

# Agenda

Scheduled Council Meeting  
Tuesday 21 May 2024 at 6pm

You are advised that a Meeting of Council has been called by the Chief Executive Officer on Tuesday 21 May 2024 at 6pm for the transaction of the following business.

This meeting will be held in the Great Hall at Civic Centre, 25 Ferres Boulevard, South Morang and will be [livestreamed via Council's website](#).

**C Lloyd**  
**Chief Executive Officer**

# Administrators

Lydia Wilson                      Chair of Council

Peita Duncan                     Administrator

Christian Zahra AM             Administrator

On 19 June 2020 the Acting Minister for Local Government appointed the Panel of Administrators for the City of Whittlesea and appointed Lydia Wilson as Chair of the Panel. The Panel of Administrators comprises of Lydia Wilson, Peita Duncan and Christian Zahra who will undertake the duties of the Council of the City of Whittlesea until the October 2024 Local Government Election.

# Senior Officers

Craig Lloyd                        Chief Executive Officer

Emma Appleton                 Director Planning & Development

Agata Chmielewski             Director Community Wellbeing

Debbie Wood                      Director Infrastructure & Environment

Sharon Durantini                Acting Director Customer & Corporate Services

Janine Morgan                  Executive Manager Public Affairs

Jacinta Stevens                 Executive Manager Office of Council & CEO

## Order of Business

1	Opening .....	6
1.1	Meeting Opening and Introductions.....	6
1.2	Apologies .....	6
1.3	Acknowledgement of Traditional Owners Statement .....	6
1.4	Diversity and Good Governance Statement .....	6
1.5	Acknowledgements .....	6
2	Declarations of Conflict of Interest .....	6
3	Confirmation of Minutes of Previous Meeting/s.....	7
4	Public Questions, Petitions and Joint Letters .....	8
4.1	Public Question Time .....	8
4.2	Petitions.....	8
4.2.1	LGBTIQA+ Advisory Committee .....	8
4.3	Joint Letters .....	8
4.3.1	Freeze Whittlesea Rates for 12 Months .....	8
5	Officers' Reports.....	9
5.1	Quarterly Corporate Performance Report - Q3 ended 31/03/2024 .....	9
5.2	Budget 2024-25 and Community Plan Action Plan 2024-25 - Adoption and Declaration of Rates.....	48
5.3	Contract 2024-2 - Partridge Street Reserve East Soccer Pitch Redevelopment .....	181
5.4	Tender Report - 2023-144 Recycling Receipt and Sorting .....	188
5.5	Tender Evaluation Report - Contract 2023-118 - Provision of Parks and Open Space Maintenance Services for the City of Whittlesea .....	194
5.6	RFT 2023-165 Design and Construction of the West Wollert Community Centre - Tender Evaluation.....	204
5.7	Tender Evaluation Report - Contract 2023-110 - Facilities Management .....	209

5.8	Governance Report.....	220
5.9	Audit and Risk Committee Charter .....	243
5.10	Draft Governance Rules .....	259
5.11	CEO Employment Matters Advisory Committee.....	300
6	Notices of Motion.....	318
7	Urgent Business.....	318
8	Reports from Council Representatives and CEO Update .....	318
9	Confidential Business .....	318
9.1	Phase 2 - Contaminated Land Remediation at 240W Bindts Road, Wollert .....	318
10	Closure.....	318

**Note:**

At the Chair of Council's discretion, the meeting may be closed to the public in accordance with Section 66(2)(a) of the *Local Government Act 2020*. The provision which is likely to be relied upon to enable closure is set out in each item. These reports are not available for public distribution.

**Question Time:**

Council will hold public question time for up to 30 minutes at each Scheduled Council Meeting to allow for public questions, petitions or joint letters from our community to be read out by the Chief Executive Officers delegate and responses will be provide by the Chief Executive Officer.

Questions are required to be submitted in writing no later than 12 noon on the day prior to a Scheduled Council Meeting.

Priority will be given to questions or statements that relate to agenda items. Any questions submitted after 12 noon the day prior will be held over to the following Council Meeting.

The Public Question form can be downloaded from Council's website. Refer:

<https://www.whittlesea.vic.gov.au/about-us/council/council-meetings/>

Council is committed to ensuring that all residents and ratepayers of the municipality may contribute to Council's democratic process and therefore, if you have special requirements, please telephone the Governance Team prior to any Council Meeting on (03) 9217 2170.

## **1 Opening**

### **1.1 Meeting Opening and Introductions**

The Chair of Council, Lydia Wilson will open the meeting and introduce the Administrators and Chief Executive Officer:

Administrator, Peita Duncan;  
Administrator, Christian Zahra; and  
Chief Executive Officer, Craig Lloyd.

The Chief Executive Officer, Craig Lloyd will introduce members of the Executive Leadership Team:

Emma Appleton, Director Planning and Development;  
Agata Chmielewski, Director Community Wellbeing;  
Debbie Wood, Director Infrastructure and Environment;  
Sharon Durantini, Acting Director Customer and Corporate Services;  
Janine Morgan, Executive Manager Public Affairs; and  
Jacinta Stevens, Executive Manager Office of Council and CEO.

### **1.2 Apologies**

### **1.3 Acknowledgement of Traditional Owners Statement**

The Chair of Council, Lydia Wilson will read the following statement:

*“On behalf of Council, I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.*

*I would also like to acknowledge Elders past, present and emerging.”*

### **1.4 Diversity and Good Governance Statement**

The Chair of Council, Lydia Wilson will read the following statement:

*“At the City of Whittlesea we are proud of our diversity and the many cultures, faiths and beliefs that make up our community. We strive to be an inclusive welcoming City that fosters active participation, wellbeing and connection to each other and this land. We commit as a Council to making informed decisions to benefit the people of the City of Whittlesea now and into the future, to support our community’s vision of A Place For All.”*

### **1.5 Acknowledgements**

## **2 Declarations of Conflict of Interest**

### **3 Confirmation of Minutes of Previous Meeting/s**

#### **Recommendation**

**THAT the following Minutes of the preceding meeting as circulated, be confirmed:**

**Scheduled Meeting of Council held on 16 April 2024.**

**Hearing of Submissions Committee Meeting held on 6 May 2024.**

## **4 Public Questions, Petitions and Joint Letters**

### **4.1 Public Question Time**

### **4.2 Petitions**

#### **4.2.1 LGBTIQA+ Advisory Committee**

A petition has been received from 12 residents requesting that Whittlesea Council establish a LGBTIQA+ Advisory Committee.

#### **Recommendation**

**THAT Council note the:**

- 1. Petition requesting the establishment a LGBTIQA+ Advisory Committee.**
- 2. Request to establish the Advisory Committee will form part of the review for all Advisory Committees for consideration by the new Council following the October 2024 Council Elections.**

### **4.3 Joint Letters**

#### **4.3.1 Freeze Whittlesea Rates for 12 Months**

A joint letter has been received from three residents requesting that Whittlesea Council:

- abandon its proposed rate increase for the 2024-25 financial year; and
- freeze rates for 12 months.

We call on Council to do so in recognition of the cost of living pressures our community is experiencing.

#### **Recommendation**

**THAT Council:**

- 1. Note the joint letter seeking the freeze of Whittlesea rates for 12 months.**
- 2. Consider the joint letter as part of the 2024-25 budget agenda item deliberations.**

## 5 Officers' Reports

### 5.1 Quarterly Corporate Performance Report - Q3 ended 31/03/2024

**Director/Executive Manager:** Acting Director Customer & Corporate Services

**Report Author:** Unit Manager Financial Strategy & Performance

**In Attendance:** Chief Financial Officer  
Unit Manager Financial Strategy & Performance

#### Executive Summary

This report provides the Quarterly Corporate Performance (Q3) outcomes and comprehensive summary for the period ended 31 March 2024 provided at Attachment 1 relating to:

- Council's financial performance
- Community Plan Action Plan 2023-24
- Good Governance Actions
- 2023-24 Capital Works Program

#### Officers' Recommendation

**THAT Council note the:**

1. **Quarterly Corporate Performance Report for the period ended 31 March 2024 at Attachment 1.**
2. **Financial performance for the period ended 31 March 2024 contained within Attachment 1.**

**Background / Key Information**

**Introduction**

The Quarterly Performance Report for the period 31 March 2024 has been prepared in accordance with the *Local Government Act 2020*. This report is designed to identify major variances against the March year to date budget.

The attached report (Attachment 1) includes a comprehensive summary of:

- Community Plan Action Plan 2023-24 to 31 March 2024;
- Good Governance actions to 31 March 2024;
- 2023-24 Capital Works Program to 31 March 2024; and
- Council’s financial performance to 31 March 2024.

The report includes the following comparisons for the nine months ended 31 March 2024:

- actual and budgeted operating revenues and expenses;
- actual and budgeted capital revenues and expenses;
- actual movements in the balance sheet; and
- actual movements in the cash flow statement.

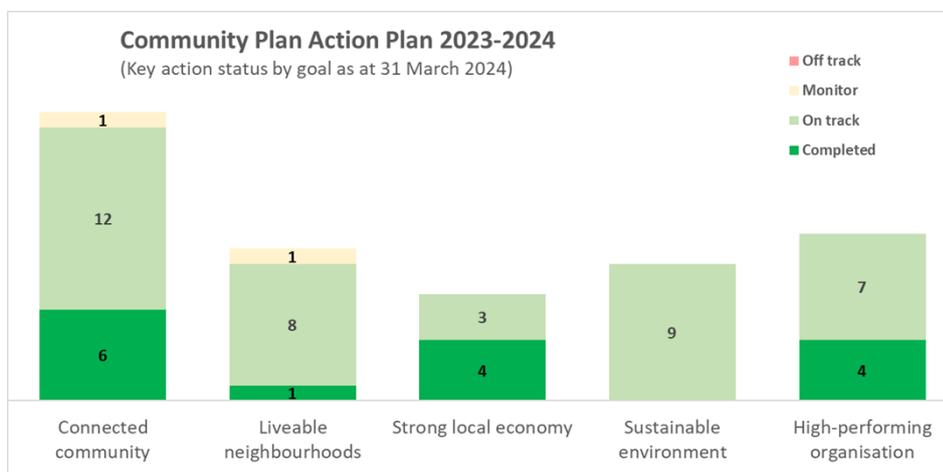
**Community Plan Performance**

The Community Plan 2021-25 includes 61 key initiatives. 56 related key actions are included in the Community Plan Action Plan for delivery in the 2023-24 financial year.

Of the 56 key actions included in the Community Plan Action Plan 2023-24:

- 15 actions are reported “Completed”;
- 39 actions are reported “On Track”;
- and two actions are reported “Monitor”

The table below is the spread by goal of the Community Plan 2023-24 actions by their status, “On Track”, “Monitor”, “Off Track” or “Completed”:



Below are the key actions reported as “Monitor”:

Of the ten ongoing key actions included in the Community Plan Action Plan for delivery in the 2022-23 financial year, four actions have now been completed. We are closely monitoring the progress of the remaining six:

Project Name	Comment
Complete the upgrade of the pavilion at HR Uren Reserve in Thomastown	Main works will reach completion in April with remaining minor works to be completed by end of June 2024.
Construct a basketball court, shelter and social gathering spaces and upgrade paths at the western end of Norris Bank Reserve	The design and construction of the shelter is the last component of this project. Revised scope agreed and shelter is currently being manufactured with installation by end of June 2024.
Construct the pedestrian bridge at Huskisson Reserve in Lalor	Design approval has been granted by Melbourne Water, and we are currently awaiting approval from Yarra Valley Water. Bridge fabrication is currently underway, and construction is planned to commence in early May 2024, with completion expected by mid-June 2024.
Commence upgrading the intersection at Findon Road and Williamsons Road	Construction works for service relocation will commence soon after we receive approval from the Service Authority. The tender evaluation for the signalisation construction works is in progress.
Refurbish Janefield Wetlands Boardwalk in Bundoora	The tender assessment for works is in progress expected to be finalised by mid-April 2024. Works are expected to commence in May and complete in June 2024.
Undertake condition and performance audit of roads	The report will be finalised by May 2024 and presented to Council before the end of the financial year.

Please refer to:

- Attachment 2 for the Quarter 3 2023-24 Performance Snapshot.

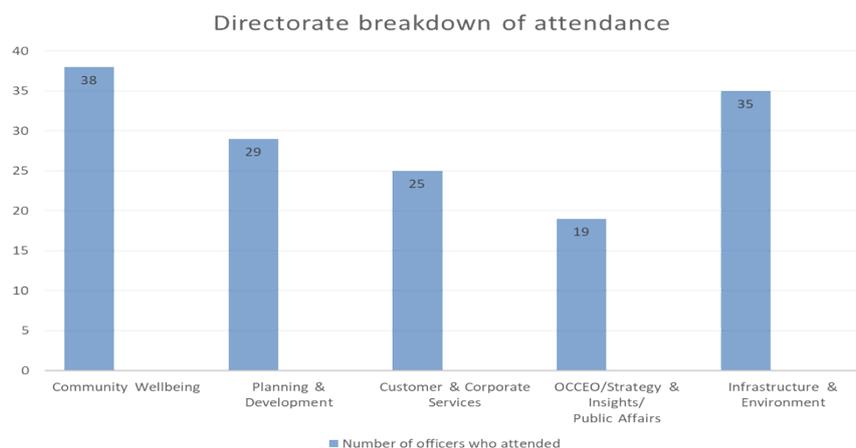
### **Good Governance**

Council continues to be committed to good governance and transparent decision making. During the third quarter several actions were undertaken to ensure continuous improvements were made, and in preparation for the return of an elected Council.

Council’s preparation for the return to an elected Council is well progressed across all four workstreams: Empowering our People, IT and the Customer, Communicating our needs, and Ensuring Good Governance delivering against the Program vision.

Between the period November 2023 to March 2024, approximately 146 staff across 8 sessions attended the effective report writing workshops with a focus on Council’s reporting template, including officer recommendations. (figure 1 below).

Figure 1



Other key achievements this quarter relating to continuous and improved good governance included:

- Scheduled Council meetings continued to be held monthly, except for January, to facilitate Council open and transparent decision-making. In this reporting period 20 Council resolutions remain open.
- In January officers inducted the newly elected Youth Council consisting of thirteen passionate young people from across the City of Whittlesea. The first official meeting of the Youth Council meeting was held on the 5 February 2024 where they agreed on their key focus areas for 2024. In March 2024, the election of the Youth Mayor and Youth Deputy Mayor was conducted where Zachary Melvaine was elected as Youth Mayor and Kaynat Virk as Youth Deputy Mayor.
- The Audit and Risk Committee, consisting of two Administrators and four independent members met on 13 February 2024 to consider several matters including Council’s financial and performance reporting, risk management, internal assurance plan progress, internal and external audit outcomes, systems of internal control, governance, and compliance.
- A high-quality revision of the Privacy and Data Protection Policy was conducted with the final version being presented to ELT for endorsement on the 3 April 2024.

- An organisational draft Compliance Framework has been developed. Consultation on the draft Framework was sought from the Compliance Committee. The draft framework will be presented to ARC at their 14 May 2024 meeting for feedback, prior to ELT consideration and endorsement.
- A full revision of CEO to staff delegations was conducted to incorporate recent legislative amendments. The draft version has been circulated to each directorate for review prior to CEO approval.
- The Audit and Risk Committee Charter was reviewed, including extensive consultation with the Committee. The final Charter will be presented to ARC of their 14 May 2024 meeting, prior to presentation to Council.

### Transparency

In accordance with the *Local Government Act 2020*, biannual personal interest returns were circulated to relevant staff on 1 March for completion no later than 31 March 2024. Due to technical difficulties and one officer being on leave, three officers missed the due date. All three officers completed their returns by 3 April 2024.

In relation to Freedom of Information, during this quarter there were:

New FOI Applications Received	22
Completed/Closed FOI Requests	13
Current FOI's In Progress	18

During this period, four privacy complaints were received all of which were determined not to be breaches.

### Capital Program

Council adopted the 2023-24 Capital Works Program on 27 June 2023 with a budget of \$75.37 million. Capital Works Annual Budget also includes 2022-23 carry forwards of \$21.66 million, providing a total budget of \$97.03 million.

The below table includes a summary of the Capital Works program:

	Capital Works Budget \$'000
Adopted Budget 2023-24	75,365
Additional Carry forwards from 2022-23	21,661
<b>Annual Budget</b>	<b>97,026</b>
Anticipated Carry Forwards 2023-24	14,763
Projected Savings Q3	(894)
Proposed Budget Adjustments Q3	-
<b>End of year forecast at Quarter 3</b>	<b>81,369</b>

The financial expenditure performance of the Capital Works Program to 31 March 2024 is detailed below:

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Budget \$'000	Quarter 3 Forecast \$'000
Property	11,643	10,018	(1,625)	16,179	20,101	19,897
Plant and equipment	3,347	4,073	726	5,773	6,241	5,902
Infrastructure	27,529	34,306	6,776	53,413	70,684	55,569
	<b>42,519</b>	<b>48,396</b>	<b>5,877</b>	<b>75,365</b>	<b>97,026</b>	<b>81,369</b>
<b>Represented by:</b>						
New assets	17,569	21,988	4,419	38,040	41,743	33,612
Asset renewal	15,894	17,039	1,145	25,497	34,899	29,289
Asset expansion	352	420	68	-	1,776	1,778
Asset upgrade	8,704	8,950	246	11,828	18,608	16,690
<b>Total Capital works</b>	<b>42,519</b>	<b>48,396</b>	<b>5,877</b>	<b>75,365</b>	<b>97,026</b>	<b>81,369</b>

As at 31 March 2024, capital expenditure of \$42.52 million was \$5.88 million behind budget.

### Infrastructure Grants

A summary of recent infrastructure grants outcomes is included in the Grants Status Report (Attachment 3). A total of \$17.47 million in applications have been successful to date this financial year. Applications to the value of \$17.08 million are awaiting outcomes/announcements.

### Program Impacts and Carry Forwards

The delivery of projects within the 2023-24 capital works program have been impacted throughout the year due to the following themes;

- Service authority approvals
- Lead times in receiving materials
- Resource constraints

This has resulted in an estimated forecast of \$14.76 million to be carried over into 2024-25. Project progress will continue to be reported to the Enterprise Program Board to assist in early identification and mitigation of risks to delivering this year’s capital works program.

### Financial Performance

The Financial Performance Report for the period ended 31 March 2024 includes the following financial statements included in the Corporate Performance Report (Attachment 1):

- Comprehensive Income Statement;
- Balance Sheet;
- Statement of Cash Flows;
- Statement of Capital Works; and
- Summary of Reserves.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Quarter 3 Forecast \$'000
<b>Operating</b>					
Income	408,129	355,006	53,123	423,863	472,756
Expenditure	203,726	209,504	5,778	295,736	288,676
<b>Surplus / (deficit)</b>	<b>204,403</b>	<b>145,501</b>	<b>58,902</b>	<b>128,127</b>	<b>184,080</b>
Less					
Capital non-recurrent grants	(703)	(4,118)	3,416	(6,860)	(12,663)
*Developer contributions	(150,209)	(104,273)	(45,936)	(137,856)	(171,344)
<b>Adjusted underlying surplus / (deficit)</b>	<b>53,492</b>	<b>37,110</b>	<b>16,381</b>	<b>(16,589)</b>	<b>73</b>

\*Includes gifted assets which do not convert into cash

\*Includes developer contributions which are restricted by legislation and must be used for future infrastructure investment

For the nine months ended 31 March 2024, Council recorded an operating surplus of \$204.4 million, which is \$58.9 million favourable to the year to date budget. The forecast for the year ending 30 June 2024 is expected to have an operating surplus of \$184.08 million, which is \$55.95 million favourable to the Adopted Budget.

This surplus as reported, includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore, it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

The operating result is a key figure to assess Council's financial performance. Although Council is a not-for-profit organisation, it should still generate a surplus to ensure future financial sustainability.

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### High Performing Organisation

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

### Considerations of Local Government Act (2020) Principles

#### Financial Management

All matters raised in this report, which have financial implications, have been reflected in the Corporate Performance Report for the nine months ended 31 March 2024 (Attachment 1).

## Community Consultation and Engagement

The Community were extensively engaged and consulted in developing the 2023-24 budget.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

(g) The ongoing financial viability of the Council is to be ensured.

### Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

## Council Policy Considerations

### Environmental Sustainability Considerations

No implications.

### Social, Cultural and Health

No implications.

### Economic

No implications.

### Legal, Resource and Strategic Risk Implications

No implications.

## Implementation Strategy

### Communication

Reported information has been sourced and discussed with line management and project managers across the organisation. Consultation has also been undertaken with the Executive Leadership Team.

## Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## Attachments

1. Corporate Performance Report [5.1.1 - 24 pages]
2. 2021-2025 Performance Snapshot Q3 January to March 2024 [5.1.2 - 1 page]
3. Capital Grants Status Update - March 2024 [5.1.3 - 2 pages]
4. Reserves March 2024 [5.1.4 - 3 pages]



# Quarterly Corporate Performance Report

for the period ended 31 of March 2024

*A place for all*



## Table of Contents

Introduction and Key Highlights .....	4
Community Plan Action Plan .....	4
Good Governance .....	4
Capital Performance .....	4
Financial Performance .....	5
Community Plan Action Plan .....	5
Good Governance .....	7
Capital Performance .....	10
Program Impacts and Carry forwards .....	11
Infrastructure Grants Update .....	11
Financial Performance .....	12
Operating Performance .....	12
Financial position .....	13
Financial Statements.....	14
Comprehensive Income Statement .....	14
Financial Position .....	18
Balance Sheet .....	19
Cash balance .....	20
Working capital .....	21
Rates debtors .....	22
Financial Arrangements .....	23
Cash Flows .....	24
Capital Works.....	25
Reserves.....	26



## Introduction and Key Highlights

### Community Plan Action Plan

- 15 of the 56 key actions included in the Community Plan Action Plan for delivery in the 2023-24 financial year have been completed. 39 of the key actions are on track while two actions are monitor.

### Good Governance

- In preparation for the return of an elected Council, between the period November 2023 to March 2024, 146 staff across eight sessions attended the effective report writing workshops.
- A revision of the CEO to staff delegations was conducted to incorporate recent legislative amendments.
- In preparation for the return of Councillors, a review of the Audit and Risk Committee Charter was undertaken, including extensive consultation with Committee members.
- Four privacy complaint was received during the quarter, however, upon investigation it was determined that no breach had occurred.

### Capital Performance

- Council adopted the 2023-24 Capital Works Program on 27 June 2023 with a budget of \$75.37 million. Capital Works Annual Budget also includes 2022-23 carry forwards of \$21.66 million, providing a total budget amount of \$97.03 million.
- Year to date Capital Works actual expenditure is \$42.52 million against year to date Annual Budget of \$48.4 million, which is \$5.88 million behind the budget.

The below table includes a summary of the Capital Works program.

	Capital Works Budget \$'000
Adopted Budget 2023-24	75,365
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## Financial Performance

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- The forecast for the year ending 30 June 2024 is expected to have an operating surplus of \$184.08 million, which is \$55.95 million favourable to the Adopted Budget.
- This surplus as reported includes all revenue recognised in the financial period, including gifted assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore, it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

## Community Plan Action Plan

The Community Plan 2021-25 includes 61 key initiatives. 56 related key actions are included in the Community Plan Action Plan for delivery in the 2023-24 financial year.

Of the 56 key actions included in the Community Plan Action Plan 2023-24:

- 15 actions are reported "Completed"
- 39 actions are reported "On Track"; and
- two actions are reported "Monitor".

These are the key actions currently reported "On Track", "Monitor", "Off Track" or "Completed":



Below are the key actions reported as “Monitor”:

Key actions	Progress Status	OPEX Budget Status
<b>Goal 1: Connected community</b>		
Adopt the Whittlesea Reconciliation Action Plan 2023-2027	MONITOR	N/A
<i>Comment:</i> We have been working with our local community and stakeholders to ensure they have the opportunity for meaningful input in the development of the Reconciliation Action Plan. A draft is currently in development for formal public consultation, followed by endorsement by June 2024.		
<b>Goal 2: Liveable neighbourhoods</b>		
Commence streetscape improvements at Gorge Road shopping precinct in South Morang	MONITOR	N/A
<i>Comment:</i> We are currently in the tendering process, and we expect to award the contract by mid June, with works commencing soon after.		
<b>Goal 3: Strong local economy</b>		
<b>Goal 4: Sustainable environment</b>		
<b>Goal 5: High-performing organisation</b>		



Of the ten ongoing key actions included in the Community Plan Action Plan for delivery in the 2022-23 financial year, four actions have now been completed. We are closely monitoring the progress for the remaining six:

Project Name	Comment
Complete the upgrade of the pavilion at HR Uren Reserve in Thomastown	Main works will reach completion in April with remaining minor works to be completed by end of June 2024.
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## Good Governance

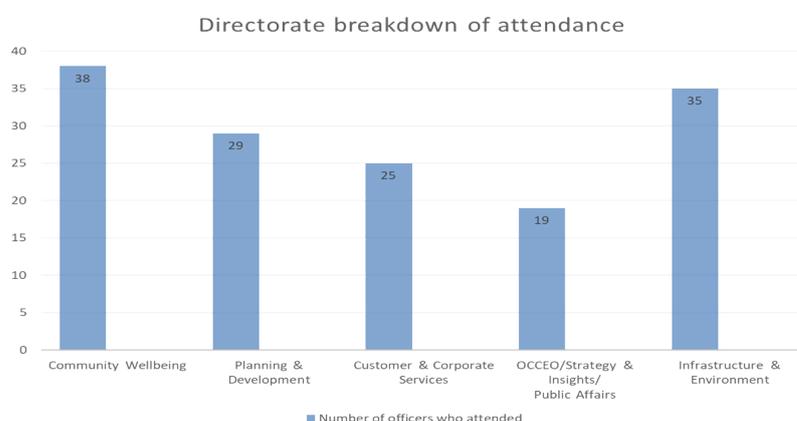
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Council’s preparation for the return to an elected Council is well progressed across all four workstreams: Empowering our People, IT and the Customer, Communicating our needs, and Ensuring Good Governance delivering against the Program vision.

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Other key achievements this quarter relating to continuous and improved good governance included:

- Scheduled Council meetings continued to be held monthly, except for January, to facilitate Council open and transparent decision-making. In this reporting period 20 Council resolutions remain open
- In January officers inducted the newly elected Youth Council consisting of thirteen passionate young people from across the City of Whittlesea. The first official meeting of the Youth Council meeting was held on the 5 February 2024 where they agreed on their key focus areas for 2024. In March 2024, the election of the Youth Mayor and Youth Deputy Mayor was conducted where Zachary Melvaine was elected as Youth Mayor and Kaynat Virk as Deputy Youth Mayor
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- A high-quality revision of the Privacy and Data Protection Policy was conducted with the final version being presented to ELT for endorsement on the 3 April 2024



- An organisational draft Compliance Framework has been developed. Consultation on the draft Framework was sought from the Compliance Committee. The draft framework will be presented to ARC at their 14 May 2024 meeting for feedback, prior to ELT consideration and endorsement
- A full revision of CEO to staff delegations was conducted to incorporate recent legislative amendments. The draft version has been circulated to each directorate for review prior to CEO approval
- The Audit and Risk Committee Charter was reviewed, including extensive consultation with the Committee. The final Charter will be presented to ARC of their 14 May 2024 meeting, prior to presentation to Council.

### Transparency

In accordance with the *Local Government Act 2020*, biannual personal interest returns were circulated to relevant staff on 1 March for completion no later than 31 March 2024. Due to technical difficulties and one officer being on leave, three officers missed the due date. All three officers completed their returns by 3 April 2024.

In relation to Freedom of Information, during this quarter there were:

New FOI Applications Received	22
Completed/Closed FOI Requests	13
Current FOI's In Progress	18

During this period, four privacy complaints were received all of which were deemed not to be a breach.

## Capital Performance

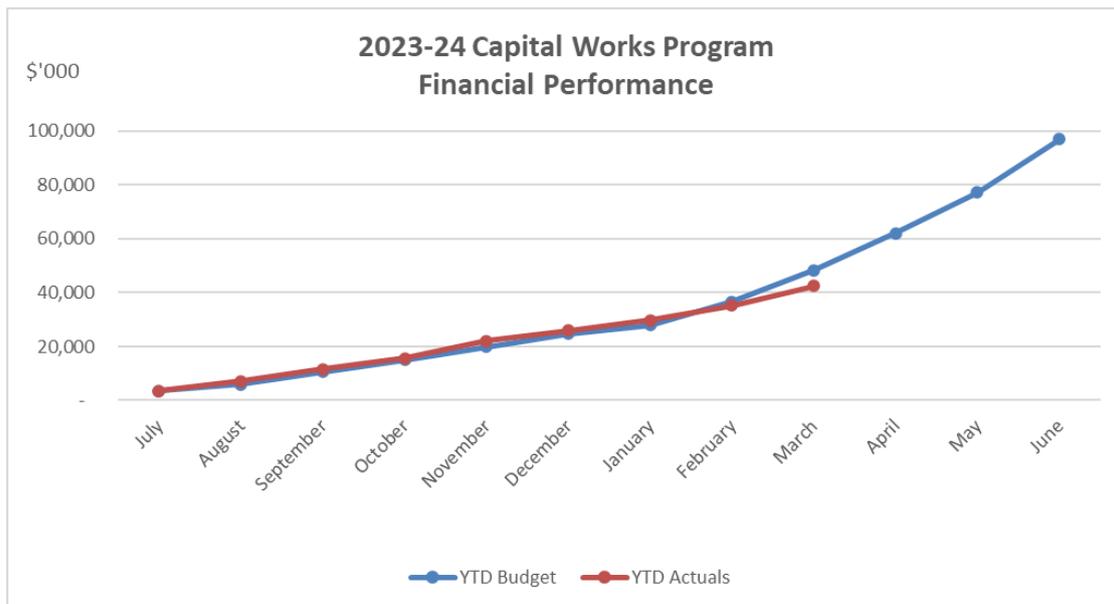
Council adopted the 2023-24 Capital Works Program on 27 June 2023 with a budget of \$75.37 million. Capital Works Annual Budget also includes 2022-23 carry forwards of \$21.66 million, providing a total budget amount of \$97.03 million.

The financial expenditure performance of the Capital Works Program to 31 March 2024 is detailed below:



	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Annual Budget \$'000	Quarter 3 Forecast \$'000
Property	11,643	10,018	(1,625)	16,179	20,101	19,897
Plant and equipment	3,347	4,073	726	5,773	6,241	5,902
Infrastructure	27,529	34,306	6,776	53,413	70,684	55,569
	<b>42,519</b>	<b>48,396</b>	<b>5,877</b>	<b>75,365</b>	<b>97,026</b>	<b>81,369</b>
<b>Represented by:</b>						
New assets	17,569	21,988	4,419	38,040	41,743	33,612
Asset renewal	15,894	17,039	1,145	25,497	34,899	29,289
Asset expansion	352	420	68	-	1,776	1,778
Asset upgrade	8,704	8,950	246	11,828	18,608	16,690
<b>Total Capital works</b>	<b>42,519</b>	<b>48,396</b>	<b>5,877</b>	<b>75,365</b>	<b>97,026</b>	<b>81,369</b>

As at 31 March 2024, capital expenditure of \$42.52 million was \$5.88 million behind budget.



### Program Impacts and Carry forwards

The delivery of projects within the 2023-24 capital works program have been impacted throughout the year due to the following themes;

- Service authority approvals
- Lead times in receiving materials
- Resource constraints



This has resulted in an estimated forecast of \$14.76 million to be carried over into 2024-25. Project progress will continue to be reported to the Enterprise Program Board to assist in early identification and mitigation of risks to delivering this year's capital works program.

## Infrastructure Grants Update

A summary of recent infrastructure grants outcomes is included in the Grants Status Report (Attachment 3). A total of \$17.47 million in applications have been successful to date this financial year. Applications to the value of \$17.08 million are awaiting outcomes/ announcements.

## Financial Performance

### Operating Performance

The Financial Performance Report for the period ended 31 March 2024 includes the following financial statements included in the Corporate Performance Report (Attachment 1):

- Comprehensive Income Statement;
- Balance Sheet;
- Statement of Cash Flows;
- Statement of Capital Works; and
- Summary of Reserves.

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Quarter 3 Forecast \$'000
<b>Operating</b>					
Income	408,129	355,006	53,123	423,863	472,756
Expenditure	203,726	209,504	5,778	295,736	288,676
<b>Surplus / (deficit)</b>	<b>204,403</b>	<b>145,501</b>	<b>58,902</b>	<b>128,127</b>	<b>184,080</b>
Less					
Capital non-recurrent grants	(703)	(4,118)	3,416	(6,860)	(12,663)
*Developer contributions	(150,209)	(104,273)	(45,936)	(137,856)	(171,344)
<b>Adjusted underlying surplus / (deficit)</b>	<b>53,492</b>	<b>37,110</b>	<b>16,381</b>	<b>(16,589)</b>	<b>73</b>

\*Includes gifted assets which do not convert into cash

\*Includes developer contributions which are restricted by legislation and must be used for future infrastructure investment

For the nine months ended 31 March 2024, Council recorded an operating surplus of \$204.4 million, which is \$58.9 million favourable to the year to date budget.



This surplus as reported includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore, it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment. The operating result is a key figure to assess Council’s financial performance. Although Council is a not-for-profit organisation, it should still generate a surplus to ensure future financial sustainability.

After eliminating non-recurrent capital grants and other items, the adjusted underlying surplus is \$53.49 million, which is \$16.38 million favourable to budget. An adjusted underlying surplus is the net surplus for the year adjusted for non-recurrent capital grants and contributions. It is an accepted measure of financial sustainability as it is not impacted by non-recurring or once-off items of revenue and expenses that can often mask the operating results.

## Financial position

The financial position as at 31 March 2024 shows a cash and investment balance of \$351.93 million compared with \$301.17 million as at 30 June 2023.

The cash and investment balance was sufficient to meet the restricted cash of \$197.26 million at the end of March 2024.

	YTD Actual \$'000	Audited 2023 \$'000
Financial assets	351,931	301,173
Restricted funds	197,256	168,936
Unrestricted cash and cash equivalents	<b>154,653</b>	<b>132,237</b>
Intended allocations	120,927	120,185
<b>Net Available cash</b>	<b>33,726</b>	<b>12,052</b>

Restricted cash is the amount of cash holdings Council requires to meet external restrictions such as trust funds and statutory reserves. Cash for intended allocations includes cash held to fund future capital works and project works.



## Financial Statements

### Comprehensive Income Statement

for the period ended 31 March 2024

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget \$'000	Quarter 3 Forecast \$'000
<b>Income</b>					
Rates and charges	206,375	205,911	464	206,509	206,320
Statutory fees and fines	14,061	12,966	1,094	17,561	18,982
User fees	7,364	6,908	456	10,550	10,433
Grants - operating	12,817	11,125	1,692	30,765	30,591
Grants - capital	703	4,618	(3,916)	8,129	13,933
Contributions - monetary	47,410	22,197	25,213	29,571	58,545
Contributions - non-monetary assets	102,799	82,076	20,723	108,285	112,799
Net gain on disposal of property, infrastructure, plant and equipment	908	596	312	744	744
Share of Net Profits of Associate	-	-	-	200	200
Other income	15,693	8,609	7,084	11,549	20,210
<b>Total income</b>	<b>408,129</b>	<b>355,006</b>	<b>53,123</b>	<b>423,863</b>	<b>472,756</b>
<b>Expenditure</b>					
Employee benefits	85,664	81,964	(3,699)	113,109	116,871
Materials and services	66,331	76,709	10,378	112,045	98,665
Depreciation	38,047	36,357	(1,690)	48,478	50,478
Amortisation - intangible assets	-	-	-	130	130
Amortisation - right of use assets	-	-	-	498	498
Allowance for impairment losses	1,877	1,500	(377)	2,500	2,800
Borrowing costs	96	95	(1)	127	127
Finance costs - leases	-	-	-	42	42
Other expenses	11,711	12,878	1,167	18,807	19,064
<b>Total expenditure</b>	<b>203,726</b>	<b>209,504</b>	<b>5,778</b>	<b>295,736</b>	<b>288,676</b>
<b>Total comprehensive result</b>	<b>204,403</b>	<b>145,501</b>	<b>58,902</b>	<b>128,127</b>	<b>184,080</b>
<b>Less</b>					
Capital grants - non recurrent	(703)	(4,118)	3,416	(6,860)	(12,663)
*Developer contributions	(150,209)	(104,273)	(45,936)	(137,856)	(171,344)
<b>Adjusted underlying surplus / (deficit)</b>	<b>53,492</b>	<b>37,110</b>	<b>16,381</b>	<b>16,589</b>	<b>73</b>

\*Includes gifted assets which do not convert into cash

\*Includes developer contributions which are restricted by legislation and must be used for future infrastructure investment



Total year to date income is \$53.12 million favourable to budget, which is primarily due to favourable variances in the following:

- \$25.21 million favourable to budget in monetary contributions as a result of greater than anticipated contributions received due to increased activation of s173 agreements and unbudgeted contributions received from a developer for works in kind relating to the West Wollert Community Centre project that the developer could no longer deliver.
- \$20.72 million favourable to budget in non-monetary contributions driven by higher than anticipated land contribution received as a result of an increase in new subdivisions reaching practical completion throughout the municipality.
- \$7.08 million favourable to budget in other income due to higher interest rates received on investments following interest rate increases and unbudgeted income received for removal of mercury vapor streetlights.
- \$1.69 million favourable to budget in operating grants due to an increase in Maternal Child Health (MCH) grant funding in line with current inflation and an increase in hours of service provided for the aged care services leading to higher income received. Additionally, Youth Feasibility grant and Kindergarten Project Reform grants were received after the adoption of the budget.
- \$1.09 million favourable to budget in statutory fees and fines attributable to an increase in the number of fines issued as a result of updated and new parking agreements with commercial properties. This is partially offset by a reduction in asset protection permit fees and existing Local Laws preventing the issuance of asset protection for government-funded projects. Additionally, vacancies within the Asset Protection team contributed to a decrease in the number of infringements issued.
- \$0.46 million favourable to budget in rates and charges primarily because of higher than anticipated supplementary rates being processed which relates to a processing backlog carried forward from the 2023-24 year. This is offset by lower than projected waste management fees largely driven by a lower uptake in the food and garden waste bin, which is currently an opt-in service provided to our community.
- 0.46 million favourable to budget in user fees mainly relates to leisure income driven by higher than anticipated prior year profit share received for the Growling Frog Golf Course and an increase in memberships at Mill Park Leisure Centre. This is offset by reduction in Ageing Well home support services fees due to lesser than anticipated number of clients opt-in for the service.
- \$0.31 million favourable to budget in net gain on disposal of property, infrastructure, plant and equipment primarily due to higher than budgeted proceeds received for plant and equipment resulting from of a backlog of new vehicles ordered in 2022-23, which were delivered this year.



These variances are offset by the following unfavourable variances:

- (\$3.92 million) unfavourable to budget in capital grants relating to Granite Hills Major Community Park projects tracking behind the plan due to delays in permit approvals and site coordination with other projects in the precinct, which is expected to be recognised in the last quarter of the financial year.

Total year to date expenditure is \$5.78 million favourable to budget, which is primarily due to favourable variances in the following:

- \$10.38 million favourable to budget in materials and services primarily relates to lower than projected works in kind reimbursement payments to developers due to delays in obtaining a statement of compliance, which is now expected to be paid in the next financial year. These savings are offset by unbudgeted remediation works required on council land by the EPA, lodgement of fees with Fines Victoria as a result of non-payment of fines in line with the process aligned with the *Infringements Act* and the implementation of the Customer and Digital Experience program (CX/DX), which is fully funded through the Technology Improvement reserve.
- \$1.17 million favourable to budget in other expenses relating to savings in utility costs associated with lower usage and underspent community grants, which is expected to align with the forecast once the community adapt to new grant guidelines. This is partially offset by an increase in small insurance claims payments than expected.

These variances are offset by the following unfavourable variances:

- (\$0.38 million) unfavourable to budget in bad and doubtful debts due to provisions raised against a number of infringement debtors during the year, where it has been assessed that there is doubt that payment will be received.
- (\$1.69 million) unfavourable to budget in depreciation as a result of revaluation and significant gifted assets being recognised after the budget was adopted, therefore not factored into the budget for depreciation.
- (\$3.7 million) unfavourable to budget in employee expenses attributed to additional costs associated with increased workcover levy, unbudgeted redundancy costs and increase in employee payments in line with the adopted EBA.

The forecast for the year ending 30 June 2024 is expected to have an operating surplus of \$184.08 million, which is \$55.95 million favourable to the adopted budget. Key variances contributing to this favourable variance to the budget include:

- \$28.97 million favourable to budget in monetary contributions as a result of greater than anticipated contributions received due to increased activation of s173 agreements and an unbudgeted contribution received for works in kind relating to the West Wollert Community Centre project that the developer could no longer deliver.



- \$13.38 million favourable to budget in materials and services primarily due to lower than anticipated works in kind reimbursement payments to developers due to delays in obtaining a statement of compliance, which is now expected to be paid in the next financial year. These savings are offset by preliminary remediation works on contaminated land owned by Council, unbudgeted Fines Victoria lodgement fees and the implementation of the CX/DX, which is fully funded through the Technology Improvement reserve.
- \$8.66 million favourable to budget in other income primarily due to higher interest anticipated to be received on investments as a result of increase in interest rates.
- \$5.8 million favourable to budget in capital grants due to unbudgeted grants expected to be received, particularly for the Quarry Hills priority links, Granite Hills Regional Park implementation and the Whittlesea Public Gardens projects.
- 4.51 million favourable to budget in non-monetary contributions driven by higher than projected land contribution received as a result of an increase in new subdivisions reaching practical completion throughout the municipality.
- \$1.42 million favourable to budget in statutory fees and fines due to an increase in the issuance of fines as a result of updated and new parking agreements with commercial properties. This is partially offset by reduced permit fees and fines for asset protection, due to existing Local Laws preventing asset protection permits from being issued to government-funded projects. Additionally, vacant positions within the Asset Protection team have also resulted reduction in number of asset protection infringements being issued.

These favourable variances are partially offset by the following unfavourable variances:

- (\$0.26 million) unfavourable in other expenses mainly attributed to unbudgeted small insurance claims being processed, additional grant payments made associated with Jobs Victoria which is offset by the grant funds received and an increase in rent at Westfield as per renewed rental lease agreement and additional rent relating to the newly opened Mernda Town Centre Library.
- (\$0.3 million) unfavourable in allowances for impairment losses as a result of higher doubtful debt applied after a review of outstanding infringement debt and an assessment of the probability of collection in line with the accounting standards.
- (\$2 million) unfavourable to budget in depreciation as a result of revaluations and significant gifted assets being recognised after the budget was adopted, therefore not factored into the depreciation budget.
- (\$3.76 million) unfavourable to budget in employee expenses due to additional costs associated with increased workcover levy, unbudgeted redundancy costs and increase in employee payments in line with adopted EBA.



## Financial Position

for the period ended 31 March 2024

	YTD Actual \$'000	2022-23 Actual \$'000
<b>Financial assets</b>		
<b>Cash and cash equivalents</b>		
Cash on hand	4	4
Cash at bank	4,518	1,074
Term deposit	32,387	50,095
<b>Total cash and cash equivalents</b>	<b>36,909</b>	<b>51,173</b>
<b>Other financial assets</b>		
Term deposits	315,000	250,000
<b>Total other financial assets</b>	<b>315,000</b>	<b>250,000</b>
<b>Total financial assets</b>	<b>351,909</b>	<b>301,173</b>
<b>Restricted cash and investments</b>		
Trust funds and deposits	21,792	34,320
Asset development reserves	175,464	134,616
<b>Total restricted cash and investments</b>	<b>197,256</b>	<b>168,936</b>
<b>Total unrestricted cash and cash equivalents</b>	<b>154,653</b>	<b>132,237</b>
<b>Intended allocations</b>		
Cash held to fund Carried forward capital works	15,657	21,662
Unexpended grants and subsidies	27,202	20,455
Asset replacement reserves	78,068	78,068
<b>Total unrestricted cash and cash equivalents</b>	<b>120,927</b>	<b>120,185</b>



## Balance Sheet

as at 31 March 2024

	YTD Actual \$'000	2022-23 Actual \$'000	Net Movement \$'000
<b>Current assets</b>			
Cash and cash equivalents	36,908	51,173	(14,265)
Trade and other receivables	89,721	40,669	49,052
Other financial assets	265,000	250,000	15,000
Inventories	123	106	17
Other assets	7,682	6,237	1,445
<b>Total current assets</b>	<b>399,435</b>	<b>348,185</b>	<b>51,250</b>
<b>Non-current assets</b>			
Investment in associate	2,893	2,893	0
Other financial assets	50,022	22	50,000
Property, infrastructure, plant and equipment	4,431,034	4,366,282	64,752
Intangible assets	279	279	(0)
Right of use assets	2,412	2,412	(0)
<b>Total non-current assets</b>	<b>4,486,640</b>	<b>4,371,888</b>	<b>114,752</b>
<b>Total assets</b>	<b>4,886,075</b>	<b>4,720,073</b>	<b>166,002</b>
<b>Current liabilities</b>			
Trade and other payables	40,255	23,830	16,425
Trust funds and deposits	21,749	32,440	(10,691)
Provisions	20,180	21,672	(1,492)
Lease liabilities	588	588	0
Interest-bearing liabilities	621	2,449	(1,828)
Unearned Income	27,246	25,542	1,704
<b>Total current liabilities</b>	<b>110,638</b>	<b>106,521</b>	<b>4,117</b>
<b>Non-current liabilities</b>			
Provisions	1,651	1,651	0
Lease liabilities	1,880	1,880	0
Interest-bearing liabilities	9,191	9,191	0
<b>Total non-current liabilities</b>	<b>12,723</b>	<b>12,722</b>	<b>(0)</b>
<b>Total liabilities</b>	<b>123,361</b>	<b>119,243</b>	<b>4,117</b>
<b>Net assets</b>	<b>4,762,714</b>	<b>4,600,830</b>	<b>161,884</b>



## Cash balance

The chart below shows Council’s cash balance year to date for 2023-24 against the cash balance from the 2022-23 and restricted cash. The chart portrays:

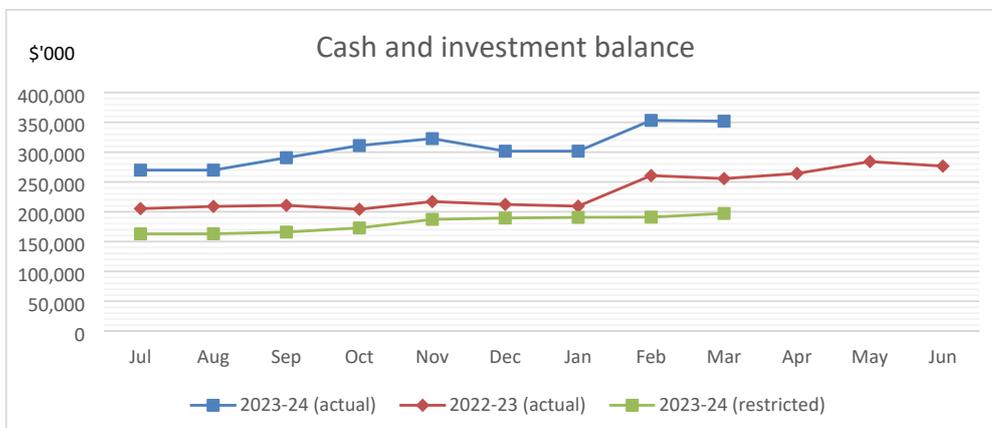
- Actual 2023-24 cash balance
- Actual 2022-23 cash balance
- Restricted cash

Restricted cash includes:

- Trust funds and deposits
- Non-discretionary reserves including developer contributions and subdivision levy (parkland contributions)

The cash and investments balance is currently \$43.54 million favourable to the budgeted year end position mainly due to works in kind reimbursement to the developer expected to be paid in the next financial year and underspend in the capital works program as a result of delays from the service authority approvals and lead time in receiving materials.

Every opportunity is taken to invest surplus cash to maximise investment returns.



Note: Cash and investments include term deposits with a maturity date exceeding 90 days which are classified as other financial assets in the Balance Sheet.

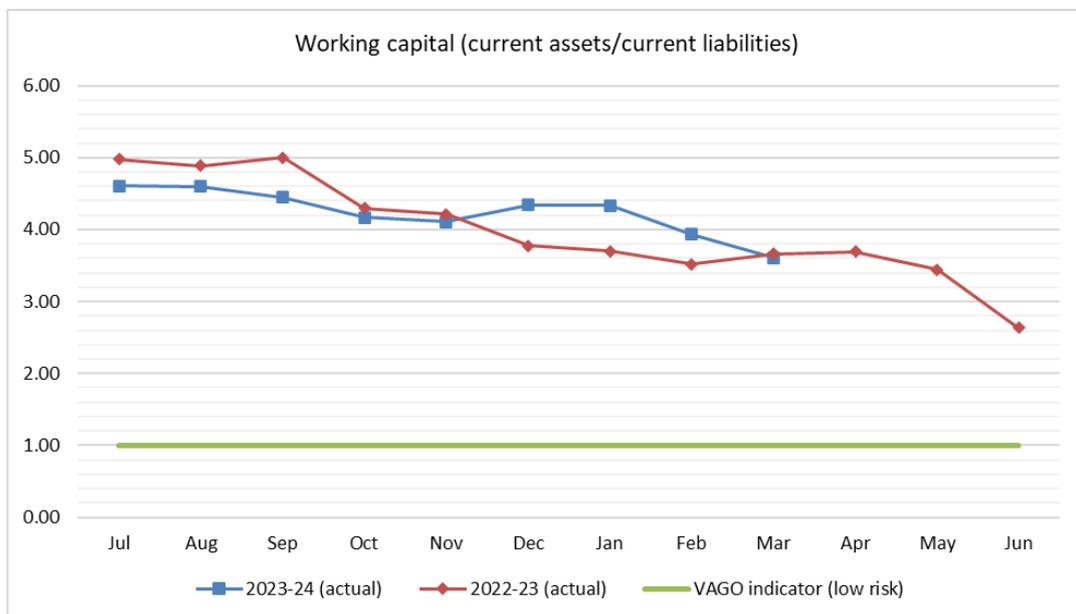


## Working capital

The chart portrays:

- Actual 2023-24 working capital
- Actual 2022-23 working capital

Council's working capital is forecast to remain well above the Victorian Auditor-General's Office (VAGO) liquidity indicator as shown below.

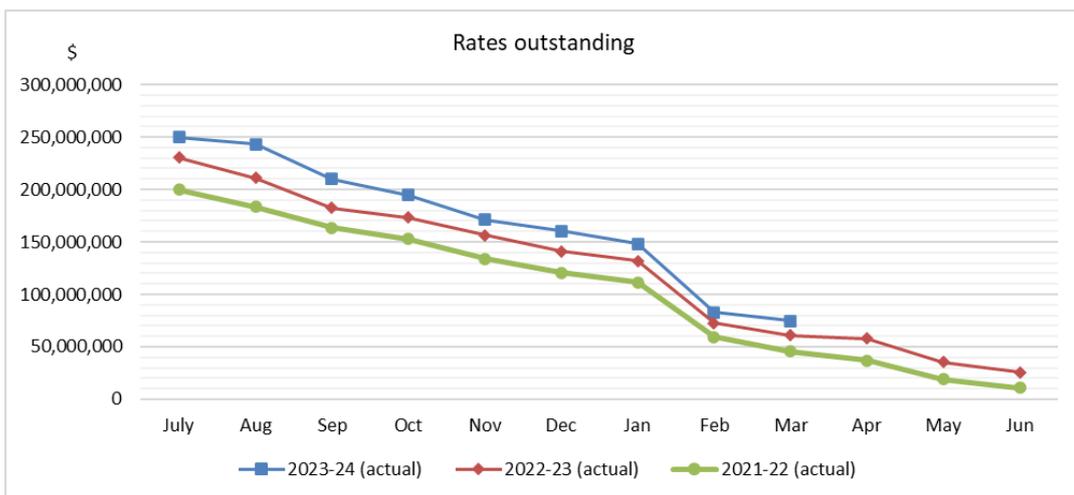
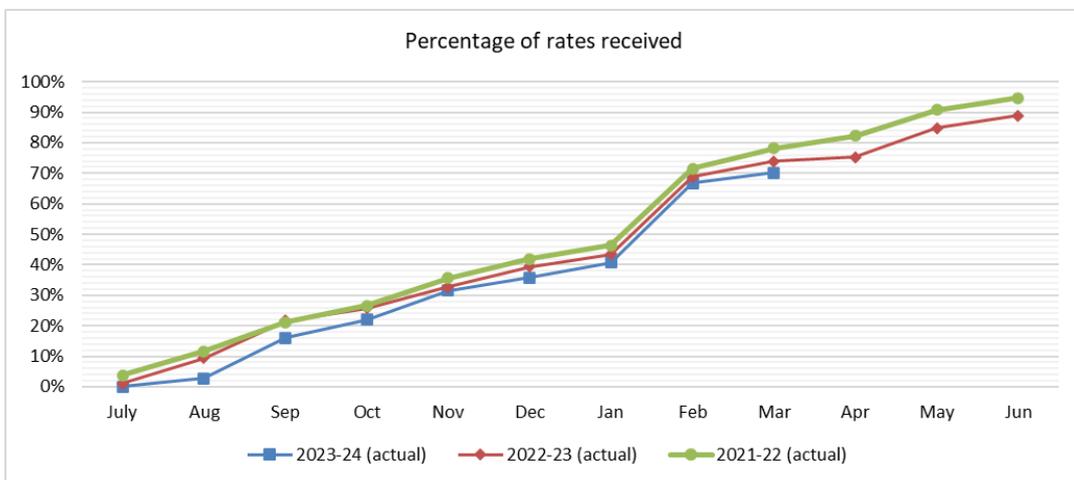




## Rates debtors

As at 1 July 2023, \$222.11 million was raised in rates and charges to Council’s property base. At 31 March 2024, 70% of the rates raised have been collected compared to the same period of the 2022–23 financial year of 74%.

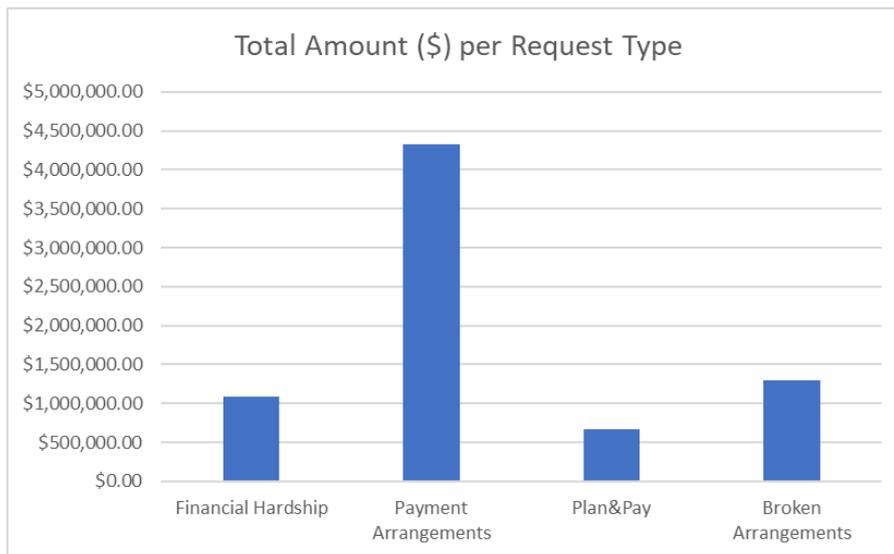
The following graphs show that current collection trends are slightly behind the 2022–23 collection trend.





## Financial Arrangements

To help reduce debt to Council, the following initiatives are being implemented.



Request type	Amount	%
Financial hardship	\$1,089,750	15%
Payment arrangements	\$4,327,850	59%
Plan&Pay	\$ 667,516	9%
Broken arrangements	\$1,303,294	18%
<b>Total</b>	<b>\$7,388,409</b>	<b>100%</b>



## Cash Flows

for the period ended 31 March 2024

	2023-24 Inflows / (Outflows) YTD Actual \$'000	2022-23 Inflows / (Outflows) Actual \$'000
<b>Cash flows from operating activities</b>		
Rates	154,191	184,640
Statutory fees and fines	12,947	15,223
User fees	8,529	4,853
Grants - operating	12,817	38,590
Grants - capital	703	12,630
Contributions - Monetary	47,410	23,187
Trust funds and deposits taken	22,660	6,598
Other receipts	2,855	4,289
Interest received	11,393	7,742
Net GST refund	1,204	(184)
Payments to employees	(87,156)	(103,112)
Payments to suppliers	(78,193)	(86,783)
Short-term, low value and variable lease payments	(597)	(662)
Trust funds and deposits repaid	(4,485)	(8,478)
Other payments	(10,007)	(15,772)
<b>Net cash provided by (used in) operating activities</b>	<b>94,270</b>	<b>82,761</b>
<b>Cash flows from investing activities</b>		
Payments for infrastructure, property, plant and equipment	(42,519)	(55,290)
Proceeds from sale of property, infrastructure, plant and equipment	908	685
Payments for investments	(65,000)	(30,000)
<b>Net cash provided by (used in) investing activities</b>	<b>(106,611)</b>	<b>(84,605)</b>
<b>Cash flows from financing activities</b>		
Finance costs	(96)	(192)
Repayment of borrowings	(1,828)	(2,364)
Interest paid - lease liability	-	(91)
Repayment of lease liabilities	0	(898)
<b>Net cash provided by (used in) financing activities</b>	<b>(1,924)</b>	<b>(3,545)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(14,265)</b>	<b>(5,389)</b>
Cash and cash equivalents at the beginning of the year	51,173	56,562
<b>Cash and cash equivalents at the end of the period</b>	<b>36,908</b>	<b>51,173</b>



## Capital Works

for the period ended 31 March 2024

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Adopted Budget	Annual Budget \$'000	Quarter 3 Forecast \$'000
<b>Property</b>						
Land	5,378	3,190	(2,188)	3,100	3,300	5,578
Building	2,146	2,646	500	3,854	5,986	3,576
Building improvements	4,119	4,182	63	9,225	10,815	10,742
<b>Total Property</b>	<b>11,643</b>	<b>10,018</b>	<b>(1,625)</b>	<b>16,179</b>	<b>20,101</b>	<b>19,897</b>
<b>Plant and equipment</b>						
Plant, machinery & equipment	1,912	1,575	(338)	3,672	3,672	3,672
Fixtures, fittings & furniture	787	1,213	425	985	1,283	935
Computers & telecommunications	648	1,286	638	1,116	1,286	1,295
<b>Total plant and equipment</b>	<b>3,347</b>	<b>4,073</b>	<b>726</b>	<b>5,773</b>	<b>6,241</b>	<b>5,902</b>
<b>Infrastructure</b>						
Roads	8,817	9,971	1,154	15,455	18,869	15,025
Bridges	326	679	353	350	1,224	1,283
Footpaths & cycleways	1,237	2,680	1,442	4,490	6,671	4,341
Drainage	525	654	129	950	1,081	1,081
Recreation, leisure & community facilities	4,286	5,179	893	7,989	10,040	7,834
Parks, open space & streetscapes	9,999	12,874	2,874	20,054	27,720	20,877
Carparks	89	165	76	665	665	909
Waste management	-	280	280	561	561	561
Other infrastructure	2,250	1,824	(426)	2,899	3,853	3,658
<b>Total infrastructure</b>	<b>27,529</b>	<b>34,306</b>	<b>6,776</b>	<b>53,413</b>	<b>70,684</b>	<b>55,569</b>
<b>Total capital works</b>	<b>42,519</b>	<b>48,396</b>	<b>5,877</b>	<b>75,365</b>	<b>97,026</b>	<b>81,369</b>
<b>Represented by:</b>						
New assets	17,569	21,988	4,419	38,040	41,743	33,612
Asset renewal	15,894	17,039	1,145	25,497	34,899	29,289
Asset expansion	352	420	68	-	1,776	1,778
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<b>Total capital works</b>	<b>42,519</b>	<b>48,396</b>	<b>5,877</b>	<b>75,365</b>	<b>97,026</b>	<b>81,369</b>



## Reserves

as at 31 March 2024

	2022-23 Actual \$'000	Net transfers \$'000	2023-24 YTD Actual \$'000
<b>Discretionary reserves</b>			
LASF defined benefit plan liability	3,739	-	3,739
Native vegetation offset site maintenance (App. 5)	1,572	-	1,572
Strategic investment reserve (App. 1)	28,914	(1,221)	27,694
Strategic properties reserve (App. 6)	4,819	-	4,819
Synthetic turf replacement reserve	1,880	-	1,880
Technology improvement fund reserve (App. 3)	5,264	-	5,264
Transport Infrastructure reserve	28	-	28
Waste reserve (App. 2)	4,270	-	4,270
Aboriginal Gathering Place	6,000	-	6,000
Strategic Operational Projects	3,196	(660)	2,536
Regional Sports Precinct	14,283	-	14,283
Resilience and Emergency Management	449	-	449
Plant replacement reserve	-	1,221	1,221
Community Grants reserve	-	660	660
	<b>74,415</b>	<b>(0)</b>	<b>74,415</b>
<b>Non-discretionary reserves</b>			
Community Infrastructure Levy	10,908	1,490	12,398
Developers contributions	99,588	24,870	124,458
Donnybrook Woodstock ICP	7,611	3,248	10,859
Epping Plaza DC	1,026	40	1,066
Net gain compensation	1,587	62	1,649
Non standard street lighting contribution	3,901	-	3,901
Parklands contributions (open space)	10,153	1,622	11,775
Planning permits drainage (App. 4)	10,641	277	10,918
Plenty Road duplication	80	3	83
Purchase of Lutheran Church and Cemetery	380	-	380
Street tree contributions reserve	686	-	686
Traffic lights construction	943	-	943
	<b>147,504</b>	<b>31,613</b>	<b>179,117</b>
<b>Total Reserves</b>	<b>221,920</b>	<b>31,613</b>	<b>253,533</b>
<b>Reconciliation to balance sheet</b>			
Asset revaluation reserve	1,455,083	-	1,455,083
	<b>1,455,083</b>	<b>-</b>	<b>1,455,083</b>
	<b>1,677,003</b>	<b>31,613</b>	<b>1,708,616</b>

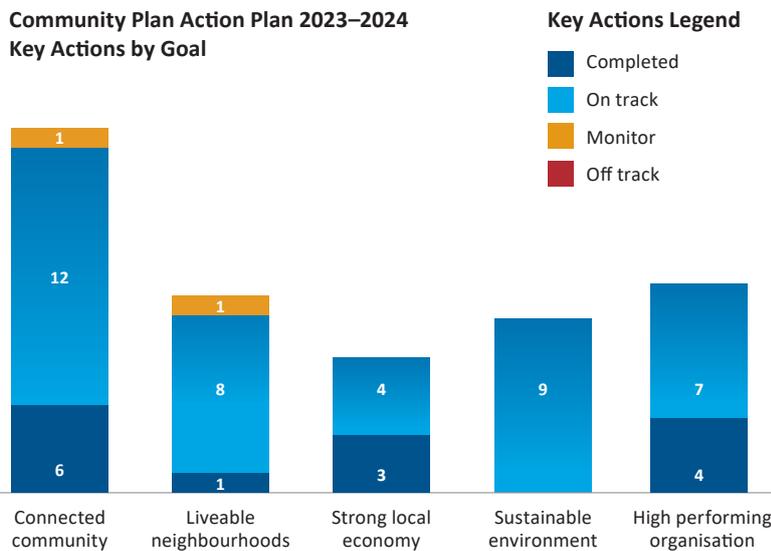
# Community Plan 2021–2025



## Quarter 3 Performance Snapshot January to March 2024

### Key Actions status (as at 31 March 2024)

Community Plan Action Plan 2023–2024  
Key Actions by Goal



#### Key Actions Legend

- Completed
- On track
- Monitor
- Off track



### Highlights

- In January 2024 the Mernda Library opened at the Mernda Town Centre. Already the library has proved extremely popular in the local community
- Council supported the state’s Container Deposit scheme with reverse vending machines set up at Waterview Recreation Reserve in Mernda, Mosaic Reserve in Lalor, Meadowglen International Athletics Stadium in Epping and Mill Park Lakes Recreation Reserve in South Morang. So far, the community has recycled more than 1.3 million containers
- In January 2024 Council launched the Business Relocation and Growth Program to support both existing businesses and those wanting to relocate to the City of Whittlesea’s commercial and industrial precincts
- Council continues to award funding each quarter through the Community Grant Program to support local initiatives
- Preparations are underway for the roll-out of the new Community Local Law. Highlights include a new event permit process which expands opportunities for event organisers to stage events within the municipality
- Council is working in partnership with Melbourne Polytechnic to deliver Culturally and Linguistically Diverse (CALD) Family Violence training to teachers and providers of AMES and ESL classes across Whittlesea
- More than 12,900 sqm (approx. 1.85 km) of roads have been reconstructed with more than 3,900 tonnes of recycled material used and diverted from landfill
- Council has developed a new process for funding registered senior citizen clubs which will be rolled out from April 2024
- Aboriginal artists have created artwork to adorn NBN nodes in key locations surrounding the future Aboriginal Gathering Place. The nodes raise awareness of and celebrate the project.

**Capital Grant Status Update - March 2024**

**Submitted**

Financial Year	Grant Number	Title	Organisation Name	Project ID	Project Name	Funding Type	Grant Funding Request	Council Contribution	Other Contribution	Total Project Cost
23/24	GCW-10240	22-23 Urban Rivers and Catchments Program - Round 1 Election Commitment, Peter Hopper Lake Restoration	Department of Climate Change, Energy, the Environment and Water	CW-10707	Peter Hopper Lake renewal and upgrade	Federal	2,000,000	2,716,000	0	4,716,000
23/24	GCW-10247	2023 Building Blocks Early Learning Facility Upgrade, Bubup Wilam HVAC Upgrade	Department of Education and Training	CW-11079	Bubup Wilam - HVAC Upgrade Works	State	350,000	302,000	0	652,000
23/24	GCW-10248	2023 Building Blocks Minor Infrastructure, Childrens Bathroom Facilities Upgrade, South Morang Preschool	Department of Education and Training	CW-11051	Kindergarten nappy change facilities and privacy stall doors for regulatory compliance	State	44,238	0	0	44,238
23/24	GCW-10249	2023 Building Blocks Minor Infrastructure, Childrens Bathroom Facilities Upgrade, Roycroft Kindergarten	Department of Education and Training	CW-11051	Kindergarten nappy change facilities and privacy stall doors for regulatory compliance	State	39,523	0	0	39,523
23/24	GCW-10250	2023 Building Blocks Minor Infrastructure, Childrens Bathroom Facilities Upgrade, Centenary Drive Kindergarten	Department of Education and Training	CW-11051	Kindergarten nappy change facilities and privacy stall doors for regulatory compliance	State	42,389	0	0	42,389
23/24	GCW-10251	2023 Building Blocks Minor Infrastructure, Childrens Bathroom Facilities Upgrade, Edward Street Preschool	Department of Education and Training	CW-11051	Kindergarten nappy change facilities and privacy stall doors for regulatory compliance	State	37,018	0	0	37,018
23/24	GCW-10255	2023-24 Growing Suburbs Fund, West Wollert Community Centre	Department of Jobs, Skills, Industry and Regions	CW-10648	Construct community centre - West Wollert	State	1,500,000	7,888,110	6,750,000	16,138,110
23/24	GCW-10256	2023-24 Growing Suburbs Fund, Whittlesea Public Gardens Stage 3	Department of Jobs, Skills, Industry and Regions	CW-10962	Whittlesea Public Gardens STAGE 3 Implementation (Wetlands)	State	400,000	1,099,896	0	1,499,896
23/24	GCW-10257	2023-24 Growing Suburbs Fund, Atrium Reserve at Quarry Hills Regional Parklands	Department of Jobs, Skills, Industry and Regions	CW-10832	Quarry Hills - Atrium Reserve Entrance Node	State	200,000	780,000	0	980,000
23/24	GCW-10258	2023-24 Growing Suburbs Fund, Regent Street Reserve at Quarry Hills Regional Parklands	Department of Jobs, Skills, Industry and Regions	CW-10835	Quarry Hills - Regent Street Entrance Node	State	200,000	780,000	0	980,000
23/24	GCW-10259	2023-24 Growth Areas Infrastructure Contribution, Mernda Aquatic Precinct Transport Infrastructure	Department of Environment, Land, Water and Planning	CW-10097	Signalise intersection - Plenty Rd and Everton Drive, Mernda	State	10,000,000	13,705,000	0	23,705,000
23/24	GCW-10260	2023-24 Local Sports Infrastructure Fund, Olivine Recreation Reserve Skate Park	Department of Jobs, Precincts and Regions	CW-10353	Construct sports reserve & pavilion - Olivine, Donnybrook (PSP SR02)	State	300,000	0	500,000	800,000
23/24	GCW-10261	2023-24 Local Sports Infrastructure Fund, Hillsvie Recreation Reserve Sports Lighting Upgrade	Department of Jobs, Skills, Industry and Regions	CW-11138	Hillsvie Recreation Reserve - Sports Ground Lighting	State	125,000	145,000	0	270,000
23/24	GCW-10262	2023-24 Local Sports Infrastructure Fund, Partridge Recreation Reserve Sports Lighting Upgrade	Department of Jobs, Precincts and Regions	CW-11058	Partridge Recreation Reserve - Sportsfield Upgrade Soccer	State	125,000	145,000	0	270,000
23/24	GCW-10263	2024 Open Space for Everyone New Dog Park Election Commitment, Wollert Dog Park (Allumba Park)	Department of Energy, Environment and Climate Action	CW-11129	Allumba Park - Dog off leash area (Election Commitment)	State	500,000	0	0	500,000
23/24	GCW-10264	2024 Open Space for Everyone Dog Park Upgrade Election Commitment, Whittlesea Public Gardens Dog Park (Lalor)	Department of Energy, Environment and Climate Action	CW-11128	Whittlesea Public Garden - Dog Off Leash (Election Commitment)	State	340,000	80,000	0	420,000
23/24	GCW-10265	2023 Urban Rivers and Catchments Program Round 2, Whittlesea Public Gardens Wetlands Revival Project	Department of Climate Change, Energy, the Environment and Water	CW-10962	Whittlesea Public Gardens STAGE 3 Implementation (Wetland Landscape)	Federal	880,000	0	0	880,000
							<b>17,083,168</b>			

**Capital Grant Status Update - March 2024**

**Successful**

Financial Year	Grant Number	Title	Organisation Name	Project ID	Project Name	Funding Type	Grant Funding Request	Council Contribution	Other Contribution	Total Project Cost
23/24	GCW-10137	Roads to Recovery, 2019-2024	Department of Infrastructure and Regional Development	CW-10789	23-24 Local Road Reconstruction / Rehabilitation	Federal	1,217,224	0	0	1,217,224
23/24	GCW-10234	2022 Building Blocks Partnership Grant - Patterson Drive Community Centre	Department of Education and Training	CW-10343	Construct Community Activity Centre - Patterson Drive, Donnybrook	State	4,500,000	4,990,500	2,709,500	12,200,000
23/24	GCW-10235	2022 Building Blocks Partnership Grant - West Wollert Community Centre	Department of Education and Training	CW-10648	Construct community centre - West Wollert	State	6,750,000	0	8,885,178	15,635,178
23/24	GCW-10239	2023 Changing Places Funding, Patterson Drive Community Centre Changing Places Facility	Department of Families, Fairness and Housing	CW-10343	Construct Community Activity Centre - Patterson Drive, Donnybrook	State	180,000	89,980	0	269,980
23/24	GCW-10241	2023 Investing in Our Communities Program Election Commitment, Doreen Splash Park and Playground	Department of Infrastructure and Regional Development	CW-11066	Doreen Splash Park and Playground	Federal	1,500,000	800,000	700,000	3,000,000
23/24	GCW-10242	Local Roads & Community Infrastructure, Phase 4, Traffic Management Around Schools	Department of Infrastructure and Regional Development	CW-10900	23-24 Traffic Management Around Schools	Federal	160,000	410,000	0	570,000
23/24	GCW-10243	Local Roads & Community Infrastructure, Phase 4, Footpath Reconstruction and Renewal Program	Department of Infrastructure and Regional Development	CW-10771	Footpath Reconstruction / Renewal	Federal	900,000	0	0	900,000
23/24	GCW-10244	Local Roads & Community Infrastructure, Phase 4, Missing Links Program – Whittlesea-Yea Rd	Department of Infrastructure and Regional Development	CW-11033	Missing Path Links Program - Large Links	Federal	255,000	0	0	255,000
23/24	GCW-10245	Local Roads & Community Infrastructure, Phase 4, Barry Road, Thomastown - Road Safety Project	Department of Infrastructure and Regional Development	CW-10657	Barry Road, Thomastown Road Safety Project	Federal	102,408	597,592	0	700,000
23/24	GCW-10246	Local Roads & Community Infrastructure, Phase 4, Local Road Resurfacing Works Program	Department of Infrastructure and Regional Development	CW-10784	23-24 Local Road Resurfacing works	Federal	817,592	0	0	817,592
23/24	GCW-10252	2023 TAC Grant Program. Hayston Boulevard Traffic Management project	Local Government Victoria	CW-10809	23-24 Collector Road traffic management - Various locations	State	50,000	0	0	50,000
23/24	GCW-10253	Better Parks and Playgrounds Election Commitment, Henderson Creek Wetland Park and Playground Upgrade	Department of Energy, Environment and Climate Action	CW-11073	Hendersons Creek Wetland Park and Playground Upgrade	State	500,000	0	0	500,000
23/24	GCW-10254	Better Parks and Playgrounds Election Commitment, Doreen Splash Park and Playground	Department of Energy, Environment and Climate Action	CW-11066	Doreen Splash Park and Playground	State	500,000	799,977	1,500,000	2,799,977
23/24	GCW-10266	2023/2024 Victorian Government Safe System Pedestrian Infrastructure Program, Alexander Ave and Moorhead Dve, Scope Development	Department of Transport, Planning and Local Infrastructure	CW-10975	Alexander Avenue Shops, Thomastown	State	40,000	0	0	40,000
							<b>17,472,224</b>			

City of Whittlesea Financial Performance Report

**APPENDIX 1 - STRATEGIC INVESTMENT RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	641,354	20,492,048 *	10,773,193	10,360,209	Transfer out funded early repayment of loan parcel
2018-19	10,360,209	8,899,410	3,000,000	16,259,619	Transfer from surplus (17/18) \$8,899,410 Funding for New Works \$2,827,475
2019-20	16,259,619	9,381,151	4,368,287	21,272,483	Transfer from surplus (18/19) \$9,381,151 Funding for Signalisation intersection Ferres Boulevard & Findon Road (PID 2039 \$1,000,000), Reconstruct courts - Dr Harry Jenkins Reserve (PID 0259 \$200,000), Construct Findon Road extension - Williamsons Road to Danaher Drive (PID 1218 \$920,913), Construct Community Activity Centre Edgars Creek (PID 1419 \$641,354), Plant Reserve \$1,606,020
2020-21	21,272,483	11,141,843	-	32,414,326	Transfer from surplus (19/20) \$11,141,843 Transfer from closure of discretionary reserves: Plant Replacement Reserve \$1,703,005, Tip Replacement Reserve \$4,806,229, Aged & Disability Minor Capital Reserve \$322,305
2021-22	32,414,326	-	-	32,414,326	Nil movement
2022-23	32,414,326	2,500,000	6,000,000	28,914,326	Transfer to establish Aboriginal Gathering Place Reserve and transfer from surplus
2023-24	28,914,326	- 1,220,686	-	27,693,640	Transfer to Plant Replacement Reserve

\* Reserve created with transfers from accumulated surplus \$9,292,048.28 and Tip Replacement Reserve \$6,600,000 and Plant Replacement Reserve \$4,600,000

**APPENDIX 2 - WASTE RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2020-21	-	4,864,335 *	-	4,864,335	Transfer from Environmental Reserve
2021-22	4,864,335	-	-	4,864,335	Nil movement
2022-23	4,864,335	-	594,699	4,269,636	Transfer from waste reserve for Cooper street
2023-24	4,269,636	-	-	4,269,636	

\* Transfer from Environmental reserve to form this reserve

City of Whittlesea Financial Performance Report

**APPENDIX 3 - TECHNOLOGY IMPROVEMENT FUND RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	4,392,719	1,546,126 *	278,003	5,660,842	
2018-19	5,660,842	1,381,232	1,530,292	5,511,782	Transfer from accumulated surplus \$1,381,232 New Works funding for \$1,530,291
2019-20	5,511,782	950,527	1,598,660	4,863,649	Transfer from accumulated surplus (18/19) \$950,527 and balance of garden waste Funding for IT computer hardware (PID 225 \$232,247), Salesforce implementation (\$1,001,711), Smart Cities program (\$132,000), Enterprise Project Management Office implementation (\$120,702), Internet of Things implementation (\$100,000), Finance System (\$12,000)
2020-21	4,863,649	1,036,201	222,182	5,677,669	Transfer from accumulated surplus \$1,036,201 Enterprise Project Management Office implementation (\$92,968), PC Replacement (\$69,154) and Network Infrastructure (\$69,154)
2021-22	5,677,669	-	-	5,677,669	Nil movement
2022-23	5,677,669	1,000,000	1,413,239	5,264,430	Funding of IT hardware purchases and transfer of accumulated surplus
2023-24	5,264,430	-	-	5,264,430	

\* Transfers from accumulated surplus (2016-17) \$1,500,000 and consolidation of Telemetry Conduit Reserve \$5,540 and Computer Equipment Reserve \$40,586.14.

**APPENDIX 4 - PLANNING PERMIT DRAINAGE RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	2,127,641	282,285	1,048,959	1,360,968	Funding for Queenscliff Rd drainage (PID 1884) \$1,012,235, Drainage Improvement works (PID 1064) \$36,724
2018-19	1,360,968	287,486	60,000	1,588,454	Funding for Drainage Improvement works (PID 1064) \$60,000
2019-20	1,588,454	202,222	60,000	1,730,676	Funding for Drainage Improvement works (PID 1064) \$60,000
2020-21	1,730,676	8,543,462	250,000	10,024,138	Funding for Drainage Improvement works \$250,000
2021-22	10,024,138	580,658	-	10,604,796	Planning Permit Levy contributions \$286,052
2022-23	10,604,796	35,832	-	10,640,628	Funding for Drainage Improvement works
2023-24	10,640,628	277,443	-	10,918,071	Funding for Drainage Improvement works

City of Whittlesea Financial Performance Report

**APPENDIX 5 - NATIVE VEGETATION OFFSET SITE MAINTENANCE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION	ALLOCATION		
2017-18	921,367	141,408	290,534	772,242	Funding for Various Native Vegetations \$290,534
2018-19	772,242	985,437	222,704	1,534,975	Funding for Various Native Vegetations \$290,534
2019-20	1,534,975	148,337	442,750	1,240,562	Funding for Various Native Vegetations \$173,199
2020-21	1,240,562	-	-	1,240,562	Nil movement
2021-22	1,240,562	315,655	207,941	1,348,276	Funding for Various Native Vegetations
2022-23	1,348,276	489,633	266,340	1,571,569	Funding for Various Native Vegetations
2023-24	1,571,569	-	-	1,571,569	

**APPENDIX 6 - STRATEGIC PROPERTIES RESERVE**

YEAR	OPENING BALANCE	TRANSFERS		CLOSING BALANCE	COMMENT
		CONTRIBUTION (IN)	ALLOCATION (OUT)		
2017-18	574,234	160,000	-	734,234	Sale of 182 & 214W Greenhills Rd, Bundoora
2018-19	734,234	3,544,149	-	4,278,384	Sale of 30 Brand Drive (net proceeds)
2019-20	4,278,384	513,820	-	4,792,204	Nil movement
2020-21	4,792,204	86,255	-	4,878,458	Bridge Inn Road and Epping Road (net proceeds)
2021-22	4,878,458	-	58,964	4,819,494	Purchase of 135 Williamson Road and 30
2022-23	4,819,494	-	-	4,819,494	
2023-24	4,819,494	-	-	4,819,494	

## 5.2 Budget 2024-25 and Community Plan Action Plan 2024-25 - Adoption and Declaration of Rates

**Director/Executive Manager:** Acting Director Customer & Corporate Services

**Report Author:** Unit Manager Financial Strategy & Performance

**In Attendance:** Chief Financial Officer  
Unit Manager Financial Development & Accountability

### Executive Summary

The purpose of this report is for Council to consider the Budget 2024-25 (the 'Budget', Attachment 2), and the Community Plan Action Plan 2024-25 (the 'Action Plan', Attachment 3) which have been prepared in accordance with the requirements of the Local Government Act 2020. The Budget and Action Plan have been developed to align with community priorities identified through consultation and Council's key strategic directions.

### Officers' Recommendation

**THAT Council:**

1. Note all submissions received regarding the Proposed Budget 2024-25 and the Proposed Community Plan Action Plan 2024-25 at Attachment 1.
2. Note officers will notify submitters, who nominated to be advised of the outcome, that Council considered their submission relating to the Proposed Budget 2024-25 and Proposed Community Plan Action Plan 2024-25 and will thank them for their contributions.
3. Resolve the financial changes increasing the operating 2024-25 budget surplus by \$1.14 million, noting it mainly relates to additional rate revenue as a result of supplementary rates processed.
4. Adopt the:
  - a. Budget 2024-25 at Attachment 2.
  - b. Community Plan Action Plan 2024-25 at Attachment 3.
5. Resolves to raise the general rates by \$189,415,620 and to such further amount as lawfully levied as a consequence of this resolution.
6. Authorise the Chief Executive Officer to give public notice of the Council resolution in relation to the 2024-25 Budget and 2024-25 Community Plan Action Plan.
7. Authorise the Chief Executive Officer to effect administrative and wording changes to the final Budget and Community Plan Action Plan documents, if required.

## Background / Key Information

The Budget has been carefully drafted to ensure it supports our community's immediate needs while ensuring long-term financial sustainability.

Council will continue to deliver 147 services to our community including kerbside waste collection, home support services and maternal and child health. The Budget provides for this ongoing service delivery, the upgrade of our existing facilities and assets, ensures we maintain and protect our natural environment and open spaces, and deliver new infrastructure projects that will accommodate our rapidly growing diverse community.

In 2024-25 Council will spend \$422.69 million to deliver community services and invest in essential new infrastructure. This includes a \$107.5 million capital works program.

### Background

The Budget (Attachment 2) has been prepared on the principles of responsible financial management to ensure Council maintains long-term financial sustainability. It has been designed with consideration of the very real impact increasing costs are having such as interest rate rises and inflation.

As at March 2024 quarter inflation was 3.6 per cent, and this has placed significant pressure on Council through contracts linked to the Consumer Price Index (CPI) and escalating costs for the delivery of our capital works program related to materials and labour supply challenges. To ensure our financial sustainability, officers have proactively identified significant operational savings in the development of the budget.

Additionally, Council has continued support for those experiencing financial hardship. Assistance is provided in the form of payments of rates and charges (including deferrals, payment plans, and waivers of interest and collection costs). Other assistance is also provided in the form of food and material aid through our multiple community support agencies and partners.

Council continues to subsidise State/Federal contracted services, such as Aged Care services, noting how critical these services are to some of the most vulnerable members of our community.

Council has continued its significant funding for community grants to foster community connection, wellbeing, vibrant events and provide tangible support for local volunteers at an amount of \$2.69 million.

The Budget invests in the resources needed to support critical service delivery for our growing population, whilst continuing to drive efficiencies.

Population projections are for unprecedented growth, with the number of people calling the City of Whittlesea home expected to increase by 13.8 per cent by 2028; more than 6,000 new residents each year.

The rate cap continues to have a significant ongoing impact on Council's ability to keep pace with the service delivery and infrastructure requirements of our growing community. Through rigorous budgeting and identifying operational efficiencies, Council can continue to deliver our critical services within an average rate increase of 2.75 per cent in line with the Victorian Government's Fair Go Rates System.

Determining how much each property pays involves determining the total amount of rate revenue required and dividing this across the total value of all properties in the municipality to establish a rate in the dollar. The rate in the dollar is then applied to each individual property's value to calculate its rates.

Council is cognisant of cost pressures on individuals and businesses and despite higher inflation rates of 3.6 per cent as at the March 2024 quarter, Council will not be seeking a variation to the rate cap for the 2024-25 year and is proposing to increase the majority of non-statutory fees and charges by no more than 2.75 per cent.

### **Waste Charges**

In 2018-2019 the City of Whittlesea introduced the itemisation of waste charges on rates notices to provide transparency on the costs associated with this service provision. The cost of providing waste services continues to increase each year due to various factors including the Victorian Government's Landfill Levy and the requirement to transition to a four-bin collection system in line with the Victorian Government's, Recycling Victoria Strategy.

Historically, Council has subsidised the cost of the provision of kerbside waste collection services to rate payers in our municipality, including the increasing State Government's Landfill Levy.

Given the current economic climate and increasing cost of living pressures being experienced by our community, Council will continue in 2024-25 to subsidise waste charges by 22.8 per cent at a cost of \$1.86 million.

Waste charges in 2024-25 are to increase by 20 per cent or \$36.60 per household which will mean a total charge of \$219.90 for the average residential household, noting the inclusion of the fee for glass collection service this year, in line with the Victorian Government Circular Economy Plan.

Council is proposing to continue to subsidise the State Government mandated Landfill Levy; instead of passing on the full charge of \$89.40. Waste charges provide for a weekly garbage collection, fortnightly recycling, and monthly glass bin collection for residential households. A food and garden waste bin is optional for eligible properties at an additional cost of \$105.15 per annum.

Waste charges for commercial properties will be \$267.30 with a subsidised landfill levy of \$19.80. This provides for a weekly garbage and fortnightly recycling kerbside collection.

Waste charges for the properties with no bin service will be \$16.65.

### **Budget Highlights**

Key highlights from Council's Budget include:

Operating revenue of \$459.55 million (including 34.1% or \$156.94 million of total revenue relating to developer contributions, non-monetary assets and non-recurrent capital grants).

- Operating expenditure of \$315.19 million.
- Adjusted underlying deficit of \$12.58 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants). Council anticipates being in a surplus position once reserve funding for operating expenditure is taken into consideration.
- Continue investing in essential services for our community such as:
  - Waste, recycling and environment \$38 million.
  - Family, children, youth and aged services \$25 million.
  - Parks and open space \$22 million.
  - Roads and footpaths \$20 million.
  - Supporting local business and communities \$16 million.
  - Leisure, recreation and community facilities \$10 million.
- Continue building and maintaining essential roads and infrastructure and investing in new facilities such as libraries, community activity centres, parks and playgrounds.
- Increase community emergency resilience and preparedness, including at-risk people and communities.
- Improve access to Prevention of Violence Against Women programs, services, and resources, including among culturally and linguistically diverse community groups.
- Continue to collaborate with partners to advocate and prevent gambling harm.
- Partner with community housing organisations to plan and commence delivering affordable homes on Ashline Street, Wollert.
- Encourage and promote active travel through the production of maps and improved signage.
- Investigate the need for supporting businesses to undertake inclusive recruitment and employment.

- Continue to deliver a Work Ready volunteer program for qualified and newly arrived migrants.
- Develop and implement a waste diversion plan.
- Continue to implement the Gender Equality Action Plan to ensure a safe and equal workplace and progress towards becoming an Employer of Choice.

### **Capital Works**

Our Budget delivers a focused \$107.5 million capital works program that reflects the ongoing challenges to the supply and availability of labour and materials and invests in planning for shovel-ready projects to maximise our opportunities for grant funding in future years.

Highlights include:

- Commence construction of the Regional Sports Precinct.
- Continue the construction of the Granite Hills Major Community Park.
- Complete the construction of the Aboriginal Gathering Place.
- Continue the construction of Patterson Drive community activity centre in Donnybrook.
- Complete design and commence construction of West Wollert Community Centre.
- Continue the upgrade of Peter Hopper Lake in Mill Park.
- Commence construction of the Doreen Splash Park and Playground.
- Delivery of local road restoration and resurfacing.
- Ongoing programs to upgrade playgrounds and landscaping.

### **Community Plan Action Plan 2024-25**

The Action Plan comprises 59 key actions for the year along with the 147 services already being delivered through Council's strategic planning framework, including our Community Plan 2021-2025. The Action Plan covers all five goals under our Whittlesea 2040 vision of A Place for All; Connected Community, Liveable Neighbourhoods, Strong Local Economy, Sustainable Environment and High-Performing Organisation.

### **Local Government Performance Reporting Framework (LGPRF) – Target Indicators**

Under the Local Government (Planning and Reporting) Regulations 2020, Council is setting targets for four service performance indicators:

1. G2 - Governance – Consultation and engagement
2. SP2 - Statutory Planning – Service standard
3. R2 - Roads – Condition
4. WC5 - Waste management – Waste diversion

And four financial indicators:

1. E2 - Financial efficiency – Expenditure
2. S1 - Financial stability – Rates concentration
3. L1 - Financial liquidity – Working capital
4. O5 - Financial obligations – Asset renewal

In setting these targets, Council considered guidance provided by the Department of Jobs, Skills, Industry and Regions (Local Government Victoria), local government benchmarks, Council's historical performance, relevant emerging trends as well as operational improvements likely to have a beneficial impact on the performance, providing a link between the budget and the annual report.

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### High Performing Organisation

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

The Budget is a key tool for planning and managing Council's financial sustainability.

The Action Plan articulates the key actions Council prioritises for delivery in the financial year 2024-25; it serves the purpose of specifying the program of work with a view towards implementing the Community Plan 2021-2025 effectively.

### Considerations of *Local Government Act (2020)* Principles

#### Financial Management

The cost is included in the current budget.

#### Community Consultation and Engagement

In 2021 the feedback of more than 1500 people and 26 community organisations helped shape our Community Plan 2021-2025. The Community Plan Action Plan 2024-25 is the last year of the Community Plan 2021-2025 and draws on this community feedback.

Throughout July-August 2023 Council asked the community to tell us what was important to them to help shape the 2024-25 Budget and Community Plan Action Plan. More than 500 people shared their thoughts both online and at 14 community-based pop-ups.

Our community told us their priorities were health services, roads, public safety, sports and recreation facilities, education and learning opportunities, waste management, community facilities, events/arts and festivals, affordable housing, access to local shops, shared use paths, biodiversity, support for local businesses, climate change, and local employment.

We again checked in with the community during September and October to confirm the priorities identified.

The feedback from both these phases of consultation has been used to help shape the Budget and Action Plan.

The community was invited to provide their suggestions for inclusion, support or changes to the Proposed Budget and the Proposed Action Plan for a two-week community consultation period from Thursday 21 March 2024 to Friday 5 April 2024. Throughout the stages of consultation, we have initiated community conversation through various channels including digital and traditional media and Local Scoop.

Respondents were also provided with the option to speak to their submission in person at the Hearing of Submissions Committee of Council held on Monday 6 May 2024.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

(g) The ongoing financial viability of the Council is to be ensured.

### Public Transparency Principles

(a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

## Council Policy Considerations

### Environmental Sustainability Considerations

The Budget and the Action Plan prioritise the City of Whittlesea's key actions in the environmental space for the financial year 2024-25, in line with the community vision articulated in 'Whittlesea 2040 A Place for All', and the Community Plan 2021-2025.

### Social, Cultural and Health

The Budget and the Action Plan prioritises the City of Whittlesea's key actions in the social, cultural and health space for the financial year 2024-25.

### Economic

The Budget and the Action Plan prioritise the City of Whittlesea's key actions in the economic space for the financial year 2024-25.

### Legal, Resource and Strategic Risk Implications

In 2024-25 Council will spend \$422.69 million to deliver 147 community services and invest in essential infrastructure.

This includes a focused \$107.5 million capital works program, with projects to build and upgrade community centres, sporting facilities, playgrounds, roads, bike paths and footpaths across our new and established areas.

## Implementation Strategy

### Communication

The Budget and the Action Plan will go through a robust campaign across Council's channels including digital, Local Scoop and in the information supplied with the rates notice. We will close the loop with those who have provided feedback throughout the consultation program and ensure the engagement summary is presented on Engage Whittlesea website.

### Critical Dates

- Community consultation to inform drafts was undertaken in July-August 2023 and September-October 2023.
- Council endorsed the Proposed Budget and Proposed Action Plan to be released for further community consultation at Council Meeting on Tuesday 19 March 2024.
- Consultation was from Thursday 21 March 2024 to Friday 5 April 2024, 5pm.
- The Hearing of Submissions Committee met to consider community feedback and submissions on Monday 6 May 2024.
- Under section 94 of the Local Government Act 2020, a "Council must prepare and adopt a budget for each financial year and the subsequent 3 financial years by (a) 30 June each year", i.e., 30 June 2024 for the 2024-25 financial year.

## Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## Attachments

1. Budget and CPAP Submissions [5.2.1 - 14 pages]
2. City of Whittlesea Budget 2024-25 [5.2.2 - 104 pages]
3. Community Plan Action Plan 2024-2025 [5.2.3 - 7 pages]

## 2024-25 Budget Submissions

No	Submitter Details	Present in person?
15448	Robyn Korr	No
<p><b>Submission</b></p> <p>There doesn't seem to be any money allocated to fixing the state of existing roads? There are a lot of main roads in our municipality that require work to bring them up to a standard where you can drive on them without wondering how much damage will be done to your car.</p>		
<p><b>Officer Comment</b></p> <p>Council is responsible for road maintenance of local roads and has allocated \$20 million for the maintenance and construction of roads and footpaths. Major arterial roads such as Plenty Road and Epping Road are the responsibility of the Victorian Government.</p>		
<p><b>Submission Recommended Outcome</b></p> <p>1. That Council resolves to note the submission and <b>existing</b> funding allocated for support in Budget 2024-25. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.</p>		

No	Submitter Details	Present in person?
15459	Roger Wyett	No
<p><b>Submission</b></p> <p>I am concerned that the Service Level Indicators (SLI) against the budget items are too broad or just data reporting rather than being accountable measures that will drive actions to improve the Council deliverables. For example, Waste Diversion, measured as a % of recyclables and organic diverted from landfill, based on weight from the kerbside collections.</p> <p>The reality is that organics and recyclables are frequently contaminated, and the net kgs diverted from landfill is should not be based upon bin weight emptied at kerbside.</p> <p>Rather proactive targets and reporting should be tracked to determine improvement. Undertake random physical inspections of bins prior to emptying by inspectors (use Council volunteers to minimise \$) to determine a % of:</p> <ul style="list-style-type: none"> <li>- Glass bins that contain material other than glass</li> </ul>		

## 2024-25 Budget Submissions

- Recycling bins still contain glass when they should not
- organic bins that contain non organics

This data could also be enhanced, by reviewing CCTV footage from the waste vehicles to identify bins with hidden contamination, to both:

- undertake compliance action with households that have contaminated waste
- verify/adjust the physical inspection data

Then an education campaign could be undertaken in the sample area - such as the run of one waste vehicle, even targeting the non-complaining households. Post the education and/or compliance action, repeat the inspection and CCTV review to determine a true level of improvement.

Another example is measuring the number of Library participation, based on card holders, is poor statistic that does not show what services within a Library are being used, and thus should be funded or developed. Even some basic door entry counters v books checked out shows utilization.

To make SLI relevant they need to be tied to staff KPI's

### Officer Comment

The Service level indicators referred to in the Budget form part of the Local Government Performance Reporting Framework. This is a mandatory system of performance reporting for all Victorian councils. It ensures that councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

This framework is set up by the Victorian Government and all Councils are required to report against these measures. This Framework is reviewed every three years.

### Submission Recommended Outcome

1. That Council resolves to note the submission and ***that no further action is required to be undertaken***. Council thanks the submitter for their feedback.

No	Submitter Details	Present in person?
15462	Karen Finnin	No
<b>Submission</b> WOW \$20 million will go a long way on roads in Doreen namely Yan Yean Rd! \$108 million on infrastructure (would like more detailed information)		

## 2024-25 Budget Submissions

\$22 million on parks! Understand they need to be kept up to standard (which I thought would come in the operating services budget) but surely for one financial year a proportion of this could be allocated to roads in Doreen. It is the same road I travelled along 50 years ago and my ancestors longer than that. Huge population growth in that time and no improvement. The old story pack the people in, up the rates and set up no infrastructure. The construction and infrastructure budgets do not give any details so it all seems purposeless asking for input if you give no detail.

### Officer Comment

Council is responsible for road maintenance of local roads and has allocated \$20 million for the maintenance and construction of roads and footpaths. Major arterial roads such as Plenty Road and Yan Yean Road are the responsibility of the Victorian Government.

The \$108 million you refer to for infrastructure is Council's Capital Works Program which includes major projects such as the Regional Sports Precinct, Granite Hills Major Community Park and various community centre constructions.

The \$22 million you refer to for parks and open space ensures the maintenance of these important places and spaces in our community. More details on the capital works budget are available in detail in the budget document.

### Submission Recommended Outcome

1. That Council resolves to note the submission and **existing** funding allocated for support in Budget 2024-25. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.

No	Submitter Details	Present in person?
15470	Phil Mizzi	No
<b>Submission</b> The only way I can access Meadowglen Athletics track is by joining a running group and paying those costs. Having already raised this over past years it seems the facility needs to be made more user friendly to the average rate payer. This is achievable by overcoming access issues by dealing with responsible citizens willing to qualify for access and then ensure facilities are used properly. Many gymnasiums in our district show this can work. So why can't we all make this happen?		
<b>Officer Comment</b> This submission is not directly budget related however officers will reach out to Mr Mizzi to discuss his concerns.		

## 2024-25 Budget Submissions

### Submission Recommended Outcome

1. That Council resolves to note the submission and ***that no further action is required to be undertaken***. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.

No	Submitter Details	Present in person?
15487	Nick Brain	No
<p><b>Submission</b></p> <p>Proposed budget risks a box office flop for Epping North/Wollert</p> <p>Council's proposed budget continues its reverse Robin Hood approach to infrastructure provision - collecting rates from the infrastructure poor to subsidise those that are more infrastructure rich.</p> <p>Sadly this has become a predictable plot line. But in this cost of living crisis, its proposal to slug residents 2.75% more in rates is not a punchline that even Mel Brooks could make comedic.</p> <p>Wollert has been ranked as one of the most mortgage stressed areas in the country in the last few years. Yet Council is proposing to become a sort of mirror image opposite of Little John. Increasing the rate toll, when people don't have money to eat rolls.</p> <p>This budget, like council's civic infrastructure provision approach, is best characterised as a heavily promoted blockbuster movie. Soon to be released, except only Mernda residents will be able to go see it. And residents everywhere else will have to pay for the popcorn and choc tops.</p> <p>I have made several submissions to council over the last few years, calling for fairness in the way it decides to invest scarce ratepayer funds and to give Epping North/Wollert a better deal. Like the Sheriff of Nottingham was once fabled to have done however, Council is instead harshly proposing to impose an additional burden on ratepayers in the Epping North/Wollert area at an acute time of unaffordability.</p> <p>I call on Council to abandon its proposed rate increase and to freeze them for twelve months. I also call on council to flip the script and write a new ending to this tale of infrastructure woe.</p> <p>Change the ending from one that Mernda gets to have a train line, a stadium and 50 metre pool, whilst Epping North/Wollert gets next to nothing.</p>		
<p><b>Officer Comment</b></p>		

## 2024-25 Budget Submissions

The cost of delivering services and building infrastructure to our community continues to grow each year. Council's draft budget proposes an average rate increase of 2.75% in line with the rate cap set by the Victorian Government under the Fair Go Rating System. This ensures that we are able to provide these important services and projects while ensuring we are financially sustainable to continue to deliver in the future.

With regards to infrastructure planning, Council recently endorsed a Long-Term Community Infrastructure Plan 2024-2033 which outlines how Council prioritises infrastructure aligned with our Whittlesea 2040 vision goals. Our process considers a variety of factors including community need, supply and demand analysis and a prioritisation process. We also do consider a place lens so residents can access services as close as possible to home. Council considers the needs of residents in all areas of our fast-growing municipality, including Epping North and Wollert. Some examples of projects earmarked for these areas in the short-term include; Kirrip Community Library Hub, West Wollert Community Centre and a kindergarten at Wollert Central Primary School.

Council is also actively advocating to the Victorian Government for delivery of Wollert Rail and increased bus services to improve public transport access to local residents in the Epping/Wollert area. To be financially viable, some larger projects do have a regional focus, such as the Regional Sports Precinct to be built in Mernda. This precinct will be the single largest investment in social infrastructure delivered by the City of Whittlesea. The project will deliver four indoor multi-purpose courts and up to eight outdoor netball courts addressing a significant need within the community. Council recently endorsed the Concept Design for this important project with work already underway to extend Everton Drive and connect it with Plenty Road to allow access to the precinct.

With regards to a one-year rate freeze, the cumulative impact to Council over 10 years would be \$62.2 million which would render Council unable to deliver planned infrastructure.

### Submission Recommended Outcome

1. That Council resolves to note the submission and ***that no further action is required to be undertaken***. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.

No	Submitter Details	Present in person?
15500	Anonymous	No
<b>Submission</b> More investment in: <ul style="list-style-type: none"> <li>- community arts centres/ galleries. Strong investment in creative and cultural opportunities, currently none - shame!</li> <li>- more and improved pedestrian crossings to encourage people to walk more and cross large dangerous roads. Very car-centric community.</li> <li>- protect local wildlife from dangerous roads (kangaroos)</li> <li>- Better upgrades in established areas including Lalor Plaza and High St Thomastown (not just Boulevard)</li> </ul>		

## 2024-25 Budget Submissions

- address drug and alcohol related anti social issues in established areas (Lalor/ Thomastown)
- clean up Darebin Creek - invest in educating multicultural community about sustainability (in different languages)

### Officer Comment

Council delivers a broad program of creative arts activities and events each year including our annual art exhibition. We support regular performances at the Plenty Ranges Arts and Convention Centre as well as festivals and events, including Council’s recent Community Festival. Council has an extensive cultural collection which includes a civic history collection, a visual art collection and a public art collection. We display our collection throughout the municipality in many buildings which are open to the public.

Council is committed to enhancing and preserving our cultural heritage and recently took over the management of Ziebell’s Farmhouse Museum and Heritage Garden which is in the historic Westgarthtown Pioneer Precinct in Thomastown.

With regards to your comment about pedestrian crossings, Council has a program of developing new crossings based on road and pedestrian usage. Our Walking and Cycling Plan focuses on all aspects of active travel including improving safety and provision of new infrastructure. In addition, Council is developing an Integrated Transport Plan as a guiding document to help shape transport planning in the City for the next 10 years and includes walking and cycling, public transport, road transport and road safety for all users.

In reference to your comment about upgrading established areas, Council has a program of streetscape revitalisation in established areas and has recently completed the Thomastown and Lalor Place Framework, which outlines various improvements for these areas.

With regards to sustainability, Council is investing in range of initiatives, including education, as outlined in our Sustainable Environment Strategy 2022-2032.

Our Connected Community strategy and action plan sets high-level actions and priorities to address community safety and social cohesion and we continue to work collaboratively with Victoria Police to address incidents of anti-social behaviour.

With regards to kangaroos, Council is happy to investigate the suitability of wildlife crossing signs.

### Submission Recommended Outcome

1. That Council resolves to note the submission and ***that no further action is required to be undertaken***. Council thanks the submitter for their feedback.

No	Submitter Details	Present in person?
15512	Nesta Russell – Whittlesea Courthouse Visitor Information Centre	No
<b>Submission</b>		

## 2024-25 Budget Submissions

<a href="#">Application for Funding 2024-25</a> (attachment 3)
<p><b>Officer Comment</b></p> <p>The City of Whittlesea currently has a service agreement with the Whittlesea Courthouse Visitor Information Centre which is currently under review. Officers recommend that the request for funding is considered as part of this review.</p>
<p><b>Submission Recommended Outcome</b></p> <p>1. <i>That Council resolves to note the submission and <b>that no further action is required to be undertaken</b>. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.</i></p>

No	Submitter Details	Present in person?
15609	Coralie Kouvelas	No
<p><b>Submission</b></p> <p>We would be lost without our libraries. Mernda is wonderful and we need more. Our Hubs are also fantastic but they are not a branch with services, spaces and collections. Literacy is key for our communities let's continue the journey. Great work CoW.</p>		
<p><b>Officer Comment</b></p> <p>Thank you for your response. Council shares your enthusiasm for libraries and understands their importance in our community as places where people can connect. We have invested significantly in libraries by funding Yarra Plenty Regional Library Corporation to provide branches, hubs and pop-up libraries that will service the needs of a wide range of people in our community close to home.</p> <p>This year's Budget proposes more than \$6 million for library services. In addition, Council has recently opened an additional library at Mernda and will shortly be opening a new library hub at Kirrip Community Centre in Wollert. We are also increasing the mobile library service to the growth corridor in the west of the municipality. Council also recently conducted a review of its library services and renewed its commitment to providing free, safe and accessible library services to residents across the municipality.</p>		
<p><b>Submission Recommended Outcome</b></p> <p>1. <i>That Council resolves to note the submission and <b>that no further action is required to be undertaken</b>. Council thanks the submitter for their feedback.</i></p>		

## 2024-25 Budget Submissions

No	Submitter Details	Present in person?
15768	Chinthaka Mahanama - Northern Auslions Inc	Yes
<p><b>Submission</b></p> <p>I am Chinthaka Mahanama, currently serving as the President of NorthernAuslions Incorporated, an enthusiastic cricket sports club in Mernda. With a history of active participation in recreational cricket, we are now poised to transition into recognized cricket, symbolizing our dedication to becoming a distinguished club and contributing to the growth of cricket in Victoria.</p> <p>As we are prepared to commence discussions and explore potential opportunities, we would like to request you to provide a Cricket Ground (sharing with another club would be ideal) to play the next season as a club.</p> <p>We look forward to the opportunity to discuss our aspirations and plans for the future of our club.</p> <p><a href="#">Attached</a> (attachment 4) herewith the souvenir of the recently concluded 10th annual six a side cricket tournament organised by us for your perusal.</p>		
<p><b>Officer Comment</b></p> <p>Council understands the importance of physical activity and is committed to supporting inclusive sporting clubs to foster community connection and social opportunities as detailed in our Connected Community Strategy. We are committed to ensuring that we have spaces and places for our community to participate in formal and informal physical activities.</p> <p>We do have a process for clubs to booking sporting grounds, our team is eager to reach out to you and provide any assistance you may need throughout this process.</p>		
<p><b>Submission Recommended Outcome</b></p> <p>1. That Council resolves to note the submission and <b><i>that no further action is required to be undertaken</i></b>. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.</p>		

## 2024-25 Budget Submissions

No	Submitter Details	Present in person?
<i>Email 1</i>	<i>Andrew MacNeill – West Lalor Tennis Club</i>	<i>Yes</i>
<p><b>Submission</b></p> <p>Thanks again for meeting with us, we appreciate the update from Council regarding the Huskisson Reserve redevelopment and Council budgetary process.</p> <p>We would appreciate if Council could allow us to make a late submission with respect to the Community Consultation for the draft 24/25FY Council Budget. Unfortunately, we were not aware of the submission requirements/specifics until our meeting today and missed the deadline.</p> <p>As discussed during our meeting, the Club wishes to understand if the Huskisson Reserve Redevelopment remains a priority project for Council. The Club and Council have invested significant time and resources (Council have invested well over \$1.5m) since the Huskisson Reserve Master Plan was approved in 2019 (and particularly since the Huskisson Reserve Master Plan Implementation was approved by Council on 16 May 2022) to develop and finalise plans for stage one of the Huskisson Reserve redevelopment - to the point where construction was imminent (construction was due to commence in April 2024).</p> <p>The Club has serious concerns that any delay to the project delivery will materially increase costs of construction which may jeopardise its ability to be funded in future periods.</p> <p>The proposed delay in delivery of the project will also have serious impacts on the Club and the community due to the dilapidated state of the Huskisson Reserve facilities, plus lead to the loss of \$70,000 in agreed funding from the State Government (as part of an election commitment) for an all-abilities playground to be delivered as part of the Huskisson Reserve redevelopment. As Council is aware, West Lalor Tennis Club is one of the most inclusive and successful tennis clubs in Victoria, with the most junior participation in the entire municipality. The Club is concerned that the proposed delay could impact its ability to continue to provide exceptional services to the Community into the future.</p> <p>I also note that Council has not explored other funding sources to contribute to the redevelopment, such as the Tennis Australia National Court Rebate (NCR), which provides funding for new tennis facilities. I have written to the CEO of Tennis Victoria today seeking information regarding funding which may be available under the NCR. As also discussed during today's meeting, Council could also explore bringing forward the rezoning of land within Stage 2 of the Huskisson Reserve redevelopment to assist with any budgetary constraints.</p> <p>I appreciate that this is an extremely short submission given the time constraints, however I would welcome an opportunity to speak to our submission in the presence of the Administrators at a Council meeting. I can also provide an update on NCR funding that may be available to Council.</p> <p>Please do not hesitate to contact me should you require any further information regarding our submission.</p>		
<p><b>Officer Comment</b></p> <p>Thanks for the recent meeting and budget submission.</p> <p>The Huskisson Reserve Redevelopment remains a priority project for Council and has \$350,000 allocated in the 2024-25 budget to commence some site works. The Sport &amp; Recreation team will work with you post adoption of the Budget on what this scope might entail. The construction of the pavilion, tennis courts and</p>		

## 2024-25 Budget Submissions

ancillary works has been forecasted and will be considered as part of the 2025-26 budget process. Escalation costs are reviewed and factored into costings for all Council projects.

Additional funding opportunities have and will continue to be explored for this project based on eligibility and funding timelines. Council Officers have commenced liaising with Tennis Victoria regarding the National Court Rebate Scheme.

There is provision in the design to cater for a playground as part of the \$70,000 state election commitment. Council officers will continue to liaise with club and Sport and Recreation Victoria regarding the timing of this component.

### **Submission Recommended Outcome**

1. *That Council resolves to note the submission and **existing** funding allocated for support in Budget 2024-25. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.*

## 2024-25 Community Plan Action Plan Submissions

No	Submitter Details	Present in person?
15499	Anonymous	No
<p><b>Submission</b></p> <p>There is no investment in much needed galleries and cultural creative centres. City of Whittlesea lags way behind other councils with its creative opportunities and making CoW attractive as a cultural destination.</p> <p>We need improved pedestrian crossing on Dalton Rd, Childs Rd near the schools, and McKimmies Rd and Childs to connect pedestrians to Darebin Creek path.</p> <p>We need wildlife crossing signs along Darebin creek to protect the kangaroos from getting killed along their routes.</p>		
<p><b>Officer Comment</b></p> <p>Council delivers a broad program of creative arts activities and events each year including our annual art exhibition. We support regular performances at the Plenty Ranges Arts and Convention Centre as well as festivals and events, including Council's recent Community Festival. Council has an extensive cultural collection which includes a civic history collection, a visual art collection and a public art collection. We display our collection throughout the municipality in many buildings which are open to the public.</p> <p>Council is committed to enhancing and preserving our cultural heritage and recently took over the management of Ziebell's Farmhouse Museum and Heritage Garden which is in the historic Westgarthtown Pioneer Precinct in Thomastown.</p> <p>With regards to your question about pedestrian crossings, Council regularly reviews the need for crossings and is always happy to consider feedback from residents. We will be commencing installation of pedestrian signals on Childs Road near St Francis Assisi at the Yan Yean Pipe Track in the coming months, which will facilitate the continuation of the Yan Yean Pipe Track shared path construction north to McDonalds Road. There is also a new shared path underpass at Childs Road at the Darebin Creek Trail to assist pedestrians.</p> <p>In response to your question about kangaroos, Council will investigate the suitability of wildlife crossing signs along intersections of Darebin Creek. If suitable council will install signs in these locations.</p>		
<p><b>Submission Recommended Outcome</b></p> <p>2. That Council resolves to note the submission and <b><u>that no further action is required to be undertaken</u></b>. Council thanks the submitter for their feedback.</p>		

## 2024-25 Community Plan Action Plan Submissions

No	Submitter Details	Present in person?
15463	Amanda Lucci	No
<p><b>Submission</b></p> <p>Overall, I think the Plan is excellent.</p> <ul style="list-style-type: none"> <li>- I'd love to see more investment into sustainability, particularly with increased efforts make to reduce plastic waste by initiating possible incentives for local businesses who invest in alternate options, eg. compostable take-away coffee cups.</li> <li>- I'm also keen for the City of Whittlesea to have a multiple purpose stadium/other large multi-use sporting facility within the Mernda or Wollert areas.</li> <li>- Increased seating and shaded areas at local parks (including above play equipment) to help make residents more sun safe and encourage more use of outdoor spaces for picnics etc.</li> </ul>		
<p><b>Officer Comment</b></p> <p>Council's extensive commitment to environmental sustainability is detailed in the Sustainable Environment Strategy 2022-2032 and related action plan. We have recently introduced a new soft plastics recycling trial for residents as well as kerbside glass recycling and other initiatives including a circular fashion market and various other nature-based activities and events. Council also provides a wide-ranging grants to residents and business, if businesses would like to invest in renewable and circular economy alternatives, we would encourage them to contact our economic development team.</p> <p>With regards to your questions about a regional multi-purpose stadium, in March Council endorsed a concept design for an indoor stadium and sports courts for the Regional Sports Precinct in Mernda. This facility will include four indoor multipurpose courts and up to eight outdoor netball courts.</p> <p>In response to your request for more seating and shade at playgrounds, Council is committed to providing suitable and functional park furniture to allow for all users to enjoy our public open space. Shelters and seats are included in all neighbourhood and larger park upgrades which is outlined in Council's Open Space Strategy. We appreciate the importance of furniture and shade in playgrounds and this is considered as part of the design process for all parks.</p>		
<p><b>Submission Recommended Outcome</b></p> <ol style="list-style-type: none"> <li>1. That Council resolves to note the submission and <b><i>that no further action is required to be undertaken</i></b>. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.</li> </ol>		

## 2024-25 Community Plan Action Plan Submissions

No	Submitter Details	Present in person?
15458	Ron Pescarini	No
<p><b>Submission</b></p> <p>Whilst the above is admirable in part. In the past I have spoken &amp; met with council representatives regarding improvements &amp; repairs in the township of Whittlesea, but sadly it has fallen on deaf ears. From what I have observed the council has forgotten about the township of Whittlesea.</p> <p>An example is the bitumen footpath in the main street has been affected by tree roots to the point of people like myself have tripped &amp; fallen over.</p> <p>This is one of many issues. Unfortunately, I will be away on the 6th May for the meeting.</p>		
<p><b>Officer Comment</b></p> <p>Council has invested a significant amount in Whittlesea Township including a new service hub to make it easier for residents in our north to interact with Council, a skate park and BMX track upgrade, a master plan for Whittlesea Park in addition to the comprehensive Whittlesea Township Plan. Council's budget allocates \$500,000 to renew footpaths in the municipality each year as well as additional funding for new footpaths and connecting links. With regards to footpaths in Whittlesea Township, in 2023-24 Council built a footpath in Forest Street, Whittlesea.</p> <p>Two more projects are currently being designed - a new path in Laurel Street up to the Plenty River Bridge and a new path on Whittlesea-Yea Road from Ridge Road to Cordell Court. We are happy to follow up your particular concern and would also encourage residents to report specific hazards so we can urgently investigate and repair as required. Officers are happy to meet with Mr Pescarini on his return.</p>		
<p><b>Submission Recommended Outcome</b></p> <p>1. That Council resolves to note the submission and <b>existing</b> funding allocated for support in Budget 2024-25. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.</p>		

## 2024-25 Community Plan Action Plan Submissions

No	Submitter Details	Present in person?
15460	Karen Finnin	No
<p><b>Submission</b></p> <p>What is happening with the indoor pool project for Mernda? Considering you need to drive for 30 minutes to get a warm rehab pool eg. Doreen to Eltham. Poor effort that this is being overlooked and the elderly that need rehab facilities are disadvantaged again. Many don't have the transportation to Eltham or others don't have family readily available for transportation. My understanding is that the pool in Whittlesea is for people on the "aged care package" not to just individuals, happy to be advised otherwise. This was promised and the length of string is getting longer! Apologies if this is part of the inclusion of your dot point 4 above re Regional Sports area. Great to enhance the council buildings (which may save funds?) but that is not going to be enjoyed by all the community area of Mernda/Doreen. Our rates will still increase and the ivory tower of council buildings will continue and benefited by fewer. I don't accept the fact of it will be less cost to run when completed! It has to be paid and it takes time to recoup. Let the pool start and the recoup will begin due to memberships and participation. I'm sure that will bring in more than the improvement to council buildings. Besides the above give somewhere for the families to go and enjoy along with the teenagers that hang around the shops in the area due to boredom to make better value of their time. Not all children at happy to be involved in sport.</p>		
<p><b>Officer Comment</b></p> <p>Council recently endorsed concept plans for the indoor stadium and outdoor netball facilities at the Regional Sports Precinct in Mernda. The sports precinct will include four indoor multi-purpose courts and up to eight outdoor netball courts which is a boost for much needed sporting facilities in the north of the municipality. Construction of the project has been staged to allow for other facilities such as aquatic and leisure facilities to be potentially added in the future, subject to funding contributions from the state and or federal government. Residents can still enjoy aquatic facilities at Mill Park Leisure and Thomastown Recreation and Aquatic Centre, including a warm water pool, which is open for use by anyone in the community. There is also a seasonal outdoor pool in Whittlesea for community use.</p>		
<p><b>Submission Recommended Outcome</b></p> <ol style="list-style-type: none"> <li>1. That Council resolves to note the submission and <b><u>that no further action is required to be undertaken</u></b>. Council will also provide a written response to the submitter thanking them for their feedback and referring them to officer's comments.</li> </ol>		



# Budget 2024–25



## **Contents**

Chair Administrator and Chief Executive Officer's Introduction  
Chief Financial Officer's Report

Page

2

4

## **Budget Reports**

1. Link to the Integrated Planning and Reporting Framework
2. Services and Service Performance Indicators
3. Financial Statements
4. Notes to the Financial Statements
5. Performance Indicators
6. Proposed Fees and Charges Schedule 2024-25

7

9

18

29

48

53

## **Acknowledgement of Traditional Owners**

We recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.

## Introduction

We are delighted to present the City of Whittlesea's 2024-25 Budget—a budget that reflects our commitment to responsible financial stewardship coupled with strategic investments to enrich our community.

At \$315.19 million, this budget encompasses both operational and capital expenditure, with \$107.5 million earmarked for exciting new community spaces including the Regional Sports Precinct in Mernda, the Aboriginal Gathering Place, Granite Hills Major Community Park, Patterson Drive Community Centre in Donnybrook and the Doreen Splash Park and Playground.

The budget includes an average rate increase of 2.75 percent in 2024-25, in line with the rate cap set by the Victorian Government's Fair Go Rating System.

It provides for the continued provision of 147 essential services including roads and footpath maintenance, maternal and child health, school crossing supervisors, litter control, domestic assistance for older residents, animal management and libraries.

Crafted through extensive community engagement efforts over many months, this budget reflects the collective aspirations and priorities of our residents. We extend our gratitude to all who contributed their invaluable insights throughout this process.

Acknowledging the financial challenges from ongoing cost-of-living pressures, Council remains firm in its support for residents, continuing to offer assistance through our financial hardship program, in addition to \$2.69 million for grass roots community grants. Council will continue to subsidise waste charges by 23 percent in 2024-25 to further reduce the burden on household budgets and ensure our waste charges remain as affordable as possible and significantly less than those of other Councils.

This budget proudly champions important initiatives to support vulnerable and at-risk residents by improving access to Prevention of Violence Against Women programs, strengthening advocacy for preventing gambling harm and the delivery of affordable housing. It continues our investment into a digital transformation to aid efficiency and make it easier for our community to interact with Council.

We look forward to continue working hand-in-hand with our community and business sector to realise the important projects and programs within this budget.

As we near the end of this period of Administration and prepare to welcome the return of an elected Council in November 2024, we are confident our 2024-25 Budget solidifies the organisation's robust financial position, empowering the incoming Council to effectively address future priorities.

We extend our appreciation to our dedicated staff whose unwavering commitment underpins all the work of Council and continues to make our community a vibrant and welcoming place to live, work and play.

**Chair Administrator Lydia Wilson  
and CEO Craig Lloyd**



## 2024-25 Budget Highlights



Capital works  
\$108 million



Waste, recycling  
and environment  
\$38 million



Family, children,  
youth and seniors  
\$25 million



Parks and  
open space  
\$22 million



Roads and footpaths  
\$20 million



Supporting local business  
and communities  
\$16 million



Leisure, recreation and  
community facilities  
\$10 million



Public health  
and safety  
\$8 million



Animal management  
and school crossings  
\$8 million



Libraries  
\$7 million



Arts and culture  
\$4 million

## Chief Financial Officer's Report

The City of Whittlesea's Budget 2024-25 sets a financially responsible path forward for the organisation to continue to deliver critical investment in services and key infrastructure to support our rapidly growing community.

The budget aims to continue Council's commitment to invest in services and infrastructure in a financially responsible way by balancing the needs of our community while achieving long-term financial sustainability.

In 2024-25, Council is budgeting for a full year operating surplus of \$144.36 million. This is largely driven by revenue received from non-monetary developer contributions of \$107.2 million, monetary developer contributions of \$45.75 million and capital grant income of \$5.29 million.

### Operating Budget Snapshot

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000
Total Income / Revenue	456,251	459,552
Total Expenses	307,968	315,191
<b>*Operating Surplus/(Deficit)</b>	<b>148,283</b>	<b>144,361</b>
<b>**Adjusted underlying surplus/(deficit)</b>	<b>(19,936)</b>	<b>(12,576)</b>

\*Whilst the operating surplus may appear large, it is calculated to comply with the requirements of Australian Accounting Standards and importantly does not equate to excess cash available for Council to spend. This is due to the fact that Council's surplus is largely made up of either non-cash items such as asset contributions from developers or cash items that are restricted by legislation in how they can be used by Council in the future.

\*\*The calculation for adjusted underlying result takes into consideration adjusted revenue and total expenses (including expenditure that is funded via Development Contribution Plan reserves). The main factor contributing to an underlying operating deficit is works in kind reimbursement payments to be paid to the developer relating to the Developer Contribution Plan. These payments are fully funded by the Development Contribution Plan reserve.

### Capital Works Budget Snapshot

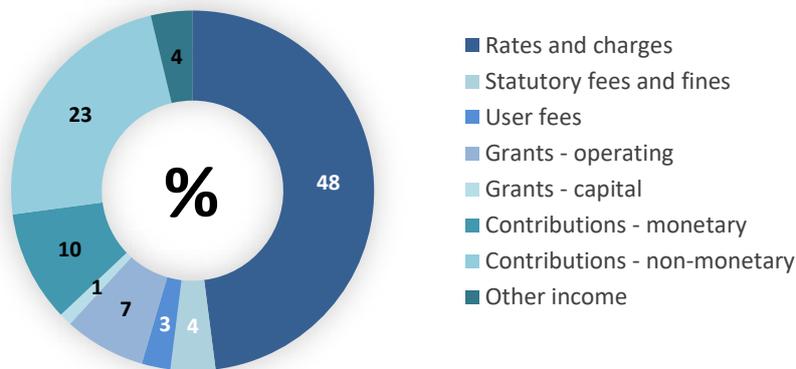
	Forecast 2023-24 \$'000	Budget 2024-25 \$'000
<b>Total capital works expenditure</b>	<b>85,098</b>	<b>107,500</b>
<b>Represented by</b>		
New asset expenditure	35,026	70,033
Asset renewal expenditure	30,027	24,827
Asset upgrade expenditure	18,484	12,640
Asset expansion expenditure	1,561	-

**Where Council's money comes from**

Council's income comes from a number of sources including:

- Rates and charges
- Statutory fees and fines
- Charging user fees for some of our services
- Operating grants funding from the Federal and State Government
- Capital grants funding from the Federal and State Government
- Monetary contributions from developers
- Non-monetary contributions from developers
- Share of net profits/(losses) of associates and joint ventures
- Other income.

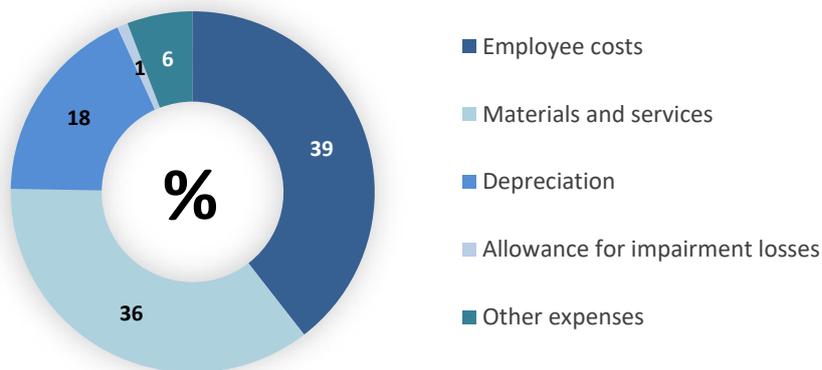
**Breakdown of income sources**



**How Council's money is spent**

Council uses the money it receives from rates and other sources to deliver services to our community, including providing new facilities and maintaining, renewing and upgrading our existing community infrastructure assets.

**Breakdown of expenditure distribution**



### **Budget Highlights**

Key highlights from Council's Budget 2024-25 include:

- Operating revenue of \$459.55 million (including 34.1% or \$156.94 million of total revenue relating to developer contributions, non-monetary assets and non-recurrent capital grants)
- Operating expenditure of \$315.19 million
- Adjusted underlying deficit of \$12.58 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants). Council anticipates being in a surplus position once reserve funding for operating expenditure is taken into consideration.
- Continue investing in essential services for our community such as:
  - Waste, recycling and environment \$38 million
  - Family, children, youth and aged services \$25 million
  - Parks and open space \$22 million
  - Roads and footpaths \$20 million
  - Supporting local business and communities \$16 million
  - Leisure, recreation and community facilities \$10 million.
- Continue building and maintaining essential roads and infrastructure and investing in new facilities such as libraries, community activity centres, parks and playgrounds
- Increase community emergency resilience and preparedness, including at-risk people and communities
- Improve access to Prevention of Violence Against Women programs, services, and resources, including among culturally and linguistically diverse community groups
- Continue to collaborate with partners to advocate and prevent gambling harm
- Partner with community housing organisations to plan and commence delivering affordable homes on Ashline Street, Wollert
- Encourage and promote active travel through the production of maps and improved signage
- Investigate the need for supporting businesses to undertake inclusive recruitment and employment
- Continue to deliver a Work Ready volunteer program for qualified and newly arrived migrants
- Develop and implement a waste diversion plan
- Continue to implement the Gender Equality Action Plan to ensure a safe and equal workplace and progress towards becoming an Employer of Choice.

### **Capital Works Program Highlights**

Our Budget delivers a focused \$107.5 million capital works program that reflects the ongoing challenges to the supply and availability of labour and materials and ensures project readiness to maximise our opportunities for grant funding in future years.

Highlights include:

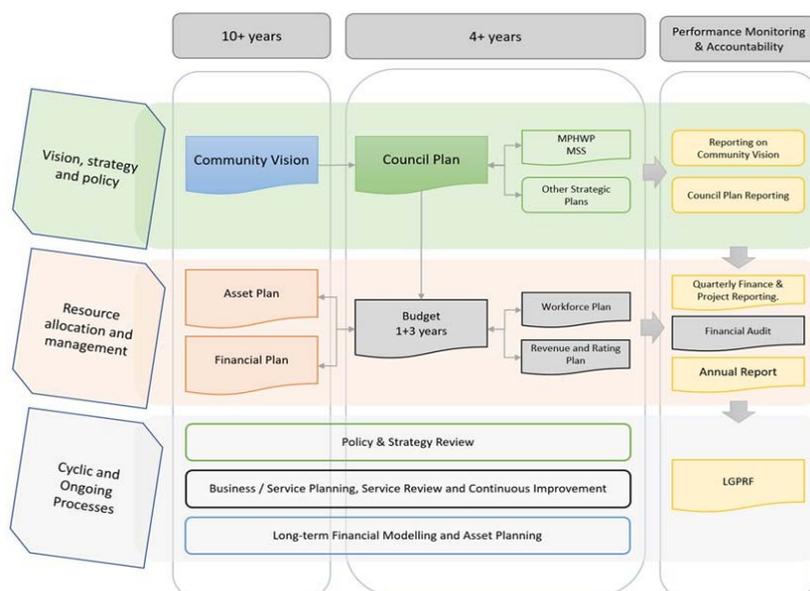
- Commence construction of the Regional Sports Precinct
- Continue the construction of the Granite Hills Major Community Park
- Complete the construction of the Aboriginal Gathering Place
- Continue the construction of Patterson Drive Community Activity Centre in Donnybrook
- Complete design and commence construction of West Wollert Community Centre
- Continue the upgrade of Peter Hopper Lake in Mill Park
- Commence construction of the Doreen Splash Park and Playground
- Delivery of local road restoration and resurfacing
- Ongoing programs to upgrade playgrounds and landscaping.

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

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

### 1.1 Legislative planning and accountability framework

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



Source: Department of Jobs, Precincts and Regions

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

#### 1.1.2 Key planning considerations

##### Service level planning

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

## 1.2 Our purpose

### Our Vision

*Whittlesea 2040: A place for all*

The City of Whittlesea’s vision guides our effort to keep pace with the rapid changes to and growth of our municipality over the next few years.

### Organisational purpose

Making Lives Better

### Our values

We:

- Deliver for our community
- Work as one team
- Care for each other

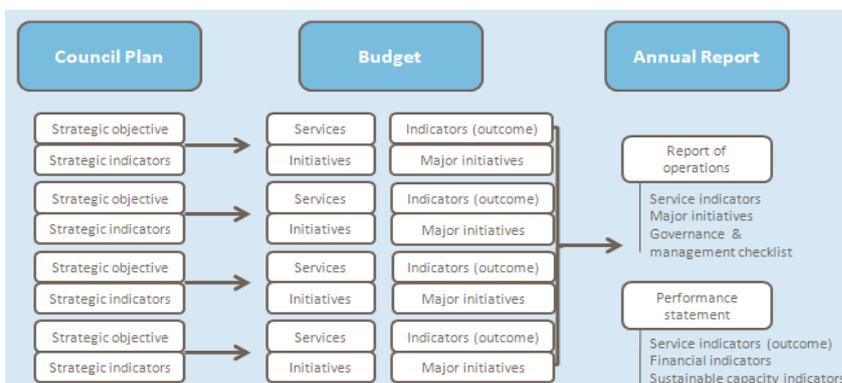
## 1.3 Strategic objectives

Council delivers services and initiatives under 26 major service groups. Each contributes to achieving Council's strategic objectives, which are grouped under five goals.

Goal	Description
Connected community	In 2040, the City of Whittlesea is a place that opens its arms to every resident, where all walks of life are celebrated and supported. Our community is compassionate and welcoming. We are healthy and can easily access the support services we need. People of all backgrounds, ages and abilities feel that they are an essential part of the community. We work together, making our community a better place for all.
Liveable neighbourhoods	In 2040, the City of Whittlesea is well-planned and beautiful. Our neighbourhoods and town centres are convenient and vibrant places to live, work and play. Everything we need is close by. We have a variety of quality housing that suits our life stages and circumstances. Every resident is able to get where they need to go with ease and can leave the car at home.
Strong local economy	In 2040, the City of Whittlesea is the smart choice for innovation, business growth and industry. People of all ages have opportunities to learn and develop skills locally. There are many opportunities to gain employment and build careers not too far from home. Residents support local business and we are renowned for our successful local economy.
Sustainable environment	In 2040, the City of Whittlesea’s superb landscapes and natural environment are an enduring source of pride. Our iconic River Red Gums, local biodiversity and precious natural assets are protected for future generations. Locals and visitors enjoy spending time in our natural environments and our leafy suburbs. Together, we are working to reduce our impact on the environment and adapt to the changing climate.
High performing organisation	Council delivers a range of internal functions and activities enabling the delivery of efficient and effective services and initiatives. Council’s goal is to be a high-performing organisation which delivers best value to the community.

## 2. Services and Service Performance Indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024-25 year and how these will contribute to achieving the strategic objectives outlined in the Community Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

### 2.1 Connected community

In 2040 the City of Whittlesea is a place that opens its arms to every resident, where all walks of life are celebrated and supported. Our community is compassionate and welcoming. We are healthy and can easily access the support services we need. People of all backgrounds, ages and abilities feel that they are an essential part of the community. We work together, making our community a better place for all.

#### Services

Service Group		Actual	Forecast	Budget
		2022-23	2023-24	2024-25
		\$'000	\$'000	\$'000
<b>Aboriginal reconciliation</b>	Income	1	-	-
	Expense	763	1,257	552
	Surplus / (deficit)	(762)	(1,257)	(552)

We work with our Aboriginal residents to achieve meaningful Reconciliation and work with community to facilitate services and infrastructure which is inclusive, welcoming and pays respect to cultural identity. We seek to support the Aboriginal and Torres Strait Islander community through building strong organisational, stakeholder and community relationships. We facilitate the Whittlesea Reconciliation Group to foster reconciliation, run programs and events that raise awareness and promote discussion.

<b>Arts, heritage and festivals</b>	Income	4	10	10
	Expense	1,719	1,989	1,860
	Surplus / (deficit)	(1,715)	(1,979)	(1,850)

Through arts and culture, we bring people together and provide great experiences, regardless of background, income, age or ability. Our strategic approach:

- enables a creative sector that is vibrant and viable
- delivers events that showcase and celebrate our strengths and cultural diversity
- preserves and promotes our history, our living traditions and the co-creation of cultures
- ensures that Aboriginal, historic cultural and natural heritage places, assets and features are retained, conserved and integrated into the urban design and neighbourhood character of our municipality.

Service Group		Actual	Forecast	Budget
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000
<b>Community facilities</b>	Income	2,445	2,909	2,999
	Expense	6,490	7,784	7,560
	Surplus / (deficit)	(4,045)	(4,875)	(4,561)

We plan, construct, manage and maintain Council-owned and operated facilities to support valued community services, events, leisure activities and community-run activities and groups. Specific Council services supported include maternal and child health, early childhood and social support activities. External services supported include other allied health and community services.

<b>Leisure and recreation</b>	Income	694	1,064	1,614
	Expense	3,715	4,662	2,265
	Surplus / (deficit)	(3,021)	(3,598)	(651)

We strategically plan and manage leisure and recreation facilities within the City of Whittlesea. We support individuals and groups to participate in sport and recreation activities and organisations using Council spaces. We liaise with sports clubs to support their development, community participation and effective use of sports grounds, pavilions and other facilities.

<b>Ageing well</b>	Income	5,756	8,118	8,291
	Expense	9,752	11,481	10,013
	Surplus / (deficit)	(3,996)	(3,363)	(1,722)

We support older residents to age well by providing services, programs and activities such as delivered meals, domestic assistance, personal care, seniors' clubs support, positive ageing programs and social connection. We help older residents to access user-directed aged care services and facilitate partnerships for services and infrastructure.

<b>Family and children's services</b>	Income	5,581	6,341	5,961
	Expense	11,267	12,275	13,330
	Surplus / (deficit)	(5,686)	(5,934)	(7,369)

We aim to improve health, social and educational outcomes for children and families within the City of Whittlesea. We provide high quality, evidence-based services, programs and activities to strengthen family wellbeing, capacity and connection. Key services include maternal and child health and early years management and support.

<b>Public health and safety</b>	Income	6,007	6,251	6,359
	Expense	8,537	8,068	8,138
	Surplus / (deficit)	(2,530)	(1,817)	(1,779)

We protect and enhance community health, safety and wellbeing by:

- educating the community about their responsibilities to contribute to public health and safety
- enforcing state and local laws
- delivering immunisation programs
- working with emergency service agencies to plan and respond to emergencies
- deliver evidence-based projects and programs to address major health and wellbeing issues faced by the community.

<b>Youth services</b>	Income	25	181	39
	Expense	1,595	2,181	1,791
	Surplus / (deficit)	(1,570)	(2,000)	(1,752)

Our Youth Services provide a range of programs, activities and events for young people aged 10-25 years and their families. Council also facilitates networks and advocates for inclusive social and physical infrastructure that support all young people, and work closely with a range of external organisations.

<b>Animal management</b>	Income	2,141	3,180	3,544
	Expense	3,580	3,764	3,769
	Surplus / (deficit)	(1,439)	(584)	(225)

We ensure people and their pets can live together harmoniously and safely in our community. We reunite lost pets with their owners, facilitate pet adoptions, operate the wat djerring Animal Facility, investigate animal incidents and complaints, establish and monitor measures put in place to mitigate the risks posed by dangerous and restricted breed dogs, attend to wandering livestock, and audit animal-related businesses to ensure welfare standards are upheld. We keep a register of cats and dogs that live in the City of Whittlesea and promote responsible pet ownership through a series of communication campaigns and events each year.

Service Group		Actual	Forecast	Budget
		2022-23	2023-24	2024-25
		\$'000	\$'000	\$'000
<b>Community strengthening</b>	Income	195	232	166
	Expense	3,419	4,087	4,791
	Surplus / (deficit)	(3,224)	(3,855)	(4,625)

We build inclusive, empowered and connected communities through the planning and delivery of evidence-based place-based programs and services in partnership with relevant stakeholders.

<b>Customer service, communications and civic participation</b>	Income	-	197	-
	Expense	6,641	12,920	9,331
	Surplus / (deficit)	(6,641)	(12,723)	(9,331)

We put customers and the community at the heart of how we deliver valued council services and civic events, and how we communicate, engage and consult with our community. We continue to invest in facilities, processes, people and systems to improve our services, and advocate to all levels of government to support our community now and into the future.

#### Key actions

1. Install Wi-Fi at Miller Community Centre, Epping Community Centre, Janefield Community Centre, Olivine Pavilion, and Wollert Community Centre
2. Complete construction of an Aboriginal Gathering Place to foster connections to culture, heritage, land, and healing
3. Progress construction of the Community Activity Centre in Patterson Drive, Donnybrook
4. Commence implementation of the Connected Community Strategy Action Plan 2024-2026
5. Deliver community forums, newsletters and engagement opportunities which support people with disability and carers
6. Increase community emergency resilience and preparedness, including at-risk people and communities
7. Improve access to Prevention of Violence Against Women programs, services, and resources, including among culturally and linguistically diverse community groups
8. Work with our partners to raise community awareness and focus on prevention for people who are homeless and sleeping rough in the municipality
9. Commence construction of the Regional Sports Precinct in Mernda including indoor courts, outdoor netball courts and associated facilities
10. Continue to run animal adoption campaigns to find new homes for stray animals in our municipality
11. Continue to collaborate with partners to advocate and prevent gambling harm
12. Continue to engage men in the prevention of gender-based violence through a community of practice
13. Raise awareness of community needs around key health outcomes through events and activities during poverty week, men's and women's health week and other days of significance
14. Grow our community engagement pop up program in a fun and practical way through the use of a new community engagement trailer making it easier for our community to have their say on matters that are important to them

#### Service Performance Outcome Indicators

Service	Indicator	Actual	Forecast	Budget
		2022-23	2023-24	2024-25
Animal management	Health and safety	100.00%	100.00%	100.00%
Aquatic facilities	Utilisation	2.82	3.5	3.5
Governance	Consultation and engagement	55	55	55
Maternal and child health	Participation	70.99%	70.00%	70.00%
	(Aboriginal) Participation	71.78%	71.00%	71.00%
Food safety	Health and safety	80.20%	100.00%	100.00%

\* refer to table at end of section 2.5 for information on the calculation of Service Performance Outcome Indicators

## 2.2 Liveable neighbourhoods

In 2040 the City of Whittlesea is well-planned and beautiful. Our neighbourhoods and town centres are convenient and vibrant places to live, work and play. Everything we need is close by. We have a variety of quality housing that suits our life stages and circumstances. Every resident is able to get where they need to go with ease and can leave the car at home.

### Services

Service Group		Actual	Forecast	Budget
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000
Roads, public transport and footpaths	Income	7,394	6,252	8,113
	Expense	19,784	20,973	19,745
	Surplus / (deficit)	(12,390)	(14,721)	(11,632)

We plan, provide and maintain accessible, functional, safe and well-connected local transport infrastructure within the municipality. We advocate with State agencies for better transport outcomes for upgrading existing and providing new transport infrastructure, and better public transport services.

Traffic management	Income	6,420	7,054	6,994
	Expense	6,764	8,666	8,792
	Surplus / (deficit)	(344)	(1,612)	(1,798)

We seek to ensure a safe and efficient road network for motorists, pedestrians and cyclists. Programs include staffing school crossings at flagged and un-flagged crossings, and running community education programs about safe traffic behaviour around schools.

Parks and open space	Income	28	-	-
	Expense	17,385	19,407	21,475
	Surplus / (deficit)	(17,357)	(19,407)	(21,475)

We provide, manage and maintain Council's parks and open space assets such as parks, playgrounds, street trees, sports fields and lawns. We also plan strategically for future parks and open space projects.

Planning and building	Income	4,099	4,361	3,924
	Expense	11,341	14,705	14,186
	Surplus / (deficit)	(7,242)	(10,344)	(10,262)

We administer and enforce building and planning legislation, and how land is being used and developed from a strategic and statutory perspective. This includes policy and master plan preparation and implementation, and approval of infrastructure and public spaces associated with urban development.

### Key actions

15. Continue to improve access, shelter, and seating for people with a disability at bus stops
16. Encourage and promote active travel through the production of maps and improved signage
17. Conduct cycling audits to enhance planning for evolving cyclist needs
18. Deliver local road resurfacing works
19. Deliver the local road reconstruction works
20. Finalise construction of a signalised intersection at Plenty Rd and Everton Drive, Mernda
21. Continue to upgrade public toilets in line with the Public Toilet Amenity Plan
22. Progress construction to improve access to the Whittlesea Township Park to better connect our community
23. Develop the Mill Park Place Framework to better plan for investment and prioritise city shaping opportunities
24. Continue to upgrade Whittlesea Public Gardens
25. Progress construction of Granite Hills Major Community Park
26. Commence construction of the streetscape around the Boulevard shops in Thomastown
27. Partner with community housing organisations to plan and commence delivering affordable homes on Ashline Street, Wollert

### Service Performance Outcome Indicators

Service	Indicator	Actual	Forecast	Budget
		2022-23	2023-24	2024-25
Roads	Condition	91.64%	93.10%	93.50%
Statutory planning	Service standard	63.52%	68.00%	68.00%

\* refer to table at end of section 2.5 for information on the calculation of Service Performance Outcome Indicators

### 2.3 Strong local economy

In 2040 the City of Whittlesea is the smart choice for innovation, business growth and industry investment.

People of all ages have opportunities to learn and develop skills locally. There are many opportunities to gain employment and build careers not too far from home. Residents support local business and we are renowned for our successful local economy.

#### Services

Service Group		Actual 2022-23 \$'000	Forecast 2023-24 \$'000	Budget 2024-25 \$'000
<b>Investment attraction</b>	Income	7	-	-
	Expense	232	17	357
	Surplus / (deficit)	(225)	(17)	(357)

We encourage new and support reinvestment within the City of Whittlesea through networking, relationship management with stakeholders and promotion of the opportunities and initiatives available.

<b>Libraries</b>	Income	-	-	-
	Expense	5,265	5,882	6,438
	Surplus / (deficit)	(5,265)	(5,882)	(6,438)

We offer library services through Yarra Plenty Regional Library in partnership with Banyule and Nillumbik Councils. We seek to build a skilled community that has a sense of wellbeing, inclusion and belonging through free access to relevant collections, public programs and welcoming, accessible spaces for learning.

<b>Local business support</b>	Income	1,036	287	5
	Expense	2,679	2,454	1,902
	Surplus / (deficit)	(1,643)	(2,167)	(1,897)

We support our businesses by guiding and making it easy for them to engage with Council, promoting funding and employment opportunities, facilitating networking with complementary businesses, promoting business initiatives to increase customer base, coordinating special rate schemes, supporting trader associations, and case managing issues and planning applications.

#### Key actions

28. Continue partnership with Hume Whittlesea Local Learning Employment Network to promote local pathways to jobs and careers for young people
29. Identify and work with key stakeholders to address skill shortages through targeted inclusive programs/events
30. Continue the Inclusive Employment Program to ensure marginalised community members can gain meaningful employment experience with Council
31. Continue to deliver a Work Ready volunteer program for qualified and newly arrived migrants
32. Investigate the need for supporting businesses to undertake inclusive recruitment and employment
33. Ensure City of Whittlesea actively participates and advocates for the Melbourne Food Innovation and Export Hub (MFIH)
34. Encourage collaboration between educational institutions, local business, external stakeholders, and industry to understand the training needs of the future workforce
35. Commence construction of Murnong Community Centre and library and deliver additional mobile bus library stop locations to support our growing community
36. Support the agri-food sector to be future ready through improved connectivity between industry, local education, and research and development
37. Work with the State Government, National Intermodal and Mitchell Shire Council to progress master-planning for Stage 1 of the Beveridge Intermodal Freight Terminal
38. Partner with the State Government, Hume City Council, Mitchell Shire Council and the landowner to progress master-planning and implementation of the Cloverton Metropolitan Activity Centre
39. Connect and support local businesses and entrepreneurs to showcase their circular economy products and services
40. Support the development of the Australian Food Innovation Centre (AFIC)

#### Service Performance Outcome Indicators

Service	Indicator	Actual 2022-23	Forecast 2023-24	Budget 2024-25
Libraries	Participation	9.19%	8.16%	8.16%

\* refer to table at end of section 2.5 for information on the calculation of Service Performance Outcome Indicators

## 2.4 Sustainable environment

In 2040 the City of Whittlesea's superb landscapes and natural environment are an enduring source of pride.

Our iconic River Red Gums, local biodiversity and precious natural assets are protected for future generations. Locals and visitors enjoy spending time in our natural environments and our leafy suburbs. Together, we are working to reduce our impact on the environment and adapt to the changing climate.

### Services

Service Group		Actual	Forecast	Budget
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000
<b>Biodiversity, land management, sustainable planning and design</b>	Income	697	390	507
	Expense	4,399	5,119	5,158
	Surplus / (deficit)	(3,702)	(4,729)	(4,651)

Through our role as a statutory authority, we play a crucial role in delivering an environmentally sustainable city. We facilitate sustainable land management and biodiversity conservation on public and private land across urban and rural areas. We educate and empower the community to undertake biodiversity conservation activities and sustainable land management.

<b>Climate change</b>	Income	185	-	-
	Expense	393	177	68
	Surplus / (deficit)	(208)	(177)	(68)

We provide services to support the community's adaptation and mitigate climate change risks. We work to reduce the urban heat island effect and support urban greening, deliver walking and cycling paths supporting active travel for the community. We show leadership by avoiding, minimizing and offsetting greenhouse gas emissions from our operations. We improve infrastructure, and help the community prepare for the unavoidable impacts of our changing climate, including increases in extreme weather events. We educate and empower the community to reduce greenhouse gas emissions.

<b>Resource recovery and waste</b>	Income	1,875	1,350	1,336
	Expense	29,894	30,322	31,946
	Surplus / (deficit)	(28,019)	(28,972)	(30,610)

We provide sustainable solutions for the collection, disposal and recovery of waste materials generated within the community and through our own operations. We develop strategic policy, education programs and operational maintenance activities to avoid, minimise and recover waste and keep our city clean, healthy and safe. We undertake compliance and enforcement for illegal waste dumping in our municipality. We support and empower the community transition to a circular economy.

<b>Water management</b>	Income	-	-	-
	Expense	1,227	1,318	1,259
	Surplus / (deficit)	(1,227)	(1,318)	(1,259)

We work alongside State Government agencies and utility providers to develop and deliver integrated water management services for our community, protecting and restoring our natural waterways. Council manages its water assets to ensure that they are planned, delivered, and maintained effectively. We are committed to ensuring water is used efficiently throughout our city. We support the community to understand and appreciate the water cycle and use water wisely.

### Key actions

41. Better protect flora and fauna through the Grassy Woodland Threatened Species Restoration Program at the Growling Frog Golf Course
42. Continue to implement a Planning Scheme Amendment to better protect biodiversity, waterways and landscapes using appropriate zones and overlays
43. Invite Traditional Owners to self-determine involvement and opportunities for collaboration and partnership within all sustainable environment actions
44. Develop and implement a Seedlings for Schools and Kinders program
45. Utilise technology to prevent illegal native vegetation removal
46. Continue to deliver the annual tree planting programs
47. Continue to enhance the hard waste collection service
48. Continue to implement the Rethinking Waste Plan
49. Continue to improve the energy efficiency of Council buildings and facilities including solar and lighting upgrades
50. Develop and implement a waste diversion plan

### Service Performance Outcome Indicators

Service	Indicator	Actual	Forecast	Budget
		2022-23	2023-24	2024-25
Waste management	Waste diversion	46.06%	49.00%	52.00%

\* refer to table at end of section 2.5 for information on the calculation of Service Performance Outcome Indicators

## 2.5 High-performing organisation

Council delivers a range of internal functions and activities enabling the delivery of efficient and effective services and initiatives. Council's goal is to be a high-performing organisation which delivers best value to the community.

### Services

Service Group	Actual 2022-23 \$'000	Forecast 2023-24 \$'000	Budget 2024-25 \$'000
<b>Our systems and knowledge</b>			
Income	-	-	-
Expense	11,162	15,178	15,519
Surplus / (deficit)	(11,162)	(15,178)	(15,519)

We ensure our users can rely on an effective working environment in terms of technology, applications, information management, research, insights and analytics. We provide the key platforms enabling service and infrastructure delivery across the organisation.

<b>Our finance and assets</b>			
Income	- 6,101	4,010	3,658
Expense	35,336	46,214	49,194
Surplus / (deficit)	(41,437)	(42,204)	(45,536)

We ensure Council is managed in a financially sustainable way where resources are allocated effectively to support the delivery of the desired community outcomes. This includes rate setting and revenue generation, prudent financial planning and management, procurement of goods and services, and effective asset management.

<b>Our people</b>			
Income	-	17	-
Expense	3,999	6,558	6,834
Surplus / (deficit)	(3,999)	(6,541)	(6,834)

We ensure the City of Whittlesea has adequate labour capacity (numbers) and capability (skills and knowledge) to provide services to our community now, and into the future in an efficient, effective, and sustainable manner.

<b>Our governance</b>			
Income	308	332	576
Expense	7,399	9,235	10,387
Surplus / (deficit)	(7,091)	(8,903)	(9,811)

We ensure Council has adequate structures and processes in place to manage the business of local government in an effective and compliant manner. This includes key strategic planning, communications, decision-making and monitoring/reporting activities to achieve Council's purpose of achieving the best outcomes for the local community.

### Key actions

51. Continue implementing our place-based model to be responsive to the needs of our local communities
52. Submit Federal and State Budget submissions advocating for infrastructure funding, increased services, and reform on behalf of our community
53. Identify and complete gender impact assessments on key initiatives that have a "direct and significant impact on community" gender impact assessment under the *Gender Equality Act 2020*
54. Improve customer service performance for our community targeting satisfaction scores of 75% or above for council services
55. Develop a data and insights hub to measure Council's impact and increase transparency through public reporting
56. Commence developing the Community Plan 2025-2029 and review the community vision Whittlesea 2040
57. Deliver a comprehensive Councillor induction program to ensure a smooth transition back to an elected Council
58. Achieve ISO45001 Safety Accreditation to ensure safety within our community is enhanced for our infrastructure and service delivery
59. Continue to Implement the Gender Equality Action Plan to ensure a safe and equal workplace and progress towards becoming an Employer of Choice.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	The community satisfaction rating out of 100 with the consultation and engagement efforts of the council. (This includes consulting and engaging directly with the community on key local issues requiring decisions by council).	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory planning	Service standard	The percentage of regular and VicSmart planning application decisions made within legislated time frames.	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Roads	Condition	The percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal.	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Libraries	Participation	Library membership (The percentage of resident municipal population who are registered library members).	[Number of registered library members / Population] x100
Waste management	Waste diversion	The 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
Aquatic facilities	Utilisation	The number of visits to aquatic facilities per head of municipal population.	Number of visits to aquatic facilities / Population
Animal management	Health and safety	The percentage of successful animal management prosecutions.	Number of successful animal management prosecutions / Total number of animal management prosecutions
Food safety	Health and safety	The percentage of critical and major non-compliance outcome notifications that are followed up by Council.	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and child health	Participation	The percentage of children enrolled who participate in the MCH service.	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
		The percentage of Aboriginal children enrolled who participate in the MCH service.	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

2.6 Reconciliation with budgeted operating result

	Surplus/ (Deficit)	Expenses	Income/ Revenue
	\$'000	\$'000	\$'000
Connected community	(34,418)	63,401	28,983
Liveable neighbourhoods	(45,167)	64,198	19,031
Strong local economy	(8,693)	8,698	5
Sustainable environment	(36,588)	38,431	1,843
High-performing organisation	(77,699)	81,934	4,235
<b>Total</b>	<b>(202,565)</b>	<b>256,662</b>	<b>54,097</b>
<b>Expenses added in:</b>			
Depreciation	(56,118)		
Amortisation - intangible assets	(71)		
Depreciation - right of use assets	(972)		
Borrowing costs	(1,269)		
Finance costs - leases	(99)		
<b>Deficit before funding sources</b>	<b>(261,094)</b>		
<b>Funding sources added in:</b>			
Rates and charges	219,999		
Grants commission	18,615		
Contributions - monetary	45,752		
Contributions - non-monetary	107,204		
Non-recurrent capital grants	3,980		
Interest received	9,905		
<b>Total funding sources</b>	<b>405,455</b>		
<b>Surplus/(deficit) for the year*</b>	<b>144,361</b>		

\*This surplus reported, includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore, it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024-25 has been supplemented with projections to 2027-28.

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

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

**Comprehensive Income Statement**

For the four years ending 30 June 2028

		Forecast	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
	NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Income / Revenue</b>						
Rates and charges	4.1.1	206,809	<b>219,999</b>	232,305	242,329	252,358
Statutory fees and fines	4.1.2	18,857	<b>18,291</b>	18,748	18,901	19,374
User fees	4.1.3	10,551	<b>11,672</b>	11,964	12,263	12,569
Grants - operating	4.1.4	30,718	<b>33,348</b>	33,705	34,547	35,411
Grants - capital	4.1.4	13,933	<b>5,294</b>	6,422	4,756	1,415
Contributions - monetary	4.1.5	50,967	<b>45,752</b>	19,035	14,984	16,216
Contributions - non-monetary	4.1.5	104,589	<b>107,204</b>	109,348	111,535	113,765
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		744	<b>763</b>	783	803	823
Share of net profits/(losses) of associates and joint ventures		200	<b>200</b>	200	200	200
Other income	4.1.6	18,883	<b>17,029</b>	10,307	9,673	9,612
<b>Total income / revenue</b>		<b>456,251</b>	<b>459,552</b>	<b>442,817</b>	<b>449,991</b>	<b>461,743</b>
<b>Expenses</b>						
Employee costs	4.1.7	115,396	<b>123,517</b>	127,832	132,220	136,746
Materials and services	4.1.8	119,160	<b>111,981</b>	110,349	95,108	106,505
Depreciation	4.1.9	50,478	<b>56,118</b>	56,587	60,844	64,480
Amortisation - intangible assets	4.1.10	130	<b>71</b>	71	-	-
Depreciation - right of use assets	4.1.11	498	<b>972</b>	931	582	577
Allowance for impairment losses		2,500	<b>2,973</b>	3,035	3,005	3,067
Borrowing costs		127	<b>1,269</b>	3,693	5,324	6,053
Finance costs - leases		42	<b>99</b>	89	77	54
Other expenses	4.1.12	19,637	<b>18,191</b>	18,781	19,392	20,026
<b>Total expenses</b>		<b>307,968</b>	<b>315,191</b>	<b>321,368</b>	<b>316,552</b>	<b>337,508</b>
<b>Surplus/(deficit) for the year*</b>		<b>148,283</b>	<b>144,361</b>	<b>121,449</b>	<b>133,439</b>	<b>124,235</b>
<b>Total comprehensive result</b>		<b>148,283</b>	<b>144,361</b>	<b>121,449</b>	<b>133,439</b>	<b>124,235</b>

\*This surplus reported, includes all revenue recognised in the financial period, including gifted subdivisional assets (non-monetary), developer contributions and grants towards capital works projects. It is important to note that the operating surplus is not a cash surplus; therefore, it does not convert to immediately available cash for Council. Significant amounts of the surplus are restricted by legislation and must be used for future infrastructure investment.

**Balance Sheet**

For the four years ending 30 June 2028

		Forecast	Budget	Projections		
	NOTES	2023-24	2024-25	2025-26	2026-27	2027-28
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>						
<b>Current assets</b>						
		23,394	<b>26,547</b>	29,139	32,666	33,466
		38,933	<b>39,300</b>	39,734	40,064	40,432
		285,000	<b>283,000</b>	252,000	246,000	237,000
		106	<b>106</b>	106	106	106
		6,237	<b>6,237</b>	6,237	6,237	6,237
	4.2.1	<u>353,670</u>	<u><b>355,190</b></u>	<u>327,216</u>	<u>325,073</u>	<u>317,241</u>
<b>Non-current assets</b>						
		22	<b>22</b>	22	22	22
		2,893	<b>3,093</b>	3,293	3,493	3,693
		4,505,895	<b>4,666,058</b>	4,852,280	5,011,440	5,152,168
	4.2.4	3,034	<b>2,864</b>	2,685	2,103	1,526
		149	<b>78</b>	7	-	-
	4.2.1	<u>4,511,993</u>	<u><b>4,672,115</b></u>	<u>4,858,287</u>	<u>5,017,058</u>	<u>5,157,409</u>
		<u>4,865,663</u>	<u><b>5,027,305</b></u>	<u>5,185,503</u>	<u>5,342,131</u>	<u>5,474,650</u>
<b>Liabilities</b>						
<b>Current liabilities</b>						
		22,999	<b>22,351</b>	21,678	20,979	20,249
		30,560	<b>28,680</b>	26,800	24,920	23,040
		25,542	<b>25,542</b>	25,542	25,542	25,542
		23,991	<b>25,679</b>	26,576	27,489	28,429
	4.2.3	1,567	<b>3,317</b>	6,793	9,638	11,924
	4.2.4	964	<b>942</b>	589	608	559
	4.2.2	<u>105,623</u>	<u><b>106,511</b></u>	<u>107,978</u>	<u>109,176</u>	<u>109,743</u>
<b>Non-current liabilities</b>						
		1,823	<b>1,952</b>	2,020	2,089	2,161
	4.2.3	7,624	<b>24,028</b>	59,079	81,609	89,813
	4.2.4	1,480	<b>1,340</b>	1,503	895	336
	4.2.2	<u>10,927</u>	<u><b>27,320</b></u>	<u>62,602</u>	<u>84,593</u>	<u>92,310</u>
		<u>116,550</u>	<u><b>133,831</b></u>	<u>170,580</u>	<u>193,769</u>	<u>202,053</u>
		<u>4,749,113</u>	<u><b>4,893,474</b></u>	<u>5,014,923</u>	<u>5,148,362</u>	<u>5,272,597</u>
<b>Equity</b>						
		3,066,045	<b>3,209,313</b>	3,358,140	3,492,962	3,620,795
		1,683,068	<b>1,684,161</b>	1,656,783	1,655,400	1,651,802
		<u>4,749,113</u>	<u><b>4,893,474</b></u>	<u>5,014,923</u>	<u>5,148,362</u>	<u>5,272,597</u>

**Statement of Changes in Equity**

For the four years ending 30 June 2028

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2024 Forecast</b>					
Balance at beginning of the financial year		4,600,830	2,923,827	1,455,084	221,919
Adjusted opening balance		4,600,830	2,923,827	1,455,084	221,919
Surplus/(deficit) for the year		148,283	148,283	-	-
Transfers to other reserves		-	(51,313)	-	51,313
Transfers from other reserves		-	45,248	-	(45,248)
<b>Balance at end of the financial year</b>		<b>4,749,113</b>	<b>3,066,045</b>	<b>1,455,084</b>	<b>227,984</b>
<b>2025 Budget</b>					
Balance at beginning of the financial year		<b>4,749,113</b>	<b>3,066,045</b>	<b>1,455,084</b>	<b>227,984</b>
Surplus/(deficit) for the year		<b>144,361</b>	<b>144,361</b>	-	-
Transfers to other reserves	4.3.1	-	(61,092)	-	61,092
Transfers from other reserves	4.3.1	-	59,999	-	(59,999)
<b>Balance at end of the financial year</b>	4.3.2	<b>4,893,474</b>	<b>3,209,313</b>	<b>1,455,084</b>	<b>229,077</b>
<b>2026</b>					
Balance at beginning of the financial year		4,893,474	3,209,313	1,455,084	229,077
Surplus/(deficit) for the year		121,449	121,449	-	-
Transfers to other reserves		-	(23,153)	-	23,153
Transfers from other reserves		-	50,531	-	(50,531)
<b>Balance at end of the financial year</b>		<b>5,014,923</b>	<b>3,358,140</b>	<b>1,455,084</b>	<b>201,699</b>
<b>2027</b>					
Balance at beginning of the financial year		5,014,923	3,358,140	1,455,084	201,699
Surplus/(deficit) for the year		133,439	133,439	-	-
Transfers to other reserves		-	(14,569)	-	14,569
Transfers from other reserves		-	15,952	-	(15,952)
<b>Balance at end of the financial year</b>		<b>5,148,362</b>	<b>3,492,962</b>	<b>1,455,084</b>	<b>200,316</b>
<b>2028</b>					
Balance at beginning of the financial year		5,148,362	3,492,962	1,455,084	200,316
Surplus/(deficit) for the year		124,235	124,235	-	-
Transfers to other reserves		-	(15,035)	-	15,035
Transfers from other reserves		-	18,633	-	(18,633)
<b>Balance at end of the financial year</b>		<b>5,272,597</b>	<b>3,620,795</b>	<b>1,455,084</b>	<b>196,718</b>

**Statement of Cash Flows**

For the four years ending 30 June 2028

NOTES	Forecast	Budget	Projections		
	2023-24	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	206,314	219,602	231,936	242,028	252,057
Statutory fees and fines	18,638	15,386	15,658	15,878	16,250
User fees	10,501	11,633	11,954	12,253	12,558
Grants - operating	30,718	33,348	33,705	34,547	35,411
Grants - capital	13,933	5,294	6,422	4,756	1,415
Contributions - monetary	50,967	45,752	19,035	14,984	16,216
Interest received	14,000	9,905	5,670	4,920	4,740
Trust funds and deposits taken	6,598	6,598	6,598	6,598	6,598
Other receipts	4,883	7,124	4,637	4,753	4,872
Employee costs	(112,905)	(121,700)	(126,867)	(131,238)	(135,734)
Materials and services	(119,160)	(111,981)	(110,349)	(95,108)	(106,505)
Short-term, low value and variable lease payments	(829)	(647)	(673)	(700)	(728)
Trust funds and deposits repaid	(8,478)	(8,478)	(8,478)	(8,478)	(8,478)
Other payments	(19,637)	(18,191)	(18,781)	(19,392)	(20,026)
<b>Net cash provided by/(used in)</b>	4.4.1 95,543	93,645	70,467	85,801	78,646
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(85,098)	(107,500)	(131,844)	(106,804)	(89,744)
Proceeds from sale of property, infrastructure, plant and equipment	340	(814)	(834)	(855)	(876)
(Payments)/Redemption of investments	(35,000)	2,000	31,000	6,000	9,000
<b>Net cash provided by/ (used in) investing activities</b>	4.4.2 (119,758)	(106,314)	(101,678)	(101,659)	(81,620)
<b>Cash flows from financing activities</b>					
Finance costs	(127)	(1,269)	(3,693)	(5,324)	(6,053)
Proceeds from borrowings	-	21,350	45,300	34,825	21,791
Repayment of borrowings	(2,449)	(3,196)	(6,773)	(9,450)	(11,302)
Interest paid - lease liability	(42)	(99)	(89)	(77)	(54)
Repayment of lease liabilities	(946)	(964)	(942)	(589)	(608)
<b>Net cash provided by/(used in) financing activities</b>	4.4.3 (3,564)	15,822	33,803	19,385	3,774
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	(27,779)	3,153	2,592	3,527	800
Cash and cash equivalents at the beginning of the financial year	51,173	23,394	26,547	29,139	32,666
<b>Cash and cash equivalents at the end of the financial year</b>	23,394	26,547	29,139	32,666	33,466

**Statement of Capital Works**

For the four years ending 30 June 2028

NOTES	Forecast	Budget	Projections		
	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
<b>Property</b>					
Land	3,524	-	2,900	-	-
<b>Total land</b>	<b>3,524</b>	<b>-</b>	<b>2,900</b>	<b>-</b>	<b>-</b>
Buildings	4,206	<b>8,318</b>	15,405	10,200	7,450
Building improvements	11,143	<b>7,850</b>	8,105	15,150	14,034
<b>Total buildings</b>	<b>15,349</b>	<b>16,168</b>	<b>23,510</b>	<b>25,350</b>	<b>21,484</b>
<b>Total property</b>	<b>18,873</b>	<b>16,168</b>	<b>26,410</b>	<b>25,350</b>	<b>21,484</b>
<b>Plant and equipment</b>					
Plant, machinery and equipment	4,172	<b>2,806</b>	2,052	1,794	2,904
Fixtures, fittings and furniture	985	<b>300</b>	360	77	77
Computers and telecommunications	1,295	<b>880</b>	782	927	1,177
<b>Total plant and equipment</b>	<b>6,452</b>	<b>3,986</b>	<b>3,194</b>	<b>2,798</b>	<b>4,158</b>
<b>Infrastructure</b>					
Roads	17,376	<b>27,205</b>	22,058	21,545	22,392
Bridges	1,224	<b>100</b>	100	100	100
Footpaths and cycleways	5,323	<b>4,516</b>	6,545	6,235	6,016
Drainage	1,081	<b>1,550</b>	650	1,260	1,600
Recreational, leisure and community facilities	7,870	<b>25,665</b>	45,330	26,345	16,930
Waste management	561	<b>661</b>	2,397	15	-
Parks, open space and streetscapes	21,262	<b>14,875</b>	21,366	21,554	15,410
Off street car parks	1,335	<b>2,000</b>	2,170	85	85
Other infrastructure	3,741	<b>10,774</b>	1,624	1,524	1,569
<b>Total infrastructure</b>	<b>59,773</b>	<b>87,346</b>	<b>102,240</b>	<b>78,663</b>	<b>64,102</b>
<b>Total capital works expenditure</b>	4.5.1 <b>85,098</b>	<b>107,500</b>	<b>131,844</b>	<b>106,811</b>	<b>89,744</b>
<b>Represented by:</b>					
New asset expenditure	35,026	<b>70,033</b>	93,258	62,961	45,074
Asset renewal expenditure	30,027	<b>24,827</b>	21,447	23,051	30,169
Asset expansion expenditure	1,561	-	-	-	200
Asset upgrade expenditure	18,484	<b>12,640</b>	17,139	20,799	14,301
<b>Total capital works expenditure</b>	4.5.1 <b>85,098</b>	<b>107,500</b>	<b>131,844</b>	<b>106,811</b>	<b>89,744</b>
<b>Funding sources represented by:</b>					
Proceeds from sales	-	<b>763</b>	834	855	876
External funding	14,153	<b>7,894</b>	6,422	4,756	1,415
Contributions	291	<b>4,723</b>	8,730	4,602	1,828
Council cash	69,570	<b>55,610</b>	43,331	52,923	56,679
Reserves	1,084	<b>17,160</b>	27,227	8,850	7,155
Borrowings	-	<b>21,350</b>	45,300	34,825	21,791
<b>Total capital works expenditure</b>	4.5.1 <b>85,098</b>	<b>107,500</b>	<b>131,844</b>	<b>106,811</b>	<b>89,744</b>

**Statement of Human Resources**

For the four years ending 30 June 2028

	Forecast	Budget	Projections		
	2023-24	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Staff expenditure</b>					
Employee costs - operating	112,067	<b>120,087</b>	124,156	128,461	132,903
Employee costs - capital	3,329	<b>3,430</b>	3,676	3,759	3,843
<b>Total staff expenditure</b>	<b>115,396</b>	<b>123,517</b>	<b>127,832</b>	<b>132,220</b>	<b>136,746</b>
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	982.0	<b>995.0</b>	1,000.0	1,005.0	1,010.0
<b>Total staff numbers</b>	<b>982.0</b>	<b>995.0</b>	<b>1,000.0</b>	<b>1,005.0</b>	<b>1,010.0</b>

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

Department	Budget 2024-25 \$'000	Comprises			
		Permanent		Casual	Temporary
		Full Time \$'000	Part time \$'000	\$'000	\$'000
Office of the CEO	444	444	-	-	-
Executive	7,542	6,773	769	230	233
Community Wellbeing	33,046	8,240	24,806	704	375
Planning and Development	22,635	11,300	11,335	-	450
Infrastructure and Environment	28,883	28,105	778	-	923
Customer and Corporate Services	19,782	16,104	3,676	155	2,674
Shared Services	1,687	614	1,073	63	261
<b>Total permanent staff expenditure</b>	<b>114,019</b>	<b>71,580</b>	<b>42,437</b>	<b>1,152</b>	<b>4,916</b>
Other employee related expenditure	6,068				
Capitalised labour costs	3,430				
<b>Total expenditure</b>	<b>123,517</b>				

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

Department	Budget 2024-25	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
Office of the CEO	1.0	1.0	-	-	-
Executive	57.6	53.0	4.6	0.8	1.4
Community Wellbeing	257.8	120.8	137.0	6.0	4.7
Planning and Development	189.3	140.0	49.3	-	5.6
Infrastructure and Environment	245.0	239.8	5.2	-	9.5
Customer and Corporate Services	150.2	128.1	22.1	1.8	22.6
Shared Services	13.9	5.0	8.9	0.6	1.8
<b>Total permanent staff expenditure</b>	<b>914.8</b>	<b>687.7</b>	<b>227.1</b>	<b>9.2</b>	<b>45.6</b>
Other employee related expenditure	54.8				
Capitalised labour FTE	25.4				
<b>Total staff</b>	<b>995.0</b>				

**Summary of Planned Human Resources Expenditure**

For the four years ending 30 June 2028

	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
<b>Office of the CEO</b>				
Permanent - Full time	444	457	471	485
Women	-	-	-	-
Men	444	457	471	485
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Permanent - Part time	-	-	-	-
Women	-	-	-	-
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Office of the CEO</b>	<b>444</b>	<b>457</b>	<b>471</b>	<b>485</b>
<b>Executive</b>				
Permanent - Full time	6,773	6,979	7,189	7,406
Women	5,172	5,329	5,490	5,655
Men	1,349	1,390	1,432	1,475
Persons of self-described gender	-	-	-	-
Vacant positions	252	259	267	275
New positions	-	-	-	-
Permanent - Part time	769	792	816	841
Women	332	342	352	363
Men	437	450	464	478
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Executive</b>	<b>7,541</b>	<b>7,771</b>	<b>8,005</b>	<b>8,247</b>
<b>Community Wellbeing</b>				
Permanent - Full time	8,240	8,731	9,231	9,746
Women	6,596	6,791	6,989	7,194
Men	1,259	1,296	1,334	1,373
Persons of self-described gender	-	-	-	-
Vacant positions	385	397	408	420
New positions	-	247	500	759
Permanent - Part time	24,806	25,539	26,285	27,055
Women	22,540	23,206	23,883	24,583
Men	1,634	1,682	1,731	1,782
Persons of self-described gender	-	-	-	-
Vacant positions	633	651	670	690
New positions	-	-	-	-
Temporary and other expenditure	375	386	397	409
Women	212	218	224	231
Men	47	49	50	52
Persons of self-described gender	-	-	-	-
Vacant positions	116	119	123	126
New positions	-	-	-	-
Casuals	704	730	754	779
Women	-	-	-	-
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	704	730	754	779
New positions	-	-	-	-
<b>Total Community Wellbeing</b>	<b>33,047</b>	<b>34,270</b>	<b>35,516</b>	<b>36,800</b>

	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
<b>Planning and Development</b>				
Permanent - Full time	11,300	11,819	12,348	12,893
Women	5,207	5,361	5,517	5,678
Men	5,567	5,731	5,898	6,071
Persons of self-described gender	-	-	-	-
Vacant positions	527	542	558	574
New positions	-	185	375	569
Permanent - Part time	11,335	11,671	12,011	12,363
Women	6,539	6,732	6,928	7,131
Men	4,447	4,579	4,712	4,850
Persons of self-described gender	-	-	-	-
Vacant positions	350	360	370	381
New positions	-	-	-	-
<b>Total Planning and Development</b>	<b>22,635</b>	<b>23,490</b>	<b>24,360</b>	<b>25,255</b>
<b>Infrastructure and Environment</b>				
Permanent - Full time	28,105	28,938	29,940	30,975
Women	7,764	7,985	8,226	8,474
Men	20,308	20,797	21,431	22,086
Persons of self-described gender	-	-	-	-
Vacant positions	34	32	34	36
New positions	-	124	250	379
Permanent - Part time	778	801	825	849
Women	289	297	306	315
Men	489	504	519	534
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Infrastructure and Environment</b>	<b>28,883</b>	<b>29,739</b>	<b>30,765</b>	<b>31,825</b>
<b>Customer and Corporate Services</b>				
Permanent - Full time	16,104	16,643	17,204	17,783
Women	9,182	9,451	9,736	10,030
Men	5,837	6,014	6,193	6,378
Persons of self-described gender	-	-	-	-
Vacant positions	1,084	1,117	1,150	1,185
New positions	-	62	125	190
Permanent - Part time	3,676	3,787	3,900	4,017
Women	3,351	3,452	3,555	3,661
Men	325	335	345	355
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Customer and Corporate Services</b>	<b>19,780</b>	<b>20,430</b>	<b>21,104</b>	<b>21,800</b>
<b>Shared Services</b>				
Permanent - Full time	614	633	652	672
Women	475	490	505	520
Men	139	143	148	152
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Permanent - Part time	1,073	1,106	1,139	1,173
Women	987	1,017	1,048	1,079
Men	86	89	91	94
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Shared Services</b>	<b>1,687</b>	<b>1,739</b>	<b>1,791</b>	<b>1,845</b>
<b>Casuals, temporary and other expenditure</b>	<b>6,069</b>	<b>6,260</b>	<b>6,450</b>	<b>6,645</b>
<b>Capitalised labour costs</b>	<b>3,430</b>	<b>3,676</b>	<b>3,759</b>	<b>3,843</b>
<b>Total staff expenditure</b>	<b>123,517</b>	<b>127,832</b>	<b>132,220</b>	<b>136,746</b>

	2024-25	2025-26	2026-27	2027-28
	FTE	FTE	FTE	FTE
<b>Office of the CEO</b>				
Permanent - Full time	1.0	1.0	1.0	1.0
Women	-	-	-	-
Men	1.0	1.0	1.0	1.0
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Permanent - Part time	-	-	-	-
Women	-	-	-	-
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Office of the CEO</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>Executive</b>				
Permanent - Full time	53.0	53.0	53.0	53.0
Women	40.0	40.0	40.0	40.0
Men	11.0	11.0	11.0	11.0
Persons of self-described gender	-	-	-	-
Vacant positions	2.0	2.0	2.0	2.0
New positions	-	-	-	-
Permanent - Part time	4.6	4.6	4.6	4.6
Women	2.0	2.0	2.0	2.0
Men	2.6	2.6	2.6	2.6
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Executive</b>	<b>57.6</b>	<b>57.6</b>	<b>57.6</b>	<b>57.6</b>
<b>Community Wellbeing</b>				
Permanent - Full time	120.8	122.8	124.8	126.8
Women	95.8	95.8	95.8	95.8
Men	19.0	19.0	19.0	19.0
Persons of self-described gender	-	-	-	-
Vacant positions	6.0	6.0	6.0	6.0
New positions	-	2.0	4.0	6.0
Permanent - Part time	137.0	137.0	137.0	137.0
Women	125.7	125.7	125.7	125.7
Men	7.5	7.5	7.5	7.5
Persons of self-described gender	-	-	-	-
Vacant positions	3.8	3.8	3.8	3.8
New positions	-	-	-	-
<b>Total Community Wellbeing</b>	<b>257.8</b>	<b>259.8</b>	<b>261.8</b>	<b>263.8</b>
<b>Planning and Development</b>				
Permanent - Full time	140.0	141.5	143.0	144.5
Women	66.0	66.0	66.0	66.0
Men	68.0	68.0	68.0	68.0
Persons of self-described gender	-	-	-	-
Vacant positions	6.0	6.0	6.0	6.0
New positions	-	1.5	3.0	4.5
Permanent - Part time	49.3	49.3	49.3	49.3
Women	30.6	30.6	30.6	30.6
Men	17.4	17.4	17.4	17.4
Persons of self-described gender	-	-	-	-
Vacant positions	1.4	1.4	1.4	1.4
New positions	-	-	-	-
<b>Total Planning and Development</b>	<b>189.3</b>	<b>190.8</b>	<b>192.3</b>	<b>193.8</b>

	2024-25	2025-26	2026-27	2027-28
	FTE	FTE	FTE	FTE
<b>Infrastructure and Environment</b>				
Permanent - Full time	239.8	240.8	241.8	242.8
Women	59.9	59.9	59.9	59.9
Men	179.7	179.7	179.7	179.7
Persons of self-described gender	-	-	-	-
Vacant positions	0.2	0.2	0.2	0.2
New positions	-	1.0	2.0	3.0
Permanent - Part time	5.2	5.2	5.2	5.2
Women	2.1	2.1	2.1	2.1
Men	3.1	3.1	3.1	3.1
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Infrastructure and Environment</b>	<b>245.0</b>	<b>246.0</b>	<b>247.0</b>	<b>248.0</b>
<b>Customer and Corporate Services</b>				
Permanent - Full time	128.1	128.6	129.1	129.6
Women	72.8	72.8	72.8	72.8
Men	39.0	39.0	39.0	39.0
Persons of self-described gender	-	-	-	-
Vacant positions	16.3	16.3	16.3	16.3
New positions	-	0.5	1.0	1.5
Permanent - Part time	22.1	22.1	22.1	22.1
Women	20.1	20.1	20.1	20.1
Men	2.0	2.0	2.0	2.0
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Customer and Corporate Services</b>	<b>150.2</b>	<b>150.7</b>	<b>151.2</b>	<b>151.7</b>
<b>Shared Services</b>				
Permanent - Full time	5.0	5.0	5.0	5.0
Women	4.0	4.0	4.0	4.0
Men	1.0	1.0	1.0	1.0
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Permanent - Part time	8.9	8.9	8.9	8.9
Women	7.9	7.9	7.9	7.9
Men	1.0	1.0	1.0	1.0
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
<b>Total Shared Services</b>	<b>13.9</b>	<b>13.9</b>	<b>13.9</b>	<b>13.9</b>
<b>Casuals and temporary staff</b>	<b>54.8</b>	<b>54.8</b>	<b>54.8</b>	<b>54.8</b>
<b>Capitalised labour</b>	<b>25.4</b>	<b>25.4</b>	<b>25.4</b>	<b>25.4</b>
<b>Total staff numbers</b>	<b>995.0</b>	<b>1,000.0</b>	<b>1,005.0</b>	<b>1,010.0</b>

## 4. Notes to the Financial Statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

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

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

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024-25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges 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 and the municipal charge will increase by 2.75% in line with the rate cap.

This will raise total rates and charges for 2024-25 to \$220 million.

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

	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
General Rates*	179,609	189,416	9,807	5.46%
Service rates and charges	23,456	26,495	3,039	12.96%
Special rates and charges	264	280	16	6.06%
Supplementary rates and rate adjustments	2,980	3,058	78	2.62%
Interest on rates and charges	500	750	250	50.00%
<b>Total rates and charges</b>	<b>206,809</b>	<b>219,999</b>	<b>13,190</b>	<b>6.38%</b>

\*These items are subject to the rate cap established under the Fair Go Rates System (FGRS)

#### 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	2023-24 cents/\$NAV	2024-25 cents/\$NAV	Change %
General rate for residential properties <sup>2</sup>	0.047244600	0.04683579	-0.87%
General rate for commercial properties <sup>2</sup>	0.047244600	0.04683579	-0.87%
General rate for industrial properties <sup>2</sup>	0.047244600	0.04683579	-0.87%
General rate for farm properties <sup>2</sup>	0.028346760	0.02810147	-0.87%

<sup>2</sup>Subject to certified valuation data being received from the Valuer General Victoria.

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

Type or class of land	2023-24 \$	2024-25 \$	Change \$ %	
Residential <sup>3</sup>	147,912,462	156,247,749	8,335,287	5.64%
Commercial <sup>3</sup>	15,632,018	15,196,969	(435,049)	(2.78)%
Industrial <sup>3</sup>	14,709,210	16,919,626	2,210,416	15.03%
Farm <sup>3</sup>	1,355,613	1,051,276	(304,337)	(22.45)%
<b>Total amount to be raised by general rates</b>	<b>179,609,303</b>	<b>189,415,620</b>	<b>9,806,317</b>	<b>5.46%</b>
Annualised 2023-24 supplementary rate revenue	3,650,090	-		
	<b>183,259,393</b>	<b>189,415,620</b>	<b>6,156,227</b>	<b>3.36%</b>

<sup>3</sup>Note the amount to be raised by general rates for 2024-25 is subject to the final certified valuations for 1 January 2024 being received from the Valuer General Victoria and the completion of the 2023-24 supplementary rates.

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

Type or class of land	2023-24 Number	2024-25 Number	Change Number	%
Residential <sup>4</sup>	90,381	<b>94,038</b>	3,657	4.05%
Commercial <sup>4</sup>	3,064	<b>3,085</b>	21	0.69%
Industrial <sup>4</sup>	4,507	<b>4,739</b>	232	5.15%
Farm <sup>4</sup>	137	<b>130</b>	(7)	(5.11)%
<b>Total number of assessments</b>	<b>98,089</b>	<b>101,992</b>	<b>3,903</b>	<b>3.98%</b>

<sup>4</sup>Note the number of assessments for 2024-25 may change as further supplementary valuations are completed.

**4.1.1(e) The basis of valuation to be used is the Net Annual Value (NAV)**

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

Type or class of land	2023-24 \$	2024-25 \$	Change \$	%
Residential <sup>5</sup>	3,130,780,225	<b>3,336,075,865</b>	205,295,640	6.56%
Commercial <sup>5</sup>	330,874,175	<b>324,473,426</b>	(6,400,749)	(1.93)%
Industrial <sup>5</sup>	311,341,610	<b>361,254,200</b>	49,912,590	16.03%
Farm <sup>5</sup>	47,822,500	<b>37,410,000</b>	(10,412,500)	(21.77)%
<b>Total value of land</b>	<b>3,820,818,510</b>	<b>4,059,213,491</b>	<b>238,394,981</b>	<b>6.24%</b>

<sup>5</sup>Note the value of land for 2024-25 is subject to the final certified valuations for 1 January 2023 being received from the Valuer General Victoria.

**4.1.1(g) 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 2023-24 \$	Per Rateable Property 2024-25 \$	Change \$	%
Waste Kerbside Service Charge	171.45	<b>205.70</b>	34.25	19.98%
Commercial Waste Kerbside Service Charge	222.76	<b>267.30</b>	44.54	19.99%
Food and Green Waste	105.15	<b>105.15</b>	-	0.00%
Landfill Levy - Waste Kerbside Service Charge	11.85	<b>14.20</b>	2.35	19.83%
Landfill Levy - Commercial Waste Kerbside Service Charge	16.50	<b>19.80</b>	3.30	20.00%
Landfill Levy - Other	13.90	<b>16.65</b>	2.75	19.78%

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

Type of Charge	2023-24 \$	2024-25 \$	Change \$	%
Waste Kerbside Service Charge	14,665,169	<b>17,841,729</b>	3,176,560	21.66%
Commercial Waste Kerbside Service Charge	948,332	<b>1,094,860</b>	146,528	15.45%
Food and Green Waste	6,615,999	<b>6,016,663</b>	(599,336)	(9.06)%
Landfill Levy - Waste Kerbside Service Charge	978,905	<b>1,207,000</b>	228,095	23.30%
Landfill Levy - Commercial Waste Kerbside Service Charge	64,845	<b>79,200</b>	14,355	22.14%
Landfill Levy - Other	182,563	<b>255,911</b>	73,348	40.18%
<b>Total</b>	<b>23,455,812</b>	<b>26,495,362</b>	<b>3,039,550</b>	<b>12.96%</b>

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

	2023-24	2024-25	Change	
	\$	\$	\$	%
Residential	147,912,462	156,247,749	8,335,287	5.64%
Commercial	15,632,018	15,196,969	(435,049)	(2.78)%
Industrial	14,709,210	16,919,626	2,210,416	15.03%
Farm rate	1,355,613	1,051,276	(304,337)	(22.45)%
Waste Kerbside Service Charge	14,665,169	17,841,729	3,176,560	21.66%
Commercial Waste Kerbside Service Charge	948,332	1,094,860	146,528	15.45%
Food and Green Waste	6,615,999	6,016,663	(599,336)	(9.06)%
Landfill Levy - Waste Kerbside Service Charge	978,905	1,207,000	228,095	23.30%
Landfill Levy - Commercial Waste Kerbside Service Charge	64,845	79,200	14,355	22.14%
Landfill Levy - Other	182,563	255,911	73,348	40.18%
Supplementary rates and rate adjustments	2,980,000	3,058,000	78,000	2.62%
<b>Total Rates and charges</b>	<b>206,045,115</b>	<b>218,968,982</b>	<b>12,923,867</b>	<b>6.27%</b>

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

The City of Whittlesea is required to comply with the State Government’s FGRS. The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023-24	2024-25
Total Rates	\$ 179,609,303	\$ 189,415,620
Number of rateable properties	98,089	101,992
Base Average Rate	1,831	1,807.46
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$ 1,895.17	\$ 1,857.16
Maximum General Rates and Municipal Charges Revenue	\$ 185,895,629	\$ 189,415,620
Budgeted Supplementary Rates	\$ 3,100,000	\$ 3,177,500
Budgeted Total Rates and Municipal Charges Revenue	\$ 188,995,629	\$ 192,593,120

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

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

- The making of supplementary valuations (2024-25: estimated \$3,177,500 and 2023-24: \$3,100,000)
- 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(l) Differential rates**

The rate and amount of rates payable in relation to land in each category of differential are:

- rate of 0.04683579 in the NAV dollar in respect of residential, commercial and industrial use land (of a non-farm nature)
- rate of 0.02810147 in the NAV dollar in respect of farm land.

Each differential rate will be determined by multiplying the Net Annual Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of its functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

**General rate**

The general rate for rateable residential, commercial and industrial properties applies to all properties which do not fall into the farm rate classification (see below).

**Farm rate**

The farm rate may be applied to some properties within the Municipality which are classified by Council as Farm Land as defined in Section 2(1) of the *Valuation of Land Act 1960* which states, "farm land" means any rateable land:

- (a) that is not less than 2 hectares in area; and
- (b) that is used primarily for grazing (including agistment), dairying, pig-farming, poultry-farming, fish-farming, tree-farming, bee-keeping, viticulture, horticulture, fruit-growing or the growing of crops of any kind or for any combination of those activities; and
- (c) that is used by a business— (i) that has a significant and substantial commercial purpose or character; and (ii) that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and (iii) that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

The objective of Council's differential rates, is to ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for both "general" and "farm" properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

**4.1.2 Statutory fees and fines**

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Infringements and costs	7,945	8,313	368	4.63%
Court recoveries	250	125	(125)	(50.00)%
Permit fees	8,142	8,073	(69)	(0.85)%
Certificates and regulatory service fees	2,520	1,780	(740)	(29.37)%
<b>Total statutory fees and fines</b>	<b>18,857</b>	<b>18,291</b>	<b>(566)</b>	<b>(3.00)%</b>

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include parking infringements, animal registrations, Health Act registrations, building control permits, statutory planning permits and subdivision supervision fees. The statutory fees are projected to be less than 2023-24 primarily due to decrease in regulatory and stormwater engineering fees.

**4.1.3 User fees**

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Aged and health services	878	942	64	7.29%
Family and children services	254	270	16	6.30%
Registrations	2,552	2,699	147	5.76%
Leisure centre fees	645	1,350	705	109.30%
Property leases and rentals	4,104	4,113	9	0.22%
Waste management services	1,300	1,336	36	2.77%
Other fees and charges	818	962	144	17.60%
<b>Total user fees</b>	<b>10,551</b>	<b>11,672</b>	<b>894</b>	<b>8.47%</b>

User fees relate to the recovery of service delivery costs through the charging of fees to users of services. These include fees for the use of leisure facilities, entertainment, equipment hire and other community facilities and the provision of human services such as family day care and home help services. User fees are projected to increase primarily relating to the increase in recreation income as a result of higher attendance.

4.1.4 Grants

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

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
<b>Grants were received in respect of the following:</b>				
Summary of grants				
Commonwealth funded grants	22,974	26,506	3,532	15.37%
State funded grants	21,657	12,136	(9,521)	(43.96)%
Other grants	20	-	(20)	(100.00)%
<b>Total grants received</b>	<b>44,651</b>	<b>38,642</b>	<b>(6,009)</b>	<b>(13.46)%</b>
<b>(a) Operating Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Financial assistance grants	14,686	18,615	3,929	26.75%
Aged care	6,468	6,547	79	1.22%
Immunisation	27	30	3	11.11%
<b>Recurrent - State Government</b>				
Aged care	837	869	32	3.82%
School crossing supervisors	1,054	1,054	-	0.00%
Early years	344	356	12	3.49%
Family day care	685	650	(35)	(5.11)%
Maternal and child health	4,295	4,260	(35)	(0.81)%
Immunisation	120	124	4	3.33%
Public health	24	24	-	0.00%
Resilience and emergency management	76	60	(16)	(21.05)%
Youth services	35	35	-	0.00%
Community development	92	95	3	3.26%
Other	327	163	(164)	(50.15)%
<b>Total recurrent grants</b>	<b>29,070</b>	<b>32,882</b>	<b>3,812</b>	<b>13.11%</b>
<b>Non-recurrent - State Government</b>				
Economic development	256	-	(256)	(100.00)%
Maternal and child health	225	150	(75)	(33.33)%
Immunisation	295	-	(295)	(100.00)%
Kindergarten	354	115	(239)	(67.51)%
Recreational, leisure and community	64	-	(64)	(100.00)%
Other	127	-	(127)	(100.00)%
Resilience and emergency management	95	140	45	47.37%
Youth Services	144	-	(144)	(100.00)%
Sustainability	48	61	13	27.08%
Waste management	20	-	(20)	(100.00)%
Community development	20	-	(20)	(100.00)%
<b>Total non-recurrent grants</b>	<b>1,648</b>	<b>466</b>	<b>(1,182)</b>	<b>(71.72)%</b>
<b>Total operating grants</b>	<b>30,718</b>	<b>33,348</b>	<b>2,630</b>	<b>8.56%</b>

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
<b>(b) Capital Grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Roads and infrastructure	1,270	1,314	44	3.46%
<b>Total recurrent grants</b>	<b>1,270</b>	<b>1,314</b>	<b>44</b>	<b>3.46%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Buildings	227	-	(227)	(100.00)%
Parks, open space and streetscapes	296	-	(296)	(100.00)%
<b>Non-recurrent - State Government</b>				
Buildings	4,508	-	(4,508)	(100.00)%
Bridges	326	-	(326)	(100.00)%
Roads and infrastructure	1,782	3,980	2,198	123.34%
Recreational, leisure and community	500	-	(500)	(100.00)%
Parks, open space and streetscapes	5,024	-	(5,024)	(100.00)%
<b>Total non-recurrent grants</b>	<b>12,663</b>	<b>3,980</b>	<b>(8,683)</b>	<b>(68.57)%</b>
<b>Total capital grants</b>	<b>13,933</b>	<b>5,294</b>	<b>(8,639)</b>	<b>(62.00)%</b>
<b>Total Grants</b>	<b>44,651</b>	<b>38,642</b>	<b>(6,009)</b>	<b>(13.46)%</b>

#### 4.1.5 Contributions

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Monetary	50,967	45,752	(5,215)	(10.23)%
Non-monetary	104,589	107,204	2,615	2.50%
<b>Total contributions</b>	<b>155,556</b>	<b>152,956</b>	<b>(2,600)</b>	<b>(1.67)%</b>

Monetary contributions are those contributions and reimbursements from organisations such as sporting clubs for works carried out on their behalf, as well as contributions from developers towards specific capital works projects. Non-monetary contributions are those assets that have been transferred to Council by developers. The contributions are projected to decrease slightly in line with anticipated growth of developments throughout the municipality.

#### 4.1.6 Other income

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Sales	671	877	206	30.70%
Interest	14,000	9,905	(4,095)	(29.25)%
Reimbursements	3,722	5,775	2,053	55.16%
Other	490	472	(18)	(3.67)%
<b>Total other income</b>	<b>18,883</b>	<b>17,029</b>	<b>(1,854)</b>	<b>(9.82)%</b>

The budget anticipates a decrease in interest income from term deposits due to forecasted interest rate cuts from the Reserve Bank of Australia.

#### 4.1.7 Employee costs

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000	\$'000	%
Wages and salaries	99,284	107,452	8,168	8.23%
Workcover	3,906	3,800	(106)	(2.71)%
Superannuation	12,036	12,145	109	0.91%
Fringe benefits tax	170	120	(50)	(29.41)%
<b>Total employee costs</b>	<b>115,396</b>	<b>123,517</b>	<b>8,121</b>	<b>7.04%</b>

Employee costs include all labour related expenditure such as salaries, wages, allowances and on-costs such as leave entitlements, superannuation and WorkCover.

In recent years employee numbers have not kept pace with the City of Whittlesea's population growth. We have sought to address this shortfall with continued investment in growing our workforce in 2024-25. This investment ensures we have the resources needed to support critical service delivery for our growing population whilst we continue to drive efficiencies.

Employee costs are also estimated to increase due to positions which have been funded from specific grants and salary movements through banding adjustments and the Enterprise Agreement.

#### 4.1.8 Materials and services

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000	\$'000	%
External works (contractors)	86,352	84,462	(1,890)	(2.19)%
Support services	9,783	5,555	(4,228)	(43.22)%
Design work	116	18	(98)	(84.48)%
Facilities management	3,620	3,153	(467)	(12.90)%
Supplies and services	8,633	9,042	409	4.74%
Plant and fleet operations	1,597	1,750	153	9.58%
Computer services	6,432	5,263	(1,169)	(18.17)%
Communications	1,369	1,481	112	8.18%
Catering supplies and services	218	241	23	10.55%
Construction materials	851	743	(108)	(12.69)%
Travel and accommodation	128	188	60	46.88%
Consumable Materials	61	85	24	39.34%
<b>Total materials and services</b>	<b>119,160</b>	<b>111,981</b>	<b>(7,179)</b>	<b>(6.02)%</b>

Materials and services include the purchase of supplies and consumables, payments for the provision of services, and fleet costs. Material and services is budgeted to decrease compared to forecast of 2023-24 mainly due to reimbursements associated with the provision by developers of land and construction projects that are funded through the levies collected under various Development Contribution Plans and Infrastructure Contribution Plans and the support services like legal service and consultant services provided by internal resources.

#### 4.1.9 Depreciation

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000	\$'000	%
Property	8,475	10,688	2,213	26.11%
Plant & equipment	2,501	2,501	-	0.00%
Infrastructure	39,502	42,929	3,427	8.68%
<b>Total depreciation</b>	<b>50,478</b>	<b>56,118</b>	<b>5,640</b>	<b>11.17%</b>

Depreciation is an accounting measure to allocate the value of an asset over its useful life. The depreciation is expected to increase compared to the 2023-24 forecast, due to the projected increase in the revaluation of Council's assets combined with the addition of gifted and constructed assets.

**4.1.10 Amortisation - Intangible assets**

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000		
Intangible assets	130	71	(59)	(45.38)%
<b>Total amortisation - intangible assets</b>	<b>130</b>	<b>71</b>	<b>(59)</b>	<b>(45.38)%</b>

**4.1.11 Depreciation - Right of use assets**

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000		
Property	285	566	281	98.60%
Vehicles	-	308	308	100.00%
Plant and equipment	213	98	(115)	(53.99)%
<b>Total depreciation - right of use assets</b>	<b>498</b>	<b>972</b>	<b>474</b>	<b>95.18%</b>

**4.1.12 Other expenses**

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000		
Contributions and donations	10,960	9,263	(1,697)	(15.48)%
Utilities	4,215	4,221	6	0.14%
Mayor and Councillors allowances	-	375	375	100.00%
Auditing	283	287	4	1.41%
Other costs	4,179	4,045	(134)	(3.21)%
<b>Total other expenses</b>	<b>19,637</b>	<b>18,191</b>	<b>(1,446)</b>	<b>(7.36)%</b>

Other expenses include a range of unclassified items including utilities, community grants, contributions, audit fees and administrator fees. Other expenses are expected to reduce primarily due to once off contributions provided to an organisation in the 2023-24 forecast year.

## 4.2 Balance Sheet

### 4.2.1 Assets

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities. Current assets are expected to increase by \$1.52 million during the year, primarily reflecting delays in expenditure on construction projects.

The increase in non-current assets is the net result of the capital works program and transfer to Council of non-monetary assets \$107.2 million, partly offset by the depreciation of non-current assets \$56.12 million.

### 4.2.2 Liabilities

Current liabilities are expected to increase due repayments of borrowings and annual and long service leave staff entitlements (provisions) which are expected to increase in line with an increasing labour cost base.

Trade and other payables (being the amounts that Council owes to suppliers) are expected to decrease in line with materials and services expenditure (see Comprehensive Income Statement). Trust funds and deposits taken is also expected to decrease.

Non-current liabilities (that is, obligations Council must pay beyond the next financial year) will increase due to new borrowings being taken out in 2024-25.

### 4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast	Budget	Projections		
	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
Amount borrowed as at 30 June of the prior	11,640	9,191	27,345	65,872	91,247
Amount proposed to be borrowed	-	21,350	45,300	34,825	21,792
Amount projected to be redeemed	(2,449)	(3,196)	(6,773)	(9,450)	(11,302)
<b>Amount of borrowings as at 30 June</b>	<b>9,191</b>	<b>27,345</b>	<b>65,872</b>	<b>91,247</b>	<b>101,737</b>

### 4.2.4 Leases by category

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

	Forecast	Budget
	2023-24 \$'000	2024-25 \$'000
<b>Right-of-use assets</b>		
Property	1,738	1,498
Vehicles	1,230	923
Others	66	443
<b>Total right-of-use assets</b>	<b>3,034</b>	<b>2,864</b>
<b>Lease liabilities</b>		
<b>Current lease Liabilities</b>		
Property	567	544
Vehicles	301	313
Others	96	85
<b>Total current lease liabilities</b>	<b>964</b>	<b>942</b>
<b>Non-current lease liabilities</b>		
Property	502	313
Vehicles	978	665
Others	-	362
<b>Total non-current lease liabilities</b>	<b>1,480</b>	<b>1,340</b>
<b>Total lease liabilities</b>	<b>2,444</b>	<b>2,282</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 4.76%.

### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

	Balance at beginning of reporting period	Transfers to Reserve	Transfers from Reserve	Balance at end of reporting period
	\$'000	\$'000	\$'000	\$'000
<b>Asset revaluation reserve</b>	<b>1,455,084</b>	-	-	<b>1,455,084</b>
<b>Asset development reserves</b>				
Parklands contribution	11,653	1,500	-	13,153
Developer contribution plan (DCP) reserves	135,406	40,000	(29,723)	145,683
Planning permit drainage levy	10,741	160	(50)	10,851
Net gain compensation	1,119	-	(392)	727
Plenty road duplication	80	-	-	80
Street tree contributions reserve	686	-	-	686
<b>Total asset development reserves</b>	<b>159,685</b>	<b>41,660</b>	<b>(30,165)</b>	<b>171,180</b>
<b>Asset replacement reserves</b>				
Native vegetation offset site maintenance	1,572	-	-	1,572
Lutheran Church and Cemetery	380	-	-	380
Strategic investment reserve	26,856	19,182	(9,744)	36,294
Technology improvement	2,294	-	(1,672)	622
Traffic light construction	943	-	-	943
Synthetic turf pitches	1,840	-	(1,840)	-
Strategic properties reserve	4,519	-	-	4,519
Non standard street lighting contributions	3,926	250	(250)	3,926
LASF defined benefit plan liability	3,739	-	-	3,739
Transport infrastructure	28	-	-	28
Waste reserve	3,709	-	(561)	3,148
Aboriginal Gathering Place	4,784	-	(4,784)	-
Strategic operational projects	2,396	-	(2,000)	396
Regional Sports Precinct reserve	8,983	-	(8,983)	-
Resilience and emergency management	449	-	-	449
Plant replacement	1,221	-	-	1,221
Community grant	660	-	-	660
<b>Total asset replacement reserves</b>	<b>68,299</b>	<b>19,432</b>	<b>(29,834)</b>	<b>57,897</b>
<b>Total reserves</b>	<b>1,683,068</b>	<b>61,092</b>	<b>(59,999)</b>	<b>1,684,161</b>

#### Asset development reserves

These funds must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds earn interest revenue for Council, they are not available for other purposes.

#### Asset replacement reserves

There are no restrictions on the use of these funds other than as Council may itself impose. In this case Council has made decisions regarding the future use of these funds and, unless there is a Council resolution to change those decisions, these funds should be used for those earmarked purposes. The decisions about future use of these funds will be made in the context of the long term funding requirements as set out in the plan.

#### 4.3.2 Equity

Total equity is expected to increase by \$144.36 million and made up of the following components:

- Asset Revaluation Reserve represents the difference between the previously recorded value of assets and their current valuations.
- Other Reserves are funds that Council has set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of Council and are separately disclosed.
- Accumulated surplus, which is the value of all net assets less Reserves that have accumulated over time.

#### 4.4 Statement of Cash Flows

This section analyses the expected cash flows from the operating, investing and financing activities of Council for the 2024-25 year. Budgeting cash flows assists in determining the balance between the level of cash available for investment in Council services and infrastructure, whilst ensuring long term financial sustainability of Council.

This analysis is based on three main categories of cash flows:

- Operating activities - Refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provisions of services to the community may be available for investment in capital works, or repayment debt.
- Investing activities - Refers to the cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.
- Financing activities - Refers to the cash generated or used in financing of Council functions and include borrowing from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayment of the year.

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

The decrease in cash flow from operating activities is mainly due to decrease in capital grants income \$8.64 million and higher employee payments \$8.8 million. This is partly offset by increase in rates and charges income by 2.75% in line with the State Government rate cap.

The net cash flows from the operating activities does not equal the operating result of the year as the expected revenues and expenses of Council include non-cash items which have been excluded from the Cash flow Statement.

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

The decrease in payments for investing activities represents \$35 million of funds invested in 2023-24 and an increase in capital works expenditure \$22.4 million over the 2023-24 forecast. Redemption/(payments) for investments (maturing later than 90 days) relate to financial assets which are cash investments (predominantly term deposits) that have a maturity date greater than 90 days. To improve Council's cash flow (and maximise interest revenue), investments are either redeemed or placed throughout the year depending on the receipt of revenue and the timing of expenditure.

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

The increase in cash flow from financing activities is driven by proposed new borrowings of \$21.35 million expected to be drawn down during the 2024-25 financial year. Proceeds from borrowings relate to funding received under loan obligations Council must pay beyond the next financial year. These funds are generally applied to fund capital projects undergone in the financial year the loan was obtained.

**4.5 Capital Works program**

This section presents a listing of the capital works projects that will be undertaken for the 2024-25 year, classified by expenditure type and funding source.

**4.5.1 Summary**

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
Property	18,873	16,168	(2,705)	(14.33)%
Plant and equipment	6,452	3,986	(2,466)	(38.22)%
Infrastructure	59,773	87,346	27,573	46.13%
<b>Total</b>	<b>85,098</b>	<b>107,500</b>	<b>22,402</b>	<b>26.32%</b>

The capital works program for the 2024-25 year is expected to be \$107.5 million.

	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	External Funding	Contrib.	Council Cash/Reserves	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	16,168	8,678	4,785	2,705	-	3,105	4,713	8,350	-
Plant and equipment	3,986	3,681	-	305	-	814	-	3,172	-
Infrastructure	87,346	57,674	20,042	9,630	-	4,789	10	61,196	21,350
<b>Total</b>	<b>107,500</b>	<b>70,033</b>	<b>24,827</b>	<b>12,640</b>	<b>-</b>	<b>8,708</b>	<b>4,723</b>	<b>72,719</b>	<b>21,350</b>

4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	External Funding	Contrib.	Council Cash/Reserves	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>PROPERTY</b>									
Design - Edgars Creek Reserve Masterplan Implementation	250	250	-	-	-	-	-	250	-
Construct Community Activity Centre - Patterson Drive, Donnybrook	5,818	5,818	-	-	-	2,430	3,388	-	-
Construct community centre - West Wollert	2,000	2,000	-	-	-	675	1,325	-	-
24-25 Detailed Design Preparedness	250	250	-	-	-	-	-	250	-
<b>Total Buildings</b>	<b>8,318</b>	<b>8,318</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,105</b>	<b>4,713</b>	<b>500</b>	<b>-</b>
Energy Efficiency Program - Various	400	-	-	400	-	-	-	400	-
Thomastown Recreation & Aquatic Centre (TRAC) renewal and future proofing	150	-	150	-	-	-	-	150	-
Redevelopment and expansion of the Stables Kindergarten	200	200	-	-	-	-	-	200	-
Upgrade/ Redevelop - Dalton Road Kindergarten and MCH	250	-	-	250	-	-	-	250	-
Hillsview Soccer Upgrade Female Friendly Facilities	200	160	-	40	-	-	-	200	-
PRACC and PRACC North Building Services Upgrades	2,050	-	1,435	615	-	-	-	2,050	-
24-25 Planned renewal - Minor works	3,000	-	3,000	-	-	-	-	3,000	-
24-25 Disability Action Plan - Ongoing Program	150	-	-	150	-	-	-	150	-
Derby Meadows Preschool and Boori Childrens Centre	50	-	-	50	-	-	-	50	-
Kindergarten nappy change facilities and privacy stall doors for regulatory compliance	300	-	-	300	-	-	-	300	-
PRACC North - Office Refurbishment	750	-	-	750	-	-	-	750	-
PRACC - Theatre and Venue Upgrades	50	-	50	-	-	-	-	50	-
French Street Hall (Lalor Neighbourhood House) - design investigations	300	-	150	150	-	-	-	300	-
<b>Total building improvements</b>	<b>7,850</b>	<b>360</b>	<b>4,785</b>	<b>2,705</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,850</b>	<b>-</b>
<b>TOTAL PROPERTY</b>	<b>16,168</b>	<b>8,678</b>	<b>4,785</b>	<b>2,705</b>	<b>-</b>	<b>3,105</b>	<b>4,713</b>	<b>8,350</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>									
Replacement of Council Fleet - Ongoing Program	2,500	2,500	-	-	-	814	-	1,686	-
Implementation of Signage Management Plan - Various	200	200	-	-	-	-	-	200	-
Conservation Reserve Signage Delivery	76	76	-	-	-	-	-	76	-
Community Engagement Trailer	30	30	-	-	-	-	-	30	-
<b>Total plant, machinery and equipment</b>	<b>2,806</b>	<b>2,806</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>814</b>	<b>-</b>	<b>1,992</b>	<b>-</b>
Acquisition of Visual Art - Civic Centre	10	10	-	-	-	-	-	10	-
Design and Delivery of Public Art (Murals)	65	65	-	-	-	-	-	65	-
Kindergarten on a School Site (KOSS) - Wollert Central	225	225	-	-	-	-	-	225	-
<b>Total fixtures, fittings and furniture</b>	<b>300</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>-</b>
IT - ICT Network Infrastructure	100	60	-	40	-	-	-	100	-
IT - Hardware	250	100	-	150	-	-	-	250	-
IT - Mobile Phones	300	300	-	-	-	-	-	300	-
Implement and improve Audio Visual	180	90	-	90	-	-	-	180	-
WiFi Access at Community Facilities	50	25	-	25	-	-	-	50	-
<b>Total computers and telecommunications</b>	<b>880</b>	<b>575</b>	<b>-</b>	<b>305</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>880</b>	<b>-</b>
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>3,986</b>	<b>3,681</b>	<b>-</b>	<b>305</b>	<b>-</b>	<b>814</b>	<b>-</b>	<b>3,172</b>	<b>-</b>

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	External Funding	Contrib.	Council Cash/Reserves	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>INFRASTRUCTURE</b>									
Signalise intersection - Plenty Rd and Everton Drive, Mernda	5,100	5,100	-	-	-	-	-	5,100	-
Duplicate De Rossi Boulevard - From Sunfield Drive to Belknap Street	500	250	250	-	-	-	-	500	-
Barry Road, Thomastown Road Safety Project	700	700	-	-	-	-	-	700	-
Baltrum Drive Extension	4,950	4,950	-	-	-	2,600	-	-	2,350
24-25 Local Road Resurfacing Works	8,000	-	8,000	-	-	-	-	8,000	-
24-25 Local Road Reconstruction / Rehabilitation	4,000	-	4,000	-	-	1,314	-	2,686	-
24-25 Traffic control devices - un-programmed works	200	100	-	100	-	-	-	200	-
24-25 Collector Road traffic management - Various locations	250	125	-	125	-	-	-	250	-
Upgrade disabled parking bays to DDA requirements - Various locations	50	-	-	50	-	-	-	50	-
24-25 Roadside hazard protection	100	100	-	-	-	-	-	100	-
Findon Road and Williamsons Road intersection upgrade	1,800	-	-	1,800	-	-	-	1,800	-
Quarry Hills Regional Park - Trunk Infrastructure	680	680	-	-	-	-	-	680	-
Cookes Road - Bassetts Road to Heywood Street, Doreen	100	-	-	100	-	-	-	100	-
Signalised intersection - Findon Road & The Great Eastern Way, South Morang	150	150	-	-	-	-	-	150	-
Roundabout - Everton Drive and Sissinghurst Parade	50	50	-	-	-	-	-	50	-
Install Pedestrian Operated Signals: Edgars Road, 25m south of Forum Way, Epping North	25	25	-	-	-	-	-	25	-
Install roundabout Crescendo Boulevard /Bellavista Drive / The Parade intersection, Wollert	300	300	-	-	-	-	-	300	-
(ABS) intersection in Mernda	250	250	-	-	-	-	-	250	-
<b>Total roads</b>	<b>27,205</b>	<b>12,780</b>	<b>12,250</b>	<b>2,175</b>	<b>-</b>	<b>3,914</b>	<b>-</b>	<b>20,941</b>	<b>2,350</b>
24-25 Boardwalk / bridges refurbishment	100	-	100	-	-	-	-	100	-
<b>Total bridges</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>-</b>
Construct shared path - Dalton Road - between Cooper Street and Darebin Creek	50	50	-	-	-	-	10	40	-
Construct Shared Path - McDonalds Road (north side) - Darebin Creek to Civic Drive	750	750	-	-	-	-	-	750	-
Construct shared path - High Street - Keon Park Station to Epping Station	200	200	-	-	-	-	-	200	-
Shared path - Mernda to Whittlesea	150	150	-	-	-	-	-	150	-
Construct shared path - Edgars Creek Trail - Main Street to Kingsway Drive	500	500	-	-	-	-	-	500	-
Construct Shared Path - Yan Yean Pipe Track - Childs Road to Bush Boulevard, Mill Park	1,200	1,200	-	-	-	-	-	1,200	-
Footpath Reconstruction / Renewal	500	-	500	-	-	-	-	500	-
24-25 Improve disability access (DDA) to public transport	100	-	-	100	-	-	-	100	-
24-25 Bicycle facilities - provide new on-road & off-road paths	130	104	-	26	-	-	-	130	-
24-25 Kerb Ramp DDA Upgrades - Kerb Alignment	55	-	-	55	-	-	-	55	-
24-25 Safe Routes to Schools	31	16	-	16	-	-	-	31	-
24-25 Missing Footpath Links Program - Various locations	250	-	-	250	-	-	-	250	-
Missing Path Links Program - Large Links	500	500	-	-	-	-	-	500	-
Lighting of Shared User Paths	100	100	-	-	-	-	-	100	-
<b>Total footpaths and cycleways</b>	<b>4,516</b>	<b>3,570</b>	<b>500</b>	<b>447</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>4,506</b>	<b>-</b>
WSUD (Water Sensitive Urban Design) Asset Renewal	350	-	350	-	-	-	-	350	-
24-25 Drainage improvement works - Various Locations	200	200	-	-	-	-	-	200	-
Stormwater Infrastructure Renewal Program	300	-	300	-	-	-	-	300	-
Quarry Hills Drainage Interface - Problem Spot A - Avion Rise to The Lake Blvd	700	350	-	350	-	-	-	700	-
<b>Total drainage</b>	<b>1,550</b>	<b>550</b>	<b>650</b>	<b>350</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,550</b>	<b>-</b>

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	External Funding	Contrib.	Council Cash/Reserves	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Recoating Barry Road Tennis Courts - Barry Road Tennis Club	800	-	800	-	-	-	-	800	-
Sporting Infrastructure Major improvement works - Sport Club Contribution Policy	50	50	-	-	-	-	-	50	-
Construct two soccer pitches and pavilion - Ashley Park (Orchard Road)	250	250	-	-	-	-	-	250	-
Epping Recreation Reserve Outdoor Netball Courts	50	50	-	-	-	-	-	50	-
24-25 Sporting Net Upgrade and Installation (various locations)	160	-	-	160	-	-	-	160	-
24-25 Sports Ground Lighting Upgrade - Various Sites	320	-	-	320	-	-	-	320	-
24-25 Public Toilet Amenity Plan Implementation	300	-	300	-	-	-	-	300	-
Design - Partridge Recreation Reserve - Sportsfield Upgrade Soccer (Synthetic conversion)	2,735	-	547	2,188	-	-	-	2,735	-
Doreen Splash Park and Playground	2,000	2,000	-	-	-	375	-	1,625	-
RSP - Regional Sports Precinct - Design & Construct	19,000	19,000	-	-	-	-	-	-	19,000
<b>Total recreational, leisure &amp; community facilities</b>	<b>25,665</b>	<b>21,350</b>	<b>1,647</b>	<b>2,668</b>	<b>-</b>	<b>375</b>	<b>-</b>	<b>6,290</b>	<b>19,000</b>
Kerbside Reform Program - Red Rubbish Bin Lids	561	-	-	561	-	-	-	561	-
Expanding the Compacting and solar bin program and improve the bin sensor program	100	100	-	-	-	-	-	100	-
<b>Total waste management</b>	<b>661</b>	<b>100</b>	<b>-</b>	<b>561</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>661</b>	<b>-</b>
Granite Hills Major Community Park Implementation	2,000	2,000	-	-	-	-	-	2,000	-
Huskisson Reserve - Multi Purpose Facility	350	-	-	350	-	-	-	350	-
Botanica Park master plan implementation	50	10	-	40	-	-	-	50	-
Streets for people - Study and Implementation of LATM areas 26 and 32 in Mill Park	500	500	-	-	-	-	-	500	-
Whittlesea Park Master Plan, Whittlesea Township	500	500	-	-	-	-	-	500	-
Stormwater Harvesting Systems Audit and Rectifications	160	160	-	-	-	-	-	160	-
Peter Hopper Lake renewal and upgrade	2,720	-	1,360	1,360	-	-	-	2,720	-
Main Roads and High Profile Streetscapes Planting Program	300	300	-	-	-	-	-	300	-
Parks Tree and Major Facilities Planting Program	750	750	-	-	-	-	-	750	-
Conservation Reserves Tree Planting Program	150	150	-	-	-	-	-	150	-
24-25 Renewal of playgrounds and general landscape improvements	1,400	-	1,120	280	-	-	-	1,400	-
24-25 Installation bus shelters - Various Locations	40	8	32	-	-	-	-	40	-
24-25 Vehicle Exclusion Fencing	100	75	25	-	-	-	-	100	-
24-25 Residential Street Tree Renewal Planting Program	450	68	383	-	-	-	-	450	-
Programmed Parks and Open Space Renewal	300	-	300	-	-	-	-	300	-
Carlingford Triangle Land - Future Growling Grass Frog Habitat Link	250	250	-	-	-	-	-	250	-
The Boulevard Shops, Thomastown	600	-	600	-	-	-	-	600	-
Conservation reserves fencing program	75	75	-	-	-	-	-	75	-
Hendersons Creek Wetland Park and Playground Upgrade	500	375	-	125	-	500	-	-	-
24-25 Creek Corridor Planting Program	200	200	-	-	-	-	-	200	-
LTFP Project Management Fees	3,430	3,430	-	-	-	-	-	3,430	-
Mill Park Lakes Play Space	50	-	25	25	-	-	-	50	-
<b>Total parks, open space and streetscapes</b>	<b>14,875</b>	<b>8,851</b>	<b>3,845</b>	<b>2,180</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>14,375</b>	<b>-</b>

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	External Funding	Contrib.	Council Cash/Reserves	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
24-25 Car Park rehabilitation	200	-	200	-	-	-	-	200	-
Car Park Rehabilitation Program - Future Year Budgets	-	-	-	-	-	-	-	-	-
Truck Parking Facility	-	-	-	-	-	-	-	-	-
Gravlier Way Carpark (Swamp Gum Gully)	300	-	-	300	-	-	-	300	-
Reid Street Car Park Upgrade	700	-	350	350	-	-	-	700	-
Whittlesea Township Park Master Plan Implementation - Walnut St Car Park	-	-	-	-	-	-	-	-	-
Whittlesea Public Gardens STAGE 2 Implementation - Car Parks	800	800	-	-	-	-	-	800	-
<b>Total off street car parks</b>	<b>2,000</b>	<b>800</b>	<b>550</b>	<b>650</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>
Epping Central Gateway Treatments	-	-	-	-	-	-	-	-	-
Deliver the Street Light Bulk Replacement Program	500	-	500	-	-	-	-	500	-
Street lighting improvements - Epping Central	-	-	-	-	-	-	-	-	-
Aboriginal Gathering Place	8,750	8,750	-	-	-	-	-	8,750	-
Public Lighting in Local Streets	200	-	-	200	-	-	-	200	-
Install Smart City Water Devices	24	24	-	-	-	-	-	24	-
24-25 Infrastructure Planning and Feasibility Studies for Future Projects	400	-	-	400	-	-	-	400	-
Infrastructure Planning and Feasibility Studies for Future Projects - Future Year Budgets	-	-	-	-	-	-	-	-	-
24-25 Traffic Management Around Schools	500	500	-	-	-	-	-	500	-
Water Efficiency Program - Ongoing Program	250	250	-	-	-	-	-	250	-
Electric Vehicle Charging at Council Facilities	150	150	-	-	-	-	-	150	-
Regent Street Shed Water and Power Connections	-	-	-	-	-	-	-	-	-
<b>Total other infrastructure</b>	<b>10,774</b>	<b>9,674</b>	<b>500</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,774</b>	<b>-</b>
<b>TOTAL INFRASTRUCTURE</b>	<b>87,346</b>	<b>57,674</b>	<b>20,042</b>	<b>9,630</b>	<b>-</b>	<b>4,789</b>	<b>10</b>	<b>61,196</b>	<b>21,350</b>
<b>TOTAL NEW CAPITAL WORKS</b>	<b>107,500</b>	<b>70,033</b>	<b>24,827</b>	<b>12,640</b>	<b>-</b>	<b>8,708</b>	<b>4,723</b>	<b>72,719</b>	<b>21,350</b>

**Summary of Planned Capital Works Expenditure**

For the years ending 30 June 2026, 2027 & 2028

2025-26	Asset Expenditure Types					Summary of Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	External Funding	Contributions	Council Cash/Reserves	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>										
Land	2,900	2,900	-	-	-	2,900	-	-	2,900	-
<b>Total Land</b>	<b>2,900</b>	<b>2,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,900</b>	<b>-</b>	<b>-</b>	<b>2,900</b>	<b>-</b>
Buildings	15,405	15,405	-	-	-	15,405	4,950	7,330	125	3,000
Building improvements	8,105	3,940	2,055	-	2,110	8,105	-	-	4,805	3,300
<b>Total Buildings</b>	<b>23,510</b>	<b>19,345</b>	<b>2,055</b>	<b>-</b>	<b>2,110</b>	<b>23,510</b>	<b>4,950</b>	<b>7,330</b>	<b>4,930</b>	<b>6,300</b>
<b>Total Property</b>	<b>26,410</b>	<b>22,245</b>	<b>2,055</b>	<b>-</b>	<b>2,110</b>	<b>26,410</b>	<b>4,950</b>	<b>7,330</b>	<b>7,830</b>	<b>6,300</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	2,052	2,052	-	-	-	2,052	834	-	1,218	-
Fixtures, fittings and furniture	360	360	-	-	-	360	-	-	360	-
Computers and telecommunications	782	323	-	-	459	782	-	-	782	-
<b>Total Plant and Equipment</b>	<b>3,194</b>	<b>2,735</b>	<b>-</b>	<b>-</b>	<b>459</b>	<b>3,194</b>	<b>834</b>	<b>-</b>	<b>2,360</b>	<b>-</b>
<b>Infrastructure</b>										
Roads	22,058	8,923	12,000	-	1,135	22,058	1,347	-	20,711	-
Bridges	100	-	100	-	-	100	-	-	100	-
Footpaths and cycleways	6,545	5,535	500	-	510	6,545	-	200	6,345	-
Drainage	650	275	350	-	25	650	-	-	650	-
Recreational, leisure and community facilities	45,330	41,650	1,665	-	2,015	45,330	125	1,200	5,005	39,000
Waste Management	2,397	2,397	-	-	-	2,397	-	-	2,397	-
Parks, open space and streetscapes	21,366	8,275	4,196	-	8,895	21,366	-	-	21,366	-
Off street car parks	2,170	800	80	-	1,290	2,170	-	-	2,170	-
Other infrastructure	1,624	424	500	-	700	1,624	-	-	1,624	-
<b>Total Infrastructure</b>	<b>102,240</b>	<b>68,279</b>	<b>19,391</b>	<b>-</b>	<b>14,570</b>	<b>102,240</b>	<b>1,472</b>	<b>1,400</b>	<b>60,368</b>	<b>39,000</b>
<b>Total Capital Works Expenditure</b>	<b>131,844</b>	<b>93,258</b>	<b>21,446</b>	<b>-</b>	<b>17,139</b>	<b>131,844</b>	<b>7,256</b>	<b>8,730</b>	<b>70,558</b>	<b>45,300</b>

2026-27	Asset Expenditure Types					Summary of Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	External Funding	Contributions	Council Cash/Reserves	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>										
Land	-	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	-	-	-	-	-	-	-	-	-	-
Buildings	10,200	10,200	-	-	-	10,200	3,375	260	915	5,650
Building improvements	15,150	1,975	3,075	-	10,100	15,150	-	-	8,975	6,175
<b>Total Buildings</b>	<b>25,350</b>	<b>12,175</b>	<b>3,075</b>	<b>-</b>	<b>10,100</b>	<b>25,350</b>	<b>3,375</b>	<b>260</b>	<b>9,890</b>	<b>11,825</b>
<b>Total Property</b>	<b>25,350</b>	<b>12,175</b>	<b>3,075</b>	<b>-</b>	<b>10,100</b>	<b>25,350</b>	<b>3,375</b>	<b>260</b>	<b>9,890</b>	<b>11,825</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,794	1,794	-	-	-	1,794	855	-	939	-
Fixtures, fittings and furniture	77	77	-	-	-	77	-	-	77	-
Computers and telecommunications	927	381	-	-	546	927	-	-	927	-
<b>Total Plant and Equipment</b>	<b>2,798</b>	<b>2,252</b>	<b>-</b>	<b>-</b>	<b>546</b>	<b>2,798</b>	<b>855</b>	<b>-</b>	<b>1,943</b>	<b>-</b>
<b>Infrastructure</b>										
Roads	21,545	8,945	12,000	-	600	21,545	1,381	342	15,822	4,000
Bridges	100	-	100	-	-	100	-	-	100	-
Footpaths and cycleways	6,235	4,388	500	-	1,348	6,235	-	-	6,235	-
Drainage	1,260	660	350	-	250	1,260	-	-	1,260	-
Recreational, leisure and community facilities	26,345	22,460	3,450	-	435	26,345	-	4,000	5,345	17,000
Waste Management	15	15	-	-	-	15	-	-	15	-
Parks, open space and streetscapes	21,554	11,643	2,991	-	6,920	21,554	-	-	19,554	2,000
Off street car parks	85	-	85	-	-	85	-	-	85	-
Other infrastructure	1,524	424	500	-	600	1,524	-	-	1,524	-
<b>Total Infrastructure</b>	<b>78,663</b>	<b>48,534</b>	<b>19,976</b>	<b>-</b>	<b>10,153</b>	<b>78,663</b>	<b>1,381</b>	<b>4,342</b>	<b>49,940</b>	<b>23,000</b>
<b>Total Capital Works Expenditure</b>	<b>106,811</b>	<b>62,961</b>	<b>23,051</b>	<b>-</b>	<b>20,799</b>	<b>106,811</b>	<b>5,611</b>	<b>4,602</b>	<b>61,773</b>	<b>34,825</b>

2027-28	Asset Expenditure Types					Summary of Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	External Funding	Contributions	Council Cash/Reserves	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>										
Land	-	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	-	-	-	-	-	-	-	-	-	-
Buildings	7,450	7,450	-	-	-	7,450	-	-	1,200	6,250
Building improvements	14,034	-	5,967	-	8,067	14,034	-	-	10,284	3,750
<b>Total Buildings</b>	<b>21,484</b>	<b>7,450</b>	<b>5,967</b>	<b>-</b>	<b>8,067</b>	<b>21,484</b>	<b>-</b>	<b>-</b>	<b>11,484</b>	<b>10,000</b>
<b>Total Property</b>	<b>21,484</b>	<b>7,450</b>	<b>5,967</b>	<b>-</b>	<b>8,067</b>	<b>21,484</b>	<b>-</b>	<b>-</b>	<b>11,484</b>	<b>10,000</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	2,904	2,904	-	-	-	2,904	876	-	2,028	-
Fixtures, fittings and furniture	77	77	-	-	-	77	-	-	77	-
Computers and telecommunications	1,177	581	-	-	596	1,177	-	-	1,177	-
<b>Total Plant and Equipment</b>	<b>4,158</b>	<b>3,562</b>	<b>-</b>	<b>-</b>	<b>596</b>	<b>4,158</b>	<b>876</b>	<b>-</b>	<b>3,282</b>	<b>-</b>
<b>Infrastructure</b>										
Roads	22,393	6,215	14,500	-	1,678	22,393	1,415	40	20,937	-
Bridges	100	-	100	-	-	100	-	-	100	-
Footpaths and cycleways	6,016	4,806	500	200	510	6,016	-	435	5,581	-
Drainage	1,600	1,000	350	-	250	1,600	-	-	1,600	-
Recreational, leisure and community facilities	16,930	12,975	3,400	-	555	16,930	-	1,134	4,005	11,791
Waste Management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	15,410	8,667	4,767	-	1,975	15,410	-	195	15,215	-
Off street car parks	85	-	85	-	-	85	-	-	85	-
Other infrastructure	1,569	400	500	-	669	1,569	-	24	1,545	-
<b>Total Infrastructure</b>	<b>64,102</b>	<b>34,063</b>	<b>24,202</b>	<b>200</b>	<b>5,637</b>	<b>64,102</b>	<b>1,415</b>	<b>1,828</b>	<b>49,068</b>	<b>11,791</b>
<b>Total Capital Works Expenditure</b>	<b>89,744</b>	<b>45,074</b>	<b>30,169</b>	<b>200</b>	<b>14,301</b>	<b>89,744</b>	<b>2,292</b>	<b>1,828</b>	<b>63,833</b>	<b>21,791</b>

## 5. Performance Indicators

### 5a. Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

#### Targeted performance indicators - Service

Indicator	Measure	Notes	Actual 2022-23	Forecast 2023-24	Target 2024-25	Target Projections			Trend + / o / -
						2025-26	2026-27	2027-28	
<b>Governance</b>									
<b>Consultation and engagement</b> (Council decisions made and implemented with community input)	<b>Satisfaction with community consultation and engagement</b> Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	52	55	55	56	56	57	+
<b>Roads</b>									
<b>Condition</b> (sealed local roads are maintained at the adopted condition standard)	<b>Sealed local roads below the intervention level</b> Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	92.99%	93.50%	93.50%	93.50%	93.50%	93.50%	o
<b>Statutory planning</b>									
<b>Service standard</b> (planning application processing and decisions are in accordance with legislative requirements)	<b>Planning applications decided within the relevant required time</b> Number of planning application decisions made within the relevant required time / Number of planning application decisions made	3	76.32%	68.00%	68.00%	69.36%	70.75%	71.00%	+
<b>Waste management</b>									
<b>Waste diversion</b> (amount of waste diverted from landfill is maximised)	<b>Kerbside collection waste diverted from landfill</b> Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	44.98%	52.00%	45.00%	47.00%	50.00%	52.00%	+

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	+/-
<b>Liquidity</b>									
<b>Working Capital</b> (sufficient working capital is available to pay bills as and when they fall due)	<b>Current assets compared to current liabilities</b> Current assets / current liabilities	5	326.87%	334.84%	<b>332.41%</b>	301.06%	295.03%	285.76%	-
<b>Obligations</b>									
<b>Asset renewal</b> (assets are renewed as planned)	<b>Asset renewal compared to depreciation</b> Asset renewal and upgrade expense / Asset depreciation	6	62.53%	96.10%	<b>66.76%</b>	68.19%	72.07%	68.97%	-
<b>Stability</b>									
<b>Rates concentration</b> (revenue is generated from a range of sources)	<b>Rates compared to adjusted underlying revenue</b> Rate revenue / adjusted underlying revenue	7	69.62%	71.80%	<b>72.60%</b>	74.96%	75.53%	75.85%	o
<b>Efficiency</b>									
<b>Expenditure level</b> (resources are used efficiently in the delivery of services)	<b>Expenses per property assessment</b> Total expenses / no. of property assessments	8	\$2,788	\$3,140	<b>\$3,129</b>	\$3,112	\$2,991	\$3,111	o

**5b. Financial performance indicators**

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

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

Indicator	Measure	Notes	Actual 2022-23	Forecast 2023-24	Budget 2024-25	Projections 2025-26	2026-27	2027-28	Trend +/-
<b>Operating position</b>									
<b>Adjusted underlying result</b> (an adjusted underlying surplus is generated in the ordinary course of business)	<b>Adjusted underlying surplus (or deficit)</b> Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	-0.21%	-6.92%	<b>-4.55%</b>	-4.22%	0.85%	-1.94%	+
<b>Liquidity</b>									
<b>Unrestricted cash</b> (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	<b>Unrestricted cash compared to current liabilities</b> Unrestricted cash / current liabilities	10	-155.52%	111.86%	<b>101.94%</b>	80.16%	72.61%	63.23%	-
<b>Obligations</b>									
<b>Loans and borrowings</b> (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	<b>Loans and borrowings compared to rates</b> Interest bearing loans and borrowings / rate revenue	11	6.12%	4.44%	<b>12.49%</b>	28.50%	37.84%	40.51%	+
<b>Loans and borrowings</b> (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	<b>Loans and borrowings repayments compared to rates</b> Interest and principal repayments on interest bearing loans and borrowings / rate revenue		1.34%	1.25%	<b>2.04%</b>	4.53%	6.13%	6.91%	+
<b>Indebtedness</b> (level of long term liabilities is appropriate to the size and nature of a Council's activities)	<b>Non-current liabilities compared to own-source revenue</b> Non-current liabilities / own source revenue		5.48%	4.27%	<b>10.24%</b>	22.90%	29.85%	31.37%	+
<b>Stability</b>									
<b>Rates effort</b> (rating level is set based on the community's capacity to pay)	<b>Rates compared to property values</b> Rate revenue / CIV of rateable properties in the municipal district	12	0.27%	0.27%	<b>0.28%</b>	0.29%	0.30%	0.30%	o

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	+ / o / -
<b>Efficiency</b>									
<b>Revenue level</b>	<b>Average rate per property assessment</b>								
(resources are used efficiently in the delivery of services)	General rates and municipal charges / no. of property assessments	13	\$1,758	\$1,835	<b>\$1,875</b>	\$1,907	\$1,938	\$1,970	+

**Key to Forecast Trend:**

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

**Notes to indicators**

**5a**

**1. Satisfaction with community consultation and engagement**

We expect the target result to improve as we continue to implement our revised Community Engagement Policy with its focus on increasing deliberative engagement practices and ensuring the voices of our diverse community are heard and considered in decision making.

**2. Sealed local roads below the intervention level**

There are two attributing factors as to why there is no change in the R2 score from the previous reporting cycle; Firstly, the new roads added into the Council's Asset Register from developers are in excellent condition, which is offset by the slight increase in the poor and very poor condition (intervention level) roads due the reduction in investment expenditure amounts of recent Roads Renewal Programs as outlined Council's Transport Asset Management Plan (Appendix A), set to maintain existing levels of service.

**3. Planning applications decided within the relevant required time**

We continue to anticipate a steady trend over the next few years as we finalise process and system improvements, and the current economic climate settles.

**4. Kerbside collection waste diverted from landfill**

We have reduced the 2024-25 target as the introduction of the Container Deposit Scheme (CDS) means that significant volumes of glass and recycling are no longer processed via the kerbside bin service. As such 45% is deemed to be a likely and achievable target.

**5. Working Capital**

The proportion of current liabilities represented by current assets. Working capital is forecast to decrease over the following years due to funding large capital projects.

**6. Asset renewal**

This percentage indicates the extent of Council's renewal against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.

**7. Rates concentration**

Reflects the extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council's rates concentration is expected to remain consistent over the future years. Rate revenue continues to be an important source of revenue for Council to be able to deliver services and renew its assets.

**8. Expenditure level**

This indicator is forecast to consistent in future years mainly due to growth in property assessments being in line with expenditure level.

**5b**

**9. Adjusted underlying result**

The adjusted underlying operating result excludes the impact of non-recurrent capital grants, non-monetary asset contributions and contributions from developers to fund capital expenditure. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives.

**10. Unrestricted Cash**

This represents cash funds which are free of all specific Council commitments and are available to meet daily cash flow requirements, unexpected short term needs and any Budget commitments.

**11. Debt compared to rates**

This indicator observes Council's ability to repay its debts using its key source of income, rates revenue. Trend indicates Council's increased use of debt to fund significant capital projects.

**12. Rates effort**

Council rates have moved in a consistent proportion to property values and the indicator is forecast not to reflect any significant changes.

**13. Revenue level**

This indicator has increased in line with the rates revenue and the same is expected to occur in future years to align with forecast rates increases.



**Council Offices**

25 Ferres Boulevard  
South Morang VIC 3752

**Email:** [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)

**Website** [whittlesea.vic.gov.au](http://whittlesea.vic.gov.au)

**Postal address**

City of Whittlesea Locked Bag  
Bundoora MDC VIC 3083

**Phone:** 9217 2170

National Relay Service: 133 677  
(ask for 9217 2170)

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# Fees and Charges Schedule 2024–25

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 FY 2024-25.

Note that this schedule only includes fees set by Council. There are other fees that are set by statute and charged by Council in addition to this listing. These are statutory fees, and are made in accordance with legislative requirements. These fees are updated as of 1 July 2024 and will be reflected on Council's website.

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.

## Table Of Contents

<b>Planning Services</b> .....	5
Planning Permits .....	5
Planning Permits Amendments .....	5
Planning Applications.....	6
Planning Application – Amendments.....	6
Planning Certificates.....	6
Planning Scheme – Amendments.....	6
Subdivision .....	6
Development Plans Amendments .....	7
Planning Fees .....	7
<b>Planning Copy Fees</b> .....	7
Permit Fee (per copy).....	7
Approved Plans (per copy).....	7
Copy of Documentation.....	7
<b>Building Services</b> .....	7
Residential Permits.....	7
Swimming Pools & Safety Barriers .....	8
Commercial Works.....	8
Building Fees.....	8
Building Copy Fees.....	10
<b>City Design and Transportation</b> .....	10
Subdivision .....	10
Engineering plans .....	10
Transport and Engineering Fees .....	11
<b>Asset Protection (Works in Road Reserve Permits)</b> .....	11
Asset Protection-Commerical .....	11
Asset Inspections.....	12
Asset Protection (Works in Road Reserve Permits).....	12
<b>City Presentation</b> .....	12
Reinstatements.....	12
<b>Waste Management</b> .....	13
Waste Fees.....	13
Food and Green Waste .....	13
Additional Bin Charges.....	13
Waste Kerbside Service Charge .....	13
Commercial Waste Kerbside Service Charge.....	13
Other .....	14
<b>Parks and Urban Design</b> .....	14
Street Trees.....	14
Subdivision .....	14
Native Vegetation Management Costs .....	14
Parks and City Forest - Parks access permit to undertake works .....	14
<b>Financial Services</b> .....	15
Revenue .....	15
<b>Civic Administration</b> .....	15
Freedom of Information .....	15
<b>Local Laws</b> .....	15

continued on next page ...

Page 3 of 47

**Table Of Contents** [continued]

Local Laws .....	15
Street Activities .....	17
Animal Management .....	18
Livestock .....	19
Animal Registration .....	19
Fire Prevention .....	19
Parking .....	20
Epping Animal Welfare Facility.....	20
Plenty Ranges Arts & Convention Centre.....	20
Room Hire .....	20
<b>Community &amp; Cultural Development.....</b>	<b>21</b>
Site Fees.....	21
<b>Family, Children and Young People .....</b>	<b>22</b>
Family Services .....	22
<b>Public Health.....</b>	<b>23</b>
Food Act.....	23
Food Safety Program .....	23
Public Health & Wellbeing Act .....	23
Sharps Containers .....	24
Septic Tank .....	24
Immunisation .....	25
Immunisation workplace program.....	25
<b>Active &amp; Creative Communities .....</b>	<b>25</b>
Venue Hire.....	25
Sporting Fields .....	35
Sports Pavilions .....	36
Sports – Casual .....	37
Sports – Sole User per year .....	38
Hillsview Synthetic Soccer Ground.....	38
Mill Park Secondary College .....	39
Tennis.....	39
Bocce.....	39
Whittlesea Secondary College Basketball Stadium.....	40
Hire of Mini Bus .....	40
Meadowglen Athletics Track.....	40
Meadowglen Stadium Function Room .....	40
Edgars Creek Secondary College.....	40
Meadowglen Stadium Event Hire.....	41
<b>Ageing Well .....</b>	<b>41</b>
Leap Program .....	42
HACCPYP.....	42
<b>Leisure Centres .....</b>	<b>42</b>
Whittlesea Swim Centre.....	42
Thomastown Recreation & Aquatic Centre & Mill Park Leisure .....	43
<b>Asset Protection.....</b>	<b>47</b>
Resident Access Request to undertake works .....	47

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Planning Services**

**Planning Permits**

Class 1	per permit	N	\$1,408.45	\$1,457.70	3.50%	\$49.25	Statutory
Class 2	per permit	N	\$213.60	\$221.05	3.49%	\$7.45	Statutory
Class 3	per permit	N	\$672.50	\$696.00	3.49%	\$23.50	Statutory
Class 4	per permit	N	\$1,376.70	\$1,424.90	3.50%	\$48.20	Statutory
Class 5	per permit	N	\$1,487.60	\$1,539.70	3.50%	\$52.10	Statutory
Class 6	per permit	N	\$1,654.25	\$1,712.15	3.50%	\$57.90	Statutory
Class 7	Per Permit	N	\$213.60	\$221.05	3.49%	\$7.45	Statutory
Class 8	per permit	N	\$458.90	\$474.95	3.50%	\$16.05	Statutory
Class 9	per permit	N	\$213.60	\$221.05	3.49%	\$7.45	Statutory
Class 10	per permit	N	\$213.60	\$221.05	3.49%	\$7.45	Statutory
Class 11	per permit	N	\$1,226.45	\$1,269.35	3.50%	\$42.91	Statutory
Class 12	per permit	N	\$1,653.70	\$1,711.55	3.50%	\$57.85	Statutory
Class 13	per permit	N	\$3,647.65	\$3,775.30	3.50%	\$127.65	Statutory
Class 14	per permit	N	\$9,297.30	\$9,622.70	3.50%	\$325.40	Statutory
Class 15	per permit	N	\$27,417.05	\$28,376.65	3.50%	\$959.60	Statutory
Class 16	per permit	N	\$61,623.15	\$63,779.95	3.50%	\$2,156.80	Statutory
Class 17	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 18	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 19	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 20	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 21	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 22	Per Permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.30	Statutory

**Planning Permits Amendments**

Class 1	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 2	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 3	per permit	N	\$213.60	\$221.05	3.49%	\$7.45	Statutory
Class 4	per permit	N	\$672.50	\$696.00	3.49%	\$23.49	Statutory
Class 5	per permit	N	\$1,376.75	\$1,424.90	3.50%	\$48.15	Statutory
Class 6	per permit	N	\$1,487.60	\$1,539.70	3.50%	\$52.10	Statutory
Class 7	per permit	N	\$213.60	\$221.05	3.49%	\$7.44	Statutory
Class 8	per permit	N	\$458.90	\$474.95	3.50%	\$16.05	Statutory
Class 9	per permit	N	\$213.60	\$221.05	3.49%	\$7.45	Statutory
Class 10	per permit	N	\$213.60	\$221.05	3.49%	\$7.45	Statutory
Class 11	per permit	N	\$1,226.45	\$1,269.35	3.50%	\$42.91	Statutory
Class 12	per permit	N	\$1,653.70	\$1,711.55	3.50%	\$57.85	Statutory
Class 13	per permit	N	\$3,647.65	\$3,775.30	3.50%	\$127.65	Statutory
Class 14	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 15	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 16	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 17	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 18	per permit	N	\$1,408.40	\$1,457.70	3.50%	\$49.31	Statutory
Class 19	Per Permit	N	\$1,408.45	\$1,457.75	3.50%	\$49.30	Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Planning Applications

Public Notice on Site (per notice)	per notice	N	\$249.95	\$256.80	2.74%	\$6.85	Non-Statutory
Notice to adjoining owners/occupiers (per letter)	per letter	N	\$15.95	\$16.35	2.51%	\$0.40	Non-Statutory

### Planning Application – Amendments

Amend an application for a permit after notice (advertising) has been given but not yet determined for every class of application (other than Class 4 application where there is no fee) listed under Regulation 7	per application	N	Statutory fee that is variable based on a percentage of the cost of development				Statutory
Amend an application for a permit after notice of the application has been given but not yet determined for every class of application (other than Class 5 application where there is no fee) listed under Regulation 8B	Per Application	N	Statutory fee that is variable based on a percentage of the cost of development				Statutory

### Planning Certificates

Certificates of Compliance – Section 97N	per certificate	N	\$348.15	\$360.30	3.49%	\$12.15	Statutory
Satisfaction Matters	Per Matter	N	\$348.15	\$360.30	3.49%	\$12.15	Statutory

### Planning Scheme – Amendments

Stage 1	Per Amendment Stage	N	\$3,259.90	\$3,374.00	3.50%	\$114.10	Statutory
Stage 2 – up to and including 10 Submissions	Per Amendment Stage	N	\$16,157.45	\$16,722.95	3.50%	\$565.50	Statutory
Stage 2 – 11 (and including) 20 submissions	Per Amendment Stage	N	\$32,283.30	\$33,413.20	3.50%	\$1,129.90	Statutory
Stage 2 – exceed 20 submissions	Per Amendment Stage	N	\$43,144.80	\$44,654.85	3.50%	\$1,510.05	Statutory
Stage 3	Per Amendment Stage	N	\$514.25	\$532.25	3.50%	\$18.00	Statutory
Stage 4	Per Amendment Stage	N	\$514.25	\$532.25	3.50%	\$18.00	Statutory

### Subdivision

For certification of a plan of subdivision	Per Application	N	\$186.70	\$193.20	3.48%	\$6.50	Statutory
Resort & Recreation Open Space Contribution	Per Application	N	Percentage of land value				Statutory
7 Alteration of plan under section 10(2) of the Act	Per Application	N	\$118.70	\$122.85	3.50%	\$4.15	Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Subdivision** [continued]

Amendment of certified plan under section 11(1) of the Act	Per Application	N	\$150.35	\$155.60	3.49%	\$5.25	Statutory
Checking of engineering plans	Per plan	N	0.75% of estimated cost of works				Statutory
Engineering plan prepared by Council	Per Plan	N	3.5% of cost				Statutory
Supervision of the works		N	2.5% of estimated cost				Statutory

**Development Plans Amendments**

Development Plan Fee (includes Amendment)	per amendment	N	\$1,002.90	\$1,030.45	2.75%	\$27.55	Non-Statutory
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**Planning Fees**

Extension of time to a planning permit	per permit	N	\$321.95	\$330.80	2.75%	\$8.85	Non-Statutory
Demolition Approvals (S29A Building Act)	per approval	N	\$89.40	\$92.50	3.47%	\$3.10	Statutory
Planning Information Request	per request	N	\$161.45	\$165.85	2.73%	\$4.40	Non-Statutory
Amend or end Sec 173 Agreement	per amendment	N	\$704.20	\$728.85	3.50%	\$24.65	Statutory
File retrieval off site	per retrieval	N	\$105.55	\$108.45	2.75%	\$2.90	Non-Statutory
File retrieval on site	per retrieval	N	\$63.30	\$65.00	2.69%	\$1.70	Non-Statutory
Title Search (simple)	per search	N	\$53.80	\$55.25	2.70%	\$1.45	Non-Statutory
Title Search (complex)	per search	N	\$69.65	\$71.55	2.73%	\$1.90	Non-Statutory
Bond Administration	Per Application	N	\$71.75	\$73.70	2.72%	\$1.95	Non-Statutory
Secondary Consent	Per Application	N	\$321.95	\$330.80	2.75%	\$8.85	Non-Statutory

**Planning Copy Fees**

**Permit Fee (per copy)**

Electronic copy of permit (if available)	per permit	N	\$63.30	\$65.00	2.69%	\$1.70	Non-Statutory
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**Approved Plans (per copy)**

Electronic copy of plans per permit (if available)	per permit	N	\$63.30	\$65.00	2.69%	\$1.70	Non-Statutory
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**Copy of Documentation**

Copy of Planning application register (per month)	Per Retrieval	N	\$36.95	\$37.95	2.71%	\$1.00	Non-Statutory
Copy of advertised documentation (plans and reports)	Per Retrieval	N	\$26.35	\$27.05	2.66%	\$0.70	Non-Statutory

**Building Services**

**Residential Permits**

Dwelling Extensions/Alterations (All) (includes Class 1b) over \$100,000	per permit	Y	\$1,671.15	\$1,717.10	2.75%	\$45.95	Non-Statutory
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Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Residential Permits** [continued]

Dwellings Extensions/Alterations (All) (includes Class 1b) (includes brick garages) up to \$100,000	per permit	Y	\$1,287.95	\$1,323.35	2.75%	\$35.40	Non-Statutory
New Dwelling (between \$300,000 and \$600,000)	per permit	Y	\$2,744.80	\$2,820.25	2.75%	\$75.45	Non-Statutory
New Dwelling (over \$600,000)	per permit	Y	Price on Application				Non-Statutory
			We received 4 applications in this category in the 2022/2023 year				
			Last year fee Price on Application				
New Dwelling (up to \$300,000)	per permit	Y	\$2,500.00	\$2,568.75	2.75%	\$68.75	Non-Statutory
Minor Dwelling Alterations (including removal of internal wall, increasing a window size, outbuildings, carports, verandas, decks, retaining walls, underpin, re-blocking and fence)	per permit	Y	\$750.00	\$770.60	2.75%	\$20.60	Non-Statutory
Multi Unit Development (each dwelling)	per permit	Y	\$934.30	\$959.95	2.75%	\$25.65	Non-Statutory
Multi Unit Development (Over \$300,000 each unit)	per permit	Y	\$1,668.00	\$1,713.85	2.75%	\$45.85	Non-Statutory
Demolitions (where protection work not required)	per permit	Y	\$699.95	\$719.20	2.75%	\$19.25	Non-Statutory
Protection Work Notices (When determined by relevant building surveyor)	per permit	Y	\$385.30	\$395.85	2.74%	\$10.55	Non-Statutory

**Swimming Pools & Safety Barriers**

Form 23- Certificate of Pool and Spa Barrier Compliance	Per application	Y	\$512.35	\$526.40	2.74%	\$14.05	Non-Statutory
Lodgement Certificate of Compliance	per certificate	N	\$21.80	\$22.55	3.44%	\$0.75	Statutory
Lodgement Certificate of Non-Compliance	per certificate	N	\$411.45	\$425.85	3.50%	\$14.40	Statutory
Non Registration of Pool	per compliance follow up	N	\$382.80	\$396.20	3.50%	\$13.39	Statutory
Pool Registration	per registration	N	\$34.00	\$35.15	3.38%	\$1.15	Statutory
Search Fee	per search	N	\$50.45	\$52.20	3.47%	\$1.75	Statutory
Swimming Pools	per inspection	Y	\$929.00	\$954.55	2.75%	\$25.55	Non-Statutory

**Commercial Works**

All Commercial Works	per inspection	Y	Price on Application				Non-Statutory
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**Building Fees**

Additional Hoarding Inspections	Per Lodgement	Y	\$0.00	\$120.00	∞	∞	Non-Statutory
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Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Building Fees** [continued]

Alternate Solution	Per Lodgement	Y	\$380.05	\$390.50	2.75%	\$10.45	Non-Statutory
Building Permit - External Application fee on top of project fees	Per Permit	Y	\$243.20	\$251.70	3.50%	\$8.50	Statutory
Easement Report (when structure built) - Non-statutory component		Y	\$0.00	\$170.00	∞	∞	Non-Statutory
Easement Report (when structure built) - Statutory Component		N	\$0.00	\$311.80	∞	∞	Statutory
Hoarding - Use of Council Assets	Per Lodgement	N	\$273.50	\$283.05	3.49%	\$9.55	Statutory
Hoarding – Weekly Occupation fee/ charge	\$1 per sqm capped at \$100 p/ week	N	We are currently charging \$1 per sqm Capped at \$100 p/week This fee hasn't gone up in years and we need to amend to the following: \$4 per sqm (no capping) and use of car bays (restricted) - \$70 per bay per day, use of car bay (unrestricted) - \$35 per bay per day (this has been benchmarked with Brimbank City Council).  <b>Last year fee</b> \$1 per sqm Capped at \$100 p/week				Statutory
Hoarding Permit renewal		Y	\$0.00	\$90.00	∞	∞	Non-Statutory
Report & Consent extension or variation		N	\$0.00	\$283.45	∞	∞	Non-Statutory
Report and Consent Advertising fee per Regulation	Per Application	N	\$207.00	\$212.70	2.75%	\$5.70	Non-Statutory
Report and Consent Advertising per property	Per Application	N	\$310.25	\$318.75	2.74%	\$8.50	Non-Statutory
Section 137B Owner Builder Reports (defect reports)		Y	\$0.00	\$850.00	∞	∞	Non-Statutory
Siting Report (when structure built) - Non-statutory component		Y	\$0.00	\$170.00	∞	∞	Non-Statutory
Siting Report (when structure built) - Statutory component		N	\$0.00	\$311.80	∞	∞	Statutory
Subdivision of Existing Buildings Report		Y	\$800 min or \$170 per unit for larger subdivisions  Min. Fee: \$800.00				Non-Statutory
Report & Consent Dispensation (siting)	per application	N	\$310.30	\$321.15	3.50%	\$10.85	Statutory
Build Over Easement Consent or Flood Prone Land Consent	per application	N	\$310.30	\$321.15	3.50%	\$10.85	Statutory
Stormwater Drainage Asset Information	Per Retrieval	N	\$151.94	\$157.25	3.49%	\$5.31	Statutory
Property Information	Per Retrieval	N	\$49.58	\$51.30	3.47%	\$1.72	Statutory
Lodgement fee	per lodgement	N	\$128.03	\$132.50	3.49%	\$4.47	Statutory
Combining of Essential Safety Measure Schedule Reg. 1206	per application	N	Price on Application				Non-Statutory
Building Permit Extension of Time	per permit	Y	\$250.00	\$256.85	2.74%	\$6.85	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Building Fees [continued]

Amendment of Building Permit/ Occupancy Permit/Warranty Certificate	per permit	N	\$139.30	\$143.10	2.73%	\$3.80	Non-Statutory
Amended Plans	per plan	N	Price on Application				Non-Statutory
Change of Use No building work	per application	N	\$643.95	\$661.65	2.75%	\$17.70	Non-Statutory
Report for the purposes Liquor Licensing	per report	N	\$300.85	\$309.10	2.74%	\$8.25	Non-Statutory
Section 29A Report and Consent		N	\$88.75	\$91.85	3.49%	\$3.10	Statutory
Additional inspections above allowed by Building Permit	per inspection	Y	\$179.95	\$184.90	2.75%	\$4.95	Non-Statutory
Weekend inspections	per inspection	Y	\$290.30	\$298.25	2.74%	\$7.95	Non-Statutory
Application for occupancy Permit for a Place of Public Entertainment (POPE) Circus and public event on land (Per structure)	per structure	N	\$700.00	\$719.25	2.75%	\$19.25	Non-Statutory
Report and Consent to occupy road reserve "hoardings" for commercial projects	per application	N	\$304.30	\$314.95	3.50%	\$10.65	Statutory
Section 57 Prescribed Temporary Structure on Council Land Siting		N	\$600.00	\$621.00	3.50%	\$21.00	Statutory

### Building Copy Fees

Any search that exceeds 1hour will incur an additional fee per hour or part thereof	per search	N	\$26.35	\$27.05	2.66%	\$0.70	Non-Statutory
Copy of Residential Plans	per plan	N	\$118.20	\$121.45	2.75%	\$3.25	Non-Statutory
Copy of Commercial Plans/multi unit site (search fee only) + charges per copied sheet	per plan	N	\$224.85	\$231.00	2.74%	\$6.15	Non-Statutory
Copy of Building Permit or Occupancy Permit	per permit	N	\$54.85	\$56.35	2.73%	\$1.50	Non-Statutory

### City Design and Transportation

#### Subdivision

Supervision of works	per cost of works	N	2.5% of cost of works (inc GST) under the Subdivision Act 1988				Statutory
Checking of engineering plans	per cost of works	N	0.75% of cost of works (inc GST) under the Subdivision Act 1988				Statutory

#### Engineering plans

Engineering Plans Assessment fee – for developments up to 2 units	per assessment	N	\$89.15	\$91.50	2.64%	\$2.35	Non-Statutory
Engineering Plans Assessment fee – for developments 3 to 10 units	per assessment	N	\$178.30	\$183.00	2.64%	\$4.70	Non-Statutory
Engineering Plans Assessment fee – for more than 10 units, small commercial/industrial developments	per assessment	N	\$356.75	\$366.50	2.73%	\$9.75	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Engineering plans** [continued]

Engineering Plans Assessment fee – for large commercial/industrial developments	per assessment	N	\$713.45	\$733.00	2.74%	\$19.55	Non-Statutory
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**Transport and Engineering Fees**

Infrastructure Protection Fee ( 2-5 residential units)	per permit	N	\$1,031.30	\$1,059.65	2.75%	\$28.35	Non-Statutory
Traffic Management Plan Fee	per permit	N	\$107.15	\$110.10	2.75%	\$2.95	Non-Statutory

**Asset Protection (Works in Road Reserve Permits)**

**Asset Protection-Commerical**

Asset Inspection Permit Fee – Commercial \$500,000 to \$1,000,000	Per permit	N	\$2,476.95	\$2,545.00	2.75%	\$68.05	Non-Statutory
Asset Inspection Permit Fee – Commercial \$1,000,001 to \$2,500,000	per permit	N	\$3,554.95	\$3,652.70	2.75%	\$97.75	Non-Statutory
Asset Inspection Permit Fee – Commercial \$2,500,001 to \$5,000,000	per permit	N	\$6,175.90	\$6,345.70	2.75%	\$169.80	Non-Statutory
Asset Inspection Permit Fee – Commercial \$5,000,001 to \$7,500,000	per permit	N	\$10,545.60	\$10,835.60	2.75%	\$290.00	Non-Statutory
Asset Inspection Permit Fee – Commercial \$7,500,001 to \$10,000,000	per permit	N	\$14,914.15	\$15,324.25	2.75%	\$410.10	Non-Statutory
Asset Inspection Permit Fee – Commercial \$10,000,001 to \$15,000,000	per permit	N	\$24,864.00	\$25,547.75	2.75%	\$683.75	Non-Statutory
Asset Inspection Permit Fee – Commercial \$15,000,001 to \$20,000,000	per permit	N	\$27,973.05	\$28,742.30	2.75%	\$769.25	Non-Statutory
Asset Inspection Permit Fee – Commercial \$20,000,001 to \$25,000,000	per permit	N	\$31,082.00	\$31,936.75	2.75%	\$854.75	Non-Statutory
Asset Inspection Permit Fee – Commercial \$25,000,001 to \$30,000,000	per permit	N	\$34,189.85	\$35,130.05	2.75%	\$940.20	Non-Statutory
Asset Inspection Permit Fee – Commercial \$30,000,001 to \$35,000,000	per permit	N	\$37,298.95	\$38,324.65	2.75%	\$1,025.70	Non-Statutory
Asset Inspection Permit Fee – Commercial \$35,000,001 to \$40,000,000	per permit	N	\$40,407.90	\$41,519.10	2.75%	\$1,111.20	Non-Statutory
Asset Inspection Permit Fee – Commercial \$40,000,001 to \$45,000,000	per permit	N	\$43,516.95	\$44,713.65	2.75%	\$1,196.70	Non-Statutory
Asset Inspection Permit Fee – Commercial \$45,000,001 to \$50,000,000	per permit	N	\$46,624.85	\$47,907.00	2.75%	\$1,282.15	Non-Statutory
Asset Inspection Permit Fee – Commercial \$50,000,0001 plus	per permit	N	\$49,733.85	\$51,101.50	2.75%	\$1,367.65	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Asset Inspections

Asset Inspection - Application Fee - Domestic	Per permit	N	\$457.05	\$469.60	2.75%	\$12.55	Non-Statutory
Permit fee – Building Site Bins (Council Land)	Per permit	N	\$189.40	\$194.60	2.75%	\$5.20	Non-Statutory
Occupation of Council Land - Application Fee	Per Permit	N	\$189.40	\$194.60	2.75%	\$5.20	Non-Statutory

### Asset Protection (Works in Road Reserve Permits)

Minor Works - Vehicle crossing or crossover permit		N	\$142.20	\$146.10	2.74%	\$3.90	Non-Statutory
Minor works (service connection where excavation is limited to within nature strip)		N	\$91.74	\$94.95	3.50%	\$3.21	Statutory
Nature Strip Modification Permit	per permit	N	\$65.00	\$66.75	2.69%	\$1.75	Non-Statutory
Road occupation fees - Commercial, industrial property or two or more units		N	\$10.00	\$10.35	3.50%	\$0.35	Statutory
Road occupation fees -Domestic, private single dwelling or local shop trader		N	\$5.00	\$5.15	3.00%	\$0.15	Statutory
Council road where speed limit is greater than 50km/hr	Per Permit	N	\$682.05	\$705.90	3.50%	\$23.85	Statutory
Council road where speed limit is 50km/hr or less	per permit	N	\$371.85	\$384.85	3.50%	\$13.00	Statutory
Council road where speed limit is greater than 50km/hr	per permit	N	\$371.85	\$384.85	3.50%	\$13.00	Statutory
Council road where speed limit is 50km/hr or less	per permit	N	\$94.95	\$98.25	3.48%	\$3.30	Statutory
Council road where speed limit is greater than 50km/hr	per permit	N	\$147.15	\$152.30	3.50%	\$5.15	Statutory
Council road where speed limit is 50km/hr or less	per permit	N	\$147.15	\$152.30	3.50%	\$5.15	Statutory
Council road where speed limit is greater than 50km/hr	per permit	N	\$94.95	\$98.25	3.48%	\$3.30	Statutory
Council road where speed limit is 50km/hr or less	per permit	N	\$94.95	\$98.25	3.48%	\$3.30	Statutory

### City Presentation

#### Reinstatements

Footpaths 100mm concrete (reinforced) \$/sqm	per square metre	N	\$203.05	\$208.60	2.73%	\$5.55	Non-Statutory
Footpaths 125mm concrete (reinforced) \$/sqm	per square metre	N	\$225.50	\$231.70	2.75%	\$6.20	Non-Statutory
Footpaths & Crossovers 150mm concrete (reinforced) \$/sqm	per square metre	N	\$236.75	\$243.25	2.75%	\$6.50	Non-Statutory
Footpaths & Crossovers 200mm concrete (reinforced) \$/sqm	per square metre	N	\$268.90	\$276.25	2.73%	\$7.35	Non-Statutory
DDA Tactile tiles – less than 2 Sq M	Per Square Meter	N	\$370.70	\$380.85	2.74%	\$10.15	Non-Statutory
DDA Tactile tiles – greater than 2 Sq M	Per Square Meter	N	\$368.60	\$378.70	2.74%	\$10.10	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Reinstatements** [continued]

Road General \$/sqm	per square metre	N	\$192.85	\$198.15	2.75%	\$5.30	Non-Statutory
Deep lift asphalt \$/sqm	per square metre	N	\$251.75	\$258.65	2.74%	\$6.90	Non-Statutory
Kerb & Channel \$/m	per metre	N	\$237.85	\$244.35	2.73%	\$6.50	Non-Statutory
Footpath Granitic Sand \$/sqm	per square metre	N	\$121.00	\$124.30	2.73%	\$3.30	Non-Statutory
Footpath Asphalt \$/sqm	per square metre	N	\$118.35	\$121.60	2.75%	\$3.25	Non-Statutory

**Waste Management**

**Waste Fees**

Compost Bin (220ltr)	Per Palamont	N	\$50.09	\$51.00	1.82%	\$0.90	Non-Statutory
Reln Worm Factory	per worm factory	Y	\$78.20	\$80.35	2.75%	\$2.15	Non-Statutory
Delivery Fee	per delivery	Y	\$6.75	\$6.90	2.22%	\$0.15	Non-Statutory
Bokash Bin	per bin	Y	\$70.70	\$72.60	2.69%	\$1.90	Non-Statutory

**Food and Green Waste**

240ltr Food and Green Waste Charge	per bin	N	\$105.15	\$105.15	0.00%	\$0.00	Non-Statutory
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**Additional Bin Charges**

120ltr Environmental Charge Garbage - Domestic	per bin	N	\$262.62	\$315.10	19.98%	\$52.48	Non-Statutory
120ltr Garbage Delivery (One-off) - Domestic		N	\$0.00	\$61.80	∞	∞	
240ltr Environmental Charge Garbage - Commercial	per bin	N	\$639.44	\$767.30	20.00%	\$127.86	Non-Statutory
240ltr Environmental Charge Recycle - Commercial	per bin	N	\$103.99	\$124.75	19.96%	\$20.76	Non-Statutory
240ltr Environmental Charge Recycle - Domestic	per bin	N	\$103.99	\$124.75	19.96%	\$20.76	Non-Statutory
240ltr Garbage Delivery (One-off) - Commercial		N	\$0.00	\$67.15	∞	∞	

**Waste Kerbside Service Charge**

120ltr Garbage, 240ltr Recycle and 120ltr Glass Bins	per bin	N	\$171.45	\$205.70	19.98%	\$34.25	Non-Statutory
Landfill Levy	per Landfill Levy	N	\$11.85	\$14.20	19.83%	\$2.35	Non-Statutory

**Commercial Waste Kerbside Service Charge**

240ltr Garbage and Recycle Bins	per bin	N	\$222.75	\$267.30	20.00%	\$44.55	Non-Statutory
Landfill Levy	per landfill levy	N	\$16.50	\$19.80	20.00%	\$3.30	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Other

Landfill Levy - No Bin Service	per landfill levy	N	\$13.90	\$16.65	19.78%	\$2.75	Non-Statutory
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### Parks and Urban Design

#### Street Trees

Tree Replacement Fee(New or Juvenile) < 5 metres	per tree less than 5 metres	N	\$634.20	\$651.60	2.74%	\$17.40	Non-Statutory
Street Tree Replacement Fee (Other Trees) > 5 metres	per tree greater than 5 metres	N	Value (V) = Basic Value (\$) x Species (S) x Aesthetics (A) x Locality (L) x Condition (C)  Min. Fee: \$675.00  <b>Last year fee</b> Burnley Method (ATV) + Purchase + Planting + 2 Summers Establishment + Admin  Min. Fee: \$675.00			Non-Statutory	

#### Subdivision

Padlock Fees	Per Unit	Y	\$0.00	\$165.00	∞	∞	Non-Statutory
Engineering Plans Checking Fees – Landscape Works Plan	each plan submission (usually stage based)	N	0.75% of landscape construction costs (inc GST) under the Subdivisions (Fees) Regulations 2016 - Regulation 9  <b>Last year fee</b> 0.75% of landscape construction costs (inc GST) under the Subdivision Act 1988			Statutory	
Engineering Surveillance Fees – Landscape Works	each plan submission (usually stage based)	N	2.5% of landscape construction costs (inc GST) under the Subdivision (Fees) Regulations 2016 - Regulation 11  <b>Last year fee</b> 2.5% of landscape construction costs (inc GST) under the Subdivision Act 1988			Statutory	

#### Native Vegetation Management Costs

Native Vegetation Offset Management Costs (urban) – per hectare, per year	per hectare per year	N	\$7,286.45	\$7,486.85	2.75%	\$200.40	Non-Statutory
Native Vegetation Offset Management Costs (rural) – per hectare, per year	per hectare per year	N	\$2,143.05	\$2,202.00	2.75%	\$58.95	Non-Statutory

#### Parks and City Forest - Parks access permit to undertake works

Key Replacement	per key	Y	\$273.20	\$280.70	2.75%	\$7.50	Non-Statutory
Park Access Permit/admin charges	per application	N	\$273.20	\$280.70	2.75%	\$7.50	Non-Statutory

Name	Unit	GST (Yes/ No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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## Financial Services

### Revenue

Land information certificates per property (Standard)	per property	N	\$28.90	\$29.91	3.49%	\$1.01	Statutory
Land information certificates per property (Urgency fee)	per property	N	\$43.35	\$44.50	2.65%	\$1.15	Non-Statutory
Duplicate rate notice per property (Current year)	per property	N	\$16.20	\$16.60	2.47%	\$0.40	Non-Statutory
Duplicate rate notice per property (Per non-current year)	per property	N	\$25.55	\$26.25	2.74%	\$0.70	Non-Statutory
Cheque dishonour – Bank	per dishonour	N	\$11.10	\$11.40	2.70%	\$0.30	Non-Statutory
Cheque dishonour – Australia Post	per dishonour	N	\$15.00	\$15.40	2.67%	\$0.40	Non-Statutory
Direct debit dishonour (bank account)	per dishonour	N	\$36.65	\$37.65	2.73%	\$1.00	Non-Statutory
Rates transaction statement (per property)	per property	N	\$51.55	\$52.95	2.72%	\$1.40	Non-Statutory
Rates Search Fee – Per 0.5 hrs for searching archives per property	per property	N	\$69.40	\$71.30	2.74%	\$1.90	Non-Statutory
Processing fee for title search per property	per property	N	\$77.15	\$79.25	2.72%	\$2.10	Non-Statutory

## Civic Administration

### Freedom of Information

Freedom of Information Application Fee	per application	N	\$31.40	\$32.25	2.71%	\$0.85	Statutory
FOI – Charge for search time (Per hour or part of an hour)	per hour	N	\$23.70	\$24.35	2.74%	\$0.65	Statutory
FOI – Charge for supervision (Per quarter hour or part of a quarter hour)	per quarter hour	N	\$6.00	\$6.15	2.50%	\$0.15	Statutory
FOI – Charge for providing black and white photocopy (Per A4 page, single sided)	A4 page	N	\$0.30	\$0.30	0.00%	\$0.00	Statutory

## Local Laws

### Local Laws

Activities on build site damage/determent to environment. C16.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Building site waste not contained within site. C10.1.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Building waste stored detrimental to vis. amenity. C10.1.3 - Build Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory

Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Local Laws** [continued]

Building waste stored not to attract waste. C10.1.2 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Building work cause detriment/ unsafe vehicles and pedestrians. C12.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Building works cause detriment to storm water drain/asset. C17.1 Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Damage to assets as a result of building works. Clause 5.1 - Building Site Code, General Municipal Law (no. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Dog on build site not contained & note nuisance. C19.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Facil/equip retention silt/ soil/partcl/ pollut. & legal disposal. C17.3 – Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Fail to immediately report any damage to council asset. C5.2 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Fail to pay costs incurred by council to rectify damage. C5.3 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to ensure building site fencing is provided. C6.2 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to ensure building waste disposed. C10.1.4 - Build Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to ensure building works are contained. C6.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to ensure point of entry to build. Site via app.xover. C7.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to maintain clean sanitary facilities. C9.1.2 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to notify council prior to carry out blasting. C15.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Local Laws** [continued]

Failure to pay the prescribed fee prior commencing building works. General Municipal Law 14.2(i), General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to prevent litter blowing from a vehicle. C11.2 Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to provide building site identification. C8.1 Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Failure to provide sanitary facilities. C9.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Filming Permit - Commercial Operator	Per Permit	N	\$211.10	\$216.90	2.75%	\$5.80	Non-Statutory
Municipal Law fines - per penalty unit (New Local Government Act)	1 State of Victoria Penalty Unit	N	1 State of Victoria Penalty Unit				Statutory
Noise from building site outside of set time. C18.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Soil not stockpiled on build site for re-use/disposal. C13.1 - Build Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Towing Fee	Per Tow	N	At external contractor's cost				Non-Statutory
Use building site for camping. C14.1 Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Waste not contained capable of being blown off build site. C11.1 - Building Site Code, General Municipal Law (No. 1 Of 2014)		N	\$1,000.00	\$1,035.00	3.50%	\$35.00	Statutory
Release Fee – for impounded goods	Per Item	N	\$107.10	\$110.05	2.75%	\$2.95	Non-Statutory
Release Fee – for impounded vehicle	Per Vehicle	N	\$401.55	\$412.55	2.74%	\$11.00	Non-Statutory
Litter Offences Asset Protection – 'On the Spot' Fines – Minimum	Per Litter Offence	N	\$1,322.56	\$1,368.85	3.50%	\$46.29	Statutory
Litter Offences Asset Protection – 'On the Spot' Fines – Maximum	Per Litter Offence	N	\$1,983.31	\$2,052.70	3.50%	\$69.39	Statutory
Infringement Courtesy Letter (Final Notice) fee	Per Notice	N	Penalty Fee as set by State of Victoria				Statutory
			Last year fee 1 State of Victoria Penalty Unit				

**Street Activities**

A frame/tear drop signs - per sign - annual application permit fee	Per Sign	N	\$91.80	\$94.30	2.72%	\$2.50	Non-Statutory
Clothing bins - per bin	Per Bin	N	\$214.25	\$220.10	2.73%	\$5.85	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Street Activities** [continued]

Domestic Skip Bin Permit - Public Land - per bin	Per Bin	N	\$91.80	\$94.30	2.72%	\$2.50	Non-Statutory
Footpath Dining - 3 tables or more	Per permit that includes 3 tables or more	N	\$175.95	\$180.75	2.73%	\$4.80	Non-Statutory
Footpath Dining - ancillary items - per item (eg umbrellas, outdoor heaters and portable barriers)	12201.3310 0.61001	N				No Fee	Non-Statutory
Footpath Dining - up to 2 tables	Per permit that includes 1 or 2 tables	N	\$105.55	\$108.45	2.75%	\$2.90	Non-Statutory
Footpath trading - goods display - annual fee	Per Annual Permit	N	\$52.75	\$54.20	2.75%	\$1.45	Non-Statutory
Fundraising permit - registered charity organisations	Per Permit	N				No Fee	Non-Statutory
Fundraising permit application fee	Per Application	N	\$182.15	\$187.15	2.74%	\$5.00	Non-Statutory
Real estate pointer boards - per real estate agency - annual fee	Per Permit	N	\$391.10	\$401.85	2.75%	\$10.75	Non-Statutory
Roadside Trading Permit - 12 Months	Per Permit	N	\$1,499.70	\$1,540.90	2.75%	\$41.20	Non-Statutory
Roadside Trading Permit - 3 Months	Per Permit	N	\$374.65	\$384.95	2.75%	\$10.30	Non-Statutory
Roadside Trading Permit - 6 Months	Per Permit	N	\$750.05	\$770.65	2.75%	\$20.60	Non-Statutory
Roadside Trading Permit - 9 Months	Per Permit	N	\$1,125.05	\$1,155.95	2.75%	\$30.90	Non-Statutory
Shipping container permit - public land - per container	Per Container	N	\$214.25	\$220.10	2.73%	\$5.85	Non-Statutory

**Animal Management**

Foster organisations registration - annual fee per organisation	Per Organisation	N	\$51.75	\$53.15	2.71%	\$1.40	Non-Statutory
Rescue / Foster carer dog registration fee - per dog	Per Dog	N	\$7.25	\$7.40	2.07%	\$0.15	Statutory
Rescue/foster carer cat registration fee - per cat	Per Cat	N	\$4.14	\$4.25	2.66%	\$0.11	Statutory
Domestic Animal Business registration - annual	Per Annual Registration	N	\$332.25	\$343.85	3.49%	\$11.60	Statutory
Excess animal permit application fee	Per Application	N	\$107.10	\$110.05	2.75%	\$2.95	Non-Statutory
Replacement animal registration tag fee	Per Tag	N	\$10.70	\$10.95	2.34%	\$0.25	Non-Statutory
Inspection of animal registration records	Per Inspection	N	\$21.40	\$21.95	2.57%	\$0.55	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Livestock

Livestock transport	At Contractors Cost	N					At contractors cost	Non-Statutory
Release Fee – per animal	Per Animal	N	\$103.50	\$106.35	2.75%	\$2.85		Non-Statutory
Keeping/feeding fee - impounded livestock - per day per animal	Per Day Per Animal	N	\$40.65	\$41.75	2.71%	\$1.10		Non-Statutory

### Animal Registration

#### Dog

Restricted breed, Dangerous dog, Menacing dog	per dog	N	\$332.15	\$341.25	2.74%	\$9.10		Non-Statutory
Standard Registration Fee – Guard Dog/Protective Services	per dog	N	\$166.10	\$170.65	2.74%	\$4.55		Non-Statutory
Standard Registration Fee – dog unsterilised	per dog	N	\$165.60	\$170.15	2.75%	\$4.55		Non-Statutory
Standard Registration Fee – dog sterilised, or trained by an approved dog obedience training organisation.	per dog	N	\$53.55	\$55.00	2.71%	\$1.45		Non-Statutory
Pensioner – Dog – unsterilised	per dog	N	\$82.45	\$84.70	2.73%	\$2.25		Statutory
Pensioner – Dog – sterilised, or trained by an approved dog obedience training organisation	per dog	N	\$26.80	\$27.50	2.61%	\$0.70		Non-Statutory
Pro-rata Registrations – less than 6 months - 50% of applicable registration fee	per dog	N					50% of registration	Non-Statutory

#### Cat

Standard Registration Fee – cat unsterilised	per cat	N	\$96.25	\$98.90	2.75%	\$2.65		Non-Statutory
Standard Registration Fee – cat sterilised registered member of approved feline association	per cat	N	\$27.80	\$28.55	2.70%	\$0.75		Non-Statutory
Pensioner – Cat – unsterilised	per cat	N	\$48.10	\$49.40	2.70%	\$1.30		Statutory
Pensioner – Cat – sterilised or registered member of approved feline association.	per cat	N	\$13.90	\$14.25	2.52%	\$0.35		Non-Statutory
Pro-rata Registrations – less than 6 months - 50% of applicable registration fee	per cat	N					50% of registration	Non-Statutory

### Fire Prevention

Fire Prevention Administrative Fee - First Offence	Per subsequent Fine	N	\$103.50	\$106.35	2.75%	\$2.85		Non-Statutory
Fire Prevention Administrative Fee - Subsequent Offences	Per Subsequent Fine	N	\$535.10	\$549.80	2.75%	\$14.70		Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Parking

Parking Infringement - Offence Codes 621,701-714	Per Infringement	N			0.5 Penalty units		Statutory
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### Epping Animal Welfare Facility

Adoption Fee - Cat	Per Animal	Y	\$51.75	\$50.00	-3.38%	-\$1.75	Non-Statutory
Adoption Fee - Dog	Per Animal	Y	\$414.00	\$400.00	-3.38%	-\$14.00	Non-Statutory
Adoption Fee - Kitten (under 6 months)	Per Animal	Y	\$155.25	\$150.00	-3.38%	-\$5.25	Non-Statutory
Adoption Fee – Puppy	Per Animal	Y	\$600.00	\$616.30	2.72%	\$16.30	Non-Statutory
Adoption Fee – Rabbits and Other Small Animals	Per Animal	Y	\$50.00	\$51.30	2.60%	\$1.30	Non-Statutory
Cat Box	Each	Y	\$11.35	\$11.65	2.64%	\$0.30	Non-Statutory
Desexing - Cat (Female)	Per Animal	Y	\$124.20	\$127.60	2.74%	\$3.40	Non-Statutory
Desexing - Cats (Male)	Per Animal	Y	\$87.95	\$90.35	2.73%	\$2.40	Non-Statutory
Dog Collar		Y	\$5.15	\$5.25	1.94%	\$0.10	Non-Statutory
Dog Lead	Each	Y	\$5.15	\$5.25	1.94%	\$0.10	Non-Statutory
Impounded animals - medical fees	At Contractors Cost	N	External contractor's rate.				Non-Statutory
Keeping/feeding fee - cats - per day	Per Cat Per Day	N	\$15.75	\$16.15	2.54%	\$0.40	Non-Statutory
Keeping/feeding fee - dogs - per day	Per Dog Per Day	N	\$21.00	\$21.55	2.62%	\$0.55	Non-Statutory
Microchipping	Per animal	Y	\$36.20	\$37.15	2.62%	\$0.95	Non-Statutory
Release fee – registered cat – same day collection	Per Cat	N	\$25.85	\$26.55	2.71%	\$0.70	Non-Statutory
Release fee – registered dog – same day collection	Per Dog	N	\$25.85	\$26.55	2.71%	\$0.70	Non-Statutory
Release fee - unregistered cat - same day collection	Per Cat	N	\$53.55	\$55.00	2.71%	\$1.45	Non-Statutory
Release fee - unregistered dog - same day collection	Per Dog	N	\$53.55	\$55.00	2.71%	\$1.45	Non-Statutory
Surrenders - Cat	Per Animal	Y	\$20.70	\$21.25	2.66%	\$0.55	Non-Statutory
Surrenders - Dog	Per Animal	Y	\$41.40	\$42.50	2.66%	\$1.10	Non-Statutory
Vaccination	Per animal	Y	\$51.70	\$53.10	2.71%	\$1.40	Non-Statutory

### Plenty Ranges Arts & Convention Centre

#### Room Hire

##### Eucalypt

##### 5 Hour Hire

Community Rate: Hourly Rate	Per booking	Y	\$332.60	\$332.60	0.00%	\$0.00	Non-Statutory
Hourly Rate	Per booking	Y	\$375.00	\$375.00	0.00%	\$0.00	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Blue/Red Gum

#### 5 Hour Hire

Community Rate: Hourly Rate	Per booking	Y	\$135.20	\$138.90	2.74%	\$3.70	Non-Statutory
Hourly Rate	Per booking	Y	\$191.85	\$191.85	0.00%	\$0.00	Non-Statutory

### Lakeview

#### 5 Hour Hire

Community Rates: Hourly Rate	Per booking	Y	\$83.30	\$85.55	2.70%	\$2.25	Non-Statutory
Hourly Rate	Per booking	Y	\$93.90	\$95.00	1.17%	\$1.10	Non-Statutory

### Woodstock Theatre

Community Rate: Hourly Rate	Per Hour	Y	\$121.00	\$124.30	2.73%	\$3.30	Non-Statutory
Community Rate: Performance Rate	Per Hour	Y	\$332.00	\$288.70	-13.04%	-\$43.30	Non-Statutory
Dark Theatre	Per Day	Y	\$575.00	\$575.00	0.00%	\$0.00	Non-Statutory
Hourly Rate	Per Hour	Y	\$175.00	\$175.00	0.00%	\$0.00	Non-Statutory
Lighting Plot	Per Hour	Y	\$120.00	\$120.00	0.00%	\$0.00	Non-Statutory
Penalty	Per Hour	Y	\$151.00	\$151.00	0.00%	\$0.00	Non-Statutory
Performance Rate	Per Hour	Y	\$299.00	\$299.00	0.00%	\$0.00	Non-Statutory

### Yan Yean Theatre

Community Rate: Hourly Rate	Per Hour	Y	\$313.20	\$313.20	0.00%	\$0.00	Non-Statutory
Community Rate: Performance Rate	Per Hour	Y	\$541.50	\$541.50	0.00%	\$0.00	Non-Statutory
Dark Theatre	Per Day	Y	\$1,200.00	\$1,200.00	0.00%	\$0.00	Non-Statutory
Hourly Rate	Per Hour	Y	\$332.00	\$332.00	0.00%	\$0.00	Non-Statutory
Lighting Plot	Per Hour	Y	\$750.00	\$750.00	0.00%	\$0.00	Non-Statutory
Penalty	Per Hour	Y	\$435.00	\$435.00	0.00%	\$0.00	Non-Statutory
Performance Rate	Per Hour	Y	\$565.00	\$565.00	0.00%	\$0.00	Non-Statutory

## Community & Cultural Development

### Site Fees

#### Whittlesea Community Festival

##### Commercial

Market Stalls with infrastructure	Per booking	N	\$310.00	\$250.00	-19.35%	-\$60.00	Cost recovery
Market Stalls without infrastructure	Per booking	N	\$175.00	\$175.00	0.00%	\$0.00	Cost recovery
Food Stalls with infrastructure	Per booking	N	\$410.00	\$300.00	-26.83%	-\$110.00	Cost recovery
Food Stalls without infrastructure	Per booking	N	\$239.70	\$246.25	2.73%	\$6.55	Cost recovery

##### Community

Market Stalls with infrastructure	Per booking	N	\$175.00	\$150.00	-14.29%	-\$25.00	Non-Statutory
Market Stalls without infrastructure	Per booking	N	\$136.65	\$100.00	-26.82%	-\$36.65	Non-Statutory
Food Stalls with infrastructure	Per booking	N	\$215.00	\$200.00	-6.98%	-\$15.00	Non-Statutory
Food Stalls without infrastructure	Per booking	N	\$135.00	\$100.00	-25.93%	-\$35.00	Non-Statutory

Name	Unit	GST (Yes/ No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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## Carols by Candlelight

### Commercial

With power	Per booking	N	\$250.00	\$250.00	0.00%	\$0.00	Non-Statutory
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### Community

With power	Per booking	N	\$149.95	\$100.00	-33.31%	-\$49.95	Non-Statutory
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## Family, Children and Young People

### Family Services

#### Kindergarten

Kindergarten applications (combined 3&4 year olds)	per application	N	\$46.00	\$47.00	2.17%	\$1.00	Non-Statutory
Kindergarten applications	per application	N	\$24.80	\$25.45	2.62%	\$0.65	Non-Statutory

#### Early years

Early Years Services Property Lease	Annual Fee	Y	\$144.95	\$148.57	2.50%	\$3.62	Non-Statutory
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#### Family day care

Annual registration fee	Per new child registration	N	\$32.60	\$33.45	2.61%	\$0.85	Non-Statutory
Administration levy	Per hour of care per child	N	\$1.95	\$2.00	2.56%	\$0.05	Non-Statutory
Late fee	Per late annual re- registration	N	\$48.20	\$49.50	2.70%	\$1.30	Non-Statutory

#### Playgroups

Rental of community space (per group) for Carrington Children's Centre	Per Hour	Y	\$7.35	\$7.55	2.72%	\$0.20	Non-Statutory
Rental of community space (per group) for Laurel Street Portables Whittlesea	Per Hour	Y	\$0.00	\$7.55	∞	∞	Non-Statutory
Rental of community space (per group) for Mill Park Drive Children's Centre	Per Hour	Y	\$0.00	\$7.55	∞	∞	Non-Statutory
Rental of community space (per group) for Vasey Park Pre School	Per hour-	Y	\$7.40	\$7.55	2.03%	\$0.15	Non-Statutory

#### Other Fees

Mental Health First Aid	Per Unit	Y	\$8.45	\$8.45	0.00%	\$0.00	Non-Statutory
School Holiday Activities 1	Per Unit	Y	\$5.50	\$5.50	0.00%	\$0.00	Non-Statutory
School Holiday Activities 2	Per Unit	Y	\$11.00	\$11.00	0.00%	\$0.00	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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## Public Health

### Food Act

#### Registration

Add fee for each staff member in excess of 5	Per registration	N	\$26.80	\$27.75	3.54%	\$0.95	Statutory
Follow up inspection	Per registration	N	\$154.00	\$159.35	3.47%	\$5.36	Statutory
Request inspection priority fee (within 5 working days)	Per inspection	N	\$422.05	\$433.65	2.75%	\$11.60	Non-Statutory
Request inspection fee (within 10 working days)	Per inspection	N	\$305.95	\$314.35	2.75%	\$8.40	Non-Statutory
Plans approval (Class 1, 2, 3 & 3A)	Per Approval	N	\$212.05	\$217.85	2.74%	\$5.80	Non-Statutory
Food sampling analysis recoup	Per registration	N	\$332.15	\$341.25	2.74%	\$9.10	Non-Statutory

## Food Safety Program

#### Registration – Initial

Class 3A Premises	Per registration	N	\$514.00	\$532.00	3.50%	\$18.00	Statutory
Class 1 premises	Per Registration	N	\$1,029.00	\$1,065.00	3.50%	\$36.00	Statutory
Class 2 premises	Per registration	N	\$737.00	\$762.80	3.50%	\$25.80	Statutory
Class 3 premises	Per registration	N	\$514.00	\$532.00	3.50%	\$18.00	Statutory

#### Registration – Renewal

Class 3A Premises	Per Registration	N	\$371.00	\$384.00	3.50%	\$13.00	Statutory
Class 1 premises	Per registration	N	\$879.00	\$909.75	3.50%	\$30.75	Statutory
Class 2 premises	Pre registration	N	\$599.00	\$619.95	3.50%	\$20.95	Statutory
Class 3 premises	Per registration	N	\$371.00	\$384.00	3.50%	\$13.00	Statutory

## Public Health & Wellbeing Act

#### Registration

Initial Registration Fee	Per registration	N	\$348.00	\$360.15	3.49%	\$12.15	Statutory
Renewal registration Fee	Per registration	N	\$238.00	\$246.30	3.49%	\$8.30	Statutory
Hairdresser Registration Fee (one off fee)	One off fee	N	\$348.00	\$360.15	3.49%	\$12.15	Statutory
Accommodation houses	Per registration	N	\$426.00	\$440.90	3.50%	\$14.90	Statutory
Plans approval – general	Per Approval	N	\$224.50	\$230.65	2.74%	\$6.15	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Registration** [continued]

Plans approval – accommodation	Per Approval	N	\$356.45	\$366.25	2.75%	\$9.80	Non-Statutory
Request inspection priority fee (within 4 working days)	Per inspection	N	\$288.75	\$296.65	2.74%	\$7.90	Non-Statutory
Request inspection fee (within 10 working days)	Per inspection	N	\$214.05	\$219.90	2.73%	\$5.85	Non-Statutory
Caravan permit	Per Permit	N	\$187.80	\$192.95	2.74%	\$5.15	Non-Statutory

**Registration – Transfer**

Transfer of registration – general	Per registration	N	\$119.00	\$123.15	3.49%	\$4.15	Statutory
Transfer of registration – accommodation	Per registration	N	\$213.00	\$220.45	3.50%	\$7.45	Statutory

**Aquatic Fees**

Additional Pool Fee (each pool greater than 1 pool)	No. of additional pools	N	\$67.00	\$69.30	3.43%	\$2.31	Statutory
Base Aquatic Facility Fee (includes one pool)	per aquatic facility	N	\$227.00	\$234.95	3.50%	\$7.95	Statutory

**Sharps Containers**

4 litres	Per container	Y	\$26.80	\$27.50	2.61%	\$0.70	Non-Statutory
21 litres	Per container	Y	\$42.85	\$44.00	2.68%	\$1.15	Non-Statutory

**Septic Tank**

Onsite Wastewater Management System (OWMS) Amend a Permit Fee	10.38	N	\$164.25	\$170.00	3.50%	\$5.75	Statutory
Onsite Wastewater Management System (OWMS) Exemption Assessment Fee	14.67	N	\$232.15	\$240.25	3.49%	\$8.10	Statutory
Onsite Wastewater Management System (OWMS) Installation Additional hourly fee (greater than 8.2 hrs)	6.12	N	\$96.88	\$100.25	3.48%	\$3.37	Statutory
Onsite Wastewater Management System (OWMS) Installation Permit Fee	48.88	N	\$773.56	\$800.60	3.50%	\$27.04	Statutory
Onsite Wastewater Management System (OWMS) Minor Alteration Permit Fee	37.25	N	\$589.43	\$610.05	3.50%	\$20.62	Statutory
Onsite Wastewater Management System (OWMS) Renew a Permit Fee	8.31	N	\$131.55	\$136.15	3.50%	\$4.60	Statutory
Onsite Wastewater Management System (OWMS) Transfer a Permit Fee	9.93	N	\$157.11	\$162.60	3.49%	\$5.49	Statutory
Request for Information on a Septic Tank	per request	N	\$75.00	\$77.05	2.73%	\$2.05	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Immunisation

Chicken Pox Vaccine	Per Unit	Y	\$0.00	\$63.00	∞	∞	Non-Statutory
Meningococcal B	Per Dose	Y	\$0.00	\$127.00	∞	∞	Non-Statutory

### Immunisation workplace program

Influenza Vaccine	Per injection	Y	\$15.55	\$15.95	2.57%	\$0.40	Non-Statutory
Hepatitis B per dose (20 years & over)	Per injection	Y	\$29.50	\$30.30	2.71%	\$0.80	Non-Statutory
Combined Hepatitis A & B per dose (20 years and over)	Per injection	Y	\$87.45	\$81.35	-6.98%	-\$6.10	Non-Statutory
Meningococcal ACWY(per dose)	Per injection	Y	\$99.35	\$102.05	2.72%	\$2.70	Non-Statutory
Diphtheria, Tetanus, Pertussis (Boostrix)	Per injection	Y	\$39.30	\$40.35	2.67%	\$1.05	Non-Statutory
Workplace Influenza – over 21 employees	Per injection	Y	\$25.65	\$25.65	0.00%	\$0.00	Non-Statutory
Workplace immunisation extra nurse fee \$/hr (1 extra nurse)	Per hour	Y	\$155.50	\$159.75	2.73%	\$4.25	Non-Statutory
Flat fee for Workplace Vaccination Visit – Under 21 employees	One off - flat fee	Y	\$513.35	\$513.35	0.00%	\$0.00	Non-Statutory

### Active & Creative Communities

#### Venue Hire

Bond - High Risk	One off fee	N	\$1,000.00	\$1,000.00	0.00%	\$0.00	Non-Statutory
Bond - Low Risk	One off fee	N	\$100.00	\$100.00	0.00%	\$0.00	Non-Statutory
Bond - Standard	One off fee	N	\$500.00	\$500.00	0.00%	\$0.00	Non-Statutory
Playgroup 2 hour session (conditions apply)	Per 2 hour session	Y	\$20.00	\$20.00	0.00%	\$0.00	Non-Statutory
Seniors Group (conditions apply)	Per hour	Y	\$5.90	\$6.05	2.54%	\$0.15	Non-Statutory

#### Consult Room

Consult Room - Casual/Business	Per Hour	Y	\$16.40	\$16.85	2.74%	\$0.45	Non-Statutory
Consult Room - Community	Per Hour	Y	\$8.20	\$8.40	2.44%	\$0.20	Non-Statutory
Consult Room - Regular Group	Per Hour	Y	\$12.70	\$13.00	2.36%	\$0.30	Non-Statutory

### Barry Road Community Activity Centre

#### Casual/ Business

Hall Whole with kitchen - 10 hour package	Per Package	Y	\$723.15	\$743.00	2.74%	\$19.85	Non-Statutory
Hall Whole	Per hour	Y	\$60.20	\$61.85	2.74%	\$1.65	Non-Statutory
Hall 1 or 2	Per hour	Y	\$46.50	\$47.75	2.69%	\$1.25	Non-Statutory
Kitchen	Per hour	Y	\$20.70	\$21.25	2.66%	\$0.55	Non-Statutory
Meeting Room	Per hour	Y	\$36.40	\$37.40	2.75%	\$1.00	Non-Statutory

#### Community

Hall Whole	Per hour	Y	\$30.65	\$31.45	2.61%	\$0.80	Non-Statutory
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Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Community** [continued]

Hall 1 or 2	Per hour	Y	\$23.85	\$24.50	2.73%	\$0.65	Non-Statutory
Kitchen	Per hour	Y	\$10.30	\$10.55	2.43%	\$0.25	Non-Statutory
Meeting Room	Per hour	Y	\$19.30	\$19.80	2.59%	\$0.50	Non-Statutory

**Regular Group**

Hall Whole	Per hour	Y	\$44.20	\$45.40	2.71%	\$1.20	Non-Statutory
Hall 1 or 2	Per hour	Y	\$35.15	\$36.10	2.70%	\$0.95	Non-Statutory
Kitchen	Per hour	Y	\$15.45	\$15.85	2.59%	\$0.40	Non-Statutory
Meeting Room	Per hour	Y	\$27.25	\$28.00	2.75%	\$0.75	Non-Statutory

**Brookwood Community Centre**

**Casual/ Business**

Community Room	Per hour	Y	\$40.85	\$41.95	2.69%	\$1.10	Non-Statutory
Meeting Room	Per hour	Y	\$20.05	\$20.60	2.74%	\$0.55	Non-Statutory

**Community**

Community Room	Per hour	Y	\$21.55	\$22.10	2.55%	\$0.55	Non-Statutory
Meeting Room	Per hour	Y	\$11.30	\$11.60	2.65%	\$0.30	Non-Statutory

**Regular Group**

Community Room	Per hour	Y	\$30.65	\$31.45	2.61%	\$0.80	Non-Statutory
Meeting Room	Per hour	Y	\$15.55	\$15.95	2.57%	\$0.40	Non-Statutory

**Epping Community Centre**

**Regular Group**

Hall	Per hour	Y	\$40.90	\$42.00	2.69%	\$1.10	Non-Statutory
Kitchen	Per hour	Y	\$11.95	\$12.25	2.51%	\$0.30	Non-Statutory
Meeting Room	Per hour	Y	\$21.60	\$22.15	2.55%	\$0.55	Non-Statutory

**Community**

Hall	Per hour	Y	\$29.50	\$30.30	2.71%	\$0.80	Non-Statutory
Kitchen	Per hour	Y	\$8.00	\$8.20	2.50%	\$0.20	Non-Statutory
Meeting Room	Per hour	Y	\$15.85	\$16.25	2.52%	\$0.40	Non-Statutory

**Casual / Business**

Hall	Per hour	Y	\$51.85	\$53.25	2.70%	\$1.40	Non-Statutory
Hall with kitchen - 10 hour package	Per Package	Y	\$606.15	\$622.80	2.75%	\$16.65	Non-Statutory
Kitchen	Per hour	Y	\$15.95	\$16.35	2.51%	\$0.40	Non-Statutory
Meeting Room	Per hour	Y	\$27.55	\$28.30	2.72%	\$0.75	Non-Statutory

**Epping Views Family and Community Centre**

**Casual/ Business**

Foyer, Display Space, Kitchenette	Per hour	Y	\$34.10	\$35.00	2.64%	\$0.90	Non-Statutory
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Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Casual/ Business** [continued]

Meeting Room	Per hour	Y	\$17.00	\$17.45	2.65%	\$0.45	Non-Statutory
MCH Program Room	Per hour	Y	\$28.05	\$19.20	-31.55%	-\$8.86	Non-Statutory

**Community**

Foyer, Display Space, Kitchenette	Per hour	Y	\$18.15	\$18.65	2.75%	\$0.50	Non-Statutory
Meeting Room	Per hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
MCH Program Room	Per hour	Y	\$15.85	\$9.90	-37.54%	-\$5.95	Non-Statutory

**Regular Group**

Foyer, Display Space, Kitchenette	Per hour	Y	\$26.05	\$26.75	2.69%	\$0.70	Non-Statutory
Meeting Room	Per hour	Y	\$13.60	\$13.95	2.57%	\$0.35	Non-Statutory
MCH Program Room	Per hour	Y	\$21.55	\$15.10	-29.93%	-\$6.45	Non-Statutory

**Epping Memorial Hall**

**Casual/ Business**

Function Room - 10 hour package	Per Package	Y	\$1,028.25	\$1,056.50	2.75%	\$28.25	Non-Statutory
Memorial Hall - 10 hour package	Per Package	Y	\$1,236.15	\$1,270.10	2.75%	\$33.95	Non-Statutory
Function Room	Per hour	Y	\$115.35	\$118.50	2.73%	\$3.15	Non-Statutory
Memorial Hall	Per hour	Y	\$138.65	\$142.45	2.74%	\$3.80	Non-Statutory
Meeting Room	Per hour	Y	\$20.35	\$20.90	2.70%	\$0.55	Non-Statutory

**Regular Group**

Function Room	Per hour	Y	\$86.35	\$88.70	2.72%	\$2.35	Non-Statutory
Memorial Hall	Per hour	Y	\$125.00	\$128.40	2.72%	\$3.40	Non-Statutory
Meeting Room	Per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory

**Community**

Function Room	Per hour	Y	\$56.80	\$58.35	2.73%	\$1.55	Non-Statutory
Memorial Hall	Per hour	Y	\$82.95	\$85.20	2.71%	\$2.25	Non-Statutory
Meeting Room	Per hour	Y	\$10.25	\$10.50	2.44%	\$0.25	Non-Statutory

**French Street Hall**

Casual/Business	Per hour	Y	\$37.50	\$38.50	2.67%	\$1.00	Non-Statutory
Regular Group	Per hour	Y	\$28.35	\$29.10	2.65%	\$0.75	Non-Statutory
Community	Per hour	Y	\$19.30	\$19.80	2.59%	\$0.50	Non-Statutory

**Galada Community Centre**

**Casual/ Business**

Kitchen	Per hour	Y	\$20.90	\$21.45	2.63%	\$0.55	Non-Statutory
MCH Program Room	Per hour	Y	\$35.25	\$19.20	-45.53%	-\$16.06	Non-Statutory
Social Support Suite Room 1	Per Hour	Y	\$22.75	\$23.35	2.64%	\$0.60	Non-Statutory
Social Support Suite Whole	Per Hour	Y	\$43.45	\$44.60	2.65%	\$1.15	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Casual/ Business** [continued]

Hall	Per hour	Y	\$60.20	\$61.85	2.74%	\$1.65	Non-Statutory
Meeting Room Whole	Per hour	Y	\$36.30	\$37.30	2.75%	\$1.00	Non-Statutory
Meeting Room 1	Per hour	Y	\$19.30	\$19.80	2.59%	\$0.50	Non-Statutory
Meeting Room 2	Per hour	Y	\$21.55	\$22.10	2.55%	\$0.55	Non-Statutory

**Community**

Kitchen	Per hour	Y	\$10.35	\$10.60	2.42%	\$0.25	Non-Statutory
MCH Program Room	Per hour	Y	\$17.60	\$9.90	-43.75%	-\$7.70	Non-Statutory
Social Support Suite Room 1	Per Hour	Y	\$11.35	\$11.65	2.64%	\$0.30	Non-Statutory
Social Support Suite Whole	Per Hour	Y	\$21.70	\$22.24	2.49%	\$0.54	Non-Statutory
Hall	Per hour	Y	\$30.65	\$31.45	2.61%	\$0.80	Non-Statutory
Meeting Room Whole	Per hour	Y	\$19.30	\$19.80	2.59%	\$0.50	Non-Statutory
Meeting Room 1	Per hour	Y	\$11.30	\$11.60	2.65%	\$0.30	Non-Statutory
Meeting Room 2	Per hour	Y	\$13.60	\$13.95	2.57%	\$0.35	Non-Statutory

**Regular Group**

Kitchen	Per hour	Y	\$15.50	\$15.90	2.58%	\$0.40	Non-Statutory
MCH Program Room	Per hour	Y	\$27.55	\$15.10	-45.19%	-\$12.45	Non-Statutory
Social Support Suite Room 1	Per Hour	Y	\$17.05	\$17.50	2.64%	\$0.45	Non-Statutory
Social Support Suite Whole	Per Hour	Y	\$34.10	\$35.00	2.64%	\$0.90	Non-Statutory
Hall	Per hour	Y	\$44.20	\$45.40	2.71%	\$1.20	Non-Statutory
Meeting Room Whole	Per hour	Y	\$24.95	\$25.60	2.61%	\$0.65	Non-Statutory
Meeting Room 1	Per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory
Meeting Room 2	Per hour	Y	\$17.00	\$17.45	2.65%	\$0.45	Non-Statutory

**Ganbu Gulinj Community Centre**

**Casual/Business**

Community Room	Per hour	Y	\$32.00	\$32.85	2.66%	\$0.85	Non-Statutory
Meeting Room	Per hour	Y	\$16.25	\$16.65	2.46%	\$0.40	Non-Statutory

**Community**

Community Room	Per hour	Y	\$18.15	\$18.65	2.75%	\$0.50	Non-Statutory
Meeting Room	Per hour	Y	\$9.45	\$9.70	2.65%	\$0.25	Non-Statutory

**Regular Group**

Community Room	Per hour	Y	\$25.55	\$26.25	2.74%	\$0.70	Non-Statutory
Meeting Room	Per hour	Y	\$12.75	\$13.10	2.75%	\$0.35	Non-Statutory

**Greenbrook Community House**

Casual/Business – Meeting Room 3 (p/hr)	Per hour	Y	\$12.25	\$12.55	2.45%	\$0.30	Non-Statutory
Community - Meeting Room 3	per hour	Y	\$8.70	\$8.90	2.30%	\$0.20	Non-Statutory
Regular – Community room	per hour	Y	\$18.15	\$18.65	2.75%	\$0.50	Non-Statutory
Casual/Business – Community room	per hour	Y	\$24.45	\$25.10	2.66%	\$0.65	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Greenbrook Community House** [continued]

Community – Community room	per hour	Y	\$15.80	\$16.20	2.53%	\$0.40	Non-Statutory
Regular - Meeting Room 3	per hour	Y	\$10.25	\$10.50	2.44%	\$0.25	Non-Statutory

**Harvest Home Road Pavilion Social Room**

Casual/Business	Per Hour	Y	\$30.00	\$30.80	2.67%	\$0.80	Non-Statutory
community	Per Hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
Regular Group	Per Hour	Y	\$24.00	\$24.65	2.71%	\$0.65	Non-Statutory

**Janefield Community Centre**

**Casual**

Community Room 1	Per hour	Y	\$39.75	\$40.80	2.64%	\$1.05	Non-Statutory
Community Room 2	Per hour	Y	\$30.90	\$31.75	2.75%	\$0.85	Non-Statutory
Meeting Room	Per Hour	Y	\$14.30	\$14.65	2.45%	\$0.35	Non-Statutory

**Regular Group**

Community Room 1	Per hour	Y	\$30.90	\$31.75	2.75%	\$0.85	Non-Statutory
Community Room 2	Per Hour	Y	\$23.10	\$23.70	2.60%	\$0.60	Non-Statutory
Meeting Room	Per Hour	Y	\$11.00	\$11.30	2.73%	\$0.30	Non-Statutory

**Community**

Community Room 1	Per Hour	Y	\$20.90	\$21.45	2.63%	\$0.55	Non-Statutory
Community Room 2	Per Hour	Y	\$15.40	\$15.80	2.60%	\$0.40	Non-Statutory
Meeting Room	Per Hour	Y	\$7.60	\$7.80	2.63%	\$0.20	Non-Statutory

**Jindi Family and Community Centre**

**Casual/ Business**

Community Room Whole with kitchen - 10 hour package	Per Package	Y	\$546.30	\$561.30	2.75%	\$15.00	Non-Statutory
Community Room Whole	Per hour	Y	\$47.70	\$49.00	2.73%	\$1.30	Non-Statutory
Community Room	Per hour	Y	\$32.90	\$33.80	2.74%	\$0.90	Non-Statutory
Kitchen	Per hour	Y	\$13.60	\$13.95	2.57%	\$0.35	Non-Statutory

**Community**

Community Room Whole	Per hour	Y	\$23.90	\$24.55	2.72%	\$0.65	Non-Statutory
Community Room	Per hour	Y	\$17.00	\$17.45	2.65%	\$0.45	Non-Statutory
Kitchen	Per hour	Y	\$7.85	\$8.05	2.55%	\$0.20	Non-Statutory

**Regular Group**

Community Room Whole	Per hour	Y	\$35.20	\$36.15	2.70%	\$0.95	Non-Statutory
Community Room	Per hour	Y	\$24.95	\$25.60	2.61%	\$0.65	Non-Statutory
Kitchen	Per hour	Y	\$11.30	\$11.60	2.65%	\$0.30	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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### Kirrip Community Centre

#### Casual/Business

Hall	Per Hour	Y	\$60.20	\$61.85	2.74%	\$1.65	Non-Statutory
Hall with kitchen - 10 hour package	Per Package	Y	\$723.15	\$743.00	2.74%	\$19.85	Non-Statutory
Kitchen	Per Hour	Y	\$20.70	\$21.25	2.66%	\$0.55	Non-Statutory
MCH Program Room	Per Hour	Y	\$12.90	\$13.25	2.71%	\$0.35	Non-Statutory
Meeting Room	Per Hour	Y	\$18.60	\$19.10	2.69%	\$0.50	Non-Statutory

#### Community Group

Hall	Per Hour	Y	\$30.65	\$31.45	2.61%	\$0.80	Non-Statutory
Kitchen	Per Hour	Y	\$10.35	\$10.60	2.42%	\$0.25	Non-Statutory
MCH Program Room	Per Hour	Y	\$7.00	\$7.19	2.71%	\$0.19	Non-Statutory
Meeting Room	Per Hour	Y	\$9.25	\$9.50	2.70%	\$0.25	Non-Statutory

#### Regular Group

Hall	Per Hour	Y	\$44.20	\$45.40	2.71%	\$1.20	Non-Statutory
Kitchen	Per Hour	Y	\$15.50	\$15.90	2.58%	\$0.40	Non-Statutory
MCH Program Room	Per Hour	Y	\$9.25	\$9.50	2.70%	\$0.25	Non-Statutory
Meeting Room	Per Hour	Y	\$13.90	\$14.25	2.52%	\$0.35	Non-Statutory

### Lalor Library Conference Room

Casual/Business	Per hour	Y	\$40.90	\$42.00	2.69%	\$1.10	Non-Statutory
Regular Group	Per hour	Y	\$30.65	\$31.45	2.61%	\$0.80	Non-Statutory
Community	Per hour	Y	\$20.40	\$20.95	2.70%	\$0.55	Non-Statutory

### Laurimar Community Activity Centre

#### Casual/ Business

MCH Program Room	Per hour	Y	\$18.70	\$19.20	2.67%	\$0.50	Non-Statutory
Community Room	Per hour	Y	\$35.20	\$36.15	2.70%	\$0.95	Non-Statutory

#### Community

MCH Program Room	Per hour	Y	\$9.65	\$9.90	2.59%	\$0.25	Non-Statutory
Community Room	Per hour	Y	\$19.30	\$19.80	2.59%	\$0.50	Non-Statutory

#### Regular Group

MCH Program Room	Per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory
Community Room	Per hour	Y	\$27.00	\$27.70	2.59%	\$0.70	Non-Statutory

### Main Street Pavilion Social Room

Casual/Business	Per Hour	Y	\$30.00	\$30.80	2.67%	\$0.80	Non-Statutory
Community	Per Hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
Regular Group	Per Hour	Y	\$24.00	\$24.65	2.71%	\$0.65	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**May Road Senior Citizens Centre**

Hall	Per hour	Y	\$5.90	\$6.05	2.54%	\$0.15	Non-Statutory
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**Mernda Villages Community Activity Centre**

**Casual/ Business**

Hall with kitchen - 10 hour package	Per Package	Y	\$723.15	\$743.00	2.74%	\$19.85	Non-Statutory
MCH Program Room	Per hour	Y	\$18.70	\$19.20	2.67%	\$0.50	Non-Statutory
Hall	Per hour	Y	\$60.20	\$61.85	2.74%	\$1.65	Non-Statutory
Meeting Room	Per hour	Y	\$17.00	\$17.45	2.65%	\$0.45	Non-Statutory
Kitchen	Per hour	Y	\$20.70	\$21.25	2.66%	\$0.55	Non-Statutory

**Community**

MCH Program Room	Per hour	Y	\$9.80	\$9.90	1.02%	\$0.10	Non-Statutory
Hall	Per hour	Y	\$30.65	\$31.45	2.61%	\$0.80	Non-Statutory
Meeting Room	Per hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
Kitchen	Per hour	Y	\$10.30	\$10.55	2.43%	\$0.25	Non-Statutory

**Regular Group**

MCH Program Room	Per hour	Y	\$14.30	\$14.65	2.45%	\$0.35	Non-Statutory
Hall	Per hour	Y	\$44.20	\$45.40	2.71%	\$1.20	Non-Statutory
Meeting Room	Per hour	Y	\$13.60	\$13.95	2.57%	\$0.35	Non-Statutory
Kitchen	Per hour	Y	\$15.45	\$15.85	2.59%	\$0.40	Non-Statutory

**Mernda Village Social Support Suite**

**Casual Group**

Kitchen	Per Hour	Y	\$0.00	\$21.25	∞	∞	Non-Statutory
Meeting Room	Per Hour	Y	\$0.00	\$17.45	∞	∞	Non-Statutory
Program 1 and 2	Per Hour	Y	\$0.00	\$41.05	∞	∞	Non-Statutory
Program 1, 2 or 3	Per Hour	Y	\$0.00	\$31.40	∞	∞	Non-Statutory

**Regular Group**

Kitchen	Per Hour	Y	\$0.00	\$15.85	∞	∞	Non-Statutory
Meeting Room	Per Hour	Y	\$0.00	\$13.95	∞	∞	Non-Statutory
Program 1 and 2	Per Hour	Y	\$0.00	\$31.40	∞	∞	Non-Statutory
Program 1, 2 or 3	Per Hour	Y	\$0.00	\$23.50	∞	∞	Non-Statutory

**Community Group**

Kitchen	Per Hour	Y	\$0.00	\$10.55	∞	∞	Non-Statutory
Meeting Room	Per Hour	Y	\$0.00	\$10.25	∞	∞	Non-Statutory
Program 1 and 2	Per Hour	Y	\$0.00	\$21.25	∞	∞	Non-Statutory
Program 1, 2 or 3	Per Hour	Y	\$0.00	\$15.65	∞	∞	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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### Mill Park Community Centre

#### Casual/ Business

Hall	Per hour	Y	\$56.80	\$53.25	-6.25%	-\$3.55	Non-Statutory
Community Room	Per hour	Y	\$31.85	\$32.70	2.67%	\$0.85	Non-Statutory
Meeting Room	Per hour	Y	\$12.40	\$12.70	2.42%	\$0.30	Non-Statutory

#### Regular Group

Hall	Per hour	Y	\$43.15	\$42.00	-2.67%	-\$1.15	Non-Statutory
Community Room	Per hour	Y	\$23.85	\$24.50	2.73%	\$0.65	Non-Statutory
Meeting Room	Per hour	Y	\$9.10	\$9.35	2.75%	\$0.25	Non-Statutory

#### Community

Hall	Per hour	Y	\$29.50	\$30.30	2.71%	\$0.80	Non-Statutory
Community Room	Per hour	Y	\$15.80	\$16.20	2.53%	\$0.40	Non-Statutory
Meeting Room	Per hour	Y	\$6.80	\$6.95	2.21%	\$0.15	Non-Statutory

### Mill Park Lakes Social Room

Casual/Business	Per Hour	Y	\$30.00	\$30.80	2.67%	\$0.80	Non-Statutory
Community	Per Hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
Regular Group	Per Hour	Y	\$24.00	\$24.65	2.71%	\$0.65	Non-Statutory

### Mosaic Pavilion Social Room

Casual/Business	Per Hour	Y	\$30.00	\$30.80	2.67%	\$0.80	Non-Statutory
Community	Per Hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
Regular Group	Per Hour	Y	\$24.00	\$24.65	2.71%	\$0.65	Non-Statutory

### Nick Ascenzo Centre

Casual/Business	Per hour	Y	\$51.10	\$52.50	2.74%	\$1.40	Non-Statutory
Regular Group	Per hour	Y	\$38.60	\$39.65	2.72%	\$1.05	Non-Statutory
Community	Per hour	Y	\$24.95	\$25.60	2.61%	\$0.65	Non-Statutory

### Olivine Pavilion Community Room

Casual/Business	Per Hour	Y	\$30.00	\$30.80	2.67%	\$0.80	Non-Statutory
Community	Per Hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
Regular Group	Per Hour	Y	\$24.00	\$24.65	2.71%	\$0.65	Non-Statutory

### Painted Hills Community Room

Casual/Business	Per hour	Y	\$47.70	\$49.00	2.73%	\$1.30	Non-Statutory
Community	Per hour	Y	\$23.85	\$24.50	2.73%	\$0.65	Non-Statutory
Regular Group	Per hour	Y	\$35.20	\$36.15	2.70%	\$0.95	Non-Statutory

### Patterson (Murnong) Community Centre

#### Casual/Business

Activity Room	Per Hour	Y	\$0.00	\$35.15	∞	∞	Non-Statutory
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Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Casual/Business** [continued]

Hall	Per Hour	Y	\$0.00	\$61.85	∞	∞	Non-Statutory
Hall with kitchen - 10 hour package	Per Package	Y	\$0.00	\$743.00	∞	∞	Non-Statutory
Kitchen	Per Hour	Y	\$0.00	\$21.25	∞	∞	Non-Statutory
MCH Program Room	Per Hour	Y	\$0.00	\$19.20	∞	∞	Non-Statutory

**Community Group**

Activity Room	Per Hour	Y	\$0.00	\$28.00	∞	∞	Non-Statutory
Hall	Per Hour	Y	\$0.00	\$31.45	∞	∞	Non-Statutory
Kitchen	Per Hour	Y	\$0.00	\$10.60	∞	∞	Non-Statutory
MCH Program Room	Per Hour	Y	\$0.00	\$9.90	∞	∞	Non-Statutory

**Regular Group**

Activity Room	Per Hour	Y	\$0.00	\$19.80	∞	∞	Non-Statutory
Hall	Per Hour	Y	\$0.00	\$45.40	∞	∞	Non-Statutory
Kitchen	Per Hour	Y	\$0.00	\$15.90	∞	∞	Non-Statutory
MCH Program Room	Per Hour	Y	\$0.00	\$15.10	∞	∞	Non-Statutory

**RGC Cook Pavilion social Room**

Casual/Business	Per Hour	Y	\$30.00	\$30.80	2.67%	\$0.80	Non-Statutory
Community	Per Hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
Regular Group	Per Hour	Y	\$24.00	\$24.65	2.71%	\$0.65	Non-Statutory

**Riverside Community Centre**

**Regular Group**

Community Room	Per hour	Y	\$27.25	\$28.00	2.75%	\$0.75	Non-Statutory
Hall	Per hour	Y	\$40.90	\$42.00	2.69%	\$1.10	Non-Statutory
Kitchen	Per hour	Y	\$11.95	\$12.25	2.51%	\$0.30	Non-Statutory
Meeting Room	Per hour	Y	\$21.20	\$21.75	2.59%	\$0.55	Non-Statutory

**Community**

Community Room	Per hour	Y	\$19.30	\$19.80	2.59%	\$0.50	Non-Statutory
Hall	Per hour	Y	\$29.50	\$30.30	2.71%	\$0.80	Non-Statutory
Kitchen	Per hour	Y	\$8.05	\$8.25	2.48%	\$0.20	Non-Statutory
Meeting Room	Per hour	Y	\$15.80	\$16.20	2.53%	\$0.40	Non-Statutory

**Casual / Business**

Community Room	Per hour	Y	\$34.25	\$35.14	2.60%	\$0.89	Non-Statutory
Hall	Per hour	Y	\$51.85	\$53.25	2.70%	\$1.40	Non-Statutory
Hall with kitchen - 10 hour package	Per Package	Y	\$606.15	\$622.80	2.75%	\$16.65	Non-Statutory
Kitchen	Per hour	Y	\$16.00	\$16.40	2.50%	\$0.40	Non-Statutory
Meeting Room	Per hour	Y	\$27.05	\$27.75	2.59%	\$0.70	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Spring Street Hall

Casual/Business	Per hour	Y	\$40.85	\$41.95	2.69%	\$1.10	Non-Statutory
Regular Group	Per hour	Y	\$31.80	\$32.65	2.67%	\$0.85	Non-Statutory
Community	Per hour	Y	\$20.40	\$20.95	2.70%	\$0.55	Non-Statutory

### Whittlesea Community Activity Centre

#### Casual/ Business

MCH Program Room	Per hour	Y	\$29.75	\$19.20	-35.46%	-\$10.55	Non-Statutory
Memorial Hall with kitchen - 10 hour package	Per Package	Y	\$723.15	\$743.00	2.74%	\$19.85	Non-Statutory
Memorial Hall	Per hour	Y	\$60.20	\$61.85	2.74%	\$1.65	Non-Statutory
Kitchen	Per hour	Y	\$20.70	\$21.25	2.66%	\$0.55	Non-Statutory
Meeting Room	Per hour	Y	\$28.35	\$29.10	2.65%	\$0.75	Non-Statutory

#### Community

MCH Program Room	Per hour	Y	\$16.55	\$9.90	-40.18%	-\$6.65	Non-Statutory
Memorial Hall Whole	Per hour	Y	\$30.65	\$31.45	2.61%	\$0.80	Non-Statutory
Kitchen	Per hour	Y	\$10.35	\$10.60	2.42%	\$0.25	Non-Statutory
Meeting Room	Per hour	Y	\$15.80	\$16.20	2.53%	\$0.40	Non-Statutory

#### Regular Group

MCH Program Room	Per hour	Y	\$23.10	\$15.10	-34.63%	-\$8.00	Non-Statutory
Memorial Hall Whole	Per hour	Y	\$44.20	\$45.40	2.71%	\$1.20	Non-Statutory
Kitchen	Per hour	Y	\$15.50	\$15.90	2.58%	\$0.40	Non-Statutory
Meeting Room	Per hour	Y	\$21.55	\$22.10	2.55%	\$0.55	Non-Statutory

### Wollert

Casual/Business	Per hour	Y	\$44.20	\$45.40	2.71%	\$1.20	Non-Statutory
Regular Group	Per hour	Y	\$35.20	\$36.15	2.70%	\$0.95	Non-Statutory
Community	Per hour	Y	\$22.65	\$23.25	2.65%	\$0.60	Non-Statutory

### Waterview Community Pavilion Social Room

Casual/Business	Per Hour	Y	\$30.00	\$30.80	2.67%	\$0.80	Non-Statutory
Community	Per Hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
Regular Group	Per Hour	Y	\$24.00	\$24.65	2.71%	\$0.65	Non-Statutory

### West Wollert Community Centre

#### Casual/Business

Activity Room	Per Hour	Y	\$0.00	\$35.15	∞	∞	Non-Statutory
Hall	Per Hour	Y	\$0.00	\$61.85	∞	∞	Non-Statutory
Hall with kitchen - 10 hour package	Per Package	Y	\$0.00	\$743.00	∞	∞	Non-Statutory
Kitchen	Per Hour	Y	\$0.00	\$21.25	∞	∞	Non-Statutory
MCH Program Room	Per Hour	Y	\$0.00	\$19.20	∞	∞	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Community Group**

Activity Room	Per Hour	Y	\$0.00	\$19.80	∞	∞	Non-Statutory
Hall	Per Hour	Y	\$0.00	\$31.45	∞	∞	Non-Statutory
Kitchen	Per Hour	Y	\$0.00	\$10.60	∞	∞	Non-Statutory
MCH Program Room	Per Hour	Y	\$0.00	\$9.90	∞	∞	Non-Statutory

**Regular Group**

Activity Room	Per Hour	Y	\$0.00	\$28.00	∞	∞	Non-Statutory
Hall	Per Hour	Y	\$0.00	\$45.40	∞	∞	Non-Statutory
Kitchen	Per Hour	Y	\$0.00	\$15.90	∞	∞	Non-Statutory
MCH Program Room	Per Hour	Y	\$0.00	\$15.10	∞	∞	Non-Statutory

**Sporting Fields**

Harvest Home Road Recreation Reserve South - Class B	Per season	Y	\$1,376.65	\$1,414.50	2.75%	\$37.85	Non-Statutory
Harvest Home Road Recreation Reserve Synthetic - Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Harvest Home Road Recreation Reserve West - Class B	Per season	Y	\$1,376.65	\$1,414.50	2.75%	\$37.85	Non-Statutory
Mosaic Recreation Reserve Synthetic - Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Mosaic Recreation Reserve East - Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Painted Hills Recreation Reserve Synthetic - Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Painted Hills Recreation Reserve West - Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Casa D'Abruzzo (North) – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Casa D'Abruzzo (South) – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Doreen Rec Reserve, Doreen – Class C	Per season	Y	\$1,102.70	\$1,133.00	2.75%	\$30.30	Non-Statutory
Duffy St Reserve, Epping – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Epping Recreation Reserve East – Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Epping Recreation Reserve West – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Findon Reserve (Cricket) – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Findon Reserve North (Main Pitch) – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Findon Reserve South East – Class C	Per season	Y	\$1,102.70	\$1,133.00	2.75%	\$30.30	Non-Statutory
Hillsview Reserve – West – Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Hillsview Reserve – East – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
HR Uren Reserve South – Class A	Per season	Y	\$1,705.65	\$1,752.55	2.75%	\$46.90	Non-Statutory
HR Uren Reserve North – Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Huskisson Reserve – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Kelynack Reserve, Mill Park – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Lalor Rec. Reserve – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Sporting Fields** [continued]

Laurimar East – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Laurimar West – Class A	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Lowalde Reserve, Epping – Class C	Per season	Y	\$1,102.70	\$1,133.00	2.75%	\$30.30	Non-Statutory
Main Street Reserve East – Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Main Street Reserve West – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Meadowglen Reserve – Class C	Per season	Y	\$1,102.70	\$1,133.00	2.75%	\$30.30	Non-Statutory
Mernda Rec. Reserve, Mernda – Class C	Per season	Y	\$1,102.70	\$1,133.00	2.75%	\$30.30	Non-Statutory
Mill Park Lakes Reserve – East – Class A	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Mill Park Lakes Reserve – West – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Mill Park Reserve, Mill Park – Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Partridge Street Reserve West – Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Partridge Street Reserve East – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Partridge Street Reserve Rooball – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Redleap Reserve – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
RGC Cook Reserve West – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
RGC Cook Reserve East – Class C	Per season	Y	\$1,102.70	\$1,133.00	2.75%	\$30.30	Non-Statutory
Sycamore Reserve North (Main) – Class A	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory
Sycamore Reserve Central South – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Thomas Street Reserve – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Thomastown East Reserve North – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Thomastown East Reserve South – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
W.A. Smith Reserve South – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
W.A. Smith Reserve North – Class C	Per season	Y	\$1,102.70	\$1,133.00	2.75%	\$30.30	Non-Statutory
Walker Reserve, Whittlesea – Class B	Per season	Y	\$1,376.70	\$1,414.55	2.75%	\$37.85	Non-Statutory
Whittlesea Secondary College – Class C	Per season	Y	\$1,102.70	\$1,133.00	2.75%	\$30.30	Non-Statutory
Waterview Recreation Reserve – Class A (both grounds)	Per season	Y	\$1,722.25	\$1,769.60	2.75%	\$47.35	Non-Statutory

**Sports Pavilions**

Bond	One off fee	N	\$500.00	\$513.75	2.75%	\$13.75	Non-Statutory
Harvest Home Road - Class 1	Per season	Y	\$1,205.00	\$1,238.10	2.75%	\$33.10	Non-Statutory
Mosaic Recreation Reserve - Class 1	Per season	Y	\$1,205.00	\$1,238.10	2.75%	\$33.10	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Sports Pavilions** [continued]

Painted Hills Recreation Reserve - Class 1	Per season	Y	\$1,205.00	\$1,238.10	2.75%	\$33.10	Non-Statutory
Duffy St Reserve, Epping – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Epping Rec Reserve, Epping – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Findon Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Hillsview Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
HR Uren Reserve South – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Huskisson Reserve – Class 2	Per season	Y	\$1,033.25	\$1,061.65	2.75%	\$28.40	Non-Statutory
Kelynack Reserve, Mill Park – Class 2	Per season	Y	\$1,033.25	\$1,061.65	2.75%	\$28.40	Non-Statutory
Lalor Rec. Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Laurimar – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Main Street Reserve East – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Mernda Rec. Reserve, Mernda – Class 3	Per season	Y	\$826.45	\$849.15	2.75%	\$22.70	Non-Statutory
Mill Park Lakes Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Mill Park Reserve, Mill Park – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Partridge Street Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Redleap Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
RGC Cook Reserve West – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Sycamore Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Thomas Street Reserve – Class 2	Per season	Y	\$1,033.25	\$1,061.65	2.75%	\$28.40	Non-Statutory
Thomastown East Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
W.A. Smith Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Walker Reserve, Whittlesea – Class 2	Per season	Y	\$1,033.25	\$1,061.65	2.75%	\$28.40	Non-Statutory
Waterview Recreation Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory

**Sports – Casual**

Charity Events	Per booking	Y	\$98.85	\$101.55	2.73%	\$2.70	Non-Statutory
Commercial Use	Per booking	Y	\$1,315.25	\$1,351.40	2.75%	\$36.15	Non-Statutory
Schools	Per booking	Y	\$184.15	\$189.20	2.74%	\$5.05	Non-Statutory
Community Groups	Per booking	Y	\$184.15	\$189.20	2.74%	\$5.05	Non-Statutory
Utility Fee	Per booking	Y	\$52.25	\$53.65	2.68%	\$1.40	Non-Statutory
Personal Trainers	Per booking	Y	\$184.15	\$189.20	2.74%	\$5.05	Non-Statutory
Pavilion Fees	Per hour	Y	\$39.75	\$40.80	2.64%	\$1.05	Non-Statutory
Pavilion Fees (daily)	Per Day	Y	\$184.15	\$189.20	2.74%	\$5.05	Non-Statutory
Line Marking Fee AFL	Per use	Y	\$500.15	\$513.90	2.75%	\$13.75	Non-Statutory
Line Marking Fee Cricket	Per use	Y	\$145.50	\$149.50	2.75%	\$4.00	Non-Statutory
Line Marking Fee Soccer	Per use	Y	\$211.40	\$217.20	2.74%	\$5.80	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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## Sports – Sole User per year

### Epping Soccer Stadium

#### Bond

Bond Fee	One off fee	N	\$1,822.10	\$1,872.20	2.75%	\$50.10	Non-Statutory
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#### Ground Hire

Training session Ground Hire – Max. 2 hours field time	Per booking	Y	\$368.25	\$378.35	2.74%	\$10.10	Non-Statutory
Match Session Ground Hire – Max. 3 hours field time	Per booking	Y	\$788.85	\$810.55	2.75%	\$21.70	Non-Statutory

#### Lighting Charge

Lighting Fee	Per booking	Y	\$190.90	\$196.15	2.75%	\$5.25	Non-Statutory
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#### Line Marking

Line Marking Fee	Per use	Y	\$211.40	\$217.20	2.74%	\$5.80	Non-Statutory
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#### Miscellaneous

Installation and Removal of Nets	Per use	Y	\$211.40	\$217.20	2.74%	\$5.80	Non-Statutory
Installation & Removal of portable goals & Nets	Per use	Y	\$211.40	\$217.20	2.74%	\$5.80	Non-Statutory

#### Cleaning

Pavilion Only	Per booking	Y	\$328.50	\$337.50	2.74%	\$9.00	Non-Statutory
Entire Facility	Per booking	Y	\$2,629.40	\$2,701.70	2.75%	\$72.30	Non-Statutory

## Hillsview Synthetic Soccer Ground

### Synthetic Pitch – Training

Local Club	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Utility Fee	Per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory
Local School	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Non Local Club	Per hour	Y	\$151.15	\$155.30	2.75%	\$4.15	Non-Statutory
Non Local School	Per hour	Y	\$151.15	\$155.30	2.75%	\$4.15	Non-Statutory
Local Community Event/ Fundraising	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Commercial Use	Per hour	Y	\$196.60	\$202.00	2.75%	\$5.40	Non-Statutory
Local Club – pre Season (3 hour session – no lights)	Per 3 hour session	Y	\$112.45	\$115.50	2.71%	\$3.05	Non-Statutory

### Synthetic Pitch – Matches

Local Club	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory
Local School	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory
Non Local Club	Per match	Y	\$288.65	\$296.55	2.74%	\$7.90	Non-Statutory
Non Local School	Per match	Y	\$288.65	\$296.55	2.74%	\$7.90	Non-Statutory
Local Community Event/ Fundraising	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Synthetic Pitch – Matches** [continued]

Commercial Use	Per match	Y	\$394.35	\$405.15	2.74%	\$10.80	Non-Statutory
Utility Fee	Per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory
Commercial Night Use	Per match	Y	\$459.25	\$471.85	2.74%	\$12.60	Non-Statutory

**Mill Park Secondary College**

**Synthetic Pitch – Training**

Local Club	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Local School	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Non Local Club	Per hour	Y	\$156.85	\$161.15	2.74%	\$4.30	Non-Statutory
Non Local School	Per hour	Y	\$156.85	\$161.15	2.74%	\$4.30	Non-Statutory
Local Community Event/ Fundraising	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Commercial Use	Per hour	Y	\$196.60	\$202.00	2.75%	\$5.40	Non-Statutory
Local Club – pre Season (3 hour session – no lights)	Per 3 hour session	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory

**Synthetic Pitch – Matches**

Local Club	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory
Local School	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory
Non Local Club	Per match	Y	\$288.65	\$296.55	2.74%	\$7.90	Non-Statutory
Non Local School	Per match	Y	\$288.65	\$296.55	2.74%	\$7.90	Non-Statutory
Local Community Event/ Fundraising	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory
Commercial Use	Per match	Y	\$461.50	\$474.20	2.75%	\$12.70	Non-Statutory

**Ancillaries**

Utility Fee night	Per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory
Cleaning Fee	Per training session	Y	\$28.30	\$29.05	2.65%	\$0.75	Non-Statutory
Cleaning Fee	Per match	Y	\$105.75	\$108.65	2.74%	\$2.90	Non-Statutory

**Tennis**

**Ground Hire**

Tennis Court Fees	Per court	Y	\$280.65	\$288.35	2.74%	\$7.70	Non-Statutory
Tennis Pavilion Fees	Per Pavilion	Y	\$325.10	\$334.05	2.75%	\$8.95	Non-Statutory

**Bocce**

**Ground Hire**

Bocce	Per Court	Y	\$136.35	\$140.05	2.71%	\$3.70	Non-Statutory
Bocce	Per Pavilion	Y	\$314.90	\$323.55	2.75%	\$8.65	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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### Whittlesea Secondary College Basketball Stadium

#### Court Hire

Basketball Stadium Hire	Per court, Per hour	Y	\$32.10	\$32.95	2.65%	\$0.85	Non-Statutory
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#### Hire of Mini Bus

##### Group 3 (Internal and Community)

Hourly	Per hour	Y	\$23.90	\$24.55	2.72%	\$0.65	Non-Statutory
Daily (8 hours)	per day (8 hours)	Y	\$125.00	\$128.40	2.72%	\$3.40	Non-Statutory
Weekend	per weekend	Y	\$329.70	\$338.75	2.74%	\$9.05	Non-Statutory

### Meadowglen Athletics Track

Association carnivals	Per Carnival	Y	\$673.35	\$691.85	2.75%	\$18.50	Non-Statutory
Athletics club junior - seasonal fee per member	Per member	Y	\$14.25	\$14.60	2.46%	\$0.35	Non-Statutory
Athletics club senior - seasonal fee per senior member	Per member	Y	\$26.35	\$27.05	2.66%	\$0.70	Non-Statutory
Casual track hire schools - per hour	Per hour	Y	\$33.15	\$34.05	2.71%	\$0.90	Non-Statutory
Casual track sporting clubs - per hour	per hour	Y	\$38.60	\$39.65	2.72%	\$1.05	Non-Statutory
CoW school sports day - basic equipment hire	Per Carnival	Y	\$518.75	\$533.00	2.75%	\$14.25	Non-Statutory
Non CoW school sports day - basic equipment hire	Per Carnival	Y	\$622.55	\$639.65	2.75%	\$17.10	Non-Statutory
Personal trainers - per hour	per hour	Y	\$54.05	\$55.50	2.68%	\$1.45	Non-Statutory
Stadium Lighting - per hour	per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory

### Meadowglen Stadium Function Room

Bond	Per booking	N	\$300.00	\$308.25	2.75%	\$8.25	Non-Statutory
Commercial user - full day	Day hire	Y	\$595.10	\$611.45	2.75%	\$16.35	Non-Statutory
Commercial user - up to 4 hours	Half day hire	Y	\$486.90	\$500.25	2.74%	\$13.35	Non-Statutory
Community user - full day	Day hire	Y	\$496.65	\$510.30	2.75%	\$13.65	Non-Statutory
Community user - up to 4 hours	Half day hire	Y	\$386.25	\$396.85	2.74%	\$10.60	Non-Statutory
Regular user - per hour	Per hour	Y	\$50.75	\$52.05	2.56%	\$1.30	Non-Statutory
Regular User (Not-for-profit - per hour)	Per hour	Y	\$36.35	\$37.35	2.75%	\$1.00	Non-Statutory
School Carnival Hire	Per Carnival	Y	\$138.00	\$141.75	2.72%	\$3.75	Non-Statutory

### Edgars Creek Secondary College

#### Synthetic Pitch - Training

Commercial Use	Per hour	Y	\$196.60	\$202.00	2.75%	\$5.40	Non-Statutory
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Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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### Synthetic Pitch - Training [continued]

Local Club - pre season	Per 3 hour session	Y	\$118.15	\$121.40	2.75%	\$3.25	Non-Statutory
Local Club (per hour)	per hour	Y	\$118.15	\$121.40	2.75%	\$3.25	Non-Statutory
Local Community Event/ Fundraising (per hour)	per hour	Y	\$118.15	\$121.40	2.75%	\$3.25	Non-Statutory
Local School (per hour)	per hour	Y	\$118.15	\$121.40	2.75%	\$3.25	Non-Statutory
Non Local Club (per hour)	per hour	Y	\$156.85	\$161.15	2.74%	\$4.30	Non-Statutory
Non Local School (per hour)	per hour	Y	\$156.85	\$161.15	2.74%	\$4.30	Non-Statutory

### Synthetic Pitch - Matches

Commercial Use	Per match	Y	\$461.50	\$474.20	2.75%	\$12.70	Non-Statutory
Local Club	Per match	Y	\$229.55	\$235.85	2.74%	\$6.30	Non-Statutory
Local Community Event/ Fundraising	Per match	Y	\$229.55	\$235.85	2.74%	\$6.30	Non-Statutory
Local School		Y	\$229.55	\$235.85	2.74%	\$6.30	Non-Statutory
Non Local Club	Per match	Y	\$288.60	\$296.50	2.74%	\$7.90	Non-Statutory
Non Local School	Per match	Y	\$288.65	\$296.55	2.74%	\$7.90	Non-Statutory

### Ancillaries

Cleaning Fee	Per training session	Y	\$28.30	\$29.05	2.65%	\$0.75	Non-Statutory
Cleaning Fee	Per match	Y	\$105.75	\$108.65	2.74%	\$2.90	Non-Statutory
Utility Fee night	Per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory

### Meadowglen Stadium Event Hire

Commercial - Full Day	Day hire	Y	\$2,759.25	\$2,835.10	2.75%	\$75.85	Non-Statutory
Commercial - Half day (up to 4 hours)	Half day hire	Y	\$1,379.60	\$1,417.50	2.75%	\$37.90	Non-Statutory
Community - Full Day	Day hire	Y	\$662.15	\$680.35	2.75%	\$18.20	Non-Statutory
Community - Half day (up to 4 hours)	Half day hire	Y	\$331.10	\$340.20	2.75%	\$9.10	Non-Statutory

### Ageing Well

Centre Based Long Day Program	Per Session	N	\$18.00	\$18.00	0.00%	\$0.00	Non-Statutory
Centre Based Social Support Short Day sessions		N	\$15.00	\$15.00	0.00%	\$0.00	Non-Statutory
Client In Service Kilometre	Per Unit	N	\$1.45	\$1.45	0.00%	\$0.00	Non-Statutory
Domestic Assistance	Per hour	N	\$9.00	\$9.00	0.00%	\$0.00	Non-Statutory
Flexible Respite	Per hour	N	\$9.00	\$9.00	0.00%	\$0.00	Non-Statutory
Home Modifications	Per Hour	N	\$22.00	\$20.00	-9.09%	-\$2.00	Non-Statutory
Meals - Large/Premium	Per Unit	N	\$9.00	\$9.00	0.00%	\$0.00	Non-Statutory
Meals - Small/Budget	Per Unit	N	\$5.45	\$5.00	-8.26%	-\$0.45	Non-Statutory
Meals - Superior	Per Unit	N	\$10.90	\$11.00	0.92%	\$0.10	Non-Statutory
Personal Care	Per hour	N	\$9.00	\$9.00	0.00%	\$0.00	Non-Statutory
Property Maintenance	Per hour	N	\$20.00	\$20.00	0.00%	\$0.00	Non-Statutory

Name	Unit	GST (Yes/ No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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### Ageing Well [continued]

Public Home Support Holiday Service	Per hour	N	\$18.00	\$18.00	0.00%	\$0.00	Non-Statutory
Social Support Individual	Per Session	N	\$9.00	\$9.00	0.00%	\$0.00	Non-Statutory

### Leap Program

LEAP full day trips (MAC Registered)	Per Session	N	\$40.00	\$40.00	0.00%	\$0.00	Non-Statutory
Senior Luncheon - MAC Registered	Per Session	N	\$20.00	\$20.00	0.00%	\$0.00	Non-Statutory
Seniors Active Ageing Program Fee (MAC Registered)	Per Session	N	\$5.00	\$5.00	0.00%	\$0.00	Non-Statutory
LEAP Full Day Activities/Trips	Per person, per event	N	\$60.00	\$60.00	0.00%	\$0.00	Non-Statutory
Short Day Event - Active Ageing	Per person, per event	N	\$7.95	\$8.00	0.63%	\$0.05	Non-Statutory
Senior Luncheon	Per person, per event	N	\$39.95	\$40.00	0.13%	\$0.05	Non-Statutory

### HACCPYP

Client In Service Kilometre HACCPYP	Per Unit	N	\$1.45	\$1.45	0.00%	\$0.00	Non-Statutory
Domestic Assistance HACCPYP	Per Hour	N	\$6.00	\$6.00	0.00%	\$0.00	Non-Statutory
Flexible Respite Care HACCPYP	Per Unit	N	\$6.00	\$6.00	0.00%	\$0.00	Non-Statutory
Meals - HACCPYP	Per Unit	N	\$6.00	\$6.00	0.00%	\$0.00	Non-Statutory
Personal Care HACCPYP	Per Session	N	\$6.00	\$6.00	0.00%	\$0.00	Non-Statutory
Property Maintenance HACCPYP	Per Hour	N	\$12.00	\$12.00	0.00%	\$0.00	Non-Statutory

### Leisure Centres

#### Whittlesea Swim Centre

##### Aquatics

Spectator Casual Entry	Per Entry	Y	\$2.05	\$2.00	-2.44%	-\$0.05	Non-Statutory
Adult Swim	per entry	Y	\$7.10	\$7.25	2.11%	\$0.15	Non-Statutory
10 pass Adult Swim	per adult	Y	\$64.55	\$66.30	2.71%	\$1.75	Non-Statutory
Child Swim - Single Entry	per entry	Y	\$4.65	\$4.75	2.15%	\$0.10	Non-Statutory
10 pass Child Swim	per child	Y	\$41.90	\$43.05	2.74%	\$1.15	Non-Statutory
Concession/Student Swim - Single Entry	per entry	Y	\$5.55	\$5.70	2.70%	\$0.15	Non-Statutory
10 pass Concession/Student Swim	Per concession	Y	\$50.15	\$51.50	2.69%	\$1.35	Non-Statutory
Family Swim - Single Entry	per entry	Y	\$17.70	\$18.15	2.54%	\$0.45	Non-Statutory
10 pass Family Swim	per family pass	Y	\$160.05	\$164.45	2.75%	\$4.40	Non-Statutory
Super Summer Single Pass (start of season)	per season pass	Y	\$174.65	\$179.45	2.75%	\$4.80	Non-Statutory
Super Summer Single Pass (from 1st Feb)	per season pass	Y	\$87.40	\$89.80	2.75%	\$2.40	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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### Swim Lessons

Primary, Preschool, Teen, Adult	Per swim lesson	N	\$19.55	\$9.80	-49.87%	-\$9.75	Non-Statutory
Private Lesson 1:1	Per swim lesson	N	\$42.75	\$43.90	2.69%	\$1.15	Non-Statutory
Access & Inclusion 1:1 lesson	Per swim lesson	N	\$24.80	\$25.45	2.62%	\$0.65	Non-Statutory

### Schools Swim lessons

Schools group entry	Per entry	N	\$3.55	\$3.60	1.41%	\$0.05	Non-Statutory
School Carnival	Per booking	N	\$1,447.15	\$1,486.95	2.75%	\$39.80	Non-Statutory
School Lessons 1-10 ratio 45 minutes	Per swim lesson	N	\$9.95	\$10.20	2.51%	\$0.25	Non-Statutory
School Lessons 1-7 ratio 45 minutes	Per swim lesson	N	\$12.50	\$12.80	2.40%	\$0.30	Non-Statutory
School Lessons 1-1 ratio 45 minutes	Per swim lesson	N	\$35.45	\$36.40	2.68%	\$0.95	Non-Statutory

### Group Exercise

Aqua Class- Single Entry	Per entry	Y	\$9.30	\$9.55	2.69%	\$0.25	Non-Statutory
10 pass Group Fitness Class	Per adult	Y	\$81.30	\$83.50	2.71%	\$2.20	Non-Statutory

### Older Adult program

Access, LEAP Group Fitness Class	Per class	Y	\$9.30	\$8.20	-11.83%	-\$1.10	Non-Statutory
10 Visit Access LEAP Group Fitness Class	Per person	Y	\$81.30	\$73.65	-9.41%	-\$7.65	Non-Statutory

### Children's Programs

Birthday Party Un-catered	Per child	Y	\$21.30	\$21.85	2.58%	\$0.55	Non-Statutory
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### Facility Hire

Lane Hire	Per lane, per hour	Y	\$47.45	\$48.75	2.74%	\$1.30	Non-Statutory
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### Miscellaneous

Dive in Movie Single	Per single entry	Y	\$10.95	\$11.25	2.74%	\$0.30	Non-Statutory
Dive in Movie Family	Per family entry	Y	\$35.75	\$36.70	2.66%	\$0.95	Non-Statutory

### Thomastown Recreation & Aquatic Centre & Mill Park Leisure

#### Aquatics

20 Adult Swim, Spa and Sauna Pass	Per adult	Y	\$222.50	\$228.60	2.74%	\$6.10	Non-Statutory
20 Concession Swim, Spa and Sauna Pass	Per concession	Y	\$182.15	\$187.15	2.74%	\$5.00	Non-Statutory
20 Family Swim Pass	Per family	Y	\$341.55	\$350.90	2.74%	\$9.35	Non-Statutory
20 Swim - Adult	Per adult	Y	\$134.55	\$138.25	2.75%	\$3.70	Non-Statutory

Name	Unit	GST (Yes/No)	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Aquatics** [continued]

20 Swim - Child	Per child	Y	\$105.05	\$107.90	2.71%	\$2.85	Non-Statutory
20 Swim - Concession	Per concession	Y	\$105.05	\$107.90	2.71%	\$2.85	Non-Statutory
Adult Swim - Women's Swimming Program	Per lesson	Y	\$5.90	\$6.05	2.54%	\$0.15	Non-Statutory
Spectator Casual Entry	Per Entry	Y	\$2.05	\$2.00	-2.44%	-\$0.05	Non-Statutory
Adult Swim	Per entry	Y	\$7.40	\$7.60	2.70%	\$0.20	Non-Statutory
Child Swim	Per entry	Y	\$5.90	\$6.05	2.54%	\$0.15	Non-Statutory
Concession Swim	Per concession	Y	\$5.90	\$6.05	2.54%	\$0.15	Non-Statutory
Family Swim	Per entry	Y	\$18.70	\$19.20	2.67%	\$0.50	Non-Statutory
10 pass Adult Swim	Per adult	Y	\$67.05	\$68.85	2.68%	\$1.80	Non-Statutory
10 pass Child Swim	Per child	Y	\$53.00	\$54.45	2.74%	\$1.45	Non-Statutory
10 pass Concession Swim	Per concession	Y	\$53.00	\$54.45	2.74%	\$1.45	Non-Statutory
10 pass Family Swim	Per entry	Y	\$168.60	\$173.20	2.73%	\$4.60	Non-Statutory
Adult Swim, Spa and Sauna	Per entry	Y	\$12.35	\$12.65	2.43%	\$0.30	Non-Statutory
Concession Swim, Spa and Sauna	Per concession	Y	\$10.05	\$10.30	2.49%	\$0.25	Non-Statutory
10 pass Adult Swim, Spa and Sauna	Per entry	Y	\$111.75	\$114.80	2.73%	\$3.05	Non-Statutory
10 pass Concession Swim, Spa and Sauna	Per concession	Y	\$91.25	\$93.75	2.74%	\$2.50	Non-Statutory
Swim, Spa and Sauna after class	Per entry	Y	\$5.80	\$5.95	2.59%	\$0.15	Non-Statutory

**Swim Lessons**

Access 1-1 ratio lesson 30 mins fortnightly fee	Per lesson	N	\$54.05	\$55.50	2.68%	\$1.45	Non-Statutory
Child swim lesson – 30 mins	Per lesson	N	\$19.35	\$19.85	2.58%	\$0.50	Non-Statutory
Adult swim lesson – 45mins	Per lesson	N	\$30.60	\$31.40	2.61%	\$0.80	Non-Statutory
Access & Inclusion 1-1 ratio lesson 30 mins	Per lesson	N	\$27.00	\$27.70	2.59%	\$0.70	Non-Statutory
Private Swim Lesson	Per lesson	N	\$57.05	\$58.60	2.72%	\$1.55	Non-Statutory

**Schools Swim lessons**

25m pool carnival hire	One off fee	Y	\$242.70	\$249.35	2.74%	\$6.65	Non-Statutory
25m pool carnival hire after hours	One off fee	Y	\$392.45	\$403.20	2.74%	\$10.75	Non-Statutory
Carnival/Group Booking Entry Fee	One off fee	Y	\$5.80	\$5.95	2.59%	\$0.15	Non-Statutory
School Fun Day Session	One off fee	Y	\$17.40	\$17.85	2.59%	\$0.45	Non-Statutory
Water Safety Session	Per lesson	N	\$19.10	\$19.60	2.62%	\$0.50	Non-Statutory
1-10 ratio 45 minutes - per child	Per lesson	N	\$9.70	\$9.95	2.58%	\$0.25	Non-Statutory
1-7 ratio 45 minutes - per child	Per lesson	N	\$12.25	\$12.55	2.45%	\$0.30	Non-Statutory
1-1 ratio 30 minutes	Per lesson	N	\$34.70	\$35.65	2.74%	\$0.95	Non-Statutory
Additional child (if less than 2 hour booking)	One off fee	N	\$4.20	\$4.30	2.38%	\$0.10	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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### Group Exercise

Reformer Pilates - single entry	Per Entry	Y	\$26.25	\$26.95	2.67%	\$0.70	Non-Statutory
Reformer Pilates - single entry - Concession	Per Concession	Y	\$18.35	\$18.85	2.72%	\$0.50	Non-Statutory
School Gym/Group Fitness Session	Per Entry	Y	\$14.35	\$14.71	2.51%	\$0.36	Non-Statutory
Group Fitness – all classes	Per entry	Y	\$16.40	\$16.85	2.74%	\$0.45	Non-Statutory
Group Fitness – all classes Concession	Per entry	Y	\$13.20	\$13.55	2.65%	\$0.35	Non-Statutory
Group Fitness 1/2 Hour Class	Per entry	Y	\$8.20	\$8.40	2.44%	\$0.20	Non-Statutory
9 pass Group Fitness	Per entry	Y	\$147.50	\$151.55	2.75%	\$4.05	Non-Statutory
9 pass Group Fitness Concession	Per concession	Y	\$118.60	\$121.85	2.74%	\$3.25	Non-Statutory

### LEAP Program

LEAP Aqua / Movers / Gym	Per entry	Y	\$8.00	\$8.20	2.50%	\$0.20	Non-Statutory
10 pass LEAP	Per entry	Y	\$71.70	\$73.65	2.72%	\$1.95	Non-Statutory
LEAP Gym Fitness Assessment and Program	Per entry	Y	\$41.90	\$43.05	2.74%	\$1.15	Non-Statutory

### Personal Training

Member 1 x 30 min session	per half hour	Y	\$45.10	\$46.30	2.66%	\$1.20	Non-Statutory
Non Member 1 x 30 min session	per half hour	Y	\$50.95	\$52.35	2.75%	\$1.40	Non-Statutory
Member 10 x 30 min sessions	per pass	Y	\$427.55	\$439.30	2.75%	\$11.75	Non-Statutory
Non Member 10 x 30 min sessions	per pass	Y	\$485.10	\$498.40	2.74%	\$13.30	Non-Statutory
Member 1 x 60 min session	per hour	Y	\$73.35	\$75.35	2.73%	\$2.00	Non-Statutory
Non Member 1 x 60 min session	per hour	Y	\$82.60	\$84.85	2.72%	\$2.25	Non-Statutory
Member 10 x 60 min sessions	per pass	Y	\$695.40	\$714.50	2.75%	\$19.10	Non-Statutory
Non Member 10 x 60 min sessions	per pass	Y	\$784.35	\$805.90	2.75%	\$21.55	Non-Statutory
Share 2 person – Member 1 x 60 min	per hour	Y	\$89.30	\$91.75	2.74%	\$2.45	Non-Statutory
Share 2 person – Non Member 1 x 60 min	per hour	Y	\$107.40	\$110.35	2.75%	\$2.95	Non-Statutory
Share 2 person – Member 10 x 60 min	per pass	Y	\$848.65	\$871.95	2.75%	\$23.30	Non-Statutory
Share 2 person – Non Member 10 x 60 min	per pass	Y	\$1,020.10	\$1,048.15	2.75%	\$28.05	Non-Statutory

### Childrens' Programs

Additional staff for 16 children or more	One off fee	Y	\$75.60	\$77.65	2.71%	\$2.05	Non-Statutory
Birthday Party - catered, per child	per child	Y	\$29.45	\$30.25	2.72%	\$0.80	Non-Statutory
Birthday Party non-catered (Standard 12-15 children) per child	per child	Y	\$17.85	\$18.30	2.52%	\$0.45	Non-Statutory
School/Group Entry	One off fee	Y	\$12.60	\$12.90	2.38%	\$0.30	Non-Statutory

### Creche

20 pass - 1 child per 1 session	per pass	Y	\$138.85	\$142.65	2.74%	\$3.80	Non-Statutory
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Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Creche** [continued]

20 pass - 2 children per 1 Session	per pass	Y	\$175.45	\$180.25	2.74%	\$4.80	Non-Statutory
20 pass - 3 or more children per 1 session	per pass	Y	\$214.05	\$219.90	2.73%	\$5.85	Non-Statutory
1 child per 1 session	per hour	Y	\$7.65	\$7.85	2.61%	\$0.20	Non-Statutory
2 children per 1 Session	per hour	Y	\$9.70	\$9.95	2.58%	\$0.25	Non-Statutory
3 or more children per 1 Session	per hour	Y	\$11.85	\$12.15	2.53%	\$0.30	Non-Statutory
10 pass – 1 child per 1 Session	per pass	Y	\$69.35	\$71.25	2.74%	\$1.90	Non-Statutory
10 pass – 2 children per 1 session	per pass	Y	\$87.75	\$90.15	2.74%	\$2.40	Non-Statutory
10 pass – 3 or more children per 1 Session	per pass	Y	\$107.00	\$109.90	2.71%	\$2.90	Non-Statutory

**Occasional Care**

Per child per Session	per hour	Y	\$9.45	\$9.70	2.65%	\$0.25	Non-Statutory
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**Facility Hire**

Court - casual use per person	Per Entry	Y	\$4.85	\$4.95	2.06%	\$0.10	Non-Statutory
Full Court – after 4pm weekdays and weekends	Per hour	Y	\$51.15	\$52.55	2.74%	\$1.40	Non-Statutory
Full Court – before 4pm weekdays	Per hour	Y	\$42.85	\$44.00	2.68%	\$1.15	Non-Statutory
Group fitness room rental per hour	per hour	Y	\$45.05	\$46.25	2.66%	\$1.20	Non-Statutory
Childcare room rental per hour	per hour	Y	\$45.10	\$46.30	2.66%	\$1.20	Non-Statutory
Meeting Room Hire (next to cafe)	Per hour	Y	\$45.10	\$46.30	2.66%	\$1.20	Non-Statutory
25m Pool Lane Hire – Permanent	Per lane, per hour	Y	\$30.60	\$31.40	2.61%	\$0.80	Non-Statutory
25m Pool Lane Hire – Casual	Per lane, per hour	Y	\$46.15	\$47.40	2.71%	\$1.25	Non-Statutory
Hydro Pool Hire (1/2 pool)	Per hour	Y	\$89.00	\$91.45	2.75%	\$2.45	Non-Statutory
Hydro Pool Hire	Per hour	Y	\$177.30	\$182.15	2.74%	\$4.85	Non-Statutory

**Miscellaneous**

Locker	per locker	Y	\$2.60	\$2.65	1.92%	\$0.05	Non-Statutory
RFID Band	per RFID band	Y	\$14.35	\$14.71	2.51%	\$0.36	Non-Statutory

**Club Memberships (New fee structure)**

Active Whittlesea - Weekly Fee	Per week	Y	\$23.55	\$24.15	2.55%	\$0.60	Non-Statutory
Active Whittlesea Membership Concession	Per Week Concession	Y	\$24.50	\$25.15	2.65%	\$0.65	Non-Statutory
Bronze - Concession PIF 3 months	Per quarter concession	Y	\$226.15	\$232.35	2.74%	\$6.20	Non-Statutory
Bronze - PIF 3 Months	Per quarter	Y	\$291.35	\$299.35	2.75%	\$8.00	Non-Statutory
Bronze - PIF Adult 12 Months	Per Annum	Y	\$939.70	\$965.50	2.75%	\$25.80	Non-Statutory
Bronze - PIF Concession 12 Months	Per annum concession	Y	\$754.05	\$774.75	2.75%	\$20.70	Non-Statutory
Bronze - Weekly Fee	Per week	Y	\$17.00	\$17.45	2.65%	\$0.45	Non-Statutory
Bronze Concession - Weekly Fee	Per week	Y	\$11.85	\$12.15	2.53%	\$0.30	Non-Statutory

Name	Unit	GST (Y)es/ (N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Club Memberships (New fee structure)** [continued]

DPV - Casual Entry	Per Entry Concession	Y	\$5.80	\$5.95	2.59%	\$0.15	Non-Statutory
Gold - Health Club, Group Fitness & Aquatics - Adult PIF 3 Months	Per quarter	Y	\$364.55	\$374.55	2.74%	\$10.00	Non-Statutory
Gold - Health Club, Group Fitness & Aquatics - Concession PIF 3 Months	Per quarter concession	Y	\$254.75	\$261.75	2.75%	\$7.00	Non-Statutory
Gold - Health Club, Group Fitness & Aquatics PIF 12 Months	Per Annum	Y	\$1,176.00	\$1,208.30	2.75%	\$32.30	Non-Statutory
Gold - Health Club, Group Fitness & Aquatics PIF 12 Months Concession	Per annum concession	Y	\$1,141.70	\$1,173.10	2.75%	\$31.40	Non-Statutory
Gold - Weekly Fee	Per week	Y	\$21.30	\$21.85	2.58%	\$0.55	Non-Statutory
Gold Concession - Weekly Fee	Per week	Y	\$14.85	\$15.25	2.69%	\$0.40	Non-Statutory
Health Club - casual entry	Per Entry	Y	\$21.10	\$21.65	2.61%	\$0.55	Non-Statutory
Health Club - casual entry - Concession	Per Entry Concession	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory
Platinum (Reformer Pilates) Membership - Weekly Fee	Per week	Y	\$35.00	\$35.95	2.71%	\$0.95	Non-Statutory
Platinum (Reformer Pilates) Membership - Weekly Fee - concession	Per Week	Y	\$0.00	\$26.95	∞	∞	Non-Statutory
Silver - Weekly Fee	Per week	Y	\$19.15	\$19.65	2.61%	\$0.50	Non-Statutory
Silver- Weekly Fee concession	Per Week	Y	\$0.00	\$25.50	∞	∞	Non-Statutory

**Asset Protection**

**Resident Access Request to undertake works**

**Bond Fees for accessing Council reserves for private works**

Material Delivery Access	per access request	N	\$2,732.40	\$2,807.55	2.75%	\$75.15	Non-Statutory
Fencing Works	per access request	N	\$2,732.40	\$2,807.55	2.75%	\$75.15	Non-Statutory
Stockpiling material on Council Land	per access request	N	\$5,464.85	\$5,615.15	2.75%	\$150.30	Non-Statutory
Concrete pouring from Council	per access request	N	\$5,464.85	\$5,615.15	2.75%	\$150.30	Non-Statutory
Minor Works Excavations (Works valued less than \$10,000)	per access request	N	\$5,464.85	\$5,615.15	2.75%	\$150.30	Non-Statutory
Major Works Excavations (Works valued more than \$10,000)	per access request	N	\$10,929.65	\$11,230.20	2.75%	\$300.55	Non-Statutory
Soil and Rock Removal via Council Reserve	per access request	N	\$10,929.65	\$11,230.20	2.75%	\$300.55	Non-Statutory

**Council Offices**

25 Ferres Boulevard  
South Morang VIC 3752

**Email:** [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)

**Website** [whittlesea.vic.gov.au](http://whittlesea.vic.gov.au)

**Postal address**

City of Whittlesea Locked Bag  
Bundoora MDC VIC 3083

**Phone:** 9217 2170

National Relay Service: 133 677  
(ask for 9217 2170)

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 **131 450**

# City of Whittlesea Proposed Community Plan Action Plan 2024–25

*A place for all*





## Connected community

Our community is compassionate and welcoming. We are healthy and can easily access the support services we need. People of all backgrounds, ages and abilities feel that they are an essential part of the community. We work together, making our community a better place for all.

### About this Plan

The **Community Plan Action Plan 2024-2025** is the final annual supplement to the **Community Plan 2021-2025**.

It articulates the key actions prioritised for delivery in the financial year 2024-2025.

The Proposed Action Plan plays a pivotal role in working towards the vision and strategic direction embedded in *Whittlesea 2040* and the **Community Plan 2021-2025**.

#### Acknowledgement of Country

*We recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.*

### Key achievements between 2021-24

- ✔ Opened the Mernda Social Support Centre to provide day respite and a range of programs to assist older residents improve their physical and mental health 🇺🇦 🇦🇺
- ✔ Commenced construction of the Aboriginal Gathering Place at Quarry Hills Parkland in South Morang, to provide a welcoming, inclusive, and culturally safe space for both Aboriginal and non-Aboriginal people to reflect, celebrate and connect to Aboriginal culture 🇺🇦
- ✔ Developed the *Connected Community Strategy* to enhance social inclusion, civic participation, health, wellbeing and safety of our community 🇺🇦 🇦🇺
- ✔ Brought the management of the wat djerring animal management facility in-house, in partnership with Merri-bek and Darebin Councils, to provide the best possible outcomes for animals and the community
- ✔ Helped our older residents to connect and find relevant support services, via the Ageing Well Expo in June 2023 🇺🇦 🇦🇺
- ✔ Developed the *Long-Term Community Infrastructure Plan* to outline the roadmap for key infrastructure priorities in the future
- ✔ Launched the Whittlesea Disability Network Hub to offer an online space where people living with a disability, their carers, and support network can provide feedback to Council on what people with a disability need to live independently and safely in our community 🇺🇦
- ✔ Commence the design of the Regional Sports Precinct in Mernda and secured funding co-contribution from the Victorian Government to support the delivery of the second stage of the facility 🇺🇦 🇦🇺
- ✔ Completed redeveloping Mill Park Basketball Stadium, adding new female-friendly changerooms, accessible public toilets, shower and change facilities, and an updated kitchen and canteen 🇺🇦 🇦🇺
- ✔ Developed a suite of emergency preparedness videos to increase community preparedness and resilience before, during and after emergencies 🇺🇦
- ✔ Continued to build leadership capability and skills of residents through the delivery of a Community Leadership Program

### Services

 Animal management	 Ageing well	 Arts, heritage and events	 Aboriginal reconciliation	 Community facilities	 Customer service, communications and civic participation
 Children and family services	 Community strengthening	 Youth services	 Public health and safety	 Leisure and recreation	

### Key actions for 2024-25

#### Key direction 1.1

##### A socially cohesive community

- Install Wi-Fi at Miller Community Centre, Epping Community Centre, Janefield Community Centre, Olivine Pavilion, and Wollert Community Centre
- Complete construction of an Aboriginal Gathering Place to foster connections to culture, heritage, land, and healing 🇺🇦
- Progress construction of the Community Activity Centre in Patterson Drive, Donnybrook 🇺🇦
- Commence implementation of the *Connected Community Strategy Action Plan 2024-2026* 🇺🇦 🇦🇺
- Deliver community forums, newsletters and engagement opportunities which support people with disability and carers

#### Key direction 1.2

##### A healthy and safe community

- Increase community emergency resilience and preparedness, including for at-risk people and communities
- Improve access to Prevention of Violence Against Women programs, services, and resources, including among culturally and linguistically diverse community groups 🇺🇦
- Work with our partners to raise community awareness and focus on prevention for people who are homeless and sleeping rough in the municipality 🇺🇦 🇦🇺
- Commence construction of the Regional Sports Precinct in Mernda including indoor courts, outdoor netball courts and associated facilities 🇺🇦
- Continue to run animal adoption campaigns to find new homes for stray animals in our municipality
- Continue to collaborate with partners to advocate and prevent gambling harm 🇺🇦

- Continue to engage men in the prevention of gender-based violence through a community of practice 🇺🇦
- Raise awareness of community needs around key health outcomes during events and activities during anti-poverty week, men's and women's health week and other days of significance 🇺🇦 🇦🇺

#### Key direction 1.3

##### A participating community

- Strengthen community engagement and bolster emergency preparedness through the use of a multi-purpose vehicle making it easier for our community to stay informed and have their say on matters that are important to them

 Municipal Public Health and Wellbeing Plan  
 Disability Action Plan



## Liveable neighbourhoods



## Services



Traffic management



Roads, public transport and footpaths



Planning and building



Parks and open spaces

Everything we need is close by. We have a variety of quality housing that suits our life stages and circumstances. Residents can get where they need to go with ease and leaving the car at home becomes an option for everyone to consider.

## Key achievements between 2021-24

- ✔ Opened Findon Road to help ease traffic congestion and provide an important east-west link for commuters with more convenient connections to work, education, shopping, public transport and recreation facilities
- ✔ Resurfaced and reconstructed more than 560,000 square metres of road
- ✔ Upgraded public facilities for Mernda Adventure Park and the Whittlesea Courthouse
- ✔ Installed road safety measures such as speed humps and wombat crossings at identified priority areas in Mill Park
- ✔ Upgraded pram crossings along Barry Road, Thomastown, and bus stops on Whittlesea Yea Road and The Boulevard, Thomastown, to be compliant with disability requirements
- ✔ Completed the construction of Kelynack Recreation Reserve playground including the relocation and upgrade of the playground, new concrete paths, shelters and barbecue areas, a multi-use area and basketball half court
- ✔ Developed and commenced implementing the *Liveable Neighbourhoods Strategy* which will drive Council's program of work to deliver desirable transport, planning, urban design, open space, and housing outcomes
- ✔ Developed a draft *Aboriginal Heritage Study*
- ✔ Endorsed the *Thomastown and Lalor Place Framework* as a blueprint towards well-designed open space and infrastructure outcomes to residents in these established areas

## Key actions for 2024-25

### Key direction 2.1

#### Smart, connected transport network

- Continue to improve access, shelter, and seating for people with a disability at bus stops 
- Encourage and promote active travel through the production of maps and improved signage 
- Conduct cycling audits to enhance planning for evolving cyclist needs 
- Deliver local road resurfacing works
- Deliver local road reconstruction works
- Finalise construction of a signalised intersection at Plenty Road and Everton Drive, Mernda

### Key direction 2.2

#### Well-designed neighbourhoods and vibrant town centres

- Continue to upgrade public toilets in line with the *Public Toilet Amenity Plan* 
- Progress construction to improve access to the Whittlesea Township Park to better connect our community 
- Develop the *Mill Park Place Framework* to enhance our investment planning and prioritise city shaping opportunities 
- Continue to upgrade Whittlesea Public Gardens 
- Progress construction of Granite Hills Major Community Park 
- Commence construction of the streetscape around The Boulevard shops in Thomastown

### Key direction 2.3

#### Housing for diverse needs

- Partner with community housing organisations to plan and progress delivery of affordable houses in Ashline Street, Wollert 

 Municipal Public Health and Wellbeing Plan

 Disability Action Plan



**Strong local economy**



**Services**



Local business support



Libraries



Investment attraction

**Key actions for 2024-25**

**Key direction 3.1**

**Increased local employment**

- Continue partnership with Hume Whittlesea Local Learning Employment Network to promote local pathways to jobs and careers for young people 🇺🇸 🇦🇺
- Identify and work with key stakeholders to address skill shortages through targeted inclusive programs/events 🇺🇸
- Continue the inclusive employment program to ensure marginalised community members can gain meaningful employment experience with Council 🇺🇸
- Continue to deliver a Work Ready volunteer program for qualified and newly arrived migrants 🇺🇸 🇦🇺
- Investigate the need for supporting businesses to undertake inclusive recruitment and employment 🇺🇸 🇦🇺
- Advocate for the Melbourne Food Innovation and Export Hub (MFIH)

**Key direction 3.2**

**Education opportunities for all**

- Encourage collaboration between educational institutions, local business, external stakeholders, and industry to understand the training needs of the future workforce 🇺🇸
- Commence construction of Murnong Community Centre and library and deliver additional mobile bus library stop locations to support our growing community
- Support the agri-food sector to be future ready through improved connectivity between industry, local education, and research and development

**Key direction 3.3**

**Successful, innovative local businesses**

- Work with the Victorian Government, National Intermodal and Mitchell Shire Council to progress master planning for the Beveridge Intermodal Precinct
- Partner with the Victorian Government, Hume City Council, Mitchell Shire Council and the landowner to progress master-planning and implementation of the Cloverton Metropolitan Activity Centre
- Connect and support local businesses and entrepreneurs to showcase their circular economy products and services 🇺🇸
- Support the development of the Australian Food Innovation Centre (AFIC)

🇺🇸 Municipal Public Health and Wellbeing Plan

🇦🇺 Disability Action Plan

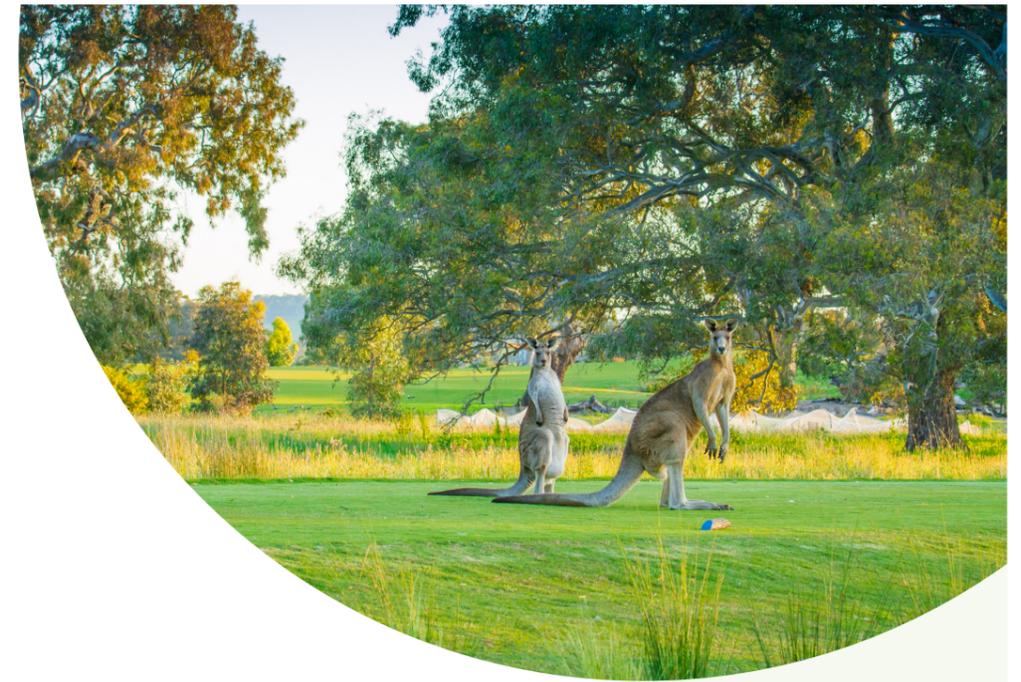
People of all ages have opportunities to learn and develop skills locally. There are many opportunities to gain employment and build careers not too far from home. Residents support local business, and we are renowned for our successful local economy.

**Key achievements between 2021-24**

- ✓ Developed the *Investment Attraction Plan* to support increased business sector investment locally
- ✓ Established the Whittlesea Business Network to provide an opportunity for businesses to collaborate and network as well as have access to a learning portal for upskilling and training 🇺🇸
- ✓ Hosted Council's first Business Awards to celebrate the City of Whittlesea's business community and recognise business excellence, sustainability, and responsibility
- ✓ Successfully rolled out the *It's All Here* campaign to highlight all the offerings for residents and visitors to see and do
- ✓ Delivered the Shopfront Improvement Grants Program together with local businesses, to support more than 30 businesses to upgrade the look, vibrancy, and attractiveness of their shop fronts 🇺🇸
- ✓ Supported our local businesses to bounce back from COVID-19 impacts through the delivery of grants, programs, and infrastructure
- ✓ Launched the pilot of the Thomastown co-working space in partnership with Yarra Plenty Regional Library to support business to connect with like-minded local operators and engage in business-to-business opportunities
- ✓ Developed and began implementation of the *Strong Local Economy Strategy* to support increased local employment, education opportunities and successful businesses in our community
- ✓ Opened the Kirrip and Mernda Libraries providing modern co-working facilities to the community



## Sustainable environment



### Services



Biodiversity, land management, sustainable planning and design



Water management



Resource recovery and waste



Climate change

Our iconic River Red Gums, local biodiversity and precious natural assets are protected for future generations. Locals and visitors enjoy spending time in our natural environments and our leafy suburbs. Together, we are working to reduce our impact on the environment and adapt to the changing climate.

### Key achievements between 2021-24

- ✓ Adopted and commenced implementation of the *Climate Change Plan 2022-2023* and the *Sustainable Environment Strategy 2022-2032*  
- ✓ Introduced a new municipal wide kerbside glass recycling service 
- ✓ Planted more than 7,000 trees in streets, parks, conservation reserves and open spaces 
- ✓ Partnered with the Wurundjeri Narrap Team to develop traditional land management practices across two conservation reserves
- ✓ Supported our rural landowners to protect and enhance biodiversity on their property through our fully subscribed Environmental Works Grant Program 
- ✓ Installed recycling drop-off hubs at 12 locations across the municipality, making it easier and more convenient for people to drop off items including x-rays, e-waste and mobile phones
- ✓ Undertook community consultation and awarded the detailed design contract for the upgrade of Peter Hopper Lake in Mill Park  

### Key actions for 2024-25

#### Key direction 4.1

##### Valued natural landscapes

- Better protect flora and fauna through the Grassy Woodland Threatened Species Restoration Program at Growling Frog Golf Course
- Continue to implement a Planning Scheme Amendment to better protect biodiversity, waterways and landscapes using appropriate zones and overlays
- Invite Traditional Owners to self-determine involvement opportunities for collaboration and partnership within our sustainable environment actions
- Develop and implement a Seedlings for Schools and Kinders program  

#### Key direction 4.2

##### Climate ready

- Utilise technology to reduce risk of illegal vegetation removal
- Continue to deliver the annual tree planting programs

#### Key direction 4.3

##### Leaders in clean, sustainable living

- Continue to enhance the hard waste collection service
- Continue to implement actions from the Rethinking Waste Plan
- Continue to improve the energy efficiency of Council buildings and facilities including solar and lighting upgrades
- Develop and implement a waste diversion plan

 Municipal Public Health and Wellbeing Plan  
 Disability Action Plan



### High performing organisation



### Services



Our systems and knowledge



Our people



Our governance



Our finance and assets

Council engages effectively with the community, delivers efficient and effective services and initiatives, makes decision in the best interest of the community, and delivers value to the community.

### Key achievements between 2021-24

- ✔ Began a digital transformation program to improve efficiency and customer service 🏠 🚶
- ✔ Developed the *High Performing Organisation Strategy 2023-2028* 🏠 🚶
- ✔ Successfully advocated to the Federal Government for a commitment to deliver the Beveridge Intermodal Precinct, which will create 14,000 local jobs
- ✔ Opened the Whittlesea Service Hub to make access to Council services easier for our rural residents
- ✔ Endorsed the *Workforce Plan and Gender Equity Action Plan* and continue to implement actions according to agreed timelines
- ✔ Delivered a successful program of community engagement
- ✔ Developed the *Great Workplace for All Plan 2022-2024* 🏠 🚶
- ✔ Launched and implemented the Financial Hardship Policy to support residents who are experiencing financial hardship in paying Council fees and rates 🏠 🚶
- ✔ Reported quarterly to the community on the Budget, the Community Plan, and good governance at the Council

### Key actions for 2024-25

#### Key direction 5.1

##### Driving better community outcomes

- Continue implementing our place-based model to be responsive to the needs of our local communities 🚶
- Submit Federal and State Budget submissions advocating for infrastructure funding, increased services, and reform on behalf of our community 🏠
- Identify and complete gender impact assessments on key initiatives that have a “direct and significant impact on community” under the *Gender Equality Act 2020* 🏠
- Improve customer service performance for our community targeting satisfaction scores of 75% or above for council services

#### Key direction 5.2

##### More informed Council decisions

- Develop a data and insights hub to measure Council's impact and increase transparency through public reporting 🚶
- Commence developing the *Community Plan 2025-2029* and review the community vision *Whittlesea 2040*
- Deliver a comprehensive Councillor induction program to ensure a smooth transition back to an elected Council

#### Key direction 5.3

##### More cost-effective investment and engaged workforce

- Achieve ISO45001 Safety Accreditation to ensure safety within our community is enhanced for our infrastructure and service delivery
- Continue to Implement the *Gender Equality Action Plan* to ensure a safe and equal workplace and progress towards becoming an Employer of Choice 🏠

- 🏠 Municipal Public Health and Wellbeing Plan
- 🚶 Disability Action Plan

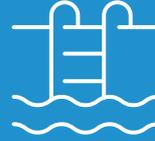
## Delivering value to the City of Whittlesea community\*



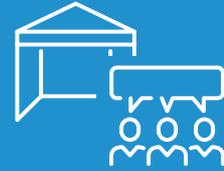
**1,645**  
animals returned  
or rehomed



**16,832**  
immunisations  
administered



**911,414**  
visits to our  
aquatic facilities



**92**  
community-based  
pop-ups and  
information stalls



**20,000**  
local jobs approximately  
will be generated  
by the Beveridge  
Intermodal Precinct



**656**  
food premises  
inspected



**22,000+**  
Snap Send Solve  
customer requests  
actioned



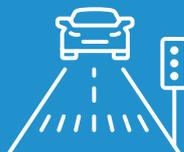
**8,867,539**  
garbage and  
recycling bins  
collected



**46,370**  
visits to the Engage  
Whittlesea website  
resulting in 4,344 contributions  
from community members



**24,958**  
active library  
borrowers



**174,826m<sup>2</sup>**  
of roads  
reconstructed  
or resealed



**722**  
planning  
permits issued

\*in 2022-23 FY

Please follow [engage.whittlesea.vic.gov.au](https://engage.whittlesea.vic.gov.au) and stay tuned to participate in upcoming engagement opportunities.



**City of  
Whittlesea**



**City of Whittlesea**  
25 Ferres Boulevard, South Morang VIC 3752  
Opening hours Monday-Friday, 8.30am-5pm



9217 2170 (24 hours)  
TTY: 133 677 (ask for 9217 2170)



[info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)



[whittlesea.vic.gov.au](https://www.whittlesea.vic.gov.au)



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[CityWhittlesea](https://www.instagram.com/CityWhittlesea)



**Free telephone  
interpreter service**  
**131 450**

**Arabic** خدمة الترجمة الشفهية الهاتفية المجانية  
**Chinese Simplified** 免费电话传译服务  
**Chinese Traditional** 免費電話傳譯服務  
**Greek** Δωρεάν τηλεφωνική υπηρεσία διερμηνέων  
**Italian** Servizio di interpretariato telefonico gratuito

**Macedonian** Бесплатна телефонска услуга за преведување  
**Persian/Farsi** خدمات مترجم شفاهی تلفنی رایگان  
**Punjabi** ਮੁਫਤ ਟੈਲੀਫੋਨ ਦੁਆਰਾ ਸੇਵਾ  
**Turkish** Ücretsiz telefonla tercümanlık servisi  
**Vietnamese** Dịch vụ thông dịch qua điện thoại miễn phí

### 5.3 Contract 2024-2 - Partridge Street Reserve East Soccer Pitch Redevelopment

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Senior Parks Project Manager

**In Attendance:** Senior Parks Project Manager

This attachment has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage

#### Executive Summary

This report summaries the evaluation of tender submissions received for the redevelopment of the Partridge Street Reserve East Soccer Pitch.

The tender evaluation panel advises that:

- 10 tenders were received.
- the recommended tender was the highest ranked.
- collaborative tendering was not undertaken in relation to this procurement because it is not listed in the Northern Councils Alliance consolidated contract register and this contract relates to a unique need for the City of Whittlesea.
- this contract commits budget in the 2024/25 Council Budget under the Capital Program.

## Officers' Recommendation

### THAT Council:

1. **Resolve to award the following contract to Tiger Turf Australia Pty Ltd:**  
**Number: 2024-2**  
**Title: Partridge Street Reserve East Soccer Pitch Redevelopment**  
**Cost: A lump sum of \$2,352,348.95 (excluding GST)**  
**subject to the following conditions:**
  - a) **Tenderer to provide proof of currency of insurance cover as required in the tender documents.**
  - b) **Price variations to be in accordance with the provisions as set out in the tender documents.**
  - c) **Tenderer to provide contract security as required in the tender documents.**
2. **Approve the funding arrangements detailed in the confidential attachment.**
3. **Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council.**

## Background / Key Information

The purpose of this contract is to design and construct a FIFA accredited synthetic soccer pitch and for the installation of new LED sportsfield lighting on the eastern pitch of the Partridge Street Recreation Reserve in Lalor.

These works will see the conversion of a natural turf soccer pitch into a synthetic field that will enhance the usability of the reserve for the host club and the broader community.

The contract scope includes:

- Removal of the existing natural playing surface, fencing, sportsfield lighting and infrastructure;
- Civil earthworks;
- Formalised drainage;
- Installation of new energy efficient LED sportsfield lighting;
- Spectator and ball protection fencing;
- Installation of a rubber shockpad and synthetic field to a FIFA Quality rating;
- Storage areas;
- New player benches and referee shelters;
- Installation of new goals; and
- 12 month maintenance period.

Public tenders for the contract closed on 27 February 2024. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

No member of the Tender Evaluation Panel declared any conflict of interest to this tender evaluation.

A Tender Probity and Evaluation Plan was designed specifically for this tender process and was authorised prior to the tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings.

- Price 60%
- Capability 15%
- Capacity 15%
- Sustainability 10%

The weightings reflect the relative importance of each element to this particular contract. Each weighting was determined as being most appropriate after considering numerous factors including (but not limited to) time, quality risk and contract management requirements to achieve best value.

Council received 10 tender submissions. Of the ten submissions received, three submissions were non-conforming with departures to contract conditions. One submission was deemed non-competitive by exceeding the Average Tender Price by more than 20%. The remaining six submissions were evaluated based on price and contract conformance.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred, the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

Tenderer	Conforming	Competitive	Score	Rank
Tender A <b>Tiger Turf Australia Pty Ltd</b>	Yes	Yes	98.1	1
Tender D	Yes	Yes	90.9	2
Tender H	Yes	Yes	81.6	3
Tender G	Yes	Yes	79.7	4
Tender I	Yes	Yes	79.6	5
Tender F	Yes	Yes	79	6

Refer to confidential attachment for further details of the evaluation of all tenders.

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### Connected Communities

We work to foster and inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

Converting the existing natural playing surface to a synthetic field and improvements in sportsfield lighting will enable safe community and competition level soccer within Lalor and surrounding areas.

## Considerations of *Local Government Act (2020)* Principles

### Financial Management

Sufficient funding for this contract is available in the Capital Program for Partridge Street Reserve East Soccer Pitch Redevelopment.

### Community Consultation and Engagement

In accordance with the *Local Government Act 2020*, consideration was given as to whether there were any opportunities to collaborate with other councils and public bodies or to use any existing collaborative procurement arrangements.

Collaborative tendering was not undertaken in relation to this procurement because it is not listed in the Northern Councils Alliance consolidated contract register.

Community consultation and engagement was not required in relation to the subject matter of this report as it relates to commercial arrangements and contractual obligations that are confidential.

## Other Principles for Consideration as per the *Local Government Act (2020)*

### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- (c) The economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- (d) The municipal community is to be engaged in strategic planning and strategic decision making.
- (e) Innovation and continuous improvement are to be pursued.

### Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.
- (b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.
- (c) Council information must be understandable and accessible to members of the municipal community.
- (d) Public awareness of the availability of Council information must be facilitated.

## Council Policy Considerations

### Environmental Sustainability Considerations

Considerations have been made where possible to salvage or repurpose site material through the contract delivery. Recyclable material will be separated from general waste and disposed of at registered local recycling facilities.

The installation of a rubber shockpad underlay is estimated to divert approximately 75 tonnes of plastic waste and 70 tonnes of rubber waste from landfill while an innovative olive pit organic infill will be used, removing the need for rubber granules as an infill material.

The installation of energy efficient LED sportsfield lighting will reduce ongoing maintenance and operational costs to both Council and the tenant soccer club.

### Social, Cultural and Health

The award of this contract will provide a compliant, accessible, and safe synthetic soccer pitch and lighting infrastructure that maximises participation opportunities for the tenant soccer club and community groups, thus encouraging and improving community connection. It will reflect Council's commitment to universal access, environmental sustainability, gender equity principles and practices and the provision of facilities that provide inclusive and healthy environments for all users.

### Economic

Economic benefits may be realised by utilising local organisations during the construction period thus benefiting the local economy. The preferred tenderer is a local business based in Thomastown with some employees residing in the City of Whittlesea area.

### Legal, Resource and Strategic Risk Implications

**Service Delivery** - *Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing.*

Redevelopment of the soccer pitch and sports lighting responds directly to community need and delivers actions from both the Active Whittlesea Strategy 2019-2028 and the City of Whittlesea Soccer Strategy.

**Life Cycle Asset Management** - *Failure to effectively plan for the construction, on-going maintenance and renewal of Council's assets.*

Internal stakeholder engagement included the preparation and endorsement of a Business Case, sharing detailed plans and seeking input from various departments and subject matter experts so that the sports facility assets can be managed and maintained effectively. All new assets will be added to Council's Asset Management System to inform future maintenance and renewal programs.

**Contractor Management** - Failure to manage contractors to deliver agreed outcomes. Suitably qualified, experienced, and supported Council staff will oversee the design and construction activities. The project will be delivered in partnership by contractors with a proven record for delivering projects of a similar scale and scope.

### Implementation Strategy

#### Communication

The decision to award this contract will be communicated via the standard process for Council Meeting outcomes. In addition, given this will be a project of high interest among the Whittlesea sporting community, there will be communication prior and during each of the design and construction phases via Council's communication channels.

#### Critical Dates

Preliminary investigation and detail design phases are expected commence in June 2024 and is programmed for completion by August 2024. Project construction is expected to begin in September 2024 and is programmed for completion by early 2025. Construction works will commence at the conclusion of the 2024 soccer season to minimise disruption to users.

### Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

### Attachments

1. CONFIDENTIAL REDACTED - 2024 2 Contract Tender Evaluation Report [5.3.1 - 10 pages]

## 5.4 Tender Report - 2023-144 Recycling Receipt and Sorting

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Unit Manager Resource Recovery

**In Attendance:** Unit Manager Resource Recovery

This attachment has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

### Executive Summary

This report summarises the evaluation of one tender submission received for contract 2023-144 Recycling Receipt and Sorting

The tender evaluation panel advises that:

- One tender was received from Cleanaway Pty Ltd.
- The recommended tender was the highest ranked.
- Consideration was given to collaboration with other councils and public bodies or utilising collaborative procurement arrangements, however no other willing partner could be identified that could align with Whittlesea timeline.

## Officers' Recommendation

### THAT Council:

1. Resolve to award the following contract to Cleanaway Pty Ltd:

**Number:** 2023-144

**Title:** Recycling Receipt and Sorting

**Cost:** The accepted schedule of rates is detailed in the confidential attachment. Total expenditure is limited to \$31,206,167.11 (excluding GST)

**Term:** 1 July 2024 to 30 June 2031

**Options:** Term extensions up to 30 June 2034

subject to the following conditions:

- a) Contractor providing contract security and proof of currency for insurance cover as required in the tender documents.
  - b) Price variations to be in accordance with the provisions as set out in the conditions of contract.
2. Approve the funding arrangements detailed in the confidential attachment.
  3. Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council and approve optional extensions up to three years, subject to future approved budget allocations and satisfactory performance.

**Background / Key Information**

The purpose of this contract is for the receipt, sorting and processing of mixed recycling material from across the municipality.

Tenders for the contract closed on Tuesday 27<sup>th</sup> February 2024. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity & Evaluation Plan was designed specifically for this tender process, and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

Price	60 %
Capability	15 %
Capacity	15 %
Sustainability	10 %

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk, and contract management requirements which were likely to have the most impact on the achievement of best value.

Only tenders that were conforming and competitive were fully scored.

An external probity advisor was appointed by council to oversee the evaluation process and to ensure a fair and transparent process, in line with the evaluation plan and probity requirements.

The evaluation outcome was as follows:

Tenderer	Conforming	Competitive	Score	Rank
Tenderer A <b>Cleanaway PTY LTD</b>	Yes	Yes	100.2	1

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### Sustainable Environment

We prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways and green space and address climate change.

This recycling contract will move our community forward to transition to a circular economy.

A robust kerbside recycling processing service will support a reduction of material sent to landfill and contribute to councils' goal of diverting 80% of waste from landfill by 2030.

Recovering waste was identified as a priority target within Council's *Rethinking Waste Plan 2021-2030*.

## Considerations of Local Government Act (2020) Principles

### Financial Management

Sufficient funding for this contract is available in the budget recycling and sorting processing, 42015.47400. For the initial term of the contract. Subsequent years, including the optional extension periods will be subject to approved budget allocations.

### Community Consultation and Engagement

Community consultation and engagement was not required for this item as it relates to confidential commercial arrangements and contractual obligations.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- (c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- (g) The ongoing financial viability of the Council is to be ensured.

### Public Transparency Principles

- (a) Council decision making processes must be transparent except when the council is dealing with information that is confidential by virtue of the Local Government Act or any other Act.

## Council Policy Considerations

### **Environmental Sustainability Considerations**

Council's current kerbside service (Rubbish, Recycling and Glass), with opt-in Food Organics Garden Organics, allows households to sort their waste which supports the efficient recovery of resources.

This contract relates to the processing of materials collected through the Recycling stream. Ensuring that recycling material is processed with maximum recovery as a priority to ensure that highest amount of material is diverted from landfill. The greater the quality of recyclable material delivered to the processing contractors, the higher the potential for re-use, and the lower the volume of material being sent to landfill or sourced from natural resource reserves, supporting the circular economy and reducing waste to landfill.

Increasing community waste diversion rates is a key environmental target of council adopted Rethinking Waste Plan (2021-2030).

This contract will further support council delivery of the Rethinking Waste Plan by supporting our waste education program and includes optional provisions for trials for new materials to be sent through the recycling bin for processing.

### **Social, Cultural and Health**

Ensuring that recycling material is sent to a high-quality recycling sorting and processing facility will help to build trust and respect with the community for the recycling process. Building capacity within the service will contribute to a cleaner product and allow for higher recovery rates. This contract includes increased reporting requirements and increase public transparency on end of processing outcomes for recycled materials.

The contract includes provisions to support the council community waste education program.

### **Economic**

Improving the overall quality of collected recyclable material increases its commodity value and facilitates the development of a viable circular economy.

Ensuring community education occurs to a high level and reducing the contamination rate of collected material will directly reduce contamination fees charged, reducing the cost of the service.

### **Legal, Resource and Strategic Risk Implications**

The delivery of Council's kerbside service is in line with the Circular Economy (Waste Reduction and Recycling) Act 2021.

## Implementation Strategy

### Communication

A decision to award this contract will be communicated via the standard communication channels for Council Meeting outcomes and Council' engagement platform.

The community will experience no change in the day-to-day operation of the kerbside recycling services.

### Critical Dates

The initial contract term will commence on 01 July 2024 and end on 30 June 2031.

Options exist to extend the contract up to 30 June 2034. A separate report requesting CEO approval will be presented before the exercise of any extension options.

## Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## Attachments

1. CONFIDENTIAL REDACTED - Tender Evaluation Summary [5.4.1 - 5 pages]

## 5.5 Tender Evaluation Report - Contract 2023-118 - Provision of Parks and Open Space Maintenance Services for the City of Whittlesea

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Unit Manager Parks & City Forest

**In Attendance:** Unit Manager Parks & City Forest

The attachments have been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that they contain private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

### Executive Summary

The purpose of this report is to seek approval to enter into four separate contracts against Contract Number 2023-118 for the provision of Parks and Open Space Maintenance Services following a competitive public Request for Tender (RFT) process.

The initial contract term is for six years with an optional extension of up to four years subject to available approved budget and satisfactory performance of the contractors.

Prior to releasing the RFT, Procurement Australia (PA) was engaged to assist with the end-to-end procurement process. Council also engaged Pitcher Partners as the independent probity advisors to oversee the integrity of the RFT process.

The RFT opened on 1 November 2023 and closed on 20 December 2023. The RFT sought suitably qualified suppliers to tender for one or more of the following separable portions:

- Portion A – Parks Maintenance Services, broken up into three separate zones:
  - East;
  - West; and
  - North.
- Portion B – Sports Fields Maintenance
- Portion C – Parks Infrastructure Services

The parks maintenance portion of this contract has traditionally been delivered by one supplier. As the municipality has grown and continues to grow, it is no longer feasible for one supplier to effectively service all of Council's parks and open spaces.

To ensure our community receives the expected level of service, the new contract seeks to divide parks maintenance into three geographic zones with each being managed by a different supplier.

It should be noted that prior to releasing the RFT, it was agreed that no tenderer would be awarded a contract for all categories and a minimum of three suppliers would be awarded across all five categories. This approach is to mitigate risks associated with service delivery and performance.

On 13 November 2023, a hybrid industry briefing and site visits were convened at Mill Park All Abilities Play Space, Redleap Reserve and Mernda Villages Wetland for suppliers who attended the briefing in person.

Council received 11 tendered submissions of which two were deemed non-compliant against the mandatory criteria (refer to Confidential Attachment 1) leaving nine submissions to evaluate.

Full details of the RFT evaluation scoring matrix, including financials, are contained within Confidential Attachment 1.

**Officers' Recommendation****THAT Council:**

1. Resolve to award Contract 2023-118 for the provision of Parks and Open Space Maintenance Services as follows:
  - a) Separable Portion A Parks Maintenance zone East to Tenderer A between the period 1 April 2025 to 31 March 2031.
  - b) Separable Portion A Parks Maintenance zone West to Tenderer B between the period 1 April 2025 to 31 March 2031.
  - c) Separable Portion A Parks Maintenance zone North to Tenderer C between the period 1 April 2025 to 31 March 2031.
  - d) Separable Portion B Sports Fields Maintenance to Tenderer A between the period 1 April 2025 to 31 March 2031.
2. Note the total expenditure over the initial six-year period for Separable Portions A and B is limited to \$136,756,903 (excl. GST).
3. Note the contract awards are subject to each contractor providing contract security and relevant insurance Certificate of Currency.
4. Resolve to approve an optional extension of up to four years for Separable Portions A and B at an additional cost not exceeding \$133,297,530 (excl. GST) subject to future approved budget allocations and performance, to the satisfaction of the Chief Executive Officer, of the individual contractors.
5. Note any price variations will be in accordance with the provisions set out in the conditions of contract.
6. Approve the funding arrangements as detailed in Confidential Attachment 2.
7. Note Separable Portion C Parks Infrastructure Maintenance will not, at this stage, be awarded to any tenderer.
8. Authorise the Chief Executive Officer to sign and execute the contracts related to Separable Portions A and B on behalf of Council, and to authorise optional extension periods up to four years, subject to future approved budget allocations and satisfactory performance of individual contractors.
9. Resolve to publicly release the successful tenderer company names and awarded contract separable portions within 90 days of this Council resolution.

**Background / Key Information**

Council recognises how important parks and open spaces are to our community and acknowledges that these assets directly contribute to our community’s lifestyle and the beauty of our municipality.

The parks maintenance portion of this contract has traditionally been delivered by one supplier. Council acknowledges that the service does not always meet Council or community expectations under this model.

As the municipality has grown and continues to grow, it is no longer feasible for one supplier to effectively service all of Council’s parks and open spaces.

To ensure our community receives the expected level of service, the new contract seeks to divide parks maintenance into three geographic zones with each being managed by a different supplier.

As a result, a decision was made to go out to market again and to separate the contract into five separate components, with three geographic parks and open space maintenance zones (North, East and West as shown in the map below), sports field maintenance and park infrastructure maintenance.



Prior to releasing the RFT, it was agreed that no tenderer would be awarded a contract for all categories and a minimum of three suppliers would be awarded across all five categories. This approach is to ensure that our parks and open spaces are maintained to a high standard.

This service contract is one of the largest that Council has considered in its history. The initial six-year term of the current Parks and Open Space Maintenance contract (Contract 2016-201A), which is a consolidated single contract awarded to our incumbent contractor, will expire on 31 March 2025.

Council engaged Procurement Australia, a professional procurement and consulting firm, to manage the procurement process as well as Pitcher Partners as its Probity Advisors, for the awarding of this tender.

A Request for Tender was released by Procurement Australia on 1 November 2023. Tenders for the contract closed on 13 December 2023. The tendered prices and a summary of the evaluation are detailed in the Confidential Attachment 1.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity and Evaluation Plan was designed specifically for this tender process and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

- Price 50%
- Capability 25%
- Capacity 20%
- Sustainability 5%

**Price** weighting decreased from 60% to 50% to reflect the importance of this contract. Council wanted to ensure that more weighting was put behind the Capability and Capacity of the contractor/s to ensure suppliers could deliver the required level of service.

**Capability** weighting increased from 15% to 25% reflecting the preference to ensure we engage a contractor with demonstrated strong experience, qualifications, strong methodology and innovation.

**Capacity** weighting increased from 15% to 20%, reflecting the need to engage a contractor with both physical and support resources to ensure contract delivery.

Whilst the capacity of a contractor to deliver the required services is important, the contract being split into smaller geographic zones meant that it was not weighted as high as Capability which was seen as the most important non-financial criteria and is weighted slightly higher at 25%.

**Sustainability** decreased from 10% to 5%. This is not a reflection of the importance Council places on sustainability. There were mandatory requirements within the contract specifications that required the contractor to deliver sustainable outcomes such as creating employment opportunities for people living in the municipality (75% workforce requirement) and people that come from disadvantaged backgrounds who are engaged in job training programs (5%).

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

During the tender evaluation, a further 'preference bonus' was applied in accordance with Council's Procurement Policy, for a local or Indigenous business (5%) and any business that demonstrated other desirable sustainability practices and outcomes (up to an additional 5%).

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. Refer to the Confidential Attachment 1 for further details of the evaluation of all tenders.

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### **Liveable neighbourhoods**

Our City is well-planned and beautiful, and our neighbourhoods and town centres are convenient and vibrant places to live, work and play.

#### **Sustainable Environment**

We prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways and green space and address climate change.

### Considerations of *Local Government Act (2020)* Principles

#### **Financial Management**

It is recognised that the cost of this contract is significantly higher than the current contract and as a result, there is currently insufficient budget available for Parks Maintenance.

Each year, the Institute of Public Works Engineering Australasia measures the performance of Councils in relation to parks maintenance.

The City of Whittlesea is significantly lower than similar growth area councils in Melbourne, which has resulted in a service that does not meet community expectations. A table outlining the cost per hectare for park maintenance for similar Growth Area Councils is in Confidential Attachment 2.

Even with the cost increase, the projected cost will still be lower at the City of Whittlesea in comparison to other similar Melbourne growth councils.

The higher cost can be attributed to:

- Additional resourcing – between them, the contractors will employ at least 23 additional staff, which will ensure an improved level of service.
- Growth – Council inherits more parks to maintain as the municipality grows. Throughout the life of this contract, it is expected the number of parks Council is responsible for maintaining will increase by 8% annually on average.

A lump sum cost figure has been provided for Year 1 of the contract based on maintenance rates for different elements but this will vary from quarter to quarter as new assets are taken on by Council from developers.

### **Community Consultation and Engagement**

In accordance with the *Local Government Act 2020*, consideration was given as to whether there were any opportunities to collaborate with other Councils and public bodies or to use any existing collaborative procurement arrangements. This was not pursued because of the size of the service contract being tendered, the timing for the new contract to come into effect and that we engaged an external procurement specialist, Procurement Australia.

Community consultation and engagement was not required in relation to the subject matter of this report as it relates to commercial arrangements and contractual obligations that are confidential.

### **Other Principles for Consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- (c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

- (e) Innovation and continuous improvement is to be pursued.
- (g) The ongoing financial viability of the Council is to be ensured.
- (i) The transparency of Council decisions, actions and information is to be ensured.

### **Public Transparency Principles**

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.
- (b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.
- (c) Council information must be understandable and accessible to members of the municipal community.

## **Council Policy Considerations**

### **Environmental**

Tenderers were required to demonstrate their commitment to social and environmentally sustainable work practices such as independently certified environmental management systems and sustainable procurement monitoring. All tenderers have nominated to transition their vehicles, plant and equipment to electric or hybrid options wherever possible to reduce carbon emissions and noise.

### **Social, Cultural and Health**

Well maintained parks and open space throughout the municipality fosters improved health and wellbeing outcomes, promotes both active and passive recreation, and enhances social cohesion and connectedness. As a condition of contract, all tenderers must employ at least 5% of staff from disadvantaged backgrounds to foster employment opportunities.

### **Economic**

As a condition of contract, all tenderers must employ 75% of their staff from the City of Whittlesea municipality, ensuring local employment opportunities (an estimated 127 positions). Contractors will also generate business for local suppliers and businesses. Long term supply contracts also foster improved efficiencies and enable suppliers to invest in fleet, heavy plant and equipment.

**Legal, Resource and Strategic Risk Implications**

Contractors must comply with, and ensure that its employees, subcontractors and agents comply with, any Acts, Regulations, Local Laws and By-Laws applicable to the performance of this contract's services. The contractors' responsibilities extend to include any statutory requirements that may be specific to Local Government entities.

The contract includes stringent provisions for resource and risk management and provides for Council to terminate the contract for unsatisfactory performance. The fact that the contract has multiple contractors also enables Council to terminate the services of one provider and transfer responsibility to either of the remaining contractors.

**Implementation Strategy****Separable Portion C – Park Infrastructure Maintenance**

The Tender Evaluation Panel determined that tender submissions received for this portion only did not achieve best value against the evaluation criteria and will not be awarded to any tenderer.

Officers will undertake a review of the Park Infrastructure Maintenance portion to determine how best to proceed with the service. This review will include options for retendering as a standalone contract or alternate delivery methods.

**Communication**

It is acknowledged that the awarding of this contract will be of interest to our community and that communication should be undertaken to announce the successful tenderers.

In order to enable contractual and commercial agreements to be signed and to enable communication with the incumbent contractor and their staff, it is recommended that details be announced to the community after 90 days from the Council resolution.

Once the contracts commence, contractor vehicles will be co-branded with the City of Whittlesea logo to ensure visibility of the services.

**Critical Dates**

The initial contract term will commence on 1 April 2025 and end on 31 March 2031.

Options exist to extend the contract up to 31 March 2035. A separate report requesting Council approval will be presented before the exercise of any optional extension.

### Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

### Attachments

1. CONFIDENTIAL REDACTED - 2023-118 Parks Open Space RFT - Evaluation Report [5.5.1 - 87 pages]
2. CONFIDENTIAL REDACTED - Contract Tender Evaluation Report [5.5.2 - 12 pages]

## 5.6 RFT 2023-165 Design and Construction of the West Wollert Community Centre - Tender Evaluation

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Unit Manager Community Infrastructure Delivery

**In Attendance:** Unit Manager Community Infrastructure Delivery

This attachment has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that:

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

### Executive Summary

This report summaries the evaluation of the tender submissions received for the award of Contract Number 2023-165 for the Design and Construction of the West Wollert Community Centre, located at the corner of Jardin Road and Meadow Lane, Wollert.

The tender evaluation panel advises that:

- 9 tender submissions were received.
- The recommended tender was the highest ranked and is considered the best value as they successfully demonstrated the ability to deliver the project in accordance with Council specifications.
- Collaborative tendering was not undertaken in relation to this procurement because it is not listed in the Northern Councils Alliance consolidated contract register and this contract relates to a unique need for the City of Whittlesea.

## Officers' Recommendation

### THAT Council:

1. **Resolve to award the following contract to Bowden Corporation Pty Ltd:**  
**Number: 2023-165**  
**Title: Design and Construction of the West Wollert Community Centre**  
**Cost: A lump sum price of \$13,084,695 (excluding GST)**  
**subject to the following conditions:**
  - a) **Contractor providing contract security and proof of currency of insurance cover as required in the tender documents.**
  - b) **Price variations to be in accordance with the provisions as set out in the tender documents.**
2. **Approve the funding arrangements detailed in the confidential attachment.**
3. **Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council.**

## Background / Key Information

The purpose of this contract is for the design and construction of the West Wollert Community Centre.

The West Wollert Community Centre will provide a space where people of all ages and abilities can learn, participate, access services, and improve their mental social, and physical wellbeing.

The proposed facility will include a kindergarten, maternal and child health consulting/program rooms, community hall and kitchen, flexible meeting/activity rooms, mini branch library and community lounge, landscaped outdoor spaces, carparking and accessible amenities.

Tenders for the contract closed on 27 February 2024. The tendered prices and a summary of the evaluation are included in the confidential attachment.

No members of the Tender Evaluation Panel declared any conflicts of interest in relation to this tender evaluation.

A Tender Probity and Evaluation Plan was designed specifically for this tender process and was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan. The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

- Price 60%
- Capability 15%
- Capacity 15%
- Sustainability 10%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk, and contract management requirements which were likely to have the most impact on the achievement of best value.

An external probity advisor was appointed by Council to oversee the evaluation process and to ensure a fair and transparent process, in line with the evaluation plan and probity requirements.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred, the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

<b>Tenderer</b>	<b>Conforming</b>	<b>Competitive</b>	<b>Score</b>	<b>Rank</b>
Tenderer D Bowden Corporation Pty Ltd	Yes	Yes	92.0	1
Tenderer C	Yes	Yes	86.3	2

Refer to the confidential attachment for further details of the evaluation of all tenders.

### **Alignment to Community Plan, Policies or Strategies**

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### **Liveable Neighbourhoods**

Our City is well-planned and beautiful, and our neighbourhoods and town centres are convenient and vibrant places to live, work and play.

### **Considerations of *Local Government Act (2020)* Principles**

#### **Financial Management**

Sufficient funding for this contract is available in the capital program for construction of the West Wollert Community Centre. This includes funding from developer contributions, State Government grant (Building Blocks Partnership) and Council. Further grant applications will be made for the mini library component.

#### **Community Consultation and Engagement**

Community consultation and engagement was not required in relation to the subject matter of this report as it relates to commercial arrangements and contractual obligations that are confidential.

### **Other Principles for Consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.

#### **Public Transparency Principles**

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

### **Council Policy Considerations**

#### **Environmental Sustainability Considerations**

The contract specification includes key performance requirements around environmental sustainability design and also the management of the site environment / waste during the construction.

### **Social, Cultural and Health**

The contract includes key performance indicators that relate to Occupational Health & Safety, traffic and pedestrian management to ensure a safe work site is maintained throughout the construction period. The contract also includes safety in design requirements to ensure that the facility is safe for community use.

### **Economic**

The project will provide the community with a fit for purpose, compliant and accessible facility that will create jobs during both the design and construction process.

### **Legal, Resource and Strategic Risk Implications**

Service Delivery Risk – Not proceeding with the Community Centre would create an inability to plan for and provide critical community services and infrastructure that would impact on community wellbeing. The delivery of this facility will meet important service needs for the community as outlined in Council’s service strategies.

## **Implementation Strategy**

### **Communication**

There is no requirement to communicate the contract award decision of this report to the community beyond the Council minutes. However, information regarding the proposed works will be provided via Council’s social media communication channels and also to relevant stakeholders.

### **Critical Dates**

It is anticipated that design process will commence in June 2024 with the construction activity to commence in March 2025, with completion planned in mid to late 2026.

## **Declaration of Conflict of Interest**

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## **Attachments**

1. CONFIDENTIAL REDACTED - Contract 2023 165 Confidential Tender Evaluation Summary [5.6.1 - 6 pages]

## 5.7 Tender Evaluation Report - Contract 2023-110 - Facilities Management

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Manager Assets & Facilities

**In Attendance:** Manager Assets & Facilities  
Unit Manager Facilities Management

This attachment has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that:

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

### Executive Summary

The purpose of the report is to seek Council endorsement for the awarding of the Facilities Management Contract Number 2023-110 for a period of four years with an optional extension of up to four years following a competitive tender process.

The Contract is for the coordination and delivery of a range of maintenance services across 199 Council buildings with the ability to adjust the number of assets and level of service to ensure the financial sustainability of the Council whilst balancing the needs and expectations of the community.

To ensure a competitive process was undertaken, a Request for Tender was publicly advertised and open between 1 November 2023 to 19 December 2023. At the time of closing, five compliant tender submissions were received. The tender evaluation process is outlined in the body of this report. Full details of the evaluation and tendered pricing can be found in the confidential attachment to this report.

In accordance with the *Local Government Act 2020*, a collaborative procurement process was not undertaken due to the specific and unique service requirements to Council.

## Officers' Recommendation

### THAT Council:

1. Resolve to award Contract No. 2023-110 to Platinum FM for the provision of Facility Management Services and pay a one-off transition in fee of \$19,800 (excl. GST) and an annual management fee of \$1,204,515.40 (excl. GST) for a period of four years commencing on 1 October 2024.
2. Note the contract value inclusive of the management and transition in fees, planned/preventative and reactive maintenance programs, minor capital renewal program and out-of-hours call out expenses for the initial four-year term is \$57,394,247 (excl. GST).
3. Resolve to approve optional extensions of up to four years at a cost of \$53,104,929 (excl. GST), subject to available and approved budget.
4. Note on an annual basis, Officers will establish the planned/preventative and reactive maintenance, and minor capital renewal programs subject to available and approved budgets.
5. Note the award of the Contract is subject to Platinum FM providing contract security and proof of currency for insurance cover as required in the Request for Tender (RFT) specifications.
6. Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council and authorise optional extensions up to four years subject to future approved budget allocations and satisfactory performance.

## Background / Key Information

The Council has an existing Facilities Management Contract (Contract No. 2020-2) with an initial contract term of 1 October 2020 to 30 September 2024. The contract also allows for two-by-two year optional extensions beyond 30 September 2024.

A review of the current Facility Management Contract identified a range of significant constraints including:

1. Limited control and accountability over performance;
2. Absence of key performance indicators (KPIs); and
3. Ability to accommodate growth or agility to respond to the changing needs of the Council and the community.

Due to the contractual changes required, it was deemed they were not minor material changes, rather significant changes, therefore requiring a new public tender process to be undertaken.

The Facilities Management Contract (the Contract) delivers on the City of Whittlesea's vision of 'A Place for All' by linking service expectations to deliver on the Council's Asset Plan, Buildings and Facilities Asset Management Plan with the Council's respective policies and guidelines.

Through appointing a facilities management company, they will be responsible for managing services such as electrical, cleaning, plumbing etc. including the procurement and management of subcontractors.

### **Contract Objective**

The Contract provides a strategic management framework to maintain Council buildings and associated assets to a high standard for the effective delivery of services, allowing for opportunities for community connections that positively impact the health and well-being of everyone.

To successfully achieve this objective, the Contract has a greater focus on a preventative approach to maintenance, enabling the Council to minimise disruptions, drive performance and prolong the life of its' buildings and facilities.

### **Overview of Contract Scope**

The Contractor is required to provide a holistic management service, comprising of Preventative Planned Maintenance, Reactive Maintenance including Out-of-Hours and critical response for emergencies, the project management of Minor Capital Renewal Works (<\$50k) and other related services associated with the provision of the Facilities Management Contract. The Contract scope extends to Municipal Emergency requiring the Contractor, as instructed by the Council, to provide management, support and appropriate resources as required.

The Request for Tender (RFT) specifications clearly articulated to tenderers what the Council requires, including integrated information management in line with the Council's Customer Experience Standards, occupational health and safety requirements, financial management, reporting, meetings and achievement of key performance indicators (KPIs). This will enable the Council to measure and manage the Contractor's performance and ensure the objectives and outcomes are achieved.

### **Industry Briefing**

Prior to the RFT closing date, an online industry briefing was conducted on 21 November 2023 and attended by 16 interested parties comprising of facility management and trade-specific companies. The industry briefing included an overview of the Council's building stock, procurement process, key provisions within the contract including the introduction of quarterly financial audits, KPIs, and abetments. This briefing gave prospective tenderers the opportunity to seek further clarification relating to the publicly released RFT specifications.

### **Evaluation Process**

Prior to the RFT closing, the evaluation panel (Panel) consisting of:

- Three voting members: two technical experts and one independent.
- One non-voting member responsible for coordination of the evaluation process completed and signed the Tender Probity and Evaluation Plan (Plan).

An external probity advisor, ArcBlue, was appointed to oversee the evaluation process and to ensure the end-to-end tender evaluation was completed in accordance with the Plan and to ensure probity requirements were met. The external probity advisor reported there are no probity issues that would preclude Council from accepting the officer's recommendation to award Platinum FM Pty Ltd following the evaluation process.

At the conclusion of the evaluation, an independent probity auditor, Pitcher Partner, was engaged to undertake a thorough assessment of the entire RFT process. The probity auditor's report concluded the procurement and evaluation process was conducted in accordance with the Plan.

Tender submissions were evaluated against the following endorsed criteria and weightings:

- **Price** weighting decreased from 60% to 50% to reflect the importance of this contract. Council wanted to ensure that *more weighting was put* behind the capability of the contractor to mitigate service risk.
- **Capability** weighting increased from 15% to 28% reflecting the preference to ensure we engage a contractor the demonstrated strong experience, qualification, strong methodology and innovation.
- **Capacity** weighting remained at 15% reflecting the need to engage a contractor with high level of agility to respond to changes in service levels and priority needs.
- **Sustainability** decreased from 10% to 7%. This is not a reflection of the importance Council places on sustainability but there were mandatory requirements within the contract specifications that dictated sustainable outcomes such creating employment opportunities for people living in the municipality and people that come from disadvantaged backgrounds who are engaged in job training programs.

The Plan also included sub-criteria with individual weightings and bonus scores for:

- Local and or indigenous business may receive an additional 5% preference; and
- Any businesses that demonstrate other desirable sustainability practices and outcomes, may receive up to an additional 5% preference.

The weightings were determined as being most appropriate after considering numerous factors including, but not restricted to, the capability, quality, risk, and contract management requirements which were likely to have the most impact on the achievement of best value.

### **Declaration of Conflict of Interest**

Prior to commencing the tender evaluation process, two members of the Panel declared a perceived conflict of interest which was assessed by the external probity advisor and managed in accordance with the independent advice received.

### **Stage 1 Short-Listed and Confirming**

All tendered submissions were assessed as conforming, deemed competitive and progressed to Stage 2 of the evaluation process.

### **Stage 2 Evaluation**

All submissions were initially evaluated against the criteria for:

- Capability;
- Capacity, and
- Sustainability

receiving a possible score out of 50.

The initial Raw Score is the Panel’s agreed scores after individually assessing the initial tendered submissions. The assessment process identified the need for a range of clarifications ranging from resource allocations and qualifications to business agility and sustainable strategies etc. The post clarification scores assessed tenderer’s responses with scores adjusted accordingly. Clarifications were issued to tenders A, B and C.

**Table 1. Evaluation Scores Excluding Price and Bonus Scores**

Tenderer	Initial Raw Score	Post Clarification Scores	Final Ranking
Tenderer A	38.1	36	1
Tenderer B <b>Platinum FM</b>	36.9	35.8	2
Tenderer C	30.8	28.5	3
Tenderer D	24.3	24.3	4
Tenderer E	8.4	8.4	5

At the conclusion of this stage, Tenderers D and E were the lowest ranked and did not progress to the next stage of the evaluation. The Panel were unanimous that both Tenderer D and E did not demonstrate the required level of technical capability, necessary experience, appropriate qualifications, demonstrated skills and quality of service required for this contract. All other tenderers progressed to next stage of evaluation.

**Stage2A Post Clarifications**

Tenders A, B, and C were invited to partake in a presentation with the assessment outcomes reflected in the final evaluation score.

The final evaluation scores are outlined in Table 2 inclusive of all the criteria including price, capability, capacity, sustainability, and bonus scores.

**Table 2 Final Tender Evaluation Scores**

Tenderer	Criteria Scores	Bonus Scores	Final Score	Ranking
Tenderer B <b>Platinum FM</b>	75.3	3	78.3	1
Tenderer C	67.5	6.8	74.3	2
Tenderer A	68.5	3.4	71.9	Equal 3
Tenderer D	70.3	1.6	71.9	Equal 3

Tenderer	Criteria Scores	Bonus Scores	Final Score	Ranking
Tenderer E	58.4	5.5	63.9	4

When considering the criteria scores as outlined in Table 2, the variances between Platinum FM against the second and third highest ranked tenderers was assessed as too significant to progress those tenderers to the next stage of the evaluation.

Platinum FM provided overall best value in the areas of:

- Qualifications and technical experience;
- Operational governance;
- Communication and reporting; and
- Sustainability and environmental practices.

Platinum FM is a Victorian-based company with extensive experience in providing facilities management services at a national and local levels. Platinum FM has an experienced and qualified service delivery team with the technical capability required for the Contract. They have demonstrated the provision of social procurement and implementing environmental sustainability and compliance within all their contract management plans. Platinum FM has an integrated services model and has committed to integrating their operating system with the Council’s asset register allowing Council to proactively manage and report on commitments within the Asset Management Plans.

Platinum FM has a robust governance structure underpinned by ISO accreditation in:

1. Quality Management (9001.20015);
2. Occupational Health and Safety Management System (ISO 45001.2018);
3. Environmental Management (ISO14001:2015).

As the highest-ranked tenderer, Platinum FM progressed to Stage 3 Evaluation.

**Stage 3 Evaluation:**

The evaluation process included successful and positive referee checks, a satisfactory scorecard rating for the independent financial analysis, and a Best and Final Offer received.

Full details of all tendered submissions evaluated are attached at Confidential Attachment 1.

**Alignment to Community Plan, Policies or Strategies**

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

**Liveable Neighbourhoods**

Our City is well-planned and beautiful and our neighbourhoods and town centres are convenient and vibrant places to live, work and play.

### **Strong Local Economy**

Our City is a smart choice for innovation, business growth and industry as well as supporting local businesses to be successful, enabling opportunities for local work and education.

### **Sustainable Environment**

We prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways and green space and address climate change.

### **High Performing Organisation**

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

## **Considerations of *Local Government Act (2020)* Principles**

### **Financial Management**

There are two key financial implications;

1. Contract Value: forecast value of all foreseeable expenses over the term of the contract;
2. Annual Contract Spend: available and endorsed annual budget.

### **Contract Value:**

The contract value is the forecasted total spend for the Contract using fixed costs provided by the highest ranked tenderer for the management fee and transition in the plan, the annual forecast spend for maintenance and renewal, and out of hours services.

### **Annual Contract Spend:**

The annual contract spend is the amount payable to the highest ranked tenderer in accordance with the schedule of rates for the fixed costs (e.g. management fee) and based on the Council's available and adopted budgets for the provision of maintenance, (e.g. routine, reactive and planned minor capital renewal works).

There is sufficient funding available for the initial four-year term of the contract for Facilities Management, Contract Management. Optional extension periods will be subject to approved budget allocations.

Full details of all financial calculations are attached at Confidential Attachment 1.

### Financial Reporting:

To ensure prudent financial behaviour and transparency with the community's resources, the Council demonstrates sound financial management practices as the Contract provisions include:

1. **Financial Reporting:** monthly, quarterly, and annual reporting;
2. **Independent Auditing of Financial Reports:** quarterly audits and annual audit reporting;
3. **KPI Performance Reporting:** monthly, quarterly, and annual reporting;
4. **Abatements:** calculated monthly for non-compliance of KPIs and if applicable, deducted from the monthly management fee; and
5. **Office Rental:** \$5,000 per annum fee will apply for each office desk occupied by the Contractor.

### Community Consultation and Engagement

Community consultation and engagement was not required in relation to the subject matter of this report as it relates to commercial arrangements and contractual obligations that are confidential.

To ensure an agile service response to the priority of need, the Contractor is required to participate in quarterly stakeholder engagement meetings with the Council stakeholders to:

- Gain greater insight into how the Buildings and Facilities are performing;
- Assess if there are any changes in the level of service; and
- Identify priority areas for actioning.

### Other Principles for Consideration

#### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- (c) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- (e) Innovation and continuous improvement is to be pursued.
- (g) The ongoing financial viability of the Council is to be ensured.
- (i) The transparency of Council decisions, actions and information is to be ensured.

#### Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

- (b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.
- (c) Council information must be understandable and accessible to members of the municipal community.

## Council Policy Considerations

### Environmental Sustainability Considerations

The Contractor has a critical role to play in assisting the Council to meet its environmental goals by identifying opportunities to further reduce emissions, and by ensuring all assets are renewed and maintained to support energy efficiency and safe and healthy communities in a changing climate. As the climate changes, and climate related risks increase, and Facilities Management will play a critical role in managing and mitigating identified climate risks for the Council's buildings and facilities to ensure continuous delivery of services to our community.

The Contract includes commitment to maintaining, enhancing and protecting the natural environment within the City of Whittlesea and include:

1. Valued natural landscape and biodiversity;
2. Climate ready;
3. Leaders in clean and sustainable living;
4. The Contractor must provide their company's Environmental Management Plan which must be in line with ISO 14001.

### Social, Cultural and Health

Workforce Diversity and Social Procurement quotas will be assessed at the end of the financial year.

An example of a social procurement target is within the first six months of the Contract Commencement Date, the Contractor must ensure at least 0.1% of the total annual contract value, must be spent on Aboriginal businesses or social enterprises that are approved by the Contract Manager.

### Economic

The Contract includes specifications and KPIs that align to the Council's economic commitments, these include:

1. **Volunteering, Work Experience:** Volunteer and work experience opportunities can be offered to local secondary school students and /or apprentices.
2. **Workforce Diversity:** Within the first six months of the Contract Commencement Date, the Contractor must ensure that at least 10% of total Contractor and Subcontractor labour hours worked are performed by people from City of Whittlesea target population groups, residing in Whittlesea, as specified in City of Whittlesea 2040.

### **Legal, Resource and Strategic Risk Implications**

The Contract includes stringent provisions for resource and risk management and provides for Council to terminate the contract for unsatisfactory performance.

### **Implementation Strategy**

#### **Communication**

If Council resolves to endorse the Officer recommendation, minimal communication is required to internal stakeholders regarding the extension of business.

The community's needs and interactions with Facility Management Portfolio have been incorporated into the CX/DX Customer Experience Standards and as the Contract is an internal service, no further communication is required.

#### **Critical Dates**

The initial contract term will commence on 1 October 2024 and end on 30 September 2028. Optional extensions of up to four years, subject to budget and satisfactory performance, will form part of the contract. If the optional extensions are exercised the maximum contract term will end on 30 September 2032.

Subject to contract execution, it is proposed to commence the contract on 1 October 2024. Ninety days prior to the commencement date of 1 October 2024, the successful contractor will be required to prepare and submit a comprehensive Transition in Plan to the Council for approval and ensure the Transition In Plan is fully implemented during the specified period.

As the contract is entirely new and significantly different from the existing Facilities Management Contract 2020-2, if the Council is to endorse the Officer recommendation, Platinum FM will be required to submit and satisfactorily comply with a Transition In Plan demonstrating compliance with the new Contract terms and provisions.

### **Declaration of Conflict of Interest**

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

### **Attachments**

1. CONFIDENTIAL REDACTED - Evaluation Summary for Facilities Management Contract 2023-110 FM Services [5.7.1 - 13 pages]

## 5.8 Governance Report

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Coordinator Governance Administration

**In Attendance:** Unit Manager Governance

### Executive Summary

The purpose of this report is to provide information and endorsement for the following governance related matters:

- Summary of Informal meetings of Administrators (Attachment 1)
- Councillor Expense and Support Policy (Attachment 2)
- Proposed extension of Audit and Risk Committee independent members, Jen Johanson and Bruce Potgieter for a further three-year term ending 30 September 2027.

In accordance with best practice, good governance principles, transparent and accountable reporting, officers deem it appropriate to consolidate governance/administrative reports into one standing report to provide a single reporting mechanism for a range of statutory compliance, transparency and governance matters. This also ensures compliance with the requirements of the *Local Government Act 2020*, Council's Governance Rules and related regulations.

### Officers' Recommendation

**THAT Council:**

- 1. Note the Governance Report for May 2024.**
- 2. Note the summary of Informal Meetings of Administrators since the last Council meeting at Attachment 1 and the summary of Informal Meetings will be reported on a quarterly basis.**
- 3. Resolve to adopt the Councillor Expense and Support Policy at Attachment 2.**
- 4. Resolve to approve the extension of the Audit and Risk Committee independent members, Jen Johanson and Bruce Potgieter, for a further three-year term ending 30 September 2027.**

## Background / Key Information

### **Information Meetings of Administrators**

Chapter 5 of the Council Governance Rules requires a summary of the matters discussed at a meeting of Councillors (Administrators) that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors (Administrators);
- is attended by at least one member of Council staff; and
- is not a Council meeting or Delegated Committee meeting.

The summary of matters discussed at the meeting must be:

- tabled at the next convenient Council meeting; and
- recorded in the minutes of that Council meeting.

The record of Informal Meetings of Councillors (Administrators) at Attachment 1 is reported to Council in accordance with this requirement.

### **Councillor Expense and Support Policy**

In December 2023, the Department of Premier and Cabinet (DPC) provided advice around the significant increase in the level of cyber security attacks of State and Councils networks by hackers. Additionally, there was specific advice of a greater risk associated with the use of network connected devices when taken overseas.

To address the advice from DPC, the Councillor Expense and Support Policy (Policy) at clause 11.5 -International Travel was amended to:

- prohibit Council owned and issued devices (phones, iPads, Laptops etc.) being taken overseas for official work-related travel or personal travel.
- extended to Councillors when taking their own devices overseas that have access to Council systems, for example emails, to be blocked to ensure the security of Council's networks.

Additional points were also included at 10.1.3 and 10.1.4 to strengthen the use of Council issued mobile devices, and to ensure devices are used in a lawful manner.

### **Audit and Risk Committee – Extension of Independent Member Terms**

Section 53(1) of the *Local Government Act (2020)* (the Act) requires Council to establish an Audit and Risk Committee (Committee).

Section 53(3) of the Act requires the Committee to include Councillor members and majority of members to be independent.

In accordance with the ARC Charter, approved by Council 21 March 2023:

- s 3.1(h) states *independent members may be appointed for terms of three years.*
- s 3.1(i) states *at the conclusion of the independent member's first three-year term, existing members will be eligible to be re-appointed for a second three-year term at the discretion of Council; subject to mutual agreement and satisfactory performance."*

Independent members Jen Johnson and Bruce Potgieter were appointed to the Audit and Risk Committee 1 October 2021 and their current term is due to expire on 30 September 2024. The re-appointment for a second three-year term is at the discretion of Council.

Over the past 3 years both Jen Johanson and Bruce Potgieter have been extremely committed to and provided invaluable contributions at Committee meetings. Their expertise across different aspects of audit and risk have also provided officers with valuable feedback and insights. With the support of the Committee and support from Jen and Bruce, officers are delighted to make the recommendation to Council to extend their respective appointments for a further three-year period.

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### High Performing Organisation

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

### Considerations of *Local Government Act (2020) Principles*

#### Financial Management

The cost is included in the current budget.

#### Community Consultation and Engagement

No community consultation or engagement is required in relation to this report.

### Other Principles for Consideration

#### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
- (i) The transparency of Council decisions, actions and information is to be ensured.

### **Public Transparency Principles**

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.
- (b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.
- (c) Council information must be understandable and accessible to members of the municipal community.
- (d) Public awareness of the availability of Council information must be facilitated.

### **Council Policy Considerations**

#### **Environmental Sustainability Considerations**

No implications.

#### **Social, Cultural and Health**

No implications.

#### **Economic**

No implications.

#### **Legal, Resource and Strategic Risk Implications**

Amending the Councillor Expense and Support Policy at clause 11.5 -International Travel assists in mitigating Strategic Risk 8: Information Management.

### **Implementation Strategy**

#### **Communication**

Once approved, the Councillor Expense and Support Policy will be made available on Council's web site.

In addition, once approved an official offer of extension will be sent to independent Audit and Risk Committee members – Jen Johanson and Bruce Potgieter, for a further three-year term ending 30 September 2027.

#### **Critical Dates**

There are no immediate critical dates associated with the summary of Informal meetings of Administrators, Councillor Expense and Support Policy or independent Audit and Risk Committee members extension of terms.

### Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

### Attachments

1. Informal Meetings of Administrators Report [5.8.1 - 2 pages]
2. Councillor Expense and Support Policy May 2024 [5.8.2 - 16 pages]



**RECORDS OF DISCUSSION**

ASSEMBLY DETAILS	ADMINISTRATOR ATTENDEES	OFFICER ATTENDEES	OTHERS PRESENT	MATTERS CONSIDERED	CONFLICT OF INTEREST DISCLOSURES
6 May 2024	Chair of Council Wilson Administrator Zahra	Craig Lloyd Emma Appleton Agata Chmielewski Sarah Renner Debbie Wood Janine Morgan Jacinta Stevens Taras Rego Liam Wilkinson	Charlie Bird, Beyond Housing Alanna Maguire, Beyond Housing Andrea Cook, RedRoad Consulting Barbara Yerondais, BY Projects Architecture	<ul style="list-style-type: none"> <li>1F Ashline Street, Wollert – Local Housing for Local People Project, Draft Designs and Stage 2 Engagement Plan</li> </ul>	Nil
7 May 2024	Chair of Council Wilson Administrator Duncan Administrator Zahra	Craig Lloyd Emma Appleton Sarah Renner Debbie Wood Jacinta Stevens Ryan Allott Simone Chetwynd-Brown Adis Cindrak Daniel Desimone Amanda Dodd Aaron Gerrard Jim Karabinis		<ul style="list-style-type: none"> <li>Quarterly Corporate Performance Report - Q3 ended 31/03/2024</li> <li>Proposed Budget 2024-25 and Proposed Community Plan Action Plan 2024-25 Submissions</li> <li>City of Whittlesea submission to parliamentary inquiry into securing Victorian food supply</li> </ul>	Nil



**RECORDS OF DISCUSSION**

ASSEMBLY DETAILS	ADMINISTRATOR ATTENDEES	OFFICER ATTENDEES	OTHERS PRESENT	MATTERS CONSIDERED	CONFLICT OF INTEREST DISCLOSURES
		Andrew Mason Nick Mazzarella Adrian Napoleone Julie Paget John Parry Asaad Qureshi Amanda Reed Alessandra San Vicente Rahul Shah Mark Tomasiello Scott Widdicombe Liam Wilkinson		<ul style="list-style-type: none"> <li>• Phase 2 - Contaminated Land Remediation at 240W Bindts Road, Wollert</li> <li>• Contract 2024-2 - Partridge Street Reserve East Soccer Pitch Redevelopment</li> <li>• Tender Evaluation Report - Contract 2023-118 - Provision of Parks and Open Space Maintenance Services for the City of Whittlesea</li> <li>• RFT 2023-165 Design and Construction of the West Wollert Community Centre - Tender Evaluation</li> <li>• Tender Report - 2023-144 Recycling Receipt and Sorting</li> <li>• Tender Evaluation Report - Contract 2023-110 - Facilities Management</li> <li>• General Business</li> </ul>	



## COUNCILLOR EXPENSE AND SUPPORT POLICY

### 1. Policy Statement

- 1.1 In accordance with section 41 of the Act, Council must adopt and maintain a policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.
- 1.2 Councillors and members of delegated committees are entitled, under section 40 of the Act to reimbursement of expenses reasonably incurred in the performance of their duties.

### 2. Purpose

- 2.1 Councillors are elected to provide leadership for the good governance of the municipal district and the local community, as defined under the *Local Government Act 2020*, by ensuring that expenses reasonably incurred in the performance of their role are reimbursed. The Policy also provides guidance on:
  - Entitlements and support
  - Processes for reimbursement
  - Reporting, monitoring, evaluation and review requirements
  - Other measures supporting Councillors to fulfil their duties

### 3. Scope

- 3.1 This Policy applies to:
  - Councillors
  - Members of Delegated Committees

### 4. Alignment to Whittlesea 2040

- 4.1 The Councillor Expense, Reimbursement and Support Policy primarily guides Council’s work toward the following Goal as outlined in *Whittlesea 2040: A place for all: High Performing Organisation*

### 5. Overarching Governance Principles

- 5.1 The development of this Policy considered the *Local Government Act 2020’s* Overarching Governance Principles and the following were applied:

Lawful	<input checked="" type="checkbox"/>	Community engagement	<input type="checkbox"/>	Financially viable	<input checked="" type="checkbox"/>
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Date of Adoption

21 May 2024

Date of Review

May 2028

Directorate Responsible

Office of Council & CEO



Best community outcome	<input checked="" type="checkbox"/>
Sustainable	<input checked="" type="checkbox"/>

Innovation & improvement	<input checked="" type="checkbox"/>
Collaboration with government bodies	<input checked="" type="checkbox"/>

Consistent with government plans	<input type="checkbox"/>
Transparent	<input checked="" type="checkbox"/>

## 6. Definitions

**Act:** means *the Local Government Act 2020* (Vic)

**Carer:** means a carer as defined under section 3 of the *Carers Recognition Act 2012*

**Chief Executive Officer (CEO):** means the person appointed by Council to be its Chief Executive Officer, or any person acting in that position

**Council:** means the City of Whittlesea being all the Councillors collectively

**Councillor:** means an elected representative of the community

**Delegated Committee:** means a delegated committee established by Council under section 63 of the Act

**Information and Communication Technology (ICT) equipment:** means any device including mobile phones, iPads, laptops and any peripheral or related devices or accessories

**Mayor:** means the Councillor elected to the Office of the Mayor

**Municipality:** means the City of Whittlesea municipality

**OCCEO:** means Office of Council and CEO

**Out-of-Pocket Expenses:** means expenses that has been met by the Councillor or delegated committee member, using their own funds, which may later be reimbursed.

**Travel Expenses:** means cost for travelling by car, taxi, public transport, or air in relation to Council business or business related to the delegated committee.

## 7. Policy Principles

7.1 The general principles underpinning this Policy are as follows:

- councillors must meet the standards of conduct set out in the Councillor Code of Conduct prescribed under section 139 of the Act;
- encouraging diversity in participation, equity, inclusion and access; and
- accountability and transparency.

Date of Adoption

21 May 2024

Date of Review

May 2028

Directorate Responsible

Office of Council & CEO



**7.2** This Policy ensures reimbursement of expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the Council.

**7.3** Councillors and members of delegated committees will be reimbursed for out-of-pocket expenses that are:

- bona fide expenses;
- have been reasonably incurred in the performance of their role; and
- are reasonably necessary to perform their role.

**7.4** The Council administration is committed to ensuring that all claims are processed effectively and efficiently as possible.

## **8. Legislative Framework**

**8.1** This Policy has been set out in accordance with sections 39-43 of the Act.

**8.2** The following Acts, policies and documents have relevance to this policy:

- *Carer's Recognition Act 2012*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Children Youth and Families Act 2005*
- *Freedom of Information Act 1982*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*
- *Equal Opportunity Act 2010*
- *Gender Equity Act 2020*
- Councillor Code of Conduct
- Public Transparency Policy
- Audit and Risk Committee Charter
- Council's Fraud and Corruption Control Policy and Risk Management Framework
- Governance Rules

## **9. Allowance for Mayors and Councillors**

**9.1** Section 39 of the Act provides the framework for payment of annual allowances to Mayors, Deputy Mayors and Councillors.

Date of Adoption

21 May 2024

Date of Review

May 2028

Directorate Responsible

Office of Council & CEO



- 9.2** The allowances framework provides a three-level structure for allowances based on Council population and total revenue and is determined in accordance with the Victorian Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

In addition to the allowance, an amount equivalent to the superannuation guarantee contribution is payable into their superannuation fund.

- 9.3** Allowances are taxable income and paid fortnightly in advance. Personal taxation implications are the responsibility of individual Councillors.

- 9.4** Details of current allowances fixed for the Mayor and Councillors of the City of Whittlesea are available for public inspection on Council's website and at the Council Office, 25 Ferres Boulevard, South Morang.

## **10. Resources and Facilities for the Mayor and Councillors**

The following resources, facilities and support will be provided to Councillors to assist in performing their duties as a Councillor.

### **10.1 Mobile Communications**

- 10.1.1** All Councillors will be provided with, as deemed appropriate by the CEO, information technology, including an internet data plan. Councillors will also be issued with a mobile number and a City of Whittlesea email address. The following equipment will be provided:

- Smart Phone
- Laptop or iPad
- A multifunction colour printer, scanning, copying and all associated consumables, toners, paper will be made available in the Councillor Room at Council

- 10.1.2** The make, model and style of the ICT devices provided will be determined by the CEO and Chief Information Officer based on current telecommunications plans and offers available to Council and in consultation with the Councillor. IT support will only be provided to the devices issued to Councillors by Council.

- 10.1.3** Mobile devices and communication systems owned or managed by the City of Whittlesea are to be used in an effective, safe, ethical, and lawful manner. Use may be monitored, and misuse may be referred to IBAC or Local Government Inspectorate for investigation.

- 10.1.4** Councillors must not, while using Council's mobile devices and communication systems, engage in any activity which violates or infringes the rights of others, or which a reasonable person would consider to be abusive, profane, offensive or defamatory.

- 10.1.5** Councillors must return all Council issued equipment to the City of Whittlesea on the next business day at the conclusion of a Councillor's term, unless otherwise agreed by the Executive Manager Office of Council and CEO.

Date of Adoption	Date of Review	Directorate Responsible
21 May 2024	May 2028	Office of Council & CEO



10.1.6 If any Council issued equipment needs to be replaced, for whatever reason, it shall be returned to the responsible Council Officer at the same time as the replacement equipment is issued.

**10.2 Data**

10.2.1 Council will meet the fixed charges of the Smart Phone and internet services. Council will also meet the call or data costs for these services incurred for duties as a Councillor.

10.2.2 Usage of all ICT devices will be restricted to the Councillor to whom they have been assigned and the assigned Councillor shall be responsible for all usage incurred on the devices.

10.2.3 Councillors will take care to safeguard any personal or Council information stored on devices so as it cannot be accessed by other persons. All devices must be kept in secure location when not in use.

10.2.4 Councillors may use Council provided devices for incidental private use. Incidental private use is defined as use that incurs costs of no more than 10% of the total monthly call and data costs.

10.2.5 Council will not provide or contribute to the costs of existing internet services or plans of a Councillor beyond what is set out in this Policy, unless mutually agreed with the CEO.

10.2.6 Any excessive costs as assessed by the CEO, incurred by a Councillor whilst travelling overseas, must be reimbursed to Council by the relevant Councillor within 14 days.

10.2.7 Council is not responsible for loss of personal/private data stored on Council devices.

10.2.8 Councillors must not open files or click on link in attachments, emails or social media, if the source is unknown, suspicious or untrustworthy.

**10.3 Support (Help Desk and Training)**

10.3.1 Support for Councillors to set up their Council issued ICT equipment and day to day trouble shooting assistance is provided by Council's Information and Communications Service Desk Officers.

10.3.2 For the initial three (3) month period upon being elected, requests for ICT assistance shall be made directly to the OCCEO and thereafter directly to Council's Helpdesk on 9217 2170 or via email to [helpdesk@whittlesea.vic.gov.au](mailto:helpdesk@whittlesea.vic.gov.au).

10.3.3 In addition to training provided through induction, further training in the use of ICT resources issued to Councillors may be arranged on an as required basis at the Councillor request.

**11.1 Travel**

11.1.2 Mayor and Councillors may book Council fleet vehicles for use when performing official Council duties. The provision of the vehicle is subject to the following terms and conditions:

- (a) Use of the vehicle is in accordance with Council's [Light Vehicle Policy](#)

Date of Adoption	Date of Review	Directorate Responsible
21 May 2024	May 2028	Office of Council & CEO



- (b) The vehicle must only be utilised for official Council business
- (c) Any damage, accident or fault is to be reported to the Executive Manager Office of Council and CEO as soon as practicable
- (d) The use of carpooling of the Council fleet vehicles by Councillors must be considered to reduce cost to Ratepayers.

## 11.2 Private Vehicle Use

11.2.1 Councillors are entitled to be reimbursed for reasonable travel expenses incurred in the use of their private vehicle, including electric vehicles, for Council purposes.

11.2.2 Reasonable travel expenses include travel to and from:

- meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed as the Council delegate;
- site inspections or meetings; and
- any meeting or other activity which Council formally resolves the Councillor should attend in an official capacity to represent the Council.

11.2.3 In the event that a Councillor is involved in an accident in their private vehicle, whilst on official Council business, Council will refund any excess paid up to the amount of \$500.00 upon presentation of current Car Insurance Policy Documents.

11.2.4 All travel claims will be from the Councillor's notified place of residence. All expense claims must be submitted on the Councillor Reimbursement of Expense Claim Form for Private Vehicle Usage (**Appendix C**). The Councillor will be reimbursed in accordance with the applicable and current vehicle allowance as specified in the City of Whittlesea Enterprise Agreement in operation at the time claims are submitted.

11.2.5 Councillors that have an environmentally friendly vehicle which does not fit a standard cylinder vehicle classification are eligible for the 4 cylinder or less vehicle reimbursement classification amount.

11.2.6 Vehicle travel that exceeds an individual round trip of 600km requires CEO prior approval.

## 11.3 Taxi / Uber

11.3.1 Where it is not possible or convenient to use public transport or a private motor vehicle, a taxi or Uber service can be used by Councillors for travel required for their official duties. Councillors will be supplied, upon request, with a Cab charge Card or eTICKET.

11.3.2 If a Councillor incurs costs for the use of a Cab charge Card or eTICKET in any month, the OCCEO will send the Councillor a copy of those charges along with a Councillor's Declaration of Cab charge Usage Form (**Appendix A**).

Date of Adoption	Date of Review	Directorate Responsible
21 May 2024	May 2028	Office of Council & CEO



11.3.2.1 The Councillor's Declaration or Cab charge usage Form must be completed and returned to the OCCEO via email: (Email address yet TBC) within 14 days of the account being sent.

11.3.3 Expenses incurred will be recorded against the Councillor on the Councillor Expense Register.

#### **11.4 Interstate Travel**

11.4.1 Interstate travel for official Council business is subject to the following terms and conditions:

- (a) Councillors must obtain approval from the Council by way of a resolution at a Council meeting that is open to the public, prior to travel;
- (b) The OCCEO will arrange travel including:
  - Registration;
  - Transportation; and
  - Accommodation.

11.4.2 The CEO will maintain a register of interstate travel in accordance with the legislation.

#### **11.5 International Travel**

11.5.1 International travel for official Council business is subject to the following terms and conditions:

- (a) Councillors must obtain approval from the Council by way of a resolution at a Council meeting that is open to the public, prior to official work related travel;
- (b) The OCCEO will arrange travel including:
  - Registration;
  - Transport
  - Accommodation and meals
  - Insurance
- (c) To protect Council system networks and data from any potential cyber-attacks, Council owned and issued devices (phones, iPads, Laptops etc.) must not be taken overseas for official work-related travel or personal travel.
- (d) If Councillors are taking their own devices overseas, access to Council systems i.e. emails must be blocked to ensure the security of Council's networks.

Date of Adoption

Date of Review

Directorate Responsible

21 May 2024

May 2028

Office of Council & CEO



- (e) To ensure the appropriate protection of Council information and data, and in accordance with advice from ASIO, alternate mobile phones, electronic devices and phone numbers may be allocated by the CEO. Access to some systems may be restricted at the discretion of the CEO.
- (f) Any excessive costs as assessed by the CEO, incurred by a Councillor whilst travelling overseas, must be reimbursed to Council by the relevant Councillor within 14 days.

11.5.2 The CEO will maintain a register of international travel in accordance with the legislation.

### 11.6 Infringements

11.6.1 The cost of any penalties incurred by the Councillor for road, traffic or parking infringement, or other similar penalties or fines, will not be reimbursed by Council.

### 12.1 Private Use of Council Issued Equipment

12.1.1 Private use of a Council issued device, including data, above 10% must be declared by the Councillor and must be reimbursed to Council.

12.1.2 The Governance Team will provide a Declaration Usage of Resources Form (**Appendix B**) via email to Councillors on quarterly basis, which will specify the monthly cost of the Council provided mobile phone and internet data plan. Itemised accounts will also be provided to each Councillor of their mobile phone and data accounts.

12.1.3 Each Councillor must make an estimate of their private use and declare on the Declaration of Usage Resources Form that:

- (a) no more than 10% of the call charges of the Council provided mobile phone (up to a maximum monthly cost of \$20) is attributable to incidental private use;
- (b) no more that 10% of the internet connection plan is attributable to private use.

12.1.4 Each Councillor must sign, and date the Councillor's Declaration Usage of Resources Form and return it to the Governance Team via email (Email address yet TBC) within 14 days of the details being sent.

### 13.1 Child or Dependent Care

13.1.1 In accordance with sections 41(2)(c)-(d) of the Act, Council will reimburse the cost to a Councillor or delegated committee member where, when on official Council business:

- the provision of childcare is reasonably required
- the provision of care for a dependent is reasonably required

13.1.2 Care expenses, that are not funded by any other parties, may be claimed include but are not limited to:

- childcare centre fees
- home care

Date of Adoption	Date of Review	Directorate Responsible
21 May 2024	May 2028	Office of Council & CEO



- hourly fees
- agency booking fees
- reasonable travel expenses for transporting the carer to the dependent or the dependent to the carer

13.1.3 Except by prior written agreement of the CEO or Executive Manager Office of the Council and CEO, payments for carer and childcare services will not be made:

- to a person who resides with the Councillor
- has any financial or pecuniary interest with the Councillor
- has a relationship with the Councillor or their partner (i.e. immediate family member)
- has recognised care responsibility (i.e. parent or other regular caregiver)

13.1.4 Evidence of out-of-pocket costs incurred by the Councillor must be provided with any claim.

13.1.4.1 Any claims for child or dependent care by a Councillor will be considered and have regard to the definitions and provisions of the *Carers Recognition Act 2012*.

#### 14.1 Training and Development

14.1.1 It is important Council identifies the training needs of Councillors and ensures that they have access to ongoing training and professional development throughout their elected term.

14.1.2 Training and professional development by Councillors must be directly related to their performance as a Councillor. Such training and development could involve seminars, conferences, and more formal study courses.

14.1.3 Council will provide a maximum of \$10,000 per financial year per Councillor, \$5,000 in the final year of a Councillor term, for training and professional development (refer Note 1). All approved associated costs will be recorded against the individual on the Councillor Expense Register.

14.1.4 Where a Councillor training and professional development involves related costs such as accommodation, travel, or other general costs, these should be identified by the Councillor when seeking prior written approval from the CEO.

**Note 1** – The CEO may upon written application consider approving training and professional development opportunities, or conference attendance that exceeds the annual \$10,000 per Councillor threshold subject to available budget. If approved, the individual Councillor’s annual training and development budget allocation will be apportioned over the remaining Council term.

14.1.5 No training or training expenses will be approved, in the final six (6) months of a Councillor term.

Date of Adoption

Date of Review

Directorate Responsible

21 May 2024

May 2028

Office of Council & CEO



## **14.2 Councillor Group Training and Development**

14.2.1 The CEO or their nominated delegate, in consultation with Councillors, will identify group training and development opportunities. This group training is in addition to any mandatory training as determined by the CEO and in accordance with the Local Government Act. Where group training is organised, the allocated total cost will be apportioned against all Councillors whether in attendance or not.

## **14.3 Training and Development Pre-Approval Process**

14.3.1 Councillors will seek CEO pre-approval for the funding of training and development or conference attendance prior to the training taking place.

14.3.2 Training, development or conference attendance will be arranged by the OCCEO.

14.3.3 Councillors will outline the benefit and reasons when seeking approval.

## **14.4 Authorisation**

14.4.1 The CEO, unless otherwise resolved by Council, is authorised to approve the funding of Councillors' attendance at training and development or confirming attendance and payment for events on criteria that ensures:

- attendance is in the community interest and reflects the identified needs of the Councillor
- equity, fair and reasonable access to all Councillors to training and development, noting that events will generally be attended by the Mayor in the first instance.

## **14.5 Attendance at Events When Performing Duties as a Councillor**

14.5.1 Councillors may seek approval from the CEO to attend official events when performing duties as a Councillor and have these costs paid for by Council or reimbursed, as outlined in Section 15.

14.5.2 Events must be directly related to the municipality and must not be events organised by political parties.

14.5.3 This section is to be read in conjunction with the Council's Gift Policy.

## **15. Reimbursements**

### **15.1 Mobile Phone Reimbursement**

15.1.1 Where a Councillor chooses to use their own mobile phone, reimbursement of official Council business calls can be claimed.

Date of Adoption

Date of Review

Directorate Responsible

21 May 2024

May 2028

Office of Council & CEO



15.1.2 A Councillor seeking reimbursement must submit their mobile phone account to the OCCEO highlighting the call and data charges that are attributable to performing their official duties as a Councillor.

**15.2 Expenses Reimbursement**

15.2.1 All claims must be made on the approved expense reimbursement form or the online platform which Council makes available.

15.2.2 Original receipts must be attached for all claims. Credit Card Eftpos receipts will not be accepted, an accompanying Tax Invoice must be included.

15.2.3 In any case where a Councillor is unable to provide a receipt of costs incurred, a Statutory Declaration may be accepted by the CEO. Appropriate and sufficient reasoning for being unable to produce a receipt must be provided by the Councillor. The CEO has the discretion to accept or reject a Statutory Declaration.

15.2.4 Claims must be lodged with the OCCEO within 7 days of the end of each month.

15.2.5 Reimbursements will be provided monthly by Electronic Funds Transfer (EFT).

**15.3 General Expenditure Reimbursement**

15.3.1 General expenditure incurred may be claimable and must relate directly to the performance of duties as a Councillor.

15.3.1.1 General expenditure may include such expenses as the reasonable and minor purchase of refreshments (i.e. a coffee), car parking and public transport tickets.

15.3.2 A claim for reimbursement of general expenditure requires evidence in the form of a Tax Invoice including name and address of the supplier and details of the goods or services supplied.

15.3.3 Reimbursements will be paid by Electronic Funds Transfer (EFT) within 21 days of receipt and approval of a properly completed Councillor Reimbursement of Expenses Claim Form (**Appendix D**).

**16. Submitting Claims**

**16.1** All claims for reimbursement must be fully substantiated and details lodged on the Councillor Reimbursement of Expenses Claim Form (**Appendix D**).

16.1.1.1 The period for the lodgement of any claim must not exceed three (3) months without written approval of the CEO.

16.1.1.2 No claims will be permitted that exceed three (3) months.

16.1.1.3 Any outstanding claims at the end of a financial year must be submitted within two (2) weeks after the start of a new financial year.

Date of Adoption

Date of Review

Directorate Responsible

21 May 2024

May 2028

Office of Council & CEO



**17. Approval of Claims**

**17.1** Claims for reimbursement of expenses by Councillors must be approved by the CEO or their delegate. Mayoral expenses shall be approved jointly by the CEO and Executive Manager Office of Council and CEO.

**18. General**

**18.1** The following general provisions apply to out-of-pocket expenses that will be reimbursed to, or paid on behalf of, a Councillor:

- Travel must be undertaken as efficiently and by the shortest route possible.
- Where domestic travel is by air, including New Zealand, Economy bookings will be the standard.
- For international travel, excluding New Zealand, Business Class bookings will be the standard.
- Travel claims will only be made on the basis of the actual form of transport used.
- Expenses incurred that are not directly related to the official Council duties of a Councillor, cannot be included in the calculation of a claim for reimbursement.
- Council will not incur any costs associated with the travel or accommodation or any other incidentals of others, including partner, children, etc.
- Travel arrangements for attendance at interstate or international events will be scheduled for the Councillor to arrive one (1) day prior to the event and one (1) day after the event unless otherwise agreed to by the CEO.
- The selection of airlines, hotels, transfer providers and any other arrangements will be determined by the CEO with all bookings being made by the OCCEO.
- Councillors will not be reimbursed for any arrangements (ie. booking of flights, accommodation, etc) that have been made directly by the Councillor.

**19. Other Support and Assistance**

**19.1 Mayoral Support**

**19.1.1** Administrative support will be made available during business hours by the EA to the Mayor and Deputy Mayor to assist the performance of their official duties.

**19.1.2** Office accommodation and associated equipment will be provided to assist the Mayor at the City of Whittlesea, Council Offices, 25 Ferres Boulevard, South Morang.

**19.2 Building Access**

**19.2.1** Each Councillor will receive a security access card allowing 24 hour access to the Councillors Room, meeting rooms and CEO office area only at City of Whittlesea, Council Offices, 25 Ferres Boulevard, South Morang.

Date of Adoption	Date of Review	Directorate Responsible
21 May 2024	May 2028	Office of Council & CEO



**19.3 Car Parking**

- 19.3.1 Car parking will be available for the Mayor in the underground car park at the City of Whittlesea, Council Offices, 25 Ferres Boulevard, South Morang.
- 19.3.2 Car parking will be available for Councillors at the City of Whittlesea, Council Offices, 25 Ferres Boulevard, South Morang.
- 19.3.3 Councillors will be required to register their vehicle at the commencement of their term, and advise of any changes to vehicle use, to avoid the issuing of any Parking Infringements in the vicinity of the City of Whittlesea, Council Offices, 25 Ferres Boulevard, South Morang.

**19.4 Meeting Rooms and the Councillors Room**

- 19.4.1 The Councillors Room is reserved for exclusive use by Councillors. The room is equipped with computer access and a printer and is suitable for office work, reading and research and small meetings.
- 19.4.2 Light refreshments, including water, tea/coffee and soft drinks will be made available in the Councillors Room.
- 19.4.3 Councillors private and secure pigeon holes are located within the Councillors Room.
- 19.4.4 With advanced notice, other meeting rooms at the City of Whittlesea, Council Office, 25 Ferres Boulevard, South Morang, may be secured for meetings through the OCCEO. Meeting equipment, tea/coffee and water can be made available for meetings upon request.
- 19.4.5 A Councillor must not make a booking on behalf of a community member.

**19.5 Administrative Support and Stationery / Mail / Miscellaneous**

- 19.5.1 Reasonable administrative support will be made available during normal business hours by the OCCEO primarily in the form of assistance with diary management, responding to correspondence, enquiries and requests for service as part of their official duties as a Councillor.
- 19.5.2 On request, the OCCEO will manage reasonable requests for stationery held or obtained for the Council requirements.
  - 195.2.1 E-card templates for significant dates will be made available for use by individual Councillors. It is the Councillor responsibility for sending these E-cards.
- 19.5.3 Each Councillor will be provided with two (2) City of Whittlesea name badges for use while on Council business.

Date of Adoption	Date of Review	Directorate Responsible
21 May 2024	May 2028	Office of Council & CEO



19.5.4 Council meeting papers and the majority of information from the organisation will only be made available electronically. Appropriate system training and support will be provided to all Councillors.

1954.1 No paper/printed copies of Council meeting papers or Minutes will be provided unless Section 19.7.1 applies.

19.5.5 Where Council or delegated Committee meetings extend through normal meal times, Council will provide suitable meals served on the premises.

#### **19.6. Professional Memberships and Subscriptions**

19.6.1 The CEO may approve the costs of joining an ongoing membership of relevant professional associations where they are satisfied that the membership will enhance the Councillor's development.

19.6.2 Any Membership or Subscription is due for payment within the last six (6) months of the Councillor term, will not be paid by Council.

#### **19.7 Access and Inclusion**

19.7.1 Council is committed to ensuring equitable access, social inclusion and respect for human rights and may provide appropriate support to ensure Councillors can complete their duties proficiently.

19.7.2 Council will meet reasonable expenses to assist a Councillor with a disability in performing their role as a Councillor. The CEO will be responsible for facilitating any process or plan to best support a Councillor.

#### **19.8 Councillors' Welfare**

19.8.1 The Mayor and CEO can provide support to Councillors, specific guidance or coaching that may be required to enhance their performance as a Councillor.

198.1.1 A Councillor is entitled to counselling on a confidential basis through Council's approved Employee Assistance Program.

#### **19.9 Civic and Community Events**

19.9.1 From time to time, Council representatives are invited to attend community functions and events. It is usual for the Mayor and/or Deputy Mayor to represent the Council at these functions and any payment required to attend the function is paid by the Council.

199.1.1 If another Councillor attends the function, either representing the Mayor or in an official capacity as Council representative to that particular group, any attendance charge will be paid by the Council.

Date of Adoption	Date of Review	Directorate Responsible
21 May 2024	May 2028	Office of Council & CEO



19.9.2 The cost of Council representatives attending civic functions and events hosted by other Councils will be paid by the Council.

19.9.3 Council will not be responsible for coordinating Councillor attendance or providing support for any political events.

## 20. Insurance

20.1 Councillors are covered by the following Council Insurance Policies, whilst performing official duties:

- (a) Public liability
- (b) Professional indemnity
- (c) Councillors and Officers Liability
- (d) Workcover
- (e) Personal Accident

20.2 Council will pay the insurance policy excess in respect of any claim made against a Councillor arising whilst performing duties, where the claim is accepted by Council's Insurers.

20.3 Insurance does not cover any criminal, wilful or negligent acts of the Councillor or related parties, which remain the responsibility of individual Councillors.

## 21. Accountability and Audit

### 21.1 Claiming of Expenses

21.1.1 Councillors are accountable for completing the Councillor Reimbursement of Expense Claim Form (**Appendix D**) in accordance with this policy and submitting the Form to the Governance Team.

### 21.2 Audit and Reporting

21.2.1 Quarterly reporting, in accordance with the Local Government Act, on Councillor mandatory expense categories and reimbursements will be reported to Council in the following format i.e. details of expenses, including reimbursement of expenses for each Councillor categorised separately as:

- (a) Travel Expenses (including car mileage, flights, Cabcharge or equivalent and accommodation expenses)
- (b) Dependant and Childcare Expenses
- (c) Information and Communications Technology Expenses (specifying mobile phone expenses and data cost)
- (d) Conference and Training Expenses

Date of Adoption

Date of Review

Directorate Responsible

21 May 2024

May 2028

Office of Council & CEO



(e) Functions / Events Expenses (including all costs associated with attendance)

(f) Councillor Allowances

21.2.2 These reports will be:

- submitted to the City of Whittlesea Audit and Risk Committee on a six (6) monthly basis;
- included in Council's Annual Report; and
- made available on the City of Whittlesea website on a quarterly basis.

21.2.3 To ensure public transparency 'Miscellaneous' expenses which are expenses that are not captured by the categories listed in 21.2.1 will also be reported.

21.2.4 Audits of Councillor expenses and reimbursements may be carried out from time to time as part of Council's annual audit program.

#### Forms

[Councillor Expense Reimbursement and Support Policy - Draft Forms.docx \(sharepoint.com\)](#)

Appendix A – Councillor's Declaration of CabCharge Usage

Appendix B – Councillor's Declaration of Usage of Resources

Appendix C – Councillor Reimbursement of Expense Claim Form for Private Vehicle Usage

Appendix D – Councillor Reimbursement of Expense Claim Form

Appendix E – Councillor Reimbursement of Expense Claim Form – Interstate Travel

Date of Adoption

21 May 2024

Date of Review

May 2028

Directorate Responsible

Office of Council & CEO

## 5.9 Audit and Risk Committee Charter

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

**In Attendance:** Unit Manager Governance

### Executive Summary

The purpose of this report is to present the revised Audit and Risk Committee Charter for Council's consideration and approval.

In preparation for the return of an elected Council, management in consultation with the Committee, conducted a comprehensive review of the Charter.

The revised Charter at Attachment 1 was approved by the Audit and Risk Committee at their meeting held 14 May 2024.

### Officers' Recommendation

**THAT Council endorse the revised Audit and Risk Committee Charter at Attachment 1.**

## Background / Key Information

Section 54(1) of the *Local Government Act 2020* requires Council to prepare and approve an Audit and Risk Committee Charter.

In accordance with the Audit and Risk Committee Work Plan, the Charter is subject to review every two years or more frequently, if required. The current Charter was approved by Council at its 21 March 2023 meeting.

In preparation for the return of an elected Council, management in consultation with the Committee, conducted a comprehensive review of the Charter to ensure:

- the requirements noted in the Local Government Act 2020 have been covered and are clear;
- standardisation to the approved corporate templates;
- the layout is updated for accessibility and ease of reading;
- the governance of membership, appointment and remuneration ensures best value for Council and the Committee;
- virtual/hybrid attendance at meetings updated to meet legislative requirements; and
- areas of responsibilities updated to align with practices that are already occurring.

The revised Charter at Attachment 1 was approved by the Audit and Risk Committee at their meeting held 14 May 2024.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### High Performing Organisation

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

## Considerations of *Local Government Act (2020)* Principles

### Financial Management

The cost is included in the current budget.

### Community Consultation and Engagement

No community consultation or engagement is required in relation to this report.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
  - (i) The transparency of Council decisions, actions and information is to be ensured.

### Public Transparency Principles

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.

## Council Policy Considerations

### Environmental Sustainability Considerations

No implications.

### Social, Cultural and Health

No implications.

### Economic

No implications.

### Legal, Resource and Strategic Risk Implications

No implications.

## Implementation Strategy

### Communication

There are no further communication requirements required relating to the matters contained in this report.

### Critical Dates

Following Council endorsement, the Charter will be required to be reviewed within 2 years.

## Declaration of Conflict of Interest

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## Attachments

1. Audit and Risk Committee Charter - May 2024 [5.9.1 - 12 pages]



# Audit and Risk Committee Charter

**Last Approved by Council: x May 2024**

**Review Date: x May 2026**

**Responsible Department: Office of Council & CEO**

*A place for all*



## Table of Contents

1. Purpose.....	4
2. Authority and Support.....	4
3. Committee Governance .....	5
3.1 Charter .....	5
3.2 Committee Membership.....	5
3.2.1 Composition .....	5
3.2.2 Chairperson .....	5
3.2.3 Appointment of Members .....	5
3.2.4 Member Skill and Experience .....	6
3.2.5 Tenure of Members.....	6
3.2.6 Recruitment.....	6
3.2.7 Induction .....	6
3.2.8 Remuneration .....	6
3.2.9 Personal Returns .....	7
3.2.10 Legislative Obligations.....	7
3.3 Reporting to Council.....	7
4. Committee Performance.....	8
5. Committee Operations.....	8
5.1 Meetings .....	8
5.1.1 Frequency.....	8
5.1.2 Additional Meetings .....	8
5.1.3 Quorum.....	8
5.1.4 Attendance.....	8
5.1.5 Meeting Schedule.....	9
5.1.6 Distribution of Meeting Papers.....	9
5.1.7 Minutes .....	9
5.2 Independent Specialist Advice.....	9



6. Areas of Responsibility .....	10
6.1 Financial and Performance Reporting.....	10
6.2 Internal Controls.....	10
6.3 Fraud & Corruption Prevention and Control .....	11
6.4 Internal Assurance Plan .....	11
6.5 Risk Management.....	11
6.6 Internal Audit .....	11
6.7 External Audit.....	12
6.8 Compliance Management.....	12



## 1. Purpose

City of Whittlesea has established an Audit and Risk Committee (Committee) under the *Local Government Act 2020* (Act) to support Council in discharging its oversight responsibilities.

The minimum functions and responsibilities of the Committee include the following, which the Charter must include:

- monitor the compliance of Council policies and procedures with:
  - the overarching governance principles; and
  - the Act and the regulations and any Ministerial directions.
- monitor Council financial and performance reporting;
- monitor and provide advice on risk management and fraud prevention systems and controls; and
- oversee internal and external audit functions

The Committee also provides oversight of other key areas of governance including the soundness of internal controls and the effectiveness of compliance management systems.

The Charter aims to achieve the above in accordance with the Act, by setting out the Committee's objectives, authority, and reporting, administrative and governance arrangements.

## 2. Authority and Support

The Audit and Risk Committee Charter (Charter) is established under s 54 of the *Local Government Act 2020* and sets out the basis of membership, terms of appointment and remuneration of Committee members.

The Committee is an independent advisory committee to Council, does not exercise any legal or executive powers or authority to implement actions in areas over which management has responsibility and does not have any role in investigating Council decisions or other concerns of the operations of Council.

The Committee will:

- a) Provide advice and make recommendations to Council on matters relating to areas of its responsibility.



- b) Seek any relevant information it requires from Council, Council Officers (who are expected to co-operate with the Committee's requests) and external parties.
- c) Meet with Council Officers, internal and external auditors and other parties as required to discharge its responsibilities.
- d) Through the Chief Executive Officer, the Committee will have access to appropriate management and administrative support to enable it to discharge its responsibilities effectively.

## 3. Committee Governance

### 3.1 Charter

The Committee will review its Charter every two years or more frequently, if required, and provide recommendations to Council on proposed improvements.

### 3.2 Committee Membership

#### 3.2.1 Composition

The Committee will consist of six members appointed by Council, four of whom must be independent members. Council employees cannot be members of the Committee.

#### 3.2.2 Chairperson

The Chairperson will be an independent member and will be appointed by the Council for a term the Council deems appropriate.

The Committee is authorised to appoint an Acting Chair, from the independent members present, when required.

#### 3.2.3 Appointment of Members

In appointing both Councillor and independent members, Council will consider gender and diversity to ensure a balanced membership.

Where vacancies exist for Councillor membership, following a general election, and where the Council has not yet resolved to appoint up to two Councillors on the Committee, the Mayor has the authority to appoint no more than two Councillors to temporarily fill those vacancies until new appointments are resolved by the Council.



### **3.2.4 Member Skill and Experience**

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council including expertise in financial management, risk management and experience in public sector management.

### **3.2.5 Tenure of Members**

Independent members will be appointed for an initial period not exceeding three years and may be re-appointed for a further three-year period.

At the time of appointment of the Mayor and Councillor members, an additional Councillor member will be appointed as a proxy when either of the two appointed Councillor members are unable to attend a committee meeting.

Council may adjust the initial period of an independent appointment to allow for mid-term appointments, and to avoid situations where all member terms expire within proximity of each other.

### **3.2.6 Recruitment**

Recruitment of independent members will be via a publicly released expression of interest (EOI) coordinated by a panel comprising the ARC Chair or their delegate, the mayor or their delegate, and the Council's Chief Executive Officer (CEO) or their delegate.

Following the EOI, the panel will make a recommendation to the Council for their formal consideration.

### **3.2.7 Induction**

New members of the Committee will receive relevant information and briefings on their appointment to assist in meeting their responsibilities.

### **3.2.8 Remuneration**

An annual fee, subject to periodic review, will be set by Council and paid quarterly to independent members.

The annual fee will be automatically indexed in alignment with the rate cap % each 1 July.



The CEO may, at their discretion, elect to pay independent members an extraordinary meeting payment.

### **3.2.9 Personal Returns**

Members of the Committee must be fully aware of their responsibilities regarding the management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper management of any conflicts of interest as and when they may arise.

Independent members are required to complete Personal Interest Disclosures, although these will not be published online. Returns will be completed in March and September biannually. Independent member Returns will not be published online but will form part of each Committee meeting agenda for transparency.

### **3.2.10 Legislative Obligations**

Section 123 (Misuse of position), s 125 (Confidential information) and Division 2 of Part 6 (Conflict of interest) of the Act, apply to independent members of the Committee as if the member were a member of a delegated Committee of Council. Members of the Committee must be fully aware of the statutory definitions of general and material conflicts of interest as set out in Part 6 Division 2 of the Act.

## **3.3 Reporting to Council**

The Committee will formally report to Council biannually on its activities. These reports will summarise the Committee's activities, including its findings and recommendations.

The second of these reports will provide an overview of the full year of Committee activities and will be published on Council's website.

The Chair of the Committee will be invited to present a summary of the Committee's activities at a Councillor forum annually.

In addition to these reports, a summary of the unconfirmed minutes of Committee meetings will be provided to the next available Council meeting after each Committee meeting.



## 4. Committee Performance

The Committee will undertake an assessment of its performance annually, and:

- review the results of the assessment to identify any opportunities for performance improvement, including suggestions for improvements to this Charter;
- agree on improvement actions and embed them into forward plans; and
- report to Council on the outcomes of the assessment process.

The Committee Chair, in conjunction with officers, will be responsible for ensuring agreed actions are undertaken.

## 5. Committee Operations

### 5.1 Meetings

#### 5.1.1 Frequency

The Committee will meet at least five times a year.

#### 5.1.2 Additional Meetings

Additional meetings may be called by agreement between the CEO and Chair of the Committee.

#### 5.1.3 Quorum

A quorum shall comprise three independent members (which may include the Chair) and one Councillor member.

#### 5.1.4 Attendance

Face to face meetings is the preferred method to hold Committee meetings, however:

- the Committee Chair or CEO may request a meeting be held entirely virtually; or
- a member may, 24 hours prior to the Committee meeting, seek approval from the Chair to attend virtually. The Chair may approve and must not reasonably refuse any request to attend a meeting virtually.



Councillors are welcome to attend each Committee meeting to observe, but in doing so, do not have voting rights.

Other Councillors or observers that have questions of the Committee must refer them to the mayor who will liaise with the Committee Chair for a response.

The Committee may request to meet with the internal and/or external Auditors with no management in attendance, as required.

Committee meetings are closed to the public.

The CEO will facilitate the logistics of the meetings of the Committee, including the preparation and maintenance of agendas, minutes, and reports, and invite members of the management team, internal and external auditors, and other external parties to attend meetings as observers and to provide pertinent information, as necessary.

### **5.1.5 Meeting Schedule**

The Committee will develop and adopt an Annual Work Plan that outlines how it intends to fulfil its requirements under this Charter.

### **5.1.6 Distribution of Meeting Papers**

Meeting agenda papers will be prepared and provided to members, where possible, at least eight working days in advance of meetings.

### **5.1.7 Minutes**

Minutes will be taken at each meeting. A summary of the unconfirmed minutes (excluding confidential minutes) will be publicly presented at the next available Council meeting then presented to a committee meeting for confirmation.

## **5.2 Independent Specialist Advice**

Subject to prior agreement with the CEO, the Committee can access independent specialist advice where it believes that is necessary to execute its duties.



## 6. Areas of Responsibility

### 6.1 Financial and Performance Reporting

- a) Review significant accounting and external reporting issues, including complex or unusual transactions, transactions, and assumptions used and processes applied for balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements, and legislative changes, and understand their effect on the annual financial report.
- b) Monitor changes to the Local Government Performance Reporting Framework (LGPRF) and understand the impact of those changes on the disclosures required in the Annual Performance Statement.
- c) Review the draft annual financial report and draft annual performance statement and the Governance and Management Checklist and consider whether they are complete, consistent with information known to Committee members and with Standards, reflect appropriate accounting treatments, adequately disclose Council's position, and reflect significant adjustments (if any) arising from the audit process.
- d) Review with management and the external auditors the results of the audit, including any difficulties encountered by the external auditors.
- e) Recommend to Council the adoption of the annual financial report and annual performance statement.
- f) Review the content of periodic management financial reports prior to Council as required.

### 6.2 Internal Controls

- a) Monitor the compliance of Council policies and procedures with the overarching governance principles.
- b) Monitor key Council policies, systems, controls, financial and performance reporting, fraud and prevention systems and controls, and ensure they are reviewed regularly and update where required.
- c) Monitor significant changes to systems and controls including whether those changes significantly impact Council's risk profile.
- d) Ensure that a program is in place to test compliance with systems and controls.



### 6.3 Fraud & Corruption Prevention and Control

- a) Monitor and provide advice on risk management and fraud prevention systems and controls.
- b) At an appropriate time receive reports from management about actual or suspected instances of fraud, theft or corruption within Council including analysis of the control failures and action taken to address each event.
- c) Review reports by management about actions taken by Council to refer such matters to appropriate integrity bodies.
- d) Review the findings of examinations by regulatory or other independent agencies, and any auditor (internal or external) observations and confirm that management has taken appropriate action to address the findings.

### 6.4 Internal Assurance Plan

- a) Monitor Council's internal assurance program, where applicable.
- b) Note reports on internal assurance reviews and management responses to recommendations.
- c) Note actions by management on internal assurance review findings and recommendations.

### 6.5 Risk Management

- a) Annually review and provide advice on the effectiveness of Council's risk management framework and activities conducted by the Internal and External Auditors and any other assurance providers to give assurance over that framework.
- b) Monitor Council's risk appetite statement and the degree of alignment with Council's risk profile.
- c) Monitor Council's risk profile and the changes occurring in the profile.
- d) Monitor Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans.
- e) Monitor the insurance programme annually prior to renewal.
- f) Monitor the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

### 6.6 Internal Audit

- a) Maintain and review periodically the Internal Audit Charter to ensure it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations.
- b) Review and recommend to Council for approval the three-year strategic internal audit plan and the annual internal audit plan.



- c) Monitor progress on the delivery of the annual internal audit plan.
- d) Review and endorse proposed scopes for each review in the annual internal audit plan.
- e) Review reports on internal audit reviews and management's response to the recommendations.
- f) Monitor action by management on internal audit findings and recommendation.
- g) Meet with the leader of the team delivering the internal audit plan at least annually in the absence of management.
- h) Review the effectiveness of the internal audit function and ensure that it has the appropriate authority and no unjustified limitations on its work.
- i) Ensure the Committee is consulted regarding any proposed changes to the appointment of the internal audit service provider.

## 6.7 External Audit

- a) Review the annual external audit scope and plan proposed by the external auditor prior to the commencement of each year's audit process.
- b) Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope or access to information.
- c) Ensure that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner.
- d) Review on an annual basis the effectiveness of the external audit process.
- e) Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses.
- f) Meet with the external auditor at least annually in the absence of management.

## 6.8 Compliance Management

- a) Monitor systems and processes implemented by Council for compliance with legislation and regulations and the results of management's follow-up of any instances of non-compliance.
- b) Obtain regular reports from management on any significant non-compliance matters.
- c) Receive in camera updates from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Local Government Inspectorate, the Ombudsman, IBAC, etc. and monitor Council's responses, other than matters under investigation by an integrity agency.

## 5.10 Draft Governance Rules

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Executive Manager Office of Council & CEO

### Executive Summary

This report is to seek Council's consideration and endorsement to commence a form of community consultation in relation to the draft Governance Rules.

In September 2023, Council adopted the Governance Rules (Rules). Since September, minor amendments have been identified to ensure the Rules are robust in preparation for the return of Councillors.

### Officers' Recommendation

**THAT Council:**

- 1. Endorse the draft Governance Rules attached at Attachment 1.**
- 2. Resolve to release the draft Governance Rules to the community seeking their feedback between the period 22 May 2024 and 5 June 2024.**
- 3. Note a further report will be presented to Council seeking approval to adopt the Governance Rules once the community feedback period has closed.**

## Background / Key Information

In accordance with s 60(3) of the *Local Government Act 2020* Council may amend its Governance Rules in line with Council's Community Engagement Policy.

The amendments made to the current version of the draft Governance Rules are predominately minor and cover the following:

- increase officer speaking time to 3 mins when introducing a Council meeting report.
- increase public speaking time at Hearing of Submission Committee meetings from 2 mins to 3 mins.
- clarity around the use of placards, posters, megaphones etc. in the Council Chamber.
- the Acknowledgement to Traditional Owners was updated to reflect the current approved wording.
- Council meeting end time was adjusted from 10.30pm to 10.00pm to align with Council's recent resolution to commence Council meetings at 6.00pm.
- some very minor administrative updates, for example, correct numbering of clauses, removal of a duplicated rule.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### High Performing Organisation

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

## Considerations of *Local Government Act (2020)* Principles

### Financial Management

There is no cost associated with the draft Governance Rules being made publicly available for community feedback.

### Community Consultation and Engagement

The process of seeking community feedback will commence via Council's Engage City of Whittlesea page for a 2-week period commencing 22 May until 6 June 2024. Feedback will be sought in accordance with Council's Community Engagement Policy.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
  - (i) The transparency of Council decisions, actions and information is to be ensured.

### **Public Transparency Principles**

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of the *Local Government Act* or any other Act.
- (b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.
- (c) Council information must be understandable and accessible to members of the municipal community.
- (d) Public awareness of the availability of Council information must be facilitated.

### **Council Policy Considerations**

#### **Environmental Sustainability Considerations**

No implications.

#### **Social, Cultural and Health**

No implications.

#### **Economic**

No implications.

#### **Legal, Resource and Strategic Risk Implications**

The draft Governance Rules are being amended in accordance with the requirements outlined in the *Local Government Act 2020*.

### **Implementation Strategy**

#### **Communication**

Will be undertaken in accordance with Council's Community Engagement Policy

#### **Critical Dates**

Community feedback will be sought over a two-week period. It is proposed the Governance Rules will then be presented back to Council at its June Council meeting.

### **Declaration of Conflict of Interest**

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

## Attachments

1. Draft Governance Rules May 2024 Clean Version [5.10.1 - 37 pages]



# Governance Rules

x 2024

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## GOVERNANCE RULES

### Introduction

**1. Nature of Rules**

These are the Governance Rules of **Whittlesea City Council**, made in accordance with section 60 of the *Local Government Act 2020*.

**2. Date of Commencement**

These Governance Rules commence on **X June** 2024.

**3. Contents**

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Disclosure of Conflicts of Interest
Chapter 5	Miscellaneous
Chapter 6	Election Period Policy

**4. Definitions**

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

*Abstain* means a Councillor present at the meeting who does not vote and is taken to have voted against the motion.

*Act* means the *Local Government Act 2020*.

*Attend, attending* and *in attendance* include attend, attending or in attendance by electronic means.

*Chief Executive Officer* includes an Acting Chief Executive Officer.

*Community Asset Committee* means a Community Asset Committee established under section 65 of the Act.

*Council* means Whittlesea City Council.

*Council meeting* has the same meaning as in the Act.

*Councillor* has the same meaning as in the Act (and includes Administrator until 2024).

*Delegated Committee* means a Delegated Committee established under section 63 of the Act.

*Mayor* means the Mayor of Council (or Chair Administrator until October 2024).

*these Rules* means these Governance Rules.

Date of Adoption	Next Review Date	Directorate Responsible
<b>X June</b> 2024	June 2028	Office of Council & CEO

## Chapter 1 – Governance Framework

### 1. Context

*These Rules* should be read in the context of and in conjunction with:

- 1.1 the overarching governance principles specified in section 9(2) of the *Act*; and
- 1.2 the following documents adopted or approved by *Council*:
  - Community Engagement Policy;
  - Public Transparency Policy;
  - Councillor Code of Conduct;
  - Code of Conduct for Staff;
  - Complaints Policy;
  - Unreasonable Complaints Procedure.

### 2. Decision Making

- 2.1 In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:
  - 2.1.1 fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
  - 2.1.2 on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations.
- 2.2 *Council* must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).
- 2.3 Without limiting anything in paragraph (2.2) of this sub-Rule:
  - 2.3.1 before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
  - 2.3.2 if a report to be considered at a *Council meeting* concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has, or persons have been provided with an opportunity to communicate their views and have their interests considered;
  - 2.3.3 if a report to be considered at a *Delegated Committee* meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has, or persons have been provided with an opportunity to communicate their views and have their interests considered; and
  - 2.3.4 if a member of Council staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the member of Council staff must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their views and their interests considered.
- 2.4 Council will ensure reasonable adjustments are made to encourage community member participation at *Council meetings* using Council's Guide to Minimum Accessibility Requirements for Community Meetings, Consultations and Events.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

**3. Respectful Debate and Discussions**

- 3.1 Councillors will listen and participate in discussion and debate respectfully in accordance with the Councillor Code of Conduct and will not:
  - 3.1.1 make any defamatory, indecent, abusive, offensive, or disorderly statement, and if requested by the *Chair* will unreservedly withdraw the statement;
  - 3.1.2 interrupt others while speaking, except to raise a Point of Order;
  - 3.1.3 address the public gallery and must direct all commentary and procedural requests through the *Chair*.
- 3.2 Where discussion is adjourned by a resolution, the Councillor moving the adjournment has the right to speak first when the discussion is resumed.
- 3.3 When exercising a right of reply, the Councillor must not introduce new or additional matters.
- 3.4 The *Chair* can adjourn, postpone or cancel a Council meeting, if order cannot be obtained and will report on the circumstances of the adjournment, postponement, or cancellation at the next scheduled Council meeting.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

**Chapter 2 – Meeting Procedure for Council Meetings**

**Contents**

<b>Part A – Introduction .....</b>	<b>7</b>
1. Title .....	7
2. Purpose of this Chapter .....	7
3. Definitions and Notes .....	7
<b>Part B – Election of Mayor .....</b>	<b>8</b>
4. Election of the <i>Mayor</i> .....	8
5. Method of Voting .....	8
6. Determining the election of the <i>Mayor</i> .....	8
7. Election of Deputy Mayor and Chairs of Delegated Committees .....	9
<b>Part C – Meetings Procedure .....</b>	<b>10</b>
<b>Division 1 – Notices of Meetings and Delivery of Agendas .....</b>	<b>10</b>
8. Dates and Times of Meetings Fixed by <i>Council</i> .....	10
9. <i>Council</i> May Alter Meeting Dates .....	10
10. Meetings Not Fixed by Council (Unscheduled Meetings) .....	10
11. Notice Of Meeting .....	10
<b>Division 2 – Quorums .....</b>	<b>11</b>
12. Inability To Obtain a Quorum .....	11
13. Inability To Maintain a Quorum .....	11
14. Adjourned Meetings .....	11
15. Time limits for Meetings .....	11
16. Cancellation or Postponement of a Meeting .....	12
<b>Division 3 – Business of Meetings .....</b>	<b>12</b>
17. Agenda and the Order of Business .....	12
18. Change To Order of Business .....	12
19. Urgent Business .....	12
<b>Division 4 – Motions and Debate .....</b>	<b>12</b>
20. Councillors May Propose Notices of Motion .....	12
21. Notice Of Motion .....	13
22. Chair's Duty .....	13
23. Introducing a Report .....	14
24. Introducing A Motion or an Amendment .....	14
25. Right Of Reply .....	14
26. Moving An Amendment .....	14
27. An Amendment Once Carried .....	15
28. Foreshadowing Motions .....	15
29. Withdrawal Of Motions .....	15
30. Motion Moved in a Block .....	15
31. Priority of address .....	15
32. Motions In Writing .....	16
33. Repeating Motion and/or Amendment .....	16
34. Debate Must Be Relevant to The Motion .....	16
35. Speaking Times .....	16
36. Addressing the Meeting .....	16
37. Right to Ask Questions .....	17
<b>Division 5 – Procedural Motions .....</b>	<b>17</b>
38. Procedural Motions .....	17
<b>Division 6 – Rescission Motions .....</b>	<b>20</b>
39. Notice of Rescission .....	20
40. If Not Moved .....	20

Date of Adoption	Next Review Date	Directorate Responsible
------------------	------------------	-------------------------

X June 2024	June 2028	Office of Council & CEO
-------------	-----------	-------------------------

41.	May Be Moved by Any Councillor .....	20
42.	When Not Required .....	20
<b>Division 7 – Points of Order.....</b>		<b>21</b>
43.	Chair to Decide .....	21
44.	Chair May Adjourn to Consider .....	21
45.	Dissent From Chair’s Ruling .....	21
46.	Procedure For Point of Order.....	21
47.	Valid Points of Order .....	21
<b>Division 8 – Public Question Time .....</b>		<b>22</b>
48.	Question Time .....	22
<b>Division 9 – Petitions and Joint Letters.....</b>		<b>23</b>
49.	Petitions and Joint Letters .....	23
<b>Division 10 – Voting.....</b>		<b>24</b>
50.	How Motion Determined .....	24
51.	Casting Vote.....	24
52.	How Votes Are Cast.....	24
<b>Division 11 – Minutes .....</b>		<b>24</b>
53.	Recording of Motions .....	24
54.	Confirmation of Minutes, Footage and Record Keeping .....	24
55.	Form and Availability of Minutes .....	25
<b>Division 12 – Behaviour .....</b>		<b>26</b>
56.	Public Attending and Addressing the Meeting .....	26
57.	<i>Chair</i> May Remove .....	26
58.	<i>Chair</i> may adjourn disorderly meeting .....	26
59.	Removal from Chamber .....	26
<b>Division 13 – Additional Duties of <i>Chair</i>.....</b>		<b>26</b>
60.	The <i>Chair</i> ’s Duties and Discretions .....	26
<b>Division 14 – Suspension of Standing Orders.....</b>		<b>27</b>
61.	Suspension of Standing Orders .....	27
<b>Division 15 – Physical and Remote Attendance .....</b>		<b>27</b>
62.	Mode of Attendance .....	27
63.	Meetings Conducted Remotely .....	28
<b>Division 16 – Miscellaneous .....</b>		<b>28</b>
64.	Procedure not provided in this Chapter.....	28
65.	Councillor / CEO Reports.....	28
66.	Compliance with these Rules.....	28
<b>Appendix 1 – Strategic Planning Formula.....</b>		<b>35</b>
<b>Appendix 2 - Notice of Motion Template .....</b>		<b>37</b>

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## Part A – Introduction

### 1. Title

This Chapter will be known as the "Meeting Procedure Chapter".

### 2. Purpose of this Chapter

The purpose of this Chapter is to:

- 2.1 provide for the election of the Mayor and any Deputy Mayor;
- 2.2 provide for the appointment of any Acting Mayor; and
- 2.3 provide for the procedures governing the conduct of *Council meetings*.

### 3. Definitions and Notes

3.1 In this Chapter:

"*absolute majority*" means the number of Councillors which is greater than half the total number of the Councillors of a Council;

"*agenda*" means the notice of a meeting setting out the business to be transacted at the meeting;

"*Chair*" means the Chairperson of a meeting and includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of the *Act*;

"*municipal district*" means the municipal district of *Whittlesea Council*;

"*notice of motion*" means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting;

"*notice of rescission*" means a *notice of motion* to rescind a resolution made by *Council*;

"*resolution*" means a final decision made by the *Council*; and

"*written*" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## Part B – Election of Mayor

**Introduction:** This Part is concerned with the annual or bi-annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

### 4. Election of the *Mayor*

The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the *Act*.

### 5. Method of Voting

The election of the *Mayor* must be carried out by a show of hands or such other visual or audible means as the *Chief Executive Officer* determines.

### 6. Determining the election of the *Mayor*

- 6.1 The *Chief Executive Officer* must open the meeting at which the *Mayor* is to be elected and invite nominations for the office of *Mayor*.
- 6.2 Any nominations for the office of *Mayor* must be seconded by another Councillor.
- 6.3 Once nominations for the office of *Mayor* have been received, the following provisions will govern the election of the *Mayor*.

#### *Single Nomination*

- 6.4 If there is only one nomination, the candidate nominated must be declared to be duly elected.

#### *Multiple Nominations and Candidate Elected On First Vote*

- 6.5 If there is more than one nomination, the Councillors *in attendance* at the meeting must vote for one of the candidates.
- 6.6 In the event of a candidate receiving the votes of an absolute majority of Councillors, that candidate is declared to have been elected.

#### *Three or More Nominations and No Candidate Obtaining Absolute Majority On First Vote*

- 6.7 In the event that:
  - 6.7.1 there are three or more candidates;
  - 6.7.2 no candidate receives the votes of an absolute majority of Councillors; and
  - 6.7.3 it is not resolved to conduct a new election at a later date and time;the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors *in attendance* at the meeting will then vote for one of the remaining candidates.
- 6.8 If one of the remaining candidates receives the votes of an absolute majority of Councillors, that candidate is duly elected. If none of the remaining candidates receives the votes of an absolute majority of Councillors and it is not resolved to conduct a new election at a later day and time, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives the votes of an absolute majority of Councillors. That candidate must then be declared to have been duly elected.
- 6.9 For the purposes of sub-Rules 6.7 and 6.8 if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.
- 6.10 If a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 6.10.1 each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
- 6.10.2 the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
- 6.10.3 as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).

*Two Nominations or Two Remaining Candidates and No Candidate Obtaining an Absolute Majority on First Vote*

- 6.11 In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors *in attendance* at the meeting will consider whether to resolve to conduct a new election at a later date and time.
- 6.12 If:
  - 6.12.1 it is resolved to conduct a new election at a later date and time a new election will take place at on the date and at the time resolved upon. In that event the provisions of this Rule 6 will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and
  - 6.12.2 it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more further votes are taken neither candidate receives the votes of an absolute majority of Councillors, the provisions of sub-Rule 6.11 and this sub-Rule 6.12 must again be followed.

**7. Election of Deputy Mayor and Chairs of Delegated Committees**

Any election for:

- 7.1 any office of Deputy Mayor; or
- 7.2 Chair of a *Delegated Committee*

will be regulated by Rules 4-6 (inclusive) of this Chapter, as if the reference to the:

- 7.3 *Chief Executive Officer* is a reference to the *Mayor*; and
- 7.4 *Mayor* is a reference to the Deputy Mayor or the Chair of the *Delegated Committee* (as the case may be).

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## Part C – Meetings Procedure

**Introduction:** This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

### Division 1 – Notices of Meetings and Delivery of Agendas

#### 8. Dates and Times of Meetings Fixed by Council

*Council* must from time to time fix the date, time and place of all *Council meetings*.

#### 9. Council May Alter Meeting Dates

*Council* may change the date, time and place of any *Council meeting* which has been fixed by it and must provide reasonable notice of the change to the public.

#### 10. Meetings Not Fixed by Council (Unscheduled Meetings)

10.1 The *Mayor* plus one other Councillor or at least 3 Councillors may by a *written* notice, and signed, call an unscheduled *Council meeting*.

10.2 The *written* notice must specify:

10.2.1 the business to be transacted and rationale for calling the unscheduled *Council meeting*; and

10.2.2 the proposed date and time of the unscheduled *Council meeting*; and

10.2.3 reason why it cannot be safely or conveniently be considered at the next scheduled *Council meeting*.

10.3 The *Chief Executive Officer* will either approve or refuse the request for an unscheduled *Council meeting* within (3) working days from date of request.

10.4 In consideration of the request, the *Chief Executive Officer*, must also determine if the proposed date and time is suitable to meet administrative requirements.

10.5 Notwithstanding sub-Rule 10.4 the *Chief Executive Officer* can, at their discretion, amend the date and time of the requested unscheduled *Council meeting* to a more appropriate date and time.

10.6 The *Chief Executive Officer* will give notice to Council and the public as soon as practical and publish relevant details on the Council website prior to the planned meeting.

10.7 Unless all Councillors are *in attendance* and unanimously agree to deal with any other matter, only the business specified in the *written* notice can be transacted at the *Council meeting*.

10.8 The Council may by resolution call an unscheduled *Council meeting* by specifying the date and time and business to be transacted. The date and time must not be prior to 6pm on the day following a scheduled *Council meeting* at which the resolution was made.

#### 11. Notice Of Meeting

11.1 A notice of meeting, incorporating or accompanied by an *agenda* of the business to be dealt with, must be delivered or sent electronically to every Councillor for all *Council meetings* at least 3 days before the meeting.

11.2 Notwithstanding sub-Rule 11.1, a notice of meeting need not be delivered or sent electronically to any Councillor who has been granted leave of absence unless the Councillor has requested the *Chief Executive Officer* in *writing* to continue to give notice of any meeting during the period of their absence.

11.3 Reasonable notice of each *Council meeting* must be provided to the public. *Council* may do this:

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 11.3.1 for *Council meetings* which it has fixed by publishing on Council's website and in each of its Customer Service Centres as soon as practical after Council's endorsement.
- 11.3.2 notwithstanding sub-Rule 11.3.1, the *Chief Executive Officer* can change the time, date and location of a fixed scheduled *Council meeting* and must give *written* notice to Councillors.

## Division 2 – Quorums

### 12. Inability To Obtain a Quorum

If after 30 minutes from the scheduled starting time of any *Council meeting*, a quorum cannot be obtained:

- 12.1 the meeting will be deemed to have lapsed;
- 12.2 the *Mayor* must convene another *Council meeting*, the *agenda* for which will be identical to the *agenda* for the lapsed meeting; and
- 12.3 the *Chief Executive Officer* must give *written* notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.

### 13. Inability To Maintain a Quorum

- 13.1 If during any *Council meeting*, a quorum cannot be maintained then Rule 12 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.
- 13.2 Sub-Rule 13.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.
- 13.3 Subject to sub-rule 13.2, the *Chair*, can at their discretion, seek a procedural motion to:
  - 13.3.1 split the motion into separate parts to enable a quorum to be reached;
  - 13.3.2 make decision on component parts of matters, which will be resolved when a quorum can be reached at a future meeting;
  - 13.3.3 establish a Delegated Committee made up of Councillors not conflicted and any other suitable people.

Where sub-Rule 13.3(3) applies, the decisions of the Delegated Committee will be reported at the next scheduled *Council meeting*.

### 14. Adjourned Meetings

- 14.1 *Council* may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- 14.2 The *Chief Executive Officer* must give *written* notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
- 14.3 If it is impracticable for the notice given under sub-Rule 14.2 to be in *writing*, the *Chief Executive Officer* must give notice to each Councillor by telephone or in person.

### 15. Time limits for Meetings

- 15.1 A *Council meeting* must not continue after 10.00pm unless a majority of Councillors who are *in attendance* vote in favour of it continuing.
- 15.2 A meeting must not be continued for more than one (1) additional 30 minutes by way of a Procedural Motion for a continuance and is carried (with a mover and seconder, and no debate).

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 15.3 In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the meeting standing adjourned. In that event, the provisions of sub-Rules 14.2 and 14.3 apply.
- 15.4 Notwithstanding sub-Rule 15.3, the *Chair* may seek agreement from Councillors not to adjourn the *Council meeting* to a subsequent day, if the *Chair* reasonably believes the remaining business will take less than 15 minutes to transact.

#### 16. Cancellation or Postponement of a Meeting

- 16.1 The *Chief Executive Officer* may, in the case of an emergency necessitating the cancellation or postponement of a *Council meeting*, cancel or postpone a *Council meeting*.
- 16.2 The *Chief Executive Officer* must present to the immediately following *Council meeting* a *written* report on any exercise of the power conferred by sub-Rule 16.1.

### Division 3 – Business of Meetings

#### 17. Agenda and the Order of Business

- 17.1 The *agenda* for and the order of business for a *Council meeting* is to be determined by the *Chief Executive Officer* so as to facilitate and maintain open, efficient and effective processes of government.
- 17.2 The *Chief Executive Officer* will ensure the *agenda* and Council officer reports address the Strategic Planning Formula at Appendix 1.
- 17.3 The *Chief Executive Officer* will seek advice from the Mayor when setting the *Council meeting* agenda.
- 17.4 The *Chief Executive Officer* may, prior to the scheduled *Council meeting*, withdraw an agenda item. The CEO will notify Council and the community the reason for withdrawal either:
  - 17.4.1 at the scheduled *Council meeting*; or
  - 17.4.2 publishing the change on Council's website.

#### 18. Change To Order of Business

Once an *agenda* has been sent to Councillors, the order of business for that *Council meeting* may be altered via a Procedural Motion (mover and seconder and no debate).

#### 19. Urgent Business

If the *agenda* for a *Council meeting* makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of *Council* and only then if it:

- 19.1 relates to or arises out of a matter which has arisen since distribution of the *agenda*;
- 19.2 cannot safely or conveniently be deferred until the next *Council meeting*;
- 19.3 is circulated to all Councillors for information at the same time as lodging it with the *Chief Executive Officer*.
- 19.4 Notwithstanding sub-Rules 19.1, 19.2 and 19.3, the *Chief Executive Officer* may admit to the agenda, without a resolution of the Council, an item they have determined as Urgent Business.

### Division 4 – Motions and Debate

#### 20. Councillors May Propose Notices of Motion

Councillors may request that an issue is listed on an *agenda* by lodging a *Notice of Motion*.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## 21. Notice Of Motion

- 21.1 A *notice of motion* must:
- 21.1.1 be in *writing* using the *notice of motion* template (Appendix 2);
  - 21.1.2 signed by at least one (1) other Councillor;
  - 21.1.3 be lodged with or sent to the *Chief Executive Officer* no later than 12 noon 14 days prior to the scheduled *Council meeting* to allow sufficient time for the *Chief Executive Officer* to include the *notice of motion* in agenda papers for a *Council meeting*; and
  - 21.1.4 to give each Councillor at least 48 hours' notice of such *notice of motion*.
- 21.2 The *Chief Executive Officer* may reject any *notice of motion* which, in their opinion:
- 21.2.1 is vague or unclear in intention;
  - 21.2.2 is not signed by at least one (1) other Councillor;
  - 21.2.3 affects the levels of Council service;
  - 21.2.4 is inconsistent with the strategic objectives of the Council as outlined in the Community Plan;
  - 21.2.5 is the same as, or similar in intent to, a Notice of Motion or other motion (including lost and lapsed motions) that has been considered by Council in the preceding six (6) months;
  - 21.2.6 commits Council to expenditure greater than \$5,000 that is not included in the Budget;
  - 21.2.7 proposes to establish, amend or extend an adopted Council policy or position;
  - 21.2.8 commits Council to any contractual arrangement;
  - 21.2.9 it is beyond *Council's* power to pass; or
  - 21.2.10 if passed would result in *Council* otherwise acting invalidly.
- 21.3 The *Chief Executive Officer* must give the Councillor who lodged the *Notice of Motion* which has been rejected the reasons for the rejection and 24 hours to amend it prior to making a final decision.
- 21.4 The full text of any *notice of motion* accepted by the *Chief Executive Officer* must be included in the *agenda*.
- 21.5 The *Chief Executive Officer* must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- 21.6 Except by resolution of *Council*, each *notice of motion* before any meeting must be considered in the order in which they were entered in the notice of motion register.
- 21.7 If a Councillor who has given a *notice of motion* is absent from the meeting or fails to move the motion when called upon by the *Chair*, any other Councillor may move the motion.
- 21.8 If a *notice of motion* is not moved at the *Council meeting* at which it is listed, it lapses for want of a seconder.

## 22. Chair's Duty

Any motion which is determined by the *Chair* to be:

- 22.1 defamatory;
- 22.2 objectionable in language or nature;
- 22.3 vague or unclear in intention;
- 22.4 outside the powers of Council; or

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 22.5 irrelevant to the item of business on the agenda and has not been admitted as urgent, or purports to be an amendment but is not,  
must not be accepted by the *Chair*.

**23. Introducing a Report**

- 23.1 Before a *written* report is considered by *Council* and any motion moved in relation to such report, a member of Council staff may introduce the report by indicating in not more than 3 minutes:
- 23.1.1 its background; or
  - 23.1.2 the reasons for any recommendation which appears.
- 23.2 Unless *Council* resolves otherwise, a member of Council staff need not read any written report to *Council* in full.

**24. Introducing A Motion or an Amendment**

The procedure for moving any motion or amendment is:

- 24.1 the mover of an officer recommendation must state the motion they are moving without speaking to it;
- 24.2 the motion must be seconded and the seconder must be a Councillor other than the mover or the *Chair*. If a motion is not seconded, the motion lapses for want of a seconder;
- 24.3 if a motion is moved and seconded the *Chair* must ask:
- 24.4 "Is the motion opposed? Does any Councillor wish to speak to the motion?"
- 24.5 if no Councillor indicates opposition or a desire to speak to it, the *Chair* may declare the motion carried without discussion;
- 24.6 if a Councillor indicates opposition or a desire to speak to it, then the *Chair* must call on the mover to address the meeting;
- 24.7 after the mover has addressed the meeting, the seconder may address the meeting;
- 24.8 after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the *Chair* must invite debate by calling on any Councillor who wishes to speak to the motion;
- 24.9 if, after the mover has addressed the meeting, the *Chair* has invited debate and no Councillor speaks to the motion, then the *Chair* must put the motion to the vote.

**25. Right Of Reply**

- 25.1 The mover of a motion has a right of reply to matters raised during debate.
- 25.2 After the right of reply has been taken but subject to any Councillor exercising their right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.
- 25.3 The mover of an amended motion does not have any right of reply.

**26. Moving An Amendment**

- 26.1 Subject to sub-Rule 26.11 a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.
- 26.2 An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion or the *Chair*.
- 26.3 Any number of amendments may be proposed to a motion but only one amendment may be accepted by the *Chair* at any one time.
- 26.4 Any one Councillor cannot move more than two amendments in succession.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 26.5 No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.
- 26.6 An amended motion may be proposed or seconded by any Councillor, except the mover and seconder of the original motion or the *Chair*.
- 26.7 If a Councillor proposes an amended motion and the original mover and seconder of the motion both indicate their agreement with the amended motion, the amendment becomes the substantive motion without debate or vote.
- 26.8 If there is no seconder for the amended motion, the amendment will lapse for want of a seconder.
- 26.9 If there is a seconder for the amended motion, the amended motion will be debated in accordance with Rule 24.
- 26.10 A Councillor may speak on any amendment once, whether or not they have spoken to the original motion, but debate must be contained to the terms of the amended motion.
- 26.11 A motion to confirm a previous resolution of *Council* cannot be amended.
- 26.12 An amendment must not be directly opposite to the motion.

**27. An Amendment Once Carried**

- 27.1 If the amendment is carried, the motion as amended then becomes the motion before the meeting, and the amended motion must then be put to vote.
- 27.2 The mover and seconder of the original motion remain the mover and seconder of the amended motion even if they voted in opposition of the carried amendment.
- 27.3 The mover of the original motion retains the right of reply to the substantive motion before the *Council meeting*.

**28. Foreshadowing Motions**

- 28.1 At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- 28.2 A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the *Chair* being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 28.3 The *Chief Executive Officer* or person taking the minutes of the meeting will not record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.
- 28.4 The *Chair* is not obliged to accept foreshadowed motions.

**29. Withdrawal Of Motions**

- 29.1 Before any motion is put to the vote, it may be withdrawn by the mover and seconder with the leave of *Council*.
- 29.2 If the majority of Councillors objects to the withdrawal of the motion, it may not be withdrawn.

**30. Motion Moved in a Block**

The *Chair* must not allow any agenda items to be moved in a block (en bloc).

**31. Priority of address**

In the case of competition for the right of speak, the *Chair* must decide the order in which the Councillors concerned will be heard.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

**32. Motions In Writing**

- 32.1 The *Chair* must require all motions (including amended motions) be detailed in writing.
- 32.2 The *Chair*, at their discretion, may adjourn the *Council meeting* for 10 minutes without a Council resolution while the motion is being *written*.

**33. Repeating Motion and/or Amendment**

The *Chair* may request the *Chief Executive Officer* or Executive Manager Office of Council & CEO to read the motion or amendment to the meeting before the vote is taken.

**34. Debate Must Be Relevant to The Motion**

- 34.1 Debate must always be relevant to the motion before the Chair, and, if not, the *Chair* must request the speaker to confine debate to the motion.
- 34.2 If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the *Chair* may direct the speaker to be seated and not speak further in respect of the motion then before the Chair.
- 34.3 A speaker to whom a direction has been given under sub-Rule 34.2 must comply with that direction.

**35. Speaking Times**

- 35.1 The Chief Executive Officer can ask a Council Officer to give a verbal report on an agenda item which must not exceed 3 minutes.
- 35.2 A Councillor can seek clarification from a Council Officer after their verbal report. The Councillor must not provide any preamble leading into their clarification question.
- 35.3 The Chair must allow the Chief Executive Officer to clarify a misrepresentation or misunderstanding or to respond to a request for more information.
- 35.4 A Councillor must remain seated during debate and discussion, and when speaking.
- 35.5 The Chair will allow the following speaking times unless the Chair at their discretion allows an extension of a further 2 minutes. No more than one extension, per Councillor speaking on an agenda item will be permitted by the Chair:
- 35.6 the mover of a motion 3 minutes;
- 35.7 any other Councillor 2 minutes; and
- 35.8 the mover of an original motion exercising a right of reply: 2 minutes.

**36. Addressing the Meeting**

If the *Chair* so determines:

- 36.1 any person addressing the *Chair* must refer to the *Chair* as:
  - 36.1.1 Mayor; or
  - 36.1.2 Chair; or
  - 36.1.3 Chairperson; or
  - 36.1.4 Deputy Mayor;as the case may be;
- 36.2 all Councillors, other than the *Mayor*, must be addressed as  
**Cr .....(surname).**
- 36.3 all members of Council staff, must be addressed by their position title or as Officer.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

**37. Right to Ask Questions**

- 37.1 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- 37.2 The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

**Division 5 – Procedural Motions**

**38. Procedural Motions**

- 38.1 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the *Chair*.
- 38.2 Procedural motions require a seconder.
- 38.3 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

**PROCEDURAL MOTIONS TABLE**

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a Mayor (b) When another Councillor is speaking	Motion and any amendment postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a Mayor or temporary Chair; (b) When another Councillor is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
3. The motion be put to vote	That the motion be now put to vote	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for Chair	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
4. To lay a motion on the table	That the motion is unclear in its intent or subject to misinterpretation and be laid on the table until the next Council meeting	Any Councillor who has not moved or seconded the original motion	During the election of the Mayor and Deputy Mayor	Motion carried to the next scheduled Council meeting	Meeting continues	No
5. Continuance of Meeting	That the meeting continue for a further 30 minutes	Any Councillor	When the meeting has already been extended to the maximum time allowed	The meeting will continue for an additional 30 minutes	Where all business is not disposed of, the meeting will stand adjourned at the time of the scheduled closure	No
6. Extend speaking time	That the time available for the speaker be extended by a further ____ minutes	Any Councillor (if the Chair hasn't used their discretion to extend the speaking time)	Not applicable	Extend the time available for the speaker	No change to the time available for speaker	No
7. Urgent Business	That the matter of ____ be admitted as urgent business	Any Councillor	During the election of the Mayor and Deputy Mayor	The item is admitted to agenda for discussion and debate	No change to the agenda	Limited to the provision of Rule 19. No right of reply
8. Alter the order of business	The item listed at xx on the agenda be considered before/after the item listed as xx	Any Councillor	During the election of the Mayor and Deputy Mayor During any debate on an item	Alters the order of business	Item/s remain as listed in the agenda	Limited to 1 minute as to why the order should not be altered

Date of Adoption    Next Review Date    Directorate Responsible  
 X June 2024            June 2028            Office of Council & CEO

## Division 6 – Rescission Motions

### 39. Notice of Rescission

- 39.1 A Councillor may propose a *notice of rescission* provided:
- 39.1.1 it has been signed and dated by at least three Councillors;
  - 39.1.2 the resolution proposed to be rescinded has not been acted on; and
  - 39.1.3 the *notice of rescission* is delivered to the *Chief Executive Officer* within 24 hours of the resolution having been made setting out -
    - (a) the resolution to be rescinded; and
    - (b) the meeting and date when the resolution was carried.

*It should be noted that a notice of rescission is a form of notice of motion.*

- 39.2 A resolution will be deemed to have been acted on if:
- 39.2.1 its contents have or substance has been communicated in *writing* to a person whose interests are materially affected by it; or
  - 39.2.2 a statutory process has been commenced
- so as to vest enforceable rights in or obligations on *Council* or any other person.
- 39.3 The *Chief Executive Officer* or an appropriate member of Council staff must defer implementing a resolution which:
- 39.3.1 has not been acted on; and
  - 39.3.2 is the subject of a *notice of rescission* which has been delivered to the *Chief Executive Officer* in accordance with sub-Rule 39.1.3;
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

### 40. If Not Moved

If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

### 41. May Be Moved by Any Councillor

A motion for rescission listed on an *agenda* may be moved by any Councillor *in attendance* but may not be amended.

### 42. When Not Required

- 42.1 Unless sub-Rule 42.2 applies, a motion for rescission is not required where *Council* wishes to change policy.
- 42.2 The following standards apply if *Council* wishes to change policy:
- 42.2.1 if the policy has been in force in its original or amended form for less than 12 months, a *notice of rescission* must be presented to *Council*; and
  - 42.2.2 any intention to change a *Council* policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## Division 7 – Points of Order

### 43. Chair to Decide

- 43.1 The *Chair* must decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.
- 43.2 The *Chair* has discretion to refuse a point of order (without discussion) where two (2) point of orders against the same Councillor has already been raised while they remain within their current allocated speaking time.
- 43.3 Notwithstanding sub-Rule 43.2, where the *Chair* reasonably believes a Councillor is breaching any sub-Rules, the *Chair* must ask the Councillor to either refrain from such behaviour or retrack their comments. The Councillor must not unreasonably refuse to do so.

### 44. Chair May Adjourn to Consider

- 44.1 The *Chair* may adjourn the meeting without a resolution to consider a point of order but otherwise must rule on it as soon as it is raised.
- 44.2 All other questions before the meeting are suspended until the point of order is decided.

### 45. Dissent From Chair's Ruling

- 45.1 A Councillor may move that the meeting disagree with the *Chair's* ruling on a point of order, by moving:  
"That the *Chair's* ruling [setting out that ruling or part of that ruling] be dissented from".
- 45.2 When a motion in accordance with this Rule is moved and seconded, the *Chair* must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not *in attendance*, temporary *Chair* elected by the meeting) must take their place.
- 45.3 The Deputy Mayor or temporary *Chair* must invite the mover to state the reasons for their dissent and the *Chair* may then reply.
- 45.4 The Deputy Mayor or temporary *Chair* must put the motion in the following form:  
"That the *Chair's* ruling be dissented from."
- 45.5 The *Chair* who's ruling has been dissented from is entitled to vote on the Deputy Mayor or temporary *Chair* motion.
- 45.6 If the vote is in the negative, the *Chair* resumes the Chair and the meeting proceeds.
- 45.7 If the vote is in the affirmative, the *Chair* must then resume the Chair, reverse or vary (as the case may be) their previous ruling and proceed.
- 45.8 The defeat of the *Chair's* ruling is in no way a motion of censure or non- confidence in the *Chair* and should not be so regarded by the meeting.

### 46. Procedure For Point of Order

A Councillor raising a point of order must:

- 46.1 state the point of order; and
- 46.2 state any section, Rule, paragraph or provision relevant to the point of order.

### 47. Valid Points of Order

A point of order may be raised in relation to:

- 47.1 a motion, which, under Rule 22, or a question which, under Rule 48, should not be accepted by the Chair;

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 47.2 a question of procedure; or
- 47.3 any act of disorder.

A difference of opinion or to contradict a speaker is not a point of order.

## Division 8 – Public Question Time

### 48. Question Time

- 48.1 There must be a public question time at every public *Council meeting* fixed under Rule 48 to enable members of the public to submit questions to *Council*.
- 48.2 Sub-Rule 48.1 does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of the *Act*, at a meeting scheduled for the election of the Mayor and Deputy Mayor, an unscheduled meeting or during an Election caretaker period.
- 48.3 Public question time will not exceed 30 minutes in duration.
- 48.4 Questions submitted to *Council* must be:
  - 48.4.1 in writing, state the name and address of the person submitting the question and generally be in a form approved or permitted by Council; and
  - 48.4.2 submitted and received no later than 12 noon on the day prior to the scheduled Council meeting.
  - 48.4.3 no question will be taken from members of the public in attendance on the night of a *Council meeting*.
- 48.5 Any question submitted that is received after the closing time stipulated in sub-Rule 48.4 will be held over to the next scheduled *Council meeting*.
- 48.6 No person may submit more than one question at a meeting, and the question must not be a multi-part question.
- 48.7 No introductory or background statements in relation to a question will be read out at the *Council meeting*.
- 48.8 The Council will ensure member of the public can submit a question and will make reasonable adjustments to enable participation by helping them lodge their question. Assistance may include physical assistance and/or translation services.
- 48.9 A member of Council staff nominated by the *Chief Executive Officer* will read at the meeting questions which has been submitted in accordance with Rule 48.
- 48.10 A question, petition or joint letter will be disallowed by the *Chief Executive Officer* if they determine that it:
  - 48.10.1 relates to a matter outside the duties, functions and powers of Council;
  - 48.10.2 is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
  - 48.10.3 deals with a subject matter already answered;
  - 48.10.4 is aimed at embarrassing a Councillor or a member of Council staff;
  - 48.10.5 is directed at an individual Councillor or a member of Council staff;
  - 48.10.6 relates to personnel matters;
  - 48.10.7 relates to the personal hardship of any resident or ratepayer;
  - 48.10.8 relates to industrial matters;
  - 48.10.9 relates to contractual matters;
  - 48.10.10 relates to proposed developments;

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 48.10.11 relates to legal advice;
- 48.10.12 relates to a Notice of Motion, Petition or item of Urgent Business;
- 48.10.13 deals with a matter that should be, or has been, considered as a confidential matter or relates to any matter in respect of which Council may close the meeting to the public under s 66 of the Act;
- 48.10.14 relates to matters affecting the security of Council property; or
- 48.10.15 relates to any other matter which Council considers would prejudice *Council* or any person.
- 48.11 All questions and answers must be as brief as possible, and no discussion may be allowed other than by *Councillors* for the purposes of clarification.
- 48.12 Like questions may be grouped together and a single answer provided at the *Council meeting*.
- 48.13 The *Chief Executive Officer* will respond to questions submitted in accordance with Rule 48.
- 48.14 The question and answer provided to public questions will be recorded in the minutes of the meeting and not responded to each individual member of the public.

## Division 9 – Petitions and Joint Letters

### 49. Petitions and Joint Letters

- 49.1 Members of the public are encouraged to provide input to Council's decision making through a petition or joint letter.
- 49.2 Council will, through Public Question Time, accept a maximum of one (1) standalone joint letter or petition from each person or entity, to be read out if the *Chair* determines there is adequate time.
- 49.3 The petition or joint letter must not be more than 200 words in length, be submitted within the time frame specified in sub-Rule 48.4.2 and must not breach the requirements set out in sub-Rule 48.10.
- 49.4 Every petition or joint letter presented to *Council* must be in *writing* (other than pencil), contain the request of the petitioners or signatories and be signed by at least 12 people.
- 49.5 Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.
- 49.6 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be accepted by the *Chief Executive Officer* or considered by *Council*.
- 49.7 Every page of a hard copy petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- 49.8 Electronic or online petitions or joint letters, or like applications must contain the name and email address of each petitioner or signatory, which details will, for the purposes of this Rule 49 qualify as the address and signature of such petitioner or signatory. Where email addresses are not provided for within the petition, sub-Rule 49.4 must apply.
- 49.9 If a petition or joint letter relates to an operational matter, the *Chief Executive Officer* will instead address it directly through Council's service operations or complaint handling program.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## Division 10 – Voting

### 50. How Motion Determined

To determine a motion before a meeting, the *Chair* must first call for those in favour of the motion and then those opposed to the motion and must then declare the result to the meeting. If a Councillor in *attendance* does not vote (abstains), their vote will be taken to have voted against the motion.

### 51. Casting Vote

51.1 In the event of a tied vote, the Chair must exercise a casting vote either in favour or against the motion.

51.2 The *Chair* may adjourn a meeting to consider how their casting vote will be cast.

### 52. How Votes Are Cast

Voting on any matter is by show of hands or such other visible or audible means as the *Chief Executive Officer* determines.

## Division 11 – Minutes

### 53. Recording of Motions

53.1 the Council meeting minutes will record the names of Councillors who spoke on each motion; and

53.2 any amendments to a motion and final motion as resolved by the Council; and

53.3 the names of Councillors who voted in favour, in opposition or abstained from a vote against each motion.

### 54. Confirmation of Minutes, Footage and Record Keeping

54.1 The Chief Executive Officer will determine the form of Council meeting minutes, which will include:

54.1.1 opening items of the *Council meeting* as per agenda preparation and publishing;

54.1.2 date, time and place of the *Council meeting*, the time it commenced, ended and any times which it was adjourned and resumed;

54.1.3 names of Councillors and whether they were present, an apology or on approved leave of absence;

54.1.4 councillor arrival and departure times during the *Council meeting*;

54.1.5 any Conflict of Interest disclosed and actions taken in relation to such conflicts;

54.1.6 title of Council Officer's presenting;

54.1.7 formal reports by Councillors appointed as a Council representative of another body/committee;

54.1.8 first name, last name and suburb of a member of the public who submitted a public question, petition or joint letter and discussion of topic;

54.1.9 details of failure to achieve or maintain a quorum;

54.1.10 the reason for any adjournment and the time the *Council meeting* was adjourned, and if applicable resumed; and

54.1.11 any other matter the *Chief Executive Officer* deems necessary to record or redact to protect Council against any civil legal action.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 54.2 Once the minutes are resolved by the Council, the minutes of a *Council meeting* will be saved electronically and stored in accordance with the Public Records Office Victoria standards.
- 54.3 The *Chief Executive Officer* will ensure the electronic *Council meeting* minutes are:
- 54.3.1 provided to each Councillor at least three (3) days prior to the next scheduled *Council meeting*;
  - 54.3.2 published on Council's website within two (2) weeks of the *Council meeting*;
  - 54.3.3 available on Council's website for at least twelve (12) months;
  - 54.3.4 recorded electronically by Council; and
  - 54.3.5 recorded electronically and stored in accordance with the Public Records Victoria standards.
- 54.4 The Chief Executive Officer can decide to publish footage of the Council meeting on Council's website and any other electronic application determined by the Chief Executive Officer. If the footage is published it:
- 54.4.1 can be redacted to protect Council against any civil legal action; and
  - 54.4.2 will be copyright protected.
- 54.5 Unless otherwise resolved or required by law, minutes of a *Delegated Committee* requiring confirmation by *Council* must not be available to the public until confirmed by *Council*.

#### 55. Form and Availability of Minutes

- 55.1 The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the meeting and to take the minutes of such meeting) must keep minutes of each *Council meeting*, and those minutes must record:
- 55.1.1 the date, place, time and nature of the meeting;
  - 55.1.2 the names of the Councillors in attendance and the names of any Councillors who apologised in advance for their non-attendance;
  - 55.1.3 the names of all members of Executive Leadership Team in attendance;
  - 55.1.4 any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 4 and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest;
  - 55.1.5 arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
  - 55.1.6 each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
  - 55.1.7 the vote cast by each Councillor and any abstention from voting;
  - 55.1.8 questions upon notice;
  - 55.1.9 the failure of a quorum;
  - 55.1.10 any adjournment of the meeting and the reasons for that adjournment; and
  - 55.1.11 the time at which standing orders were suspended and resumed.
- 55.2 The *Chief Executive Officer* must ensure that the minutes of any *Council meeting* are:
- 55.2.1 published on *Council's* website; and
  - 55.2.2 available for inspection at *Council's* office during normal business hours.
- 55.3 Nothing in sub-Rule 55.2 requires *Council* or the *Chief Executive Officer* to make public any minutes relating to a *Council meeting* or part of a *Council meeting* closed to members of the public in accordance with section 66 of the *Act*.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## Division 12 – Behaviour

### 56. Public Attending and Addressing the Meeting

- 56.1 To ensure a safe and efficient *Council meeting* for all attendees, the *Chief Executive Officer* or their delegate may at their discretion, request members of the public immediately prior to being granted access to the public *Council meeting*, to provide and or show:
- 56.1.1 first and last name;
  - 56.1.2 current home address;
  - 56.1.3 current driving licence; or
  - 56.1.4 passport; or
  - 56.1.5 government issued identification card, for example veterans' card, seniors' card; or
  - 56.1.6 other form of identification deemed suitable by officers.
- 56.2 If in the opinion of the *Chief Executive Officer* or their delegate, a member of the public has not provided sufficient identification, entry to the *Council meeting* will be denied.
- 56.3 If a member of the public's first and last name and current address is recorded, Council will dispose of the information in accordance with Council's Privacy and Data Protection Policy.
- 56.4 Any member of the public currently subject to a Restriction of Access Notice, issued by the *Chief Executive Officer* in accordance with Council's Unreasonable Complaints Procedure, will be denied entry.
- 56.5 A member of the public *in attendance* at a *Council meeting* must not disrupt the meeting or obstruct the entrance to the Council Chamber or a building where a meeting is being, or about to be, held, and must not use a megaphone or similar, display any placards or posters in the Council Chamber or in any building where a meeting is being, or is about to be, held, and must take direction from the *Chair* whenever called on to do so.

### 57. Chair May Remove

The *Chair* may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 56.5.

### 58. Chair may adjourn disorderly meeting

If the *Chair* is of the opinion that disorder at the *Council table* or in the gallery makes it desirable to adjourn the *Council meeting*, the *Chair* may adjourn the meeting to a later time on the same day or to some later day as they think proper. In that event, the provisions of sub-Rules 14.2 and 14.3 apply.

### 59. Removal from Chamber

The *Chair*, or *Council* in the case of a suspension, may ask the *Chief Executive Officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chair* has ordered to be removed from the gallery under Rule 57.

## Division 13 – Additional Duties of Chair

### 60. The Chair's Duties and Discretions

In addition to the duties and discretions provided in this Chapter, the *Chair*:

- 60.1 must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community; and
- 60.2 must call to order any person who is disruptive or unruly during any meeting; and

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 60.3 must allow the *Chief Executive Officer*, in their opinion, the opportunity to correct factual errors or incorrect assertions that arise during the meeting; and
- 60.4 may adjourn the *Council meeting* at any time for a period of up to 10 minutes without a Council resolution.

#### Division 14 – Suspension of Standing Orders

##### 61. Suspension of Standing Orders

- 61.1 To expedite the business of a meeting, *Council* may resolve to suspend standing orders.
- 61.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*. An appropriate motion would be:  
"That standing order be suspended to enable discussion on....."
- 61.3 No motion can be accepted by the *Chair* or lawfully be dealt with during any suspension of standing orders.
- 61.4 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:  
"That standing orders be resumed."

#### Division 15 – Physical and Remote Attendance

##### 62. Mode of Attendance

- 62.1 Each notice of meeting must indicate whether the relevant *Council meeting* is to be conducted:
  - 62.1.1 wholly in person;
  - 62.1.2 wholly by electronic means; or
  - 62.1.3 partially in person and partially by electronic means.
- 62.2 The indication in the notice of meeting must be consistent with any Resolution of *Council* that has expressed a preference for, or otherwise specified, when *Council meetings* are to be conducted:
  - 62.2.1 wholly in person;
  - 62.2.2 wholly by electronic means; or
  - 62.2.3 partially in person and partially by electronic means.
- 62.3 If a *Council meeting* is to be conducted wholly in person a Councillor may nonetheless request to attend by electronic means.
- 62.4 Any request made under sub-Rule 62.3 must:
  - 62.4.1 be in writing to the *Chief Executive Officer* no later than 24 hours prior to the commencement of the relevant *Council meeting*; and
  - 62.4.2 specify the reasons why the Councillor is unable or does not wish to attend the *Council meeting* in person.
- 62.5 The *Chief Executive Officer* must ensure that any request received in accordance with sub-Rule 62.4 and any other request received from a Councillor to attend by electronic means is made known at the commencement of the relevant *Council meeting*.
- 62.6 *Council* may approve and must not unreasonably refuse any request.
- 62.7 A Councillor who is *attending* a *Council meeting* by electronic means is responsible for ensuring that they are able to access such equipment and are in such an environment that facilitates participation in the *Council meeting*.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- 62.8 Without detracting from anything said in sub-Rule 62.7, a Councillor who is *attending* a meeting by electronic means must be able to:
- 62.8.1 hear the proceedings;
  - 62.8.2 see all Councillors and members of Council staff who are also *attending* the *Council meeting*, at least while a Councillor or member of Council staff is speaking;
  - 62.8.3 be seen by all Councillors, members of Council staff and members of the public who are physically present at the *Council meeting*; and
  - 62.8.4 be heard when they speak.
- 62.9 If the conditions of sub-Rule 62.8 cannot be met by one or more Councillors *attending* a *Council meeting*, whether because of technical difficulties or otherwise:
- 62.9.1 the *Council meeting* will nonetheless proceed as long as a quorum is present; and
  - 62.9.2 the relevant Councillor (or Councillors) will be treated as being absent from the *Council meeting* or that part of the *Council meeting* unless the *Council meeting* has been adjourned in accordance with *these Rules*.
- 62.10 Nothing in this Rule 62 prevents a Councillor from joining (or re-joining) a *Council meeting* at the time that they achieve compliance with sub-Rule 62.8 even if the *Council meeting* has already commenced or has continued in their absence.

**63. Meetings Conducted Remotely**

If a *Council meeting* is conducted wholly or partially by electronic means, the *Chair* may, with the consent of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

**Division 16 – Miscellaneous**

**64. Procedure not provided in this Chapter**

Where the Meeting rules do not provide for a procedure for a *Council meeting*, the *Chair* will determine the procedure to be followed.

**65. Councillor / CEO Reports**

- 65.1 Councillors may provide a verbal report prior to the closure of the *Council meeting* on activities including representation on committees and participation in community events for up to two (2) minutes.
- 65.2 The *Chief Executive Officer* may provide a verbal report prior to the closure of the *Council meeting* about Council business for up to three (3) minutes.
- 65.3 Should the *Council meeting* stand adjourned in accordance with Rule 15, Councillors and the *Chief Executive Officer* reports will be held over to the following scheduled *Council meeting*.

**66. Compliance with these Rules**

- 66.1 The *Chief Executive Officer* or delegate can inform and advise the *Chair* during the *Council Meeting* of any operational, financial or risk arising from a proposed resolution, or non-compliance with *these Rules*, law, and the implications of such.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

### Chapter 3 – Meeting Procedure for Delegated Committees and Sub Committees

#### 1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

- 1.1 all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and
- 1.2 any reference in Chapter 2 to:
  - 1.2.1 a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;
  - 1.2.2 a Councillor is to be read as a reference to a member of the *Delegated Committee*; and
  - 1.2.3 the Mayor is to be read as a reference to the Chair of the *Delegated Committee*.

#### 2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee* that is not composed solely of Councillors:

- 2.1 *Council* may; or
- 2.2 the *Delegated Committee* may, with the approval of *Council*

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.

#### 3. Sub-Committees

- 3.1 Council may from time to time establish a sub-committee to hear submissions from community members, for example submissions relating to the budget.
- 3.2 A sub-committee has no delegated powers to make a decision on behalf of the Council and is only established to hear submission prior to Council making a decision.
- 3.3 Where a sub-committee is established, members of the public wishing to make a submission must be *in attendance* or have a representative *in attendance* on their behalf.
- 3.4 Members of the public will be provided 3 minutes speaking time to present their verbal submission.
- 3.5 Notwithstanding sub-Rule 3.1.4 the *Chair* may, at their discretion extend speaking time to 5 minutes.
- 3.6 All other provisions contained within *these Rules* will apply to sub-committees.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

#### Chapter 4 – Disclosure of Conflicts of Interest

##### 1. Definition

In this Chapter:

- 1.1 “*meeting conducted under the auspices of Council*” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name); and
- 1.2 a member of a *Delegated Committee* includes a Councillor.

##### 2. Disclosure of a Conflict of Interest at a Council Meeting

A Councillor or officer who has a conflict of interest in a matter being considered at a *Council meeting* at which they:

- 2.1 are *in attendance* must disclose that conflict of interest by explaining the nature of the conflict of interest to those *in attendance* at the *Council meeting* immediately before the matter is considered and indicating whether it is a general conflict of interest or a material conflict of interest; or
- 2.2 intend to *attend* must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:
  - 2.2.1 advising of the conflict of interest;
  - 2.2.2 explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest; and
  - 2.2.3 detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:
    - (a) name of the other person;
    - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
    - (c) nature of that other person’s interest in the matter,and then immediately before the matter is considered at the meeting announcing to those *in attendance* that they have a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor or officer, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

##### 3. Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which they:

- 3.1 are *in attendance* must disclose that conflict of interest by explaining the nature of the conflict of interest to those *in attendance* at the *Delegated Committee* meeting immediately before the matter is considered and indicating whether it is a general conflict of interest or a material conflict of interest; or
- 3.2 intend to *attend* must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Delegated Committee* meeting commences a written notice:
  - 3.2.1 advising of the conflict of interest;
  - 3.2.2 explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest; and
  - 3.2.3 detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee*’s relationship with or a gift from another person the:

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

- (a) name of the other person;
  - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- 3.2.4 nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those *in attendance* that they have has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

**4. Disclosure by Members of Council Staff Preparing Reports for Meetings**

4.1 A member of Council staff who, in their capacity as a member of Council staff, has a conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a Report for the consideration of a:

- 4.1.1 *Council meeting*;
- 4.1.2 *Delegated Committee* meeting; or
- 4.1.3 Executive Leadership Team meeting

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest and must leave the room when the report is being considered.

4.2 The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 4.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

4.3 If the member of Council staff referred to in sub-Rule 4.1 is the *Chief Executive Officer*:

- 4.3.1 the written notice referred to in sub-Rule 4.1 must be given to the *Mayor*; and
- 4.3.2 the obligation imposed by sub-Rule 4.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

**5. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power**

5.1 A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

5.2 If the member of Council staff referred to in sub-Rule 5.1 is the *Chief Executive Officer*, the written notice must be given to the *Mayor*.

**6. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function**

6.1 A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

6.2 If the member of Council staff referred to in sub-Rule 6.1 is the *Chief Executive Officer*, the written notice must be given to the *Mayor*.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

**7. Retention of Written Notices**

The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of three years.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## Chapter 5– Miscellaneous

### 1. Informal Meetings of Councillors

If there is a meeting of Councillors that:

- 1.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
- 1.2 is attended by at least one member of Council staff; and
- 1.3 is not a *Council meeting* or *Delegated Committee* meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- 1.4 tabled quarterly at a *Council meeting*; and
- 1.5 recorded in the minutes of that *Council meeting*.

### 2. Confidential Information

- 2.1 If the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, they may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- 2.2 Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.
- 2.3 Nothing in sub-Rule 2.2 will, without more, mean that information designated by the *Chief Executive Officer* under sub-Rule 2.1 satisfies the definition of “confidential information” contained in section 3(1) of the *Act*.

### 3. Opening the Council Meeting

The *Chair* will open every public *Council meeting* with:

- 3.1 A Statement to Acknowledge Traditional Owners; and
- 3.2 The Diversity and Good Governance Statement.

The adopted Statement to Acknowledge Traditional Owners is as follows:

*“On behalf of Council, I recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional owners of lands within the City of Whittlesea. I would also like to acknowledge Elders past, present and emerging”*

The adopted Diversity and Good Governance Statement is as follows:

*“At the City of Whittlesea we are proud of our diversity and the many cultures, faiths and beliefs that make up our community. We strive to be an inclusive welcoming City that fosters participation, wellbeing and connection to each other and this land. We commit as a Council to making informed good decisions to benefit the people of the City of Whittlesea now and in the future to support our community’s vision of A Place For All.”*

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

### Chapter 6 – Election Period Policy

#### Election Period

1. For the purposes of section 69 of the Act this [\[election period policy-hyper link\]](#) is incorporated into these Governance Rules.
2. This policy must be reviewed not later than 12 months prior to the commencement of an election period.

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

**Appendix 1 – Strategic Planning Formula**

Must apply this column to decision-making for all decisions	Must apply these columns where relevant to decision-making				
Overarching Governance Principles	Community Engagement Principles	Strategic Planning Principles	Financial Management Principles	Service Performance Principles	Public Transparency Principles
Lawful	Any decision likely to affect human rights to be considered against the Charter of Human Rights & Responsibilities 2006 & the Equal Opportunity Act 2010.	In accordance with the Council / Community Plan.	Australian Standards & Legislation		Council decision making processes are transparent except when the Council is dealing with information that is confidential in accordance with <i>the Local Government Act 2020</i> or any other Act.
Achieve best outcomes for the community into the future	A community engagement plan clearly defines objectives and scope  The community engagement plan is implemented.	Addresses the community vision and demonstrates benefit. Monitors performance through reporting. Identifies and manages implementation risks.	Considers the financial impact to the community.	Services provided are accessible, equitable, diverse and represent community need. Fair and effective processes for considering and responding to service performance complaints.	Written record of a decision affecting the rights of a person will record the opportunity provided to the person to have their views considered.
Economically, socially and environmentally sustainable		Ensures sufficient finances and resources to implement the strategy.	Identifies, monitors and manages financial risks.  Financial risks must be monitored and managed prudently having regard to economic circumstances.	Quality and costs standards for services provide good value to the community.	Reported in the Annual Report and other Performance Reporting
Community engagement in strategic planning & decision making	Managed in accordance with Council’s Community Engagement Policy.				Council information must be publicly available unless it’s confidential. Council information must be understandable and accessible to members of the municipal community.
Innovation & continual improvement		Strategies are informed with data		Performance is analysed for continual improvement.	

Date of Adoption      Next Review Date      Directorate Responsible  
X June 2024      June 2028      Office of Council & CEO

Must apply this column to decision-making for all decisions	Must apply these columns where relevant to decision-making				
Overarching Governance Principles	Community Engagement Principles	Strategic Planning Principles	Financial Management Principles	Service Performance Principles	Public Transparency Principles
<b>Collaboration with other Councils/ Government /Statutory bodies</b>	Networked to increase reach	Granting opportunities	Economy of scale		
<b>Financially viable</b>			Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with financial policies and strategic plans		
<b>Consistent with regional, state &amp; national plans</b>					
<b>Transparent</b>	<p>Community has access to objective, relevant &amp; timely information to inform participation.</p> <p>Participants are given reasonable support to enable meaningful and informed engagement.</p> <p>Participants are informed how the community engagement will influence Council decision making.</p>		Accounts and records that explain the financial operations & financial position are to be kept.		<p>Managed in accordance with Council’s Public Transparency Policy.</p> <p>Council information must be publicly available unless—</p> <p>(i) the information is confidential by virtue of this Act or any other Act; or</p> <p>(ii) public availability of the information would be contrary to the public interest.</p> <p>Public awareness of the availability of Council information must be facilitated.</p>

Date of Adoption    Next Review Date    Directorate Responsible  
X June 2024    June 2028    Office of Council & CEO

**Appendix 2 - Notice of Motion Template**

**NOTICE OF MOTION NO ##**  
<Title>

Please TAKE NOTICE that it is my intention to move the following motion at the Scheduled Meeting of Council to be held on <insert date> at <insert time>pm:

**Motion**

**THAT Council resolve:**

- 1.

**PREAMBLE**

<enter preamble>

**Cr <Name>** .....  
**Date: <insert date>**

**Cr <Name>** .....  
**Date: <insert date>**

Acknowledged by the CEO on .....  
*(signature and date)*

Date of Adoption	Next Review Date	Directorate Responsible
X June 2024	June 2028	Office of Council & CEO

## 5.11 CEO Employment Matters Advisory Committee

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Executive Manager Office of Council & CEO

### Executive Summary

Following a recent review of the Chief Executive Officer (CEO) Employment Matters Advisory Committee Policy (CEMAC Policy) and Independent Chair (Chair) schedule of fees, the purpose of this report is to seek Council's consideration and adoption of the amended CEMAC Policy and annual program fee schedule payable to the Chair to better reflect their independent expert advice and services being provided.

### Officers' Recommendation

**THAT Council:**

- 1. Resolve to adopt the Chief Executive Officer Employment Matters Advisory Committee Policy (CEMAC Policy) at Attachment 1.**
- 2. Note, upon adoption of the CEMAC Policy, a copy will be provided to CEMAC's Independent Chair.**
- 3. Resolve to adopt the Independent Chair annual program fees as follows:**
  - a) minimum annual program fee of \$6,000 excl. GST, which includes up to 20 hours work; and**
  - b) additional work more than 20 hours annually, will be charged at \$250 per hour excl. GST, noting a minimum charge of 4 hours for onsite engagements/ meetings, which includes travel. Virtual meetings will be billed on time taken, with a minimum 0.5 (½) hour commencement fee.**
- 4. Note the Independent Chair annual fees will remain for the duration of their contract unless otherwise mutually agreed based on high increases to CPI or costs proposed to be incurred.**

## Background / Key Information

Under s 45 of the *Local Government Act 2020* (Act), Council must develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy that obtains independent professional advice in relation to but not limited to performance monitoring and annual reviews.

### **CEMAC Policy**

The CEMAC Policy defines the mechanisms which will support Council in fulfilling its obligations regarding CEO employment and remuneration. Additionally, the CEMAC Policy outlines the roles and responsibilities of the Committee including the requirement to appoint a suitably qualified Independent Advisor.

As part of this CEMAC Policy review consideration was given to strengthening the process should a councillor wish to raise a concern about the CEO's performance or conduct. Any concern lodged requires supporting evidence, and will be dealt with, if necessary, based on the most appropriate process determined by the Mayor (or Deputy Mayor if the Mayor raises a concern) and the Independent Chair.

Some other minor amendments made to the CEMAC Policy include:

- Process by which the Mayor will follow in updating all councillors of the mid-term performance review;
- Membership of CEMAC to include the Mayor, Deputy Mayor and one additional Councillor appointed annually. This membership is in addition to the Independent Chair;
- Clarity around CEMAC's role in recruiting the CEO and timing of undertaking the CEO performance reviews; and
- Minor administrative updates, for example formatting.

### **Independent Chair Annual Program Fee**

On 21 February 2023, Council resolved to appoint the current Independent Chair for a four-year term commencing 1 March 2023 to 28 February 2027 at a set all-inclusive rate of \$2,500 per formal meeting, including attendance at pre meetings, travel, preparatory work, agenda and minutes and any required reporting.

The set rate of \$2,500 assumed there would be two meetings per annually, namely the CEO midterm performance review and annual review. Over the past year it has become evident additional meetings are required to fulfill the obligations of CEMAC. In addition, consideration has been given to other requirements of the Chair, for example establishing the annual key performance indicators with CEMAC members and CEO and the additional report required in the future for the midterm review.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### High Performing Organisation

We engage effectively with the community, to deliver efficient and effective services and initiatives, and to make decisions in the best interest of our community and deliver value to our community.

## Considerations of *Local Government Act (2020)* Principles

### Financial Management

There are no costs associated with the review of the CEMAC Policy.

The annual fee program schedule for the Independent Chair (\$6,000 annually) is \$1,000 more than the previously adopted assumption of two meetings per annum at a fixed rate attributed to the Chair are currently at \$8,250. It is anticipated the proposed annual program fee of \$6,000, up to 20 hours work, will be monitored and a saving to Council.

### Community Consultation and Engagement

There are no requirements to undertake community consultation in relation to the CEMAC Policy.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
- (i) The transparency of Council decisions, actions and information is to be ensured.

### Public Transparency Principles

- (d) Public awareness of the availability of Council information must be facilitated.

## Council Policy Considerations

### Environmental Sustainability Considerations

No implications.

### Social, Cultural and Health

The suggested amendment to strengthen the process should a councillor submit a concern in relation to the CEO performance, provides for natural justice to be always afforded.

### Economic

No implications.

### **Legal, Resource and Strategic Risk Implications**

The CEMAC Policy amendments remain consistent with the requirements of the *Local Government Act 2020*.

### **Implementation Strategy**

#### **Communication**

Once approved, the CEMAC Policy will be provided to the CEO, Independent Chair, and made available on Council's website.

#### **Critical Dates**

There are no immediate critical dates associated with the CEMAC Policy or Independent Chair annual program fee.

### **Declaration of Conflict of Interest**

Under Section 130 of the *Local Government Act 2020* officers providing advice to Council are required to disclose any conflict of interest they have in a matter and explain the nature of the conflict.

The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

### **Attachments**

1. CEO Employment and Remuneration Policy May 2024 [5.11.1 - 14 pages]

## Chief Executive Officer Employment and Remuneration Policy



### **POLICY STATEMENT**

Council is committed to, and will ensure the application of good governance, transparency and fairness in all matters relating to the employment, management and remuneration of the Chief Executive Officer (CEO).

### **Objective**

This policy reinforces Council's commitment to good governance practices and provides a consistent, fair and transparent framework for employment matters relating to the Chief Executive Officer (CEO) including recruitment, contract terms, performance monitoring and annual review.

### **Context/Rationale**

The *Local Government Act 2020* (Act) requires Council to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy (Policy).

This Policy provides for the following matters which Council is responsible for under the Act or as a requirement of this Policy:

- (a) the recruitment and appointment of the CEO;
- (c) approving the Contract of Employment between Council and the CEO;
- (d) the appointment of an Acting CEO;
- (e) the provision of independent professional advice in relation to the matters dealt with in the Policy;
- (f) the monitoring of the CEO's performance;
- (g) an annual review of the CEO's performance; and
- (h) determining the CEO's remuneration.

The CEO must be a natural person and employed under a contract of employment which does not exceed five years. The CEO is eligible to be re-appointed under a new contract of employment which does not exceed five years.

### **Key linkages**

All City of Whittlesea policies comply with the *Victorian Charter of Human Rights and Responsibilities*.

This policy has clear linkages to the following legislation and Council documents:

- Chief Executive Officer's Employment Contract
- CEO Position Description
- CEO's Key Performance Indicators
- *Local Government Act 2020*
- *Fair Work Act 2009*
- *Equal Opportunity Act 2010*

## CEO Employment and Remuneration Policy 2021

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- *Gender Equality Act 2020*
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*
- Council's Procurement Policy and Procedures
- Government Policy on Executive Remuneration in Public Entities
- Protecting Integrity – Leading the Way. Managing the employment cycle of a council CEO – Local Government Inspectorate (Victoria) (February 2019)

### TERMS OF REFERENCE

These Terms of Reference establish and govern the operation of the Chief Executive Officer Employment Matters Advisory Committee (Committee) in implementing the Policy.

#### 1. COUNCIL'S ROLE

Under the Act, Council is responsible for:

- Developing, adopting and keeping in force the CEO Employment and Remuneration Policy;
- Undertaking the recruitment and appointment of a CEO when a vacancy occurs in the office of CEO; and
- Appointing an Acting CEO when there is a vacancy in the office of the CEO, including a temporary vacancy.

To implement the requirements of the Act, Council will:

- establish a Committee to oversee the implementation of the Policy;
- appoint an Independent Chair to the Committee to assist with and advise on the implementation of this Policy;
- undertake all necessary steps in the recruitment of a permanent CEO prior to presenting a recommendation to Council for endorsement;
- in the case of a vacancy, appoint an Acting CEO for a maximum of 12 months only;
- determine the rate of remuneration of the Independent Chair of the Committee;
- consider reports and recommendations from the Committee; and
- review this Policy within 12 months of a Council election.

#### 2. THE CEO EMPLOYMENT MATTERS ADVISORY COMMITTEE

##### Membership

The CEO Employment Matters Advisory Committee will be comprised of:

- The Mayor;
- Deputy Mayor;

## CEO Employment and Remuneration Policy 2021

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- One additional Councillor;

appointed annually by Council. For continuity purposes, where there is a change of Mayor, it is recommended the previous Mayor be one of the additional Councillors appointed to the Committee; and

- One Independent Chair appointed by Council in accordance with this Policy.

The Independent Chair is a full member of the Committee and is expected and required to be an active participant in Committee meetings.

### Length of appointment

The appointment of the Councillor Committee members will be determined annually by Council.

### Role

The Committee's role is to report to the Council annually and provide recommendations, appropriate advice, information and feedback on matters relevant to these Terms of Reference.

The Committee is advisory only and has no delegated decision-making power or authority.

The Committee is established to:

- Make recommendations to Council on employment matters relating to the CEO;
- Monitor and make recommendations to Council on performance matters relating to the CEO; and
- Perform any other functions or responsibilities prescribed by the Act or specified by Council.

### Functions

The Committee will carry out the following functions:

#### Recruitment

- a) Establish and oversee the process to enable the Council to appoint the CEO, including, but not limited to:
  - advising on the selection of a recruitment consultant or agency to facilitate and advise on the recruitment process;
  - acting as the Selection Panel;
  - preparing a short list of applicants for interview;
  - interviewing shortlisted applicants;
  - coordinating and reviewing testing of applicants; and
  - developing details of the interview process – questions, etc.
- c) Provide recommendations on the terms and conditions of the CEO's contract of employment; and
- d) Provide a recommendation on any extension of the appointment of the CEO under section 44(3) of the Act, when required.

## **CEO Employment and Remuneration Policy 2021**

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### Remuneration

- a) Undertake an annual review of the Total Remuneration Package as part of the CEO's annual performance review, in accordance with the CEO's contract of employment.
- b) Make recommendations annually, usually in October on the remuneration of the CEO.

### Performance Monitoring

- a) Develop annually, in conjunction with the CEO, relevant and measurable performance objectives (KPIs) for the CEO and make recommendations to Council;
- b) Undertake performance reviews every six months against the agreed KPIs in accordance with these Terms of Reference and the CEO contract.
- c) At the conclusion of the mid-term review, the independent chair will provide the Mayor with a summary report of the outcome. The Mayor will provide the independent summary report to all Councillors in a confidential briefing or via email.
- c) Make annual recommendations on development opportunities for the CEO; and
- d) Make recommendations annually to Council on matters relating to the CEO's performance and performance review, as appropriate.

### Other Prescribed Functions or Responsibilities

Make recommendations to Council on any other matters relevant to the employment and performance of the CEO in accordance with the CEO's employment contract and the Act.

### **Complaints Process**

Should an external complaint be made in relation to the behaviour of the CEO, CEMAC:

- a) to be notified within 2 working days of the complaint being received;
- b) may, depending on the nature of the complaint, and with the assistance of the Executive Manager, Office of Council & CEO, appoint an independent investigator from Council's panel of investigators to investigate the complaint, affording the CEO natural justice;
- c) inform the CEO, as soon as reasonably practicable of either the independent investigator finding(s) or CEMAC finding(s);
- d) provide, with the assistance of the Executive Manager, Office of Council & CEO, a confidential report at the next scheduled meeting of the Council informing of the complaint and finding(s) with recommendations for the council to consider; or

### CEO Employment and Remuneration Policy 2021

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- e) should the findings be for a serious nature and require an urgent decision of the Council, recommend the Mayor call and unscheduled Council meeting.

Notwithstanding points a-e above, if the nature of the complaint requires referral to an external body for investigation, the Public Interest Disclosure coordinator will advise CEMAC at an appropriate time to ensure the integrity of any investigation is not compromised.

Should an internal complaint be received in relation to the behaviour of the CEO, the complaint must be referred to and dealt with in accordance with Council's Complaint Policy by the Mayor. The Mayor will inform CEMAC of the complaint and outcome.

The Mayor can, at their discretion, seek advice from CEMAC on the appropriate way to handle the complaint.

### 3. INDEPENDENT CHAIR

- a) In accordance with the Act, Council is required to obtain independent professional advice.
- b) The appointment of an Independent Chair to the Committee will ensure consistent and quality advice to the Committee and Council.
- c) The Independent Chair will be appointed following an advertisement calling for expressions of interest from suitably skilled and qualified people.
- d) The Independent Chair will chair each CEMAC meeting.

#### Remuneration

The Independent Chair will be remunerated at a rate to be determined by Council.

#### Qualities and Qualifications

The Independent Chair must possess and demonstrate the following key competencies:

- Strong leadership and communication skills;
- Skills, expertise and experience in one or more of the following:
  - human resources management (including Executive recruitment, remuneration and talent management);
  - senior business or government (including local government) experience;
  - experience with and understanding of employment law; and
  - demonstrated ability in performance management and development of executive level staff.
- Understanding of good governance and previous experience or facilitation experience working with governance bodies or boards Members in membership and/or facilitation roles;
- Ability to work effectively with Councillors and the CEO; and

## CEO Employment and Remuneration Policy 2021

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- Knowledge and understanding of the issues affecting Council.

### Appointment Process

- a) Council will publicly call for Expressions of Interest from interested persons to be an Independent Chair of the Committee.
- b) Where there is a vacancy in the position of Independent Chair (or an impending vacancy) the Committee will call for Expressions of Interest.
- c) The Committee, with secretariat assistance from the Executive Manager Office of Council & CEO, will prepare a shortlist, conduct interviews and make a recommendation to Council on the appointment of the Independent Chair.
- d) The Independent Chair appointed by Council will be a natural person with appropriate experience recommended by the Committee.
- e) The list of all Expressions of Interest considered by the Committee will be provided to Council.

### Appointment Timeframe

The Independent Chair may be appointed for up to four (4) years, or the term of the CEO's contract, whichever is the lesser period.

The Independent Chair may be re-appointed by Council, subject to satisfactory performance and at the discretion of the Council.

## 4. COMMITTEE PROCEDURES AND OPERATIONS

### Meeting Schedule

- (i) Meetings of the Committee will be held at least once every six (6) months and, otherwise, as deemed necessary by the Committee to fulfil its objectives considering the CEO Contract of Employment, remuneration and Performance Review provisions processes.
- (ii) The Committee will provide a report to Council following the Committee's CEO's annual performance review.
- (iii) Special Meetings may be called by the Chair providing two (2) weeks' notice of and the reasons for the Special Meeting.

### Chair

- (i) The Independent Chair will chair the meetings.
- (ii) If the Independent Chair is unavailable, the Mayor shall chair the meeting.

### Meeting procedures

- (i) Meetings will follow standard meeting procedures as outlined in these Terms of Reference.
- (ii) All recommendations, proposals and advice must be directed through the Chair.
- (iii) All Committee meetings and records are confidential as the matters relate to personnel and contractual matters.

## CEO Employment and Remuneration Policy 2021

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- (iv) There will be no official voting process and the Committee will operate on a consensus basis.
- (v) Majority and minority opinions will be reflected in Committee minutes and provided to Council.
- (vi) The duration of each Committee meeting should generally not exceed two hours.

### Conflicts of Interest

If a Committee Member has a conflict of interest relating to any item on the Agenda, the Member must disclose to the Chair, the type and nature of the interest immediately before consideration of the matter in question and leave the meeting while the matter is being discussed.

### Quorum and Attendance

- (i) A majority of members of the Committee constitute a quorum, providing that two (two) Councillors (one being the current Mayor) and one (1) Independent Chair are in attendance.
- (ii) If, at any scheduled Committee meeting, a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will be adjourned and must re-convene within two (2) weeks of the adjourned meeting.
- (iii) The CEO will attend meetings, as required.
- (iv) A Member who misses two (2) consecutive meetings without a formal apology may, at the discretion of Council, have their term revoked.

### Minutes of the Meeting

- (i) The Executive Manager Office of Council and CEO will provide executive support and undertake necessary administrative functions under this Policy (such as the compilation and distribution of meeting agenda and minutes) and will take the minutes for each Committee meeting;
- (ii) At the Chair's discretion, in considering the nature of the item being discussed, the minutes may be taken by another member of the committee and the Executive Manager Office of Council and CEO may be required to leave the meeting. The minutes of these items will be forwarded to the Executive Manager Office of Council and CEO to include in the formal minutes;
- (iii) The minutes will be in a standard format including a record of those present, apologies for absence, adoption of previous minutes, declaration of conflicts of interest and a list of adopted actions and resolutions of the Committee;
- (iv) The Agenda shall be distributed at least five (5) working days in advance of the meeting to all Committee members and a call for Agenda items will be made prior to issuing the Agenda;
- (v) Questions to the CEO should be put within 48 hours prior to meetings, where applicable;
- (vi) A copy of the minutes shall be distributed to all Committee members within ten (10) working days of the meeting, as far as practicable;

## CEO Employment and Remuneration Policy 2021

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- (vii) A report to Council will be tabled after the annual performance review meeting of the Committee, as a confidential report to Council, or at a minimum having the minutes as a confidential attachment; and
- (viii) Reports to Council should reflect a consensus view. Where consensus cannot be reached, the report should clearly outline the differing points of view. That is, the majority and minority opinions.

### Support to the Committee

The Committee may also request the appointment of a suitably qualified Independent Expert (as distinct from the Independent Chair) to assist in any other function specified in these terms of reference where:

1. The Committee consider it would benefit from the presence; or
2. Where there is not a consensus on performance -
  - a) The suitably qualified Independent Expert will be recommended by the Executive Manager Office of Council and CEO to the Committee;
  - b) The Committee will consider the recommendation of the Executive Manager Office of Council and CEO and make a recommendation to Council; and
  - c) The Independent Expert will be appointed by Council and must be a neutral person with appropriate experience; the list of independent experts considered by the Committee will also be provided to Council.
3. The Committee may obtain legal or other specific expert advice, as required and necessary;
4. Any formal advice requested by the Committee will be made available to all Committee Members and, where relevant and appropriate, will be provided to Council through meeting minutes; and
5. Any advice required by the Committee will be arranged through the Executive Manager Office of Council and CEO to ensure compliance with Council's procurement policies and procedures.

### 5. NON-COMPLIANCE

Failure to comply with this Policy may constitute a breach of the CEO's contract of employment, the *Local Government Act 2020* and/or the *Fair Work Act 2009*.

### 6. IMPLEMENTATION OF THE POLICY

Advice on the interpretation or application of this Policy should be sought, in the first instance, from the Executive Manager Office of Council and CEO.

### 7. OPERATION AND REVIEW

This Policy will remain in force until it is revised or revoked by a resolution of Council and must be reviewed within the 12 months following general Council elections.

## CEO Employment and Remuneration Policy 2021

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### ATTACHMENT 1

#### CEO PROTOCOLS FOR GOOD GOVERNANCE AND OVERSIGHT

##### Introduction

These protocols outline the shared responsibilities between the Chief Executive Officer (CEO), Mayor and Council in managing the administration of the CEO. As the CEO is employed by Council, it is essential to provide clarity on reporting requirements for the CEO on functions otherwise carried out by a manager.

This includes:

- management of the CEO's performance;
- administration of expenses and reimbursements;
- restructures or significant organisational reform;
- leave planning and leave management;
- approving external non-executive or executive appointments; and
- other administrative matters conducted in a traditional subordinate-manager relationship.

##### CEO Performance Management

Performance management of the CEO is undertaken in accordance with the CEO's Contract of Employment and the CEO Employment and Remuneration Policy. The CEO Employment Matters Advisory Committee (CEMAC) in consultation with the CEO will develop an agreed set of KPIs annually for resolution of Council.

##### Requirements

- CEO and CEMAC will conduct a Councillor Briefing workshop for KPI development.
- Six monthly reporting on the progress of KPIs to CEMAC. The six monthly KPI presentation can be a high-level overview outlining any key changes and/or challenges with KPIs outcomes or overall organisation performance.
- Annual reporting on KPIs to Council.
- All Councillors will have the opportunity/option to provide assessment and feedback to CEMAC for consideration after the six monthly and annual presentations. CEMAC will review feedback received and provide feedback to the CEO.
- If a Councillor has a concern about the CEO's performance or conduct, the Councillor must, in the first instance, email the Mayor and Independent Chair their concern with supporting evidence.

## CEO Employment and Remuneration Policy 2021

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- If the Mayor has a concern, the Mayor must email their concern with supporting evidence to the Deputy Mayor and Independent Chair.
- The Mayor (or Deputy Mayor, if the concern was raised by the Mayor) and Independent Chair will do an initial assessment of the concern and determine the most appropriate process, if any, for dealing with the concern.
- The Mayor (or Deputy Mayor, if the concern was raised by the Mayor) and Independent Chair will ensure that natural justice applies in dealing with the concern, and communicate with the parties involved as appropriate.
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### Corporate Credit Card

It is expected that the CEO will have access to a corporate credit card to fulfil the requirement of their role. The use of corporate credit cards is to be restricted only to Council related expenses. *For example: hotel and meal accommodation, or professional development and training.*

### Requirements

- Limit is not to exceed \$10,000, unless otherwise approved by Council.
- Ensure purchases are in accordance with Council's Purchase/Credit Card policy.
- Credit card transactions of the CEO be approved by the Chief Financial Officer (CFO).
- Credit card statements of the CEO and their Executive Assistant (EA) be tabled to the Audit & Risk Committee for transparency.
- Receipts and justifications must be provided prior to acquittal.

### Reimbursement of Expenses

There may be situations where the CEO is required to use cash to pay for Council related expenses. *For example: car parking or fuel for a corporate vehicle.*

### Requirements

- Complete the required reimbursement form with a justification.
- Reimbursement of Expenses form to be approved by the Director Customer & Corporate Service to ensure compliance with organisational policies and tabled quarterly to Audit and Risk Committee.

### Leave Approval & Processing

It is essential that Council maintains an awareness of the CEO's unplanned and planned leave arrangements. This ensures Council's OHS obligations are met and will provide clarity to Councillors on acting and interim arrangements.

## CEO Employment and Remuneration Policy 2021

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Requests for annual leave will be provided by email to the Mayor in advance for email approval by the Mayor. Once approved, the leave processing should be sent to the Director Customer & Corporate Services.

### Requirements

#### Sick or Unplanned Leave

- Notification of absence to the Mayor and CEO's Executive Assistant.

#### Planned Leave (1 week or more)\*

- Consultation with Mayor.
- Information on acting arrangements sent to all Councillors.

#### Overseas Travel

- Overseas travel for work purposes requires a Council resolution in accordance with the travel policy as it applies to members of staff.

#### Processing & Reporting

- By the Director Customer & Corporate Services, with Mayor to be copied in via email on approval, where appropriate.
- Reporting to CEMAC on leave balances at the end of financial year.

### \*Acting CEO Arrangements

Where the CEO is proposed to be on leave for 5 working days or more, an Acting CEO should be appointed. An acting CEO must be a Director.

The CEO can appoint an Acting CEO for a period not exceeding 28 days (which cannot be extended without agreement of Council), in accordance with the *Local Government Act 2020* and Council's instrument of delegation to the CEO.

### Professional Development & Mentoring

It is expected and essential that the CEO undertakes professional development and mentoring. During the annual KPI process, CEMAC will consider and recommend approval of the CEO's professional development activities to Council. Professional Development may include attendance at relevant interstate conferences.

### Requirements

- Provide CEMAC with details of planned professional development activities.
- Detail costings and absence periods (if applicable).

### Motor Vehicle Accidents

Where the CEO is involved in a motor vehicle accident, the CEO must report the details of the accident to the Mayor. The Director Infrastructure and Environment will be responsible for reviewing the accident report to ensure management oversight.

## CEO Employment and Remuneration Policy 2021

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### Requirements

- Immediate reporting to the Mayor.
- Completion of Motor Vehicle Accident form and incident report on Council's online incident management system.
- Once reviewed by the Director Infrastructure and Environment, they will be required to authorise repairs in accordance with Council policy and close off the online incident management system report.

### OHS Incidents

If the CEO is involved in an OHS incident, they must advise the Mayor in the first instance. The Mayor is to ensure the CEO has access to Corporate OHS support immediately in the event of an incident. An incident report in Council's online incident management system is to be completed as soon as practicable.

Where an incident involves a member of Council's staff, the CEO must advise the Mayor should the incident involve significant injury or damage to a Council asset or third party. This is to ensure the Mayor is aware of any incident that may cause media or community interest.

### Requirements

- Immediate reporting to the Mayor, as soon as practicable.

### Organisational Restructures

Where the CEO is planning on undertaking an organisational wide restructure, the CEO must ensure the Council is advised prior to implementation. This ensures Councillors are across the scope and intent of the proposal.

### Requirements

- Briefing to all Councillors prior to implementation.

## CEO Employment and Remuneration Policy 2021

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### ATTACHMENT 2

#### DEFINITIONS

**Act** means the *Local Government Act 2020* (Vic).

**Chair** means the chair of the CEO Employment Matters Advisory Committee established under this Policy.

**Chief Executive Officer or CEO** means the Chief Executive Officer of Council.

**Committee** means the CEO Employment Matters Advisory Committee established under this Policy.

**Contract of Employment** means the contract of employment between Council and the CEO, including any schedules.

**Council** means Whittlesea City Council.

**Councillors** means the individuals holding the office of a member of Council.

**Independent Chair** means the consultant appointed by Council from time to time to provide independent professional advice in accordance with section 45(2)(a) of the Act.

**KPIs** means Key Performance Indicators or performance criteria however described.

**Mayor** means the Mayor of Council.

**Policy** means this CEO Employment and Remuneration Policy adopted in accordance with section 45 of the Act.

**Public Sector Wages Determination** means any Determination that is currently in effect under section 21 of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* in relation to remuneration bands for executives employed in public service bodies.

**Remuneration Package** means the total gross remuneration package paid to the CEO pursuant to the Contract of Employment.

**Resolution** means a resolution of Council made at a properly constituted Council meeting.

## CEO Employment and Remuneration Policy 2021

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### ATTACHMENT 3

#### LEGISLATION

##### Local Government Act 2020 - Section 45

- (1) A Council must develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy.
- (2) A Chief Executive Officer Employment and Remuneration Policy must—
  - (a) provide for the Council to obtain independent professional advice in relation to the matters dealt with in the Chief Executive Officer Employment and Remuneration Policy; and
  - (b) provide for the following—
    - (i) the recruitment and appointment process;
    - (ii) provisions to be included in the contract of employment;
    - (iii) performance monitoring;
    - (iv) an annual review; and
  - (c) include any other matters prescribed by the regulations.
- (3) A Council must have regard to—
  - (a) any statement of policy issued by the Government of Victoria which is in force with respect to its wages policy (or equivalent); and
  - (b) any Determination that is currently in effect under section 21 of the **Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019** in relation to remuneration bands for executives employed in public service bodies—  
*in developing the Chief Executive Officer Employment and Remuneration Policy.*
- (4) A Council must adopt the first Chief Executive Officer Employment and Remuneration Policy under this section within 6 months of the commencement of this section.

##### Victorian Independent Remuneration Tribunal and Improving Performance Standards Act 2019 - Section 21

##### Determinations in relation to remuneration bands for executives employed in public service bodies

- (1) The Tribunal must make a Determination setting the values of the remuneration bands for executives employed in public service bodies which must—
  - (a) include a comprehensive review of the roles of executives employed in public service bodies and the existing remuneration provided to executives under the Public Administration Act 2004 as in force before the commencement of Part 7 of this Act; and
  - (b) provide for any other matter that the Tribunal considers relevant.
- (2) The Tribunal must make a new Determination under subsection (1) at the end of each subsequent period of 4 years after the previous Determination was made under subsection (1).
- (3) A new Determination under subsection (2) must—
  - a) include a comprehensive review of the roles of executives employed in public service bodies and the existing remuneration provided to executives; and
  - (b) provide for any other matter that the Tribunal considers relevant.

**6 Notices of Motion**

No Notices of Motion

**7 Urgent Business**

No Urgent Business

**8 Reports from Council Representatives and CEO Update**

**9 Confidential Business**

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*.

**Recommendation**

**THAT the Chair of Council recommends that the meeting be closed to the public for the purpose of considering details relating to the following confidential matters in accordance with Section 66(2)(a) of the *Local Government Act 2020* as detailed.**

**9.1 Phase 2 - Contaminated Land Remediation at 240W Bindts Road, Wollert**

**10 Closure**