

# Boroondara City Council General Election 2020

## Candidate Information Kit

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## **Message from the Chief Executive Officer**

Thank you for your interest in standing as a candidate at the Boroondara City Council General Election 2020.

At the 2020 election, 11 Councillors will be elected to govern the City for the 2020-2024 term of Council. Councillors set the direction and vision for the City. As a Councillor, there are opportunities to advocate for the needs of the local community and make a difference by making important decisions about our local infrastructure such as our parks and gardens, urban planning, and the health and wellbeing of our community.

The information in this Candidate Kit includes a profile of the municipality, details about Council's key documents and other information which may be of assistance to you.

This Candidate Kit also includes information about the Guidelines published by Local Government Victoria with regard to safe campaigning during the coronavirus pandemic. I encourage you to regularly review the information provided by Local Government Victoria and the Department of Health and Human Services about the requirements for campaigning.

I hope you find this Candidate Kit useful and wish you the very best.



Chief Executive Officer  
City of Boroondara

## **Profile of the City of Boroondara**

The City of Boroondara is located in the inner eastern suburbs of Melbourne, between five to 10 kilometres east of the Melbourne Central Business District and covering an area of 60 square kilometres. The Council includes the suburbs of Ashburton, Balwyn, Balwyn North, Camberwell, Canterbury, Deepdene, Hawthorn, Hawthorn East, Kew and Kew East, and parts of Glen Iris, Surrey Hills and Mont Albert.

Boroondara has an estimated residential population of 183,199 people (at 30 June 2019). Compared with greater Melbourne, we have a smaller proportion of young children and people aged 30 to 39, but a larger proportion of 10 to 19 year olds and people over 50 years. Of all 79 Victorian local government areas, Boroondara has the fifth largest population of people aged 85 years and over. At the 2016 Census, 3.8 per cent of the population needed assistance with daily living tasks.

Boroondara is culturally and linguistically diverse. The proportion of Boroondara residents who were born overseas increased from 25.5 per cent in 2006 to 30.9 per cent in 2016. Residents were born in more than 145 countries and spoke more than 120 languages.

By area, Boroondara has one of the highest concentrations of schools of all Victorian local government areas, with 58 secondary, primary and special education schools, including 12 combined primary and secondary schools, as well as Swinburne University, Swinburne TAFE, the Hawthorn-Melbourne English Language Centre and two Universities of the Third Age. Currently, 74 organisations offer a kindergarten program in Boroondara spanning across standalone kindergartens, long day care centres and independent schools. The City also has 11 neighbourhood and community centres where residents can participate in programs focussing on health and wellbeing, languages, creative pursuits, the arts, cooking and technology.

A quarter of Boroondara's employed residents work within the City of Boroondara and just under a quarter work in the City of Melbourne. Household income levels in Boroondara are higher than the greater Melbourne average. At the 2016 Census, the median household income in Boroondara was \$2,083 per week, compared to \$1,542 for greater Melbourne. Nonetheless, 14 per cent of all Boroondara households are living on less than \$650.00 a week.

Boroondara has a strong retail and commercial sector. It has 53 shopping centres and strips, with the main shopping strips located at Camberwell Junction, Glenferrie Road, Hawthorn and Kew Junction.

At the 2016 Census, Boroondara had 69,282 dwellings, ranging from separate houses (55 per cent of all dwellings) to medium and high density dwellings, which are more commonly found in Hawthorn and Hawthorn East. Boroondara's housing market is one of the most expensive in Victoria. About 1.1 per cent of Boroondara's housing is social housing (provided for non-profit purposes), which includes community-based and public housing.

The City has extensive train, tram and bus transport routes, but still has areas without easy access to public transport. Our sustainable transport network continues to expand, with over 57 kilometres of on-road bicycle lanes on arterial and local roads. The City also has 35 kilometres of shared paths across major trails, including the Gardiners Creek, Anniversary/Outer Circle, Main Yarra and Koonung trails.

The City is rich in its biodiversity and array of flora and fauna; it has about 600 hectares of open space. Boroondara has retained its green and leafy streets, parks and gardens and the majority of residents have access to public open space close to their home.

Like other municipalities, a challenge ahead will be to maintain the standard of our current environment, liveability and heritage.

For more information and statistics about the City of Boroondara, visit [www.boroondara.vic.gov.au/about-council](http://www.boroondara.vic.gov.au/about-council)

Specific demographic information is also available for each Council Ward at [www.profile.id.com.au/boroondara](http://www.profile.id.com.au/boroondara)

## **Boroondara City Council General Election 2020**

The Boroondara City Council General Election for the 2020-2024 term will take place on 24 October 2020 and is conducted by postal ballot.

Visit our website at [www.boroondara.vic.gov.au/council-elections](http://www.boroondara.vic.gov.au/council-elections) for more information and direct links to the Victorian Electoral Commission and the Municipal Association of Victoria websites.

There are a number of changes since the last General Election in 2016 including:

- the City's ward structure;
- the legislative requirement that candidates attend mandatory candidate training prior to nominating as a candidate; and
- the election is being held in accordance with the requirements of the new *Local Government Act 2020*.

### **Ward structure**

At the Council General Election 2020, 11 Councillors will be elected to 11 single member wards.

A map of each ward is available at [www.boroondara.vic.gov.au/council-elections](http://www.boroondara.vic.gov.au/council-elections)

### **Mandatory candidate training**

For the first time candidates must complete the mandatory candidate training prior to nominating to be a candidate.

This training has been prepared and is being administered by Local Government Victoria, not Boroondara City Council. Please note if you do not complete the training you will not be able to nominate as a candidate.

You can access more information including the link to the training at <https://www.boroondara.vic.gov.au/about-council/councillors-and-meetings/council-elections/information-election-candidates>

### **Local Government Act 2020**

The *Local Government Act 2020* (Act) is the primary piece of legislation which governs the activities of local government in Victoria.

More information about this new Act is available on Local Government Victoria's website at [www.localgovernment.vic.gov.au/council-governance/local-government-act-2020](http://www.localgovernment.vic.gov.au/council-governance/local-government-act-2020)

This Act is progressively replacing most provisions in the *Local Government Act 1989*.

## **Role of a Councillor**

The role of a Councillor is to:

- participate in the decision making of Council; and
- represent the interests of the community in that decision making; and
- contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

In performing their role, a Councillor must:

- consider the diversity of interests and needs of the municipal community; and
- support the role of the Council; and
- acknowledge and support the role of the Mayor; and
- act lawfully and in accordance with the oath or affirmation of office; and
- act in accordance with the standards of conduct; and
- comply with Council procedures required for good governance.

Visit the [Municipal Association of Victoria's website](#) for further information about the roles and responsibilities of being a Councillor.

## **Councillor Code of Conduct**

The Councillor Code of Conduct sets out the conduct required of Councillors to deliver the high ethical and moral standards expected by the community.

The current Boroondara Councillor Code of Conduct is available on our website [here](#). It is recommended you read this before you decide to nominate as a candidate.

## **Time commitment**

Becoming a Councillor can be a very rewarding experience. Councillors have the opportunity to set the strategic direction of the municipality. Councillors attend various meetings often on a weekly basis such as Council meetings, briefings, committee meetings and advisory group meetings.

Councillors will undertake their duties in a variety of ways. On a conservative estimate, the role requires 20 hours a week average in attending Council meetings, Council committees, reading papers, meeting with community organisations, and meeting residents and ratepayers. Councillors are subject to contact every day of the week and at most times of the day in social, community and business contexts.

To assist Councillors to maintain a healthy balance between their personal lives, their activities outside of Council and Councillor duties, Council meetings and briefings are held each Monday commencing at 6.30pm.

## **Allowances and expenses**

The *Local Government Act 2020* provides the Mayor and Councillor allowance amounts be set in accordance with a determination of the Victorian Independent Remuneration Tribunal.

The current allowance for the Mayor of Boroondara and the remainder of the Councillors is \$100,434.00 and \$31,444.00 respectively. The allowances are taxable income and superannuation of 9.5 per cent is paid in addition to the allowance. The Mayor is not entitled to receive an allowance as a Councillor while receiving an allowance as the Mayor.

Councillors may also be reimbursed for out-of-pocket bona fide expenses in accordance with Council's Councillor and Member of a delegated committee Expenses Policy 2020. A copy of this Policy is [available here](#).

## **Induction, training and support**

Candidates elected to the position of Councillor will be fully supported in the transition to their new role. Following nomination, each candidate will receive information from Council about the proposed induction program including schedule of activities and key dates so these can be reserved in your calendar. This information will also flag dates for the expected first meetings of Council and other proposed key times and days which will follow the Council election.

A comprehensive induction program will be conducted to ensure Councillors have a detailed understanding of their roles and responsibilities, including legal requirements and the strategic planning framework which is required under the *Local Government Act 2020*.

Support will be provided through access to informal and formal professional development opportunities. These opportunities will be provided by Council and a range of other organisations such as the Municipal Association of Victoria and Local Government Victoria.

For the first time Councillors will need to complete specific induction training as required under the *Local Government Act 2020*. The requirements for this training are currently being finalised by Local Government Victoria.

Training and development opportunities will continue to be available for Councillors throughout their term and include priority areas of good governance, urban planning, finance and budgeting, strategic planning, media training and advocacy.

Details about the current training and development opportunities are outlined in the Councillor and Member of a Delegated Committee Expenses Policy 2020 which is available on [Council's website here](#). This Policy also details the administrative and other support which is provided to assist Councillors to effectively undertake their roles and responsibilities.



## **Becoming a candidate**

The Victorian Electoral Commission (VEC) conducts the elections on behalf of all councils in Victoria. The Commission has released a handbook to assist candidates.

The handbook includes the process to follow in regard to nominating and key dates for candidates to be aware of in regards to the election. The handbook is available at [www.vec.vic.gov.au](http://www.vec.vic.gov.au)

The VEC has also published a Scrutineer's Handbook which can be accessed [here](#).

Information from the VEC specific to the Boroondara City Election is located [here](#).

The VEC is hosting prospective candidate information session and on-line state-wide interactive candidate seminars.

The candidate information session will be available to watch online from Thursday 3 September at [www.vec.vic.gov.au](http://www.vec.vic.gov.au)

The state-wide interactive candidate seminars will also be held online at [www.vec.vic.gov.au](http://www.vec.vic.gov.au) on:

- Wednesday 9 September 2020 - 7.00pm
- Sunday 13 September 2020 - 1.00pm
- Tuesday 15 September 2020 - 5.00pm

## **Electoral Commission - Boroondara Election office details**

Election office address: Ground Floor, Building C1, 192 Burwood Road, Hawthorn.

Please note the election office will open on Wednesday 16 September 2020.

For further details please refer to the page for candidates for the Boroondara Council Election on the [VEC website](#).

## **Safe campaigning guidelines**

The State Government has released guidelines for safe campaigning during the coronavirus pandemic. These guidelines are available [here](#).

We strongly recommend you pay close attention to the information about safe campaigning to ensure you are fully aware of the requirements on a day to day basis. Regular updates are provided by the State Government [here](#).

## **Election Period Policy**

In accordance with section 69 of the *Local Government Act 2020*, Council's Election Period Policy is required to be included in the Council's Governance Rules. The Election Period Policy has been prepared to ensure Council's General Election and subsequent elections, are conducted in a manner that is ethical, fair and equitable and are publicly perceived as such.

The Election Period Policy includes:

- procedures intended to assist the Council in making appropriate decisions and using resources appropriately during the election period before an election;
- guidelines on public consultation and the scheduling of Council events; and
- procedures to ensure access to information held by Council is made equally available and accessible to candidates during the election.

The Policy also specifies advertising signage is not permitted to be affixed, attached or placed on Council-controlled land.

The Policy is available at Chapter 7 of Council's [Governance Rules document](#) which can be accessed on [Council's website](#).

## **Boroondara Community Plan**

The Boroondara Community Plan 2017–27 (Community Plan), incorporating the Municipal Public Health and Wellbeing Plan, sets out the 10 year vision for our future based on the values, aspirations and priorities the Boroondara community told Council were important to them. Council received 11,845 responses during the development of the Plan, which is the largest consultation activity ever conducted by Council.

The Community Plan builds on what makes Boroondara a remarkable place to live and forms the foundation for Council to work alongside the community and partners to achieve our vision together.

The Community Plan is Council's key strategic document which guides all Council's decision making and directly informs the Council Plan, budget processes, Council's strategies, policies and actions.

The Community Plan can be accessed at [www.boroondara.vic.gov.au/boroondara-community-plan](http://www.boroondara.vic.gov.au/boroondara-community-plan).

## **Boroondara Council Plan**

The Council Plan 2017-21 outlines the way Council will achieve the community's priorities in-line with the Boroondara Community Plan. This Plan is available at [www.boroondara.vic.gov.au/council-plan](http://www.boroondara.vic.gov.au/council-plan)

The Council Plan is implemented through commitments set out in the Annual Budget, which reflects Council's decisions on the initiatives to be funded each year. The performance of the commitments is published in the Annual Report.

Under the *Local Government Act 2020* Council must review and adopt the new four year Council Plan by 31 October 2021.

## **Council Budget**

Council's 2020-21 Budget aligns to the vision in the Council Plan 2017-21 according to the priority themes in the Boroondara Community Plan 2017-27. The Budget can be accessed at [www.boroondara.vic.gov.au/council-budget](http://www.boroondara.vic.gov.au/council-budget)

The Budget seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community and to do this within the rate increase mandated by the State Government.

The 2020/21 Budget projects a deficit of \$7.39 million for 2020-21. This one-off deficit reflects Council's immediate and short term response to the estimated impacts of COVID-19 and the resulting impacts on revenue and expenditure streams for the 2019-20 Forecast and 2020-21 Budget. Boroondara's strong financial position prior to the pandemic has been integral in addressing the financial impacts of COVID-19. Council's Long Term Financial Plan projects the budget returning to normal surplus levels from 2021-22.

## **Annual Report**

Council's Annual Report documents the performance of Council against its strategic indicators and commitments.

The 2018-19 Annual Report is divided into four parts:

1. Report of Operations
2. Financial statements
3. Performance statement
4. Indexes.

The 2018-19 Annual Report is available at [www.boroondara.vic.gov.au/annual-report](http://www.boroondara.vic.gov.au/annual-report)  
The Report of Operations includes information about how Council performed throughout 2018-19.

The 2019-20 Annual Report will be available in October 2020.

## Corporate structure

The organisation is comprised of approximately 1145 employees (full time, part time and casual) led by the Chief Executive Officer.

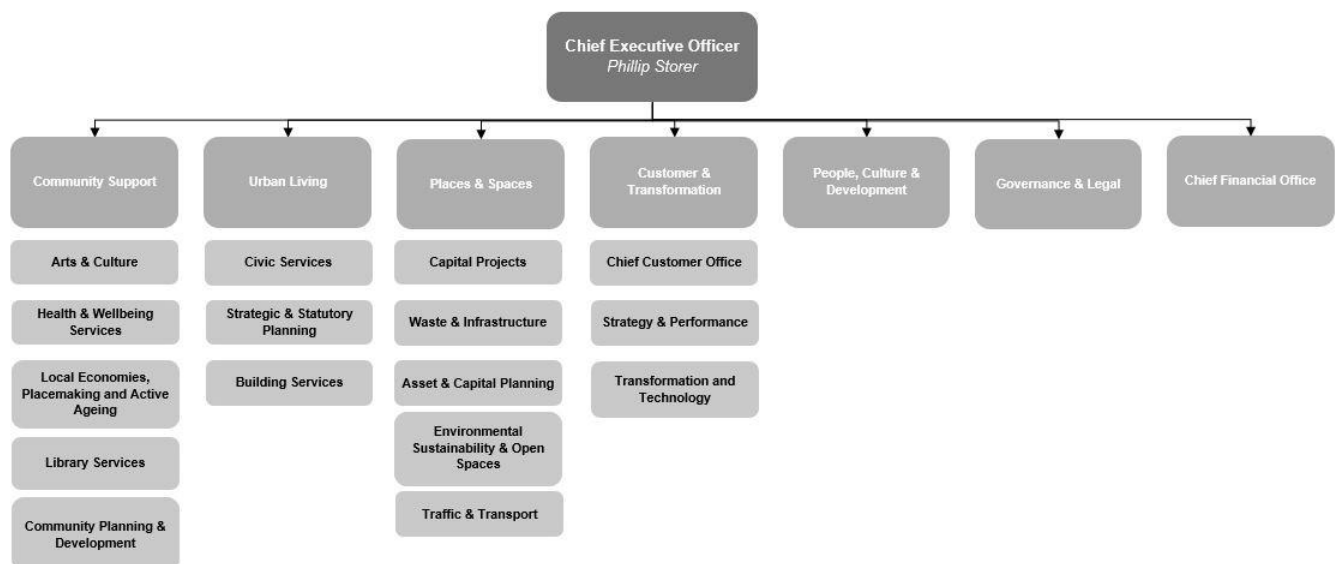
Where Councillors are the elected arm of local government, the organisation is the administrative arm. The primary role of the organisation is to implement Council's goals, strategies and services, and to advise and support Council.

The organisation, through the Chief Executive Officer, serves the elected Council and strives to provide open, honest and consultative local government, to continually improve service delivery, and ensure services are of a high quality, cost effective and responsive to community needs.

The organisation provides support to individual councillors, including the provision of information and resources, in accordance with Council policies and directions.

The *Local Government Act 2020* provides the Chief Executive Officer is responsible for all staffing matters including appointing, directing, managing and dismissing members of Council staff.

## Organisational structure



## More information

To access more information and resources, visit:

- Council's website - [www.boroondara.vic.gov.au](http://www.boroondara.vic.gov.au)
- Municipal Association of Victoria - [www.mav.asn.au](http://www.mav.asn.au)
- Local Government Victoria - [www.localgovernment.vic.gov.au](http://www.localgovernment.vic.gov.au)
- Victorian Electoral Commission - [www.vec.vic.gov.au](http://www.vec.vic.gov.au)

If you have any further questions, you can also contact Council's Manager of Governance on [david.thompson@boroondara.vic.gov.au](mailto:david.thompson@boroondara.vic.gov.au) or call 9742 4470.

## For speech or hearing impaired, contact

- National Relay Service TTY on 13 36 77
- Speak and Listen on 300 555 727

## Translation and interpreting services

If you would like this document translated to your preferred language, please call Governance on 9278 4471 or make your request through Council's free interpreting service on 9278 4002.

