard	Data Strategy Implementation	\$400,000	\$300,000	\$300,000
Smart Asset Management	Asset Monitoring	\$0	\$100,000	\$200,000
	Budget Allocations over next 3 years	\$900,000	\$400,000	\$500,000

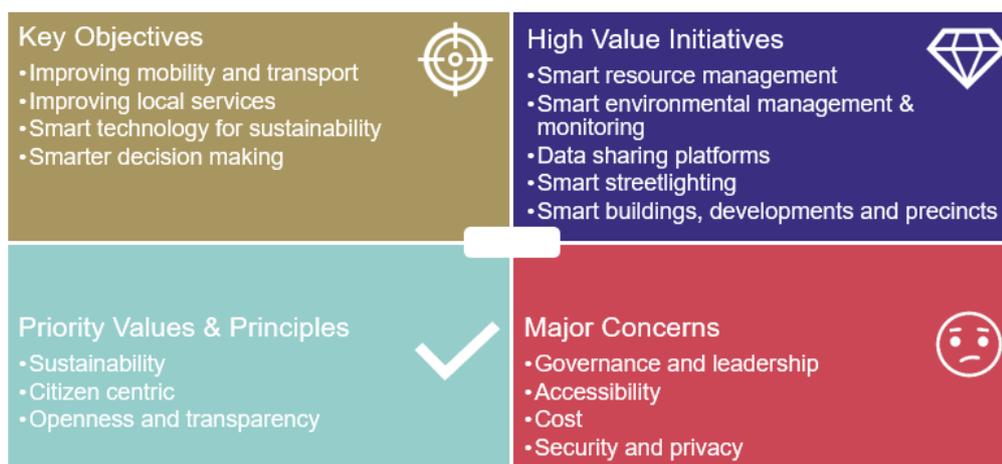
Operating Expenditure - Finance / Resource Implications

5.4 Many smart city activities do not involve capital expenditure. They fall under the category of operating expenditure and will be absorbed into current Service Unit budgets. For example, current Service Unit budgets will be used to provide the items listed under 'Next Steps - Little Things' (refer item 1.8), as follows –

- Hosting workshops with experts
- Building partnerships with peak bodies - eg membership to Australian Smart Communities Association
- Expanding smart city webpage
- Data hack events
- Smart sister city' initiative
- Digital smart city content and training materials.

Communication and Engagement

5.5 The findings of the community consultation, undertaken as part of the Smart City Opportunities initiative, is summarised in the figure below.



5.6 The next phase, where the goal is to integrate and embed the Manningham Smart City agenda so that it becomes business-as-usual, will require the development of a Communications Plan that encompasses internal and external communication.

Timelines

5.7 The key activities and timeframes for the next phase of the Smart City Opportunities initiative are summarised in the table below.

5.8 As stated previously, for FY20/21 the focus will be –

- Creating and implementing a Smart City Plan
- Developing mature Project Briefs – scope, business case, deliverables, timelines and budget

- 5.9 Referring to the table below, 'Creating and implementing a Smart City Plan' relates to items #1, #2 and #3 and 'Developing mature Project Briefs' relates to items #3, #4 and #6.

#	Activity	Timing
1.	Review Governance and leadership of LIT Committee and Working Group	Jul – Sep 2020
2	Create a Smart City Plan for 'Next Steps' including - <ul style="list-style-type: none"> * Smart city training and capacity building * Building Council's smart city toolkit * Monitoring progress 	Jul – Sep 2020 - - -
3	Implement Smart City Plan	2020 to 2023
4	Develop mature Project Briefs (for case studies / demonstration projects)	FY20/21
5	Review progress to date – Council Report	May 2021
6	Project Implementation	2021 to 2023

6. DECLARATIONS OF CONFLICT OF INTEREST

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

Smart City Opportunities Paper

May 2020

Manningham Council



Smart City Opportunities Paper

Manningham Council

May 2020



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Executive Summary



This Smart City Opportunities Paper was prepared by Delos Delta on behalf of Manningham Council and its Liveability Innovation Technology Committee. The purpose of this Paper is to inform Council's forward engagement with smart city technology and, in particular, to guide the integration of smart city thinking and action into Council's broader strategic framework.

This paper summarises the research and findings of the Manningham Council Smart City Research Report. Key elements and critical insights of this Paper are summarised below.

Smart Cities Context

A smart city leverages new technology, data and innovation to improve the city's liveability, productivity and sustainability. The smart city movement is being driven by the emergence of ubiquitous digital connectivity, the internet of things, big data collection/analysis, and new planning paradigms which emphasise collaboration, evidence, system thinking, and optimisation.

Dedicated smart city strategies and programs have been embraced by cities and governments around the world over the last decade, with Europe and North America leading the way.

Australia has been a relatively late starter in this field, but the Australian Government's smart city policy and programs of the last few years have led to a significant increase in awareness and adoption of strategies by cities, towns and regions across Australia.

Smart City Best Practice

With many years of international/national smart city experience to assess, Delos Delta has identified a number of critical success factors, or best practice principles, to guide Manningham's smart city journey. These include:

- ▶ Being a 'digital democracy' – talking to the community about their expectations, concerns and priorities for use of digital technology, and using digital tech to talk to the community
- ▶ Taking a strategic approach – having a clear plan for increasing the up-take of smart technology, and embedding smart city approaches across the organisation
- ▶ Establishing robust governance – identifying smart city leaders and the mechanisms to ensure action, coordination and accountability for smart city outcomes
- ▶ Building partnerships – accelerating smart city progress and innovation by working with vendors, researchers, entrepreneurs, local businesses and other governments
- ▶ Driving regulatory and business reform – facilitating the deployment and impact of smart technology by modernising relevant regulations, business processes and systems

Manningham's Smart City Maturity

A smart city agenda should be tailored to the current digital/smart tech maturity of an organisation. Low maturity organisations, for example, should first invest in raising awareness and building capacity, while higher maturity organisations might give greater attention to smart city project delivery and innovation.

Delos Delta assessed Manningham Council's maturity using our Smart City Maturity Framework, which covers a range of critical smart city dimensions, including:

- ▶ Leadership and governance
- ▶ Strategy and policy
- ▶ Collaboration and engagement
- ▶ Budgeting and financing
- ▶ Data management
- ▶ Smart infrastructure
- ▶ Smart services
- ▶ Skills and capacity
- ▶ Regulations and processes

Overall Delos Delta assessed that Manningham Council is at the early stages of their smart city journey, having a 'Beginning' level of maturity for most dimensions, with some dimensions moving into 'Developing'.

Creating a Smart Manningham

To advance Manningham's smart city agenda Delos Delta recommends a three-pillar approach, as below:

- ▶ Positioning the Organisation – Council should take a long-term, holistic approach to building smart city capability, strengthening smart city governance, and embedding smart city thinking across the organisation
- ▶ Developing a Smart City Toolkit – Council will need to develop a broad set of smart city policies, guidelines and standards covering elements such as security and privacy, IoT best practice, user experience, innovation, living labs, and data management
- ▶ Prioritising Projects – Council will need to establish rigorous processes for identifying, assessing and prioritising smart city projects and initiatives

Smart City Opportunities

The final section of this Paper explores a wide array of smart city programs and initiatives which Manningham may wish to explore and progress in coming years.

In the first instance, a long list of the most common and well-known smart city projects is presented, all mapped against the existing service categories of Council to provide an indication of where they might best fit.

Secondly, the long-list is refined to a short-list of high-value smart city projects. Delos Delta assessed these projects as high value for Manningham based on:

- ▶ Alignment with Manningham's strategic priorities
- ▶ Community support
- ▶ Ability to deliver public value
- ▶ Alignment with Council's operational responsibilities/capacity
- ▶ The proven track record of the smart tech solution (i.e. high value and low risk)

Finally, the Paper presents four smart city program areas and case studies – smart environmental management, smart asset management, digital democracy, and smart data. The intent of these case studies is to:

- ▶ Provide specific, high-value smart city options for Council consideration
- ▶ Highlight the process and output of formulating a smart city solution
- ▶ Facilitate early and rapid demonstration of smart city concepts and services
- ▶ Provide a basic template for smart city planning and design

Next Steps

To continue to drive smart city progress, Delos Delta has outlined a number of next steps, which have been broken up into larger, strategic steps and smaller, 'early-win' steps.

THE BIG STUFF

- ▶ Governance and leadership of LIT Committee and Working Group
- ▶ Developing Implementation/Action Plan
- ▶ Smart city training and capacity building
- ▶ Building Council's smart city toolkit
- ▶ Monitoring progress

THE LITTLE THINGS

- ▶ Demonstration projects
- ▶ Hosting workshops with experts
- ▶ Building partnerships with peak bodies
- ▶ Expanding smart city webpage
- ▶ Data hack events
- ▶ 'Smart sister city' initiative
- ▶ Digital smart city content

Further Reading

For further detail, readers should look to the more comprehensive Research Report prepared by Delos Delta for Manningham Council. This and other useful resources are listed in the Further Reading section at the end of this Paper.

Introduction



This Opportunities Paper is a step towards creating a more connected, collaborative and liveable Manningham. It outlines the concept of a smart city, including the internal Council actions and the external projects that will form the beginnings of a smart, connected and dynamic Manningham.

Firstly, this report summaries the context Manningham Council will be acting within, including megatrends, leading smart city actions, federal and state policy as well as the local context. This is followed by a description of best practice that will help Manningham Council develop the necessary frameworks for robust smart city planning and investment.

Engagement with both the community and Council informs the subsequent section illustrating where Manningham currently is on its smart city journey and a vision for the future. Lastly, this Opportunities Paper explores specific smart city opportunities for Council, providing a framework for future assessment and prioritisation.



What is a Smart City?



A smart city leverages new technology, data and innovation to improve the city's liveability, productivity and sustainability.

The term 'smart city' describes a place where technology is constructed around the needs of society. This includes and extends beyond technology being embedded within the city in the form of sensors, Internet of things (IoT) connectivity and other information gathering infrastructure¹. It also includes and goes further than the software, platforms and devices that empower real-time and large-scale commercial and/or public management of data.

In essence, a smart city puts the citizen at the centre and adjusts to best serve them. Citizens of a smart city are both co-designers and users. How? Social networks, online engagement, data mining and collaborative enterprise are the foundation of policy creation and strategy design.

“A smart city adapts to citizen's needs. It is more than a place to live, it is a service.”

When designing a smart city initiative, one must ask why technology is needed, what is the problem we are trying to solve, how the smart tech will address the problem, and what dynamics are influencing implementation.

When thinking about how technology enables a smart city, our imagination must consider everyday objects, natural systems of the city and built environments as well as how they all interact. For example, a smart city might include a smart irrigation system which measure local soil conditions and irrigates accordingly. This information could inform how local parklands, ovals and reserves are cared for as well as ensuring the health of local waterways by preventing overwatering. Residents could access this information to care for their gardens and local government could use it to improve sustainability planning.

¹ Willis, K.S. and Aurigi, A. (2018) Digital and Smart Cities, A Critical Introduction to Urbanism, Routledge.

Smart Cities in Context



This section examines the broader context of smart cities – both the global mega-trends that are accelerating smart city activity world-wide, and the local context for Manningham, demographic, policy, and programmatic.

Megatrends

Manningham’s smart city agenda will be shaped and impacted by a range of global forces, relating to labour markets, the environment, urbanisation, geo-political, etc. Key mega-trends are noted in the table below.

Trend	Description	Significance for Manningham
The Rise of the Gig Economy, The Changing Nature of Work 	Increase in remote, flexible, smart working models. Shift to on-demand, freelance contractor work	<ul style="list-style-type: none"> ▶ Connect residents’ skills, passions and goodwill with the needs of others in the local community ▶ Explore innovative service provision, such as health care with home assessment and treatment, or accessible and safe travel ▶ Empower growth in local businesses ▶ Reduce traffic congestion
Shift to Asia 	Transition into a new phase of growth dominated by consumption and services in Asia	<ul style="list-style-type: none"> ▶ Leverage the increasing affluence throughout Asia and increasing visitation to Australia ▶ Bolster Manningham’s strengths in retail trade, accommodation and food services and other industry sectors
Climate Change 	Changing weather patterns, ocean and land surface temperatures, and more severe extreme events, posing a risk for human activity and the natural systems we rely on.	<ul style="list-style-type: none"> ▶ Capitalise on State and Federal investment to bring jobs, upskill residents and provide new pathways ▶ Enhance environmental protection and monitoring
Urbanisation, Demographic Trends and Trust 	Population growth, increasing urbanisation and an ageing population, is impacting economic output and infrastructure requirements and government services and budgets. Declining trust in institutions and growing pressure on social cohesion	<ul style="list-style-type: none"> ▶ Provide tailored local services to reduce inequality and generational divide ▶ Explore dynamic democratic environments to improve engagement and communication with the community

<p>Technology, Big Data and the IoT</p> 	<p>Access to devices that can harness, transfer and collect useful data is increasing and changing city operations, planning and decision making</p>	<ul style="list-style-type: none"> ▶ Explore technology that can harness, transfer, collect and analyse useful data ▶ Tackle privacy and security concerns
<p>Global Pandemics</p> 	<p>Increasingly interconnected world combined with increasing urbanisation and global population growth has and will continue to result in global pandemics</p>	<ul style="list-style-type: none"> ▶ Embrace smart city opportunities eg. <ul style="list-style-type: none"> • Community engagement • Public information sharing and gathering • Remote learning/ working • Accessibility and inclusion

Local Context

Community Context

The section below presents a selection of Manningham's local strengths and challenges, areas which might be leveraged up, or addressed, with smart technology.

Strengths	Challenges
<ul style="list-style-type: none"> • Diversity <ul style="list-style-type: none"> • 46,383 residents born overseas • Diverse languages other than english: Mandarin, Cantonese, Greek, Italian, Persian and Arabic • Significant Green Space <ul style="list-style-type: none"> • 302 parks and reserves, 151 play spaces • 4000-hectare Green Wedge • 18% of Manningham classified as open space • Technological Readiness and Innovation <ul style="list-style-type: none"> • Significant internet and mobile coverage • High proportion of residents employed in technology, ICT and electronics industries • Significant number of business owners and research and development managers • Safety <ul style="list-style-type: none"> • Safest community in the Eastern Suburbs • Bus System <ul style="list-style-type: none"> • 37% of residents live within 400m of a bus stop with significant bus coverage 	<ul style="list-style-type: none"> • Accessibility <ul style="list-style-type: none"> • Car travel is the dominant form of transport • Low public transport uptake • Elderly population have greater trouble accessing transport • Resources <ul style="list-style-type: none"> • Water use: 66L per household/day • Electricity consumption: 6.3kWh/day • Gender Equality <ul style="list-style-type: none"> • 42% gender equality score • 42% women not in the workforce • 75% of working women work part-time • 30% of women feel safe walking alone at night • Retrospective Planning <ul style="list-style-type: none"> • Need for new learning and analysis techniques to support health in neighbourhood planning

Policy Context – Council Plan 2017-2021

Council's goals and service objectives are presented in the Council Plan 2017-2021. The Plan is based on extensive community and stakeholder engagement. It presents Manningham's vision of "a liveable and harmonious city", and Council's Mission to be "a financially sustainable Council that listens, consults and acts with integrity, value and transparency". The Plan draws inspiration from the *Generation 2030 Community Plan*, and is broken down into five key themes:

THEMES:	GOALS:
HEALTHY COMMUNITY	A healthy, resilient and safe community
	A connected and inclusive community
LIVEABLE PLACES AND SPACES	Inviting places and spaces
	Enhanced parks, open space and streetscapes
	Well connected, safe and accessible travel
	Well utilised and maintained community infrastructure
RESILIENT ENVIRONMENT	Protect and enhance our environment and biodiversity
	Reduce our environmental impact and adapt to climate change
VIBRANT AND PROSPEROUS ECONOMY	Grow our local business, tourism and economy
	A financially sustainable Council that manages resources effectively and efficiently
WELL GOVERNED COUNCIL	A Council that values citizens in all that we do

FIGURE 1. MANNINGHAM COUNCIL PLAN THEMES AND GOALS FROM MANNINGHAM HEALTHY CITY STRATEGY 2017-2021 (MANNINGHAM COUNCIL, 2017)

Public Value and the Smart City

In strategy, planning and delivery, Manningham Council are guided and motivated by the principle of 'public value'. For Council, "creating public value means maximising *within constraints*: that is, seeking the greatest possible benefit to the public within the available monetary or legal resources". This approach is neatly summarised by the diagram below.



FIGURE 1. THE STRATEGIC TRIANGLE (DERIVED MARK MOORE, 1995)

FIGURE 2.

Smart city thinking is a valuable complement and enabler of the public value method. It provides another dimension to reduce constraints, increase capability, bolster mandate, and enhance community outcomes (i.e. public value). Likewise, smart city planning should always be guided by public value. For example, just because one *can* do something with smart tech, does not mean one *may*, or *should*. The table below illuminates some of the connections between public value and smart city thinking.

Public Value Consideration	Smart City Thinking – Key Questions
Should I do it?	How can we use smart tech to improve city liveability, sustainability, and productivity? Does this smart tech 'solution' help solve a local 'problem'?
May I do it?	Do we have community support and trust to use this new tech? Can I leverage digital tech to build mandate and community consent?
Can I do it?	How do I build our smart tech skills and capacity? Where is the digital/smart tech dimension of this project? Can I re-profile existing funding to make this a 'smart city' service?

The Strategy of Smart Cities

The sustainability agenda was gradually integrated into the strategy and operations of all governments over many years. These days, sustainability is just 'business as usual' (BAU) and all departments play their role in advancing sustainability objectives. The same is now happening in the smart city field. Governments are working to build their smart city agenda, setting objectives, raising awareness, increasing capability, and embedding smart city action across the organisation.

There are many approaches to embedding smart city thinking into an organisation and making it BAU - the two most common are represented in the diagram below.

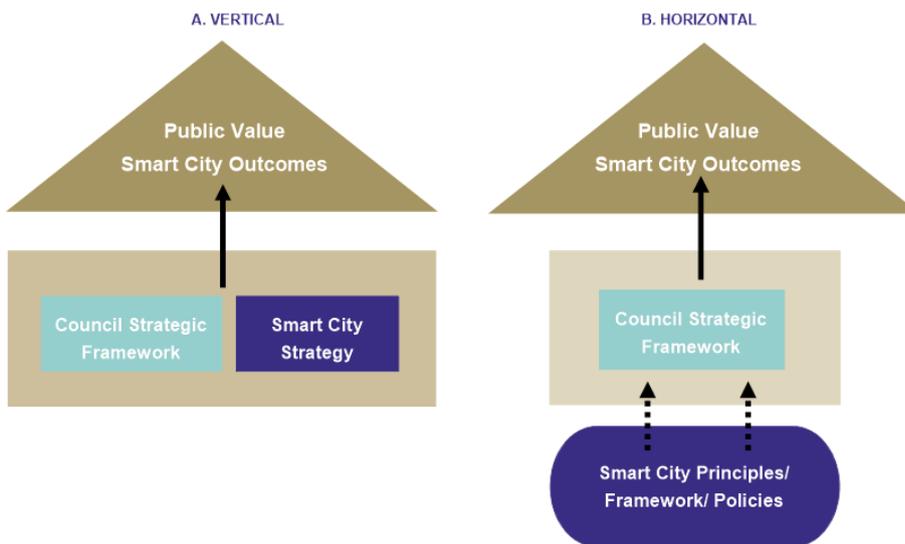


FIGURE 3. APPROACHES TO STRATEGY IN SMART CITIES

On the left is the 'Vertical' approach whereby an organisation develops a dedicated smart city strategy, augmenting and expanding the existing strategic framework. Naturally, the end-game, which may be many years in the future, is not to have such a strategy, but for smart city thinking to have permeated the organisation and be embedded within its broader strategic framework.

On the right is the 'Horizontal' approach, whereby an organisation, guided by a broad set of smart city principles/policies, directly integrates these principles/policies into the existing strategic framework.

Note that both approaches are defensible, each having relative merits and drawbacks. Ultimately, the best approach depends on the circumstances and objectives of the government/organisation in question. For organisations such as Manningham Council, who already have a strong strategic framework, which is well-understood, effective and mature, the 'Horizontal' approach is likely to be the more appropriate option.

Smart City Context

Manningham has already begun its smart city journey, designing and delivering a wide range of smart city and innovation initiatives. A selection of these initiatives is represented in the diagram below.



Smart City Best Practice



Based on our assessment of leading smart cities around the world, Delos Delta has compiled a list of ten critical success factors, as summarised in the schematic below.

- 

1. Be a Digital Democracy
 • Smart Cities are digital for the people. Citizens are the object and centre of a digital city. Talk to people about digital tech; use digital to talk to people.
- 

2. Get a Digital City Plan - Take a Strategic Approach
 • The digital world is too complex, and changes too rapidly for an ad hoc approach.
- 

3. Identify Leaders and Governance
 • Mandate and participation are critical for success. Champions are required to drive change both in the community and within government.
- 

4. Develop Digital City Standards
 • Digital standards ensure consistency, security, interoperability, and quality of service.
- 

5. Prioritise Digital Projects
 • When looking to the future it is vital to assess all options and set benchmarks to guide and support beneficial investment.
- 

6. Leverage New Business Models
 • Substantial benefit can be unlocked through new business models, which leverage digital real-estate, advertising, and data.
- 

7. Facilitate Partnerships
 • Create an eco-system and culture of co-creation and collaboration that facilitates partnerships and supports focused effort towards clear outcomes.
- 

8. Modernise Regulation
 • Digital improvement must be supported by reform of regulation and business processes.
- 

9. Encourage Innovation
 • Encourage and showcase real innovation. Allow the public to have a hands-on experience of new and innovative ideas and initiatives.
- 

10. Set Digital Targets
 • Measuring progress is the only way to know if programs, initiatives and investments are delivering results.

Engagement Summary



This Opportunities Paper was informed by broad engagement with the community, key stakeholders and Council itself. This included a series of face-to-face workshops, roundtables and online surveys. This section presents a summary of this engagement.

Community Engagement

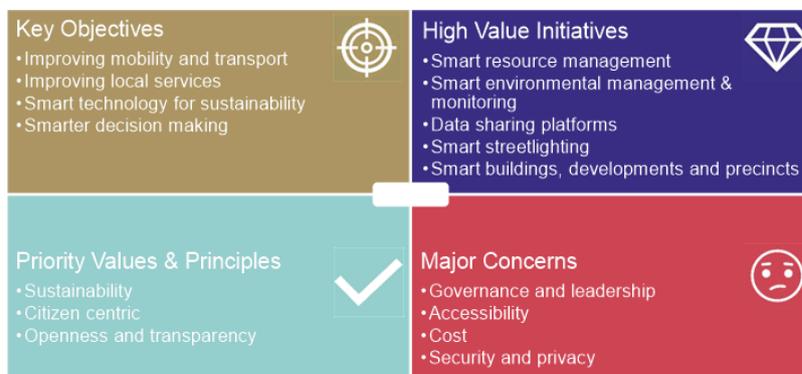
Consultation was designed to uncover the key community priorities, action areas and expectations to assist with prioritisation of smart city opportunities.

Community engagement indicated that most participants are receptive to smart city initiatives and innovation. When advancing smart tech, the community values openness and transparency, and desires to be kept informed through regular email updates, ongoing digital engagement and user feedback. A key community concern was digital equity and inclusion, especially for older generations.

Engagement highlighted a few overarching concerns and desires. The predominant theme is the community's desire for, and high valuing of, a citizen centric approach. This involves improving public transport and mobility, local services, inclusiveness and accessibility. Furthermore, the community considers engagement and openness to community suggestions a local strength that should be fostered.

There is also a strong desire for a more sustainable Manningham, and the community consistently emphasised the importance of using smart tech to support this objective. Other common themes included safety and security, Council leadership (and the need/desire for Council to be a strong leader through planning and investment), and privacy/security.

The outcomes of this engagement informed the development of a list of smart city opportunities for Manningham, which were further refined based on internal capability and strategic/operational alignment.



Staff Engagement

Delos Delta conducted a number of internal workshops and roundtables as well as a staff survey. This consultation process indicates that Manningham Council is still in the infancy of its smart city development, with a number of unconnected smart city projects and varying levels of internal capacity.

Going forward, significant focus should be placed on developing the internal smart city maturity of Council. This includes internal technical capability building, city wide authority, leadership and mandate, and establishing smart city thinking as business as usual. Many of these elements have been embedded in Council's Digital Transformation Strategy.

Although Council has some strengths in this area, there is room to improve the culture and procedures that support innovation and reform. This includes developing formal processes and pathways to progress innovative ideas and initiatives, clearly defined governance, and rigorous assessment methods for smart city initiatives and projects.

Survey results indicated staff have somewhat limited confidence in their skills and experience to plan and deliver smart city projects. Hence strong staff support for further training and development. Staff engagement also emphasised the importance of sustainability, and the value of smart tech to improve management of environmental assets, energy, water and waste.

Smart City Maturity



The Smart City Maturity Framework below is an internally focussed method to assess the current capability and readiness of Manningham Council as a smart city organisation. This assessment is based on our experience within the industry, informed by staff consultation process and survey. Our method aims to identify internal capability and systemic weaknesses, allowing targeted internal reform and capacity development.

 Beginning	There is some basic smart city systems and processes in place but they're generally ad hoc, with little wider awareness	 Developing	There are coordinated basic processes and systems in place with growing awareness and receptiveness to smart city principles and practices. Smart city and innovation barriers are being addressed and modernised.
 Embedding	There is strong leadership and coordination of smart city integration. Innovative practices and smart city thinking are generally accepted across Council and community. Council is facilitating and engaging in partnerships and collaborative ventures.	 Leading	Smart city practices and innovation are integrated within Council as business as usual – encouraging reform and modernisation, partnerships and collaboration and ubiquitous smart city technology and services.

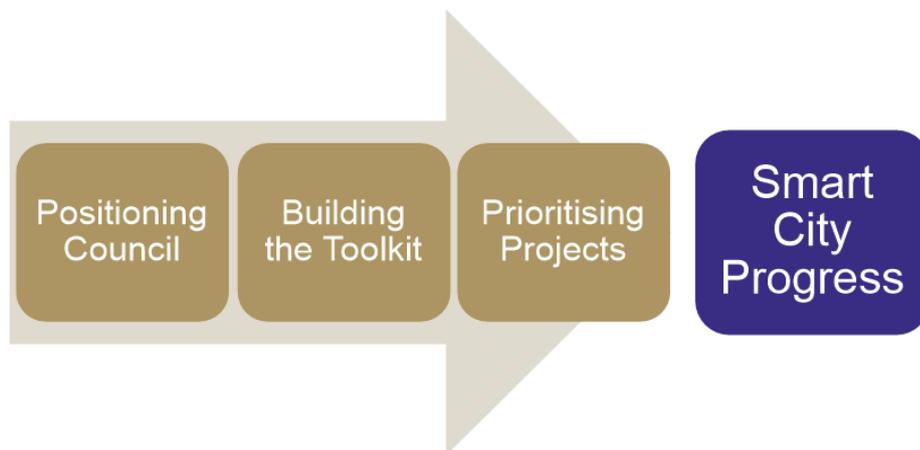
Maturity Indicator	Maturity	Maturity Indicator	Maturity
Leadership and Governance		Collaboration and Partnerships (External)	
Strategy and Policy		Collaboration and Communication (within Council)	
Smart Regulation and Business Process		Data Management, Cyber Security and Privacy	
Budgeting and Finance		Smart Services	
Skills, Culture and Innovation		Smart Infrastructure	
Community Engagement and Co-Design			

Overall, Manningham is still in the infancy of its smart city journey. It is essential that Manningham Council develops a holistic plan to build organisational smart city capacity and maturity over time.

Building a Smart City



Advancing a successful smart tech agenda, and creating a smart council and smart city, depends, above all, on taking a strategic approach. For Manningham, Delos Delta recommends a three-pillar strategic approach, as represented in the diagram below.



Positioning Council

In the first instance, Council needs to gear up for smart city planning and action. This means developing smart city maturity, and embedding smart city thinking across the organisation. The specific dimensions and actions to position Council for smart city success are summarised over page.

Building a Smart City Toolkit

To build a smart city, you need a framework of specific policies, standards and guidelines. This 'tool-kit' illuminates and enables the technical details of smart city design, planning and deployment. Understanding and applying best practice in IoT, security, privacy, user experience (UX), co-design, etc. will be critical to smart city success.

Prioritising Projects

As this Paper highlights, the matrix of smart city opportunities/options is vast and ever-expanding. How to short-list and select the highest-value smart city projects is a central challenge of smart city planning and resources allocation. Delos Delta recommends developing formal, robust methods and processes to support such prioritisation.

Positioning Council

Key dimensions and actions to position Council for smart city success are summarised in the table below.

Dimension	Description
Awareness and Buy-In	Manningham should focus on strengthening awareness and buy-in amongst the community and key stakeholders. This will increase participation, create opportunities for collaboration and build excitement. It will involve translating the vision of a Smart Manningham into a cohesive, clear and recognisable brand.
Community	Manningham should build smart city awareness, support, capacity and trust right across the community, leveraging a dedicated communications/engagement strategy.
Governance	Manningham should work to capitalise on its smart city governance strengths (LIT Committee and Working Group), paying special attention to improving cross-council coordination and enabling private sector leadership and participation
Leadership and Decision Making	Manningham should establish active and recognised mandate and accountability, with an effective governance framework in place. This requires community buy-in/support, leadership and championing by elected officials, and multi-sector leadership though all levels of Council.
Strategy and Policy Framework	Manningham should develop a stronger strategic and policy framework to direct its smart city agenda and coordinate projects across council. Strategy and policy should be fully integrated into planning and operations, smart city values should be Council wide benchmarks and smart city thinking should be coordinated across Council policy.
Funding	Manningham should act to formalise processes and sources of smart city project funding and cross-council coordination. Clear budgeting and finance processes encourage smart technology and innovation as well as revenue generating streams.
Training and Capacity	Manningham should build both the internal capacity of Council, and external capacity of the community, to accelerate the confidence, skill and efficiency of the smart city agenda. This involves commitment to training, education, workshops, seminars and initiatives that increase the skills, capabilities and proficiencies of stakeholders, Council staff and executives.
Partnerships	Manningham should invest in networks, developing and mapping connections of people, ideas and data, co-design, collaboration and dynamic innovation. Successful partnerships develop from systematic and proactive planning and engaging in collaborative endeavours.
Reporting	Manningham should commit to a robust and transparent system of review and reporting. Successful projects and planning are built on high levels of accountability, buy-in and a clear understanding of project performance. This requires constant review and reporting.
Culture	Manningham should endeavour to create an innovation environment that has a strong foundation in collaboration and gathering, integrating, analysing and communicating of data. This requires, valuing, prioritising and utilising data and community buy-in. This also includes setting high privacy and security standards and flexible and proactive decision making.
Systems and Practices	Manningham should foster an innovative culture, encouraged through dedicated frameworks, policies and processes. Systems and processes should involve the development of deep smart tech capability and integrate best practice training systems and programs.
Innovation Ecosystem	Manningham should take a systematic approach to advancing local innovation, aiming to build capacity, create innovation pathways, attract investment and skills, and establish Manningham as a 'living lab'.

Smart Manningham Timeline

To position Council for smart city success will require a dedicated, long term plan of action and reform, aiming to first build strong smart city foundations and increase maturity over time. An indicative schedule of activity is presented below, to illustrate the phases and timing of focus and activity.

	Short Term				Medium Term				Long Term					
	2020		2021		2022		2023		2023		2023			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Awareness	█	█	█	█	█	█								
Community		█	█	█	█	█	█	█						
Governance			█	█	█	█	█	█						
Leadership			█	█	█	█	█	█	█	█				
Strategy					█	█	█	█	█	█				
Funding					█	█	█	█	█	█				
Training					█	█	█	█	█	█				
Partnerships							█	█	█	█	█	█		
Reporting							█	█	█	█	█	█		
Culture									█	█	█	█	█	█
Systems									█	█	█	█	█	█
Innovation											█	█	█	█

Building a Smart City Toolkit

As noted above, Council will need to gradually build up the internal smart city toolkit, providing the specific policies, guidelines and standards, which will ensure intelligent deployment of smart tech. A selection of key components of this smart city toolkit are summarised below.

<p>Strategy (Strategic Approach)</p> <ul style="list-style-type: none"> • A smart city strategy (or strategic approach) translates a community's values, principles and key strengths/challenges into actionable objectives. • Ultimately, a smart city strategy coordinates policy, action and accountability for smart city development. 	<p>IT Architecture</p> <ul style="list-style-type: none"> • The design and logic of Council's IT assets and services, optimised to support smart city action and outcomes. 	<p>Data Policy</p> <ul style="list-style-type: none"> • Management of the process of storing, protecting and processing data while guaranteeing its accuracy, accessibility, reliability and timeliness. • It includes data integration and open data so that information can be accessed, analysed, manipulated and shared.
<p>IoT Best Practice</p> <ul style="list-style-type: none"> • Common framework and language that enables communication and participation from a diverse range of smart city participants and consumers of varying capacity. • Includes security, privacy, safety, maintenance and interoperability. 	<p>Training and Development</p> <ul style="list-style-type: none"> • Building the capacity and confidence of community and Council to engage with smart city tech and innovation. • This includes digital literacy, supporting broad engagement and participation with smart city planning and design. 	<p>Privacy and Security Policy</p> <ul style="list-style-type: none"> • The safety of citizens, both physically and digitally, is a paramount concern of smart city planning. • This a complex sphere with rapidly changing risks and expectations, demanding dedicated policies and standards.
<p>Ethics Policy</p> <ul style="list-style-type: none"> • Guidelines for individuals, organisations and community to act and behave in ways that create results that are beneficial to all. • Ethical policies enable actions to be geared towards smart development, and ensure equitability, interoperability and inclusion for all outcomes. 	<p>Democracy and Engagement</p> <ul style="list-style-type: none"> • Using technology to increase direct democracy and community engagement. • Smart city engagement practices are agile, adaptable and work for all citizens. • Example: Vancouver Council taking ideas on how to allocate revenue via online platform. 	<p>Innovation Framework</p> <ul style="list-style-type: none"> • Council-wide framework to promote, support and drive innovation throughout the entire organisation. • Innovation frameworks support new ways of doing business and delivering services that utilise smart technology and innovative work practices/processes.
<p>Living Lab</p> <ul style="list-style-type: none"> • A Living Lab is an idea/concept to foster innovation and the trialling, testing and development of new ideas. Living Labs manifest as user-centred epicentres or ecosystems of open innovation that use real-life scenarios to test new technology and ideas. 	<p>Smart City Dictionary</p> <ul style="list-style-type: none"> • A Smart City Dictionary allows everyone to be on the same page with smart cities. This is particularly important in the early stages of smart city development. A Smart City Dictionary acts as an educational tool and source of clarity when dealing with the often murky waters of innovation and new ideas. 	<p>User Experience (UX) and User Interface (UI) Design</p> <ul style="list-style-type: none"> • User experience is a central aspect of smart cities - being the interface between innovative technology and realised value for citizens. • UX and UI are advanced fields with well developed practices and standards, which should be leveraged into Council's digital agenda.

Prioritise and Deliver Projects

Developing a rigorous and systematic method of assessing and prioritising potential projects is crucial for the development of a successful smart city. There are two fundamental elements of smart city prioritisation, as noted below.

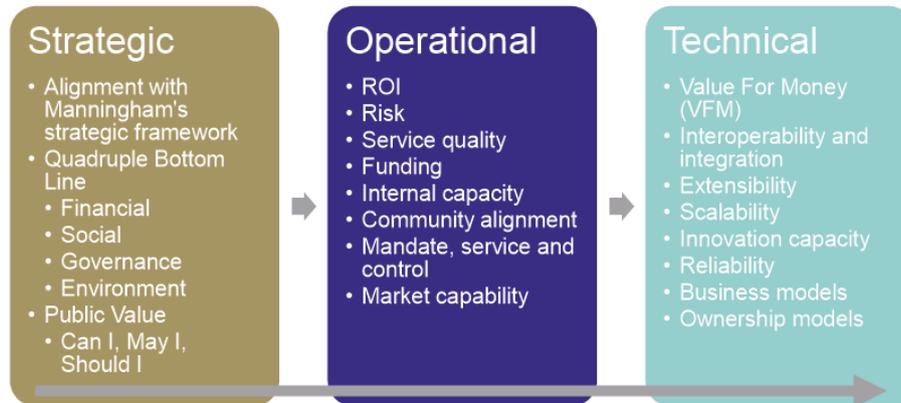
Manner

The first is the *manner* of prioritisation – best practice demands a people first approach, where we first identify community priorities/problems, then consider what services/programs might address these priorities, before finally looking for technology solutions/enablers. (The opposite approach, where tech solutions go looking for community problems, is surprisingly common).



Means

The second is the *means* of prioritisation – being the formal processes, techniques and criteria used to generate, assess, rank and prioritise smart city options. In the diagram below, we have summarised a common three-phase smart city assessment process, which in turn progresses through strategic, operational and technical considerations and criteria.

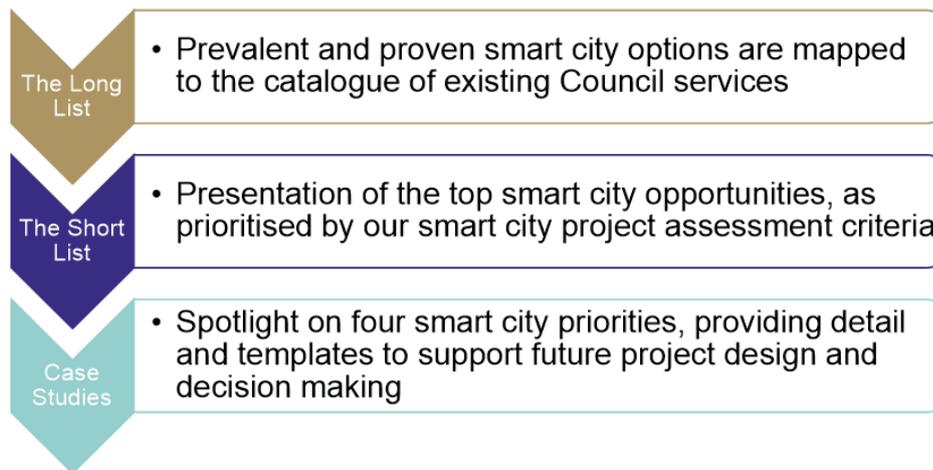


Smart City Opportunities



The array of smart city opportunities is vast and expanding rapidly. Smart city tech is broad, with application across all city services and assets, and also deep, with many smart tech options for each and every city service/asset. The matrix of smart city opportunities can be overwhelming, and such size and complexity often leads to sub-optimal selection of smart city projects.

To help manage this complexity, in this section Delos Delta examines and distils a range of high-value smart city opportunities. This distillation proceeds in three steps as noted in the diagram below.



The Long List



There are literally thousands of smart city options and products which are available for deployment. It is not helpful to catalogue this extensive list of options. Rather, Delos Delta has developed a 'long list' of the most common and well-known smart city projects, all mapped against the existing service categories of Council.

The full 'long list' is presented in the accompanying Research Report prepared for Manningham Council. The section below highlights the method and rationale for this approach and presents a selection of this 'long list' to exemplify.

Mapping Council Service Options

Smart tech and innovation can be applied right across the functions, operations and services of a local government. This ongoing digital transformation is the foundation of a smart city.

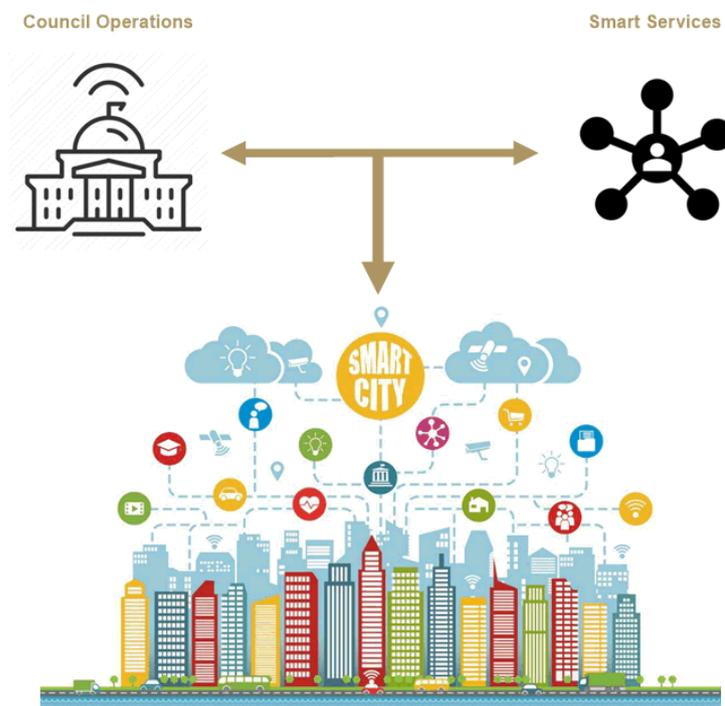


Image Source: Smart Cities World, Smart City software-as-a-service offering launched (2017)

For Manningham Council, this process of digital transformation, over time, will result in the entire catalogue of city services/assets becoming 'smart'.

As noted above, Delos Delta has highlighted this long-term transformation of Council's services by mapping the most prevalent/proven smart city options and opportunities to the full catalogue of local services (as noted in Council's Annual Report). Please see the accompanying Research Report for the complete 'long list'.

To illustrate, a selection of this 'long-list' is presented below.

Smart City Service Examples

	Service	Smart City Opportunities
	Arts and Cultural Services	<ul style="list-style-type: none"> ▶ Digital art ▶ Augmented reality tours
	Community Programs	<ul style="list-style-type: none"> ▶ Digital literacy/ training programs ▶ Co-design programs/ workshops
	City Amenity, Parks and Recreation Services	<ul style="list-style-type: none"> ▶ CCTV (smart safety) ▶ Green space analysis ▶ Smart asset usage monitoring
	Traffic and Development Services	<ul style="list-style-type: none"> ▶ Bicycle sharing ▶ Intelligent traffic/ mobility monitoring/ management ▶ Micro-mobility transport options ▶ EV policy and charging infrastructure
	Asset and Environment	<ul style="list-style-type: none"> ▶ Smart energy consumption tracking ▶ Air and water quality monitoring ▶ Community and micro energy production/ storage ▶ Intelligent irrigation ▶ Thermal heat mapping

The Short List



Having prepared a long-list of smart city opportunities, mapped against Manningham City Council's services, Delos Delta then identified a short-list of high-value opportunities. These were short-listed based on a positive assessment against the following criteria: strategic alignment with Council priorities; community support; delivery of public value; alignment with Council operations/services; and the maturity of the smart city solutions/technology. A summary of the top eleven opportunities are presented in the table below.

Smart City Opportunity	Description	Comment
Intelligent irrigation	Moisture sensors and automatic/remote control to improve irrigation outcomes.	Proven solution to improve water efficiency and save money
Smart parking	Sensors, networks, data analysis, and real-time reporting of car-park availability to make parking easier	Wide-spread smart city project, with solid support from community
Innovation network/hub	Consolidation of local innovation connections and programs to enhance activity and capacity	Valuable complement, showcase and accelerator of smart city activity
Smart data platform	The IT architecture and supporting systems/policies to enhance the collection/analyse/use of data	Data is a critical output of a smart city agenda, but requires dedicated hardware/software to increase utilisation and value
Smart city planning	Reform and digitisation of planning processes/systems supported by big data and 3D smart city models (digital twins)	Core local government service, with wide array of options for smart city reform and enhancement
Smart environmental management	Sensors, networks, big data analysis and remote/automatic control to improve management of environmental assets	Sustainability is a Council/community priority, and smart tech is being widely deployed to enhance environmental outcomes
Digital democracy	Modernisation of democratic processes, supported by digital tools, to enhance citizen participation and empowerment, e.g. real-time feedback	Technology is rapidly changing how citizens interact with each other and government – people expect new modes of governance

Digital inclusion	Policies and programs (e.g. training) to ensure everyone benefits from smart technology	Leading smart cities have designated plans and policies to identify and address digital exclusion/inequality
Smart mobility management	Sensors, networks, data analysis, and real-time reporting to improve city mobility/transport outcomes	Better data collection and reporting is helping local governments improve planning and advocacy for local transport/mobility
Smart asset management	Sensors, networks, data analysis, and remote/automatic control of city assets (e.g. roads, buildings, sporting facilities)	Smart tech integrated with traditional infrastructure is helping to improve asset planning, maintenance, functionality and efficiency
Smart street-lighting	Real-time monitoring and remote control of streetlights, with complementary smart networks/sensors places on the poles	Streetlights are the backbone of a smart city, but local governments do not control most of these assets, so progress is challenging

Case Studies



Smart City Priorities

Based on overall assessments of engagement, capability and capacity, and more comprehensive discussion and workshoping with the LIT Committee, the following four smart city program streams have been identified as priorities for Manningham.

Program Area	Showcase Projects	Lessons
<p>Digital Democracy:</p>  <p>Modernisation of democratic processes and institutions, especially via use of digital tech, to enhance community participation, deliberation, empowerment and real-time feedback</p>	<ul style="list-style-type: none"> ▶ M-Voting Seoul (South Korea) ▶ Snap, Send Solve! (Manningham) ▶ Parlement et Citoyens (France) ▶ Decidim (Barcelona) 	<ol style="list-style-type: none"> 1. Modernise community engagement to leverage digital technology 2. Data gathering and analysis 3. Build innovation culture, capacity and pathways 4. Develop a digital democracy strategy
<p>Smart Environmental Management:</p>  <p>Harnessing of not only applications, coordination and data, but also citizens and citizen science to motivate better decisions, behaviour and outcomes in both the natural and built environments.</p>	<ul style="list-style-type: none"> ▶ Smart Waste – Wyndham City Council (VIC) ▶ Smart Electricity (VIC) ▶ Smart Water – Seosan (South Korea) ▶ Electric Vehicles (Europe) 	<ol style="list-style-type: none"> 1. Digital output instruments to collect/transmit real time info 2. Supervisory data control and acquisition system to remotely analyse and optimise systems 3. Geographic information system (GIS) and GPS to analyse spatial information 4. To improve design, decision making, and risk management.
<p>Smart Asset Management:</p>  <p>Integrating intelligent solutions, data gathering and analysis into legacy systems leads to the optimisation of existing infrastructure and the implementation of better processes, systems and new physical infrastructure.</p>	<ul style="list-style-type: none"> ▶ Roads – Logan City Council (QLD) ▶ Playgrounds and Parks – City of Marion (SA) ▶ Proactive Maintenance – Derbyshire (UK) 	<ol style="list-style-type: none"> 1. Empower field operators 2. Optimise workflow 3. Assess with precision 4. Holistic review
<p>Smart Data Management</p>  <p>A multifaceted approach to data that promotes accessibility and usability, transparency, accountability and value creation. It does so by making data available to all – this includes interpretable by all – with no restriction on its re-use.</p>	<ul style="list-style-type: none"> ▶ Open Data Plaza – Seoul (South Korea) ▶ Open Data – City of Greater Geelong (VIC) 	<ol style="list-style-type: none"> 1. Data availability 2. Data accessibility 3. Government support for data reuse

Smart City Project Case Studies

The following pages outline specific project case studies within the key smart city program streams.



Our Manningham

A web-based platform supporting enhanced community participation and deliberation in city problem-solving, ideation, decision-making and resource allocation.



Key Benefits

- ▶ A new information source for Council
- ▶ Greater democratic participation and interaction
- ▶ Crowd source ideas and local solutions
- ▶ More effective policy and action, built on a foundation of constant consultation, lived experience and community expertise
- ▶ A platform to lead and organise smart city growth

Objectives

- ▶ Improved outcomes from Council services
- ▶ Greater Council awareness of community concerns
- ▶ Empowered community

Outputs

- ▶ Enhanced web/app-based interface integrated with existing community engagement channels
- ▶ Multimedia and GPS enabled reporting

Proven Technology

- ▶ M-Voting (Seoul, South Korea)

Project Costing

- ▶ CAPEX: \$95,000 - OPEX: \$65,000



Smart Irrigation System

Smart Irrigation improves water efficiency and reporting outcomes through the collection of weather, soil and use information for real time control of irrigation events.



Key Benefits

- ▶ Reduce overall costs and optimise water usage
- ▶ Increase labour efficiency
- ▶ Improve detection and restoration of leaks
- ▶ Improve environmental data collection
- ▶ Protect local biodiversity and waterways
- ▶ Enhance data-driven decision making

Objectives

- ▶ To optimise water usage and consumption
- ▶ To improve efficiency of water systems
- ▶ To reduce water, maintenance and labour costs
- ▶ To effectively identify and resolve leaks and issues

Outputs

- ▶ Optimally irrigated open spaces

Proven Technology

- ▶ Ipswich City Council, QLD, Trial Smart Irrigation

Project Costing

- ▶ CAPEX: \$75,00 - OPEX (over 5 years): \$15,000



Resilient Drainage Management

Council will need to develop appropriate management and infrastructure solutions to service overland flow paths.



Key Benefits

- ▶ Lower risk of floods in key areas
- ▶ Reduced operating costs through targeted maintenance and inspection
- ▶ Improved council IoT/smart sensor capability
- ▶ Mapping of flood threats and problematic infrastructure
- ▶ IoT technology foundation that can be integrated and scaled into a broader smart city system.
- ▶ Lower road maintenance costs

Objectives

- ▶ To further validate the performance of flood models and improve confidence
- ▶ To develop pro-active strategies at reduced costs
- ▶ To assist in developing strategies to alter catchment configuration to reduce flood risk

Outputs

- ▶ An improved approach to drainage management due to a greater understanding of causal factors leading to underperforming drainage assets.

Proven Technology

- ▶ Yarra Ranges, Smart Drains

Project Costing

- ▶ CAPEX: \$100,000 - OPEX: \$25,000



Manningham Dashboard

A dashboard combines business intelligence and big data analytics to facilitate the visualisation of real-time city operations and progress goals for the public.



Key Benefits

- ▶ More informed citizens, city planning, businesses and potential investors
- ▶ Breaking down data silos and barriers
- ▶ Increased awareness and support of Council's innovative action and plans
- ▶ Increased entrepreneurialism and economic growth
- ▶ Increased buy-in, understanding and trust in Council projects and spending

Objectives

- ▶ To inform decision-makers and provide the community with usable and accessible city data
- ▶ To promote and support innovation and collaboration
- ▶ To increase transparency and accountability

Outputs

- ▶ Visualisation of city data and the ability to change visualisation to suit users' needs
- ▶ Open data/data sharing capability

Proven Technology

- ▶ City of Adelaide, 'Economic Insights Dashboard', 2017

Project Costing

- ▶ CAPEX: \$100,000 - OPEX: \$50,000

Next Steps



Manningham Council commissioned this Opportunities Paper to catalyse forward smart city action and results. To drive progress, Delos Delta has identified key next steps, both the big/strategic/organisational steps to provide long-term focus, and the small/visible/tangible steps to deliver early wins and momentum.

The Big Stuff

To embed smart city into the organisation and city, key steps will include:

- ▶ Affirming smart city governance and leadership, with the LIT Committee and Working Group to play central roles
- ▶ Translating this Opportunities Paper into an Implementation/Action Plan
- ▶ Developing and enacting a smart city training and capacity building program
- ▶ Working across Council to identify and prioritise smart city projects and reforms
- ▶ Building Council's smart city toolkit (of policies, guidelines, methods and processes)
- ▶ Monitoring progress and recalibrating smart city activity (leveraging the smart city maturity model presented in this Paper)

From Little Things ...

To complement and enliven the big/organisational steps, Manningham Council should also move forward with little steps, generating wins and excitement. These steps may include:

- ▶ Designing and delivering a small number of smart city demonstration/concept projects
- ▶ Hosting a workshop/webinar with an international smart city expert
- ▶ Circulating a regular smart city newsletter (within Council in the first instance)
- ▶ Building a relationship with peak bodies, the Australian Smart Communities Association (ASCA), and the Smart Cities Council (SCC)
- ▶ Expanding Council's smart city webpage
- ▶ Organising and participating in a Manningham data hack event
- ▶ Creating a 'smart sister city' relationship (ideally with a more mature smart city in greater Melbourne)
- ▶ Developing digital smart city content (videos, podcasts, presentations etc) for sharing with staff, key stakeholders and the community

Smart City Glossary



Smart City: A city that applies digital technology, data and innovative practices to improve liveability, sustainability, collaboration and economic opportunities

Big Data	The use of technology (especially sensors and networks) to collect, manage, analyse and utilise large volumes of data.	Liveability	The general perceptions of the quality of life living in a particular area. Take into account accessibility, safety, inclusion, local services and the environment.
Citizen-centric	Approaching Council service delivery from the perspective of the community to ensure their needs and expectations are met.	Local Services	Public services provided by the local government (e.g. Parks, parking, planning, rubbish collection). <i>Note a range of other local services may be provided by local community groups and other governments.</i>
Co-creation/ Co-Design	Working with clients, customers and the community to design and create services/solutions that align with user expectations and meet user needs.	Open data	Making data more accessible and useable to enhance transparency, innovation and community outcomes. <i>Note sensitive, confidential and private data will remain secure.</i>
Connectivity	The breadth depth and quality of telecommunications and internet infrastructure, networks and services.	Place Activation	Integrating new and innovative enterprises and projects to attract and retain people to underutilised public spaces.
Co-working	The mode of working where a mix of individuals, innovators and organisations work in the same physical location, sharing space, ideas, technology and motivation.	Red Tape	Inefficient legislation, regulation or business processes that inhibit innovation and place undue cost on the economy.
Digital Democracy	The use of digital technology to modernise democratic processes and institutions and facilitating participation in debate and decision-making.	Smart City Ecosystem	Integrating networks of technology, organisations, individuals and policy that drive improved liveability, sustainability and economic outcomes
Digital Literacy	The skills and capabilities to effectively and confidently use digital technology.	Smart Technology	Digital networks, sensors and systems that support the delivery of smart services and assets
Entrepreneur	A person who creates, innovates, invests and takes on risk aiming to commercial profit.	Sustainability	The protection and maintenance of environmental resources

Innovation	Doing something different with the aim of improving processes and outcomes.	UI	User interface
Innovation ecosystem	The network of people, institutions, programs, regulations, culture and resources that work to promote innovation	UX	User experience

Source: Delos Delta

Further Reading



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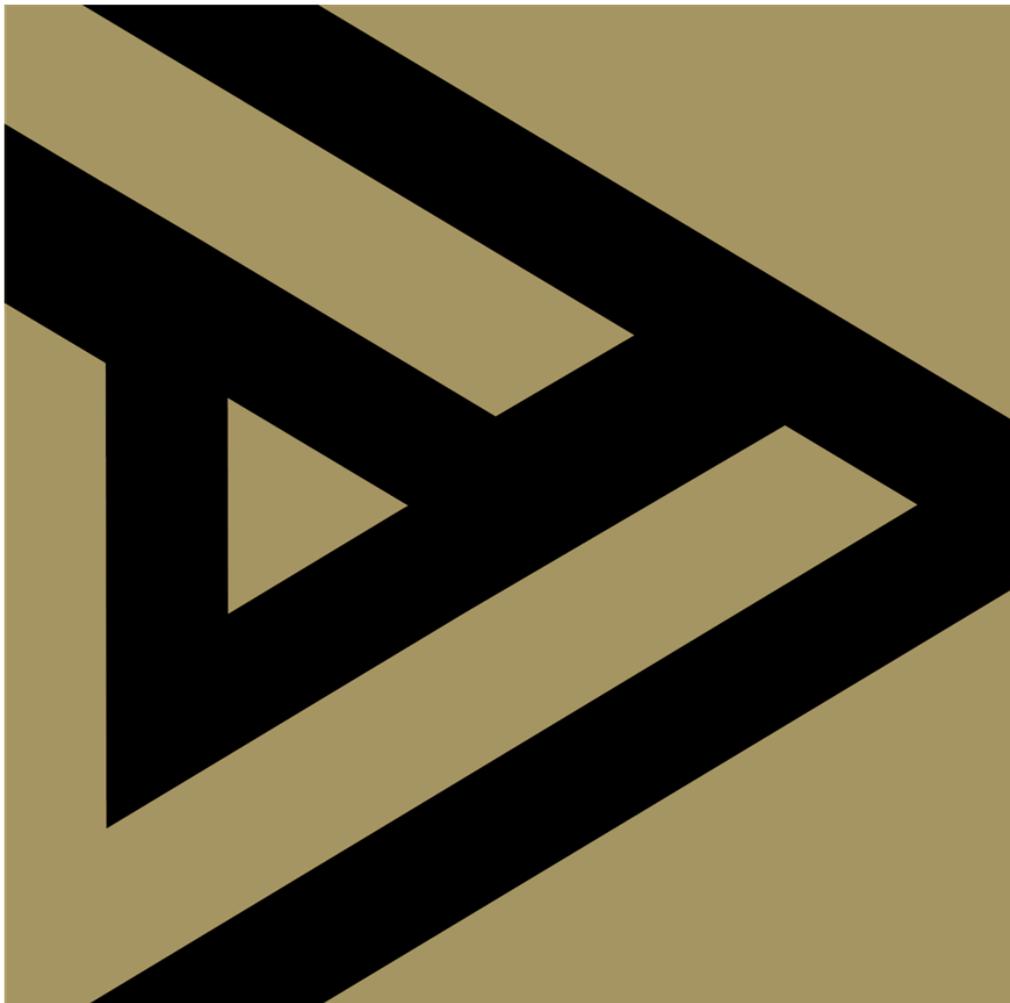
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Smart City Opportunities – Case Studies

Manningham Council



Smart City Opportunities – Case Studies

Manningham Council

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Smart City Program Opportunities

Based on overall assessments of engagement, capability and capacity, and more comprehensive discussion and workshopping with the LIT Committee, the following four Smart City Program streams have been identified as priorities for Manningham.

<p>Digital Democracy:</p> <p>Modernisation of democratic processes and institutions, especially via use of digital tech, to enhance community participation, deliberation, empowerment and (real-time) interaction.</p>	
<p>Smart Environmental Management:</p> <p>Harnessing of not only applications, coordination and data, but also citizens and citizen science to motivate better decisions, behaviour and outcomes in both the natural and built environments.</p>	
<p>Smart Asset Management:</p> <p>Integrating intelligent solutions, data gathering and analysis into legacy systems supporting the optimisation of existing infrastructure and the implementation of better processes, systems and new physical infrastructure.</p>	
<p>Smart Data Management</p> <p>A multifaceted approach to data that promotes accessibility and usability, transparency, accountability and value creation. It does so by making data available to all – this includes interpretable by all – with no restriction on its re-use.</p>	

The following pages outline specific project case studies within these streams to guide future smart city delivery in Manningham. As with the program streams, these projects have been designed in consultation with Council and the LIT Committee.

This section provides a clear outline of how each of these streams can be applied and implemented in Manningham. This is vital, as it presents prioritised options for smart city action. This section is not a laundry-list of smart city projects, it is a prioritised snapshot of the key areas that Manningham can generate and discover maximum benefit for Council and community.

For Council, these case studies and Smart City Program streams can be used to guide effort and action, as they present the highest value opportunities for smart city development in Manningham.

Digital Democracy



Overview

'Digital democracy' refers to the modernisation of democratic concepts, processes and institutions, especially via digital technology. Digital democracy aims to increase citizen engagement, participation, deliberation, empowerment and (real-time) interaction.

Projects in this space harness community driven initiatives, active forms of community expression in addition to gathering insights from passive community expression. They also include greater Council communication, engagement and deliberation with the community. Projects range from new ways of governing, what-if modelling tools, collaboration spaces, and data gathering.

Digital democracy delivers policy and services that better reflects the community needs and desires, improved trust in Council action and greater community buy-in and participation in Council events, projects and investments. All of which are crucial to building social cohesion and connection in a dynamic area like Manningham.

Key Benefits

- ▶ Greater community cohesion and connection
- ▶ More informed Council policy, strategy and investment (improved governance)
- ▶ Greater trust in Council
- ▶ Increased community buy-in and support for Council action

Showcase Projects

MANNINGHAM – SNAP SEND SOLVE! AND CITIZEN CONNECT

Manningham has already embarked on a number of digital democracy projects. The next step is integrating information gained from these projects and to make processes more efficient and interactive. Interaction can be increased by allowing citizens to connect with each other and Council to respond to citizens' concerns.

Send Snap Solve

Quickly and easily report on issues or incidents from your phone by uploading a photo and location.

Citizen Connect

Centralised customer service model that puts citizens at the centre of operations and thinking. Citizen Connect offers citizens a single point of contact for multiple services and information.

INTERNATIONAL EXAMPLES

Project	Description	Benefits
M-Voting – Seoul, South Korea	A web-based platform supporting real-time citizen engagement, feedback, voting, and crowd-sourced ideas/solutions. Some 40,000 citizens have signed up to the platform, and hundreds of citizen ideas have been implemented by the Municipal Government.	M-Voting reflects the Municipal Government’s philosophy of ‘citizen as Mayor’. It provides deeper, broader and more frequent information about citizen views, priorities and perspectives. It allows the local government to harness the collective intelligence and expertise of the community.
Parlement et Citoyens - France	Parliamentary representatives record a video presenting an issue. Citizens and communities are able to make suggestions, discuss ideas and review proposals. Results are reviewed and summarised for all parties, with the representative communicating their decision regarding suggestions.	Increased participation in everyday aspects of democracy, for example a consultation on biodiversity received 9,334 participants and over 2,000 contributions. Improved laws, with one consultation process leading to an amendment that closed a loophole allowing the sale of illegal pesticides
Decidim – Barcelona, Spain	An online platform dedicated to helping citizens form new legislation via the use of their data. When an idea garners enough support from citizens it is forwarded to Council for consideration, response and often adoption.	Over 40,000 residents have participated in design consultations. Citizens have produced over 10,860 proposals. City government has approved and incorporated over 8,000 suggestions into action plans.

Lessons

1. Modernise community engagement policy and practice to leverage digital technology and enshrine deliberative and collaborative design.
2. Implement data gathering practice and analysis to listen to the actions of the community.
3. Build innovation culture, capacity and pathways, both within local government and across the broader community.
4. Develop a digital democracy strategy which identifies the digital priorities for your community, and the actions, partners and reforms to make it work locally.

Planning and Scoping

Scope

- ▶ A local approach, a direct impact
 - Avoid debate about big picture issues. Digital democracy is all about local issues, it should focus on the everyday lives of residents. For example
 - » Does the city need more green spaces or playgrounds?
 - » Where is the worst traffic?
 - » Which roads need pedestrian/cyclist safety improvements?
 - » Which neighbourhood active transport access to supermarkets and cafes?

- ▶ Inclusion of the entire community
 - Things to consider when targeting all age groups, genders, and cultures in the community:
 - » Neutral, simple and clear language
 - » Online and offline
 - » Mixture of promotional platforms and times

Plan

- ▶ Clear and transparent communication
 - Set clear expectations of the information that will be communicated and when that will happen.
 - » When can citizens participate in the policy process?
 - » How will the input be evaluated?
 - » When will the results be shared? Sharing results is critical – show Council is listening
 - Clarity: clear call to action
 - Diversity: a number of platforms advertising techniques
 - Continuity: regular updates

Implementation (key steps and how to do it)

Timeframe (Month)	Activity
Short Term	Identify element of the community or aspect of the policy process that participation is lacking
	Identify underlying issue and benefits of rectification
	Establish key objectives and requirements of a successful remedy
	Release an EOI to explore available options and opportunities
	Assess responses and opportunities and develop RFQ based on options
Medium Term	Go to tender based on identified project objectives and EOI responses
	Assess tender responses and sign contract with most appropriate contractor
	Work with contractor to develop solution
Long Term	Implement solution – making sure to integrate with existing smart city ecosystem, avoid silos and enable scalability!
	Identify system inefficiencies and begin collecting data
	Explore opportunities to expand and advance system
	Ongoing success assessment and exploration of expansion

Specific Project – Our Manningham

The 'Digital Democracy' program stream applies a smart city lens to how Council can boost consultation and engagement between council, residents, rate payers and businesses – as well as providing for ongoing accountability. The 'Our Manningham' project is a web-based platform supporting enhanced community participation in city problem-solving, ideation, decision-making and resource allocation.

The critical element of Our Manningham, which builds on existing best-practice community engagement by Council, is the incorporation of 'what-if' tools that support authentic deliberation through the consideration of different possible scenarios. Such scenario planning tools include GIS modelling, interactive location-based feedback (e.g. bang-the-table software), and budget modelling.

In addition, the Our Manningham portal could provide enhanced capability for crowd sourcing of ideas and solutions, which can then be considered by Manningham Council. This might include trials of participatory budgeting and soliciting community solutions to help address select local challenges.

Strategic Alignment

Plan	Theme	Goal	Action Areas
Council Plan 2017-2021	Healthy Community	A healthy, resilient and safe community	<ul style="list-style-type: none"> A strong sense of place with liveable neighbourhoods A resilient community prepared for and responsive to emergencies Opportunities for lifelong learning, volunteering and feeling part of the community A strong and innovative service system that meets community needs
		A connected and inclusive community	<ul style="list-style-type: none"> Support people to connect and engage in community life
	Liveable Places and Spaces	Inviting places and spaces	<ul style="list-style-type: none"> Well designed and managed public spaces and streetscapes that are integrated into future development
		Well connected, safe and accessible travel	<ul style="list-style-type: none"> Well planned and maintained roads, pathways and transport infrastructure
		Well utilised and maintained community infrastructure	<ul style="list-style-type: none"> Infrastructure that is responsive to changing community, education and sporting needs
	Resilient Environment	Reduce our Environmental impact and adapt to climate change	<ul style="list-style-type: none"> Foster community partnerships in protecting natural spaces, parks, rivers and creeks
	Well Governed Council	A financially sustainable Council that manages resources effectively and efficiently	<ul style="list-style-type: none"> A sustainable suite of services and activities are delivered for our citizens A Council that models excellence through innovation, effectiveness and efficiency
		A Council that values citizen in all that we do	<ul style="list-style-type: none"> Information and decision making that meets our community needs Council services and activities are delivered efficiently and effectively for our citizens An organisation that is responsive and strives for local citizens to be engaged and well informed in Council activities

Objectives

- ▶ Improved community outcomes from Council services and policy
- ▶ Greater Council understanding and awareness of community concerns
- ▶ Crowd sourcing information, expertise and ideas
- ▶ Direct communication and deliberation between council and the community

Outputs

- ▶ A dynamic platform to source community ideas/solutions
- ▶ Enhanced web/app-based interface integrated with existing community engagement channels

Key Benefits

Short-Term	Long-Term
A new information source for Council	Stronger community bonds, richer involvement in the democratic process and sense of citizenship
A communication and suggestion platform for citizens	More effective policy, built on a foundation of constant consultation and community expertise
Greater democratic participation from citizens and interaction with Council	A platform to lead and organise Manningham's smart city growth.

Proven Technology

As noted above, M-Voting in Seoul has proven both the concept and the technology and has been very successful over many years. While Our Manningham would not be of the scale and complexity of M-Voting, it would be an innovative project by Australian standards.

Project Schedule

Timeframe (Month)	Activity
1	▶ Project Planning
2	▶ Establish key objectives and requirements to complete the project
2	▶ Release an EOI to explore available options and opportunities
3	▶ Assess responses and opportunities and develop RFQ based on options
4	▶ Go to tender based on identified project objectives and EOI responses
5	▶ Assess tender responses and sign contract with most appropriate contractor
6 – 11	▶ Work with contractor to develop Our Manningham portal ▶ Develop and employ a marketing and communication campaign
12	▶ Rollout Beta Our Manningham and begin interacting dynamically with the community
16	▶ Identify system inefficiencies and begin collecting data ▶ Introduce first result of Our Manningham to Council meeting
18	▶ Explore opportunities to expand and advance system ▶ Review UX, UI, brand and visual identity.

Budget

DIMENSIONS	CAPEX [\$]	OPEX [\$]	Risk	Proven
Project Planning	\$5,000	-	Low	Yes
Communications and Marketing	\$20,000	\$5,000	Low	Yes
App Design	\$50,000	\$10,000	Low	Yes
Support Services	\$20,000	\$40,000	Moderate	Yes
Total	\$95,000	\$65,000	-	-

Smart Environmental Management



Overview

Smart Environmental Management is the harnessing of not only applications, coordination and data, but also citizens and citizen science to motivate better decisions, behaviour and outcomes in **both the natural and built environments**. Projects that frequently contribute high value outcomes in this space include (but are not limited to) habitat restoration, pest and weed control, water, energy, waste, and mobility or transport.

For example, smart planning can encourage lower energy usage by reducing heat island effects in dense neighbourhoods; real-time public transport information or building automation systems can encourage behaviour that lowers greenhouse gas emission and improves air quality; water consumption tracking can support water conservation by detecting leaks, encouraging conservation and reducing waste.

A smart city is often conceived of as having three layers, the traditional physical and social infrastructure, the technology base such as IoT connected devices and sensors, and smart applications that analyse raw data and translate it into alerts, insights and actions. Projects that support smart environmental management often rely on the technology base to empower and inform smart applications to transform the traditional physical and social infrastructure.

Key Benefits

Smart environmental management benefits include creating a more environmentally friendly, engaged and/or participating community as well as increasing accessibility, producing better health outcomes, lowering the cost of living and many more.

Smart-city solutions impact on the environment have been shown to:

- ▶ Reduce GHG emissions by 10-15%
- ▶ Decrease individual solid waste by 30-130 kilograms per year
- ▶ Save 25-80 litres of water per person per day

¹ Foresight – The CMCC observatory on climate policies and futures

Showcase Projects

Project	Description	Benefits
Smart Waste – Wyndham City Council	<ul style="list-style-type: none"> ▶ 16 solar powered smart bins with a range of sensors have been installed in the municipality. ▶ The education opportunity created through smart bins is a key step on Wyndham’s journey to reduced landfill 90% by 2040 	<ul style="list-style-type: none"> ▶ Sensors have enabled bins to be relocated to high-visibility positions, reducing public littering ▶ Issues of overflow have been eliminated ▶ Collection demand has dropped dramatically as bins do not require periodic inspection.
Smart Water– Seosan, South Korea	<ul style="list-style-type: none"> ▶ Smart water management techniques including smart water meters were implemented across the city. 	<ul style="list-style-type: none"> ▶ Nonrevenue water dropped from 32% to 10% ▶ Customer water usage reduced by 55% ▶ 70% reduction in cost to the customer
Smart Electricity – Victoria, Australia	<ul style="list-style-type: none"> ▶ The Victorian government is investing in a series of commercial ready, smart, microgrid demonstration projects across Victoria ▶ Projects in comparable areas to Manningham include: <ul style="list-style-type: none"> • Monash University Microgrid Electricity Market Operator • Ovida Community Energy Hub • Origin Energy VPP 	<ul style="list-style-type: none"> ▶ These projects promise to boost grid stability and reduce power bills by coordinating the discharging of power from solar PV and batteries located at homes and commercial and industrial sites. ▶ Other microgrid and VPP success stories in Australia include Canberra, Adelaide and Dunsborough. <ul style="list-style-type: none"> • Microgrid and VPP are also succeeding internationally in Singapore, Japan and Europe.
Electric vehicles – Europe	<ul style="list-style-type: none"> ▶ Free Parking ▶ Congestion tax (and other tax) incentives ▶ Options to drive in bus and carpooling lanes ▶ Optimised networks of EV charging stations 	<ul style="list-style-type: none"> ▶ Lower GHG emission ▶ Reduced air pollution ▶ Reduced noise pollution ▶ Leading examples include Norway, Estonia and France.

Lessons

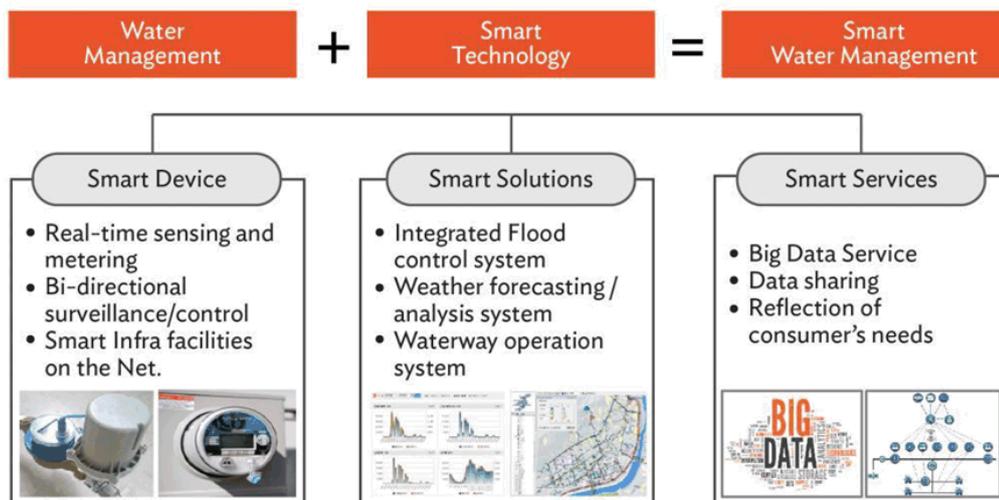
Based on a high-level assessment of smart environmental management techniques across a number of cities, projects should be broken down into four key areas:

Components	Purpose	Example Applications
1. Digital output instruments (meters and sensors)	To collect and transmit information in real time.	<ul style="list-style-type: none"> ▶ Rain gauges, flow meters, water quality monitoring and other environmental data ▶ Acoustic devices for real-time leakage detection ▶ Video camera for asset management ▶ Smart water meters for measuring consumption ▶ Pressure monitoring for leakage detection and pump optimization
2. Supervisory control and data acquisition (SCADA) systems	To process information and remotely operate and optimize systems and processes.	<ul style="list-style-type: none"> ▶ Pressure management ▶ Pump station optimization ▶ Water treatment plant control ▶ Sewage treatment plant control ▶ Environmental controls, reservoirs, flows, etc.
3. Geographic information system (GIS) and GPS	To store, manage, manipulate, and analyse spatial information. To spatially locate agents and activities	<ul style="list-style-type: none"> ▶ Asset mapping and asset management ▶ Fully integrated network models ▶ Environmental data analysis and management
4. Software	To store, use, and report data. For modelling infrastructure and environmental systems to improve design, decision making, and risk management.	<ul style="list-style-type: none"> ▶ Usually integrated with GIS and/or SCADA systems to manage water networks, control pressure, monitor leakage, etc. ▶ Improved decision making and risk management ▶ Customer data bases ▶ Smart metering, billing and collections ▶ Hydraulic design and optimization ▶ Water resources and hydrological modelling for water security ▶ Cloud-based data management and hosting options

Planning and Scoping

1. Identify problem, e.g. reports of low-quality air quality along Doncaster Road
 - a. This step should have two interlinked focuses:
 - i. Community engagement and consultation
 - ii. Forward thinking, stopping problems before they arise
2. Identify factors, e.g. Limited green coverage and slow traffic flow
 - a. If factors are unidentifiable a data gathering exercise will be required, i.e. air quality monitors to test if there is a decrease during peak hour.
3. Determine Project objectives and KPIs
 - a. These should be measurable giving existing data gathering methods or necessitate the implementation of a specific data gathering method in the project solution.
4. Approach Market and empower internal capability to identify a smart device and smart solution combination
 - a. Solutions can be direct and indirect, for example:
 - i. Water meters to direct test for leaks to increase water conservation
 - ii. Implementing a bus lane, coordinating traffic lights and real-time public transit information to increase public transport uptake to reduce the number of cars using a main road to reduce GHG emissions and pollution.

SEOSON, SOUTH KOREA EXAMPLE OF A FUTURE-ORIENTED WATER MANAGEMENT STRATEGY, FOR SECURING THE STABILITY, SAFETY AND EFFICIENCY OF WATER (SOURCE: ASIA DEVELOPMENT BANK)



Implementation

Timeframe	Activity
Short Term	Explore smart environment technology for the Manningham context
	Identify target landscape, problem or possibility
	Identify specific trial area
	Establish key objectives and requirements to complete a pilot
	Release an EOI to explore available options and opportunities
Medium Term	Assess responses and opportunities and develop RFQ based on options
	Go to tender based on identified project objectives and EOI responses
	Assess tender responses and sign contract with most appropriate contractor
Long Term	Work with contractor to develop solution
	Implement solution – making sure to integrate with existing smart city ecosystem, avoid silos and enable scalability!
	Identify system inefficiencies and begin collecting data
	Explore opportunities to expand and advance system
	Ongoing success assessment and exploration of expansion

Specific Project - Smart Irrigation System

A Smart Irrigation System will improve water efficiency and reporting outcomes through the collection of weather, soil moisture and water use information for use in real time control of irrigation events.

Council’s open space (active parks and reserves) is the largest single consumer of municipal water and supports active recreation opportunities for many thousands of residents in the municipality and adjoining areas.

By understanding antecedent weather and soil conditions, irrigation rates can be adjusted to avoid the over application of water. Over irrigation can lead to excessive water consumption and just as importantly, leaching of nutrients.

The Smart Irrigation System is initially targeted for the ovals that Council manages for active sports (e.g. football, soccer). It should seek to leverage existing control technology and avoid integration and compatibility issues.

Existing control technology is able to alter irrigation programming in response to climatic factors and provide routine reports (e.g. on water use). However, to date the necessary sensors and reporting frameworks have not been put in place.

Strategic Alignment

Plan	Theme	Goal	Action Areas
Council Plan 2017-2021	Liveable Places and Spaces	Enhanced parks, open space and streetscapes	<ul style="list-style-type: none"> ▶ Protect and enhance our parks and reserves ▶ Well maintained parks and reserves designed for all
	Resilient Environment	Protect and enhance our environment and biodiversity	<ul style="list-style-type: none"> ▶ Support the protection of the green wedge and natural spaces ▶ Sustainable management, monitoring and enhancement for the natural environment
		Reduce our Environmental impact and adapt to climate change	<ul style="list-style-type: none"> ▶ Optimise the management of our energy, waste and water ▶ Demonstrate leadership in sustainable and innovative environmental practices

Objectives

- ▶ To optimise water usage
- ▶ To reduce water consumption
- ▶ To improve efficiency of water systems
- ▶ To reduce water, maintenance and labour costs
- ▶ To effectively identify and resolve leaks and system issues

Outcome

Optimally irrigated open spaces.

Technology

- ▶ IoT Network
- ▶ Humidity sensors
- ▶ Irrigation management system
- ▶ Soil moisture sensors
- ▶ Flow sensors

Key Benefits

Short-Term	Long-Term
Proven technology and benefits	Increase opportunities to expand and advance system
Reduce water costs and optimise water usage	Reduce overall costs to irrigation
Increase labour efficiency	
Improve detection and restoration of leaks	
Reduce overwatering	Protect water supply
	Protect local biodiversity and waterways
Improve environmental data collection	Improve ecosystem management
	Enhance data-driven decision making

Proven Technology

Calgary, Canada, saves over \$4 million in water costs from a 75% reduction in water use after smart irrigation solutions were installed in over 1,000 parks and landscaped areas.

A trial smart irrigation program by Queensland’s Ipswich City Council, to irrigate sporting fields used 11.8ML less water over 11.3ha, compared to a rainfall-based allocation, and saved the city \$20,000 in six months. The payback period was only one year.

Project Schedule

Timeframe (Month)	Activity
1	Explore smart irrigation technology for the Manningham context
2	Identify target landscape (e.g. park vs. reserve, grassland/oval vs. nature reserve)
2	Identify specific trial area
3	Establish key objectives and requirements to complete the project
4	Release an EOI to explore available options and opportunities
5	Assess responses and opportunities and develop RFQ based on options
6	Go to tender based on identified project objectives and EOI responses
8	Assess tender responses and sign contract with most appropriate contractor
10	Work with contractor to develop IoT sensor network
12	Connect sensors to existing irrigation system
16	Identify system inefficiencies and begin collecting data
18	Explore opportunities to expand and advance system
24	Ongoing success assessment and exploration of expansion

Budget

	Cost (\$)			Risk	Proven
Communication of project within Council and externally with key stakeholders and the community	\$9,500			Low	Yes
Smart Irrigation sensors and Installation (covering parks and recreation area equal to approx. 6 football fields – assumes basic irrigation system already in place)	CAPEX (\$)	OPEX (\$) (5 years)	TOTAL	Low	Yes
	\$75,000	\$15,000	\$90,000		

Smart Asset Management



Overview

Smart Asset Management goes beyond keeping the city running smoothly. It breeds efficiency and innovation. Integrating intelligent solutions, data gathering and analysis into legacy systems leads to the optimisation of existing infrastructure and the implementation of better processes, systems and new physical infrastructure.

The foundation of smart asset management is an interconnected system of sensors that monitor devices and assets. This enables a greater understanding of the patterns of usage by citizens and across the city and the needs of both. It culminates in better allocation of resources.

The central pillar of smart asset management is **predictive asset management**. This is the connection of the existing physical assets with IoT devices, data analysis and software that prompts responses that prevent failure. This avoids future problems, extends the life of infrastructure and improves planning.

Key Benefits

- ▶ Reduced maintenance, repair and replacement costs
- ▶ Greater service provision (reduced failure, service and implementation time)
- ▶ Improved planning for greater efficiency and load management
- ▶ Smarter Investment targeting high use assets
- ▶ Indirect outcomes: lower greenhouse gas emissions, better health outcomes, greater mobility and liveability
- ▶ The potential to generate new and greater public value streams from existing and new physical assets both built and natural

Showcase Projects

Roads – City of Logan, Queensland	
Logan Council is using open source platform to upload vehicle-captured images to improve management of its road asset infrastructure	<ul style="list-style-type: none"> ▶ Over 4.4 million street level images and 2,250km of the road network has been captured ▶ Using vehicle-mounted cameras on council vehicles and images uploaded by citizens ▶ The system publishes content after blurring any private information that may have been captured, including faces and number plates ▶ A.I can now be employed to inform predictive maintenance
Logan Council is also using Flooded Road Smart Warning System	<ul style="list-style-type: none"> ▶ Low-cost, solar-powered flashing signs are triggered automatically if roads are flooded ▶ Data is transmitted to Council, automatically updating the council website

Playgrounds and Parks – City of Marion, South Australia

- ▶ Marion Council has deployed smart sensors in playgrounds and parks to help manage the 160 such places that it manages.
- ▶ Sensors detect change in use that can inform Marion Council when a service needs repair or replacement. This has lowered downtime and greatly increased user experience
- ▶ Sensors are also lowering inspection costs and helping to answer questions such as which equipment is most used? Which neighbourhoods have high demand? What times is equipment being used? How does the weather affect usage? ext.

Proactive Maintenance – Derbyshire, UK		
Actions	Derbyshire progressed from ad hoc road maintenance system, using citizen callouts and an inconsistent paper communication, to Single Asset Management System.	The system innovated how citizens and maintenance crews engaged and collaborate with each other via an integrated information system that centralised information, automatic logging of reports dates and location and optimised scheduling of repairs, coordinating of road closures, and planning of road maintenance
Results	<ul style="list-style-type: none"> ▶ Significantly reduced time to repair, 53% in some cases, backlog reduced by 60% and a doubling of daily completed repairs ▶ Prioritisation of repairs to improve service for citizens ▶ Greater productivity and accountability for road repair crews ▶ More holistic view of costs through back-end integration with enterprise application financial modules 	

Lessons

Based on a high-level assessment of Smart Asset Management across a number of cities, projects focus should be split across these four areas:

- ▶ Empower field operators
 - Establish a system to coordinate real-time flow of information between Council the field workforce and citizens.
- ▶ Optimise workflow
 - Utilise infrastructure use-data, map-based interfaces and scheduling software to optimize delivery and prioritise order of planned and reactive maintenance.
- ▶ Assess with precision
 - Improve and prioritise infrastructure assessment through analysis of existing data and the implementation of data gathering and analyses techniques to avoid failures through pre-emptive maintenance.
- ▶ Holistic Review
 - System maintenance should include big picture view and review of how different assets interact. This is enabled by recording the location, specifications, financial condition and operational information of any asset in a centralised location.

Planning and Scoping

- ▶ Identify assets and process that require integration/coordination
 - Key to this is empowering one department to coordinate asset management
 - This includes identifying legacy systems are already being used by different departments.
- ▶ Integrate and Coordinate asset management
 - » Integrate communication systems
 - » Integrate stakeholder management
 - » Integrate prioritisation, scheduling and planning
 - » Integrate project prioritisation
- ▶ Prioritise the city's needs
 - Find out what situations will have a greater effect on city operations
 - » Often a risk-based approach is best here: where is the highest of service interruption that will impact the greatest number of people?
- ▶ Gather information
 - Use community engagement, sensors and performance measurement system to gain insights into the functioning of assets
Council staff should be connected in real time to this information with and alerts built in to support proactive responses.
- ▶ Mobilise
 - Alerts and increased information are only useful if Manningham Council workforce has the mandate and is empowered to act.

Implementation

Timeframe	Activity
Short Term	Review of Council asset objectives and performance (holistic)
	Identify weakness, overuse, inefficiency or failure (management and infrastructure)
	Determine both the acute and integrated issues
	Establish key objectives and integration requirements
	Release an EOI to explore available options and opportunities
Medium Term	Assess responses and opportunities and develop RFQ based on options
	Go to tender based on identified project objectives and EOI responses (or work internally)
	Assess tender responses and sign contract with most appropriate contractor
Long Term	Work with contractor to develop solution
	Implement solution – making sure to integrate with existing smart city ecosystem, avoid silos and enable scalability!
	Identify system inefficiencies and begin collecting data
	Explore opportunities to expand and advance system
	Ongoing success assessment and exploration of expansion

Specific Project - Resilient Drainage Management

Manningham Council manages an extensive network of drainage pipes and approximately 80,000 pits in its network. The system has been designed in different areas to provide flood protection ranging from frequent to large storm events.

In recent years, Council has undertaken a number of studies to understand where overland flow paths are likely to occur. As a result of these investigations, Council will need to develop appropriate management and infrastructure solutions based on required levels of service.

The proposed project has two components which are aimed at improving levels of confidence in the modelled representation of Council's drainage network, identify where Council service levels are being met, and identify systemic issues that if addressed, will lead to improved outcomes for the community.

Part 1

Deployment of low-cost sensors at strategic locations can be used to monitor the behaviour in the piped network in response to storm events. Discussions with Knox Council have identified a potential to deploy low cost sensors (<\$500) into the drainage network to log water levels over time. The sensors have been refined over a number of years in Knox and can be reliably deployed with a high level of data integrity and low risk of being washed away.

When combined with flood models, the data collected by the sensors will enable a comparison between the theoretical model and actual performance of the drainage system at key locations.

Part 2

Council receives significant information on the performance of the drainage system from resident feedback which is currently collated in various databases (e.g. CFS). To facilitate a resilient approach to drainage management it is proposed to use a range of Artificial Intelligence/ Machine Learning approaches to interrogate these databases to better understand causal factors linking customer requests to perceived failures in the drainage system.

Such an approach will be useful for identifying trends associated with poor drainage outcomes, establish priorities between maintenance (proactive), catchment conditioning, and infrastructure and planning responses. This approach is preferred over deployment of sensors in problematic drains. It is not always possible to respond to flooding during storm events either because the necessary resource is not available, or it is judged unsafe to do so.

Strategic Alignment

Plan	Theme	Goal	18/19 Action Areas
Council Plan 2017-2021	Healthy Community	A healthy, resilient and safe community	▶ A resilient community prepared for and responsive to emergencies
	Liveable Places and Spaces	Inviting places and spaces	▶ Well designed and managed public spaces and streetscapes that are integrated into future development
		Well connected, safe and accessible travel	▶ Well planned and maintained roads, pathways and transport infrastructure
Resilient Environment	Reduce our Environmental impact and adapt to climate change	▶ Optimise the management of our energy, waste and water	

Objectives

- ▶ To further validate the performance of flood models and improve confidence
- ▶ To assist with determining actual performance of drainage system against council's legal obligation to provide a level of service
- ▶ To improve understanding of causal factors leading to underperforming drainage assets
- ▶ To develop strategies for pro-active maintenance in order to reduce potential for system failure
- ▶ To assist in developing strategies to alter catchment configuration to reduce flood risk
- ▶ To standardise data collection and reporting, and assist with identifying appropriate levels of resource
- ▶ To better predict and reduce necessary maintenance and labour costs

Outputs

- ▶ An analysis of drainage complaints and categorisation
- ▶ An improved approach to drainage management due to a greater understanding of causal factors leading to underperforming drainage assets.

Technology

- ▶ IoT Network
- ▶ Smart Sensors
- ▶ Cloud Technology
- ▶ Early Detection Software

Key Benefits

Short-Term	Long-Term
Lower risk of floods in key areas	Mapping of flood threats and problematic infrastructure
Reduced operating costs through targeted maintenance and inspection	IoT technology foundation that can be integrated and scaled into a broader smart city system.
Improved council IoT/smart sensor capability	Lower road maintenance costs

Proven Technology

This technology has been trialled in the Yarra Ranges where smart drains were rolled out in a collaboration between Fujitsu Australia, Downer a Melbourne based construction group and EyeFi a local engineering and software development company. Alongside reducing the threat of floods in the region this system is estimated to have reduced the need for periodic inspections of standard roadside pits by 70% and periodic inspections of general pollutant traps by 90%.

Project Schedule

Timeframe (Month)	Activity
1	▶ Project Plan
2	▶ Explore smart drain technology for the Manningham context ▶ Utilise existing data to identify priority locations and specific trial areas
2	▶ Establish key objectives and requirements to complete the project ▶ Release an EOI to explore available options and opportunities
3	▶ Assess responses and opportunities and develop RFQ based on options
4	▶ Go to tender based on identified project objectives and EOI responses
5	▶ Assess tender responses and sign contract with most appropriate contractor
6-11	▶ Work with contractor to develop smart drain sensors, IoT network and user interface ▶ Develop and employ a marketing and communication campaign
12	▶ Smart Drain pilot implementation and testing
16	▶ Begin collecting data and acting on alerts
18	▶ Explore opportunities to expand and advance system
24	▶ Ongoing success assessment and exploration of expansion

Budget: Pilot Program

DIMENSIONS	CAPEX [\$]	OPEX [\$]	Risk	Proven
Project Plan	\$5,000		Low	Yes
Communications and Marketing	\$5,000	\$500	Low	Yes
Smart Sensors, IoT network	\$75,000	\$10,000	Low	Yes
User interface	\$15,000	\$10,000	Low	Yes
Total	\$100,000	\$25,000		

Smart Data Management



Overview

Smart data management is a multifaceted approach to data that promotes accessibility and usability, transparency, accountability and value creation. It does so by making data available to all – this includes interpretable by all – with no restriction on its re-use.

Council produces and gathers large quantities of data and information, and this will only accelerate as Manningham smart cities capabilities increase! By making data sets available, information clear and concise Council and the community can realise significant benefits.

The central location (breaking down of silos) of Council data, presented in a consistent manner, with links to external data sources (such as state, federal governments and private data sources) is key to producing value from this smart city element.

Key Benefits

- ▶ Greater transparency and therefore trust, accountability and support for Council
- ▶ Promotion of business creation and innovation
- ▶ More citizen-centric services
- ▶ Better education outcomes
- ▶ Greater use, sharing and integrating of data by Council leading to better investment, policy and strategy

Showcase Projects

Project	Description	Benefits
Seoul, South Korea: ‘Open Data Plaza’, Digital Mayors Office, ‘Virtual Population’, ‘Big Data’ and more...	‘Based on data’ is one of the five innovation strategies that Seoul is implementing to achieve its smart city vision	<p>Seoul’s 5,000 available data sets has led the creation of over 180 apps to improve the lives of residents: One app monitors unusual activity to alert emergency services and case works of potential health concerns with aged citizens.</p> <p>The economic value of opening up this information has been estimated at \$1.5 billion USD.</p>

Project	Description	Benefits
Open Data - City of Greater Geelong	The City of Greater Geelong has been publishing open data since 2013.	<p>Private company time savings through programs such as 'open roof dataset' that enable architects and developers easy access to roof data.</p> <p>A successful hackathon event in 2015 that produced 10 completed projects.</p> <p>Council time and budget savings with customers self-serving using the available data sets</p>

Lessons

Based on a high-level assessment of smart data management across a number of cities, projects focus should be supported by the following three pillars. These pillars are also summarised by the OECD Open, Useful and Re-usable data (OURdata) Index: 2019².

- ▶ Data Availability
 - Data should be made available that can be used by Council or community to create a collaborative and innovative society.
 - The **open** availability of this data is essential to fostering a transparent, accountable and innovative region that promotes value creation from data.
- ▶ Data Accessibility
 - Accessibility is critical to smart data management as it not only promotes, but galvanises the inclusive, equitable and open nature of city data.
 - Accessibility of data refines the process of creating value from data, and requires data to be available in useable formats for all users
- ▶ Government support for data reuse
 - Work to promote data and the overall data management/utilisation and value creation ecosystem is essential for creating greater use of data.
 - The continuity of open data is reliant on discovery, interest and ultimate utilisation of data by business, industry and broader community to facilitate value creation.

² <http://www.oecd.org/gov/digital-government/ourdata-index-policy-paper-2020.pdf>

Planning and Scoping

- ▶ Identify existing data (low hanging fruit)
 - Find existing data from Council, and any current open data in ecosystem
 - Collaborate with other data 'providers'
- ▶ Focus on the supply of data
 - Integration of feedback into datasets and data availability/accessibility
 - Engage with users of data
- ▶ Consult with wider community about demands/needs
 - Narrow scope for data platform
- ▶ Balance supply and demand
 - Targeted efforts to further embed open data policies into all levels/facets of government
- ▶ Create value from data
 - Clear connection between open data and creation of value through enhanced, new and innovative services, infrastructure planning, etc.

Implementation

Timeframe (Month)	Activity
Short Term	Identify existing datasets and data supply that can be used for open data purposes
	Identify target users and key demand areas for data
	Identify specific datasets that are missing/required for value creation in public sector
	Establish key objectives and requirements for data policy
	Develop data platform and open data policy
Medium Term	Assess data utilisation and demand
	Monitor and evaluate value generation from open data
	Focus on sustainability of data supply and open data policy evolution
Long Term	Value co-creation and collaboration on data portal
	Enhance data collection
	Identify system inefficiencies
	Explore opportunities to expand and advance system
	Assessment of value creation and expansion/development of systems as required

Specific Project - Manningham Dashboard

Dashboards bring together available city data to provide visually insightful updates on key city indicators and activities. A dashboard combines business intelligence and big data analytics to facilitate the visualisation of city operations and real-time status of measures and progress goals for the public. An example of visualisation might be a map that tracks the progress and location of planning permits/developments, or a colour-coded representation of air quality data.

A city dashboard makes open data and data sharing more accessible by allowing the public to not only access the data, but to also visualise it, giving access to administrators, decision-makers, entrepreneurs and citizens. Data included in the Manningham Dashboard could include sensor data from Jackson Court and other data relevant to delivering the strategic goals and actions of Council

Strategic Alignment

Plan	Theme	Goal	Action Areas
Council Plan 2017-2021	Liveable Places and Spaces	Well utilised and maintained community infrastructure	<ul style="list-style-type: none"> Infrastructure is well utilised and caters to the changing needs of the municipality
	Well Governed Council	A Council that values citizens in all that we do	<ul style="list-style-type: none"> Information and decision making that meets our community needs An organisation that is responsive and strives for local citizens to be engaged and well informed in Council activities

Objectives

- ▶ To provide the community with usable and accessible city data
- ▶ To help inform decision-makers within Council and the broader community
- ▶ To promote and support innovation and collaboration in the community
- ▶ To increase transparency and accountability of the delivery of Council actions

Outputs

- ▶ Manningham Dashboard
- ▶ Visualisation of city data and the ability to change visualisation to suit users' needs
- ▶ Open data/data sharing capability

Key Benefits

Short-Term	Long-Term
More informed citizens, business and potential investors	Foundation for the development of open and big data platforms
Breaking down data silos and barriers to access within and outside Council	Increased entrepreneurialism and economic growth
Increased awareness and support of Manningham Council's innovative action and plans	More informed city planning
A rich source of information for both the local community and council	Increased buy-in, understanding and trust in Council projects and spending

Proven Technology

The City of Adelaide launched 'Economic Insights Dashboard' in 2017. Adelaide Council understood that data is often inaccessible and can entrench divides between the haves and have not. To rectify this, they conducted the resource intensive process of gathering real-time, reliable data. Bringing together data from a variety of external sources and internal data and displaying it in a manner that is easy to understand and manipulate.

Project Schedule

Timeframe (Month)	Activity
1	▶ Project Planning
2	▶ Establish key objectives and requirements to complete the Manningham Dashboard
2	▶ Go to tender based on identified project objectives
3	▶ Assess tender responses and sign contract with most appropriate contractor
4 – 11	<ul style="list-style-type: none"> ▶ Work with contractor to develop Manningham Dashboard interface ▶ Work with contractor and Council staff to gather, analyses and present key data ▶ Develop and employ a marketing and communication campaign
12	▶ Rollout Manningham Dashboard Beta with preliminary data sets
16	▶ Review user experience and community interests
18	<ul style="list-style-type: none"> ▶ Update existing data sets ▶ Explore opportunities to expand available data sets ▶ Improve the user interface

Budget

DIMENSIONS	CAPEX [\$]	OPEX [\$]	Risk	Proven
Project Plan	\$5,000		Low	Yes
Communications and Marketing	\$15,000	\$5,00	Low	Yes
Data Analytics	\$30,000	\$30,000	Low	Yes
User interface	\$50,000	\$15,000	Moderate	Yes
Total	\$100,000	\$50,000	Low	Yes

11 CITY SERVICES

11.1 Outdoor Sports Infrastructure Policy

File Number:	IN20/349
Responsible Director:	Director City Services
Attachments:	1 Outdoor Sports Infrastructure Guidelines - Current ↓
	2 Draft Outdoor Sports Infrastructure Policy ↓

EXECUTIVE SUMMARY

Council's Active for Life Recreation Strategy 2010-25 (2019 Review) (Strategy) aims to increase the use of Council's sporting facilities through providing multi-use and flexible spaces. This is in part designed to ensure adequate facility provision to cater for increasing participation in organised sport, as well as ensuring that active recreation opportunities exist for the community. This is particularly relevant as active recreation contributes to 70% of the physical activity within Manningham. The Strategy also aims to work collaboratively with various organisations to increase participation opportunities for the community.

Furthermore, availability of funding for infrastructure spending is limited, particularly in a rate capped environment. This is further exacerbated by a sporting clubs ability to financially contribute to capital works projects within the current climate as a result of Covid-19. As such, it is important to ensure funds are used efficiently to maximise participation opportunities.

To achieve the Strategy's aim around multi-use and flexible spaces, as well as collaborative partnerships, an action was included within the Strategy to review Council's Outdoor Sports Infrastructure Guidelines.

The Draft Outdoor Sports Infrastructure Policy (Policy) supersedes the Guidelines, and provides a balanced and consistent approach to infrastructure development for a number of outdoor sports. The Policy also aims to increase active recreation opportunities through multi-use facility provision, whilst achieving efficiency in spending to respond to an environment where available funds for infrastructure investment is limited. This will in part be achieved through aligning with relevant Australian Standards and best practice models.

Additional savings and a contribution to Council's commitment to reducing emissions as part of its declaration of a Climate Emergency, will be achieved with all future floodlighting upgrades being implemented to be LED as standard. The Capital Works program and budget forecast will include anticipated costs associated with this LED upgrade commitment.

COUNCIL RESOLUTION

MOVED: CR MIKE ZAFIROPOULOS
SECONDED: CR GEOFF GOUGH

That Council:

- A. Endorses in principle the Draft Outdoor Sports Infrastructure Policy;**
- B. Proceeds with a period of community consultation on the Draft Outdoor Sports Infrastructure Policy for a period of 4 weeks; and**
- C. Notes that a further report will be presented to Council in late 2020 on the outcomes of the community consultation.**

CARRIED**2. BACKGROUND**

- 2.1 Council's Active for Life Recreation Strategy 2010-25 (2019 review) (Strategy) identified significant participation increases in organised sport over recent years. The Strategy also identified that this trend will continue, with participation in organised sports anticipated to grow. As a result, it was identified that a number of sports will require additional facilities to cater for anticipated future demand. The Strategy also identified a need to cater for active recreation, with 70% of Manningham resident's physical activity coming in the form of active recreation.
- 2.2 Increasing the capacity of existing facilities is paramount to addressing future facility requirements. Land and funding for new facilities is scarce and as such, it is important to ensure that Council maximises use of its existing facilities to help address future facility demand. This needs to be addressed prior to new land opportunities being explored. Increasing the capacity of existing facilities also provides a cost effective method to meet Council's future facility provision targets, as increasing maintenance is less of a cost compared to construction of a new facility. Furthermore by creating flexible, multiuse facilities, it provides further opportunities for active recreation.
- 2.3 Infrastructure requirements dictated by Australian Standards and best practice guidelines are evolving and as such, Council needs to adapt to these changes to ensure legislative and risk compliance. If this change is not reflected in Council's Policies and practices, it may result in Council and user groups of Council's facilities not meeting their insurance responsibilities.
- 2.4 It is also important to ensure efficiency in spending particularly in a rate capped environment, which can be achieved in part by creating facilities that are multipurpose in nature. This creates flexibility in use, resulting in maximum usage benefit.
- 2.5 To address the above, the Recreation Strategy included an action to review Council's Outdoor Sports Infrastructure Guidelines (*a copy of the Guidelines can be found at Attachment 1*). The Policy, *found at Attachment 2*, supersedes the Guidelines and provides a balanced and consistent approach to infrastructure development for a number of outdoor sports.

3. DISCUSSION / ISSUE

- 3.1 The proposed Policy includes a number of amendments and additions to the existing Guidelines, including but not limited to:

- 3.1.1 The development of a facility hierarchy which categorises each sports field and pavilion (section 3.2);
 - 3.1.2 Expanding upon the facility standards to ensure it reflects all sports (within the Policy scope) and levels within the newly created facility hierarchy (section 3.3);
 - 3.1.3 Providing further detail around facility fit out items, including funding responsibilities (section 3.4); and
 - 3.1.4 Amendments to the financial contributions towards facility developments (section 3.5), with specific focus on contribution ratios for sports field floodlight upgrades (section 3.7).
- 3.2 Facility Hierarchy
- 3.2.1 To guide future facility provision and ensure appropriate infrastructure is developed, a facility hierarchy has been created. The hierarchy aims to classify each sporting facility (sports fields and pavilions) based on the catchment of participants. The hierarchy includes:
 - a) Regional
Facilities that have a catchment greater than the Manningham community. Typically, these facilities cater for higher levels of sport and host regional/state level competition.
 - b) 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). Traditionally only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.
 - c) 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.
 - d) Local
Facilities that primarily cater for junior and low level senior training and competition. These facilities are typically a user group's secondary venue, over flow venues and also public accessible facilities (such as public tennis courts).
 - e) School
Facilities that are not owned by Council however have a Joint Usage Agreement in place.
 - 3.2.2 Each sports field and pavilion has been classified using the above hierarchy, with the classifications detailed within the Policy.

3.3 Facility Standards

3.3.1 A new set of facility standards has been developed which reflects the facility hierarchy detailed within section 3.2 of this report, as well as reflecting the type of sport (e.g. AFL, cricket, netball etc.) played at a reserve.

3.3.2 The facility standards reflect various Australian Standards as well as considering guidelines produced by relevant State Sporting Associations (SSA). SSA guidelines are based on Australian Standards (where Australian Standards exist) and provide a sizing guide that best works for the individual sport, ensuring the infrastructure is fit for purpose. The facility standards also ensures efficiency in Council spending through provision of adequate infrastructure to cater for the respective sport.

3.4 Facility Fit Out Items

The Policy provides a list of items that form part of a pavilion fit out and outlines the responsible party to fund each item. This list includes greater detail for a number of items and is designed to provide a transparent approach for the provision of these items. This again ensures efficiency in Council spending, by providing essential fit out items that align to Council's values and Policies (e.g. funding ovens and not deep fryers).

3.5 Financial Contributions

Informed by the facility standards, a list of financial contributions towards facility developments has been created. The Policy outlines the percentage contributions required by Council and user groups towards various infrastructure for pavilions and sports fields, whilst again ensuring efficiency in Council spending through provision of essential infrastructure. The financial contribution ratios are also designed to ensure that upgrades to key infrastructure occurs to reflect relevant Australian Standards. This subsequently reduces Council's risk exposure.

3.6 In-Kind Contributions

To reflect the importance volunteer labour and in-kind support plays in delivering sporting facility developments, in-kind contributions has been included within the draft Policy. This includes reference to Council's Procurement Policy. It is proposed that in-kind labour will 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 would then be applied to all in-kind labour. The provision of equipment and materials would be determined using recommended retail pricing.

3.7 Sports Field Floodlighting

3.7.1 Sports field floodlighting is seen as an effective mechanism to increasing sports field capacity. Floodlights enable sports fields to be used for training, and also provide more time slots for matches to be held, particularly given increasing participation is resulting in the traditional Saturday and Sunday day time slots likely to reach capacity in the near future.

Floodlights also enable active recreation users to utilise sports fields, particularly in winter for activities such as walking, running etc. Floodlighting does however pose insurance compliance risks and as such, it is important to ensure floodlighting is operating as designed and as per Australian Standards.

- 3.7.2 The level in which floodlights are to be constructed is listed in the Policy under the facility standards section. The standards within the Policy reflect the Australian Standards for sports field floodlighting for training and matches, ensuring that Council meets its risk and insurance obligations. Should Council's floodlights be constructed and not meet the relevant standards, it may result in Council not meeting insurance obligations.
- 3.7.3 Financial contributions towards sports field floodlighting has been reviewed to enable more flexibility around facility provision. The previous financial contribution ratios required a 50% contribution from user groups for upgrades to training standard, and a 100% user group contribution for anything above training standard (including to match standard). This greatly impacted Council's ability to upgrade floodlighting on facilities that were considered a user group's 'secondary facility', where it may not be a priority for the user group to fund a floodlight upgrade. As a result, projects that did not include a financial contribution from a user group did not proceed. This ultimately impacts facility provision, capacity issues, sports field condition and the safety of users.
- 3.7.4 To maximise the use of Council's existing sports fields and to ensure floodlights comply with Australian Standards, the Policy proposes that the financial contribution ratios change. This would see Council fully funding floodlight upgrades up to training standard, and contributing 50% of the cost difference between training and match standard. This will enable Council to activate currently unlit reserves by not being reliant on user group funding. This also provides a more achievable cost for user groups to upgrade floodlighting to match standard, whilst also enabling Council more flexibility to upgrade infrastructure in line with Australian Standards.
- 3.7.5 Additional savings and contribution to Council's commitment to reducing emissions as part of its declaration of a Climate Emergency, will be achieved with all future floodlighting upgrades being implemented to be LED as standard. The Capital Works program and budget forecast will include anticipated costs associated with this LED upgrade commitment.
- 3.7.6 It is noted that should the proposed funding ratios be endorsed, sports field floodlight usage guidelines will be included within a user group's usage agreement. This includes the use of floodlights by Council for activities outside of organised sport, such as walking, jogging and other recreational activities. This approach aligns with the desired outcomes from the Recreation Strategy, which aims to increase participation opportunities for active recreation.

4. COUNCIL PLAN / STRATEGY

- 4.1 The draft Policy responds to action 1.3.4 within Council's Active for Life Recreation Strategy 2010-2025 (Reviewed 2019). The Policy also addresses Priority Area 1 and 2 from the Recreation Strategy.
- 4.2 The draft Policy also produces relevant outcomes for the Council Plan 2017-2021 and Healthy City Strategy 2017-2021, through creating facilities that foster a healthy and active community.

5. IMPACTS AND IMPLICATIONS

- 5.1 The draft Policy provides direction for Council on the provision of outdoor sporting facilities, as well as financial contributions towards the development of these facilities.
- 5.2 It is noted that whilst the Policy outlines the provision of floodlighting for night matches, and that some existing floodlight infrastructure has the provision to increase to match standard, it does not automatically result in night matches being approved. Guidelines are currently being developed to determine suitable facilities and requirements to host night matches, including identifying the impact night matches may have on local residents.

6. IMPLEMENTATION

- 6.1 Finance / Resource Implications
 - 6.1.1 The delivery of the Policy review is within current budgets and resource allocations.
 - 6.1.2 The Policy provides percentage breakdowns for financial contributions towards sporting facility developments. This ensures that optional components that are not core to participation are funded by the user group, not Council. The facility standards within the Policy also ensures infrastructure spending is efficient and creates maximum benefit.
 - 6.1.3 Increased costs will result from amending financial contributions towards sports field floodlight upgrades, as well as installing LED fittings as standard. It is estimated that LED fittings will cost approximately 25% more than metal halide (MH), with an average floodlight upgrade to 50 lux costing \$230,000 (compared to \$180,000 for MH) and \$270,000 for 100 lux. This cost is however continuing to decline with advances in technology. It is important to note that the life span of an LED light is approximately 50,000 hours, compared to approximately 4,000 hours for MH. This significantly longer life span will reduce the need for Council to undertake floodlight upgrades, which provides a significant return on the initial investment. This is in addition to lower running costs and reduced environmental impacts.

- 6.1.4 Increasing Council's contribution from 50% to 100% for upgrades to 50 lux will see Council's contribution increase from \$115,000 (for LED) to \$230,000 (approximately). Similarly, increasing Council's contribution from 0% to 50% for upgrades between 50 and 100 lux will see an additional \$20,000 required (approximately). It is noted that these figures do not consider any external contribution. Opportunities exist for Council to apply for external funding, such as through Sport and Recreation Victoria where 50% of the total project cost can be applied for.
- 6.1.5 The amendment to funding ratios for floodlights ensures it is more affordable for user groups to increase lux values to match standard. This is of added benefit in the current economic climate whereby sporting clubs are heavily impacted financially, which is likely to impact a club's ability to financially contribute to future capital works.
- 6.1.6 The financial impact to Council as a result of amending the financial contributions towards floodlight upgrades, will be balanced by an increased community benefit through flexibility in use and increased facility capacity. Furthermore this enables Council to adequately address risk and insurance responsibilities through creating safer environments for people to play sport and recreate.
- 6.1.7 Increased costs will also result from amending funding ratios towards specialised surfaces. This will be somewhat offset by lowering Council's contribution towards other ancillary infrastructure.
- 6.1.8 It is noted that currently, a number of user groups have provided commitment to Council to fund floodlight upgrades in line with the current contribution ratios. It is proposed that status quo remains until the reviewed Policy has been adopted. Should the proposed funding ratios be endorsed, these ratios will be applied to projects scheduled to be funded in the 2021/22 Financial Year and beyond.
- 6.1.9 Should the proposed funding ratios be endorsed, external funding will be considered within a capital works ranking criteria. The ranking criteria will assist Council Officers prioritise projects by considering a number of items, including external financial contributions. It is proposed that projects would receive higher ranking points if the user group contributes an amount in excess of the ratios within the Policy. This includes the user group being successful in receiving external funding outside of funding that Council advocates for. This is designed to encourage user groups to continue to source additional funding for projects, which can reduce Council's required financial investment.
- 6.2 Communication and Engagement
- 6.2.1 It is proposed that a 4 week community consultation period will be undertaken after endorsement of the Draft Policy.

6.2.2 The community consultation period will allow stakeholders to have their say on the content of the draft Policy. A detailed Communications Plan has been developed which considers the current climate, including utilising online platforms to receive feedback. This will also include detailed consultation with user groups directly impacted as a result of the proposed amendment to sports field floodlighting contribution ratios.

6.2.3 Promotion of feedback opportunities will be undertaken via:

- a) Council's social media platforms and website;
- b) Direct emails to key stakeholders, including clubs and sporting associations; and
- c) Manningham Matters electronic publication.

6.3 Timelines

A 4-week consultation period will be undertaken, with the intent to present the final Outdoor Sports Infrastructure Policy to Council for endorsement at its Ordinary Meeting in late 2020. Implementation of the Policy will follow until 2024.

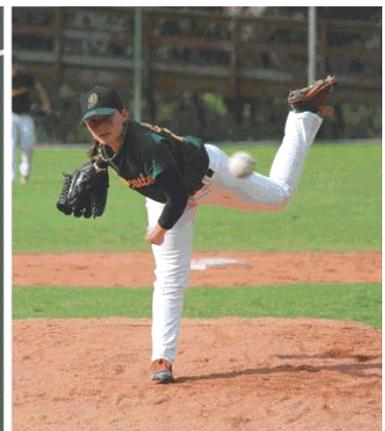
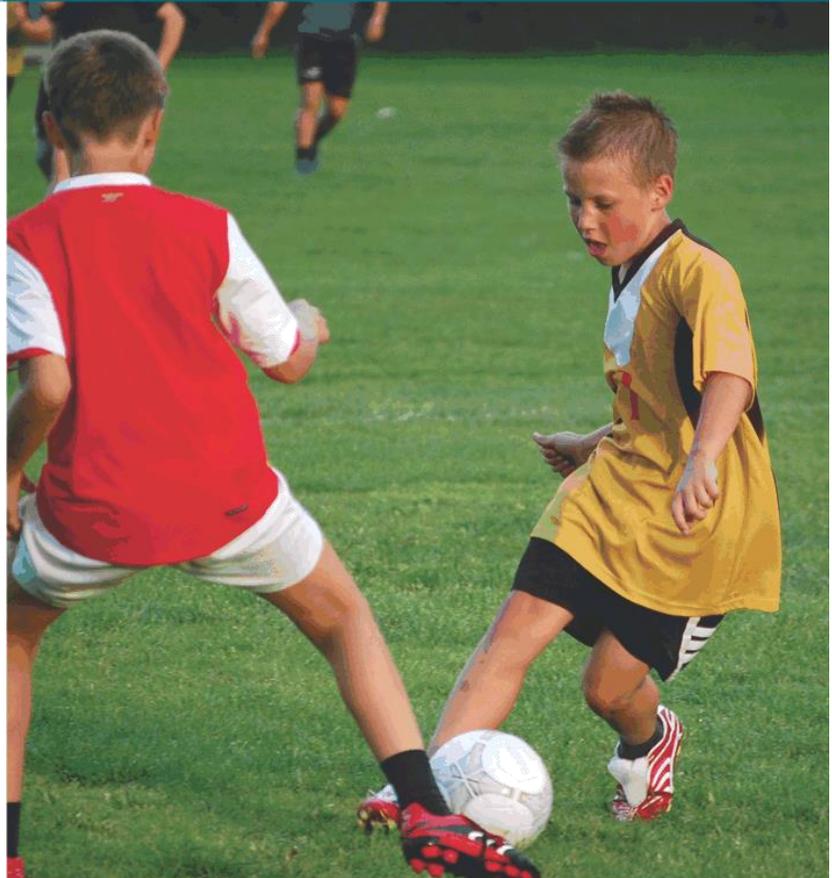
7. DECLARATIONS OF CONFLICT OF INTEREST

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



Outdoor Sports Infrastructure Guidelines

December 2015



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1. Introduction

In 2009 Council developed the Sporting Pavilion Development Guidelines to guide the development and funding of defined infrastructure components. Those Guidelines have been reviewed and now include the other infrastructure elements required for sport and recreation in addition to pavilions for baseball, cricket, football, hockey, lawn bowls, netball, soccer and tennis.

Council has a role in providing facilities that benefit the community through increasing participation and encouraging active, healthy lifestyles, and to build the capacity of volunteers to offer improved opportunities for all.

These Guidelines are governed by the Outdoor Sports Infrastructure Policy and apply in the approved development of infrastructure on Council owned and managed property. In particular, they identify the funding responsibilities for identified core and optional infrastructure relating to specific sports.

Council's funding for the infrastructure components is dependent on budget availability and the competing demands of other projects.



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2. Definitions

Core Component

The infrastructure items that Council considers essential for participation in the sport.

Optional Component

The infrastructure items that Council allows on its property, that are not core components (the standard provision by Council). In most examples, such items are to be funded by the sporting organisation.

Ancillary Infrastructure

Those elements that maybe required to undertake the sport and are in addition to the pavilion (e.g. flood lighting).

Council Contribution

The maximum percentage that Council would contribute towards Council infrastructure.

Council Owned and/or Managed Property

A facility, item of infrastructure or building that is managed by Council, and maybe on behalf of another agency (e.g. Department of Environment and Primary Industries; Crown Land).

Infrastructure

The buildings, assets or furniture to assist in the delivery of sport in Manningham.

In-Kind Contribution

The request from a sporting organisation to include donated labour and/or materials as part of a sporting infrastructure development, to reduce overall project costs. Such contributions must adhere to Council's Procurement Policy and Procedures.

Primary Venue

The home facility (or nominated home venue) that has been registered with their sporting league or association.

Secondary Venue(s)

A complementary facility that may or may not be located at the same site as the primary facility to assist the sporting organisation with the delivery of their activities.

Sporting Organisation

A community (not-for-profit) sporting or recreation club or association serviced by Manningham City Council.

Sport Organisation Contribution

The financial contribution required from a community sporting organisation towards an infrastructure item to effect its implementation (as set out in Guidelines).

3. Purpose

The Guidelines are the implementation of the Outdoor Sports Infrastructure Policy guiding the development of sports infrastructure on Council owned and managed property.

4. Objectives

The objectives of the Guidelines are to:

1. Ensure efficient and effective use of Council and community resources and to maximise use of the facility (including the provision of multi-use facilities)
2. Inform sporting organisations of the requirement for Council approval for all infrastructure development on Council owned and managed property
3. Provide a clear direction on who is responsible for the costs associated with infrastructure development
4. Clearly stipulate a standard facility (building) fit out
5. Enhance positive and collaborative partnerships between Council and community sporting organisations.



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5. Guiding Principles

The Guidelines are based on the following principles:

1. Council will fund infrastructure that maximises participation, provides opportunities for Manningham residents to be more active and ensures long term sustainability.
2. Council will only fund sport and recreation infrastructure on Council owned or managed property.
3. Council will fund core components of infrastructure and sporting organisations will fund optional components.
4. All sport infrastructure developments must align with Council policies, Australian Standards, the Building Code of Australia, statutory regulations and state sporting association or state and national affiliated body requirements.
5. All infrastructure proposals must take into consideration: strategic planning, site and design constraints, integration with existing infrastructure, a reserve's capacity to accommodate a facility, and amenity.
6. All sport infrastructure developments will be subject to Council approval and project management.
7. Council will only provide one primary facility (the 'nominated home venue') per sporting organisation. Council may consider a secondary facility/ies based on the relevant State Sporting Association Facility Development Guidelines.
8. Particular circumstances may apply on a case by case basis such as:
 - a. Historical factors, for example previous agreements and financial contributions, where demolition is required. However replacement needs to be in line with Council planning and state sporting associations guidelines. Or, if demolition is not required, refurbish the facility to current day standard.
 - b. Changes in sporting trends and participation levels.
 - c. Two or more annual tenants in one facility.
 - d. Leasing arrangements.
9. Clubs are required to contribute to a portion of the replacement of a sporting facility depending upon the use arrangement of that facility.
10. Depending on the component that a grant application is being applied for, grants that are received by Council will fund sports pavilion infrastructure core components only (refer to page 9, Sports Pavillion Infrastructure – Core components 100 per cent Council contribution) or be deducted from the total project cost for ancillary (refer to page 12, Ancillary Infrastructure).
11. Grants that are obtained through the sporting organisation will be included in their contribution.

6. Scope

The Guidelines primarily apply to the redevelopment or refurbishment of existing sports infrastructure. However they will be used to inform the development of new sports grounds proposals, including the field and all associated infrastructure, on a case by case basis.

These Guidelines apply to Australian Rules Football, soccer, cricket, lawn bowls, netball, baseball, hockey and tennis or other relevant sports specifically listed.

They do not relate to other sports such as basketball, indoor stadiums, aquatics, athletic facilities etc, as they require larger scale sporting/recreation facilities that are covered within other strategies for Manningham (including the Highball Infrastructure Plan and Aquarena Master Plan).

7. Process

A sporting organisation is required to complete an application for the Community Facilities – Capital Works Funding Program (CF-CWFP)¹ when proposing the development of infrastructure on Council owned or managed property, and to have regard to this document, the Outdoor Sports Infrastructure Guidelines.

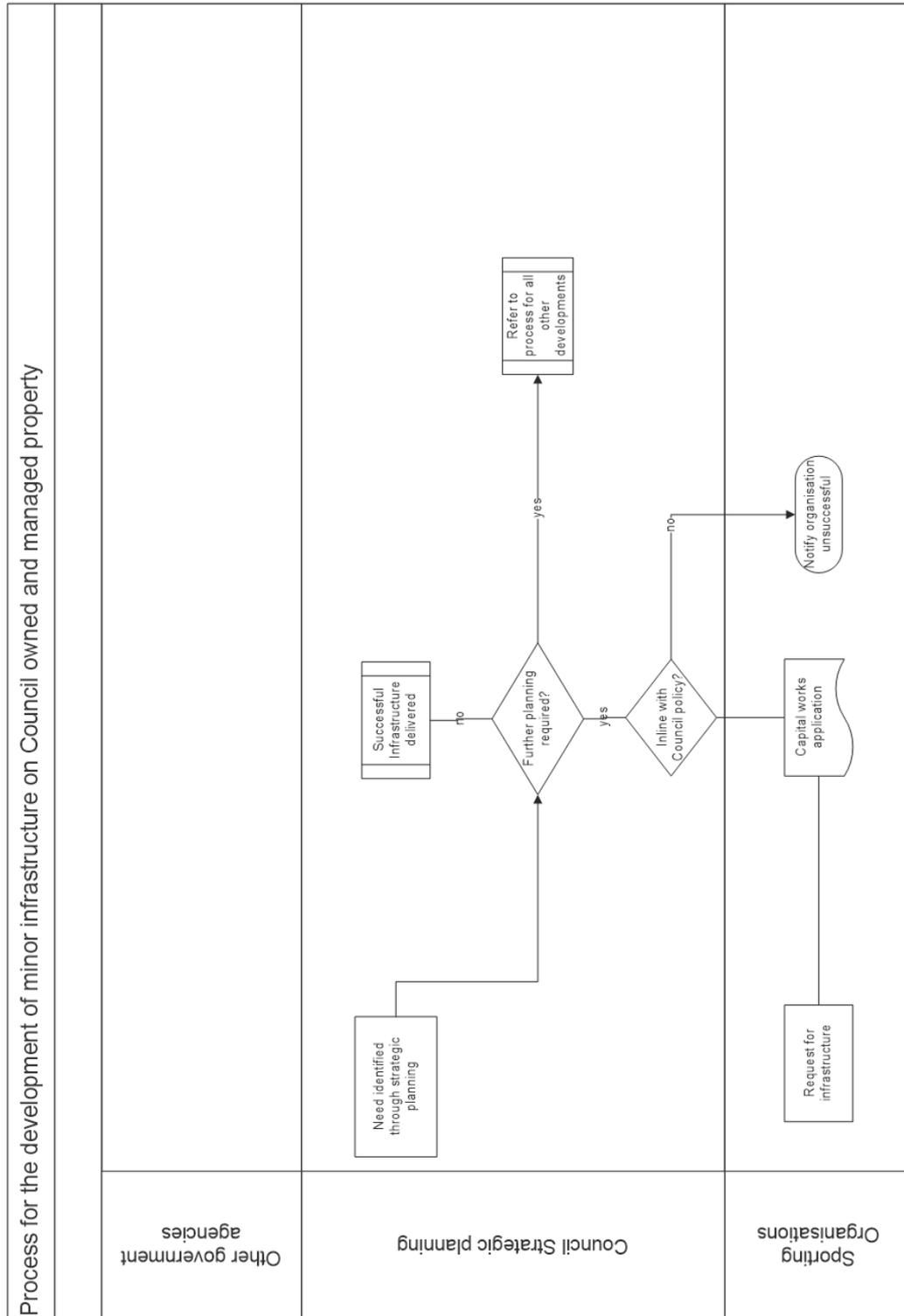
It is at this stage that the feasibility of the project will be assessed and measured by Council officers against the CF-CWFP funding criteria (refer to CF-CWFP, section 5, page 3). The criteria include assessment of projects against their demonstrated ability to meet community benefit and participation, organisational operation and management, and strategic context. Depending on the size of the project, a more extensive feasibility study may be required.

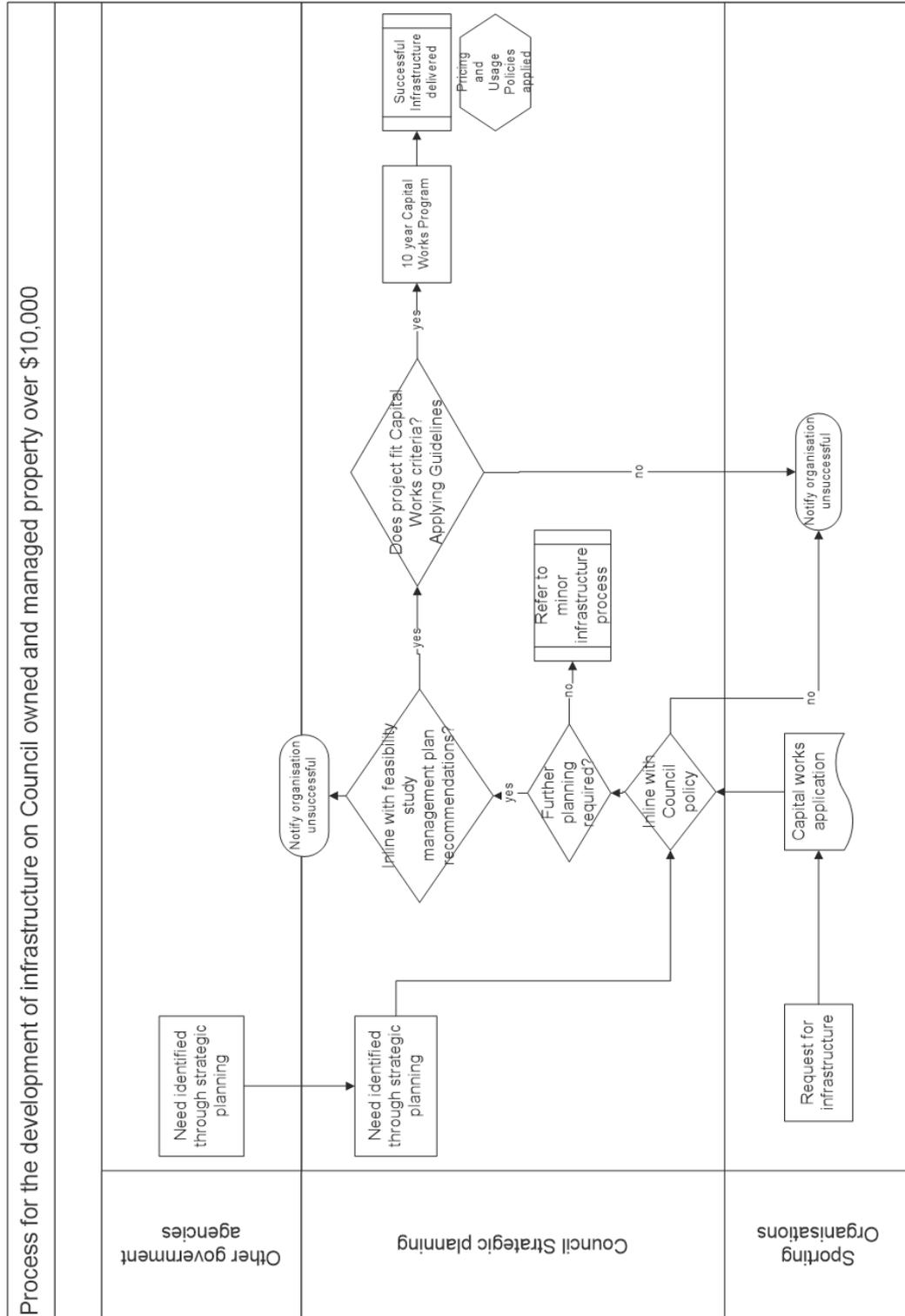
Once an informed decision² has been made to proceed with the proposal, either further detailed planning is required (for example Management Plan) or, if not, Council officers will prepare a capital works business case for consideration by Council's Executive Management Team, the Capital Works Steering Committee and Council. The business case will demonstrate the feasibility and apply the Outdoor Sports Infrastructure Guidelines.

If successful, the project will be considered in the ten year capital works program as an indicative item that will be subject to the assessment and consideration of other requests and funding priorities, as a part of the annual budget process.

¹ Copy available on Councils website

² An informed decision will involve considering the triggers: change of use, an increase in the building footprint, a planning and/or building permit required.





8. Sports Pavilion Infrastructure

Core components 100 per cent Council contribution

The following table outlines what components of development Council will fund. Size elements for core components listed below represent the maximum that Council will fund. Where a sporting organisation requests increases to component sizes detailed in the table and gains Council approval, these components will be fully funded by the organisation.

Table One

COMPONENT	QUANTITY	SIZE RANGE
Change Rooms <i>Cricket, AFL and Soccer</i>	Max 2 per sports grounds	20 – 40m ²
Change Rooms <i>Baseball*, Hockey and Tennis</i>	1 – 2 ³	10 – 22m ²
Change Rooms <i>Netball</i>	1	15 – 25m ²
Amenities – Showers / Toilets	1 – 4	10 – 22m ²
Heating / Cooling in the Social Room	1 – 2	N/A
Kitchen / Kiosk	1	15m ²
Officials/Umpire Room (including amenities, as necessary)	1	8 – 20m ²
Timekeeper Room	1	0 – 6m ²
First Aid/Medical Room	1	0 – 15m ²
Social Room / Multi-Purpose Space	1	40 – 70m ²
Storage Room ⁴	1 per sport org	2 – 12m ²
Cleaners Store	1	1 – 3m ²
Spectator Shelter ⁵	1 per site ⁵	45m ²
Spectator Seating (adjacent to a building or within the Spectator Shelter envelope)	1 allocation	45m ² (spaced appropriately)
Council Equipment Storage Shed (including Curator's Shed)	1	10m ² – 50m ²
Rubbish Bin Cage	1 – 2	5m ²

³ If there is more than one baseball pitch at a location, a variation of change room numbers is possible (subject to Council approval).

⁴ Storage is only provided within a pavilion.

⁵ The provision of an additional shelter or shade sail within a reserve may be considered, if it is a multiple sports ground or larger reserve (without an existing shelter).

8. Sports Pavilion Infrastructure

Optional components 100 per cent sporting organisation contribution

The following table outlines what components of development sporting organisations will fund. The exception to this will be where sporting organisations have provided significant financial input to the development of facilities in the past. The Infrastructure Policy proposes that in these instances Council will replace facilities with an equivalent floor size if demolition is required or, if demolition is not required, refurbish the facility to current day standard.

Table Two

COMPONENT	QUANTITY	SIZE RANGE
Extended Kitchen	1	15m ² – 30m ²
Bar Facilities	1	Max 14m ²
Meeting Room	1	Max 14m ²
Office	1 ⁵	Max 14m ²
Gymnasium (as a non-core sporting component)	1	Max 22m ²
Additional Storage	1 per club	12m ² – 24m ²
Extended Social Room ⁶	1	70m ² – 140m ²

⁵ In annual multi-tenant circumstances, consideration may be given to an additional office.

⁶ In annual multi-tenant circumstances, consideration may be given (similar to the Mullum Mullum Hockey Bowls Development) for additional Council funded social space or kitchen.



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8. Sports Pavilion Infrastructure

Facility Fit Out

The following table is a fit out of a facility, which determines who is responsible for particular items:

Table Three

COUNCIL	SPORT ORGANISATION
Plumbing fixtures, fittings for showers, toilets and sinks	Furniture e.g. tables, chairs, TV
Kitchen benches and cabinets	Refrigeration / Freezers
Hot water service	Dishwasher
Tiling	Drink fridges
Instant hot water units in kitchen / kiosk	Kitchen crockery and cutlery
Appropriate size / style oven and hot plates/burners for available space	Bar facilities and associated fittings
Heating/Cooling (HVAC) to social room only	Floor coverings, flooring and floor tiles for all "optional" additions to the development
Extractor fans and range hood	Telephone and television connections and associated equipment
Floor coverings ie carpet in social room, non slip floor in wet and change rooms	Change room Heating/Cooling (HVAC)
Appropriate hard floor coverings	Alarms
Curtain and blinds	Shelving within storage areas
Locks	All other items as required by the sport organisation are subject to Council approval
Light fittings	
Hooks in change rooms	
Bench style seating in change rooms	
Change room toilet fixtures, e.g. hooks, hangers, toilet roll holders, paper towel dispenser, mirror, partition wall, wall tiles, soap holders	
Security lighting	
Essential safety equipment e.g. fire prevent and exit lighting	
Roller screen security doors where appropriate	
Baby change facilities	

9. Ancillary Infrastructure

The following infrastructure items are those that are required to undertake the sport and are in addition to the pavilion. All grants received by Council will be deducted from core components or in some instances total project cost (e.g. floodlighting). Grants obtained through the sporting organisation will be included in their contribution.

Floodlighting

Floodlighting plays an important role for sport as it encourages greater use of a facility and increases participation for winter sports. The provision or upgrading of floodlighting infrastructure requires Council approval and is subject to a building permit and, where applicable, a planning permit.

Council will contribute 50 per cent of the cost of:

- Provision of training standard LUX as required by the state sporting association guidelines
- Construction of a new outdoor floodlighting system
- Upgrading of an existing outdoor floodlighting system, where the existing system has reached the end of its useful life.

Sporting organisations must contribute 100 per cent of the cost to upgrade floodlighting from training LUX to competition LUX, in accordance with the state sporting association guidelines.

Sporting organisations must contribute 100 per cent of the cost of the maintenance program including, but not limited to:

- Day to day maintenance of all floodlighting
- Globe replacement and fitting
- Cyclical rewiring (including alignment or relocation) and general infrastructure maintenance
- Operating costs of the floodlighting system.

The following process may apply when a sporting organisation requests an upgrade of the reserve floodlighting that changes or results in additional use of a reserve, e.g. the introduction of night competition:

- The sporting organisation is required to complete a Community Facilities Capital Works Funding Program Application
 - Evaluation of the application considers:
 - Consistency with Council policy, plans, strategies, guidelines and planning controls
 - Environmental and conservation impact assessment (referral to Council's Economic and Environmental Planning Unit)
 - Capacity of venue to accommodate additional use, including:
 - > Security lighting at facility currently, e.g. entry roads/paths
 - > Car parking capacity
 - > Current lease arrangements with Council, including consideration of current liquor licence and hours of use arrangements
 - > Impact on residents – traffic, noise and lights
 - Consultation with regional or state sporting association
 - Consultation with surrounding residence, including a letter to surrounding residents within a 400 metre radius of the reserve
 - Budget assessment and priority, including the costs of support infrastructure requirements (e.g. additional street lighting and/or car parking).

9. Ancillary Infrastructure

- If the officer evaluation deems that the floodlighting is possible it will be reported for consideration at a Council meeting. The Council report will include:
 - Officer assessment
 - Results of consultation
 - Proposed conditions of use; managed through a planning permit, lease or seasonal allocation agreement and may include:
 - > Specific nights and times where the lights may operate
 - > Use of various light intensities
 - > Game / competition completion time.

Scoreboards

The provision of any scoreboard infrastructure requires Council approval, and is subject to:

- having the infrastructure purpose of scoring only. The provision of storage remains within the pavilion;
- Council's *Outdoor Advertising on Council Owned and Managed Property Policy* which states that advertising is permitted; for details of size, location and type of permitted advertising refer to Policy; and
- a building and/or planning permit where applicable.

A scoreboard, where approved:

- is to be 100 per cent funded and maintained by sporting organisations;
- shall be within a maximum allowable size range of 2 metres x 5 metres, however the state sporting association guidelines will be considered; and
- shall be of a colour of the structure that is sympathetic to its surrounding, for example coaches box green or black.

Advertising on electronic scoreboards is temporary and as such not considered to be an advertising sign under the Manningham Planning Scheme.

Electronic scoreboards, where approved:

- shall not include an outdoor audio system;
- shall not include offensive material (e.g. racist, sexist, homophobic), material promoting harmful products (e.g. cigarettes, alcohol and gambling) or socially unacceptable products (e.g. brothels); and
- shall not promote individual or multiple candidates at Federal, State and Local Government elections;

The proposed conditions of use will be managed through a lease or seasonal allocation agreement, and a planning permit (where required) and will include hours of use, limited to 30 minutes prior to, during and 30 minutes after match play, unless stated otherwise in the planning permit conditions.

Coaches' boxes and dugouts

Council will provide 100 per cent funding for two coaches/player interchange boxes per sports grounds, or one dugout per regulation field if required by the State or National Sporting Association.

Interchange steward/umpire/officials box

Sporting organisations must provide 100 per cent of the cost of an interchange steward/umpire/officials box.

9. Ancillary Infrastructure

Sports ground perimeter fencing (seasonally allocated field)

Council will provide 100 per cent funding for sports ground perimeter fencing, where the sport allocation is a seasonal agreement.

Locked facility (fencing)

Council will provide 100 per cent funding for fencing that is locked, unless the fencing is located within a lease area, where the sporting organisations must provide 50 per cent of the replacement and 100 per cent of maintenance.

Ancillary infrastructure that is for exclusive use by the sporting organisation within a locked fenced facility requires Council approval and must be 100 per cent funded and maintained by the sporting organisations (excluding floodlighting and synthetic surfaces).

Multipurpose training facilities

Sporting organisations must provide 100 per cent of the cost of synthetic surface replacement and all infrastructures there within. These facilities are closed to the public.

Goal posts

Padding

Sporting organisations must contribute 100 per cent of the cost of sport goal post padding.

Instalment and removal

Council will provide 100 per cent of the cost of the seasonal football and soccer goal post instalment and removal (note that this is for permanent posts and not temporary).

Protective netting

Sporting organisations must contribute 50 per cent of the cost of protective netting, to assist with the containment of the ball. In the event of a Council assessed risk, Council will contribute 100 per cent of the cost.

Gate keeper's box

The provision of a gate keeper's box requires Council approval, is subject to a planning and building permit where applicable and, are to be:

- 100 per cent funded and maintained by sporting organisations
- Maximum allowable size of 1.2 x 1.2 metres
- Determined either temporary, seasonal (and stored safely) or permanent structures
- A colour that is sympathetic to its surrounding, e.g. coaches box green or black.

Sirens

The provision of a siren requires Council approval, is subject to a planning permit where applicable and is to be 100 per cent funded and maintained by sporting organisations.

10. Sports

In addition to the standard pavilion development and ancillary infrastructure elements, sports have specific requirements as directed by the State and Regional Sporting Associations. The following outlines these sport specific elements and who is responsible to fund them.

All grants received by Council will be deducted from total project cost. Grants received by the sporting organisation will be included in their 50 per cent contribution. The funding requirements of the funding agency must be followed.

Sports infrastructure provided for exclusive use by a sporting organisation will be funded and maintained by the sports organisation. Sports infrastructure provided that is accessible by the public will be funded by both Council and the sporting organisation.

Baseball

A sporting organisation must provide 100 per cent of the cost for maintenance of batting cages and the synthetic infield.

Council will provide 100 per cent of the cost of synthetic infield replacement (as per lease agreement) as per state sporting association guidelines.

Cricket

Council will provide 100 per cent of the replacement cost of:

- Centre wicket synthetic pitch, when it is at the end of its useful life
- Multi-use synthetic training facility (when open to public)
- One centre cricket pitch winter cover for use during the winter season.

Where the multi-use synthetic training facility is closed to the public, the sporting organisation must provide 100 per cent of the maintenance and replacement costs of synthetic cover, internal cricket net facility dividers, netting, sight screens and fencing.

Football

Sporting organisations must contribute 100 per cent of the cost of interchange box.

Hockey

A sporting organisation must provide 100 per cent of the cost of hockey pitch synthetic surface maintenance and replacement (as per lease agreement) as per state Sporting Association Guidelines.

Lawn Bowls

A sporting organisation must provide 50 per cent of the cost of bowling green:

- Surface reconstruction or replacement, once a surface has reached the end of its useful life (either synthetic turf or natural turf green), and
- Irrigation systems, new or replacement.

Netball

Council will provide 100 per cent of the cost of an outdoor netball court:

- Surface replacement, as per state sporting association requirements
- Infrastructure; including goal posts and line marking.

10. Sports

Soccer

Sporting organisations will provide 100 per cent of the cost for maintenance and replacement for exclusive use of a synthetic field. Refer to the Seasonal Sports Pricing Policy for the maintenance and replacement of synthetic fields that are shared use.

A sporting organisation must provide 100 per cent of the cost for the player's race and portable goals.

Tennis

A sporting organisation must provide 50 per cent of the cost of a tennis court:

- Surface reconstruction or replacement, once a surface has reached the end of its useful life, and
- Irrigation systems, new or replacement.



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11. Related Policy

All sport infrastructure developments must also align or comply with:

Internal documents:

- Council Plan 2013 – 2017
- 10 Year Financial Plan
- Community Facilities – Capital Works Funding Program 2007
- Council lease, license or usage agreements
- 'Active for Life' Recreation Strategy (2010)
- Community Facility Infrastructure Funding and Contribution Policy (including the Sport Organisation Contribution Agreement – currently in draft)

External documents:

- Australian Standards
- Building Code of Australia
- State Sporting Association or State and National Affiliated Body requirements (including but not limited to):
 - Bowls Australia's – Bowling Green's Construction Guidelines
 - AFL Preferred Facility Guidelines

The following documents will also be considered, but are not limited to:

- Seasonal Allocation of Sporting Facilities Conditions of Use Policy
- Seasonal Sports Pricing Policy
- Lease Community Facilities Pricing Policy
- Procurement Policy and Procedures
- Capital Evaluation Model for Capital Works Projects
- Council's Sports Policies
- Access, Equity and Diversity Strategy 2014 – 2017 (draft)
- 10 Year Capital works program
- Asset Management Strategy
- Capital Works Policy
- Public Open Space Strategy 2014
- Urban and Park Design Guidelines 2010
- Risk Management Framework.

Policy Register

Outdoor Sports Infrastructure Policy

Draft - not approved

Policy Classification	- TBA
Policy N°	- TBA
Policy Status	- Draft
Responsible Service Unit	- Recreation Services
Authorised by	- TBA
Date Adopted	- TBA
Next Review Date	- TBA

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



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Draft - not approved

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Outdoor Sports Infrastructure Policy



1. PURPOSE

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

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 will 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.
- Municipal
Facilities that cater for mainly Manningham residents and that accommodate sports and recreation activities that generally have a lower

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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 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.

Council will continually aim to achieve the facility standards, however it is acknowledged that site, size, budget and other constraints may impact the ability to achieve the standards. With this, variations to the standards may be considered in exceptional circumstances on a case by case basis.

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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*.

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

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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

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;
- Hockey;
- Netball (outdoor);
- Soccer;
- Softball; and
- Tennis.

This Policy excludes indoor stadiums and aquatic/leisure centres, as well as specialised outdoor sports including but not limited to:

- Aeromodel;
- Archery;
- Bocce;
- Disc Golf; and
- Pétanque.

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4. RESPONSIBILITY

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

5. DEFINITIONS

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

6. RELATED POLICIES

Council Plans and Policies

- Council Plan
 - Goal – Healthy Community
 - Goal – Liveable Places and Spaces
- Healthy City Strategy

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- *Focus Area – Healthy and Well*
- Draft Active for Life Recreation Strategy
 - *Priority Area 1*
 - *Action 1.3.4*
- Floodlighting Council Reserves Policy (2003)
- Procurement Policy (2019)

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)
- Bowls Australia Bowling Green Construction Guidelines (2011)
- Community Cricket Facility Guidelines (2015)
- 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 (2008)
- 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

- No supporting procedures exist.

8. GUIDELINES

- Manningham Better Building Design Guide (2018)

9. RELATED LEGISLATION

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

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10. SUPPORTING RESEARCH AND ANALYSIS

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

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

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

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ATTACHMENT 1 – SPORTS FIELD CLASSIFICATION

Regional Level Sports Fields

Bulleen Park Oval 1 (East)	Manningham/Templestowe Leisure Centre Outdoor Netball Courts
Mullum Mullum Reserve Hockey Pitch	Pettys Reserve Pitch 1 (East) and 2 (West)*
Tom Kelly Athletics Track	Stintons Reserve BMX Track

Municipal Level Sports Fields

Deep Creek Reserve Baseball Diamond	
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District Level Sports Fields

Anderson Park Pitch 1 (North) and 2 (South)	Boronia Grove Reserve Oval
Bulleen Park Oval 2 (East) and 3 (West)	Colman Park Oval
Domeney Reserve Oval	Doncaster Reserve Oval
Doncaster Tennis Club Courts	Donvale Reserve Ovals 1 (South) and 2 (West), Pitches 1 (West) and 2 (East)
Donvale Reserve Tennis Courts	Koonung Park Oval
Mullum Mullum Reserve Bowls	Mullum Mullum Reserve Tennis Courts
Park Avenue Reserve Pitch	Park Orchards Reserve Tennis Courts
Rieschiecks Reserve Oval	Schramm's Reserve Ovals 1 (South) and 2 (North)
Schramms Reserve Bowls	Serpells Reserve Tennis Courts
Stintons Reserve Oval	Swilk Reserve Bowls
Ted Ajani Reserve Oval	Ted Ajani Reserve Tennis Courts
Templestowe Reserve Oval 1 (East) and 2 (West)	Templestowe Reserve Tennis Courts
Timber Ridge Reserve Pitch 1 (East) and 2 (West)	Warrandyte Reserve Oval 1 (South)
Warrandyte Reserve Tennis Courts	Wilson's Road Reserve Oval
Wonga Park Reserve Oval 1 (West) and 2 (East)	Wonga Park Reserve Tennis Courts
Zerbes Reserve Oval	

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

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Local Level Sports Fields

Anderson Park Pitch 3 (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 Road Reserve Tennis Court	Warrandyte Reserve Oval 2 (North)
Warrandyte Reserve Netball	Wonga Park Reserve Netball Courts

School Sports Fields

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

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ATTACHMENT 2 – SPORTS PAVILION CLASSIFICATION

Regional Level Pavilions

Bulleen Park #1 (East)	Manningham Templestowe Leisure Centre
Mullum Mullum Reserve Hockey*	Petty's Reserve
Tom Kelly Athletics Track	Stintons Reserve BMX Track

Municipal Level Pavilions

Deep Creek Reserve	
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District Level Pavilions

Anderson Park	Bulleen Park #2 (Middle)
Bulleen Park #3 (West)	Colman Park
Domeney Reserve	Doncaster Reserve
Doncaster Tennis	Donvale Reserve #1 (South)
Donvale Reserve Tennis	Koonung Park
Mullum Mullum Reserve Bowls*	Mullum Mullum Reserve Tennis
Park Avenue Reserve	Park Orchards Reserve Tennis
Rieschiecks Reserve	Schramm's Reserve #1 (South)
Schramm's Reserve Bowls	Serpells Reserve Tennis
Stinton's Reserve	Swilk Reserve Bowls
Ted Ajani Reserve	Ted Ajani Reserve Tennis
Templestowe Reserve	Templestowe Reserve Tennis
Timber Ridge Reserve	Warrandyte Reserve
Warrandyte Reserve Tennis	Wilson's Road Reserve
Wonga Park Reserve #1 (West)	Wonga Park Reserve Tennis
Zerbes Reserve	

Local Level Pavilions

Burgundy Reserve	Donvale Reserve #2 (North)
Donvale Reserve #2 (North)	Colman Park Tennis
Koonung Park Tennis	Schramm's Reserve #2 (North)
Serpell's Reserve	Wonga Park Reserve #2 (East)

* It is noted that Mullum Mullum Reserve Hockey and Bowls are classified as district and municipal level respectively and 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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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
Social room	150m2		100m2	To be incorporated within change rooms
Social room toilets	2 x 15m2		2 x 15m2	2 x 10m2
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	30m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Time keepers box	10m2		10m2	N/A
Verandah	100m2		75m2	50m2
Curator's shed	80m2		60m2	N/A
Utilities/Plant Room (turf wicket venue only)	As required		As required	N/A
Rubbish bin cage	5m2		5m2	5m2

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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
Spectator area	Case by case		Case by case	Case by case
Scoreboard	Fixed electronic		Fixed electronic	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		Optional	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

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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	2 x 15m2			
Toilets - Accessible	Refer to code			
Kitchen/Canteen	30m2			
Office	15m2			
Storage rooms	40m2			
Cleaners storage room	5m2			
Spectator shelter (veranda)	Case by case			
Rubbish bin cage	5m2			

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Baseball/Softball – Pavilion Standards

Area	Regional	Municipal	District	Local
Change room	N/A	2 x 25m2	N/A	N/A
Accessible change space		Refer to code		
Change room amenities		2 x 15m2		
Umpires room		20m2		
Medical/trainer’s room		15m2		
Social rooms		75m2		
Social room toilets		2 x 15m2		
Toilets - Accessible		Refer to code		
Kitchen/canteen		30m2		
Office		15m2		
Storage room		20m2		
Cleaners storage room		5m2		
Scorers shelter		N/A		
Veranda		75m2		
Rubbish bin cage		5m2		

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Athletics – Sports Field Standards

Area	Regional	Municipal	District	Local
Track size - Circular	400m	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 - Track	200 lux (LED)			
Floodlights - Field (throwing)	200 lux (LED)			
Floodlights - Field (Jumping)	200 lux (LED)			
Reserve fencing	3m			
Sealed car parks	Case by case			
Unsealed (overflow)	Case by case			
Spectator area	Tiered viewing area			
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			

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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 net		3m (H) x 4m (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		
Spectator area		Fixed seating - case by case		
Scoreboard		Fixed electronic		
Dug outs		2 x permanent (7m x 1.2m)		
PA system		Optional		
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		

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BMX – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m ²	N/A	N/A	N/A
Change room amenities	2 x 15m ²			
Accessible change room	Refer to code			
Social room toilets	2 x 15m ²			
Toilets - Accessible	Refer to code			
Medical room	15m ²			
Social Room	100m ²			
Storage	30m ²			
Cleaners Store	5m ²			
Kitchen/Canteen	30m ²			
Veranda	100m ²			
Office	15m ²			
Maintenance shed	15m ²			
Rubbish Bin Cage	5m ²			

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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			
Floodlights	100 lux			
Sealed car parks	Case by case			
Unsealed car parks (overflow)	Case by case			

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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			
Social Rooms	100m2			
Social room toilets	2 x 15m2			
Toilets - Accessible	Refer to code			
Kitchen/Canteen	30m2			
Office	15m2			
Storage Rooms	20m2			
Cleaners storage	5m2			
Time keepers box	10m2			
Veranda	75m2			
Rubbish bin cage	5m2			

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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			
Spectator viewing area	Case by case			
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 electronic			
Coaches box (each)	4.8m x 1.2m			
Technical bench	3m x 6m			
Goal Posts	2.14m (H) x 3.66m (W)			

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Bowls – Pavilion Standards

Area	Regional	Municipal	District	Local
Change Rooms	N/A	N/A	2 x 15m ²	N/A
Change Room Amenities			2 x 7.5m ²	
Accessible Change Room			Refer to code	
Social room toilets			2 x 15m ²	
Toilets - Accessible			Refer to code	
Social Room			100m ²	
Storage			20m ²	
Cleaners Store			5m ²	
Kitchen/Canteen			30m ²	
Veranda			75m ²	
Office			15m ²	
Groundsman Shed			15m ²	
Rubbish Bin Cage			5m ²	

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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	
Spectator viewing area			Case by case	
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)	

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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 25m ²	N/A	2 x 25m ²	N/A
Accessible change room	Refer to code		Refer to code	N/A
Change room amenities	2 x 15m ²		2 x 15m ²	N/A
Umpires change room	20m ²		20m ²	N/A
Medical/trainer's room	15m ²		15m ²	N/A
Social room	20m ²		20m ²	N/A
Social room toilets	2 x 15m ²		2 x 15m ²	N/A
Toilets - Accessible	Refer to code		Refer to code	N/A
Kitchen/canteen	30m ²		20m ²	N/A
Office	15m ²		15m ²	N/A
Storage room	20m ²		20m ²	10m ²
Rubbish storage	20m ²		10m ²	N/A
Spectator Cover	5m ²		5m ²	N/A

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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
Spectator Area	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	Optional		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)	

Policy Register Outdoor Sports Infrastructure Policy



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
Social Rooms	150m2		100m2	To be incorporated within change space
Social room toilets	2 x 15m2		2 x 15m2	2 x 10m2
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	40m2		20m2	20m2
Cleaners storage	5m2		5m2	5m2
Media room	15m2		No	N/A
Veranda	100m2		75m2	50m2
Rubbish bin cage	5m2		5m2	5m2

Policy Register Outdoor Sports Infrastructure Policy



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
Spectator area	Case by case		Case by case	Case by case
Scoreboard	Fixed electronic		Fixed electronic	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)
PA system	Optional		Optional	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

Policy Register Outdoor Sports Infrastructure 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			2 x 25m ²	N/A
Social rooms			100m ²	N/A
Social room toilets			Incorporated within amenities	N/A
Toilets - Accessible			Refer to code	N/A
Kitchen/canteen			30m ²	N/A
Office			15m ²	N/A
Storage rooms			20m ²	N/A
Cleaners storage room			5m ²	N/A
Rubbish storage			5m ²	N/A
Veranda			75m ²	N/A

Policy Register Outdoor Sports Infrastructure Policy



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	350 lux - Principle Playing Area - Case by case
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
Spectator area			Case by case	N/A
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

Policy Register Outdoor Sports Infrastructure 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 10.5m	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)	Refrigerators/Freezers (including drinks fridges)
Heating/cooling units and fixed fans (social room only)	Sanitary bins
Hooks in change rooms	Security systems
Hot water service	Storage room shelving
Instant hot water unit (in kitchen/kiosk)	Telephone and TV aerial connections
Kitchen benches and cabinets	All other items as required by the user group (subject to Council approval)
Light fittings	
Locks (excluding club locks)	
Ovens and hot plates Regional – 6 burner, 100-120L Oven District and Municipal – 4 burner, 70-90L Local – Domestic 4 burner, 50-70L School – 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.

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%	
Council Equipment Storage	100%	0%	
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.
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	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%	

Policy Register Outdoor Sports Infrastructure Policy



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.
Scoreboards	0%	100%	In accordance with Council's Facility Standards. User Group must fund 100% in excess of the standards.
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 table 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.

11.2 Sporting Facilities Allocations Policy

File Number: IN20/350
Responsible Director: Director City Services
Attachments: 1 Draft Sporting Facilities Allocation Policy [↓](#)

EXECUTIVE SUMMARY

Council's Active for Life Recreation Strategy 2010-25 (2019 Review) (Recreation Strategy) identified recent significant growth in organised sport participation, with further growth anticipated. Prior to exploring the development of new facilities to cater for this growth, it is important to ensure usage of Council's existing sporting facilities is maximised.

To respond to this, the Recreation Strategy included an action to develop the Sporting Facilities Allocation Policy (Policy).

The Policy aims to provide a clear and transparent approach towards sustainable and equitable use of Council's sports fields and pavilions. The Policy scope categorises the allocation of Council's sporting facilities as follows:

- *Seasonal Allocations (including sports clubs and personal trainers);*
- *Annual Allocations (for user groups that require use year round);*
- *Casual Bookings (including for sports clubs finals training and matches as well as preseason training, school use and community events); and*
- *Lease Agreements (exclusive occupancy of a facility).*

The Policy applies to sports fields including but not limited to football/cricket ovals, soccer pitches, netball courts and archery fields, as well as sporting pavilions. The Policy also considers leased facilities for exclusive occupancy including club tennis courts, bowling greens and hockey pitches, as well as social areas within Council's level 1 sporting pavilions. The Policy also considers use of general open space for organised, low intensity activity. The Policy does not however apply to any sport, recreation or leisure facility that is managed on behalf of Council under contract.

The Policy outlines:

- *The requirements for user groups to be allocated a Council facility, which ensures that Council adequately addresses insurance risks;*
- *An eligibility criteria to apply to any application received; and*
- *A criteria that can be applied in scenarios whereby multiple user groups have applied for use of a sports field and/or pavilion and an equitable, shared allocation cannot be achieved.*

Ultimately, the Policy will provide a clear and equitable framework for both Council and applicants in relation to the allocation of Council's sports fields and pavilions. This will address sustainably maximising use of sports fields and pavilions, meeting relevant insurance obligations, increasing participation opportunities for the community as well minimising risk exposure.

COUNCIL RESOLUTION

MOVED: CR PAULA PICCININI
SECONDED: CR MIKE ZAFIROPOULOS

That Council:

- A. Endorses in principle the Draft Sporting Facilities Allocation Policy;**
- B. Proceeds with a period of community consultation on the Draft Sporting Facilities Allocation Policy between 3 August and 31 August 2020; and**
- C. Notes that a further report will be presented to Council in late 2020 on the outcomes of the community consultation.**

CARRIED

Cr Geoff Gough left the meeting at 8:06pm and returned at 8:07pm.

2. BACKGROUND

- 2.1 Council's Active for Life Recreation Strategy 2010-25 (Reviewed 2019) (Recreation Strategy) identified significant participation growth in organised sport over recent years, and anticipates that participation will continue to grow. As a result, the Recreation Strategy determined that a number of sports will require additional facilities to cater for this growth. Increasing the capacity of existing sports fields in the short term provides Council with a cost effective method to work towards the required facility provision.
- 2.2 Furthermore, the Recreation Strategy identified that minimal guidelines are currently in place that govern the allocation of sporting facilities. Council's Seasonal Sports Pricing Policy (SSPP) governs this area by setting out fees and charges for sporting facility usage, and providing guidelines around the allocation of these facilities, albeit these guidelines are minimal. The Recreation Strategy also identified that there are currently no formalised guidelines governing the allocation of facilities for preseason training, minimal guidelines for personal trainers and minimal criteria to determine an allocation should multiple user groups seek use of the same facility.
- 2.3 The lack of guidelines to govern the allocation of Council's sporting facilities has previously resulted in many users accessing sporting facilities without written permission from Council. This creates issues around insurance obligations where land owner consent has not been provided. This has also resulted in allocations being granted to user groups that are in arrears to Council for fees for previous usage and without approved payment plans in place. Furthermore, it has resulted in user groups being allocated facilities that they do not have a demonstrated need for, based on participant numbers and other factors.
- 2.4 To address the increased participation and the absence of appropriate guidelines to govern sporting facility allocations, the Recreation Strategy included an action to develop the Sporting Facilities Allocation Policy (Policy). *A copy of the Draft Policy can be found at Attachment 1.*

3. DISCUSSION / ISSUE

- 3.1 The Policy aims to create a transparent, equitable and sustainable framework to maximise use of Council's sporting facilities. In addition, the Policy aims to address a number of items including maximising usage of Council's sporting facilities, risk and insurance obligations and minimising the amount of outstanding fees owed to Council by sporting facility user groups.
- 3.2 To enable this to be achieved, the Policy focuses on 4 types of allocations for the use of Council's sporting fields and pavilions (excluding facilities managed on behalf of Council under contract):
- Seasonal Allocations;
 - Annual Allocations;
 - Casual Bookings; and
 - Lease Agreements
- 3.2.1 Seasonal Allocations are made for the summer (1 September to 31 March) and winter (1 April to 30 September) tenancy periods. Seasonal allocations are provided primarily to sporting clubs that operate on a seasonal basis, as well as personal trainers.
- 3.2.2 Annual allocations are made for the period of 1 October to 30 September and are provided to user groups that operate year round.
- 3.2.3 Casual allocations are made for 'once off' bookings, or for use that falls outside of a seasonal user's allocation. This includes school usage, finals matches and training, preseason matches and training as well as community events.
- 3.2.4 Lease Agreements are provided for user groups that have exclusive occupancy of a facility including but not limited to club tennis courts, bowling greens and hockey pitches. This also extends to social areas within sporting pavilions classified as level 1, as per Council's Seasonal Sports Pricing Policy and Community Facilities Access and Concession Policy.
- 3.3 Within the allocation types, the Policy considers an eligibility criteria that each applicant is required to satisfy. Furthermore, a criteria has been developed for instances where multiple user groups are applying for a single facility, and bonds have been considered for all users to minimise Council's exposure to risk.
- 3.4 Eligibility Criteria
- 3.4.1 Eligibility criteria has been developed for all allocation types to ensure sporting facilities are used for their intended purpose. The criteria addresses public liability insurance requirements to respond to Council's risk and insurance obligations, as well as addressing financial implications by considering any debts owed to Council by user groups.

3.4.2 To ensure Council's objectives around equality and inclusiveness are achieved, the seasonal and annual allocation eligibility criteria also includes a requirement for user groups to demonstrate their commitment to inclusive practices. This is to be achieved through user groups developing strategic/business plans outlining the user group's commitment to integrating all members of the community into the club in both an on field and off field capacity. It is also a requirement that these plans demonstrate a commitment to promoting wider health benefits to members, identifying potential future facility requirements, improving governance as well as aligning their respective plans to relevant Council Plans and Strategies.

3.5 Allocations Criteria

3.5.1 A criteria has been developed to address instances where multiple user groups have applied for seasonal or annual use of the same facility. In the first instance, when this occurs Officers will work towards creating a shared use approach to achieve maximum and equitable use of the facility. Where a shared use arrangement cannot be achieved or is not feasible, the criteria will be applied. The criteria focuses on the applicants:

- a) History at the facility;
- b) Ability to provide maximum benefit, including a demonstrated need for the facility, integration of people from underrepresented groups and optimal facility use;
- c) Previous financial investment into capital works at the facility;
- d) Previous behaviour;
- e) History based in Manningham;
- f) Registration with programs such as Good Sports and the Inclusive Club Program; and
- g) Governance structures.

3.5.2 The applicant that satisfies the criteria the most will be awarded the allocation.

3.6 Bonds

3.6.1 Bonds will be considered for all bookings and will be applied to ensure Council is protected against damage and destructive behaviour that may occur as a result of a booking. A criteria has been developed to determine whether a bond is required to be applied to a booking, which considers:

- a) The type of booking;
- b) The nature of the booking;
- c) The applicant's previous behaviour;
- d) Whether keys will be provided;

- e) Whether vehicle access to the sports field is required; and
- f) Whether alcohol will be present and if so, the volume of alcohol.

3.6.2 Bond amounts are subject to those listed within the Seasonal Sports Pricing Policy.

3.7 Personal Trainers

3.7.1 Currently, there are no guidelines governing which spaces a personal trainer can apply for use. This has resulted in personal trainers utilising Council's open space, such as local parks, as well as sports fields.

3.7.2 Open space such as Council's local parks are not maintained to the high standard which Council's sports fields are maintained. As a result, there is a higher likelihood of obstacles such as pot holes being present, which heightens the risk of injury for personal training participants. This poses a significant risk to Council, user groups and participants.

3.7.3 To address this risk and mitigate the likelihood of participant injury, it is proposed that personal trainers will be permitted to apply for use of Council's sports fields only.

3.8 Use of General Open Space

3.8.1 Use of general open space for organised, low intensity activity will be considered on a case by case basis. This includes activities such as Tai Chi and Yoga.

4. COUNCIL PLAN / STRATEGY

4.1 The draft Policy addresses Priority Area 1 from the Recreation Strategy, specifically action 1.3.3 – *'Develop a Policy for the allocation and use of seasonally allocated sporting infrastructure'*.

4.2 The draft Policy also produces relevant outcomes for the Council Plan 2017-2021 and Healthy City Strategy 2017-2021, through equitable access and inclusive use of Council's sporting facilities.

5. IMPACTS AND IMPLICATIONS

5.1 The draft Policy provides clear direction for Council on the allocation of sporting facilities on a seasonal, annual, casual and leased basis, including addressing insurance obligations, reducing risk exposure and increasing equitable access.

6. IMPLEMENTATION

6.1 Finance / Resource Implications

6.1.1 The delivery of the Policy review is within current budgets and resource allocations.

6.1.2 The development of an eligibility criteria for all bookings ensures Council has received payment for usage of facilities prior to the next season commencing. It is anticipated that this criteria may result in a lower number of debts owed to Council by users of Council's sporting facilities.

6.1.3 Bonds will also be considered for all bookings. The application of a bond will be done so if the newly developed criteria deems it necessary. Bonds will ensure that Council is somewhat financially covered should a user group damage a Council facility, lose keys or displays destructive behaviour. Bond amounts will be determined through the impending review of Council's Seasonal Sports Pricing Policy.

6.2 Communication and Engagement

6.2.1 It is proposed that a 4 week community consultation period will occur between 3 August and 31 August 2020.

6.2.2 The community consultation period will allow stakeholders to have their say on the content of the draft Policy. A detailed Communications Plan has been developed which considers the current climate in which we live and work. With this, the Communications Plan focuses on online engagement through the YourSay platform, whilst making use of Council's social media content.

6.3 Timelines

6.3.1 A 4 week consultation period will be undertaken between 3 and 31 August 2020. It is then intended to present the final Sporting Facilities Allocations Policy to Council for endorsement at its Ordinary Meeting in late 2020. Implementation of the Policy will follow until 2024.

6.3.2 It is understood that the Policy presents a level of change for the community, particularly around the eligibility criteria for seasonal and annual allocations. To ensure fair and equitable implementation of the Policy, a transition process will be implemented. User groups will be afforded a grace period to enable outstanding debts to Council and strategic/business plan developments to be addressed. Based on anticipated Policy adoption dates, it is proposed that the abovementioned components of the criteria will be applied to all annual and seasonal allocations from 1 April 2022, being the commencement of the winter tenancy period. That is, user groups allocated a summer or annual allocation will have the criteria applied from 1 October 2022, being the commencement of these tenancy periods. All other aspects of the Policy will be enforceable from the date of adoption.

6.3.3 A Special Condition will be added to all new and renewed lease agreements for use of Council's sporting facilities from 1 January 2022. This condition will require user groups (sporting clubs only) to submit strategic/business plans outlining, amongst other areas, their commitment to integrating all members of the community into the club in both an on field and off field capacity. This provides a consistent approach across all sporting clubs.

6.3.4 To further assist with this, Council Officers will develop education opportunities for user groups to increase their skills and knowledge, to achieve the eligibility criteria around strategic/business plans. This includes providing resources and tool kits to address topics such as developing a strategic/business plan, access and inclusion, mental health awareness, governance and healthy eating, amongst other topics.

7. DECLARATIONS OF CONFLICT OF INTEREST

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

Policy Register
Sporting Facilities Allocation Policy



Policy Register

Sporting Facilities Allocation Policy

Policy Classification	- TBA
Policy N°	- TBA
Policy Status	- TBA
Responsible Service Unit	- Recreation Services
Authorised by	- TBA
Date Adopted	- TBA
Next Review Date	- TBA

*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
Sporting Facilities Allocation Policy



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Draft not approved

Policy Register Sporting Facilities Allocation Policy



1.0 PURPOSE

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

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.

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 must be made a minimum 10 business days prior to the booking date and no longer than 12 months in advance. Applications received outside of these times may be considered in special circumstances (e.g. cricket finals matches etc.). Booking cancellations must be 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.

Policy Register Sporting Facilities Allocation Policy



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.

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.

Policy Register

Sporting Facilities Allocation Policy



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.

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?
- Has the applicant got a history of poor behavior, 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?

Policy Register Sporting Facilities Allocation Policy



3.0 SCOPE OF POLICY

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

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

5.0 DEFINITIONS

Annual Use	The use of a sports field and/or associated facilities for a 12 month period between 1 October and 31 March.
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 fields and pavilions used outside of a seasonal allocation, or used by user group(s) granted a "one off use", including preseason training, finals matches and finals training.
Community – Not for profit	An organisation that does not earn profits, and any monies used are to pursue the organisation's objective.
Lease	Exclusive occupancy of a facility by a user group e.g. hockey pitches, club tennis courts and bowling greens etc.
Open Space	Areas which are not maintained to the standard of an active reserve and are primarily used for unstructured activities and play.
Seasonal Use	An allocation granting a user group use of a sports field and/or pavilion for the duration of a season. Summer season 1 October – 31 March Winter season 1 April – 30 September

Policy Register Sporting Facilities Allocation Policy



Season 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.
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. a personal training group or sporting club.)
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.)
User Group	An entity permitted to apply for use of a sports field, including sporting clubs, schools, personal trainers and commercial businesses.

6.0 RELATED POLICIES

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

- Sporting Facilities Allocations Procedure

8.0 GUIDELINES

No guidelines are applied.

Policy Register
Sporting Facilities Allocation Policy



9.0 RELATED LEGISLATION

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

10.0 SUPPORTING RESEARCH AND ANALYSIS

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.

11.0 DOCUMENT HISTORY

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

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

12 SHARED SERVICES

12.1 Adoption of 10 Year Financial Plan 2020/21 to 2029/30

File Number: IN20/436
Responsible Director: Director Shared Services
Attachments: 1 10 Year Financial Plan 2020/21 to 2029/30 [↓](#)

EXECUTIVE SUMMARY

The 10-Year Financial Plan (the Plan) covers the period 2020/21 to 2029/30 and provides the framework upon which sound financial decisions are made. The Plan presents financial forecasts of Council's capacity to continue delivering high quality services, facilities and infrastructure into the future, whilst living within its means.

The 2020/21 Annual Budget represents the first year of the Financial Plan and the Strategic Resource Plan represents years 1-4 of the Financial Plan.

The projected financial outcomes for the period 2020/21 to 2029/30 indicate that Council, based on current assumptions and economic forecasts and conditions, is in a solid financial position and has the capacity to continue to deliver services and infrastructure during this period at current service levels.

The Financial Plan is updated annually to reflect current economic and financial forecasts and incorporate changes to underlying assumptions and legislation.

The 10-Year Financial Plan is provided as Attachment 1 to this report and is presented for adoption by Council.

COUNCIL RESOLUTION

MOVED: CR ANNA CHEN
SECONDED: CR GEOFF GOUGH

That Council adopts the 10-Year Financial Plan 2020/21 to 2029/30.

CARRIED

2. BACKGROUND

- 2.1 Each year a 10-Year Financial Plan is prepared as part of the Annual Budget process. The Plan outlines the key assumptions made in forecasting financial outcomes out ten years. It is a high level strategic document that projects Council's financial capacity to continue to deliver high quality services and infrastructure to the community while still 'living within its means'.
- 2.2 The Plan, having a long term (10 year horizon) enables the monitoring of trends and the early identification of financial (funding) issues that may need addressing in the future.

2.3 The same Budget Principles and assumptions that the 4-Year Strategic Resource Plan (SRP) was developed upon were also applied in developing the 10-Year Financial Plan.

2.4 In a 10 year financial planning horizon:

- The first year of the 10-Year Financial Plan represents the Annual Budget (in much more detail);
- Years 1-4 of the Plan form the Strategic Resource Plan; and
- Years 5-10 of the Plan represent the long term assessment of Council's financial ability to continue to fund services and infrastructure out into the future.

3. DISCUSSION / ISSUE

3.1 The objectives of the Plan are:

- The achievement of a prudent balance between meeting the service needs of our community and remaining financially sustainable for future generations;
- An increased ability to fund both capital works in general and meet the asset renewal requirements; and
- To maintain a sustainable Council in an environment of capped Council rate income and low increases in government grant funding

3.2 The attached 10-Year Financial Plan provides an overview of Council's current financial position, key challenges, details of key assumptions and provides the ten year performance indicator projections and the projected Income Statement, Balance Sheet, Cash Flow Statement and Capital Works Statement.

3.3 The rate revenue forecasts are based on the continued setting of rates at the forecast State Government rate cap (estimated to be 2.0% to 2.5% per annum).

3.4 The 10 year financial forecasts in the 10-Year Financial Plan (Attachment 1) present Council in a solid and steadily improving financial position with a continued ability to provide services and maintain over \$2.0 billion of community assets. The key forecasts are detailed below:

4. COUNCIL PLAN / STRATEGY

4.1 The Financial Plan fits into Council's Integrated Planning Framework and is based on the 2020/21 Annual Budget and four year Strategic Resource Plan 2020/21 to 2023/24 and non-financial projections.

4.2 It is prudent to maintain the current practice of reviewing and updating the 10-Year Plan as part of the Annual Budget process.

4.3 Adoption of the 10 Year Financial Plan 2020/21 to 2029/30 represents achievement of the 2019/20 Annual Budget Major Initiative 5.1 (to adopt Council's Long Term Financial Plan and Annual Budget in line with guiding financial principles).

5. IMPLEMENTATION

5.1 Finance / Resource Implications

The Financial Plan is a decision making tool to identify Council's current and projected financial capacity to continue delivering high quality services, facilities and infrastructure, whilst living within its means.

5.2 Communication and Engagement

The Financial Plan has been guided through community engagement undertaken as part of the development of the Annual Budget, Council Plan 2017-2021, Healthy City Strategy 2017-2021 and other key strategies of Council.

5.3 Timelines

The Annual Budget 2020/21, representing the first year of the Financial Plan, will be implemented effective July 2020 following adoption of the Annual Budget and declaration of rates and charges (scheduled for the Council Meeting of 28 July 2020).

6. DECLARATIONS OF CONFLICT OF INTEREST

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

10 Year Financial Plan 2020/21 to 2029/30



Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

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Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

Executive Summary

Purpose of the 10-Year Financial Plan

Council prepares a 10-Year Financial Plan to provide the financial management framework (or business rules) upon which sound financial decisions are made.

The 10-Year Financial Plan (the Plan) covers the period 2020/21 to 2029/30. 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 (Appendix 1), key assumptions and an overview of each key element of the Plan (Appendix 2 & 3). Each year the 10-Year Financial is reviewed and updated to reflect the current circumstances of Council.

The following diagram illustrates the relationships with the 10-Year Financial Plan, the four year Strategic Resource Plan and the Annual Budget.

10-Year Financial Plan									
1	2	3	4	5	6	7	8	9	10
Strategic Resource Plan (years 1-4)				Longer term financial projections based on assumptions.					
Annual Budget									

The Plan effectively takes the assumptions and budget parameters that have been applied to the annual budget (year 1) and the Strategic Resource Plan (years 2-4) and extends these out into years 5-10 to give a longer term view of Council’s financial viability and outcomes.

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.

Management 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.

Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

- A minimum 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.

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, zero based approach to consultants and legal expenses, pursuing new revenue sources including fees, charges, new initiatives based on approved business cases including whole of life costs, prioritise need and obtaining better financial returns on Council assets.

The key Financial Performance Indicators used to monitor together with the target range sought and forecast results are detailed in Appendix 1 Key Financial Indicators.

The Plan will be updated annually as part of each new budget process and at other times as circumstances require.

Forecast Financial Position

The 2020/21 budget forecasts Council to be in a sound financial position with no debt, an operating surplus of \$12.6 million and net assets of \$2.2 billion, including cash and investments of \$62.1 million. Of this \$62.4 million, \$31 million was externally restricted and a further \$12.5 million internally restricted. The remaining \$18.6 million was unrestricted. The operating surplus generates funds required to ensure that it has sufficient reserve to meet financial challenges that may arise in the future.

In applying the assumptions detailed in this document, the 10-Year Financial Plan forecasts continuing operating surpluses as a means to steadily improve Council's long term financial sustainability and to meet strong demand for operational services and infrastructure.

The table below outlines the improvement to key financial forecasts in the 10-Year Financial Plan. Improved unrestricted cash levels will provide Council with additional financial capacity to react to changes in service and infrastructure priorities and demand. For further information, refer to Appendix 4.

Financial Plan (\$ million)	Year1 20/21	Year2 21/22	Year3 22/23	Year4 23/24	Year5 24/25	Year6 25/26	Year7 26/27	Year8 27/28	Year9 28/29	Year10 29/30
Surplus for the year	\$12.6	\$15.9	\$22.4	\$21.2	\$22.6	\$22.6	\$23.1	\$23.5	\$24.6	\$26.5
Total cash & investments	\$62.1	\$61.9	\$63.1	\$70.0	\$76.6	\$83.1	\$91.8	\$100.2	\$108.8	\$121.3
Unrestricted cash & investments	\$18.6	\$22.0	\$26.9	\$32.0	\$36.1	\$40.4	\$44.9	\$49.4	\$53.4	\$61.7
Net assets	\$2,199	\$2,215	\$2,237	\$2,258	\$2,281	\$2,303	\$2,326	\$2,350	\$2,375	\$2,401

Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

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 City Council rate revenue represents in excess of 65% of our total revenue. The State Government rate cap will have a compounding impact on Council's rate revenue in the order of approximately \$64 million over the next 10 years.

Strategies that Council has put in place to reduce the impact of the rate cap include 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 at 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 assets.

Actions undertaken since 2016/17 to improve business unit efficiencies resulted in savings and/or additional revenues of just under \$5.0 million and the program is projecting a further \$1.8 million (or 1.4% of total expenses) in cost savings or additional revenues for 2020/21. This focus on achieving operational efficiencies will form 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 assets activities and establishing footpaths and kerb and channel in metropolitan area where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis however the demand currently exceeds our capacity to fund all the works.

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 consumption, placing a greater load on existing assets, resulting in more wear and tear and adding to the cost of service provision.

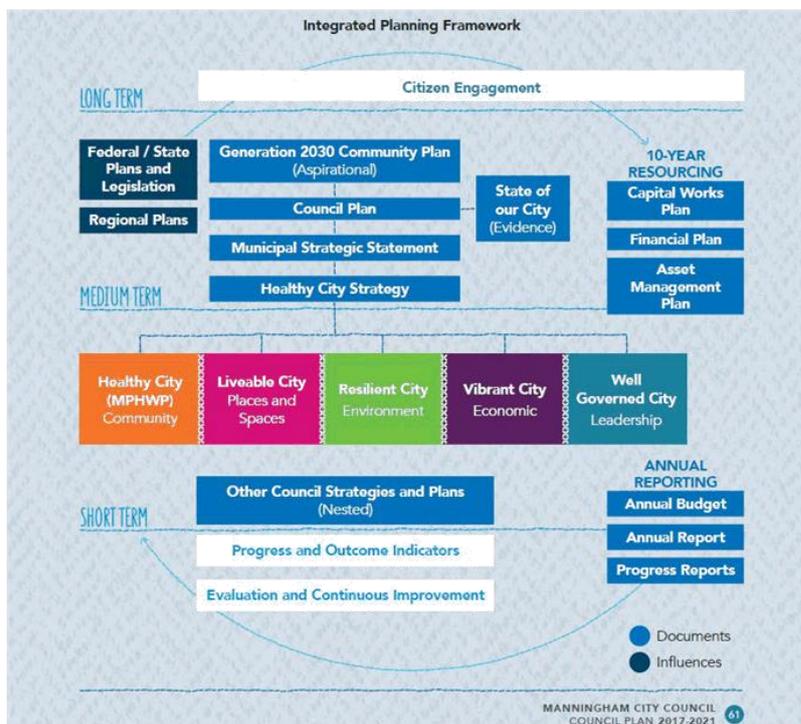
In summary, from a financial perspective Council has the same dilemma as most individuals - it has a limited budget yet many and competing demands on where to allocate its scarce resources.

Link between the 10-Year Financial Plan and Council's Planning Framework

The purpose of the 10-Year Financial Plan is to ensure the financial sustainability of the City of Manningham and to provide appropriate levels of resources to meet Council's future needs in providing services and facilities to the community.

Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

The 10-Year Financial Plan fits into Council's overall Integrated Planning framework as outlined below:



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.

The first four years of the 10-Year Financial Plan forms the Strategic Resource Plan financial forecasts and the first year of the Plan represents the annual budget.

Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

Appendix 1: 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 10-Year Financial Plan are shown in Table 2.

Table One: Lead 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 10%
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	To assess Council's freely available cash level. Higher unrestricted cash relative to liabilities suggests council is able to pay bills in a timely manner. <u>Unrestricted cash</u> Current liabilities	10% to 300%	n/a
Loans and Borrowings (Debt Commitment)	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. <u>Debt servicing and redemption costs</u> Rate Revenue	0% to 20%	n/a
Loans and Borrowings (Indebtedness)	Indicates reliance on debt to fund capital programs. Lower proportion of non-current liabilities suggests greater capacity to meet long-term obligations. <u>Non-current liabilities</u> Own sourced revenue	2% to 70%	Less than 40%
Asset Renewal and Upgrade	Assessment of whether council assets are renewed or upgraded as planned. <u>Asset renewal and asset upgrade expenditure</u> Depreciation Compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading existing assets with 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%
Self-Financing	Indicates reliance on debt to fund capital programs. <u>Net operating cash flows</u> Net capital expenditure	n/a	More than 100%

Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

Capital Replacement	Measures the replacement of assets is consistent with their consumption. <u>Capital expenditure</u> Depreciation	n/a	More than 150%
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Key Performance Indicator Achievement

The Plan forecasts a strong performance with the majority of financial indicators exceeding their target (with the exception of the Adjusted Underlying Result and Self Financing indicators which are heavily affected by the financial impact on Council of COVID-19 in 2020/21).

Despite missing the VAGO target for Adjusted Underlying Result and Self Financing, the overall results indicate that Council is projected to maintain a “Low” Financial Sustainability Risk as determined by the Victorian Auditor General. This is an important independent assessment of Council’s financial position.

Table Two: Projected Performance Indicator outcomes

Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Adjusted Underlying Result	2.5%	5.9%	6.4%	7.1%	9.2%	9.1%	9.2%	9.2%	9.5%	10.3%
Working capital	186.2%	177.6%	172.8%	181.4%	188.0%	193.6%	202.6%	209.1%	217.2%	224.9%
Unrestricted Cash	39.7%	45.9%	54.8%	63.9%	69.7%	75.3%	80.8%	85.4%	89.3%	100.5%
Loans and Borrowings (Debt Commitment)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Loans and Borrowings (Indebtedness)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Asset Renewal & Upgrade	147.7%	121.0%	141.4%	126.4%	130.0%	134.7%	126.1%	127.7%	132.7%	136.7%
Self-Financing	75.5%	100.3%	103.2%	115.9%	115.6%	115.1%	120.4%	119.0%	119.4%	127.5%
Capital Replacement	216.2%	183.9%	202.0%	174.5%	182.8%	184.1%	174.9%	179.1%	180.9%	188.4%

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Appendix 2: 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	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
CPI Forecast	2.00%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

Income Assumptions

Rates and Annual 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 of the Minister for Local Government.

The rate cap for the last five years:

Year	Rate Cap
2016/17	2.50%
2017/18	2.00%
2018/19	2.25%
2019/20	2.50%
2020/21	2.00%

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.

Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Predicted Rate Cap	2.00% (Actual cap)	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

The Annual Budget 2020/21 contains Council's Rating Strategy. The Strategy details adherence to a single (or uniform) rate applicable to all property types.

The 10-Year Financial Plan is based on the following rating principles:

- Single (uniform) rate for all property types – ie no differential rates
- No municipal charge
- No application to vary the rate cap

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 rate revenue resulting from the rate cap. The additional rate income derived from the property growth is used to fund services for new residents and 33% of all rate revenue (including supplementary rate income) is used to fund the capital program.

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Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Total property numbers	51,274	52,182	52,826	53,386	53,969	54,575	54,957	55,342	55,729	56,119
Increase	927	908	644	560	583	606	382	385	387	390
Supplementary rate income	\$0.8m	\$0.7m	\$0.9m	\$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 over 15 years.

The service charge is based on the actual cost of delivering the waste service (i.e. cost recovery) with the following refuse related services included:

- Kerbside general waste, green waste and recycling collection;
- Kerbside hard waste collection;
- Litter collection and disposal; and
- Street cleaning.

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 2020/21 will remain at the 2019/20 level (\$263.50). This is despite significantly increased costs to Council resulting from the State Government's announcement of a 30% increase in 2020/21 in the State Government's landfill levy charged to Councils. The State Government's landfill levy is expected to increase by a further 30% in 2021/22 and a further 30% in 2022/23.

Forward forecasts of the waste service charge take into account predicted changes to tonnages of waste collected, increases to 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.

The following table details the predicted percentage increase of the waste service charge:

Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	20/21*	21/22*	22/23*	23/24*	24/25	25/26	26/27	27/28	28/29	29/30
Waste Charge	-	7.50%	10.00%	12.00%	2.50%	1.50%	1.50%	1.50%	1.50%	1.50%

* No increase in Waste Service Charges for 2020/21. This is despite a significant anticipated increase in costs to Council due to a proposed 30% increase in the State Government landfill levy and a large increase in gate fees charged to Council. It is proposed to defer the increase in Waste Charges for 2020/21 to future years to offset the increased cost to Council of \$0.8 million in 2020/21.

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 waste related activities).

Waste charges are excluded from the rate cap assessment.

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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.

Aged and disability service grants are estimated at \$6.3 million for 2020/21 and represent 45% of Council's total operating grant income. With the introduction of the National Disability Income Support scheme, the level of grant funding to Council for aged care services is decreasing.

Financial Assistance Grants (the distribution of GST receipts to the States by the Federal Government) represent a further \$2.7 million or 19% of total operating grants, 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 \$1.6 million or 12% of total operating grants.

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 increase by the CPI less 1.0%. This reflects recent grant escalation levels from State and Federal Governments.

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 in the 10-Year Financial Plan using CPI plus 1.0%, representing the cost increase 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. The interest rate returns are predicted to remain low given the current climate.

Financial Plan	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Interest income	1.25%	1.50%	1.50%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

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. It is predicted that revenue from this scheme will increase substantially enabling Council to bring forward the completion date of a range of capital projects to improve recreation and open space outcomes for our community.

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Council is also seeking to introduce a municipality wide developer contributions plan (DCP). The current 10-Year Financial Plan does not include revenue or expenditure associated with a municipality wide DCP. Should such a plan proceed and be approved by the State Government, the 10-Year Financial Plan will be updated accordingly.

Financial Plan (\$ million)	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Year8	Year9	Year10
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Public Open Space (Resort & recreation) income	\$6.3	\$6.3	\$6.3	\$6.3	\$6.3	\$6.3	\$6.3	\$6.3	\$6.3	\$6.3
Doncaster Hill (DCP) income	\$0.6	\$0.1	\$0.6	\$0.5	-	-	-	-	-	-

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.

There is no projected sale of property assets during the life of the Plan.

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 42% 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 3.25% per annum over the life of the Plan (taking into account such factors as Award increases, salary step increases as a result of performance appraisals and employer superannuation liabilities).

No allowance has been made for the impact of population growth or the change in dwelling growth on the employee cost budget.

Further, while no provision has been made for a future contribution to the Local Government Defined Benefits Scheme (Vision Super) in employee costs, the 10-Year Financial Plan details an "intended use" of cash for additional superannuation contributions in the eventuality that a future call is made on councils. At the end of 2019/20, a total of \$6.5 million is tagged for this purpose, rising to \$8.0 million by 30 June 2021.

Materials, services and contracts

With the exception of waste disposal costs, including a significant rise in the State Government landfill levy and gate fee charged to Council in 2020/21 and the following two years, it has been assumed that the costs of materials and contractors will increase in line with the forecast CPI.

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Utility Costs

Council is actively investing in projects to improve the energy efficiency of its buildings, street lights and other assets. 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.

The 10-Year Financial Plan assumptions for energy costs is based on a net 5.0% increase per annum in the energy budget.

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 their various asset management plans and strategies. The projections of depreciation in the 10-Year Financial Plan is based on the ten year Capital Works Program.

It is critical that Council continues 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.

Financial Plan (\$million)	Year1 20/21	Year2 21/22	Year3 22/23	Year4 23/24	Year5 24/25	Year6 25/26	Year7 26/27	Year8 27/28	Year9 28/29	Year10 29/30
Depreciation	\$23.1	\$24.3	\$25.4	\$26.5	\$24.3	\$24.7	\$25.0	\$25.2	\$25.2	\$24.9
Amortisation	\$2.8	\$3.2	\$3.8	\$4.3	\$3.0	\$3.3	\$3.4	\$3.5	\$3.5	\$3.3

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. Community grants are projected to increase by CPI over the life of the Plan.

Council endorsed the introduction of a COVID-19 Community relief fund in 2019/20 to assist the Manningham community during the pandemic. A total of \$1.0 million was allocated over 2019/20 and 2020/21.

Financial Plan (\$million)	Year1 20/21	Year2 21/22	Year3 22/23	Year4 23/24	Year5 24/25	Year6 25/26	Year7 26/27	Year8 27/28	Year9 28/29	Year10 29/30
Library	\$4.0	\$4.1	\$4.2	\$4.3	\$4.4	\$4.5	\$4.6	\$4.8	\$4.9	\$5.0
Other community grants	\$1.1	\$1.1	\$1.2	\$1.2	\$1.2	\$1.2	\$1.3	\$1.3	\$1.3	\$1.4
COVID-19 Community relief fund*	\$0.7	-	-	-	-	-	-	-	-	-

* In addition to the \$0.7m in 2020/21, \$0.3m was allocated in 2019/20 for the COVID-19 Community relief fund.

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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 CPI, other than legal and consultants which are zero based.

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Appendix 3: Balance Sheet Assumptions

Improving Council's 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 improvement in Council's Balance Sheet, including total cash and investment balances. This has been achieved without reductions to services or the capital program. A key outcome is an improvement to Council's 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 following table details predicted financial outcomes and indicators of the Plan:

Financial Plan (\$million)	Year1 20/21	Year2 21/22	Year3 22/23	Year4 23/24	Year5 24/25	Year6 25/26	Year7 26/27	Year8 27/28	Year9 28/29	Year10 29/30
Total cash and investments	\$62.1	\$61.9	\$63.1	\$70.0	\$76.6	\$83.1	\$91.8	\$100.2	\$108.8	\$121.3
Uncommitted cash	\$18.6	\$22.1	\$26.9	\$32.0	\$36.1	\$40.3	\$44.8	\$49.4	\$53.4	\$61.7
Working capital ratio	186.2%	177.6%	172.8%	181.4%	188.0%	193.6%	202.6%	209.1%	217.2%	224.9%

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 money can be used.

The following table details how Council's cash balances are allocated:

Financial Plan (\$million)	Year1 20/21	Year2 21/22	Year3 22/23	Year4 23/24	Year5 24/25	Year6 25/26	Year7 26/27	Year8 27/28	Year9 28/29	Year10 29/30
Total cash	\$62.1	\$61.9	\$63.1	\$70.0	\$76.6	\$83.1	\$91.8	\$100.2	\$108.8	\$121.3
Restrictions										
Reserves – (Open Space/Resort and Recreation Reserve and Doncaster Hill DCP Reserve)	\$7.5	\$7.6	\$7.8	\$7.9	\$8.7	\$9.3	\$12.1	\$14.9	\$18.7	\$22.5
Waste Initiatives Fund	\$8.0	\$3.3	(\$1.5)	(\$0.9)	(\$0.1)	\$0.5	\$0.9	\$1.0	\$0.8	\$0.2
Trust funds & deposits	\$14.5	\$15.6	\$16.6	\$17.6	\$18.6	\$19.6	\$20.6	\$21.6	\$22.6	\$23.6
Intended use										
Defined benefits super liability	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0	\$8.0
Asset (property) sales & cash held*	\$5.4	\$5.4	\$5.4	\$5.4	\$5.4	\$5.4	\$5.4	\$5.4	\$5.4	\$5.4
Total restrictions	\$43.5	\$39.8	\$36.2	\$38.0	\$40.5	\$42.8	\$47.0	\$50.8	\$55.4	\$59.6
Uncommitted cash	\$18.6	\$22.1	\$26.9	\$32.0	\$36.1	\$40.3	\$44.8	\$49.4	\$53.4	\$61.7
<i>*The proceeds received from two property sales (in 2016/17 and 2018/19) and cash held are to be used to fund future capital works</i>										

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The increasing amount in uncommitted cash is consistent with Council's objective of improving long term financial sustainability, and having a level of uncommitted cash that may be used to respond to changes in circumstances and priorities as determined by Council.

Loan Borrowings

Council introduced a Loan Borrowing Strategy and Principles in March 2014, which provides for loan borrowings based on the following principles:

1. Financial Strategy Target Ratios must not be exceeded
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.

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 and other activities in the future, the 10-Year Financial Plan does not include any provision for the uptake of new loans.

Capital Program

Information from the 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), one dollar is spent on renewing existing assets.

Expenditure on new and expanded assets is driven by a number of regular programs derived from Strategies and Plans. These include new local footpaths, pavilion expansions, improved sporting facilities, road upgrades, improved drainage and open space enhancements. The creation of new or expanded assets also create an additional maintenance requirement of approximately 1% per annum going forward.

The estimated Capital Works Program is outlined below:

Financial Plan (\$million)	Year1 20/21	Year2 21/22	Year3 22/23	Year4 23/24	Year5 24/25	Year6 25/26	Year7 26/27	Year8 27/28	Year9 28/29	Year10 29/30
Asset renewal	\$23.8	\$23.3	\$27.4	\$24.8	\$24.3	\$26.2	\$24.2	\$24.1	\$25.0	\$27.7
Asset Upgrade	\$10.3	\$6.1	\$8.5	\$8.7	\$7.3	\$7.1	\$7.4	\$8.0	\$8.4	\$6.3
New assets	\$13.6	\$14.3	\$14.3	\$11.4	\$11.6	\$11.3	\$10.7	\$10.9	\$9.9	\$11.4
Asset expansion	\$2.2	\$0.9	\$1.1	\$1.4	\$1.2	\$0.9	\$1.6	\$2.1	\$2.2	\$1.4
Total capital program	\$49.9	\$44.7	\$51.4	\$46.3	\$44.4	\$45.5	\$43.9	\$45.1	\$45.5	\$46.8

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Appendix 4 10-Year Financial Statements

10-Year Financial Plan Projections - Income Statement

	Budget 2020/21 \$'000	Strategic Resource Plan Projections			Projection 2024/25 \$'000	Projection 2025/26 \$'000	Projection 2026/27 \$'000	Projection 2027/28 \$'000	Projection 2028/29 \$'000	Projection 2029/30 \$'000
		2021/22 \$'000	2022/23 \$'000	2023/24 \$'000						
Income										
Rates charges	94,859	98,205	101,270	104,748	108,395	111,958	115,558	119,273	123,277	127,196
Waste charges	13,793	14,950	16,579	18,720	19,343	19,789	20,245	20,710	21,185	21,669
Statutory fees and fines	3,691	3,650	3,766	3,979	4,207	4,188	4,415	4,501	4,799	4,812
User charges	8,861	10,143	10,498	10,866	11,245	11,638	12,044	12,464	12,900	13,350
Interest income	800	1,048	1,070	1,544	1,881	2,061	2,295	2,144	2,466	2,659
Operating grants (recurrent)	11,295	11,408	11,579	11,752	11,928	12,107	12,288	12,472	12,659	12,848
Operating grants (non-recurrent)	39	39	40	41	42	43	44	45	46	47
Capital grants and contributions (non-recurrent)	1,369	235	5,141	2,469	776	325	190	186	165	212
Capital grants and contributions (recurrent)	1,390	1,392	1,412	1,431	1,452	1,474	1,496	1,518	1,541	1,564
Operating contributions - Developer Contributions	6,855	6,390	6,909	6,816	6,300	6,300	6,300	6,300	6,300	6,300
Contributed Assets (non-cash)	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, Other revenue	36 726	63 325	43 337	73 349	47 361	81 374	18 387	18 400	30 414	30 429
Total income	144,714	148,848	159,644	163,788	166,977	171,338	176,280	181,031	186,782	192,116
Expenses										
Employee costs	55,807	57,745	59,747	62,119	64,583	67,148	69,497	71,929	74,447	77,051
Materials, services and contracts	17,990	14,953	13,805	14,189	15,751	15,701	16,142	16,540	17,446	17,226
Waste contracts	12,679	14,398	15,512	16,117	16,625	17,197	17,835	18,542	19,318	20,164
Utilities	2,528	2,655	2,788	2,927	3,283	3,447	3,620	3,802	3,992	4,192
Community grants	5,758	5,129	5,257	5,388	5,522	5,660	5,749	5,840	5,932	6,025
Depreciation	23,082	24,293	25,440	26,500	24,252	24,714	25,041	25,190	25,140	24,868
Amortisation - intangible assets	2,425	2,930	3,535	4,000	2,787	3,135	3,277	3,347	3,309	3,171
Amortisation - right of use assets	419	315	303	303	189	150	150	150	150	150
Finance costs	0	0	0	0	0	0	0	0	0	0
Finance costs - leases	95	82	71	58	48	42	36	30	23	16
Other expenses	11,297	10,439	10,739	11,003	11,305	11,555	11,843	12,138	12,474	12,749
Total expenses	132,080	132,939	137,197	142,604	144,345	148,749	153,190	157,508	162,231	165,612
Surplus/(deficit) for the year	12,634	15,909	22,447	21,184	22,632	22,589	23,090	23,523	24,551	26,504

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10-Year Financial Plan Projections – Balance Sheet

	Budget 2020/21 \$'000	Strategic Resource Plan 2021/22 \$'000	Projections 2022/23 \$'000	Projections 2023/24 \$'000	Projection 2024/25 \$'000	Projection 2025/26 \$'000	Projection 2026/27 \$'000	Projection 2027/28 \$'000	Projection 2028/29 \$'000	Projection 2029/30 \$'000
Assets										
Current assets										
Cash and cash equivalents	47,088	46,850	48,118	54,975	61,576	68,133	76,845	85,200	93,760	106,347
Other financial assets	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Trade and other receivables	10,567	10,792	10,931	10,951	11,162	11,369	11,575	11,787	11,999	8,380
Accrued income	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285	1,285
Prepayments	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395	1,395
Other assets	123	123	123	123	123	123	123	123	123	123
Noncurrent assets held for resale	0	0	0	0	0	0	0	0	0	0
Total current assets	75,458	75,445	76,852	83,729	90,541	97,305	106,223	114,790	123,562	132,530
Non-Current Assets										
Investments (Regional Library)	2,305	2,305	2,305	2,305	2,305	2,305	2,305	2,305	2,305	2,305
Other financial assets										
Investments	0	0	0	0	0	0	0	0	0	0
Trade and other receivables	31	31	31	31	31	31	31	31	31	31
Property, plant & equipment	2,156,294	2,173,334	2,195,981	2,211,868	2,228,574	2,245,655	2,261,288	2,278,088	2,295,191	2,313,888
Right-of-use assets	2,106	1,791	1,488	1,185	996	846	696	546	396	246
Intangibles	6,265	7,113	7,501	7,713	8,886	9,731	10,414	11,027	11,678	12,512
Total non-current assets	2,167,001	2,184,574	2,207,306	2,223,102	2,240,792	2,258,568	2,274,734	2,291,997	2,309,601	2,328,982
Total assets	2,242,459	2,260,019	2,284,158	2,306,831	2,331,333	2,355,873	2,380,957	2,406,787	2,433,163	2,461,512
Liabilities										
Current liabilities										
Payables	(11,712)	(12,283)	(12,884)	(13,287)	(13,945)	(14,639)	(15,373)	(16,417)	(16,976)	(17,553)
Trust funds	(14,574)	(15,574)	(16,574)	(17,574)	(18,574)	(19,574)	(20,574)	(21,574)	(22,574)	(23,574)
Provisions	(12,900)	(13,222)	(13,553)	(13,892)	(14,239)	(14,595)	(14,960)	(15,334)	(15,718)	(16,111)
Lease liabilities	(292)	(290)	(303)	(185)	(149)	(155)	(161)	(168)	(175)	(182)
Income received in advance	(1,058)	(1,108)	(1,158)	(1,208)	(1,258)	(1,308)	(1,358)	(1,408)	(1,458)	(1,508)
Total current liabilities	(40,536)	(42,477)	(44,472)	(46,146)	(48,165)	(50,271)	(52,426)	(54,901)	(56,901)	(58,928)
Non-current liabilities										
Provisions	(1,356)	(1,356)	(1,356)	(1,356)	(1,356)	(1,356)	(1,356)	(1,356)	(1,356)	(1,356)
Lease liabilities	(1,895)	(1,605)	(1,302)	(1,117)	(968)	(813)	(652)	(484)	(309)	(127)
Total non-current liabilities	(3,251)	(2,961)	(2,658)	(2,473)	(2,324)	(2,169)	(2,008)	(1,840)	(1,665)	(1,483)
Total liabilities	(43,787)	(45,438)	(47,130)	(48,619)	(50,489)	(52,440)	(54,434)	(56,741)	(58,566)	(60,411)
Net assets	2,198,672	2,214,581	2,237,028	2,258,212	2,280,844	2,303,433	2,326,523	2,350,046	2,374,597	2,401,101
Equity										
Accumulated surplus	(768,661)	(784,502)	(806,708)	(827,812)	(849,698)	(871,622)	(891,899)	(912,685)	(933,421)	(956,120)
Asset revaluation reserve	(1,422,479)	(1,422,479)	(1,422,479)	(1,422,479)	(1,422,479)	(1,422,479)	(1,422,479)	(1,422,479)	(1,422,479)	(1,422,479)
Other reserves	(7,532)	(7,600)	(7,841)	(7,921)	(8,667)	(9,332)	(12,145)	(14,882)	(18,697)	(22,502)
Total equity	(2,198,672)	(2,214,581)	(2,237,028)	(2,258,212)	(2,280,844)	(2,303,433)	(2,326,523)	(2,350,046)	(2,374,597)	(2,401,101)

Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

10-Year Financial Plan Projections – Cash Flow Statement

	Budget 2020/21 \$'000	Strategic Resource Plan								
		Projections			Projection	Projection	Projection	Projection	Projection	Projection
		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Rates	94,760	97,979	101,131	104,728	108,184	111,751	115,352	119,061	123,065	130,815
Waste charges	13,793	14,950	16,579	18,720	19,343	19,789	20,245	20,710	21,185	21,669
Fees, fines and user charges	12,602	13,843	14,314	14,895	15,502	15,876	16,509	17,015	17,749	18,212
Operating grants	11,334	11,447	11,619	11,793	11,970	12,150	12,332	12,517	12,705	12,895
Capital grants	2,759	1,627	6,553	3,900	2,228	1,799	1,686	1,704	1,706	1,776
Contributions	6,855	6,390	6,909	6,816	6,300	6,300	6,300	6,300	6,300	6,300
Interest	800	1,048	1,070	1,544	1,881	2,061	2,295	2,144	2,466	2,659
Net increase in trust funds and deposits	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Other receivables	726	325	337	349	361	374	387	400	414	429
Total receipts	144,629	148,609	159,512	163,745	166,769	171,100	176,106	180,851	186,590	195,755
Payments										
Payments to suppliers	(49,316)	(46,817)	(47,276)	(48,769)	(51,607)	(52,650)	(54,246)	(55,884)	(58,139)	(59,304)
Payment to employees	(57,369)	(57,203)	(59,183)	(61,764)	(63,977)	(66,516)	(68,837)	(70,972)	(73,998)	(76,590)
Short-term, low value and variable lease	(540)	(406)	(457)	(468)	(480)	(492)	(504)	(517)	(530)	(543)
Interest payments	0	0	0	0	0	0	0	0	0	0
Total payments	(107,225)	(104,426)	(106,916)	(111,001)	(116,064)	(119,658)	(123,587)	(127,373)	(132,667)	(136,437)
Net cash provided by operating	37,404	44,183	52,596	52,744	50,705	51,442	52,519	53,478	53,923	59,318
Cash flows from investing activities										
Property, plant & equipment	(49,909)	(44,672)	(51,397)	(46,251)	(44,341)	(45,509)	(43,796)	(45,112)	(45,472)	(46,840)
Proceeds from assets sold	360	625	430	725	470	815	180	180	300	300
Net (increase)/decrease in financial assets	2,500	0	0	0	0	0	0	0	0	0
Net cash used in investing activities	(47,049)	(44,047)	(50,967)	(45,526)	(43,871)	(44,694)	(43,616)	(44,932)	(45,172)	(46,540)
Cash flows from financing activities										
Repayment of borrowings	0	0	0	0	0	0	0	0	0	0
Finance costs – leases	(94)	(82)	(71)	(58)	(48)	(42)	(36)	(30)	(23)	(16)
Repayment of lease liabilities	(389)	(292)	(290)	(303)	(185)	(149)	(155)	(161)	(168)	(175)
Net cash provided by financing	(483)	(374)	(361)	(361)	(233)	(191)	(191)	(191)	(191)	(191)
Net increase (decrease) in cash and	(10,128)	(238)	1,268	6,857	6,601	6,557	8,712	8,355	8,560	12,587
Cash at beginning of year	57,216	47,088	46,850	48,118	54,975	61,576	68,133	76,845	85,200	93,760
Cash at end of year	47,088	46,850	48,118	54,975	61,576	68,133	76,845	85,200	93,760	106,347
Investments										
Term deposits with maturity more than 90 days	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total cash and investments	62,088	61,850	63,118	69,975	76,576	83,133	91,845	100,200	108,760	121,347

Manningham City Council
10-Year Financial Plan 2020/21 to 2029/30

10-Year Financial Plan Projections – Capital Works Expenditure Projections

	Budget	Strategic Resource Plan Projections								
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Capital program areas										
Property										
Land	2,000	2,000	1,900	2,400	1,555	1,560	1,560	1,660	1,660	1,670
Buildings	4,412	4,265	4,719	4,900	7,710	5,222	5,350	5,056	5,082	5,725
Building improvements	2,532	800	425	50	50	50	50	50	50	50
Plant and equipment										
Plant, machinery and equipment	1,157	1,780	1,260	2,400	1,450	2,785	956	1,030	1,200	1,200
Fixtures, fittings and furniture	25	51	52	54	78	79	80	83	85	90
Computers and telecommunications	1,097	630	731	546	546	546	559	581	592	620
Artworks	58	120	66	131	131	131	132	133	133	135
Infrastructure										
Roads	12,454	12,087	14,406	15,870	14,531	13,841	15,861	18,018	18,531	18,734
Bridges	95	100	100	100	100	100	100	100	105	110
Footpaths and cycleways	3,708	3,946	3,929	3,876	3,673	4,241	4,343	3,982	4,190	4,705
Off street car parks	75	120	132	130	563	492	133	134	135	150
Drainage	3,455	4,180	4,575	4,315	3,695	6,675	5,575	5,575	5,825	5,880
Rec, leisure and community facilities	11,373	2,566	2,612	1,833	2,934	3,540	2,172	1,277	1,835	1,620
Waste Management	302	3,400	6,500	0	0	0	0	0	0	0
Parks, open space and streetscapes	3,870	4,849	6,067	5,434	3,365	2,267	2,965	3,473	2,089	2,146
Intangible assets										
Software	3,296	3,778	3,923	4,212	3,960	3,980	3,960	3,960	3,960	4,005
Total capital program	49,909	44,672	51,397	46,251	44,341	45,509	43,796	45,112	45,472	46,840
Represented by:										
Asset renewal	23,784	23,323	27,419	24,825	24,284	26,156	24,181	24,130	25,009	27,673
Asset Upgrade	10,298	6,069	8,541	8,684	7,251	7,137	7,390	8,033	8,350	6,328
New assets	13,627	14,341	14,325	11,375	11,636	11,270	10,663	10,895	9,914	11,421
Asset expansion	2,200	939	1,112	1,367	1,170	946	1,562	2,054	2,199	1,418
Total capital program	49,909	44,672	51,397	46,251	44,341	45,509	43,796	45,112	45,472	46,840



Manningham Council

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

12.2 2020/21 Annual Budget incorporating the four year Strategic Resource Plan 2020-2024 and Adoption and Declaration of Rates and Charges

File Number:	IN20/437
Responsible Director:	Director Shared Services
Attachments:	1 List of 2020/21 Budget Submissions ↓
	2 Comments and Recommendations on 2020/21 Budget Submissions ↓
	3 2020/21 Annual Budget ↓

EXECUTIVE SUMMARY

The 2020/21 Annual Budget incorporating the 4 year Strategic Resource Plan has been developed in accordance with the statutory requirements. The draft budget was placed on public exhibition for four weeks for community consultation.

147 submissions on the Draft 2020/21 Budget were received. A Committee of Council held on Tuesday 7 July 2020 received all submissions and heard presentations from 3 submitters. Council would like to acknowledge all submitters and other interested parties for their contribution to improving community outcomes arising from the budget process.

The advertised 2020/21 Budget has undergone some minor amendments as detailed in this report. The key changes include:

- The recognition of an unbudgeted early receipt in May 2020 of 50% of the 2020/21 Federal Government Financial Assistance grant allocation;*
- The recognition of the final amount of 2019/20 capital works to be carried forward into 2020/21; and*
- A minor reduction in the final proposed rate in the dollar for 2020/21. This minor reduction is based on the final certified valuation data.*

The 2020/21 Budget incorporating the 4 year Strategic Resource Plan 2020-2024 (Attachment 3) is presented for adoption and declaration of rates and charges.

COUNCIL RESOLUTION

MOVED: CR GEOFF GOUGH
SECONDED: CR ANDREW CONLON

That Council:

- Endorse the recommendations arising from public submissions received on the Annual Budget as detailed in Attachment 2 to this report;**
- Adopt the 2020/21 Annual Budget incorporating the 4 year Strategic Resource Plan 2020-2024 as detailed in Attachment 3 to this report;**
- Declare the General Rate for the year commencing 1 July 2020 and ending 30 June 2021 as follows:**

- a Uniform Rate of 0.00164164 cents of each dollar on the Capital Improved Value for all rateable properties; and
 - an amount of \$94,789,404 is to be raised by general rates;
- D. Declare annual service charges for Waste Services as per Section 4.1.1 (i) of the 2020/21 Annual Budget. An amount of \$13,792,956 is to be raised by annual service charges;
- E. Declare Cultural and Recreational Lands be charged in lieu of rates as per Section 4.1.1 (o) of the 2020/21 Annual Budget;
- F. Offer a \$100.00 waiver on the 2020/21 General Rates for the principal place of residence who is the holder of a valid Low Income Health Care Card (“LI” designated card), provided that ratepayer makes an application to Council for the waiver by 30 June 2021;
- G. Declare the Rates and Charges be payable by four instalments and due on:
- | | | |
|---|-------------------|-------------------|
| 1 | First Instalment | 30 September 2020 |
| 2 | Second Instalment | 30 November 2020 |
| 3 | Third Instalment | 28 February 2021 |
| 4 | Fourth Instalment | 31 May 2021 |
- H. Charge interest on Rates and Charges as provided under Section 172 of the Local Government Act 1989 and calculated on the basis of the current Penalty Interest Rate Act 1983, rate being 10.0 per cent for 2020/21;
- I. Advertise the adoption of the 2020/21 Annual Budget incorporating the 4 year Strategic Resource Plan 2020-2024 in The Age Newspaper;
- J. Write to all submitters to thank them for their submission and to advise them of the outcome; and
- K. Notes that the 2017-21 Council Plan does not require any adjustment in respect of the remaining period of the Council Plan.

CARRIED

2. BACKGROUND

- 2.1 The Annual Budget includes Council’s annual operating and capital works budgets for 2020/21 and a 4 year Strategic Resource Plan including 2020/21 major and annual initiatives to deliver (final year of our 4 year Council Plan).
- 2.2 The 2020/21 Annual Budget includes an operating budget of \$132 million to deliver more than 100 services for the community and also includes \$50 million for a capital works program to maintain and improve Council’s \$2.2 billion of community assets.
- 2.3 Following the adoption ‘in principle’ on 26 May 2020, the draft budget and the 4 year Strategic Resource Plan was placed on public exhibition for a period of 28 days.

- 2.4 147 submissions on the Draft 2020/21 Budget were received. The list of all submitters is included as Attachment 1 to this report.
- 2.5 Three submitters presented their submissions to a Committee of Council held on 7 July 2020. These were:
- J Sheedy, Applewood Residents' Committee – requesting that Council consider applying a Differential Rate for retirement villages;
 - J Bishop – requesting that Council consider the use of recycled plastics instead of timber and that Council provide additional safe road crossing points for the 42km trail loop around Manningham; and
 - F Freschi – enquired on the budget allocated to the Council Plan Strategic Objective 'Well Governed Council', and requested a strategic investment on climate change adaption /mitigation, community amenity of natural assets, and a focus on the arts, recreation, sports and entertainment precincts.

3. DISCUSSION / ISSUE

- 3.1 Council would like to acknowledge all submitters for their contribution to improving community outcomes arising from the budget process. Comments and requests raised in submissions have been considered by Council. In cases where specific actions have been requested, further information, commentary and recommendations have been provided. No changes are recommended to the 2020/21 budget arising from the submissions, however, it is important to note that Council is continuing to focus on delivering on a number of the key themes identified in the submissions. The submissions and Officer comments are detailed in Attachment 2 to this report.
- 3.2 Following adoption of the budget, Council will write to each submitter to thank them and to provide details on the outcome of their submission.

Operating Budget

- 3.3 The exhibited budget financial forecasts have been updated for the following:
- The Federal Government brought forward the payment of 50% or \$1.83 million (\$1.38 million – operating and \$0.45 million – capital) of the 2020/21 Financial Assistance Grants to May 2020. These grants had originally been budgeted in the exhibited budget for receipt in 2020/21. The 2019/20 forecast has been updated to reflect the early payment. The 2020/21 budget now assumes that the trend of annual early payments of 50% of the annual allocation will continue next year as well; and
 - A small number of other minor amendments to the 2020/21 operating budget (which have a minimal net impact on the budgeted surplus for 2020/21).

3.4 The table below summarises the operating budget changes referred to above:

Operating Budget changes	2019/20 Forecast change	2020/21 Budget change	Increase / (decrease)	Comments
Income				
Operating grant income	1,384,726	60,000	Increase	Early receipt of 50% of 2020/21 Financial Assistance Grant (FAG) allocation in May 2020. Increase in 2020/21 of \$60K based on revised estimate for 2020/21.
Capital grant income	447,660	-	Increase	Early receipt of 50% of 2020/21 FAG allocation in May 2020.
Total income	1,832,386	60,000	Increase	
Expenditure				
Materials and services	-	24,933	Increase	Increase in MC ² maintenance program required for 2020/21.
Community grants / contributions	-	35,257	Increase	To reflect final agreed contribution amount for 2020/21 for the Whitehorse Manningham Regional Library Corporation.
Total expenditure	-	60,190	Increase	
Net movement in Operating Surplus	1,832,386	- 190	Increase / (decrease)	

Capital Works Budget

3.5 The exhibited Capital Works budget has been updated to reflect the final amount of 2019/20 capital works to be carried forward into 2020/21. The amount to be carried forward into 2020/21 is now \$4.91 million. The exhibited budget had forecast \$7.57 million of 2019/20 projects would need to be carried over to 2020/21. A concerted effort in May and June 2020, has seen a reduction in the amount required to be carried forward into 2020/21.

3.6 The table below summarises the changes to the 2019/20 Capital Works projects to be carried forward into 2020/21:

2019/20 Capital Works Project to be carried forward into 2020/21	Exhibited Draft Budget Carry Forward	Final Budget Carry Forward
TRIM Upgrade	\$ 96,000	\$ 96,000
Contract Management System	\$ 40,000	\$ 5,000
Drupal 7 Internet / Intranet Upgrade	\$ 20,000	\$ 23,000
Work Health Safety Solution	\$ 14,000	\$ 6,000
Data Warehouse & Business Intelligence	\$ 151,000	\$ 112,000
Smart Cities -Smarter Flows in Activity Centre	\$ 76,000	\$ -
Plant Replacement Program	\$ 200,000	\$ 113,000
Pettys Reserve Sporting Development Stage 2	\$ 2,586,000	\$ 890,000
Jumping Creek Road Stage 1A	\$ 1,000,000	\$ 440,000
Tram/ Merlin Traffic Signals	\$ 66,000	\$ -
Taroona Avenue Shared Path	\$ 200,000	\$ -
Lincoln Drive	\$ 512,000	\$ 20,000
South Valley Road Catchment Drainage Improvements	\$ 387,000	\$ -
Doncaster Tennis Club Courts 6 & 12 Resurfacing	\$ 300,000	\$ 67,000
PC Refresh & MS Office Upgrade	\$ 47,000	\$ 79,000
Main Yarra Trail Extension to Warrandyte	\$ 200,000	\$ 130,000
Rieschiecks Reserve Management Plan Implementation	\$ 1,100,000	\$ 1,239,000
Customer Relationship Management Phase 2	\$ 5,000	\$ -
MAGIQ Upgrade & Enhancements	\$ 16,000	\$ -
Domeney Reserve Pavilion Upgrade	\$ 521,000	\$ 530,000
CA PPM Enhancements	\$ 30,000	\$ 72,000
Lions Park Warrandyte River Reserve	\$ -	\$ 301,000
Mullum Mullum Bowls	\$ -	\$ 477,000
Parks Alive	\$ -	\$ 6,000
Boronia Reserve Pavilion Redevelopment	\$ -	\$ 145,000
Ironbark Reserve	\$ -	\$ 25,000
Lawford Reserve Public Toilets	\$ -	\$ 27,000
Ruffey Lake Park (Boulevard) Public Toilet AMS	\$ -	\$ 42,000
Doncaster RSL - Stage 2	\$ -	\$ 52,000
Doncaster East Avenue of Honour	\$ -	\$ 15,000
Total	\$ 7,567,000	\$ 4,912,000

The Capital Works program budget is detailed in sections 4.6 to 4.9 of the attached 2020/21 Budget document (Attachment 3).

Proposed 2020/21 Fees and Charges

- 3.7 A small number of the exhibited proposed 2020/21 Fees and Charges have been updated. The changes are to reflect the latest Statutory Fees (as set by the State Government) and some minor changes have been made to Council set fees and charges (Non-Statutory).
- 3.8 The table below summarises all adjustments made to the exhibited proposed 2020/21 Non-Statutory Fees and Charges. Non-Statutory Fees and Charges are those set by Council.

Schedule of Fees and Charges - Changes								
Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc	Exhibited Draft	Final Budget -	Fee	Fee	Basis of Fee
			GST	Budget -	2020/21 Fee	Increase /	Increase /	
				Inc GST	Inc GST	Decrease -	Decrease -	
			\$	\$	\$	compared	compared	
						to 2019/20	to 2019/20	
							%	
Infrastructure & City Projects								
Buildings, Drainage, Roads, and Crossings								
OSD systems Amendments to approved plans	Application	Non-Taxable	\$ 285.00	\$ 293.55	\$ 300.00	\$ 15.00	5.3%	Non-Statutory
OSD systems Plan checking	Application	Non-Taxable	\$ 285.00	\$ 293.55	\$ 300.00	\$ 15.00	5.3%	Non-Statutory
OSD systems Recurring inspection fee	Application	Non-Taxable	\$ 135.00	\$ 139.05	\$ 150.00	\$ 15.00	11.1%	Non-Statutory
OSD systems Supervision	Application	Non-Taxable	\$ 370.00	\$ 381.10	\$ 400.00	\$ 30.00	8.1%	Non-Statutory
Work Zones Application to create a Work Zone in front of a development site	Application	Non-Taxable	\$ 420.00	\$ 432.60	\$ 435.00	\$ 15.00	3.6%	Non-Statutory
Miscellaneous Works Permit								
Asset Protection Permit Developments where the value of the work is less than or equal to \$1M (Single Dwellings, Commercial, Multi Unit Developments etc)	Application	Non-Taxable	\$ 380.00	\$ 391.40	\$ 395.00	\$ 15.00	3.9%	Non-Statutory
Asset Protection Permit Developments where the value of the work is greater than \$1M (Single Dwellings, Commercial, Multi Unit Developments etc)	Application	Non-Taxable	\$ 580.00	\$ 597.40	Range between \$600 - \$20,000			Non-Statutory
Hoarding Permit Including an occupancy charge of \$6 per m2 per week capped at \$400 per week. Where occupation is less than 7 days a minimum charge of \$200 will apply.	Application	Non-Taxable	\$ 400.00	\$ 412.00	\$ 415.00	\$ 15.00	3.8%	Non-Statutory
Vehicle crossing permit Inspection of vehicle crossing	Application	Non-Taxable	\$ 285.00	\$ 293.55	\$ 293.00	\$ 8.00	2.8%	Non-Statutory
Vehicle crossing permit (reinspection) Reinspection (per return visit) of vehicle crossing	Application	Non-Taxable	\$ 165.00	\$ 169.95	\$ 170.00	\$ 5.00	3.0%	Non-Statutory

The 2020/21 proposed Fees and Charges are detailed in Appendix A of the attached 2020/21 Budget document (Attachment 3).

Rates

- 3.9 Council has applied the final Stage 4 property valuation data as provided by the Valuer-General Victoria to determine average rates and the rate in the dollar for 2020/21 rating purposes. The exhibited 2020/21 Budget was based on property valuation data available at that time. The application of the final valuation data resulted in a small change in the rate in the dollar from \$0.00164193 to \$0.00164164. This minor change does not materially alter the total rate dollars to be raised or average property rates.
- 3.10 Manningham is compliant with the State Government rate cap with the average general rate rise set at 2.0% for 2020/21.
- 3.11 In addition to the legislative requirement to offer payment of rates by four instalments as detailed in recommendation "G", Council also offers a 10 instalment direct debit option to ratepayers. Council does not offer a payment in full option for rates and charges.

Rates and property valuation movements

3.12 The Valuer-General Victoria (VGV) has the responsibility for property valuations under the Valuation of Land Act 1960 (“the Act”). Under section 6(1) of the Act, the VGV general valuation is to be made of all rateable and non-rateable leviable land within the municipality as at 1 January 2020.

3.13 The 2020 General Valuation indicated an overall average increase of 7.6% in the Capital Improved Value (“CIV”) over the one year period from the 2019 general revaluation to the 2020 general revaluation, for all rateable properties.

Sector	Capital Improved Value (CIV)
Residential	8.7%
Commercial & Industrial	-4.3%
Total Rateable Property	7.6%

The key influence of the overall valuation increase across the municipal district is principally due to the marginal continuation of the strength of the underlying value of land.

The decrease in the CIV for commercial properties is seen as a reflection of soft market conditions where land tax has been a major statutory outgoing that has reflected in reduced market appeal for commercial property.

3.14 The effect of the general valuation is to adjust the apportionment of rates across all rateable properties. Whilst this assists in the equitable distribution of rates liability on the basis of property values, it also results in the rates for individual properties moving by varying amounts depending on shifts in values throughout the municipality.

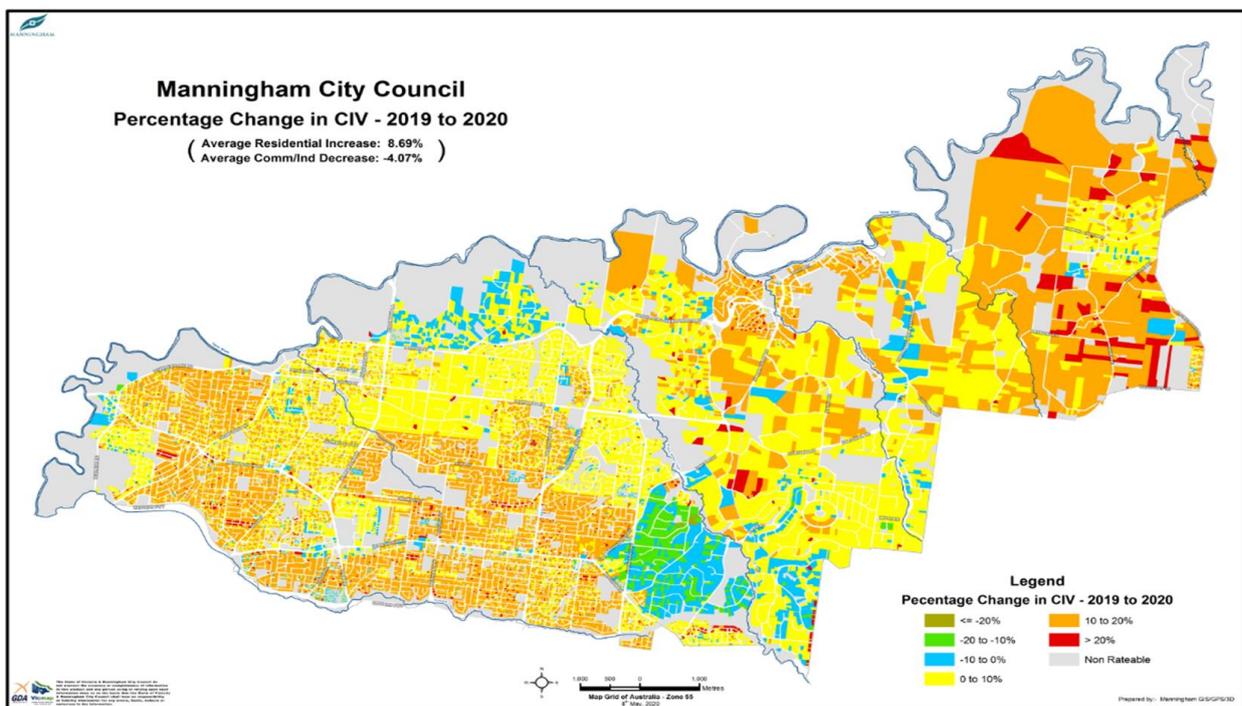
3.15 The overall average increase in property valuations (CIV) is 7.6% in Manningham this year. The movement in values across the municipality has not been even across individual properties:

- If your property valuation has increased in line with the average increase of 7.6%, your rates will increase by approximately 2%;
- If your property valuation has increased by less than the average, or has decreased, your rates will increase by less than 2% or decrease in some cases;
- If your valuation has increased by more than the average, your rates will increase by more than 2%.

3.16 The table below summarises the average movement in property valuations (CIV) by suburb.

Postcode	Suburb	No. of Properties	Ave 2019 CIV	Ave 2020 CIV	% Value Change
3105	Bulleen	4,950	\$951,475	\$1,046,024	9.9%
3108	Doncaster	12,030	\$1,041,404	\$1,104,837	6.1%
3109	Doncaster East	12,335	\$941,509	\$1,033,633	9.8%
3111	Donvale	4,855	\$1,047,805	\$1,077,118	2.8%
3131	Nunawading	137	\$771,131	\$861,715	11.7%
3114	Park Orchards	1,272	\$1,431,568	\$1,508,288	5.4%
3134	Ringwood North	123	\$1,329,878	\$1,379,268	3.7%
3106	Templestowe	6,510	\$1,196,159	\$1,276,572	6.7%
3107	Templestowe Lower	5,653	\$952,773	\$1,043,582	9.5%
3113	Warrandyte	2,076	\$1,104,119	\$1,208,104	9.4%
3134	Warrandyte South	216	\$1,512,928	\$1,628,402	7.6%
3115	Wonga Park	1,100	\$1,228,952	\$1,367,695	11.3%
	Municipality	51,257			7.6%

3.17 The table below displays the distribution of movements in property valuations (CIV) across the Municipality.



4. COUNCIL PLAN / STRATEGY

- 4.1 The development of the Annual Budget and the 4 year Strategic Resource Plan (SRP) have been guided by the Council Plan 2017-2021. The budget and SRP outline the financial and non-financial resources to be applied by the Council to achieve the strategic objectives detailed in the Council Plan.
- 4.2 Progress against the Annual Budget and Council Plan will be reported periodically through the Quarterly CEO Report and the Annual Report.
- 4.3 Section 125 of the *Local Government Act 1989* (the Act) requires Councils to consider at least once each financial year whether the current Council Plan requires any adjustment in respect to the remaining period of the 2017-21 Council Plan. If a proposed adjustment relates to the strategic objectives, strategies, or strategic indicators, then the adjustment is subject to a public consultation process under section 223 of the Act.
- 4.4 The 2017-21 Council Plan does not require any adjustment in respect of the remaining period of the Plan.

5. IMPLEMENTATION

5.1 Finance / Resource Implications

Preparation of the 2020/21 Annual Budget has been guided by the legislation and priorities outlined in key strategic documents including Council Plan 2017-2021, Strategic Resource Plan 2020-2024 and the long term Financial Plan.

The budget and 4 year Strategic Resource Plan adopts a balanced budget approach 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 its community.

5.2 Communication and Engagement

The draft 2020/21 Annual Budget and the 4 year Strategic Resource Plan was adopted 'in principle' on Tuesday 26 May 2020 and placed on public exhibition for four weeks.

147 submissions on the Draft 2020/21 Budget were received. A Committee of Council held on Tuesday 7 July 2020 received all submissions and heard presentations from 3 submitters.

Stakeholders will be advised of the adoption of the budget via a public notice in the newspaper, details on Council's website and through information in a forthcoming Manningham Matters.

5.3 Timelines

The 2020/21 Annual Budget and the 4 year Strategic Resource Plan 2020-2024 is presented to Council for adoption to enable implementation from July 2020.

6. DECLARATIONS OF CONFLICT OF INTEREST

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

List of Submissions

Attachment 1

TRIM	Name	Suburb	Subject
SUB20/12	D Chandler Chair Applewood Residents' Committee	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/13	D Norman	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages given that Council receives supplementary rate income from new developments.
SUB20/139	L Fenner	DONCASTER VIC 3108	Parks and Reserves - Allocation of funds for works at Tullamore Park. Submitter would prefer funding spent upgrading older parks and reserves.
SUB20/140	B Cronshaw	TEMPLESTOWE VIC 3109	Environmental Protection - Encourages Council to keep working on efforts on adapting to the impacts of climate change and encouraging sustainability and emissions reduction as a community. Appreciates the openness of Council and the opportunity to respond. Stated that the budget paper was very clear and well-designed. Appreciates the COVID-19 community relief measures and the support Council has given to local libraries. Council has the submitters full confidence as a community member.
SUB20/141	C Watson	TEMPLESTOWE VIC 3109	Footpaths - Would like more funding for footpaths. Especially in the Templestowe area. Believes that there is a lack of footpaths and many of the available footpaths are in need of repair. Examples of which are Porter St from Williamsons Rd to Blackburn Rd and Blackburn Rd - the last section on the Templestowe side before Warrandyte Rd, Smiths Rd Porter St to Reynolds Rd.
SUB20/142	G Hocking	PARK ORCHARDS VIC 3114	Seeking lower facility hire rates for not-for-profit Community Groups. Melbourne Men's Group (MMG) are a not-for-profit organisation that have operated in Melbourne since 1998, and are now in their fifth year of operation in Manningham at Currawong Bush Park. MMG requests that Council take into account the current hire rates charged by other metropolitan councils to MMG, and believes that Manningham's current policy regime disadvantages MMG.
SUB20/143	R McNaught	DONCASTER EAST VIC 3109	Seeking Roadworks for Tuckers Road and Anderson's Creek Road.

List of Submissions

Attachment 1

TRIM	Name	Suburb	Subject
SUB20/144	R Montalti	DONCASTER VIC 3108	Absent Landlord / Neighbourhood Amenity concerns - states that neighbours are dumping rubbish on nature strips (not for collection), seeks that a compost facility is mandated for all single dwelling properties, believes Council is not addressing leakages from properties and ongoing issues not covered by the Fences Act.
SUB20/145	J Bishop	not supplied	Seeking the use of recycled plastics (REPLAS) for outdoor park furniture and fences rather than timber. Seeking the provision of more safe road crossing points for the 42km trail loop around Manningham.
SUB20/146	F Freschi	IVANHOE VIC 3079	Congratulates Manningham City Council for sharing a detailed strategic plan for the community. Query on the "significant" budget associated with the Council Plan Strategic Objective 'Well Governed Council'. Believes that the investment in Council Plan Strategic Objective 'Resilient Environment' "seems limited to 'business as usual' (ie. educate/raise awareness and minor maintenance tasks) and lacks addressing the strategic needs for adaption/mitigation". Believes that the Council Plan Strategic Objectives 'Liveable Places & Spaces' and 'Vibrant & Prosperous Economy' "do not seem to connect for the community amenity of the natural existing assets in Manningham centred around the Birrarung Corridor DEWLP concept for natural landscape of the indigenous history/cultural significance". Also seeks a focus on the arts and enhanced access to recreation, sports and entertainment precincts that will increasingly be opened up with the North-East Link (South).
SUB20/1	W Leonard	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/2	J Zaoui	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/3	J Wadley	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/4	BE Carter	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/5	DK & H Sandy	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/6	W Zillner	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages

List of Submissions

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TRIM	Name	Suburb	Subject
SUB20/7	ME Bolton	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/8	PU Flynn	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/9	DM Williams	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/10	V Dunshea	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/11	AH Nanscawen	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/14	HFB Dahmen	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/15	G Falcinelli	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/16	RJ Wadley	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/17	JM Wheeler	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/18	BP & PA Dhabher	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/19	NP Strauss	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/20	GM Ottrey	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/21	KW Marendaz	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/22	M Rice	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/23	M Leigh	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/24	DK Chandler	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/25	E Braham	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/26	JV Thomas	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/27	VP Chamberlain	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/28	IJ Davis	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/29	E Rees	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/30	C Calafiore	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/31	M Taylor	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/32	B Green	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/33	P & J Anderson	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/34	WD & BJ Rumble	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/35	WJ Layton	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/36	JA Short	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/37	M Cox	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/38	EL Issett	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/39	R Worssam	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/40	PJ & J Nicholls	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/41	J Jones	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/42	D & D Mullen	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages

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TRIM	Name	Suburb	Subject
SUB20/43	GM Ashby	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/44	JJ Read	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/45	CA Short	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/46	RH Farrell	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/47	GR Hickey	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/48	IE Scott	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/49	J & W Manton	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/50	FE Chipp	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/51	DM Kelly	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/52	GD Paulett	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/53	M Urwin	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/54	M & L Reece	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/55	C Hastings	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/56	SC Buszano	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/57	VH Handley	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/58	G & M Terry	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/59	M Doherty	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/60	G & J Shaw	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/61	PJ Roos	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/62	R Rattray-Wood	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/63	NG Gray	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/64	WV Ziersch	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/65	W Freeman	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/66	A Lockie	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/67	G & R Perry	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/68	R Winther	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/69	WR & JM Maunder	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/70	I McLean	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/71	KM Wilkinson	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/72	G Baker	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/73	WS & D Roberts	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/74	BR Watt	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/75	KE Lane	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/76	K & L Giles	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages

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TRIM	Name	Suburb	Subject
SUB20/77	M Hakim	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/78	H Murphy	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/79	KI Reid	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/80	AF Young	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/81	CR Hales	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/82	BG & M Radden	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/83	KG Lewis	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/84	SSL Ding & L Paitos	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/85	CM Cook	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/86	SL Le Gassick	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/87	K Urquhart	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/88	L McFarland	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/89	B & H Thomas	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/90	J Twomey	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/91	C Calafiore	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/92	BM Corke & J Wilson	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/93	PR & J Buckland	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/94	GM Sinnott	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/95	B Bamforth	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/96	SE Sheedy	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/97	D & RD Clark	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/98	AS Rice	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/99	F Hill & S Strong	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/100	EM White	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/101	MR Hughes	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/102	I Bourke	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/103	M Syme	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/104	RA Hughes	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/105	MS Axtens	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/106	EN Rowe	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/107	J Howley	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/108	M Korda	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/109	FN Martel	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/110	IM & J Hughes	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages

List of Submissions

Attachment 1

TRIM	Name	Suburb	Subject
SUB20/111	A Capicchiano	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/112	A Mayo	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/113	D Sandford	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/114	B Morton	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/115	G & G Jacobs	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/116	LA & M Knoester	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/117	F Cowie	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/118	JJ & JB Kerseboom	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/119	B Hubber	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/120	A & SM Fisher	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/121	JL Teele	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/122	R Ward	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/123	M Frail	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/124	C Frail	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/125	E Noce	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/126	K Smith	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/127	JB Beauchamp	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/128	E & K Baschera	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/129	A & A Nolan	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/130	JM & V Kelly	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/131	Y Thompson	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/132	KW Lewin	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/133	I Lane	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/134	C Kemenes	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/135	IJ Bradshaw	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/136	H Withoos	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/137	GR Antcliffe	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages
SUB20/138	W Newlan	DONCASTER VIC 3108	Seeking the introduction of a Differential Rate for retirement villages

Submission	Name	Subject	Comments and Recommendation
SUB20/12	D Chandler Chair Applewood Residents' Committee (138 submissions)	Seeking the introduction of a Differential Rate for retirement villages.	<p>Council rates represent a contribution towards the cost of providing a range of universally accessible services for our Manningham community. Individual property rates do not take into account the level of services accessed (or not accessed) by residents in that property.</p> <p>Council has considered differential rate for retirement villages and decided to remain on a uniform rate for all properties.</p> <p>This is primarily based on equity principles in that a lower differential rate for one group results in higher rates for all other properties. For example, a 25% differential rate for retirement village properties (close to 1,200 properties) would result an increase of approximately \$5.50 to all other properties (including properties owned by retirees not living in a retirement village).</p> <p>It is also important to note that the State Government is currently undertaking an extensive review of the Rating system across the State. Council will not be undertaking any changes to its Rating Structure prior to the State Government review being finalised.</p> <p>Council is not proposing to introduce differential rates in the 2020/21 Budget.</p>

2020/21 Annual Budget Submissions – Comments and Recommendations

Attachment 2

Submission	Name	Subject	Comments and Recommendation
SUB20/13	D Norman	Seeking the introduction of a Differential Rate for retirement villages given that Council receives supplementary rate income from new developments.	<p>Council rates represent a contribution towards the cost of providing a range of universally accessible services for our Manningham community. Individual property rates do not take into account the level of services accessed (or not accessed) by residents in that property.</p> <p>Council has considered differential rate for retirement villages and decided to remain on a uniform rate for all properties.</p> <p>This is primarily based on equity principles in that a lower differential rate for one group results in higher rates for all other properties. For example, a 25% differential rate for retirement village properties (close to 1,200 properties) would result an increase of approximately \$5.50 to all other properties (including properties owned by retirees not living in a retirement village).</p> <p>It is also important to note that the State Government is currently undertaking an extensive review of the Rating system across the State. Council will not be undertaking any changes to its Rating Structure prior to the State Government review being finalised.</p> <p>In terms of supplementary rate income from new developments, the increased population that arises from developments, leads to increased demand for Council services, usage and requirement for new, upgraded or expanded community infrastructure. The supplementary rate income assists in funding the costs associated with this.</p> <p>Council is not proposing to introduce differential rates in the 2020/21 Budget.</p>

2020/21 Annual Budget Submissions – Comments and Recommendations

Attachment 2

Submission	Name	Subject	Comments and Recommendation
SUB20/139	L Fenner	Parks and Reserves - Allocation of funds for works at Tullamore Park. Submitter would prefer funding spent upgrading older parks and reserves.	<p>Tullamore Estate was part of a private development by Mirvac. As part of the development process, Mirvac contributed funding to create the parks within the estate.</p> <p>Some of these parks continue to be developed as the estate is still under construction.</p> <p>Council has been contributing funding to upgrade parks and existing public open space adjoining the Tullamore Estate to connect walking paths and provide important connections for our community to a range of amenities.</p> <p>Park upgrades are undertaken where the infrastructure is aging and due for an upgrade based on the condition and age of assets, safety issues and usage levels.</p>
SUB20/140	B Cronshaw	<p>Environmental Protection - Encourages Council to keep working on efforts on adapting to the impacts of climate change and encouraging sustainability and emissions reduction as a community.</p> <p>Appreciates the openness of Council and the opportunity to respond.</p>	<p>As mentioned by the submitter, Council has recently declared a Climate Emergency. Council is committed to working towards reducing emissions and being increasingly environmentally sustainable in the coming and future years.</p> <p>Environmental sustainability continues to be a key criteria for all of our projects in the capital works program and we have a dedicated team that works on operational and strategic environmental and sustainability actions for the organisation.</p>

2020/21 Annual Budget Submissions – Comments and Recommendations

Attachment 2

Submission	Name	Subject	Comments and Recommendation
		<p>Stated that the budget paper was very clear and well-designed.</p> <p>Appreciates the COVID-19 community relief measures and the support Council has given to local libraries.</p> <p>Council has the submitter's full confidence as a community member.</p>	
SUB20/141	C Watson	<p>Footpaths - Would like more funding for footpaths. Especially in the Templestowe area. Believes that there is a lack of footpaths and many of the available footpaths are in need of repair. Examples of which are Porter St from Williamsons Rd to Blackburn Rd and Blackburn Rd - the last section on the Templestowe side before Warrandyte Rd, Smiths Rd Porter St to Reynolds Rd.</p>	<p>The provision of additional footpaths is a major priority for Council and we have made a significant investment installing a number of additional footpaths across Manningham in the past few years.</p> <p>In 2019/20 Council designed a number of new footpaths including the missing sections along Porter Street and Oliver Road highlighted in the submission and it is expected that these will be constructed as part of the 2020/21 program.</p>

2020/21 Annual Budget Submissions – Comments and Recommendations

Attachment 2

Submission	Name	Subject	Comments and Recommendation
SUB20/142	G Hocking Melbourne Men's Group Inc	Seeking lower facility hire rates for not-for-profit Community Groups. Melbourne Men's Group (MMG) are a not-for-profit organisation that have operated in Melbourne since 1998, and are now in their fifth year of operation in Manningham at Currawong Bush Park. MMG requests that Council take into account the current hire rates charged by other metropolitan councils to MMG, and believes that Manningham's current policy regime disadvantages MMG.	<p>The community and commercial hire rates for Manningham Council's venues are reviewed annually and are formally adopted by Council. The hire rates are based on resources required to service and maintain the network of venues. Council provides a heavily subsidised community rate for all community and not-for-profit groups, which is extended to Melbourne Men's Group. All not-for-profit groups are charged the same community rate.</p> <p>Council's venue hire rates are not aligned with that of other Councils. Each Council will establish its own fee structure relevant to the rate base and resources of each particular municipality, together with the standard of facilities and services (such as kitchens, furniture, audio-visual equipment) available within each venue. Consequently, it is not a simple comparison.</p> <p>No amendment is proposed to 2020/21 community and commercial hire rates, however, Council staff are able to identify possibilities for alternative and more economic options for groups based on need and availability.</p>

2020/21 Annual Budget Submissions – Comments and Recommendations

Attachment 2

Submission	Name	Subject	Comments and Recommendation
SUB20/143	R McNaught	Seeking Roadworks for Tuckers Road and Anderson's Creek Road.	<p>The formal construction of Tuckers Road from King Street to Serpells Road is well overdue and a priority for the 2020/21 Capital Works – Road Construction Program. The design of the project which includes kerbing, indented parking and traffic calming measures has commenced using funding from the 2019/20 Capital Program and we are hopeful that works will commence in the later part of the 20/21 financial year.</p> <p>The formal construction of Anderson Creek Road is on Council's program but is a lower priority than the roads currently being designed and is unlikely to be upgraded in the short term.</p> <p>Funding for roadworks in Tuckers Road has been allocated in the 2020/21 Capital Works program. Anderson Creek Road is on Council's longer term Capital Works Plan.</p>
SUB20/144	R Montalti	Absent Landlord / Neighbourhood Amenity concerns - dumping of rubbish on nature strips (not for collection), seeks that a compost facility is mandated for all single dwelling properties, believes Council is not addressing leakages from properties and ongoing issues not covered by the Fences Act.	<p>Mr Montalti's commentary primarily relates to maintenance, visual presentation and public amenity issues associated with multi-unit developments. These matters are considered in the Community Local Law 2013.</p> <p>The Community Local Law is currently under review and will include community engagement in the first quarter of 2021 (subject to Council consideration). Mr Montalti is encouraged to be actively engaged as part of this review process to ensure appropriate consideration of his ideas.</p> <p>In relation to composting at home - Council is committed to supporting waste resource and recovery, and supports residents composting at home. We run a composting program the 'Compost</p>

2020/21 Annual Budget Submissions – Comments and Recommendations

Attachment 2

Submission	Name	Subject	Comments and Recommendation
			Resolution' https://compostrevolution.com.au/ that provides composting equipment at reduced cost to promote residents in composting at home. We have available a number of waste education and awareness programs for residents of Manningham. In the future we may also look at the introduction of a Food Organic Green Organic service within Manningham.
SUB20/145	J Bishop	<p>Seeking the use of recycled plastics (REPLAS) for outdoor park furniture and fences rather than timber.</p> <p>Seeking the provision of more safe road crossing points for the 42km trail loop around Manningham.</p>	<p>Council is currently developing a master plan for Ruffey Lake Park, which incorporates all upgrades of signage, seats and other park furniture. Council is committed to exploring all environmentally sustainable options for all future parks and general infrastructure works.</p> <p>Council is committed to reducing emissions and reusing materials where possible. Council thanks the submitter for their suggestion to use REPLAS as an option for our fencing and park furniture.</p> <p>Regarding the 42km trail loop that includes the Mullum Mullum Creek, EastLink, Koonung Creek and Main Yarra Trails - the only road crossing points within Manningham that Council has jurisdiction or influence upon are The Parkway, Heidelberg-Warrandyte Road, Reynolds Rd, Tindals Road, Park Road and Heads Road. The Heidelberg – Warrandyte Road crossing point has been identified in the Manningham Bicycle Strategy 2013 for a future signalised pedestrian crossing which would require Department of Transport (state government) approval. There are investigations underway as to the feasibility of signals at this point in conjunction with other projects. The other road crossing points have less traffic so would be difficult to justify signalised crossings that are very expensive to install compared to other trail priorities. However other</p>

Submission	Name	Subject	Comments and Recommendation
			<p>measures such as warning signs and road markings will be considered if and where appropriate.</p> <p>Council is investing in significant upgrades and expansion of the shared trail network to provide safe routes for all users including along Ruffey Creek Trail and the Main Yarra Trail to Warrandyte.</p>
SUB20/146	F Freschi	<p>Congratulates Manningham City Council for sharing a detailed strategic plan for the community.</p> <p>Concerned with the "significant" budget associated with the Council Plan Strategic Objective 'Well Governed Council'.</p> <p>Concerned that the investment in Council Plan Strategic Objective 'Resilient Environment' "seems limited to 'business as usual' (ie. educate/raise awareness and minor maintenance tasks) and lacks addressing the strategic needs for adaption/mitigation".</p> <p>Concerned that the Council Plan Strategic Objectives 'Liveable Places</p>	<p>The Council Plan Strategic Objective – 'Well Governed Council's' budget includes citizen connect (customer service), transformation, information technology, organisation development, property services, financial management, emergency management, governance and administrative support required to provide over 100 services to the community and to deliver the extensive capital works program.</p> <p>The Council Plan Strategic Objective - 'Resilient Environment' is one of the key themes for Council to 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. Council is committed to the response to Climate Change to reduce our environmental impact and adapt to climate change, and protect our valued environment and biodiversity. Council has also recently committed to a Climate Change Emergency.</p> <p>In the last year we have achieved the following:</p>

2020/21 Annual Budget Submissions – Comments and Recommendations

Attachment 2

Submission	Name	Subject	Comments and Recommendation
		<p>& Spaces' and 'Vibrant & Prosperous Economy' "do not seem to connect for the community amenity of the natural existing assets in Manningham centred around the Birrarung Corridor DEWLP concept for natural landscape of the indigenous history/cultural significance, along with the arts and enhanced access to recreational the sports and entertainment precincts that will increasingly be opened up with the North-East Link (South)".</p>	<ul style="list-style-type: none"> • reduced carbon emissions by 25% from our operations (since 2008/09); • added 18 hybrid cars to our fleet; • delivered 150 environmental activities and events to over 7,500 community members; • provided 200 residents (approx.) with weed and pest control, bushfire risk reduction and sustainable land management advice and action; and • achieved the lowest level of waste sent to landfill since 2001/02. <p>Mr Freschi is encouraged to visit Council's website and view the environmental and sustainability page https://www.manningham.vic.gov.au/environment-and-sustainability for more that supports strategic needs for adaption/mitigation in response to Climate Change.</p> <p>Mr Freschi's comments on the Council Plan Strategic Objective - 'Liveable Places & Spaces' are consistent with Council's Yarra River Concept Plan and advocacy strategy for the NELP and the Bulleen Land Use Planning Framework. We will look at ways of strengthening the language to address Mr Freschi's feedback as it is consistent with Council's adopted position.</p> <p>The draft 2020/21 budget allocates funding to reduce our environmental impact and adapt to climate change.</p>

ANNUAL BUDGET 2020/21



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Mayor and CEO's Introduction

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

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

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

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

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

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

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

- An operating budget of \$132 million to deliver more than 100 services for our community
- A \$49.9 million Capital Works Program to maintain and enhance Council's \$2.2 billion of community assets
- An average general rate increase in line with the State Government's rate cap of 2.0%
- No increase in waste service charges, despite significantly increased costs to Council resulting from a 30% increase in the State Government's landfill levy
- Ongoing efficiencies with a focus on containing costs. Savings and efficiencies are forecast to be around \$1.8 million
- \$3.0 million in COVID-19 community relief measures in 2020/21 (in addition to \$0.8 million forecast in 2019/20)

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

- \$12.0 million for the maintenance of roads, drains, footpaths and bridges
- \$13.0 million for waste and recycling
- \$12.6 million for the maintenance of sports grounds, parks and gardens
- \$10.2 million for aged and disability support services
- \$9.6 million for customer services, Citizen Connect, IT and Transformation
- \$6.8 million for health, local laws, animal management, food safety, litter and traffic management
- \$5.9 million for planning, maintaining and operating Council's property and buildings
- \$5.6 million for community services, including maternal and child health, immunisation, pre-schools, community development grants and community planning services

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

Council's extensive capital works program of \$49.9 million comprises:

- \$12.5 million for roads, including \$6.7 million for road reseals and refurbishment, \$3.8 million as part of the Road Management Strategy to upgrade the road network and \$0.4 million for Jumping Creek Road Stage 1A
- \$6.9 million for community buildings, including \$3.0 million for the ongoing renewal of community buildings, \$2.0 million on upgrades to Civic buildings and \$1.7 million on the renewal of recreation buildings
- \$11.4 million to recreation and community facilities, including \$6.3 million for Pettys Reserve Sporting Development Stage 2, \$1.4 million for Domeney Reserve, \$1.2 million for floodlighting, \$1.2 million for Rieschiecks Reserve Management Plan implementation and \$0.3 million for Deep Creek Pavilion development
- \$3.5 million for drainage improvements
- \$3.9 million for parks, open space and streetscapes, including \$0.9 million for Lions Park Warrandyte Rivers Reserve, \$0.8 million for playspaces development, \$0.4 million for implementation of Koonung Park Management Plan, \$0.2 million for Tullamore Park upgrade and \$0.2 million for Ruffey Lake Park development
- \$4.4 million to renew Council's core IT and telecommunications infrastructure
- \$3.7 million to improve footpaths and cycle ways
- \$1.2 million for plant and equipment

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

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

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

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

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

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

Stay safe,

Paul McLeish
MAYOR

Andrew Day
CEO

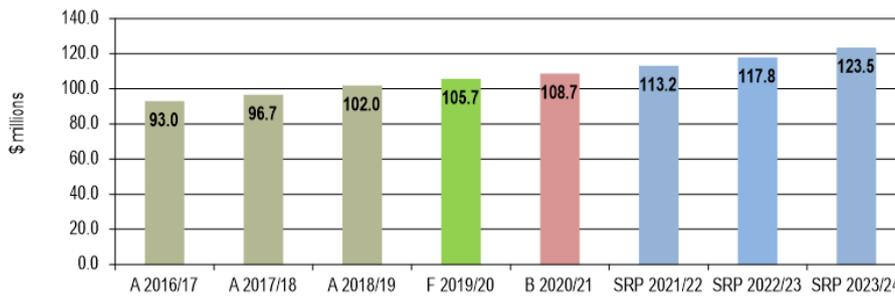
Budget summary

Manningham City Council's 2020/21 Annual Budget has been through a rigorous process of review by Councillors and management to ensure that it aligns with our community's priorities and will help meet the objectives set out in our Council Plan. The 2020/21 Annual Budget was on public exhibition for four weeks during May and June 2020 providing an opportunity for our community to consider the proposed budget and make a budget submission.

The 2020/21 Annual Budget balances the demand for services and infrastructure with the community's capacity to pay. Key budget information about the proposed rate increase, operating result, services, cash and investments, capital works, financial position, financial sustainability and the strategic objectives of Council is provided below.

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

Rates and charges



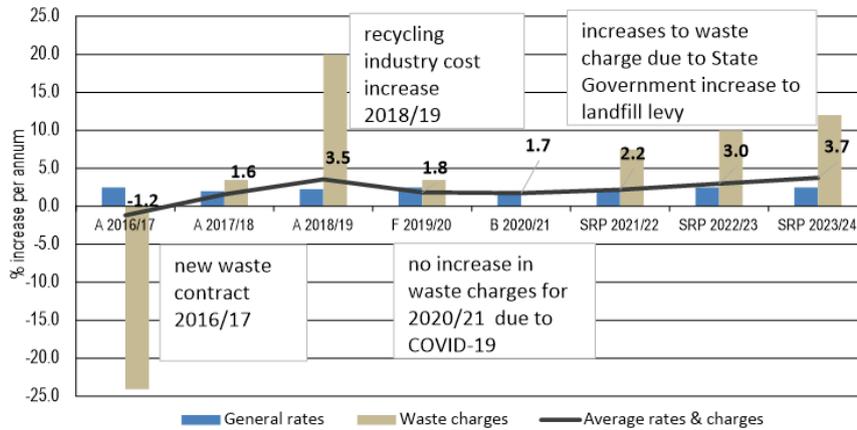
Council raises general rates to fund universally accessed services and capital infrastructure, and waste charges to fund the collection and disposal of waste. In the changing environment that Council operates in, Council has been focusing on improving operational efficiency, implementing new revenue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

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

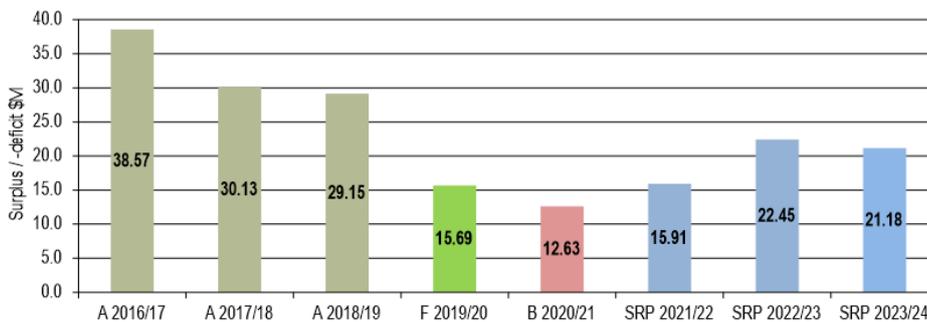
The total rates and charges bill for an average property is projected to increase by \$36 or 1.7 per cent to \$2,097.

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

General rates, waste charges and average rates and charges increases



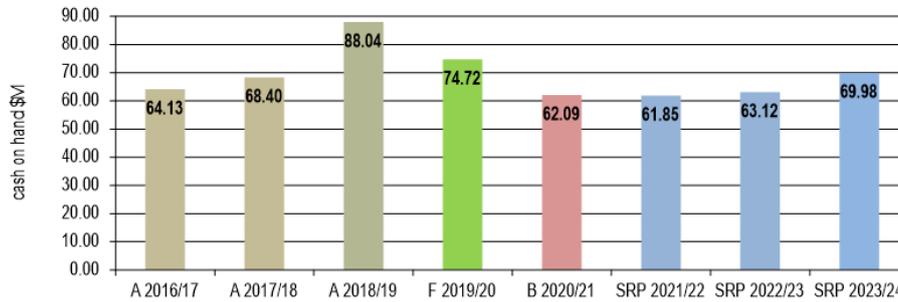
Operating Result



The budgeted operating result (income less expenses) for the 2020/21 year is a surplus of \$12.63 million, a decrease of \$3.06 million over the 2019/20 forecast result. The change is primarily due to an increase of \$2.40 million in depreciation & amortisation expense as a result of an extensive capital works program. Waste contract costs also increasing by \$0.88 million due to disposal costs increasing because of a 30 per cent increase in the State Government landfill levy in January 2021 and an increase in gate fees due to new EPA landfill requirements. These are partly offset by an increase in general rates revenue. Refer to Section 4.1 Comprehensive Income Statement for further details.

A strong surplus is required to fund Council's extensive capital works program and to ensure that it has sufficient reserves to meet financial challenges that may arise in the future. During the four year period of the Strategic Resource Plan 2020-2024, Council is projecting to maintain an average operating surplus of approximately \$18 million which underpins a financially sustainable organisation.

Cash and investments

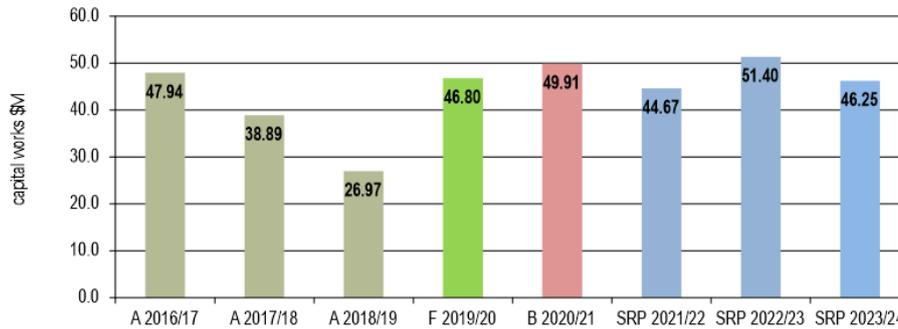


As at 30 June 2021, cash and investments are expected to decrease by \$12.63 million to \$62.09 million. The decrease is mainly due to an extensive capital works program of \$49.91 million in 2020/21 which includes \$4.91 million of projects funded in the 2019/20 Budget which will now be completed in 2020/21. Despite projecting to deliver one of the highest capital works program, Council still maintains a strong cash balance which is consistent with Council's strategy to improve our long term financial sustainability.

Council holds cash balances to fund the daily working capital requirements, support cash backed reserves required by legislation and for future intended uses as directed by Council. Of the \$62.09 million cash and investments balance, cash that is restricted or has an intended use totals \$43.51 million, leaving an unrestricted cash balance of \$18.58 million as at 30 June 2021.

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

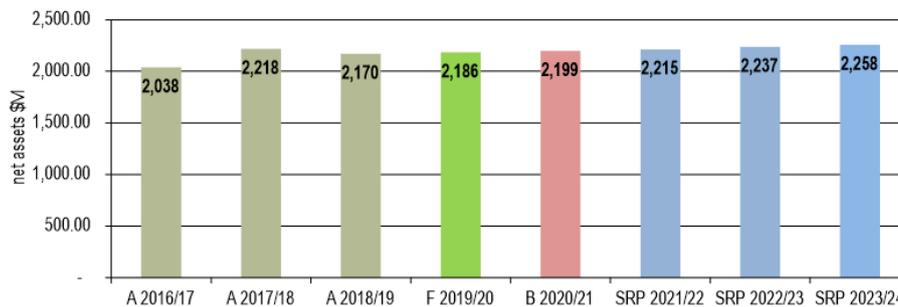
Capital works



The capital works program for the 2020/21 year is budgeted to be \$49.91 million comprising of \$12.45 million for roads, \$6.94 million for community buildings, \$3.46 million for drainage improvements, \$3.87 million for parks and open space and \$3.71 million for footpaths and cycleways.

The capital program is funded through \$32.22 million (or 64.6 per cent) of Council's cash generated through the operating result, \$9.66 million (or 19.4 per cent) from reserves and developer contributions, \$2.76 million (5.5 per cent) from external grants, \$0.36 million (or 0.7 per cent) from asset sales and the carried forward component of \$4.91 million is fully funded from carried forward rates money. The capital works program has been set and prioritised through the development of sound business cases and consultation with stakeholders. Capital works is forecast to be \$46.80 million for the 2019/20 year.

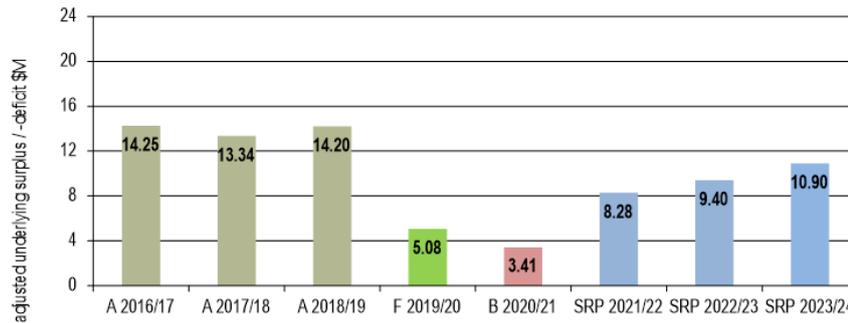
Financial position



Manningham's financial position is projected to improve with net assets (total assets less total liabilities) budgeted to increase by \$12.63 million to \$2,198.67 million. The increase in net assets mainly arises from the new assets added to Council's balance sheet from the capital works program detailed in Section 4.6 of this report. Net assets is forecast to be \$2,186.04 million as at 30 June 2020.

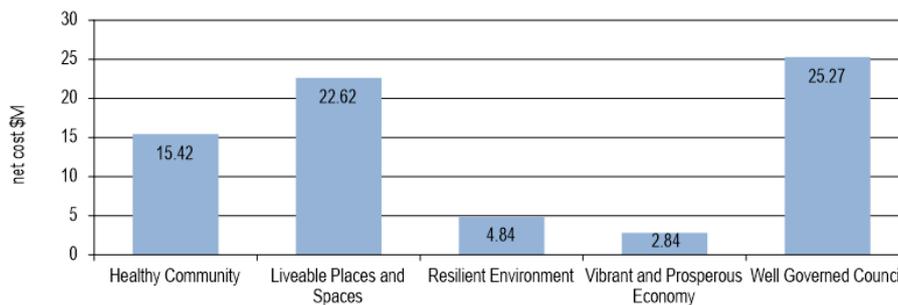
Refer Section 4.2 for an analysis of the budgeted financial position.

Financial sustainability



A high level Strategic Resource Plan for the years 2020/21 to 2023/24 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council’s strategic objectives as specified in the Council Plan. One measure of financial sustainability is the adjusted underlying result, which excludes capital income and developer income (cash and non-cash) from the operating surplus. A positive adjusted underlying result is an indication of financial stability. A strong adjusted underlying surplus is required to fund Council’s extensive capital works program and to ensure that it has sufficient reserves to meet financial challenges that may arise in the future. The projected adjusted underlying surplus over the 4 year Strategic Resource Plan shows a positive trend in line with Council’s strategy to improve financial sustainability in the long term.

Themes



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

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

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

Council expenditure allocations

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

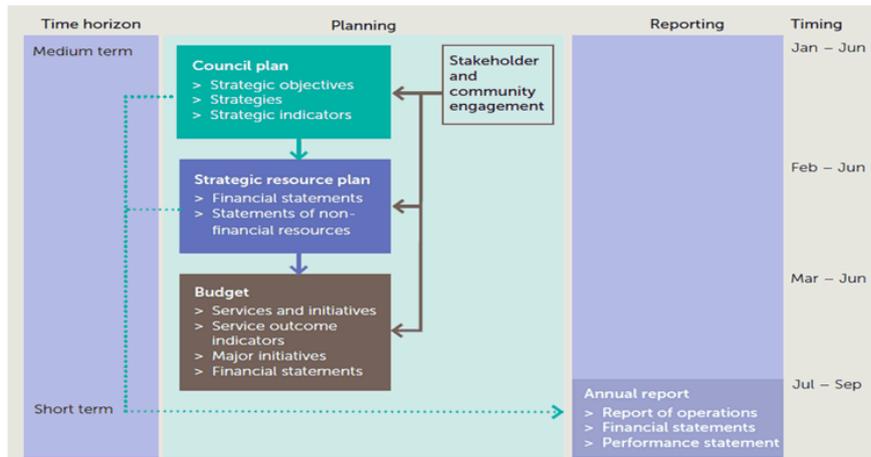


1. Link to the Council Plan

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

1.1 Planning and accountability framework

The Strategic Resource Plan, part of and prepared in conjunction with the Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning

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

1.1.2 Key planning considerations

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

1.2 Our purpose

Our vision

A Liveable and Harmonious City.

Our mission

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

Our values

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

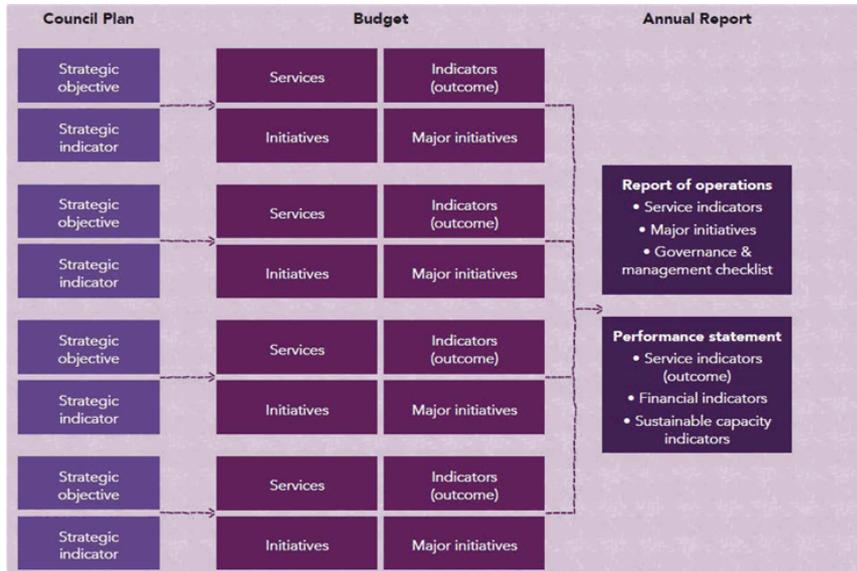
1.3 Strategic objectives

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

Strategic Objective	Description
1. Healthy Community	Through a strong partnership approach, Council will focus on ensuring that people stay healthy and well, can access the services they need, are connected to their local neighbourhoods, feel safe and live in a harmonious and inclusive community. focus on ensuring that people stay healthy and well, can access the services they need, are connected to their local neighbourhoods, feel safe and live in a harmonious and inclusive community.
2. Liveable Places and Spaces	Council will focus on managing amenity to create inviting places and spaces, enhanced parks, open space and streetscapes, well connected, safe and accessible travel and well utilised and maintained community infrastructure.
3. Resilient Environment	Council will work with our community and partners to protect and enhance our valued environment and biodiversity, as well as reduce our environmental impact and adapt to climate change.
4. Vibrant and Prosperous Economy	Council strives to support the local economy to grow, with local business and activity centres vibrant and prosperous with a strong visitor economy.
5. Well Governed Council	We promote financial sustainability and manage resources effectively and efficiently. Council values citizens in all that we do.

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2020/21 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning

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

2.1 Strategic Objective 1: Healthy Community

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

Goals

1.1 A healthy, resilient and safe community

1.2 A connected and inclusive community

Services

Service area	Description of services provided		2018/19	2019/20	2020/21
			Actual \$'000	Forecast \$'000	Budget \$'000
Aged and Disability Services	In partnership with Federal and State Governments, these services and activities support Manningham residents to stay active, independent and living at home for as long as possible. Services include positive ageing events and activities, assisted transport, home and personal care.	<i>Exp</i>	9,981	10,178	10,210
		<i>Rev</i>	(7,716)	(7,463)	(7,171)
		<i>NET</i>	2,265	2,715	3,039
Social Planning and Community Development Services	This service support the community through activities in community inclusion, community safety, metro access, social planning and community development.	<i>Exp</i>	1,950	1,538	804
		<i>Rev</i>	(282)	(246)	(57)
		<i>NET</i>	1,668	1,292	747
Community Programs	This service provides children, family and community services, including Maternal and Children's Services (Universal and Enhanced), Child Health, Early Years@MC2, Preschool Field Officer Program and Parenting Assessment and Skill Development Service. Also included Youth and and Volunteering and Emergency Counselling grants.	<i>Exp</i>	3,530	5,126	5,562
		<i>Rev</i>	(1,892)	(1,818)	(1,996)
		<i>NET</i>	1,638	3,308	3,566
Library Services	This service provides public library service for visitors and residents. The service is managed by the Whitehorse Manningham Regional Library Corporation with branches at Bulleen, Doncaster, The Pines and Warrandyte.	<i>Exp</i>	4,133	4,315	4,497
		<i>Rev</i>	-	-	-
		<i>NET</i>	4,133	4,315	4,497
Approvals and Compliance Services	This service protects the community's health and well being by coordinating food safety programs, immunisation, animal management, litter, building services, public health, parking and administration and enforcement of municipal local laws.	<i>Exp</i>	6,510	6,615	6,817
		<i>Rev</i>	(3,247)	(3,593)	(3,574)
		<i>NET</i>	3,263	3,022	3,243
Arts and Cultural Services	Management, coordination and delivery of arts and cultural development program including an Art Gallery, art studios and Playhouse.	<i>Exp</i>	573	746	710
		<i>Rev</i>	(372)	(287)	(378)
		<i>NET</i>	201	459	332

Major Initiatives

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

Other Initiatives

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

Service Performance Outcome Indicators

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

2.2 Strategic Objective 2: Liveable Places and Spaces

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

Goals

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

Services

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
City Amenity, Parks and Recreation Services	This service provides the management, administration and maintenance activities for parks and recreation; sports reserves, aquatic facilities, reserves, sportsground maintenance, landscaping, tree maintenance, grass cutting, bushland management, open space, parks and playground maintenance and supervision of capital works projects.	<i>Exp</i>	10,244	13,733	12,622
		<i>Rev</i>	(1,196)	(859)	(883)
		<i>NET</i>	9,048	12,874	11,739
Roads and Infrastructure Services	This service provides the day to day maintenance of Council roads, bridges and footpaths and includes both sealed and unsealed road maintenance such as repairs to potholes, linemarking, patching, resheeting and minor works.	<i>Exp</i>	4,634	5,191	5,162
		<i>Rev</i>	(578)	(485)	(541)
		<i>NET</i>	4,056	4,706	4,621
Integrated Planning and Urban Design Services	These services include city planning, landscape architecture, strategic land use and development planning and urban design, recreation planning and open space planning.	<i>Exp</i>	4,400	4,837	4,549
		<i>Rev</i>	(6,447)	(7,860)	(6,855)
		<i>NET</i>	(2,047)	(3,023)	(2,306)
Building Maintenance Services	Keeping Council owned buildings and community facilities (including public toilets, heritage buildings, libraries, sporting facilities) clean and well maintained.	<i>Exp</i>	3,288	3,331	3,272
		<i>Rev</i>	(351)	(342)	(286)
		<i>NET</i>	2,937	2,989	2,986
Civil Project Services	With responsibility for the capital works program, services includes construction and design of civil projects and strategic projects relating to Council buildings, community facilities, recreation facilities and sustainability projects.	<i>Exp</i>	1,571	2,232	2,045
		<i>Rev</i>	(758)	(650)	(410)
		<i>NET</i>	813	1,582	1,635
Traffic and Development Services	This service provides the day to day maintenance to support the road network. Including driver safety education programs, street lighting, traffic management, traffic engineering, bus shelters and road safety.	<i>Exp</i>	2,639	2,420	2,212
		<i>Rev</i>	(1,454)	(786)	(541)
		<i>NET</i>	1,185	1,634	1,671
Statutory Planning Services	This service is responsible for the administration and enforcement of the Manningham Planning Scheme and coordination of statutory planning permits including pre-application and application service.	<i>Exp</i>	3,450	3,645	3,837
		<i>Rev</i>	(2,273)	(2,050)	(2,021)
		<i>NET</i>	1,177	1,595	1,816
Maintenance services for signs and street furniture	This service maintains and repairs all traffic signals and roadside signs and furniture including guard rails on Council roads.	<i>Exp</i>	310	375	455
		<i>Rev</i>	-	-	-
		<i>NET</i>	310	375	455

Major Initiatives

- 5) Facilitate planning scheme amendments that are considered high priority of the 2018 Planning Scheme Review recommendations. Progress 2 additional major recommendations by June 2021.
- 6) Implementation of Parks Improvement Program works as scheduled including Petty's Reserve, design of Hepburn Road Park and completion of the design for Main Yarra River Trail to Warrandyte by 30 June 2021.
- 7) North East Link Planning. Continue to advocate for positive community outcomes. Successfully collaborate with the NEL project and proponent to pursue environmental, recreation, open space and construction outcomes for Manningham.
 - Improve connectivity through the completion of the Road Improvement Program as scheduled including:
 - Design for Jumping Creek Road reconstruction from Ringwood Warrandyte road to Homestead Road.
 - Improve safety through installation of traffic signals on Tram Road and Merlin Street.
 - Design and construction of the new Hepburn Road extension to provide new road and pedestrian connections.
- 9) Deliver an Integrated Transport approach to private and public transport in the region Deliver short term actions in the Transport Action Plan and the Bus Action Plan including contributing to planning of the Suburban Rail Loop and Doncaster Busway.
- 10) Following completion of a needs analysis, develop a draft of a long term Community Infrastructure Plan.

Other Initiatives

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

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Roads	Satisfaction	Satisfaction with sealed local roads. (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Statutory planning	Decision making	Council planning decisions upheld at VCAT. (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100

2.3 Strategic Objective 3: Resilient Environment

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

Goals

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

Services

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

Major Initiatives

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

Other Initiatives

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

Service Performance Outcome Indicators

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

2.4 Strategic Objective 4: Vibrant and Prosperous Economy

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

Goals

4.1 Grow our local business, tourism and economy

Services

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
Business, Events and Grants	This Service develops programs, events and support services to support the local economy in relation to business, sponsorship, commercial investment, business support, employment and tourism.	<i>Exp</i>	3,026	2,190	2,051
		<i>Rev</i>	(169)	(73)	(96)
		<i>NET</i>	2,857	2,117	1,955
Community Venues and Functions	This service provides for the management and hire of the Manningham Function Centre and hire of halls and other venues to community and commercial hirers.	<i>Exp</i>	2,247	2,217	2,197
		<i>Rev</i>	(1,615)	(1,072)	(1,308)
		<i>NET</i>	632	1,145	889

Major Initiatives

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

Other Initiatives

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

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

2.5 Strategic Objective 5: Well Governed Council

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

Goals

5.1 A financially sustainable Council that manages resources effectively and efficiently

5.2 A Council that values citizens in all that we do

Services

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
Governance, Legal and Risk	This service supports the organisation to meet its regulatory requirements through strong governance and risk management.	<i>Exp</i>	1,443	2,313	2,910
		<i>Rev</i>	-	-	(150)
		NET	1,443	2,313	2,760
Councillors and Executives	This area includes the Mayor, Councillors, Executive Management Team and associated support.	<i>Exp</i>	3,837	2,715	2,841
		<i>Rev</i>	(9)	-	-
		NET	3,828	2,715	2,841
Communications	This service leads the delivery of clear, consistent and inclusive communication and engagement with the community.	<i>Exp</i>	1,995	2,118	2,141
		<i>Rev</i>	-	-	-
		NET	1,995	2,118	2,141
Citizen Connect	This service leads as the main customer interface to create and maintain systems and processes to connect with our citizens	<i>Exp</i>	1,589	1,869	1,934
		<i>Rev</i>	-	-	-
		NET	1,589	1,869	1,934
Transformation and Information	Service include maintaining information and information systems as well as advancing new solutions for the organisation and community interaction.	<i>Exp</i>	7,097	7,455	7,677
		<i>Rev</i>	(1)	-	-
		NET	7,096	7,455	7,677
Emergency Management	Services to support community preparedness, response and recovery in an emergency.	<i>Exp</i>	381	893	841
		<i>Rev</i>	(187)	(133)	(80)
		NET	194	760	761
Organisation Development	Provides organisation development and human resource management services including staff recruitment, corporate training and development, employee and industrial relations and workplace health and safety. Also includes business planning services.	<i>Exp</i>	1,481	1,950	2,107
		<i>Rev</i>	(1)	-	-
		NET	1,480	1,950	2,107
Property Services	This service manages Council properties and manages property valuations.	<i>Exp</i>	2,485	2,598	2,597
		<i>Rev</i>	(2,469)	(2,123)	(1,922)
		NET	16	475	675
Financial Services	This service strategically manages Council's financial management, payroll, procurement tendering and contract administration.	<i>Exp</i>	4,257	4,537	4,569
		<i>Rev</i>	(111)	(275)	(192)
		NET	4,146	4,262	4,377

Major Initiatives

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

22) Through our Citizen Connect program, we will make it easy for citizens to interact with us, find out information, request a service, provide feedback or report an issue. Implement a suite of customer focused improvements to increase Contact Centre First Contact Resolution (FCR) and improve Customer Satisfaction by 30 June 2021.

Other Initiatives

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

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

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community

2.6 Reconciliation with budgeted operating result

2020/21	Net Cost (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Healthy Community	15,424	28,600	13,176
Liveable Places and Spaces	22,617	34,154	11,537
Resilient Environment	4,841	18,748	13,907
Vibrant Prosperous Economy	2,844	4,248	1,404
Well Governed Council *	25,273	27,617	2,344
Total	70,999	113,367	42,368
<i>Expenses added in:</i>			
Depreciation and amortisation	25,926		
Finance costs	-		
Others	(11,941)		
Deficit before funding sources	84,984		
<i>Funding sources added in:</i>			
Rates revenue	94,859		
Capital grants	2,759		
Total funding sources	97,618		
Operating surplus/(deficit) for the year	12,634		

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

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2020/21 has been supplemented with projections to 2023/24 extracted from the Strategic Resource Plan.

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

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

Pending Accounting Standards

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

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

AASB 1059 Service Concession Arrangements: Grantors

Comprehensive Income Statement

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
Income						
Rates and charges income	4.1.1	105,721	108,652	113,155	117,849	123,468
Statutory fees and fines	4.1.2	3,304	3,691	3,650	3,766	3,979
User fees	4.1.3	9,075	8,861	10,143	10,498	10,866
Grants - Operating	4.1.4	11,844	11,334	11,447	11,619	11,793
Grants - Capital	4.1.4	2,574	2,759	1,627	6,553	3,900
Contributions - monetary	4.1.5	7,860	6,855	6,390	6,909	6,816
Contributions - non-monetary	4.1.5	1,000	1,000	1,000	1,000	1,000
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		95	36	63	43	73
Other income	4.1.6	2,429	1,526	1,373	1,407	1,893
Total income		143,902	144,714	148,848	159,644	163,788
Expenses						
Employee costs	4.1.7	55,113	55,807	57,745	59,747	62,119
Materials and services	4.1.8	29,156	30,669	29,351	29,317	30,306
Utilities	4.1.9	2,683	2,528	2,655	2,788	2,927
Community grants	4.1.10	5,251	5,758	5,129	5,257	5,388
Depreciation	4.1.11	21,952	23,082	24,293	25,440	26,500
Amortisation - intangible assets	4.1.12	1,045	2,425	2,930	3,535	4,000
Amortisation - right of use assets	4.1.13	526	419	315	303	303
Borrowing Costs		107	-	-	-	-
Finance Costs - leases		115	95	82	71	58
Other expenses	4.1.14	12,265	11,297	10,439	10,739	11,003
Total expenses		128,213	132,080	132,939	137,197	142,604
Surplus/(deficit) for the year		15,689	12,634	15,909	22,447	21,184
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation increment /(decrement)		-	-	-	-	-
Total comprehensive result		15,689	12,634	15,909	22,447	21,184

Balance Sheet

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
Assets						
Current assets						
Cash and cash equivalents		57,216	47,088	46,850	48,118	54,975
Trade and other receivables		10,468	10,567	10,792	10,931	10,951
Other financial assets		17,500	15,000	15,000	15,000	15,000
Accrued Income		1,285	1,285	1,285	1,285	1,285
Prepayments		1,395	1,395	1,395	1,395	1,395
Other assets		123	123	123	123	123
Total current assets	4.2.1a	87,987	75,458	75,445	76,852	83,729
Non-current assets						
Investments (Regional Library)		2,305	2,305	2,305	2,305	2,305
Trade and other receivables		31	31	31	31	31
Property, infrastructure, plant & equipment		2,132,089	2,156,294	2,173,334	2,195,981	2,211,868
Right-of-use assets	4.2.4	2,525	2,106	1,791	1,488	1,185
Intangible assets		5,394	6,265	7,113	7,501	7,713
Total non-current assets	4.2.1b	2,142,344	2,167,001	2,184,574	2,207,306	2,223,102
Total assets		2,230,331	2,242,459	2,260,019	2,284,158	2,306,831
Liabilities						
Current liabilities						
Trade and other payables		13,193	11,712	12,283	12,884	13,287
Trust funds and deposits		13,574	14,574	15,574	16,574	17,574
Provisions		12,586	12,900	13,222	13,553	13,892
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	389	292	290	303	185
Income received in advance		1,008	1,058	1,108	1,158	1,208
Total current liabilities	4.2.2a	40,750	40,536	42,477	44,472	46,146
Non-current liabilities						
Provisions		1,356	1,356	1,356	1,356	1,356
Interest-bearing liabilities	4.2.3	-	-	-	-	-
Lease liabilities	4.2.4	2,187	1,895	1,605	1,302	1,117
Total non-current liabilities	4.2.2b	3,543	3,251	2,961	2,658	2,473
Total liabilities		44,293	43,787	45,438	47,130	48,619
Net assets		2,186,038	2,198,672	2,214,581	2,237,028	2,258,212
Equity						
Accumulated surplus		753,523	768,661	784,502	806,708	827,812
Reserves		1,432,515	1,430,011	1,430,079	1,430,320	1,430,400
Total equity	4.3	2,186,038	2,198,672	2,214,581	2,237,028	2,258,212

Statement of Changes in Equity

For the four years ending 30 June 2024

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2020 Forecast Actual					
Balance at beginning of the financial year		2,170,349	738,643	1,422,479	9,227
Impact of adoption of new accounting standards		-	-	-	-
Adjusted opening balance		2,170,349	738,643	1,422,479	9,227
Surplus/(deficit) for the year		15,689	15,689	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(7,860)	-	7,860
Transfers from other reserves		-	7,051	-	(7,051)
Balance at end of the financial year		2,186,038	753,523	1,422,479	10,036
2021 Budget					
Balance at beginning of the financial year		2,186,038	753,523	1,422,479	10,036
Surplus/(deficit) for the year		12,634	12,634	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	-	(6,855)	-	6,855
Transfers from other reserves	4.3.1	-	9,359	-	(9,359)
Balance at end of the financial year	4.3.2	2,198,672	768,661	1,422,479	7,532
2022					
Balance at beginning of the financial year		2,198,672	768,661	1,422,479	7,532
Surplus/(deficit) for the year		15,909	15,909	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(6,390)	-	6,390
Transfers from other reserves		-	6,322	-	(6,322)
Balance at end of the financial year		2,214,581	784,502	1,422,479	7,600
2023					
Balance at beginning of the financial year		2,214,581	784,502	1,422,479	7,600
Surplus/(deficit) for the year		22,447	22,447	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(6,909)	-	6,909
Transfers from other reserves		-	6,668	-	(6,668)
Balance at end of the financial year		2,237,028	806,708	1,422,479	7,841
2024					
Balance at beginning of the financial year		2,237,028	806,708	1,422,479	7,841
Surplus/(deficit) for the year		21,184	21,184	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(6,816)	-	6,816
Transfers from other reserves		-	6,736	-	(6,736)
Balance at end of the financial year		2,258,212	827,812	1,422,479	7,921

Statement of Cash Flows

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		Actual		2021/22	2022/23	2023/24
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates income		92,631	94,760	97,979	101,131	104,728
Waste charges		13,720	13,793	14,950	16,579	18,720
User charges, fees and fines		12,429	12,602	13,843	14,314	14,895
Grants - operating		11,844	11,334	11,447	11,619	11,793
Grants - capital		2,574	2,759	1,627	6,553	3,900
Contributions - monetary		7,860	6,855	6,390	6,909	6,816
Interest received		1,435	800	1,048	1,070	1,544
Trust funds and deposits taken		1,000	1,000	1,000	1,000	1,000
Other receipts		994	726	325	337	349
Employee costs		(54,360)	(57,369)	(57,203)	(59,183)	(61,764)
Materials and services		(48,836)	(49,316)	(46,817)	(47,276)	(48,769)
Short-term, low value and variable lease		(393)	(540)	(406)	(457)	(468)
Other payments		(107)	-	-	-	-
Net cash provided by/(used in) operating activities	4.4.1	40,791	37,404	44,183	52,596	52,744
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(46,796)	(49,909)	(44,672)	(51,397)	(46,251)
Proceeds from sale of property, infrastructure, plant and equipment		550	360	625	430	725
Net proceeds from other financial assets		6,200	2,500			
Net cash provided by/ (used in) investing activities	4.4.2	(40,046)	(47,049)	(44,047)	(50,967)	(45,526)
Cash flows from financing activities						
Repayment of borrowings		(7,279)	-	-	-	-
Interest paid - lease liability		(117)	(94)	(82)	(71)	(58)
Repayment of lease liabilities		(475)	(389)	(292)	(290)	(303)
Net cash provided by/(used in) financing activities	4.4.3	(7,871)	(483)	(374)	(361)	(361)
Net increase/(decrease) in cash & cash equivalents		(7,126)	(10,128)	(238)	1,268	6,857
Cash and cash equivalents at the beginning of the financial year		64,342	57,216	47,088	46,850	48,118
Cash and cash equivalents at the end of the financial year		57,216	47,088	46,850	48,118	54,975
Term deposits over 3 months maturity		17,500	15,000	15,000	15,000	15,000
Total cash and investments		74,716	62,088	61,850	63,118	69,975

Statement of Capital Works

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		Actual				
		2019/20	2020/21	2021/22	2022/23	2023/24
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		-	2,000	2,000	1,900	2,400
Total land		-	2,000	2,000	1,900	2,400
Buildings		4,764	4,412	4,265	4,719	4,900
Building improvements		689	2,532	800	425	50
Total buildings		5,453	6,944	5,065	5,144	4,950
Total property		5,453	8,944	7,065	7,044	7,350
Plant and equipment						
Plant, machinery and equipment		1,949	1,157	1,780	1,260	2,400
Fixtures, fittings and furniture		669	25	51	52	54
Computers and telecommunications		1,200	1,097	630	731	546
Artworks		20	58	120	66	131
Total plant and equipment		3,838	2,337	2,581	2,109	3,131
Infrastructure						
Roads		15,104	12,454	12,087	14,406	15,870
Bridges		100	95	100	100	100
Footpaths and cycleways		4,910	3,708	3,946	3,929	3,876
Drainage		6,154	3,455	4,180	4,575	4,315
Recreational, leisure and community facilities		4,443	11,373	2,566	2,612	1,833
Waste management		-	302	3,400	6,500	-
Parks, open space and streetscapes		3,416	3,870	4,849	6,067	5,434
Off street car parks		426	75	120	132	130
Total infrastructure		34,553	35,332	31,248	38,321	31,558
Intangible assets						
Software		2,952	3,296	3,778	3,923	4,212
Total intangible		2,952	3,296	3,778	3,923	4,212
Total capital works expenditure	4.6.1	46,796	49,909	44,672	51,397	46,251
Represented by:						
New asset expenditure		11,223	13,627	14,341	14,325	11,375
Asset renewal expenditure		27,611	23,784	23,323	27,419	24,825
Asset expansion expenditure		1,269	2,200	939	1,112	1,367
Asset upgrade expenditure		6,693	10,298	6,069	8,541	8,684
Total capital works expenditure	4.6.1	46,796	49,909	44,672	51,397	46,251
Funding sources represented by:						
Grants		2,822	2,759	1,627	6,553	3,900
Contributions		7,051	9,661	9,722	10,668	6,736
Council cash		36,923	37,489	33,323	34,176	35,615
Borrowings		-	-	-	-	-
Total capital works expenditure	4.6.1	46,796	49,909	44,672	51,397	46,251

Statement of Human Resources

For the four years ending 30 June 2024

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

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

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

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

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

Summary of Planned Human Resources

For the four years ending 30 June 2024

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

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

4. Notes to the Financial Statements

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

- 4.1 Comprehensive Income Statement
- 4.2 Balance Sheet
- 4.3 Statement of Changes in Equity
- 4.4 Statement of Cash Flows
- 4.5 Restricted and unrestricted Cash and Investments
- 4.6 - 4.7 Capital Works Program
- 4.8 Strategic Resource Plan Capital Works Program

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2020/21 the FGRS cap has been set at 2.0%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 2.0% in line with the rate cap (refer below for details).

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

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

Rates income of \$94.77 million includes:

- Base rate revenue of \$93.95 million (maximum allowed per the State Government rate cap).
- New properties/improvements (supplementary rate income) - budgeted to be \$0.81 million in 2020/21.
- Cultural and recreational land charge in lieu of rates of \$0.03 million.

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

User charges for waste services are based on a user pay basis. There is proposed to be no increase in waste service charges for 2020/21. This is despite a significant increase in waste management costs to Council for 2020/21 due to a proposed State Government landfill levy increase of 30% in January 2021. This levy is expected to almost double over the next three years. The increased waste management costs to Council are budgeted to be approximately \$0.8 million for 2020/21.

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

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

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

Type or class of land	2019/20	2020/21	Change	
	cents/\$CIV	cents/\$CIV	cents/\$CIV	%
Uniform Rate	0.00173238	0.00164164	(0.00009074)	-5.2%

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

Type or class of land	2019/20	2020/21	Change	
	\$	\$	\$	%
Residential	83,224,779	87,004,297	3,779,519	4.5%
Commercial	7,283,276	6,617,404	(665,872)	-9.1%
Industrial	341,032	326,703	(14,330)	-4.2%
Cultural and Recreational	29,413	30,000	587	2.0%
Total amount to be raised by general rates	90,878,500	93,978,404	3,099,904	3.4%

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

Type or class of land	2019/20	2020/21	Change	
	Number	Number	Number	%
Residential	48,370	49,311	941	1.9%
Commercial	1,814	1,800	(14)	-0.8%
Industrial	146	146	-	0.0%
Cultural and Recreational	17	17	-	0.0%
Total number of assessments	50,347	51,274	927	1.8%

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

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

Type or class of land	2019/20	2020/21	Change	
	\$ million	\$ million	\$ million	%
Residential	48,041	52,999	4,958	10.3%
Commercial	4,204	4,031	(173)	-4.1%
Industrial	197	199	2	1.1%
Cultural and Recreational	50	55	4	8.8%
Total value of land	52,492	57,284	4,791	9.1%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial
No municipal charge is proposed for 2020/21

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the
No municipal charge is proposed for 2020/21

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

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

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

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

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

	2019/20	2020/21	Change	
	\$	\$	\$	%
Residential	83,224,779	87,004,297	3,779,519	4.5%
Commercial	7,283,276	6,617,404	(665,872)	-9.1%
Industrial	341,032	326,703	(14,330)	-4.2%
General rates revenue	90,849,087	93,948,404	3,099,317	3.4%
Cultural and recreational	29,413	30,000	587	2.0%
Supplementary rates	874,000	811,000	(63,000)	-7.2%
Low income rebate	(12,000)	(22,500)	(10,500)	87.5%
Total general rates	91,740,500	94,766,904	3,026,404	3.3%
Waste charges	13,668,885	13,792,956	124,071	0.9%
Total Rates and charges	105,409,385	108,559,860	3,150,475	3.0%

4.1.1(l) Fair Go Rates System Compliance

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

	2019/20	2020/21
Total Rates	\$ 88,633,738	\$ 92,106,512
Number of rateable properties	50,330	51,257
Base Average Rate	\$ 1,761.05	\$ 1,796.95
Maximum Rate Increase (set by the State Government)	2.50%	2.00%
Capped Average Rate	\$ 1,805.08	\$ 1,832.89
Maximum General Rates and Municipal Charges Revenue	\$ 90,849,676	\$ 93,948,443
Budgeted General Rates and Municipal Charges Revenue	\$ 90,849,087	\$ 93,948,404
Budgeted Supplementary Rates	\$ 874,000	\$ 811,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 91,723,087	\$ 94,759,404

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

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

- The making of supplementary valuations (2020/21: estimated \$811,000 and 2019/20: \$874,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa

4.1.1(n) Differential rates

No differential rates are proposed for 2020/21

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

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

Club	Address	Charges in lieu of rates for 2020/21
Veneto Club	191 Bulleen Road, Bulleen	\$ 15,460
Yarra Valley Country Club	9-15 Templestowe Road, Bulleen	\$ 14,540

Combined general rates and waste charges - average increase				
	2019/20	2020/21	Change	
	\$	\$	\$	%
Property value - example	\$ 1,037,275	\$ 1,116,504	\$ 79,228	7.6%
Rate in \$	\$ 0.001732	\$ 0.001642	\$ (0.0000907)	-5.2%
General rate (property value x rate in \$)	\$ 1,796.95	\$ 1,832.89	\$ 35.94	2.0%
Standard waste charge	\$ 263.50	\$ 263.50	\$ -	0.0%
Total rates and waste charges	\$ 2,060.45	\$ 2,096.39	\$ 35.94	1.7%

4.1.2 Statutory fees and fines

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

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

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

4.1.3 User fees

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

User charges relate to the recovery of service delivery costs through the charging of fees to users of Council's services and are projected to decrease by 2.4 per cent or \$0.21 million compared to 2019/20. The decrease is mainly due to Council's COVID-19 relief measures to assist the community including discounted food and health registration fees, footpath trading permits, traders parking permits and rent relief for community use of council facilities. Also decreased advertising fees due to a reduction in bus shelter advertising income.

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

4.1.4 Grants

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

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	10,255	10,365	110	1.1%
State funded grants	3,762	3,308	(454)	-12.1%
Community/Club contributions	401	420	19	4.7%
Total grants received	14,418	14,093	(325)	-2.3%

Total grants include monies received from Federal, State and community services for the purpose of funding the delivery of services to ratepayers and capital works program. Overall the total grants are forecast to decrease by \$0.33 million. Major changes relate to:

Operating grants

Operating grants include all the monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is projected to decrease by \$0.51 million or 4.3 per cent compared to 2019/20. This is mainly due to a \$0.31 million reduction in Aged Care Services grants as a result of the decision to not enter into a new agreement for the Home and Community Care Program.

Capital grants

Capital grants include monies received from State and Federal Governments and community sources for the purposes of funding the Capital Works Program. Overall the level of capital grants is forecast to increase by \$0.19 million compared to 2019/20. Capital grants vary each year dependent on the capital works proposed.

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

	Forecast	Budget	Change	
	Actual 2019/20 \$'000	2020/21 \$'000	\$'000	%
(a) Operating Grants				
<i>Recurrent - Commonwealth Government</i>				
Financial Assistance Grants	2,709	2,739	30	1.1%
Aged care	6,001	5,959	(42)	-0.7%
Food services	274	277	3	1.1%
<i>Recurrent - State Government</i>				
Aged care	262	31	(231)	-88.2%
Maternal and child health	780	823	43	5.5%
Family and children	803	802	(1)	-0.1%
School crossing supervisors	303	309	6	2.0%
Open space and bushland	74	74	-	0.0%
Community health	73	-	(73)	-100.0%
Immunisation	134	86	(48)	-35.8%
Emergency services	80	80	-	0.0%
Community safety	54	55	1	1.9%
Other	60	60	-	0.0%
Total recurrent grants	11,607	11,295	(312)	-2.7%
<i>Non-recurrent - State Government</i>				
Community safety	60	-	(60)	-100.0%
Maternal and child health	45	-	(45)	-100.0%
Emergency services	53	-	(53)	-100.0%
<i>Non-recurrent - Other</i>				
Aged care	41	-	(41)	-100.0%
Community safety	38	39	1	2.6%
Total non-recurrent grants	237	39	(198)	-83.5%
Total operating grants	11,844	11,334	(510)	-4.3%
(b) Capital Grants				
<i>Recurrent - Commonwealth Government</i>				
Roads to recovery	402	536	134	33.3%
Financial Assistance Grants	869	854	(15)	-1.7%
<i>Recurrent - State Government</i>				
Total recurrent grants	1,271	1,390	119	9.4%
<i>Non-recurrent - Commonwealth Government</i>				
<i>Non-recurrent - State Government</i>				
Pettys Reserve Sporting Development - Stage 2	800	-	(800)	-100.0%
Road Safety Improvements - Local Roads	131	-	(131)	-100.0%
Koonung Park Management Plan	50	-	(50)	-100.0%
Domeney Reserve Management Plan Implementation	-	250	250	100.0%
Rieschieck Reserve Athletic Track Floodlight Design	-	375	375	100.0%
Anderson/ James/ Swilk/ Parker Arterial Road Swap	-	138	138	100.0%
Boronia Reserve Floodlight Design	-	125	125	100.0%
Warrandyte Reserve AFL Floodlight Design	-	100	100	100.0%
<i>Non-recurrent - Community/Club contributions</i>				
Domeney Reserve Pavilion Upgrade	-	200	200	100.0%
Wonga Park Reserve Parklight	50	100	50	100.0%
Templestowe Reserve Floodlight	100	-	(100)	-100.0%
Tennis Court Strategy Implementation	68	71	3	4.4%
Schramms Floodlight	80	-	(80)	-100.0%
Others	24	10	(14)	-58.3%
Total non-recurrent grants	1,303	1,369	66	5.1%
Total capital grants	2,574	2,759	185	7.2%
Total Grants	14,418	14,093	(325)	-2.3%

4.1.5 Contributions

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

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

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

4.1.6 Other income

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

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

- Council's cash and deposits are invested in accordance with the Council Investment Policy. The funds are invested with a number of financial institutions, and include cash on hand, at call and short to medium term deposits ranging from 60 days to 365 days. The historic record low interest rate environment is having a significant impact on deposit rates applied to Council's surplus funds. The interest on investments is projected to decline by \$0.64 million compared to 2019/20.
- Royalties associated with partial filling of Council's former quarry and is expected to be lower than 2019/20 forecast.

4.1.7 Employee costs

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

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

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

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

4.1.8 Materials and services

	Forecast	Budget	Change	
	Actual 2019/20 \$'000	2020/21 \$'000	\$'000	%
Waste contracts	11,249	12,125	876	7.8%
Parks, sporting reserves, street trees and bushland maintenance	7,314	5,908	(1,406)	-19.2%
Roads, drainage and other infrastructure repairs and maintenance	3,098	3,155	57	1.8%
Community building repairs and maintenance	1,433	1,446	13	0.9%
Community events and services	1,416	1,359	(57)	-4.0%
Fleet costs	947	823	(124)	-13.1%
Aged care services	575	683	108	18.8%
General materials and services	3,124	5,170	2,046	65.5%
Total materials and services	29,156	30,669	1,513	5.2%

Materials, services and contracts include payment to contractors for the provision of services, the purchase of consumables, maintenance costs and general materials to enable Council to provide a wide range of service. Materials, services and contracts are expected to increase by \$1.51 million (5.2 per cent) and relates to:

- Waste contracts include collection and disposal services operates on a contract service delivery model. Contract costs for this service are budgeted to increase by \$0.88 million. This is predominately due to increased disposal costs resulting from a 30 per cent increase in the State Government landfill levy in January 2021 and an increase in gate fees as a result of new EPA landfill requirements;
- General materials and services represents a wide range of materials and services consumed in the provision of our wide range of services to the community. This category is forecast to increase by \$2.05 million or 65.5 per cent. The key variances relate to one off costs of \$0.57 million for the 2020 Council election, \$0.30 million costs associated with Transformation and IT projects to improve and renew technology to create process efficiencies and maintenance obligations arising from new assets and growth in population and property numbers. The increase also includes general cost escalation in the price of material and services.
- The reduction in the 2020/21 budget for Parks and Reserves is due to the one off funding allocation of \$1.14 million for 2019/20 to address the site clean-up of contaminated soil including the removal (excavation, bulk haulage & disposal) and rehabilitation of Mandella Reserve site (landscaping, playground, paths) under the supervision of specialist environmental hygienists.

4.1.9 Utilities

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

Utilities are projected to decrease by \$0.16 million (5.78 per cent) in 2020/21. This is mainly due to a reduction in energy usage as a result of the installation of energy efficient decorative street lighting as part of the Capital Works Program.

4.1.10 Community grants / contributions

	Forecast	Budget	Change	
	Actual 2019/20 \$'000	2020/21 \$'000	\$'000	%
Library contributions	3,830	3,955	125	3.3%
COVID-19 Community relief fund	300	700	400	133.3%
Community grants	1,121	1,103	(18)	-1.6%
Total community grants / contributions	5,251	5,758	507	9.7%

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

Community grants and contributions are budgeted to increase by \$0.51 million (9.7 per cent) in 2020/21. This is due to the implementation of a one-off COVID-19 Community relief fund.

4.1.11 Depreciation

	Forecast	Budget	Change	
	Actual	2020/21	\$'000	%
	2019/20	2020/21	\$'000	%
Roads, drains, bridges and other infrastructure	16,281	16,976	695	4.3%
Property (buildings)	3,900	3,977	77	2.0%
Plant, machinery and other assets	1,493	1,714	221	14.8%
Computers and telecommunications	278	415	137	49.3%
Total depreciation	21,952	23,082	1,130	5.1%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant / equipment and infrastructure assets such as roads and drains. The increase of \$1.13 million is due mainly to the completion of the capital works program and the full year impact of depreciation and of the 2019/20 capital program.

4.1.12 Amortisation - Intangible assets

	Forecast	Budget	Change	
	Actual	2020/21	\$'000	%
	2019/20	2020/21	\$'000	%
Intangible assets	1,045	2,425	1,380	132.1%
Total amortisation - intangible assets	1,045	2,425	1,380	132.1%

Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's intangible assets (software). The increase of \$1.38 million is due mainly to the addition of new software.

4.1.13 Amortisation - Right of use assets

	Forecast	Budget	Change	
	Actual	2020/21	\$'000	%
	2019/20	2020/21	\$'000	%
Right of use assets	526	419	(107)	-20.3%
Total amortisation - right of use assets	526	419	(107)	-20.3%

Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's right of use assets. The decrease is due to the use of IT equipment assets (printers & servers) during the year.

4.1.14 Other expenses

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

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

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

4.2 Balance Sheet

4.2.1a Current Assets

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

As at 30 June 2021, total current assets are projected to decrease by \$12.53 million mainly due to expenditure on the extensive capital works program in 2020/21 (including \$4.91 million of carried forward works which were funded in 2019/20 that will now be completed in 2020/21) and a lower than budgeted 2019/20 operating surplus which has been impacted by the COVID-19 pandemic.

4.2.1b Non-current Assets

Property, infrastructure, plant & equipment and intangible assets represents 99.9 per cent of Council's non-current assets. During 2020/21, these assets are projected to increase by \$24.66 million as a result of the capital works program (\$49.916 million). These are partly offset by depreciation/amortisation of assets (\$25.93 million).

4.2.2a Current Liabilities

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

4.2.2b Non-current Liabilities

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

4.2.3 Borrowings

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

	Forecast	Budget
	Actual	
	2019/20	2020/21
	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	7,279	-
Amount proposed to be borrowed	-	-
Amount projected to be redeemed	(7,279)	-
Amount of borrowings as at 30 June	-	-

4.2.4 Leases by category

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

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

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

4.3 Statement of changes in Equity

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

- Accumulated surplus is the value of all the net assets less reserves that have accumulated over time. For the year ending 30 June 2021, the accumulated surplus is budgeted to increase by \$15.14 million chiefly as a result of 2020/21 operating surplus.
- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations and is projected to remain at the 2019/20 level.
- Other reserves which Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. This component includes Public Resort and Recreation. These amounts are transferred from the accumulated surplus of the Council to be separately disclosed and is budgeted to decrease by \$2.50 million in 2020/21 to fund capital works projects.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

Cash flows from operating activities is budgeted to decrease by \$3.39 million. The decrease mainly relates to an increase in payment to employees and suppliers and a decrease in monetary contribution from developers. Refer to Section 4.1 'Comprehensive Income Statement' for detailed analysis.

4.4.2 Net cash flows provided by/used in investing activities

Net cash flows used in investing activities are projected to increase by \$7.0 million primarily due to the high level of the capital works program.

4.4.3 Net cash flows provided by/used in financing activities

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

4.5 Restricted and unrestricted cash and investments

Total cash and financial investments held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement (Section 3) indicates that Council is estimating at 30 June 2021 that it will have total cash and investments of \$62.09 million, which has been restricted as shown in the following table.

	Notes	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change Fav / (Unfav)
Total cash and investments		74,716	62,088	(12,628)
Restricted cash and investments				
Other Reserves	4.5.1			
- Resort and recreation reserve		(10,036)	(7,532)	2,504
		(10,036)	(7,532)	2,504
Other restricted cash	4.5.2			
- Trust funds and deposits		(13,574)	(14,574)	(1,000)
- Waste initiatives		(9,095)	(8,047)	1,048
- Cash held to fund carry forward capital works		(5,762)	(850)	4,912
		(28,431)	(23,471)	4,960
Unrestricted cash and investments	4.5.3	36,249	31,085	(5,164)
Intended use of cash	4.5.4			
- Superannuation Defined Benefits liability		(6,500)	(8,000)	(1,500)
- Asset sale proceeds to fund capital works		(4,510)	(4,510)	-
- Grants received in advance		(2,678)	-	2,678
Unrestricted cash adjusted for intended use for cash	4.5.5	22,561	18,575	(3,986)

4.5.1 Other Reserves

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

During 2020/21, reserves are projected to decrease by \$2.50 million. This is mainly due to use of the Resort and recreation reserve to fund relevant capital projects.

4.5.2 Other restricted cash

Council receives refundable deposits and other trust funds. This includes contractor deposits, landscape bond, bonds for the hire of Council facilities and other work bonds. In addition, other restricted cash includes the Waste Initiative Fund to fund the increase in waste disposal costs (primarily as a result of the increase in the State Government landfill levy) and cash held for committed capital works budgeted but not completed in 2019/20 financial year.

4.5.3 Unrestricted cash and investments

These funds are free of all specific Council commitments and represents the funds available to meet daily cash flow requirements, unexpected short term needs and any budget commitments which will be expended in the following year. Council regards these funds as necessary to ensure that it can meet its commitments as and when they fall due without borrowing further funds. For 2020/21, these funds are expected to decrease by \$5.16 million.

4.5.4 Intended use of cash

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

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

4.5.5 Unrestricted cash adjusted for intended use of cash

Council is forecasting to hold \$18.58 million in cash without commitments or intended use as at 30 June 2021. This level is considered appropriate for Council's current financial sustainability. However it should be noted that one of Council's financial goals is to improve long term financial sustainability which includes increasing the level of cash held in reserve.

4.6 Capital Works Program

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

4.6.1 Carried forward works

At the end of each financial year there are projects which are either incomplete or were not commenced due to planning issues, weather delays and/or extended consultation. For the 2019/20 year, it is forecast that there will be \$4.91 million of works funded in 2019/20 that will be completed in 2020/21.

These projects include:

- Rieschiecks Reserve Management Plan Implementation (\$1.23 million);
- Pettys Reserve Sporting Development Stage 2 (\$0.89 million);
- Domeney Reserve Pavilion Upgrade (\$0.53 million);
- Recreation Building Renewal Program (\$0.48 million);
- Jumping Creek Road Stage 1A (\$0.44 million);
- Warrandyte Lions Park Redevelopment (\$0.30 million);
- Bicycle Strategy Implementation (\$0.20 million); and
- Main Yarra Trail extension to Warrandyte (\$0.13 million).

Refer to Section 4.7.3 Capital Works Program for project details.

4.6.2 New works

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

Property (\$8.40 million)

For the 2020/21 year, \$8.40 million will be expended on building and building improvement projects including community facilities, sports facilities and pavilions:

- \$2.45 million on the renewal of other buildings;
- \$2.26 million on upgrades to civic/depot buildings; and
- \$1.18 million on the renewal of recreation buildings.

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

Plant and Equipment including intangibles (\$5.13 million)

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

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

Infrastructure (\$31.47 million)

Infrastructure includes roads, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes and off street car parks. For the 2020/21 year, Council is forecasting to spend \$31.47 million on infrastructure and major projects in each category as listed below:

Roads (\$12.01 million)

- \$6.65 million for the ongoing refurbishment and renewal of local road resurfacing and rehabilitation; and
- \$3.79 million on the upgrade of Council's road network.

Footpaths and Cycleways (\$3.58 million)

- \$2.06 million on the design and construction of new footpaths;
- \$0.77 million on the renewal of existing footpaths; and
- \$0.4 million on the implementation of the Bicycle Strategy.

Drainage (\$3.43 million)

- \$2.89 million allocation for the implementation of Council's Drainage Strategy to protect properties from inundation;
- \$0.55 million on the refurbishment and renewal of the drainage network;

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

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

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

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

4.7 Capital works program

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

4.7.1 Summary

	Forecast Actual 2019/20 \$'000	Budget 2020/21 \$'000	Change \$'000	%
Property	5,453	8,944	3,491	64.0%
Plant and equipment (includes intangibles)	6,790	5,633	-1,157	-17.0%
Infrastructure	34,553	35,332	779	2.3%
Total	46,796	49,909	3,113	6.7%

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
Property	8,944	2,210	4,223	2,511	-	6,944	-	2,000	-
Plant and equipment (includes intangibles)	5,633	1,814	2,225	1,455	138	5,273	-	-	360
Infrastructure	35,332	9,603	17,335	6,332	2,062	24,912	2,759	7,661	-
Total	49,909	13,627	23,784	10,298	2,200	37,129	2,759	9,661	360

4.7.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
PROPERTY									
Buildings									
<i>Building Renewal Program</i>	2,209	-	2,209	-	-	2,209	-	-	-
<i>Recreation, Leisure & Community Asset Renewal Program</i>	125	28	28	69	-	125	-	-	-
<i>Community Facilities Replacement and Upgrade Program</i>	50	-	-	50	-	50	-	-	-
<i>Waldau Precinct Masterplan</i>	300	160	10	130	-	300	-	-	-
<i>Recreation Building Renewal Program</i>	1,182	-	1,182	-	-	1,182	-	-	-
Building Improvements									
<i>Building Renewal Program</i>	270	-	270	-	-	270	-	-	-
<i>Civic Office / Depot Upgrades</i>	2,262	-	-	2,262	-	2,262	-	-	-
Land									
<i>Land Acquisition Program</i>	2,000	2,000	-	-	-	-	-	2,000	-
TOTAL PROPERTY	8,398	2,188	3,699	2,511	-	6,398	-	2,000	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
<i>Plant Replacement Program</i>	944	-	850	94	-	584	-	-	360
<i>Electric Vehicle Charging</i>	100	100	-	-	-	100	-	-	-
Fixtures, Fittings and Furniture									
<i>Furniture & Equipment Replacement Program</i>	25	-	25	-	-	25	-	-	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
Art Works									
<i>Art Collection Conservation</i>	10	-	10	-	-	10	-	-	-
<i>Public Art Program</i>	48	48	-	-	-	48	-	-	-
Computers and Telecommunications									
<i>Computer Server Replacement Program</i>	72	-	72	-	-	72	-	-	-
<i>GIS/GPS Initiatives</i>	29	19	-	10	-	29	-	-	-
<i>IT Base Asset Renewal</i>	521	-	521	-	-	521	-	-	-
<i>IT Strategy Initiatives</i>	259	78	52	78	52	259	-	-	-
<i>Computer Infrastructure</i>	72	-	72	-	-	72	-	-	-
<i>IT & Transformation 10 Year Plan Projects</i>	65	65	-	-	-	65	-	-	-
Intangibles									
<i>Citizen Connect Customer Relationship Management</i>	743	372	372	-	-	743	-	-	-
<i>Contract Management System</i>	254	254	-	-	-	254	-	-	-
<i>IT Base Asset Renewal</i>	1,030	114	-	916	-	1,030	-	-	-
<i>IT & Transformation 10 Year Plan Projects</i>	955	644	-	225	87	955	-	-	-
TOTAL PLANT AND EQUIPMENT	5,127	1,693	1,973	1,323	138	4,767	-	-	360

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
INFRASTRUCTURE									
Roads									
<i>AM & Capital Works Project Management & Administration</i>	126	-	126	-	-	126	-	-	-
<i>Street Lighting - New</i>	56	-	-	-	56	56	-	-	-
<i>Bus Facilities Upgrade Program</i>	300	300	-	-	-	144	-	156	-
<i>City Signage Program</i>	115	115	-	-	-	115	-	-	-
<i>Forward Design of Road and Building Projects</i>	20	-	10	10	-	20	-	-	-
<i>Harold Link Development</i>	250	125	-	125	-	-	-	250	-
<i>Local Activity Centre Upgrades and Improvements</i>	30	-	-	30	-	30	-	-	-
<i>Neighbourhood Activity Centres</i>	150	45	60	30	15	150	-	-	-
<i>Road Network Upgrade Program</i>	3,786	379	1,136	1,514	757	3,364	422	-	-
<i>Road, Reserve & Drainage AMS</i>	6,650	-	6,650	-	-	6,114	536	-	-
<i>Smart Cities</i>	15	-	15	-	-	15	-	-	-
<i>Anderson/James/Swilk/Parker Arterial Road Swap</i>	191	-	96	96	-	53	138	-	-
<i>Street Furniture Program</i>	70	70	-	-	-	70	-	-	-
<i>Street Lighting Replacement Program</i>	40	-	20	10	10	40	-	-	-
<i>Traffic Management & Control Measures</i>	215	77	47	46	46	215	-	-	-
Bridges									
<i>Road, Reserve & Drainage AMS</i>	95	-	95	-	-	95	-	-	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
Footpaths and Cycleways									
<i>Linear Parks</i>	85	64	21	-	-	85	-	-	-
<i>Bicycle Strategy Implementation</i>	400	240	100	40	20	26	374	-	-
<i>Horse Riding Strategy Implementation</i>	65	-	-	65	-	65	-	-	-
<i>Footpath Advanced Design and Construction - Local</i>	1,043	782	261	-	-	985	58	-	-
<i>Main Yarra Trail Extension to Warrandyte</i>	200	200	-	-	-	200	-	-	-
<i>Footpath Construction - New</i>	1,015	777	238	-	-	1,015	-	-	-
<i>Road, Reserve & Drainage AMS</i>	770	-	770	-	-	770	-	-	-
Drainage									
<i>Drainage Strategy Advanced Design and Implementation</i>	2,885	779	1,154	952	-	2,885	-	-	-
<i>Drainage Improvements - Miscellaneous</i>	275	94	91	91	-	275	-	-	-
<i>Road, Reserve & Drainage AMS</i>	275	-	275	-	-	275	-	-	-
Recreational, Leisure & Community Facilities									
<i>Recreation and Leisure Replacements and Upgrades</i>	150	113	38	-	-	150	-	-	-
<i>Deep Creek Pavilion Redevelopment</i>	300	-	150	120	30	180	-	120	-
<i>Domeney Reserve Pavilion Upgrade</i>	910	455	228	137	91	460	450	-	-
<i>Recreation, Leisure & Community Asset Renewal Program</i>	50	-	50	-	-	50	-	-	-
<i>Pettys Reserve Sporting Development - Stage 2</i>	5,375	1,828	1,774	1,075	699	800	-	4,575	-
<i>Sportsground Refurbishment / Drainage Program</i>	142	38	57	47	-	142	-	-	-
<i>Tennis Court Strategy Implementation Program</i>	142	-	142	-	-	71	71	-	-

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

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
<i>Water Services</i>	110	-	110	-	-	110	-	-	-
<i>Streetscapes</i>	65	-	65	-	-	65	-	-	-
<i>Community Facilities Play Equipment</i>	43	-	43	-	-	43	-	-	-
Off Street Car Parks									
<i>Road, Reserve & Drainage AMS</i>	75	-	75	-	-	75	-	-	-
TOTAL INFRASTRUCTURE	31,472	7,976	16,084	5,577	1,835	21,052	2,759	7,661	-
TOTAL NEW CAPITAL WORKS	44,997	11,858	21,756	9,410	1,973	32,217	2,759	9,661	360

4.7.3 Works carried forward from the 2019/20 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
PROPERTY									
Buildings									
<i>Building Renewal Program</i>	42	-	42	-	-	42	-	-	-
<i>Lawford Reserve Development Plan Implementation</i>	27	22	5	-	-	27	-	-	-
<i>Recreation Building Renewal Program</i>	477	-	477	-	-	477	-	-	-
TOTAL PROPERTY	546	22	524	-	-	546	-	-	-
PLANT AND EQUIPMENT									
Computers and Telecommunications									
<i>IT Base Asset Renewal</i>	79	-	79	-	-	79	-	-	-
Intangibles									
<i>Contract Management System</i>	5	5	-	-	-	5	-	-	-
<i>Data Warehouse Phase 2</i>	112	112	-	-	-	112	-	-	-
<i>IT Base Asset Renewal</i>	125	4	-	121	-	125	-	-	-
<i>CA PPM Enhancements</i>	72	-	72	-	-	72	-	-	-
Plant, Machinery and Equipment									
<i>Plant Replacement Program</i>	113	-	102	11	-	113	-	-	-
TOTAL PLANT AND EQUIPMENT	506	121	253	132	-	506	-	-	-

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
INFRASTRUCTURE									
Roads									
<i>Jumping Creek Road</i>	440	154	176	66	44	440	-	-	-
Footpaths and Cycleways									
<i>Main Yarra Trail Extension to Warrandyte</i>	130	130	-	-	-	130	-	-	-
Drainage									
<i>Drainage Strategy Advanced Design and Implementation</i>	20	5	8	7	-	20	-	-	-
Recreational, Leisure & Community Facilities									
<i>Boronia Reserve Pavilion Redevelopment</i>	145	73	36	22	15	145	-	-	-
<i>Domeney Reserve Pavilion Upgrade</i>	530	265	133	80	53	530	-	-	-
<i>Pettys Reserve Sporting Development - Stage 2</i>	890	303	294	178	116	890	-	-	-
<i>Rieschiecks Reserve Management Plan Implementation</i>	1,239	372	496	372	-	1,239	-	-	-
<i>Tennis Court Strategy Implementation Program</i>	67	17	34	17	-	67	-	-	-
Parks, Open Space and Streetscapes									
<i>Open Space Development Program</i>	25	25	-	-	-	25	-	-	-
<i>Small Reserves Concept Plan Implementations</i>	6	6	-	-	-	6	-	-	-
<i>Warrandyte Lions Park Redevelopment</i>	301	226	75	-	-	301	-	-	-
<i>Doncaster RSL War Memorial Access and Beautification</i>	52	52	-	-	-	52	-	-	-
<i>Doncaster East Avenue of Honour</i>	15	-	-	15	-	15	-	-	-
TOTAL INFRASTRUCTURE	3,860	1,627	1,251	755	227	3,860	-	-	-
TOTAL CARRIED FORWARD CAPITAL WORKS FROM 2019/20	4,912	1,769	2,028	888	227	4,912	-	-	-

4.8 Strategic Resource Plan Capital Works Program

Capital Works Area	Total 4 year Program \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
PROPERTY					
Land					
Land Acquisition Program	8,300	2,000	2,000	1,900	2,400
Building Improvements					
Building Renewal Program	1,545	270	800	425	50
Civic Office / Depot Upgrades	2,262	2,262	-	-	-
Buildings					
Building Renewal Program	14,463	2,251	3,329	4,301	4,582
Recreation, Leisure & Community Asset Renewal Program	335	125	70	70	70
Community Facilities Replacement and Upgrade Program	192	50	46	48	48
Lawford Reserve Development Plan Implementation	27	27	-	-	-
Waldau Precinct Masterplan	400	300	-	100	-
Recreation Building Renewal Program	2,879	1,659	820	200	200
TOTAL PROPERTY	30,403	8,944	7,065	7,044	7,350
PLANT AND EQUIPMENT					
Computers and Telecommunications					
Computer Server Replacement Program	306	72	76	79	79
GIS/GPS Initiatives	123	29	30	32	32
IT Base Asset Renewal	600	600	-	-	-
IT Strategy Initiatives	1,103	259	274	285	285
Computer Infrastructure	306	72	76	79	79
Smart Cities	290	-	105	185	-
IT & Transformation 10 Year Plan Projects	276	65	69	71	71
Intangibles					
Citizen Connect Customer Relationship Management	1,105	743	362	-	-
Contract Management System	259	259	-	-	-
Data Warehouse Phase 2	112	112	-	-	-
IT Base Asset Renewal	3,930	1,155	355	1,360	1,060
Enterprise Application Interface	20	-	-	20	-
CA PPM Enhancements	72	72	-	-	-
Digitisation of Customer Refunds	539	-	539	-	-
IT & Transformation 10 Year Plan Projects	9,172	955	2,522	2,543	3,152
Plant, Machinery and Equipment					
Plant Replacement Program	6,497	1,057	1,780	1,260	2,400
Electric Vehicle Charging	100	100	-	-	-
Art Works					
Art Collection Conservation	40	10	10	10	10
Public Art Program	335	48	110	56	121
Fixtures, Fittings and Furniture					
Furniture & Equipment Replacement Program	182	25	51	52	54
TOTAL PLANT AND EQUIPMENT	25,366	5,633	6,359	6,032	7,343
INFRASTRUCTURE					
Roads					
AM & Capital Works Project Management & Administration	572	126	126	160	160
Street Lighting - New	243	56	61	63	63
Bus Facilities Upgrade Program	990	300	223	232	235
City Signage Program	505	115	125	130	135
Public Lighting	792	-	-	396	396
Forward Design of Road and Building Projects	40	20	10	10	-
Harold Link Development	250	250	-	-	-
Jumping Creek Road	7,150	440	3,147	1,816	1,747
Local Activity Centre Upgrades and Improvements	120	30	30	30	30
Neighbourhood Activity Centres	1,820	150	750	920	-
Road Safety Improvement Program	745	-	241	251	253
Road Network Upgrade Program	7,048	3,786	466	499	2,297
Road, Reserve & Drainage AMS	26,521	6,650	6,550	6,566	6,755
Smart Cities	60	15	15	15	15
Anderson/James/Swilk/Parker Arterial Road Swap	6,682	191	222	2,905	3,364
Street Furniture Program	304	70	76	79	79
Street Lighting Replacement Program	182	40	46	48	48
Traffic Management & Control Measures	794	215	-	286	293
Footpaths and Cycleways					
Linear Parks	625	85	100	280	160
Bicycle Strategy Implementation	1,929	400	396	558	575

Capital Works Area	Total 4 year	2020-21	2021-22	2022-23	2023-24
	Program \$'000	\$'000	\$'000	\$'000	\$'000
Horse Riding Strategy Implementation	207	65	-	71	71
Footpath Advanced Design and Construction - Local	2,948	1,043	655	500	750
Main Yarra Trail Extension to Warrandyte	2,330	330	500	1,000	500
Footpath Construction - New	4,310	1,015	1,495	800	1,000
Road, Reserve & Drainage AMS	3,110	770	800	720	820
Off Street Car Parks					
Car Parks Reserves Upgrade Program	92	-	30	32	30
Road, Reserve & Drainage AMS	365	75	90	100	100
Drainage					
Drainage Strategy Advanced Design and Implementation	14,055	2,905	3,600	3,900	3,650
Drainage Improvements - Miscellaneous	1,370	275	305	400	390
Road, Reserve & Drainage AMS	1,100	275	275	275	275
Recreational, Leisure and Community Facilities					
Recreation and Leisure Replacements and Upgrades	618	150	152	158	158
Boronia Reserve Pavilion Redevelopment	145	145	-	-	-
Deep Creek Pavilion Redevelopment	1,700	300	1,400	-	-
Domenev Reserve Pavilion Upgrade	1,473	1,440	-	-	33
Recreation, Leisure & Community Asset Renewal Program	243	50	56	70	67
Pettys Reserve Sporting Development - Stage 2	6,265	6,265	-	-	-
Rieschiecks Reserve Management Plan Implementation	1,239	1,239	-	-	-
Sportsground Refurbishment / Drainage Program	568	142	142	142	142
Tennis Court Strategy Implementation Program	679	209	152	158	160
Anderson Park Redevelopment	1,550	50	-	1,500	-
Bin Cages at Sporting Facilities	80	20	20	20	20
Hard Courts & Athletics Surfaces (Basketball, Netball, etc.)	215	53	54	54	54
Sportsground Fences (Coaches Boxes, Goal posts)	120	30	30	30	30
Floodlighting	2,240	1,160	360	360	360
Sporting Reserves	869	120	120	120	509
Shramms Reserve No.2 Pavilion	300	-	-	-	300
Park Orchards Tennis Club Landscaping	80	-	80	-	-
Parks, Open Space and Streetscapes					
Hepburn Reserve Development	1,950	150	1,200	600	-
Koonung Park Management Plan	557	397	80	80	-
Open Space Projects - Miscellaneous	121	29	30	31	31
Mullum Mullum Creek Linear Park / Currawong - Stage 1	180	128	52	-	-
Open Space Development Program	2,064	65	245	625	1,129
Playground Equipment Renewal	890	90	90	120	590
Playspaces Development Program	3,252	775	680	1,205	592
Ruffey Creek Linear Park	2,040	90	150	1,000	800
Ruffey Lake Park Development	2,375	225	300	850	1,000
Small Reserves Concept Plan Implementations	216	50	46	48	72
Tindals Wildflower Reserve	70	-	30	-	40
Tullamore Interface Park Upgrade	850	230	320	300	-
Waldau Precinct Masterplan	825	165	60	600	-
Warrandyte Lions Park Redevelopment	1,626	926	700	-	-
Water Initiatives	195	65	65	-	65
Green Gully Linear Park	102	-	-	-	102
Sportsground Fences (Coaches Boxes, Goal posts)	845	200	210	215	220
Water Services	440	110	110	110	110
Streetscapes	170	65	35	35	35
Community Facilities Play Equipment	185	43	46	48	48
Doncaster RSL War Memorial Access and Beautification	52	52	-	-	-
Doncaster East Avenue of Honour	15	15	-	-	-
Land Acquisition Program	1,200	-	400	200	600
Waste Management					
Doncaster Quarry Rehabilitation / Waste Transfer Station	10,202	302	3,400	6,500	-
Bridges					
Road, Reserve & Drainage AMS	395	95	100	100	100
TOTAL INFRASTRUCTURE	136,460	35,332	31,249	38,321	31,558
TOTAL NEW CAPITAL WORKS	192,229	49,909	44,672	51,397	46,251

4.9 Summary of Planned Capital Works Program

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Council cash \$'000	Grants & contrib \$'000	Reserves \$'000	Asset sales \$'000
2020/21									
PROPERTY									
Land	2,000	2,000	-	-	-	-	-	2,000	-
Buildings	4,412	210	3,953	249	-	4,412	-	-	-
Building Improvements	2,532	-	270	2,262	-	2,532	-	-	-
TOTAL PROPERTY	8,944	2,210	4,223	2,511	-	6,944	-	2,000	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment	1,157	100	951	106	-	797	-	-	360
Fixtures, Fittings and Furniture	25	-	25	-	-	25	-	-	-
Computers and Telecommunications	1,097	162	796	87	52	1,097	-	-	-
Art Works	58	48	10	-	-	58	-	-	-
TOTAL PLANT AND EQUIPMENT	2,337	310	1,782	193	52	1,977	-	-	360
INFRASTRUCTURE									
Roads	12,464	1,264	8,335	1,927	928	10,952	1,096	406	-
Bridges	95	-	95	-	-	95	-	-	-
Footpaths and Cycleways	3,708	2,193	1,390	105	20	3,276	432	-	-
Drainage	3,455	878	1,528	1,049	-	3,455	-	-	-
Recreational, leisure and community facilities	11,373	3,482	4,115	2,774	1,003	5,447	1,231	4,695	-
Waste management	302	151	151	-	-	-	-	302	-
Parks, open space and streetscapes	3,870	1,635	1,647	477	111	1,612	-	2,258	-
Off street car parks	75	-	75	-	-	75	-	-	-
TOTAL INFRASTRUCTURE	35,332	9,603	17,336	6,332	2,062	24,912	2,759	7,661	-
INTANGIBLE ASSETS									
Software	3,296	1,503	444	1,262	87	3,296	-	-	-
TOTAL INTANGIBLES	3,296	1,503	444	1,262	87	3,296	-	-	-
TOTAL CAPITAL WORKS	49,909	13,626	23,785	10,298	2,201	37,429	2,759	9,661	360

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

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

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

5. Financial performance indicators

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

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	+/-
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	10.6%	3.8%	2.5%	5.9%	6.4%	7.1%	+
Liquidity									
Working Capital	Current assets / current liabilities	2	223.0%	215.9%	186.2%	177.6%	172.8%	181.4%	-
Unrestricted cash	Unrestricted cash / current liabilities	3	37.6%	39.4%	39.7%	45.9%	54.8%	63.9%	+
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	7.1%	0.0%	0.0%	0.0%	0.0%	0.0%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.3%	7.0%	0.0%	0.0%	0.0%	0.0%	+
Indebtedness	Non-current liabilities / own source revenue		1.1%	2.9%	2.6%	2.3%	2.0%	1.8%	+
Asset renewal	Asset renewal expenses / Asset depreciation	5	87.5%	156.3%	147.7%	121.0%	141.4%	126.4%	o
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	76.3%	79.3%	80.2%	80.1%	80.4%	80.4%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend
			2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	+/-
Efficiency									
Expenditure level	Total expenses/ no. of property assessments		\$2,372	\$2,547	\$2,576	\$2,548	\$2,597	\$2,671	o
Revenue level	Residential rate revenue / no. of residential property assessments		\$1,961	\$2,095	\$2,117	\$2,159	\$2,221	\$2,303	+
Sustainability									
Own-source revenue	Own-source revenue / municipal population		\$955	\$916	\$922	\$954	\$983	\$1,022	+
Recurrent grants	Recurrent grants / municipal population		\$106	\$94	\$95	\$95	\$96	\$96	o
Total expenditure	Total expenditure / municipal population		\$952	\$973	\$992	\$988	\$1,010	\$1,039	-
Infrastructure	Value of infrastructure / municipal population		\$6,802	\$6,650	\$6,763	\$6,815	\$6,922	\$6,962	+
Population density	Municipal population / kms of local road		206	220	223	225	227	230	o
Workforce turnover	No. of permanent staff resignations & terminations / average no. of permanent staff for the financial year		9.6%	9.5%	9.5%	9.5%	9.5%	9.5%	o
Disadvantage	Index of Relative Socio-economic disadvantage by decile		9	9	9	9	9	9	o

Key to Forecast Trend:

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

Notes to indicators**1. Adjusted underlying result**

An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives.

2. Working Capital

The proportion of current liabilities represented by current assets. Council takes this indicator very seriously to ensure that Council continue to provide services to the community, ensure the ongoing maintenance of our community's infrastructure and deliver our capital works program without necessarily having to borrow funds. Working capital is forecast to remain reasonably strong liquidity position throughout the period.

3. Unrestricted Cash

Cash and cash equivalents held by Council are restricted in part and not fully available for Council's operations. After adjusting for restrictions, Council is projecting to remain reasonably strong throughout the period.

4. Debt compared to rates

Council achieved a debt free status in November 2019 and is expected to remain debt free throughout the Strategic Resource period.

5. Asset renewal

This percentage indicates the extent of Council's renewal and upgrade against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates that Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed/upgraded and that future capital expenditure will be required to maintain assets.

6. Rates concentration

This indicator reflects the extent of the reliance on rate revenues to fund all of Council's on-going services. The trend indicates that Council is more reliant on rate revenue compared to all other revenue sources.

6. Budget principles

The 2020/21 Annual Budget and ten year Long Term Financial Plan are based on a number of Budget Principles. These principles guide the development of the operating and capital budgets and ensure that a consistent approach is applied.

Strategic Budget Principles

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

Operational Budget Principles

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

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

- Labour costs to rise by projected Enterprise Agreement increases.
- Fees and charges to increase in line with CPI plus 1.0 per cent or market levels.
- Grants revenue included where there is high probability of securing the grant for the budget and forecast years.
- Grants revenue has been escalated by CPI unless advised otherwise.
- Contract costs to increase in line with existing contract provisions. All other general material increases are capped at CPI.
- Construction and building material costs to increase in line with the Building Price Index.
- All new capital work proposals to be based on a detailed business case.

7. Rating Strategy

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

7.1 Introduction

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

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

7.2 Rating - the Legislative Framework

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

- The equitable imposition of rates and charges.
- A reasonable degree of stability in the level of the rates effort.
- Contribute to the equitable and efficient carrying out of its functions.
- Apply principles of financial management, simplicity and transparency.

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

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

7.3 Rate Capping

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

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

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

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

7.4 Valuation Base

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

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

7.5 Rates and Charges a Council may declare

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

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

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

7.6 Determining a Rating System

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

Uniform Rate

A uniform rate is a single rate in the dollar that is applied to the value (CIV) of all rateable properties.

Council has adopted a uniform rate for many years, with an exception in 2012/13 when a differential rate was introduced for Electronic Gaming Machine lands (EGM). The EGM differential rate was discontinued in the 2013/14 Budget.

Advantages of a Uniform Rate include:

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

Disadvantages of a Uniform Rate include:

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

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

Differential Rates

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

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

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

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

Advantages of Differential Rates include:

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

Disadvantages of Differential Rates include:

- A lower differential rate for one group results in a higher rates burden for all others.
- The impossibility of measuring relative levels of access and consumption across the full range of council services in order to determine what level of differential rate is appropriate or equitable.
- Differential rates can be confusing to ratepayers.
- Complexity to administer.

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

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

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

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

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

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

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

Municipal Charge

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

Council does not currently levy a municipal charge.

Advantages of a Municipal Charge include:

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

Disadvantages of a Municipal Charge include:

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

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

Service Rates and Service Charges

A council may declare a service rate or an annual service charge or any combination of such a rate and charge for any of the following services:

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

Manningham City Council currently declares a cost-recovery based Waste service charge for the collection and disposal of refuse.

Advantages of a Service Charge include:

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

Disadvantages of a Service Charge include:

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

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

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

Special Rates and Charges

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

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

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

7.7 Rebates/Waivers/Concessions

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

State Government Pension Rebate

Holders of a State Government pension card may be eligible for a State Government funded Pension Rebate of \$241 and a further \$50.00 rebate towards the cost of the Fire Services Property Levy. To be eligible a rate payer must:

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

These concessions are fully funded by the State Government.

Low Income Rebate

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

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

This concession is fully funded by Council.

Rate concession for Council owned facilities

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

General Valuation Rebate

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

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

It is proposed that Council apply:

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

No other rebates or waivers are proposed.

7.8 Financial Hardship

Council acknowledges that some ratepayers will experience financial difficulty from time to time and will not be able to meet payment due dates for a number of reasons. Council has identified that it is necessary to provide assistance and relief at times and has a number of processes in place through the Rate Debtor Management Policy.

Council has a range of Financial Hardship provisions to assist ratepayers who are experiencing financial hardship. The objectives of these provisions are to ensure:

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

The financial hardship provisions include a Rate Payment Agreement that acknowledges the ratepayer's financial position, waiver of interest and legal costs, deferment of rates and charges to a mutually agreed date and a partial rate rebate where a rate charge increases by over 30% as a consequence of a general revaluation.

7.9 Fire Services Property Levy

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

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

The levy is made up of a variable component based on the capital improved value of the property and a fixed component. The fixed component will vary for residential properties and non-residential properties. The variable rates will also vary for residential properties and non-residential properties. The variable rates will also differ depending whether properties are within the designated MFB or CFA fire area.

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

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

7.10 Payment Options

Payment Due Dates

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

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

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

Four instalment plan:

- 30/09/2020 (Wednesday)
- 30/11/2020 (Monday)
- 01/03/2021 (Monday, being the next work day after 28/02/2021)
- 31/05/2021 (Monday)

Ten instalments option (direct debit only)

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

Payment Methods

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

Late payment of rates

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

Appendix A. Schedule of Fees and Charges

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the 2020/21 financial year. Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
Financial Services							
General							
Dishonoured Cheque and Direct Debits Administration Fee	Per application	Non-Taxable	\$ 43.00	\$ 44.30	\$ 1.30	3.0%	Non-Statutory
Valuation and Rates							
Land Information Certificates statutory	Per application	Non-Taxable	\$ 27.00	\$ 27.80	\$ 0.80	3.0%	Statutory
Land Information Certificates urgent fee - same/next day	Per application	Non-Taxable	\$ 80.70	\$ 85.00	\$ 4.30	5.3%	Statutory
Confirmation of ownership letter Processed by council rates department	Per application	Non-Taxable	\$ 38.10	\$ 40.00	\$ 3.90	10.8%	Non-Statutory
Copy of Rate Notice (per Notice)	Per Notice	Non-Taxable	\$ -	\$ 15.00	\$ 15.00		Non-Statutory
Refund Administration Fee	Per Refund	Non-Taxable	\$ -	\$ 15.00	\$ 15.00		Non-Statutory
Direct Debit Administration Fee (Rates)	Per dishonour	Non-Taxable	\$ -	\$ 15.00	\$ 15.00		Non-Statutory
Title Search	Per search	Non-Taxable	\$ -	\$ 25.00	\$ 25.00		Non-Statutory
Historical Rates Information Maximum	Per application	Non-Taxable	\$ -	\$ 200.00	\$ 200.00		Non-Statutory
Historical Rates Information Minimum	Per application	Non-Taxable	\$ -	\$ 10.00	\$ 10.00		Non-Statutory
Batch Information Requests Maximum	Per application	Non-Taxable	\$ -	\$ 200.00	\$ 200.00		Non-Statutory
Batch Information Requests Minimum	Per application	Non-Taxable	\$ -	\$ 25.00	\$ 25.00		Non-Statutory
Street Number Change Maximum	Per application	Non-Taxable	\$ 700.65	\$ 721.70	\$ 21.05	3.0%	Non-Statutory
Street Number Change Minimum	Per application	Non-Taxable	\$ 180.35	\$ 185.80	\$ 5.45	3.0%	Non-Statutory
Community Programs							
Maternal and Child Health							
Parent Education Program MCC resident	Per session	Taxable	\$ 32.00	\$ 33.00	\$ 1.00	3.1%	Non-Statutory
Parent Education Program Non resident	Per session	Taxable	\$ 46.30	\$ 47.70	\$ 1.40	3.0%	Non-Statutory
Parent Education Program HealthCare Card Holder	Per session	Taxable	\$ 12.10	\$ 12.50	\$ 0.40	3.3%	Non-Statutory
Early Years at MC² (2020/21 fee applies from 1 October 2020)							
Child Care Full week	Per week	Non-Taxable	\$ 556.00	\$ 578.00	\$ 22.00	4.0%	Non-Statutory
Child Care Full individual days	Per day	Non-Taxable	\$ 113.00	\$ 118.00	\$ 5.00	4.4%	Non-Statutory
Child Care Public holidays	as above	Non-Taxable	\$ -	\$ -	\$ -		Non-Statutory
Late Fee - A late fee will be charged for the late collection of children after 6:00 pm	Per Occurrence	Non-Taxable	\$ 35.00	\$ 36.50	\$ 1.50	4.3%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
Integrated Planning							
Planning Scheme Amendments							
Advertising notice of approval (per letter)	Fee per letter	Non-Taxable	\$ 7.20	\$ 7.42	\$ 0.22	3.0%	Non-Statutory
Advertising other fee (one sign erected on site)	Fee per sign	Non-Taxable	\$ 207.00	\$ 213.21	\$ 6.21	3.0%	Non-Statutory
Advertising other fee (two signs erected on site)	Fee per sign	Non-Taxable	\$ 258.80	\$ 266.56	\$ 7.76	3.0%	Non-Statutory
Advertising other fee (three signs erected on site)	Fee per sign	Non-Taxable	\$ 310.50	\$ 319.82	\$ 9.32	3.0%	Non-Statutory
Advertising other fee (four signs or more erected on site)	Fee per sign	Non-Taxable	\$ 362.30	\$ 373.17	\$ 10.87	3.0%	Non-Statutory
Notice of Approval - print media (Variable fee based on each individual notice)	Per Notice	Non-Taxable	Variable	Variable			Statutory
Notice of Exhibition - print media (<99)	Fee per letter	Non-Taxable	\$ 7.50	\$ 7.73	\$ 0.23	3.0%	Statutory
Notice of exhibition (per property) (<100-499)	Fee per letter	Non-Taxable	\$ 5.40	\$ 5.58	\$ 0.18	3.0%	Statutory
Notice of exhibition (per property) (500+)	Fee per letter	Non-Taxable	\$ 3.70	\$ 3.81	\$ 0.11	3.0%	Statutory
*Stage 1 Pre-exhibition - For: a) considering a request to amend a planning scheme; and b) taking action required by Division 1 of Part 3 of the Act; and c) considering any submissions which do not seek a change to the amendment; and d) if applicable, abandoning the amendment.	Per amendment	Non-Taxable	\$ 3,050.90	\$ 3,050.90	\$ -	0.0%	Statutory
Stage 2 (Exhibition) For: a) considering (i) up to and including 10 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	Per amendment	Non-Taxable	\$ 15,121.00	\$ 15,121.00	\$ -	0.0%	Statutory
Stage 2 (Exhibition) (ii) 11 to (and including) 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	Per amendment	Non-Taxable	\$ 30,212.40	\$ 30,212.40	\$ -	0.0%	Statutory
Stage 2 (Exhibition) (iii) Submissions that exceed 20 submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and b) providing assistance to a panel in accordance with section 158 of the Act; and c) making a submission to a panel appointed under Part 8 of the Act at a hearing referred to in section 24(b) of the Act; and d) considering the panel's report in accordance with section 27 of the Act; and e) after considering submissions and the panel's report, abandoning the amendment.	Per amendment	Non-Taxable	\$ 40,386.90	\$ 40,386.90	\$ -	0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
Stage 3 (Adoption)							
For:							
a) adopting the amendment or part of the amendment in accordance with section 29 of the Act; and	Per amendment	Non-Taxable	\$ 481.30	\$ 481.30	\$ -	0.0%	Statutory
b) submitting the amendment for approval by the Minister in accordance with section 31 of the Act; and							
c) giving the notice of the approval of the amendment required by section 36(2) of the Act.							
Stage 4 (Approval)							
For:							
a) consideration by the Minister of a request to approve the amendment in accordance with section 35 of the Act; and	Per amendment	Non-Taxable	\$ 481.30	\$ 481.30	\$ -	0.0%	Statutory
b) giving notice of approval of the amendment in accordance with section 36(1) of the Act.							
Approvals & Compliance							
Animal Management							
Registration Fee							
Dog - Reduced Fee (Sterilised) Annual Fee \$53 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 55.00	\$ 57.00	\$ 2.00	3.6%	Non-Statutory
Dog - Full Fee (Non sterilised) Annual Fee \$166 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 165.00	\$ 170.00	\$ 5.00	3.0%	Non-Statutory
Cat - Reduced Fee (Sterilised) Annual Fee \$32 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 35.00	\$ 36.00	\$ 1.00	2.9%	Non-Statutory
Cat - Full Fee (Non sterilised) Annual Fee \$149 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 149.00	\$ 153.00	\$ 4.00	2.7%	Non-Statutory
Dangerous Dog Annual Fee \$217 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 215.00	\$ 221.00	\$ 6.00	2.8%	Non-Statutory
Restricted Breed Dog Annual Fee \$217 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 215.00	\$ 221.00	\$ 6.00	2.8%	Non-Statutory
Menacing Dog Annual Fee \$217 + \$4 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 215.00	\$ 221.00	\$ 6.00	2.8%	Non-Statutory
Domestic Animal Businesses Annual Fee \$288 + \$20 State Gov Levy - Council	Per Registration	Non-Taxable	\$ 280.00	\$ 288.00	\$ 8.00	2.9%	Non-Statutory
Late Registration Administration Fee	Per Registration	Non-Taxable	\$ 10.00	\$ 10.50	\$ 0.50	5.0%	Non-Statutory
Foster Carer	N/A	Non-Taxable	\$ -	\$ -	\$ -	-	Non-Statutory
Release Fee							
Impounded Domestic Animal Dog/Cat During business hours	Per Animal	Non-Taxable	\$ 99.00	\$ 102.00	\$ 3.00	3.0%	Non-Statutory
Impounded Domestic Animal Dog/Cat outside of business hours	Per Animal	Non-Taxable	\$ 140.00	\$ 144.00	\$ 4.00	2.9%	Non-Statutory
Daily Fee - Impound Dog / Cat - Sustenance	Per Day	Non-Taxable	\$ 15.50	\$ 16.00	\$ 0.50	3.2%	Non-Statutory
Impounded Animal Stock - during business hours	Per Animal	Non-Taxable	\$ 86.00	\$ 89.00	\$ 3.00	3.5%	Non-Statutory
Impounded Animal Stock - outside of business hours	Per Animal	Non-Taxable	\$ 168.00	\$ 171.00	\$ 3.00	1.8%	Non-Statutory
Daily Sustenance charge per day - Impound - Small animal (Sheep, Goats, Llama or similar)	Per Animal / Day	Non-Taxable	\$ 19.00	\$ 20.00	\$ 1.00	5.3%	Non-Statutory
Daily Fee Sustenance charge per day - Impound - Large animal (Cows, Pony, Horses or similar)	Per Animal / Day	Non-Taxable	\$ 39.00	\$ 40.00	\$ 1.00	2.6%	Non-Statutory
Surrender Fee							
Domestic Animal	Per Surrender	Non-Taxable	\$ 55.00	\$ 57.00	\$ 2.00	3.6%	Non-Statutory
Stock Animal	Per Surrender	Non-Taxable	\$ 80.00	\$ 82.00	\$ 2.00	2.5%	Non-Statutory

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

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease		Basis of Fee	
			\$	\$	\$	%		
Local Law								
Permit Fee								
General Permit Fee	Per application	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory	
Charity Clothing Bins - Permit Fees	Per Bin	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory	
Craft market stalls	Per application	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory	
Circuses and carnivals on Council/Crown land	Per application	Non-Taxable	\$ 811.00	\$ 830.00	\$ 19.00	3.1%	Non-Statutory	
Mobile Cranes	Per application	Non-Taxable	\$ 1,708.00	\$ 1,759.00	\$ 51.00	3.0%	Non-Statutory	
Obstructions	Per application	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory	
Rubbish Hoppers - Annual - Accredited	Per Bin	Non-Taxable	\$ 750.00	\$ 773.00	\$ 23.00	3.1%	Non-Statutory	
Activity on Footpath -Display of Goods Less than 6 square metres	Per Property	Non-Taxable	\$ 280.00	\$ 288.00	\$ 8.00	2.9%	Non-Statutory	
Activity on Footpath -Display of Goods in excess of 6 square metres (per square metre)	Per square metre	Non-Taxable	\$ 78.00	\$ 80.00	\$ 2.00	2.6%	Non-Statutory	
Activity on Footpath -Tables & Chairs Less than 6 square metres	Per Property	Non-Taxable	\$ 280.00	\$ 288.00	\$ 8.00	2.9%	Non-Statutory	
Activity on Footpath -Tables & Chairs in excess of 6 square metres (per square metre)	per square metre	Non-Taxable	\$ 78.00	\$ 80.00	\$ 2.00	2.6%	Non-Statutory	
Signs	Per Sign	Non-Taxable	\$ 124.00	\$ 128.00	\$ 4.00	3.2%	Non-Statutory	
Signs - Charitable Organisations	Per Sign	Non-Taxable	\$ 62.00	\$ 64.00	\$ 2.00	3.2%	Non-Statutory	
Signs - Real estate agents (inspections signs)	Per company / year	Non-Taxable	\$ 800.00	\$ 818.00	\$ 18.00	3.0%	Non-Statutory	
Busking permit fee	Per application	Non-Taxable	\$ 124.20	\$ 128.00	\$ 3.80	3.1%	Non-Statutory	
Public entertainment permit	Per application	Non-Taxable	\$ 124.20	\$ 128.00	\$ 3.80	3.1%	Non-Statutory	
Filming	Per hour	Non-Taxable	\$ 124.20	\$ 128.00	\$ 3.80	3.1%	Non-Statutory	
Use of reserves - Parks	Per day	Non-Taxable	\$ 124.20	\$ 128.00	\$ 3.80	3.1%	Non-Statutory	
Fines and Prosecutions								
Manningham Community Local Laws Individual	Per application	Non-Taxable	\$ 200.00	\$ 200.00	\$ -	0.0%	Non-Statutory	
Manningham Community Local Laws Body Corporate / Corporation	Per application	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory	
Impounded Goods								
Release Fee								
Shopping Trolley	Per Item	Non-Taxable	\$ 64.00	\$ 66.00	\$ 2.00	3.1%	Non-Statutory	
Real Estate/advertising board sign (or similar)	Per Item	Non-Taxable	\$ 114.00	\$ 117.00	\$ 3.00	2.6%	Non-Statutory	
Other Item	Per Item	Non-Taxable	\$ 64.00	\$ 66.00	\$ 2.00	3.1%	Non-Statutory	
Impounded Vehicles								
Release Fee								
Vehicle - Impounded or Abandoned	Per Item	Non-Taxable	\$ 176.00	\$ 181.00	\$ 5.00	2.8%	Non-Statutory	
Vehicle - Tow	Per Item	Non-Taxable	\$ 171.00	\$ 176.00	\$ 5.00	2.9%	Non-Statutory	
Daily charge / Vehicle	Per Item	Non-Taxable	\$ 28.00	\$ 29.00	\$ 1.00	3.6%	Non-Statutory	
Inspection Fee								
Impounded / Abandoned Vehicle	Per Item	Non-Taxable	\$ 50.00	\$ 52.00	\$ 2.00	4.0%	Non-Statutory	
Planning Compliance								
Fines and Prosecutions								
Planning Infringement Notice (10 Penalty Units)	Penalty Unit	Non-Taxable	\$ 1,612.00	\$ 1,652.00	\$ 40.00	2.5%	Statutory	
Planning Infringement Notice (5 Penalty Units)	Penalty Unit	Non-Taxable	\$ 805.00	\$ 826.00	\$ 21.00	2.6%	Statutory	
Permit Fee								
Outside of hours - Permit CMP	Per application	Non-Taxable	\$ -	\$ 128.00	\$ 128.00		Non-Statutory	

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

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

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

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease		Basis of Fee
			\$	\$	\$	%	
Caravan Parks Registration Fee <25	Per registration	Non-Taxable	\$ 245.65	TBA		0.0%	Statutory
Caravan Parks Registration Fee 25 < 50	Per registration	Non-Taxable	\$ 491.30	TBA		0.0%	Statutory
Caravan Parks Registration Fee 50 < 100	Per registration	Non-Taxable	\$ 982.60	TBA		0.0%	Statutory
Caravan Parks Transfer Fee <25	Per registration	Non-Taxable	\$ 72.25	TBA		0.0%	Statutory
Caravan Parks Transfer Fee 25 < 50	Per registration	Non-Taxable	\$ 72.25	TBA		0.0%	Statutory
Caravan Parks Transfer Fee 50 < 100	Per registration	Non-Taxable	\$ 72.25	TBA		0.0%	Statutory
Caravan Transfer Inspection Report	Per registration	Non-Taxable	\$ 270.00	\$ 280.00	\$ 10.00	3.7%	Statutory
Public Swimming Pool class 1 New health registration fee comes into effect Dec 2020. LG workshops pending to determine level of involvement and fee consistency across region.	Per registration	Non-Taxable	\$ -	TBA			Non-Statutory
Public Swimming Pool class 2 New health registration fee comes into effect Dec 2020. LG workshops pending to determine level of involvement and fee consistency across region.	Per registration	Non-Taxable	\$ -	TBA			Non-Statutory
Vaccines							
Hepatitis B Vaccines - Adult per dose	Per dose	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Hepatitis B Vaccines - Child per dose	Per dose	Taxable	\$ 23.00	\$ 23.00	\$ -	0.0%	Non-Statutory
Hepatitis A Vaccines - Adult per dose	Per dose	Taxable	\$ 80.00	\$ 80.00	\$ -	0.0%	Non-Statutory
Twinrix Vaccines - Adult per dose	Per dose	Taxable	\$ 80.00	\$ 80.00	\$ -	0.0%	Non-Statutory
Flu Vaccine (Not at risk Group) per dose	Per dose	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Flu Vaccine (Not at risk Group- children) per course (2 doses)	Per dose	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Pneumovax 23 (Not at risk group) per dose	Per dose	Taxable	\$ 50.00	\$ 50.00	\$ -	0.0%	Non-Statutory
Diphtheria, tetanus, pertussis (Boostrix) per dose	Per dose	Taxable	\$ 45.00	\$ 45.00	\$ -	0.0%	Non-Statutory
Chickenpox per dose	Per dose	Taxable	\$ 65.00	\$ 65.00	\$ -	0.0%	Non-Statutory
Meningococcal ACWY per dose	Per dose	Taxable	\$ 90.00	\$ 90.00	\$ -	0.0%	Non-Statutory
Immunisation assessment & catch up advice per child	Per dose	Taxable	\$ 25.00	\$ 25.00	\$ -	0.0%	Non-Statutory
Septic Tank Domestic							
New Installation and Major Alterations Domestic	Per application	Non-Taxable	\$ 430.00	\$ 440.00	\$ 10.00	2.3%	Non-Statutory
Minor Alteration Domestic	Per application	Non-Taxable	\$ 240.00	\$ 250.00	\$ 10.00	4.2%	Non-Statutory
Septic Tank Commercial							
Commercial Installation and Alteration Commercial - \$10.00 per \$100 of cost of system	Per application	Non-Taxable	\$ -	\$ -	\$ -		Non-Statutory
Sand analysis	Per application	Non-Taxable	\$ 145.00	\$ 149.35	\$ 4.35	3.0%	Non-Statutory
Copy of existing septic tank system plan	Per application	Non-Taxable	\$ 42.00	\$ 45.00	\$ 3.00	7.1%	Non-Statutory
On-site location of existing septic tank system	Per application	Non-Taxable	\$ 270.00	\$ 280.00	\$ 10.00	3.7%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
Statutory Planning							
Use							
Class 1: Use only Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Single Dwelling							
Class 2: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 7 permit or a permit to subdivide or consolidate land) if the estimated cost of development is \$10,000 or less Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 199.94	\$ 199.94		0.0%	Statutory
Class 3: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$10,000 but not more than \$100,000 Statutory Fee - (42.5 fee units)	Per application	Non-Taxable	\$ 629.43	\$ 629.43		0.0%	Statutory
Class 4: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 but not more than \$500,000 Statutory Fee - (87 fee units)	Per application	Non-Taxable	\$ 1,288.47	\$ 1,288.47		0.0%	Statutory
Class 5: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$500,000 but not more than \$1,000,000 Statutory Fee - (94 fee units)	Per application	Non-Taxable	\$ 1,392.14	\$ 1,392.14		0.0%	Statutory
Class 6: To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot or undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 but not more than \$2,000,000. Statutory Fee - (101 fee units)	Per application	Non-Taxable	\$ 1,495.81	\$ 1,495.81		0.0%	Statutory
Vic Smart Application							
Class 7: VicSmart application if the estimated cost of development is \$10,000 or less Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 199.94	\$ 199.94		0.0%	Statutory
Class 8: VicSmart application if the estimated cost of development is more than \$10,000 Statutory Fee - (29 fee units)	Per application	Non-Taxable	\$ 429.49	\$ 429.49		0.0%	Statutory
Class 9: VicSmart application to subdivide or consolidate land Statutory Fee - (13.5 fee units)	Per application	Non-Taxable	\$ 199.94	\$ 199.94		0.0%	Statutory
Class 10: VicSmart application (other than a class 7, class 8 or class 9 permit) Statutory Fee - (13.5 fee units)	Per application	0	\$ 199.94	\$ 199.94		0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
Development (other than a single dwelling)							
Class 11: To develop land (other than a class 2, class 3, class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less than \$100,000 Statutory Fee - (77.5 fee units)	Per application	Non-Taxable	\$ 1,147.78	\$ 1,147.78		0.0%	Statutory
Class 12: To develop land (other than a class 4, class 5, or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 and not more than \$1,000,000 Statutory Fee - (104.5 fee units)	Per application	Non-Taxable	\$ 1,547.65	\$ 1,547.65		0.0%	Statutory
Class 13: To develop land (other than a class 6 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 and not more than \$5,000,000 Statutory Fee - (230.5 fee units)	Per application	Non-Taxable	\$ 3,413.71	\$ 3,413.71		0.0%	Statutory
Class 14: To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$5,000,000 and not more than \$15,000,000 Statutory Fee - (587.5 fee units)	Per application	Non-Taxable	\$ 8,700.88	\$ 8,700.88		0.0%	Statutory
Class 15: To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$15,000,000 and not more than \$50,000,000 Statutory Fee - (1732.5 fee units)	Per application	Non-Taxable	\$ 25,658.33	\$ 25,658.33		0.0%	Statutory
Class 16: To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$50,000,000 Statutory Fee - (3894 fee units)	Per application	Non-Taxable	\$ 57,670.14	\$ 57,670.14		0.0%	Statutory
Subdivision							
Class 17: To subdivide an existing building (other than a class 9 permit) Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Class 18: To subdivide land into 2 lots (other than a class 9 or class 17 permit) Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Class 19: To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9 permit) Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Class 20: Subdivide land (other than a class 9, class 17, class 18 or class 19 permit) Statutory Fee - (89 fee units per 100 lots created)	Per application	Non-Taxable	1318.09 per 100 lots created	1318.09 per 100 lots created			Statutory
Class 21: Applications to create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or create or remove a right of way or create, vary or remove an easement other than a right of way or vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Other							
Class 22: A permit not otherwise provided for in the regulation Statutory Fee - (89 fee units)	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
Single dwelling							
Class 1 Amendment: An amendment to a permit to change the use of land allowed by the permit or allow a new use of land.	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Class 2 Amendment: An amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit.	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Class 3 Amendment: An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is \$10,000 or less.	Per application	Non-Taxable	\$ 199.94	\$ 199.94		0.0%	Statutory
Class 4 Amendment: An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$10,000 but not more than \$100,000.	Per application	Non-Taxable	\$ 629.43	\$ 629.43		0.0%	Statutory
Class 5 Amendment: An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$100,000 but not more than \$500,000.	Per application	Non-Taxable	\$ 1,288.47	\$ 1,288.47		0.0%	Statutory
Class 6 Amendment: An amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$500,000.	Per application	Non-Taxable	\$ 1,392.14	\$ 1,392.14		0.0%	Statutory
VicSmart							
Class 7 Amendment: An amendment to a permit that is the subject of a VicSmart application, if the estimated cost of the additional development is \$10,000 or less.	Per application	Non-Taxable	\$ 199.94	\$ 199.94		0.0%	Statutory
Class 8 Amendment: An amendment to a permit that is the subject of a VicSmart application, if the estimated cost of the additional development is more than \$10,000.	Per application	Non-Taxable	\$ 429.49	\$ 429.49		0.0%	Statutory
Class 9 Amendment: An amendment to a class 9 permit (to subdivide or consolidate land).	Per application	Non-Taxable	\$ 199.94	\$ 199.94		0.0%	Statutory
Class 10 Amendment: An amendment to a class 10 permit.	Per application	Non-Taxable	\$ 199.94	\$ 199.94		0.0%	Statutory
Development (other than a single dwelling)							
Class 11 Amendment: An amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit, if the estimated cost of any additional development to be permitted by the amendment is \$100,000 or less.	Per application	Non-Taxable	\$ 1,147.78	\$ 1,147.78		0.0%	Statutory
Class 12 Amendment: An amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$100,000 but not more than \$1,000,000.	Per application	Non-Taxable	\$ 1,547.65	\$ 1,547.65		0.0%	Statutory
Class 13 Amendment: An amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit, if the estimated cost of any additional development to be permitted by the amendment is more than \$1,000,000.	Per application	Non-Taxable	\$ 3,413.71	\$ 3,413.71		0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease %	Basis of Fee
			\$	\$			
Subdivision							
Class 14 Amendment: An amendment to a class 17 permit (to subdivide an existing building).	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Class 15 Amendment: An amendment to a class 18 permit (to subdivide land into 2 lots).	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Class 16 Amendment: An amendment to a class 19 permit (to effect a realignment of a common boundary between lots or consolidate 2 or more lots other than a class 9 permit).	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Class 17 Amendment: An amendment to a class 20 permit (Subdivide land (other than a class 9, class 17, class 18 or class 19 permit).	Per application	Non-Taxable	1318.09 per 100 lots created	1318.09 per 100 lots created			Statutory
Class 18 Amendment: An amendment to a class 21 permit (applications to create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or create or remove a right of way; or create, vary or remove an easement other than a right of way; or vary or remove a condition in the nature of an easement other than right of way in a Crown grant)	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Other							
Class 19 Amendment: An amendment to a class 22 permit (a permit not otherwise provided for in the regulation).	Per application	Non-Taxable	\$ 1,318.09	\$ 1,318.09		0.0%	Statutory
Regulation 10: For combined permit applications: Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Sum of the highest fee	Sum of the highest fee and then 50% of each of the other applicable fee/s			Statutory
Regulation 12: Amend an application for a permit or an application for an amendment to a permit: a) Under section 57A(3)(a) of the Act the fee to amend an application for a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 9 b) Under section 57A(3)(a) of the Act the fee to amend an application to amend a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 11 and any additional fee under c) below c) If an application to amend an application for a permit or amend an application to amend a permit has the effect of changing the class of that permit to a new class, having a higher application fee set out in the Table to regulation 9, the applicant must pay an additional fee being the difference the original class of application and the amended class of permit	Per application	Non-Taxable	40% of application fee	40% of application fee for class of permit			Statutory
Regulation 13: For a combined application to amend permit: sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Sum of the highest fee	Sum of the highest fee and then 50% of each of the other applicable fee/s			Statutory
Regulation 14: For a combined permit and planning scheme amendment, under section 98A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made	Per application	Non-Taxable	Sum of the highest fee	Sum of the highest fee and then 50% of each of the other applicable fee/s			Statutory
Regulation 15: For a certificate of compliance	Per application	Non-Taxable	\$ 325.82	\$ 325.82		0.0%	Statutory
Regulation 16: For an agreement to a proposal to amend or end an agreement under section 173 of the Act	Per application	Non-Taxable	\$ 659.05	\$ 659.05		0.0%	Statutory
Regulation 18: Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council	Per application	Non-Taxable	\$ 325.82	\$ 325.82		0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$			
Application Fees in accordance with the Subdivision (Fee) Regulations 2016							
Regulation 6: For certification of a plan of subdivision	Per application	Non-Taxable	\$ 174.78	\$ 174.78		0.0%	Statutory
Regulation 7: Alteration of plan under section 10(2) of the Act	Per application	Non-Taxable	\$ 111.08	\$ 111.08		0.0%	Statutory
Regulation 8: Amendment of certified plan under section 11(1) of the Act	Per application	Non-Taxable	\$ 140.70	\$ 140.70		0.0%	Statutory
Regulation 9: Checking of engineering plans	Per application	Non-Taxable	0.75% of the estimated cost of construction of the works proposed in the engineering plan (maximum fee)	0.75% of the estimated cost of construction of the works proposed in the engineering plan (maximum fee)			Statutory
Regulation 10: Engineering plan prepared by council	Per application	Non-Taxable	3.5% of the cost of works proposed in the engineering plan (maximum fee)	3.5% of the cost of works proposed in the engineering plan (maximum fee)			Statutory
Regulation 11: Supervision of works	Per application	Non-Taxable	2.5% of the estimated cost of construction of the works (maximum fee)	2.5% of the estimated cost of construction of the works (maximum fee)			Statutory
Public open space contribution Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme	Calculated in accordance with t	Non-Taxable	Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme	Calculated in accordance with the schedule to Clause 53.01 of the Manningham Planning Scheme			Statutory
Subdivision Outstanding Works Bond Refundable Bond (to enable issuing a statement of compliance prior to works being completed)	Bond (to enable issuing a state	Taxable	150% of the cost of outstanding works as per detailed supplied quote	150% of the cost of outstanding works as per detailed supplied quote			Non-Statutory
Landscape Bond Refundable Charge per dwelling - condition of planning permit	Charge per dwelling - condition	Non-Taxable	\$ 1,759.50	\$ 1,812.00	\$ 52.50	3.0%	Non-Statutory
Application fee to remove or destroy or lop 2 or more trees	Per application	Non-Taxable	\$ 290.00	\$ 550.00	\$ 260.00	89.7%	Statutory
Application fee to amend a permit to remove or destroy or lop 2 or more trees	Per application	Non-Taxable	\$ 290.00	\$ 550.00	\$ 260.00	89.7%	Statutory
Secondary Consent Application Fee VicSmart applications or a single dwelling with an additional development cost under \$10,000	VicSmart applications or a singl	Taxable	\$ 195.00	\$ 205.00	\$ 10.00	5.1%	Non-Statutory
Secondary Consent Application Fee Single dwelling with an additional development cost under \$100,000	Single dwelling with an addition	Taxable	\$ 429.49	\$ 443.00	\$ 13.51	3.1%	Non-Statutory
Secondary Consent Application Fee All other applications	All other applications	Taxable	\$ 859.10	\$ 885.00	\$ 25.90	3.0%	Non-Statutory
Extension of Time Application Fee All applications	All applications	Taxable	\$ 652.10	\$ 672.00	\$ 19.90	3.1%	Non-Statutory
Pre Application Advice Request		Taxable	\$ 388.10	\$ 410.00	\$ 21.90	5.6%	Non-Statutory
Statutory Planning Property Enquiries Written confirmation of planning permit requirements	Written confirmation of planning	Taxable	\$ 185.00	\$ 200.00	\$ 15.00	8.1%	Non-Statutory
Digital copy of Planning Permit and Approved plans per application	per application	Taxable	\$ 200.00	\$ 206.00	\$ 6.00	3.0%	Non-Statutory
Advertising of a Planning Application - Other Up to 10 letters and 2 signs	Up to 10 letters and 2 signs	Taxable	\$ 538.20	\$ 555.00	\$ 16.80	3.1%	Non-Statutory
Advertising of a Planning Application - Letters only Up to 10 letters	Up to 10 letters	Taxable	\$ 196.70	\$ 203.00	\$ 6.30	3.2%	Non-Statutory
Advertising of a Planning Application - Additional letters per letter	per letter	Taxable	\$ 7.80	\$ 8.00	\$ 0.20	2.6%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease		Basis of Fee
					\$	%	
Advertising of a Planning Application - Additional sign/s per sign	per sign	Taxable	\$ 100.00	\$ 103.00	\$ 3.00	3.0%	Non-Statutory
Advertising - Placing a notice in the local paper For 2 weeks notice in newspaper	For 2 weeks notice in newspaper	Taxable	New Fee	\$ 2,850.00			Non-Statutory
S173 Agreements - Lodgement of agreement by Council at Titles Office by a Legal Practitioner	Per Agreement	Taxable	\$ 414.00	\$ 550.00	\$ 136.00	32.9%	Non-Statutory
S173 Agreements - Preparation of agreement by Council (not including lodgement fee at Titles Office - requires additional fee to be added)	Per Agreement	Taxable	\$ 990.00	\$ 1,100.00	\$ 110.00	11.1%	Non-Statutory
S173 Agreements - Review of an externally prepared agreement (not including lodgement fee at Titles Office - requires additional fee to be added)	Per Agreement	Taxable	\$ 850.00	\$ 1,000.00	\$ 150.00	17.8%	Non-Statutory
Title Search Title Search	Title Search	Taxable	\$ 73.00	\$ 75.19	\$ 2.19	3.0%	Non-Statutory
Photocopying A1/per sheet	Per sheet	Taxable	\$ 16.00	\$ 16.48	\$ 0.48	3.0%	Non-Statutory
Photocopying A3/per sheet	Per sheet	Taxable	\$ 3.20	\$ 3.30	\$ 0.10	3.0%	Non-Statutory
Photocopying A4/per sheet	Per sheet	Taxable	\$ 1.60	\$ 1.65	\$ 0.05	3.0%	Non-Statutory
Community event signage	Per application	Taxable	\$ 65.00	\$ 70.00	\$ 5.00	7.7%	Non-Statutory
File retrieval & scanning from Grace	Per file	Taxable	\$ 85.00	\$ 87.55	\$ 2.55	3.0%	Non-Statutory
Non refundable Landscape Bond Administrative fee	Per application	Taxable	\$ 90.00	\$ 110.00	\$ 20.00	22.2%	Non-Statutory
Endorsement of CMP using Council's Template	Per application	Taxable	New Fee	\$ 200.00			Non-Statutory
Condition 1 Plan assessment - First condition 1 assessment free and for every other subsequent condition 1 plan submission	First condition 1 assessment fee	Taxable	New Fee	\$ 150.00			Non-Statutory
Building Services							
Building Surveying							
Residential building permit document search & copy fee	Per application	Non-Taxable	\$ 119.25	\$ 122.83	\$ 3.58	3.0%	Non-statutory
Commercial building permit document search & copy fee	Per application	Non-Taxable	\$ 179.10	\$ 184.47	\$ 5.37	3.0%	Non-statutory
Certificate search & copy fee	Per application	Non-Taxable	\$ 55.90	\$ 57.58	\$ 1.68	3.0%	Non-statutory
Additional copies of documents	Per application	Non-Taxable	POA	\$ -			Non-statutory
Report and Consent Applications (Part 4 Dispensation Fee)	Per application	Non-Taxable	\$ 290.40	\$ 290.40	\$ -	0.0%	Statutory
Property Information 320(1), (2) & (3)	Per application	Non-Taxable	\$ 47.20	\$ 47.20	\$ -	0.0%	Statutory
Lodgement Fee (residential and commercial)	Per application	Non-Taxable	\$ 121.90	\$ 121.90	\$ -	0.0%	Statutory
Section 29A certificates	Per application	Non-Taxable	\$ 85.20	\$ 85.20	\$ -	0.0%	Statutory
Swimming pool registration fee	Per application	Taxable	\$ -	\$ 79.00	\$ 79.00		Statutory
Lodgement of pool certificate fee	Per application	Taxable	\$ -	\$ 20.40	\$ 20.40		Statutory
Lodgement of non-compliant pool certificate fee	Per application	Taxable	\$ -	\$ 385.00	\$ 385.00		Statutory
Request to finalise Lapsed Permits (minor works)	Per application	Taxable	\$ 217.15	\$ 223.66	\$ 6.51	3.0%	Non-statutory
Request to finalise Lapsed Permits	Per application	Taxable	\$ 447.60	\$ 461.03	\$ 13.43	3.0%	Non-statutory

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

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST		2020/21 Fee Inc GST		Fee Increase / Decrease		Basis of Fee
			\$	%	\$	%	\$	%	
MC² (Doncaster and Templestowe Room) Community Hire	Per hour	Taxable	\$ 30.00		\$ 31.00		\$ 1.00	3.3%	Non-Statutory
MC² (Doncaster and Templestowe Room) Commercial Hire	Per hour	Taxable	\$ 40.00		\$ 42.00		\$ 2.00	5.0%	Non-Statutory
MC² Insurance	Per hire	Taxable	\$ 24.00		\$ 25.00		\$ 1.00	4.2%	Non-Statutory
Ajani Community Hall Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00		\$ 500.00		\$ -	0.0%	Non-Statutory
Ajani Community Hall Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00		\$ 300.00		\$ -	0.0%	Non-Statutory
Ajani Community Hall Casual Hire Commercial	Per hour	Taxable	\$ 140.00		\$ 145.00		\$ 5.00	3.6%	Non-Statutory
Ajani Community Hall Casual Hire Community/Private	Per hour	Taxable	\$ 78.00		\$ 81.00		\$ 3.00	3.8%	Non-Statutory
Ajani Community Hall Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 43.00		\$ 45.00		\$ 2.00	4.7%	Non-Statutory
Ajani Community Hall Regular Hire Commercial	Per hour	Taxable	\$ 38.00		\$ 40.00		\$ 2.00	5.3%	Non-Statutory
Ajani Community Hall Regular Hire Community	Per hour	Taxable	\$ 30.00		\$ 31.00		\$ 1.00	3.3%	Non-Statutory
Ajani Community Hall Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 680.00		\$ 700.00		\$ 20.00	2.9%	Non-Statutory
Ajani Centre Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00		\$ 500.00		\$ -	0.0%	Non-Statutory
Ajani Centre Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00		\$ 300.00		\$ -	0.0%	Non-Statutory
Ajani Centre Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 990.00		\$ 1,020.00		\$ 30.00	3.0%	Non-Statutory
Ajani Centre Casual Hire Commercial	Per hour	Taxable	\$ 186.00		\$ 192.00		\$ 6.00	3.2%	Non-Statutory
Ajani Centre Casual Hire Community/Private	Per hour	Taxable	\$ 108.00		\$ 112.00		\$ 4.00	3.7%	Non-Statutory
Ajani Centre Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 68.00		\$ 68.00		\$ 2.00	3.0%	Non-Statutory
Ajani Centre Regular Hire Commercial	Per hour	Taxable	\$ 47.00		\$ 49.00		\$ 2.00	4.3%	Non-Statutory
Ajani Centre Regular Hire Community	Per hour	Taxable	\$ 34.00		\$ 36.00		\$ 2.00	5.9%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference Room Casual Hire Commercial	Per hour	Taxable	\$ 40.00		\$ 42.00		\$ 2.00	5.0%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference Room Casual Hire Community/Private	Per hour	Taxable	\$ 30.00		\$ 31.00		\$ 1.00	3.3%	Non-Statutory
Currawong Bush Park (Conference Centre) Rooms 1 & 2 - casual hire commercial	Per hour	Taxable	\$ 30.00		\$ 31.00		\$ 1.00	3.3%	Non-Statutory
Currawong Bush Park (Conference Centre) Rooms 1 & 2 - casual hire community	Per hour	Taxable	\$ 20.00		\$ 21.00		\$ 1.00	5.0%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference room with extra rooms - commercial	Per hour	Taxable	\$ 50.00		\$ 52.00		\$ 2.00	4.0%	Non-Statutory
Currawong Bush Park (Conference Centre) Conference room with extra rooms - community	Per hour	Taxable	\$ 40.00		\$ 42.00		\$ 2.00	5.0%	Non-Statutory
Currawong Bush Park (Environment Centre) Camping fee per person	Per night	Taxable	\$ 16.50		\$ 17.00		\$ 0.50	3.0%	Non-Statutory
Currawong Bush Park (Environment Centre) Casual Hire Commercial	Per hour	Taxable	\$ 40.00		\$ 42.00		\$ 2.00	5.0%	Non-Statutory
Currawong Bush Park (Environment Centre) Casual Hire Community/Private	Per hour	Taxable	\$ 25.00		\$ 26.00		\$ 1.00	4.0%	Non-Statutory
Koonung Room Casual Hire community	Per hour	Taxable	\$ 95.00		\$ 98.00		\$ 3.00	3.2%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00		\$ 500.00		\$ -	0.0%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00		\$ 300.00		\$ -	0.0%	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Casual Hire Commercial	Per hour	Taxable	\$ 98.00	\$ 101.00	\$ 3.00	3.1%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Casual Hire Community/Private	Per hour	Taxable	\$ 62.00	\$ 64.00	\$ 2.00	3.2%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Casual setup charge - max 2 hrs	Per hour	Taxable	\$ 41.00	\$ 43.00	\$ 2.00	4.9%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Regular Hire Commercial	Per hour	Taxable	\$ 30.00	\$ 31.00	\$ 1.00	3.3%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Regular Hire Community	Per hour	Taxable	\$ 28.00	\$ 27.00	\$ 1.00	3.8%	Non-Statutory
East Doncaster Hall/Koonarra Hall/Wonga Park Hall/Heimat Centre (individual rooms)/Domeney Recreation Centre (Rooms 4 & 5)/Templestowe Memorial Hall and Senior Citizens Centres Community casual 12hr Hire	Per 12 hour hire	Taxable	\$ 530.00	\$ 546.00	\$ 16.00	3.0%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Bond Casual/Regular Hire	Per hire	Non-Taxable	\$ 100.00	\$ 100.00	\$ -	0.0%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Casual Hire Commercial/Private	Per hour	Taxable	\$ 45.00	\$ 47.00	\$ 2.00	4.4%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Casual Hire Community	Per hour	Taxable	\$ 31.00	\$ 32.00	\$ 1.00	3.2%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Regular Hire Commercial	Per hour	Taxable	\$ 28.00	\$ 27.00	\$ 1.00	3.8%	Non-Statutory
(Individual Smaller Rooms) Senior Citizens Centres, Domeney Recreation Centre and Templestowe Memorial Supper Room Regular Hire Community	Per hour	Taxable	\$ 21.00	\$ 22.00	\$ 1.00	4.8%	Non-Statutory
The Pines Learning Centre (Function Room) Bond Casual Hire	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory
The Pines Learning Centre (Function Room) Bond Regular Hire	Per hire	Non-Taxable	\$ 300.00	\$ 300.00	\$ -	0.0%	Non-Statutory
The Pines Learning Centre (Function Room) Casual Hire Commercial	Per hour	Taxable	\$ 188.00	\$ 192.00	\$ 4.00	2.1%	Non-Statutory
The Pines Learning Centre (Function Room) Casual Hire Community/Private	Per hour	Taxable	\$ 108.00	\$ 112.00	\$ 4.00	3.7%	Non-Statutory
The Pines Learning Centre (Function Room) Regular Hire Commercial	Per hour	Taxable	\$ 47.00	\$ 49.00	\$ 2.00	4.3%	Non-Statutory
The Pines Learning Centre (Function Room) Regular Hire Community	Per hour	Taxable	\$ 34.00	\$ 38.00	\$ 4.00	11.8%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Bond Casual/Regular Hire	Per hire	Non-Taxable	\$ 100.00	\$ 100.00	\$ -	0.0%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Casual Hire Commercial	Per hour	Taxable	\$ 52.00	\$ 54.00	\$ 2.00	3.8%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Casual Hire Community/Private	Per hour	Taxable	\$ 46.00	\$ 48.00	\$ 2.00	4.3%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Regular Hire Commercial	Per hour	Taxable	\$ 38.00	\$ 40.00	\$ 2.00	5.3%	Non-Statutory
(Smaller Rooms) Pines Learning Centre Regular Hire Community	Per hour	Taxable	\$ 28.00	\$ 29.00	\$ 1.00	3.6%	Non-Statutory
Bus Rental							
Bond	Per hire	Non-Taxable	\$ 500.00	\$ 500.00	\$ -	0.0%	Non-Statutory

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

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
Aged and Disability Support Services							
Food Services							
Meals on Wheels 3 course meals (delivered) - Packaged Clients FULL COST	Per meal	Taxable	\$ 35.90	\$ 37.00	\$ 1.10	3.1%	Non-Statutory
Meals on Wheels 3 course meals (Delivered direct by Food Services Manningham City Council)	Per meal	Non-Taxable	\$ -	\$ -	\$ -	-	Non-Statutory
Meals on Wheels	Per meal (Low rate)	Non-Taxable	\$ 10.65	\$ 11.00	\$ 0.35	3.3%	Non-Statutory
Meals on Wheels	Per meal (Medium rate)	Non-Taxable	\$ 22.35	\$ 23.00	\$ 0.65	2.9%	Non-Statutory
Meals on Wheels	Per meal (High rate)	Non-Taxable	\$ 33.55	\$ 34.55	\$ 1.00	3.0%	Non-Statutory
General Home Care							
General Home Care	Per hour (Low rate)	Non-Taxable	\$ 7.90	\$ 8.30	\$ 0.40	5.1%	Non-Statutory
General Home Care	Per hour (Medium rate)	Non-Taxable	\$ 17.40	\$ 18.30	\$ 0.90	5.2%	Non-Statutory
General Home Care	Per hour (High rate)	Non-Taxable	\$ 47.40	\$ 48.82	\$ 1.42	3.0%	Non-Statutory
Personal Care Service	Per hour (Low rate)	Non-Taxable	\$ 6.20	\$ 6.50	\$ 0.30	4.8%	Non-Statutory
Personal Care Service	Per hour (Medium rate)	Non-Taxable	\$ 11.20	\$ 11.80	\$ 0.60	5.4%	Non-Statutory
Personal Care Service	Per hour (High rate)	Non-Taxable	\$ 47.40	\$ 48.82	\$ 1.42	3.0%	Non-Statutory
Respite Care Service	Per hour (Low rate)	Non-Taxable	\$ 5.00	\$ 5.30	\$ 0.30	6.0%	Non-Statutory
Respite Care Service	Per hour (Medium rate)	Non-Taxable	\$ 7.90	\$ 8.30	\$ 0.40	5.1%	Non-Statutory
Respite Care Service	Per hour (High rate)	Non-Taxable	\$ 47.40	\$ 48.82	\$ 1.42	3.0%	Non-Statutory
Assisted Transport - One Return Trip	Per day	Non-Taxable	\$ 5.70	\$ 6.50	\$ 0.80	14.0%	Non-Statutory
Planned Activity Groups - High							
Church Road Centre No transport	Per day (Low rate)	Non-Taxable	\$ 14.50	\$ 15.50	\$ 1.00	6.9%	Non-Statutory
Church Road Centre Transport	Per day (Low rate)	Non-Taxable	\$ 17.00	\$ 18.00	\$ 1.00	5.9%	Non-Statutory
Church Road Centre No transport	Per day (Medium rate)	Non-Taxable	\$ 14.50	\$ 15.50	\$ 1.00	6.9%	Non-Statutory
Church Road Centre Transport	Per day (Medium rate)	Non-Taxable	\$ 19.60	\$ 20.60	\$ 1.00	5.1%	Non-Statutory
Church Road Centre Negotiated transport	Per day (High rate)	Non-Taxable	\$ 19.60	\$ 20.20	\$ 0.60	3.1%	Non-Statutory
Church Road Centre Negotiated transport - Full Cost/Package Clients	Per hour	Taxable	\$ 20.00	\$ 22.00	\$ 2.00	10.0%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 4.55	\$ 5.00	\$ 0.45	9.9%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 5.70	\$ 6.00	\$ 0.30	5.3%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 6.70	\$ 7.00	\$ 0.30	4.5%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 7.25	\$ 7.60	\$ 0.35	4.8%	Non-Statutory
Social Support Fee depends on nature of activity	Per activity	Non-Taxable	\$ 16.00	\$ 17.00	\$ 1.00	6.3%	Non-Statutory
Service cancellation fees							
All services Late cancellation fees may apply	Per service	0	\$ -	\$ -	\$ -	-	Non-Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
City Amenity							
Council Sports Fields							
Sport Fields - Winter Hire Grade 1 Seasonal Charge	Seasonal	Taxable	\$ 2,581.80	\$ 2,840.00	\$ 258.20	10.0%	Non-Statutory
Sport Fields - Winter Hire Grade 2 Seasonal Charge	Seasonal	Taxable	\$ 2,036.10	\$ 2,240.00	\$ 203.90	10.0%	Non-Statutory
Sport Fields - Winter Hire Grade 3 Seasonal Charge	Seasonal	Taxable	\$ 869.50	\$ 956.50	\$ 87.00	10.0%	Non-Statutory
Sport Fields - Winter Hire Grade 4 Seasonal Charge	Seasonal	Taxable	\$ 863.50	\$ 949.85	\$ 86.35	10.0%	Non-Statutory
Sport Fields - Winter Hire Level 1 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 775.50	\$ 853.10	\$ 77.60	10.0%	Non-Statutory
Sport Fields - Winter Hire Level 1 Pavilion Seasonal sub let Levy	Seasonal	Taxable	\$ 3,908.52	\$ 4,299.50	\$ 390.98	10.0%	Non-Statutory
Sport Fields - Winter Hire Level 2 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 498.98	\$ 528.90	\$ 29.94	6.0%	Non-Statutory
Sport Fields - Winter Hire Level 3 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 345.51	\$ 355.90	\$ 10.39	3.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Commercial Use	Per request	Taxable	\$ 401.10	\$ 441.20	\$ 40.10	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Community Use	Per request	Taxable	\$ 200.60	\$ 220.70	\$ 20.10	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Finals with gate takings	Per request	Taxable	\$ 401.10	\$ 441.20	\$ 40.10	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Commercial use Turf wicket preparation	Per request	Taxable	\$ 200.60	\$ 220.70	\$ 20.10	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Community use Turf wicket preparation	Per request	Taxable	\$ 133.70	\$ 147.10	\$ 13.40	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Ground Charge Finals use Turf wicket preparation	Per request	Taxable	\$ 133.70	\$ 147.10	\$ 13.40	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge Commercial Use	Per request	Taxable	\$ 334.30	\$ 367.80	\$ 33.50	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge Community Use	Per request	Taxable	\$ 177.78	\$ 195.60	\$ 17.84	10.0%	Non-Statutory
Sport Fields - Winter Hire Casual Pavilion Charge School Use	Per request	Taxable	\$ 142.12	\$ 156.34	\$ 14.22	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Senior Schools (Local) - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 431.90	\$ 475.10	\$ 43.20	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Junior Schools (Local) - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 356.70	\$ 392.40	\$ 35.70	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Others - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 564.00	\$ 620.40	\$ 56.40	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Carnivals - (Includes pavilion cleaning charge)	Per request	Taxable	\$ 714.60	\$ 786.10	\$ 71.50	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Training per hour (Local)	Per hour	Taxable	\$ 59.00	\$ 65.55	\$ 6.55	10.0%	Non-Statutory
Reischieks Reserve Athletic Track Training per hour (Outside)	Per hour	Taxable	\$ 85.30	\$ 93.80	\$ 8.50	10.0%	Non-Statutory
Reischieks Reserve Pavilion Hire of Pavilion	Per request	Taxable	\$ 498.98	\$ 798.50	\$ 299.54	60.0%	Non-Statutory
Sports Fields - Summer Grade 1 Seasonal Charge	Seasonal	Taxable	\$ 2,581.80	\$ 2,840.00	\$ 258.20	10.0%	Non-Statutory
Sports Fields - Summer Grade 2 Seasonal Charge	Seasonal	Taxable	\$ 2,036.10	\$ 2,240.00	\$ 203.90	10.0%	Non-Statutory
Sports Fields - Summer Grade 3 Seasonal Charge	Seasonal	Taxable	\$ 869.50	\$ 956.50	\$ 87.00	10.0%	Non-Statutory
Sports Fields - Summer Grade 4 Seasonal Charge	Seasonal	Taxable	\$ 863.50	\$ 949.85	\$ 86.35	10.0%	Non-Statutory
Sports Fields - Summer Level 1 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 775.50	\$ 853.10	\$ 77.60	10.0%	Non-Statutory
Sports Fields - Summer Level 1 Pavilion Seasonal sub let Levy	Seasonal	Taxable	\$ 3,908.52	\$ 4,299.50	\$ 390.98	10.0%	Non-Statutory
Sports Fields - Summer Level 2 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 498.98	\$ 528.90	\$ 29.94	6.0%	Non-Statutory
Sports Fields - Summer Level 3 Pavilion Seasonal Charge	Seasonal	Taxable	\$ 345.51	\$ 355.90	\$ 10.39	3.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Commercial Use	Per request	Taxable	\$ 401.10	\$ 441.21	\$ 40.11	10.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Community Use	Per request	Taxable	\$ 200.60	\$ 220.66	\$ 20.06	10.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Finals with gate takings	Per request	Taxable	\$ 401.10	\$ 441.21	\$ 40.11	10.0%	Non-Statutory
Sports Fields - Summer Casual Ground Charge Commercial use Turf wicket preparation	Per request	Taxable	\$ 200.60	\$ 220.66	\$ 20.06	10.0%	Non-Statutory

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

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
Garden Waste Recycle Centre							
Chipping and mulching fees (Manningham Residents) Per Cubic Metre	Per cubic metre	Taxable	\$ 80.00	\$ 80.00	\$ -	0.0%	Non-Statutory
Chipping and mulching fees (Non Manningham Residents / Others) Per Cubic Metre	Per cubic metre	Taxable	\$ 90.50	\$ 100.00	\$ 9.50	10.5%	Non-Statutory
Chipping and mulching fees for Front End Loader loading (Manningham Residents) Per load	Per load	Taxable	\$ 10.50	\$ 10.00	\$ (0.50)	-4.8%	Non-Statutory
Chipping and mulching fees for Front End Loader loading (Non Manningham Residents / Others) Per load	Per load	Taxable	\$ 15.50	\$ 25.00	\$ 9.50	61.3%	Non-Statutory
MC2							
MC2-Café	Annual	Non-Taxable	\$ 1,186.50	\$ 1,186.50	\$ -	0.0%	Non-Statutory
MC2-Interact Australia	Annual	Non-Taxable	\$ 65.50	\$ 65.50	\$ -	0.0%	Non-Statutory
MC2-YMCA	Annual	Non-Taxable	\$ 88.00	\$ 88.00	\$ -	0.0%	Non-Statutory
MC2-Doncare	Annual	Non-Taxable	\$ 629.00	\$ 629.00	\$ -	0.0%	Non-Statutory
MC2-Chinese Community Services	Annual	Non-Taxable	\$ 218.00	\$ 218.00	\$ -	0.0%	Non-Statutory
MC2-Doncaster Kindergarten	Annual	Non-Taxable	\$ 209.50	\$ 209.50	\$ -	0.0%	Non-Statutory
MC2-Manningham Community Health	Annual	Non-Taxable	\$ 115.00	\$ 115.00	\$ -	0.0%	Non-Statutory
MC2-Library	Annual	Non-Taxable	\$ 2,566.00	\$ 2,566.00	\$ -	0.0%	Non-Statutory
Commercial Waste Services							
Commercial Waste Disposal 240 litre	Annual	Non-Taxable	\$ 514.50	\$ 514.50	\$ -	0.0%	Non-Statutory
Additional Commercial Waste Disposal 240 litre	Annual	Non-Taxable	\$ 842.50	\$ 842.50	\$ -	0.0%	Non-Statutory
Warrandyte Business Recycling	Annual	Non-Taxable	\$ 109.00	\$ 117.00	\$ 8.00	7.3%	Non-Statutory
Infrastructure & City Projects							
Buildings, Drainage, Roads, and Crossings							
Building over easement	Application	Non-Taxable	\$ 235.00	\$ 242.00	\$ 7.00	3.0%	Statutory
Connection into Council Drains - Easement Application, Consent and Supervision	Application	Non-Taxable	\$ 151.00	\$ 155.00	\$ 4.00	2.6%	Statutory
Connection into Council Drains - Road Reserve (Footpath) Application, Consent and Supervision - Road Management Act	Application	Non-Taxable	\$ 137.73	\$ 137.00	\$ -	0.0%	Statutory
Connection into Council Drains - Road Reserve (No Footpath) Application, Consent and Supervision - Road Management Act	Application	Non-Taxable	\$ 88.86	\$ 88.00	\$ -	0.0%	Statutory
Easements, Build Over Easement Preparation Fee	Application	Non-Taxable	\$ 960.00	\$ 990.00	\$ 30.00	3.1%	Statutory
Land/Road closure	Application	Non-Taxable	\$ 110.00	\$ 115.00	\$ 5.00	4.5%	Statutory
Legal points of discharge Application and Consent	Application	Non-Taxable	\$ 144.89	\$ 145.00	\$ 0.11	0.0%	Statutory
OSD systems Amendments to approved plans	Application	Non-Taxable	\$ 285.00	\$ 300.00	\$ 15.00	5.3%	Non-Statutory
OSD systems Plan checking	Application	Non-Taxable	\$ 285.00	\$ 300.00	\$ 15.00	5.3%	Non-Statutory
OSD systems Recurring inspection fee	Application	Non-Taxable	\$ 135.00	\$ 150.00	\$ 15.00	11.1%	Non-Statutory
OSD systems Supervision	Application	Non-Taxable	\$ 370.00	\$ 400.00	\$ 30.00	8.1%	Non-Statutory
Subdivision development work Plan checking 0.75% of value	Application	Non-Taxable	POA	POA			Statutory
Subdivision development work Supervision 2.5% of value	Application	Non-Taxable	POA	POA			Statutory
Flood level Application for flood level information	Application	Non-Taxable	\$ -	\$ -	\$ -		Statutory
Work Zones Application to create a Work Zone in front of a development site	Application	Non-Taxable	\$ 420.00	\$ 435.00	\$ 15.00	3.6%	Non-Statutory
Flood Level Consent Report Report and Consent	Application	Non-Taxable	\$ 290.42	\$ 290.00	\$ -	0.0%	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2019/20 Fee Inc GST	2020/21 Fee Inc GST	Fee Increase / Decrease	Fee Increase / Decrease	Basis of Fee
			\$	\$	\$	%	
Miscellaneous Works Permit							
Works Within Road Reserves - Other than minor works Over 50kph speed limit - conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 638.31	\$ 638.00		0.0%	Statutory
Works Within Road Reserves -Other than minor works Over 50kph speed limit - not conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 348.04	\$ 348.00		0.0%	Statutory
Works Within Road Reserves - Other than minor works Not more than 50kph speed limit - conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 348.04	\$ 348.00		0.0%	Statutory
Works Within Road Reserves - other than minor works Not more than 50kph speed limit - conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 88.86	\$ 90.00		0.0%	Statutory
Works Within Road Reserves - Minor works Conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 137.73	\$ 137.00		0.0%	Statutory
Works Within Road Reserves - Minor works Not conducted on any part of the roadway, shoulder or pathway	Application	Non-Taxable	\$ 88.86	\$ 88.00		0.0%	Statutory
Traffic Management Plan Plan checking	Application	0	\$ 75.00	\$ 348.00	\$ 273.00	364.0%	Statutory
Asset Protection Permit Developments where the value of the work is less than or equal to \$1M (Single Dwellings, Commercial, Multi Unit Developments etc)	Application	Non-Taxable	\$ 380.00	\$ 395.00	\$ 15.00	3.9%	Non-Statutory
Asset Protection Permit Developments where the value of the work is greater than \$1M (Single Dwellings, Commercial, Multi Unit Developments etc)	Application	Non-Taxable	\$ 580.00	Range between \$600 - \$20,000		0.0%	Non-Statutory
Hoarding Permit Including an occupancy charge of \$6 per m2 per week capped at \$400 per week. Where occupation is less than 7 days a minimum charge of \$200 will apply.	Application	Non-Taxable	\$ 400.00	\$ 415.00	\$ 15.00	3.8%	Non-Statutory
Vehicle crossing permit Inspection of vehicle crossing	Application	Non-Taxable	\$ 285.00	\$ 293.00	\$ 8.00	2.8%	Non-Statutory
Vehicle crossing permit (reinspection) Reinspection (per return visit) of vehicle crossing	Application	Non-Taxable	\$ 165.00	\$ 170.00	\$ 5.00	3.0%	Non-Statutory
Works within Road Reserve (non utility) Minor works within road reserve by contractors, etc.	Application	Non-Taxable	\$ 285.00	\$ 293.00	\$ 8.00	2.8%	Statutory



Manningham Council

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

12.3 Annual Review of the Procurement Policy 2020

File Number:	IN20/438
Responsible Director:	Director Shared Services
Attachments:	1 Procurement Policy 2020 Review - Table of Proposed Changes ↓ 2 Procurement Policy - June 2020 ↓

EXECUTIVE SUMMARY

This report presents the annual review of the Procurement Policy for Council's endorsement.

The Procurement Policy details the key internal controls and governance processes to support the efficient and effective procurement of goods and services at Manningham.

The Procurement Policy is reviewed and adopted annually by Council. The current review of the Policy has involved consultation with key internal stakeholders and has been reviewed by the Audit and Risk Committee (ARC) at the ARC Meeting on 8 May 2020.

The Policy retains Council's strong controls over procurement including dual authorisation of purchases and authority limits and quotation requirements.

The changes to the Policy include a proposal to increase the Group Manager's expenditure authority from \$75K to \$120K.

Other changes relate to the following:

Clauses in the Policy	Nature of the Change
<i>Procurement Principles</i>	<i>Insertion</i>
<i>Procurement and Contract Management Framework (PCMF)</i>	<i>Insertion</i>
<i>Training</i>	<i>Insertion</i>
<i>Procurement Planning</i>	<i>Insertion</i>
<i>Sustainable Procurement Considerations</i>	<i>Insertion</i>
<i>Negotiation and Value Management</i>	<i>Amendment</i>
<i>Scope of the Policy</i>	<i>Further Clarified</i>

The next scheduled review of the Procurement Policy is by June 2021.

COUNCIL RESOLUTION

MOVED: CR ANDREW CONLON
SECONDED: CR MICHELLE KLEINERT

That Council adopt the Procurement Policy shown at Attachment 2 to this report.

CARRIED

2. BACKGROUND

- 2.1 Section 186(A) of the Local Government Act 1989 requires Council to maintain a Procurement Policy, and that this Policy be available to the public.
- 2.2 The attached Procurement Policy represents the annual review of this Policy.
- 2.3 A table of changes to the Procurement Policy are attached (attachment 1).
- 2.4 The next review of the Procurement Policy is due by June 2021.
- 2.5 With the introduction of the new *Local Government Act 2020* (LGA), next year's review (during 2020/21) will be a major review to incorporate the new legislative requirements including a review of the tendering threshold.

3. DISCUSSION / ISSUE

- 3.1 The Procurement Policy (attachment 2) has been updated to reflect best practice in procurement and is provided for the endorsement of Council.
- 3.2 The review of the Policy has been undertaken in consultation with Governance and key contracts areas such as City Projects.
- 3.3 The Policy proposes increasing the expenditure authority limit for Group Managers from \$75K to \$120K. The increase will enable an increased oversight role for Group Managers of the procurement activities of their group.

4. COUNCIL PLAN / STRATEGY

- 4.1 The achievement of efficient and effective procurement practices plays a key role to the success of the delivery of the Council Plan.

5. IMPACTS AND IMPLICATIONS

- 5.1 The achievement of efficient and effective procurement practices will contribute to:
 - Fulfilling Council's legal obligations under the LGA and other legislation;
 - Assisting in advancing Council's objectives including sustainability, social, environmental and economic objectives; and
 - Demonstrating accountability to ratepayers.

6. IMPLEMENTATION

Finance / Resource Implications

- 6.1 There are no financial or resource implications.

Communication and Engagement

- 6.2 The attached Procurement Policy was considered at the May 2020 Audit and Risk Committee Meeting before being presented to the June 2020 Council meeting for endorsement.
- 6.3 Following adoption of the Policy, Unit Managers and key purchasing officers will be engaged to provide an awareness of the changes and relevant training undertaken.

7. DECLARATIONS OF CONFLICT OF INTEREST

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

Clause No.	Name of the Clause	Nature of the Change	Current	New
1	Purpose	Insertion		<ol style="list-style-type: none"> 1. Assist in advancing the Council's sustainability and social objectives; 2. Ensure that Council resources are used efficiently and effectively;
2.3	Procurement Principles	Insertion		<p>Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:</p> <ul style="list-style-type: none"> • value for money • sustainability (social, economic and environmental) • open and fair competition • accountability • risk management • probity and transparency. <p>This is in accord with section 208B of the Act (Best Value Principles) and the relevant provisions of the Competition and Consumer Act 2010 (Cth).</p>
2.4	Procurement and Contract Management Framework	Insertion		<p>Council has an online Procurement and Contract Management Framework (PCMF) which prescribes the processes, templates and guidelines for all stages of the end-to-end procurement lifecycle. It is a requirement that all procurements must be conducted within PCMF, which include all Request for Quotes (RFQs), Tenders and all contract management, including contract variations.</p>
2.5	Trainings	Insertion		<p>It is mandatory for Council staff to undertake the training and be equipped with proficient understandings with the contents contained in PCMF prior to undertaking procurement over \$75,000 and managing a contract valued more than \$75,000.</p>

2.6	Procurement Planning	Insertion		<p>The objectives of the planning phase of the procurement cycle are to:</p> <ul style="list-style-type: none"> • ensure the goods, services or works being procured meet the council's needs • ensure both the legislative requirements and council procurement policies are followed and a successful value for money outcome is achieved • manage the risks associated with the procurement. <p>The approach to each of these objectives, and the steps necessary to implement them, will depend on the scale of the procurement. The planning should consider factors including but not limited to the following:</p> <ul style="list-style-type: none"> • Resourcing the procurement process • Authority and funding to procure • Considering possible need for a probity plan • Identifying the supply market • Managing risk • Determining the procurement market <p>The detailed guidelines and procedures are in PCFM.</p> <p>Business Units should engage the Procurement and Contract Service Unit early in the planning phase, especially for projects that are high risk/value, or high in complexity where new innovations can be utilised.</p>
2.10	Expenditure Authority Limits	Amendment	Group Managers' expenditure authority limit is \$75K	Group Managers' expenditure authority limit is \$120K
2.17	Sustainable Procurement Considerations	Insertion		Council's PCMF standardises procedure and guidelines, directly impacting our Supply Chain and enabling our ability to identify and deliver sustainability outcomes

				<p>where application through our procurement and contract management activities.</p> <p>Council has a strong focus on sustainable procurement. To deliver on Council's commitment to the local community and the environment, Council uses procurement as an opportunity to generate social, environmental and economic benefits beyond the purchases required.</p> <p>Council's supply chain has a material impact on the organization's sustainability performance. Depending on the nature of the procurement, Council shall explore opportunities to address the following sustainability objectives:</p> <p>Social Sustainability</p> <p>Social sustainability focuses on the social (or people) aspects of sustainability and in particular social equity. Social equity goals address disadvantage and are underpinned by principles of diversity, acceptance, fairness, compassion, inclusiveness and access for people of all abilities. A focus is placed on businesses which are underrepresented leading to less opportunity. Council endorsed a Social Procurement Strategy which prescribes a framework on how socially sustainable procurement generates positive outcomes for, and contributes to building stronger communities.</p>
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				<p>Environmental Sustainability Council will reduce its environmental impact by making decisions which reduce use of nature resources and procuring products and services that are proven to be more environmentally sustainable. Procurement priorities will encourage improved environmental management in Council's supply chain, such as reducing energy use, in response to the Climate Emergency.</p> <p>Buying Locally</p> <p>Council's procurement activities are to encourage opportunity for local suppliers to compete for the provision of goods and services, consistent with the purchasing principles of value for money and open and effective competition.</p> <p>In addition, Council must whenever practicable, give consideration to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand (Section 186(6) of the Local Government Act 1989).</p>
2.19	Negotiation and Value Management	Amendment	<p>Council officers may enter into negotiation or a value management process with suppliers.</p> <p>Written approval from the relevant Director is required and all officers involved in the negotiations must have signed a Probity and</p>	<p>Council officers may enter into negotiation or a value management process with suppliers. Negotiations should be conducted in order to obtain the optimal solution and commercial arrangements, providing scope remains within the intent of the tender. Detailed guidelines are included in the PCMF.</p>

			<p>Confidentiality form.</p> <p>A minimum of two Council Officers must be present at any negotiation, of which one must be an officer that has undertaken procurement training.</p> <p>The officer approving the final purchase must be satisfied that the negotiation has not led to a material change (see definitions) in scope of the service or tender.</p>	
3	Scope of Policy	Further Clarification	<p>This Policy applies to all procurement of goods, services and works for Council.</p> <p>All staff are required to comply with the provisions of this policy, the Employee Code of Conduct and related policies, guidelines and procedures.</p> <p>Staff breaching this policy may be subject to action under Council's Disciplinary Policy.</p>	<p>This Policy will apply to Council, Council staff and all persons undertaking procurement on behalf of Council and the principles of this policy must be complied with when undertaking procurement for goods and services.</p> <p>The scope of this Policy commences from when Council has identified a need for procurement and it continues through to the delivery / completion of the awarded contract.</p> <p>In all cases, non-compliance with the Policy may result in a breach of our legislative requirements and disciplinary actions in line with Council's Disciplinary Policy. In addition, criminal and civil penalties may be imposed on the grounds of fraud, corruption, bribery or in breach of Australian Consumer Laws.</p>
All	All	Formatting or reference changes		



Policy Register

PROCUREMENT POLICY

Policy Classification	- Procurement and Contracts
Policy N°	- POL/517
Policy Status	- Current
Responsible Service Unit	- Procurement and Contracts
Authorised by	- Council
Date Adopted	- TBA
Next Review Date	- June 2021

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
Procurement Policy**

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Policy Register Procurement Policy

1 PURPOSE

The purpose of this Procurement Policy is to:

- provide a framework for the efficient, effective, socially and ecologically responsible procurement of goods, services and works for Manningham City Council (Council).
- ensure consistency and control over procurement activities;
- demonstrate accountability to ratepayers;
- Assist in advancing the Council's sustainability and social objectives;
- Ensure that Council resources are used efficiently and effectively;
- demonstrate the application of best practice in procurement; and
- Increase the probability of obtaining the right procurement outcome.

This Policy is made by Council in accordance with section 186A of the *Local Government Act 1989* (the Act).

2 POLICY STATEMENT

2.1 Best Value

Determination of Best value for money is to be obtained through proper evaluation of the merits of an offer, and is not necessarily indicated by lowest price. Value for money is achieved by minimising the total cost of ownership over the lifetime of the requirement.

Evaluation criteria used to assess Best value include the suppliers' capacity to deliver the requested service/goods on time and on budget (relevant experience, past performance, resources available, technical skills and management systems), quality and the initial and ongoing cost.

Detailed guidance in applying best value is provided on Council's Procurement Intranet Page and in particular references the Value for Money methodology used to evaluate major bids (refer [D15/873](#)).

2.2 Procurement Ethics

In accordance with, and further to, the conduct principles outlined in Section 95 of The *Local Government Act*, procurement is to be conducted ethically to enable Council to deal with its suppliers on a basis of mutual trust and respect, and conduct business fairly, reasonably and with integrity. All Council officers involved in procurement must ensure that they:

- Avoid and disclose conflict of interests;
- Do not intentionally split orders in order to avoid procurement financial thresholds;
- Be honest and equitable in the treatment of all suppliers of goods and services;
- Avoid acceptance of any gifts, hospitality or services from a supplier (refer Council's Token Gift Policy via the Intranet: <https://intranet.manningham.vic.gov.au/document-bank> on the intranet or TRIM link [POL/522](#)).



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- Do not behave in a fraudulent or criminal manner (refer Council Code of Conduct);
- Are scrupulous in their use of public property;
- Seek appropriate probity advice and/or the appointment of a probity auditor where there is a higher than usual level of complexity;
- Comply with all legislative obligations including those required by safety and consumer protection legislation;
- Ensure information obtained on behalf of the Council is not used for personal gain or to the detriment of the Council;
- Ensure items that are personal or private in nature are not charged to the Council;
- Maintain confidentiality and respect the rights of suppliers or potential suppliers in relation to their intellectual property and commercially confidential information; and
- Keep accurate records to justify the process and any decisions made.

2.3 Procurement Principles

Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- value for money
- sustainability (social, economic and environmental)
- open and fair competition
- accountability
- risk management
- probity and transparency.

This is in accord with section 208B of the Act (Best Value Principles) and the relevant provisions of the Competition and Consumer Act 2010 (Cth).

2.4 Procurement and Contract Management Framework

Council has an online Procurement and Contract Management Framework (PCMF) which prescribes the processes, templates and guidelines for all stages of the end-to-end procurement lifecycle. It is a requirement that all procurements must be conducted within PCMF, which include all Request for Quotes (RFQs), Tenders and all contract management, including contract variations.

2.5 Training

It is mandatory for Council staff to undertake training and be equipped with proficient understanding of the contents contained in PCMF prior to undertaking procurement over \$75,000 and managing a contract valued more than \$75,000.

2.6 Procurement Planning

The objectives of the planning phase of the procurement cycle are to:

- ensure the goods, services or works being procured meet the council's needs
- ensure both the legislative requirements and council procurement policies are followed and a successful value for money outcome is achieved
- manage the risks associated with the procurement.



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The approach to each of these objectives, and the steps necessary to implement them, will depend on the scale of the procurement. The planning should consider factors including but not limited to the following:

- Resourcing the procurement process
- Authority and funding to procure
- Considering possible need for a probity plan
- Identifying the supply market
- Managing risk
- Determining the procurement market

The detailed guidelines and procedures are in PCFM.

Business Units should engage the Procurement and Contract Service Unit early in the planning phase, especially for projects that are high risk/value, or high in complexity where new innovations can be utilised.

2.7 Risk Management

Procurement decisions must include an assessment of risks, and include compliance with relevant occupational, health and safety regulations and requirements. Aspects to be considered may include:

- Where an item to be purchased poses a potential, credible risk of injury/illness to employees, then, after consultation with affected employees, an item of lower risk should be selected;
- Depending on the extent of risk posed by an item, a full hazard identification and risk assessment may be required;
- Where an item poses or potentially poses a risk, consideration needs to be given to implement control measures to lessen the risk; and
- Where purchase of an item that poses or potentially poses a risk proceeds, training in safe use and handling is mandatory.

For general risk assessment and control refer to Council's Strategic and Operational Risk Framework and Risk Registers.

2.8 Goods and Services Tax

All values expressed in this report are inclusive of GST.

2.9 Dual Authorisation of Expenditure

All purchase orders and invoices for payment must have two officers approve each transaction. The final approving officer must have an expenditure authority limit that is equivalent to or higher than the purchase amount.



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2.10 Expenditure Authority Limits

A hierarchical system exists for monetary levels of expenditure by which Council Officers may approve expenditure. These are:

Council Officer	Authority Limit	Comments
Purchasing Officer	\$2,000	
Coordinator	\$15,000	
Service Unit Manager	\$75,000	
Group Manager	\$120,000	
Director	\$150,000	
Director City Services	\$200,000	capital only
Chief Executive Officer	Unlimited	subject to delegated authority from Council

The Chief Executive Officer may approve additional delegations to individual officers where operational circumstances require this authority, however any additional delegation must not exceed the Chief Executive Officer's authority.

2.11 Levels of Purchasing

The following selection processes are required to be carried out for the purchase value range indicated:

Value of Purchase	Minimum Selection Method	Comments
Up to \$75	One Verbal Quote	
\$75 to \$499.99	One Verbal or Written Quote	Purchase Order not mandatory
\$500 up to \$1,999.99	One Verbal or Written Quote	Purchase Order mandatory for all purchases \$500 and over unless it is an exempt purchase (see 2.7)
\$2,000 to \$14,999.99	One Written Quote	
\$15,000 to \$74,999.99	Three Written Quotes	Trim Record reference number required from the Procurement Unit
\$75,000 to \$149,999.99	Three Written Quotes	The Procurement Unit to coordinate any purchases of \$75,000 and higher.
\$150,000 and over	Tender.	
\$150,000 – \$199,999.99 Works	3 Quotes or Tender (Discretion of Director City Services)	Refer to Tendering Procedures Manual for further details on the tendering process
\$200,000 + Works	Tender	



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For the purpose of this policy:

- the value of the purchase is to include the total anticipated cost of the goods, services or works to be supplied over the contract term, including any option to extend the contract;
- where it is known that there will be multiple purchases from the same supplier for the same type of goods or services over a period of time, the value of the purchase is determined by the total of the expected purchases, not the value of each individual transaction; and
- purchases are not to be split in order to circumvent the requirements of this policy or the Local Government Act 1989.

Detailed guidelines and procedure documents regarding quotation and tendering processes are included on the Council's Procurement Intranet page: [Home > Working at Manningham > Procurement](#)

2.12 Exemptions from Seeking Three Quotations

Council officers may seek only one written quote where one or more of the following circumstances apply (the circumstances must be documented):

- a) the purchase is being made under a Council contract, or to an agency arrangement with, for example, Procurement Australia;
- b) there is a sole supplier of a particular product or specialized service;
- c) where there is a technical requirement to integrate with an existing operating environment;
- d) the purchase involves the sole source of, or access to, particular intellectual property;
- e) the product, service or work is an extension of previous work undertaken by the supplier and the Manager/Group Manager/Director is satisfied that the background knowledge, site knowledge or capability to match the product justifies obtaining only one quotation and that the quotation is competitive;
- f) the purchase is for a matter of urgent public health, security or safety (refer to section 2.9 Critical or Emergency Incident); or
- g) on approval from the Minister of Local Government.

Exemptions a) to e) do not apply to purchases at or above the tendering threshold. Council Officers wishing to access an exemption from quotation requirements must complete a [Report Seeking Exclusion from Competitive Quote form \(D10/16256\)](#).

2.13 Exemptions from raising Purchase Orders

The following expenditure types are exempt from the requirement to raise a purchase order (but they must still follow the levels of purchasing requirements in 2.10 and existing authorisation operating procedures):

- where the value of the items is at or below \$500 (including petty cash transactions);
- Where a purchase is made using a corporate credit card



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- where the transaction is one of the following types:
 - * Staff salaries or wages;
 - * Temporary staff using the *Comensura* recruitment portal;
 - * Taxation;
 - * Superannuation and Workcover;
 - * Payroll deductions;
 - * Investments/term deposits;
 - * Payments to statutory authorities;
 - * Telephone rentals and charges;
 - * Couriers;
 - * Utilities;
 - * Subscription renewals;
 - * Warranty renewals;
 - * Cab charges;
 - * Conferences, seminars and travel arrangements;
 - * Councillors and Mayoral allowances;
 - * Grants;
 - * Fees paid to committee members.

2.14 Emergency Incident Affecting the Community

In recognition that full compliance with existing Council procurement procedures may not support the Council's needs during an emergency incident affecting the community, an alternative procurement process may operate during these types of incidents, through the response, relief and recovery phases of the incident. This alternative process aims to accommodate urgent community needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

An emergency incident affecting the community is defined as:

- An actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person and/or which destroys or damages, or threatens to destroy or damage, any property and/or endangers or threatens to endanger the environment or an element of the environment. ;
- The Municipal Emergency Manager (MEM), Municipal Emergency Resource Officer (MERO) and/or the Municipal Recovery Manager (MRM) is activated to coordinate Councils response to the emergency.

Purchases Below the Tendering Threshold

Where an emergency incident affecting the community has occurred then the MEM, MERO and/or the MRM may authorise purchases without the need for competitive quotes where that officer is of the opinion that delays in obtaining and analysing quotes will unduly delay the response to the emergency incident.



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Purchases Above the Tendering Threshold

The CEO may resolve that a contract be entered into without going to tender because of an emergency.

Once the immediacy of the incident has passed, purchase orders should be raised to record the expenditure in the same way as they would have been in normal circumstances.

2.15 Critical Incident Affecting Council Operations:

In recognition that full compliance with existing Council procurement procedures may not support the Council's needs during a critical incident affecting Council operations, an alternative procurement process may operate during these types of incidents. This alternative process aims to accommodate urgent Council needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

A critical incident affecting Council operations is defined as:

- The Crisis Management Team is activated by the Chief Executive Officer or Director; and
- An internal incident to which the Chief Executive Officer has authorised the provision of urgent support.

Purchases Below the Tendering Threshold

Where a critical incident affecting Council operations has occurred then the Chief Executive Officer, Director, Group Manager or Manager may authorise purchases without the need for competitive quotes where that officer is of the opinion that delays in obtaining and analysing quotes will unduly frustrate the response to the critical incident.

Purchases Above the Tendering Threshold

The Council may resolve that a contract be entered into without going to tender because of emergency critical incident.

Once the immediacy of the incident has passed, purchase orders should be raised to record the expenditure in the same way as they would have been in normal circumstances.

2.16 In-Kind Contributions

An in-kind contribution is defined as a donation of goods, materials, services, time or expertise, by a community group or club that assists a tenderer to deliver their contractual obligations to Council.



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Where a community group or club wishes to provide an in-kind contribution to a Council funded project, and the value of the project is such that Council's policy requires a competitive arrangement, then the community group or club may elect to either:

- Tender direct to Council for the entire project (noting that Council's Conditions of Contract and protocols will apply), or
- Engage with the tenderer(s) for the provision of the in-kind contribution for the project and the tenderer submits the tender to Council.

In either scenario the tenderer must be capable of performing the work. This would include having the required skills, regulatory registrations and financial capacity to undertake the works. The tenderer will be assessed on their ability to complete the project to the satisfaction of Council within the contract price, and in doing so will bear total contractual liability for the delivery of the project including the in-kind contribution.

2.17 Sustainable Procurement Considerations

Council's PCMF standardises procedure and guidelines, directly impacting our Supply Chain and enabling our ability to identify and deliver sustainability outcomes where application through our procurement and contract management activities.

Council has a strong focus on sustainable procurement. To deliver on Council's commitment to the local community and the environment, Council uses procurement as an opportunity to generate social, environmental and economic benefits beyond the purchases required.

Council's supply chain has a material impact on the organization's sustainability performance. Depending on the nature of the procurement, Council shall explore opportunities to address the following sustainability objectives:

Social Sustainability

Social sustainability focuses on the social (or people) aspects of sustainability and in particular social equity. Social equity goals address disadvantage and are underpinned by principles of diversity, acceptance, fairness, compassion, inclusiveness and access for people of all abilities. A focus is placed on businesses which are underrepresented leading to less opportunity. Council endorsed a Social Procurement Strategy which prescribes a framework on how socially sustainable procurement generates positive outcomes for, and contributes to building stronger communities.

Environmental Sustainability

Council will reduce its environmental impact by making decisions which reduce use of nature resources and procuring products and services that are proven to be more environmentally sustainable. Procurement priorities will encourage improved environmental management in Council's supply chain, such as reducing energy use, in response to the Climate Emergency.



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Buying Locally

Council's procurement activities are to encourage opportunity for local suppliers to compete for the provision of goods and services, consistent with the purchasing principles of value for money and open and effective competition.

In addition, Council must whenever practicable, give consideration to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand (Section 186(6) of the Local Government Act 1989).

2.18 Complaint Handling

Complaints relating to procurement matters will be dealt with under Council's Complaints and Feedback processes. Information on Council's commitment to quality customer service and how to make a complaint is provided on Council's website.

2.19 Negotiation and Value Management

Council officers may enter into negotiation or a value management process with suppliers. Negotiations should be conducted in order to obtain the optimal solution and commercial arrangements, providing scope remains within the intent of the tender. Detailed guidelines are included in the PCMF.



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The officer approving the final purchase must be satisfied that the negotiation has not led to a material change (see definitions) in scope of the service or tender.

2.20 Probity Audit Plan

A Probity Audit Plan sets out the steps to be taken and the processes implemented to ensure a tender is conducted fairly and ethically.

A Probity Audit Plan must be prepared and implemented when:

- The expected purchase value is above \$2,500,000;
- The purchase is highly complex, or of a high risk or controversial nature; or
- Requested by the Chief Executive Officer or a Director

The Probity Audit Plan is to be reviewed and approved by the relevant Director and Manager Procurement and Contracts. The approval process includes whether a Probity Advisor and/or a Probity Auditor is to be appointed for the procurement process.

The appointment of a Probity Advisor and/or Probity Auditor needs to be considered early on in the project life and well before the tendering phase.

2.21 Probity Advisor and Probity Auditor

A Probity Advisor – is appointed to provide independent advice on probity issues which may arise regarding the tender process, to review final specifications and tender documents prior to going to the market and to provide advice on strategies to overcome potential problems.

A Probity Auditor - monitors compliance with processes established to identify conflicts of interest, and provides high level assurance about the standard of tender probity.

Where a Probity Auditor is to be engaged, the Audit Committee will be informed at the next available meeting. On completion of the audit, a report on the findings will be issued by the Probity Auditor and a copy provided to the Audit Committee.

2.22 Disposal of Minor Assets

Council surplus minor property may be disposed of in one of the following ways:

- Through a charity or non-profit organisation that provides services to Manningham residents
- A public sale or equivalent



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- Disposal as waste
- Other - at the discretion of the Manager Procurement and Contracts

The disposal is to be coordinated through the Procurement and Contracts Unit.

Motor vehicles, plant and equipment are to be sold by public auction and the sale of land and building property assets is governed by the Local Government Act 1989.

To dispose of items Council Officers must complete the Minor Disposal form (TRIM: [D19/46453](#)).

3 SCOPE OF POLICY

This Policy will apply to Council, Council staff and all persons undertaking procurement on behalf of Council and the principles of this policy must be complied with when undertaking procurement for goods and services.

The scope of this Policy commences from when Council has identified a need for procurement and it continues through to the delivery / completion of the awarded contract.

In all cases, non-compliance with the Policy may result in a breach of our legislative requirements and disciplinary actions in line with Council's Disciplinary Policy. In addition, criminal and civil penalties may be imposed on the grounds of fraud, corruption, bribery or in breach of Australian Consumer Laws.

4 RESPONSIBILITY

Directors, Group Managers and Managers are responsible for:

- ensuring compliance with the policy and related guidelines/procedures within their work areas
- supporting staff to apply this policy.

The Manager Contract and Procurement has responsibility for the management and administration of this Policy but has no authority to waive or vary the Policy without the express authority of the Council.

5 DEFINITIONS

Procurement: the whole process of acquisition of external goods, services and works (either outright or by rental or lease).

Material and substantial change (in the context of negotiating with suppliers):

- The scope of the works or services negotiated change to such a degree, that an entirely new works or service is brought into being from the one first proposed in the specification.

That as a result of negotiation, a separate service, process, or portion of significant value, is

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Policy Register Procurement Policy

added to the specification scope; that in fairness to other contractors should have been tendered as a standalone project.

6 RELATED POLICIES

- Council's Strategic and Operational Risk Framework and Risk Registers
- Municipal Emergency Management Plan (MEMP)
- POL/361 Corporate Credit Card Policy
- POL/496 Employee Code of Conduct
- POL/238 Disciplinary Policy
- POL/483 Fraud and Corruption Policy
- Workplace Health and Safety Commitment Statement

7 SUPPORTING PROCEDURES & GUIDELINES

- Victorian Local Government Best Practice Guidelines 2013.
- Procurement and Contract Management Framework (link to be provided)
- Complaints Handling Procedures
- Reconciliation Action Plan
- Council Operating Procedures:
 - Manual handling
 - Plant and Equipment
 - Chemical Storage and Handling;
 - Noise Management;
 - Environmental management risk assessment worksheet
 - SOP 6.2.14: Financial Arrangements for Emergencies – TRIM: [D17/42004](#)

8 RELATED LEGISLATION

- Occupational Health and Safety Act 2004
- Local Government Act 1989
- Emergency Management Act 1986 and 2013

9 SUPPORTING RESEARCH AND ANALYSIS

- Independent Broad-based Anti-Corruption Commission (IBAC) and Victorian Auditor General's Office (VAGO) reports into Procurement practices.



**Policy Register
Procurement Policy**

10 DOCUMENT HISTORY

Policy Title:	Procurement Policy
Responsible Officer:	Molley Qi
Resp. Officer Position:	Manager Procurement and Contracts
Next Review Date:	June 2021
To be included on website?	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°
July 2020	Council		
June 2019	Council	25 June 2019	TBA
June 2018	Council	26 June 2018	13.3
Feb 2017	Council	21 February 2017	13.2
July 2015	Council	28 July 2015	12.4
June 2014	Council	24 June 2014	12.4
June 2013	Council	25 June 2013	12.3
June 2011	Council	28 June 2011	12.1
June 2010	Council	29 June 2010	12.6
October 2009	Council	27 October 2009	12.1
June 2004	Council	29 June 2004	12.1

13 CHIEF EXECUTIVE OFFICER

13.1 Appointment of Authorised Officer - Planning and Environment Act 1987

File Number: IN20/455
Responsible Director: Chief Executive Officer
Attachments: 1 S11A Instrument of Appointment and Authorisation -
Lynlee Tozer [↓](#)
2 S11A Instrument of Appointment and Authorisation -
Corey Wooldridge

EXECUTIVE SUMMARY

In accordance with the Planning and Environment Act 1987(the Act), Council is required to authorise officers for the purpose of enforcing the provisions of the Act. It is proposed to appoint the Council officer detailed below as an Authorised Officer pursuant to Section 147(4) of the Act.

COUNCIL RESOLUTION

MOVED: CR ANDREW CONLON
SECONDED: CR PAULA PICCININI

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 Officer be appointed as an authorised officer:**
- Lynlee Tozer
 - Corey Wooldridge
- 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

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 officer, under the delegated authority of the Chief Executive Officer as the first part of a dual appointment process.
- 2.6 The appointment form will be recorded in the Authorised Officers Register that is required to be kept by Council and is available for public inspection.

3. DECLARATIONS OF CONFLICT OF INTEREST

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

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Lynlee Tozer

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 July 2020.

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 -

Corey Wooldridge

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 July 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

13.2 Documents for Sealing

File Number: IN20/439
Responsible Director: Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

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

COUNCIL RESOLUTION

MOVED: CR DOT HAYNES
SECONDED: CR MICHELLE KLEINERT

That the following documents be signed and sealed:

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and Sinclair Avenue Pty Ltd
33 Sinclair Avenue, Templestowe Lower**

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and Y A A A Alhoori and K K Sandhu
52 Stables Circuit, Doncaster**

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and N Nagpal and R Nagpal
10 Ben Nevis Grove, Bulleen**

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and Asta Development Group Pty Ltd and Zonne Developments Pty Ltd
32 Eric Avenue , Templestowe Lower**

**Consent to Build Over an Easement
Agreements under Section 173 of the Planning and Environment Act 1987
Council and Sameh Georgy Family Pty Ltd
Unit 1 1 Verbena Street, Templestowe;
Unit 2 1 Verbena Street, Templestowe;
Unit 3 1 Verbena Street, Templestowe; and
Unit 4 1 Verbena Street, Templestowe**

**Consent to Build Over an Easement
Agreement under Section 173 of the Planning and Environment Act 1987
Council and A G Garner & Y Chen
55 Devon Drive, Doncaster**

CARRIED

2. BACKGROUND

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

3. DECLARATIONS OF CONFLICT OF INTEREST

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

13.3 Record of Assembly of Councillors

File Number:	IN20/441
Responsible Director:	Chief Executive Officer
Attachments:	1 Access and Equity Committee - 6 July 2020 ↓
	2 Special Strategic Briefing Session - 16 June 2020 ↓
	3 Strategic Briefing Session - 7 July 2020 ↓
	4 Strategic Briefing Session - 14 July 2020 ↓

EXECUTIVE SUMMARY

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

COUNCIL RESOLUTION

MOVED: CR PAULA PICCININI
SECONDED: CR ANNA CHEN

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

- **Access and Equity Committee – 6 July 2020**
- **Special Strategic Briefing Session – 16 June 2020**
- **Strategic Briefing Session – 7 July 2020**
- **Strategic Briefing Session – 14 July 2020**

CARRIED

2. BACKGROUND

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

2.1.1 The subject of a decision of the Council; or

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

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

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

3. DISCUSSION / ISSUE

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

- Access and Equity Committee – 6 July 2020
- Special Strategic Briefing Session – 16 June 2020
- Strategic Briefing Session – 7 July 2020
- Strategic Briefing Session – 14 July 2020

4. DECLARATIONS OF CONFLICT OF INTEREST

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

Record of an Assembly of Councillors

Manningham City Council

Access and Equity Advisory Committee

Meeting Date: Mon 6 July 2020
Venue: Online meeting via zoom
Starting Time: 5pm

1. Councillors Present:
Cr Paul McLeish

Officers Present:

Bronwyn Morphett, Coordinator Social Planning and Community
Katrine Gabb, Community Development Officer (Access and Inclusion)
Janae Hendrey, Social Planning and Community Development Officer

2. Disclosure of Conflicts of Interest
Nil

3. Items Considered

- 3.1 Welcome and Acknowledgement of Country
- 3.2 Confirmation of Previous Minutes and Actions
- 3.3 Disability Advisory Structure
- 3.4 Working for Victoria roles
- 3.5 COVID-19 Related Topics
- 3.6 Healthy Cities Action Plan
- 3.7 Welcoming Cities Update
- 3.8 Other Business
- 3.9 Committee member update
- 3.10 Summary of any advice back to Council
- 3.11 Agenda ideas for upcoming meetings
- 3.12 Future Meetings

The meeting ended at 7:00pm

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 16 June 2020
Venue: via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

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

Apologies from Councillors:

Cr Sophy Galbally

Executive Officers Present:

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

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Kim Tran, Governance Officer
Lee Robson, Manager Community Resilience

2. Disclosure of Conflicts of Interest

Nil

3. Items Discussed

3.1 Information Session - Local Government Act 2020

The meeting ended at 8.10pm

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 7 July 2020
Venue: via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

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

Apologies from Councillors:

Cr Sophy Galbally and Cr Geoff Gough

Executive Officers Present:

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

Other Officers in Attendance:

Kim Tran, Governance Officer
Jon Gorst, Chief Financial Officer
Lee Robson, Manager Community Resilience

2. Disclosure of Conflicts of Interest

Nil

3. Items Discussed

- 3.1 2020/21 Annual Budget Submissions - Officer's comments and recommendations
- 3.2 Proposed rate rise for 2020/21
- 3.3 Procurement Update
- 3.4 Proposed park on Hepburn Road - Final Concept Plan (confidential)
- 3.5 COVID Response
- 3.6 NEL Update (confidential)

The meeting ended at 9:49pm

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 14 July 2020
Venue: via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Geoff Gough, Cr Dot Haynes, Cr Michelle Kleinert (arrived 6.32) and Cr Paula Piccinini

Apologies from Councillors:

Cr Sophy Galbally

Executive Officers Present:

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

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Helen Napier, Manager City Amenity
Dragutin Lijovic, Coordinator Waste Services
Jon Gorst, Chief Financial Officer
Faye Adams, Senior Ecologically Sustainable Development Officer
Anna Bunbury, Senior Open Space Planner

2. Disclosure of Conflicts of Interest

Nil

3. Items Discussed

- 3.1 Collaborative Procurement for Advanced Waste Processing Solutions - Expression of Interest Phase (confidential)
- 3.2 Adoption of 10 Year Financial Plan 2020/21 to 2029/30
- 3.3 2020/21 Annual Budget incorporating the four year Strategic Resource Plan 2020-2024 and Adoption and Declaration of Rates and Charges
- 3.4 Smart City Opportunities
- 3.5 Public Toilet Plan (Draft) - For Public Exhibition
- 3.6 Draft Governance Rules
- 3.7 Manningham Function Centre Closure Advice
- 3.8 Disability Advisory Committee - Terms of Reference
- 3.9 North East Link Update (confidential)

The meeting ended at 10:30pm

14 URGENT BUSINESS

There were no items of Urgent Business.

15 COUNCILLORS' QUESTION TIME

15.1 State Government Landfill Levy

Cr Michelle Kleinert raised concerns about the upcoming increase in the State government landfill levy for all councils, which is currently on hold until January 2021 due to Covid-19. Cr Kleinert advised that from January 2021 the levy will increase substantially, potentially millions of dollars, which will inevitably be passed on to ratepayers. Cr Kleinert asked if Council could write to the appropriate Ministers and State government bodies to lobby against this increase?

The Mayor, Cr Paul McLeish confirmed the request and advised that Council will continue to advocate through the Municipal Association of Victoria to the State government to address this particular matter.

Cr McLeish advised the impact of the increase in the landfill levy would be in the order of a million dollars a year through the impost of the levies which are effectively a tax for disposing of waste from Council and the community. There will be a significant increase in cost to the construction industry due to the waste from construction and waste from other industries will also be impacted by the significant increase.

Cr McLeish noted it's a three year programme of the State government. Currently Council is paying \$92 in landfill levy and gate fees out of the average \$253 waste bill. This cost will increase to \$155 which will be borne by the ratepayer. Council will advocate through every channel possible to mitigate the impact of this decision by the State government and the impact on the community.

15.2 COVID-19 Relief Measures

Cr Anna Chen informed Council she had recently sought feedback from local traders about Council's current COVID-19 relief measures. She advised that whilst initial measures have been well received, the second lockdown is having a devastating impact on local businesses who are now seeking help on how to adapt and innovate their businesses to survive during this period. Cr Chen asked whether there is an opportunity to help local traders and businesses to develop strategies, for example digital marketing, or to offer funding to assist innovative initiatives?

The Mayor, Cr Paul McLeish acknowledged that Council is working closely with the business community and is aware of the impacts particularly on small business, which is our lifeblood of our economy.

Mr Niall Sheehy, Acting Director of City Planning and Community responded that he recognises the uncertainty for the business community with the reintroduction of stage three restrictions and when they will be lifted. Mr Sheehy advised officers are currently reviewing how further support can be provided to the business community and are considering options on how existing funds can be reallocated in response to the introduction of the stage three restrictions. Once these have been considered,

Councillors will be advised and informed of these options.

15.3 COVID-19 and Community Engagement

Cr Zafiropoulos stated he recently addressed the Manningham Business Network on how to recover from COVID-19 and advised there was an eagerness for the business community to be supported. He noted that due to Covid-19 restrictions there had been limitations on engaging with the community, attending events, meeting with residents to discuss matters. Cr Zafiropoulos asked if it is possible for Council to organise meetings with key groups, particularly with vulnerable areas, such as the elderly, the welfare sector and youth? He noted that there is a growing concern about the impact staying at home is having on the mental health and wellbeing of people in the community.

The Chief Executive Officer, Mr Andrew Day confirmed that Council has enhanced its capability and capacity to reach out to groups through technology. He further advised Council and the community are focussing on a wide range of health and wellbeing impacts that are manifesting themselves off the back of COVID-19.

Mr Day advised that a group of officers are meeting weekly to discuss the impacts on the Manningham community considering a broad spectrum of matters such as mental health and wellbeing, youth, employment impacts, connecting with aged groups and business groups.

My Day indicated that Council has also supported a significant number of grants that are available to community some of which are open and live on Council's website. Mr Day encouraged the community to avail themselves of these opportunities. Council will continue to look for those opportunities to reach out, convene groups and have conversations, so that Council is across the impacts on our community during this time and beyond.

16 CONFIDENTIAL REPORTS

COUNCIL RESOLUTION

MOVED: CR DOT HAYNES
SECONDED: CR MICHELLE KLEINERT

That Council consider Item 16.1 Collaborative Procurement for Advanced Waste Processing Solutions in the open meeting of Council subject to the removal of the second sentence in clause 3.6 of the report which contains confidential information.

CARRIED

The Meeting remained open to the public to consider the following reports.

16.1 Collaborative Procurement for Advanced Waste Processing Solutions

File Number: IN20/443
Responsible Director: Director City Services
Attachments: Nil

EXECUTIVE SUMMARY

This report provides an overview of the confidential Advanced Waste Processing South East Expression of Interest (EOI) phase completed by the Metropolitan Waste and Resource Recovery Group (MWRRG), and recommends that Council participate in a collaborative procurement for advanced waste processing solutions, facilitated by MWRRG.

COUNCIL RESOLUTION

MOVED: CR DOT HAYNES
SECONDED: CR MICHELLE KLEINERT

That Council:

- A. Notes the contents of this report;**
- B. Supports participating in the solution development phase of the Advanced Waste Processing, as facilitated by the Metropolitan Waste and Resource Recovery Group (MWRRG);**
- C. Provides delegated authority to the Chief Executive Officer to make necessary decisions and enter into agreements to progress the solution development phase;**
- D. Provides delegated authority to the Chief Executive Officer to enter into agreements for Council to join the SPV (Special Purpose Vehicle) subject to:**
 - the MWRRG satisfying the Chief Executive Officer that the process for the formation of the SPV will be in compliance with Council's obligations of the Local Government Act 1989; and**
- E. Having the right to withdraw from the SPV at any time prior to the final tender phase.**

CARRIED

2. BACKGROUND

- 2.1 Council has previously approved participation in the Expression of Interest (EOI) phase for procurement of Advanced Waste Processing (AWP), as facilitated by the Metropolitan Waste and Resource Recovery Group (MWRRG).
- 2.2 At the Ordinary Council Meeting on 25 June 2019, it was resolved that Council:
- *supported joining the collaborative procurement for advanced waste processing solutions in 2019, facilitated by MWRRG;*
 - *supported using a Special Purpose Vehicle to aggregate waste and to provide a viable proposition to the market and drive investment;*
 - *provided delegated authority to the CEO to participate in establishing a Special Purpose Vehicle;*
 - *provided delegated authority to the CEO to make necessary decisions to progress the procurement, until a binding commitment to enter into contract is required; and*
 - *noted that a full-services concession contract model has been identified as being the most suited contract approach, and it will be further explored.*
- 2.3 This project is in collaboration with 16 other Councils within the South East Melbourne Region, and aims to address the issue of limited landfill capacity in our region, but also provide long term improved environmental, social and economic outcomes from landfill treatment.
- 2.4 The EOI phase has now been completed, and a short list of 3 providers has been recommended by the Evaluation team, and endorsed by the MWRRG / Council Working group.
- 2.5 The MWRRG EOI Evaluation Report is confidential in nature and therefore cannot be shared, however Council Officers have participated on the various working groups as part of the procurement process. More information will become available to Council in a future report following the next stage of the procurement process.
- 2.6 The process attracted strong interest from industry. The evaluation process has been a robust process, drawing upon technical/environmental, legal, financial and probity advisors, who have assisted the Evaluation Panel.
- 2.7 Council now has the opportunity to consider participating in the next non-binding phase of the process.
- 2.8 It is recommended that Council joins the collaborative procurement process for advanced waste processing solutions, facilitated by MWRRG.
- 2.9 It is expected that any council committing to this stage (Stage 2) will remain part of the procurement process up until final tenders have been completed and the preferred tenderer(s) identified.
- 2.10 Councils not in agreement with the Working Group's recommendations will have the option to withdraw from the process at the end of Stage 2 (July 2021).

3. DISCUSSION / ISSUE

- 3.1 As discussed at previous briefings, historically, landfills were the only option available for managing residual waste and were perceived to offer a low cost, reliable and long-term solution to dispose of waste that could not be recycled.
- 3.2 Other proven alternatives to landfill are now available, and landfill is no longer seen as the only solution.
- 3.3 Some of the Technologies that are being considered include mass burn combustion with energy recovery, advanced thermal treatment/gasification /pyrolysis, integrated sorting and energy recovery and autoclaving/energy recovery. There are many case studies on all of these technologies both nationally and globally. The Regional Business Case considered all alternative options to landfill as to inform the scope and tender phases of the project.
- 3.4 Continuing to rely solely on landfill to manage residual waste will not deliver the best outcomes for the Manningham community. The most significant impacts from landfill include:
 - 3.4.1 Environmental and social impacts – Emissions from landfill make up a significant proportion of greenhouse gas emissions. Other potential issues include odours, litter, vermin, and legacy contamination issues;
 - 3.4.2 Lost opportunity to recover resources – landfills don't fully capture the value of discarded resources, despite containing materials with commercial value;
 - 3.4.3 Putting the financial and environmental burden on future generations of the ongoing treatment and management of landfills; and
 - 3.4.4 Environmental, Social and Financial costs to transport and dispose of waste at landfills in north/west Melbourne.

REGIONAL BUSINESS CASE FOR ADVANCED WASTE PROCESSING

- 3.5 The Regional Business Case for Advanced Waste Processing, which was prepared by MWRRG, with input from council officers and support from external legal, financial and technical advisors, was released in September 2018.
- 3.6 Following this, MWRRG and its advisors worked with councils in the southeast metropolitan region to develop the South East Business Case for Advanced Waste Processing.
- 3.7 This Business Case was considered and endorsed by Council in June 2019.
- 3.8 MWRRG also undertook market sounding with industry with respect to their interest in the provision of advanced waste processing (AWP) solutions for metropolitan councils.
- 3.9 In late 2019, Manningham City Council and 16 other councils signed a Management Deed with MWRRG to participate in a collaborative procurement process for AWP solutions.

PROCUREMENT PROCESS

- 3.10 The procurement is a multi-staged process, taking approximately 2 years to explore all the solution options in detail. The procurement is being led by MWRRG, however the Councils will select the preferred solution, through the procurement Evaluation process, and then endorsement of the recommendations by a MWRRG / 16 Council Working Group.
- 3.11 The Evaluation team consists of a team of nominated and endorsed Council officers, supported by a group of technical experts. Manningham is represented on the Working Group by the Director City Services as well as the Coordinator Waste Services. Council's Procurement Manager and Corporate Counsel have also been involved in different sub working of the project.
- 3.12 The procurement process will have multiple stages:
- Stage 1 – expression of interest (complete)
 - Stage 2 – solution development
 - Stage 2 (a) – outline solutions
 - Stage 2 (b) – competitive dialogue
 - Stage 2 (c) – detailed solutions and final tender
 - Stage 3 – council endorse or refute working group recommendation
 - Stage 4 – contract negotiation
 - Stage 5 – contract award

EXPRESSION OF INTEREST PHASE

- 3.13 Following a delay at the request of the State Government, due to the release of the Victorian Governments Recycling Victoria Policy, on 10 March 2020 the invitation for expressions of interest was released.

EVALUATION PROCESS

- 3.14 MWRRG received the EOI responses that were then individually assessed by each member of the evaluation panel. The responses were also reviewed, but not scored by representatives from MWRRG, financial and commercial advisors. The evaluation panel met to assess the responses on a collective basis and agree consensus scores. A probity advisor, attended all meetings of the evaluation panel and reviewed all the formal communication with tenderers.

CRITICAL TIMEFRAMES

- 3.15 Following a comprehensive evaluation process, the Working Group approved the Evaluation Teams recommendation on the 10 June 2020 to endorse a shortlist of tenderers to be invited to participate in Stage 2 (Solution Development) of the procurement process.

SPECIAL PURPOSE VEHICLE - PROGRESS

- 3.16 Establishing the new processing infrastructure will require substantial investment, and the aggregation of waste streams by participating Councils will be the key enabler to drive investment from the private sector.

- 3.17 MWRRG's legal advisors recommended that Councils form a Special Purpose Vehicle (SPV) – a company with its own assets and liabilities, as well as its own separate legal identity.
- 3.18 A SPV would provide the following benefits:
- a) create economies of scale for the contract (by aggregating waste streams);
 - b) be attractive to the market as a single contracting entity;
 - c) limit a Council's liability to its shareholding in the SPV, protecting Council's financial position and wider asset pool;
 - d) Facilitate clear decision making structures and administration processes for a large Council group;
 - e) provide the vehicle to attract investment grants from other levels of government; and
 - f) allow the SPV to own, operate or apply for planning permission for a facility.
- 3.19 Stemming from the June 2019 Council meeting, two of the five endorsed Council recommendations were to:
- a) support using a Special Purpose Vehicle to aggregate waste and to provide a viable proposition to the market and drive investment; and
 - b) provide delegated authority to the CEO to participate in establishing a Special Purpose Vehicle.
- 3.20 To date, Council have not entered into agreements to join a SPV. MWRRG and its advisors have been working with a sub-set of officers from the Working Group to develop a draft shareholder agreement and a draft constitution.
- 3.21 The next steps include seeking formal endorsement of these documents from the Working Group, and then seeking formal commitments prior to commencing the statutory process to establish the SPV.

POLICY SETTINGS

RECYCLING VICTORIA

- 3.22 The release of the EOI for the advanced waste processing project was subject to the Victorian Government's announcement of its Circular Economy Policy, *Recycling Victoria*. The timing of the EOI launch was therefore changed to 10 March 2020.
- 3.23 As part of the *Recycling Victoria* policy, advanced waste processing solutions will play a significant role in achieving the Victorian Government's new target to divert 80 per cent of household rubbish from landfill by 2030.
- 3.24 It sets out alignment to the EPAs Waste Hierarchy, where best outcomes will be achieved by minimising our waste, reusing and recycling including separation of food and green waste for composting. What is left over can go to advanced waste processing which is more productive than burying it in the ground.
- 3.25 The Victorian Government supports advanced waste processing projects where they create clear net benefits and complement efforts to reduce or recycle waste. The advanced waste processing procurement will ensure any facilities:
- a) meet best-practice environment protection requirements and energy efficiency standards;

- b) reduce the amount of waste sent to landfill;
- c) do not displace or inhibit innovation in reduce or recycle efforts;
- d) reduce greenhouse gas emissions compared to the waste and energy services they displace; and
- e) have sustainable business models creating new jobs and economic development in local communities.

LANDFILL LEVY

- 3.26 As part of announcements related to the *Recycling Victoria* policy and EPA reforms, the State Government announced increases to the Landfill Levy, which will increase from current rates of approximately \$66 per tonne to \$126 per tonne over the next 3 years (increases commencing from 1 January 2021). This change will align Victoria's landfill levy to be similar to other states. While the previously considered Business case showed that technology solutions were more cost effective than a 'business as usual' landfill services, this increase will further add to the case for change to AWP from a financial benefit perspective.

FUTURE STEPS

- 3.27 The next step is for Council to consider participation of the solution development phase (Stage 2).
- 3.28 The intention of Stage 2, the Solution Development phase is to seek further information on proposals from the shortlisted providers and engage in open dialogue to develop the contract requirements and solution. A final tender process will then take place as part of Stage 2.
- 3.29 It is expected that any council committing to Stage 2 will remain part of the procurement process up until final tenders have been completed and the preferred tenderer(s) identified.
- 3.30 Councils will have the option to withdraw from the process at the end of Stage 2 (July 2021), prior to endorsement or refute of the Working Groups recommendation and Contract Award.
- 3.31 A multi-stage procurement process will be followed to reach a final tender and contract between councils and the solution provider(s). The procurement process will take approximately two years to explore all the solution options in detail.
- 3.32 The procurement will be led by MWRRG, however the councils will select the preferred solution. The procurement process will have multiple stages and has been detailed in the Procurement Timelines table above.

ACCC AUTHORISATION

- 3.33 The councils and MWRRG received authorisation from the Australian Competition and Consumer Commission (ACCC) in January 2020 to conduct the collaborative procurement.

FINANCING AND FUNDING

- 3.34 The original business case stated that capital expenditure for the project can be financed by the private sector, with no financing required from councils, if a full-services concession contract model is used.
- 3.35 Councils will need to fund the processing of each tonne of residual waste at a facility (service charge). No state or federal government grant has been committed to, or secured; however, the business case provided a solid evidence base for participating councils to seek funding support from state and federal governments.
- 3.36 All of the councils' current funding sources (rates or waste services charges) are likely to be sufficient to implement an alternate waste processing treatment.

RELATIONSHIP TO LANDFILL CONTRACTS

- 3.37 The current MWRRG landfill services contract expires in March 2021. It is used by 26 metropolitan councils, including Manningham, for the disposal of municipal waste over four sites.
- 3.38 MWRRG has consulted with metropolitan councils and existing service providers to help develop specifications for new contracts for residual waste disposal services, to start on 1 April 2021.
- 3.39 Manningham staff have been part of the MWRRG Landfill Contracts Working Group, which have facilitated the procurement process for the new landfill contracts.
- 3.40 The outcomes of the MWRRG Landfill Contracts procurement process are still being evaluated by the Working Group.

CONSULTATION / COMMUNICATION

- 3.41 In collaboration with the MWRRG and associated participating councils involved in the process, joint communications will be prepared to engage with the community. This will include joint information and documentation to assist with the engagement process.
- 3.42 A Manningham communications plans will need to be prepared, to understand how best to utilise these resources and will be prepared at a later date.

4. COUNCIL PLAN / STRATEGY

- 4.1 The project aligns with the Council Plan Goals 3.1 to 'protect and enhance our environment and diversity' and 3.2 to 'reduce our environmental impact and adapt to climate change', as well as Goal 5.1 to be 'a financially sustainable council that manages resources effectively and efficiently'.
- 4.2 The project also relates to the Council's Waste Management Strategy.

5. IMPACTS AND IMPLICATIONS

- 5.1 The project is predicted to have a positive impact on Council's resource recovery targets, including the landfill diversion key performance measure, as well as on the cost of disposing of Council's kerbside collection waste and hard rubbish collections.
- 5.2 At the end of the EOI stage the full benefits and potential cost savings are not known, following Stage 2 Council Officers will be in a better position to provide some modelling in support.
- 5.3 The Stage 2, Solution Development phase has no financial implications associated with being part of the joint procurement process, other than staff resource time to provide input and feedback into the process.
- 5.4 Council will have an opportunity to decide whether or not to commit to this project at the end of Stage 2 (July 2021), which will be prior to endorsement or refute of the Working Groups recommendation and Contract Award.

6. DECLARATIONS OF CONFLICT OF INTEREST

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

7. CONCLUSION

- 7.1 The EOI phase has demonstrated that Council has a viable alternative to landfill that can achieve better financial, environmental and social outcomes.
- 7.2 The MWRRG led collaborative procurement provides a robust, cost-effective, competitive process to ensure the most appropriate waste solution is found to meet council's objectives and needs.
- 7.3 It is recommended that Council participate in the collaborative procurement for advanced waste processing solutions.

The meeting concluded at 8:52pm

Chairperson
CONFIRMED THIS 25 AUGUST 2020