

COUNCIL MEETING

MINUTES

(Open to the public)

Monday 28 June 2021

Council Chamber, 8 Inglesby Road, Camberwell and Delivered Online.

Commencement 6.52pm

Attendance

Councillor Garry Thompson (Mayor)
Councillor Jim Parke
Councillor Felicity Sinfield
Councillor Victor Franco
Councillor Wes Gault
Councillor Di Gillies
Councillor Lisa Hollingsworth
Councillor Jane Addis
Councillor Cynthia Watson
Councillor Susan Biggar
Councillor Nick Stavrou

Apologies Nil

| | | |
|------------------------|-----------------|--|
| <u>Officers</u> | Phillip Storer | Chief Executive Officer |
| | Daniel Freer | Director Places and Spaces |
| | Carolyn McClean | Director Community Support |
| | Bruce Dobson | Director Customer and Transformation |
| | Nick Lund | Acting Director Urban Living |
| | Callista Clarke | Acting Chief Financial Officer |
| | David Shepard | Manager Environmental Sustainability and Open Spaces |
| | Adele Thyer | Acting Manager Governance and Legal |
| | Aileen Carter | Acting Manager Library Services |
| | Andrew McHugh | Manager Health and Wellbeing Services |
| | Simon Mitchell | Manager Strategic & Statutory Planning |
| | Chris Hurley | Integrity Coordinator |
| | Kirstin Ritchie | Coordinator Governance |
| | John Lorkin | Coordinator Revenue and Property Services |
| | Lucinda Bakhach | Local Economies Lead |
| | Alana Smith | Senior Economic Development Officer |
| | Elizabeth Manou | Senior Governance Officer |

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Procedural Motion - Adjournment

MOTION

Moved Councillor Parke

Seconded Councillor Watson

That the Council meeting be adjourned due to technical issues.

CARRIED

The Council meeting adjourned at 6.54pm.

Councillor France left the chamber at 6.57pm.

Procedural Motion - Resumption

MOTION

Moved Councillor Parke

Seconded Councillor Sinfield

That the Council meeting be resumed.

CARRIED

The Council meeting resumed at 7.00pm with all councillors present except Councillor Franco.

Councillor Franco returned to the chamber at 7.01pm and resumed his seat.

1. Adoption and confirmation of the minutes**MOTION****Moved Councillor Hollingsworth****Seconded Councillor Stavrou****Moved Councillor****Seconded Councillor**

That the minutes of the Council meeting held on 7 June 2021 be adopted and confirmed.

CARRIED**2. Declaration of conflict of interest of any councillor or council officer**

Councillor Gillies - Refer to Item 8.1 of General Business - Councillor Gillies Leave of Absence.

3. Deputations, presentations, petitions and public submissions**3.1 Petitions**

Council has received one (1) petition. Details of the petition is set out below.

| No. | Ref. no. | Title / Description | No. of signatures | Referred to |
|------------|-----------------|---|--------------------------|--------------------|
| 1 | CAS-958942 | Protect a Significant Piece of History in Balwyn from Imminent Demolition (14 Sevenoaks Street, Balwyn) | Over 500 | DUL |

Legend:

DCS Director Community Support
DCT Director Customer and Transformation

DUL Director Urban Living
DPS Director Places and Spaces

MOTION**Moved Councillor Watson****Seconded Councillor Sinfield****That Council resolve:****1. To receive and note the petition.**

2. To note that the petition has been referred to the Director Urban Living for consideration.
3. That the first named signatory to the petition will receive a written response in due course advising of Council's action in response to the request.

CARRIED

4. Informal Meetings of Councillors

Chapter 6 of Council's Governance Rules requires that a summary of matters discussed at Informal Meetings of Councillors be reported to a Council meeting as soon as practicable.

The attached summary of Informal Meetings of Councillors (**Attachment 1**) is reported to Council in accordance with the requirements of the Governance Rules.

MOTION

Moved Councillor Parke

Seconded Councillor Addis

That Council resolve to receive and note the summary of Informal Meetings of Councillors, as annexed to the minutes.

CARRIED

5. Public question time

PQT1 Ian Hundley of Balwyn North

The **Mayor, Councillor Thompson** read the following question submitted with notice. The question related to Item 4 - *Informal Meetings of Councillors* and was allowed in accordance with Chapter 2 of the Governance Rules as it related to a matter on the agenda for the current Council meeting.

"Please advise of the items of Federal Government funding discussed at the councillor briefings and discussions conducted on April 19, 2021 and May 3, 2021."

The **Director Community Support** responded as follows:

- All matters discussed at a Councillor Briefing and Discussion are confidential.
- The matters raised have been addressed in the report presented at the Services Delegated Committee meeting prior to this Council meeting.

The **Mayor, Councillor Thompson** advised that a written response would be provided in due course.

PQT2 Ian Hundley of Balwyn North

The **Mayor, Councillor Thompson** read the following question submitted with notice. The question related to Item 7.9 - *Adoption of the Budget 2021-22 (including Mayoral and Councillor allowances) and Revenue and Rating Plan 2021-25* and was allowed in accordance with Chapter 2 of the Governance Rules as it related to a matter on the agenda for the current Council meeting.

“Please advise of any variations to items of expenditure and revenue in the proposed budget for 2021-22 recommended for adoption at this Council meeting which have been made in response to public submissions received on the proposed budget endorsed by Council on 26 April 2021.”

The **Acting Chief Financial Officer** responded as follows:

- In terms of the 2021-22 Budget, 37 submissions were received in response to consultation regarding Council's Budget.
- Council heard submissions from 11 submitters.
- Of the 37 submissions received, officers have confirmed that 29 submissions relate to proposed initiatives included in the Budget or are funded through normal operating budget funds requiring no further allocations.
- There is a total of eight submissions where officers have provided feedback and/or do not support the need for any change to the Budget for reasons expressed in the report to Council Meeting 7 June 2021.
- It is important to note the Budget is a critical element in responding to the community's aspirations as expressed through the Boroondara Community Plan and the allocation of resources required to achieve those outcomes.
- Each of the submissions has been considered in light of the priorities facing Council.
- There are inevitably worthwhile initiatives that are unable to be funded given the finite resources available in Council's budget.

The **Mayor, Councillor Thompson** advised that a written response would be provided in due course.

6. Notices of motion

Nil

7. Presentation of officer reports

Procedural motion

MOTION

Moved Councillor Parke

Seconded Councillor Sinfield

That the following items:

- 7.3 Contract No. 2021/81 Library Collections, Furniture, Equipment & Associated Requirements**
- 7.7 Rear of 2 to 18 Glencairn Avenue and 235 to 253 Highfield Road, adjoining 1233 Toorak Road, Camberwell - Proposed discontinuance and sale of drainage reserve**
- 7.8 Adjoining 4 and 6 Faircroft Avenue and 23 Parkin Street, Glen Iris - Proposed discontinuance and sale of drainage and sewerage reserve**

be moved en bloc as per the officers' recommendations outlined in the agenda.

CARRIED

7.3 Contract No. 2021/81 Library Collections, Furniture, Equipment & Associated Requirements

To seek Council endorsement for the awarding of Contract No. 2021/81, Library Collections, Furniture, Equipment and Associated Requirements (Procurement Australia Contract No. 2306/0843). This contract will establish a supplier panel across 14 categories for the purchase of library materials for an initial contract term of two years with possible extension options of two one year terms, expiring on 30 June 2025. This is a new contract to replace Council's existing Contract No. 2018/32, Libraries Collections, Furniture, Equipment and Associated Requirements, which expires on 30 June 2021. The tender process was conducted by Procurement Australia acting as agent for Council and complies with the requirements of section 186 of the *Local Government Act 1989*.

The estimated cost to Council of this contract in 2021-22 is \$2,118,075 after the return of the GST Tax Input Credits, which is in accordance with Council's adopted budget. Expenditure in future years will be in accordance with approved budget allocations.

Confidential information is contained in **Attachment 1**, as circulated in the confidential section of the agenda attachments, in accordance with Section 66(2)(a) and the definition of 'confidential information' in Section 3(1) of the Local Government Act 2020 as the information relates to private commercial information, being information provided by a business or commercial undertaking that if released, would unreasonably expose the business or commercial undertaking to disadvantage. This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

If discussion of the confidential information in the attachments to this report is required in order for Council to make a decision, this item will be deferred to the confidential section of the agenda.

MOTION

Moved Councillor Parke

Seconded Councillor Sinfield

That Council resolve:

- 1. To award Contract No. 2021/81, Library Collections, Furniture, Equipment and Associated Requirements (Procurement Australia Contract No. 2306/0843), to:**

Category 1 - Printed Material - English

- All Star Comics Melbourne Pty Ltd;
- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd;
- Caval Limited;
- DLS Australia Pty Ltd;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- Mdm Entertainment Pty Ltd;
- Merian Books Pty Ltd;
- Peter Pal Library Supplier;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 2 - Printed Material - LOTE (Languages Other Than English)

- Aussie Global Books Pty Ltd;
- CC Books Australia Pty Ltd;
- Caval Limited;
- Ddn Consulting Pty Ltd;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- Konava Pty Ltd;
- Ln Vietnamese Books Pty Ltd;
- Lote Libraries Direct Pty Ltd; and

- **Zagreb Croatian Bookshop.**

Category 3 - Printed Magazines and Newspapers (English)

- **Box Hill South Newsagency;**
- **Carolyn Loader Family Trust;**
- **Ebsco;**
- **Isubscribe Pty Ltd;**
- **Konava Pty Ltd; and**
- **Prenax Pty Ltd.**

Category 4 - Printed Magazines and Newspapers (LOTE)

- **Aussie Global Books Pty Ltd;**
- **Box Hill South Newsagency;**
- **CC Books Australia Pty Ltd;**
- **Ddn Consulting Pty Ltd;**
- **Ebsco;**
- **Isubscribe Pty Ltd;**
- **Ln Vietnamese Books Pty Ltd;**
- **Lote Libraries Direct Pty Ltd;**
- **Prenax Pty Ltd; and**
- **Zagreb Croatian Bookshop.**

Category 5 - Digital Collections – (English and other languages)

- **Aussie Global Books Pty Ltd;**
- **Beamafilm Pty Ltd;**
- **Bolinda Publishing Pty Ltd;**
- **Bolinda Digital Pty Ltd;**
- **Digital Education Services;**
- **Greek Book Importers;**
- **James Bennett Pty Ltd;**
- **Konava Pty Ltd;**
- **Midwest Tape LLC DbA Hoopla Digital;**
- **Overdrive Australia Party, Ltd;**
- **Prenax Pty Ltd; and**
- **Ulverscroft Large Print Books.**

Category 6 - Audio Visual Materials – (English)

- **ALS Library Services Pty Ltd;**
- **Baker & Taylor, Inc.;**
- **Caval Limited;**
- **James Bennett Pty Ltd;**
- **Julian Wood Bookseller Pty Ltd;**
- **KI Media Pty Ltd trading as All Access;**
- **Mdm Entertainment Pty Ltd;**
- **Peter Pal Library Supplier;**
- **Readings Pty Ltd;**
- **Sound Text Media Pty Ltd;**
- **The Book House;**
- **Ulverscroft Large Print Books; and**
- **Wavesound Pty Ltd.**

Category 7 - Audio Visual Materials – (LOTE)

- Aussie Global Books Pty Ltd;
- CC Books Australia Pty Ltd;
- Caval Limited;
- KI Media Pty Ltd trading as All Access;
- Ln Vietnamese Books Pty Ltd;
- Lote Libraries Direct Pty Ltd
- Mdm Entertainment Pty Ltd; and
- Zagreb Croatian Bookshop.

Category 8(a) – Cataloguing - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services

- ALS Library Services Pty Ltd;
- Aussie Global Books Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd;
- Caval Limited;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KI Media Pty Ltd trading as All Access;
- Lewis Logic;
- Lote Libraries Direct Pty Ltd;
- Mdm Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Prenax Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 8(b) - Processing - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services

- ALS Library Services Pty Ltd;
- Aussie Global Books Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd;
- Caval Limited;
- Ebsco;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KI Media Pty Ltd trading as All Access;
- Lewis Logic;
- Lote Libraries Direct Pty Ltd
- Mdm Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Prenax Pty Ltd;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;

- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.
-

Category 8(c) – Consumables - Processing Service Consumables

- Aussie Global Books Pty Ltd;
- Bolinda Publishing Pty Ltd;
- Greek Book Importers;
- Julian Wood Bookseller Pty Ltd;
- KI Media Pty Ltd trading as All Access;
- Lewis Logic
- Prenax Pty Ltd;
- Raeco/CEI Pty Ltd;
- Readings Pty Ltd; and
- Sound Text Media Pty Ltd.

Category 9 - Associated Support Services

- ABR Relocations;
- ALS Library Services Pty Ltd;
- Aussie Global Books Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd;
- Caval Limited;
- DLS Australia Pty Ltd;
- Innovative Interfaces;
- James Bennett Pty Ltd;
- Konava Pty Ltd;
- Mdm Entertainment Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 10 - Library Management System

- Aurora Information Technology;
- Civica Pty Ltd;
- DLS Australia Pty Ltd;
- Insight Informatics Pty Ltd;
- Konava Pty Ltd; and
- Sirisidynix Pty Ltd.

Category 11 – RFID

- Adilam Technologies;
- Bibliotheca Australia Pty Ltd;
- FE Technologies Pty Ltd; and
- Quantum Libraries t/as Qld Library Supplies.

Category 12 - Library furniture and shelving

- Intraspace Pty Ltd;
- Konava Pty Ltd;
- Quantum Libraries t/as Qld Library Supplies;
- Raeco/CEI Pty Ltd; and

- **Resource Furniture Pty Ltd.**

Category 13 - Digital Discovery, Statistical Evaluation and Other Library Support Tools

- **Abax Kingfisher Pty Ltd;**
- **James Bennett Pty Ltd; and**
- **Nielsen.**

Category 14 - Programs Support/ Non-traditional library collections

- **No suppliers accepted for Victoria.**

Category 15 – Library Removalists

- **ABR Relocations;**
- **Gan Group Pty Ltd;**
- **Intraspace Pty Ltd; and**
- **Quantum Libraries t/as Qld Library Supplies**

at their tendered schedule of rates for an initial contract term of two years with possible extensions to a maximum contract term of four years. The estimated contract cost for the maximum term is \$9,319,530 (including GST). The cost to Council after the return of the GST Tax Input Credits is \$8,500,000.

2. **To authorise the Director Community Support to negotiate extensions to the contract with the above contractors to the maximum four year contract term.**
3. **To note expenditure under this contract in 2021-22 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.**

CARRIED

7.7 Rear of 2 to 18 Glencairn Avenue and 235 to 253 Highfield Road, adjoining 1233 Toorak Road, Camberwell - Proposed discontinuance and sale of drainage reserve

This report is to consider commencement of the statutory procedures to discontinue and sell the 1.83m wide drainage reserve at the rear of 2 to 18 Glencairn Avenue and 235 to 253 Highfield Road, adjoining 1233 Toorak Road, Camberwell. It is considered by officers the section of reserve is no longer required for the purpose for which it was reserved and has been enclosed within the adjoining properties for in excess of 15 years.

Consultation has been undertaken with relevant Council departments and external service authorities as detailed in section 5 of the report. No objections have been received. Adjoining properties have also been notified of the proposal and no objections to the proposal have been received.

It will be necessary for Council to undertake the following:

- Procedures under section 189 of the *Local Government Act 1989* (Vic) for the sale of the land from the discontinued reserve.

- Procedures under part 4 of the *Planning & Environment Act 1987* (Vic) and section 24A of the *Subdivision Act 1988* (Vic) to vest the reserve in Council, remove (discontinue) reserve status from the land and subdivide the land into various lots. These procedures will require Council to prepare a plan of subdivision. Once the plan of subdivision has been certified by Council and registered at Land Use Victoria, separate titles will be issued for each lot.

The proposed commencement of the statutory procedures under section 189 of the *Local Government Act 1989* (Vic) requires Council to give public notice of its intention to sell the land from the reserve and invite submissions from affected parties.

The report also proposes consideration be given to applying relevant policy statements from Council's Discontinuance of Roads and Reserves Policy.

Confidential information is contained in **Attachment 4**, as circulated in the confidential section of the agenda attachments, in accordance with Section 66(2)(a) and the definition of 'confidential information' in Section 3(1) of the Local Government Act 2020 as the information relates to private commercial information, being information provided by a business or commercial undertaking that if released, would unreasonably expose the business or commercial undertaking to disadvantage. This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

If discussion of the confidential information in the attachment to this report is required in order for Council to make a decision, this item will be deferred to the confidential section of the agenda.

MOTION

Moved Councillor Parke

Seconded Councillor Sinfield

That Council, acting under section 189 of the *Local Government Act 1989* (Vic) ("the Act"), resolves to:

- 1. Commence the statutory procedures to sell the land from the 1.83m wide drainage reserve at the rear of 2 to 18 Glencairn Avenue and 235 to 253 Highfield Road, adjoining 1233 Toorak Road, Camberwell, shown hatched in Attachment 1 and as annexed to the minutes, to the owners of the adjoining properties by private treaty in accordance with Council policy.**
- 2. Give public notice of the proposed sale of the land from the reserve in the appropriate newspaper and on Council's website, under sections 189 and 223 of the Act, and for such notice to state Council proposes to sell the land from the reserve to the owners of the adjoining properties by private treaty in accordance with Council policy.**

3. If no submissions are received following the publication of the public notice, authorise the Chief Executive Officer, or such other person as the Chief Executive Officer approves, to undertake the necessary procedural steps to complete the formal procedures for the sale of the land to the owners of the adjoining properties, including the execution of all relevant documentation, in accordance with the purchase prices detailed in Attachment 4 of this report and annexed to the confidential minutes.
4. Note procedures will be undertaken pursuant to part 4 of the *Planning and Environment Act 1987* (Vic) and section 24A of the *Subdivision Act 1988* (Vic) to vest the reserve in Council, remove (discontinue) reserve status from the land and subdivide the land.
5. In the event submissions are received, note a further report will be presented to Council to enable consideration of the submissions.

CARRIED

7.8 Adjoining 4 and 6 Faircroft Avenue and 23 Parkin Street, Glen Iris - Proposed discontinuance and sale of drainage and sewerage reserve

This report is to consider commencement of the statutory procedures to discontinue and sell the 4.57m wide drainage and sewerage reserve adjoining 4 and 6 Faircroft Avenue and 23 Parkin Street, Glen Iris. It is considered by officers the section of reserve is no longer required for the purpose for which it was reserved and has been enclosed within the adjoining properties for in excess of 15 years.

Consultation has been undertaken with relevant Council departments and external service authorities as detailed in section 5 of the report. No objections have been received. Adjoining properties have also been notified of the proposal and no objections to the proposal have been received.

It will be necessary for Council to undertake the following:

- Procedures under section 189 of the *Local Government Act 1989* (Vic) for the sale of the land from the discontinued reserve.
- Procedures under part 4 of the *Planning & Environment Act 1987* (Vic) and section 24A of the *Subdivision Act 1988* (Vic) to vest the reserve in Council, remove (discontinue) reserve status from the land and subdivide the land into various lots. These procedures will require Council to prepare a plan of subdivision. Once the plan of subdivision has been certified by Council and registered at Land Use Victoria, separate titles will be issued for each lot.

The proposed commencement of the statutory procedures under section 189 of the *Local Government Act 1989* (Vic) requires Council to give public notice of its intention to sell the land from the reserve and invite submissions from affected parties.

The report also proposes consideration be given to applying relevant policy statements from Council's Discontinuance of Roads and Reserves Policy.

Confidential information is contained in **Attachment 4**, as circulated in the confidential section of the agenda attachments, in accordance with Section 66(2)(a) and the definition of 'confidential information' in Section 3(1) of the Local Government Act 2020 as the information relates to private commercial information, being information provided by a business or commercial undertaking that if released, would unreasonably expose the business or commercial undertaking to disadvantage. This item has been included in the public agenda to facilitate transparency and accountability in Council's decision making.

If discussion of the confidential information in the attachment to this report is required in order for Council to make a decision, this item will be deferred to the confidential section of the agenda.

MOTION

Moved Councillor Parke

Seconded Councillor Sinfield

That Council, acting under section 189 of the *Local Government Act 1989* (Vic) ("the Act"), resolves to:

- 1. Commence the statutory procedures to sell the land from the 4.57m wide drainage and sewerage reserve adjoining 4 and 6 Faircroft Avenue and 23 Parkin Street, Glen Iris, shown hatched in Attachment 1 and as annexed to the minutes, to the owners of the adjoining properties by private treaty in accordance with Council policy.**
- 2. Give public notice of the proposed sale of the land from the reserve in the appropriate newspaper and on Council's website, under sections 189 and 223 of the Act, and for such notice to state Council proposes to sell the land from the reserve to the owners of the adjoining properties by private treaty in accordance with Council policy.**
- 3. If no submissions are received following the publication of the public notice, authorise the Chief Executive Officer, or such other person as the Chief Executive Officer approves, to undertake the necessary procedural steps to complete the formal procedures for the sale of the land to the owners of the adjoining properties, including the execution of all relevant documentation, in accordance with the purchase prices detailed in Attachment 4 of this report and annexed to the confidential minutes.**
- 4. Note procedures will be undertaken pursuant to part 4 of the *Planning and Environment Act 1987* (Vic) and section 24A of the *Subdivision Act 1988* (Vic) to vest the reserve in Council, remove (discontinue) reserve status from the land and subdivide the land.**
- 5. In the event submissions are received, note a further report will be presented to Council to enable consideration of the submissions.**

CARRIED

ORDER OF BUSINESS

In accordance with Rule 19.2 of the Governance Rules, councillors present agreed to consider items in the following order:

- 7.9 *Adoption of the Budget 2021-22 (including Mayoral and Councillor allowances) and Revenue and Rating Plan 2021-25*
- 7.10 *Climate Action Plan - approve draft for consultation*
- 7.1 *Burwood Village Shopping and Business Centre - Marketing and Business Development Fund*
- 7.2 *Camberwell Shopping and Business Centre - Marketing and Business Development Fund*
- 7.4 *Adoption of the Children and Young People's Action Plan*
- 7.5 *Instrument of Delegation - Council to Chief Executive Officer and Council to Members of Council Staff*
- 7.6 *Recommendations of Audit and Risk Meeting and Bi-Annual report from the Audit and Risk Committee*

7.9 Adoption of the Budget 2021-22 (including Mayoral and Councillor allowances) and Revenue and Rating Plan 2021-25

Council resolved on 26 April 2021 to endorse the proposed Budget 2021-22 (including Mayoral and Councillor allowances) and the proposed Revenue and Rating Plan 2021-25 for public notice and exhibition in accordance with Council's requirements of the *Local Government Act 1989*, *Local Government Act 2020* and Council's *Community Engagement Policy 2021-26*.

The proposed Budget for the 2021-22 financial year was considered at a meeting of Council on 26 April 2021. At that meeting, Council resolved to give public exhibition and community consultation in accordance with Council's *Community Engagement Policy 2021-26*, of Council's intention to adopt the proposed Budget (including Mayoral and Councillor allowances) and proposed Revenue and Rating Plan 2021-25.

Thirty-seven submissions were received in response to consultation regarding Council's Budget. Council heard submissions from 11 submitters. Of the 37 submissions received, officers have confirmed that 29 submissions relate to proposed initiatives included in the Budget or are funded through normal operating budget funds requiring no further allocations. There is a total of eight submissions where officers have provided feedback and/or do not support the need for any change to the Budget for reasons expressed in the report to Council Meeting 7 June 2021.

It is recommended that Council adopt the Budget 2021-22 (including Mayoral and Councillor allowances) (**Attachment 1**) and adopt the Revenue and Rating Plan 2021-25 (**Attachment 2**) in accordance with the *Local Government Act 2020* and declare the rates and charges for the 2021-22 financial year in accordance with the provisions of the *Local Government Act 1989*. The Budget will form the basis for monitoring Council's financial performance over the 2021-22 financial year.

MOTION**Moved Councillor Gault****Seconded Councillor Biggar**

That Council resolve to endorse the Budget 2021-22 (including Mayoral and Councillor allowances), Revenue and Rating Plan 2021-25 and declaration of rates and charges as follows:

- 1. That Council, having given public exhibition in accordance with Council's *Community Engagement Policy 2021-26*, and having received and considered submissions at a meeting of Council held on Monday 7 June 2021, adopt the Budget in accordance with section 94 of the *Local Government Act 2020* and as defined by the *Local Government (Finance and Reporting) Regulations 2020*, (Attachment 1, as annexed to the minutes) for 2021-22.**
- 2. That the Fees and Charges for 2021-22, as listed in Attachment 1 and annexed to the minutes, be effective from 1st July 2021.**
- 3. That Council adopt the Revenue and Rating Plan 2021-25 in accordance with section 93 of the *Local Government Act 2020* (Attachment 2, as annexed to the minutes).**
- 4. Authorise the Chief Executive Officer or such other person(s) that the Chief Executive Officer selects to waive or reduce any fee and charge that Council from time to time adopts.**
- 5. Declaration of rates and charges**
- 5.1 Amount intended to be raised**

The amount of \$198,641,963 (or such greater amount as is lawfully levied as a consequence of this Resolution) be declared as the amount which Council intends to raise by general rates, annual service charges and special rate schemes, which amount is calculated as follows:

| | |
|--|-----------------------------|
| General rates | \$165,558,778 |
| (including supplementary valuations, early payment of rates discount) | |
| Annual service charges (waste) | \$ 31,510,000 |
| Special rate schemes | <u>\$ 1,573,185</u> |
| Total rates and charges | <u>\$198,641,963</u> |

5.2 General rates

- (a) A general rate be declared in respect of and for the entire duration of the 2021-22 financial year.**
- (b) It be further declared that the general rate be raised by the application of a uniform rate.**

- (c) A percentage of 0.13720849% be specified as the percentage of the uniform rate which may be alternatively expressed as 0.13720849 cents in the dollar.
- (d) It be confirmed that the general rate for all rateable land within the municipal district be determined by multiplying the Capital Improved Value of each rateable land by that percentage (so that the amount payable be 0.13720849 cents in the dollar of the Capital Improved Value).
- (e) It be confirmed that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.

5.3 Cultural and recreational lands (CRL)

Council will declare the rate equivalent amount for properties which have been identified as “CRL properties” in accordance with Section 4 of the *Cultural and Recreational Lands Act 1963 (CRLA)*.

The 2021-22 Budget includes five eligible CRL properties and will be levied a rate equivalent payment and will be calculated for each of them as 50% of the general rates that would otherwise have been payable (the amount payable will be 50% of the uniform rate of 0.13720849 cents in the dollar of the Capital Improved Value).

The rate equivalent amount will apply and be payable from 2021-22, subject to an annual assessment each time a new valuation of the CRL properties is returned to Council (see Section 4(3) CRLA).

5.4 Municipal charge

No municipal charge be declared in respect of the 2021-22 financial year.

5.5 Annual service charges

Annual service charges be declared in respect of the 2021-22 financial year comprising:

5.5.1 Waste collection

An annual service charge be declared for the collection and disposal of refuse. The annual service charge be in the sum of, and be based on the criteria specified below.

Annual service charge for the collection and disposal of refuse for residential land, non-residential land or non-rateable land:

| | |
|---|------------|
| 240 litre bin commercial | \$1,160.00 |
| 240 litre bin residential (Only applies to households of four or more people) | |

| | |
|---|-------------------|
| | \$1,160.00 |
| 240 litre bin concession | \$954.00 |
| (The 240 litre bin concession rate will apply to residential properties only with a specific medical condition requiring a larger bin size) | |
| 120 litre bin (residential and non-residential) | \$477.00 |
| 80 litre bin (residential and non-residential) | \$261.00 |
| Waste environment levy (residential and non-residential) | \$120.00 |

Minimum charge for each residential property \$261.00 (except for vacant land and those residential properties required to service own refuse disposal as a condition of a Town Planning permit where a waste environment levy of \$120.00 will be imposed as a contribution to waste and rubbish collection and recycling from public spaces as well as road and footpath street sweeping and cleansing).

The waste environment levy also applies to commercial premises that do not have a waste collection service provided by Boroondara to ensure these properties contribute to the cost of waste and rubbish collection from public places.

6. Early payment incentive

2.00% reduction incentive be declared for early payment in full by 31 August 2021, of the general rates and annual service charges previously declared, in accordance with Section 168 of the *Local Government Act 1989*.

7. Payment options

In accordance with Section 167 of the *Local Government Act 1989*, payment of rates and charges can be made:

By one annual payment

- pay on or before 31 August 2021 to receive a 2.00% discount
- due on or before 15 February 2022 (no discount).

or

By four instalment payments made on or before the following dates

Instalment 1 - 30 September 2021

Instalment 2 - 30 November 2021

Instalment 3 - 28 February 2022

Instalment 4 - 31 May 2022.

Where the payment due date falls on a weekend or public holiday, the payment date will be the next business day.

or

By ten Direct Debit monthly instalments (interest free) payment plan. The first withdrawal will occur on 31 August 2021.

No additional instalment options be declared.

8. Consequential

- (a) The Chief Executive Officer or delegate be authorised to levy and recover the general rates and annual service charges in accordance with the *Local Government Act 2020* and subject to section 181H(1)(b) of the *Local Government Act 1989*.
- (b) Council in accordance with Section 172 of the *Local Government Act 1989* requires any person to pay interest on any amounts of rates and charges which:
 - That person is liable to pay.
 - Have not been paid by the date specified for their payment.
 - The interest is to be calculated at the rate fixed under Section 2 of the *Penalty Interest Rates Act 1983* that applied on the first day of July immediately before the due date of the payment.
- (c) Council resolve, that if a ratepayer incurring late payment penalty interest is eligible for the State Government Pensioner Rate Rebate and has submitted an approved hardship application, the penalty interest rate to apply shall be equal to Council's current weighted average investment earning rate of 0.36% per annum.

9. Borrowings

- 9.1 Council may exercise its power to borrow monies, in accordance with Section 144 of the *Local Government Act 1989*. A total of \$70.00 million in additional borrowings for 2021-22 is proposed to fund significant infrastructure projects including Kew Recreation Centre and Canterbury Community Precinct.
- 9.2 In accordance with the requirements of Section 146(1) of the *Local Government Act 1989*, sufficient financial capability has been included in the 2021-22 Budget (plus three consecutive years) to meet existing repayment options.

10. Councillor and Mayoral allowances

That Council, having complied with the requirements of sections 74 and 223 of the *Local Government Act 1989*, and no submissions being received, set the Councillor and Mayoral annual allowances for the 2020-2024 Council term at the upper limit of the allowable range, as follows:

- (a) \$31,444 per annum for Councillors plus the equivalent of the superannuation guarantee contribution.
- (b) \$100,434 per annum for the Mayor plus the equivalent of the superannuation guarantee contribution.

Future Arrangements (Under the Local Government Act 2020)

A reform of the *Local Government Act 2020* is the transfer of responsibilities in determining Mayoral, deputy Mayoral and Councillor allowances to the Victorian Independent Remuneration Tribunal (the Remuneration Tribunal).

Under section 23A of the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*, the Remuneration Tribunal has six months to make a determination from the date the determination is requested by the Minister.

However, until the Remuneration Tribunal makes its first determination on allowances, the allowance framework under the *Local Government Act 1989* continues to apply, despite the repeal of those relevant provisions last year. Section 39(6) of the *Local Government Act 2020* provides for this transitional arrangement.

It is the understanding of Council officers the Minister for Local Government will request the Remuneration Tribunal to make a determination. A determination is expected late 2021.

11. Minor administrative changes

The Chief Executive Officer be authorised to effect any minor administrative changes which may be required.

- 12. That officers submit a further report to Council subsequent to adoption of the Climate Action Plan and as part of the September Amended Budget report to Council detailing opportunities to allocate additional funds of up to \$1m in the current financial year for implementation of initiatives included in the adopted Climate Action Plan.**

CARRIED

7.10 Climate Action Plan - approve draft for consultation

This report presents the Draft Climate Action Plan (refer attachment 1) for endorsement to release for community consultation. The Draft Climate Action Plan has been developed following significant engagement with the Boroondara community who provided strong feedback on the importance of the Climate Action through the consultation process for both this plan and the refresh of the Boroondara Community Plan. There is general recognition that our climate is changing and that Council and the community have the capacity to respond to this. The Plan sets targets for both Council operations and for the whole of Boroondara to reduce emissions. The Plan also responds to the relationship between climate change and Council's other sustainability priorities. A range of actions are proposed which will enable Council and the community to progress towards these targets.

MOTION

Moved Councillor Parke

Seconded Councillor Biggar

That Council:

- 1. Endorse the Draft Climate Action Plan as at Attachment 1 for community consultation.**

- 2. Receive a report detailing submissions and any proposed amendments to the Draft Climate Action Plan and a supporting Implementation Plan will be presented at a Meeting of Council to be held Monday 27 September 2021.**
- 3. Appoint Councillor Gault as Boroondara's representative on the Eastern Alliance for Greenhouse Action Executive Committee.**

CARRIED

7.1 Burwood Village Shopping and Business Centre - Marketing and Business Development Fund

The purpose of this report is for Council to consider submissions and objections received following public notice of Council's intention to declare a special rate and charge for a marketing and business development fund for the Burwood Village Shopping and Business Centre (Centre) and determine whether to declare the proposed Burwood Village Special Rate and Charge Scheme (proposed Scheme).

A special rate and charge scheme was first introduced in the Centre in 1996 and there have been renewals over the last 20 years. The current five year special rate and charge scheme for the Centre will expire on 30 June 2021. The Burwood Village Traders Association (BVTA) requested Council renew the proposed Scheme for the Centre for a further five years, to apply from 1 July 2021 to 30 June 2026 (inclusive). If the proposed Scheme is declared, it is intended Council will direct Scheme funds to the BVTA, subject to the terms of a new agreement between Council and the BVTA.

On 15 March 2021, Council resolved to commence the statutory process by giving public notice of the proposed Scheme in response to the BVTA's request. Public notice of the proposed Scheme was made in The Age newspaper on 20 March 2021. Council invited submissions and objections regarding the proposed Scheme to be lodged by 21 April 2021.

Submissions

Council received eight submissions in response to the public notice from the following persons:

- the owner of Shop 1/1415 Toorak Rd, Camberwell
- the owner of Shop 2/1415 Toorak Rd, Camberwell
- the owner of Shop 3/1415 Toorak Rd, Camberwell
- the owner of 1359 - 1361 Toorak Rd, Camberwell
- the occupier of 1396 Toorak Rd, Camberwell
- the occupier of 1431 Toorak Rd, Camberwell
- the occupier of 3/1407 Toorak Rd, Camberwell
- the occupier of 1390 Toorak Rd, Camberwell.

Objections

Any person who is liable for or otherwise required to pay the special rate or charge is entitled to object in writing. Council received four valid objections from the following persons, who represented four properties indicating opposition to the proposed Scheme:

- the owner of Shop 1/1415 Toorak Rd, Camberwell
- the owner of Shop 2/1415 Toorak Rd, Camberwell
- the owner of Shop 3/1415 Toorak Rd, Camberwell
- the owner of 1359 - 1361 Toorak Rd, Camberwell.

All objections received had a right to object in their right as owners. Objections in relation to Shop 1, 2 and 3 / 1415 Toorak Rd, Camberwell were from the same owner. Council officers were able to establish a right to object for the four rateable properties to which the objections relate, by matching the submitter or company names, with Council's rates record of property owners. As such, Council officers consider bona fide objections were made with respect to a total of four properties. This equates to 4% of the 101 rateable properties in the proposed Scheme. Because less than 50% of those required to pay the proposed special rate and charge lodged an objection, Council may resolve to declare the proposed Scheme.

Implications of submissions

Submissions in opposition

The objectors also made submissions in response to the proposed Scheme.

The concerns about the proposed Scheme identified in the objections and submissions are summarised in the table below.

| Reason for objection | No quantifiable benefit and lack of affordability/impact of COVID-19 |
|----------------------------------|---|
| Number of properties represented | 4 |

Council officers are of the opinion the submissions received in opposition to the Scheme do not warrant any change to the proposed Scheme.

Submissions in support

Council also received four submissions in support of the proposed Scheme from the occupiers representing the following four properties:

- 1396 Toorak Rd, Camberwell
- 1431 Toorak Rd, Camberwell
- 3/1407 Toorak Rd, Camberwell
- 1390 Toorak Rd, Camberwell.

Each of these submissions highlighted the benefits of the Scheme and provided a summary of the Scheme's achievements over the past five years.

A copy of the submissions received are circulated separately to this report for Council's consideration.

Further consideration is given to the submissions in Section 4 of the report.

Declaration of the proposed Scheme will ensure support for a comprehensive marketing and business development program, which will provide a special benefit for all businesses and property owners in the Centre.

If declared, the proposed Scheme will apply for five years commencing 1 July 2021 and ending on 30 June 2026 and will raise approximately \$90,365 in the first year with a total levy of approximately \$455,337 expected over five years.

Travis Bateman was in attendance and spoke in support of his written submission in accordance with Section 223 of the Local Government Act 1989.

MOTION

Moved Councillor Hollingsworth

Seconded Councillor Parke

That Council resolve to:

- 1. Receive and note the written submissions and objections.**
- 2. Declare the Burwood Village Special Rate and Charge in accordance with section 163 of the *Local Government Act 1989* for the purpose of defraying expenses of advertising, promotion, centre management, business development and other incidental expenses associated with the encouragement of commerce in the Burwood Village Shopping and Business Centre (Centre), which Council considers is or will be of special benefit to those persons required to pay the special rate and charge, as follows:**
 - a) a Burwood Village Special Rate and Charge be declared for a period of five years commencing on 1 July 2021 and concluding on 30 June 2026.**
 - b) the Burwood Village Special Rate and Charge be:**
 - i. declared for the purpose of defraying expenses of advertising, promotion, centre management, business development and other incidental expenses associated with the encouragement of commerce in the Centre, which Council considers is or will be of special benefit to those persons required to pay the Burwood Village special rate and charge; and**
 - ii. implemented by carrying out or enabling to be carried out activities helping achieve the purpose ("the function").**
 - c) the following be specified as the manner in which the special rate and charge so declared will be levied, as set out in (Attachment 1) to this report:**
 - i. A rate of 0.09 cents in the dollar of the Capital Improved Value (CIV) will be levied on each rateable property in the proposed Scheme renewal area subject to a minimum charge of \$550 per annum in years one, two and three and a minimum charge of \$600 per annum in the fourth and fifth years payable per occupancy per annum.**

- ii. **No consumer price index (CPI) will be applied to the rate in the dollar during the term of the proposed Scheme renewal.**
- d) **the following be specified as the area for which the special rate and charge is so declared:**

the area highlighted in the plan annexed to this report as Attachment 2 ('the area')

For the purposes of this paragraph, the area can be described generally as follows:

The area of the special rate includes properties along Toorak Road bounded by Warrigal Road to the east and Outlook Drive to the west and including a small number of properties on Warrigal Road to the south and north of Toorak Road.
- e) **the following be specified as the land in relation to which the Burwood Village Special Rate and Charge is so declared:**

all land within the area primarily used or adapted or designed to be used for commercial purposes.
- f) **the following be specified as the total amount of performing the function and the total amount of the special rate and charge to be levied: the amount of approximately \$90,365 in the first year of the scheme with a total amount of approximately \$455,337 over the five years of the scheme having regard to adjustments in the CIV of the rateable properties and the minimum charges as described in paragraph 2(c) of this resolution or such other amount as is lawfully levied as a consequence of this resolution.**
- g) **for the purposes of section 163(2B) of the *Local Government Act 1989*, the benefit ratio, being the estimated proportion of the total benefits of the scheme to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to all of the persons who are liable to pay the special rate and charge, is 100%, as the community benefit is considered to be nil.**
- h) **the following be specified as the criteria to be used as the basis for declaring the Burwood Village Special Rate and Charge: ownership of any land described in paragraph 1(e) of this resolution.**
- i) **the owners of the land described in paragraph 1(e) of this resolution will, subject to further resolution of Council, pay the Burwood Village Special Rate and Charge in the following manner: on the same date or dates as Council's general rates are due.**
- j) **Council will, subject to the *Local Government Act 1989*, require a person to pay interest on any special rate and charge which that person is liable to pay and has not been paid to the date specified for its payment.**

3. **Records the following reasons for the decision of Council to declare the Burwood Village Special Rate and Charge:**
 - i. **Council considers it is acting in accordance with the functions and powers conferred on it under the *Local Government Act 1989*, having regard to its role, purposes and objectives under the *Local Government Act 1989*, particularly in relation to the encouragement of commerce, retail activity and employment opportunities in and around the Burwood Village Special Rate and Charge area**
 - ii. **All persons who are liable or required to pay the special rate and charge and the properties respectively owned or occupied by them will receive a special benefit in the form of an enhancement or maintenance in land values, maintenance or enhancement in the use, occupation and enjoyment of the properties and/or from the improved vitality of the Centre**
 - iii. **The basis of distribution of the special rate and charge amongst those persons who are liable or required to pay the special rate and charge is considered to be fair and reasonable.**
4. **Notify each person who made a submission or objection of Council's decision and reasons for the decision.**
5. **Write to the owners and occupiers of properties within the Burwood Village Special Rate and Charge scheme advising them of the decision embodied in this resolution and associated appeal rights.**
6. **Authorise the Director Community Support to enter into an agreement with the Burwood Village Traders' Association in relation to expenditure of the Burwood Village Special Rate and Charge scheme proceeds.**
7. **Authorise the Director Community Support to levy the Burwood Village Special Rate and Charge in accordance with section 163(4) of the Local Government Act 1989.**

CARRIED

7.2 Camberwell Shopping and Business Centre - Marketing and Business Development Fund

The purpose of this report is for Council to consider submissions and objections received following public notice of Council's intention to declare a special rate and charge for a marketing and business development fund for the Camberwell Shopping and Business Centre (Centre) and to determine whether to declare the proposed Camberwell Special Rate and Charge Scheme (proposed Scheme).

The Centre's current five year special rate and charge scheme is due to expire on 30 June 2021. The scheme funds marketing and business development initiatives in the Centre.

The Camberwell Centre Association (CCA) requested Council declare a renewed special rate and charge scheme to apply for five years from 1 July 2021 to 30 June 2026.

On 15 March 2021, Council resolved to commence the statutory process by giving public notice of the proposed Scheme in response to the CCA's request. Public notice of the proposed Scheme was made in The Age newspaper on 20 March 2021. Council invited submissions regarding the proposed Scheme to be lodged by 21 April 2021.

Submissions

Council received five submissions in response to the public notice from the following persons:

- the occupier of 537 Riversdale Rd, Camberwell
- the occupier of 794 Burke Rd, Camberwell
- the owner of 106/685 Burke Rd Camberwell & 409/685 Burke Rd Camberwell
- the Camberwell Baptist Church, regarding their carpark at the rear of 1 Wills St, Hawthorn East
- the occupier of 10/199-203 Camberwell Rd, Hawthorn East.

Objections

Any person who is liable for or otherwise required to pay the special rate or charge is entitled to object in writing. Council received four valid objections from the following persons, who represented five properties indicating opposition to the proposed Scheme:

- the occupier of 537 Riversdale Rd, Camberwell
- the occupier of 794 Burke Rd, Camberwell
- the owner of 106/685 Burke Rd, Camberwell & 409/685 Burke Rd, Camberwell
- the Camberwell Baptist Church, regarding the carpark at the rear of 1 Wills St, Hawthorn East.

All objections received had a right to object in their right as owners or by providing documentary evidence of their right to object. Council officers were able to establish a right to object for the five rateable properties to which the objections relate, by matching the submitter or company names, with Council's rates record of property owners or as a result of evidence provided with the submission. As such, Council officers consider bona fide objections were made with respect to a total of five properties. This equates to 0.7% of the 692 rateable properties in the proposed Scheme. Because less than 50% of those who are required to pay the proposed special rate and charge lodged an objection, Council may resolve to declare the proposed Scheme.

Implications of submissions

The objectors also made submissions in response to the proposed Scheme.

The concerns about the proposed Scheme identified in the objections and submissions are summarised in the table below.

| Reason for objection | Non retail/no quantifiable benefit | Lack of affordability/impact of COVID-19 | Exemption due to being a charity |
|---|---|---|---|
| Number of properties represented | 3 | 1 | 1 |

A copy of the submissions received are circulated separately to this report for Council's consideration.

The low number of submissions and objections may be attributed to the value provided by the CCA in support of businesses throughout COVID-19. According to the CCA, every attempt was made to take a hands on approach and make direct contact with businesses individually to identify ways to support them throughout these unprecedented times. The CCA also resolved to make a concerted effort over the past five years to welcome new businesses into the area and clearly articulate the existence of the scheme, the activities it funds and the benefits to businesses of the CCA's activities.

The submission from Camberwell Baptist Church states the church is a not-for-profit organisation and the land is not used for commercial purposes and, as such, the property will not form part of the proposed Scheme based on its current use. However, if the use changed during the life of the proposed Scheme such that it is "used or adapted or designed to be used for commercial purposes" the applicable rate or charge will apply.

Council officers are of the opinion, with the exception of removal of the Camberwell Baptist Church property from the proposed Scheme, the submissions received do not warrant any change to the proposed Scheme.

Further consideration is given to the submissions in Section 4 of the report.

Declaration of the proposed Scheme will ensure support for a comprehensive marketing and business development program, which will provide a special benefit for businesses and commercial property owners in the Centre.

If declared, the proposed Scheme will apply for five years commencing 1 July 2021 and ending on 30 June 2026 and will raise approximately \$520,000 in the first year with a total levy of approximately \$2,600,000 expected over five years. The amount levied will increase each year consistent with the March quarter Consumer Price Index (All Groups, Melbourne) (CPI) which will be applied to the rate in the dollar and the minimum and maximum charges, along with any increases in the Capital Improved Value (CIV) of rateable properties during the life of the proposed Scheme.

Stan Malachowski was in attendance and spoke in support of his written submission in accordance with Section 223 of the Local Government Act 1989.

Henk Kelly-Kobes was in attendance and spoke in support of his written submission in accordance with Section 223 of the Local Government Act 1989.

MOTION**Moved Councillor Gillies****Seconded Councillor Hollingsworth****That Council resolve to:**

- 1. Receive and note the written and verbal submissions and objections.**
- 2. Declare the Camberwell Special Rate and Charge in accordance with section 163 of the *Local Government Act 1989* for the purpose of defraying expenses of advertising, promotion, centre management, business development and other incidental expenses associated with the encouragement of commerce in the Camberwell Shopping and Business Centre (Centre), which Council considers is or will be of special benefit to those persons required to pay the special rate and charge, as follows:**
 - a) a Camberwell Special Rate and Charge be declared for a period of five years commencing on 1 July 2021 and concluding on 30 June 2026.**
 - b) the Camberwell Special Rate and Charge be:**
 - i. declared for the purpose of defraying expenses of advertising, promotion, centre management, business development and other incidental expenses associated with the encouragement of commerce in the Centre, which Council considers is or will be of special benefit to those persons required to pay the Camberwell special rate and charge; and**
 - ii. implemented by carrying out or enabling to be carried out activities to help achieve the purpose ("the function").**
 - c) the following be specified as the manner in which the special rate and charge so declared will be levied, as set out in (Attachment 1) to this report:**
 - i. in Primary Area (Zone 1) - in the first year of the special rate and charge scheme, a rate of 0.045 cents in the dollar of the Capital Improved Value (CIV) of each rateable property will be required to pay the special rate and charge subject to the following minimum charges per occupancy per annum.**

ii.

| Precinct | Minimum and Maximum per annum |
|--|---|
| <u>Primary (Core) Area (Zone 1):</u> Ground and upper level properties on Burke Avenue, part Wills Street, part Burke Road, part Riversdale Road, part Camberwell Road, part Prospect Hill Road, part Station Street and part Railway Parade | <u>Ground level</u> Minimum - \$600 Maximum - \$5000 <u>Upper level/s</u> Minimum - \$300 Maximum - \$1000 |

- iii. in Primary Area (Zone 1A) - in the first year of the special rate and charge scheme, a rate of 0.045 cents in the dollar of the Capital Improved Value (CIV) of each rateable property will be required to pay the special rate and charge subject to the following minimum charges per occupancy per annum.

| | |
|--|---|
| <u>Primary (Peripheral) Area (Zone 1A):</u> Ground and upper level properties located north of the railway line to Victoria Road along part Burke Road and part Cookson Street | <u>Ground level</u> Minimum - \$300 Maximum - \$3000 <u>Upper level/s</u> Flat rate - \$300 |
|--|---|

- iv. in Secondary Area (Zone 2) - in the first year of the special rate and charge scheme, a rate of 0.045 cents in the dollar of the Capital Improved Value (CIV) of each rateable property will be required to pay the special rate and charge subject to the following minimum charges per occupancy per annum.

v.

| | |
|---|-------------------|
| <u>Secondary Area (Zone 2):</u> Ground and upper level properties on part Camberwell Road, part Riversdale Road, part Burke Road, part Railway Parade and part Prospect Hill Road | Flat rate - \$300 |
|---|-------------------|

The quantum of the rate in the dollar of the CIV of each property in the area, and the quantum of the minimum charges, will be adjusted on 1 July 2022 and on each anniversary of that date by the March quarter Consumer Price Index (All Groups, Melbourne) (CPI) during the 12 months preceding the end of that March quarter.

The CIV of each parcel of rateable land is the CIV of that parcel of land at the time of levying the special rate and charge in each year. The CIV may alter during the period in which the special rate and charge is in force, reflecting any revaluations and supplementary valuations which take place.

- d) the following be specified as the area for which the special rate and charge is so declared:

the area highlighted in the plan annexed to this report as (Attachment 2) ('the area')

For the purposes of this paragraph, the area can be described generally as follows:

- i. **Primary Area (Zone 1):** This zone includes ground and upper level/s properties on Burke Avenue, part Wills Street, part Burke Road, part Riversdale Road, part Camberwell Road, part Prospect Hill Road, part Station Street and part Railway Parade as shown on the Scheme boundary plan.
 - ii. **Primary (Peripheral) Area (Zone 1A):** This zone includes ground and upper level/s properties located north of the railway line to Victoria Road along part Burke Road and part Cookson Street as shown on the Scheme boundary plan.
 - iii. **Secondary Area (Zone 2):** This zone includes ground and upper level/s properties on part Camberwell Road, part Riversdale Road, part Burke Road, part Railway Parade and part Prospect Hill Road as shown on the Scheme boundary plan.
- e) the following be specified as the land in relation to which the Camberwell Special Rate and Charge is so declared:
- all land within the area primarily used or adapted or designed to be used for commercial purposes.
- f) the following be specified as the total amount of performing the function and the total amount of the special rate and charge to be levied: the amount of approximately \$520,000 in the first year with a total levy of approximately \$2,600,000 over the five years of the scheme having regard to adjustments in the CIV of the rateable properties and the application of CPI to the rate in the dollar and minimum charges as described in paragraph 2(c) of this resolution or such other amount as is lawfully levied as a consequence of this resolution.
- g) for the purposes of section 163(2B) of the Local Government Act 1989, the benefit ratio, being the estimated proportion of the total benefits of the scheme to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to all of the persons who are liable to pay the special rate and charge, is 100%, as the community benefit is considered to be nil.
- h) the following be specified as the criteria to be used as the basis for declaring the Camberwell Special Rate and Charge:

ownership of any land described in paragraph 1(e) of this resolution.

- i) the owners of the land described in paragraph 1(e) of this resolution will, subject to further resolution of Council, pay the Camberwell Special Rate and Charge in the following manner:
 - j) on the same date or dates as Council's general rates are due.
 - k) Council will, subject to the Local Government Act 1989, require a person to pay interest on any special rate and charge which that person is liable to pay and has not been paid to the date specified for its payment.
3. Record the following reasons for the decision of Council to declare the Camberwell Special Rate and Charge:
- I. Council considers it is acting in accordance with the functions and powers conferred on it under the *Local Government Act 1989*, having regard to its role, purposes and objectives under the *Local Government Act 1989*, particularly in relation to the encouragement of commerce, retail activity and employment opportunities in and around the Camberwell Special Rate and Charge area.
 - II. All persons who are liable or required to pay the special rate and charge and the properties respectively owned or occupied by them will receive a special benefit in the form of an enhancement or maintenance in land values, maintenance or enhancement in the use, occupation and enjoyment of the properties and/or from the improved vitality of the Centre; and
 - III. The basis of distribution of the special rate and charge amongst those persons who are liable or required to pay the special rate and charge is considered to be fair and reasonable.
4. Notify each person who made a submission or objection of Council's decision and reasons for the decision.
5. Write to the owners and occupiers of properties within the Camberwell Special Rate and Charge scheme advising them of the decision embodied in this resolution and associated appeal rights.
6. Authorise the Director Community Support to enter into an agreement with the Camberwell Centre Association in relation to expenditure of the Camberwell Special Rate and Charge scheme proceeds.
7. Authorise the Director Community Support to levy the Camberwell Special Rate and Charge in accordance with section 163(4) of the Local Government Act 1989.

CARRIED

7.4 Adoption of the Children and Young People's Action Plan

This report presents the community feedback received during the second round of community consultation for the Children and Young People's Action Plan (the Plan) (**Attachment 1**) and proposed actions (**Attachment 2**). The Plan was presented to, and endorsed by Council on 14 September 2020 for the purpose of community consultation. Officers are now seeking Council's adoption of the Plan and proposed actions.

The Plan represents Council's second iteration of a children and young people's plan. The Boroondara Community Plan 2017-27 (BCP), incorporating the Municipal Public Health and Wellbeing Plan, provides the framework for the development of the Plan. It has also been informed by other relevant policies, in particular the Nest Action Agenda (The Nest), a comprehensive evidence based framework which aims to improve the health and wellbeing of children and young people aged less than 25 years.

Extensive community consultation was undertaken during 2020 to define the needs and priorities of children, young people and families in line with the BCP themes. This consultation was conducted to fulfil Standard 7: Empowering Children of the Child Safety and Wellbeing Act (2005) amended in January 2017, and is also referenced in Council's Child Safe Policy. During the engagement period, almost 1,000 community members were reached including 928 community members comprising of; 151 children, 356 young people, 421 parents and caregivers, and 49 service providers.

Officers employed a number of engagement methods to elicit feedback from the 0-25 years age group. Creative activities such as Voice Lab from Polyglot Theatre and artist led drawing sessions were held with children under 10 years of age to gather their insights around key areas of the BCP. Vox pops with parents were conducted at community events prior to statewide Coronavirus (COVID-19) pandemic lockdowns, while focus groups were run with young people to gather more rich qualitative data around how Council can address community needs. Online surveys for both parents/caregivers and young people also captured feedback. Service organisations providing care and support to Boroondara children, families and young people were engaged through interviews and an online survey to help strengthen the data. This data, along with the BCP consultation data from 2017 and 2021, and publicly available population, health and wellbeing data was used by officers to develop the Plan.

Council endorsed the Plan and proposed actions for the purposes of community consultation at the Special Services Committee on 14 September 2020. The second round of community consultation took place between 6 November and 6 December 2020. It was designed to be targeted in nature, and to ensure Council had accurately reflected the needs and priorities of children, young people and families identified during the comprehensive community consultation process conducted earlier in 2020. The community was invited to provide feedback through a range of different methods including a community survey, photograph competition for young people, and workshops for service providers working with children, young people and families.

Council received 52 responses during the second consultation period. Overall, the feedback received was positive and supportive of the Plan and proposed actions. There was a general sentiment the Plan was reflective of the priorities of children and young people in the Boroondara community. Strengthening the language to show Council's commitment to undertaking actions for the 0-25 years age group within the Plan was identified during the consultation process. As a result, the vision and some of the proposed actions have been updated to reflect this feedback. Details of word changes are outlined in **Attachment 3**.

The COVID-19 pandemic lockdowns had a negative impact on the community from a social and economic perspective. Children and young people, in particular, were adversely affected due to disruptions and significant adjustments in education. There has also been a reported rise in young people experiencing depression and anxiety symptoms. Young people were also affected through limited availability of employment opportunities.

The impact of the COVID-19 pandemic was observed through the feedback received during the second round of consultation. The community provided feedback reinforcing the importance of Council working with young people and service providers to address the issues of mental health and employment in young people. While Council does not provide employment services, it plays an important role in assisting employment service providers, such as the Inner Eastern Local Learning and Employment Network and JobCo in identifying contributing factors and referring young people to those services. As such, Action 6.1 "Work with and support community partners to help facilitate and link young people with employment opportunities" has been updated to reflect this. Through the delivery of Actions 1.1 "Work with community partners to deliver mental wellbeing initiatives to improve outcomes of children, young people and families", and Action 6.2 "Explore opportunities and pathways to engage young people in working for Council", Council will also work to address these issues amongst young people. Action 1.22 "Work with young people to design and deliver a campaign and program for young people to access volunteering opportunities" will also help to contribute to positive mental health in young people through participation in the community.

Emphasising the importance of co-design with the community was an important consideration raised during the consultation period, as well as promoting the benefits of breastfeeding. A summary of all feedback raised during the consultation period and Council's response, including the generation of two new actions, can be found in **Attachment 3**.

In early 2021, Stage 1 of the BCP refresh was completed and this data was used to further verify the proposed actions in the Plan. Parents of children aged 13 years and under and young people aged 14-24 years were asked to rank their priority themes to help define what Council should focus on for the next ten years. Seventy one percent of young people aged 14-24 years rated Your Parks and Green Spaces as their top priority theme, followed by 62% and 49% of young people respectively rating The Environment and Your Local Shops and Businesses their other top priority themes. Becoming more environmentally friendly through adopting environmentally sustainable practices, preserving green spaces as well as improving waste collection were identified by young people as the main focus areas for Council. These sentiments are captured within the Plan's actions, specifically through the implementation of Council's sustainable living programs. Council's Climate Action Plan (currently under development) will also address these focus areas from the perspective of children, young people and families.

Parents of children aged 13 years or under ranked their top three priority themes as Your Parks and Green Spaces, Your Community, Services and Facilities and Your Local Shops and Businesses. Seventy six percent of parents rated Your Parks and Green Spaces as their top priority theme, followed by 57% rating Your Community, Services and Facilities their second priority theme, and 48% rating Your Local Shops and Businesses their third priority theme. Similarly to young people, parents also identified preserving green spaces and becoming environmentally friendly as their top two focus areas for Council over the next ten years. The Plan captures this through the exploration of further family friendly activations in local parks and green spaces. Parents also expressed delivering valued community services as another key focus area which will be addressed through the delivery of actions in Theme 1 in **Attachment 2**.

MOTION

Moved Councillor Addis

Seconded Councillor Watson

That Council resolve to adopt the Children and Young People's Action Plan, as annexed in the minutes.

CARRIED

7.5 Instrument of Delegation - Council to Chief Executive Officer and Council to Members of Council Staff

Section 11(7) of the Local Government Act 2020 (the Act) requires Council to review all delegations which have been made under section 11 of the Act within 12 months of a general election.

Council is therefore required to review the Instrument of Delegation from Council to the Chief Executive Officer and the Instrument of Delegation from Council to Members of Council Staff to ensure statutory compliance and to enable the business of Council to be carried out efficiently and in line with Council approved policies.

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and the provision of template instruments which are then tailored to organisational requirements.

Officers have developed a revised Instrument of Delegation from Council to Members of Council Staff which reflects the recent changes announced to the organisation structure, a small number of legislative changes and amendments put forward by Maddocks as part of their continual review processes.

The revised Instrument of Delegation from Council to the Chief Executive Officer and the Instrument of Delegation from Council to Members of Council Staff is presented to Council for consideration.

MOTION**Moved Councillor Watson****Seconded Councillor Sinfield**

- 1. In the exercise of the power conferred by section 11(1)(b) of the Local Government Act 2020 (the Act), Boroondara City Council (Council) resolves that:**
 - a. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the Instrument of Delegation to the Chief Executive Officer (annexed to the minutes as Attachment 2), subject to the conditions and limitations specified in that Instrument.**
 - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument**
 - c. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.**
 - d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
- 2. In the exercise of the powers conferred by the legislation referred to in the instrument of delegation, Boroondara City Council (Council) resolves:**
 - a. There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council staff (annexed to the minutes as Attachment 4), the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.**
 - b. The instrument comes into force immediately the common seal of Council is affixed to the instrument.**
 - c. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked.**
 - d. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

CARRIED

7.6 Recommendations of Audit and Risk Meeting and Bi-Annual report from the Audit and Risk Committee

Council's Audit and Risk Committee held its most recent meeting on 19 May 2021. This report presents the recommendations of that Audit and Risk Committee meeting for consideration by Council. A schedule of reports and committee recommendations is presented as an attachment to this report.

Also included with this report is the Bi-annual Report from the Audit and Risk Committee as required by Section 54 (5) of the *Local Government Act 2020*.

MOTION

Moved Councillor Stavrou

Seconded Councillor Parke

That Council resolve to adopt the resolutions recommended to Council contained in Attachment 1 (as annexed to the minutes) reflecting the recommendations from the Audit and Risk Committee meeting held on 19 May 2021 and note the tabling of the Bi-annual report from the Audit and Risk Committee as required by Section 54 (5) of the *Local Government Act 2020* contained in Attachment 7 (as annexed to the minutes).

CARRIED

8. General business

8.1 Councillor Gillies - Leave of Absence

Councillor Gillies requested a leave of absence from Council for the period 16 - 30 July 2021 inclusive.

Councillor Gillies then declared a general conflict of interest in this matter in accordance with section 127 of the Local Government Act 2020 and advised the nature of the general conflict of interest is *"I am applying for leave, and therefore have a direct interest in the decision because it directly affects me and this is in conflict with my public duty"*.

Councillor Gillies then left the Chamber at 8.41pm prior to consideration and voting on this matter.

MOTION

Moved Councillor Parke

Seconded Councillor Hollingsworth

That Council resolve to grant Councillor Gillies a leave of absence for the period 16 - 30 July 2021 inclusive.

CARRIED

Councillor Gillies returned to the Chamber at 8.42pm and resumed her seat.

8.2 Queens Birthday Honours List

The Mayor, Councillor Thompson recognised the twenty one Boroondara residents who received an award in the Queen's Birthday Honours List and advised he had sent a congratulatory letter to these residents.

The Mayor, Councillor Thompson also acknowledged former councillor, Coral Ross for being honoured for her service to local government and gender equality.

9. Urgent business

Nil

10. Confidential business

Nil

The meeting concluded at 8.44pm

Confirmed

Chairperson

Date

MINUTES ATTACHMENTS



Council

Monday 28 June 2021

Attachments annexed to the minutes for the following items:

- 4. Informal Meetings of Councillors
- 7.4 Adoption of the Children and Young People's Action Plan
- 7.5 Instrument of Delegation - Council to Chief Executive Officer and Council to Members of Council Staff
- 7.6 Recommendations of Audit and Risk Meeting and Bi-Annual report from the Audit and Risk Committee
- 7.7 Rear of 2 to 18 Glencairn Avenue and 235 to 253 Highfield Road, adjoining 1233 Toorak Road, Camberwell - Proposed discontinuance and sale of drainage reserve
- 7.8 Adjoining 4 and 6 Faircroft Avenue and 23 Parkin Street, Glen Iris - Proposed discontinuance and sale of drainage and sewerage reserve
- 7.9 Adoption of the Budget 2021-22 (including Mayoral and Councillor allowances) and Revenue and Rating Plan 2021-25

Record of Informal Meetings of Councillors

| Assembly details | Councillor attendees | Officer attendees | Matters discussed | Conflict of Interest disclosures |
|--|---|---|--|----------------------------------|
| Councillor Briefing & Discussion 19 April 2021 | Cr Garry Thompson Cr Jim Parke Cr Felicity Sinfield Cr Victor Franco Cr Wes Gault Cr Di Gillies Cr Lisa Hollingsworth Cr Jane Addis Cr Cynthia Watson Cr Susan Biggar Cr Nick Stavrou | Phillip Storer (CEO) Daniel Freer (DPS) Carolyn McClean (DCS) Shiran Wickramasinghe (DUL) David Shepard (MESOS) Chad Henry (aMFWI) David Thompson (MG) Andrew McHugh (MHWS) Sam Taylor (SCSR) Clare Davey (SCTA) Tom Scanlan (PFDC) Heath Crawford (CTM) Elizabeth Manou (SGO) Andrea Lomdahl (STRP) Danielle Calautti (RP) | Advanced Waste Processing Federal Government Funding Freeway Golf Course BCP and Council Plan Meeting Procedure | Nil |
| Councillor Briefing & Discussion 3 May 2021 | Cr Garry Thompson Cr Jim Parke Cr Victor Franco Cr Wes Gault Cr Di Gillies Cr Lisa Hollingsworth Cr Jane Addis Cr Cynthia Watson Cr Susan Biggar Cr Nick Stavrou | Phillip Storer (CEO) Kirstin Ritchie (COG) Helen Pavlidis (SGO) | Federal Government Funding | Nil |
| Councillor Briefing & Discussion 10 May 2021 | Cr Garry Thompson Cr Jim Parke Cr Felicity Sinfield Cr Wes Gault Cr Di Gillies Cr Lisa Hollingsworth Cr Jane Addis Cr Cynthia Watson Cr Susan Biggar Cr Nick Stavrou | Phillip Storer (CEO) Daniel Freer (DPS) Carolyn McClean (DCS) Shiran Wickramasinghe (DUL) David Thompson (MG) David Shepard (MESOS) Jennifer Reid (MSTRAP) Mathew Dixon (CES) Kirstin Ritchie (COG) Elizabeth Manou (SGO) | March 2021 Quarterly Performance Report Climate Risk Governance Governance Rules Community Meeting Council Chamber Councillor Induction Training Incoming Correspondence | Nil |

Record of Informal Meetings of Councillors

| Assembly details | Councillor attendees | Officer attendees | Matters discussed | Conflict of Interest disclosures |
|--|---|---|---|----------------------------------|
| Councillor Briefing & Discussion 17 May 2021 | Cr Garry Thompson Cr Jim Parke Cr Felicity Sinfield Cr Wes Gault Cr Di Gillies Cr Lisa Hollingsworth Cr Jane Addis Cr Cynthia Watson Cr Susan Biggar Cr Nick Stavrou | Phillip Storer (CEO) Shiran Wickramasinghe (DUL) David Thompson (MG) Helen Pavlidis (SGO) | MAV State Council | Nil |
| Councillor Briefing & Discussion 24 May 2021 | Cr Garry Thompson Cr Jim Parke Cr Felicity Sinfield Cr Victor Franco Cr Wes Gault Cr Di Gillies Cr Lisa Hollingsworth Cr Jane Addis Cr Cynthia Watson Cr Susan Biggar Cr Nick Stavrou | Phillip Storer (CEO) Daniel Freer (DPS) Carolyn McClean (DCS) Shiran Wickramasinghe (DUL) Carolyn Terry (EMPCD) David Thompson (MG) Kirstin Ritchie (COG) Elizabeth Manou SGO) | Confidential discussion June Council meetings Civic Foyer | Nil |
| Climate Action Plan Advisory Committee 24 May 2021 | Cr Garry Thompson Cr Victor Franco Cr Wes Gault Cr Jane Addis Cr Susan Biggar Cr Nick Stavrou | Daniel Freer (DPS) David Shepard (MESOS) Mathew Dixon (CES) | Draft Climate Action Plan Carbon offsets | Nil |

MINUTES ATTACHMENTS



Council

Monday 28 June 2021

Attachments as annexed to the resolution:

7.4 Adoption of the Children and Young People's Action Plan

Children and Young People's Action Plan

Responsible Directorate: Community Support
Authorised By: Council
Date of Adoption: 28 June 2021
Review Date: 2025
Plan Type: Council

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1. Executive Summary - Message to our Community

Children and young people make up one third of our community, and represent the future of Boroondara. It is important that we support their development to ensure they grow and develop to become thriving, happy, healthy adults who contribute meaningfully to, and participate in, the community.

The Children and Young People's Action Plan (the Plan) provides the strategic direction for Council to support the needs and aspirations of children, young people and their families who live, work and study in Boroondara over the next five years.

The actions in the Plan reflect the community's priorities identified in both the community consultation we conducted in 2020, and the Boroondara Community Plan 2017-27 (BCP), Council's key strategic document which outlines the 10 year vision for Boroondara's future.

During community consultation, we asked children, young people, parents, caregivers and service providers in Boroondara what was important to them now and into the future. A number of different methods were used including surveys, focus groups and creative drawing activities to help define the priority areas for action across this life stage.

The results told us children place a high level of importance on caring for the environment and having strong relationships with their families and friends. It also showed young people in Boroondara are passionate about participating in the community.

Despite this, mental health, including increasing levels of psychological distress, social isolation and loneliness still remains a significant issue facing the 0-25 years age group. Building the resilience of children and young people is vital. Council is committed to strengthening existing partnerships, and building new connections with key partners and agencies to respond to these issues.

In 2021, we consulted with the community to refresh the BCP to ensure it reflects our community's current needs and priorities. Stage 1 results show us the top priority themes for parents of children aged 13 year and under included Your Parks and Green Spaces, Your Community, Services and Facilities and Your Local Shops and Businesses. For young people aged 14-24 years, top priority themes included Your Parks and Green Spaces, The Environment and Your Local Shops and Businesses.

Examples of key actions within the Plan include:

- working with community partners to identify trends in order to advocate to state and federal governments, and peak bodies to address the complex needs of families,
- developing a youth volunteering program and campaign to enhance young people's access to volunteering opportunities, including how they can play an active role in caring for the environment,
- exploring opportunities to increase Council's digital presence with young people. activities, and
- involving the voices of children, families and young people in the re-development of parks and playgrounds.

We are committed to supporting children, young people and their families throughout the implementation of the Plan over the next five years, and we will continue to identify and respond to emerging needs within our community.

Councillor Garry Thompson
Mayor of Boroondara

2. Introduction

2.1 Our Vision for Children and Young People in Boroondara

The Children and Young People's Action Plan (the Plan) supports the vision of Council's key strategic document: the Boroondara Community Plan 2017-27 (BCP), for '*A vibrant and inclusive city, meeting the needs and aspirations of its community*'.

The vision of the Plan is:

"The City of Boroondara is a city where children and young people are valued, happy, healthy, safe and empowered to actively participate in our community".

Why 0-25 year olds?

The Plan recognises the importance of the 0-25 years life stage as a critical time in an individual's life where a period of rapid growth and development occurs. It is widely acknowledged amongst national and international evidence that the brain is constantly developing from birth and through to adulthood. Healthy brain development requires caring and supportive family relationships, and a range of engaging and stimulating learning experiences. Access to universal services and additional supports can help to optimise development. Early intervention is paramount to preventing long term adverse consequences and delays in developmental milestones.

Council is committed to supporting children, young people and their families through taking a holistic approach that considers their social, emotional and physical development across the first 25 years of life and beyond. The first iteration of the Children and Young People's Strategy recognised the importance of addressing the needs of children and young people (0-25 years) collectively in one strategy, acknowledging the journey families experience as their children grow into young people and then into adults. This approach is important as it allows children, young people and their families to be supported through the various transitions experienced during this time. Addressing the 0-25 years life stage in one plan also allows Council to incorporate the needs of children in the middle years' (9-12), which are often not addressed or incorporated into younger or older years' plans.

Council plays an integral role in supporting children, young people and families by providing high quality facilities, services and programs that enhance health and wellbeing. By providing a range of health, learning, cultural and environmental experiences, Council strives to contribute to the positive development of children and young people.

The Plan will focus on delivering on the needs and priorities of Boroondara's children and young people, and their families.

2.2 Corporate framework

As shown in Figure 1, the BCP incorporating the Municipal Public Health and Wellbeing Plan, is Council's key strategic document and describes the 10-year vision and priorities. It guides Council's decision making, and directly informs the Council Plan, 10 year Financial Plan, and annual budget incorporating annual commitments and strategic indicators, as well as the Municipal Strategic Statement and Council's strategies, plans and policies.



Figure 1: Integrated Planning Framework

The current BCP is structured around seven priority themes with supporting strategic objectives which are outlined below. The Plan is informed by these themes.

- **Your Community, Services and Facilities**

Strategic Objective 1: Community services and facilities are high quality, inclusive and meet a variety of needs now and into the future.

- **Your Parks and Green Spaces**

Strategic Objective 2: Inviting and well-utilised community parks and green spaces.

- **The Environment**

Strategic Objective 3: Our natural environment is healthy and sustainable for future generations.

- **Neighbourhood Character and Heritage**

Strategic Objective 4: Protect the heritage and respect the character of the City to maintain amenity and liveability whilst recognising the need for appropriate, well-designed development for future generations.

- **Getting Around Boroondara**

Strategic Objective 5: Travel options that are connected, safe, accessible, environmentally sustainable and well-designed.

- **Your Local Shops and Businesses**

Strategic Objective 6: A vibrant local economy and shops that are accessible, attractive and a centre of community life.

- **Civic Leadership and Governance**

Strategic Objective 7: Ensure that ethical, financial and socially responsible decision making reflect community needs and are based on principles of accountability, transparency, responsiveness and consultation.

The Plan also contributes toward the following health priorities of the BCP:

- promoting mental health and social connection;
- promoting active living; and
- promoting healthy eating.



The Plan plays an important role in guiding Council to ensure the needs of children, young people and their families are considered in the planning, design and delivery of Council facilities, services and programs.

A refresh of the BCP is currently underway to understand how community priorities have changed since 2017, especially in relation to the impact of the Coronavirus (COVID-19) pandemic. Stage 1 of the BCP refresh has recently been completed, and high level findings are incorporated in the Plan. The actions within the Plan reflect both the findings from Stage 1 of the BCP refresh, and community consultation held in 2020 as part of the development of the Plan.

2.3 The Nest Action Agenda

The Nest Action Agenda (The Nest) is an evidence based framework developed by the Australian Research Alliance for Children and Youth (ARACY), which aims to improve the wellbeing of children and youth aged under 25 years of age. It outlines a shared vision for Australia's children and youth where:

"All young people are loved and safe, have material basics, are healthy, are learning and participating and have a positive sense of identity and culture."

This vision applies to all Australian children and youth, regardless of age, gender, ability, ethnicity, race and socioeconomic status. The Nest incorporates six domains highlighted in Figure 2, which help to contribute towards a thriving child or young person. These include being loved and safe, the provision of material basics, being healthy, learning, participation and having a positive sense of culture and identity.

| Vision All children and youth are loved and safe, have material basics, are healthy, are learning and are participating and have a positive sense of culture and identity. | | | | |
|---|--|--|--|---|
| <i>Measured by Australia being consistently placed in the top third of OECD countries for comparable indicators of child and youth wellbeing, with the target of 50% of indicators in the top third by 2025 (currently 26%)</i> | | | | |
| Loved and safe | Material basics | Healthy | Learning | Participating |
| Positive, supportive family environment | Material wellbeing | Healthy birthweight | Early childhood education participation | Youth feeling able to have a say |
| Positive parenting practices | Income equality | Immunisation rates | Reduced early childhood developmental vulnerability | Voting enrolment |
| Positive, trusted peer relationships and communication | Parental employment | Nutrition, activity and healthy weight | Parental engagement in child learning | Use and engagement of technology and social media |
| Community safety | Youth in employment/training/education | Healthy physical development | Performance in English, Maths and Science (at Year 4 and 15 years) | Involvement in organised activities |
| Children not placed in care | Internet access | Dental health | School retention rates | Membership of social, community, or civic groups |
| Youth not in detention | Educational possessions | Good mental health | Youth participation in education | |
| | Housing amenity and stability | Reduced injury deaths | | |
| | | Reductions in teenage pregnancies | | |
| | | Reduced substance use | | |
| | | Reduced youth violence | | |
| Positive sense of culture and identity | | | | |

Figure 2: The Nest Action Agenda

Source: Australian Research Alliance for Children and Youth (ARACY). (2014) The Nest action agenda: Improving the wellbeing of Australia's children and youth while growing our GDP by over 7%. Canberra. ARACY.

The Nest is a well-renowned framework utilised by other local and state governments across Australia to help inform service planning for children and young people. Council recognises this, and has utilised The Nest as a guiding lens for the development of actions contributing to thriving children and young people in Boroondara.

A description of each domain including its importance can be found in Table 1. This information is sourced from page 5 of “The Nest Action Agenda - Improving the wellbeing of Australia's children and youth while growing our GDP by over 7%” by (ARACY, 2014).

Table 1: The six outcomes of The Nest

| | |
|---|---|
| Being loved and safe | Being loved and safe embraces positive family relationships and connections with others, along with personal and community safety. Children and youth who are loved and safe are confident, have a strong sense of self-identity, and have high self-esteem. They form secure attachments, have pro-social peer connections, and positive adult role models or mentors which are present in their life. Children and youth who are loved and safe are resilient: they can withstand life's challenges, and respond constructively to setbacks and unanticipated events. |
| Having material basics | Children and youth who have material basics have access to the things they need to live a 'normal life'. They live in adequate and stable housing, with adequate clothing, healthy food, and clean water, and the materials they need to participate in education and training pathways. |
| Being healthy | Healthy children and youth have their physical, developmental, psychosocial and mental health needs met. They achieve their optimal developmental trajectories. They have access to services to support their growth and development, and have access to preventative measures to redress any emerging health or developmental concerns. |
| Learning | Learning is a continuous process throughout life. Children and youth learn through a variety of formal and informal experiences within the classroom and more broadly in their home and in the community. Children and youth who are learning participate in and experience education that enables them to reach their full potential and maximise their life opportunities. |
| Participating | Participating includes involvement with peers and the community, being able to have a voice and say on matters and, increasingly, access to technology for social connections. In practice, participating means children and youth are supported in expressing their views, having their views taken into account and they are involved in decision-making processes that affect them. |
| Positive sense of culture and identity | Having a positive sense of culture and identity is central to the wellbeing of children and youth, and is particularly important for Aboriginal and Torres Strait Islander and other culturally and linguistically diverse (CALD) children and youth. This outcome includes having a sense of spiritual wellbeing. It underpins and is fundamental to the other Nest child and youth outcome areas, with appropriate measures of a sense of culture and identity to be developed. |

2.4 Child Safe Policy

The City of Boroondara's Child Safe Policy outlines the organisation's commitment to ensuring a child safe organisation. The Child Safe Policy provides strategic and operational guidance to keep children safe, and outlines the responsibilities, procedures and practices that support this. It applies in all our operational environments and without fail wherever children and young people are participating in our organisation's activities, programs, services and/or facilities, as well as within the community of Boroondara when councillors, Council employees, volunteers and contractors are fulfilling their roles when children are present. The Policy highlights Council's commitment to the safety and wellbeing of children through the enactment of the

implementation and monitoring of the Child Safe Standards, as specified under the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015.

Council will ensure the safety of children by:

- documenting our commitment to safeguarding children and young people from abuse and neglect and communicating our commitment to all of councillors, staff, volunteers and contractors;
- educating Council's workforce, councillors, volunteers, contractors and the community about the safety of children and young people. This includes understanding their role and the behaviour we expect;
- providing environments that are safe for children and young people when delivering services and programs, including online, physical or psychological environments;
- embedding processes that safeguard children and young people from abuse across all aspects of our operation;
- responding appropriately and ensuring children are taken seriously if they raise concerns in relation to their safety and wellbeing;
- listening to the voices of children and young people, particularly as we plan and deliver programs and services;
- recognising diversity and promoting engagement with children from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse backgrounds and children and young people with a disability;
- having appropriate screening processes in place to minimise the likelihood that we or a contractor recruit a person who is unsuitable to work or volunteer with children and young people; and
- making our Child Safe Policy and procedures accessible, online and in forms that are easy to understand.

Council has legal obligations in relation to reporting child abuse under the Reportable Conduct Scheme. The Reportable Conduct Scheme requires organisations to respond to allegations of child-related misconduct made against workers (employees and contractors) and volunteers and report any allegations to the Commission for Children and Young People. There are five types of 'reportable conduct':

- sexual offences committed against, with or in the presence of a child;
- sexual misconduct committed against, with or in the presence of a child;
- physical violence against, with or in the presence of a child;
- any behaviour that causes significant emotional or psychological harm to a child; and
- significant neglect of a child.

Safeguarding children and young people is a shared responsibility within our organisation. It is the responsibility of all councillors, employees, volunteers and contractors to create and maintain a child safe culture. Council's Child Safe Policy outlines the specific roles and responsibilities of the following groups to creating and maintaining a child safe culture including:

- Councillors;
- Executive Leadership Team;
- Senior Leadership Team/Coordinators and Team Leaders;
- Management Steering Group;
- Council staff and volunteers;
- People and Culture;
- Child Safety Officers;
- Labour hire, agency employees and contractors;
- License/lease holders; and
- Council grant recipients.

3. Creating the Children and Young People's Action Plan

The development of the Plan involved a number of steps outlined below.

Stage 1: Review and plan

A review of the first Children and Young People's Strategy was undertaken and found all actions were implemented and a number of key achievements were made. These achievements are detailed in Section 6 of the Plan.

Officers developed a plan to ensure all relevant stakeholder groups were consulted through the process in order to receive rich qualitative data. Council's key strategic document, the BCP, informed by the views of nearly 12,000 residents was used as the framework for producing action areas for the Plan.

Stage 2: Understanding the context

Officers undertook benchmarking of socio-demographically similar and neighbouring Councils' children and young people plans and strategies. The Councils included in the benchmarking were Cities' of Stonnington, Bayside, Glen Eira, Banyule, Manningham, Monash, Whitehorse and Yarra. Benchmarking reaffirmed Council's life stage approach, i.e. 0-25 years, towards the development of the Plan.

Desktop research was performed to produce an updated community profile for the 0-25 years age group. This profile included a range of sociodemographic and health and wellbeing statistics. During this stage, a policy review was conducted to source recently published directives or guidelines from international, national, state and local levels pertaining to children, young people and families. As The Nest comprehensively addresses health and wellbeing of children and young people, it was therefore included as a lens over the BCP 2017-27 in developing the Plan.

Finally during this stage, officers undertook an analysis of the BCP engagement data for parents of children aged 13 years or under and also for young people aged under 15 years and between 15-24 years of age. This analysis informed the creation of the community engagement plan supporting the development of the Plan.

Stage 3: Community consultation - design and development

Undertaking in-depth engagement with children and young people was considered a key requirement of the engagement process, and consequently an emphasis was made to ensure qualitative methods were used to elicit rich responses. A community engagement plan was developed and implemented between January and April 2020. It involved a number of different activities described in Section 8.

Stage 4: Action development

Following community consultation and analysis of the data, officers began collaborative discussions to ensure a whole of Council approach was adopted to producing actions. Officers also met with service provider agencies through advisory committee meetings to review engagement results and discuss future actions. The actions can be found in the attached implementation plan.

4. Background

4.1 Community Profile

4.1.1 Population

The City of Boroondara Estimated Resident Population in 2019 was 183,199 residents. The total population is expected to grow to 190,352 by 2025.

At the last Census count in 2016, the population of children and young people, aged 0-25 years in Boroondara was 60,813, representing 34% of the total population. The population of children and young people is expected to increase to 63,356 in 2025, representing 33% of the total forecasted population. There are also a number of children and young people who travel into Boroondara to study or work on a regular basis.

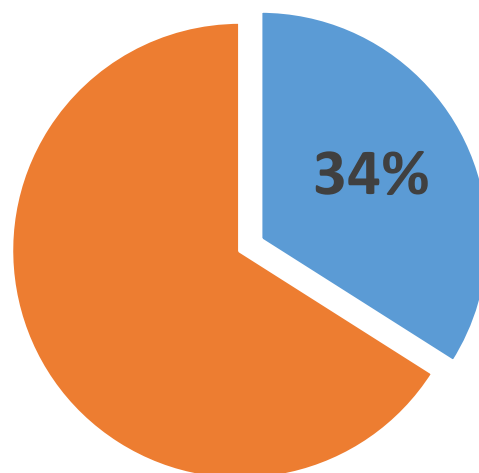


Figure 3: Population proportion of 0-25 years' age group in comparison to the total Boroondara population.

Service age groupings, developed by .id Consulting are used in planning to estimate the demand for services during different life stages, and to understand how demand for certain facilities and services changes as the population changes. Figure 4 shows the breakdown of each service age group in Boroondara. Young people, i.e. secondary schoolers and tertiary education and independence compromise 61% of the population aged 0-25 years.

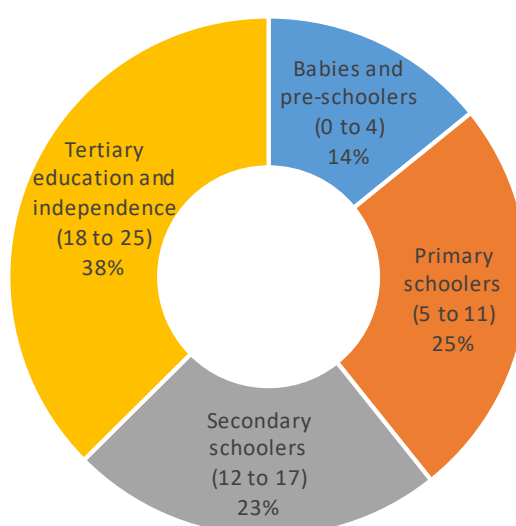


Figure 4: City of Boroondara population 2016 (0-25 years') (Age group as percentage of total 0-25 years' Boroondara population in brackets)

Population forecast data from 2020 demonstrates since 2016, there has been a minimal increase (1%) in the proportion of secondary school aged young people (12-17 years) across Boroondara. The growth in this age group is expected to remain constant to 2025, while a 3% increase is expected in the 18-25 years age group. As the population of young people increases, it will be important to provide services to meet growing demand. Figure 5 illustrates how the population is forecasted to change for each of the service age groups.

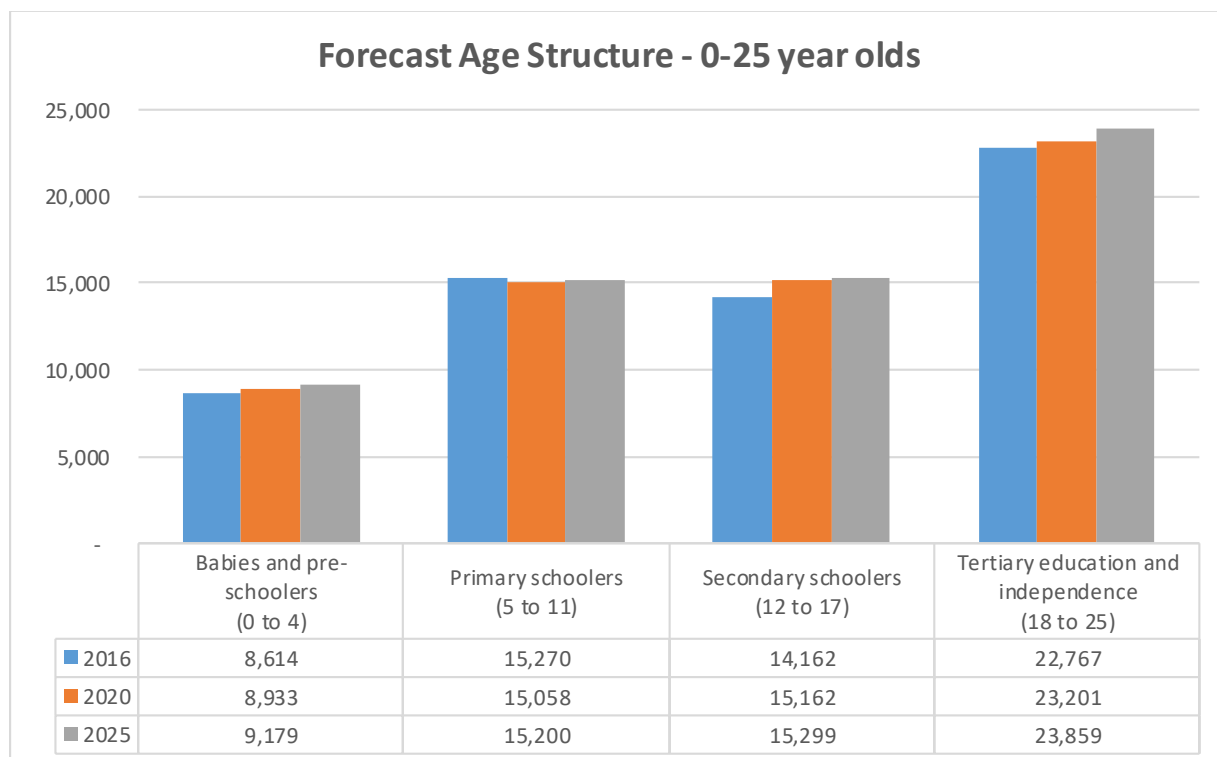


Figure 5: Population forecast change by service age group for 0-25 years.

For planning purposes, Council divides the municipality into five precincts represented in Figure 6, to assist with more detailed service planning. Population data is used to plan for the delivery of services, for example, Maternal and Child Health and other early years services, youth services, asset management planning and grant applications.

Table 2 below displays the precincts in Boroondara with the highest population amongst each age group as forecasted for 2020 and 2025. The central and south west precincts have the highest population of 0-25 year olds across Boroondara. Specifically, the south west precinct has the highest population of 0-4 year olds and 18-25 year olds, and the central precinct has the highest population of 5-17 year olds.

Table 2: Precinct population forecast changes across 2020 and 2025 with the number of children in each service age group identified in brackets.

| Age Group | Precinct with highest population 2020 | Precinct with highest population (2025) | Precinct with highest growth (2020-25) |
|-----------|---------------------------------------|---|--|
| 0-4 | South west (2210) | South west (2248) | Central (+87) |
| 5-11 | Central (3655) | Central (3727) | South west (+193) |
| 12-17 | Central (3746) | Central (3727) | South west (+156) |
| 18-25 | South west (7090) | South west (7334) | Central (+247)/south west (+244) |

When examining the population growth rates in each of the service groups across Boroondara, the central and south west precincts have the highest growth. Between 2020 and 2025, the precincts with the highest growth for each service group are in the right hand column of Table 2. For the 0-4 years age group, the central precinct has the highest growth (+87). In the 5-11 years and 12-17 years group, the south west precinct has the highest growth at (+193) and (+156) respectively. Both the central and south west precincts have similar growth for the 18-25 years age group at (+247) and (+244) respectively.



Figure 6: Council identifies five precincts for planning purposes across Boroondara.

4.1.2 Households

Figure 7 highlights data from the 2016 Census pertaining to household type. In 2016, couples with children, couples without children and lone person households were the most common household type in Boroondara. Thirty five percent of households were couples with children. Specifically, this household type was comprised of 17.5% of couples with young children (aged under 15 years), 4.8% of couples with mixed age children (one of more children under 15 or one of more children aged over 15 years), and 12.8% of couples with older children (aged 15 years or over). Single parent families comprised 7.9% of total households, while 1.5% of total households were classified as other families.

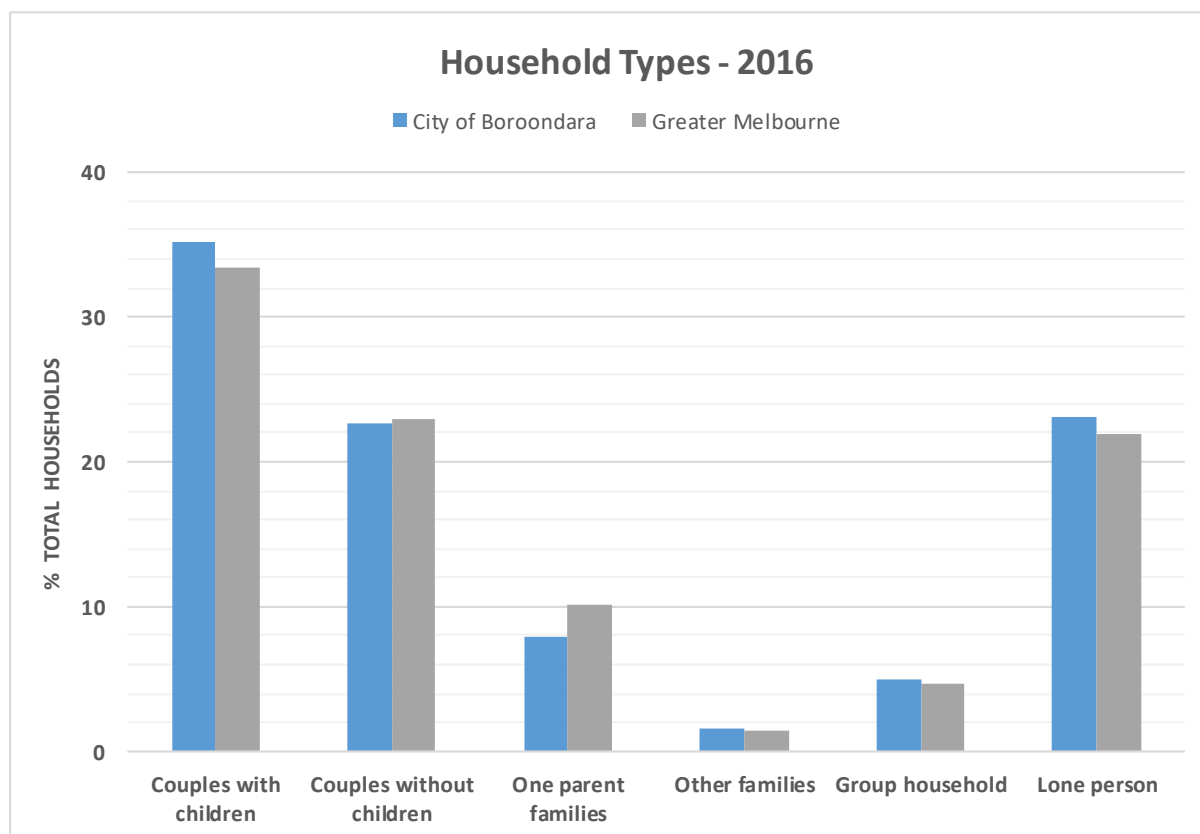


Figure 7: Household types in Boroondara and Greater Melbourne

Group households are often associated with young people living close to education or employment, and indicate a house-sharing arrangement. Group households are common among students and young professionals. In 2016, group households accounted for 5% of household types in Boroondara compared to 4.7% in Greater Melbourne. This proportion ranged from a low of 2.1% in Canterbury to a high of 9.8% in Hawthorn and Hawthorn East. Lone person households make up 23.1% of households who usually comprise adults or older adults living alone.

4.1.3 Aboriginal and Torres Strait Islanders

Census data from 2016 shows that there were 157 children and young people aged 0-25 years who identified as Aboriginal or Torres Strait Islander (ATSI), representing 50% of the total Aboriginal and Torres Strait Islander population in Boroondara. The highest proportion is aged between 20-25 years old. In the 2019-20 financial year Maternal and Child Health had 18 ATSI children enrolled, while there were 9 ATSI children enrolled in Boroondara kindergartens.

4.1.4 Cultural Diversity

In 2016, 30.9% of Boroondara residents were born overseas and 24.9% were born in a country where English was not the main language spoken. China, Vietnam, India and Malaysia represent the four main countries where those who are born overseas have immigrated from since 2011. Since 2011, the highest increase has been from people moving from China to Boroondara with over 4,000 new residents recorded at the 2016 Census. The top five languages spoken at home other than English include Mandarin, Cantonese, Greek, Italian and Vietnamese.

Within the 0-25 years cohort, proficiency in English changes across the lifespan for those indicating they have a language background other than English. Early in life, i.e. 0-4 years of age there is a higher number of children who speak English not well or not at all, however starting school ameliorates this in later years for the 5-19 years of age. English proficiency drops again in the 20-25 years age group which corresponds to young people arriving from overseas for study or employment. This highlights the importance of providing language supports to parents and children in the early years and also to young people arriving from overseas.

Australian Early Development Census (AEDC) 2018 data also shows that since 2012, the proportion of school aged children who are from a language background other than English and who are proficient in English has increased by almost 9%. This indicates an increase in the proportion of multilingual children throughout Boroondara.

4.1.5 Children and Young People with Disabilities

A need for assistance with daily activities represents a measure of disability within a population. In 2016, 762 (1.25%) children and young people aged 0-25 years reported requiring assistance with core activities, which is lower when compared to the Greater Melbourne area. The following table shows the breakdown of those requiring assistance with core activities by age group.

Table 3: Number of young people under 25 years requiring assistance with core activities

| Age Group (Years) | Number requiring assistance |
|-------------------|-----------------------------|
| 0-4 years | 64 |
| 5-9 years | 202 |
| 10-14 years | 176 |
| 15-19 years | 163 |
| 20-25 years | 157 |

Preschool Field Officers support the inclusion and participation of children with additional needs in early years services in funded kindergarten programs. Data from the Preschool Field Officer program in Boroondara shows the top five reasons for kindergartens referring pre-school aged children to the program are for emotional regulation, school readiness, anxiety, disability and attention and concentration.

4.1.6 Parental Workforce Participation and Childcare

Participation of parents, in particular mothers, in the workforce is an indicator of the strength of the local economy. It also provides important insights into the types of services required, such as maternal and child health services and child care services.

The City of Boroondara has a higher proportion of mothers with dependent children in the workforce (71.6%), compared to Greater Melbourne at 66.9%. The proportion of mothers in the workforce was lowest in Deepdene and Balwyn at 65.4% and 67.2% respectively, and highest in Glen Iris and Surrey Hills at 75.7% and 75.1% respectively.

AEDC data also shows that since 2012 there has been a 20% increase in the proportion of children attending day care, and a 10% increase in the number of grandparents caring for their grandchildren in Boroondara.

4.2 Boroondara Children and Young People - Health and Wellbeing

The six domains of The Nest provide a useful framework to capture a snapshot of the health and wellbeing status of children and young people across Boroondara, as collectively, these domains contribute to a thriving individual. In this section, data from a range of indicators is presented under each domain. The data in this section has been identified from a range of sources and is documented below.

Domain: Loved and Safe

| LOVED AND SAFE | | | |
|---|------|---|----------|
| Indicator | Year | Boroondara or Inner Eastern Metropolitan Region | Victoria |
| Family Violence¹ | | | |
| No. family violence incidents attend by VicPol where L17 form completed (rate per 100,000 population) | 2019 | 464.6 | 1253.1 |
| Bullying² | | | |
| Proportion of children who report being bullied (Year 5 & 6) (%) | 2018 | 12.9 | 15.9 |
| Proportion of children who report being bullied (Year 7 & 9) (%) | 2018 | 12.0 | 17.5 |
| Proportion of young people who report being bullied recently (%) | 2018 | 44.1 (IEM) | 44.7 |
| Safety² | | | |
| Proportion of young people who report having a trusted adult in their lives (%) | 2018 | 71 (IEM) | 69.3 |
| Proportion of young people who feel safe (%) | 2018 | 86.3 (IEM) | 85.4 |

IEM refers to data collected for the Inner Eastern Metropolitan region encompassing Councils including the City of Boroondara, City of Whitehorse, City of Monash, City of Manningham. This is the most localised level data available for these statistics.

Data sources:

1. Crime Statistics Agency, 2019
2. Victorian Child and Adolescent Monitoring System, 2019

Since 2014-15, the rates of family violence have increased across the City of Boroondara, although by comparison, are lower than to the Victorian average. Data from the Inner Eastern Metropolitan region of which Boroondara is a part, details that in 2018, approximately one in eight students from years 5 to 9 reported experiencing bullying, with cyber bullying being the main form.

Being safe and having trusted adults is very important for a young person's development. Although above the Victorian average, 71% of young people in the Inner Eastern Metropolitan region reported they had a trusted adult in their lives, which is concerning as nearly one third did not have a trusted adult in their lives.

Domain: Material Basics

| MATERIAL BASICS | | | |
|---|------|-------------|-------------|
| Indicator | Year | Boroondara | Victoria |
| Housing³ | | | |
| Proportion of households experiencing housing stress (%) | 2016 | 8.7 | 11.4 |
| Proportion of households experiencing rental stress (%) | 2016 | 21.5 | 28.1 |
| Income³ | | | |
| Proportion of households on low income <\$650 per week (%) | 2016 | 13.8 | 18.3 |
| Employment Status (all age groups)³ | | | |
| Proportion of persons employed (%) | 2016 | | |
| <ul style="list-style-type: none"> Employed Unemployed | | 94.4 5.6 | 93.4 6.6 |
| Youth Unemployment Rate³ | | | |
| Proportion of young people aged 15-24 years who are unemployed (%) | 2016 | 13.2 | 15.2 |
| Proportion of young people aged 15-24 years who are disengaged from employment or education (%) | 2016 | 3.2 | 8.2 |

Data Sources:

- id Consulting, 2016

The City of Boroondara is a socioeconomically advantaged local government area where, on average, residents experience high incomes, lower levels of unemployment and housing and rental stress compared to the Victorian average. Despite this, there are pockets of relative disadvantage throughout Boroondara, particularly in the north east and south west parts of the municipality.

Overall, the youth unemployment rate across Boroondara is slightly below the Victorian average, however Hawthorn has a higher unemployment rate. The proportion of disengaged youth remains lower on average, but areas including Ashburton and Surrey Hills have higher rates at approximately 5%.

The Coronavirus (COVID-19) pandemic has also had a negative impact on housing and rental stress, and also unemployment levels, which will be further reflected in the 2021 Census. While the economic impact of the COVID-19 pandemic has not been as catastrophic as originally forecasted, young Victorians have fared worse than their counterparts across Australia due to the long state wide lockdowns experienced in 2020. Council will track data pertaining to young people's employment as it is published, and work with community partners to support government funded employment agencies to develop appropriate responses with young people in Boroondara.

Domain: Healthy

| HEALTHY | | | |
|---|-------------|--|----------------------|
| Indicator | Year | Boroondara or Inner Eastern Metropolitan Region | Victoria |
| Breastfeeding⁴ | | | |
| Proportion of infants fully breastfed (%) | | | |
| <ul style="list-style-type: none"> At discharge 3 months 6 months | 2017-18 | 78.6 61.6 11.5 | 69.3 49.4 22.0 |
| Immunisation⁵ | | | |
| Proportion of infants and children fully vaccinated (%) | | | |
| <ul style="list-style-type: none"> 12-15 months 24-27 months 60-63 months | 2020 | 94.1 93.0 96.2 | 94.6 91.2 95.6 |
| Nutrition² | | | |
| Proportion of young people meeting recommended fruit (2 serves) and vegetable (5 serves) recommendations (%) | | | |
| <ul style="list-style-type: none"> Fruit only Vegetables only Combined | 2018 | 58.3 (IEM) 2.0 (IEM) 10.0 (IEM) | 56.6 2.3 10.8 |
| Physical Activity^(2,6) | | | |
| Proportion of young people who do the recommended amount of physical activity everyday (%) ² | 2018 | 24.2 (IEM) | 23.4 |
| Participation of children aged 0-4 years in sport and recreation activities (%) ⁶ | 2016 | 84.4 | - |
| Participation of children aged 5-14 years in sport and recreation activities (%) ⁶ | 2016 | 99 | - |
| Electronic Media Use² | | | |
| Proportion of young people spending more than 2 hours a day on media | 2018 | 62.4 (IEM) | 64.4 |
| Mental Health² | | | |
| Proportion of young people experiencing high to very high rates of psychological distress (depressive symptoms) (%) | 2018 | 22.4 (IEM) | 20.4 |
| Alcohol and Other Drugs² | | | |
| Proportion of young people who have ever smoked cigarettes (%) | 2018 | 8.4 (IEM) | 8.0 |
| Proportion of young people reporting ever drinking alcohol (%) | 2018 | 51.5 (IEM) | 51.8 |
| Proportion young people who have used marijuana or other illegal drugs (%) | 2018 | 12.1 (IEM) | 10.3 |

IEM refers to data collected for the Inner Eastern Metropolitan region encompassing Councils including City of Boroondara, City of Whitehorse, City of Monash, City of Manningham. This is the most localised level data available for these statistics.

Data Sources:

2. Victorian Child and Adolescent Monitoring System, 2019
4. Department Health and Human Services, 2019, Maternal and Child Health Service 2017-18 annual reports
5. Australian Immunisation Register, 2020
6. City of Boroondara, 2016, Sport and Recreation Strategy
7. Department Health and Human Services, 2020, Maternal and Child Health Service 2019-20 annual reports.

Children and young people across the City of Boroondara experience similar levels of health and wellbeing compared to their other Victorian counterparts. Breastfeeding and immunisation rates are higher in Boroondara compared to the Victorian average.

Data from the 2019-20 Maternal and Child Health Annual report highlights postnatal depression and anxiety in parents is high in Boroondara. In approximately one fifth, or 17.4% of consultations where mental health was identified as an issue, Maternal and Child Health nurses made referrals to specialist services for further parental mental health support⁽⁷⁾.

Similar to other local government areas across Victoria, the proportion of young people consuming the recommended number of servings of fruits and vegetables is low. Boroondara children and young people have high levels of participation in sport and recreation activities. The proportion of young people achieving the recommended 60 minutes of vigorous activity per day in the Inner Eastern Metropolitan region is low, with just under one quarter achieving the recommendations. This presents as an opportunity to address as part of the Plan.

Psychological distress amongst young people continues to grow across Victoria. In 2018, 22.4% of young people in the Inner Eastern Metropolitan region reported very high or high levels of psychological distress. While it is too soon to objectively determine the impact on the COVID-19 pandemic on mental health locally, data from the headspace National Mental Health Survey conducted in 2020 found 34% young people were experiencing high to very high levels of psychological distress. One in two also reported they were unable to carry out their daily activities as a result of the pandemic, therefore highlighting the negative impact on their wellbeing. Services and programs that address clinical needs, as well as preventative initiatives that decrease loneliness and promote social connections, are required to ameliorate these outcomes.

Consumption of alcohol and use of illicit drugs (AOD) amongst young people in the Inner Eastern Metropolitan region is slightly higher than the Victorian averages. The link between mental health and AOD use is well established.

Domain: Learning

| LEARNING | | | |
|---|-------------|-------------------|-----------------|
| Indicator | Year | Boroondara | Victoria |
| AEDC - Proportion (%) of children developmentally vulnerable at initiation of school⁽⁸⁾ | | | |
| Developmentally vulnerable - Physical health | 2018 | 4.9 | 8.2 |
| Developmentally vulnerable - Social competence | 2018 | 4.8 | 8.8 |
| Developmentally vulnerable - Emotional maturity | 2018 | 5.1 | 8.1 |
| Developmentally vulnerable - Language and Cognitive Skills | 2018 | 1.8 | 6.4 |
| Developmentally vulnerable - Communication skills and general knowledge | 2018 | 4.8 | 7.4 |
| Developmentally vulnerable - One or more domains | 2018 | 12.9 | 19.9 |
| Developmentally vulnerable - Two or more domains | 2018 | 5.4 | 10.1 |
| NAPLAN Results² | | | |
| Students achieving national minimum standards in literacy (reading) (%) | 2017 | | |
| • Year 3 | | 98.1 | 95.8 |
| • Year 5 | | 98.7 | 95.2 |
| • Year 7 | | 98.7 | 94.9 |
| • Year 9 | | 98 | 92 |
| Students achieving national minimum standards in numeracy (maths) (%) | 2017 | | |
| • Year 3 | | 95.8 | 96 |
| • Year 5 | | 98.9 | 96 |
| • Year 7 | | 99.6 | 96 |
| • Year 9 | | 99.2 | 95.5 |
| Education Engagement³ | | | |
| Proportion of young people aged 15-24 years engaged in workforce and/or education (%) | 2016 | | |
| • Fully engaged | | 86.4 | 75.5 |
| • Partially engaged | | 6.5 | 10.7 |
| • Disengaged | | 3.2 | 8.2 |
| Victoria Certificate of Education (VCE) completion⁹ | | | |
| Proportion of young people attending schools in Boroondara with satisfactory completion of their VCE | 2019 | 98.9 | 98.1 |

Data Sources:

2. Victorian Child and Adolescent Monitoring System, 2019
3. id Consulting, 2016
8. Australian Early Development Census, 2019
9. Victorian Curriculum Assessment Authority, 2020

The 2018 AEDC data for Boroondara shows the proportion of children starting school who are developmentally vulnerable. The proportion of children who scored in the 10th percentile or under in each domain has increased since 2012. Approximately 13% of children are vulnerable in at least one domain, and 5% vulnerable in two or more domains. The domains where the largest increases in vulnerability have been experienced are the physical health, communication and general knowledge domains. There are a myriad of reasons contributing to these increases, including cultural nuances in what aspects of development are important, with a preference towards cognitive and language development.

Boroondara families have good access to quality education services for children and young people across the municipality. Currently, 74 organisations offer a kindergarten program in Boroondara spanning across standalone kindergartens, long day care centres and independent schools. Boroondara also 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.

Domain: Participating

| PARTICIPATING | | | |
|--|------|---------|----------|
| Indicator | Year | Kooyong | Victoria |
| Enrolment to vote¹⁰ | | | |
| Proportion of young people aged 18-24 years enrolled to vote (%) | 2016 | 77% | 75% |

Data source:

10. Australian Electoral Commission, 2016

Enrolment to vote is deemed an indicator of young people's participation in the community. In 2016, the Kooyong Electoral District contained the majority of suburbs in Boroondara, except for Ashburton and Glen Iris which were in the Higgins Electoral District. The electoral count for the Kooyong Electoral District in 2016 showed 77% of young people aged 18-24 years were enrolled to vote compared to 64% in the Higgins Electoral District.

Domain: Positive Sense of Identity and Culture

Lesbian, Gay, Bisexual, Trans/transgender, Intersex, Queer/questioning, Asexual and other diverse sexual orientations and gender identities (LGBTQIA+) Young People:

A 2019 survey⁽¹¹⁾ of 68 young people conducted by Access Health and Community and headspace amongst Boroondara LGBTQIA+ young people found 60% of young people felt safe and supported as an LGBTQIA+ young person in Boroondara. Thirty percent stated they were unsure about being safe and supported.

Young people commented they felt unsafe to identify as LGBTQIA+ in Boroondara as they felt it was dangerous, and that their views would not be accepted. Young people also called for more inclusive facilities such as provision of more gender neutral bathrooms in buildings throughout Boroondara.

Data source:

11. Access Health and Community (headspace), 2019

5. Policy Context

The Plan has been informed by key legislation, policy and research evidence from a range of international, national, state and municipal sources.

5.1 International

The United Nations Convention on the Rights of the Child (CRC) 1989 was ratified in Australia in December 1990. There are four Guiding Principles of the CRC including:

- respect for the best interests of the child as primary consideration;
- the right of survival and development;
- the right of all children to express their views freely on all matters affecting them; and
- the right of all children to enjoy all the rights of the CRC without discrimination of any kind.

The Australian Government reports to the United Nations every five years regarding the CRC and how children in Australia are performing, and what is occurring as a nation to protect children's rights.

5.2 National

There are a number of policy directives that remain in place at a federal level to support the development of children in the early years. These policies include:

- National Reform Agenda (2007);
- National Early Childhood Development Strategy (2009);
- Education and Care Service National Law Act (2010);
- Education and Care Services Regulations (2011);
- The National Quality Framework and National Quality Standards (2012); and
- Universal Access to Early Childhood Education.

In 2018, the Child Care Subsidy commenced to replace the previous Child Care Benefit and Rebate. This subsidy provides assistance to families for the cost of child care for a child aged 13 years or younger who is not attending secondary school.

The National Disability Insurance Scheme (NDIS) was introduced in 2016 to support eligible people with intellectual, physical, sensory, cognitive and psychosocial disability. The Early Childhood Intervention approach is available to all children aged under 7 years of age with a developmental delay or disability. The NDIS has been progressively rolled out in services across the municipality in recent years.

There is currently no national policy for young people in Australia.

5.3 State

The Child Wellbeing and Safety Act (2005) was amended in 2017 to include the Child Safe Standards and the Reportable Conduct Scheme. The Victorian Child Safe Standards and principles apply to all organisations working with children in Victoria. The Standards include three overarching principles and seven broad standards. All Victorian organisations, including Council and other agencies in Boroondara that provide services, facilities or programs to children, are required by law to implement Child Safe Standards to protect children from harm.

The Early Years Compact, established in 2017, is a partnership between the Department of Education and Training, Department of Health and Local Government represented by the Municipal Association Victoria. This compact strengthens the collaborative relationship between the three partners in planning, development and provision of early years' services.

In 2015, the Victorian Government launched the Education State to improve education outcomes for children, young people and adults across the State. As part of this, an Early Childhood Reform Plan was adopted to support young children to thrive. In 2018, the Victorian Government announced funding for 15 hours for three year old kindergarten which will be progressively implemented across the State, commencing in Boroondara from 2022. Substantial evidence exists that highlights the benefits of two years of early learning resulting in improved development outcomes.

In 2016, findings from the Royal Commission into Family Violence in Victoria were released resulting in the Family Violence Rolling Action Plan 2017-20. This Plan outlines 227 recommendations which are currently being addressed to improve outcomes for children, families and young people across the State. The Family Violence Information Sharing Scheme was developed as part of this Plan to enable the sharing of information between authorised organisations to access and manage family violence risk.

The following policy directives are relevant to children, young people and families across Victoria:

- Family Violence Rolling Action Plan (2020-23);
- Gender Equality Act (2020);
- Department of Education and Training Strategic Plan (2019-2023);
- Victorian Public Health and Wellbeing Plan (2019-2023);
- Youth Policy - Building Stronger Youth Engagement in Victoria (2016);
- Aboriginal Education Plan (2016-26);
- No Jab, no Play (2016); and
- Victorian Charter for Child Friendly Cities and Communities (2013).

In 2019, the Royal Commission into Victoria's Mental Health System commenced a review of Victoria's mental health system to help Victorians to experience their best mental health now and in the future. The final report was released in March 2021 with 65 recommendations to create a mental health and wellbeing system that is contemporary and adaptable. The Victorian Government has committed to implementing all 65 recommendations of the Royal Commission. Children, young people and families are captured in a number of the recommendations. From a community perspective, the Commission recommends establishment of community collectives for mental health and wellbeing to encourage community participation, inclusion and connection.

5.4 Local

The BCP is Council's strategic framework for planning and reporting for the City of Boroondara. The BCP contains seven priority themes highlighted in Figure 8.

The Children and Young People's Strategy (2015) was developed to represent Council's overarching commitment to servicing the needs of children, young people and their families. This Strategy concluded at the end of 2019 and will be superseded by the Plan.

The City of Boroondara is committed to the safety and wellbeing of children and, as such, is committed to creating and maintaining a child safe organisation. Child safety is everyone's responsibility, and Council has zero tolerance of child abuse, and is committed to actively contributing to a child safe city where children are protected from abuse. Council's commitment will be enacted through the implementation and monitoring of the Child Safe Standards, as specified under the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015, which is represented in the organisation's Child Safe Policy. This policy applies to all employees, City of Boroondara volunteers, work experience students, relevant contractors and Councillors.



Figure 8: Seven priority BCP themes

Other Council plans and policies that have helped inform the Plan include:

- Multicultural Action Plan (2019-23);
- Add life to Your Years (2019);
- Disability Action Plan (2018-22);
- Sport and Recreation Strategy (2016);
- Playground Strategy (2005); and
- Climate Action Plan (currently under development).

6. Key Achievements of Boroondara's Children and Young People's Strategy 2015-2019

The first Children and Young People's Strategy focussed on four themes that guided Council's operations at the time. For consistency, the following key achievements have been documented under these themes, and described below.

Theme 1: Resilient, safe and inclusive community

- Since 2015, Council has increased the number of programs offered to parents from Chinese speaking backgrounds to meet community needs. The Parent-Child Mother Goose and Mandarin speaking facilitated playgroups have been successfully delivered, helping to strengthen attachments between parents/carers and children, and also enhance community connections to reduce the risk of isolation. In 2019, Boroondara Youth partnered with Access Health and Community to deliver the program 'Tuning into Teens' in Mandarin.
- Council has continued to run and partner with other organisations to provide an extensive range of parent information sessions for parents of children and young people across Boroondara. These information sessions have covered a myriad of topics, some of which include dealing with anxiety in children, working with dads, raising colourful and adventurous eaters, tuning into teens, online cyber safety, responding to difficult behaviour, and understanding school refusal.
- In 2019, a number of teams and departments across Council joined together to produce a regular school holiday program booklet that outlined various activities available to families during the school holiday period.
- Since 2017, the Boroondara Youth team has increased engagement with international students attending Swinburne University by being present at orientation week activities to promote Council services and other support services. Council continued to work with Swinburne University in 2020 to ensure support for international students impacted by the COVID-19 pandemic was provided.

Theme 2: Liveable, sustainable and health promoting city

- To continue to support children to learn about road safety, a long term plan for the renewal and upgrade of Kew Traffic School was developed. An upgrade to the bike storage shed and party room was completed in November 2020. The road safety education program at Kew Traffic School has been reviewed with three new programs being offered focusing on different components of the Safety Education Program including, pedestrian safety, bike safety and passenger safety. The revised programs have been written to meet the curriculum outcomes for both early childhood education and care services as well as primary schools.
- Each year, Council has continued to deliver Walk to School programs and other bike and pedestrian safety initiatives funded by VicHealth and VicRoads to primary school children across Boroondara.
- In 2019, Council received funding from the Victorian Government to implement a 40km/hr speed limit along the Burwood Village Shopping strip. This has improved the safety of the area for pedestrians, cyclists, tram passengers and drivers. Council

continues to advocate for the introduction of 40km/hr speed limits to improve community safety across the City, particularly for the 0-25 years age group.

- In 2018-19, the process of booking and accessing Kew Traffic School was streamlined to make it easier for families to access.
- In 2019, Boroondara WILD was launched to promote families getting out into the parks and gardens across Boroondara.

Theme 3: Equitable access for all

- Council has continued to commit funding and resources for developing new community facilities and renewing and upgrading existing facilities to meet the needs of children, young people and their families now and into the future. Since 2015, the following facilities described below have been planned, constructed or completed.
 - The Greythorn Hub opened in 2018 combining a range of community service providers including Maternal and Child Health and Greythorn Early Childhood Centre and Kindergarten.
 - The Surrey Hills Preschool and Maternal and Child Health co-located into a new building in 2016 increasing provision of these services to the community.
 - Construction commenced on the new Camberwell Community Centre in 2019 including Maternal and Child Health and sleep and settling services.
 - Council was successful in 2019 in securing a \$1.6 million grant under the Children Facilities Capital Program for the construction of a new community hub housing important early years' services in Canterbury. The construction of the Canterbury Community Precinct has commenced and is expected to be completed by late 2022.
- To support at risk young people to stay at school, advocacy to the Victorian State Government for the School Focused Youth Service (SFYS) program has been successful with funding granted until December 2021.
- In 2019, Council was successful in applying for funding for the Transport Accident Commission L2P Learner Driver Mentor program to provide opportunities to young people by assisting them to gain their probationary driver's license.
- In 2019, Council was awarded grant funding under Healthy Equal Youth from the Youth Affairs Council Victoria to develop and run a support network for young people identifying as LGBTQIA+ in Boroondara.

Theme 4: Best practice health and wellbeing planning and leadership

- Preschool Field Officers support the inclusion and participation of children with additional needs in early years' services that provide a funded kindergarten program. PSFOs have continued to facilitate a transition network of educators who teach both kindergartens and prep/foundation classes. In 2019, an additional network was included for Maternal and Child Health nurses and three year old kindergarten teachers. These networks provide opportunities for early years educators to work together to achieve the best outcomes for children; and in addition strengthens partnerships.

- Since 2015, Council has strengthened partnerships with headspace, Access Health and Community, Kew Neighbourhood Learning Centre and the Victoria Police Boroondara Youth Resource Officer. The Boroondara Youth Hub is also a site for the continued service provision by JobCo and counselling support from Access Health and Community.
- The Early Years Conference for early childhood educators has been delivered on an annual basis, strengthening partnerships and building the capacity of educators across Boroondara.
- In 2019, planning for an early years' digital hub, Boroondara Families, commenced to provide accessible information and advice for families in one central location. The Boroondara Families digital hub was successfully launched in May 2020. In the first six months since the launch, Boroondara Families had 57,108 visits. This is up 99.4% from the same time last year under the old website structure. The kindergarten section of Boroondara Families is the most prominent page, getting 32,497 of the 51,108 clicks (63.6%). Additionally, the kindergarten calculator had 1,696 clicks and the immunisation calculator had 860 clicks.

7. Key Findings from the Boroondara Community Plan 2017-27

During the development of the BCP in 2016/17, just under 12,000 Boroondara residents were involved in community engagement activities. Of the 11,845 respondents:

- 372 respondents were aged under 15 years;
- 409 respondents were aged 15-24 years; and
- 1,799 respondents were parents of a child aged less than 12 years of age.

Over 500 children participated in activities where they shared their ideas about what makes Boroondara a great place to live.

The BCP responses were scanned to identify key themes expressed as being important to children, young people and families in Boroondara. The main findings have been summarised in a snapshot summary, as well as more in-depth responses in Section 7.2. The priorities most important to children, young people and families mainly traversed four themes: **Your Community, Services and Facilities, Your Parks and Green Spaces, The Environment and Getting Around Boroondara.**

The BCP is currently undergoing a refresh to determine how community priorities have changed since 2017. High level findings from Stage 1 of the 2021 refresh show that for young people and parents, there has been a slight change in priorities since 2017. These shifts are documented in the sections below. In 2021, the priority theme of **Your Local Shops and Businesses** has increased in importance, alongside other priority themes of **Your Parks and Green Spaces** and the **Environment**. This shift may partly be attributable to the COVID-19 pandemic, and the focus on living locally throughout lockdowns in 2020. While the actions within the Plan take into account Stage 1 findings of the BCP refresh, once the refresh is complete, there will be an opportunity for Council to review any other emerging findings impacting on children, young people and families and develop any new actions as required.

7.1 Snapshot Summary

The original consultation for the BCP revealed that being connected to the community was important to parents, young people and children. Having good relationships with neighbours and family and friends was important as well as supporting more vulnerable members of the community. Parents and young people highly valued access to community facilities and there was a large amount of appreciation expressed for the facilities and services offered throughout Boroondara.

All age groups showed a high degree of appreciation for parks, green spaces and playgrounds, with a desire to see more local activations and events in these settings. Protecting the environment and implementing environmentally sustainable practices, like recycling, was particularly important to parents and young people.

Feeling safe in the community, including personal safety and road safety of pedestrians and cyclists, was also of significant importance to parents and young people. Supporting the local economy, including local shops and cafes, was very important to parents in particular, as it helped to foster community connection.

In 2021, as part of Stage 1 of the BCP refresh, the community were asked to rank their priority themes and help to define what Council should focus on for the next ten years. Seventy one percent of young people aged 14-24 years rated Your Parks and Green Spaces as their top priority theme, followed by 62% and 49% of young people respectively rating The Environment and Your Local Shops and Businesses as their other top priority themes. Becoming more

environmentally friendly by adopting environmentally sustainable practices, preserving green spaces and improving waste collection were identified by young people as the main focus areas for Council. These priorities are addressed by the Plan's actions, specifically through the implementation of Council's sustainable living programs

Findings from Stage 1 of the BCP refresh also show for parents of children aged 13 years or under, their top three priority themes included Your Parks and Green Spaces, Your Community, Services and Facilities and Your Local Shops and Businesses. Seventy six percent of parents rated Your Parks and Green Spaces as their top priority theme, followed by 57% rating Your Community, Services and Facilities their second priority theme, and 48% rating Your Local Shops and Businesses their third priority theme. Similarly to young people, parents also identified preserving green spaces and becoming environmentally friendly as their top two focus areas for Council over the next ten years, and the Plan captures this through the exploration of further family friendly activations of local parks and green spaces. Parents also expressed delivering valued community services as another key focus area which will be addressed through the delivery of actions under Theme 1.

Council recognises there are some distinctions between the priorities of young people and parents and caregivers regarding what they deem as important. Despite these differences, the merit of each is recognised. Council is committed to incorporating the views of young people and parents and caregivers in long term planning to ensure both groups are represented, and therefore influence Council's priorities as children develop, and young people progress into adulthood.

7.2 Findings by BCP theme

Theme 1: Your Community, Services and Facilities

- A sense of community was important to participants, from parents who expressed general sentiments of valuing “the community” to young people and children who valued their relationships with neighbours, friends and family.
- Access to community facilities including: libraries, pools, recreation centres, playgrounds, skate parks and leisure centres were highly valued by all age cohorts. Children aged 3-13 years of age particularly valued pools, leisure centres and libraries as places where they could “play”, “have fun” and “be active”.
- Parents and young people mentioned the importance of more affordable services, such as childcare, housing and health care services.
- Young people aged 15-24 years of age appreciated the existing community services, particularly free services that catered to youth.
- There was a desire to see more events and sporting facilities that young people could engage with, such as events in the park, pool activities and street parks as well as infrastructure for sports such as cricket, football and netball.
- A sense of safety and security was often mentioned in a general sense but also specifically in relation to road safety and personal safety in the evening. Early BCP refresh results indicate personal safety and security is still important for young people.
- While not exclusive to this cohort, young people aged 15-24 years of age particularly mentioned the importance of supporting and celebrating the diversity within our community such as culture, gender, sexual orientation, ethnicity, religious affiliation and age.
- Providing services and taking direct action that supports vulnerable members of our community such as refugees, the homeless community and the elderly were mentioned as important for all age groups, even young children.
- Parents rated Your Community, Services and Facilities as their third top priority theme in 2021, outlining delivering valued community services including life-long learning facilities as focus areas for the next ten years.

Theme 2: Your Parks and Green Spaces

- Children, young adults and parents valued the green spaces and parks, including their associated amenities such as playgrounds and walking trails. Early results from the BCP refresh in 2021 show the community continue to value parks and green spaces, with parents and young people rating it the top priority theme.
- Green spaces and big “open spaces” with access to public amenities were also valued by the community.
- Parents and young people expressed through the BCP refresh that the preservation of green spaces should be Council's top priority focus over the next ten years.
- There was an expressed desire to see more and different amenities in these spaces such as shaded areas, complex playgrounds, rubbish bins, toilets and sporting facilities.
- Young people in particular would like to see these spaces activated with events.

Theme 3: The Environment

- A clean, green and well maintained environment was valued by respondents of all ages. Early results from the BCP refresh in 2021 highlight that the environment was the second top priority theme for young people.

- The natural environment of flora and fauna was particularly valued and many residents commented on the importance of preserving, maintaining and cultivating the trees, gardens and local wildlife in Boroondara.
- There was also concern about the environment in relation to climate change and environmental sustainability in both 2017 and 2021. In 2017, children made comments such as “make the planet clean”, while young adults and parents emphasised the importance of implementing environmentally sustainable practices such as renewable energy. In 2021, early stage BCP refresh results show that both young people and parents believe environmentally sustainable practices are important, with both groups stating Council should focus on becoming more environmentally friendly and preserving green spaces over the next ten years.
- A clean environment was linked with good waste management, e.g. recycling.

Theme 4: Neighbourhood Character & Heritage

- Participants appreciated the maintenance and attention dedicated towards ensuring streets were clean and aesthetically pleasing.
- Preservation of the neighbourhood character was important.
- Ensuring development was consistent with the character of the area was important but notably unsatisfactory to many parents and young people. Many participants commented on the “inappropriate development” that was becoming increasingly prevalent and saw it as Council’s role to enforce appropriate restrictions.

Theme 5: Getting Around Boroondara

- Road safety, particularly for pedestrians and cyclists was of concern for all age groups, even children.
- Participants suggested improvements to both road and footpath infrastructure, such as speed limit restrictions, pedestrian crossings and bike lanes.
- Commuter safety when walking and catching public transport was also important. Notably, parents commented on the importance of children’s safe access to schools.
- Participants and particularly young people, desired improvements to public transport, commenting on its limited frequency and low reliability.
- Road congestion and lack of parking was mentioned, often unfavourably.
- Better infrastructure for cyclists was also encouraged and ranged from bike lanes on the roads for commuters to bike paths through parks for leisure.

Theme 6: Your Local Shops and Businesses

- Supporting the local economy was extremely important to community members.
- Participants valued their local shops and cafes as places to socialise and, specifically for children, as places where they could have fun and spend time with family.
- Parents in particular, desired vibrant shopping strips that fostered community connection, supported local business and promoted neighbourhood experiences.
- During the 2021 BCP refresh, both parents and young people identified Your Local Shops and Business within their top three priority themes.

Theme 7: Civic Leadership and Governance

- Community leadership was valued by participants as was fair and transparent local government.
- Community members saw the Council as playing an important role in the community, particularly when it comes to the provision and allocation of resources and programs.

8. Community Consultation

From January to April 2020, officers undertook additional consultation with children, young people and their parents/caregivers across Boroondara to help complement and build on the findings from the BCP. Service providers were also consulted as part of this process.

A range of engagement methods were employed to reach the target audience. Creative activities such as Voice Lab from Polyglot Theatre and artist led drawing sessions were held with children under 10 years of age to gather their insights around key areas of the BCP. Vox pops with parents were conducted at events, while focus groups were run with young people to gather more rich qualitative data around how Council can address community needs. Online surveys for both parents/caregivers and young people also captured feedback. Services providing care and support to Boroondara children, families and young people were engaged through interviews and an online survey to help strengthen the data.

The high level findings of the consultation are represented below. Figure 9 shows the breakdown of respondents reached during the consultation. The findings have been summarised as a snapshot in Section 8.1 and also in greater detail in Section 8.2 by consultation target group.

- Almost **1,000** people were reached through the consultation, of which **928** were children, young people and parents/caregivers across Boroondara.
- **151** children aged under 10 years of age took part in creative activities including Voice Lab run by Polyglot Theatre and in art drawing sessions.
- **342** parents/caregivers completed an online survey where **98%** were parents.
- **58%** of young people consulted were aged 10-17 years of age.
- **340** young people completed an online survey with **59%** identifying as female, **36%** male, **2%** as non-binary and **3%** not stating.
- **16** young people took part in **two 1.5 hour** focus groups eliciting in-depth information about the key needs of young people in Boroondara.
- **53** parents or grandparents from Chinese speaking backgrounds were consulted through translated sessions at Balwyn Library and the Greythorn Community Hub.
- **49** service providers, representing organisations across each of the domains of The Nest were interviewed or completed an online survey.

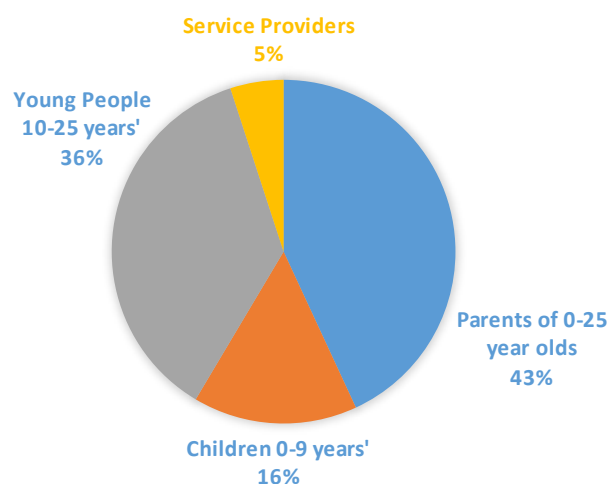


Figure 9: breakdown of respondents reached during the Children and Young People Action Plan engagement.

8.1 Snapshot summary of 2020 community consultation

A number of key themes emerged during the community consultation. Many of the results were noted as being consistent with the BCP community consultation results.

This round of community consultation highlighted community participation and connectedness continued to be important for Boroondara parents, young people and children. Parents valued a community where their children could grow up healthy, happy and safe and where diversity and inclusion was supported. Similarly, young people also rated the community as important, while children valued connections and kindness between others. Young people desired more opportunities to participate in civic life with over half expressing they would like to become a volunteer in their local community, and have opportunities to contribute to Council decision making.

Parents and young people alike expressed their appreciation for the range of community facilities and services offered across Boroondara. While facilities such as parks and playgrounds, libraries, pools and recreation centres and maternal and child health centres had high levels of usage and awareness; some other facilities and services such as the Boroondara Youth Hub, parent information sessions, arts and cultural centres and school holiday programs had lower levels of both awareness and usage.

Congruent with BCP findings, the environment remained a concern for parents, young people and children. Children believed it was important to protect the environment especially plants and animals, and parents and young people desired more action on climate change and environmental sustainability.

Mental health and family violence continue to be two key health and wellbeing issues for children and young people in Boroondara. With the incidence of both family violence reports and mental illness on the rise, service providers reported the need for more affordable support services to meet the growing demand. Service providers and young people also expressed social isolation was emerging as a key issue for young people adding to increasing levels of loneliness and mental health concerns in this group.

The consultation also highlighted safety, including road and personal safety, as an important issue for young people and parents. Young people felt personal safety in the community was important as well as safety on public transport. Parents of school aged children also commented that bike and pedestrian safety, especially near schools, was important to them.

Section 8.2 describes in more detail the key findings under each of the target audiences of children, young people, parents/caregivers and service providers.

8.2 What did children, young people, parents/caregivers and service providers in Boroondara tell us?

All community consultation data was collated and analysed. High level findings of the themes that emerged from each target group are summarised below.

Children:

- Children reported being with friends and family made them the most happy:

"I like having play dates with my friends, I like playing games with my family because it makes me feel like I'm a lucky person"

"Spending time with my family makes me happy"

- Children reported they liked art and libraries:

"I love art, its one of my favourite things to do... drawing, its really fun!"

"[Art] makes me feel like peaceful, like if I'm stressed it makes me feel better"

"...I like to borrow books and look on the catalogue..."

"I normally like to browse books and look for books that I like by the same author..."

- Caring for the natural environment and animals was the most important issue for children:

"I would probably invent a way to make electricity ...without polluting the environment"

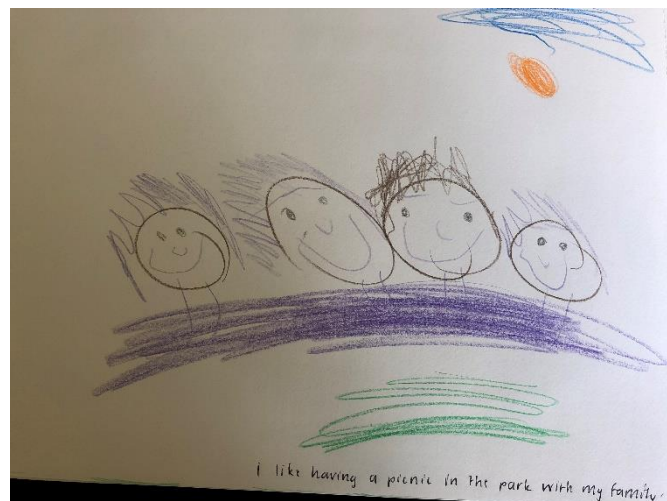
"Have no plastic in the world so the animals can breathe"

"I would make it so people would stop polluting the environment and people would stop cutting down trees"

- Being kind to each other was also important to children:

"...everyone would just be happy, and everyone know each other and be kind to each other"

"...everyone should be kind to each other!"



Parents/caregivers:

- Parents and caregivers reported high levels of awareness and usage of Boroondara parks and playgrounds, libraries, maternal and child health centres and pools and recreation centres. They were also highly appreciative of the services provided by Council to the community.
- Around 25% reported low levels of awareness of some community facilities and services including parent information sessions, arts and cultural centres, school holiday programs and the Boroondara Youth Hub.
- One in six parents reported they desired local services and programs to be offered after hours and on weekends to cater for full time working parents. Parents also expressed they would like to see more family activities that traversed multiple age groups so the whole family could get involved.
- Parents would like more information about the range of playgroups offered throughout Boroondara.
- Just over half of parents/caregivers stated they would like to see more family friendly events in Boroondara parks and playgrounds.
- Parents expressed concern about bike and pedestrian safety in Boroondara, particularly around primary schools. There were calls to advocate to improve accessibility of public transport throughout the municipality.
- Addressing climate change and encouraging environmentally sustainable practices was reported as being important to parents.
- Parents stated they would like to see a future for their children where they are well educated, happy, healthy, safe and resilient, accepting of diversity and having a strong connection to their community.
- One third of survey respondents reported they spoke a language other than English at home. There were suggestions to increase the provision of services and programs that are offered in more languages.

Young people:

- Young people reported high levels of awareness and usage of Boroondara parks and green spaces, libraries, pools and recreation centres.
- Lower levels of community facility and service awareness were seen for other Council services including the Boroondara Youth Hub and all associated programs, arts and cultural centres and the Junction Skate Park.
- Young people suggested increased advertising and promotion of the services and programs available for youth in Boroondara would help to increase awareness and usage.
- 54% of young people stated they are not currently a volunteer but were interested in volunteering in the future. Helping those in need of assistance and caring for the environment were key areas of interest.
- Over 50% of young people surveyed were involved in a sports club at least once a week. Involvement in other community groups like church groups, art/theatre and music groups was much lower.
- Over two thirds of young people reported personal safety and the environment, i.e. addressing climate change, were two areas that are very important to them. Just over half stated community connections and inclusion and diversity were also very important.
- 96% of young people reported mental health was a key health issue for their age group.
- 31% of young people responding to the survey stated they spoke a language other than English at home.
- Lack of employment opportunities for young people across Boroondara was a concern raised during the consultation.
- Young people desired the opportunity to be more involved in Council matters.

Service providers:

- Family violence remains a key issue affecting children, families and young people across Boroondara with the incidence of reporting on the rise, particularly within CALD communities.
- Mental health remains a significant health issue affecting children, families and young people across Boroondara. In particular:
 - service providers noted children are now presenting for stress and anxiety type concerns at a much younger age,
 - there are increasing levels of anxiety and depression presentations for first time parents, and
 - there is a lack of adequate and affordable supports and services available to deliver therapeutic treatment for families and young people.
- Services for the middle years, i.e. ages 6-10 years, presents as a significant service gap area as there is a lack of government funding to address education, health and wellbeing concerns in this cohort.
- Vulnerability amongst children and families is increasing for those experiencing financial disadvantage across Boroondara. Families who are financially disadvantaged have fewer options when it comes to accessing health and wellbeing services.
- Service providers working with children and families have noted an increase in the numbers of grandparents now caring for their grandchildren. Adequate supports need to be provided to this group.
- There are a lack of employment opportunities for young people across Boroondara, and in particular a lack of vocational opportunities for young people with disability.

8.3 Emerging issues and opportunities

Analysis of the data received from the community, service providers, Council staff and emerging research and policy directives highlighted a number of issues and opportunities to be addressed in the Plan.

A summary of the emerging issues and opportunities from community consultation and relevant State policy directives is documented in section 8.3.1 below.

The COVID-19 pandemic was declared in 2020, and has resulted in unprecedented changes to the way society functions. During 2020, Council adapted its service delivery to provide a range of online services to children, young people and families. Council will seek to continue the provision of these online services in the future, and most importantly is committed to assisting the pandemic recovery and responding to emerging community needs in the 0-25 years age group.

8.3.1 Summary of findings

A summary of the emerging issues and opportunities for families, early and middle years as well as young people is represented in Table 4.

Table 4: Summary of emerging issues and opportunities

| Target Group | Emerging Issues and Opportunities |
|---------------------|--|
| Families (all ages) | <ul style="list-style-type: none"> • There is a high proportion of Boroondara families with both parents in the workforce, resulting in high demand for affordable childcare services. There has been a 20% increase in the proportion of children attending day care since 2012. • Service providers have noted a large increase in the number of grandparents providing care to grandchildren in Boroondara. • Family violence reports are increasing with 464.6 reports completed per 100,000 population in 2019. This figure has increased from 446.8 in 2018. Service providers also noted an increase in demand for services responding to family violence. • Approximately 9% and 21% of households reported housing and rental stress respectively in 2016, with service providers indicating increased levels of financial stress and disadvantage amongst families. The COVID-19 pandemic has impacted housing and rental stress, and Council will monitor available sociodemographic data to understand the impact in 2021 and beyond. • For the 2019-20 year, approximately one in five consultations where mental health was identified as an issue, Maternal and Child Health nurses made subsequent referrals to specialist services for further parental mental health support. • Around 25% of parents and caregivers surveyed reported they were unaware of some Council services and programs for families, including parent information sessions, arts and cultural centres, school holiday programs and the Boroondara Youth Hub. |

| | |
|------------------------------------|--|
| | <ul style="list-style-type: none"> • Parents desired more local services and programs to be offered after hours or on weekends to better provide for the needs of full time working parents. Family activities and events that catered for children of multiple age groups were also desired. Council will continue to explore opportunities to work with our community partners to provide more flexible options for families. • Parents articulated they would like information about the range of playgroups offered throughout Boroondara. • Just over half of parents/caregivers surveyed stated more free or low cost family friendly events in parks and playgrounds would be beneficial. • Parents expressed concern about bike and pedestrian safety, particularly around primary schools. There were calls to advocate to improve accessibility of public transport throughout the municipality. • Addressing climate change and encouraging environmentally sustainable practices was reported as being important to parents. • Parents from CALD backgrounds desired programs and services to be offered in more languages other than English. |
| Early Years (0-5 years of age) | <ul style="list-style-type: none"> • The proportion of children starting school who are classified as being “developmentally vulnerable” by the AEDC has been increasing across Boroondara since 2012. <ul style="list-style-type: none"> ○ Approximately 13% are developmentally vulnerable in one or more domains, ○ Approximately 5% are developmentally vulnerable in two or more domains. ○ The physical health and communication skills and general knowledge domains represent the two largest growths in vulnerability. ○ Investment in children’s health and wellbeing and building communication skills is required across Boroondara. • Almost 80% of infants are fully breastfed at discharge from hospital dropping to 62% at 3 months of age, highlighting the importance of breastfeeding support services available through Maternal and Child Health services. • High participation rates in sport and recreation activities amongst young children with 85% being involved. • Children expressed concerns about caring for the environment and protecting our plants and animals throughout the consultation. • Having strong relationships with family and friends was voiced as being important to young children. |
| Middle Years (6-9 years of age) | <ul style="list-style-type: none"> • A large service gap for the middle years cohort exists due to insufficient funding from State and Federal governments to address education, health and wellbeing concerns. |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> • There is a very high educational achievement amongst Boroondara children (Year 3) across literacy and numeracy standards. • Children expressed concerns about caring for the environment and protecting our plants and wildlife. • Having strong relationships with family and friends was voiced as being important to children. • Looking after vulnerable community members such as older adults, homeless people and refugees were important to children. |
| Young people (10-25 years of age) | <ul style="list-style-type: none"> • Mental health is the most significant health and wellbeing issue for young people with 96% young people surveyed stating it was very important or important. • Rates of psychological distress (depressive symptoms) are increasing with 22.4% young people reporting high or very high levels (data from Inner Eastern Metropolitan region). • Only 25% of young people undertake the recommended amount of physical activity per day (data from Inner Eastern Metropolitan region). • Use of electronic media is high amongst young people with 62.4% spending more than 2 hours a day on media (data from Inner Eastern Metropolitan region). • 12.1% of young people report having used marijuana or other illegal drugs, which is higher than the Victorian average of 10.3% (data from Inner Eastern Metropolitan region). Recent data is not available at local government area level. • There is very high educational achievement amongst Boroondara young people (Years 5, 7, 9) across literacy and numeracy standards. • Young people and service providers reported a lack of suitable employment opportunities for their age group during community consultation. • 60% of young people identifying as LGBTQIA+ felt safe and supported in Boroondara. • Only 30% of young people surveyed were aware of the Boroondara Youth Hub and associated programs and committees, representing an opportunity to increase awareness and usage of these services. • Celebrating and accepting diversity is important to young people. • The environment and addressing climate change was deemed very important or important to 92% of young people surveyed. • Young people desire more activations of parks and green spaces with free activities. • 92% of young people surveyed felt personal safety and road safety was very important or important to them. |

| | |
|--|--|
| | <ul style="list-style-type: none">• Young people identified the need for more support during the transition from school to tertiary education and work to help attenuate social isolation and loneliness.• 54% of young people surveyed reported they are not currently a volunteer but would like to become a volunteer in community service roles or caring for the environment.• Through focus groups, young people stated they would like more opportunities to be more involved in Council decision making. |
|--|--|

8.3.2 Impact of the COVID-19 Pandemic

In 2020, the COVID-19 pandemic emerged worldwide. This has resulted in unprecedented changes to the way society functioned, including state wide lockdowns causing economic and health and wellbeing ramifications. During 2020, Council adapted its service delivery to provide a range of online services for children, young people and families to meet their needs, and is committed to continuing to offer some online services in the future.

The health impact of the COVID-19 pandemic was largely felt in the area of mental health. During the height of the pandemic, the mental health of the community, and in particular of children and young people worsened as a result of the lockdowns experienced. A recent report⁽¹²⁾ found that one in two young people were unable to carry out their usual daily activities on at least one day a week during the pandemic highlighting the impact to wellbeing.

While the overall economic burden of the pandemic has not been as catastrophic as originally forecasted, the impact is still evident. Economic data highlights that compared to September 2019 the proportion of Boroondara residents employed in September 2020 fell by 4.7%, or 14.1% without JobKeeper. Local jobs also decreased by 5.5%, or 16.6% from September 2019 to September 2020. Furthermore, the proportion of residents aged 15-64 years receiving JobSeeker or Youth Allowance was at 3.2% for January 2021, 2% higher than March 2020⁽³⁾.

As the evolution of the COVID-19 pandemic continues, Council will monitor the emerging needs of children, young people and families to determine any needs that emerge in the short, medium and long term. Council recognises the need to be agile in developing strategies for how we will respond to the needs of the community in order to facilitate the recovery process.

9. Implementation and Evaluation

Council is committed to addressing the needs and priorities of children, young people and families in Boroondara. Council will work with a range of community partners that service these age groups to implement actions that address their needs and priorities. The community partners listed are examples of those Council has existing relationships with, however this list is not exhaustive. It is expected this list will grow throughout the implementation of the Plan.

The emerging issues identified by age groups and BCP themes in Section 8.3 have formed the basis of the development of the action plan in **Appendix 1**. The Plan acknowledges other Council strategies and plans that address the needs of children, young people and families. Following the completion of the BCP refresh the Plan will be reviewed to determine if actions can be strengthened or modified based on community engagement data to reflect contemporary views.

A separate evaluation framework will be produced in the first year of the Plan to monitor the implementation and impact of the Plan. The Early Years Advisory Committee will also play a role in the ongoing monitoring of the Plan throughout its five year life cycle.

10. Accountabilities

For all queries or feedback regarding this Plan, please use the contact details for the responsible department below.

| Department Contact | Contact Number | Contact email |
|---|----------------|---|
| Stephanie Leggett Wellbeing Policy and Planning Lead Health and Wellbeing Services | 03 9278 4517 | stephanie.leggett@boroondara.vic.gov.au |

11. References

1. Crime Statistics Agency, 2019
2. Victorian Child and Adolescent Monitoring System, 2019
3. id Consulting, 2016
4. Department Health and Human Services, 2019, Maternal and Child Health Service 2017-18 annual reports
5. Australian Immunisation Register, 2020
6. City of Boroondara, 2016, Sport and Recreation Strategy
7. Department Health and Human Services, 2020, Maternal and Child Health Service 2019-20 annual reports
8. Australian Early Development Census, 2019
9. Victorian Curriculum Assessment Authority, 2020
10. Australian Electoral Commission, 2016
11. Access Health and Community (headspace), 2019

12. Related Documents

- Boroondara Community Plan (2017-27)
- Children and Young People's Strategy (2015-19)
- Disability Action Plan (2018-22)

- Multicultural Action Plan (2019-23)
- Add life to Your Years (2019)
- Sport and Recreation Strategy (2016)
- Boroondara Annual Report (2018-19)
- Playground Strategy (2005)
- The Nest Action Agenda (ARACY, 2014)

Appendix 1 - Action Plan Table

(refer to Attachment 2 for action plan table)

Theme 1: Your Community Services and Facilities

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|--|--|---|----------------------|-------------|--|
| 1.1 | Work with community partners to deliver mental wellbeing initiatives to improve outcomes of children, young people and families. | Healthy Participating Loved and Safe | LEAD: Health and Wellbeing Services SUPPORT: Community Planning and Development COMMUNITY PARTNERS: Access Health and Community, headspace, Camcare, YMCA, Swinburne University, Neighbourhood Houses, Women's Health East | 2021/22 - 2023/24 | Budget bid | Number of community partners engaged. Number of children, young people, parents and caregivers engaged. Number of initiatives delivered. |
| 1.2 | Conduct advocacy on behalf of early years services in Boroondara to prepare for the roll out of the Victorian Government three year old kindergarten program for implementation from 2022. | Learning | LEAD: Health and Wellbeing Services COMMUNITY PARTNERS: Early childhood education and care years services | 2021/22 | Operational | Planning completed. |
| 1.3 | Improve access to community and early years' services in Canterbury through the provision of new facilities as part of the Canterbury Community Precinct. | Healthy Learning | LEAD: Health and Wellbeing Services SUPPORT: Capital Projects | 2020/21-2022/23 | Budget bid | Number and range of services available in Canterbury Community Precinct. |

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|---|----------------------------------|---|----------------------|-------------|--|
| 1.4 | Work with community partners to identify trends in order to advocate to state and federal governments, and peak bodies to address the complex needs of families in Boroondara; especially in relation to family violence, mental health, alcohol and drug substance abuse and social isolation. | Healthy Loved and Safe | LEAD: Health and Wellbeing Services COMMUNITY PARTNERS: Eastern Domestic Violence Outreach Service, Access Health and Community, Camcare, Mercy Health O'Connell Family Centre, Migrant Information Centre, Eastern Community Legal Centre, Women's Health East. | All years | Operational | Annual information sharing reports produced capturing trends across Boroondara. |
| 1.5 | Promote vaccinations recommended by the Australian Government Department of Health that are available to children and young people under the National Immunisation Program. | Healthy | LEAD: Health and Wellbeing Services | All years | Operational | Immunisation communications promoted through relevant communication channels, Boroondara Families, MCH services and schools. |
| 1.6 | Provide targeted information and education sessions for parents/caregivers to assist them to understand child and youth development, and helping them to feel more confident in supporting their families. | Healthy Loved and Safe | LEAD: Health and Wellbeing Services SUPPORT: Libraries Services, Community Planning and Development COMMUNITY PARTNERS: Neighbourhood Houses | All years | Operational | Number of information sessions held. Number of parents in attendance. |

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|--|--------------------------------|---|----------------------|-------------|--|
| 1.7 | Deliver the Preschool Field Officer program to support the inclusion and participation of children with additional needs in funded kindergarten programs. | Learning Loved and Safe | LEAD: Health and Wellbeing Services | All years | Operational | Number of Preschool Field Officer referrals. Satisfaction from educators regarding the Preschool Officer Program. |
| 1.8 | Promote the Boroondara Kindergarten Central Enrolment Scheme to streamline the registration and enrolment process for 3 and 4 year old programs at participating member kindergartens. | Learning | LEAD: Health and Wellbeing Services COMMUNITY PARTNERS: Standalone kindergartens | All years | Operational | Number of kindergartens registered with the Boroondara Kindergarten Central Enrolment Scheme |
| 1.9 | Undertake a review of Council's early years' capacity building initiatives to ensure they continue to meet the needs of parents/caregivers and educators and are meeting the requirements of Early Childhood Reform. | Healthy Learning | LEAD: Health and Wellbeing Services | 2021/22 | Operational | Undertake and complete review |

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|---|------------------|--|----------------------|-------------|---|
| 1.10 | Implement and promote Boroondara Families as Council's primary source of information for the early years (0-8 years). | Healthy Learning | LEAD: Health and Wellbeing Services | All years | Operational | Number of visits to Boroondara Families page |
| 1.11 | Participate in the Boroondara Family Violence Network to plan and develop strategies, create community awareness and share information that addresses family violence. | Loved and Safe | LEAD: Community Planning and Development SUPPORT: Health and Wellbeing Services | All years | Operational | Number of Council staff in attendance at meetings. Number of community members reached through community awareness activities. |
| 1.12 | Co-design a school holiday program, including promotion and marketing material with children and young people to encourage their attendance at school holiday programs and experiences. | Learning Healthy | LEAD: Health and Wellbeing Services SUPPORT: Strategic Communications COMMUNITY PARTNERS: YMCA, Neighbourhood Houses, Schools (Outside School Hours Care) | All years | Operational | Number children and young people engaged through the co-design process. |

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|--|--|--|--------------------------------|------------------|---|
| 1.13 | Provide the School Focused Youth Service to support students at risk of disengaging from education. | Learning Material Basics | LEAD: Health and Wellbeing Services COMMUNITY PARTNERS: Schools | All years (subject to funding) | External funding | Number of students engaged. Number of schools supported. |
| 1.14 | Deliver a youth-led program for young people to participate in affordable and accessible music and cultural events. | Positive sense of culture and identity | LEAD: Health and Wellbeing Services SUPPORT: Arts and Culture | All years (subject to funding) | External funding | Number of young people engaged through the youth led program. Number of events held. |
| 1.15 | Co-design a promotion and marketing approach with children, young people and parents and caregivers to increase awareness about the Council facilities, services and programs available for children, young people and families. | Not Applicable | LEAD: Health and Wellbeing Services SUPPORT: Strategic Communications | All years | Operational | Number of children and young people engaged through the co-design process. |

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|---|--|--|----------------------|--|--|
| 1.16 | Work with young people to promote active living by exploring ways to increase access to local sporting and recreation facilities, as well as encouraging participation in community sporting clubs. | Healthy | LEAD: Health and Wellbeing Services SUPPORT: Strategic Communications COMMUNITY PARTNERS: Sporting clubs, State Sporting Associations, YMCA | 2021/22 - 2024/25 | Operational | Alternate avenues of active living identified. Young people involved to identify new active living opportunities. Number of young people engaged through community sporting clubs. |
| 1.17 | Undertake research into the local playgroup networks and determine how Council can promote and support playgroups. | Learning Loved and Safe | LEAD: Health and Wellbeing Services COMMUNITY PARTNERS: Playgroups Victoria | 2021/22 | Operational | Research completed, promotional opportunities identified. |
| 1.18 | Develop and deliver an annual Boroondara Youth Awards event to recognise and celebrate young people and those who work with young people. | Positive Sense of Identity and Culture | LEAD: Health and Wellbeing Services | 2022/23 - 2024/25 | Operational Subject to budget bid | Annual awards planned and conducted. |

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|--|--|--|----------------------|--|--|
| 1.19 | Deliver targeted health and wellbeing programs to young people to feel safe and connected in the community. | Positive sense of culture and identity | LEAD: Health and Wellbeing Services | All years | Operational | Number of programs delivered. Number of young people engaged. |
| 1.20 | Involve children, young people and their families in placemaking projects through engagement and activation opportunities. | Participating | LEAD: Liveable Communities SUPPORT: Health and Wellbeing Services | 2021/22 | Operational | Number of children and young people engaged in Placemaking projects. |
| 1.21 | Explore opportunities for children and young people to be more physically active through placemaking projects across the City. | Healthy Participating | LEAD: Liveable Communities SUPPORT: Health and Wellbeing Services | 2021/22 | Operational | Number of young people engaged in placemaking projects. |
| 1.22 | Work with young people to design and deliver a campaign and program for young people to access volunteering opportunities. | Participating | LEAD: Community Planning and Development SUPPORT: Health and Wellbeing Services, Liveable Communities, Library Services, Environmental Sustainability and Open Spaces | 2022/23 - 2024/25 | Operational Subject to budget bid | Number of young people involved in the co-design process. Volunteering campaign and program for young people developed. |

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|--|------------------|--|----------------------|-------------|--|
| 1.23 | Partner with Neighbourhood Houses across Boroondara to deliver services and programs that address the needs of children, young people and families. | Healthy Learning | LEAD: Community Planning and Development SUPPORT: Health and Wellbeing Services COMMUNITY PARTNERS: Neighbourhood Houses, Men's Sheds | All years | Operational | Number of neighbourhood houses engaged. Number of children, young people and parents and caregivers reached through neighbourhood house programming |
| 1.24 | Provide a range of enriching programs and experiences for children and families that foster early literacy and language skills and a lifelong love of reading. | Learning | LEAD: Library Services SUPPORT: Health and Wellbeing Services | All years | Operational | Number of programs and experiences delivered. Number of children and families reached. |
| 1.25 | Enhance the flexibility of Council's services and programs to meet the changing needs of children and families across the municipality. | Learning | LEAD: Library Services SUPPORT: Arts and Culture, Health and Wellbeing Services | All years | Operational | Audit of Council services and programs conducted. Plan for enhancing the flexibility of services developed. |

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|---|---|--|----------------------|-------------|--|
| 1.26 | Provide programs and experiences to children and young people to enhance their engagement with art and culture. | Learning Positive Sense of Identity and Culture | LEAD: Arts and Culture SUPPORT: Health and Wellbeing Services | All years | Operational | Number of programs delivered. Number of children and young people engaged. |
| 1.27 | Explore opportunities to increase Council's digital presence with young people. | All Domains | LEAD: Health and Wellbeing Services SUPPORT: Transformation and Technology | 2022/23 | Operational | Research conducted and report produced |
| 1.28 | Support children, young people, families and community partners through the COVID-19 pandemic recovery process. | All domains | LEAD: Community Planning and Development SUPPORT: Health and Wellbeing Services | 2021/22 | Operational | Number of COVID-19 pandemic related supports available to children, young people and families. |
| 1.29 | Promote the benefits of breastfeeding to families in the Boroondara community. | Healthy | LEAD: Health and Wellbeing Services | All years | Operational | Number of activities delivered that promote the benefits of breastfeeding. |

Theme 2: Your Parks and Green Spaces

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEAR | BUDGET | PROGRESS MEASURE |
|---------------|--|----------------|--|---------------------|-----------------------|--|
| 2.1 | Explore ways to activate parks and green spaces across the municipality through the provision of family friendly events and self-guided experiences. | Healthy | LEAD: Health and Wellbeing Services SUPPORT: Environmental Sustainability and Open Spaces | 2022/23 - 2024/25 | Subject to budget bid | Number of community members engaged through activations. Number of parks and green spaces activated. Development of self-guided experiences. |
| 2.2 | Involve the voices of children, families and young people in the re-development of parks and playgrounds. | Participating | LEAD: Capital Projects SUPPORT: Health and Wellbeing Services | All years | Operational | Number of children, parents and caregivers and young people engaged. |

Theme 3: The Environment

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEAR | BUDGET | PROGRESS MEASURE |
|---------------|--|----------------|--|---------------------|-------------|---|
| 3.1 | Engage with children, young people and families through the delivery of Council's sustainability and engagement and education program - Living For Our Future. | Learning | LEAD: Environmental Sustainability and Open Spaces SUPPORT: Health and Wellbeing Services | All years | Operational | Number of programs delivered. Number of children, young people and parents/caregivers engaged. |
| 3.2 | Support the Canterbury Toy Library to provide high quality sustainable play experiences for children and families through the provision of a purpose built toy library in the Canterbury Community Precinct. | Learning | LEAD: Health and Wellbeing Services SUPPORT: Capital Projects COMMUNITY PARTNERS: Toy Libraries | 2022/23 | Operational | Construction of the toy library in the Canterbury Community Precinct. |
| 3.3 | Conduct upgrades and renewal works to early years facilities in accordance with Council's Sustainable Building Policy. | Not Applicable | LEAD: Capital Projects SUPPORT: Environmental Sustainability and Open Spaces | All years | Operational | Number of upgrades and renewal works undertaken. |
| 3.4 | Support the implementation of actions for children, young people and families within the Climate Action Plan (currently under development). | Healthy | LEAD: TBC SUPPORT: TBC | 2021/22 - 2024/25 | Operational | Number of actions implemented for children, young people and families. |

Theme 4: Neighbourhood Character and Heritage

No actions relating to children, young people and families were identified under this theme.

Theme 5: Getting Around Boroondara

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEARS | RESOURCING | PROGRESS MEASURE |
|---------------|---|---------------------------------|---|----------------------|------------------|--|
| 5.1 | Work with local primary schools to encourage active travel and sustainable travel through the delivery of health promoting programs (subject to funding). | Healthy Loved and Safe | LEAD: Traffic and Transport SUPPORT: Health and Wellbeing Services | All years | External funding | Number of primary schools engaged |
| 5.2 | Review the road safety curriculum at Kew Traffic School to align with relevant educational frameworks. | Learning | LEAD: Health and Wellbeing Services | 2021/22 | Operational | Road safety curriculum review completed. |
| 5.3 | Deliver road safety education to children through the operation of Kew Traffic School. | Healthy Loved and Safe | LEAD: Health and Wellbeing Services | All years | Operational | Number of children who received road safety education. |
| 5.4 | Deliver the TAC L2P learner driver mentor program to provide opportunities for young people by assisting them to gain their probationary driver's license (subject to funding). | Material Basics Learning | LEAD: Health and Wellbeing Services | All years | External funding | Number of young people assisted via program. |
| 5.5 | Continue to advocate to Victoria Police to monitor speed limits around primary schools where speeding issues are recorded. | Loved and Safe | LEAD: Traffic and Transport COMMUNITY PARTNERS: Victoria Police | All years | Operational | Number of advocacy submissions. |
| 5.6 | Promote active travel to children, young people in families by providing a range of sustainable transport programs including, bike education and Walk or Wheel Wednesdays. | Healthy | LEAD: Traffic and Transport | All years | Operational | Information on sustainable transport options provided on Council's website and to community organisations. |

Theme 6: Your Local Shops and Businesses

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEAR | RESOURCING | PROGRESS MEASURE |
|---------------|--|-----------------|---|---------------------|-------------|--|
| 6.1 | Work with and support community partners to help facilitate and link young people with employment opportunities. | Material Basics | LEAD: Health and Wellbeing Services SUPPORT: Liveable Communities COMMUNITY PARTNERS: Inner Eastern Local Learning and Employment Network, JobCo, employment agencies, businesses. | All years | Operational | Number of community partners supported. Number of young people supported. |
| 6.2 | Explore opportunities and pathways to engage young people in working for Council. | Material Basics | LEAD: People, Culture and Development SUPPORT: Health and Wellbeing Services | All years | Operational | Number of young people engaged opportunities working for Council |

Theme 7: Civic Leadership and Governance

| ACTION NUMBER | ACTION | NEST FRAMEWORK | RESPONSIBILITY | IMPLEMENTATION YEAR | RESOURCING | PROGRESS MEASURE |
|---------------|---|---|--|---------------------|-------------|---|
| 7.1 | Ensure the safety of children and young people through implementing and promoting the Child Safe Standards and Reportable Conduct Scheme. | Loved and Safe | LEAD: People, Culture and Development SUPPORT: Health and Wellbeing Services | All years | Operational | Adherence to the Child Safe policy |
| 7.2 | Identify, assess and manage family violence risk through the Child Information Sharing Scheme (CISS), the Family Violence Information Sharing Scheme (FVISS) and the Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM). | Loved and Safe | LEAD: Health and Wellbeing Services | All years | Operational | Implementation of the CISS, FVISS and MARAM in Council services where applicable. |
| 7.3 | Formulate best practice methods to represent the voices of children, young people and their families in the development or renewal of relevant Council plans, policies and strategies. | Participating Positive sense of identity and culture | LEAD: Strategic Communications SUPPORT: Health and Wellbeing Services | 2021/22 - 2022/23 | Operational | Best practice methods developed. |
| 7.4 | Advocate to all levels of government and other peak bodies about the health, wellbeing and education needs of children, young people and their families, as well as funding opportunities where they arise. | As applicable | LEAD: Health and Wellbeing Services SUPPORT: Community Planning and Development | All years | Operational | Number of advocacy submissions. |
| 7.5 | Develop an evaluation framework to effectively monitor the impact and reach of the Plan. | All domains | LEAD: Health and Wellbeing Services | 2021/22 | Operational | Evaluation framework developed. |

MINUTES ATTACHMENTS



Council

Monday 28 June 2021

Attachments as annexed to the resolution:

- 7.5 Instrument of Delegation - Council to Chief Executive Officer and Council to Members of Council Staff



Boroondara City Council

Instrument of Delegation

to

the Chief Executive Officer

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Instrument of Delegation

In exercise of the power conferred by section 11(1) of the *Local Government Act* 2020 (the Act) and all other powers enabling it, the Boroondara City Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedules to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 June 2021;
2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedules;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts;
 - 2.4 remains in force until Council resolves to vary or revoke it; and

The Common Seal of the Boroondara City Council was hereunto affixed
in the presence of:

..... Mayor

..... Chief Executive Officer

..... Date

SCHEDULE 1

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

CONDITIONS AND LIMITATIONS

The delegate must not determine the issue, take the action or do the act or thing:

1. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 1.1 awarding a contract or approving a purchase or payment exceeding the value of \$500,000 (excluding GST), unless the contract, purchase or payment has been previously approved by resolution of Council or a Delegated committee; ¹
 - 1.2 awarding a contract or approving a purchase or payment exceeding the value of \$500,000 (excluding GST) unless the contract, purchase or payment relates to statutory charges such as superannuation, taxation, the Fire Rescue Victoria levy and insurance charges generally consistent with the approved or revised budget;
 - 1.3 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.4 election of a Mayor or Deputy Mayor;
 - 1.5 granting of a reasonable request for leave under section 35 of the Act;
 - 1.6 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - 1.7 approval or amendment of the Council Plan;
 - 1.8 adoption or amendment of any policy that Council is required to adopt under the Act;
 - 1.9 adoption or amendment of the Governance Rules;
 - 1.10 appointment of the chair or the members of a delegated committee;
 - 1.11 making, amending or revoking a local law;
 - 1.12 approval of the Budget or a Revised Budget;
 - 1.13 borrowing money unless provided for in the adopted budget or revised budget;
 - 1.14 subject to section 181(H)(1)(b) of the *Local Government Act* 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or

¹ The Services Delegated Committee has a delegation of \$20,000 (inc GST)

- 2 if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
- 3 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council;
- 4 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
 - 4.1 policy; or
 - 4.2 strategyadopted by Council; or
5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

TABLE OF CONDITIONS AND LIMITATIONS

| Type of Expenditure or Item | Condition, Expenditure Limit for Individual or Prohibition |
|--|---|
| Acquisition or disposal of the fee-simple in any land | Prohibited - except where: <ul style="list-style-type: none"> the disposal results from a decision by the Chief Executive Officer not to challenge a claim for adverse possession. the disposal is in accordance with Schedule 2. |
| Acquisition or disposal of any other interest in land | \$500,000 excluding GST |
| Approval of the purchase or hire (other than taxi hire) of vehicles | \$500,000 excluding GST |
| Building and Capital Works - including repairs and alterations | \$500,000 excluding GST |
| Purchase or disposal of equipment and other fixed assets | \$500,000 excluding GST |
| Urgent repairs to buildings and equipment (including replacement of equipment) | \$500,000 excluding GST |
| Appointment or engagement of legal practitioners or external consultants | \$500,000 excluding GST |
| Leases or licences of land, buildings, vehicles or equipment | \$500,000 excluding GST |
| Provision, reduction or withdrawal of credit facilities provided by Council | \$5,000 excluding GST |
| Write off bad debts | \$20,000 |
| Settlement of any claims and litigation (including WorkCare and WorkCover claims) | \$100,000 excluding GST |
| Awarding contracts for the acquisition of goods, works and services or approving expenditure | \$500,000 excluding GST in respect of any one contract, unless the contract, purchase or payment has been previously approved by resolution of Council or a Delegated committee, or relates to statutory charges or other matters such as superannuation, taxation, the FRS levy, telecommunications, investments, street lighting, court and tribunal expenses insurance charges generally consistent with the approved or revised budget. |

| Type of Expenditure or Item | Condition, Expenditure Limit for Individual or Prohibition |
|--|--|
| <ul style="list-style-type: none"> • Extend the term of any contract which is lawfully capable of having its term extended • Authorise a variation to any contract | <p>If the contract:</p> <ul style="list-style-type: none"> • has been entered into by the delegate in exercise of a power conferred by this Instrument of Delegation, the aggregate value of the contract (taking into account the value of expenditure for the further term and the value of the variation) must not then exceed \$500,000 excluding GST; • has been entered into by Council, and the value of the contract is less than \$100,000 (excluding GST), the aggregate value of the contract (taking into account the value of expenditure for the further term and the value of the variation) may not increase by more than twenty percent (20%); • has been entered into by Council, and the value of the contract is between \$100,000 and \$500,000 excluding GST, the aggregate value of the contract (taking into account the value of expenditure for the further term and the value of the variation) may not increase by more than \$50,000 excluding GST; and • has been entered into by Council, and the value of the contract is greater than \$500,000, the aggregate value of the contract (taking into account the value of expenditure for the further term and the value of the variation) may not increase by more than or 10% or \$100,000 (excluding GST) whichever is greater. |

SCHEDULE 2

ROADS AND RESERVES: CONDITIONS AND LIMITATIONS

1. The power conferred by section 207 of and clause 3 of Schedule 10 to the *Local Government Act* 1989 (LGA 1989) to propose that a road or part of a road:
 - 1.1 be discontinued; and
 - 1.2 sold, transferred to the Crown or Council or retained by Council upon the discontinuance taking effect.
2. The powers and functions conferred by sections 207, 207A(a) and 223(1)(a) of the LGA 1989 of giving public notice of such proposal:
3. The power conferred by section 207 of, and clause 3 of Schedule 10 to, the LGA 1989 to:
 - 3.1 discontinue; and
 - 3.2 sell, transfer to the Crown or Council or retain on behalf of Councila road or part of a road which has been the subject of a proposal under paragraph 1 of this Schedule.
4. The power conferred by section 24A(1) of the *Subdivision Act* 1988 to lodge at the Titles Office for registration a certified plan to do any of the things mentioned in that sub-section in relation to the whole or part of any drainage or sewerage reserve ("reserve").
5. The power conferred by section 189 of the LGA 1989 to propose that a reserve be sold.
6. The function conferred by sections 189 and 223(1) (a) of the LGA 1989 of giving public notice of such proposal.
7. The power conferred by section 189 of the LGA 1989 to sell a reserve which has been the subject of a proposal under paragraph 5 of this Schedule.

CONDITIONS AND LIMITATIONS

The powers described in paragraphs 3 and 7 of this Schedule must not be exercised if, after giving public notice of a proposal of the type described in this Schedule (as the case may be), Council receives a submission which:

- (a) is adverse to the proposal; or
- (b) contains comments which are adverse to the proposal.



Boroondara City Council

Instrument of Delegation

to

Members of Council Staff

- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Planning & Environment Act 1987
- Residential Tenancies Act 1997
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Moveable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

- delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
- record that references in the Schedule are as follows:

| | | |
|--|-------|---|
| All Asset Management Staff | means | All staff in the Asset and Capital Planning Department |
| All Planning Officers | means | All staff in the Strategic and Statutory Planning Department |
| All Road and Path Maintenance Staff | means | All staff in the Road and Path Maintenance Team of the Facilities Waste and Infrastructure Department |
| All Traffic and Transport Staff | means | All staff in the Traffic and Transport Department |
| AP&P | means | All staff in Asset Protection and Permits Team |
| CCO | means | Chief Customer Officer |
| CEO | means | Chief Executive Officer |
| DCS | means | Director Community Support |
| DCT | means | Director Customer and Transformation |
| DPS | means | Director Places & Spaces |
| DUL | means | Director Urban Living |
| AOHS | means | Authorised Officer Health Services |
| CDM&C | means | Coordinator Drainage Maintenance & Cleaning |
| CFO | means | Chief Financial Officer |
| CPA&PA | means | Coordinator Permits Appeals and Protection of Assets |
| CP | means | Counter Planner or Planning Liaison Officer |
| CHP&P | means | Coordinator Health, Projects & Prosecutions |
| CRPS | means | Coordinator Revenue and Property Services |
| CSP | means | Coordinator Statutory Planning |
| CT | means | Coordinator Traffic |
| CTM | means | Coordinator Transport Management |
| EHO | means | Environmental Health Officer |
| EMPCD | means | Executive Manager People, Culture and Development |
| MACP | means | Manager Asset and Capital Planning |
| MBS | means | Manager Building Services |
| MCP | means | Manager Capital Projects |
| MCS | means | Manager Civic Services |
| MSSP | means | Manager Strategic and Statutory Planning |
| MT&T | means | Manager Traffic & Transport |
| MFW&I | means | Manager Facilities, Waste and Infrastructure |
| PAC | means | Planning Appeals Coordinator |
| PIO | means | Planning Investigations Officer |
| PP | means | Principal Planner |
| PSO | means | Planning Support Officer, Para Planner, Public Notice Officer, Statutory Planning Administrative Officer, Team Leader Para Planning |

| | | |
|--|-------|--|
| SCTA | means | Senior Coordinator Transport Advocacy |
| SO | means | Subdivision Officer |
| SP | means | Statutory Planner or Planning Officer |
| SPP | means | Senior Project Planner |
| SSP | means | Senior Statutory Planner |
| SSTRP | means | Senior Strategic Planner |
| STP | means | Strategic Planner |
| TLHS | means | Team Leader Health Services |
| TLPP | means | Team Leader Para Planning |
| TLSP | means | Coordinator Strategic Planning and Principle Strategic Planner |
| Specific Statutory Planning Officers | means | MSSP, CSP, PAC, PP, SSP, SP, SO and CP |
| Supervising Statutory Planning Officers | means | MSSP, CSP, PAC and PP |

3. declares that:

- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 28 June 2021 and
- 3.2 the delegation:
- 3.2.1 comes into force immediately after the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; -
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

- 3.4 As a principle of delegation, no delegation has been assigned to a member of Council staff where that delegation has not also been assigned to the Chief Executive Officer, the relevant Director(s) and their line manager, subject to any other specific requirements or statutory provisions to the contrary.

The Common Seal of the Boroondara)
City Council was hereunto affixed)
in the presence of:)

Mayor/Councillor)

Chief Executive Officer

Date _____

SCHEDULE INDEX

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| DOMESTIC ANIMALS ACT 1994 | | | |
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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS AND LIMITATIONS |
| s 41A(1) | Power to declare a dog to be a menacing dog | CEO, DUL, DPS, DCT & MCS | |

| FOOD ACT 1984 | | | |
|----------------------|---|----------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19(2)(a) | Power to direct by written order that the food premises be put into a clean and sanitary condition | CEO, DUL, MCS, CHP&P, TLHS & EHO | If s 19(1) applies |
| s 19(2)(b) | Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable | CEO, DUL, MCS, CHP&P, TLHS & EHO | If s 19(1) applies |
| s 19(3) | Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process | CEO, DUL, MCS, CHP&P, TLHS & EHO | If s 19(1) applies Only in relation to temporary food premises or mobile food premises. |
| s 19(4)(a) | Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise | CEO, DUL, MCS, CHP&P, TLHS & EHO | If s 19(1) applies |
| s 19(6)(a) | Duty to revoke any order under s 19 if satisfied that an order has been complied with | CEO, DUL, MCS, CHP&P, TLHS & EHO | If s 19(1) applies |
| s 19(6)(b) | Duty to give written notice of a revocation under s 19(6)(a) if satisfied that an order has been complied with | CEO, DUL, MCS, CHP&P, TLHS & EHO | If s 19(1) applies |

| FOOD ACT 1984 | | | |
|----------------------|---|----------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19AA(2) | Power to direct, by written order, that a person must take any of the actions described in (a)-(c) | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. <i>Note – sub-sections (a) to (c) refer to issuing an order in relation to various matters including food, premises, equipment, vehicle and plant etc.</i> |
| s 19AA(4)(c) | Power to direct, in an order made under s19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises | CEO, DUL, MCS, CHP&P, TLHS & EHO | Note: the power to direct the matters under s19AA(4)(a) and (b) is not capable of delegation and so such directions must be made by a prior Council resolution |
| s 19AA(7) | Duty to revoke an order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. |
| s 19CB(4)(b) | Power to request a copy of records | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. <i>Refers to records of the proprietor of the food premises.</i> |
| s 19E(1)(d) | Power to request a copy of the food safety program | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. |
| s 19GB | Power to request the proprietor to provide written details of the name, qualification or experience of the current food safety supervisor | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. |
| s 19M(4)(a) & (5) | Power to conduct a food safety audit and take actions where deficiencies are identified | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. Proprietors of food premises generally engage private companies or individuals to conduct food safety audits, although councils still have the power to do so. |

| FOOD ACT 1984 | | | |
|----------------------|--|--|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19NA(1) | Power to request food safety audit reports | CEO, DUL, MCS, CHP&P, TLHS, EHO & AOHS | Where Council is the registration authority. |
| s 19U(3) | Power to waive and vary the costs of a food safety audit if there are special circumstances | CEO, DUL, MCS, CHP&P & TLHS | |
| s 19UA | Power to charge fees for conducting a food safety assessment or inspection | CEO, DUL, MCS, CHP&P, TLHS & EHO | Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39. Fees are determined in the Council's annual budget process. |
| s 19W | Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority |
| s 19W(3)(a) | Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority |
| s 19W(3)(b) | Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority |
| | Power to register, renew or transfer registration | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. Refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2)). |

| FOOD ACT 1984 | | | |
|----------------------|--|---------------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 36A | Power to accept an application for registration or notification using an online portal. | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier. |
| s 36B | Duty to pay the charge for use of an online portal. | CEO, DUL, MCS CHP&P, TLHS & EHO | Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier. |
| s 38AA(5) | Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. |
| s 38A(4) | Power to request a copy of a completed food safety program template | CEO, DUL, MCS CHP&P, TLHS, EHO & AOHS | Where Council is the registration authority. |
| s 38B(1)(a) | Duty to assess the application and determine which class of food premises under s 19C the food premises belongs | CEO, DUL, MCS CHP&P, TLHS & EHO | Where Council is the registration authority. |
| s 38B(1)(b) | Duty to ensure the proprietor has complied with the requirements of s 38A | CEO, DUL, MCS CHP&P, TLHS & EHO | Where Council is the registration authority. |
| s 38B(2) | Duty to be satisfied of the matters in s 38B(2)(a)-(b) | CEO, DUL, MCS CHP&P, TLHS & EHO | Where Council is the registration authority |
| s 38D(1) | Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39 | CEO, DUL, MCS CHP&P, TLHS & EHO | Where Council is the registration authority |

| FOOD ACT 1984 | | | |
|----------------------|--|--|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 38D(2) | Duty to be satisfied of the matters in s 38D(2)(a)-(d) | CEO, DUL, MCS, CHP&P, TLHS, EHO | Where Council is the registration authority |
| s 38D(3) | Power to request copies of any audit reports | CEO, DUL, MCS, CHP&P, TLHS, EHO & AOHS | Where Council is the registration authority |
| s 38E(2) | Power to register the food premises on a conditional basis | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority; not exceeding the prescribed time limit defined under s 38E(5) |
| s 38E(4) | Duty to register the food premises when conditions are satisfied | CEO, DUL, MCS, CHP&P, TLHS, EHO | Where Council is the registration authority |
| s 38F(3)(b) | Power to require the proprietor to comply with the requirements of this Act | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority |
| s 38G(1) | Power to require notification of change of the food safety program type used for the food premises | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier. |
| s 38(G(2) | Power to require the proprietor of the food premises to comply with any requirement of the Act | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier. |

| FOOD ACT 1984 | | | |
|----------------------|--|----------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 39A | Power to register, renew or transfer food premises despite minor defects | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority. Only if satisfied of matters in s 39A(2)(a)-(c). |
| s 40(2) | Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i> | CEO, DUL, MCS, CHP&P, TLHS & EHO | |
| s 40C(2) | Power to grant or renew the registration of food premises for a period of less than 1 year | CEO, DUL, MCS, CHP&P, TLHS, EHO | Where Council is the registration authority. |
| s 40D(1) | Power to suspend or revoke the registration of food premises | CEO, DUL, MCS, CHP&P | Where Council is the registration authority. Subject to the prior approval of the MCS. |
| s 40F | Power to cancel the registration of food premises | CEO, DUL, MCS, CHP&P & TLHS. | Where Council is the registration authority Note: This provision commences on 1 July 2021, unless proclaimed earlier. Subject to the prior approval of the MCS. The deletion to the TLHA only applies in the absence of the CHP&P. |
| s 43F(6) | Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing the registration of a component of a food business | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority |
| s 43F(7) | Power to register the components of the food business that meet the requirements in Division 3 and the power to refuse to register the components that do not meet the requirements | CEO, DUL, MCS, CHP&P, TLHS & EHO | Where Council is the registration authority |

| FOOD ACT 1984 | | | |
|----------------------|---|-----------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 46(5) | Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged | CEO, DUL, MCS, CHP&P & TLHS | Where Council is the registration authority |

| HERITAGE ACT 2017 | | | |
|--------------------------|--|-----------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 116 | Power to sub-delegate the Executive Director's functions, duties or powers | CEO, DUL | <p>Must first obtain the Executive Director's written consent.</p> <p>Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation.</p> |

| LOCAL GOVERNMENT ACT 1989 | | | |
|---------------------------|--|----------|--------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 181H | Power to enter into an environmental upgrade agreement on behalf of Council and declare and levy an environmental upgrade charge | CEO | |
| s 185L(4) | Power to declare and levy a cladding rectification charge | CEO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|--|---------------------------------------|-------------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 4B | Power to prepare an amendment to the Victorian Planning Provisions (VPP) | CEO, DUL, MSSP, STP, TLSP, SPP, SSTRP | If authorised by the Minister | In accordance with a prior Council resolution |
| s 4G | Function of receiving prescribed documents and a copy of the VPP from the Minister | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 4H | Duty to make amendments to the VPP available | CEO, DUL, MSSP, SSTRP, TLSP, SPP, STP | | |
| s 4I | Duty to keep the VPP and other documents available for inspection | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 8A(2) | Power to prepare amendments to the planning scheme where the Minister has given consent under s.8A | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 8A(3) | Power to apply to the Minister to prepare an amendment to the planning scheme | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 8A(5) | Function of receiving notice of the Minister's decision | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|---------------------------------------|-------------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 8A(7) | Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 8B(2) | Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 12(3) | Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 12A (1) | Duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>) | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | In accordance with a prior Council resolution |
| s 12B(1) | Duty to review the planning scheme | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|---------------------------------------|-------------------------------------|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 12B(2) | Duty to review the planning scheme at the direction of the Minister | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 12B(5) | Duty to report the findings of a review of the planning scheme to the Minister without delay | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 14 | Duties of a Responsible Authority as set out in s 14(a) to (d) | CEO, DUL, All Planning Officers | | |
| s 17(1) | Duty of giving a copy of amendments to the planning scheme | CEO, DUL, All Planning Officers | | |
| s 17(2) | Duty of giving a copy of a s 173 agreement | CEO, DUL, All Planning Officers | | |
| s 17(3) | Duty of giving a copy of an amendment, explanatory report and relevant documents to the Minister at least 10 business days before it (the Council) first gives a required notice of the amendment | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 18 | Duty to make amendments etc. available | CEO, DUL & all Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|---------------------------------------|--|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 19 | Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 19 | Function of receiving notice of preparation of an amendment to a planning scheme | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. | |
| s 20(1) | Power to apply to the Minister for an exemption from the requirements of s 19 | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 21(2) | Duty to make submissions available | CEO, DUL, MSSP, TLSP, SSTRP, SPP, STP | | |
| s 21A(4) | Duty to publish notices | CEO, DUL, MSSP, TLSP, SSTRP, SPP, STP | | |
| s 22 | Duty to consider all submissions | CEO, DUL, MSSP, TLSP, SSTRP, SPP, STP | Except submissions which request a change to the items in s 22(5)(a) and (b) | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|---------------------------------------|--|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 23(1)(b) | Duty to refer submissions which request a change to the amendment to a panel | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 23(2) | Power to refer to a panel submissions which do not require a change to the amendment | CEO, DUL, MSSP, TLSP, SSTRP, SPP | | |
| s 24 | Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s96D) | CEO, DUL & all Planning Officers | | |
| s 26(1) | Power to make reports available for inspection | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 26(2) | Duty to keep reports of panels available for inspection | CEO, DUL & all Planning Officers | | |
| s 27(2) | Power to apply for exemption if the panel's report not received | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 28 | Duty to notify the Minister if abandoning an amendment | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | Note: The power to make a decision to abandon an amendment cannot be delegated | |
| s 30(4)(a) | Duty to say if an amendment has lapsed | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|--|---------------------------------------|-------------------------------------|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 30(4)(b) | Duty to provide information in writing upon request | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 31(1) | Duty to submit adopted amendments to the Minister | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 32(2) | Duty to give more notice if required | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 33(1) | Duty to give more notice of changes to an amendment | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 36(2) | Duty to give notice of approval of amendments | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 38(5) | Duty to give notice of revocation of an amendment | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 39 | Function of being a party to a proceeding commenced under s 39 and duty to comply with a determination by VCAT | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 40(1) | Function of lodging a copy of an approved amendment | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |
| s 41 | Duty to make approved amendment available | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|--|--|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 42 | Duty to make copy of the planning scheme available | CEO, DUL & all Planning Officers | | |
| s 46AAA | Duty to prepare an amendment to a planning scheme that relates to the Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP | Where Council is a responsible public entity and is a planning authority Note: this provision is not yet in force, and will commence on the day on which the initial Yarra Strategic Plan comes into operation. | |
| s 46AW | Function of being consulted by the Minister | CEO, DUL, MSSP, TLSP & Supervising Statutory Planning Officers | Where Council is a responsible public entity | |
| s 46AX | Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy | CEO, DUL, MSSP, TLSP & Supervising Statutory Planning Officers | Where Council is a responsible public entity | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|--|--|--|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46AZC(2) | Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity | CEO, DUL, MSSP, TLSP | Where Council is a responsible public entity | |
| s 46AZK | Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | CEO, DUL, MSSP, TLSP & Supervising Statutory Planning Officers | Where Council is a responsible public entity | |
| s46GI(2)(b)(i) | Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency. | |
| s 46GJ(1) | Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|--|---|--|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GK | Duty to comply with a Minister's direction that applies to Council as the planning authority | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 46GN(1) | Duty to arrange for estimates of values of inner public purpose land | CEO, DUL, MSSP, TLSP, and Supervising Statutory Planning Officers | | |
| s 46GO(1) | Duty to give notice to owners of certain inner public purpose land | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 46GP | Function of receiving a notice under s 46GO | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the collecting agency | |
| s 46GQ | Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 46GR(1) | Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GR(2) | Power to consider a late submission. Duty to consider a late submission if directed to do so by the Minister. | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 46GS(1) | Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 46GS(2) | Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 46GT(2) | Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|--|-------------------------------------|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GT(4) | Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 46GT(6) | Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5) | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 46GU | Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GV(3) | Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the collecting agency | |
| s 46GV(3)(b) | Power to enter into an agreement with the applicant | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the collecting agency | |
| s 46GV(4)(a) | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6) | CEO, DUL, MSSP, TLSP, SO and Supervising Statutory Planning Officers | Where Council is the development agency | |
| s 46GV(4)(b) | Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6) | CEO, DUL, MSSP, TLSP, SO and Supervising Statutory Planning Officers | Where Council is the collecting agency | |
| s 46GV(7) | Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GV(9) | Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction | CEO, DUL, MSSP, TLSP & Supervising Statutory Planning Officers | Where Council is the collecting agency | |
| s 6GX(1) | Power to accept the works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable | CEO, DUL, MSSP, TLSP & Supervising Statutory Planning Officers | Where Council is the collecting agency | |
| s 46GX(2) | Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | CEO, DUL, MSSP, TLSP & Supervising Statutory Planning Officers | Where Council is the collecting agency | |
| s 46GY(1) | Duty to keep proper and separate accounts and records | All Planning Officers | Where Council is the collecting agency | |
| s 46GY(2) | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i> | All Planning Officers | Where Council is the collecting agency | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GZ(2)(a) | Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan. This duty does not apply where Council is that planning authority. | |
| s 46GZ(2)(a) | Function of receiving the monetary component | CEO, DUL, MSSP, TLSP, CFO, CCO and Supervising Statutory Planning Officers | Where the Council is the planning authority. This duty does not apply where Council is also the collecting agency. | |
| s 46GZ(2)(b) | Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the relevant development agency. | |
| s 46GZ(2)(b) | Function of receiving the monetary component | CEO, DUL, MSSP, TLSP, CFO, CCO and Supervising Statutory Planning Officers | Where Council is the development agency under an approved infrastructure contributions plan. This provision does not apply where Council is also the collecting agency. | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GZ(4) | Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5) | CEO, DUL, MSSP, TLSP & Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan | |
| s 46GZ(5) | Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency | CEO, DUL, MSSP, TLSP, CFO, CCO & Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency | |
| s 46GZ(5) | Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GZ(7) | Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW | CEO, DUL, MSSP, TLSP, CFO, MCPS, CRPS and Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan | |
| s 46GZ(9) | Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | <p>If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p> | |
| s 46GZ(9) | Function of receiving the fee simple in the land | CEO, DUL, MSSP, TLSP, CFO, MCPS, CRPS, CCO and Supervising Statutory Planning Officers | <p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p> | |
| s 46GZA(1) | Duty to keep proper and separate accounts and records | All Planning Officers | Where Council is a development agency under an approved infrastructure contributions plan | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GZA(2) | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i> | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is a development agency under an approved infrastructure contributions plan | |
| s 46GZB(3) | Duty to follow the steps set out in s.46GZB(3)(a) – (c) | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is a development agency under an approved infrastructure contributions plan | |
| s 46GZB(4) | Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA | CEO, DUL, MSSP TLSP and Supervising Statutory Planning Officers | If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan | |
| s 46GZD(2) | Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b) | CEO, DUL, MSSP TLSP and Supervising Statutory Planning Officers | Where Council is the development agency under an approved infrastructure contributions plan | |
| s 46GZD(3) | Duty to follow the steps set out in s 46GZD(3)(a) and (b) | CEO, DUL, MSSP TLSP and Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 4646GZD(5) | Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b) | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan | |
| s 46GZE(2) | Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency | |
| s 46GZE(2) | Function of receiving the unexpended land equalisation amount | CEO, DUL, MSSP TLSP, CFO, MCPS, CRPS, SO and Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GZE(3) | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZE(3)(a) and (b) | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is the collecting agency under an approved infrastructure contributions plan | |
| s 46GZF(2) | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land | CEO, DUL, MSSP TLSP, CFO, CRPS and Supervising Statutory Planning Officers | Where Council is the development agency under an approved infrastructure contributions plan | |
| s 46GZF(3) | Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b) | CEO, DUL, MSSP TLSP, CFO, CRPS and Supervising Statutory Planning Officers | Where Council is the development agency under an approved infrastructure contributions plan | |
| s 46GZF(3)(a) | Function of receiving proceeds of a sale | CFO, MCPS, CRPS | Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46GZF(4) | Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5) | CFO, MCPS, CRPS | Where Council is the collecting agency under an approved infrastructure contributions plan | |
| s 46GZF(6) | Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b) | CFO, MCPS, CRPS | Where Council is the collecting agency under an approved infrastructure contributions plan | |
| s 46GZH | Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction | CFO, MCPS, CRPS | Where Council is the collecting agency under an approved infrastructure contributions plan | |
| s 46GZI | Duty to prepare and give a report to the Minister at the times required by the Minister | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | Where Council is a collecting agency or development agency | |
| s.46GZK | Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council | MCPS, CRPS | Where Council is a collecting agency or development agency | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s.46LB(3) | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2) | CFO, MCPS, CRPS | | |
| s 46N(1) | Duty to include conditions in a permit regarding payment of development infrastructure levy | CEO, DUL & Specific Statutory Planning Officers | | |
| s 46N(2)(c) | Function of determining time and manner for receipt of development contributions levy | CEO, DUL & Supervising Statutory Planning Officers | | |
| s 46N(2)(d) | Power to enter into an agreement with the applicant regarding payment of development infrastructure levy | CEO, DUL & Supervising Statutory Planning Officers | | |
| s 46O(1)(a) & (2)(a) | Power to ensure that the community infrastructure levy is paid, or agreement is in place, prior to issuing a building permit | CEO, DUL & Supervising Statutory Planning Officers | | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46O(1)(d) & (2)(d) | Power to enter into agreement with the applicant regarding payment of community infrastructure levy | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 46P(1) | Power to require payment of an amount of levy under s 46N or s 46O to be satisfactorily secured | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 46P(2) | Power to accept provision of land, works, services or facilities in part or full payment of levy payable | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 46Q(1) | Duty to keep proper accounts of levies paid | CEO, DUL, CFO and Supervising Statutory Planning Officers | | |
| s 46Q(1A) | Duty to forward to a development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency | CEO, DUL and Supervising Statutory Planning Officers | | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46Q(2) | Duty to apply the levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc. | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 46Q(3) | Power to refund any amount of levy paid if it is satisfied the development is not to proceed | CEO, DUL and MSSP | Only applies when levy is paid to Council as a 'development agency' | |
| s 46Q(4)(c) | Duty to pay an amount to the current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a) | CEO, DUL and MSSP | Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister | |
| s 46Q(4)(d) | Duty to submit to the Minister an amendment to the approved development contributions plan | CEO, DUL, TLSP, MSSP, TLSP and Supervising Statutory Planning Officers | Must be done in accordance with Part 3 | |
| s 46Q(4)(e) | Duty to expend that amount on other works etc. | CEO, DUL and MSSP | With the consent of, and in the manner approved by, the Minister | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 46QC | Power to recover any amount of levy payable under Part 3B | CEO, DUL and MSSP | | |
| s 46QD | Duty to prepare report and give a report to the Minister | CEO, DUL and Supervising Statutory Planning Staff | Where Council is a collecting agency or development agency | |
| s 46V(3) | Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available | CEO and DUL | | |
| s 46Y | Duty to carry out works in conformity with the approved strategy plan | CEO and DUL | | |
| s 47 | Power to decide that an application for a planning permit does not comply with that Act | CEO, DUL & Supervising Statutory Planning Officers | | |
| s 49(1) | Duty to keep a register of all applications for permits and determinations relating to permits | CEO, DUL, Specific Statutory Planning Officers, TLPP & PSO | | |
| s 49(2) | Duty to make the Register available for inspection | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 50(4) | Duty to amend applications | CEO, DUL & Specific Statutory Planning Officers | | |
| s 50(5) | Power to refuse to amend applications | CEO, DUL & Specific Statutory Planning Officers | | |
| s 50(6) | Duty to make note of amendments to applications in the Register | CEO, DUL & Specific Statutory Planning Officers, TLPP & PSO | | |
| s 50A(1) | Power to make amendments to applications | CEO, DUL & Specific Statutory Planning Officers | | |
| s 50A(3) | Power to require an applicant to notify the owner and make a declaration that notice has been given | CEO, DUL & Specific Statutory Planning Officers | | |
| s 50A(4) | Duty to note amendments to applications in the Register | CEO, DUL & Specific Statutory Planning Officers, TLPP & PSO | | |
| s 51 | Duty to make copies of applications available for inspection | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 52(1)(a) | Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | CEO, DUL & Specific Statutory Planning Officers | | |
| s 52(1)(b) | Duty to give notice of the application to other municipal Councils where appropriate | CEO, DUL & Specific Statutory Planning Officers | | |
| s 52(1)(c) | Duty to give notice of the application to all persons required by the planning scheme | CEO, DUL & Specific Statutory Planning Officers | | |
| s 52(1)(ca) | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if it may result in breach of covenant | CEO, DUL & Specific Statutory Planning Officers | | |
| s 52(1)(cb) | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant | CEO, DUL & Specific Statutory Planning Officers | | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 52(1)(d) | Duty to give notice of the application to other persons who may be detrimentally affected | CEO, DUL and Specific Statutory Planning Officers | | |
| s 52(1AA) | Duty to give notice of an application to remove or vary a registered restrictive covenant | CEO, DUL and Specific Statutory Planning Officers | | |
| s 52(3) | Power to give any further notice of an application where appropriate | CEO, DUL and Specific Statutory Planning Officers | | |
| s 53(1) | Power to require the applicant to give notice under s 52(1) to persons specified by it | CEO, DUL and Specific Statutory Planning Officers | | |
| s 53(1A) | Power to require the applicant to give the notice under s 52(1AA) | CEO, DUL and Specific Statutory Planning Officers | | |
| s 54(1) | Power to require the applicant to provide more information | CEO, DUL and Specific Statutory Planning Officers | | |
| s 54(1A) | Duty to give notice in writing of information required under s 54(1) | CEO, DUL and Specific Statutory Planning Officers | | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 54(1B) | Duty to specify the lapse date for an application | CEO, DUL and Specific Statutory Planning Officers | | |
| s 54A(3) | Power to decide to extend time or refuse to extend time to give required information | CEO, DUL, MSSP and Specific Statutory Planning Officers | Power to refuse to extend time is limited to CEO, DUL, MSSP and Supervising Statutory Planning Officers | |
| s 54A(4) | Duty to give written notice of a decision to extend or refuse to extend time under s 54A(3) | CEO, DUL and Specific Statutory Planning Officers | | |
| s 55(1) | Duty to give copies of applications, together with the prescribed information to every referral authority specified in the planning scheme | CEO, DUL, Specific Statutory Planning Officers | | |
| s 57(2A) | Power to reject objections considered made primarily for commercial advantage for the objector | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 57(3) | Function of receiving the name and address of persons to whom notice of decision is to go | CEO, DUL and Specific Statutory Planning Officers | | |
| s 57(5) | Duty to make available for inspection a copy of all objections | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 57A(4) | Duty to amend applications in accordance with applicant's request, subject to s57A(5) | CEO, DUL and Specific Statutory Planning Officers | | |
| s 57A(5) | Power to refuse to amend applications | CEO, DUL and Specific Statutory Planning Officers | | |
| s 57A(6) | Duty to note amendments to application in the Register | CEO, DUL and Specific Statutory Planning Officers, TLPP and PSO | | |
| s 57B(1) | Duty to determine whether and to whom notice should be given | CEO, DUL and Specific Statutory Planning Officers | | |
| s 57B(2) | Duty to consider certain matters in determining whether notice should be given | CEO, DUL and Specific Statutory Planning Officers | | |
| s 57C(1) | Duty to give a copy of an amended application to the referral authority | CEO, DUL and Specific Statutory Planning Officers, TLPP and PSO | | |
| s 58 | Duty to consider every application for a permit | CEO, DUL and Specific Statutory Planning Officers | | |
| s 58A | Power to request advice from the Planning Application Committee | CEO, DUL and MSSP | <i>Planning Application Committee means a Planning Application Committee established by the Minister pursuant to section 97MA.</i> | |

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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 60 | Duty to consider certain matters | CEO, DUL and Specific Statutory Planning Officers | | |
| s 60(1A) | Duty to consider certain matters | CEO, DUL and Specific Statutory Planning Officers | | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 60(1B) | Duty to consider the number of objectors in considering whether the use or development may have significant social effects | CEO, DUL and Specific Statutory Planning Officers | | |
| s 61(1)(c) | Power to determine permit applications and to decide to refuse a permit application | CEO, DUL and Specific Statutory Planning Officers | <p>The power to refuse a permit can only be exercised where the delegate considers that:</p> <ul style="list-style-type: none"> a) the application is contrary to law; or b) the application is inconsistent with policy; or c) a referral authority has objected to the grant of the permit on any specified ground; or d) the applicant has failed to carry out a direction pursuant to the Planning Scheme or Act. <p>Before exercising their delegation, the Coordinator Statutory Planning (CSP), Statutory Planning Appeals Coordinator (PAC) and Principal Planner (PP) must consult with the Director Urban Living (DUL) and/or the Manager Strategic and Statutory Planning (MSSP).</p> <p>Before exercising their delegation, the Senior Statutory Planner (SSP), Statutory Planner (SP), Subdivision Officer (SO) and Counter Planner or Planning Liaison Officer (CP) must consult with the Director Urban Living (DUL), and/or the Manager Strategic and Statutory Planning (MSSP) and/or the Coordinator Statutory Planning (CSP).</p> <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> | |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 61(1)(a) and (b) | Power to determine permit applications and either to decide to grant a permit, or to decide to grant a permit with conditions | CEO, DUL, and Specific Statutory Planning Officers | | <p>The following guidelines apply to all further delegations under section 61(1)(a) and (b)</p> <p>Compliance with the objectives of the Boroondara Planning Scheme and adopted Council Policies.</p> <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i></p> |

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| s 61(1)(a) and (b) | Power to determine permit applications and either to decide to grant a permit, or to decide to grant a permit with conditions | CEO, DUL and Specific Statutory Planning Officers | <p>The following conditions, limitations and guidelines apply to all further delegations under section 61(1)(a) and (b)</p> <p>For the following classes of use or development:</p> <p>a liquor licence associated with an existing or approved restaurant, tavern or food and drink premises (café), subject to the hours/days sought being in accordance with an existing permit for a restaurant, tavern or food and drink premises, or, the hours/days are not greater than the standard hours nominated in this Instrument [see also Boroondara Planning Scheme Clause 52.27 in this Instrument];</p> <p>a) advertising signs; b) Subdivision that is generally consistent with a development approval;</p> <p>the exercise of this power is limited to the following circumstances:</p> <ul style="list-style-type: none"> • CEO, DUL, MSSP and Specific Statutory Planning Officers if there has been no objections received, or, if there has been between one (1) and five (5) objections received, inclusive; • CEO, DPC, MSSP and Supervising Statutory Planning Officers if there has been six (6) or more objections received. <p>For the following classes of use or development:</p> <p>a) 3-storey or 3+ storey dwelling/s or 3-storey or 3+ storey residential buildings within the General Residential Zone (excluding residentially-zoned land located within the boundaries of an activity centre); b) Buildings that exceed the applicable preferred maximum overall building height described in Design and Development Overlay Schedule 17 (DDO17);</p> <p>the exercise of this power is limited to the following circumstances:</p> <p>a) CEO, DUL, MSSP and Supervising Statutory Planning Officers if there has been no objections received;</p> |
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| | | | <p>b) There has been between one (1) and 12 objections received, inclusive, the Director Urban Living (DUL) or Supervising Statutory Planning Officers may make a decision after consulting with and considering the views of the Statutory Planning Advisory Committee (SPAC).</p> <p>For the following classes of use or development:</p> <p>c) Any other application not specifically listed above;</p> <p>the exercise of this power is limited to the following circumstances:</p> <p>i. There has been no objections received, or, if there has been between one (1) and five (5) objections received, inclusive; or</p> <p>ii. There has been between six (6) and 12 objections received, inclusive, the Director Urban Living (DUL) or Supervising Statutory Planning Officers may make a decision after consulting with and considering the views of the Statutory Planning Advisory Committee (SPAC).</p> <p>Before exercising their delegation, the Coordinator Statutory Planning (CSP), Statutory Planning Appeals Coordinator (PAC) and Principal Planner (PP) must consult with the Director Urban Living (DUL) and/or the Manager Strategic and Statutory Planning (MSSP).</p> |
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| | | | Before exercising their delegation, the Senior Statutory Planner (SSP), Statutory Planner (SP), Subdivision Officer (SO) and Counter Planner or Planning Liaison Officer (CP) must consult with the Director Urban Living (DUL), and/or the Manager Strategic and Statutory Planning (MSSP) and/or the Coordinator Statutory Planning (CSP). | |
| Boroondara Planning Scheme Clause 13-19.03, 21-21.14, 22.01-22.16-3, 32.04-32.09, 34.01-34.02, 36.01-36.04, 37.01-37.06, 42.01-42.03, 43.01-43.02, 43.04, 44.04-44.05, 45.01, 45.03, 45.07, 45.09, 52.01-52.05, 52.07-52.26, 52.28-52.39, 52.42-52.48, 56.01-56.09, 62-66. | Exercise Council's powers, discretions and authorities, carry out Council's duties and perform Council's functions | CEO, DUL, MSSP and Specific Statutory Planning Officers | <p>Delegates must comply with any conditions or limitations imposed by Council where the action involves exercising a power, duty or function delegated under the <i>Planning and Environment Act</i> 1987 or Regulations under that Act.</p> <p>Before exercising their delegation, the Coordinator Statutory Planning (CSP), Statutory Planning Appeals Coordinator (PAC) and Principal Planner (PP) must consult with the Director Urban Living (DUL) and/or the Manager Strategic Statutory Planning (MSSP).</p> <p>Before exercising their delegation, the Senior Statutory Planner (SSP), Statutory Planner (SP), Subdivision Officer (SO) and Counter Planner or Planning Liaison Officer (CP) must consult with the Director Urban Living (DUL), and/or the Manager Strategic and Statutory Planning (MSSP) and/or the Coordinator Statutory Planning (CSP).</p> | |

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| Boroondara Planning Scheme Clause 52.06-3 | d) Power to reduce or waive car parking. e) Power to decide on an adequate number of car spaces to be provided for uses which are not specified in the table at Clause 52.06-5. | CEO, DUL, MSSP and Specific Statutory Planning Officers | <p>Reducing or waiving car parking requirements</p> <p>Delegates may only approve a reduction or waiver of car parking on land within a residential zone (excluding residentially-zoned land located within the boundaries of an activity centre) when:</p> <ul style="list-style-type: none"> a) there is surplus car parking capacity available to accommodate the reduction or waiver sought; and/or b) there is surplus car parking deficiency (also known as car parking credit) available associated with the existing use of the land. <p>Delegates may only approve a reduction or waiver of car parking on land within a commercial zone or located within the boundaries of an activity centre when:</p> <ul style="list-style-type: none"> c) there is surplus car parking capacity available within existing Council car parks or on-street (not including on-street parking located adjacent to land zoned and used for residential purposes, excluding residentially zoned land located within the boundaries of an activity centre, or, more than 400m from the subject site) to accommodate the reduction sought; and/or d) there is surplus car parking deficiency available associated with the existing use of the land. <p>Where there is between one (1) and 12 objections received, inclusive, for an application and there is no surplus car parking capacity and/or no surplus car parking deficiency, the Director Urban Living (DUL) or Senior Statutory Planning Officers may make a decision after consulting with and considering the views of the Statutory Planning Advisory Committee (SPAC).</p> | |

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| Boroondara Planning Scheme Clause 52.27 | e) Power to use land to sell or consume liquor. | CEO, DUL, MSSP and Specific Statutory Planning Officers | <p>Restaurant and Café Liquor Licence, or other type of Liquor Licence</p> <p>Delegates may determine an application for a liquor licence associated with an existing or approved restaurant, tavern or food and drink premises (café) where objections have been received when:</p> <ul style="list-style-type: none"> a) The hours approved are in accordance with those specified on any existing permit for a restaurant, tavern or food and drink premises (café); or b) In the event any existing permit does not specify hours of operation or the use of the land does not require a planning permit, the following standard hours are sought: | |
| | | | Monday-Saturday (excl. ANZAC Day and Good Friday) | 7:00am to 11:00pm |
| | | | Sunday | 10:00am to 11:00pm |
| | | | ANZAC Day and Good Friday | 12 noon to 11:00pm |
| | | | <p>Where between one (1) and 12 objections are received, inclusive, for an application and the above hours are sought to be varied, the Director Urban Living (DUL) or Supervising Statutory Planning Officers may make a decision after consulting with and considering the views of the Statutory Planning Advisory Committee (SPAC).</p> | |

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| Boroondara Planning Scheme Clause 67 | | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |
| s 61(2) | Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit | CEO, DUL and Specific Statutory Planning Officers | | |
| s 61(2A) | Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit | CEO, DUL, MSSP and Specific Statutory Planning Officers | <p>The Coordinator Statutory Planning (CSP), Statutory Planning Appeals Coordinator (PAC) and Principal Planner (PP) must consult with the Director Urban Living (DUL) and/or the Manager Strategic and Statutory Planning (MSSP) before exercising their delegation to refuse an application solely based on the objection of a recommending referral authority.</p> <p>The Senior Statutory Planner (SSP), Statutory Planner (SP), Subdivision Officer (SO) and Counter Planner or Planning Liaison Officer (CP) must consult with the Director Urban Living (DUL) and/or the Manager Strategic and Statutory Planning (MSSP) and/or the Coordinator Statutory Planning (CSP) before exercising their delegation to refuse an application solely based on the objection of a recommending referral authority.</p> | Non-compliance with the Boroondara Planning Scheme. |
| s 61(3)(a) | Duty not to decide to grant a permit to use coastal Crown land without Minister's consent | | | |

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| s 61(3)(b) | Duty to refuse to grant the permit without the Minister's consent | CEO, DUL and Specific Statutory Planning Officers | | |
| s 61(4) | Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant | CEO, DUL and Specific Statutory Planning Officers | | |
| s 62(1) | Duty to include certain conditions in deciding to grant a permit | CEO, DUL and Specific Statutory Planning Officers | | |
| s62(2) | Power to include other conditions | CEO, DUL and Specific Statutory Planning Officers | | |
| s 62(4) | Duty to ensure conditions are consistent with paragraphs (a),(b) and (c) | CEO, DUL and Specific Statutory Planning Officers | | |
| s 62(5)(a) | Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan | CEO, DUL and Specific Statutory Planning Officers | | |
| s 62(5)(b) | Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement | CEO, DUL and Specific Statutory Planning Officers | | |

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| s 62(5)(c) | Power to include a permit condition that specified works be provided or paid for by the applicant | CEO, DUL and Specific Statutory Planning Officers | | |
| s 62(6)(a) | Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5) | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 62(6)(b) | Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a) | CEO, DUL and Specific Statutory Planning Officers | | |
| s 63 | Duty to issue the permit where a decision is made in favour of the application (if no one has objected) | CEO, DUL and Specific Statutory Planning Officers | | |
| s 64(1) | Duty to give notice of decision to grant a permit to the applicant and objectors | CEO, DUL and Specific Statutory Planning Officers | | This provision applies also to a decision to grant an amendment to a permit - see section 75 |

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| s 64(3) | Duty not to issue a permit until after the specified period | CEO, DUL and Specific Statutory Planning Officers | | This provision applies also to a decision to grant an amendment to a permit - see s 75 |
| s 64(5) | Duty to give each objector a copy of an exempt decision | CEO, DUL and Specific Statutory Planning Officers | | This provision applies also to a decision to grant an amendment to a permit - see s 75 |
| s 64A | Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit | CEO, DUL and Specific Statutory Planning Officers | | This provision applies also to a decision to grant an amendment to a permit - see s 75A |
| s 65(1) | Duty to give notice of refusal to grant permit to applicant and person who objected under s57 | CEO, DUL and Specific Statutory Planning Officers | | |
| s 66(1) | Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | |

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| s 66(2) | Duty to give a recommending referral authority notice of its decision to grant a permit | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority |
| s 66(4) | Duty to give a recommending referral authority notice of its decision to refuse a permit | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit |

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| s 66(6) | Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65 | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit |
| s 69(1) | Function of receiving applications for extensions of time of permits | CEO, DUL and Specific Statutory Planning Officers | | |
| s 69(1A) | Function of receiving applications for extensions of time to complete development | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |

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| s 69(2) | Power to extend time | CEO, DUL and Specific Statutory Planning Officers | <p>The delegate may only make a decision to extend time when the following is satisfied:</p> <ul style="list-style-type: none"> • whether the time originally allowed was reasonable; or • whether there have been any intervening circumstances which may have rendered it unreasonable to hold an applicant to the originally fixed time; or • whether there has been any change in zoning or planning policy that would mitigate against the grant of a permit; or • the probability that a fresh application, if made, would be granted. | |
| s 70 | Duty to make copies of permits available for inspection | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | |
| s 71(1) | Power to correct certain mistakes | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 71(2) | Duty to note corrections in the Register | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | |
| s 73 | Power to decide to grant amendments subject to conditions | CEO, DUL, MSSP and Specific Statutory Planning Officers | <p>The delegate may only determine to grant amendments in accordance with the conditions, limitations and guidelines outlined under Section 61(1) in this Instrument, where:</p> | Compliance with the Boroondara Planning Scheme and adopted Council Policies. |

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| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| | | | <p>1. The original application was determined by an officer under delegation and the delegate would have had the power to determine the application, had it been made under Section 61(1); or</p> <p>2. The original application was:</p> <ol style="list-style-type: none"> determined by the Urban Planning Delegated Committee; or subject to consultation with the Statutory Planning Advisory Committee; or a permit was issued at the direction of VCAT; <p>and there are:</p> <ul style="list-style-type: none"> no objections to the application for amendment; or between one (1) and 12 objections received, inclusive, to the application for amendment. <p>Where there is between one (1) and five (5) objections received, inclusive, to the application for amendment, the Senior Statutory Planner (SSP), Statutory Planner (SP), Subdivision Officer (SO) and Counter Planner or Planning Liaison Officer (CP) must consult with the Manager Strategic and Statutory Planning (MSSP) and/or Coordinator Statutory Planning (CSP) before exercising their delegation.</p> | |

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| | | | Where there is between six (6) and 12 objections received, inclusive, to the amendment application, the Director Urban Living (DUL) or Supervising Statutory Planning Officers may make a decision after consulting with and considering the views of the Statutory Planning Advisory Committee (SPAC). | |
| s 74 | Duty to issue an amended permit to the applicant if there no objectors | CEO, DUL and Specific Statutory Planning Officers | | |
| s 76 | Duty to give applicants and objectors notice of a decision to refuse to grant an amendment to a permit | CEO, DUL, Specific Statutory Planning Officers and PSO | | |
| s 76A(1) | Duty to give relevant determining referral authorities copies of amended permits and copies of notices | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | | |
| s 76A(2) | Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority | |
| s 76A(4) | Duty to give a recommending referral authority notice of its decision to refuse a permit | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit | |

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| s 76A(6) | Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76 | CEO, DUL, Specific Statutory Planning Officers, TLPP and PSO | If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit | |
| s 76D | Duty to comply with a direction of the Minister to issue amended permit | CEO, DUL and Specific Statutory Planning Officers | | |
| s 83 | Function of being the respondent to an appeal | CEO, DUL and Specific Statutory Planning Officers | | |
| s 83B | Duty to give or publish notice of an application for review | CEO, DUL and Specific Statutory Planning Officers | | |
| s 84(1) | Power to decide on an application at any time after an appeal is lodged against the failure to grant a permit | CEO, DUL and Specific Statutory Planning Officers | The delegate may only determine to approve or refuse an application in accordance with the conditions, limitations and guidelines outlined under Section 61(1) in this Instrument | |
| s 84(2) | Duty not to issue a permit or notice of decision or refusal after an application is made for a review of a failure to grant a permit | CEO, DUL, Supervising Statutory Planning Officers and SSP | | |
| s 84(3) | Duty to tell the Principal Registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | CEO, DUL, and Specific Statutory Planning Officers, TLPP and PSO | <i>Note – “Principal Registrar” means the Principal Registrar of VCAT.</i> | |

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| s 84(6) | Duty to issue permits on receipt of advice within 3 working days | CEO, DUL and Specific Statutory Planning Officers | | |
| s 84AB | Power to agree to confining a review by the Tribunal | CEO, DUL and Specific Statutory Planning Officers | The delegate may only confine a review in accordance with the conditions, limitations and guidelines outlined under Section 61(1) in this Instrument | |
| s 86 | Duty to issue a permit at the order of the Tribunal within 3 working days | CEO, DUL and Specific Statutory Planning Officers | | |
| s 87(3) | Power to apply to VCAT for the cancellation or amendment of a permit | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 90(1) | Function of being heard at hearing of a request for cancellation or amendment of a permit | CEO, DUL and Specific Statutory Planning Officers | | |
| s 91(2) | Duty to comply with the directions of VCAT | CEO, DUL and Specific Statutory Planning Officers, TLPP and PSO | | |
| s 91(2A) | Duty to issue an amended permit to owner if the Tribunal so directs | CEO, DUL and Specific Statutory Planning Officers | | |
| s 92 | Duty to give notice of the cancellation/amendment of a permit by VCAT to persons entitled to be heard under section 90 | CEO, DUL, Specific Statutory Planning Officers TLPP and PSO | | |

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| s 93(2) | Duty to give notice of a VCAT order to stop development | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 95(3) | Function of referring certain applications to the Minister | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 95(4) | Duty to comply with an order or direction | CEO, DUL and Supervising Statutory Planning Officers | | |
| s 96(1) | Duty to obtain a permit from the Minister to use and develop its land | CEO, DUL and MSSP | | |
| s 96(2) | Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land | CEO, DUL, and MSSP | | |
| s 96A(2) | Power to agree to consider an application for a permit concurrently with preparation of proposed amendment | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| s 96C | Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP and Specific Statutory Planning Officers | | |
| s 96F | Duty to consider the panel's report under s 96E | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP and Specific Statutory Planning Officers | | |

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| s 96G(1) | Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996) | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP and Specific Statutory Planning Officers | | |
| s 96H(3) | Power to give notice in compliance with the Minister's direction | CEO, DUL, MSSP, TLSP, SPP, SSTRP, STP and Specific Statutory Planning Officers | | |
| s 96J | Power to issue permits as directed by the Minister | CEO, DUL, MSSP, TLSP and Specific Statutory Planning Officers | | |
| s 96K | Duty to comply with direction of the Minister to give notice of refusal | CEO, DUL, MSSP, TLSP and Specific Statutory Planning Officers | | |
| s 96Z | Duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate | CEO, DUL and MSSP | | |
| s 97C | Power to request the Minister to decide the application | CEO, DUL, and MSSP | | |

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| s 97D(1) | Duty to comply with directions of the Minister to supply any document or assistance relating to an application | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |
| s 97G(3) | Function of receiving from the Minister a copy of a notice of refusal to grant a permit or copy of any permit granted by the Minister | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |
| s 97G(6) | Duty to make a copy of permits issued under s97F available for inspection | CEO, DUL, MSSP, Specific Statutory Planning Officers, TLPP and PSO | | |
| s 97L | Duty to include Ministerial decisions in a register kept under s 49 | CEO, DUL, MSSP, Specific Statutory Planning Officers, TLPP and PSO | | |
| s 97MH | Duty to provide information or assistance to the Planning Application Committee | CEO, DUL and MSSP | | |
| s 97MI | Duty to contribute to the costs of the Planning Application Committee or subcommittee | CEODUL & MSSP | | |
| s 97O | Duty to consider application and issue or refuse to issue certificate of compliance | CEO, DUL and MSSP | | |

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| s 97P(3) | Duty to comply with the directions of VCAT following an application for review of a failure or refusal to issue a certificate | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |
| s 97Q(2) | Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |
| s 97Q(4) | Duty to comply with directions of VCAT | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |
| s 97R | Duty to keep register of all applications for certificates of compliance and related decisions | CEO, DUL, MSSP, Specific Statutory Planning Officers, TLPP and PSO | | |
| s 98(1)&(2) | Function of receiving claim for compensation in certain circumstances | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |
| s 98(4) | Duty to inform any person of the name of the person from whom compensation can be claimed | CEO, DUL and MSSP | | |
| s 101 | Function of receiving claims for expenses in conjunction with claim | CEO, DUL and MSSP | | |

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| s 103 | Power to reject a claim for compensation in certain circumstances | CEO, DUL and MSSP | <i>Note – refers to small claims, ie:</i> a) \$500 or any greater amount prescribed by the Regulations; or b) 0.1% of the value that the land had not been affected by any circumstance set out in section 98(1) or (2) or section 107. | |
| s 107(1) | Function of receiving claims for compensation | CEO, DUL and MSSP | | |
| s 107(3) | Power to agree to extend the time for making claim | CEO, DUL and MSSP | | |
| s 114(1) | Power to apply to the VCAT for an enforcement order | CEO, DUL, MSSP and Supervising Statutory Planning Officers | | |
| s 117(1)(a) | Function of making a submission to the VCAT where objections are received | CEO, DUL, MSSP, Supervising Statutory Planning Officers, SSP and PIO | | |
| s 120(1) | Power to apply for an interim enforcement order where s 114 application has been made | CEO, DUL, MSSP and Supervising Statutory Planning Officers | | |
| s 123(1) | Power to carry out work required by an enforcement order and recover costs | CEO, DUL, MSSP and Supervising Statutory Planning Officers | | |
| s 123(2) | Power to sell buildings, materials, etc salvaged in carrying out work under s123(1) | CEO, DUL | Except Crown Land | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|--|--|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 129 | Function of recovering penalties | CEO, DUL and MSSP | | |
| s 130(5) | Power to allow person served with an infringement notice further time | CEO, DUL and MSSP, Supervising Statutory Planning Officers | | |
| s 149A(1) | Power to refer a matter to the VCAT for determination | CEO, DUL, MSSP and Supervising Statutory Planning Officers | | |
| s 149A(1A) | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement | CEO, DUL, MSSP and Supervising Statutory Planning Officers | | |
| s 156 | Duty to pay fees and allowances (including a payment to the Crown under a s 156(2A)) agreement and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) and power to ask for contributions under s 156(3) and power to abandon amendment or part of it under s 156(4) | CEO, DUL, MSSP, SSP, SSTRP & STP | Where council is the relevant planning authority | |
| s 171(2)(f) | Power to carry out studies and commission reports | CEO, DUL, MSSP, MACP | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|--|--|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 171(2)(g) | Power to grant and reserve easements | CEO, DUL, MSSP, MACP | | |
| s 172C | Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan | CEO, DUL, DPS | Where Council is a development agency specified in an approved infrastructure contributions plan | |
| s 172D(1) | Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4) | CEO, DUL, DPS | Where Council is a collecting agency specified in an approved infrastructure contributions plan | |
| s 172D(2) | Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4) | CEO, DUL, DPS | Where Council is the development agency specified in an approved infrastructure contributions plan | |
| s 173(1) | Power to enter into an agreement covering matters set out in s 174 | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, and MCS | Subject to a prior Council resolution. | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|-----------------------------------|--|---|--|---------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 173(1A) | Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing | CEO, DUL, DCS, MSSP, Supervising Statutory Planning Officers | Where Council is the relevant responsible authority and subject to a prior Council resolution. | |
| --- | Power to decide whether something is to the satisfaction of Council, where an agreement made under s173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, CDM&C and Supervising Statutory Planning Officers | | |
| --- | Power to give consent on behalf of Council, where an agreement made under s 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, CDM&C and Supervising Statutory Planning Officers | | |
| s 177(2) | Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS and CDM&C | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 178 | Power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, and CDM&C | | |
| s 178A(1) | Function of receiving an application to amend or end an agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C, Specific Statutory Planning Officers, TLPP and PSO | | |
| s 178A(3) | Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1) | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | | |
| s 178A(4) | Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Specific Statutory Planning Officers | | |
| s 178A(5) | Power to propose to amend or end an agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | | |
| s 178B(1) | Duty to consider certain matters when considering proposal to amend an agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, TLSP, CDM&C, SPP, STRP, STP and Specific Statutory Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 178B(2) | Duty to consider certain matters when considering proposal to end an agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, TLSP, CDM&C, SPP, STRP, STP and Specific Statutory Planning Officers | | |
| s 178C(2) | Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, TLSP, CDM&C, SPP, STRP, STP and Specific Statutory Planning Officers | | |
| s 178C(4) | Function of determining how to give notice under s 178C(2) | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, TLSP, CDM&C and Supervising Statutory Planning Officers | | |
| s 178E(1) | Duty not to make decision until after 14 days after notice has been given | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, TLSP, CDM&C and Specific Statutory Planning Officers | | |
| s 178E(2)(a) | Power to amend or end the agreement in accordance with the proposal | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | Where there are between 1 and no more than 5 objections received (under s. 178D) the delegate in Column 3 may make a decision. Before making a decision the delegate must consult with and consider the views of the Statutory Planning Advisory Committee (SPAC). | Must consider matters in s.178B |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 178E(2)(b) | Power to amend or end the agreement in a manner that is not substantively different from the proposal | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | Where there is between 1 and no more than 5 objections received (under s. 178D) the delegate in Column 3 may make a decision. Before making a decision the delegate must consult with and consider the views of the SPAC. | Must consider matters in s.178B |
| s 178E(2)(c) | Power to refuse to amend or end the agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | Where there is between 1 and no more than 5 objections received (under s. 178D) the delegate in Column 3 may make a decision. Before making a decision the delegate must consult with and consider the views of the SPAC. | Must consider matters in s.178B |
| s 178E(3)(a) | Power to amend or end the agreement in accordance with the proposal | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | Where there is between 1 and no more than 5 objections received (under s. 178D) the delegate in Column 3 may make a decision. Before making a decision the delegate must consult with and consider the views of the SPAC. | After considering objections, submissions and matters in s.178B |
| s 178E(3)(b) | Power to amend or end the agreement in a manner that is not substantively different from the proposal | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | Where there is between 1 and no more than 5 objections received (under s. 178D) the delegate in Column 3 may make a decision. Before making a decision the delegate must consult with and consider the views of the SPAC. | After considering objections, submissions and matters in s.178B |
| s 178E(3)(c) | Power to amend or end the agreement in a manner that is substantively different from the proposal | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | Where there are between 1 and no more than 5 objections received (under s. 178D) the delegate in Column 3 may make a decision. Before making a decision the delegate must consult with and consider the views of the SPAC. | After considering objections, submissions and matters in s.178B |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|--|---|--|---|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 178E(3)(d) | Power to refuse to amend or end the agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | Where there are between 1 and no more than 5 objections received (under s. 178D) the delegate in Column 3 may make a decision. Before making a decision the delegate must consult with and consider the views of the SPAC. | After considering objections, submissions and matters in s.178B |
| s 178F(1) | Duty to give notice of its decision under s 178E(3)(a) or (b) | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, TLSP, CDM&C, SPP, SSTRP, STP and Supervising Statutory Planning Officers | | |
| s 178F(2) | Duty to give notice of its decision under s 178E(2)(c) or (3)(d) | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, TLSP, CDM&C, SPP, SSTRP, STP and Supervising Statutory Planning Officers | | |
| s 178F(4) | Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | | |
| s 178G | Duty to sign amended agreement and give copy to each other party to the agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, CDM&C and Supervising Statutory Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|--|-------------------------------------|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 178H | Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MSSP, MCS and CDM&C | | |
| s 178I(3) | Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land | CEO, DUL, DCT, DCS, DPS, MSSP, MCS, TLSP, CDM&C, SPP, SSTRP, STP and Supervising Statutory Planning Officers | | |
| s 179(2) | Duty to make available for inspection copy agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, TLSP, SPP, SSTRP, STP, CDM&C, Specific Statutory Planning Officers, TLPP and PSO | | |
| s 181 | Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General | CEO, DUL, DCT, DCS, DPS, MACP MSSP, MSSP and MCS | | |
| s 181(1A)(a) | Power to apply to the Registrar of Titles to record the agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, CDM&C, TLSP, and Supervising Statutory Planning Officers | | |
| s 181(1A)(b) | Duty to apply to the Registrar of Titles, without delay, to record the agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, SSP, CDM&C, TLSP, and Supervising Statutory Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|---|--|-------------------------------------|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 182 | Power to enforce an agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, CDM&C, Supervising Statutory Planning Officers and PIO | | |
| s 183 | Duty to tell the Registrar of Titles of ending/amendment of agreement | CEO, DUL, DCT, DCS, DPS, MACP, MSSP, MCS, CDM&C and Specific Statutory Planning Officers | | |
| s 184F(1) | Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision | CEO, DUL, DCT, DCS, DPS, MSSP, MSSP and MCS | | |
| s 184F(2) | Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement | CEO, DUL, DCT, DCS, DPS, MSSP, MSSP and MCS | | |
| s 184F(3) | Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement | CEO, DUL, DCT, DCS, DPS, MSSP, MCS, TLSP, SPP, SSTRP, STP, Supervising Statutory Planning Officers, SSP and SO | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|--|--|--|-------------------------------------|----------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s 184F(5) | Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision | CEO, DUL, DCT, DCS, DPS, MSSP, MCS, TLSP, SPP, SSTRP, STP, Supervising Statutory Planning Officers, SSP and SO | | |
| s 184G(2) | Duty to comply with a direction of the Tribunal | CEO, DUL, DCT, DCS, DPS, MSSP, MCS, Supervising Statutory Planning Officers, SSP and SO | | |
| s 184G(3) | Duty to give notice as directed by the Tribunal | CEO, DUL, DCT, DCS, DPS, MSSP, MCS, Supervising Statutory Planning Officers, SSP and SO | | |
| s 201(1) | Function of receiving application for declaration of underlying zoning | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |
| S 201(3) | Duty to make declaration | CEO, DUL, MSSP and Specific Statutory Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
|-----------------------------------|---|--|---|---------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| - | Power to make a decision relating to the conduct of a mediation or compulsory conference before VCAT, including a decision to settle the mediation or compulsory conference | CEO, DUL, MSSP and Specific Statutory Planning Officer | <p>In the event that a decision made under s61(a) or (b) (decision to grant a permit or decision to grant a permit subject to conditions) results in an application for review through the Victorian Civil and Administrative Tribunal (VCAT), the exercise of this power is limited to the following circumstances:</p> <ul style="list-style-type: none"> • there are no objector parties; • all objector parties consent (either conditionally, or otherwise) either through a written consent order or mediation/compulsory conference; • if the matter has previously been subject to a determination by the Urban Planning Delegated Committee, can only be exercised if, in the opinion of DUL, MSSP or Supervising Statutory Planning Officers the matter being mediated/settled is of a minor nature and the intent of the Council's decision is not compromised. <p>In the event that a decision made under s 61(c) (decision to refuse to grant a permit) results in an application for review through VCAT, the exercise of this power is limited to the following circumstances:</p> <ul style="list-style-type: none"> • CEO, DUL, MSSP and Supervising Statutory Planning Officers if there are no objector parties; • CEO, DUL, MSSP and Supervising Statutory Planning Officers if all objector parties consent (either conditionally, or otherwise) either through a written consent order or mediation/compulsory conference. • If the matter has previously been subject to a determination by the Urban Planning Delegated Committee, can only be exercised if, in the opinion of DUL, MSSP or Supervising Statutory Planning Officers the matter being mediated/settled is of a minor nature and the intent of the Council's decision is not compromised. | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| - | Power to determine that a matter be considered at a mediation or compulsory conference before VCAT | CEO, DUL, MSSP, TLSP and Supervising Statutory Planning Officers | | |
| - | Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council | CEO, DUL, MSSP, TLSP, Specific Statutory Planning Officers and PIO | | |
| - | Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council | CEO, DUL, MSSP, TLSP and Specific Statutory Planning Officers | The delegates may only determine amendments in accordance with the conditions, limitations and guidelines outlined under Section 61(1) in this Instrument. | |
| - | Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit | CEO, DUL, MSSP, TLSP and Specific Statutory Planning Officers | The delegates may only determine amendments in accordance with the conditions, limitations and guidelines outlined under Section 61(1) in this Instrument. | |
| - | Power to give written authorisation in accordance with a provision of a planning scheme | CEO, DUL, MSSP, TLSP, Supervising Statutory Planning Officers and SSP | | |
| s 201UAB(1) | Function of providing the Victorian Planning Authority with information relating to any land within municipal district | CEO, DUL, MSSP and Supervising Statutory Planning Officers | | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | | |
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| Column 1 | Column 2 | Column 3 | Column 4 | |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS | IMPLEMENTATION GUIDELINES |
| s.201UAB(2) | Duty to provide the Victorian Planning Authority with information requested under s 201UAB(1) as soon as possible | CEO, DUL, MSSP, TLSP & Supervising Statutory Planning Officers | | |

| RESIDENTIAL TENANCIES ACT 1997 | | | |
|---------------------------------------|--|-----------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 91ZU(1) | Power to give a renter a notice to vacate rented premises | | Where Council is a public statutory authority engaged in the provision of housing. Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier |
| s 91ZZC(1) | Power to give a renter a notice to vacate rented premises | | Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes. Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier |
| s 91ZZE(1) | Power to give a renter a notice to vacate rented premises | | Where Council is a public statutory authority engaged in the provision of housing. Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier |
| s 91ZZE(3) | Power to publish Council's criteria for eligibility for the provision of housing | | Where Council is a public statutory authority engaged in the provision of housing. Note: this power is not yet in force and will commence on 27 April 2021, unless proclaimed earlier |

| RESIDENTIAL TENANCIES ACT 1997 | | | |
|---------------------------------------|--|--|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 142D | Function of receiving notice regarding an unregistered rooming house | CEO, DUL, MCS, CHP&P, TLHS, EHO & AOHS | |
| s 142G(1) | Duty to enter the required information in the Rooming House Register for each rooming house in municipal district | CEO, DUL, MCS, CHP&P, TLHS, EHO & AOHS | |
| s 142G(2) | Power to enter certain information in the Rooming House Register | CEO, DUL, MCS, CHP&P, TLHS, EHO & AOHS | |
| s 142I(2) | Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry | CEO, DUL, MCS, CHP&P, TLHS, EHO & AOHS | |
| s 206AZA(2) | Function of receiving written notification | CEO, DUL, MCS, CHP&P, TLHS, EHO & AOHS | Note: this function is not yet in force and will commence on 27 April 2021, unless proclaimed earlier. Part 4A (sections 206B to 215 B) refer of the Act refer to site agreements and tenant owned dwellings. |
| s 207ZE(2) | Function of receiving written notification | CEO, DUL, MCS, CHP&P, TLHS, EHO & AOHS | Note: this function is not yet in force and will commence on 27 April 2021, unless proclaimed earlier |
| s 522(1) | Power to give a compliance notice to a person | CEO, DUL, MCS, MSSP & MBS | |
| s 525(2) | Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case) | CEO, DUL, MCS, MSSP & MBS | |
| s 525(4) | Duty to issue identity cards to authorised officers | CEO, DUL, MCS, MSSP & MBS | |
| s 526(5) | Duty to keep a record of entry by authorised officers under s 526 | CEO, DUL, MCS, MSSP & MBS | |

| RESIDENTIAL TENANCIES ACT 1997 | | | |
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| s 526A(3) | Function of receiving reports of inspections | CEO, DUL, MCS, MSSP & MBS CHP&P, TLHS and EHO | |
| s 527 | Power to authorise a person to institute proceedings (either generally or in a particular case) | CEO, DUL, MCS, MSSP & MBS | |

| ROAD MANAGEMENT ACT 2004 | | | |
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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 11(1) | Power to declare a road by publishing a notice in the Government Gazette | CEO, DPS, MCP, MT&T, MACP | Obtain consent in circumstances specified in s 11(2) |
| s 11(8) | Power to name a road or change the name of a road by publishing notice in Government Gazette | CEO, DPS, MCP, MT&T, MACP | Subject to a prior Council resolution naming the road. |
| s 11(9)(b) | Duty to advise Registrar | CEO, DPS, MCP, MT&T, MACP | |
| s 11(10) | Duty to inform the Secretary to the Department of Environment, Land, Water and Planning (DELWP) of the declaration etc. | CEO, DPS, MCP, MT&T, MACP | Clause subject to s 11(10A) |
| s 11(10A) | Duty to inform the Secretary to DELWP or nominated person | CEO, DPS, MACP, MT&T, MCP | Where Council is the coordinating road authority |
| s 12(2) | Power to discontinue road or part of a road | CEO, DPS, MACP, MT&T, MCP | Where Council is the coordinating road authority ^c |
| s 12(4) | Power to publish, and provide copies of notices of proposed discontinuances | CEO, DPS, DCT, MACP, MCP, MT&T | Power of the coordinating road authority where it is the discontinuing body unless s 12(11) applies. |
| s 12(5) | Duty to consider written submissions received within 28 days of notice | | Duty of the coordinating road authority where it is the discontinuing body unless s 12(11) applies. The duty remains with the Council. Submissions would be considered by the Council or the Services Delegated Committee. |
| s 12(6) | Function of hearing a person in support of their written submission | | Function of the coordinating road authority where it is the discontinuing body unless s 12(11) applies. The duty remains with the Council. Submissions would be considered by the Council or the Services Delegated Committee. |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|--------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 12(7) | Duty to fix day, time and place of the meeting under subsection (6) and to give notice | | Duty of the coordinating road authority where it is the discontinuing body unless s 12(11) applies. |
| s 12(10) | Duty to notify of decision made | CEO, DPS, MCP, MT&T, MACP | Duty of the coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister |
| s 13(1) | Power to fix a boundary of a road by publishing notice in the Victoria Government Gazette | CEO, DPS, MCP, MT&T, MACP | Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate |
| s 14(4) | Function of receiving notice from the Head, Transport for Victoria | CEO, DPS, MT&T, MACP, MWI | |
| s 14(7) | Power to appeal against a decision of the Head, Transport for Victoria | CEO, DPS, MCP, MWI, MT&T, MACP | |
| s 15(1) | Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport | CEO, DPS, MCP, MWI, MT&T, MACP | |
| s 15(1A) | Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority | CEO, DPS, MCP, MWI, MT&T, MACP | |
| s 15(2) | Duty to include details of an arrangement in the public roads register | CEO, DPS, MT&T, MACP | |

| ROAD MANAGEMENT ACT 2004 | | | |
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| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 16(7) | Power to enter into an arrangement under section 15 | CEO, DPS, MCP MWI, MT&T, MACP | |
| s 16(8) | Duty to enter details of determinations in the public roads register | CEO, DPS, MCP, MT&T, MACP | |
| s 17(2) | Duty to register public roads in the public roads register | CEO, DPS, MACP | Where Council is the coordinating road authority |
| s 17(3) | Power to decide that a road is reasonably required for general public use | CEO, DPS, MCP, MT&T, MACP | Where Council is the coordinating road authority |
| s 17(3) | Duty to register a road reasonably required for general public use in the public roads register | CEO, DPS, MCP, MT&T, MACP | Where Council is the coordinating road authority |
| s 17(4) | Power to decide that a road is no longer reasonably required for general public use | | Where Council is the coordinating road authority. The power remains with the Council. |
| s 17(4) | Duty to remove a road no longer reasonably required for general public use from the public roads register | CEO, DPS, MCP, MT&T, MACP | Where Council is the coordinating road authority |
| s 18(1) | Power to designate ancillary areas | CEO, DPS, MT&T, MACP | Where Council is the coordinating road authority, and obtain consent in circumstances specified in s18(2) |
| s 18(3) | Duty to record designations in the public roads register | CEO, DPS, MT&T, MACP | Where Council is the coordinating road authority |
| s 19(1) | Duty to keep a register of public roads in respect of which it is the coordinating road authority | CEO, DPS, MT&T, MACP | |
| s 19(4) | Duty to specify details of discontinuances in the public roads register | CEO, DPS, CRPS, MACP | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|---|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 19(5) | Duty to ensure the public roads register is available for public inspection | CEO, DPS, MT&T, MACP | |
| s 21 | Function of replying to requests for information or advice | CEO, DPS, MCP, MT&T, MACP, MCS, CPA&PA and All AP&P Staff | Obtain consent in circumstances specified in schedule 11(2) |
| s 22(2) | Function of commenting on proposed direction | CEO, DPS, MCP, MT&T, MACP, MCS, CPA&PA and All AP&P Staff | |
| s 22(4) | Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report | CEO, DPS, MCP, MT&T, MACP | |
| s 22(5) | Duty to give effect to a direction under s 22 | CEO, DPS, MCP, MT&T, MACP | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|---|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 40(1) | Duty to inspect, maintain and repair a public road. | CEO, DPS, MT&T, MCP, MFW&I, MACP, All Asset Management Staff, All Planning Officers, All Road and Path Maintenance Staff, All Traffic and Transport Staff, All AP&P Staff | |
| s 40(5) | Power to inspect, maintain and repair a road which is not a public road | CEO, DPS, MT&T, MCP, MACP, MFW&I | |
| s 41(1) | Power to determine the standard of construction, inspection, maintenance and repair | CEO, DPS, MT&T, MCP, MACP, MFW&I | |
| s 42(1) | Power to declare a public road as a controlled access road | CEO, DPS, MT&T, MCP, MACP, MFW&I | Power of coordinating road authority and Schedule 2 also applies. <i>Note - "controlled access road" means a public road in respect of which a declaration is in force under section 42.</i> |
| s 42(2) | Power to amend or revoke declaration by notice published in Government Gazette | CEO, DPS, MT&T, MCP, MACP, MFW&I | Power of coordinating road authority and Schedule 2 also applies |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|----------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 42A(3) | Duty to consult with the Head, Transport for Victoria and the Minister for Local Government before road is specified | CEO, DPS, MT&T, MCP, MACP, MFW&I | Where Council is the coordinating road authority if road is a municipal road or part thereof. <i>Note - "specified road" means a road or part of a road which is specified under section 42A to be a specified road in respect of which a mode of transport is to have priority.</i> |
| s 42A(4) | Power to approve Minister's decision to specify a road as a specified freight road | CEO, DPS, MT&T, MCP, MACP, MFW&I | Where Council is the coordinating road authority if road is a municipal road or part thereof and where road is to be specified a freight road. <i>Note – section 42A (4) provides that If a road or part of a road which is to be a specified freight road is a municipal road, the Minister must obtain the approval of the municipal council which is the coordinating road authority before the road or part of the road can be specified to be a specified freight road.</i> |
| s 48EA | Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport) | CEO, DPS, MT&T, MCP, MACP, MFW&I | Where Council is the responsible road authority |
| s 48M(3) | Function of consulting with the relevant authority for purposes of developing guidelines under s 48M | CEO, DPS, MT&T, MCP, MACP, MFW&I | <i>Note – the section refers to bus stopping points and bus stop infrastructure.</i> |
| s 49 | Power to develop and publish a road management plan | CEO, DPS, MCP, MACP | |
| s 51 | Power to determine standards by incorporating the standards in a road management plan | CEO, DPS, MCP, MACP | |
| s 53(2) | Power to cause notice to be published in the Victoria Government Gazette of amendment etc of document in road management plan | CEO, DPS, MCP, MACP | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|--|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 54(2) | Duty to give notice of a proposal to make a road management plan | CEO, DPS, MCP, MACP | |
| s 54(5) | Duty to conduct a review of the road management plan at prescribed intervals | CEO, DPS, MCP, MACP | |
| s 54(6) | Power to amend a road management plan | CEO, DPS, MCP, MACP | |
| s 54(7) | Duty to incorporate the amendments into the road management plan | CEO, DPS, MCP, MACP | |
| s 55(1) | Duty to cause notice of road management plan to be published in the Victoria Government Gazette and newspaper | CEO, DPS, MCP, MACP | |
| s 63(1) | Power to consent to conduct of works on road | CEO, DPS, MCP, MT&T, MACP, CT, CTM, & All Traffic and Transport Staff, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |
| s 63(2)(e) | Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency | CEO, DPS, MCP, MT&T, MACP, CT, CTM, MCS, CPA&PA, All AP&P staff | Where Council is the infrastructure manager |
| s 64(1) | Duty to comply with cl 13 of sch 7 | CEO, DPS, MCP, MT&T & MACP | Where Council is the infrastructure manager or works manager. <i>Schedule 7 relates to infrastructure and works on roads. Clause 13 of Schedule 7 requires the works manager to give notice the relevant coordinating authority of the completion of works</i> |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|---------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 66(1) | Power to consent to structures etc | CEO, DPS, MCP, MACP | Where Council is the coordinating road authority. Sections 66 to 79 refer to advertising signs on roads. |
| s 67(2) | Function of receiving the name and address of the person responsible for distributing the sign or bill | CEO, DPS, MCP, MACP, MCS | Where Council is the coordinating road authority. <i>Note – the section refers to a person who commissions the making of an advertising sign or bill that is placed on or over a road or on a pole, bus shelter, traffic sign or other object or infrastructure on a road reserve.</i> |
| s 67(3) | Power to request information | CEO, DPS, MCP, MACP, MCS | Where Council is the coordinating road authority. |
| s 68(2) | Power to request information | CEO, DPS, MCP, MACP, MCS | Where Council is the coordinating road authority. |
| s 71(3) | Power to appoint an authorised officer | CEO, DPS, DUL, CFO, EMPCD | |
| s 72 | Duty to issue an identity card to each authorised officer | EMPCD | |
| s 85 | Function of receiving reports from authorised officers | CEO, DPS, MCP, MACP, MT&T & MCS | |
| s 86 | Duty to keep a register regarding s 85 matters | CEO, DPS, MCP, MT&T, MACP & MCS | |
| s 87(1) | Function of receiving complaints | CEO, DPS, MACP, MCP, MT&T & MCS | |
| s 87(2) | Duty to investigate complaints and provide reports | CEO, DPS, MCP, MT&T, MACP & MCS | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|---------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s 112(2) | Power to recover damages in court | CEO, DPS, MCP, MT&T, MACP & MCS | <i>Note – the section applies if a road authority incurs extraordinary expenses in repairing a road that has been damaged as a result of the passage of extraordinary traffic or excessive mass along the road.</i> |
| s 116 | Power to cause or carry out inspection | CEO, DPS, MCP, MT&T & MACP | |
| s 119(2) | Function of consulting with the Head, Transport for Victoria | CEO, DPS, MACP, MT&T & MCP | |
| s 120(1) | Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria) | CEO, DPS, MCP, & MACP | |
| s 120(2) | Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1) | CEO, DPS, MCP, & MACP | |
| s 121(1) | Power to enter into an agreement in respect of works | CEO, DPS, MCP, & MACP | |
| s 122(1) | Power to charge and recover fees | CEO, DPS, MACP & MCP | <i>Note – fees may be charged if authorised under the Road Management (General) Regulations 2016. The Regulations express the fees in terms of “fee units” which are indexed annually. In 2020/21, a fee unit is \$14.81.</i> |
| s 123(1) | Power to charge for any service | CEO, DPS, MACP & MCP | <i>Note:</i> <ul style="list-style-type: none"> a) <i>fees must not be inconsistent with the relevant Regulations. Fees are fixed by Council in the annual budget process; and</i> b) <i>the charge can include costs relating to</i> <ul style="list-style-type: none"> • <i>supplying a service, product or commodity; or</i> c) <i>giving information.</i> |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|--------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 2 cl 2(1) | Power to make a decision in respect of controlled access roads | CEO, DPS, MCP, & MACP | <i>Note – “controlled access road” means a public road in respect of which a declaration is in force under section 42.</i> |
| sch 2 cl 3(1) | Duty to make policy about controlled access roads | CEO, DPS | |
| sch 2 cl 3(2) | Power to amend, revoke or substitute policy about controlled access roads | CEO, DPS | |
| sch 2 cl 4 | Function of receiving details of proposals from the Head, Transport for Victoria | CEO, DPS, MCP, & MACP | |
| sch 2 cl 5 | Duty to publish notice of declaration | CEO, DPS, MCP, & MACP | |
| sch 7 cl 7(1) | Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve | CEO, DPS, MCP, & MACP | Where Council is the infrastructure manager or works manager |
| sch 7 Clause 8(1) | Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road | CEO, DPS, MCP, & MACP | Where Council is the infrastructure manager or works manager |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|-----------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 7 cl 9(1) | Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works | CEO, DPS, MCP, & MACP | Where Council is the infrastructure manager or works manager responsible for non-road infrastructure |
| sch 7 cl 9(2) | Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance | CEO, DPS, MCP, & MACP | Where Council is the infrastructure manager or works manager |
| sch 7 cl 10(2) | Where sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected | CEO, DPS, MCP, & MACP | Where Council is the infrastructure manager or works manager |
| sch 7 cl 12(2) | Power to direct infrastructure manager or works manager to conduct reinstatement works | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| sch 7 cl 12(3) | Power to take measures to ensure reinstatement works are completed | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| sch 7 cl 12(4) | Duty to ensure that works are conducted by an appropriately qualified person | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| sch 7 cl 12(5) | Power to recover costs | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| sch 7 cl 13(1) | Duty to notify the relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2) | CEO, DPS, MCP, & MACP | Where Council is the works manager |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|---|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 7 cl 13(2) | Power to vary notice period | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| sch 7, cl 13(3) | Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1) | CEO, DPS, MCP, & MACP | Where Council is the infrastructure manager |
| sch 7 cl 16(1) | Power to consent to proposed works | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |
| sch 7 cl 16(4) | Duty to consult | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority, responsible authority or infrastructure manager |
| sch 7 cl 16(5) | Power to consent to proposed works | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |
| sch 7 cl16(6) | Power to set reasonable conditions on consent | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |
| sch 7 cl 16(8) | Power to include consents and conditions | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |
| sch 7 cl 17(2) | Power to refuse to give consent and duty to give reasons for refusal | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|---|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| sch 7 cl 18(1) | Power to enter into an agreement | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| sch 7 cl 19(1) | Power to give notice requiring rectification of works | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |
| sch 7 cl 19(2) & (3) | Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |
| sch 7 cl 20(1) | Power to require the removal, relocation, replacement or upgrade of existing non-road infrastructure | CEO, DPS, MCP, & MACP, MCS, CPA&PA, All AP&P staff | Where Council is the coordinating road authority |
| sch 7A cl 2 | Power to cause street lights to be installed on roads | CEO, DPS, MCP, & MACP | Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road |
| sch 7A cl 3(1)(d) | Duty to pay installation and operation costs of street lighting - where road is not an arterial road | CEO, DPS, MCP, & MACP | Where Council is the responsible road authority |
| sch 7A cl 3(1)(e) | Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas | CEO, DPS, MCP, & MACP | Where Council is the responsible road authority |
| sch 7A cl (3)(1)(f) | Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with cls 3(2) and 4 | CEO, DPS, MCP & MACP | Duty of Council as the responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs) |

| PLANNING AND ENVIRONMENT REGULATIONS 2015 | | | |
|--|---|--|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS AND LIMITATIONS |
| r 6 | Function of receiving notice, under s 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme | CEO, DUL & MSSP | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |
| r 21 | Power of the responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under s 54 of the Act | CEO, DUL, MSSP, CSP, PAC, SSP, CP, PP, PO & SP | |
| r 25(a) | Duty to make copies of matters considered under s 60(1A)(g) available for inspection free of charge | CEO, DUL & MSSP | Where Council is the responsible authority |
| r 25(b) | Function of receiving a copy of any document considered under s 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge | CEO, DUL & MSSP | Where Council is not the responsible authority but the relevant land is within Council's municipal district |
| r 42 | Function of receiving notice under s 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application | CEO, DUL & MSSP | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |

| PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016 | | | |
|--|--|---------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS AND LIMITATIONS |
| r 19 | Power to waive or rebate a fee relating to an amendment of a planning scheme | CEO, DUL & MSSP | Where Council is the planning authority. <i>Note – the grounds for waiving or rebating a fee include:</i> a) <i>where the application is withdrawn and a new application is submitted;</i> b) <i>the amendment combines separate items from multiple requests for an amendment; and</i> c) <i>the amendment is intended to remove anomalies in the planning scheme.</i> |
| r 20 | Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme | CEO, DUL, MSSP, CSP, PAC and PP | <i>Note – the grounds for waiving or rebating a fee include:</i> a) <i>where the application is withdrawn and a new application is submitted;</i> b) <i>the application relates to land used for charitable purposes; and</i> c) <i>the fee is not warranted due to the minor nature of the application.</i> |
| r 21 | Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20 | CEO, DUL, MSSP, PP, PAC & CSP | Where Council is the responsible authority or planning authority. |

| ROAD MANAGEMENT (GENERAL) REGULATIONS 2016 | | | |
|---|--|-----------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 8(1) | Duty to conduct reviews of road management plan | CEO, DPS, MCP, & MACP | |
| r 9(2) | Duty to produce a written report of the review of the road management plan and make the report available | CEO, DPS, MCP, & MACP | |
| r 9(3) | Duty to give notice where a road management review is completed and no amendments will be made (or no amendments for which notice is required) | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| r 10 | Duty to give notice of amendments which relate to the standard of construction, inspection, maintenance or repair under s 41 of the Act | CEO, DPS, MCP, & MACP | |
| r 13(1) | Duty to publish notice of amendments to the road management plan | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| r 13(3) | Duty to record on the road management plan the substance and date of effect of amendment | CEO, DPS, MCP, & MACP | |
| r 16 (3) | Power to issue permits | CEO, DPS, MCP, MT&T, & MACP | Where Council is the coordinating road authority |
| r 18(1) | Power to give written consent regarding damage to roads | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |
| r 23(2) | Power to make submissions to the Tribunal | CEO, DPS, MCP, & MACP | Where Council is the coordinating road authority |

| ROAD MANAGEMENT (GENERAL) REGULATIONS 2016 | | | |
|---|--|---------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 23(4) | Power to charge a fee for an application under s 66(1) of the Road Management Act | CEO, DPS, MCP & MACP | Where Council is the coordinating road authority |
| r 25(1) | Power to remove objects, refuse, rubbish or other material deposited or left on road | CEO, DPS, MCP, MACP & MCS | Where Council is the responsible road authority |
| r 25(2) | Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)) | CEO, DPS | Where Council is the responsible road authority |
| r 25(5) | Power to recover in the Magistrates' Court, expenses from person responsible | CEO, DPS, MCP & MACP | |

| ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015 | | | |
|--|--|----------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r 15 | Power to exempt a person from q requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works | CEO, DPS, MCP & MACP | Where Council is the coordinating road authority and where consent given under s 63(1) of the Act |
| r 22(2) | Power to waive the whole or part of a fee in certain circumstances | CEO, DPS, MCP & MACP | Where Council is the coordinating road authority |

MINUTES ATTACHMENTS



Council

Monday 28 June 2021

Attachments as annexed to the resolution:

- 7.6 Recommendations of Audit and Risk Meeting and Bi-Annual report from the Audit and Risk Committee

Summary of reports tabled at Audit and Risk Committee meeting held 19 May 2021

| Report No | Report Title | Summary of Content | Matters arising | Recommended Council Resolution |
|-----------|--|---|-----------------|---|
| A5.1 | Standard Questions for Tabling at the Audit and Risk Committee meetings. | <p>Audit and Risk Committee Members were given the opportunity to:</p> <ol style="list-style-type: none"> 1. Ask Auditors present, if their work had been obstructed in any way. Auditors present responded that no obstructions had been experienced. 2. Ask if there were any matters such as breach of legislation or practices that need to be brought to the attention of the Audit and Risk Committee. No matters were identified. 3. Request a discussion of any matter with the Auditors in the absence of management and other staff. | | Council note the responses of Officers, Auditors and Members, to the standard questions outlined in this report. |
| A5.2 | Business Arising. | This report updated the Audit and Risk Committee on matters raised at previous meetings and provided follow up information on queries raised by Committee members. The Committee noted the actions taken in response to matters arising from the minutes of the previous meeting. | | Council note the actions taken in response to matters arising from the minutes of previous meetings as outlined in Attachment 1 (as annexed to the Audit and Risk Committee minutes). |
| A5.3 | COVID-19 Update. | The report provided an update on Council's actions and responses associated with the coronavirus (COVID-19) pandemic. | | Council receive and note the report. |
| A5.4 | Internal Audit Report - Strategic Internal Audit Plan. | This report provided the Audit and Risk Committee with the proposed three year Strategic Internal Audit Plan 2021-24 to review and endorse for Council's approval. | | Council adopt the Strategic Internal Audit Plan 2020- |

Summary of reports tabled at Audit and Risk Committee meeting held 19 May 2021

| Report No | Report Title | Summary of Content | Matters arising | Recommended Council Resolution |
|-----------|---|--|-----------------|--|
| | | <p>This version of the plan included comments identifying changes made following feedback received at the March 2021 Audit and Risk Committee meeting. The document noted the review of the plan had input from the Business Function Risk Assurance Map (BFRAM) to determine the level of assurance obtained from all sources, not only internal audit. Where assurance gaps were identified in the BFRAM, these have been addressed as far as possible with given resources in the plan.</p> <p>Ongoing review of the plan will be performed to ensure it continues to cover relevant risks to Council as well as emerging compliance requirements. The plan will be reviewed on an annual basis to confirm the program for the commencing financial year.</p> <p>The Audit and Risk Committee endorsed the Strategic Internal Audit Plan for consideration and adoption by Council.</p> | | 23 as contained in Attachment 2 . |
| A5.5 | External Audit Plan for Year Ending 30 June 2021. | <p>HLB Mann Judd has been subcontracted by the Victorian Auditor-General's Office (VAGO) to perform the field work for the year ending 30 June 2021.</p> <p>HLB Mann Judd updated the Audit and Risk Committee on the nature, scope and extent of planned audit fieldwork to be conducted as part of the 30 June 2021 audit of Council's Financial and Performance Statements.</p> <p>The 2020-2021 Year End Audit Timetable was also presented to the Audit and Risk Committee for their information.</p> | | Council receive and note the report. |

Summary of reports tabled at Audit and Risk Committee meeting held 19 May 2021

| Report No | Report Title | Summary of Content | Matters arising | Recommended Council Resolution |
|-----------|--|---|-----------------|---|
| A5.6 | Annual Financial Statements 30 June 2021 - Accounting Policies. | <p>The report provided the Audit and Risk Committee with the opportunity to review the Asset Accounting Policy prior to the preparation of the Annual Financial Statements. The Committee endorsed the policy for Council approval.</p> <p>The Audit and Risk Committee was provided with the opportunity to review the proposed 'shell' Draft Annual Financial Statements including draft Significant Accounting Policies that will form the basis of preparation of the Annual Financial Statements for the year ending 30 June 2021.</p> <p>The Committee endorsed for Council consideration and adoption the 'shell' statements and accounting policies presented for use in the preparation of the 30 June 2021 Annual Financial Statements.</p> | | That Council adopt the Asset Accounting Policy contained in Attachment 3 for the year ending 30 June 2021. |
| A5.7 | Implementation Plan - Child Safe Standards - audit report recommendations. | <p>This report presented the Action Plan developed to address the recommendations from the recent Internal Audit review of Council's implementation of the Child Safe Standards 'the Standards').</p> <p>At its previous meeting on 10 March 2021, the Audit and Risk Committee considered the Internal Audit report and recommendations. That report acknowledged the initial work done in 2017 to implement the seven Standards to reduce risk to child safety but noted more can be done to fully embed the Standards and ensure a culture of child safety is embedded across Council. It was agreed a detailed Action Plan with associated timelines and accountabilities be presented to the May meeting and a further update on implementation status be presented to the August 2021 Audit and Risk Committee meeting.</p> | | Council receive and note the report. |

Summary of reports tabled at Audit and Risk Committee meeting held 19 May 2021

| Report No | Report Title | Summary of Content | Matters arising | Recommended Council Resolution |
|-----------|---|---|-----------------|--------------------------------------|
| | | <p>The Action Plan presented to the Audit and Risk Committee was developed in line with the recommendations and suggested timeframes in the Internal Audit report and presented the Committee with timeframes and accountabilities for short, medium and longer term actions.</p> <p>The report advised all short-term actions will be completed by the end of July 2021 with the majority being finalised by the end of May 2021 along with some medium-term actions.</p> <p>In addition to the Action Plan, Council has engaged the Australian Childhood Foundation (ACF) to undertake a gap analysis and the Safeguarding Children Program. This provides Council an additional level of expertise to inform our policies and procedures beyond that recommended by Internal Audit.</p> <p>The recommendations from the ACF gap analysis will also be included in the Action Plan as recommended by Internal Audit. Updating and formalising the Action Plan, including the ACF recommendations, is a medium-term action which, together with a report on its implementation, will be presented to the August 2021 Audit and Risk Committee meeting.</p> | | |
| A5.8 | Reports to Parliament by VAGO and other regulatory authorities. | <p>This report updated the Audit and Risk Committee on reports presented to State Parliament by VAGO and other regulatory bodies that have a local government impact or context. The report noted since the last Audit and Risk Committee meeting the following reports with relevance to Local Government had been presented.</p> <ul style="list-style-type: none"> • VAGO - Maintaining Local Roads. • VAGO - Results of 2019-20 Audits - Local Government. • VAGO - Sexual Harassment in Local Government. | | Council receive and note the report. |

Summary of reports tabled at Audit and Risk Committee meeting held 19 May 2021

| Report No | Report Title | Summary of Content | Matters arising | Recommended Council Resolution |
|-----------|--|---|-----------------|--------------------------------------|
| | | The report updated the Audit and Risk Committee on learnings for Boroondara from the reports by these external agencies. | | |
| A5.9 | Annual IT Security Testing Update. | <p>This report updated the Audit and Risk Committee on the current status of actions identified in the 2020 IT Security test. The majority of actions are now closed. Remaining open items have been assessed and the associated risks remain within acceptable levels with planned actions and timeframes in place.</p> <p>The Committee was advised further IT Security Testing is now planned for June 2021 and the testing results will be reported at the August 2021 Audit and Risk Committee meeting.</p> | | Council receive and note the report. |
| A5.10 | Testing of IT Disaster Recovery Plan. | <p>This report updated the Audit and Risk Committee on the outcomes of testing conducted on Council's IT Disaster Recovery program.</p> <p>Two testing exercises were conducted in the 2020-21 financial year. Both exercises resulted in IT systems and services being brought back online within the target recovery time.</p> <p>The testing exercises provided the opportunity to identify further areas for improvement. Associated corrective actions for future improvement have been identified and these have either been addressed or are scheduled to be addressed in the near future.</p> | | Council receive and note the report. |
| A5.11 | Implementation of actions contained in the Risk Management Framework May 2021. | This report updated the Audit and Risk Committee on the status of Risk Management activities undertaken during the reporting period, including a summary of the current Strategic Risk Profile and an update on the implementation of actions contained within Council's Risk Management Action Plan pursuant to the Council adopted Risk Management Framework. | | Council receive and note the report. |

Summary of reports tabled at Audit and Risk Committee meeting held 19 May 2021

| Report No | Report Title | Summary of Content | Matters arising | Recommended Council Resolution |
|-----------|--|--|-----------------|--|
| A5.12 | Internal Audit Update. | This report updated the Audit and Risk Committee on the progress of the internal audit plan and status of audit recommendations arising from finalised internal audit reports. | | Council receive and note the report. |
| A5.13 | Fraud and Corruption Control Policy. | <p>This report provided the Audit and Risk Committee the opportunity to review and provide feedback on a draft Fraud Corruption Control Policy. The report advised a review of the 2018 policy had been completed and officers were recommending changes to reflect recent organisational changes, changes in role titles, and the removal of redundant references to the previous Local Government Act 1989. The draft policy has also been enhanced by the inclusion of examples of fraudulent and corrupt behaviour.</p> <p>The Audit and Risk Committee endorsed for Council consideration and adoption the draft Fraud and Corruption Control Policy.</p> | | That Council adopt the Fraud and Corruption Control Policy contained in Attachment 4 . |
| A5.14 | Annual Review of Audit and Risk Committee Charter. | <p>This report provided the Audit and Risk Committee with an opportunity to review the Audit and Risk Committee Charter and prepare an Annual Work Program for the coming financial year as required by the <i>Local Government Act 2020</i>.</p> <p>The report advised officers recommend the Audit and Risk Committee Charter be amended to reflect changes in organisational structure and include the requirement for external Audit and Risk Committee members to lodge personal interests returns in accordance with the requirements of the <i>Local Government Act 2020</i>.</p> <p>The Audit and Risk Committee endorsed the Charter and Annual Work Program for consideration and adoption by Council.</p> | | That Council adopt the Audit and Risk Committee Charter as contained in Attachment 5 and the Annual Work Program contained in Attachment 6 . |

Summary of reports tabled at Audit and Risk Committee meeting held 19 May 2021

| Report No | Report Title | Summary of Content | Matters arising | Recommended Council Resolution |
|-----------|---|--|-----------------|--------------------------------------|
| A5.15 | Audit and Risk Committee Administrative Matters | <p>The Audit and Risk Committee noted that the recommendations from the previous Audit and Risk Committee meeting of 10 March 2021 had been reviewed and endorsed by Council at the Council meeting held 26 April 2021.</p> <ol style="list-style-type: none">1. The Audit and Risk Committee reviewed progress against the 2020-21 Audit and Risk Committee Annual Plan noting that all required activities to date have been completed.2. The Audit and Risk Committee was updated on the progress of the March 2021 Quarterly Performance Report (QPR).3. The Audit and Risk Committee reviewed the minutes of the Business Enterprise Risk Committee (BERC) meeting of 21 April 2021.4. The Audit and Risk Committee reviewed a draft annual self-assessment survey and provided feedback to assist its preparation and distribution as required by the <i>Local Government Act 2020</i>. | | Council receive and note the report. |

Biannual audit and risk report describing the activities of the Audit and Risk Committee and its findings and recommendations.

Introduction

Section 54 (5) of the *Local Government Act 2020* ('the Act') states:

"An Audit and Risk Committee must:

- (a) prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- (b) provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.

This report has been prepared following the May 2021 Audit and Risk Committee meeting. The next Biannual report will be prepared in December 2021 following the November 2021 Audit and Risk Committee meeting.

Establishment of Audit and Risk Committee

Following adoption of the Act, a new Audit and Risk Committee was established by Council at its meeting of 24 August 2020. A new Audit and Risk Committee Charter was adopted ensuring Council complied with relevant provisions of the Act.

Meetings of the Audit and Risk Committee and findings and recommendations.

During the reporting period the following meetings of the Audit and Risk Committee have been held:

1. 9 December 2020
2. 10 March 2021
3. 19 May 2021

The relevant findings and recommendations from each meeting have been reported to Council through the respective Council reports entitled “Recommendations of Audit and Risk Committee Meeting” which have been presented to Council after each Audit and Risk Committee meeting.

Responding to Emerging Risks

The Committee, and management, continue to pay close attention to identifying and reviewing emerging risks. During the year, the Committee requested reports covering cyber security and information privacy and reviewed Council’s management of these key risks. The Committee also received briefings at each meeting on Council’s response to the COVID-19 Pandemic. A new standing agenda item “Chief Executive Officer Update” has been introduced to enable the Committee to be briefed on current and emerging issues within the municipality and organisation.

Internal Audit

All Internal Audit report recommendations are recorded on a register with their appropriate implementation actions and timeframes. This register of actions is formally followed up and progress is reported to the Committee at each meeting.

The Committee notes management has shown diligence in implementing internal audit recommendations in a prompt and accountable manner.

Conclusion

The Committee looks forward to continuing to fulfil its role and working with management, Council and its auditors during the 2021-22 financial year and will provide its next Biannual report in December 2021 following the November 2021 Audit and Risk Committee meeting.

MINUTES ATTACHMENTS



Council

Monday 28 June 2021

Attachments as annexed to the resolution:

- 7.7 Rear of 2 to 18 Glencairn Avenue and 235 to 253 Highfield Road, adjoining 1233 Toorak Road, Camberwell - Proposed discontinuance and sale of drainage reserve



GLENCAIRN AVENUE

| | | |
|---------|---------|---------|
| No.22 | | No.233 |
| | 1.83 | No.235 |
| No.18 | | No.237 |
| No.16 | | No.239 |
| No.14 | | No.241 |
| No.12 | | No.243 |
| No.10 | | No.245 |
| No.8 | 1.83 | No.247 |
| No.6 | | No.249 |
| No.4 | 1.83 | No.251 |
| No.2 | 1.83 | No.253 |
| No.1221 | No.1225 | No.1233 |
| | | No.1237 |

**ROAD
HIGHFIELD**

TOORAK ROAD

MINUTES ATTACHMENTS

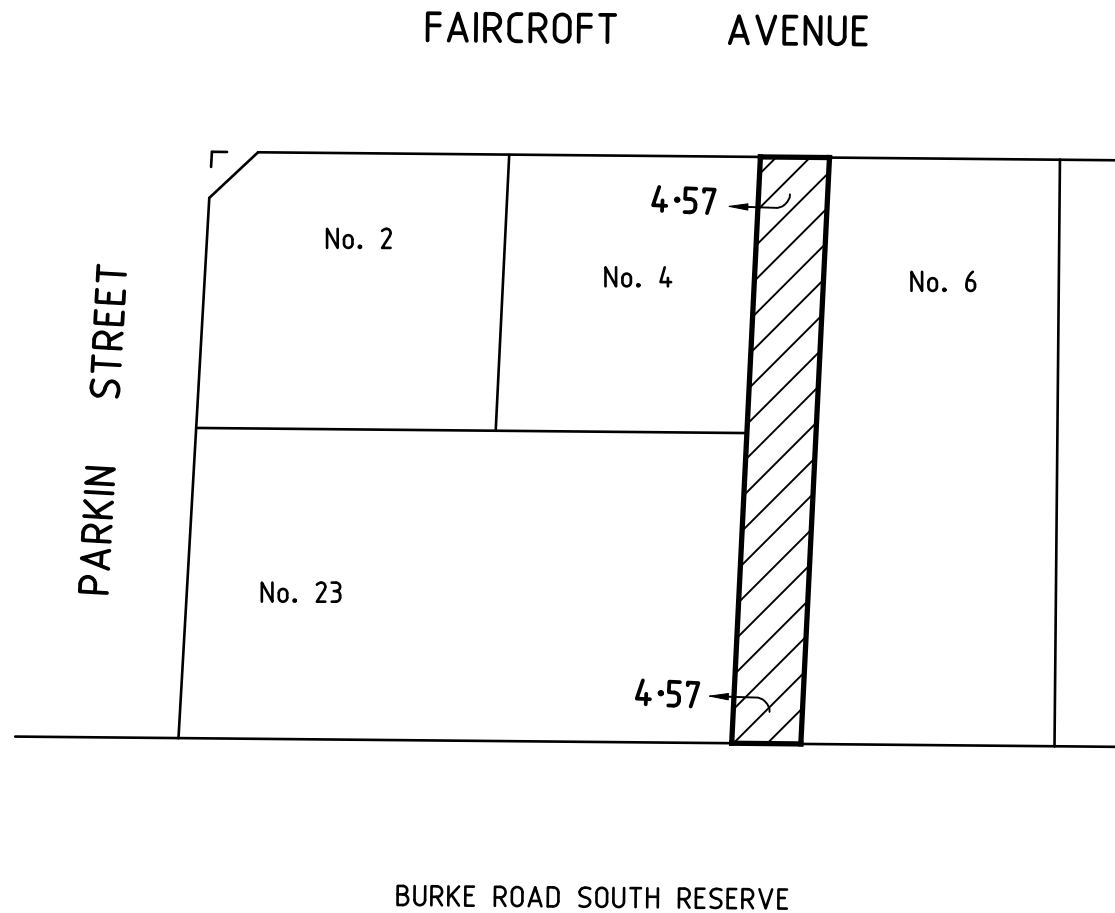


Council

Monday 28 June 2021

Attachments as annexed to the resolution:

- 7.8 Adjoining 4 and 6 Faircroft Avenue and 23 Parkin Street, Glen Iris - Proposed discontinuance and sale of drainage and sewerage reserve



MINUTES ATTACHMENTS



Council

Monday 28 June 2021

Attachments as annexed to the resolution:

- 7.9 Adoption of the Budget 2021-22 (including Mayoral and Councillor allowances) and Revenue and Rating Plan 2021-25



City of Boroondara

Budget 2021-22

Adopted by
Council

28 June 2021



Artist's impression of the new Canterbury Community Precinct



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City of Boroondara Budget 2021-22

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Introduction

The Budget 2021-22 has been prepared in-line with Council's commitment to sustainable budgeting, responsible financial management and the State Government's rate cap for 2021-22.

The COVID-19 pandemic made 2020 a challenging time for Boroondara residents, businesses, community groups and the wider community. Despite the challenges of the pandemic, we will continue to deliver what we promised, while balancing the needs of our diverse community into the future.

COVID-19 has had a significant impact upon Council's resources. For the first time in its history, Boroondara will be in a deficit for the 2020-21 year. While there is a clear and responsible path to recovery, the total estimated net loss of \$28 million (over financial years 2019-20 and 2020-21) creates a challenging circumstance for Council. As our population grows the demand for services increases and the impact of the state government's rate cap makes no allowance for this. The state government does not apply any such limitation to itself.

The Budget 2021-22 continues Council's investment to progress several important projects. We have made substantial headway on the redevelopment of Kew Recreation Centre with the project expected to be completed by 2022-23. As part of the Canterbury Community Precinct, we are restoring and developing the existing buildings in Canterbury Gardens, with construction due to be completed by mid to late 2022. These facilities will provide much needed services for our community as we emerge from this challenging period.

We have made significant progress on the placemaking project for Maling Road in Canterbury, with construction to commence for the laneway upgrades in 2021-22. Council will also commence the development of a new structure plan for Camberwell Junction, designed to increase social interaction and economic viability.

Another feature of the Budget 2021-22 centres on our commitment to improving Boroondara's environmental sustainability, with key initiatives designed to minimise our impact on the environment and provide a healthier, more sustainable future for our city.

As always, we are allocating funding to our many magnificent parks and sportsgrounds, and the maintenance of Boroondara's infrastructure including buildings, footpaths and shared paths. Council's ongoing commitment to the environment and climate change continues in this budget through the maintenance of current programs and the addition of new measures.

We continue to invest in vital services such as aged care, disability and health, libraries, family, youth, recreation and more.

Further details of some of the projects and services this budget delivers are outlined below.

Council's commitment to providing quality infrastructure remains a high priority, with the delivery of \$102 million of renewed and new community assets in the coming year.

Council will undertake significant major projects in 2021-22 which are to be completed over the next few years. Some of these include:

- Kew Recreation Centre redevelopment (\$68.0 million over four years, completed in 2022-23).
- Canterbury Community Precinct (\$11.3 million completed in 2021-22).

Some other exciting commitments include:

- \$3.61 million on a range of environmental initiatives including:
 - \$2.2 million to implement our Sustainable Council Building Policy requirement to deliver a minimum 5 Star Green Star equivalent standard for all new buildings and applicable retrofits.
 - \$400,000 to reduce greenhouse gas emissions including LED lighting and heating and cooling upgrades.
 - \$420,000 to support our ongoing park and street tree renewal program.



- \$266,100 to enhance and maintain urban biodiversity across the municipality by implementing initiatives including the Backyard Biodiversity project, Wildlife not Weeds program, interpretive signage and to extend the areas of Boroondara which are actively managed for their significant biodiversity values.
- \$240,000 for additional street tree planting.
- Upgrading of our sporting pavilions to ensure they are accessible for everyone in our community including Canterbury Sportsground Pavilion (\$2.0 million) and Rathmines Reserve Pavilion (\$1.5 million)
- \$2.3 million for a regional playground at Victoria Park.

Council will continue to maintain infrastructure at an appropriate standard. In 2021-22 Council will deliver:

- \$4.5 million for drainage renewal.
- \$3.1 million on footpath and cycleway renewal.
- \$11.2 million on road renewal.
- \$10.9 million for 30 other community building renewal works and minor works across many of the other properties under Council stewardship.

Council's high level of service provision to residents will continue. These services include expenditure of:

- \$9.4 million to provide library services seven days a week.
- \$8.3 million on aged care support for vulnerable members of our community.
- \$8.7 million on health and wellbeing services including immunisation, youth and recreation services.
- \$19.7 million for parks and gardens, biodiversity and street trees maintenance.
- \$3.0 million on arts and cultural services and events.
- \$11.1 million for planning, development and building controls.
- \$10.3 million for maintenance of the city's infrastructure including buildings, drainage, footpaths, roads and shopping centres.

The availability of open space for passive and active recreation is a limited resource for the city and to that end, Council sets aside \$800,000 each year for the open space acquisition fund which is designed to acquire additional open space as the opportunity arises.

Council will also continue its investment in a number of transformation projects that will enhance the way we provide services to our community and place the customer at the centre of everything we do (\$14.04 million). These projects will continue to provide increased choice and convenience of services and ways of interacting with Council. This will enable customers to connect with us anytime, in their preferred way, using any device and receive a consistent customer experience. This program will create more efficient use of Council resources and has already delivered \$2.86 million in labour savings.

As our city begins to recover from the impacts of COVID-19, the Budget 2021-22 will ensure that Boroondara remains a vibrant, inclusive city, one in which our community feels proud to live.



Executive summary

Council has prepared a Budget for 2021-22 which is aligned to the community vision in the Council Plan according to the priority themes in the Boroondara Community Plan 2017-27. The Budget seeks to maintain and improve services and infrastructure as well as deliver projects and services that are valued by our community. This has to be done within the constraints of a State Government imposed cap on Council's revenue which has no regard for the significant loss of revenue (estimated total net loss of \$28 million over years 2019-20 and 2020-21) due to COVID-19 and the additional demands placed upon Council by a growing population. The State Government does not impose these constraints upon itself.

The COVID-19 pandemic made 2020 a challenging time across many in our community. Equally for Council, the 2021-22 Budget has been developed in a period of continued uncertainty in relation to the COVID-19 pandemic. Despite the challenges, we continue to deliver what we promised while balancing the needs of our diverse community.

The 2021-22 Budget projects a return to surplus of \$9.01 million which is an improvement of \$16.92 million from the 2020-21 Forecast. The Budget is largely based on a post COVID-19 recovery of normal activity levels and continues to be closely monitored in line with current COVID-19 developments. Boroondara's strong financial management resulting in a positive year end result is critical in enabling Council to address the ongoing requirement for asset renewal to ensure Council's facilities meet community needs.

The 2020-21 full year forecast result estimates a further \$7.20 million reduction in budgeted revenue by 30 June 2021 compared to the September Amended Budget 2020 bringing the total net loss of revenue and expenditure impacts for the year to \$18.6 million. The reduction is due to the continuing impacts of COVID-19 on the 2020-21 year primarily in User Fees and Statutory Fees and Charges. The second half of 2020-21 continues to be a slow but gradual resumption of normal activity reaching something near full capacity by 30 June 2021.

The 2021-22 Budget adjusted underlying result is a deficit of \$3.29 million after adjusting for capital grants and contributions. The adjusted underlying result for the four year budget returns to normal surplus levels from 2022-23.

Ongoing delivery of services to the Boroondara community has a budgeted expenditure of \$255 million. These services are summarised in **Section 2**.

In 2021-22 Council will continue to invest in infrastructure assets (\$101.59 million) consisting primarily of renewal works (\$64.14 million) and new asset creation (\$37.44 million). This includes roads (\$11.20 million); footpaths and bicycle paths (\$3.11 million); drainage (\$4.54 million); recreational, leisure and community facilities (\$3.72 million); parks, open space and streetscapes (\$6.49 million); and buildings (\$62.67 million). The Statement of Capital Works can be found in **Section 4** and further details on the capital works budget can be found in **Section 7** and **Appendix D**.

As our City begins to recover and revive from the impacts of COVID-19, this Budget will ensure that Boroondara remains a vibrant, inclusive City, one in which our community feels proud to live.

The rate rise

The Minister for Local Government has determined that for 2021-22 the average property rate will rise by 1.50%. Boroondara City Council will not be seeking a variation to the rate cap.

Boroondara City Council has moved from biennial to annual valuations in line with the State Government changes introduced from 1 July 2018. The valuation function is now centralised with the Valuer-General. Valuations will be as per the General Revaluation dated 1 January 2021 (as amended by supplementary valuations). The outcome of the general revaluation has been a change in property valuations throughout the municipality. Overall, property valuations across the municipal district have increased by 2.47%. Of this increase, residential properties have increased by 2.70% and non-residential properties have decreased by 0.83%.

Due to the impact of the revaluation in the 2021-22 year, the rate percentage charged on individual properties will not be a consistent 1.50%. It is important to note that when a revaluation is carried out, the total rate revenue that accrues to Council remains unchanged (i.e. Council does not make any additional revenue). What a revaluation does however is to redistribute the rates between properties. Where individual property valuations increase by more than the average valuation movement throughout the municipality - a higher rate increase than the overall rate increase for the municipality will be applicable. Conversely, where the change in valuation is lower than the average movement - rate increases will be below the average rate increase for the entire municipality.

Despite the significant benefits arising from Council's introduction of the Food Organics Garden Organics waste service, charges in 2021-22 will increase on average by 6.5%. This is mainly due to the increase in State Government Landfill Levy which is expected to increase by 60.6% from \$65.90 to \$105.90 per tonne in 2021-22 (an increase of \$1.04 million) and then to \$125.90 in 2022-23.

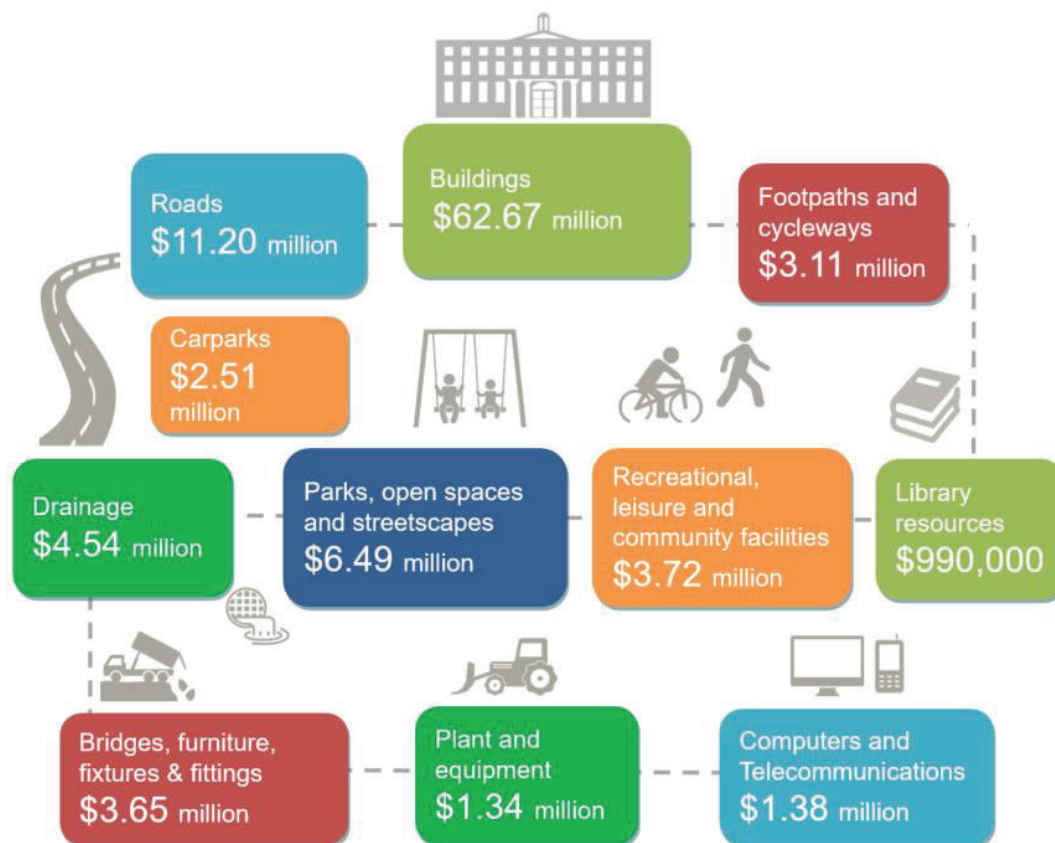
The net costs of waste management and associated services are recovered by Council through the waste management charges.

Further information on Rates and Charges can be found in **Section 8** and **10** within this document.

Key statistics

| | 2021-22 | 2020-21 |
|--|-----------|------------|
| Total revenue | \$263.66M | \$246.20M |
| Total expenditure | \$254.65M | \$254.12M |
| Account result - surplus/(deficit) <i>(Refer Income Statement in Section 4)</i> <i>(Note: Based on total income of \$264M which includes capital grants and contributions)</i> | \$9.01M | (\$7.91M) |
| Underlying operating result - surplus/(deficit) <i>(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses).</i> <i>The 2021-22 surplus result has been adjusted by \$12.31 million relating to capital grants and open space contributions.</i> <i>For the 2020-21 deficit has been adjusted by \$18.29 million relating to capital grants and open space contributions.</i> | (\$3.29M) | (\$26.21M) |
| Total Capital Works Program of \$101.59M from | | |
| <i>Council operations (rate funded)</i> | \$3.76M | |
| <i>External grants and contributions</i> | \$7.94M | |
| <i>Borrowings</i> | \$70.00M | |
| <i>Asset sales</i> | \$4.72M | |
| <i>Council cash (carried forward works from 2020-21)</i> | \$15.17M | |

Capital Works Program



Budget influences

External influences

The preparation of the Budget is influenced by the following external factors:

- COVID-19 has presented a fast-evolving significant challenge to businesses, households, and the economy worldwide. Council has acted in the interest of keeping our community, residents and workforce safe.

Across the 2019-20 and 2020-21 financial years, the forecast estimate for the impact of the pandemic is now a net loss of \$28 million. The impacts are a mix of decisions made by Council to provide community relief and outcomes that are not under Council's control.

- The 2021-22 Budget is based on a rate capped average increase in Council rates of 1.50 per cent as prescribed by the State Government. Previous forecasts by the Department of Treasury and Finance had suggested the CPI which informs the rate cap set by the state government would be 2% and Council's long term financial plan had adopted this expectation. The rate cap ultimately applied by the state government is clearly below this resulting in less revenue than had been anticipated.
- Council has applied an inflation rate of 1.50% for 2021-22 which has been derived from the Victorian Department of Treasury and Finance forecasts as part of the mid-year Victorian budget review which is aligned with the commencement of budget preparation.

- The Victorian Government announced it will extend the deferral of the increase to State Government Landfill Levy to 1 July 2021 (previously January 2021) as part of an acknowledgment of COVID impacts. The landfill levy is expected to increase by 60.6% or \$40.00 per tonne from \$65.90 to \$105.90 per tonne in 2021-22 (an increase of \$1.04 million) and then to \$125.90 in 2022-23.
- Financial impacts of COVID-19 will not immediately cease in 2020-21. Interest on investments continues to be significantly impacted for the 2021-22 Budget. We are currently experiencing a low interest rate market. The fallout from COVID-19 and the continued impact on the Australian economy will continue to put greater pressure on investment income for Council and the Local Government sector. Investment income in the 2021-22 budget is expected \$2.2 million lower than Council's typical return.
- Local Authorities Superannuation Fund Defined Benefit Plan (LASF DB) - Vested Benefit Index (VBI) update (COVID-19) – Vision Super has reported the impact of COVID-19 has continued to cause significant volatility in investment markets around the world. Vision Super will continue to monitor the plan's financial position. In the event the VBI falls below the nominated shortfall threshold (ie: 97%), an interim investigation is required to be carried out by the Fund Actuary, unless the next scheduled actuarial investigation is due within six months. As at 31st December the VBI was 109.6%.
- Ongoing cost shifting. This occurs where Local Government provides a service to the community on behalf of the State and Federal Government. Over time the funds received by Local Governments do not increase in line with real cost increases.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the *Fire Services Property Levy Act 2012*.
- Capital works grant funding of \$7.94 million with the most significant being \$5.21 million from the Federal Government for the Local Roads and Community Infrastructure (LRCI) Program to deliver priority road and community infrastructure projects. In addition to this, \$720,000 State Government funding from the Department of Education and Training for Canterbury Community Precinct (second instalment of \$1.16 million) and \$593,811 Roads to Recovery Program funding covering roads pavement renewal works.

Internal influences

As well as external influences, there are also a number of internal influences which are expected to have an impact on the preparation of the 2021-22 Budget.

- At the end of each financial year there are projects which are either incomplete or have not commenced due to circumstances including planning issues, weather delays and extended consultation. Other influences include the impacts of COVID-19 restrictions on the timing and delivery of projects. The below forward commitments have been identified to be undertaken in 2021-22:
 - \$15.17 million in 2020-21 capital works forward commitments, and
 - \$9.98 million in 2020-21 priority projects forward commitments.
- Employee costs are largely driven by Council's Enterprise and Local Area Work Place Agreements (EA and LAWA). An annual increase of 1.5% has been applied to the 2021-22 Budget. In 2021-22 the compulsory Superannuation Guarantee Scheme (SGC) will increase from 9.50% to 10.00%.
- Waste collection costs in 2021-22 will increase on average by 6.5%. The Victorian Government announced it will extend the deferral of the increase to the municipal and industrial landfill levy to 1 July 2021 (previously January 2021), which is set to increase in 2021-22 from \$65.90 to \$105.90 per tonne (an increase of \$1.04 million in 2021-22) and then to \$125.90 in 2022-23. The net costs of waste management and associated services are recovered by Council through the waste management charges.
- Continued investment of resources in the Transforming Boroondara project which will enhance our customers experience and improve efficiency of Council in the future (\$14.04 million).

City of Boroondara Budget 2021-22

Budget Reports

The following reports include all statutory disclosures of information and are supported by the analysis contained in sections 9 to 11 of this report.

This section includes the following reports and statements in accordance with the *Local Government Act 2020* and the Local Government Model Financial Report.

1. Link to the Integrated Planning and Reporting Framework
2. Services and service performance indicators
3. Summary of financial position
4. Financial statements
5. Financial performance indicators
6. Other budget information (grants and borrowings)
7. Detailed list of capital works
8. Rates and charges

1. Link to the Integrated Planning and Reporting Framework

1.1 Integrated Planning and Reporting Framework

The Boroondara Community Plan 2017-27 sets the community vision and long-term strategic direction for Council based on the values, aspirations and priorities the Boroondara community told us were important to them. Council is currently undertaking a deliberative engagement process to refresh the Boroondara Community Plan which will be brought to Council for adoption in October 2021. As shown in the diagram below, the Boroondara Community Plan directly informs the Council Plan, the 10 year Financial Plan, 10 year Asset Plan, Budget (1+3 years), and Council strategies, plans and initiatives.



The Boroondara Community Plan 2017-27 and Council Plan 2017-21 are structured around seven themes and describes the outcomes Council aims to achieve during its term, and the allocation of resources required to achieve those outcomes. Underpinned by our vision and values, the Plan's strategic objectives and strategies give clear areas of focus.

The 10 year Financial Plan is the key tool that assists the strategic planning and decision-making process for Council's financial resource allocation over a 10 year period. The Plan provides a mechanism for Council to inform the Boroondara community of the long-term viability and financial health of the City.

The 10 year Asset Plan will set out the provision of new assets and those exiting ones that require renewal or upgrade. Council want to continue to provide great facilities for our community to use, and also ensure our assets are sustainably managed for future generations.

The Council Plan is developed every four years in accordance with the legislative requirements in the *Local Government Act 2020*. The Council Plan 2017-21 is currently being reviewed alongside the Boroondara Community Plan deliberative engagement process and a new Council Plan 2021-25 will be developed and brought to Council for adoption in October 2021.



The Budget sets out Council services, initiatives and major initiatives that Council will undertake in the 2021-22 year, along with associated performance indicators (refer **Section 2 - Services and service performance indicators**). This budget has been prepared utilising the Council Plan 2017-21 and the Stage 1 deliberative engagement results from the Boroondara Community Plan refresh consultation with the community.

1.2 Our vision, purpose and values

Our vision represents our commitment to the community as outlined in the Boroondara Community Plan. Our purpose and values describe how we will work together to achieve our goals for the community.

Vision

A vibrant and inclusive city, meeting the needs and aspirations of its community.

Purpose

We work together to deliver the community priorities and place our customers at the centre of everything we do.

Values

We will create a collaborative and customer-centric culture which connects our people to our purpose, inspires them to be their best, and provides a great place to work.

The six organisational values are outlined below:








| Our values | What it means |
|---------------------------|--|
| Think customer experience | Always working with our customers' experience in mind and taking pride in supporting our community. |
| Act with integrity | Doing the right thing, speaking up when it's important and striving to live our values every day. |
| Treat people with respect | Valuing each person for who they are by listening, understanding and showing that we care. |
| Work together as 'one' | Working together constructively to break down silos, putting our shared needs first and moving forward in a unified way. |
| Explore better ways | Challenging the status quo to improve things through curiosity, courage and learning. |
| Own it, follow through | Taking responsibility for what is ours and following through to ensure great results. |

1.3 Strategic objectives

The Council Plan is structured around seven priority themes, aligned with the community priorities set out in the Boroondara Community Plan. Each priority theme has a set of strategic objectives, strategies and strategic indicators to support the implementation of the community's vision.

The 2021-22 Budget documents a number of commitments that will occur over the 2021-22 financial year, and provides the financial and human resources necessary to deliver these services and commitments.

The following table lists the seven priority themes and strategic objectives as detailed in the Council Plan.

| Theme | Strategic Objectives |
|--|---|
|  Your Community, Services and Facilities | Community services and facilities are high quality, inclusive and meet a variety of needs now and into the future. |
|  Your Parks and Green Spaces | Inviting and well-utilised community parks and green spaces. |
|  The Environment | Our natural environment is healthy and sustainable for future generations. |
|  Neighbourhood Character and Heritage | Protect the heritage and respect the character of the City to maintain amenity and liveability whilst recognising the need for appropriate, well-designed development for future generations. |
|  Getting Around Boroondara | Travel options that are connected, safe, accessible, environmentally sustainable and well-designed. |
|  Your Local Shops and Businesses | A vibrant local economy and shops that are accessible, attractive and a centre of community life. |
|  Civic Leadership and Governance | Ensure that ethical, financial and socially responsible decision making reflect community needs and are based on principles of accountability, transparency, responsiveness and consultation. |

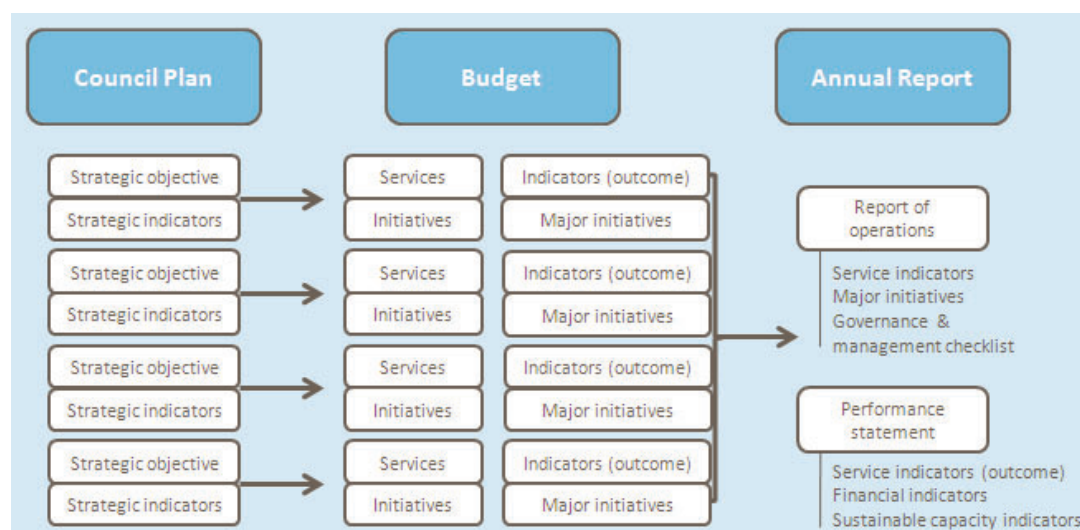
2. Services and service performance indicators

This section provides a description of the services, initiatives and major initiatives to be funded in the Budget for the 2021-22 financial year. In accordance with Section 94 of the *Local Government Act 2020* the services, initiatives and major initiatives are included within the Budget 2021-22.

Details are provided on how these services contribute to achieving the themes and strategic objectives specified in the Council Plan 2017-21, as set out in Section 1. Performance indicators to monitor achievement of the Council Plan 2017-21 strategic objectives are set out in the following pages*.

**Please note these indicators will be supplanted by the strategic indicators outlined in the Council Plan 2021-25.*

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

Theme: Your Community, Services and Facilities

Strategic objective

Community services and facilities are high quality, inclusive and meet a variety of needs now and into the future.

Services (Operating Budget)

| Service Category | Description | Expenditure (Revenue) Net cost \$'000 |
|-------------------------|---|--|
| Arts and Culture | <ul style="list-style-type: none"> arts and cultural initiatives and programs, such as exhibitions, festivals and events programs and manages Council's art facilities at the Town Hall Gallery, Kew Court House, Hawthorn Arts Centre and other community spaces provides flexible spaces for community and corporate hire, including meetings, community events, private bookings and conference facilities provides stewardship, Audio Visual (AV) technical support and catering services for all Council's function spaces oversees the management and care of Town Hall Gallery Collection provides support for community arts and culture groups through funding, partnerships, advice and advocacy. | \$3,409 (\$431) \$2,978 |
| Asset Management | <ul style="list-style-type: none"> undertakes condition assessments of facilities and infrastructure assets to ensure service standards are maintained develops and updates long term capital renewal works program for roads, footpaths, drains, bridges, buildings and open space assets develops and implements policies, strategies and asset management plans develops and reviews asset service levels and standards develops and maintains and integrated asset management system to store and analyse asset data for asset planning purposes develops the asset renewal investment strategy and financial asset forecasts to inform Council's long-term financial strategy manages Council's street lighting including repairs, upgrades and provision of new assets coordinates the development of Council's overall capital works renewal program and reports on annual progress provides specialist advice for planning and subdivision permit referrals and development approvals undertakes proactive defect inspections of road infrastructure in compliance with Council's Road Management Plan. | \$3,281 (\$0) \$3,281 |

| Service Category | Description | Expenditure (Revenue) Net cost \$'000 |
|---|--|---|
| Capital Projects | <ul style="list-style-type: none"> project management and delivery of the approved capital works for landscape and design, civil and building renewal programs ensuring best value for money provides project management and technical advice on Council's projects and infrastructure assets manages the capital works programs to successfully deliver projects on time and within budget investigates and develops strategic solutions for Council buildings and infrastructure assets encourages and develops innovative design into quality outcomes. | \$2,782 <u>(\$9)</u> \$2,773 |
| Civic Services | <ul style="list-style-type: none"> delivers proactive patrol programs to maintain and promote safety and harmony within the community delivers administrative and field services in amenity and animal management delivers responsible pet ownership initiatives, road safety, amenity regulation and fire prevention develops, implements and reviews appropriate local laws to achieve a safe and liveable environment processes and issues permits relating to traders, tradespersons, disabled parking, residential parking, animal registrations, excess animals, commercial waste bins, street furniture and other uses of Council controlled land registers and inspects food and health premises to ensure community safety manages permits relating to storm water drainage. | \$4,469 <u>(\$3,475)</u> \$994 |
| Community Planning and Development | <ul style="list-style-type: none"> aims to enhance the health, wellbeing and safety of residents facilitates community connectedness, strengthens community capacity and responds to identified needs through the delivery of a range of programs, partnerships and networking opportunities for Boroondara's community works actively within the community on key community development activities, including major community infrastructure projects and community events provides support, advice and assistance to neighbourhood houses and men's sheds develops policies, strategies and plans that address community priorities including the Boroondara Community Plan monitors, forecasts and analyses community change and wellbeing undertakes extensive community research on behalf of Council departments and the community undertakes community engagement to support key initiatives such as placemaking manages the Boroondara Community Grants Program of annual, small (biannual) commemorative and triennial operational grants promotes, supports and assists the development of volunteering and civic participation through the BVRC advocacy and project work to support community safety. | \$4,005 <u>(\$205)</u> \$3,800 |

| Service Category | Description | Expenditure (Revenue) Net cost \$'000 |
|-----------------------------------|---|---|
| Health and Wellbeing | <ul style="list-style-type: none"> operates the Boroondara Maternal and Child Health support programs and services, Kindergarten Central Enrolment Scheme, Kew Traffic School, and the Boroondara Youth Hub undertakes strategic planning and policy development to facilitate access to active participation opportunities for the Boroondara community facilitates training and support for service providers and voluntary committees of management for early years and youth services and sport and recreation provides support and information, services and programs to young people and their families, sport and recreation groups and organisations to enhance health and wellbeing facilitates the development of integrated and coordinated services for children, young people and their families, sport and recreation clubs and organisations supports the inclusion of children into four-year old kindergarten programs through the provision of the Preschool Field Officer Program facilitates long day care, occasional care and kindergarten services through the provision of 43 buildings leased to early years management operators and volunteer committees of management facilitates participation opportunities by the community in physical activity through the provision of facilities and contract management of the Boroondara Leisure and Aquatic Facilities, the Boroondara Tennis Centre and Junction Skate & BMX Park manages leases for 87 facilities to sport and recreation groups, early years management operators and early years committees of management works with over 150 sports clubs, across over 30 sports codes at over 100 sports facilities/grounds coordinates immunisation services. | \$8,666 <u>(\$7,214)</u> \$1,452 |
| Infrastructure Maintenance | <ul style="list-style-type: none"> maintains the City's infrastructure including buildings, drainage, footpaths and roads, shopping centres, park/street furniture and signs. | \$10,745 <u>(\$273)</u> \$10,472 |
| Liveable Communities | <ul style="list-style-type: none"> provides home support services under the Commonwealth Home Support Programme including home, personal and respite care, and property maintenance provides volunteer and community transport, and social support (including events and planned activity groups) coordinates emergency management (recovery) across the municipality undertakes strategy and development with a focus on positive ageing. | \$8,177 <u>(\$5,576)</u> \$2,601 |

| Service Category | Description | Expenditure (Revenue) Net cost \$'000 |
|-------------------------|---|---|
| Library Services | <ul style="list-style-type: none"> provides a large range of relevant, contemporary library collections and services across five libraries and one library lounge, online and via home library services provides welcoming community spaces for individual and group study, reflection, activity and discovery promotes, advocates for and supports literacy development, reader development, lifelong learning, creative and intellectual development provides family, children and adult library programs and activities creates enthusiasm for local and family history research and discovery, creating connections with our local heritage provides opportunities to explore, learn and use new and emerging technology. | \$9,453 <u>(\$1,241)</u> \$8,212 |

Initiatives (Capital, Priority Projects or Operating Expenditure)



| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|--|----------------------------------|--|
| 1.1 | Present a draft Boroondara Volunteer Resource Centre Strategic Service Plan aimed at increasing the number of volunteers referred to the community sector to a total of 2,300 and achieve an additional 25 new member organisations annually to provide services to facilitate a resilient and socially inclusive community. | Community Planning & Development | Works performed using existing resources |
| 1.2 | Open the renewed Alamein Neighbourhood and Learning Centre to provide 10 additional sessions of neighbourhood house programs each week to meet the diverse needs of the community now and in the future. | Community Planning & Development | Works performed using existing resources |
| 1.3 | Undertake a Workplace Gender Audit and preparation of a Gender Equality Action Plan in order for people of all genders to have equal access to opportunities and resources provided by Council. | Community Planning & Development | Works performed using existing resources |
| 1.4 | Deliver a program to introduce and support older residents to improve their digital capabilities to access information and attend online community events to increase opportunities for social connection and reduce social isolation. | Liveable Communities | Works performed using existing resources |
| 1.5 | Develop a Community Resilience Framework to support older adults to better adapt to extreme weather events in order to assist residents prevent any related health conditions. | Liveable Communities | Works performed using existing resources |

| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|--|-------------------------------|--|
| 1.6 | Increase the number of physical and electronic loans by 5%, by reviewing and improving access to library collections in various formats in order to meet changing community demand. | Library Services | Works performed using existing resources |
| 1.7 | Increase Summer in the Park programming with two additional events to enhance the variety of program genres in the series and increased park location delivery across the municipality for local engagement and enjoyment. | Arts and Culture | \$15,000 |
| 1.8 | Support ten creative activation and installations across parks, laneways and public realm areas to engage and increase community participation, positive social engagement and enjoyment of public spaces. | Arts and Culture | Works performed using existing resources |
| 1.9 | Provide 25 individual grants for low income earners or people facing disadvantage to enable their participation in sport and recreation. | Health and Wellbeing Services | Works performed using existing resources |
| 1.10 | Deliver targeted health and wellbeing programs for young people, including the Body Project, LGBTIQA+ support group, TAC L2P learner driver mentor program, Space4Us, and Solar Productions, to increase young people's confidence and mental wellbeing. | Health and Wellbeing Services | \$50,000 |
| 1.11 | Adopt the revised Road Management Plan to provide a safe and accessible road and footpath network for the benefit of the community. | Asset and Capital Planning | Works performed using existing resources |
| 1.12 | Conduct a communications campaign to inform and educate pool and spa owners of their responsibilities under the new legislative requirements to register their pools and spas and maintain safety barriers. | Building Services | Works performed using existing resources |
| 1.13 | Progress the Canterbury Community Precinct to 95% construction to provide enhanced services to the local community. Major initiative | Capital Projects | \$2,070,000 |
| 1.14 | Progress the Kew Recreation Centre to at least 45% to create a recreation facility to meet current and future community needs. Major initiative | Capital Projects | \$33,000,000 |

| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|--|----------------------------|--|
| 1.15 | Develop and adopt the Asset Plan in accordance with requirements of the <i>Local Government Act 2020</i> to demonstrate the responsible and sustainable management of all Council assets for current and future communities. | Asset and Capital Planning | Works performed using existing resources |
| 1.16 | Implement the Capital Works Renewal Program to ensure renewed assets will provide safe, accessible, fit for purpose assets for the use and benefit of the community. | Asset and Capital Planning | Works performed using existing resources |

Success in achieving the Strategic Objectives is measured by reporting against Strategic Indicators



| Performance Measure | Context | 2021-22 Forecast | Department |
|--|--|------------------|---|
| Boroondara Community Plan Outcome Indicators | | | |
| Overall participation in library services (includes loans, returns, visits, program attendances, e-books & audio loans, enquiries, reservations, Wi-Fi and virtual visits) | Boroondara Library Service has the largest physical collection of all public library services in the State with a physical turnover rate of 5.5 loans per item per annum. | 7,600,000 | Library Services |
| Participation in first MCH home visit (percentage of infants enrolled in the MCH service who receive the first MCH home visit) | This measure indicates the provision of MCH service in accordance with agreed standards. There are instances when we receive a birth notification for a Boroondara resident, however the parents and their child may stay outside of Boroondara with relatives who provide support for the first few weeks. When this happens it is common for new parents to access the MCH service in the municipality where they are staying until they return to Boroondara. This means that the number of infants enrolled receiving their first home visit can fluctuate. | 90% | Health and Wellbeing Services |
| Satisfaction with recreational facilities | Community Satisfaction survey conducted annually by Local Government Victoria. In 2020, satisfaction with the appearance of recreational facilities was higher than the | 79 | Environmental Sustainability and Open Spaces Health and Wellbeing Services |

| Performance Measure | Context | 2021-22 Forecast | Department |
|--|--|------------------|---|
| | average rating for councils State wide and in the Metropolitan group (index scores of 72 and 72 respectively). | | |
| Number of community organisations/individuals funded through the Community Strengthening Grants Program which includes, individual, annual and triennial grant | During 2019-20, a total of 87 community organisations received an Annual Grant and 53 organisations received a Triennial Grant. 23 Individual Achievement Grants and 14 Individual Participation Grants were also awarded. | 175 | Community Planning and Development Arts and Culture Health and Wellbeing Services |
| Numbers of community groups using council facilities directly under a lease or licence agreement | The Council Assets - Leasing and Licensing Policy seeks to maximise the community benefits arising from the use of the community facilities. Specifically Council actively plans for multi-purpose use of facilities to maximise utilisation and to meet community needs. | 190 | Chief Financial Office |
| Boroondara Community Plan Output Indicators | | | |
| Food safety assessments (percentage of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment) | The result of 100% indicates the food safety service is provided in accordance with legislative requirements. | 100% | Civic Services |
| Percentage of graffiti removed from Council owned assets within one business day of notification (based on number of requests) | Council's strong results are a result of improved contractor arrangements and processes. | 97% | Facilities, Waste and Infrastructure |
| Number of arts and cultural community events delivered by Council | This measure is specifically for events delivered by Arts and Culture. It includes curated programs in our cultural venues which includes Hawthorn Arts Centre, Kew Courthouse and the Town Hall Gallery. Events delivered may also be delivered in the parks and gardens, via the creative professional development network, creative participatory workshops and school holiday programs. This program changes each calendar year. | 100 | Arts and Culture |

| Performance Measure | Context | 2021-22 Forecast | Department |
|---|--|------------------|-------------------------------|
| Number of attendances by young people at youth programs or services | This result is based on the number of young people attending both term time and school holiday programs. | 4,000 | Health and Wellbeing Services |
| Number of people participating in active ageing programs and events | Number of people over the age of 65 years attending Council events. | 1,000 | Liveable Communities |

Local Government Performance Reporting Framework - Indicators



| Service | Indicator | Performance measure | Computation |
|---------------------------|-------------------|--|--|
| Animal Management | Health and safety | Animal management prosecutions (percentage of successful animal management prosecutions). | [Number of successful animal management prosecutions / Total number of animal management prosecutions] x 100 |
| Aquatic Facilities | Utilisation | Utilisation of aquatic facilities (number of visits to aquatic facilities per head of municipal population). | [Number of visits to aquatic facilities / Municipal population]. |
| Food Safety | Health and safety | Critical and major non-compliance outcome notifications (percentage of critical and major non-compliance outcome notifications that are followed up by Council). | [Number of critical non-compliance notifications and major noncompliance notifications about a food premises followed up / Number of critical non-compliance notifications and major noncompliance notifications about food premises] x100. |
| Maternal and Child Health | Participation | Participation in the MCH service (percentage of children enrolled who participate in the MCH service). Participation in MCH service by Aboriginal children (percentage of Aboriginal children enrolled who participate in the MCH service). | [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100. [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100. |
| Libraries | Participation | Active library borrower in municipality (percentage of the municipal population that are active library members). | [The sum of the number of active library borrowers in the last 3 financial years / The sum of the population for the last three years] x100 |

Theme: Your Parks and Green Spaces



Strategic objective

Inviting and well-utilised community parks and green spaces.

Services (Operating Budget)

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|-----------------------------------|---|--|
| Infrastructure Maintenance | <ul style="list-style-type: none"> manages and maintains built assets including playgrounds, barbeques, drinking fountains, park furniture, bins, fences and signs. | \$822 (\$0) \$822 |
| Landscape and design | <ul style="list-style-type: none"> provide landscape design and urban design services to promote use, function and enjoyment of outdoor spaces by the community. | \$429 (\$0) \$429 |
| Open Space | <ul style="list-style-type: none"> manages and maintains Boroondara's parks, gardens, sportsgrounds and biodiversity sites manages and maintains the Freeway Golf Course maintains a significant and highly valued urban forest of street and park trees strategically plan and develop open space improvements to our parks, gardens, shopping centres and streetscapes. | \$15,919 (\$1,195) \$14,724 |

Initiatives (Capital, Priority Projects or Operating Expenditure)



| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|---|--|--|
| 2.1 | Proactively manage and renew our ageing street and park trees by implementing year four of the Tree Strategy, to ensure the municipality's green canopy is preserved for the community to enjoy. | Environmental Sustainability and Open Spaces | \$420,000 |
| 2.2 | Complete construction of play spaces at Deepdene Park, Deepdene; Central Gardens, Hawthorn; Hilda Street Reserve, Balwyn and the new Regional Playground at Victoria Park to improve recreational use opportunities for children and families. Major initiative | Capital Projects | \$3,420,000 |
| 2.3 | Engage 200 participants and activate 12 community spaces through the 'Fit Park Series', as part of the Activating Boroondara initiative. | Health and Wellbeing Services | Works performed using existing resources |

| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|--|--|----------------|
| 2.4 | Implement a targeted program to increase the planting of trees on local streets to 1,000 per annum improving the green canopy coverage in our urban spaces for the enjoyment of future generations. | Environmental Sustainability and Open Spaces | \$240,000 |
| 2.5 | Develop a master plan for Gardiners Creek to establish and consolidate standards for infrastructure treatments, developing a continuous biodiversity corridor and open space network connecting neighbouring municipalities for the community to safely enjoy. | Environmental Sustainability and Open Spaces | \$30,000 |
| 2.6 | Install solar lights along 500 metres of Boroondara park paths to enhance the community usability of open spaces for longer periods of time each day and enhancing community safety. | Environmental Sustainability and Open Spaces | \$220,000 |
| 2.7 | Develop a plan to identify suitable open space areas to install outdoor exercise equipment for the community to access enabling more physical activity and social connectedness. | Environmental Sustainability and Open Spaces | \$200,000 |

Success in achieving the Strategic Objectives is measured by reporting against Strategic Indicators



| Performance Measure | Context | 2021-22 Forecast | Department |
|---|--|------------------|--|
| Boroondara Community Plan Outcome Indicators | | | |
| Customer Satisfaction survey, measures user satisfaction with a range of parks in Boroondara, benchmarked with participating councils | Boroondara has a strong history of satisfaction results | 80% | Environmental Sustainability and Open Spaces |
| Satisfaction with appearance of public areas | Community Satisfaction survey conducted annually by Local Government Victoria. In 2020, satisfaction with the appearance of public areas was higher than the average rating for councils State wide and in the Metropolitan group (index scores of 74 and 73 respectively). | 80 | Environmental Sustainability and Open Spaces |



| Performance Measure | Context | 2021-22 Forecast | Department |
|---|---------|------------------|--|
| Boroondara Community Plan Output Indicator | | | |
| Cost to maintain park turf per hectare | | \$4,850 | Environmental Sustainability and Open Spaces |

Theme: The Environment



Strategic objective

Our natural environment is healthy and sustainable for future generations.

Services (Operating Budget)

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|---|---|--|
| Environmental Sustainability | <ul style="list-style-type: none"> helps the Boroondara community to live more sustainably in response to emerging environmental challenges (eg climate change, water shortage, biodiversity conservation) promotes sustainability within built and natural environments in Boroondara develops and implements policies and strategies that set direction in environmental management, public space improvements, conservation of natural resources and sustainable development builds the capacity of Council to integrate environmental and sustainability issues into our buildings and public space improvements, daily operations and decision-making processes. | \$1,549 (\$0) \$1,549 |
| Drainage and Asset Management | <ul style="list-style-type: none"> develops and updates long term capital renewal works for drainage assets develops and implements policies, strategies and engineering solutions to mitigate flooding and resolve drainage issues Provides strategic flooding advice to inform the planning process. | \$518 (\$58) \$460 |
| Open Space | <ul style="list-style-type: none"> maintain and manage the City's biodiversity manage and maintain all trees on Council managed land including tree planting/establishment, maintenance and renewal programs. | \$1,531 (\$0) \$1,531 |
| Strategic and Statutory Planning | <ul style="list-style-type: none"> administers Council's Tree Protection Local Law and assesses applications for tree removal. | \$542 (\$304) \$238 |
| Waste and Recycling | <ul style="list-style-type: none"> manages waste services, including kerbside bin based waste, green, food and recycling collections, bundled green waste, Christmas tree and hard waste collection service operates the Boroondara Recycling and Waste Centre provide street sweeping services in the municipality and a bulk leaf fall collection program over autumn months. | \$25,534 (\$1,496) \$24,038 |

Initiatives (Capital, Priority Projects or Operating Expenditure)



| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|---|--|--|
| 3.1 | Implement the Biodiversity Asset Management Plan (BAMP) 2013-23 to continue the proposed development, upgrade, protection and maintenance of Boroondara's significant biodiversity sites. | Environmental Sustainability and Open Spaces | Works performed using existing resources |
| 3.2 | Implement initiatives including the Backyard Biodiversity project, Wildlife not Weeds program and rollout of interpretive signage to enhance and maintain urban biodiversity sites across the municipality. | Environmental Sustainability and Open Spaces | \$266,100 |
| 3.3 | Use a minimum of 20% of recycled materials that includes glass, plastics and toners in our asphalt products to resurface roads, to reduce the volume of material going to landfill. | Capital Projects | Works performed using existing resources |
| 3.4 | Implement the 2021-22 actions in Council's new Climate Action Plan to deliver a range of initiatives including LED lighting upgrades, heating and cooling upgrades to reduce Council's energy and greenhouse emissions and lowering of Council's use of gas and electricity to meet our climate related targets. Major initiative | Environmental Sustainability and Open Spaces | \$400,000 |
| 3.5 | Review street sweeping service to provide a more flexible approach to street cleaning that can respond better to the varying demands of the different locations to ensure a high standard of cleanliness. | Facilities, Waste and Infrastructure | Works performed using existing resources |
| 3.6 | Complete the implementation of the Food Organics and Garden Organics (FOGO) service to Multi Unit developments to further divert waste away from landfill. | Facilities, Waste and Infrastructure | Works performed using existing resources |

Success in achieving the Strategic Objectives is measured by reporting against Strategic Indicators



| Performance Measure | Context | 2021-22 Forecast | Department |
|---|--|------------------------|--|
| Boroondara Community Plan Outcome Indicators | | | |
| Satisfaction with waste management | Annual Survey conducted by the Local Government Victoria. In 2020 satisfaction with waste management was higher than the state-wide average for all Councils (index scores of 82 and 84 respectively). | 70 | Facilities, Waste and Infrastructure |
| Satisfaction with environmental sustainability | Annual Survey conducted by the Local Government Victoria. In 2020 satisfaction with environmental sustainability was significantly higher than the state-wide average for all Councils | 65 | Environmental Sustainability and Open Spaces |
| Volume of harvested water (rain and stormwater) re-used within Council buildings and open space irrigation | This measures the amount of water that Council harvests (mainly from building roofs and stormwater drains) to reduce use of valuable mains drinking water. The 2019-20 result was 4.5ML. The Hawthorn Aquatic and Leisure Centre water harvesting system has not been operational during 2019-20 following storm damage. Prior to the plant room damage, the system was reclaiming an average of 2.6ML of water per year. Renewal of this system is scheduled as part of the 2020-21 capital works program. | 7ML | Environmental Sustainability and Open Spaces |
| Tonnes of CO2 emissions from energy used in all Council-owned and operated buildings, street lighting, Council fleet, taxi and air travel <i>Note: Information reported with a one year lag.</i> | This measure indicates the greenhouse gas emissions associated with electricity, natural gas and fuel used by Councils buildings and vehicles. This also includes electricity used by streetlights for which Council has shared responsibility. Emissions are expressed as Carbon Dioxide equivalents (CO2-e). | Less than 22,000 tCO2e | Environmental Sustainability and Open Spaces |

| Performance Measure | Context | 2021-22 Forecast | Department |
|--|--|------------------|--|
| Boroondara Community Plan Output Indicators | | | |
| Kerbside collection waste diverted from landfill (percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill) | It is estimated that 58% of the household waste will be diverted from landfill after the implementation of Food Organics and Garden Organics (FOGO) and improvements in recycling capture and quality. | 58% | Facilities, Waste and Infrastructure |
| Area of land managed for biodiversity (hectares) | The target reflects goals set in the Biodiversity Strategy. | 44.2ha | Environmental Sustainability and Open Spaces |

Local Government Performance Reporting Framework - Indicators



| Service | Indicator | Performance measure | Computation |
|------------------|-----------------|---|--|
| Waste Collection | Waste diversion | Kerbside collection waste diverted from landfill (percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill). | [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100. |

Theme: Neighbourhood Character and Heritage



Strategic objective

Protect the heritage and respect the character of the City to maintain amenity and liveability whilst recognising the need for appropriate, well-designed development for future generations

Services (Operating Budget)

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|---|--|---|
| Asset Protection | <ul style="list-style-type: none"> protects public assets under the control of Council to minimise the impact of works by others on the community manages public authority requests. | \$945 <u>(\$1,652)</u> (\$707) |
| Building Services | <ul style="list-style-type: none"> encourages desirable building design outcomes for amenity protection and to maintain consistent streetscapes through the Report and Consent process assesses building permit applications, conducts mandatory inspections and issues occupancy permits/final certificates for buildings and structures provides property hazard and building permit history information to designers, solicitors, private building surveyors and ratepayers conducts fire safety inspections and audits on public and/or high risk buildings to ensure life safety of occupants and the public maintains a register of swimming pools and spas located within the municipality, conduct safety barrier compliance inspections when required to ensure a safer built environment administers and enforces the <i>Building Act 1993</i> and <i>Building Regulations</i> including investigation of illegal and dangerous buildings to ensure public and occupant safety provides building regulatory and technical advice to residents and ratepayers. assess section 29A demolition requests in consultation with Strategic and Strategic Planning Department in accordance with the <i>Building Act 1993</i>. | \$2,445 <u>(\$2,049)</u> \$396 |
| Strategic and Statutory Planning | <ul style="list-style-type: none"> processes and assesses planning applications in accordance with the <i>Planning and Environment Act 1987</i>, the Boroondara Planning Scheme and Council policies provides advice about development and land use proposals as well as providing information to assist the community in its understanding of these proposals investigates non-compliances with planning permits and the Boroondara Planning Scheme and takes appropriate enforcement action when necessary assesses applications to subdivide land or buildings under the <i>Subdivision Act 1988</i> defends Council planning decisions at the Victorian Civil and Administrative Tribunal. | \$7,983 <u>(\$2,625)</u> \$5,358 |

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|------------------|---|---|
| | <ul style="list-style-type: none"> advocates for and prepares land use policy and standards within the context of Victorian state policy promotes sustainable design and development and heritage conservation manages the Municipal Strategic Statement develops policies and plans to guide land use and development. assesses traffic, parking and drainage implications of planning permit applications. | |

Initiatives (Capital, Priority Projects or Operating Expenditure)



| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|---|----------------------------------|--|
| 4.1 | Protect the City's heritage by completing the Municipal Wide Heritage Gap Study including submission of the associated planning scheme amendments to the Minister for Planning to introduce the Heritage Overlay to all identified heritage properties. | Strategic and Statutory Planning | Works performed using existing resources |
| 4.2 | Develop an Environmentally Sustainable Design Policy, and establish a dedicated Environmental Sustainable Design Officer role to promote sustainable design and support the assessment of planning applications to facilitate sustainable design outcomes. Major initiative | Strategic and Statutory Planning | \$60,500 |
| 4.3 | Undertake advocacy to the State Government to change the threshold for the application of Heritage Overlays to enable protection of additional places of local heritage significance in Boroondara. | Strategic and Statutory Planning | Works performed using existing resources |
| 4.4 | Prepare an updated Heritage Action Plan to guide Council's future work program for heritage protection and advocacy. | Strategic and Statutory Planning | Works performed using existing resources |
| 4.5 | Conduct audits of Essential Safety Measures (fire safety audits) in buildings containing combustible cladding when referred by the Victorian Building Authority and take appropriate enforcement action to ensure public and occupant safety. | Building Services | Works performed using existing resources |

Success in achieving the Strategic Objectives is measured by reporting against Strategic Indicators



| Performance Measure | Context | 2021-22 Forecast | Department |
|--|---|------------------|----------------------------------|
| Boroondara Community Plan Outcome Indicators | | | |
| Number of complaints re Neighbourhood Character and Heritage (excluding objections to planning permit applications and submissions to strategic planning projects) | Correspondence received from a community member who requests Council to investigate heritage protection of a property that is not recommended for inclusion in the Heritage Overlay through the Municipal Wide Heritage Gap Study or other heritage study initiated by Council. | 55 | Strategic and Statutory Planning |
| Percentage of 'Demolition Consents' under Section 29A of the <i>Building Act</i> by Building Services checked within 15 business days | Section 29A applications have a statutory time limit of 15 business days for Council to respond. If Council does not provide a response to the Building Surveyor, they may proceed to decide an application without a report or consent from Council. Therefore, Building Services process Section 29A demolition consent applications on a priority basis and have met this criteria by achieving a result of 100%. | 100% | Building Services |
| Proportion of suburbs investigated by the Municipal Wide Heritage Gap Study | This measures indicates the proportion of suburbs assessed for inclusion in the Heritage Overlay through the Municipal Wide Heritage Gap Study. | 100% | Strategic and Statutory Planning |

Local Government Performance Reporting Framework - Indicators



| Service | Indicator | Performance measure | Computation |
|--------------------|-----------------|---|--|
| Statutory Planning | Decision making | Council planning decisions upheld at VCAT (percentage of planning application decisions subject to review by VCAT that were not set aside). | [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100. |

Theme: Getting Around Boroondara



Strategic objective

Travel options that are connected, safe, accessible, environmentally sustainable and well-designed.

Services (Operating Budget)

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|------------------------------------|---|--|
| Civic Services | <ul style="list-style-type: none"> delivery of the School Crossing Supervision program through the provision of supervision at school crossings and the overall management and administration of the program delivers administrative and field services in parking management assesses full and part road closure applications relating to works. | \$6,823 <u>(\$14,820)</u> (\$7,997) |
| Road Maintenance and Repair | <ul style="list-style-type: none"> road maintenance to meet road management plan requirements undertake road repairs and associated line marking road reinstatements that require works following developments. | \$528 <u>(\$300)</u> \$228 |
| Traffic and Transport | <ul style="list-style-type: none"> develops, assesses and implements engineering solutions that address the amenity of residential and commercial areas implements parking and traffic management strategies assesses street party applications investigates black spot accident locations and develops remedial treatments coordinates and implements sustainable transport initiatives including car share, green travel plans and a variety of active transport programs designs, consults and implements transport projects including on road bicycle lanes, shared paths, road safety initiatives, pedestrian and bicycle improvements, disability access and traffic treatments advocates for improvements to public transport and sustainable transport initiatives develops feasibility studies and grant applications to state and federal authorities for accident black spot locations and pedestrian and bicycle improvement projects provides strategic transport planning advice and develops associated studies assesses high and heavy vehicle route applications provides input into major state government transport projects. | \$1,547 <u>(\$0)</u> \$1,547 |

Initiatives (Capital, Priority Projects or Operating Expenditure)


| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|---|------------------------|----------------|
| 5.1 | Advocate to the Victorian government to address the needs of the Boroondara community in relation to public and active transport, open space, urban design and environmental opportunities associated with the North East Link and Union Road Level Crossing Removal projects to ensure the community is represented in the decision making. Major initiative | Traffic and Transport | \$1,771,783 |
| 5.2 | Advocate to the Victorian Government for the needs of the Boroondara community in relation to Public Transport improvements for disability access and network linkages. | Traffic and Transport | \$50,000 |
| 5.3 | Advocate to the Victorian Government for the Box Hill to City cycling corridor project to ensure safe and accessible path is provided for the community. | Traffic and Transport | \$160,000 |
| 5.4 | Complete the review and adopt the Boroondara Bicycle Strategy to ensure appropriate opportunities for on and off road cycling and improvements to Boroondara's bicycle network. | Traffic and Transport | \$274,600 |
| 5.5 | Conduct a feasibility and design of improvements to the shared path networks responding to gaps where access, safety and improvements are required to facilitate increased pedestrian and cyclist access and usability. | Traffic and Transport | \$45,000 |

Success in achieving the Strategic Objectives is measured by reporting against Strategic Indicators



| Performance Measure | Context | 2021-22 Forecast | Department |
|--|--|------------------|----------------------------|
| Boroondara Community Plan Outcome Indicators | | | |
| Satisfaction with sealed local roads | Community Satisfaction survey conducted annually by Local Government Victoria. In 2020, satisfaction with sealed local roads was lower than the average rating for councils State wide and in the Metropolitan group (index scores of 77 and 79 respectively). | 71 | Asset and Capital Planning |
| Satisfaction with local shared paths for cycling and walking as a way to get around Boroondara | Community Satisfaction survey conducted annually by Local Government Victoria. This was a tailored question included in the Community Satisfaction Survey. The results of this indicator are used to inform a range of Council activities. No statewide comparative data available for this measure. | 67 | Traffic and Transport |
| Boroondara Community Plan Output Indicators | | | |
| Sealed local roads maintained to condition standards (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal) | This measure indicates the kilometres of sealed local roads as a percentage of the total road network that do not require immediate renewal and have not reached the intervention level or condition requiring works. | 95% | Asset and Capital Planning |
| Percentage completion of six-monthly defect inspections on Council roads and footpaths in higher risk locations | This measure indicates the kilometres of footpaths as a percentage of the total footpath network that were inspected every 6 months. The high risk locations are inspected twice a year for defects in accordance with the Road Management Plan (RMP). Any defects recorded are responded to and rectified in accordance with the timeframes set out in the RMP. | 99% | Asset and Capital Planning |

| Performance Measure | Context | 2021-22 Forecast | Department |
|---|--|------------------|------------------------------------|
| Percentage of footpath defects remediated within the timeframes specified in the Road Management Plan | This is an important measure in managing risk and public safety. | 95% | Facilities, Waste & Infrastructure |
| Number of traffic counts and surveys | This measure involves electronic traffic counts and parking surveys and provides a good basis for assessing traffic and parking issues in line with Council adopted policies and where appropriate, the subsequent introduction of traffic treatments and parking schemes. | 170 | Traffic and Transport |

Local Government Performance Reporting Framework - Indicators



| Service | Indicator | Performance measure | Computation |
|---------|--------------|--|---|
| Roads | Satisfaction | Satisfaction with sealed local roads (community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads). | Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads. |

Theme: Your Local Shops and Businesses



Strategic objective

A vibrant local economy and shops that are accessible, attractive and a centre of community life.

Services (Operating Budget)

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|--|---|--|
| Local Economies | <ul style="list-style-type: none"> manages the implementation of the Economic Development and Tourism Strategy for Council strengthens the viability of local businesses, including strip shopping centres and facilitates eight special rates scheme for shopping centres facilitates the Boroondara Business Network to support new and established businesses, through training and mentor services facilitates the Boroondara Farmers Market, the Hawthorn Makers Market, the Camberwell Fresh Food Market and the Camberwell Sunday Market facilitates the Vibrant Retail Precincts stream of Council's community grants program facilitates regular networking opportunities for the local business community supports and promotes tourism opportunities across the municipality delivers the City-wide Christmas in Boroondara Program. facilitate a placemaking approach in our public spaces and shopping centres to increase social interactions, economic viability and enhance the health and wellbeing of our community. | \$3,491 (\$1,604) \$1,887 |
| Minor shopping centre upgrade and maintenance | <ul style="list-style-type: none"> implements the Shopping Centre Improvement Program which delivers streetscape improvements to our small and medium sized shopping centres. undertake proactive maintenance inspections by the shopping centre service crew and carry out maintenance and upkeep of these precincts. | \$244 (\$0) \$244 |

Initiatives (Capital, Priority Projects or Operating Expenditure)


| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|---|--------------------------------------|--|
| 6.1 | Promote "Buy Local" to Boroondara residents to encourage them to shop within the municipality to support the economic viability of businesses recovering from the 2020 COVID-19 related restrictions. | Liveable Communities | Works performed using existing resources |
| 6.2 | Develop a new Economic Development and Tourism Strategy focused on enhancing the vibrancy and economic sustainability of the local economy to provide employment opportunities and encourage residents and visitors to support local businesses. | Liveable Communities | Works performed using existing resources |
| 6.3 | Adopt the Glenferrie Place Plan and commence a new placemaking project, focusing on Camberwell Junction, with the aim of shaping and designing our public spaces and shopping centres to increase social interaction and economic viability. Major initiative | Liveable Communities | \$564,854 |
| 6.4 | Continue to assist registered Food and Health businesses during the pandemic by delivering communication and advice regarding new public health guidelines within 7 days of publication by the Victorian government. | Civic Services | Works performed using existing resources |
| 6.5 | Continue to proactively service the City's retail precincts through the Service Crew program to ensure our local shopping strips are clean, well maintained and attractive for the community to visit. | Facilities, Waste and Infrastructure | Works performed using existing resources |
| 6.6 | Undertake annual inspections in all retail precincts to develop a works program to maintain street furniture to revitalise the visual amenity of shopping precincts and create attractive places. | Facilities, Waste and Infrastructure | Works performed using existing resources |

Success in achieving the Strategic Objectives is measured by reporting against Strategic Indicators



| Performance Measure | Context | 2021-22 Forecast | Department |
|--|--|------------------|--------------------------------------|
| Boroondara Community Plan Outcome Indicators | | | |
| Community satisfaction with the quality of streetscapes in shopping centres, as a key means of attracting and retaining shops and businesses | <p>Community Satisfaction survey conducted annually by Local Government Victoria.</p> <p>The results of this indicator are used to inform a range of Council activities, including project based work such as the Placemaking program and the shopping centre improvement program, through to more in-centre operational activities such as the newly established Service Crews.</p> | 55 | Liveable Communities |
| Boroondara Community Plan Output Indicators | | | |
| Number of proactive strip shopping centre maintenance visitations completed | Proactive inspections and maintenance program for local shopping centres. | 1,000 | Facilities, Waste and Infrastructure |
| Number of members of the Boroondara Business Network | The number of members of the Business Boroondara Network (BBN) equates to approximately 5% of the total number of registered businesses in Boroondara (26,214). Membership of the BBN is free. Through signing up/subscribing to the BBN, members receive a monthly e-newsletter 'Biz Bits' which provides a range of business related resources. | 1,250 | Liveable Communities |
| Number of participants in Council's business training activities | Council's suite of business training activities are diverse, including large keynote events, evening networking, seminars and personalised business mentoring. The level of participant satisfaction of business training activities is typically over 80%. The nature of business training activities offered are informed through participant feedback and the regular 'Business Needs and Issues' report. | 1,300 | Liveable Communities |

Theme: Civic Leadership and Governance



Strategic objective

Ensure that ethical, financial and socially responsible decision making reflect community needs and are based on principles of accountability, transparency, responsiveness and consultation.

Services (Operating Budget)

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|---|--|---|
| Chief Financial Office | <ul style="list-style-type: none"> provides financial accounting services including accounts payable, receivable and treasury produces the Budget (plus three subsequent financial years) and Financial Plan (10 years) and manages Council's budgeting/forecasting and financial reporting systems conducts monthly financial reporting coordinates financial analysis for projects and provides advice on the pricing of services coordinates the external audit manages procurement and conduct of all public tenders manages rates and property services, including Council databases and communication of the rate payment options available to residents administers the purchasing system and purchasing card systems including training coordinates fleet management coordinates the Building and Property Working Group handles the administration and leasing of Council's property holdings including the Camberwell Fresh Food Market manages all acquisitions and disposals of land for Council manages the discontinuance and sales of the rights of way throughout Boroondara. | \$6,428 <u>(\$3,343)</u> \$3,085 |
| Council Operations | <ul style="list-style-type: none"> operation of Camberwell and Hawthorn office locations, including maintenance, security and servicing of essential services such as lifts, extinguishers, exit signs, etc. | \$631 <u>(\$0)</u> \$631 |
| Councillors, Chief Executive Officer, Executive Management and support staff | <ul style="list-style-type: none"> this area includes the Mayor, Councillors, Chief Executive Officer and Executive Leadership team and associated support. | \$2,734 <u>(\$0)</u> \$2,734 |

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|---|---|---|
| Customer Support and Corporate Information | <ul style="list-style-type: none"> provides an in-house advisory service to improve the quality of customer service in all areas of Council business owner of the Customer Relationship Management System, and the custodian of the Electronic Document Record Management System manages the archiving function leads customer service, call centre and incoming correspondence functions of council coordinates improvement to service delivery to the community and within Council through the use of technology and process change provides professional guidance and direction to ensure Council is compliant with <i>Public Records Act 1973</i> responsible for managing customer engagement, including enquiries and complaints provides a centralised approach to the first-contact customer interaction and a tiered support model for customer enquiries including case management. | \$7,243 (\$0) \$7,243 |
| Digital | <ul style="list-style-type: none"> develops new public facing digital services and information based on customer requirements, evidence based research, best practice user experience and human centered service design principles and practices develops and maintains standards for accessibility, information architecture, digital governance and technical website security management provides key strategic support, advice and service design projects to the various technology teams to enable Council to significantly expand and improve digital services provides a council wide corporate digital service to all departments in the development and ongoing management of new digital products, responsive mobile and online tools, engagement approaches, systems and digital capabilities in line with the goals of the Customer Experience Improvement Strategy (CEIS) and the ICT Strategy. | \$2,005 (\$0) \$2,005 |
| Governance and Legal | <ul style="list-style-type: none"> provides counsel to Council, Councillors, the Chief Executive Officer and the Executive Leadership Team develops and implements strategies and policies manages Freedom of Information, Information Privacy and Data Protection, public interest disclosures and internal ombudsman functions maintains statutory registers, authorisations and delegations administers the conduct of Council elections provides administrative and secretarial support to the elected Councillors and Council committees coordinates civic events, citizenship ceremonies and Citizens of the Year Awards coordinates Audit Committee manages internal audit services to Council coordinates enterprise business risk for the organisation | \$5,539 (\$51) \$5,488 |

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|--|---|--|
| | including Council's Crisis Management Plan and department Business Continuity Plans <ul style="list-style-type: none"> manages public liability, professional indemnity, motor vehicle and property claims monitors and reports on legislative changes and impacts for Council operations provides advice on legal and regulatory matters and ad hoc legal advice within the organisation delivers training programs to develop Council officers' knowledge of relevant legal issues. | |
| Information Technology | <ul style="list-style-type: none"> through strong Information Technology governance practices, ensures cost and value for money principles underpin all investment decisions ensures effectiveness and reliability of computing and communication systems oversees and manages information security related risks to ensure sensitive customer and Council data remains secure and available only to those it is intended for recommends and leads the selection of technology products and services that best align to organisational and/or customer needs leads and supports the implementation of technology related initiatives that enable the required customer and organisational outcomes to be achieved. | \$11,352 (\$0) \$11,352 |
| People, Culture and Development | <ul style="list-style-type: none"> delivers the functions of health, safety and well-being, human resources, payroll and organisational development and change provides specialist advice, service and policy development related to all aspects of the portfolio coordinates recruitment, industrial relations, remuneration, award/agreement interpretation and work-force planning facilitates and coordinates professional, leadership and cultural development programs coordinates Council's employee performance management system. | \$3,529 (\$0) \$3,529 |
| Strategic Communications | <ul style="list-style-type: none"> manages the Boroondara brand and corporate communications channels and content delivers advocacy campaigns in collaboration with the responsible Director, CEO and Councillors provides a broad range of engagement tools to facilitate the capture of external feedback media relations and issues management develops strategic integrated communication, marketing and engagement plans for key initiatives linked to the Council Plan responsible for the Customer Channel Strategy provides an in-house online content development and publishing function involving content quality assurance and accessibility. | \$3,996 (\$0) \$3,996 |

| Service category | Description | Expenditure (Revenue) Net cost \$'000 |
|---------------------------------|--|--|
| Strategy and Performance | <ul style="list-style-type: none"> develops and delivers the annual planning cycle for the Council Plan and Budget develops the business planning structure and templates and assists departments across Council to complete their Strategic Business Plans manages Council's reporting system and conducts performance reporting for the Quarterly Performance Report and the Annual Report provides external grant application support for significant project funding opportunities coordinates business cases for projects develops high quality partnerships with public and private sector organisations identifies and incubates a pipeline of innovation opportunities develops and manages customer research activities including surveys, interviews and feedback via digital channels oversight of key programs and projects to ensure deliverables and benefits are realised. | \$2,106 (\$0) \$2,106 |

Initiatives (Capital, Priority Projects or Operating Expenditure)



| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|---|------------------------|--|
| 7.1 | Conduct a review of the Community Engagement Policy with further community consultation to ensure Council is meeting the community's expectations on how we engage with them. Major initiative | Chief Customer Office | Works performed using existing resources |
| 7.2 | Ensure Council operates within a financially sustainable framework through preparation of the Budget 2022-23 (plus three subsequent financial years) in-line with statutory requirements, and submit for consideration by Council. Major initiative | Chief Financial Office | Works performed using existing resources |
| 7.3 | Engage with strategic procurement aggregators (Municipal Association Victoria, Procurement Australia, and State Purchasing Contracts) and with other Councils as appropriate to explore collaborative contract opportunities. | Chief Financial Office | Works performed using existing resources |

| Our initiatives | | Responsible department | Expenditure \$ |
|-----------------|--|------------------------------------|--|
| 7.4 | Adopt the refreshed Boroondara Community Plan 2021-31 to meet the needs of the community now and into the future and set the long-term strategic direction and vision for Council. Major initiative | Community Planning and Development | Works performed using existing resources |
| 7.5 | Develop and implement a new Council Plan 2021-2025 in-line with the refreshed Boroondara Community Plan 2021-2031 to deliver on priorities most important to the community. | Strategy and Performance | Works performed using existing resources |
| 7.6 | Undertake customer experience benchmarking to inform improvements to service delivery and the ease in which customers can transact with Council. | Strategy and Performance | Works performed using existing resources |
| 7.7 | Introduce an Enterprise Booking Tool enabling online ticketing, registrations and online bookings to provide the community with an easy-to-use events and booking system for Council facilities. Major initiative | Transformation and Technology | Works performed using existing resources |
| 7.8 | Develop a chat bot capability via Council's website, giving customers who are looking for immediate support for waste enquiries, an efficient new channel to resolve their enquiries quickly 24/7 on their preferred device at a time that suits them. | Transformation and Technology | Works performed using existing resources |

Success in achieving the Strategic Objectives is measured by reporting against Strategic Indicators



| Performance Measure | Context | 2021-22 Forecast | Department |
|---|---|------------------|--------------------------|
| Boroondara Community Plan Outcome Indicators | | | |
| Satisfaction with community consultation and engagement | Community Satisfaction survey conducted annually by Local Government Victoria. In 2020, satisfaction with community consultation and engagement was higher than the average rating for councils in the Metropolitan group but lower than councils in the State-wide group. | 61 | Strategy and Performance |

| Performance Measure | Context | 2021-22 Forecast | Department |
|--|--|------------------|--------------------------|
| Satisfaction with making community decisions | Community Satisfaction survey conducted annually by Local Government Victoria. In 2020, satisfaction with making community decisions was higher than the average Metropolitan group however lower than the State-wide average. | 62 | Strategy and Performance |
| Satisfaction with advocacy (Lobbying on behalf of the community) | Community Satisfaction survey conducted annually by Local Government Victoria. In 2020, satisfaction with advocacy was higher than the average rating for councils State wide and in the Metropolitan group (index scores of 53 and 57 respectively). | 58 | Strategy and Performance |
| Satisfaction with informing the community | Community Satisfaction survey conducted annually by Local Government Victoria. In 2020, satisfaction with informing the community was lower than the average rating for councils State wide and in the Metropolitan group (index scores of 75 and 72 respectively). | 63 | Strategy and Performance |
| Satisfaction with customer service | Community Satisfaction survey conducted annually by Local Government Victoria. In 2020, satisfaction with customer service was higher than the average rating for councils State wide and in the Metropolitan group (index scores of 64 and 62 respectively). | 77 | Strategy and Performance |

| Performance Measure | Context | 2021-22 Forecast | Department |
|--|---|------------------|----------------------------|
| Satisfaction with the overall performance of Council | <p>Community Satisfaction survey conducted annually by Local Government Victoria.</p> <p>In 2020, satisfaction with overall performance of Council was higher than the average rating for councils State wide and in the Metropolitan group (index scores of 58 and 66 respectively).</p> | 71 | Strategy and Performance |
| Boroondara Community Plan Output Indicators | | | |
| Current assets compared to current liabilities (current assets as a percentage of current liabilities) | Represents the working capital position. VAGO low risk indicator is 100% or better. Higher results is better. | 154.3% | Chief Financial Office |
| Asset renewal and upgrade compared to depreciation (asset renewal and upgrade expense as a percentage of depreciation) | Demonstrates the asset renewal and upgrade expense compared to depreciation assesses whether council spending on assets is focused on purchasing new assets or renewing and upgrading existing ones. | 179.9% | Chief Financial Office |
| Loans and borrowings compared to rates (interest bearing loans and borrowings as a percentage of rate revenue) | Indicates total borrowings compared to rate income. 40% or less is low risk. Lower result is better. | 46.3% | Chief Financial Office |
| Percentage of Freedom of Information Requests responded to within prescribed timeframes | Changes in legislation has resulted in Council now having 30 days to make a decision on a Freedom of Information (FOI) request. | 100% | Governance and Legal |
| Average time callers wait before their call is answered | A key customer service measure. | =< 45 seconds | Customer and Communication |
| Percentage of capital projects completed at the conclusion of the financial year (based on number of projects) | A target of 90% allows non-completion or the delay in the delivery of some capital projects due to unforeseen circumstances including consultation issues, adverse weather conditions and unpredicted soil conditions etc. | 90% | Capital Projects |

| Performance Measure | Context | 2021-22 Forecast | Department |
|--|--|------------------|--------------------------------|
| Percentage of adopted capital projects completed at the conclusion of the financial year (based on the most recent amended budget) | A target of 90% allows non-completion or the delay in the delivery of some capital projects due to unforeseen circumstances including consultation issues, adverse weather conditions and unpredicted soil conditions etc. | 90% | Capital Projects |
| WorkCover Employer performance rating | Rating of Less than 1 indicates better than industry average. The Employer Performance Rating (EPR) measures how well Council is performing compared with other employers operating within the same industry. | Less than 1 | People Culture and Development |
| Number of cyber security incidents that have a Risk Consequence Rating of \geq Moderate | This indicator ensures Council captures and assesses information security incidents, in particular those that may lead to significant Information Communication Technology (ICT) service disruption or unauthorised disclosure of sensitive information. | 0 | Transformation and Technology |
| Percentage of nominated Information Technology Projects initiated with a Privacy Impact Assessments completed | Newly introduced metric to ensure privacy considerations and potential impacts are assessed during the initiation phase of a technology project delivered by the Information Technology Department. | 100% | Transformation and Technology |

Local Government Performance Reporting Framework - Indicators



| Service | Indicator | Performance measure | Computation |
|------------|--------------|---|--|
| Governance | Satisfaction | Satisfaction with Council decisions (community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community). | Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community. |

2.1 Performance Statement

The Service Performance Indicators detailed in the preceding pages will be reported on in the Performance Statement which is prepared at the end of the year as required by Section 98 of the Act and included in the 2021-22 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (**Section 9 - Financial Strategy Principles**) and sustainable capacity (**Section 5 - Performance Indicators**). The prescribed performance indicators contained in the Performance Statement are audited each year by the Victorian Auditor-General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the Report of Operations.

2.2 Priority Projects

Service delivery is enhanced by Council's Priority Projects. Priority Projects programs provide funding for short term projects or pilot initiatives. This allows Council to deliver on important issues for the community whilst from a financial perspective ensuring that project funding does not become part of the recurrent operating budget. It is another example of Council's commitment to financial sustainability, transparency and accountability.

In 2021-22 Priority Projects have been fully planned for the coming year and in addition details of projects foreshadowed over the next three years have been made available (refer to **Appendix C - Priority Projects Program**). The Priority Projects budget for 2021-22 includes projects that support all of Council's strategic objectives.

2.3 Reconciliation with budgeted operating result

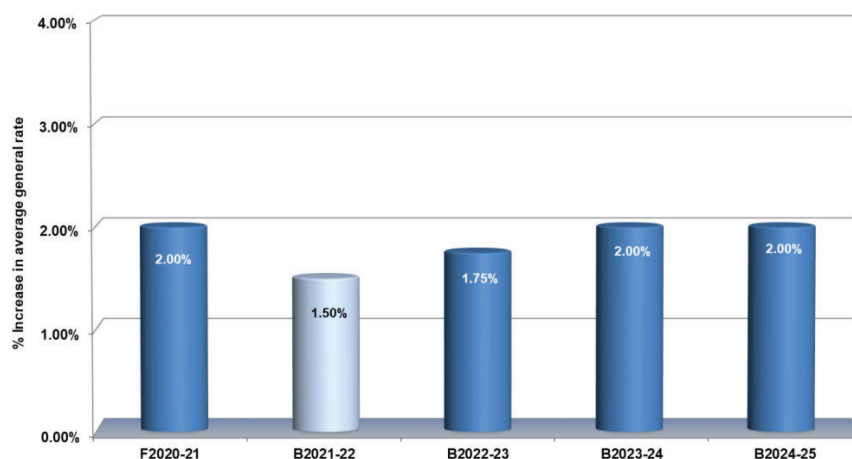
| | Budget 2021-22 Net cost \$'000 |
|--|---|
| Total net cost of services and initiatives (incl priority projects) | 153,299 |
| Non attributable expenditure | |
| Depreciation | 37,023 |
| Amortisation - right of use assets | 4,108 |
| Other expenditure | 4,844 |
| Borrowing costs | 2,121 |
| Finance costs - leases | 342 |
| Carrying amount of assets sold/written off | 2,763 |
| Total non-attributable expenditure | 51,201 |
| Operating deficit before funding sources | 204,500 |
| Funding sources | |
| General rates and waste charges ¹ | 197,682 |
| Victorian Local Government Grants Commission | 2,395 |
| Contributions - monetary | 5,000 |
| Interest | 500 |
| Capital works income (non-recurrent) | 7,935 |
| Total funding sources | 213,512 |
| Net surplus | 9,012 |

¹ General rates and waste charges excludes special rates as these are included in the net services and initiatives.

3. Summary of financial position

The summary provides key information about the rate increase, operating result, service levels, cash and investments, capital works and financial sustainability of Council. The following graphs include, 2020-21 forecast actual (F), 2021-22 Budget (B) and the next three years budget. Further detail is found within the body of the Budget report.

3.1 Rate percentage increases

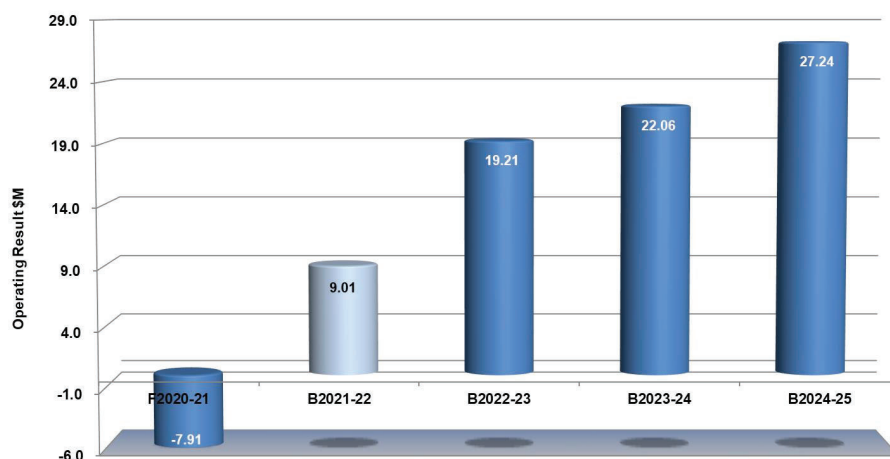


3.2 Total rates and charges



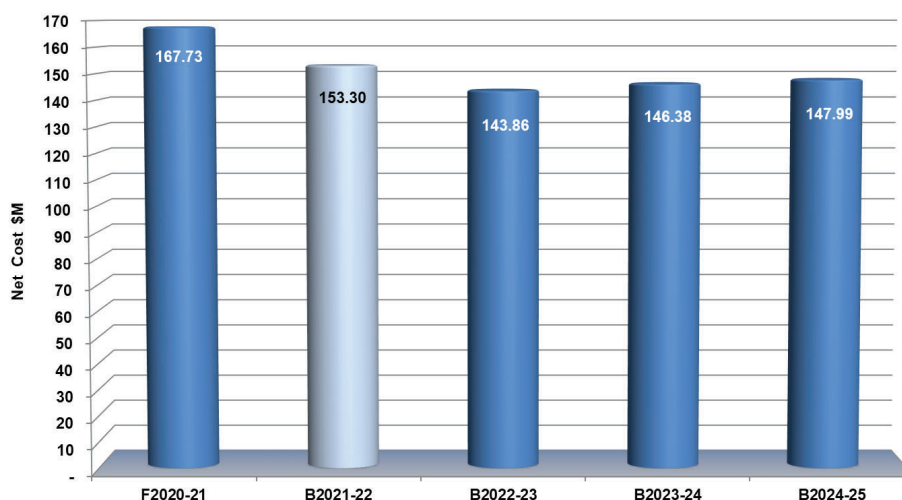
In 2021-22, rates will increase by 1.5%. Total rates and charges (including waste and interest) increase to \$197.67 million (3.5%) including \$900,000 generated from supplementary rates on new and redeveloped properties. In addition to the above, special rates and charges levied through special rate schemes will total \$1.57 million. The State Government introduced a cap on rate increases from 2016-17. The cap for 2021-22 has been set at 1.5% by the Minister for Local Government. Future years have been estimated using the Department of Treasury and Finance CPI forecasts. Recycling processing fees have also increased by \$25 per tonne, or \$581,000, after the former contractor ceased operations. In 2021-22 waste service charges will increase on average by 6.5% primarily due to the increase of the State Government Landfill Levy from 1 July 2021. The Victorian Government announced it will extend the deferral of the increase to the municipal and industrial landfill levy to 1 July 2021 (previously January 2021), which is set to increase in 2021-22 from \$65.90 to \$105.90 per tonne (an increase of \$1.04 million in 2021-22) and then to \$125.90 in 2022-23. **Refer Section 10, Council's Rating Information.**

3.3 Operating result



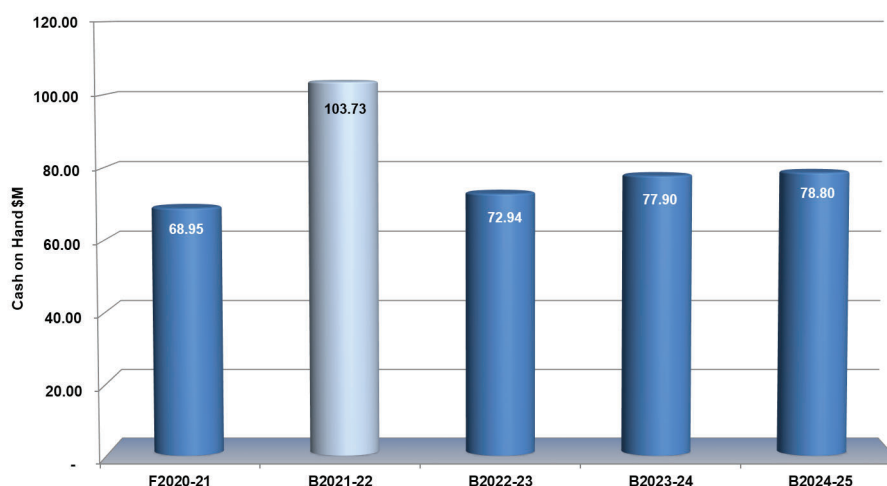
The expected operating result for the 2021-22 year is a surplus of \$9.01 million which is a \$16.92 million increase from the forecast deficit of (\$7.91 million) for 2020-21. The operating result and future years can vary depending upon the level of priority projects planned. **Refer to Appendix C - Priority Projects.** The adjusted underlying result which excludes items such as non-recurrent capital grants, non-cash contributions and cash capital contributions is a deficit of \$3.29 million, which is an increase of \$22.92 million over 2020-21. The forecast underlying result for the 2020-21 year is a deficit of \$26.21 million. The 2020-21 adjusted underlying result excludes capital grants and contributions totalling \$18.29 million. The 'surplus/(deficit)' is not a measure of 'profit' but provides capacity to fund future capital works.

3.4 Services



The net cost of services delivered to the community includes net operating directorate and department costs as well as net priority projects expenditure. For the 2021-22 year, the net cost of services delivered is expected to be \$153.30 million, a decrease of \$14.43 million over 2020-21. A number of new activities and initiatives have been proposed for the 2021-22 year.

3.5 Cash and investments



Cash and investments are budgeted to increase by \$34.78 million during the year to \$103.73 million for the year ending 30 June 2022. Loan borrowings of \$70 million will be taken up in the 2021-22 year to fund significant multi-year major projects including the Kew Recreation Centre and Canterbury Community Precinct. Total cash and investments are forecast to be \$68.95 million at 30 June 2021. Cash and investments are used to fund the capital works program and repay existing borrowings.

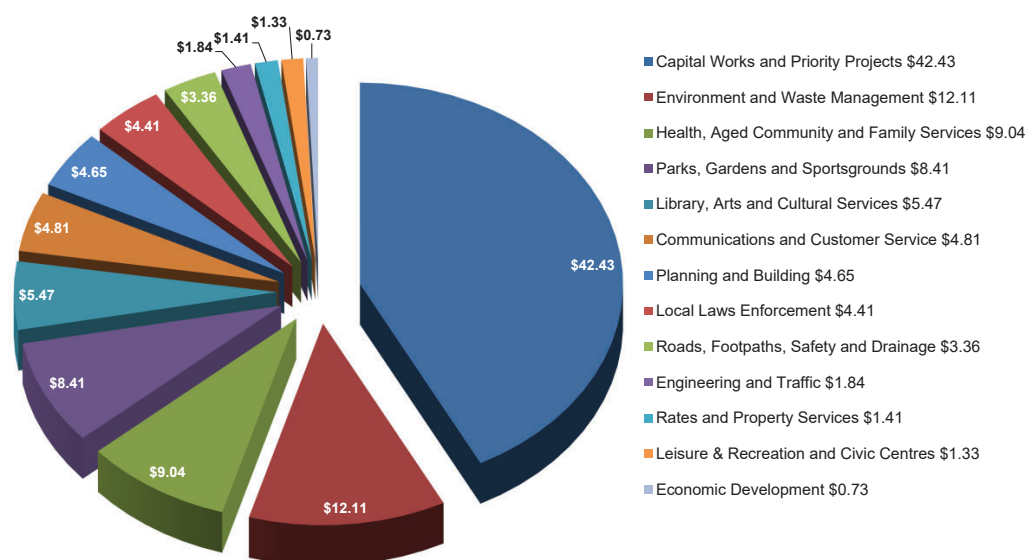
3.6 Capital Works Program (gross expenditure)



Council's commitment to capital works will reach \$101.59 million for the 2021-22 financial year. \$15.17 million relates to forward commitments from the 2020-21 year. The carried forward component is fully funded from the 2020-21 Budget. Loan borrowings of \$70 million will be taken up in the 2021-22 year to fund significant major projects including Kew Recreation and Canterbury Community Precinct. Capital funding of \$7.94 million has been derived from external sources due to successful grant applications. The Capital Works Program has been developed according to an extensive selection and prioritisation process. Council has committed to renewal expenditure of \$64.14 million and new, upgrade and expansion expenditure of \$37.44 million inclusive of forward commitments. Future year expenditure reflects Council's commitment to a number of new and upgraded facilities over the term of the four year budget. Refer also **Section 4** for the Statement of Capital Works.

3.7 Council expenditure allocations

The below chart provides an indication of how Council allocates its expenditure across the main services that it delivers. It shows how much is allocated to each service area for every \$100 that Council spends.



An allocation of corporate services, governance, risk management, building maintenance and public lighting has been included within these service areas.

As part of our commitment to improve our City's environmental sustainability, Council has allocated \$3.61 million to undertake a range of initiatives aimed at minimising our environmental footprint within these service areas.

Excludes operating expenditure for five externally managed recreation centres.

4. Financial statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021-22 has been supplemented with projections to 2024-25.

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

This section also includes “Other Information” following the financial statements in accordance with the *Local Government (Planning and Reporting) Regulations 2020* and Local Government Model Financial Report.



City of Boroondara
Comprehensive Income Statement
For the four years ending 30 June 2025

| | Forecast Actual 2020-21 \$'000 | Budget 2021-22 \$'000 | Projections | | |
|--|---|-----------------------------|-------------------|-------------------|-------------------|
| | | | 2022-23 \$'000 | 2023-24 \$'000 | 2024-25 \$'000 |
| Income | | | | | |
| Rates and charges | 192,503 | 199,247 | 204,717 | 209,884 | 215,155 |
| Statutory fees and fines | 6,692 | 16,516 | 16,788 | 16,876 | 17,150 |
| User fees | 8,197 | 15,750 | 16,426 | 17,506 | 18,281 |
| Grants - operating | 15,379 | 13,460 | 14,345 | 14,551 | 14,761 |
| Grants - capital | 13,486 | 7,935 | 1,874 | 594 | 500 |
| Contributions - monetary | 5,582 | 5,150 | 5,376 | 5,484 | 5,593 |
| Other income | 4,365 | 5,605 | 6,434 | 6,234 | 6,393 |
| Total income | 246,204 | 263,663 | 265,961 | 271,128 | 277,834 |
| Expenses | | | | | |
| Employee costs | 104,161 | 103,469 | 101,782 | 104,520 | 102,573 |
| Materials and services | 89,783 | 94,991 | 85,327 | 86,150 | 88,817 |
| Depreciation and amortisation | 35,740 | 37,023 | 38,889 | 39,201 | 39,503 |
| Amortisation - right of use assets | 3,640 | 4,108 | 4,177 | 3,639 | 4,123 |
| Bad and doubtful debts | 1,822 | 1,790 | 1,821 | 1,858 | 1,895 |
| Borrowing costs | 1,342 | 2,121 | 2,781 | 1,542 | 1,350 |
| Finance costs - leases | 326 | 342 | 304 | 327 | 343 |
| Other expenses | 8,007 | 8,044 | 7,971 | 8,131 | 8,293 |
| Net loss on disposal of property, plant and equipment, infrastructure | 9,297 | 2,763 | 3,700 | 3,700 | 3,700 |
| Total expenses | 254,118 | 254,651 | 246,752 | 249,067 | 250,597 |
| Surplus/(Deficit) for the year | (7,914) | 9,012 | 19,209 | 22,060 | 27,237 |
| Other comprehensive income items that will not be reclassified to surplus or deficit in future periods: | | | | | |
| Other | - | - | - | - | - |
| Total comprehensive result | (7,914) | 9,012 | 19,209 | 22,060 | 27,237 |



City of Boroondara
Balance Sheet
For the four years ending 30 June 2025

| | Forecast | Budget 2021-22 \$'000 | Projections | | |
|---|-----------------------------|-----------------------------|-------------------|-------------------|-------------------|
| | Actual 2020-21 \$'000 | | 2022-23 \$'000 | 2023-24 \$'000 | 2024-25 \$'000 |
| Current assets | | | | | |
| Cash and cash equivalents | 68,950 | 103,728 | 72,941 | 77,902 | 78,798 |
| Trade and other receivables | 26,343 | 21,211 | 19,439 | 19,593 | 19,750 |
| Other assets | 1,883 | 2,083 | 2,093 | 2,103 | 2,113 |
| Total current assets | 97,176 | 127,022 | 94,473 | 99,598 | 100,661 |
| Non-current assets | | | | | |
| Trade and other receivables | 4 | 4 | 4 | 4 | 4 |
| Property, infrastructure, plant and equipment | 3,585,946 | 3,638,526 | 3,665,291 | 3,677,378 | 3,699,700 |
| Investment property | 8,915 | 8,915 | 8,756 | 8,600 | 8,446 |
| Right-of-use assets | 10,947 | 9,394 | 6,529 | 7,890 | 9,267 |
| Intangible assets | 348 | 348 | 246 | 198 | 148 |
| Total non-current assets | 3,606,160 | 3,657,187 | 3,680,826 | 3,694,070 | 3,717,565 |
| Total assets | 3,703,336 | 3,784,208 | 3,775,299 | 3,793,668 | 3,818,226 |
| Current liabilities | | | | | |
| Trade and other payables | 17,684 | 22,184 | 22,550 | 22,975 | 24,283 |
| Trust funds and deposits | 5,852 | 5,952 | 6,052 | 6,152 | 6,252 |
| Provisions | 21,446 | 21,822 | 22,364 | 22,974 | 23,601 |
| Interest-bearing liabilities | 1,675 | 26,363 | 6,847 | 7,035 | 7,230 |
| Lease liabilities | 4,035 | 4,133 | 4,148 | 4,043 | 4,043 |
| Total current liabilities | 50,692 | 80,454 | 61,961 | 63,179 | 65,409 |
| Non-current liabilities | | | | | |
| Provisions | 2,132 | 2,170 | 2,225 | 2,287 | 2,351 |
| Provision for investments in joint ventures | 2,974 | 2,974 | 2,974 | 2,974 | 2,974 |
| Interest-bearing liabilities | 21,539 | 65,177 | 58,332 | 51,298 | 44,067 |
| Lease liabilities | 7,018 | 5,441 | 2,605 | 4,669 | 6,927 |
| Total non-current liabilities | 33,663 | 75,762 | 66,136 | 61,228 | 56,319 |
| Total liabilities | 84,355 | 156,216 | 128,097 | 124,407 | 121,728 |
| Net assets | 3,618,981 | 3,627,993 | 3,647,202 | 3,669,261 | 3,696,498 |
| Equity | | | | | |
| Accumulated surplus | 929,227 | 936,439 | 953,848 | 974,108 | 999,543 |
| Reserves | 2,689,754 | 2,691,554 | 2,693,354 | 2,695,154 | 2,696,955 |
| Total equity | 3,618,981 | 3,627,993 | 3,647,202 | 3,669,262 | 3,696,498 |



City of Boroondara
Statement of Changes in Equity
For the four years ending 30 June 2025

| | Total \$'000 | Accumulated surplus \$'000 | Revaluation reserve \$'000 | Other reserves |
|---|------------------|----------------------------------|----------------------------------|-------------------|
| 2021 FORECAST ACTUAL | | | | |
| Balance at beginning of the financial year | 3,626,895 | 939,324 | 2,668,868 | 18,703 |
| Surplus (deficit) for the year | (7,914) | (7,914) | - | - |
| Net asset revaluation increment (decrement) | - | - | - | - |
| Transfer to other reserves | - | (2,183) | - | 2,183 |
| Transfer from other reserves | - | - | - | - |
| Balance at end of the financial year | 3,618,981 | 929,227 | 2,668,868 | 20,886 |
| 2022 | | | | |
| Balance at beginning of the financial year | 3,618,981 | 929,227 | 2,668,868 | 20,886 |
| Surplus (deficit) for the year | 9,012 | 9,012 | - | - |
| Net asset revaluation increment (decrement) | - | - | - | - |
| Transfer to other reserves | - | (1,800) | - | 1,800 |
| Transfer from other reserves | - | - | - | - |
| Balance at end of the financial year | 3,627,993 | 936,439 | 2,668,868 | 22,686 |
| 2023 | | | | |
| Balance at beginning of the financial year | 3,627,993 | 936,439 | 2,668,868 | 22,686 |
| Surplus (deficit) for the year | 19,209 | 19,209 | - | - |
| Net asset revaluation increment (decrement) | - | - | - | - |
| Transfer to other reserves | - | (1,800) | - | 1,800 |
| Transfer from other reserves | - | - | - | - |
| Balance at end of the financial year | 3,647,202 | 953,847 | 2,668,868 | 24,486 |
| 2024 | | | | |
| Balance at beginning of the financial year | 3,647,202 | 953,848 | 2,668,868 | 24,486 |
| Surplus (deficit) for the year | 22,060 | 22,060 | - | - |
| Net asset revaluation increment (decrement) | - | - | - | - |
| Transfer to other reserves | - | (1,800) | - | 1,800 |
| Transfer from other reserves | - | - | - | - |
| Balance at end of the financial year | 3,669,262 | 974,108 | 2,668,868 | 26,286 |
| 2025 | | | | |
| Balance at beginning of the financial year | 3,669,262 | 974,108 | 2,668,868 | 26,286 |
| Surplus (deficit) for the year | 27,237 | 27,237 | - | - |
| Net asset revaluation increment (decrement) | - | - | - | - |
| Transfer to other reserves | - | (1,800) | - | 1,800 |
| Transfer from other reserves | - | - | - | - |
| Balance at end of the financial year | 3,696,498 | 999,545 | 2,668,868 | 28,086 |



City of Boroondara
Cash Flow Statement
For the four years ending 30 June 2025

| | Forecast | Budget 2021-22 \$'000 Inflows (Outflows) | Projections | | |
|--|--|--|--|--|--|
| | Actual 2020-21 \$'000 Inflows (Outflows) | | 2022-23 \$'000 Inflows (Outflows) | 2023-24 \$'000 Inflows (Outflows) | 2024-25 \$'000 Inflows (Outflows) |
| | | | | | |
| Cash flows from operating activities | | | | | |
| Rates and charges | 188,973 | 205,549 | 206,409 | 209,730 | 214,998 |
| Statutory fees and fines | 3,373 | 13,556 | 15,047 | 15,018 | 15,255 |
| User charges and other fines | 9,017 | 17,325 | 18,069 | 19,257 | 20,109 |
| Grants - operating | 16,442 | 14,567 | 15,298 | 15,515 | 15,736 |
| Grants - capital | 13,486 | 7,935 | 1,874 | 594 | 500 |
| Contributions - monetary | 5,582 | 5,150 | 5,376 | 5,484 | 5,593 |
| Interest received | 500 | 500 | 1,037 | 729 | 779 |
| Trust fund and deposits taken | 20,775 | 20,875 | 20,975 | 21,075 | 21,175 |
| Other receipts | 4,252 | 5,616 | 5,936 | 6,054 | 6,175 |
| Net GST refund / payment | 15,659 | 16,615 | 13,415 | 11,962 | 13,211 |
| Employee costs | (101,989) | (103,055) | (101,185) | (103,848) | (101,882) |
| Materials and services | (105,143) | (104,969) | (95,894) | (95,228) | (100,901) |
| Short term, low value and variable lease payments | (1,014) | (597) | (608) | (620) | (633) |
| Trust fund and deposits repaid | (20,675) | (20,775) | (20,875) | (20,975) | (21,075) |
| Other payments | (7,641) | (8,073) | (8,001) | (8,160) | (8,323) |
| Net cash provided by operating activities | 41,597 | 70,219 | 76,875 | 76,588 | 80,717 |
| Cash flows from investing activities | | | | | |
| Payments for property, plant and equipment | (79,857) | (101,586) | (73,669) | (59,455) | (68,322) |
| Proceeds from sale of property, plant and equipment | 3 | 4,720 | - | - | - |
| Proceeds (payments) for investments | 15,078 | - | - | - | - |
| Net cash provided by/(used in) investing activities | (64,776) | (96,866) | (73,669) | (59,455) | (68,322) |
| Cash flows from financing activities | | | | | |
| Finance costs | (1,342) | (2,121) | (2,781) | (1,542) | (475) |
| Proceeds from borrowings | - | 70,000 | - | - | - |
| Repayment of borrowings | (1,572) | (1,674) | (26,362) | (6,847) | (7,035) |
| Interest paid - lease liability | (326) | (342) | (304) | (327) | (343) |
| Repayment of lease liabilities | (3,890) | (4,438) | (4,546) | (3,456) | (3,646) |
| Net cash provided by/(used in) investing activities | (7,130) | 61,425 | (33,993) | (12,172) | (11,499) |
| Net increase (decrease) in cash and cash equivalents | (30,309) | 34,778 | (30,787) | 4,961 | 896 |
| Cash and cash equivalents at beginning of year | 99,259 | 68,950 | 103,728 | 72,941 | 77,902 |
| Cash and cash equivalents at end of year | 68,950 | 103,728 | 72,941 | 77,902 | 78,798 |



City of Boroondara
Statement of Capital Works
For the four years ending 30 June 2025

| | Forecast | Budget | Projections | | |
|--|-----------------------------|----------------|-------------------|-------------------|-------------------|
| | Actual 2020-21 \$'000 | | 2022-23 \$'000 | 2023-24 \$'000 | 2024-25 \$'000 |
| Property | | | | | |
| Buildings | 36,671 | 62,610 | 42,333 | 25,826 | 33,937 |
| Building improvements | 332 | 57 | 58 | 59 | 61 |
| Total buildings | 37,003 | 62,667 | 42,391 | 25,885 | 33,998 |
| Total property | 37,003 | 62,667 | 42,391 | 25,885 | 33,998 |
| Plant and equipment | | | | | |
| Plant, machinery and equipment | 2,783 | 1,338 | 1,158 | 1,099 | 1,120 |
| Fixtures, fittings and furniture | 1,685 | 1,187 | 1,173 | 970 | 874 |
| Computers and telecommunications | 1,460 | 1,381 | 925 | 946 | 915 |
| Library books | 835 | 990 | 995 | 1,000 | 1,050 |
| Total plant and equipment | 6,763 | 4,896 | 4,251 | 4,015 | 3,959 |
| Infrastructure | | | | | |
| Roads | 12,520 | 11,196 | 11,433 | 11,901 | 12,058 |
| Bridges | 36 | 2,461 | 66 | 67 | 69 |
| Footpaths and cycleways | 3,187 | 3,110 | 2,448 | 2,639 | 2,660 |
| Drainage | 5,461 | 4,539 | 4,001 | 5,531 | 5,905 |
| Recreational, leisure and community facilities | 6,323 | 3,721 | 3,670 | 2,206 | 2,637 |
| Parks, open space and streetscapes | 7,634 | 6,486 | 4,888 | 6,679 | 6,490 |
| Off street car parks | 930 | 2,510 | 521 | 532 | 545 |
| Total infrastructure | 36,091 | 34,023 | 27,027 | 29,555 | 30,364 |
| Total capital works expenditure | 79,857 | 101,586 | 73,669 | 59,455 | 68,322 |
| Represented by: | | | | | |
| New asset expenditure | 13,820 | 18,108 | 19,949 | 13,864 | 17,288 |
| Asset renewal expenditure | 52,885 | 64,144 | 46,810 | 43,388 | 45,864 |
| Asset upgrade expenditure | 4,279 | 5,152 | 223 | 781 | 4,869 |
| Asset expansion expenditure | 8,873 | 14,182 | 6,687 | 1,422 | 300 |
| Total capital works expenditure | 79,857 | 101,586 | 73,669 | 59,455 | 68,322 |
| Funding Sources represented by: | | | | | |
| Grants | 13,882 | 7,935 | 1,874 | 594 | 500 |
| Asset Sales | - | 4,720 | - | - | - |
| Council Cash | 65,975 | 18,931 | 71,795 | 58,861 | 67,822 |
| Borrowings | - | 70,000 | - | - | - |
| Total capital works expenditure | 79,857 | 101,586 | 73,669 | 59,455 | 68,322 |

The above statement of capital works should be read in conjunction with the accompanying 'Other information'.



City of Boroondara
Statement of Human Resources
For the four years ending 30 June 2025

| | Forecast Actual 2020-21 \$'000 | Budget 2021-22 \$'000 | Projections | | |
|--------------------------------|---|-----------------------------|-------------------|-------------------|-------------------|
| | | | 2022-23 \$'000 | 2023-24 \$'000 | 2024-25 \$'000 |
| Staff expenditure | | | | | |
| Employee costs - operating | 104,161 | 103,469 | 101,782 | 104,520 | 102,573 |
| Employee costs - capital | - | - | - | - | - |
| Total staff expenditure | 104,161 | 103,469 | 101,782 | 104,520 | 102,573 |
| | FTE | FTE | FTE | FTE | FTE |
| Staff numbers | | | | | |
| Employees | 902.2 | 864.4 | 849.8 | 844.2 | 794.4 |
| Casual and temporary employees | 33.9 | 32.6 | 28.6 | 28.6 | 28.6 |
| Total staff numbers | 936.1 | 897.0 | 878.5 | 872.8 | 823.0 |

Staff numbers decrease due to short term project positions in the early years of the four year budget.

Other information

For the four years ended 30 June 2025

Summary of planned capital works expenditure

| | Asset expenditure types | | | | | Funding sources | | | | |
|--|-------------------------|---------------|-------------------|-------------------|---------------------|-----------------|------------------|--------------------------|---------------------------|-----------------------------|
| | Total \$'000 | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Total \$'000 | Grants \$'000 | Asset sales \$'000 | Council cash \$'000 | Borrow- ings * \$'000 |
| 2022 | | | | | | | | | | |
| Property | | | | | | | | | | |
| Buildings | 62,610 | 12,394 | 35,147 | 1,100 | 13,969 | 62,610 | 3,465 | 4,720 | (15,575) | 70,000 |
| Building improvements | 57 | - | - | 57 | - | 57 | - | - | 57 | - |
| Total buildings | 62,667 | 12,394 | 35,147 | 1,157 | 13,969 | 62,667 | 3,465 | 4,720 | (15,518) | |
| Total property | 62,667 | 12,394 | 35,147 | 1,157 | 13,969 | 62,667 | 3,465 | 4,720 | (15,518) | 70,000 |
| Plant and equipment | | | | | | | | | | |
| Plant, machinery and equipment | 1,338 | 220 | 1,118 | - | - | 1,338 | - | - | 1,338 | - |
| Fixtures, fittings and furniture | 1,187 | 242 | 945 | - | - | 1,187 | - | - | 1,187 | - |
| Computers and telecommunications | 1,381 | 497 | 884 | - | - | 1,381 | - | - | 1,381 | - |
| Library books | 990 | - | 990 | - | - | 990 | - | - | 990 | - |
| Total plant and equipment | 4,896 | 959 | 3,937 | - | - | 4,896 | - | - | 4,896 | - |
| Infrastructure | | | | | | | | | | |
| Roads | 11,196 | 282 | 10,888 | 26 | - | 11,196 | 2,943 | - | 8,253 | - |
| Bridges | 2,461 | - | 65 | 2,396 | - | 2,461 | - | - | 2,461 | - |
| Footpaths and cycleways | 3,110 | 595 | 2,015 | 500 | - | 3,110 | 500 | - | 2,610 | - |
| Drainage | 4,539 | - | 4,539 | - | - | 4,539 | 67 | - | 4,472 | - |
| Recreational, leisure and community facilities | 3,721 | 481 | 2,440 | 800 | - | 3,721 | 284 | - | 3,437 | - |
| Parks, open space and streetscapes | 6,486 | 3,397 | 2,603 | 273 | 213 | 6,486 | 676 | - | 5,810 | - |
| Off street car parks | 2,510 | - | 2,510 | - | - | 2,510 | - | - | 2,510 | - |
| Total infrastructure | 34,023 | 4,755 | 25,060 | 3,995 | 213 | 34,023 | 4,470 | - | 29,553 | - |
| Total capital works expenditure | 101,586 | 18,108 | 64,144 | 5,152 | 14,182 | 101,586 | 7,935 | 4,720 | 18,931 | 70,000 |

* Council proposes to borrow \$70 million in 2021-22 to fund significant infrastructure projects including works at Kew Recreation Centre and Canterbury Community Precinct.

Summary of planned capital works expenditure (continued)

| | Asset expenditure types | | | | | Funding sources | | | | |
|--|-------------------------|---------------|-------------------|-------------------|---------------------|-----------------|------------------|--------------------------|---------------------------|---------------------------|
| | Total \$'000 | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Total \$'000 | Grants \$'000 | Asset sales \$'000 | Council cash \$'000 | Borrow- ings \$'000 |
| 2023 | | | | | | | | | | |
| Property | | | | | | | | | | |
| Buildings | 42,333 | 15,546 | 20,218 | 99 | 6,470 | 42,333 | 80 | - | 42,253 | - |
| Building improvements | 58 | - | - | 58 | - | 58 | - | - | 58 | - |
| Total buildings | 42,391 | 15,546 | 20,218 | 157 | 6,470 | 42,391 | 80 | - | 42,311 | - |
| Total property | 42,391 | 15,546 | 20,218 | 157 | 6,470 | 42,391 | 80 | - | 42,311 | - |
| Plant and equipment | | | | | | | | | | |
| Plant, machinery and equipment | 1,158 | 150 | 1,008 | - | - | 1,158 | - | - | 1,158 | - |
| Fixtures, fittings and furniture | 1,173 | 213 | 960 | - | - | 1,173 | - | - | 1,173 | - |
| Computers and telecommunications | 925 | 38 | 886 | - | - | 925 | - | - | 925 | - |
| Library books | 995 | - | 995 | - | - | 995 | - | - | 995 | - |
| Total plant and equipment | 4,251 | 402 | 3,849 | - | - | 4,251 | - | - | 4,251 | - |
| Infrastructure | | | | | | | | | | |
| Roads | 11,433 | 288 | 11,119 | 26 | - | 11,433 | 594 | - | 10,839 | - |
| Bridges | 66 | - | 66 | - | - | 66 | - | - | 66 | - |
| Footpaths and cycleways | 2,448 | 553 | 1,895 | - | - | 2,448 | - | - | 2,448 | - |
| Drainage | 4,001 | - | 4,001 | - | - | 4,001 | - | - | 4,001 | - |
| Recreational, leisure and community facilities | 3,670 | 1,790 | 1,880 | - | - | 3,670 | 1,200 | - | 2,470 | - |
| Parks, open space and streetscapes | 4,888 | 1,370 | 3,261 | 40 | 217 | 4,888 | - | - | 4,888 | - |
| Off street car parks | 521 | - | 521 | - | - | 521 | - | - | 521 | - |
| Total infrastructure | 27,027 | 4,001 | 22,743 | 66 | 217 | 27,027 | 1,794 | - | 25,233 | - |
| Total capital works expenditure | 73,669 | 19,949 | 46,810 | 223 | 6,687 | 73,669 | 1,874 | - | 71,795 | - |

Summary of planned capital works expenditure (continued)

| | Asset expenditure types | | | | | Funding sources | | | | |
|--|-------------------------|---------------|-------------------|-------------------|---------------------|-----------------|------------------|--------------------------|---------------------------|---------------------------|
| | Total \$'000 | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Total \$'000 | Grants \$'000 | Asset sales \$'000 | Council cash \$'000 | Borrow -ings \$'000 |
| 2024 | | | | | | | | | | |
| Property | | | | | | | | | | |
| Buildings | 25,826 | 8,594 | 15,377 | 655 | 1,200 | 25,826 | - | - | 25,826 | - |
| Building improvements | 59 | - | - | 59 | - | 59 | - | - | 59 | - |
| Total buildings | 25,885 | 8,594 | 15,377 | 714 | 1,200 | 25,885 | - | - | 25,885 | - |
| Total property | 25,885 | 8,594 | 15,377 | 714 | 1,200 | 25,885 | - | - | 25,885 | - |
| Plant and equipment | | | | | | | | | | |
| Plant, machinery and equipment | 1,099 | 150 | 949 | - | - | 1,099 | - | - | 1,099 | - |
| Fixtures, fittings and furniture | 970 | - | 970 | - | - | 970 | - | - | 970 | - |
| Computers and telecommunications | 946 | 39 | 907 | - | - | 946 | - | - | 946 | - |
| Library books | 1,000 | - | 1,000 | - | - | 1,000 | - | - | 1,000 | - |
| Total plant and equipment | 4,015 | 189 | 3,826 | - | - | 4,015 | - | - | 4,015 | - |
| Infrastructure | | | | | | | | | | |
| Roads | 11,901 | 294 | 11,580 | 27 | - | 11,901 | 594 | - | 11,307 | - |
| Bridges | 67 | - | 67 | - | - | 67 | - | - | 67 | - |
| Footpaths and cycleways | 2,639 | 557 | 2,082 | - | - | 2,639 | - | - | 2,639 | - |
| Drainage | 5,531 | - | 5,531 | - | - | 5,531 | - | - | 5,531 | - |
| Recreational, leisure and community facilities | 2,206 | 235 | 1,971 | - | - | 2,206 | - | - | 2,206 | - |
| Parks, open space and streetscapes | 6,679 | 3,995 | 2,422 | 40 | 222 | 6,679 | - | - | 6,679 | - |
| Off street car parks | 532 | - | 532 | - | - | 532 | - | - | 532 | - |
| Total infrastructure | 29,555 | 5,081 | 24,185 | 67 | 222 | 29,555 | 594 | - | 28,961 | - |
| Total capital works expenditure | 59,455 | 13,864 | 43,388 | 781 | 1,422 | 59,455 | 594 | - | 58,861 | - |

Summary of planned capital works expenditure (continued)

| | Asset expenditure types | | | | | Funding sources | | | | |
|--|-------------------------|---------------|-------------------|-------------------|---------------------|-----------------|------------------|--------------------------|---------------------------|---------------------------|
| | Total \$'000 | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Total \$'000 | Grants \$'000 | Asset sales \$'000 | Council cash \$'000 | Borrow -ings \$'000 |
| 2025 | | | | | | | | | | |
| Property | | | | | | | | | | |
| Buildings | 33,937 | 12,444 | 16,678 | 4,741 | 74 | 33,937 | - | - | 33,937 | - |
| Building improvements | 61 | - | - | 61 | - | 61 | - | - | 61 | - |
| Total buildings | 33,998 | 12,444 | 16,678 | 4,802 | 74 | 33,998 | - | - | 33,998 | - |
| Total property | 33,998 | 12,444 | 16,678 | 4,802 | 74 | 33,998 | - | - | 33,998 | - |
| Plant and equipment | | | | | | | | | | |
| Plant, machinery and equipment | 1,120 | 150 | 970 | - | - | 1,120 | - | - | 1,120 | - |
| Fixtures, fittings and furniture | 874 | - | 874 | - | - | 874 | - | - | 874 | - |
| Computers and telecommunications | 915 | - | 915 | - | - | 915 | - | - | 915 | - |
| Library books | 1,050 | - | 1,050 | - | - | 1,050 | - | - | 1,050 | - |
| Total plant and equipment | 3,959 | 150 | 3,809 | - | - | 3,959 | - | - | 3,959 | - |
| Infrastructure | | | | | | | | | | |
| Roads | 12,058 | 299 | 11,732 | 27 | - | 12,058 | - | - | 12,058 | - |
| Bridges | 69 | - | 69 | - | - | 69 | - | - | 69 | - |
| Footpaths and cycleways | 2,660 | 560 | 2,100 | - | - | 2,660 | - | - | 2,660 | - |
| Drainage | 5,905 | - | 5,905 | - | - | 5,905 | - | - | 5,905 | - |
| Recreational, leisure and community facilities | 2,637 | 320 | 2,317 | - | - | 2,637 | - | - | 2,637 | - |
| Parks, open space and streetscapes | 6,490 | 3,515 | 2,709 | 40 | 226 | 6,490 | 500 | - | 5,990 | - |
| Off street car parks | 545 | - | 545 | - | - | 545 | - | - | 545 | - |
| Total infrastructure | 30,364 | 4,694 | 25,377 | 67 | 226 | 30,364 | 500 | - | 29,864 | - |
| Total capital works expenditure | 68,322 | 17,288 | 45,864 | 4,869 | 300 | 68,322 | 500 | - | 67,822 | - |

A summary of planned human resources expenditure categorised according to the organisation structure is included below

| | Budget 2021-22 \$'000 | Full Time \$'000 | Part Time \$'000 | Casual \$'000 | Temporary \$'000 |
|--|-----------------------------|---------------------|---------------------|------------------|---------------------|
| Chief Executive Office* | 1,912 | 1,610 | 296 | - | 6 |
| Chief Financial Office | 3,799 | 2,875 | 786 | - | 138 |
| Community Support | 28,139 | 16,428 | 10,355 | 1,058 | 298 |
| Customer and Transformation | 25,684 | 22,592 | 2,531 | - | 561 |
| Places and Spaces | 23,196 | 21,264 | 1,219 | - | 713 |
| Urban Living | 17,683 | 13,890 | 3,070 | 17 | 706 |
| People Culture and Development | 2,981 | 2,247 | 709 | 25 | - |
| Total Permanent Staff Expenditure | 103,394 | 80,906 | 18,966 | 1,100 | 2,422 |
| Other employee related expenditure | 75 | | | | |
| Total staff expenditure | 103,469 | | | | |

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

| | Budget 2021-22 FTE | Full Time FTE | Part Time FTE | Casual FTE | Temporary FTE |
|--------------------------------------|--------------------------|------------------|------------------|---------------|------------------|
| Chief Executive Office* | 12.7 | 9.0 | 2.7 | - | 1.0 |
| Chief Financial Office | 33.0 | 23.0 | 8.0 | - | 2.0 |
| Community Support | 260.0 | 136.0 | 109.8 | 9.2 | 5.0 |
| Customer and Transformation | 200.7 | 171.0 | 22.7 | - | 7.0 |
| Places and Spaces | 214.0 | 195.0 | 12.0 | - | 7.0 |
| Urban Living | 155.4 | 112.0 | 42.2 | 0.2 | 1.0 |
| People Culture and Development | 21.1 | 16.0 | 4.9 | 0.2 | - |
| Total Permanent Staff numbers | 897.0 | 662.0 | 202.4 | 9.6 | 23.0 |
| Other employee related FTE | - | | | | |
| Total staff numbers | 897.0 | | | | |

*Chief Executive Office includes Governance

Summary of planned human resources expenditure

| | Forecast Actual 2020-21 \$'000 | Budget 2021-22 \$'000 | Projections | | |
|---|---|-----------------------------|-------------------|-------------------|-------------------|
| | | | 2022-23 \$'000 | 2023-24 \$'000 | 2024-25 \$'000 |
| Chief Executive Office* | | | | | |
| Permanent full time | 1,665 | 1,610 | 1,669 | 1,725 | 1,783 |
| Female | 648 | 632 | 655 | 677 | 700 |
| Male | 1,017 | 978 | 1,014 | 1,048 | 1,083 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 299 | 296 | 307 | 317 | 328 |
| Female | 299 | 296 | 307 | 317 | 328 |
| Male | - | - | - | - | - |
| Self-described gender | - | - | - | - | - |
| Total Chief Executive and Governance | 1,964 | 1,906 | 1,976 | 2,042 | 2,111 |
| Urban Living | | | | | |
| Permanent full time | 12,981 | 13,890 | 14,402 | 14,883 | 15,386 |
| Female | 5,699 | 6,098 | 6,323 | 6,534 | 6,754 |
| Male | 7,282 | 7,792 | 8,079 | 8,349 | 8,631 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 2,869 | 3,070 | 3,049 | 3,034 | 3,236 |
| Female | 2,065 | 2,210 | 2,195 | 2,184 | 2,330 |
| Male | 804 | 860 | 854 | 850 | 906 |
| Self-described gender | - | - | - | - | - |
| Total Urban Living | 15,850 | 16,960 | 17,451 | 17,917 | 18,622 |
| Places and Spaces | | | | | |
| Permanent full time | 20,784 | 21,264 | 21,563 | 22,156 | 22,760 |
| Female | 3,311 | 3,403 | 3,306 | 3,396 | 3,450 |
| Male | 17,473 | 17,860 | 18,257 | 18,760 | 19,310 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 1,243 | 1,219 | 1,110 | 1,121 | 1,237 |
| Female | 1,177 | 1,152 | 1,048 | 1,058 | 1,165 |
| Male | 66 | 67 | 63 | 64 | 72 |
| Self-described gender | - | - | - | - | - |
| Total Places and Spaces | 22,027 | 22,483 | 22,673 | 23,277 | 23,997 |
| Community Support | | | | | |
| Permanent full time | 16,998 | 16,428 | 16,524 | 17,074 | 17,753 |
| Female | 13,427 | 13,392 | 13,681 | 14,136 | 14,699 |
| Male | 3,571 | 3,036 | 2,843 | 2,937 | 3,054 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 10,021 | 10,355 | 10,600 | 10,822 | 11,194 |
| Female | 9,220 | 9,494 | 9,711 | 9,914 | 10,255 |
| Male | 800 | 860 | 889 | 908 | 939 |
| Self-described gender | - | - | - | - | - |
| Total Community Support | 27,019 | 26,783 | 27,124 | 27,896 | 28,947 |

*Chief Executive Office includes Governance

Summary of planned human resources expenditure (continued)

| | Forecast Actual 2020-21 \$'000 | Budget 2021-22 \$'000 | Projections | | |
|---|---|-----------------------------|-------------------|-------------------|-------------------|
| | | | 2022-23 \$'000 | 2023-24 \$'000 | 2024-25 \$'000 |
| Customer and Transformation | | | | | |
| Permanent full time | 18,395 | 22,592 | 20,305 | 20,790 | 15,939 |
| Female | 8,468 | 10,291 | 9,568 | 9,803 | 8,129 |
| Male | 9,927 | 12,301 | 10,737 | 10,987 | 7,810 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 2,801 | 2,531 | 2,527 | 2,548 | 2,569 |
| Female | 2,522 | 2,204 | 2,200 | 2,219 | 2,218 |
| Male | 278 | 327 | 326 | 329 | 350 |
| Self-described gender | - | - | - | - | - |
| Total Customer and Transformation | 21,196 | 25,123 | 22,832 | 23,338 | 18,508 |
| Chief Financial Office | | | | | |
| Permanent full time | 3,010 | 2,875 | 2,981 | 3,081 | 3,185 |
| Female | 2,176 | 2,078 | 2,155 | 2,227 | 2,302 |
| Male | 834 | 797 | 826 | 854 | 882 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 823 | 786 | 815 | 843 | 871 |
| Female | 725 | 693 | 718 | 742 | 767 |
| Male | 98 | 94 | 97 | 100 | 104 |
| Self-described gender | - | - | - | - | - |
| Total Chief Financial Office | 3,833 | 3,661 | 3,796 | 3,924 | 4,056 |
| People Culture and Development | | | | | |
| Permanent full time | 2,438 | 2,247 | 2,033 | 2,101 | 2,172 |
| Female | 1,643 | 1,543 | 1,441 | 1,489 | 1,539 |
| Male | 795 | 704 | 592 | 612 | 633 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 1,062 | 709 | 602 | 622 | 643 |
| Female | 961 | 607 | 496 | 513 | 530 |
| Male | 101 | 102 | 106 | 109 | 113 |
| Self-described gender | - | - | - | - | - |
| Total People Culture and Development | 3,500 | 2,956 | 2,635 | 2,723 | 2,815 |
| Total casuals temporary and other expenditure | 8,772 | 3,597 | 3,295 | 3,403 | 3,517 |
| Total staff expenditure | 104,161 | 103,469 | 101,782 | 104,520 | 102,573 |

Summary of planned human resources full time equivalent (FTE)

| | Forecast Actual 2020-21 | Budget 2021-22 | Projections | | |
|---|-------------------------------|-------------------|--------------|--------------|--------------|
| | | | 2022-23 | 2023-24 | 2024-25 |
| Chief Executive Office* | | | | | |
| Permanent full time | 9.0 | 9.0 | 9.0 | 9.0 | 9.0 |
| Female | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 |
| Male | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 2.7 | 2.7 | 2.7 | 2.7 | 2.7 |
| Female | 2.7 | 2.7 | 2.7 | 2.7 | 2.7 |
| Male | - | - | - | - | - |
| Self-described gender | - | - | - | - | - |
| Total Chief Executive and Governance | 11.7 | 11.7 | 11.7 | 11.7 | 11.7 |
| Urban Living | | | | | |
| Permanent full time | 112.0 | 112.0 | 112.0 | 112.0 | 112.0 |
| Female | 50.0 | 50.0 | 50.0 | 50.0 | 50.0 |
| Male | 62.0 | 62.0 | 62.0 | 62.0 | 62.0 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 41.8 | 42.2 | 41.1 | 40.2 | 40.2 |
| Female | 28.3 | 28.6 | 27.9 | 27.3 | 27.3 |
| Male | 13.4 | 13.6 | 13.2 | 12.9 | 12.9 |
| Self-described gender | - | - | - | - | - |
| Total Urban Living | 153.8 | 154.2 | 153.1 | 152.2 | 152.2 |
| Places and Spaces | | | | | |
| Permanent full time | 196.0 | 195.0 | 192.0 | 190.0 | 189.0 |
| Female | 30.0 | 30.0 | 28.0 | 28.0 | 27.0 |
| Male | 166.0 | 165.0 | 164.0 | 162.0 | 162.0 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 12.6 | 12.0 | 9.1 | 8.9 | 8.9 |
| Female | 11.7 | 11.1 | 8.2 | 8.1 | 8.1 |
| Male | 0.9 | 0.9 | 0.8 | 0.8 | 0.8 |
| Self-described gender | - | - | - | - | - |
| Total Places and Spaces | 208.6 | 207.0 | 201.1 | 198.9 | 197.9 |
| Community Support | | | | | |
| Permanent full time | 149.0 | 136.0 | 134.0 | 134.0 | 134.0 |
| Female | 121.0 | 115.0 | 113.0 | 113.0 | 113.0 |
| Male | 28.0 | 21.0 | 21.0 | 21.0 | 21.0 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 113.4 | 109.8 | 108.9 | 107.9 | 107.9 |
| Female | 102.6 | 99.0 | 98.1 | 97.1 | 97.1 |
| Male | 10.8 | 10.8 | 10.8 | 10.7 | 10.7 |
| Self-described gender | - | - | - | - | - |
| Total Community Support | 262.4 | 245.8 | 242.9 | 241.9 | 241.9 |

*Chief Executive Office includes Governance

Summary of planned human resources full time equivalent (FTE) (continued)

| | Forecast Actual 2020-21 | Budget 2021-22 | Projections | | |
|---|-------------------------------|-------------------|--------------|--------------|--------------|
| | | | 2022-23 | 2023-24 | 2024-25 |
| Customer and Transformation | | | | | |
| Permanent full time | 168.0 | 171.0 | 170.0 | 169.0 | 121.0 |
| Female | 84.0 | 85.0 | 84.0 | 82.0 | 63.0 |
| Male | 84.0 | 86.0 | 86.0 | 87.0 | 58.0 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 26.6 | 22.7 | 21.9 | 21.5 | 20.7 |
| Female | 23.8 | 20.0 | 19.3 | 18.8 | 18.1 |
| Male | 2.8 | 2.8 | 2.7 | 2.6 | 2.6 |
| Self-described gender | - | - | - | - | - |
| Total Customer and Transformation | 194.6 | 193.7 | 191.9 | 190.5 | 141.7 |
| Chief Financial Office | | | | | |
| Permanent full time | 23.0 | 23.0 | 23.0 | 23.0 | 23.0 |
| Female | 17.0 | 17.0 | 17.0 | 17.0 | 17.0 |
| Male | 6.0 | 6.0 | 6.0 | 6.0 | 6.0 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Female | 7.2 | 7.2 | 7.2 | 7.2 | 7.2 |
| Male | 0.8 | 0.8 | 0.8 | 0.8 | 0.8 |
| Self-described gender | - | - | - | - | - |
| Total Chief Financial Office | 31.0 | 31.0 | 31.0 | 31.0 | 31.0 |
| People Culture and Development | | | | | |
| Permanent full time | 27.0 | 16.0 | 14.0 | 14.0 | 14.0 |
| Female | 17.0 | 11.0 | 10.0 | 10.0 | 10.0 |
| Male | 10.0 | 5.0 | 4.0 | 4.0 | 4.0 |
| Self-described gender | - | - | - | - | - |
| Permanent part time | 13.2 | 4.9 | 4.1 | 4.1 | 4.1 |
| Female | 12.2 | 3.9 | 3.1 | 3.1 | 3.1 |
| Male | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Self-described gender | - | - | - | - | - |
| Total People Culture and Development | 40.2 | 20.9 | 18.1 | 18.1 | 18.1 |
| Total casual and temporary full time equivalent | 33.9 | 32.6 | 28.6 | 28.6 | 28.6 |
| Total staff numbers | 936.1 | 897.0 | 878.5 | 872.8 | 823.0 |

5. Financial performance indicators

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

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 2019-20 | Forecast Actual 2020-21 | Budget 2021-22 | Projections | | | Trend +/- |
|---------------------------------|---|-------|-------------------|-------------------------------|-------------------|-------------|---------|---------|--------------|
| | | | | | | | | | |
| Operating position | | | | | | | | | |
| Adjusted underlying result | Adjusted underlying surplus (deficit) / Adjusted underlying revenue | 1 | 2.1% | -11.5% | -1.3% | 4.9% | 6.3% | 7.8% | + |
| Liquidity | | | | | | | | | |
| Working capital | Current assets / current liabilities | 2 | 272.4% | 191.7% | 157.9% | 152.5% | 157.6% | 153.9% | o |
| Unrestricted cash | Unrestricted cash / current liabilities | | 131.9% | 89.2% | 105.1% | 85.3% | 90.1% | 87.0% | o |
| Obligations | | | | | | | | | |
| Loans and borrowings | Interest-bearing loans and borrowings / rate revenue | 3 | 13.2% | 12.2% | 46.3% | 32.1% | 28.0% | 24.0% | + |
| Loans and borrowings repayments | Interest and principal repayments on interest bearing loans and borrowings / rate revenue | | 1.6% | 1.5% | 1.9% | 14.3% | 4.0% | 3.5% | o |
| Indebtedness | Non-current liabilities / own source revenue | 4 | 15.9% | 15.9% | 32.0% | 27.1% | 24.4% | 21.9% | + |
| Asset renewal and upgrade | Asset renewal and upgrade expense / Asset depreciation | 5 | 126.8% | 159.9% | 187.2% | 120.9% | 112.7% | 128.4% | - |
| Stability | | | | | | | | | |
| Rates concentration | Rate revenue / adjusted underlying revenue | | 79.4% | 83.8% | 78.6% | 78.3% | 78.3% | 78.5% | o |
| Rates effort | Rate revenue / CIV of rateable properties in the municipality | | 0.17% | 0.16% | 0.16% | 0.17% | 0.17% | 0.17% | o |
| Efficiency | | | | | | | | | |
| Expenditure level | Total expenses / number of property assessments | | \$2,952 | \$3,237 | \$3,224 | \$3,105 | \$3,114 | \$3,114 | o |
| Revenue level | Total rate revenue / Number of property assessments | | \$2,006 | \$2,061 | \$2,097 | \$2,134 | \$2,176 | \$2,220 | o |

Key to Forecast Trend:

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

Notes to the indicators

- 1. Adjusted underlying result:** An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. The adjusted underlying result for 2019-20 and 2020-21 are due to actual and estimated impacts of COVID-19 and the resulting impacts on revenue and expenditure streams. From 2021-22 the underlying result forecasts improvement over the four year projections. The 2021-22 budget includes forward commitments from 2020-21 primarily due to the impacts of COVID-19 affecting the timing and delay of some projects.
- 2. Working capital:** The working capital ratio expresses Council's short term ability to meet its liquidity requirements within the current financial year. Ratios below or nearing 100% indicate that Council may not be able to meet short term liabilities. Current assets to liabilities continue to remain at a healthy level across all years indicating sufficient liquidity.
- 3. Loans and borrowings:** Reflects the extent of reliance on rate revenue to fund all Council's ongoing services. The forecast trend indicates Council's take up of borrowings in 2021-22 to fund significant major projects.
- 4. Indebtedness:** This indicator compares non-current liabilities to own source revenue. Own Source revenue is defined as adjusted underlying revenue that is not under the control of Council (excluding government grants).
- 5. Asset renewal and upgrade:** This percentage indicates the extent of Council's capital renewal expenditure against total depreciation expenditure, which represents the decline in value of existing capital assets. A percentage greater than 100 indicates Council is renewing and maintaining existing assets, whilst a percentage less than 100 indicates assets are deteriorating faster than they are being renewed and will require future capital expenditure to renew assets back to their existing condition.

5.1 Performance Indicators

In accordance with the *Local Government Act 2020* Section 94, Council is required to report on its performance against a common suite of indicators. The measures included in the Service Performance, Financial Performance and Sustainable Capacity Indicator tables below will be reported upon in Council's Annual Report 2021-22. These indicators will form Council's Performance Statement and are required to be audited under Section 98 of this Act.

Local Government Performance Measures for the year ending 30 June 2022 Service Performance Indicators

| Indicator | Description | Measure |
|---------------------------|--|---|
| Governance | | |
| Satisfaction | Councils make and implement decisions in the best interest of the community. | Satisfaction with Council decisions (community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community). |
| Statutory Planning | | |
| Decision making | Planning application processing and decisions are consistent with the local planning scheme. | Council planning decisions upheld at VCAT (percentage of planning application decisions subject to review by VCAT that were not set aside). |

| Indicator | Description | Measure |
|----------------------------------|--|---|
| Roads | | |
| Satisfaction | Sealed local road network is maintained and renewed to ensure that it is safe and efficient. | Satisfaction with sealed local roads (community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads). |
| Libraries | | |
| Participation | Library resources are free, accessible and well utilised. | Active library borrowers in municipality (percentage of the municipal population that are active library borrowers). |
| Waste Collection | | |
| Waste diversion | Amount of waste diverted from landfill is maximised. | Kerbside collection waste diverted from landfill (percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill). |
| Aquatic Facilities | | |
| Utilisation | Aquatic facilities are safe, accessible and well utilised. | Utilisation of aquatic facilities (number of visits to aquatic facilities per head of municipal population). |
| Animal management | | |
| Health and safety | Animal management service protects the health and safety of animals, humans and the environment. | Animal management prosecutions (percentage of successful animal management prosecutions). |
| Food safety | | |
| Health and safety | Food safety service protects public health by preventing the sale of unsafe food. | Critical and major non-compliance outcome notifications (percentage of critical and major non-compliance outcome notifications that are followed up by Council). |
| Maternal and Child Health | | |
| Participation | Councils promote healthy outcomes for children and their families. | Participation in the MCH service (percentage of children enrolled who participate in the MCH service). |
| | | Participation in MCH service by Aboriginal children (percentage of Aboriginal children enrolled who participate in the MCH service). |

Financial Performance Indicators

| Indicator | Description | Measure |
|----------------------------|--|---|
| Operating position | | |
| Adjusted underlying result | An adjusted underlying surplus is generated in the ordinary course of business. | Adjusted underlying surplus (or deficit) (underlying surplus (or deficit) as a percentage of adjusted underlying revenue). |
| Liquidity | | |
| Working capital | Sufficient working capital is available to pay bills as and when they fall due. | Current assets compared to current liabilities (current assets as a percentage of current liabilities). |
| Unrestricted cash | Sufficient cash that is free of restrictions is available to pay bills as and when they fall due. | Unrestricted cash compared to current liabilities (unrestricted cash as a percentage of current liabilities). |
| Obligations | | |
| Loans and borrowings | Level of interest-bearing liabilities is appropriate to the size and nature of Council's activities. | Loans and borrowings compared to rates (interest bearing loans and borrowings as a percentage of rate revenue). |
| | | Loans and borrowings repayments compared to rates (interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue). |
| Indebtedness | Level of long term liabilities is appropriate to the size and nature of a Council's activities. | Non-current liabilities compared to own source revenue (non-current liabilities as a percentage of own-source revenue). |
| Asset renewal and upgrade | Assets are renewed as planned. | Asset renewal and upgrade compared to depreciation (asset renewal and upgrade expense as a percentage of depreciation). |
| Stability | | |
| Rates concentration | Revenue is generated from a range of sources. | Rates compared to adjusted underlying revenue (rate revenue as a percentage of adjusted underlying revenue). |
| Rates effort | Rating level is set based on the community's capacity to pay. | Rates compared to property values (rate revenue as a percentage of the capital improved value of rateable properties in the municipality). |
| Efficiency | | |
| Expenditure level | Resources are used efficiently in the delivery of services. | Expenses per property assessment (total expenses per property assessment). |



| Indicator | Description | Measure |
|---------------|---|--|
| Revenue level | Resources are used efficiently in the delivery of services. | Average residential rate per residential property assessment (residential rate revenue per residential property assessment). |

Sustainable Capacity Indicators

| Indicator | Description | Measure |
|--------------------|--|---|
| Own source revenue | Revenue is generated from a range of sources in order to fund the delivery of services to the community. | Own source revenue per head of municipal population (own source revenue per head of municipal population). |
| Recurrent grants | Revenue is generated from a range of sources in order to fund the delivery of services to the community. | Recurrent grants per head of municipal population (recurrent grants per head of municipal population). |
| Population | Population is a key driver of a Council's ability to fund the delivery of services to the community. | Expenses per head of municipal population (total expenses per head of municipal population). |
| | | Infrastructure per head of municipal population (value of infrastructure per head of municipal population). |
| | | Population density per length of road (municipal population per kilometre of local road). |
| Disadvantage | Disadvantage is a key driver of a Council's ability to fund the delivery of services to the community. | Relative Socio-economic Disadvantage (relative Socio-economic Disadvantage of the municipality). |
| Workforce turnover | Resources are used efficiently in the delivery of services. | Resignations and terminations compared to average staff (number of permanent staff resignations and terminations as a percentage of the average number of permanent staff). |

6. Other budget information

This section presents other budget related information required by the Regulations. It includes the following statements and reports:

- Grants operating
- Grants capital
- Statement of borrowings.

6.1 Grants - operating (\$1.92 million decrease)

Grants include transfers received from State and Federal sources for the purpose of funding the delivery of Council's services to ratepayers. Operational grants are further classified according to whether they are received each year (recurrent) or received on a once off or short term basis (non-recurrent); refer to the table on the following page. Overall, the level of grant funding is budgeted to decrease by 14.3% or \$1.92 million compared to the 2020-21 forecast primarily due to:

Recurrent Operational Grants \$2.16 million decrease primarily due to:

- Victorian Local Government Grants Commission (VLGGC) - 50% or \$2.40 million of the 2021-22 allocation was brought forward to the 2020-21 financial year

Non-recurrent operating grants - \$239,000 increase primarily due to:

- Streetscape and transport grants associated with the North East Link \$1.46 million and removal of the Union Rd level crossing \$604,000

Partially offset by:

- Reduction in COVID-19 related grant funding to enable outdoor dining across the municipality \$500,000 and working for Victoria grant funding \$788,000 and;
- Reduction in Family & Children grants funding of \$213,000

Total operating grants, after adjusting for the Victorian Local Government Grants Commission, is expected to increase by 2.7%. The minor underlying increase in operating grants and subsidies indicates that the trend of grant income is not keeping pace with the expenditure levels required to deliver services to the community and as a result there is an increasing financial burden on Council and its ratepayers, i.e. a cost shift to local government from State and Commonwealth Governments.



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

| Operating grants | Forecast Actual 2020-21 \$'000 | Budget 2021-22 \$'000 | Variance \$'000 |
|------------------------------|---|-----------------------------|--------------------|
| Commonwealth funded grants | 11,263 | 9,575 | (1,688) |
| State funded grants | 15,207 | 9,003 | (6,204) |
| Total Grants Received | 26,470 | 18,578 | (7,892) |

| Operating grants | Forecast Actual 2020-21 \$'000 | Budget 2021-22 \$'000 | Variance \$'000 |
|---|---|-----------------------------|--------------------|
| <i>Recurrent - Commonwealth Government</i> | | | |
| Commonwealth Home Support Programme | 3,850 | 3,881 | 31 |
| Victorian Local Governments Grants Commission * | 4,636 | 2,396 | (2,240) |
| <i>Recurrent - State Government</i> | | | |
| Family and children | 1,305 | 1,358 | 53 |
| Home and Community Care | 1,287 | 1,303 | 16 |
| Libraries | 1,076 | 1,084 | 8 |
| School crossing supervisors | 689 | 727 | 38 |
| Senior citizens centres | 147 | 149 | 2 |
| Volunteer services | 143 | 85 | (58) |
| Youth services | 252 | 244 | (8) |
| Total recurrent operating grants | 13,385 | 11,227 | (2,158) |
| <i>Non-recurrent - Commonwealth Government</i> | | | |
| Libraries | 4 | - | (4) |
| Stronger communities | 9 | - | (9) |
| <i>Non-recurrent State Government</i> | | | |
| Outdoor Dining | 500 | - | (500) |
| Environment management | 12 | - | (12) |
| Family and Children | 213 | - | (213) |
| Graffiti Prevention and Removal | 22 | 165 | 143 |
| Libraries | 38 | - | (38) |
| Senior and disability support | 56 | - | (56) |
| Streetscapes and transport | 350 | 2,068 | 1,718 |
| Working for Victoria | 788 | - | (788) |
| <i>Other</i> | | | |
| Community Safety | 2 | - | (2) |
| Total non-recurrent operating grants | 1,994 | 2,233 | 239 |
| Total operating grants | 15,379 | 13,460 | (1,919) |

* The Victorian Local Government Grants Commission (VLGGC) is expected to increase by 2.3% or \$110,000, in 2021-22.

6.2 Grants - capital (\$5.56 million decrease)

Capital grants include all monies received from State, Federal and community sources for the purposes of funding the Capital Works Program. The amount of capital grants received each year can vary significantly depending on the types of works included in the Capital Works Program. Capital grants are further classified according to whether they are received each year (recurrent) or received on a once off or short term basis (non-recurrent); refer table below. Overall, the level of capital grants is forecast to decrease by \$5.56 million compared to 2020-21.

Capital works income of \$7.93 million is budgeted in 2021-22, the most significant grants include:

- \$5.21 million from the *Commonwealth Government Local Roads and Community Infrastructure fund*
- \$720,000 - 2nd instalment of \$1.60 million for Canterbury Community Precinct from the *Department of Education and Training Grant*.
- \$593,811 from the *Commonwealth Government Roads to Recovery Program* covering roads pavement renewal works.
- \$300,000 from the *Department of Education and Training* for renewal works at Fordham Avenue Kindergarten
- \$300,000 from the *Department of Education and Training* to undertake renewal works at Through Road Childcare Centre
- \$300,000 from the *Department of Environment, Land, Water and planning* to undertake works at Victoria Park Regional Playground

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

| Capital grants | Forecast Actual 2020-21 \$'000 | Budget 2021-22 \$'000 | Variance \$'000 |
|--|---|-----------------------------|--------------------|
| <i>Recurrent - Commonwealth Government</i> | | | |
| Roads to recovery | 594 | 594 | - |
| Total recurrent capital grants | 594 | 594 | - |
| <i>Non-recurrent - Commonwealth Government</i> | | | |
| Environmental Management | 20 | - | (20) |
| Local Roads and Community Infrastructure | 744 | 5,211 | 4,467 |
| Sport and recreation | 50 | 310 | 260 |
| Streetscape and transport | 3,750 | - | (3,750) |
| <i>Non-recurrent State Government</i> | | | |
| Environment management | 50 | - | (50) |
| Family and Children | 1,300 | 1,320 | 20 |
| Sport and recreation | 4,725 | 500 | (4,225) |
| Streetscape and transport | 2,253 | - | (2,253) |
| Total non-recurrent capital grants | 12,892 | 7,341 | (5,551) |
| Total capital grants | 13,486 | 7,935 | (5,551) |
| Total Grants Operating and Capital | 28,865 | 21,395 | (7,470) |

6.3 Statement of borrowings

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

| Indicator | Forecast | Budget |
|---|---------------|---------------|
| | Actual | |
| | 2020-21 | 2021-22 |
| | \$'000 | \$'000 |
| Total amount borrowed as at 30 June of the prior year | 24,786 | 23,214 |
| Total amount to be borrowed | - | 70,000 |
| Total amount projected to be redeemed | (1,572) | (1,674) |
| Amount of borrowings at 30 June | 23,214 | 91,540 |

7. Detailed list of capital works

This section presents a listing of the capital works projects that will be undertaken for the 2021-22 year.

The expenditure provided for in each line item is the forecast or projected amount that Council will expend. The actual amount expended could be greater or lesser than the expenditure provided for. As each line item is part of the total capital expenditure being forecast or projected, Council intends that the expenditure authorised through the adoption of the Budget will be the total of the expenditure for the capital works program (regardless of whether, in respect of a particular project, the actual amount expended exceeds or is less than the expenditure that is shown).

The capital works projects are grouped by class and include the following:

- New capital works for 2021-22
- Works carried forward from the 2020-21 year

Regulation 7(1)(a) and (b) requires that the budget contain a detailed listing of capital works expenditure for the budget year and subsequent 3 financial years. As per Regulation 8(4)(a), a detailed list of planned capital works expenditure for the budget year in relation to non-current assets by class according to the Local Government Model Financial Report (LGMFR), classified separately as to asset expenditure type (i.e. renewal, new, upgrade and expansion).

In addition, the budget must also contain a summary of funding sources in relation to the capital works expenditure, classified separately as to grants, contributions, Council cash and borrowings as per Regulations 8(4)(b). As per Regulation 8(3)(a), a summary of planned capital works expenditure and funding sources for the subsequent 3 years set out according to asset expenditure type in accordance with the LGMFR. The disclosures in **Appendix D** reflect these requirements.

7.1 Summary of capital works

| | Forecast Actual 2020-21 \$'000 | Budget 2021-22 \$'000 | Change \$'000 | % |
|---------------------|---|-----------------------------|------------------|------------|
| Property | 37,003 | 62,667 | 25,664 | 69% |
| Plant and Equipment | 6,763 | 4,896 | (1,867) | -28% |
| Infrastructure | 36,091 | 34,023 | (2,068) | -6% |
| Total | 79,857 | 101,586 | 21,729 | 27% |

| | Project Cost \$'000 | Asset expenditure types | | | | Summary of Funding Sources | | | |
|---------------------|---------------------------|-------------------------|-------------------|-------------------|---------------------|----------------------------|--------------------------|---------------------------|---------------------------|
| | | New \$'000 | Renewal \$'000 | Upgrade \$'000 | Expansion \$'000 | Grants \$'000 | Asset sales \$'000 | Council cash \$'000 | Borrow- ings \$'000 |
| Property | 62,667 | 12,394 | 35,147 | 1,157 | 13,969 | 3,465 | 4,720 | (15,518) | 70,000 |
| Plant and Equipment | 4,896 | 959 | 3,937 | - | - | - | - | 4,896 | - |
| Infrastructure | 34,023 | 4,755 | 25,060 | 3,995 | 213 | 4,470 | - | 29,553 | - |
| Total | 101,586 | 18,108 | 64,144 | 5,152 | 14,182 | 7,935 | 4,720 | 18,931 | 70,000 |

7. Detailed list Capital Works
For the year ending 30 June 2022

1. New works

| Capital works area | Project cost \$ | Asset expenditure types | | | | Funding sources | | | |
|--|--|-------------------------|------------------------|------------------------|--------------------------|-----------------------|----------------------------|-----------------------------|---------------------------|
| | | New \$ | Renewal \$ | Upgrade \$ | Expansion \$ | Grants \$ | Asset Sales \$ | Council cash \$ | Borrowings \$ |
| Row Labels | Sum of Foreshadowed expenditure 2021-22* | Sum of 2021-22 New | Sum of 2021-22 Renewal | Sum of 2021-22 Upgrade | Sum of 2021-22 Expansion | Sum of 2021-22 Grants | Sum of 2021-22 Asset sales | Sum of 2021-22 Council Cash | Sum of 2021-22 Borrowings |
| Property | | | | | | | | | |
| Building improvements | | | | | | | | | |
| Integrated Water Management Strategy - Facility Retrofit | 56,500 | - | - | 56,500 | - | - | - | 56,500 | - |
| Building improvements Total | 56,500 | - | - | 56,500 | - | - | - | 56,500 | - |
| Building | | | | | | | | | |
| Alamein Community Centre | 650,000 | - | 650,000 | - | - | 650,000 | - | - | - |
| Auburn South Preschool (Anderson Park) | 75,000 | - | 75,000 | - | - | - | - | 75,000 | - |
| Estrella Preschool | 30,000 | - | 30,000 | - | - | - | - | 30,000 | - |
| Fire Service Replacement | 55,000 | - | 55,000 | - | - | - | - | 55,000 | - |
| Future Building Renewal design | 120,000 | - | 120,000 | - | - | - | - | 120,000 | - |
| Greythorn Park pavilion | 45,000 | - | 45,000 | - | - | - | - | 45,000 | - |
| Lock Replacement Program - electronic locks | 200,000 | - | 200,000 | - | - | - | - | 200,000 | - |
| North Balwyn Senior Citizens Centre - Marwal Avenue | 85,000 | - | 85,000 | - | - | - | - | 85,000 | - |
| Roof Access Works | 105,000 | - | 105,000 | - | - | - | - | 105,000 | - |
| Rowen Street Kindergarten | 80,000 | - | 80,000 | - | - | - | - | 80,000 | - |
| Summerhill Park Kindergarten | 30,000 | - | 30,000 | - | - | - | - | 30,000 | - |
| Former Bowen Street MCHC | 0 | - | 0 | - | - | 100,000 | - | 100,000 | - |
| Fordham Avenue Kindergarten | 950,000 | - | 950,000 | - | - | 300,000 | - | 650,000 | - |
| Maranoa Gardens Groundskeeper building | 85,000 | - | 85,000 | - | - | - | - | 85,000 | - |
| Unscheduled minor renewal works | 180,000 | - | 180,000 | - | - | - | - | 180,000 | - |
| Willsmere Park pavilion | 2,610,000 | - | 2,610,000 | - | - | - | - | 2,610,000 | - |
| Roof replacement | 670,000 | - | 670,000 | - | - | 200,000 | - | 470,000 | - |
| New public toilets | 226,000 | 226,000 | - | - | - | - | - | 226,000 | - |
| Through Road Childcare Centre | 950,000 | - | 950,000 | - | - | 300,000 | - | 650,000 | - |
| Anderson Road Family Centre | 65,000 | - | 65,000 | - | - | - | - | 65,000 | - |
| Rathmines Reserve | 150,000 | - | 150,000 | - | - | - | - | 150,000 | - |
| Hartwell South Reserve | 30,000 | - | 30,000 | - | - | - | - | 30,000 | - |
| Macleay Park Pavilion | 550,000 | - | 550,000 | - | - | - | - | 550,000 | - |
| Victoria Road Reserve | 150,000 | - | 150,000 | - | - | - | - | 150,000 | - |
| Kew Croquet Club Pavilion | 270,000 | - | 270,000 | - | - | - | - | 270,000 | - |
| Lynden Park | 150,000 | - | 150,000 | - | - | - | - | 150,000 | - |
| Kew Recreation Centre (Renewal) | 16,500,000 | - | 16,500,000 | - | - | 200,000 | - | 17,350,000 | 33,650,000 |
| Kew Recreation Centre (New) | 8,250,000 | 8,250,000 | - | - | - | - | - | 9,250,000 | 17,500,000 |
| Kew Recreation Centre (Expansion) | 8,250,000 | - | - | - | 8,250,000 | - | - | 9,250,000 | 17,500,000 |
| Essential Services Compliance - replacement of extinguishers | 50,000 | - | 50,000 | - | - | - | - | 50,000 | - |
| Lewin Reserve | 2,100,000 | - | 2,100,000 | - | - | - | - | 2,100,000 | - |
| Public Toilet works | 100,000 | - | 100,000 | - | - | - | - | 100,000 | - |
| Canterbury Community Precinct (Renewal) | 1,035,000 | - | 1,035,000 | - | - | - | - | 306,000 | 729,000 |
| Canterbury Community Precinct (New) | 414,000 | 414,000 | - | - | - | 720,000 | - | 306,000 | - |
| Canterbury Community Precinct (Upgrade) | 207,000 | - | - | 207,000 | - | - | - | - | 207,000 |
| Canterbury Community Precinct (Expansion) | 414,000 | - | - | - | 414,000 | - | - | - | 414,000 |
| Deepdene Park Tennis Club Pavilion | 300,000 | - | 300,000 | - | - | - | - | 300,000 | - |
| Unscheduled Minor Buildings works | 695,000 | - | 695,000 | - | - | 76,000 | - | 619,000 | - |
| Frog Hollow Pavilion | 230,000 | - | 230,000 | - | - | 30,000 | - | 200,000 | - |
| Canterbury Sportsground | 2,000,000 | - | - | - | 2,000,000 | - | - | 2,000,000 | - |
| Building Condition Audit works | 148,413 | - | 148,413 | - | - | - | - | 148,413 | - |
| Highfield Park | 30,000 | - | 30,000 | - | - | - | - | 30,000 | - |
| Kew Neighbourhood Learning Centre - feasibility study | 30,000 | - | 30,000 | - | - | - | - | 30,000 | - |
| Hawthorn Community House - feasibility study | 20,000 | - | 20,000 | - | - | - | - | 20,000 | - |
| Hawthorn Community House - minor works | 50,000 | - | 50,000 | - | - | - | - | 50,000 | - |
| Ashburton Community Centre - minor works | 50,000 | - | 50,000 | - | - | - | - | 50,000 | - |
| Victoria Road Maternal Child Health Centre | 50,000 | - | 50,000 | - | - | - | - | 50,000 | - |
| Surrey Hills Neighbourhood House - feasibility study | 100,000 | - | 100,000 | - | - | - | - | 100,000 | - |
| Riversdale Depot Acoustic treatment | 140,000 | - | 140,000 | - | - | - | - | 140,000 | - |

Capital works detailed listing Regulation 10 (a) and (b)

| Capital works area | Project cost \$ | Asset expenditure types | | | | Funding sources | | | |
|---|--------------------|-------------------------|-------------------|----------------|-------------------|------------------|-------------------|--------------------|-------------------|
| | | New \$ | Renewal \$ | Upgrade \$ | Expansion \$ | Grants \$ | Asset Sales \$ | Council cash \$ | Borrowings \$ |
| Camberwell Building One - Metal Roof works | 250,000 | - | 250,000 | - | - | - | - | 250,000 | - |
| Victoria Park Reserve - Diversity Inclusion and Participation | 350,000 | 350,000 | - | - | - | - | - | 350,000 | - |
| Camberwell Fresh Food Market Improvements | 492,346 | 492,346 | - | - | - | 342,346 | - | 150,000 | - |
| Other Strategic Assets | 0 | 0 | - | - | - | - | 4,720,000 | 4,720,000 | - |
| Rathmines Reserve Pavilion - Diversity Inclusion and Participation | 1,350,000 | 1,350,000 | - | - | - | 280,000 | - | 1,070,000 | - |
| Eric Raven Reserve - Pavilion improvement - weather protection of outdoor deck | 10,000 | 10,000 | - | - | - | - | - | 10,000 | - |
| Power upgrade to Canterbury Community Centre | 267,000 | - | - | 267,000 | - | 267,000 | - | - | - |
| Tuck Stand feasibility study | 160,000 | - | - | - | 160,000 | - | - | 160,000 | - |
| Building Total | 52,553,759 | 11,092,346 | 30,163,413 | 474,000 | 10,824,000 | 3,465,346 | 4,720,000 | 25,631,587 | 70,000,000 |
| Property Total | 52,610,259 | 11,092,346 | 30,163,413 | 530,500 | 10,824,000 | 3,465,346 | 4,720,000 | 25,575,087 | 70,000,000 |
| Plant and Equipment | | | | | | | | | |
| Computers and telecommunications | | | | | | | | | |
| Audiovisual equipment replacement | 134,000 | - | 134,000 | - | - | - | - | 134,000 | - |
| Records Management System Upgrade and Enhancements | 37,300 | 37,300 | - | - | - | - | - | 37,300 | - |
| Future Information Technology Expenditure | 750,000 | - | 750,000 | - | - | - | - | 750,000 | - |
| Computers and telecommunications Total | 921,300 | 37,300 | 884,000 | - | - | - | - | 921,300 | - |
| Fixtures, fittings and furniture | | | | | | | | | |
| Office furniture renewal | 120,000 | - | 120,000 | - | - | - | - | 120,000 | - |
| Library IT Hardware renewal | 400,000 | - | 400,000 | - | - | - | - | 400,000 | - |
| Boroondara Arts | 45,000 | - | 45,000 | - | - | - | - | 45,000 | - |
| Library Shelving | 105,000 | - | 105,000 | - | - | - | - | 105,000 | - |
| Office refurbishments | 200,000 | - | 200,000 | - | - | - | - | 200,000 | - |
| Implementation of Public Safety Security Measures | 241,580 | 241,580 | - | - | - | - | - | 241,580 | - |
| Library & Office Furniture | 75,000 | - | 75,000 | - | - | - | - | 75,000 | - |
| Fixtures, fittings and furniture Total | 1,186,580 | 241,580 | 945,000 | - | - | - | - | 1,186,580 | - |
| Library books | | | | | | | | | |
| Library Resources | 990,000 | - | 990,000 | - | - | - | - | 990,000 | - |
| Library books Total | 990,000 | - | 990,000 | - | - | - | - | 990,000 | - |
| Plant machinery and equipment | | | | | | | | | |
| Bin renewal program | 350,000 | - | 350,000 | - | - | - | - | 350,000 | - |
| Sportsgrounds - Replacement Of Existing Turf Wicket Rollers | 32,000 | - | 32,000 | - | - | - | - | 32,000 | - |
| Transfer Station - Miscellaneous equipment renewal | 180,000 | - | 180,000 | - | - | - | - | 180,000 | - |
| Leisure Centres - Pool Plant & Equipment | 300,000 | - | 300,000 | - | - | - | - | 300,000 | - |
| Leisure & Aquatic Centre Equipment Replacement | 85,000 | - | 85,000 | - | - | - | - | 85,000 | - |
| HALC - Refurbish 2 program pool filters | 50,000 | - | 50,000 | - | - | - | - | 50,000 | - |
| Outdoor exercise equipment in parks | 200,000 | 200,000 | - | - | - | - | - | 200,000 | - |
| Ashburton Pool and Recreation Centre - Refurbish 2 outdoor pool filters (non ozone) | 84,000 | - | 84,000 | - | - | - | - | 84,000 | - |
| Ashburton Pool and Recreation Centre - Replacement of backwash recovery system | 36,800 | - | 36,800 | - | - | - | - | 36,800 | - |
| Plant machinery and equipment Total | 1,317,800 | 200,000 | 1,117,800 | - | - | - | - | 1,317,800 | - |
| Plant and Equipment Total | 4,415,680 | 478,880 | 3,936,800 | - | - | - | - | 4,415,680 | - |
| Infrastructure | | | | | | | | | |
| Bridges | | | | | | | | | |
| Minor Bridge rehabilitation | 64,575 | - | 64,575 | - | - | - | - | 64,575 | - |
| Bridges Total | 64,575 | - | 64,575 | - | - | - | - | 64,575 | - |
| Drainage | | | | | | | | | |
| Future drainage renewal planning | 280,000 | - | 280,000 | - | - | - | - | 280,000 | - |
| Sportsground Drainage Program | 70,000 | - | 70,000 | - | - | - | - | 70,000 | - |
| WSUD/Wetlands renewal program | 70,000 | - | 70,000 | - | - | - | - | 70,000 | - |
| Minor drainage works | 400,000 | - | 400,000 | - | - | - | - | 400,000 | - |
| Concrete drain relining | 1,600,000 | - | 1,600,000 | - | - | 67,000 | - | 1,533,000 | - |
| Unscheduled /emergency drainage works | 280,000 | - | 280,000 | - | - | - | - | 280,000 | - |
| Seaton and Vale Streets, Glen Iris | 370,000 | - | 370,000 | - | - | - | - | 370,000 | - |
| Carrington Street Balwyn North - 19 to 21 | 180,000 | - | 180,000 | - | - | - | - | 180,000 | - |
| Cornell Street, Camberwell | 150,000 | - | 150,000 | - | - | - | - | 150,000 | - |

Capital works detailed listing Regulation 10 (a) and (b)

| Capital works area | Project cost | Asset expenditure types | | | | Funding sources | | | |
|---|------------------|-------------------------|------------------|----------------|----------------|-----------------|-------------|------------------|------------|
| | | New | Renewal | Upgrade | Expansion | Grants | Asset Sales | Council cash | Borrowings |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fintonia Street, Balwyn North | 300,000 | - | 300,000 | - | - | - | - | 300,000 | - |
| Gladstone Street, Kew | 220,000 | - | 220,000 | - | - | - | - | 220,000 | - |
| Hazel Street, Camberwell | 210,000 | - | 210,000 | - | - | - | - | 210,000 | - |
| Keltie Street, Glen Iris | 300,000 | - | 300,000 | - | - | - | - | 300,000 | - |
| Finhaven Court, Kew | 55,000 | - | 55,000 | - | - | - | - | 55,000 | - |
| 7 Redmond Street, Kew | 53,603 | - | 53,603 | - | - | - | - | 53,603 | - |
| Drainage Total | 4,538,603 | - | 4,538,603 | - | - | 67,000 | - | 4,471,603 | - |
| Footpaths and cycleways | | | | | | | | | |
| Bicycle Strategy Implementation | 174,600 | 174,600 | - | - | - | - | - | 174,600 | - |
| Park gravel path renewal program | 180,000 | - | 180,000 | - | - | - | - | 180,000 | - |
| Shopping Centre footpath works | 120,000 | - | 120,000 | - | - | - | - | 120,000 | - |
| Unscheduled Footpath Works | 270,000 | - | 270,000 | - | - | - | - | 270,000 | - |
| Minor Footpath works | 100,000 | - | 100,000 | - | - | - | - | 100,000 | - |
| Condition 4 Footpaths renewal | 900,000 | - | 900,000 | - | - | - | - | 900,000 | - |
| Safe on road bike lanes | 200,000 | 200,000 | - | - | - | - | - | 200,000 | - |
| Bicycle Strategy Implementation - additional works | 100,000 | 100,000 | - | - | - | - | - | 100,000 | - |
| Bicycle & Pedestrian Trails - Implementation of Safety Audit Action Plan | 445,000 | - | 445,000 | - | - | - | - | 445,000 | - |
| Shared paths - pedestrian priority and accessibility (across local roads and gaps) - Detailed design and construction | 120,000 | 120,000 | - | - | - | - | - | 120,000 | - |
| Fordham Gardens path reconstruction, Camberwell | 500,000 | - | - | 500,000 | - | 500,000 | - | - | - |
| Footpaths and cycleways Total | 3,109,600 | 594,600 | 2,015,000 | 500,000 | - | 500,000 | - | 2,609,600 | - |
| Parks, open space and streetscapes | | | | | | | | | |
| Compliance works on play equipment and infrastructure | 10,000 | - | 10,000 | - | - | - | - | 10,000 | - |
| Garden Bed Edging renewal program | 22,000 | - | 22,000 | - | - | - | - | 22,000 | - |
| Hard Surface Play Area renewal program | 35,000 | - | 35,000 | - | - | - | - | 35,000 | - |
| Oval Fences renewal program | 130,000 | - | 130,000 | - | - | - | - | 130,000 | - |
| Park Feature Wall renewal program | 25,000 | - | 25,000 | - | - | - | - | 25,000 | - |
| Park Fences renewal program | 170,000 | - | 170,000 | - | - | - | - | 170,000 | - |
| Park Lighting - Unscheduled works | 16,000 | - | 16,000 | - | - | - | - | 16,000 | - |
| Park Signage renewal program | 55,000 | - | 55,000 | - | - | - | - | 55,000 | - |
| Parks and Gardens irrigation upgrades | 150,000 | - | 150,000 | - | - | - | - | 150,000 | - |
| Retaining Walls - Unscheduled works | 130,000 | - | 130,000 | - | - | - | - | 130,000 | - |
| Drinking Fountains - renewal program | 90,000 | - | 90,000 | - | - | - | - | 90,000 | - |
| Park Furniture Renewal | 165,000 | - | 165,000 | - | - | - | - | 165,000 | - |
| Minor playground works | 100,000 | - | 100,000 | - | - | - | - | 100,000 | - |
| Shared Path and Park Lighting | 213,300 | - | - | - | 213,300 | - | - | 213,300 | - |
| Dog Off Leash Park | 40,000 | - | - | 40,000 | - | - | - | 40,000 | - |
| Victoria Park Regional Playground | 2,300,000 | 2,300,000 | - | - | - | 300,000 | - | 2,000,000 | - |
| Electroplating of Park Furniture | 80,000 | - | 80,000 | - | - | - | - | 80,000 | - |
| Climate Action Plan - emissions reduction work | 400,000 | 400,000 | - | - | - | - | - | 400,000 | - |
| Park BBQs - Unscheduled works | 25,000 | - | 25,000 | - | - | - | - | 25,000 | - |
| Playground Renewal Program - Council Properties (Child Care) | 30,000 | - | 30,000 | - | - | - | - | 30,000 | - |
| Park Playground Replacement Program Implementation | 1,120,000 | - | 1,120,000 | - | - | - | - | 1,120,000 | - |
| Park lighting - renewal program | 80,000 | - | 80,000 | - | - | - | - | 80,000 | - |
| Playgrounds (in Community Hubs, Neighbourhood Houses and Maternal Child Health Centres) | 170,000 | - | 170,000 | - | - | - | - | 170,000 | - |
| Wayfinding Strategy for Shared paths | 85,000 | 85,000 | - | - | - | - | - | 85,000 | - |
| Solar lighting in parks | 220,000 | 220,000 | - | - | - | - | - | 220,000 | - |
| Fenced Dog Play Area - Design and Delivery Program | 10,000 | 10,000 | - | - | - | - | - | 10,000 | - |
| Street lighting upgrades in Balwyn North, Kew and Surrey Hills | 54,500 | - | - | 54,500 | - | 54,500 | - | - | - |
| Street lighting upgrades in Camberwell and Canterbury | 36,500 | - | - | 36,500 | - | 36,500 | - | - | - |
| Street lighting upgrades in Deepdene, Hawthorn and Hawthorn East | 41,000 | - | - | 41,000 | - | 41,000 | - | - | - |
| Car park lighting installation at Iramoo Street car park 2 Balwyn | 58,500 | 58,500 | - | - | - | 58,500 | - | - | - |
| Car park lighting upgrade at Power Street car park Hawthorn | 101,250 | - | - | 101,250 | - | 101,250 | - | - | - |
| Car park lighting installation at Jack O'Toole Reserve car park, Kew | 58,500 | 58,500 | - | - | - | 58,500 | - | - | - |
| Car park lighting installation at Evergreen Centre Balwyn | 15,000 | 15,000 | - | - | - | 15,000 | - | - | - |
| Service lane lighting installation at Nelson Street | 11,000 | 11,000 | - | - | - | 11,000 | - | - | - |
| Parks, open space and streetscapes Total | 6,247,550 | 3,158,000 | 2,603,000 | 273,250 | 213,300 | 676,250 | - | 5,571,300 | - |

| Capital works area | Project cost \$ | Asset expenditure types | | | | Funding sources | | | |
|---|--------------------|-------------------------|---------------|---------------|-----------------|-----------------|-------------------|--------------------|------------------|
| | | New \$ | Renewal \$ | Upgrade \$ | Expansion \$ | Grants \$ | Asset Sales \$ | Council cash \$ | Borrowings \$ |
| Roads | | | | | | | | | |
| Condition 4 safety treatments | 163,000 | - | 163,000 | - | - | - | - | 163,000 | - |
| Crossing facilities | 113,000 | 113,000 | - | - | - | - | - | 113,000 | - |
| Disability Access | 50,000 | - | 50,000 | - | - | - | - | 50,000 | - |
| Traffic Management Devices | 169,320 | 169,320 | - | - | - | - | - | 169,320 | - |
| Road Safety Strategy Implementation | 25,602 | - | - | 25,602 | - | - | - | 25,602 | - |
| Roads Resheeting | 2,843,503 | - | 2,843,503 | - | - | - | - | 2,843,503 | - |
| Full Road Reconstruction & Kerb Replacements | 7,421,934 | - | 7,421,934 | - | - | 2,542,811 | - | 4,879,123 | - |
| Traffic Treatments Lighting replacement | 10,000 | - | 10,000 | - | - | - | - | 10,000 | - |
| Wattle Road Traffic Treatments between Glenferrie Rd & Power St | 400,000 | - | 400,000 | - | - | 400,000 | - | - | - |
| Roads Total | 11,196,359 | 282,320 | 10,888,437 | 25,602 | - | 2,942,811 | - | 8,253,548 | - |
| Off street carparks | | | | | | | | | |
| Resurfacing of Condition 4 Car Parks | 510,450 | - | 510,450 | - | - | - | - | 510,450 | - |
| Off street carparks Total | 510,450 | - | 510,450 | - | - | - | - | 510,450 | - |
| Recreational, leisure & community facilities | | | | | | | | | |
| Cricket Practice Nets renewal program | 157,000 | - | 157,000 | - | - | - | - | 157,000 | - |
| Minor Sportsground Improvements | 195,000 | - | 195,000 | - | - | - | - | 195,000 | - |
| Sports Goal Post renewal program | 13,000 | - | 13,000 | - | - | - | - | 13,000 | - |
| Sports Synthetic Surface renewal program | 30,000 | - | 30,000 | - | - | - | - | 30,000 | - |
| Sportsground irrigation program | 215,000 | - | 215,000 | - | - | - | - | 215,000 | - |
| Sportsground Reconstruction Program | 1,061,000 | - | 1,061,000 | - | - | - | - | 1,061,000 | - |
| Sportsground Training Lights renewal program | 604,000 | - | 604,000 | - | - | - | - | 604,000 | - |
| Shade Policy Implementation | 186,000 | 186,000 | - | - | - | - | - | 186,000 | - |
| Hawthorn rowing ramp | 0 | - | - | 0 | - | 284,000 | - | 284,000 | - |
| Field Sports Strategy Implementation | 250,000 | 250,000 | - | - | - | - | - | 250,000 | - |
| Freeway Golf Course - Green, bunker & tee renewal | 165,000 | - | 165,000 | - | - | - | - | 165,000 | - |
| South Camberwell Tennis Club accessibility upgrade | 25,000 | 25,000 | - | - | - | - | - | 25,000 | - |
| Sportsground lighting for Nettleton Park Oval | 20,000 | 20,000 | - | - | - | - | - | 20,000 | - |
| Neighbourhood Shopping Centre Improvements Pilot - Maling Road | 800,000 | - | - | 800,000 | - | - | - | 800,000 | - |
| Recreational, leisure & community facilities Total | 3,721,000 | 481,000 | 2,440,000 | 800,000 | - | 284,000 | - | 3,437,000 | - |
| Infrastructure Total | 29,388,137 | 4,515,920 | 23,060,065 | 1,598,852 | 213,300 | 4,470,061 | - | 24,918,076 | - |
| Grand Total | 86,414,076 | 16,087,146 | 57,160,278 | 2,129,352 | 11,037,300 | 7,935,407 | 4,720,000 | 3,758,669 | 70,000,000 |

2. Works carried forward from the 2020-21 year

| Capital works area | Project cost \$ | Asset expenditure types | | | | Funding sources | | | |
|--|--------------------|-------------------------|---------------|---------------|-----------------|-----------------|-------------------|--------------------|------------------|
| | | New \$ | Renewal \$ | Upgrade \$ | Expansion \$ | Grants \$ | Asset Sales \$ | Council Cash \$ | Borrowings \$ |
| Property | | | | | | | | | |
| Building | | | | | | | | | |
| 605-609 Glenferrie Road Community Facility | 383,500 | - | 383,500 | - | - | - | - | 383,500 | - |
| Alamein Community Centre | 405,000 | - | 405,000 | - | - | - | - | 405,000 | - |
| Fordham Avenue Kindergarten | 20,000 | - | 20,000 | - | - | - | - | 20,000 | - |
| Willsmere Park pavilion | 50,000 | - | 50,000 | - | - | - | - | 50,000 | - |
| Rathmines Reserve | 200,000 | - | 200,000 | - | - | - | - | 200,000 | - |
| Macleay Park Pavilion | 10,000 | - | 10,000 | - | - | - | - | 10,000 | - |
| Kew Recreation Centre (Expansion) | 600,000 | - | - | - | 600,000 | - | - | 600,000 | - |
| Lewin Reserve | 270,000 | - | 270,000 | - | - | - | - | 270,000 | - |
| Canterbury Precinct (Renewal) | 3,395,115 | - | 3,395,115 | - | - | - | - | 3,395,115 | - |
| Riversdale Depot Masterplan | 50,000 | 50,000 | - | - | - | - | - | 50,000 | - |
| Canterbury Community Precinct (New) | 1,252,039 | 1,252,039 | - | - | - | - | - | 1,252,039 | - |
| Canterbury Community Precinct (Upgrade) | 626,019 | - | - | 626,019 | - | - | - | 626,019 | - |
| Canterbury Community Precinct (Expansion) | 1,252,039 | - | - | - | 1,252,039 | - | - | 1,252,039 | - |
| Diversity Inclusion and Participation (DIP) Pavilion program | 1,073,097 | - | - | - | 1,073,097 | - | - | 1,073,097 | - |
| Eric Raven Facilities | 250,000 | - | 250,000 | - | - | - | - | 250,000 | - |
| Ferndale Park | 120,000 | - | - | - | 120,000 | - | - | 120,000 | - |
| Canterbury Sportsground | 100,000 | - | - | - | 100,000 | - | - | 100,000 | - |
| Building Total | 10,056,809 | 1,302,039 | 4,983,615 | 626,019 | 3,145,136 | - | - | 10,056,809 | - |
| Property Total | 10,056,809 | 1,302,039 | 4,983,615 | 626,019 | 3,145,136 | - | - | 10,056,809 | - |
| Infrastructure | | | | | | | | | |
| Bridges | | | | | | | | | |
| Walmer Street bridge | 2,396,880 | - | - | 2,396,880 | - | - | - | 2,396,880 | - |
| Bridges Total | 2,396,880 | - | - | 2,396,880 | - | - | - | 2,396,880 | - |
| Parks, open space and streetscapes | | | | | | | | | |
| Shopping Centre Improvement Plan - Investigation and design | 38,553 | 38,553 | - | - | - | - | - | 38,553 | - |
| Shopping Centre Improvement Plan - Implementation | 200,000 | 200,000 | - | - | - | - | - | 200,000 | - |
| Parks, open space and streetscapes Total | 238,553 | 238,553 | - | - | - | - | - | 238,553 | - |
| Off street carparks | | | | | | | | | |
| Glenferrie Commuter car park | 650,000 | - | 650,000 | - | - | - | - | 650,000 | - |
| Camberwell Commuter car park | 670,000 | - | 670,000 | - | - | - | - | 670,000 | - |
| Canterbury Commuter car park | 680,000 | - | 680,000 | - | - | - | - | 680,000 | - |
| Off street carparks Total | 2,000,000 | - | 2,000,000 | - | - | - | - | 2,000,000 | - |
| Infrastructure Total | 4,635,433 | 238,553 | 2,000,000 | 2,396,880 | - | - | - | 4,635,433 | - |
| Plant and Equipment | | | | | | | | | |
| Computers and telecommunications | | | | | | | | | |
| HACC - Minor Capital Grant | 80,000 | 80,000 | - | - | - | - | - | 80,000 | - |
| Payroll System Upgrade | 380,053 | 380,053 | - | - | - | - | - | 380,053 | - |
| Computers and telecommunications Total | 460,053 | 460,053 | - | - | - | - | - | 460,053 | - |
| Plant machinery and equipment | | | | | | | | | |
| Smart Safe in Customer Service | 20,000 | 20,000 | - | - | - | - | - | 20,000 | - |
| Plant machinery and equipment Total | 20,000 | 20,000 | - | - | - | - | - | 20,000 | - |
| Plant and Equipment Total | 480,053 | 480,053 | - | - | - | - | - | 480,053 | - |
| Grand Total | 15,172,295 | 2,020,645 | 6,983,615 | 3,022,899 | 3,145,136 | - | - | 15,172,295 | - |
| | Project cost \$ | New \$ | Renewal \$ | Upgrade \$ | Expansion \$ | Grants \$ | Asset Sales \$ | Council cash \$ | Borrowings \$ |
| PROPERTY | 62,667,068 | 12,394,385 | 35,147,028 | 1,156,519 | 13,969,136 | 3,465,346 | 4,720,000 | 15,518,278 | 70,000,000 |
| PLANT AND EQUIPMENT | 4,895,733 | 958,933 | 3,936,800 | - | - | - | - | 4,895,733 | - |
| INFRASTRUCTURE | 34,023,570 | 4,754,473 | 25,060,065 | 3,995,732 | 213,300 | 4,470,061 | - | 29,553,509 | - |
| TOTAL | 101,586,371 | 18,107,791 | 64,143,893 | 5,152,251 | 14,182,436 | 7,935,407 | 4,720,000 | 18,930,964 | 70,000,000 |

8. Rates and charges

This section presents information about rates and charges that the Act and the Regulations require to be disclosed in the 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, accounting for 78 percent of the total revenue received by Council annually. 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 2021-22 the FGRS cap has been set at 1.5%. 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 Boroondara community.

1 Rates and charges

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

1.1 The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

| Type or class of land | Forecast | | Change \$ | Change % |
|-------------------------------------|--------------------|--------------------|------------------|-------------|
| | Actual 2020-21 | Budget 2021-22 | | |
| General rates | 161,745,660 | 165,514,722 | 3,769,062 | 2.3% |
| Supplementary rates and adjustments | 900,000 | 900,000 | 0 | 0.0% |
| Waste management charge | 28,866,000 | 31,510,000 | 2,644,000 | 8.4% |
| Interest on rates and charges | 275,000 | 550,000 | 275,000 | 50.0% |
| Special rate schemes | 1,523,128 | 1,573,185 | 50,057 | 3.2% |
| Less early payment discount | (806,660) | (855,944) | -49,284 | 5.8% |
| Cultural Recreation charges | 0 | 54,753 | 54,753 | 100.0% |
| Total rates and charges | 192,503,128 | 199,246,716 | 6,743,588 | 3.4% |

1.2 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 | Budget 2020-21 cents/\$CIV | Budget 2021-22 cents/\$CIV | Change |
|--|----------------------------------|----------------------------------|--------|
| General rate for rateable residential properties | 0.13851685 | 0.13720849 | -0.9% |
| General rate for rateable non residential properties | 0.13851685 | 0.13720849 | -0.9% |

1.3 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 | Forecast 2020-21 \$ | Annualised rates levies 2020-21 \$ | Budget 2021-22 \$ | Percentage change from annualised rates levied 2020-21 Change |
|---|---------------------------|---|-------------------------|--|
| Rateable residential | 150,789,248 | 152,151,866 | 154,790,063 | 1.73% |
| Rateable non residential | 10,956,413 | 10,917,151 | 10,724,659 | -1.76% |
| Total rateable residential and non residential | 161,745,660 | 163,069,016 | 165,514,722 | 1.50% |
| Total estimated amount to be raised | 161,745,660 | 163,069,016 | 165,514,722 | 1.50% |

** Cultural and recreational properties are excluded from the State Government's Fair Go Rates System rate cap calculation.*

1.4 Fair Go Rates System Compliance - Boroondara City Council is fully compliant with the State Government's Fair Go Rates System

| | Forecast 2020-21 | Budget 2021-22 |
|---|---------------------|-------------------|
| Number of rateable properties | 78,516 | 78,974 |
| Base average rate | \$ 2,019.65 | \$ 2,064.84 |
| Maximum rate increase (set by the State Government) | 2.00% | 1.50% |
| Capped average rate | \$ 2,060.04 | \$ 2,095.81 |
| Maximum general rates revenue | \$ 161,745,978 | \$ 165,514,725 |
| Budgeted general rates revenue | \$ 161,745,660 | \$ 165,514,722 |

1.5 The estimated total amount to be raised by rates

| | Budget 2020-21 \$ | Budget 2021-22 \$ | Change |
|--|-------------------------|-------------------------|--------------|
| Total rates to be raised (incl additional rate revenue) | 163,393,226 | 167,131,963 | 2.29% |
| Additional rate revenue | | | |
| Special rate schemes | 1,554,226 | 1,573,185 | 1.22% |
| Supplementary valuations | 900,000 | 900,000 | 0.00% |
| Early payment of rates discount | (806,660) | (855,944) | 6.11% |

1.6 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 | Budget 2020-21 Numbers | Budget 2021-22 Numbers | Change |
|------------------------------------|------------------------------|------------------------------|--------------|
| Rateable residential | 72,722 | 73,203 | 0.7% |
| Rateable non residential | 5,794 | 5,771 | -0.4% |
| Total number of assessments | 78,516 | 78,974 | 0.58% |

1.7 The basis of valuation to be used is the Capital Improved Value (CIV)

1.8 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 | Budget 2020-21 \$ | Budget 2021-22 \$ | Change |
|--------------------------|-------------------------|-------------------------|-------------|
| Rateable residential | 108,859,859,000 | 112,813,765,000 | 3.6% |
| Rateable non residential | 7,909,805,000 | 7,816,323,000 | -1.2% |
| Total | 116,769,664,000 | 120,630,088,000 | 3.3% |

1.9 The proposed unit amount to be levied for each type of charge under section 162 of the Act

| Type of charge | Per Rateable Property Budget 2020-21 \$ | Per Rateable Property Budget 2021-22 \$ | Change |
|--|---|---|--------|
| Annual service charge for collection and disposal of refuse for residential, non residential land and non rateable land where utilised | | | |
| (i) 240 litre bin 2020-21 - only applies to households with four people 2021-22 - will apply to households with four or more people | 1,089 | 1,160 | 6.5% |
| (ii) 240 litre bin commercial | 1,089 | 1,160 | 6.5% |
| (iii) 240 litre bin concession <u>The 240 litre bin concession rate:</u> 2020-21 - will only apply to residential households of 5 or more people or for those with a specific medical condition requiring a larger bin size 2021-22 - will only apply for those with a specific medical condition requiring a larger bin size | 894 | 954 | 6.7% |
| (iv) 120 litre bin residential and other | 447 | 477 | 6.7% |
| (v) 120 litre bin commercial | 447 | 477 | 6.7% |
| (vi) 80 litre bin residential and other | 245 | 261 | 6.5% |
| (vii) 80 litre bin commercial | 245 | 261 | 6.5% |
| (viii) Minimum charge for each residential property (Except for vacant land and those residential properties required to service own refuse disposal as a condition of a town planning permit where a waste environmental levy is imposed as a contribution to waste and rubbish collection from public spaces). | 245 | 261 | 6.5% |
| (ix) Waste environmental levy residential and other | 113 | 120 | 6.2% |
| (x) Waste environmental levy commercial | 113 | 120 | 6.2% |

NB Refuse collection includes collection of all household rubbish, commingled recyclables and green waste.

1.10 The estimated amount to be raised for each type of charge to be levied compared to the previous years

| Type of charge | Budget 2020-21 \$ | Budget 2021-22 \$ | Change |
|--|-------------------------|-------------------------|-------------|
| Annual service charge for collection and disposal of refuse for residential, non residential land and non rateable land where utilised | | | |
| (i) 240 litre bin 2020-21 - only applies to households with four people 2021-22 - will apply to households with four or more people | 1,771,000 | 4,353,000 | 145.8% |
| (ii) 240 litre bin commercial | 1,418,000 | 1,442,000 | 1.7% |
| (iii) 240 litre bin concession <u>The 240 litre bin concession rate:</u> 2020-21 - will only apply to residential households of 5 or more people or for those with a specific medical condition requiring a larger bin size 2021-22 - will only apply for those with a specific medical condition requiring a larger bin size | 1,507,000 | 68,000 | -95.5% |
| (iv) 120 litre bin residential and other | 16,006,000 | 16,933,000 | 5.8% |
| (v) 120 litre bin commercial | 510,000 | 541,000 | 6.1% |
| (vi) 80 litre bin residential and other | 5,841,000 | 6,206,000 | 6.2% |
| (vii) 80 litre bin commercial | 180,000 | 192,000 | 6.7% |
| (v) Minimum charge for each residential property (Except for vacant land and those residential properties required to service own refuse disposal as a condition of a town planning permit where a waste environmental levy is imposed as a contribution to waste and rubbish collection from public spaces) | 380,000 | 393,000 | 3.4% |
| (ix) Waste environmental levy residential and other | 983,000 | 1,095,000 | 11.4% |
| (x) Waste environmental levy commercial | 270,000 | 287,000 | 6.3% |
| Total | 28,866,000 | 31,510,000 | 9.2% |

NB The percentage change varies across categories due to change in property numbers for each charge type. Refuse collection includes collection of all household rubbish, commingled recyclables and green waste.

1.11 The estimated total amount to be raised by all rates and charges compared with the previous financial year

| Type of charge | Budget 2020-21 \$ | Budget 2021-22 \$ | Change |
|-------------------|-------------------------|-------------------------|--------|
| Rates and charges | \$ 192,259,226 | \$ 198,641,963 | 3.3% |

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

- The making of supplementary valuations
- The variation of returned levels of value (e.g. valuation appeals)
- Changes in use of land such that rateable land becomes non-rateable land and vice versa
- Changes in use of land such that non residential land becomes commercial land and vice versa.

1.13 Differential rates

1.14 Rates to be levied under Section 161 and 161A of the Act

Council has not raised rate income by levying rates under a differential rates scheme.



8.1 Properties rated under the Cultural & Recreational Lands Act 1963 (CRLA)

Under the CRLA, provision is made for a Council to effectively grant a rating concession to the holder of any "recreational lands" which meet the test of being "rateable land" under the Act. At the time of Budget there are five properties which are "recreational lands" under the CRLA.

Council will declare the rate equivalent amount for properties which have been identified as CRL properties" in accordance with Section 4 of the CRLA. The CRLA provides that "an amount be payable in lieu of rates in each year being such amount as the **municipal council thinks reasonable** having regard to the **services provided** in relation to such lands and having regard to the **benefit to the community** derived from such recreational lands".

The eligible CRL properties listed below will be levied a rate equivalent payment and will be calculated for each of them as 50% of the general rates that would otherwise have been payable having regard to the services provided and the benefit to the community derived from them, at the times and in the manner prescribed by the CRLA.

The rate equivalent amount will apply and be payable from 2021-22, subject to an annual assessment each time a new valuation of the CRL properties is returned to Council (see Section 4(3) CRLA).

| NAME | | Budget 2020-21 Charge | Budget 2021-22 Charge |
|--|------------------------------|-----------------------------|-----------------------------|
| Kew Golf Club | 120 Belford Road, Kew | 0 | 12,294 |
| Green Acres Golf Club | 51 Elm Grove, Kew | 0 | 21,055 |
| Grace Park Tennis Club | 2 Hilda Crescent Hawthorn | 0 | 4,116 |
| Melbourne Cricket Club Foundation | 37 - 41 Glen Street Hawthorn | 0 | 10,977 |
| Auburn Bowling Club | 2B Munro St, Hawthorn East | 0 | 6,312 |
| Total Cultural and Recreation charges | | 0 | 54,753 |

City of Boroondara
Budget 2021-22

Long Term
Strategies

This section includes the following analysis and information:

9. Financial Strategy Principles
10. Rating information
11. Borrowing Strategy



9. Financial Strategy Principles

9.1 Long Term Financial Plan

A budget has been prepared for the four year period ending 30 June 2025. The Budget is in turn set within the Long Term Financial Plan to assist Council to adopt a budget within a longer term financial framework. The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is required to be adopted by 31 October following a general election.

The Budget is supported by the following series of Financial Strategy Principles that guide the planning of the Financial Plan.

9.2 Financial Strategy Principles

9.2.1 Principles relating primarily to the operating budget:

Sustainable Budgeting Principle

Council will implement a sustainable budget and financial strategy that caters for short and long-term planning responsibilities.

Community expectations are a key driver of the strategy, as reflected in the Council Plan, and Council strives to adequately resource current and future need across the City. Council has limited financial and non-financial resources and faces wide-ranging and complex community needs.

Council is committed to delivering an annual operating surplus to provide funds for capital projects and infrastructure renewal, for both current and future generations.

When identifying sources of revenue and determining expenditure needs, Council will ensure that these community needs can be adequately addressed in the future.

Rating Revenue Principle

Council will comply with the Victorian Government's rate capping legislation which limits rate increased to an amount set by the relevant Minister.

A rating strategy included in the Revenue and Rating Plan that determines the allocation of rate contributions across the municipality will be considered by Council each term.

'Special Rate Schemes' may be used to provide direct benefits to clearly identified ratepayer groups, such as retail shopping centres.

Pricing of Services Principle

Council will set fees and charges for services having regard to Council's Pricing Policy and specific fee policies in applicable areas of Council, while incorporating cost recovery principles and marketplace competition. User capacity to pay, equity in the subsidisation of services, community service benefits, statutory or service agreement limitations, and results of benchmarking of similar services, also impact the striking of a fee or charge.

Council will decide on the levels of cost recovery that are suitable for each service. The accurate measurement of costs, including overheads, enables identification of any level of subsidy provided to a service. This information further contributes to the pricing of services model.

Council does not have discretion to alter fees and charges set by the Victorian Government, however will continue to advocate for these fees to be set at levels where cost recovery is possible.

Where service fees provide a surplus, the funds will be used to maintain the general level of services in the City.

In order to maintain the relationship between the cost of a service and the fee charged for the provision of the service, in the absence of a public policy requirement, fees and charges will be



increased annually in line with either labour costs, Consumer Price Index inflation or direct cost increases.

Council considers pricing signals and/or price disincentives as legitimate methods to encourage behavioural changes consistent with relevant Council policies.

Waste Management Principle

Council will use waste management pricing strategies that encourage waste avoidance, minimisation and recycling, and these will be supported by educational programs and appropriate services.

The identification and separate billing for a waste service is intended to encourage and promote waste minimisation in the community.

Council seeks to recover costs for these services.

Intergovernment Funding Principle

Council supports the Intergovernmental Agreement that requires other levels of government to fully fund services delivered on their behalf. Council will maximise the level of grants and subsidies received from Victorian and Australian Governments to achieve a better share of government taxes for the Boroondara community.

Where cost shifting from other levels of government is apparent, Council will communicate to its community the impacts of these cost impositions. Access to growth grants revenue is critical to meet the demands of a growing economy.

Funds received from other levels of government will normally be expected to meet the full direct and indirect costs of providing those services. Council opposes cost shifting from other levels of government and may not contribute funding or assets to services that are the responsibility of other levels of government. In circumstances where Council provides a subsidy to a service, a determination will be made ensuring the contribution does not outweigh the community benefit.

Employee Costs Principle

Council will attract and retain suitable staff through remuneration levels and workplace policies, while ensuring that there is effective and efficient management of staff costs and number of employees.

The cost of employment is a major budget component in the provision of Council services. Council values committed staff and recognises their critical role to the wellbeing of the Boroondara community.

As articulated in Council's People Strategy, Council remains committed to the provision of fair pay, learning and development for staff and a workplace culture appropriate for an Employer of Choice.

Priority Projects Expenditure Principle

Council will separately fund projects of a non-recurring operating nature.

Priority projects that are not started or completed within the budget year are subject to future budget and planning considerations. These projects will be reassessed against any revised Council priorities.

Management of Expenditure Principle

Council will review all Council expenditure. Fundamental to this process is community consultation and benchmarking of cost and quality standards of service and efficiency against like services in the public and private sectors.

Ongoing commitment to a customer centric service model is integral to this principle.

Where possible, increased service levels, or increases in demand for a service, are to be provided or funded through productivity gains.

Ongoing service reviews will assess services in accordance with:

- a demonstrated community need
- stakeholder views
- access, equity of need and benefit to the community
- community expectation of service level and quality
- legislative imperatives
- identification of alternative providers, both public and private
- Council's capacity to provide the service
- the availability of Victorian or Australian Government funding
- budget priorities.

Amended Budget Principle

Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

Council will ensure a rigorous approach to budget management. The Budget will be amended where necessary following finalisation of the annual accounts.

Amended budgets enable Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. Amendments to the adopted budget will be considered under the following circumstances:-

- additional income has been received
- reduction in income due to identified reasons
- transactions required subsequent to finalisation of end of year accounts
- expenditure increases matching additional income
- additional non discretionary expenses
- deferred expenditure
- sound accounting processes to meet audit requirements.

In the circumstance where additional cash surplus is identified (after taking into account cash requirements of future years), opportunities to reduce planned borrowings should be considered prior to allocation of new expenditure.

New expenditure identified (if any) should be considered within the overall priority listing of works across the City. This may include bringing forward foreshadowed works in a staged approach. Existing commitments of staff and project management resource will be considered to ensure deliverability prior to endorsement of additional expenditure.

The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.

9.2.2 Principles relating primarily to management of Council assets:

Asset Management Principle

Council will provide well-maintained community assets that are fit for their purpose and provide best possible community benefit. Council's budget and long-term strategy will commit, with specific budget provision, an appropriate level of expenditure to ensure ongoing asset maintenance and renewal.

Council will plan and appropriately resource the necessary work on infrastructure to ensure that all assets are maintained fit for purpose. Accurate asset data and condition assessments will be drawn upon to inform the annual budgeting and works programs.

Asset management involves anticipating and managing risk and asset failures. Council is committed to increasing expenditure on asset renewal in order to sustainably manage its community



infrastructure. Appropriate expenditure is allocated to ensure that compliance and safety regulations are addressed for all assets.

The separate asset renewal component of total capital works expenditure will be based on needs identified in asset renewal plans that will include amounts sufficient to fund renewal of our assets to agreed standards as established in the asset management plans.

Each asset renewal obligation will be determined by the asset renewal provision based on the replacement cost and remaining useful life of the asset to meet minimum community standards established through the asset management plans.

Council will maintain a capital sustainability index of greater than one-to-one until the assets have reached standards defined in the asset management plans. The sustainability index is defined as the ratio of renewal expenditure on infrastructure assets compared to the annual depreciation expense incurred by these assets.

Council will seek the most effective community outcome from the application of asset renewal funds, which may not necessarily result in the replication of existing facilities, but could involve the adaptive re-use of an asset. In such circumstances, asset renewal funds will complement new and upgrade funding as appropriate.

Creating Community Assets Principle

Council will ensure that the community has access to required community infrastructure, located to meet community needs and city wide priorities and designed with regard to current and future needs.

Construction and acquisition of new community assets must respond to existing needs, new identified needs or adopted strategies. Such facilities must remain within the limitations of Council's financial and resource capacity and provide clear and tangible benefits. Opportunities for community partnerships to develop assets will be pursued.

In reviewing any proposal, Council will consider the financial mechanisms available to assign the capital costs to current and future generations. Asset substitution can be a source of finance where a newly-created asset consolidates services and the vacated asset becomes available for sale.

Analysis of the creation of new assets will also consider contributions to the public realm, environmental and social benefits. The financial analysis will have regard to consequent operational maintenance and renewal costs.

Property Holdings Principle

Council will manage, acquire and dispose of property in the best interest of the Boroondara community. Council recognises the importance of property holdings over the long term to community wellbeing.

Assets will only be considered for disposal where there is no clear Council or community need for that asset in the foreseeable future. All property considered for disposal will undergo a thorough evaluation based on both financial and community benefit factors. Open space will not be sold unless replaced by areas of equal size and/or value. Any proceeds derived from property realisation will be directed towards funding land acquisition, new/upgrade capital works or debt reduction and will not be used to fund operating expenditure. Council will not necessarily hold property that has no current or future identified purpose, or if that purpose can be met more effectively in other ways.

Existing holdings or strategic acquisitions must meet existing needs, new identified needs or adopted strategies. To enhance community benefit opportunities for the alternative use of property (including asset realisation) will be investigated.

Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents and community benefit will be considerations in such reviews.



Council Reserves Principle

Council will maintain a series of cash backed reserves for use in predefined circumstances.

Due to legislative limitations, local government is unable to undertake borrowings not pre-approved through the Budget process. For this reason Council will hold cash backed reserves for use in pre-defined circumstances.

Due to the nature of these funds, and potential for immediate use, the cash will not be considered as part of Council's internal budgeting and management reporting processes. They will be treated as a source of funds only available for the stated purpose. The only other potential use for these funds is the retirement of existing Council debt.

Until these funds are used for the stated purpose the cash contained within these reserves will be managed in line with Council's Investment Policy.

These reserves will be held as assets in Council's balance sheet and the cash within the fund will be available for the predefined purposes outlined in the below Strategic Acquisition Fund, Open Space Development Fund and the Defined Benefit Superannuation Fund.

Strategic Acquisition Fund

A fund for the purpose of acquiring new assets.

As strategic parcels of land may become available at short notice, Council has created a Strategic Acquisition Fund. This fund allows for the acquisition of strategic assets within the municipality as they become available.

The Strategic Acquisition Fund will be available for the purpose of acquiring new strategic assets where they are required for the provision of community services or for additional public open space.

Open Space Development Fund

A fund for the purpose of acquiring land for use as public open space.

As strategic parcels of land may become available at short notice, Council has created an Open Space Development Fund. This fund allows for the acquisition of land within the municipality for conversion to public open space as it becomes available.

Defined Benefit Superannuation Fund

A fund for the purpose of meeting potential defined benefit superannuation calls as they arise.

All councils in Victoria have a legal obligation to provide additional funds to the Local Government Defined Benefit Superannuation Fund (LGDBF) should a shortfall in the superannuation funds vested benefit index occur.

To ensure that services to the community are not otherwise affected and in order for Council to meet its obligations, Council has established its own Defined Benefit Superannuation Reserve for use should a call be made by the LGDBF trustee.

Concept Master Plan Principle

Council will ensure that the short and long-term interests of the community are appropriately addressed. Concept Master Plans are an aid to future planning for the allocation of resources.

Concept Master Plans do not represent a commitment to implement all components of the plan, which will be reviewed at regular intervals, and may be subject to change. The Concept Master Plan components will be considered annually as part of the budget process, in conjunction with all Council Plan and Budget priorities.

Concept Master Plans must inform asset management plans and future works planning.



9.2.3 Principles relating primarily to management of Council financial position:

Financial Principle

Council will fund all operating and capital expenditure in a prudent, ethical and responsible manner. Council will seek and accept external funding contributions to a project where the acceptance of the funding will not compromise Council's principles or objectives.

Council will seek to maximise all external funding opportunities, including transfers from other levels of government and other financing opportunities where appropriate, and having regard to the financial impacts and outcomes for the community. Following the decision to proceed with a project, external funding commitments will be formalised through a Heads of Agreement.

While an external funding opportunity should be part of the overall project, its consideration should remain only one factor in the decision-making process. Accordingly, care should be taken to not inappropriately commit Council to the acceptance of funding opportunities before the project is determined as suitable and of immediate priority. This is necessary to avoid the unreasonable distortion of Council's priorities due to the availability of external funding.

Debt within prudent levels is considered to be a legitimate funding source, particularly for the creation of income-generating assets and new or extended assets servicing current and future generations.

Council will note and monitor the Victorian Auditor-General's Office (VAGO) Financial Sustainability Risk Assessment Criteria being:

- Net result
- Adjusted underlying result
- Liquidity
- Internal Financing
- Indebtedness
- Capital Replacement
- Renewal Gap

Council will endeavour to remain in the low risk category for these criteria in each year of the Long Term Financial Plan. In the case where operational or investment imperatives require, in a particular year(s), that one or more of these criteria will be assessed as a medium risk, Council's Long Term Financial Plan must demonstrate future capacity to recover to low risk status.

Council, unless faced by exceptional circumstances will not endorse decisions generating financial outcomes resulting in high risk outcomes according to these criteria.

Cash Management Principle

Council will monitor its Working Capital Ratio (current assets/current liabilities) to ensure the maintenance of the required level of cash to meet operational requirements.

The target for the ratio will remain at or above 1.20 to 1 plus:

- the provision of a cash contingency of 0.5% of general rate revenue for works in response to emergency situations e.g. storm event, and
- cash held in Council's endorsed reserves (see Council's Reserves Principle).

Where operational or investment imperatives require, in a particular year(s), that the ratio falls below 1.20 to 1, Council's Long Term Financial Strategy must demonstrate future capacity to recover to the target level but Council should not fall below a level of 1:1 in any year.

Council will maximise the return on cash funds invested and ensure investment placements remain within ethical and legislative constraints.

Outstanding debtors will be converted to cash by adopting commercial practices and benchmarks.

10. Rating Information

This section of the Budget contains information on Council's foreshadowed rating levels including strategy development, assumptions underlying the current year rate increase and rating structure.

10.1 Rating context

The *Local Government Act 2020* requires each Council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work. The plan is an important part of Council's integrated planning framework, all of which is created to achieve our vision in the Boroondara Community Plan (incorporating the Municipal Public Health and Wellbeing Plan).

In developing the budget, rates and charges were identified as an important source of revenue. Rate revenue continues to be the major income stream for most local governments. In reviewing comparative data, Boroondara receives less government grant assistance and is more dependent on rate revenue than many other local governments. Rates and charges comprise 76% of total income in 2021-22.

While government grants total \$13.46 million in 2021-22, all but \$2.40 million are tied grants which require Boroondara to perform a service on behalf of the State or Federal government. In most cases the tied grants do not adequately fund the service provided and additional rate revenue is required to subsidise these services. This is known as cost shifting to local government and is widely recognised across the sector as a major issue.

Boroondara does not benefit from untied grants to the same extent as most other local governments in Victoria. Many grants are adjusted by State and Federal Governments on the basis of capacity to pay and other socio-economic factors and therefore Boroondara is one of the lowest recipients with grant income equivalent to \$21.03 per resident in Boroondara (*Source 2020-21 Victorian Local Government Grants Commission Annual Allocation Report*).

10.2 Current year rates and charges

The 2021-22 operating position is predicted to be impacted by a number of external and internal influences, wage rises, general inflation increases, and new service initiatives. The general rate will increase by 1.50% and the waste collection costs will increase on average by 6.5% in 2021-22. This will raise total rates and charges for 2021-22 of \$198.64 million, including \$900,000 generated from supplementary rates. This amount also includes special rates and charges of \$1.57 million.

Waste service charges are set at a level that recovers the costs associated with the provision of waste services. Council also levies rates through special rate schemes and as a result of supplementary valuations.

The below table highlights the indicative rate increase over the forward four year period. These forward indexes are indicative only and are reviewed on an annual basis and are subject to change. The projections for 2023-2026 includes base rate increases aligned to the proposed rate cap which is determined by the Victorian Government. The future years are estimates using Department of Treasury and Finance forecasts of the consumer price index.

| Year | Rate increase % |
|------|-----------------|
| 2022 | 1.50% |
| 2023 | 1.75% |
| 2024 | 2.00% |
| 2025 | 2.00% |
| 2026 | 2.00% |



10.3 Rate in the dollar

The City of Boroondara's 2021-22 Budget provides for a decrease in the rate in the dollar paid by ratepayers, a reduction from 0.13851685 cents in the dollar to 0.13720849 cents in the dollar.

A property in Boroondara at the median residential valuation in 2020 was valued at \$1,380,000 with a general rate of \$1,911.53. The new median valuation for 2021 according to the Victorian Valuer General is \$1,400,000 and now attracts a general rate of \$1,920.92, an increase in 2021-22 of \$9.39 per year or \$0.18 per week.

10.4 Rating structure

In accordance with the *Local Government Act 1989*, the method by which local governments are able to raise rate revenue is through use of valuations on properties within their municipalities.

Council rates are levied on the Capital Improved Value (CIV) of properties as determined by and certified by the Valuer General of Victoria. The Valuer General of Victoria has taken over the rateable property general valuation process from 1 July 2018 changing it to once a year rather than every two years.

The rating structure consists of one uniform rate for both residential and business property. These rates are structured in accordance with the requirements of Section 160 'Uniform Rate' of the Act.

| Type or class of land | Forecast 2020-21 cents/\$CIV | Budget 2021-22 cents/\$CIV | Change |
|--|------------------------------------|----------------------------------|--------|
| General rate for rateable residential properties | 0.13851685 | 0.13720849 | -0.9% |
| General rate for rateable non residential properties | 0.13851685 | 0.13720849 | -0.9% |

10.5 Cultural and Recreational Lands (CRL)

Under the CRLA, provision is made for a Council to effectively grant a rating concession to the holder of any "recreational lands" which meet the test of being "rateable land" under the Act. At the time of Budget there are five properties which are "recreational lands".

Council will declare the rate equivalent amount for properties which have been identified as CRL properties" in accordance with Section 4 of the CRLA. The CRLA provides that "an amount be payable in lieu of rates in each year being such amount as the **municipal council thinks reasonable** having regard to the **services provided** in relation to such lands and having regard to the **benefit to the community** derived from such recreational lands".

The eligible CRL properties will be levied a rate equivalent payment and will be calculated for each of them as 50% of the general rates that would otherwise have been payable. The rate equivalent amount will apply and be payable from 2021-22, subject to an annual assessment each time a new valuation of the CRL properties is returned to Council (see Section 4(3) CRLA). Please refer to **Section 8 - Rates and Charges** for list of eligible CRL properties.

All CRL properties will be liable to pay Fire Services Property Levy, and will be required to pay waste charges as and when they utilise Council's waste service.

| Type or class of land | Budget 2020-21 cents/\$CIV | Budget 2021-22 cents/\$CIV |
|--|----------------------------------|----------------------------------|
| Rate concession - rateable Cultural and recreational | 0.00000000 | 0.06860425 |



10.6 General revaluation of properties

Boroondara City Council has moved from biennial to annual valuations in line with the state government changes introduced from 1 July 2018. The valuation function is now centralised with the Valuer-General. A revaluation of all properties within the municipality was undertaken during the 2020-21 year. The revaluation date was 1 January 2021 and the value assessed will be applied to all rateable properties for the financial year 2021-22.

The outcome of the 2021 general revaluation has been a moderate change in property valuations throughout the municipality. Overall, property valuations across the municipal district have increased by 2.47%. Of this increase, residential properties have increased by 2.70% and non-residential properties have decreased by 0.83%.

The following tables summarise the valuation changes between the 2020 and 2021 general revaluations for all property types including analysis by suburb.

All property types

| Property Type | No. Properties | 2020 CIV | 2021 CIV | CIV % change |
|----------------------------|----------------|------------------------|--------------------------|--------------|
| Residential Vacant Land | 773 | \$1,460,487,000 | \$1,517,860,000 | 3.93% |
| Houses | 41,438 | \$86,378,880,000 | \$88,762,355,000 | 2.76% |
| Flats | 1,838 | \$965,468,000 | \$1,020,410,000 | 5.69% |
| Units | 29,110 | \$20,883,824,000 | \$21,355,890,000 | 2.26% |
| Specialty (Retirement) | 44 | \$154,920,000 | \$157,250,000 | 1.50% |
| Non-residential - rateable | 5,771 | \$7,881,460,500 | \$7,816,323,000 | -0.83% |
| Total | 78,974 | 117,725,039,500 | \$120,630,088,000 | 2.47% |

Analysis by suburbs - all property types

| Suburb | No. Properties | 2020 CIV | 2021 CIV | CIV % change |
|---------------|----------------|--------------------------|--------------------------|--------------|
| Ashburton | 3,306 | \$4,382,640,000 | \$4,633,200,000 | 5.72% |
| Balwyn | 6,423 | \$9,983,516,000 | \$10,295,707,500 | 3.13% |
| Balwyn North | 8,290 | \$13,133,163,000 | \$13,526,947,500 | 3.00% |
| Camberwell | 10,245 | \$16,481,023,000 | \$16,477,890,000 | -0.02% |
| Canterbury | 3,432 | \$7,331,873,000 | \$7,620,910,000 | 3.94% |
| Deepdene | 988 | \$1,933,401,000 | \$1,992,100,000 | 3.04% |
| Glen Iris | 6,462 | \$9,873,310,000 | \$10,398,583,000 | 5.32% |
| Hawthorn | 13,494 | \$16,433,898,000 | \$16,418,392,500 | -0.09% |
| Hawthorn East | 8,086 | \$10,265,184,500 | \$10,289,845,000 | 0.24% |
| Kew | 11,546 | \$18,285,298,000 | \$19,235,107,500 | 5.19% |
| Kew East | 2,904 | \$3,889,907,000 | \$4,062,475,000 | 4.44% |
| Mont Albert | 59 | \$119,990,000 | \$124,475,000 | 3.74% |
| Surrey Hills | 3,739 | \$5,611,836,000 | \$5,554,455,000 | -1.02% |
| Total | 78,974 | \$117,725,039,500 | \$120,630,088,000 | 2.47% |

| Property Type | No. Properties | 2020 CIV | 2021 CIV | CIV % change |
|--------------------------------------|----------------|---------------------------|--------------------------|--------------|
| Residential - rateable | 73,203 | \$109,843,579,000 | \$112,813,765,000 | 2.70% |
| Non-residential - rateable | 5,771 | \$7,881,460,500 | \$7,816,323,000 | -0.83% |
| Cultural and Recreational - rateable | 5 | \$80,010,000 | \$79,810,000 | -0.25% |
| Total properties | 78,979 | \$ 117,805,049,500 | \$120,709,898,000 | 2.47% |

10.7 Waste Management Strategy

In 2017, Council adopted a revised Waste Minimisation and Recycling Strategy. The key objectives of this strategy are to reduce the amount of waste deposited at landfills maximising recycling and achieve sustainable environmental outcomes by providing best practice services to the Boroondara community. An implementation plan has been developed setting out actions, priorities and resources required.

The following waste bin charges will apply in 2021-22:

| Household waste bin size (landfill) | 2020-21 charge | 2021-22 charge |
|---|----------------|----------------|
| Waste environment levy residential and other | \$113.00 | \$120.00 |
| Waste environment levy commercial | \$113.00 | \$120.00 |
| 80 litre & minimum waste charge residential and other | \$245.00 | \$261.00 |
| 80 litre commercial | \$245.00 | \$261.00 |
| 120 litre residential and other | \$447.00 | \$477.00 |
| 120 litre commercial | \$447.00 | \$477.00 |
| 240 litre 2020-21 - (only for residential properties with four people) 2021-22 - (only for residential properties with four or more people in a household) | \$1,089.00 | \$1,160.00 |
| 240 litre commercial (only for commercial properties) | \$1,089.00 | \$1,160.00 |
| 240 litre concession 2020-21 - (concessional fee for residential properties with 5 or more people in the household OR a specific medical condition) 2021-22 - (concessional fee for residential properties with a specific medical condition) | \$894.00 | \$954.00 |

From 1 July 2021, the 240 litre bin concessional fee will no longer be offered to residential households with 5 or more people in the household. The concessional fee will only apply for residential properties with a specific medical condition. The waste bin charge for those properties qualifying for the concession will be \$954. Council continues to retain the availability of the 240 litre bin option to households of four or more people in the 2021-22 Budget at a waste charge of \$1,160.

The net costs of waste management and associated services are recovered by Council through the waste management charges.

Costs considered in waste charges are waste to landfill (inclusive of taxes and levies), food organics and green organics waste service, the recycling service, hard-waste collection, operation of the Riversdale Road Transfer Station, Clayton Landfill, delivery of street sweeping services, public place waste and recycling services, and provision of waste collection in public parks, gardens, sportsgrounds and community buildings, bin renewal requirements, disposal of electronic waste and waste management resources and overheads. Waste bin fees and transfer station tipping fees have been set to recover the full costs of all of these services.

The 2021-22 Budget proposes an average increase of 6.5% in waste charges (inclusive of the Victorian government landfill levy) which is linked directly to the cost of providing the waste services, priced on a full cost recovery basis.



The Victorian Government announced it will extend the deferral of the increase to State Government Landfill Levy to 1 July 2021 (previously January 2021) as part of an acknowledgment of COVID-19 impacts. The landfill levy is expected to increase by 60.6% or \$40.00 per tonne from \$65.90 to \$105.90 per tonne (an increase of \$1.04 million 2021-22) and then to \$125.90 in 2022-23. The levy changes are part of the State Government's Recycling Victoria package, a 10-year action plan to transition our waste and recycling sectors and encourage more recycling and reduce waste to landfill. Recycling processing fees have also increased by \$25 per tonne, or \$581,000, after the former contractor ceased operations.

There has been an increase in waste tonnage across all streams throughout 2020 which has been attributed to behaviour changes resulting from COVID-19, primarily working and schooling from home and online shopping. An increase of 10,900 tonnes or \$1.23 million (total 40,000 tonnes for 2021-22) for Food Organics Green Organics (FOGO) compared to 2020-21 (29,000 tonnes) due to a higher utilisation of the service and the rollout of the FOGO service to multiple unit dwellings during the 2020-21 financial year. Whilst this represents a diversion of waste provided to landfill, the increase in the landfill levy is also accounted for in the residual waste.

10.8 Rate payment options

In 2021-22, Boroondara will offer a wide range of options for the payment of rates and waste charges. Council has granted a 2.00% discount for early payment in full by 31 August 2021 of the rates bill.

Payment options include:

- One lump sum payment, with a 2.00% discount on the total rates bill, if payment is made in full, at the reduced amount, by 31 August 2021.
- One lump sum payment, in full, by 15 February 2022 (note, direct debit is available for this option).
- Four instalments, with payments required on 30 September, 30 November, 28 February, and 31 May. Direct debit option is also extended to the four instalments.
- A direct debit (interest free) payment plan. This plan provides for payment to be made by 10 monthly direct debits from your nominated bank. Full details of all payment options will be provided to ratepayers when rate notices are issued.

10.9 Late payment of rates

Where rates are not paid in full by the due instalment or lump sum payment date, Council is authorised to charge penalty interest on outstanding amounts at the penalty interest rate of 10% which is set by the state government and reviewed annually.

10.10 Rates and charges deferment and financial hardship

Council has a Rates and Charges Deferment and Financial Hardship Policy in place to provide assistance to ratepayers experiencing difficulty in paying their rates and charges. The policy is to enable a person liable for rates and charges and experiencing hardship, to make application to Council for assistance relating to rates and charges levied on a property under the *Local Government Act 1989*.

Where a ratepayer incurs late payment penalty interest and is eligible for the State Government Pensioner Rate Rebate, the penalty interest rate to apply shall be equal to Council's 2021-22 weighted average investment earning rate. Council's current weighted average investments earning rate as at 31 March 2021 was 0.36% per annum.

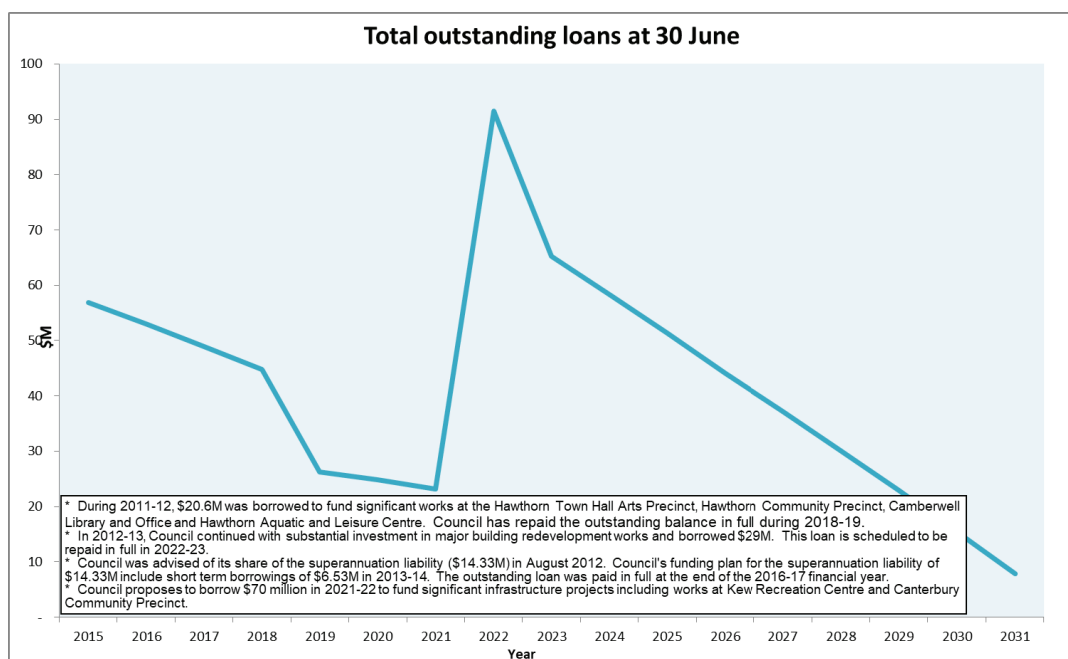
11. Borrowing Strategy

In developing the four year budget, borrowings have been identified as a funding source for the creation of income generating assets and assets servicing current and future generations. The following provides information on Council's existing and future planned loan portfolio.

11.1 Introduction

During the 2012-13 financial year borrowings of \$29 million were undertaken to fund major building works. The borrowings was at a fixed interest rate for 10 years, and the long term financial strategy provides for payment of the remaining balance in full at that time.

In 2014-2015, Council reviewed its existing loan portfolio and took the opportunity to refinance long term debt to a four year loan. This provided decreased interest rates and interest savings to the community as well as providing increased financial capacity to enable future infrastructure programs.



11.2 Future Borrowing Strategy

The borrowing strategy is to retire existing debt over time to free up capacity to undertake new borrowings for significant infrastructure projects for the community. Council's borrowing strategy allows for the investment in new infrastructure as well as the timely retirement of debt.

Council proposes to borrow \$70 million in 2021-22 to fund significant infrastructure projects including works at Kew Recreation Centre and Canterbury Community Precinct.

An assessment of alternative borrowing strategies will be conducted for each tranche of planned borrowings as they become due.

11.3 Existing borrowings

During the 2019-20 year \$1.49 million in principal repayments on existing borrowings have been made. The outstanding amount borrowed will be \$24.75 million as at 30 June 2020. The projected cost of servicing these borrowings will be \$1.42 million during 2019-20.

The following table sets out future proposed borrowings, based on the forecast position of Council as at 30 June 2020. The table also shows the results of prudential ratios that have previously been issued by the Victorian State Government.

Council is projected to be at low risk as defined by VAGO's financial sustainability risk indicator of Indebtedness and Liquidity through the entire period of the Draft Long Term Financial Plan as shown below.

| Financial year ending | \$'000's | | | | Council Policy > 1.2 to 1 | VAGO FINANCIAL SUSTAINABILITY RISK INDICATORS | | |
|-----------------------|----------------|----------------|------------------|-----------------|---------------------------|---|--------------------|--------------|
| | New borrowings | Principal paid | Interest expense | Balance 30 June | | LIQUIDITY | INTERNAL FINANCING | INDEBTEDNESS |
| 2021 | - | 1,572 | 1,342 | 23,214 | 1.49 | 1.92 | 62.7% | 15.9% |
| 2022 | 70,000 | 1,674 | 2,121 | 91,540 | 1.29 | 1.58 | 79.0% | 32.0% |
| 2023 | - | 26,362 | 2,781 | 65,179 | 1.12 | 1.52 | 107.1% | 27.1% |
| 2024 | - | 6,847 | 1,542 | 58,333 | 1.15 | 1.58 | 130.1% | 24.4% |
| 2025 | - | 7,035 | 1,350 | 51,297 | 1.10 | 1.54 | 119.0% | 21.9% |
| 2026 | - | 7,230 | 1,152 | 44,067 | 1.20 | 1.66 | 135.7% | 17.9% |
| 2027 | - | 6,896 | 973 | 37,170 | 1.14 | 1.62 | 115.7% | 15.1% |
| 2028 | - | 7,069 | 797 | 30,101 | 1.15 | 1.65 | 122.3% | 12.3% |
| 2029 | - | 7,247 | 617 | 22,854 | 1.28 | 1.80 | 139.3% | 9.8% |
| 2030 | - | 7,430 | 432 | 15,425 | 1.30 | 1.83 | 123.1% | 7.1% |
| 2031 | - | 7,617 | 243 | 7,808 | 1.33 | 1.87 | 124.0% | 4.1% |
| Total | 70,000 | 86,979 | 13,350 | | | | | |

Council monitors its Adjusted Working Capital Ratio (current assets/current liabilities) to ensure the maintenance of the required level of cash to meet operational requirements.

Council targets an adjusted working capital ratio of 1.2 to 1. The adjusted working capital ratio excludes Council adopted reserves which are funds held for a specific purpose and as such are not available for normal business operations (see **Section 9 Financial Strategy Principles** for further details). Where operational or investment imperatives require, in a particular year(s), that the ratio falls below the target, Council's Long Term Financial Plan must demonstrate future capacity to recover to the target level. The above table projects, that Council will achieve this outcome by 2031 as set out in Council's Draft Long Term Financial Plan which is current being finalised and will be adopted by 31 October 2021.

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

| Indicator | Forecast | |
|---|----------|---------|
| | Actual | Budget |
| | 2020-21 | 2021-22 |
| | \$'000 | \$'000 |
| Total amount borrowed as at 30 June of the prior year | 24,786 | 23,214 |
| Total amount to be borrowed | - | 70,000 |
| Total amount projected to be redeemed | (1,572) | (1,674) |
| Amount of borrowings at 30 June | 23,214 | 91,540 |

City of Boroondara
Budget 2021-22

Appendices

- Appendix A - Fees and charges
- Appendix B - Community leases
- Appendix C - Priority Projects Program
- Appendix D - Capital Works Program



Overview to appendices

The following appendices include voluntary and statutory information which provide support for the analysis contained in Sections 1 to 11 of this report.

This information has not been included in the main body of the Budget report in the interests of clarity and conciseness. Council has decided that whilst the Budget report needs to focus on the important elements of the Budget and provide appropriate analysis, the detail upon which the Budget is based should be provided in the interests of open and transparent local government.

The contents of the appendices are summarised below:

| Appendix | Nature of information |
|----------|---------------------------|
| A | Fees and charges |
| B | Community leases |
| C | Priority Projects Program |
| D | Capital Works Program |

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Appendix A
Fees and
Charges



Appendix A - Fees and charges index

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Appendix A - Fees and Charges

Introduction

The City of Boroondara provides a range of services to the community. Some of these services have an associated fee or charge levied.

Services funded by fees and charges provide enhanced community wellbeing. Council's Financial Strategy Principle on the Pricing of Services requires that *fees and charges for services be set having regard to specific policies in applicable areas of Council, whilst incorporating cost recovery principles and marketplace competition.*

Council's Pricing Policy ensures that fees are set in line with community support objectives in mind. When setting fees and charges factors considered include the users capacity to pay, equity in the subsidisation of services, community service obligations, statutory or service agreement limitations and results of benchmarking of similar services.

Council has considered that where cost recovery principles are adopted, fees and charges that have a substantial labour component in the delivery of the service be increased by the expected increase in labour costs. In 2021-22 this means that many fees and charges are increased by an average of 1.55%. This attempts to maintain the relationship of funding between user fees and general rate subsidy for each service.

Fees that do not contain a labour component to deliver the service are proposed to generally increase on average by inflation (forecast to be 1.25% in 2021-22).

Council user fees and charges are subject to change and will be amended in line with any increases determined by Council throughout the 2021-22 year.

Where fees are set by State Government statute (Statutory Fees); Council has no ability to alter the fee. These fees are fixed and result in a growing cost to the general ratepayer to provide services as the level of cost recovery is diminished over time. Fees will be amended in line with any increases should one be determined by State Government over the course of the 2021-22 year.

Waste Services - Charges

The fees for the provision of commercial and residential waste services are set at full cost recovery. The costs considered in waste charges are waste to landfill (inclusive of taxes and levies), food organics and green organics waste service, the recycling service, hard-waste collection, operation of the Riversdale Road Transfer Station, Clayton Landfill, delivery of street sweeping services, public place waste and recycling services, and provision of waste collection in public parks, gardens, sportsgrounds and community buildings, bin renewal requirements, disposal of electronic waste and waste management resources and overheads.

The 2021-22 Budget includes an average increase of 6.5% in waste charges (inclusive of the Victorian government landfill levy) which is linked directly to the cost of providing the waste services, priced on a full cost recovery basis.

From 1 July 2021, the 240 litre bin concessional fee will no longer be offered to residential households with 5 or more people in the household. The concessional fee will only apply for residential properties with a specific medical condition. The waste bin charge for those properties qualifying for the concession will be \$954. Council continues to retain the availability of the 240 litre bin option to households of four or more people in the 2021-22 Budget at a waste charge of \$1,160.

The Victorian Government announced it will extend the deferral of the increase to State Government Landfill Levy to 1 July 2021 (previously January 2021) as part of an acknowledgment of COVID-19 impacts. The landfill levy is expected to increase by 60.6% or \$40.00 per tonne from \$65.90 to \$105.90 per tonne (an increase of \$1.04 million 2021-22) and then to \$125.90 in 2022-23. The levy changes are part of the State Government's Recycling Victoria package, a 10-year action plan to transition our waste and recycling sectors and encourage more recycling and reduce waste to landfill.



Recycling processing fees have also increased by \$25 per tonne, or \$581,000, after the former contractor ceased operations.

There has been an increase in waste tonnage across all streams throughout 2020 which has been attributed to behaviour changes resulting from COVID-19, primarily working and schooling from home and online shopping. An increase of 10,900 tonnes or \$1.23 million (total 40,000 tonnes for 2021-22) for Food Organics Green Organics (FOGO) compared to 2020-21 (29,000 tonnes) due to a higher utilisation of the service and the rollout of the FOGO service to multiple unit dwellings during the 2020-21 financial year. Whilst this represents a diversion of waste provided to landfill, the increase in the landfill levy is also accounted for in the residual waste.

Changes to GST Status

For GST purposes Council's fees and charges are currently subject to the following Australian Taxation Office (ATO) regulations as defined by:

A New Tax System (Goods and Services Tax) (Exempt Taxes, Fees and Charges) Determination 2011 (No. 1).

The GST legislation deems that Council's fees and charges are to include GST (taxable supply) unless they are identified for specific exemption from GST.

This determination under Section 81-5 of the *GST Act* identifies those Council fees and charges that are exempted from GST. The application of GST to the schedule of fees and charges is therefore based on current ATO legislation.

Council may be required to further amend the GST status of specific fees and charges when the ATO approves and issues further legislation or regulations. The impact of further ATO amendments may therefore require Council to alter prices in this schedule to reflect changes in the GST status of particular goods or services.

The full list of fees and charges is provided in the following pages. Some fees and charges may have different percentage increases due to rounding to improve ease of use or cash handling.

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|------------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Community Support

Health and Wellbeing Services

Boroondara Youth

| | | | | | | |
|--|---|--|----------------------------|---------|-------|---|
| Drug and alcohol free music and cultural events | N | Per ticket | Up to a maximum of \$25 | | | Y |
| Boroondara Youth Hub – Not for Profit Youth Providers | N | Per hour | No charge | | | Y |
| Boroondara Youth Hub – Commercial Hire (Youth Related Programs Only) | N | Per hour | \$68.00 | \$69.00 | 1.47% | Y |
| School program facilitation | N | Per hour | Up to a maximum of \$70.00 | | | Y |
| Boroondara Youth Hub – Studio membership | N | Per band / group – 2 x 2 hour sessions per week, for a maximum of 6 months | \$21.00 | \$21.30 | 1.43% | Y |

Boroondara Youth Hub studio membership, for bands/groups that must include young people aged between 10 and 25.

Immunisation

| | | | | | | |
|---|---|---------------|--|---------|-------|---|
| Sale and administration of vaccines not covered within National Immunisation Program schedule | N | Per item sold | Cost of vaccine + 25% of hourly rate + on costs Public Health (immunisation) Nurse | | | Y |
| Sharps container sales (free to people with relevant health condition) | N | Per container | No charge | | | Y |
| Sharps container – small (registered business) | N | Per container | \$10.20 | \$10.40 | 1.96% | Y |
| Sharps container – large (registered business) | N | Per container | \$19.90 | \$20.20 | 1.51% | Y |

Other Fees and Charges

| | | | | | | |
|---|---|------------------------------------|---------------------------|----------|-------|---|
| Sleep day stay program fee | N | Rate per day | \$100.50 | \$102.00 | 1.49% | Y |
| Sleep day stay program fee (health care card holder) | N | Rate per day | No charge | | | Y |
| Kindergarten central registration and enrolment application fee – Three year old kindergarten | N | Per application for three year old | \$27.50 | \$27.50 | 0.00% | Y |
| Kindergarten central registration and enrolment application fee – Four year old kindergarten | N | Per application for four year old | \$27.50 | \$27.50 | 0.00% | Y |
| Excess cleaning for Anderson Park/MCH Centres meeting rooms | N | Per booking | Cost recovery | | | Y |
| Information forums for service professionals and parents of children and young people | N | Per ticket maximum | Up to \$15.00 per session | | | Y |
| Information forums for parents with Health Care cards | N | Per ticket maximum | No charge | | | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|------------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Other Fees and Charges [continued]

| | | | | | | |
|---|---|-------------|---------|---------|-----------|---|
| Boroondara Early Years and Youth Providers Conferences – Stall trade table display – Not for Profit, community based organisation | N | Per display | | | No charge | Y |
| Boroondara Early Years and Youth Providers Conferences – Stall trade table display – Commercial operators | N | Per display | \$68.00 | \$69.00 | 1.47% | Y |

Meeting or Facility Room hire (From 1 July to 31 December 2021)

| | | | | | | |
|---|---|---------------------|---------|--------------------------|-------|---|
| Anderson Park Community Centre Meeting Room 1 – Commercial Groups | N | Per hour | \$13.45 | \$13.45 | 0.00% | Y |
| Anderson Park Community Centre Meeting Room 1 – Community Groups | N | Per hour | \$3.80 | \$3.80 | 0.00% | Y |
| Anderson Park Community Centre Meeting Room 2 – Commercial Groups | N | Per hour | \$26.75 | \$26.75 | 0.00% | Y |
| Anderson Park Community Centre Meeting Room 2 – Community Groups | N | Per hour | \$7.50 | \$7.50 | 0.00% | Y |
| Auburn Centre facilities – hire of facility for delivery of services supporting families with young children – Commercial Groups | N | Per hour | \$26.75 | \$26.75 | 0.00% | Y |
| Auburn Centre facilities – hire of facility – Community Organisation – not for profit | N | Per term | \$57.00 | \$57.00 | 0.00% | Y |
| Auburn Centre facilities – Playgroup Contribution | N | Per family per term | \$41.60 | \$41.60 | 0.00% | Y |
| Maternal and child health centre facilities – hire of facility for delivery of services supporting families with young children – Commercial Groups | N | Per hour | \$26.75 | \$26.75 | 0.00% | Y |
| Maternal and child health centre facilities – Community Organisation – not for profit | N | Per term | \$57.00 | \$57.00 | 0.00% | Y |
| Maternal and child health centre facilities – Playgroup Contribution | N | Per family per term | \$41.60 | \$41.60 | 0.00% | Y |
| Boroondara Early Years and Youth Providers Conferences Attendance | N | Per attendee | | Up to \$71.50 per person | | Y |

Meeting or Facility Room hire (From 1 January to 30 June 2022)

| | | | | | | |
|---|---|----------|---------|---------|-------|---|
| Anderson Park Community Centre Meeting Room 1 – Commercial Groups | N | Per hour | \$13.45 | \$13.60 | 1.12% | Y |
| Anderson Park Community Centre Meeting Room 1 – Community Groups | N | Per hour | \$3.80 | \$3.90 | 2.63% | Y |
| Anderson Park Community Centre Meeting Room 2 – Commercial Groups | N | Per hour | \$26.75 | \$27.00 | 0.93% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Meeting or Facility Room hire (From 1 January to 30 June 2022) [continued]

| | | | | | | |
|---|---|---------------------|---|---------|-------|---|
| Anderson Park Community Centre Meeting Room 2 – Community Groups | N | Per hour | \$7.50 | \$7.60 | 1.33% | Y |
| Auburn Centre facilities – hire of facility for delivery of services supporting families with young children – Commercial Groups | N | Per hour | \$26.75 | \$27.00 | 0.93% | Y |
| Auburn Centre facilities – hire of facility – Community Organisation – not for profit | N | Per term | \$57.00 | \$58.00 | 1.75% | Y |
| Auburn Centre facilities – Playgroup Contribution | N | Per family per term | \$41.60 | \$42.00 | 0.96% | Y |
| Maternal and child health centre facilities – hire of facility for delivery of services supporting families with young children – Commercial Groups | N | Per hour | \$26.75 | \$27.00 | 0.93% | Y |
| Maternal and child health centre facilities – Community Organisation – not for profit | N | Per term | \$57.00 | \$58.00 | 1.75% | Y |
| Maternal and child health centre facilities – Playgroup Contribution | N | Per family per term | \$41.60 | \$42.00 | 0.96% | Y |
| Boroondara Early Years and Youth Providers Conferences Attendance | N | Per attendee | Up to \$75.00 per person | | | N |
| | | | Last YR Fee Up to \$71.50 per person | | | |

Kew Traffic School

| | | | | | | |
|--|---|------------------------|----------|----------|---------|---|
| Community group bookings | N | Per group booking | \$136.00 | \$137.00 | 0.74% | Y |
| Public Play and Ride session | N | Per child | \$14.00 | \$10.00 | -28.57% | Y |
| Private bookings – at time of booking – two hours – Boroondara resident | N | Per two hour booking | \$240.00 | \$243.00 | 1.25% | Y |
| Private bookings – at time of booking – two hours – Non-Boroondara resident | N | Per two hour booking | \$0.00 | \$330.00 | ∞ | Y |
| Private bookings – at time of booking – three hours – Boroondara resident | N | Per three hour booking | \$274.50 | \$280.00 | 2.00% | Y |
| Private bookings – at time of booking – three hours – Non-Boroondara resident | N | Per three hour booking | \$0.00 | \$375.00 | ∞ | Y |
| Safety education session – Boroondara based Early Childhood Education and Care service or school | N | Per session | \$137.00 | \$139.00 | 1.46% | Y |
| Safety education session – Non-Boroondara based Early Childhood Education and Care service or school | N | Per session | \$0.00 | \$188.00 | ∞ | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Sportsgrounds

| | | | | | | |
|---|---|--|-----------|---------|-------|---|
| Casual sportsground booking fee (charges for functions, casual sports games, schools outside Boroondara municipality) | N | Per hour | \$65.00 | \$65.50 | 0.77% | Y |
| Casual sportsground booking fee – Junior rate (Under 18) | N | Per hour | \$33.00 | \$33.50 | 1.52% | Y |
| Casual sportsground booking fee – Schools within Boroondara – Monday to Friday: 8:30am to 3:30pm (inside school hours) | N | Per hour | No charge | | | Y |
| Casual sportsground booking fee – Schools within Boroondara – Monday to Friday: Before 8:30am and after 3:30pm (outside school hours) | N | Per hour | \$33.00 | \$33.50 | 1.52% | Y |
| Hall and pavilion hire – casual use (including changerooms) | N | Per hour | \$65.50 | \$66.00 | 0.76% | Y |
| Hall and pavilion hire – seasonal hall tenant rate | N | Per booking | \$40.05 | \$40.50 | 1.12% | Y |
| Sportsgrounds seasonal tenancy fee (formula based on usage and rating of assets) | N | Per unit as allocated to facilities or pro rata appropriate to the booking request | \$11.80 | \$12.00 | 1.69% | Y |

Liveable Communities

Active Ageing Services

Financially Disadvantaged

| | | | | | | |
|---|---|-----------|------------------------|--|--|---|
| Domestic Assistance, Personal Care and Respite Care | N | No charge | No charge | | | N |
| Domestic Assistance, Personal Care and Respite Care discretionary fee (low and medium income only) – 25% of applicable rate | N | Per hour | 25% of applicable rate | | | N |
| Domestic Assistance, Personal Care and Respite Care discretionary fee (low and medium income only) – 50% of applicable rate | N | Per hour | 50% of applicable rate | | | N |

Domestic Assistance – Low Income

| | | | | | | |
|---------------------------------------|---|----------|---------|---------|-------|---|
| Single – historical fee (b) | N | Per hour | \$5.40 | \$5.50 | 1.85% | N |
| Single | N | Per hour | \$7.50 | \$7.60 | 1.33% | N |
| Aged couple and young persons program | N | Per hour | \$10.40 | \$10.60 | 1.92% | N |

Domestic Assistance – Medium Income

| | | | | | | |
|-----------------------------|---|----------|---------|---------|-------|---|
| Single – historical fee (a) | N | Per hour | \$9.80 | \$10.00 | 2.04% | N |
| Single | N | Per hour | \$18.20 | \$18.50 | 1.65% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Domestic Assistance – Medium Income [continued]

| | | | | | | |
|-----------------------------|---|----------|---------|---------|-------|---|
| Couple – historical fee (a) | N | Per hour | \$11.50 | \$11.70 | 1.74% | N |
| Aged couple | N | Per hour | \$18.90 | \$19.20 | 1.59% | N |

Domestic Assistance – High Income

| | | | | | | |
|-------------|---|----------|---------|---------|-------|---|
| Single | N | Per hour | \$46.80 | \$47.40 | 1.28% | N |
| Aged couple | N | Per hour | \$48.20 | \$48.80 | 1.24% | N |

Property maintenance/Home maintenance/Home modifications

| | | | | | | |
|---------------|---|----------------------|---------|---------|-------|---|
| Low income | N | Per hour + materials | \$15.60 | \$15.90 | 1.92% | N |
| Medium income | N | Per hour + materials | \$23.10 | \$23.50 | 1.73% | N |
| High income | N | Per hour + materials | \$59.00 | \$60.00 | 1.69% | N |

Personal care

| | | | | | | |
|---------------|---|----------|---------|---------|-------|---|
| Low income | N | Per hour | \$5.50 | \$5.60 | 1.82% | N |
| Medium income | N | Per hour | \$10.80 | \$11.00 | 1.85% | N |
| High income | N | Per hour | \$47.00 | \$47.70 | 1.49% | N |

Respite care

| | | | | | | |
|---------------|---|----------|---------|---------|-------|---|
| Low income | N | Per hour | \$3.90 | \$4.00 | 2.56% | N |
| Medium income | N | Per hour | \$8.20 | \$8.30 | 1.22% | N |
| High income | N | Per hour | \$47.00 | \$47.70 | 1.49% | N |

Social Support

| | | | | | | |
|--|---|----------------------------------|---------|---------|--------|---|
| Adult day care / social support activity | N | Per session + meal if applicable | \$8.35 | \$8.50 | 1.80% | N |
| Adult day care / social support activity | N | Two – three hours | \$4.10 | \$4.20 | 2.44% | N |
| Adult day care/social support activity – Commercial cost | N | Per hour | \$29.40 | \$29.90 | 1.70% | N |
| Adult day care/social support activity – Commercial cost | N | Per session (Half day) | \$88.50 | \$90.00 | 1.69% | N |
| Adult day care/social support activity – Commercial cost – discretionary fee (manager approval required) | N | Per session (Half day) | \$59.00 | \$60.00 | 1.69% | N |
| Excursions – older person – historical fee | N | Per person | \$6.75 | \$8.50 | 25.93% | N |

Transport

| | | | | | | |
|---------------------------------------|---|---------|----------|----------|-------|---|
| Community bus hire – community groups | N | Per day | \$108.50 | \$110.50 | 1.84% | Y |
|---------------------------------------|---|---------|----------|----------|-------|---|

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Transport [continued]

| | | | | | | |
|---------------------------------------|---|------------------------------|---------|---------|-------|---|
| Community bus hire – community groups | N | Per half day | \$65.50 | \$67.00 | 2.29% | Y |
| Community bus fixed runs | N | One way trip and return trip | \$3.60 | \$3.70 | 2.78% | N |
| Travel charge | N | Per kilometre | \$1.80 | \$1.85 | 2.78% | N |
| Assisted Transport (one way) | N | Per trip | \$2.50 | \$2.55 | 2.00% | N |

Commercial Rates

| | | | | | | |
|--|---|----------------|----------|----------|-------|---|
| Commercial – home care – Monday – Friday 7am – 7pm | N | Per hour | \$76.50 | \$78.00 | 1.96% | Y |
| Commercial – personal care – Monday – Friday 7am – 7pm | N | Per hour | \$79.00 | \$80.50 | 1.90% | Y |
| Commercial – personal care – Monday – Friday 7pm – midnight | N | Per hour | \$97.00 | \$98.50 | 1.55% | Y |
| Commercial – respite care – Monday – Friday 7am – 7pm | N | Per hour | \$79.00 | \$80.50 | 1.90% | Y |
| Commercial – respite care – Monday – Friday 7pm – midnight | N | Per hour | \$97.00 | \$98.50 | 1.55% | Y |
| Commercial – respite care – Weekend 7am – 12 midday Saturday | N | Per hour | \$113.00 | \$115.00 | 1.77% | Y |
| Commercial – respite care – Weekend 12 midday Saturday onwards | N | Per hour | \$135.00 | \$137.50 | 1.85% | Y |
| Commercial – Assessment | N | Per assessment | \$456.00 | \$464.00 | 1.75% | Y |
| Public holiday (all services) Commercial | N | Per hour | \$135.00 | \$137.50 | 1.85% | Y |

Canterbury Memorial Home

| | | | | | | |
|---|---|-----------|----------|----------|-------|---|
| Main hall hire – Community Groups | N | Per hour | \$4.30 | \$4.40 | 2.33% | Y |
| Canterbury Memorial Home Units – standard rate | N | Per month | \$594.00 | \$604.00 | 1.68% | N |
| Canterbury Memorial Home Units – historical fee level one | N | Per month | \$510.00 | \$518.00 | 1.57% | N |

Seniors Centre Hire Fees

| | | | | | | |
|--|---|--------------------------|-----------------------------|---------|-------|---|
| Community group (per room) | N | Per hour | \$4.30 per hour | | | Y |
| | | | Last YR Fee \$4.20 per hour | | | |
| Casual event (Main Hall) | N | Per hour minimum 3 hours | \$70.50 | \$72.00 | 2.13% | Y |
| Hall – Casual Hire – Community Rate (50% of casual hire) | N | Per hour minimum 3 hours | 50% of applicable rate | | | Y |
| Multi purpose room – Standard rate | N | Per hour minimum 3 hours | \$15.90 | \$16.10 | 1.26% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Seniors Centre Hire Fees [continued]

| | | | | | | |
|--|---|--------------------------|--------|------------------------|-------|---|
| Multi purpose room – Community Rate (50% of standard rate) | N | Per hour minimum 3 hours | | 50% of applicable rate | | Y |
| Small meeting room – Standard rate | N | Per hour minimum 3 hours | \$7.90 | \$8.00 | 1.27% | Y |
| Small meeting room – Community Rate (50% of standard rate) | N | Per hour minimum 3 hours | | 50% of applicable rate | | Y |

Local Economies

| | | | | | | |
|---|---|---------------|----------|----------------------|-------|---|
| Banner hire fees – administration fee | N | Per event | \$410.00 | \$417.00 | 1.71% | Y |
| Banner hire fees – installation and removal | N | Per banner | \$71.50 | \$72.50 | 1.40% | Y |
| Business Events | N | Per person | | Less than \$60 | | Y |
| Product Sales | N | Per item sold | | Total cost + 10%-15% | | Y |

Arts and Cultural Services

Eisteddfod

| | | | | | | |
|--|---|-----------------|---------|---------|-------|---|
| Audience entry fee (section per day) – full | N | Per person | \$11.00 | \$11.00 | 0.00% | Y |
| Audience entry fee (section per day) – concession | N | Per person | \$9.00 | \$9.00 | 0.00% | Y |
| Daily audience entrance fee – group booking (5+ tickets) | N | Per ticket | \$9.00 | \$9.00 | 0.00% | Y |
| Audience entrance fee – Piano concerto event | N | Per ticket | \$25.00 | \$25.00 | 0.00% | Y |
| Eisteddfod Registration Fee – Ensembles categories | N | Per entry | \$40.00 | \$40.00 | 0.00% | Y |
| Eisteddfod Registration fee – solo | N | Per entry | \$25.00 | \$25.00 | 0.00% | Y |
| Performance Accompanist | N | Per performance | \$10.00 | \$10.00 | 0.00% | Y |

Meeting or Facility Room hire

Kew Court House

Just Theatre

Standard Rate

| | | | | | | |
|---|---|--------------------------|------------|------------|-------|---|
| Theatre including dressing rooms | N | Per hour minimum 3 hours | \$50.00 | \$51.00 | 2.00% | Y |
| Theatre including dressing rooms – Monday to Thursday | N | Per day | \$360.00 | \$364.00 | 1.11% | Y |
| Theatre including dressing rooms – Friday to Sunday | N | Per day | \$430.00 | \$436.00 | 1.40% | Y |
| Theatre including dressing rooms | N | Per week | \$1,360.00 | \$1,380.00 | 1.47% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Subsidised Rate

| | | | | | | |
|---|---|--------------------------|----------|----------|-------|---|
| Theatre including dressing rooms | N | Per hour minimum 3 hours | \$12.50 | \$12.75 | 2.00% | Y |
| Theatre including dressing rooms – Monday to Thursday | N | Per day | \$90.00 | \$91.00 | 1.11% | Y |
| Theatre including dressing rooms – Friday to Sunday | N | Per day | \$107.50 | \$109.00 | 1.40% | Y |
| Theatre including dressing rooms | N | Per week | \$340.00 | \$345.00 | 1.47% | Y |

Access Gallery

Standard Rate

| | | | | | | |
|----------------|---|----------|----------|----------|-------|---|
| Access Gallery | N | Per week | \$166.00 | \$168.00 | 1.20% | Y |
|----------------|---|----------|----------|----------|-------|---|

Subsidised Rate

| | | | | | | |
|----------------|---|----------|---------|---------|-------|---|
| Access Gallery | N | Per week | \$41.50 | \$42.00 | 1.20% | Y |
|----------------|---|----------|---------|---------|-------|---|

Hawthorn Arts Centre

Hawthorn Arts Centre Venue

Standard Rate

| | | | | | | |
|----------|---|-------------------------|------------------------------|--|--|---|
| Day rate | N | Per day minimum 8 hours | 90% of hourly rate (8 hours) | | | Y |
|----------|---|-------------------------|------------------------------|--|--|---|

Main Hall and Stage

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|----------|----------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$235.50 | \$240.00 | 1.91% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$395.00 | \$400.00 | 1.27% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|----------|----------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$118.00 | \$120.00 | 1.69% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$197.50 | \$200.00 | 1.27% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Chandelier Room

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|----------|----------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$170.00 | \$172.00 | 1.18% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$300.00 | \$304.00 | 1.33% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|----------|----------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$85.00 | \$86.00 | 1.18% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$150.00 | \$152.00 | 1.33% | Y |

Mayor's Room

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$68.00 | \$69.00 | 1.47% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$82.50 | \$84.00 | 1.82% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$34.00 | \$34.50 | 1.47% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$41.25 | \$42.00 | 1.82% | Y |

Dora Wilson Room

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$28.00 | \$28.50 | 1.79% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$33.00 | \$33.50 | 1.52% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|--------|--------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$7.00 | \$7.10 | 1.43% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$8.25 | \$8.40 | 1.82% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

The Chamber

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$67.00 | \$68.00 | 1.49% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$83.00 | \$84.00 | 1.20% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$16.75 | \$17.00 | 1.49% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$20.75 | \$21.00 | 1.20% | Y |

John Beswicke Room

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$28.00 | \$28.50 | 1.79% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$33.00 | \$33.50 | 1.52% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|--------|--------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$7.00 | \$7.10 | 1.43% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$8.25 | \$8.40 | 1.82% | Y |

Zelman Room

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$67.00 | \$68.00 | 1.49% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$83.00 | \$84.00 | 1.20% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$33.50 | \$34.00 | 1.49% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$41.50 | \$42.00 | 1.20% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Edward C. Rigby Room

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$42.50 | \$44.00 | 3.53% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$47.00 | \$48.00 | 2.13% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$10.75 | \$11.00 | 2.33% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$11.75 | \$12.00 | 2.13% | Y |

Community Arts Space

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$67.00 | \$68.00 | 1.49% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$83.00 | \$84.00 | 1.20% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$33.50 | \$34.00 | 1.49% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$41.50 | \$42.00 | 1.20% | Y |

Second Empire Café

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$67.00 | \$68.00 | 1.49% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$83.00 | \$84.00 | 1.20% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|---------|---------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$33.50 | \$34.00 | 1.49% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$41.50 | \$42.00 | 1.20% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

The Basement – Performance/Rehearsal studio

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|------------|------------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$56.00 | \$57.00 | 1.79% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$72.00 | \$73.00 | 1.39% | Y |
| Monday to Thursday | N | Per day | \$360.00 | \$364.00 | 1.11% | Y |
| Friday to Sunday | N | Per day | \$430.00 | \$436.00 | 1.40% | Y |
| Per week | N | Per week | \$1,950.00 | \$1,980.00 | 1.54% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|----------|----------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$14.00 | \$14.25 | 1.79% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$18.00 | \$18.25 | 1.39% | Y |
| Monday to Thursday | N | Per day | \$90.00 | \$91.00 | 1.11% | Y |
| Friday to Sunday | N | Per day | \$107.50 | \$109.00 | 1.40% | Y |
| Per week | N | Per week | \$487.50 | \$495.00 | 1.54% | Y |

Artists studios

Per week

| | | | | | | |
|----------|---|----------|---------|---------|-------|---|
| Studio 6 | N | Per week | \$72.00 | \$73.50 | 2.08% | Y |
|----------|---|----------|---------|---------|-------|---|

Per month

| | | | | | | |
|----------|---|-----------|----------|----------|-------|---|
| Studio 1 | N | Per month | \$570.00 | \$580.00 | 1.75% | Y |
| Studio 2 | N | Per month | \$350.00 | \$355.00 | 1.43% | Y |
| Studio 3 | N | Per month | \$365.00 | \$370.00 | 1.37% | Y |
| Studio 4 | N | Per month | \$135.00 | \$140.00 | 3.70% | Y |
| Studio 5 | N | Per month | \$205.00 | \$210.00 | 2.44% | Y |
| Studio 6 | N | Per month | \$310.00 | \$315.00 | 1.61% | Y |

Per year

| | | | | | | |
|----------|---|----------|------------|------------|-------|---|
| Studio 1 | N | Per year | \$6,840.00 | \$6,960.00 | 1.75% | Y |
| Studio 2 | N | Per year | \$4,200.00 | \$4,260.00 | 1.43% | Y |
| Studio 3 | N | Per year | \$4,380.00 | \$4,440.00 | 1.37% | Y |
| Studio 4 | N | Per year | \$1,620.00 | \$1,680.00 | 3.70% | Y |
| Studio 5 | N | Per year | \$2,460.00 | \$2,520.00 | 2.44% | Y |
| Studio 6 | N | Per year | \$3,720.00 | \$3,780.00 | 1.61% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Camberwell Office

Parkview Room

Standard Rate

| | | | | | | |
|--------------------|---|--------------------------|----------|----------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$170.00 | \$172.00 | 1.18% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$300.00 | \$304.00 | 1.33% | Y |

Subsidised Rate

| | | | | | | |
|--------------------|---|--------------------------|----------|----------|-------|---|
| Monday to Thursday | N | Per hour minimum 3 hours | \$85.00 | \$86.00 | 1.18% | Y |
| Friday to Sunday | N | Per hour minimum 3 hours | \$150.00 | \$152.00 | 1.33% | Y |

Staffing Costs – minimum of four hours

Standard Rate – Staffing costs will be met by hirer

| | | | | | | |
|--------------------------------|---|--------------------|---------------------------------------|---------|-------|---|
| Public Holiday surcharge | N | Per hour | An additional 50% of staff cost rate | | | Y |
| | | | Last YR Fee 50% of staff cost rate | | | |
| Supervising Technician | N | Per hour | \$65.50 | \$66.00 | 0.76% | Y |
| Front of House/Duty Manager | N | Per hour | \$65.50 | \$66.00 | 0.76% | Y |
| Box Office/Hospitality Officer | N | Per hour | \$60.50 | \$61.00 | 0.83% | Y |
| Usher / Event staff | N | Per hour | \$55.50 | \$56.00 | 0.90% | Y |
| Technician | N | Per hour | \$60.50 | \$61.00 | 0.83% | Y |
| Gallery Attendant | N | Per hour | \$60.50 | \$61.00 | 0.83% | Y |
| Security Guard | N | Per hour per guard | Up to a maximum of \$60.00 | | | Y |

Subsidised Rate – Council will provide a 50% subsidy of staffing costs for bonafide community groups

| | | | | | | |
|--------------------------------|---|----------|---------|---------|-------|---|
| Supervising Technician | N | Per hour | \$32.75 | \$33.00 | 0.76% | Y |
| Front of House/Duty Manager | N | Per hour | \$32.75 | \$33.00 | 0.76% | Y |
| Box Office/Hospitality Officer | N | Per hour | \$30.25 | \$30.50 | 0.83% | Y |
| Usher / Event staff | N | Per hour | \$27.75 | \$28.00 | 0.90% | Y |
| Technician | N | Per hour | \$30.25 | \$30.50 | 0.83% | Y |

Camberwell Catering Charges

| | | | | | | |
|---|---|------------|--------|--------|-------|---|
| Tea / Coffee Package 1: Tea and instant coffee, disposable cups | N | Per person | \$2.25 | \$2.30 | 2.22% | Y |
|---|---|------------|--------|--------|-------|---|

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Camberwell Catering Charges [continued]

| | | | | | | |
|--|---|------------|--------|--------|-------|---|
| Tea / Coffee Package 2: Tea and instant coffee, china cups | N | Per person | \$5.00 | \$5.10 | 2.00% | Y |
| Tea / Coffee Package 3: Tea and brewed coffee, china cups | N | Per person | \$6.60 | \$6.70 | 1.52% | Y |

Other Fees and Charges

| | | | | | | |
|---|---|--------------------------|--|----------|-------|---|
| Hirer's box office fees – Standard rate | N | Per ticket | \$3.70 | \$3.80 | 2.70% | Y |
| Hirer's box office fees – Subsidised rate | N | Per ticket | \$1.85 | \$1.90 | 2.70% | Y |
| Hirer's box office fees – Complimentary Tickets – First 5% of total seating capacity | N | Per ticket | No charge | | | Y |
| Hirer's box office fees – Complimentary Tickets – Greater than 5% of total seating capacity | N | Per ticket | \$0.80 | \$0.85 | 6.25% | Y |
| Venue hire for internal photography not associated with event | N | Per hour | \$135.00 | \$137.50 | 1.85% | Y |
| Venue rehearsal fee | N | Per hour minimum 3 hours | 50% of venue hire rate for standard and subsidised rates | | | Y |
| Venue bump in fee | N | Per hour minimum 3 hours | 50% of venue hire rate for standard and subsidised rates | | | Y |
| Venue bump out fee | N | Per hour minimum 3 hours | 50% of venue hire rate for standard and subsidised rates | | | Y |
| Commission on consignment stock at The Emporium | N | Per item | 35% commission on sale price | | | Y |
| Commission on consignment stock at The Emporium – No GST | N | Per item | 35% commission on sale price | | | N |
| Commission on sales of artwork at the Community Gallery | N | Per item | 15% commission on sale price | | | Y |
| Commission on sales of artwork at the Community Gallery – No GST | N | Per item | 15% commission on sale price | | | N |
| Refreshment sales – Kew Court House | N | Per item | Up to \$30.00 | | | Y |
| The Emporium sales – Emporium Shop | N | Per item | Up to \$500 | | | Y |
| Artwork Sales – Community Gallery | N | Per item | Up to \$1,500 | | | Y |
| Standard mail out fee | N | Per transaction | \$2.25 | \$2.30 | 2.22% | Y |
| Express post mail out fee | N | Per transaction | \$7.45 | \$7.60 | 2.01% | Y |
| External hirer refund fee | N | Per transaction | \$1.65 | \$1.70 | 3.03% | Y |
| Additional cleaning to Hawthorn Arts Centre Hired Spaces | N | Per booking | Cost recovery | | | Y |
| Damage or loss of Hawthorn Arts Centre meeting room equipment | N | Per booking | Cost recovery | | | Y |
| Additional cleaning to Kew Court House Hired Spaces | N | Per booking | Cost recovery | | | Y |
| Damage or loss of Kew Court House meeting room equipment | N | Per booking | Cost recovery | | | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | | | Year 21/22 | | GST |
|------|---------------|------|-------------|-------------|----------|-------------|---|-----|
| | | | Fee | Fee | Increase | Fee | % | |
| | | | (incl. GST) | (incl. GST) | | (incl. GST) | | |

Civic and Cultural Venue Equipment

| | | | | | | | |
|--|---|----------------|----------------------------|----------|---------|--|---|
| Administration fee – Equipment hire – Standard rate | N | Per hire | 20% of equipment hire | | | | Y |
| Administration fee – Equipment hire – Community rate | N | Per hire | No charge | | | | Y |
| Laptop hire – full day | N | Per unit | \$60.00 | \$60.00 | 0.00% | | Y |
| Laptop hire – half day | N | Per unit | \$30.00 | \$30.00 | 0.00% | | Y |
| Projector hire – full day | N | Per unit | \$120.00 | \$120.00 | 0.00% | | Y |
| Projector hire – half day | N | Per unit | \$60.00 | \$60.00 | 0.00% | | Y |
| Main Hall wall uplighting | N | Per event | \$590.00 | \$590.00 | 0.00% | | Y |
| Main Hall Chandelier repositioning | N | Per chandelier | \$43.00 | \$43.00 | 0.00% | | Y |
| Chandelier colour lighting package | N | Per event | \$185.00 | \$185.00 | 0.00% | | Y |
| Staging (1.2m x 2.4m) / Choir Risers | N | Per piece | \$86.00 | \$40.00 | -53.49% | | Y |
| Lectern (including microphone) | N | Per unit | \$40.00 | \$40.00 | 0.00% | | Y |
| Microphone | N | Per unit | \$75.00 | \$75.00 | 0.00% | | Y |
| Flipchart | N | Per chart | \$26.00 | \$26.00 | 0.00% | | Y |
| Whiteboard | N | Per unit | \$26.00 | \$26.00 | 0.00% | | Y |
| Photocopy – A4 black and white | N | Per copy | \$0.20 | \$0.20 | 0.00% | | Y |
| Photocopy – A4 colour | N | Per copy | \$1.60 | \$1.70 | 6.25% | | Y |
| Town Hall Gallery Exhibition Catalogue | N | Per copy | Up to a maximum of \$50.00 | | | | Y |
| Piano hire | N | Per event | \$515.00 | \$515.00 | 0.00% | | Y |
| Electric keyboard hire | N | Per unit | \$50.00 | \$50.00 | 0.00% | | Y |
| Tune of Piano | N | Per event | \$260.00 | \$260.00 | 0.00% | | Y |

Ticketing

| | | | | | | | |
|---|---|------------|--------------------------|--|--|--|---|
| Council curated event ticket – full | N | Per ticket | Up to a maximum of \$150 | | | | Y |
| Council curated event ticket – concession | N | Per ticket | Up to a maximum of \$115 | | | | Y |

Library Services

Meeting or Facility Room hire (From 1 July to 31 December 2021)

| | | | | | | |
|---|---|----------|---------|---------|-------|---|
| Small library meeting rooms – Discount community rate | N | Per hour | \$3.80 | \$3.80 | 0.00% | Y |
| Small library meeting rooms – Standard rate | N | Per hour | \$25.50 | \$25.50 | 0.00% | Y |
| Large library meeting rooms – Discount community rate | N | Per hour | \$7.50 | \$7.50 | 0.00% | Y |
| Large library meeting rooms – Standard rate | N | Per hour | \$51.00 | \$51.00 | 0.00% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Meeting or Facility Room hire (From 1 January to 30 June 2022)

| | | | | | | |
|---|---|----------|---------|---------|-------|---|
| Small library meeting rooms – Discount community rate | N | Per hour | \$3.80 | \$3.90 | 2.63% | Y |
| Small library meeting rooms – Standard rate | N | Per hour | \$25.50 | \$26.00 | 1.96% | Y |
| Large library meeting rooms – Discount community rate | N | Per hour | \$7.50 | \$7.60 | 1.33% | Y |
| Large library meeting rooms – Standard rate | N | Per hour | \$51.00 | \$52.00 | 1.96% | Y |

Other Fees and Charges

| | | | | | | |
|--|---|-------------------------|---------------|---------|-------|---|
| Excess cleaning to Library meeting rooms | N | Per booking | Cost recovery | | | Y |
| Damage or loss of Library meeting room equipment | N | Per booking | Cost recovery | | | Y |
| Debt collection charge | N | Per borrower submission | \$15.50 | \$15.70 | 1.29% | N |

Debt Collection Charge is applicable for outstanding charges related to replacement of lost or damaged materials.

| | | | | | | |
|---|---|------------------------------|--|---------|-------|---|
| Photocopy/Printing fee – A3 black and white | N | Per copy | \$0.40 | \$0.40 | 0.00% | Y |
| Photocopy/Printing fee – A4 black and white | N | Per copy | \$0.20 | \$0.20 | 0.00% | Y |
| Photocopy/Printing fee – A3 colour | N | Per copy | \$2.60 | \$2.60 | 0.00% | Y |
| Photocopy/Printing fee – A4 colour | N | Per copy | \$1.60 | \$1.70 | 6.25% | Y |
| Inter library loan fee plus any charges from lending libraries | N | Per loan | \$6.25 | \$6.30 | 0.80% | Y |
| Inter library loan (ILL) fee for items from academic, State or special libraries – Copies – hardcopy or scanned items | N | Per loan | Cost determined by National Library of Australia | | | Y |
| Inter library loan (ILL) fee for items from academic, State or special libraries – Hardcopy items | N | Per loan | Cost determined by National Library of Australia | | | Y |
| Replacement of lost or damaged materials | N | Per item processed | Retail cost as determined at point of purchase | | | N |
| Local history publication | N | Per publication | Retail cost as determined at point of purchase | | | Y |
| Boroondara Literary Awards anthology | N | Per publication | Retail cost as determined at point of purchase | | | Y |
| Local history photograph – print | N | Per image | Retail cost as determined at point of purchase | | | Y |
| Local history photograph – digital | N | Per image | \$23.50 | \$23.80 | 1.28% | Y |
| Permission to publish local history image – commercial operators | N | Per image | Price upon application | | | Y |
| Lost membership card | N | Per membership card replaced | \$6.15 | \$6.20 | 0.81% | N |
| Lost key to library storage and charging stations | N | Per key | \$59.00 | \$60.00 | 1.69% | Y |
| Replacement of single disc | N | Per item | \$11.80 | \$12.00 | 1.69% | N |
| Replacement of covers/cases | N | Per item | \$6.00 | \$6.10 | 1.67% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Customer and Transformation

Transformation and Technology

| | | | | | | |
|-----------------------------------|---|--------------------|---------|---------|-------|---|
| Additional AO facilities map | N | Per map | \$59.00 | \$60.00 | 1.69% | N |
| Map sales – hourly labour rate | N | Hourly labour rate | \$74.00 | \$75.50 | 2.03% | N |
| Material costs – A1 thematic maps | N | Per map | \$36.80 | \$37.40 | 1.63% | N |
| A3 – Aerial map | N | Per map | \$36.80 | \$37.40 | 1.63% | N |

Urban Living

Building Services

Building permit fees (within the City of Boroondara)

For dwelling (class 1a) and outbuildings (class 10a and 10b)

| | | | | | | |
|--|---|------------|---|----------|-------|---|
| Timber and steel fences (not incorporating retaining walls), deck / verandah / pergola (up to \$5,000) and above ground swimming pools | N | Per permit | Minimum \$685.00 or POA | | | Y |
| | | | Last YR Fee Minimum \$675.00 or POA | | | |
| Brick fences, deck / verandah / pergola (up to \$10,000), retaining walls, demolitions and reblocks or similar minor structures | N | Per permit | Minimum \$785.00 or POA | | | Y |
| | | | Last YR Fee Minimum \$775.00 or POA | | | |
| Garages, carports, sheds, deck / verandah / pergola, minor alterations and in ground swimming pools (up to \$15,000) | N | Per permit | Minimum \$970.00 or POA | | | Y |
| Minor additions and alterations (\$15,000 – \$50,000) | N | Per permit | Minimum \$1,200.00 or POA | | | Y |
| Additions and alterations (\$50,000 – \$100,000) | N | Per permit | Minimum \$1,600 or POA | | | Y |
| Major additions and alterations (over \$100,000) | N | Per permit | Value / \$157 + GST minimum \$1,650 or POA | | | Y |
| New single dwelling / multiple dwelling | N | Per permit | Value / \$157 + GST (\$2,750 minimum per dwelling or POA - multi unit developments POA) | | | Y |
| Minor alterations to pool barrier | N | Per permit | \$460.00 | \$468.00 | 1.74% | Y |

Commercial building (class 2 to 9) or residential building including a rooming house, boarding house or the like (class 1b)

| | | | | | | |
|---|---|------------|----------|----------|-------|---|
| Minor alterations, signs, verandas up to estimated cost of \$15,000 | N | Per permit | \$962.00 | \$977.00 | 1.56% | Y |
|---|---|------------|----------|----------|-------|---|

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Commercial building (class 2 to 9) or residential building including a rooming house, boarding house or the like (class 1b) [continued]

| | | | | | | |
|---|---|------------|---|--|--|---|
| Works with estimated cost between \$15,000 – \$100,000 | N | Per permit | (Value of works / \$94 + \$1,200) + GST or POA | | | Y |
| Works with estimated cost between \$100,000 – \$500,000 | N | Per permit | (Value of works / 250 + \$2,160) + GST or POA | | | Y |
| Works with estimated cost over \$500,000 | N | Per permit | (Value of works / 425 + \$3,810) + GST or POA | | | Y |
| | | | Last YR Fee (Value / 425 + \$3,810) + GST or POA | | | |

Building permit fees (outside the City of Boroondara)

| | | | | | | |
|---|---|------------|-----|--|--|---|
| Building permit fees | N | Per permit | POA | | | Y |
| Variations to building permits and building permit applications | N | Per permit | POA | | | Y |

Other building permit fees

| | | | | | | |
|--|---|------------|--------------------------------|--|--|---|
| Minor variations to building permit applications | N | Per permit | \$210.00 or POA | | | Y |
| | | | Last YR Fee \$205.00 or POA | | | |

| | | | | | | |
|---|---|--|----------|----------|-------|---|
| Building inspection fees. Permit expired, and no extension granted occupancy permit required | N | Per inspection | \$442.00 | \$449.00 | 1.58% | Y |
| Building inspection fees. Permit expired, and no extension granted certificate of final inspection required | N | Per inspection | \$253.00 | \$257.00 | 1.58% | Y |
| Extension in time request | N | Per request | \$327.00 | \$333.00 | 1.83% | Y |
| Additional mandatory inspection fee | N | Per inspection | \$158.50 | \$161.00 | 1.58% | Y |
| Additional fee: Lodgement fee where estimated cost of works exceeds \$10,000 | Y | Per lodgement per building permit stage (8.23 fee units) | \$121.90 | \$123.70 | 1.48% | N |
| Consultant fee reports: Professional reports, fire protection etc | N | Per request | POA | | | Y |

Report and consent

| | | | | | | |
|--|---|---|----------|----------|-------|---|
| Report and consent for siting variations | Y | Per regulation to be varied (19.61 fee units) | \$290.40 | \$294.75 | 1.50% | N |
| Report and consent for non siting variations | Y | Per regulation to be varied (19.61 fee units) | \$290.40 | \$294.75 | 1.50% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Report and consent [continued]

| | | | | | | |
|---|---|----------------------------------|--|----------|-------|---|
| Report and consent advertising fee | N | Per application | \$172 for first two properties to be advertised to + \$81 per additional property | | | N |
| | | | Last YR Fee \$170 for first two properties to be advertised to + \$80 per additional property | | | |
| Variations to report and consent applications | N | Per application | \$158.50 | \$161.00 | 1.58% | N |
| Hoarding consents and reports | Y | Per request (19.61 fee units) | \$290.40 | \$294.75 | 1.50% | N |
| Hoarding inspections | N | Per inspection | \$160.50 | \$163.00 | 1.56% | N |
| Consent under Section 29A for demolition | Y | Per application (5.75 fee units) | \$85.20 | \$86.40 | 1.41% | N |
| Request for Council comments | N | Per regulation to be varied | 2 x report and consent for siting variations fee | | | N |

POPE applications

| | | | | | | |
|---|---|-----------------|----------|----------|-------|---|
| Places of public entertainment applications for minor event (less than 10,000 people) | N | Per application | \$832.00 | \$845.00 | 1.56% | N |
| Places of public entertainment applications for major event (over 100,000 people) | N | Per application | POA | | | N |

Property information requests

| | | | | | | |
|---|---|---|---|---------|-------|---|
| Property information request | Y | Per request (3.19 fee units) | \$47.20 | \$47.95 | 1.59% | N |
| Priority surcharge fee – per property information request (48 hour turnaround time) | N | Per request | Same as Property information request fee | | | N |
| Details of any occupancy permit | Y | Per request per permit (3.19 fee units) | \$47.20 | \$47.95 | 1.59% | N |
| Details of mandatory inspection approval dates | Y | Per request per permit (3.19 fee units) | \$47.20 | \$47.95 | 1.59% | N |
| Copy of building permit register | N | Per request | \$59.00 | \$60.00 | 1.69% | N |
| General building enquiries requiring written response | N | Per request | Minimum \$127 for first hour, otherwise \$127 per hour | | | Y |
| | | | Last YR Fee Minimum \$125 for first hour, otherwise \$125 per hour | | | |
| Adjoining owner details for serving of protection works notices | N | Per application per property | \$56.00 per property or POA | | | Y |
| | | | Last YR Fee \$55.00 per property or POA | | | |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Request for plans for dwellings (class 1a) and outbuildings (class 10a and 10b)

| | | | | | | |
|--|---|-------------|----------|----------|-------|---|
| Building plan request research fee. Max up to five X A3 pages or 1 hour research and administration fee – POA thereafter | N | Per request | \$153.00 | \$155.00 | 1.31% | N |
| Photocopy – A3 black and white | N | Per copy | \$3.20 | \$3.30 | 3.13% | N |
| Photocopy – A2 black and white | N | Per copy | \$7.60 | \$7.70 | 1.32% | N |

Request for plans for commercial dwellings (class 2 to 9) or residential buildings including a rooming house, boarding house or the like (class 1b)

| | | | | | | |
|---|---|-------------|----------|----------|-------|---|
| Building plan request research fee (commercial class 2 to 9) Max up to four X A2 pages or 1 hour research and administration fee – POA thereafter | N | Per request | \$232.00 | \$236.00 | 1.72% | N |
| Photocopy – A3 black and white | N | Per copy | \$3.20 | \$3.30 | 3.13% | N |
| Photocopy – A2 black and white | N | Per copy | \$7.60 | \$7.70 | 1.32% | N |

Swimming Pool and Spa Regulations

| | | | | | | |
|---|---|--|----------|----------|-------|---|
| Registration, search and admin fee (for pools and spa built prior to 1 June 2020) | Y | Per registration (2.15 and 3.19 fee units) | \$79.00 | \$80.25 | 1.58% | N |
| Pool Registration | Y | Per registration (2.15 fee units) | \$31.80 | \$32.30 | 1.57% | N |
| Information search fee | Y | Per search (3.19 fee units) | \$47.20 | \$47.95 | 1.59% | N |
| Swimming pool inspection fee – residential | N | Charge per house | \$352.00 | \$358.00 | 1.70% | Y |
| Lodgement of Certificate of Compliance fee | Y | Per lodgement of certificate (1.38 fee units) | \$20.40 | \$20.75 | 1.72% | N |
| Lodgement certificate of pool and spa barrier non-compliance | Y | Per non-compliance certificate issued (26 fee units) | \$385.00 | \$390.80 | 1.51% | N |
| Issue of Certificate of Compliance | N | Per certificate | \$240.00 | \$243.00 | 1.25% | Y |

This covers for a reinspection if required and the certificate of compliance.

Other Fees and Charges

| | | | | | | |
|-----------------------------------|---|----------------------------|----------|----------------------|-------|---|
| Liquor licence measure and report | N | Per request | | Minimum \$660 or POA | | Y |
| Building surveying consultancy | N | Per hour (or part thereof) | \$195.00 | \$197.50 | 1.28% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Strategic and Statutory Planning

Application for permits under section 47 of the Planning Environment Act (1987) (Regulation 9)

| | | | | | | |
|---|---|-----------------|------------|------------|-------|---|
| Class 1 | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Use only | | | | | | |
| Class 2 | Y | Per application | \$199.90 | \$203.00 | 1.55% | N |
| To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 7 permit or a permit to subdivide or consolidate land) if the estimated cost of development is \$10,000 or less | | | | | | |
| Class 3 | Y | Per application | \$629.40 | \$638.80 | 1.49% | N |
| To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$10,000 but not more than \$100,000 | | | | | | |
| Class 4 | Y | Per application | \$1,288.50 | \$1,307.70 | 1.49% | N |
| To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 but not more than \$500,000 | | | | | | |
| Class 5 | Y | Per application | \$1,392.10 | \$1,412.90 | 1.49% | N |
| To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$500,000 but not more than \$1,000,000 | | | | | | |
| Class 6 | Y | Per application | \$1,495.80 | \$1,518.10 | 1.49% | N |
| To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 but not more than \$2,000,000 | | | | | | |
| Class 7 | Y | Per application | \$199.90 | \$203.00 | 1.55% | N |
| VicSmart application if the estimated cost of development is \$10,000 or less | | | | | | |
| Class 8 | Y | Per application | \$429.50 | \$435.90 | 1.49% | N |
| VicSmart application if the estimated cost of development is more than \$10,000 | | | | | | |
| Class 9 | Y | Per application | \$199.90 | \$203.00 | 1.55% | N |
| VicSmart application to subdivide or consolidate land | | | | | | |
| Class 10 | Y | Per application | \$199.90 | \$203.00 | 1.55% | N |
| VicSmart application (other than a class 7, class 8 or class 9 permit) | | | | | | |
| Class 11 | Y | Per application | \$1,147.80 | \$1,164.90 | 1.49% | N |
| To develop land (other than a class 2, class 3, class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less than \$100,000 | | | | | | |
| Class 12 | Y | Per application | \$1,547.60 | \$1,570.70 | 1.49% | N |
| To develop land (other than a class 4, class 5, or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 and not more than \$1,000,000 | | | | | | |
| Class 13 | Y | Per application | \$3,413.70 | \$3,464.50 | 1.49% | N |
| To develop land (other than a class 6 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 and not more than \$5,000,000 | | | | | | |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Application for permits under section 47 of the Planning Environment Act (1987) (Regulation 9) [continued]

| | | | | | | |
|--|---|-----------------|-------------|-------------|-------|---|
| Class 14 | Y | Per application | \$8,700.90 | \$8,830.20 | 1.49% | N |
| To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$5,000,000 and not more than \$15,000,000 | | | | | | |
| Class 15 | Y | Per application | \$25,658.30 | \$26,039.50 | 1.49% | N |
| To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$15,000,000 and not more than \$50,000,000 | | | | | | |
| Class 16 | Y | Per application | \$57,670.10 | \$58,526.90 | 1.49% | N |
| To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$50,000,000 | | | | | | |
| Class 17 | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| To subdivide an existing building (other than a class 9 permit) | | | | | | |
| Class 18 | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| To subdivide land into 2 lots (other than a class 9 or class 17 permit) | | | | | | |
| Class 19 | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9 permit) | | | | | | |
| Class 20 | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Subdivide land (other than a class 9, class 17, class 18 or class 19 permit) * | | | | | | |
| * Per 100 lots created or part thereof | | | | | | |
| Class 21 | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Applications to: a) create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b) create or remove a right of way; or c) create, vary or remove an easement other than a right of way; or d) vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant | | | | | | |
| Class 22 | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| A permit not otherwise provided for in the regulation | | | | | | |

Fees for applications to amend permits under section 72 of the Planning and Environment Act 1987 (Regulation 11)

| | | | | | | |
|---|---|-----------------|------------|------------|-------|---|
| Class 1 Amendments | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Amendment to a permit to change the use of land allowed by the permit or allow a new use of land | | | | | | |
| Class 2 Amendments | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit | | | | | | |
| Class 3 Amendments | Y | Per application | \$199.90 | \$203.00 | 1.55% | N |
| Amendment to a class 2, class 3, class 4, class 5 or class 6 permit if the cost of any additional development permitted by the amendment is \$10,000 or less | | | | | | |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Fees for applications to amend permits under section 72 of the Planning and Environment Act 1987 (Regulation 11) [continued]

| | | | | | | |
|--|---|-----------------|------------|------------|-------|---|
| Class 4 Amendments | Y | Per application | \$629.40 | \$638.80 | 1.49% | N |
| Amendment to a class 2, class 3, class 4, class 5 or class 6 permit if the cost of any additional development permitted by the amendment is more than \$10,000 but not more than \$100,000 | | | | | | |
| Class 5 Amendments | Y | Per application | \$1,288.50 | \$1,307.70 | 1.49% | N |
| Amendment to a class 2, class 3, class 4, class 5 or class 6 permit if the cost of any additional development permitted by the amendment is more than \$100,00 but not more than \$500,000 | | | | | | |
| Class 6 Amendments | Y | Per application | \$1,392.10 | \$1,412.90 | 1.49% | N |
| Amendment to a class 2, class 3, class 4, class 5 or class 6 permit if the cost of any additional development permitted by the amendment is more than \$500,000 | | | | | | |
| Class 7 Amendments | Y | Per application | \$199.90 | \$203.00 | 1.55% | N |
| Amendment to a permit that is the subject of VicSmart application, if the estimated cost of the additional development is \$10,000 or less | | | | | | |
| Class 8 Amendments | Y | Per application | \$429.50 | \$435.90 | 1.49% | N |
| Amendment to a permit that is the subject of VicSmart application, if the estimated cost of the additional development is more than \$10,000 | | | | | | |
| Class 9 Amendments | Y | Per application | \$199.90 | \$203.00 | 1.55% | N |
| Amendment to a class 9 permit | | | | | | |
| Class 10 Amendments | Y | Per application | \$199.90 | \$203.00 | 1.55% | N |
| Amendment to a class 10 permit | | | | | | |
| Class 11 Amendments | Y | Per application | \$1,147.80 | \$1,164.90 | 1.49% | N |
| Amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit if the estimated cost of the additional development to be permitted by the amendment is \$100,000 or less | | | | | | |
| Class 12 Amendments | Y | Per application | \$1,547.60 | \$1,570.70 | 1.49% | N |
| Amendment to a class 12, class 13, class 14, class 15 or class 16 permit if the estimated cost of any additional development to be permitted by the amendment is more than \$100,000 but not more than \$1,000,000 | | | | | | |
| Class 13 Amendments | Y | Per application | \$3,413.70 | \$3,464.50 | 1.49% | N |
| Amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit if the estimated cost of any additional development to be permitted by the amendment is more than \$1,000,000 | | | | | | |
| Class 14 Amendments | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Amendment to a class 17 permit | | | | | | |
| Class 15 Amendments | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Amendment to a class 18 permit | | | | | | |
| Class 16 Amendments | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Amendment to a class 19 permit | | | | | | |
| Class 17 Amendments | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Amendment to a class 20 permit * * Per 100 lots created or part thereof | | | | | | |
| Class 18 Amendments | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Amendment to a class 21 permit | | | | | | |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Fees for applications to amend permits under section 72 of the Planning and Environment Act 1987 (Regulation 11) [continued]

| | | | | | | |
|--------------------------------|---|-----------------|------------|------------|-------|---|
| Class 19 Amendments | Y | Per application | \$1,318.10 | \$1,337.70 | 1.49% | N |
| Amendment to a class 22 permit | | | | | | |

Subdivision (Fees) Regulations 2016

| | | | | | | |
|--|---|-------------|---|----------|-------|---|
| Regulation 6 | Y | Per request | \$174.80 | \$177.40 | 1.49% | N |
| For certification of a plan of subdivision | | | | | | |
| Regulation 7 | Y | Per request | \$111.10 | \$112.80 | 1.53% | N |
| Alteration of plan under section 10(2) of the Act | | | | | | |
| Regulation 8 | Y | Per request | \$140.70 | \$142.80 | 1.49% | N |
| Amendment of certified plan under section 11(1) of the Act | | | | | | |
| Regulation 9 | Y | Per request | 0.75% of estimated cost of construction of the works proposed in the engineering plan | | | N |
| Checking of engineering plans 0.75% of the estimated cost of construction of the works proposed in the engineering plan (maximum fee) | | | | | | |
| Regulation 10 | Y | Per request | 3.5% of estimated cost of works proposed in the engineering plan | | | N |
| Engineering plan prepared by council 3.5% of the cost of works proposed in the engineering plan (maximum fee) | | | | | | |
| Regulation 11 | Y | Per request | 2.5% of estimated cost of construction of the works | | | N |
| Supervision of works 2.5% of the estimated cost of construction of the works (maximum fee) | | | | | | |

Planning and Environment (Fees) Regulations 2016

| | | | | |
|---|---|-----------------|---|---|
| Regulation 10 | Y | Per application | Sum of the highest fee and then 50% of each of the other applicable fee/s | N |
| For combined permit applications: Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made | | | | |
| Regulation 12 | Y | Per application | 40% of application fee for class of permit | N |
| Amend an application for a permit or an application to amend a permit: a) Under section 57A(3)(a) of the Act the fee to amend an application for a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 9 b) Under section 57A(3)(a) of the Act the fee to amend an application to amend a permit after notice is given is 40% of the application fee for that class of permit set out in the Table at regulation 11 and any additional fee under c) below c) If an application to amend an application for a permit or amend an application to amend a permit has the effect of changing the class of that permit to a new class, having a higher application fee set out in the Table to regulation 9, the applicant must pay an additional fee being the difference the original class of application and the amended class of permit | | | | |
| Regulation 13 | Y | Per application | Sum of the highest fee and then 50% of each of the other applicable fee/s | N |
| For a combined application to amend permit: Sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made | | | | |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Planning and Environment (Fees) Regulations 2016 [continued]

| | | | | | | |
|--|---|-----------------|---|----------|-------|---|
| Regulation 14 | Y | Per application | Sum of the highest fee and then 50% of each of the other applicable fee/s | | | N |
| For a combined permit and planning scheme amendment, under section 96A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made | | | | | | |
| Regulation 15 | Y | Per certificate | \$325.80 | \$330.70 | 1.50% | N |
| For a certificate of compliance in accordance with Part 4A of the Planning and Environment Act 1987 | | | | | | |
| Regulation 16 | Y | Per agreement | \$659.00 | \$668.90 | 1.50% | N |
| For an agreement to a proposal to amend or end an agreement under section 173 of the Act | | | | | | |
| Regulation 18 | Y | Per application | \$325.80 | \$330.70 | 1.50% | N |
| Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council | | | | | | |

Other Fees and Charges

| | | | | | | |
|--|---|-----------------------|------------------------------|----------|-------|---|
| Developer open space levy (charge dependent on land value) | Y | Sliding scale applies | Statutory Fee | | | N |
| | | | Last YR Fee Statutory fee | | | |
| Preparation of section 173 agreements | N | Per agreement | \$853.00 | \$867.00 | 1.64% | Y |
| General planning enquiries requiring written response | N | Per enquiry | \$93.00 | \$94.50 | 1.61% | Y |
| Request for confirmation of existing use rights | N | Per property | \$114.00 | \$116.00 | 1.75% | N |
| Notification / advertising fee one sign and up to five notices (Applicant undertaking public notice) | N | Per application | \$76.50 | \$78.00 | 1.96% | N |
| Notification / advertising fee one sign and up to ten notices (Applicant undertaking public notice) | N | Per application | \$139.00 | \$141.50 | 1.80% | N |
| Notification / advertising fee one sign and up to fifteen notices (Applicant undertaking public notice) | N | Per application | \$202.50 | \$206.00 | 1.73% | N |
| Planning application – 1st sign. When sign is erected on behalf of applicant (includes lamination) | N | Per sign | \$199.00 | \$202.50 | 1.76% | N |
| Planning application – 2nd and subsequent signs. When sign is erected on behalf of applicant (includes lamination) | N | Per sign | \$55.50 | \$56.50 | 1.80% | N |
| For each additional notice (Council and Applicant) | N | Per application | \$10.20 | \$10.40 | 1.96% | N |
| For any additional sign (Applicant undertaking public notice) | N | Per application | \$12.80 | \$13.00 | 1.56% | N |
| For lamination of any sign | N | Per application | \$11.80 | \$12.00 | 1.69% | N |
| Photocopy – A1 black and white | N | Per copy | \$12.40 | \$12.60 | 1.61% | N |
| Photocopy – A2 black and white | N | Per copy | \$7.60 | \$7.70 | 1.32% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Other Fees and Charges [continued]

| | | | | | | |
|--|---|---|--|----------|-------|---|
| Photocopy – A3 black and white | N | Per copy | \$3.20 | \$3.30 | 3.13% | N |
| Photocopy – A4 black and white | N | Per copy | \$1.85 | \$1.90 | 2.70% | N |
| Planning search fee (considered as information request) | N | Per request | \$130.50 | \$133.00 | 1.92% | N |
| Secondary consent requests and requests for an extension of time to a planning permit | N | Per request | \$569.00 | \$578.00 | 1.58% | N |
| Fee for applications made under the Tree Protection Local Law, including works within 2 metres of a Canopy Tree or works within the Tree Protection Zone of a Significant Tree | N | Per tree sought to be removed, pruned or to have works undertaken within 2 metres of a Canopy Tree or within the Tree Protection zone of a Significant Tree | \$85 (per tree sought to be removed or works within 2 metres of a Canopy Tree or within the Tree Protection zone of a Significant Tree), \$42.50 (per Significant Tree sought to be pruned) | | | N |
| | | | Last YR Fee \$84 (per tree sought to be removed or works within 2 metres of a Canopy Tree or within the Tree Protection zone of a Significant Tree), \$42.00 (per Significant Tree sought to be pruned) | | | |
| Request to construct outside construction hours specified in a permit | N | Per day | \$76.50 | \$78.00 | 1.96% | Y |

Civic Services

Animal Registration

| | | | | | | |
|-------------------------------------|---|----------------------|----------|----------|-------|---|
| Registration of animal business | N | Per registration | \$343.00 | \$349.00 | 1.75% | N |
| Registration fee for a foster carer | N | Per person per annum | \$32.00 | \$32.50 | 1.56% | N |
| Foster carer dog registration | N | Per animal per annum | \$8.50 | \$8.60 | 1.18% | N |
| Foster carer cat registration | N | Per animal per annum | \$8.50 | \$8.60 | 1.18% | N |
| Pet registration register | N | Per inspection | \$37.50 | \$38.00 | 1.33% | N |

Cat

Application of a pro-rata amount which represents a proportion of the year for any fee category. * These fees apply individually without attracting any further discount for a combination of these categories.

| | | | | | | |
|--|---|------------|---------|---------|-------|---|
| Cat aged over ten years – for non pensioner * | Y | Per animal | \$56.00 | \$56.00 | 0.00% | N |
| Cat aged over ten years – for pensioner * | Y | Per animal | \$28.00 | \$28.00 | 0.00% | N |
| Cat registered with an applicable organisation – for non pensioner * | Y | Per animal | \$56.00 | \$56.00 | 0.00% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Application of a pro-rata amount which represents a proportion of the year for any fee category. * These fees apply individually without attracting any further discount for a combination of these categories. [continued]

| | | | | | | |
|---|---|------------------------------|----------|----------|-------|---|
| Cat registered with an applicable organisation – for pensioner * | Y | Per animal | \$28.00 | \$28.00 | 0.00% | N |
| Cat (microchipped and registered prior to 11/04/2013) – for non pensioner * | Y | Per animal | \$56.00 | \$56.00 | 0.00% | N |
| Cat (microchipped and registered prior to 11/04/2013) – for pensioner * | Y | Per animal | \$28.00 | \$28.00 | 0.00% | N |
| Cat – maximum fee – for non pensioner | Y | Per animal | \$168.00 | \$168.00 | 0.00% | N |
| Cat – maximum fee – for pensioner | Y | Per animal | \$84.00 | \$84.00 | 0.00% | N |
| Sterilised cat – proof required – for non pensioner | Y | Per animal | \$40.00 | \$40.00 | 0.00% | N |
| Sterilised cat – proof required – for pensioner | Y | Per animal | \$20.00 | \$20.00 | 0.00% | N |
| Cat cages | N | Cage deposit | \$149.50 | \$151.50 | 1.34% | N |
| Cat cages | N | For two weeks | \$53.00 | \$54.00 | 1.89% | Y |
| Cat cages | N | Per day in excess of 2 weeks | \$26.60 | \$26.95 | 1.32% | Y |

Dog

Application of a pro-rata amount which represents a proportion of the year for any fee category. * These fees apply individually without attracting any further discount for a combination of these categories.

| | | | | | | |
|---|---|------------|----------|----------|-------|---|
| Dangerous dog / menacing dog | Y | Per animal | \$348.00 | \$348.00 | 0.00% | N |
| Dangerous dog – non residential premises | Y | Per animal | \$207.00 | \$207.00 | 0.00% | N |
| Dangerous dog – protection trained | Y | Per animal | \$207.00 | \$207.00 | 0.00% | N |
| Restricted breed | Y | Per animal | \$348.00 | \$348.00 | 0.00% | N |
| Dog aged over ten years – for non pensioner * | Y | Per animal | \$69.00 | \$69.00 | 0.00% | N |
| Dog aged over ten years – for pensioner * | Y | Per animal | \$34.50 | \$34.50 | 0.00% | N |
| Dog registered with an applicable organisation – for non pensioner * | Y | Per animal | \$69.00 | \$69.00 | 0.00% | N |
| Dog – registered with an applicable organisation – for pensioner * | Y | Per animal | \$34.50 | \$34.50 | 0.00% | N |
| Dog (microchipped and registered prior to 11/04/2013) – for non pensioner * | Y | Per animal | \$69.00 | \$69.00 | 0.00% | N |
| Dog (microchipped and registered prior to 11/04/2013) – for pensioner * | Y | Per animal | \$34.50 | \$34.50 | 0.00% | N |
| Dog – maximum fee – for non pensioner | Y | Per animal | \$207.00 | \$207.00 | 0.00% | N |
| Dog – maximum fee – for pensioner | Y | Per animal | \$103.50 | \$103.50 | 0.00% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Application of a pro-rata amount which represents a proportion of the year for any fee category. * These fees apply individually without attracting any further discount for a combination of these categories. [continued]

| | | | | | | |
|---|---|------------|---------|---------|-------|---|
| Sterilised dog – proof required – for non pensioner | Y | Per animal | \$63.00 | \$63.00 | 0.00% | N |
| Sterilised dog – proof required – for pensioner | Y | Per animal | \$31.50 | \$31.50 | 0.00% | N |
| Dog obedience training – for non pensioner * | Y | Per animal | \$69.00 | \$69.00 | 0.00% | N |
| Dog obedience training – for pensioner * | Y | Per animal | \$34.50 | \$34.50 | 0.00% | N |

Footpath occupation

| | | | | | | |
|--|---|-----------------------------|----------|----------|-------|---|
| Portable signs, display of goods, cafes, barbeques and food sampling – Burke Road, Camberwell | N | Per square metre | \$322.00 | \$322.00 | 0.00% | N |
| Portable signs, display of goods, cafes, barbeques and food sampling – Glenferrie Road, Hawthorn | N | Per square metre | \$246.00 | \$246.00 | 0.00% | N |
| Portable signs, display of goods, cafes, barbeques and food sampling – all other areas | N | Per square metre | \$146.50 | \$146.50 | 0.00% | N |
| Promotional permits | N | Per application | \$86.50 | \$86.50 | 0.00% | N |
| Directory / Finger board descriptions | N | Per description | \$419.00 | \$419.00 | 0.00% | N |
| First time application | N | One-off fee per application | \$86.50 | \$86.50 | 0.00% | N |
| Transfer of Permit Holder's Name and Associated Details | N | Per transfer | \$86.50 | \$86.50 | 0.00% | N |
| Amendment to Items/Configuration Approved in a Permit | N | Per permit | \$86.50 | \$86.50 | 0.00% | N |
| Real estate agents (portable signs) | N | Per year per company | \$665.00 | \$665.00 | 0.00% | N |

Parking

| | | | | | | |
|--|---|-------------|----------|----------|-------|---|
| Butler Street car park permit | N | Per quarter | \$569.00 | \$578.00 | 1.58% | Y |
| Junction West and Fenton Way stage two car parks permit | N | Per quarter | \$569.00 | \$578.00 | 1.58% | Y |
| Hawthorn Town Hall West off street car park permit | N | Per quarter | \$569.00 | \$578.00 | 1.58% | Y |
| Kent Street off street car park permit | N | Per quarter | \$569.00 | \$578.00 | 1.58% | Y |
| Hilda Crescent off street car park permit | N | Per quarter | \$353.00 | \$359.00 | 1.70% | Y |
| Auburn Road off street car park permit | N | Per quarter | \$353.00 | \$359.00 | 1.70% | Y |
| Rose Street off street car park permit | N | Per quarter | \$353.00 | \$359.00 | 1.70% | Y |
| Fenton Way car park permit fees applied as per planning application requirements | N | Per quarter | \$558.00 | \$567.00 | 1.61% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Parking [continued]

| | | | | | | |
|---|---|---|---|---------|-------|---|
| Quarterly Parking Permits – Pro rata application of quarterly fee at respective locations | N | Per number of weeks required in a quarter | Percentage of full quarterly fee applied to the number of weeks (including part thereof) required for a quarter | | | Y |
| Parking fines | Y | Per fine | \$83.00 | \$83.00 | 0.00% | N |

Parking infringements in contravention of a regulation under the Road Safety Act 1986. Council may by resolution fix a penalty or fine for such infringements in accordance with section 87(4) of the Act, which states that the penalty to be fixed cannot be more than 0.5 penalty units or more than the penalty prescribed under the regulations. The penalty has been fixed at the maximum amount allowed.

| | | | | | | |
|--|---|---|----------|----------|-------|---|
| Four hour paid parking | N | Per four hours | \$5.10 | \$5.20 | 1.96% | Y |
| Four hour paid parking | N | Per hour | \$3.10 | \$3.20 | 3.23% | Y |
| Three hour paid parking | N | Per three hours | \$4.20 | \$4.30 | 2.38% | Y |
| Three hour paid parking | N | Per hour | \$3.10 | \$3.20 | 3.23% | Y |
| Two hour paid parking | N | Per two hours | \$3.80 | \$3.90 | 2.63% | Y |
| Two hour paid parking | N | Per hour | \$3.10 | \$3.20 | 3.23% | Y |
| Paid parking (other areas) | N | Per day | \$6.60 | \$6.70 | 1.52% | Y |
| Paid parking – Junction West Off Street Car Parking | N | Per day | \$6.60 | \$6.70 | 1.52% | Y |
| Paid parking | N | Per hour | \$3.10 | \$3.20 | 3.23% | Y |
| Paid parking (Glenferrie car parks – Park Street, Wakefield Street and Linda Crescent) | N | Per hour after first hour | \$3.10 | \$3.20 | 3.23% | Y |
| Paid parking – Rose Street Off Street Car Parking (OSCP) | N | Per day | \$6.30 | \$6.40 | 1.59% | Y |
| Business parking permits – non designated car park bay | N | Per year | \$83.00 | \$84.50 | 1.81% | N |
| Abandoned vehicles | N | Per release | \$442.00 | \$449.00 | 1.58% | N |
| Abandoned vehicles | N | Per day commencing upon expiry of 24 hours after vehicle claimant paying release fee | \$11.00 | \$11.20 | 1.82% | N |
| Abandoned vehicles | N | Per day commencing upon expiry of the third calendar month from date of vehicle impoundment | \$11.00 | \$11.20 | 1.82% | N |

Permits

| | | | | | | |
|---|---|------------------------------------|----------|----------|-------|---|
| Spruik or promote goods or services for commercial purposes on Council controlled land or road | N | Per permit per day | \$150.00 | \$152.00 | 1.33% | N |
| Residential parking permit replacement fee | N | Per permit | \$16.60 | \$16.90 | 1.81% | N |
| Permits – to place large item on Council controlled land (placement for 1-5 days) | N | Per application | \$148.50 | \$151.00 | 1.68% | N |
| Permits – to place large item on Council controlled land (additional fee placement for 6 plus days) | N | Per permit per day for 6 plus days | \$106.50 | \$108.50 | 1.88% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Permits [continued]

| | | | | | | |
|---|---|----------------------------|------------------------------------|------------|-------|---|
| Use of Council controlled land or road for a business | N | Per permit | \$84.00 | \$85.50 | 1.79% | N |
| Solicit or collect gifts, money or subscription on Council controlled land or road | N | Per permit per day | \$150.00 | \$152.00 | 1.33% | N |
| Place a bulk rubbish container on Council controlled land or road | N | Per permit | \$145.00 | \$147.00 | 1.38% | N |
| Person interfere with, build or landscape over an easement in Council's favour or cause any change, obstruction or damage to a drain, sewer or watercourse | N | Per permit | \$84.00 | \$85.50 | 1.79% | N |
| Owner or occupier – damage or interfere with Council's drainage infrastructure | N | Per permit | \$84.00 | \$85.50 | 1.79% | N |
| Permit to have two or more caravans or similar on private land | N | Per permit | \$120.00 | \$122.00 | 1.67% | N |
| Permit to occupy a caravan(s) or similar, tent or any other temporary structure on private land for more than 3 weeks | N | Per permit | \$120.00 | \$122.00 | 1.67% | N |
| Place a vehicle, caravan, trailer, table, stall or similar structure on Council controlled land or road for selling goods or services or conducting a raffle or lottery | N | Per permit per day | \$150.00 | \$152.00 | 1.33% | N |
| Out of hours work | N | Per permit per day | \$76.50 | \$78.00 | 1.96% | N |
| Carry out non-residential building work outside of permitted hours | N | Per permit per day | \$84.00 | \$85.50 | 1.79% | N |
| Tradesperson parking permit – minor residential refurbishment works (residential parking permit policy) | N | Per permit | \$76.50 | \$78.00 | 1.96% | N |
| Tradesperson parking permit – residential other | N | Per vehicle per week | \$25.30 | \$25.70 | 1.58% | N |
| Tradesperson parking permit replacement fee | N | Per permit | \$13.30 | \$13.50 | 1.50% | N |
| Lost, stolen or damaged trader permit – replacement | N | Per permit | \$28.80 | \$29.20 | 1.39% | N |
| Permits – skip bins | N | Cost per one – three days | \$67.50 | \$69.00 | 2.22% | N |
| Permits – skip bins | N | Cost per four – seven days | \$101.00 | \$103.00 | 1.98% | N |
| Permits – skip bins | N | Cost more than seven days | \$101 + \$6 per day | | | N |
| | | | Last YR Fee \$100 + \$6 per day | | | |
| Permits for charity recycling bins | N | No charge | No charge | | | N |
| Filming permit – occupation of Council controlled land for filming purposes (Full day) | N | Per application | \$1,075.00 | \$1,090.00 | 1.40% | N |
| Filming permit – occupation of Council controlled land for filming purposes (Half a day) | N | Per application | \$450.00 | \$456.00 | 1.33% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Permits [continued]

| | | | | | | |
|---|---|----------------------------------|---------------------------------------|----------|-------|---|
| Filming permit – occupation of Council controlled land for filming purposes (Low impact/less than one hour) | N | Per application | \$120.00 | \$121.50 | 1.25% | N |
| Filming permit – occupation of Council controlled land for filming purposes (Student) | N | No charge | No charge | | | N |
| Filming permit – occupation of Council controlled land for filming purposes (Community Based/Non-Commercial) | N | No charge | No charge | | | N |
| Filming permit – car parking spaces – residential | N | Per space | \$33.00 | \$33.55 | 1.67% | N |
| Filming permit – car parking spaces – commercial | N | Per space | \$93.00 | \$94.50 | 1.61% | N |
| Busking permit fee | N | Per week | \$17.30 | \$17.60 | 1.73% | N |
| Excess animals permit (more than two dogs or two cats) | N | Per application | \$120.00 | \$122.00 | 1.67% | N |
| Standard local laws permit | N | Per permit | \$84.00 | \$85.00 | 1.19% | N |
| Amendment to a Local Laws permit – 50% of permit/application fee type | N | Per permit amendment application | 50% of permit/application on fee type | | | N |
| Other permits – replacement fee | N | Per permit | \$13.30 | \$13.50 | 1.50% | N |
| Amenity Local Laws Permit issued to a registered charity/organisation registered with the Australian Charities and Not-for-profits Commission | N | Per permit | No charge | | | N |
| Amenity Local Laws Permit issued in relation to a not-for-profit and/or Community Organisation conducting a community related event | N | Per permit | No charge | | | N |
| Amenity Local Laws Permit issued for the placement of items on Council controlled land and/or handing out/distributing printed publicity material as part of Federal, or State election campaigning during the caretaker period and Local Government election campaigning during the election period. | N | Per permit | No charge | | | N |
| Amenity Local Laws Permit issued to City of Boroondara Departments and contractors | N | Per permit | No charge | | | N |
| Impounded goods | N | Per release | \$50.00 | \$51.00 | 2.00% | N |
| Conduct activity contrary to a sign | N | Per permit | \$84.00 | \$85.50 | 1.79% | N |
| Store or work on a heavy vehicle on private land or council controlled land in a residential area | N | Per permit | \$84.00 | \$85.50 | 1.79% | N |
| Work on a vehicle on council controlled land or road | N | Per permit | \$84.00 | \$85.50 | 1.79% | N |
| Deliver to, collect from or provide services to a Commercial Enterprise outside of permitted hours | N | Per permit | \$84.00 | \$85.50 | 1.79% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Permits [continued]

| | | | | | | |
|---|---|--------------------|-------------|-------------|-------|---|
| Sell goods or services, seek subscriptions or solicit custom for commercial purposes – door to door in a residential area | N | Per permit per day | \$150.00 | \$152.00 | 1.33% | N |
| Light a fire, allow to be lit or remain alight in the open air | N | Per permit | \$84.00 | \$85.50 | 1.79% | N |
| Keep an animal (not specified in Amenity Local Law) on private land | N | Per permit | \$120.00 | \$121.50 | 1.25% | N |
| Keep an animal on vacant land | N | Per permit | \$120.00 | \$121.50 | 1.25% | N |
| Operate a bike share scheme | N | Per permit | \$20,000.00 | \$20,250.00 | 1.25% | N |
| Operate a E-Scooter share scheme | N | Per permit | \$20,000.00 | \$20,250.00 | 1.25% | N |

Other Fees and Charges

| | | | | | | |
|--|---|--|-------------|-------------|-----------|---|
| Carnivals on Council land | N | Per carnival | \$910.00 | \$925.00 | 1.65% | N |
| Fire hazards, overhanging shrubs, noxious weeds – clearance administration fee | N | Per clearance | \$200.00 | \$203.50 | 1.75% | N |
| Roadside vending (annual or pro-rata for specific dates with minimum fee \$225) | N | Annual fee | \$14,620.00 | \$14,845.00 | 1.54% | N |
| Shopping trolleys | N | Release fee, each trolley up to 4 trolleys | \$149.50 | \$152.00 | 1.67% | N |
| Shopping trolleys | N | Release fee, per batch of trolleys consisting of 5-9 trolleys | \$643.00 | \$653.00 | 1.56% | N |
| Shopping trolleys | N | Release fee, per batch of trolleys consisting of 10 or more trolleys | \$1,075.00 | \$1,095.00 | 1.86% | N |
| Street collecting (free – issued only to registered charities) | N | No charge | | | No charge | N |
| Street trading stalls (free – issued only to registered charities and community based organisations) | N | No charge | | | No charge | N |

Asset Protection & Permits

| | | | | | | |
|--|---|--------------------|----------|----------|-------|---|
| Road and/or footpath occupation application | N | Per day | \$287.50 | \$292.00 | 1.57% | N |
| Use of Crane/Travel Tower on Council controlled land | N | Per permit per day | \$148.50 | \$151.00 | 1.68% | N |
| Work zone signage | N | Per sign | \$238.00 | \$242.00 | 1.68% | Y |
| Asset Protection Application – Minor works | N | Per application | \$300.00 | \$304.00 | 1.33% | N |

Includes Carports, Pools, Garages, Restumping, Internal Works, Fencing and Landscaping. Fee covers administrative fee to assess the application, and 3 site visits (1st before works and 2 final post works). Minimum \$3,000 Bond (reduced permit fee as less likelihood of damage to Council Asset).

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Asset Protection & Permits [continued]

| | | | | | | |
|--|---|--|----------|----------|-------|---|
| Asset protection application – Major works | N | Per application | \$750.00 | \$762.00 | 1.60% | N |
| Multi-units exceeding \$10,000,000 and multi-storey developments and/or any developments requiring a Construction Management Plan. If demolition is included in the application together with the building works, no separate fee required for demolition. Fee covers administrative fee to assess the application, and 3 site visits (3 Inspections and 1 Pre-works meeting). Bond provided on application (Bond equals total asset replacement value). | | | | | | |
| Asset protection application – Standard works | N | Per application | \$450.00 | \$457.00 | 1.56% | N |
| Includes Demolitions only, House extension, Single Dwellings, Dual Occupancy, multi-unit developments up to \$10,000,000 (not apartment buildings). If demolition is included in the application together with the building works, no separate fee required for demolition. Fee covers administrative fee to assess the application, and 3 site visits (1st before works and 2 final post works). Minimum \$5,000 Bond. | | | | | | |
| Infringement – Breach of the Protection of Council Assets and Control of Building Sites Local Law | Y | 2 x penalty units (\$100 per penalty unit) | \$200.00 | \$200.00 | 0.00% | N |
| Infringement – Failure to obtain an Asset Protection Permit | Y | 5 x penalty units (\$100 per penalty unit) | \$500.00 | \$500.00 | 0.00% | N |
| Consent – Minor Works – Not Conducted on roadway/pathway/shoulder | Y | Per application (based on 6 fee units) | \$88.90 | \$90.20 | 1.46% | N |
| Consent – Minor Works – Conducted on road way/pathway/shoulder | Y | Per application (based on 9.3 fee units) | \$137.70 | \$139.80 | 1.53% | N |
| Consent – other than minor works – Less than 50kph – Not conducted on road way-path-shoulder | Y | Per application (based on 6 fee units) | \$88.90 | \$90.20 | 1.46% | N |
| Consent – other than minor works – Less than 50kph – Conducted on road way-path-shoulder | Y | Per application (based on 23.5 fee units) | \$348.00 | \$353.20 | 1.49% | N |
| Consent – other than minor works – Over 50kph – Not conducted on road way-path-shoulder | Y | Per application (based on 23.5 fee units) | \$348.00 | \$353.20 | 1.49% | N |
| Consent – other than minor works – Over 50kph – Conducted on road way-path-shoulder | Y | Per application (based on 43.1 fee units) | \$638.30 | \$647.80 | 1.49% | N |
| Road Opening Permit – Minor Works – Not conducted on roadway/pathway/shoulder | Y | Per application (based on 6 fee units) | \$88.90 | \$90.20 | 1.46% | N |
| Road Opening Permit – Minor Works– Conducted on roadway/pathway/shoulder | Y | Per application (based on 9.3 units) | \$137.70 | \$139.80 | 1.53% | N |
| Road Opening Permit – other than minor works – Less than 50kph – Not conducted on road way-path-shoulder | Y | Per application (based on fee 6 units) | \$88.90 | \$90.20 | 1.46% | N |
| Road Opening Permit – other than minor works – Less than 50kph – Conducted on road way-path-shoulder | Y | Per application (based on 23.5 fee units) | \$348.00 | \$353.20 | 1.49% | N |
| Road Opening Permit – other than minor works – Over 50kph – Not conducted on road way-path-shoulder | Y | Per application (based on 23.5 fee units) | \$348.00 | \$353.20 | 1.49% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Asset Protection & Permits [continued]

| | | | | | | |
|---|---|---|---|----------|-------|---|
| Road Opening Permit – other than minor works – Over 50kph – Conducted on road way-path-shoulder | Y | Per application (based on 43.1 fee units) | \$638.30 | \$647.80 | 1.49% | N |
| Inspection fee | N | Per visit | \$120.00 | \$121.50 | 1.25% | N |
| Construction of stormwater drainage supervision fee – excluding subdivision works | N | Per application | \$393.90 or 2.5% of the total cost of drainage works, which ever is greater | | | N |
| Compliance – stormwater inspection | N | Per application | \$143.00 | \$145.50 | 1.75% | N |
| Legal points of discharge | Y | Per application | \$144.70 | \$146.90 | 1.52% | N |
| Building over easement – application fee | N | Per application | \$383.00 | \$389.00 | 1.57% | N |
| Compliance – vehicle crossing permit fee | N | Per application | \$220.00 | \$223.50 | 1.59% | N |

Fee includes the administrative fee to assess the application, one inspection of pre-concrete pour works and one final inspection once Council have been informed by the applicant the works have been completed.

Food Act registration and renewal

| | | | | | | |
|--|---|--------------|----------|---|-------|---|
| Class 4: Food premises | N | No charge | | No charge | | N |
| Not for profit school canteen, sporting club – Charitable Organisation / Community Group | N | No charge | | No charge | | N |
| Temporary food premises registration | N | Per premises | | 25% of applicable initial registration or renewal of registration fee | | N |
| Temporary food premises – Charitable Organisation / Community group registration | N | No charge | | No charge | | N |
| No charge to community groups | | | | | | |
| Food Act registration non compliance follow up visit (this will be charged to businesses as appropriate) | N | Per premises | \$253.00 | \$257.00 | 1.58% | N |

Initial Registration

| | | | | | | |
|--|---|--------------|--|------------|-------|---|
| Class 1 | N | Per premises | \$611.00 | \$621.00 | 1.64% | N |
| Class 2: Large Supermarket 3 plus departments | N | Per premises | \$2,225.00 | \$2,260.00 | 1.57% | N |
| Class 2: Large Supermarket 3 plus departments – Non-standard Food Safety Program | N | Per premises | \$2,570.00 | \$2,620.00 | 1.95% | N |
| Class 2: Non-standard Food Safety Program | N | Per premises | \$1,035.00 | \$1,050.00 | 1.45% | N |
| Class 2: Initial Registration Fee | N | Per premises | \$996.00 | \$1,010.00 | 1.41% | N |
| Class 3: Initial Registration Fee | N | Per premises | \$556.00 | \$565.00 | 1.62% | N |
| Initial registration fee (pro rata – 25%) | N | Per premises | 25% of applicable initial registration fee | | | N |
| Initial registration fee (pro rata – 50%) | N | Per premises | 50% of applicable initial registration fee | | | N |
| Initial registration fee (pro rata – 75%) | N | Per premises | 75% of applicable initial registration fee | | | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Renewal Registration

| | | | | | | |
|--|---|--------------|------------|------------|-------|---|
| Class 1 | N | Per premises | \$448.00 | \$455.00 | 1.56% | N |
| Class 2: Large Supermarket 3 plus departments | N | Per premises | \$2,060.00 | \$2,100.00 | 1.94% | N |
| Class 2: Large Supermarket 3 plus departments – Non-standard Food Safety Program | N | Per premises | \$2,405.00 | \$2,450.00 | 1.87% | N |
| Class 2: Renewal of Registration – Non-standard Food Safety Program | N | Per premises | \$874.00 | \$890.00 | 1.83% | N |
| Class 2: Renewal of Registration | N | Per premises | \$832.00 | \$845.00 | 1.56% | N |
| Class 3: Renewal of Registration | N | Per premises | \$474.00 | \$482.00 | 1.69% | N |

Public Health and Wellbeing Act registration and renewal

Initial Registration

| | | | | | | |
|---|---|--------------|--|------------|-------|---|
| New Hairdresser and/or Temporary make up premises only – Initial ongoing registration fee | N | Per premises | \$330.00 | \$336.00 | 1.82% | N |
| Single operation – Hairdresser/Skin penetration/Beauty therapies | N | Per premises | \$238.00 | \$242.00 | 1.68% | N |
| Multiple operation – Hairdresser/Skin penetration/Beauty therapies | N | Per premises | \$276.00 | \$280.50 | 1.63% | N |
| Prescribed accommodation (5 – 10 accommodation beds) | N | Per premises | \$504.00 | \$512.00 | 1.59% | N |
| Prescribed accommodation (11 – 20 accommodation beds) | N | Per premises | \$688.00 | \$699.00 | 1.60% | N |
| Prescribed accommodation (21 – 35 accommodation beds) | N | Per premises | \$755.00 | \$767.00 | 1.59% | N |
| Prescribed accommodation (36 – 55 accommodation beds) | N | Per premises | \$956.00 | \$971.00 | 1.57% | N |
| Prescribed accommodation (56+ accommodation beds) | N | Per premises | \$1,105.00 | \$1,120.00 | 1.36% | N |
| Initial registration fee (pro rata – 25%) | N | Per premises | 25% of applicable initial registration fee | | | N |
| Initial registration fee (pro rata – 50%) | N | Per premises | 50% of applicable initial registration fee | | | N |
| Initial registration fee (pro rata – 75%) | N | Per premises | 75% of applicable initial registration fee | | | N |
| Initial Registration Aquatic Facilities (up to 2 pools) | N | Per premises | \$500.00 | \$500.00 | 0.00% | N |
| Initial Registration Aquatic Facilities (3 or more pools) | N | Per premises | \$700.00 | \$700.00 | 0.00% | N |

Renewal Registration

| | | | | | | |
|---|---|--------------|----------|----------|-------|---|
| Hairdresser and/or Temporary make up premises only – Ongoing renewal registration fee | N | Per premises | \$248.00 | \$252.00 | 1.61% | N |
| Single operation – Hairdresser/Skin penetration/Beauty therapies | N | Per premises | \$156.50 | \$159.50 | 1.92% | N |
| Multiple operation – Hairdresser/Skin penetration/Beauty therapies | N | Per premises | \$194.00 | \$197.50 | 1.80% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Renewal Registration [continued]

| | | | | | | |
|---|---|--------------|------------|------------|-------|---|
| Prescribed accommodation (5 – 10 accommodation beds) | N | Per premises | \$422.00 | \$429.00 | 1.66% | N |
| Prescribed accommodation (11 – 20 accommodation beds) | N | Per premises | \$606.00 | \$616.00 | 1.65% | N |
| Prescribed accommodation (21 – 35 accommodation beds) | N | Per premises | \$674.00 | \$685.00 | 1.63% | N |
| Prescribed accommodation (36 – 55 accommodation beds) | N | Per premises | \$874.00 | \$888.00 | 1.60% | N |
| Prescribed accommodation (56+ accommodation beds) | N | Per premises | \$1,020.00 | \$1,035.00 | 1.47% | N |
| Renewal Registration Aquatic Facilities (up to 2 pools) | N | Per premises | \$500.00 | \$500.00 | 0.00% | N |
| Renewal Registration Aquatic Facilities (3 or more pools) | N | Per premises | \$700.00 | \$700.00 | 0.00% | N |

Health Fees and Charges

| | | | | | | |
|---|---|-----------------|---|----------|-------|---|
| Solicitors request – ten working day turnaround | N | Per enquiry | \$253.00 | \$257.50 | 1.78% | N |
| Solicitors request – five working day turnaround (+50% of Solicitors request (ten working day turnaround)) | N | Per enquiry | \$390.00 | \$395.00 | 1.28% | N |
| Transfer of Public Health and Wellbeing Act or Food Act registration (50% of Initial Registration Fee) | N | Per enquiry | 50% of current year initial registration fee | | | N |
| Late payment fee for Public Health and Wellbeing Act or Food Act registration renewals (25% of current renewal of registration fee) | N | Per enquiry | 25% of current year renewal of registration fee | | | N |
| Processing fee for pro rata refund of Public Health and Wellbeing Act or Food Act registration | N | Per enquiry | \$37.90 | \$38.40 | 1.32% | N |
| Septic tank / onsite waste water treatment system permit fee | N | Per application | \$426.00 | \$433.00 | 1.64% | N |
| Miscellaneous product sales | N | Per item sold | Total cost + 10% - 15% | | | Y |
| Public Health Training sessions and other services | N | Per session | Cost + 10% | | | Y |

Places and Spaces

Facilities, Waste & Infrastructure Services

Green Waste

| | | | | | | |
|---------------------------------|---|--|----------|----------|-------|---|
| Green waste – bin (service fee) | N | Per bin | \$129.50 | \$132.00 | 1.93% | N |
| Disposal tipping | N | Car boot/station wagon seat up or down | \$21.00 | \$21.50 | 2.38% | Y |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Green Waste [continued]

| | | | | | | |
|----------------------------|---|---|----------|----------|-------|---|
| Disposal tipping – trailer | N | Greater than six x four | \$61.00 | \$62.00 | 1.64% | Y |
| Disposal tipping – trailer | N | Tandem with high sides | \$144.50 | \$147.00 | 1.73% | Y |
| Disposal tipping – trailer | N | Tandem | \$79.50 | \$81.00 | 1.89% | Y |
| Disposal tipping – trailer | N | Single axle greater than six x four high sides | \$102.50 | \$104.50 | 1.95% | Y |
| Disposal tipping | N | Utility/small van/small trailer with high sides | \$67.00 | \$68.50 | 2.24% | Y |
| Disposal tipping | N | Utility/small van/small trailer | \$41.00 | \$41.50 | 1.22% | Y |

Transfer station/tipping fees

| | | | | | | |
|--|---|---|----------|----------|-------|---|
| Minimum charge fee | N | Per load | \$8.50 | \$8.50 | 0.00% | Y |
| Domestic refuse | N | Car boot/station wagon seat up or down | \$29.00 | \$29.50 | 1.72% | Y |
| Domestic refuse – car tyre | N | Per tyre with rim attached | \$22.00 | \$22.50 | 2.27% | Y |
| Domestic refuse – car tyre | N | Per tyre no rim | \$19.50 | \$20.00 | 2.56% | Y |
| Domestic refuse – fridge | N | Per fridge | \$20.50 | \$21.00 | 2.44% | Y |
| Domestic refuse – mattress | N | Per mattress | \$35.00 | \$35.00 | 0.00% | Y |
| Domestic refuse – trailer | N | Single axle greater than six x four high sides | \$176.00 | \$179.00 | 1.70% | Y |
| Domestic refuse – trailer | N | Single axle greater than six x four | \$101.00 | \$103.00 | 1.98% | Y |
| Domestic refuse – trailer | N | Tandem with high sides | \$212.00 | \$215.50 | 1.65% | Y |
| Domestic refuse – trailer | N | Tandem | \$143.50 | \$146.00 | 1.74% | Y |
| Domestic refuse – trailer | N | Utility/small van/small trailer with high sides | \$143.50 | \$146.00 | 1.74% | Y |
| Domestic refuse (spoil, bricks, concrete & dirt) | N | Utility/small van/small trailer with high sides | \$143.50 | \$146.00 | 1.74% | Y |
| Domestic refuse – ute/van | N | Utility/small van/small trailer | \$65.50 | \$66.50 | 1.53% | Y |

Reinstatement charges

| | | | | | | |
|---|---|--|----------|----------|-------|---|
| Nature strip (light top soil and seed) | N | Per (m ²) (0-10m ²) | \$53.50 | \$54.50 | 1.87% | N |
| Nature strip (light top soil and seed) | N | Per (m ²) (10-50m ²) | \$41.00 | \$41.55 | 1.34% | N |
| Nature strip (light top soil and seed) | N | Per (m ²) (>50m ²) | \$34.30 | \$34.85 | 1.60% | N |
| Nature strip (excavate/backfill and seeded) | N | Per (m ²) (0-10m ²) | \$112.00 | \$114.00 | 1.79% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Reinstatement charges [continued]

| | | | | | | |
|--|---|---|----------|----------|-------|---|
| Nature strip (excavate/backfill and seeded) | N | Per (m ²) (10-50m ²) | \$69.50 | \$71.00 | 2.16% | N |
| Nature strip (excavate/backfill and seeded) | N | Per (m ²) (>50m ²) | \$53.50 | \$54.50 | 1.87% | N |
| Channel/kerb (bluestone pitchers, dish gutters and spoon drains concrete kerb) | N | Per lineal metre | \$253.00 | \$257.00 | 1.58% | N |
| Channel/kerb (concrete) | N | Per lineal metre | \$200.00 | \$203.50 | 1.75% | N |
| Replace household drainage outlet | N | Per lineal metre | \$125.00 | \$127.00 | 1.60% | N |
| Residential crossovers/footpaths 125mm thick concrete | N | Per (m ²) | \$235.50 | \$239.50 | 1.70% | N |
| Commercial crossovers/footpaths 200mm thick concrete | N | Per (m ²) | \$266.00 | \$270.50 | 1.69% | N |
| Dressed bluestone kerb and channel (replacement with existing sawn bluestone) | N | Per lineal metre | \$274.00 | \$278.50 | 1.64% | N |
| Dressed bluestone kerb and channel (replacement with new sawn bluestone) | N | Per lineal metre | \$590.00 | \$600.00 | 1.69% | N |
| Dressed bluestone reinstatement laneway | N | Per (m ²) (0-2m ²) | \$180.00 | \$182.50 | 1.39% | N |
| Dressed bluestone reinstatement laneway | N | Per (m ²) (2-5m ²) | \$170.00 | \$172.50 | 1.47% | N |
| Dressed bluestone reinstatement laneway | N | Per (m ²) (5-20m ²) | \$150.00 | \$152.00 | 1.33% | N |
| Dressed bluestone reinstatement laneway | N | Per (m ²) (20-50m ²) | \$110.00 | \$111.50 | 1.36% | N |
| Dressed bluestone reinstatement laneway | N | Per (m ²) (>50m ²) | \$100.00 | \$101.50 | 1.50% | N |
| Footpaths pavers/pitchers | N | Per (m ²) (0-2m ²) | \$215.00 | \$219.50 | 2.09% | N |
| Footpaths pavers/pitchers | N | Per (m ²) (2.01-5m ²) | \$216.00 | \$219.50 | 1.62% | N |
| Footpaths pavers/pitchers | N | Per (m ²) (5.01-20m ²) | \$216.00 | \$219.50 | 1.62% | N |
| Footpaths pavers/pitchers | N | Per (m ²) (20.01-50m ²) | \$199.00 | \$202.50 | 1.76% | N |
| Footpaths pavers/pitchers | N | Per (m ²) (>50m ²) | \$199.00 | \$202.50 | 1.76% | N |
| Footpaths 75mm concrete | N | Per (m ²) (0-5m ²) | \$203.00 | \$206.50 | 1.72% | N |
| Footpaths 75mm concrete | N | Per (m ²) (5.01-20m ²) | \$149.50 | \$152.00 | 1.67% | N |
| Footpaths 75mm concrete | N | Per (m ²) (20.01-50m ²) | \$125.00 | \$127.00 | 1.60% | N |
| Footpaths 75mm concrete | N | Per (m ²) (>50m ²) | \$121.00 | \$123.00 | 1.65% | N |
| Footpaths (asphalt) | N | Per (m ²) (0-5m ²) | \$194.00 | \$197.50 | 1.80% | N |
| Footpaths (asphalt) | N | Per (m ²) (5.01-20m ²) | \$149.50 | \$152.00 | 1.67% | N |
| Footpaths (asphalt) | N | Per (m ²) (20.01-50m ²) | \$142.00 | \$144.50 | 1.76% | N |
| Footpaths (asphalt) | N | Per (m ²) (>50m ²) | \$137.00 | \$139.50 | 1.82% | N |
| Remedial asphalt infill | N | Per item | \$500.00 | \$507.00 | 1.40% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Reinstatement charges [continued]

| | | | | | | |
|---|---|---|------------|------------|-------|---|
| Roads (asphalt on crushed rock base, asphalt over macadam, asphalt over pitchers) – 75mm to 125mm thick | N | Per (m ²) (0-2m ²) | \$216.00 | \$219.50 | 1.62% | N |
| Roads (asphalt on crushed rock base, asphalt over macadam, asphalt over pitchers) – 75mm to 125mm thick | N | Per (m ²) (2.01-5m ²) | \$189.00 | \$192.00 | 1.59% | N |
| Roads (asphalt on crushed rock base, asphalt over macadam, asphalt over pitchers) – 75mm to 125mm thick | N | Per (m ²) (>5m ²) | \$184.50 | \$187.50 | 1.63% | N |
| Roads (asphalt on crushed rock base, asphalt over macadam, asphalt over pitchers) – over 125mm thick | N | Per (m ²) (0-2m ²) | \$306.00 | \$310.00 | 1.31% | N |
| Roads (asphalt on crushed rock base, asphalt over macadam, asphalt over pitchers) – over 125mm thick | N | Per (m ²) (2.01-5m ²) | \$258.00 | \$262.00 | 1.55% | N |
| Roads (asphalt on crushed rock base, asphalt over macadam, asphalt over pitchers) – over 125mm thick | N | Per (m ²) (>5m ²) | \$216.00 | \$219.50 | 1.62% | N |
| Steep driveway reinstatement | N | Per item | \$550.00 | \$557.00 | 1.27% | N |
| Traffic management fee | N | Per day | \$1,200.00 | \$1,215.00 | 1.25% | N |

Other Fees and Charges

| | | | | | | |
|--|---|----------|------------|------------|-------|---|
| Re-locate street furniture – bike hoop | N | Per item | \$717.00 | \$729.00 | 1.67% | Y |
| Re-locate street furniture – seat | N | Per item | \$1,230.00 | \$1,250.00 | 1.63% | Y |
| Re-locate street furniture – bollard | N | Per item | \$779.00 | \$792.00 | 1.67% | Y |
| Re-locate street furniture – bin surround | N | Per item | \$1,125.00 | \$1,140.00 | 1.33% | Y |
| Request to install new sign blades for private sporting clubs, schools and or Churches on either Council owned assets or power pole eg. "Balwyn Scout Group" | N | Per item | \$140.00 | \$142.50 | 1.79% | Y |

Waste Collection

| | | | | | | |
|---|---|-------------|------------|------------|-------|---|
| Camberwell Traders (Food premises) | N | Per quarter | \$1,305.00 | \$1,320.00 | 1.15% | N |
| Camberwell Traders (Retail premises) | N | Per quarter | \$839.00 | \$850.00 | 1.31% | N |
| Camberwell Traders (Office) | N | Per quarter | \$511.00 | \$518.00 | 1.37% | N |
| Greythorn Shopping Centre Traders (Large Restaurant >100 seats) | N | Per quarter | \$1,105.00 | \$1,120.00 | 1.36% | N |
| Greythorn Shopping Centre Traders (Restaurant/Café/Food <100 seats) | N | Per quarter | \$555.00 | \$562.00 | 1.26% | N |
| Greythorn Shopping Centre Traders (Office 240 litre bin) | N | Per quarter | \$230.50 | \$233.50 | 1.30% | N |
| Greythorn Shopping Centre Traders (Office 120 litre bin) | N | Per quarter | \$95.50 | \$97.00 | 1.57% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Waste Collection [continued]

| | | | | | | |
|---|---|--------------|----------|----------|-------|---|
| Greythorn Shopping Centre Traders (Office 80 litre bin) | N | Per quarter | \$53.50 | \$54.50 | 1.87% | N |
| Maling Road Traders (Restaurant/Café/Food <100 seats) | N | Per quarter | \$555.00 | \$562.00 | 1.26% | N |
| Maling Road Traders (Office/Retail 240 litre bin) | N | Per quarter | \$230.50 | \$233.50 | 1.30% | N |
| Maling Road Traders (Office/Retail 120 litre bin) | N | Per quarter | \$95.50 | \$97.00 | 1.57% | N |
| Maling Road Traders (Office/Retail 80 litre bin) | N | Per quarter | \$53.50 | \$54.50 | 1.87% | N |
| Waste Levy – Minimum charge for each residential property | N | Per property | \$245.00 | \$261.00 | 6.53% | N |

Except for vacant land and those Residential Properties required to service own refuse disposal as a condition of a Town Planning permit where a Waste Environment Levy will apply as a contribution to waste and rubbish collection from public places.

| | | | | | | |
|---|---|--------------|------------|------------|-------|---|
| Waste environment levy as per exception stated above | N | Per property | \$113.00 | \$120.00 | 6.19% | N |
| Waste collection – property garbage charge: 80 litre bin | N | Per bin | \$245.00 | \$261.00 | 6.53% | N |
| Waste collection – property garbage charge: 120 litre bin | N | Per bin | \$447.00 | \$477.00 | 6.71% | N |
| Waste collection – property garbage charge: 240 litre bin. For Residential properties with four or more people in a household and Commercial properties 1 | N | Per bin | \$1,089.00 | \$1,160.00 | 6.52% | N |

1: Fee only applies to Residential properties that have four or more people in a household and Commercial properties.

| | | | | | | |
|---|---|---------|----------|----------|-------|---|
| Waste collection – property garbage charge: 240 litre bin (concessional fee for residential properties with a specific medical condition) 2 | N | Per bin | \$894.00 | \$954.00 | 6.71% | N |
|---|---|---------|----------|----------|-------|---|

2: Tenants leasing Council owned facilities under the Council Assets - Leasing and Licensing Policy will have waste charges levied as listed in the Fees and Charges schedule - Waste charges for Council tenanted properties.

Environmental Sustainability & Open Spaces

Parks

| | | | | | | |
|---|---|---------------------|-----------|----------|-------|---|
| Formal Gardens – Booking fee for weddings, Christmas parties, filming and functions | N | Per hour | \$147.50 | \$150.00 | 1.69% | Y |
| Parks and Reserves – Booking fee for weddings, Christmas parties, filming and functions | N | Per four hour block | \$147.50 | \$150.00 | 1.69% | Y |
| Access to private property via Council managed land | N | Per day | \$65.00 | \$66.00 | 1.54% | N |
| Parks and Reserves – permit to erect a marquee (up to 10 square metres in size) | N | Per request | No charge | | | N |
| Parks and Reserves – permit to erect a marquee (11 – 50 square metres in size) | N | Per request | \$287.50 | \$290.00 | 0.87% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Parks [continued]

| | | | | | | |
|--|---|---|------------|------------|---------------|---|
| Parks and Reserves – permit to erect a marquee (51 – 100 square metres in size) | N | Per request | \$494.00 | \$500.00 | 1.21% | N |
| Parks and Reserves – permit to erect a marquee (101 square metres in size or greater) | N | Per request | \$717.00 | \$725.00 | 1.12% | N |
| Parks and Reserves – permit to conduct a firework display | N | Per request | \$727.00 | \$740.00 | 1.79% | N |
| Memorial seats | N | Per seat | \$2,150.00 | \$2,175.00 | 1.16% | Y |
| Memorial plaques | N | Per plaque | \$210.00 | \$213.00 | 1.43% | Y |
| Tree removal | N | Per tree | | | Cost recovery | N |
| Tree replacement | N | Per tree | | | Cost recovery | N |
| Tree relocation | N | Per tree | | | Cost recovery | N |
| Administration fee – for event and booking cancellations | N | Per booking | \$55.50 | \$56.00 | 0.90% | N |
| Late application fee – for event and booking applications submitted with less than 5 working days notice | N | Per booking | \$82.50 | \$84.00 | 1.82% | Y |
| Additional turf wicket ground preparation and hire | N | Per booking | \$990.00 | \$1,005.00 | 1.52% | Y |
| Additional turf practice wicket | N | Additional turf practice wicket (above the two provided as part of club tenancy) per training session | | | Cost recovery | Y |
| Curator – overtime Saturdays | N | Per hour | \$0.00 | \$70.00 | ∞ | Y |
| Curator – overtime Sundays | N | Per 3 hours | \$0.00 | \$380.00 | ∞ | Y |

Traffic and Transport

| | | | | | | |
|---|---|-----------------|----------|----------|-------|---|
| Parking bay occupation | N | Per bay per day | \$53.00 | \$54.00 | 1.89% | N |
| Residential street parties | N | Per application | \$100.00 | \$100.00 | 0.00% | N |
| Bicycle skills courses | N | Per booking | \$21.00 | \$21.30 | 1.43% | Y |
| Bicycle skills courses – Concessions (pensioners, youth and students) | N | Per booking | \$10.50 | \$10.60 | 0.95% | Y |

Asset & Capital Planning

Drainage plan assessment fees

| | | | | | | |
|--|---|-----------------|--------------------------------------|----------|-------|---|
| Drainage contribution / levy from private developers (estimated value) | N | Per application | \$10.25/sqm + 10% administration fee | | | N |
| On site detention system assessment fee 1-3 Unit Development | N | Per application | \$138.00 | \$140.00 | 1.45% | N |
| On site detention system assessment fee 4-10 Unit Development | N | Per application | \$276.00 | \$280.00 | 1.45% | N |
| On site detention plan assessment 11 + Unit Development | N | Per application | \$552.00 | \$560.00 | 1.45% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Drainage plan assessment fees [continued]

| | | | | | | |
|----------------------------|---|-----------------|----------|----------|-------|---|
| Flood level assessment fee | N | Per application | \$245.50 | \$250.00 | 1.83% | N |
|----------------------------|---|-----------------|----------|----------|-------|---|

CEO's Office

Chief Financial Office

| | | | | | | |
|--|---|------------------------|--|---------|-------|---|
| Maintenance or rectification of damage to Council assets occurring as a result of casual or fixed term hire, tenancy agreement or other type of use or occupancy | N | Full Cost Recovery | Cost recovery | | | Y |
| Land information certificate | Y | Per certificate issued | \$27.00 | \$27.35 | 1.30% | N |
| Right of way discontinuance and sales | N | Per right of way | As per Council's Discontinuance Policy | | | Y |
| Cheque dishonour fee | N | Per dishonour fee | \$57.50 | \$58.00 | 0.87% | N |
| Credit card payment surcharge (includes all credit cards) | N | Per transaction | Cost recovery | | | Y |

Governance & Legal

| | | | | | | |
|---|---|------------------|---------|---------|-------|---|
| Fines for failure to vote in Council elections. Applicable during Council election year | Y | Per infringement | \$83.00 | \$90.87 | 9.48% | N |
|---|---|------------------|---------|---------|-------|---|

Freedom of information and inspection of prescribed documents

| | | | | | | |
|----------------------------------|---|--|---------|---------|-------|---|
| Application fee | Y | Per application | \$29.62 | \$30.10 | 1.62% | N |
| Charge for search time | Y | Per hour or part thereof | \$21.33 | \$22.50 | 5.49% | N |
| Charge for supervised inspection | Y | Per hour (to be calculated per quarter hour or part of a quarter hour) | \$21.33 | \$22.50 | 5.49% | N |
| Photocopy – A4 black and white | Y | Per copy | \$0.20 | \$0.20 | 0.00% | N |
| Photocopy – A3 black and white | N | Per copy | \$3.20 | \$3.30 | 3.13% | N |
| Photocopy – A2 black and white | N | Per copy | \$7.60 | \$7.70 | 1.32% | N |
| Photocopy – A1 black and white | N | Per copy | \$12.40 | \$12.60 | 1.61% | N |

City of Boroondara Fees and Charges 2021-22

| Name | Statutory Fee | Unit | Year 20/21 | Year 21/22 | | GST |
|------|---------------|------|--------------------|--------------------|---------------|-----|
| | | | Fee (incl. GST) | Fee (incl. GST) | Increase % | |

Waste charges for Council Tenanted Properties

Bin charges

| | | | |
|--|---|---|---|
| Community Group: Aged Care, Disability Service, Scouts and Guides and Toy Library | N | Charge for additional general waste bins: 80 litre at \$261 120 litre at \$477 240 litre at \$1,160 | N |
| Entitled to 1 x general 240 litre waste bin free of charge | | Last YR Fee Charge for additional general waste bins: 80 litre at \$245 120 litre at \$447 240 litre at \$1,089 | |
| Community Group: Boat Shed, Bowling Clubs, Community Centre, Family Centre, Hockey Clubs, Kindergartens, Senior Citizens Centre, Tennis Club | N | Charge for additional general waste bins: 80 litre at \$261 120 litre at \$477 240 litre at \$1,160 | N |
| Entitled to 2 x general 240 litre waste bins free of charge | | Last YR Fee Charge for additional general waste bins: 80 litre at \$245 120 litre at \$447 240 litre at \$1,089 | |
| Community Group: Child Care Centre | N | Charge for additional general waste bins: 80 litre at \$261 120 litre at \$477 240 litre at \$1,160 | N |
| Entitled to 3 x general 240 litre waste bins free of charge | | Last YR Fee Charge for additional general waste bins: 80 litre at \$245 120 litre at \$447 240 litre at \$1,089 | |
| Community Group: Sportsgrounds, Weight Lifting Centre, Youth Club, School | N | Charge for additional general waste bins: 80 litre at \$261 120 litre at \$477 240 litre at \$1,160 | N |
| No free bin supplied | | Last YR Fee Charge for additional general waste bins: 80 litre at \$245 120 litre at \$447 240 litre at \$1,089 | |

City of Boroondara
Budget 2021-22

Appendix B
Community
Leases



Appendix B - Community leases

This appendix presents a listing of proposed community leases that trigger section 115 of the *Local Government Act 2020*.

Section 115 of the *Local Government Act 2020* provides for the following:

115 Lease of land

- 1) *A Council's power to lease any land to any person is limited to leases for a term of 50 years or less.*
- 2) *Subject to any other Act, and except where section 116 applies, if a Council leases any land to any person subject to any exceptions, reservations, covenants and conditions, it must comply with this section.*
- 3) *A Council must include any proposal to lease land in a financial year in the budget, where the lease is—*
 - (a) *for one year or more and—*
 - (i) *the rent for any period of the lease is \$100,000 or more a year; or*
 - (ii) *the current market rental value of the land is \$100,000 or more a year; or*
 - (b) *for 10 years or more.*
- 4) *If a Council proposes to lease land that is subject to subsection (3) and that was not included as a proposal in the budget, the Council must undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease.*

The proposed community leases, set out in the table, are consistent with Council's Council Assets - Leasing and Licensing Policy 2017.

The proposed leases are also consistent with the Council Plan 2017-21 and the Boroondara Community Plan 2017-27 in particular strategies 1, 2, 4 and 5 regarding communication and engagement, community inclusion, families and young people and health, ageing and disability.

Particular Themes are:

Theme 1: Your Community, Services and Facilities - Community services and facilities are high quality, inclusive and meet a variety of needs now and into the future.

Theme 7: Civic Leadership and Governance - Ensure that ethical, financial and socially responsible decision making reflects community needs and is based on principles of accountability, transparency, responsiveness and consultation.

Market rental valuations have been provided by Council's in house Senior Valuer and all rentals proposed to be charged are in accordance with Council's Council Assets - Leasing and Licensing Policy, a copy of which is located on Council's website www.boroondara.vic.gov.au

Provision of buildings under an appropriate lease agreement enables the various tenants to continue to provide services to the Boroondara community.

| Community Leases | | | | | | |
|---|--------------------------------------|---------------|---|--|---|--|
| Tenant | Property | Proposed Term | Permitted Use | Annual Market Rental Valuation (Excluding GST) | Proposed Annual Rental inclusive of GST | Rental comments |
| Highgate Early Learning Centre Inc | 3 Highgate Grove Ashburton 3147 | 05 Years | Long day care centre and associated purposes as agreed by Council. | \$ 128,000.00 | \$ 1.00 | |
| Boroondara Aged Services Society | 9 Marwal Avenue Balwyn North 3104 | 02 Years | The provision of programs, services and activities which promote healthy ageing, wellbeing and independence and associated purposes as agreed by Council. | \$ 86,400.00 | \$ 4,406.16 | Plus CPI and Increased by CPI annually |
| Fordham Avenue Kindergarten Association Inc | 24 Fordham Avenue Camberwell 3124 | 05 Years | Kindergarten and associated activities as agreed by Council. | \$ 93,000.00 | \$ 1.00 | |
| Through Road Child Care Association Inc | 171-173 Through Road Camberwell 3124 | 05 Years | Long day care, kindergarten and associated purposes as agreed by Council. | \$ 103,000.00 | \$ 1.00 | |
| JJ McMahon Memorial Kindergarten Inc | 16A Argyle Road Kew 3101 | 05 Years | Kindergarten and associated activities as agreed by Council. | \$ 99,000.00 | \$ 1.00 | |

City of Boroondara
Budget 2021-22

Appendix C
Priority
Projects
Program

(including proposed forward commitments to 2021-22)



Priority Projects

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|--|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Administration | | | | | |
| Conduct of 2024 General Election and Councillor Induction | \$0 | \$0 | \$0 | \$788,011 | \$788,011 |
| <i>Conduct of 2024 General Election and Councillor Induction</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$389,676</i> | <i>-\$389,676</i> |
| Return to Workplace Support Post COVID-19 | \$153,528 | \$0 | \$0 | \$0 | \$153,528 |
| Total Administration | \$153,528 | \$0 | \$0 | \$398,335 | \$551,863 |
| Bridges | | | | | |
| Back Creek Bridge - Investigation, Design and Implementation | \$40,000 | \$230,000 | \$0 | \$0 | \$270,000 |
| Total Bridges | \$40,000 | \$230,000 | \$0 | \$0 | \$270,000 |
| Digital Transformation | | | | | |
| Statutory Planning Paper Files Scan on Demand | \$234,600 | \$239,292 | \$244,078 | \$248,959 | \$966,929 |
| Total Digital Transformation | \$234,600 | \$239,292 | \$244,078 | \$248,959 | \$966,929 |
| Environment | | | | | |
| Biodiversity Strategy (Vegetation) Implementation | \$213,000 | \$217,000 | \$0 | \$0 | \$430,000 |
| Urban Biodiversity Strategy (UBS) Implementation | \$53,100 | \$54,100 | \$55,200 | \$56,300 | \$218,700 |
| Total Environment | \$266,100 | \$271,100 | \$55,200 | \$56,300 | \$648,700 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Priority Projects

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|---|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Footpaths and Cycleways | | | | | |
| Box Hill to Hawthorn Strategic Cycling Corridor - Investigation and Design | \$160,000 | \$160,000 | \$160,000 | \$0 | \$480,000 |
| Shared Paths - Pedestrian Priority and Accessibility - Feasibility and Design | \$45,000 | \$70,000 | \$70,000 | \$100,000 | \$285,000 |
| Total Footpaths and Cycleways | \$205,000 | \$230,000 | \$230,000 | \$100,000 | \$765,000 |
| Programs and Services | | | | | |
| Boroondara Customer First Delivery and Projects Support | \$7,371,912 | \$5,090,891 | \$5,257,757 | \$0 | \$17,720,560 |
| Canterbury Community Precinct - Hub Coordination | \$0 | \$56,100 | \$57,222 | \$58,366 | \$171,688 |
| Christmas in Boroondara Program | \$113,934 | \$116,212 | \$118,537 | \$120,908 | \$469,591 |
| Contract for the Provision of Demographic Services | \$0 | \$25,000 | \$0 | \$0 | \$25,000 |
| Delivery of Capital Projects Professional Services | \$155,067 | \$213,508 | \$213,508 | \$213,508 | \$795,591 |
| Develop Boroondara Community-wide Mental Health and Wellbeing Project | \$50,000 | \$50,000 | \$50,000 | \$0 | \$150,000 |
| Diversity & Inclusion and Workforce Planning - Project Officer | \$106,000 | \$0 | \$0 | \$0 | \$106,000 |
| Energy Safe Victoria Electricity Safety Compliance Works | \$1,968,750 | \$656,250 | \$0 | \$0 | \$2,625,000 |
| Freeway Golf Course Future Planning | \$0 | \$0 | \$80,000 | \$0 | \$80,000 |
| <i>Grant for Freeway Golf Course Future Planning</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$80,000</i> | <i>\$0</i> | <i>-\$80,000</i> |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Priority Projects

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|--|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Gardiners Creek Master Plan | \$30,000 | \$0 | \$0 | \$0 | \$30,000 |
| Graffiti Removal Pilot Program | \$165,000 | \$165,000 | \$0 | \$0 | \$330,000 |
| <i>Grant for Graffiti Removal Pilot Program</i> | <i>-\$165,000</i> | <i>-\$165,000</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$330,000</i> |
| Greythorn Community Hub - Hub Coordination | \$45,000 | \$35,000 | \$25,000 | \$0 | \$105,000 |
| Health, Safety and Wellbeing Specialist - Manual Handling | \$132,387 | \$0 | \$0 | \$0 | \$132,387 |
| Implement an Infrastructure Grant for Leased Sporting Clubs | \$0 | \$120,000 | \$120,000 | \$120,000 | \$360,000 |
| Implement Outcomes from the Information Asset Audit | \$100,000 | \$0 | \$0 | \$0 | \$100,000 |
| Implementation of Asset Management Plan Actions | \$75,000 | \$0 | \$0 | \$0 | \$75,000 |
| Integrated Transport Strategy Implementation | \$0 | \$57,500 | \$58,700 | \$59,900 | \$176,100 |
| Local Economy Recovery from Impacts of COVID-19 | \$108,750 | \$0 | \$0 | \$0 | \$108,750 |
| North East Link Resourcing | \$1,464,000 | \$0 | \$0 | \$0 | \$1,464,000 |
| <i>Grant for North East Link Resourcing</i> | <i>-\$1,464,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$1,464,000</i> |
| Placemaking Implementation | \$564,854 | \$700,000 | \$700,000 | \$0 | \$1,964,854 |
| Project Management Resources to Deliver New Identified Initiatives | \$255,508 | \$255,508 | \$255,508 | \$132,386 | \$898,910 |
| Project Support for Delivery of Major Projects | \$314,717 | \$120,000 | \$0 | \$0 | \$434,717 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Priority Projects

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|---|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Removal of the Union Road Level Crossing - Advocacy to State Government | \$307,783 | \$320,206 | \$333,047 | \$341,373 | \$1,302,409 |
| <i>Grant for Removal of the Union Road Level Crossing</i> | <i>-\$307,783</i> | <i>-\$320,206</i> | <i>-\$333,047</i> | <i>-\$341,373</i> | <i>-\$1,302,409</i> |
| Road Improvement Initiatives | \$50,000 | \$40,000 | \$40,000 | \$40,000 | \$170,000 |
| Summer In the Park Festival | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$60,000 |
| System Development and Implementation | \$5,888,815 | \$3,251,097 | \$2,749,205 | \$0 | \$11,889,117 |
| System Licensing and Maintenance | \$778,503 | \$2,892,285 | \$3,429,331 | \$4,121,120 | \$11,221,239 |
| Tree Strategy Action Plan Implementation | \$660,000 | \$540,000 | \$540,000 | \$560,000 | \$2,300,000 |
| Waste Minimisation and Recycling Strategy Implementation | \$163,089 | \$5,000 | \$0 | \$0 | \$168,089 |
| Waste Reduction and Recycling | \$0 | \$50,000 | \$50,000 | \$50,000 | \$150,000 |
| Total Programs and Services | \$18,947,286 | \$14,289,351 | \$13,679,768 | \$5,491,188 | \$52,407,593 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Priority Projects

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|--|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Forward Commitments from 2020-21 (net) | | | | | |
| Analysis of Access to Sporting Fields for Participation by Girls and Women | \$100,455 | \$0 | \$0 | \$0 | \$100,455 |
| Auburn High School Concept Master Plan | \$55,499 | \$0 | \$0 | \$0 | \$55,499 |
| Balwyn heritage study - Peer review | \$52,000 | \$0 | \$0 | \$0 | \$52,000 |
| Boroondara Customer First Delivery and Program Support | \$7,628,466 | \$0 | \$0 | \$0 | \$7,628,466 |
| Community Service Partnership | \$72,142 | \$0 | \$0 | \$0 | \$72,142 |
| Conduct of 2020 General Election and Councillor induction | \$80,000 | \$0 | \$0 | \$0 | \$80,000 |
| Department of Education and Training - Kindergarten Infrastructure & Service Plans | \$15,000 | \$0 | \$0 | \$0 | \$15,000 |
| Department of Transport - Community Road safety - Bike Education Training | \$2,304 | \$0 | \$0 | \$0 | \$2,304 |
| Department of Transport - Community Road Safety - Wiser Driver | \$1,900 | \$0 | \$0 | \$0 | \$1,900 |
| Department of Transport - Road Safety - Wiser Walker | \$1,900 | \$0 | \$0 | \$0 | \$1,900 |
| Digital Early Years Hub | \$40,000 | \$0 | \$0 | \$0 | \$40,000 |
| Field Sports Strategy implementation & related policy review | \$176,244 | \$0 | \$0 | \$0 | \$176,244 |
| Glenferrie Road Placemaking Project | \$98,000 | \$0 | \$0 | \$0 | \$98,000 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Priority Projects

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|---|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Individual Grants Program - Low Income Earners or Other Disability | \$5,000 | \$0 | \$0 | \$0 | \$5,000 |
| Information Asset Audit | \$100,000 | \$0 | \$0 | \$0 | \$100,000 |
| Introduction of a Special Building Overlay | \$109,511 | \$0 | \$0 | \$0 | \$109,511 |
| Mobile Community Information | \$10,000 | \$0 | \$0 | \$0 | \$10,000 |
| Municipal Wide Heritage Assessment | \$328,000 | \$0 | \$0 | \$0 | \$328,000 |
| Neighbourhood Shopping Centre Improvements Pilot | \$30,000 | \$0 | \$0 | \$0 | \$30,000 |
| Park Events management | \$50,000 | \$0 | \$0 | \$0 | \$50,000 |
| Parks and Infrastructure Asset Data Capture | \$56,090 | \$0 | \$0 | \$0 | \$56,090 |
| People Culture and Development - Programs and Resources | \$147,712 | \$0 | \$0 | \$0 | \$147,712 |
| Project Management staff for delivery of Major Projects | \$20,000 | \$0 | \$0 | \$0 | \$20,000 |
| Project Officer - Women's Australian Rules Football | \$97,987 | \$0 | \$0 | \$0 | \$97,987 |
| Removal of the Union Road Level Crossing - Advocacy to State Government | \$265,934 | \$0 | \$0 | \$0 | \$265,934 |
| <i>Grant for Removal of the Union Road Level Crossing</i> | <i>-\$295,934</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$295,934</i> |
| Seniors Participation Grant | \$38,147 | \$0 | \$0 | \$0 | \$38,147 |
| Statutory Planning Paper Files Scan on Demand | \$259,000 | \$0 | \$0 | \$0 | \$259,000 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Priority Projects

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|---|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Support for Residents of Canterbury Memorial Home Units | \$40,000 | \$0 | \$0 | \$0 | \$40,000 |
| Sustainable Living Festival | \$42,647 | \$0 | \$0 | \$0 | \$42,647 |
| Tree Strategy Action Plan Implementation | \$354,000 | \$0 | \$0 | \$0 | \$354,000 |
| Total Forward Commitments from 2020-21 (net) | \$9,982,004 | \$0 | \$0 | \$0 | \$9,982,004 |
| Total Priority Projects gross expenditure | \$32,061,235 | \$15,744,949 | \$14,622,093 | \$7,025,831 | \$69,454,108 |
| Total Priority Projects unallocated expenditure | \$0 | \$0 | \$0 | \$3,800,000 | \$3,800,000 |
| Total Priority Projects Program expenditure | \$32,061,235 | \$15,744,949 | \$14,622,093 | \$10,825,831 | \$73,254,108 |
| Total Priority Projects grants and contributions | \$2,232,717 | \$485,206 | \$413,047 | \$731,049 | \$3,862,019 |
| Total Priority Projects net expenditure | \$29,828,518 | \$15,259,743 | \$14,209,046 | \$10,094,782 | \$69,392,089 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

City of Boroondara Budget 2021-22

Appendix D Capital Works Program

This appendix presents a listing of capital works projects that will be undertaken for the 2021-22 year.

The capital works projects are grouped by class and include the following:

- Capital Works Program
(including proposed forward commitments to 2021-22)
- Major Projects foreshadowed 2021-25



Capital Works - Renewal

| Project | Budget Expenditure 2021-22 | Foreshadowed Expenditure 2022-23* | Foreshadowed Expenditure 2023-24* | Foreshadowed Expenditure 2024-25* | Total 4 year expenditure |
|--|----------------------------------|---|---|---|--------------------------------|
| PROPERTY | | | | | |
| Buildings | | | | | |
| Major Projects | | | | | |
| <i>Hawthorn Library Project</i> | \$0 | \$0 | \$0 | \$92,640 | \$92,640 |
| <i>Canterbury Community Precinct</i> | \$1,035,000 | \$0 | \$0 | \$0 | \$1,035,000 |
| <i>Kew Recreation Centre</i> | \$16,500,000 | \$7,740,769 | \$0 | \$0 | \$24,240,769 |
| <i>Kew Recreation Centre - State Government Grant Funding</i> | -\$200,000 | \$0 | \$0 | \$0 | -\$200,000 |
| <i>Library Redevelopment Kew</i> | \$0 | \$65,675 | \$436,950 | \$3,148,600 | \$3,651,225 |
| Major Projects - total | \$17,335,000 | \$7,806,444 | \$436,950 | \$3,241,240 | \$28,819,634 |
| Buildings - refurbishment | | | | | |
| <i>Former Bowen Street MCHC - Commonwealth Government Grant Funding</i> | -\$100,000 | \$0 | \$0 | \$0 | -\$100,000 |
| <i>Kew Neighbourhood Learning Centre - feasibility study</i> | \$30,000 | \$0 | \$0 | \$0 | \$30,000 |
| <i>Hawthorn Community House - feasibility study</i> | \$20,000 | \$0 | \$0 | \$0 | \$20,000 |
| <i>Hawthorn Community House - minor works</i> | \$50,000 | \$0 | \$0 | \$0 | \$50,000 |
| <i>Ashburton Community Centre - minor works</i> | \$50,000 | \$0 | \$0 | \$0 | \$50,000 |
| <i>Victoria Road Maternal Child Health Centre</i> | \$50,000 | \$0 | \$0 | \$0 | \$50,000 |
| <i>Alamein Neighbourhood and Learning Centre</i> | \$650,000 | \$0 | \$0 | \$0 | \$650,000 |
| <i>Alamein Neighbourhood and Learning Centre - Commonwealth Government Grant Funding</i> | -\$650,000 | \$0 | \$0 | \$0 | -\$650,000 |
| <i>Fordham Avenue Kindergarten</i> | \$950,000 | \$0 | \$0 | \$0 | \$950,000 |
| <i>Fordham Avenue Kindergarten - State Government Grant Funding</i> | -\$300,000 | \$0 | \$0 | \$0 | -\$300,000 |
| <i>Through Road Childcare Centre</i> | \$950,000 | \$0 | \$0 | \$0 | \$950,000 |
| <i>Through Road Childcare Centre - State Government Grant Funding</i> | -\$300,000 | \$0 | \$0 | \$0 | -\$300,000 |
| <i>Y St Ashburton - Community Services Building</i> | \$0 | \$0 | \$950,000 | \$0 | \$950,000 |
| <i>Surrey Hills Neighbourhood House - feasibility study</i> | \$100,000 | \$0 | \$0 | \$0 | \$100,000 |
| <i>Maranoa Gardens Groundskeeper building</i> | \$85,000 | \$750,000 | \$0 | \$0 | \$835,000 |
| <i>Rowen Street Kindergarten</i> | \$80,000 | \$850,000 | \$0 | \$0 | \$930,000 |
| <i>North Balwyn Senior Citizens Centre - Marwal Avenue</i> | \$85,000 | \$850,000 | \$0 | \$0 | \$935,000 |
| <i>Auburn South Preschool (Anderson Park)</i> | \$75,000 | \$750,000 | \$0 | \$0 | \$825,000 |
| <i>Anderson Road Family Centre</i> | \$65,000 | \$550,000 | \$0 | \$0 | \$615,000 |
| <i>Estrella Preschool</i> | \$30,000 | \$60,000 | \$850,000 | \$0 | \$940,000 |
| <i>Summerhill Park Kindergarten</i> | \$30,000 | \$80,000 | \$800,000 | \$0 | \$910,000 |
| <i>J J McMahon Kindergarten</i> | \$0 | \$30,000 | \$80,000 | \$850,000 | \$960,000 |
| <i>Building Condition Audit works</i> | \$148,413 | \$0 | \$0 | \$0 | \$148,413 |

Capital Works - Renewal

| Project | Budget Expenditure 2021-22 | Foreshadowed Expenditure 2022-23* | Foreshadowed Expenditure 2023-24* | Foreshadowed Expenditure 2024-25* | Total 4 year expenditure |
|--|----------------------------------|---|---|---|--------------------------------|
| Future building expenditure | \$0 | \$2,483,987 | \$3,244,211 | \$4,389,140 | \$10,117,338 |
| Future building renewal design | \$120,000 | \$120,000 | \$120,000 | \$100,000 | \$460,000 |
| Unscheduled minor building works | \$695,000 | \$130,000 | \$300,000 | \$500,000 | \$1,625,000 |
| Unscheduled minor building works - Commonwealth Government Grant Funding | -\$76,000 | \$0 | \$0 | \$0 | -\$76,000 |
| Unscheduled minor renewal works | \$180,000 | \$150,000 | \$200,000 | \$305,000 | \$835,000 |
| Buildings - refurbishment total | \$3,017,413 | \$6,803,987 | \$6,544,211 | \$6,144,140 | \$22,509,751 |
| Pavilions | | | | | |
| Lewin Reserve | \$2,100,000 | \$0 | \$0 | \$0 | \$2,100,000 |
| Rathmines Reserve | \$150,000 | \$0 | \$0 | \$0 | \$150,000 |
| Victoria Road Reserve | \$150,000 | \$0 | \$0 | \$0 | \$150,000 |
| Kew Croquet Club pavilion | \$270,000 | \$0 | \$0 | \$0 | \$270,000 |
| Deepdene Park Tennis pavilion | \$300,000 | \$0 | \$0 | \$0 | \$300,000 |
| Macleay Park pavilion | \$550,000 | \$0 | \$0 | \$0 | \$550,000 |
| Willsmere Park pavilion | \$2,610,000 | \$1,075,000 | \$0 | \$0 | \$3,685,000 |
| Greythorn Park pavilion | \$45,000 | \$1,200,000 | \$2,100,000 | \$0 | \$3,345,000 |
| Frog Hollow Reserve | \$230,000 | \$1,100,000 | \$2,000,000 | \$0 | \$3,330,000 |
| <i>Frog Hollow Reserve - Commonwealth Government Grant Funding</i> | <i>-\$30,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$30,000</i> |
| Lynden Park | \$150,000 | \$780,000 | \$1,300,000 | \$0 | \$2,230,000 |
| Myrtle Park Pavilion | \$0 | \$30,000 | \$200,000 | \$2,200,000 | \$2,430,000 |
| Hartwell South Reserve | \$30,000 | \$300,000 | \$1,000,000 | \$2,000,000 | \$3,330,000 |
| Highfield Park | \$30,000 | \$300,000 | \$1,000,000 | \$2,000,000 | \$3,330,000 |
| Pavilions total | \$6,585,000 | \$4,785,000 | \$7,600,000 | \$6,200,000 | \$25,170,000 |
| Public toilet | | | | | |
| Public toilet works | \$100,000 | \$100,000 | \$70,000 | \$75,000 | \$345,000 |
| Public toilet total | \$100,000 | \$100,000 | \$70,000 | \$75,000 | \$345,000 |
| Safety and statutory | | | | | |
| Fire service replacement | \$55,000 | \$0 | \$0 | \$0 | \$55,000 |
| Riversdale Depot Acoustic treatment | \$140,000 | \$0 | \$0 | \$0 | \$140,000 |
| Camberwell Building One - Metal Roof Replacement | \$250,000 | \$0 | \$0 | \$0 | \$250,000 |
| Essential Services Compliance Works - Buildings | \$50,000 | \$50,000 | \$0 | \$0 | \$100,000 |
| Building Condition Audit | \$0 | \$0 | \$0 | \$300,000 | \$300,000 |

Capital Works - Renewal

| Project | Budget Expenditure 2021-22 | Foreshadowed Expenditure 2022-23* | Foreshadowed Expenditure 2023-24* | Foreshadowed Expenditure 2024-25* | Total 4 year expenditure |
|--|----------------------------------|---|---|---|--------------------------------|
| Lock Renewal Program | \$200,000 | \$100,000 | \$200,000 | \$200,000 | \$700,000 |
| Roof access works | \$105,000 | \$107,000 | \$110,000 | \$100,000 | \$422,000 |
| Roof replacement | \$670,000 | \$400,000 | \$350,000 | \$350,000 | \$1,770,000 |
| <i>Roof replacement - Commonwealth Government Grant Funding</i> | -\$200,000 | \$0 | \$0 | \$0 | -\$200,000 |
| Small scale compliance projects (switchboards, glazing etc.) | \$0 | \$66,000 | \$66,000 | \$68,000 | \$200,000 |
| Safety and statutory total | \$1,270,000 | \$723,000 | \$726,000 | \$1,018,000 | \$3,737,000 |
| Buildings total | \$28,307,413 | \$20,218,431 | \$15,377,161 | \$16,678,380 | \$80,581,385 |
| PROPERTY total | \$28,307,413 | \$20,218,431 | \$15,377,161 | \$16,678,380 | \$80,581,385 |
| INFRASTRUCTURE | | | | | |
| Bridges | | | | | |
| Minor bridge rehabilitation | \$64,575 | \$65,931 | \$67,000 | \$68,675 | \$266,181 |
| Bridges total | \$64,575 | \$65,931 | \$67,000 | \$68,675 | \$266,181 |
| Drainage | | | | | |
| Concrete/Brick drain | | | | | |
| Concrete/Brick drain relining | \$1,600,000 | \$800,000 | \$1,600,000 | \$1,345,460 | \$5,345,460 |
| <i>Concrete/Brick drain relining - Commonwealth Government Grant Funding</i> | -\$67,000 | \$0 | \$0 | \$0 | -\$67,000 |
| Concrete drain total | \$1,533,000 | \$800,000 | \$1,600,000 | \$1,345,460 | \$5,278,460 |
| Drainage replacement | | | | | |
| Seaton Street Glen Iris - Inc Vernon St, Vale St, Sherwood St, Hilltop Ave | \$370,000 | \$0 | \$0 | \$0 | \$370,000 |
| WSUD/Wetlands renewal program | \$70,000 | \$70,000 | \$70,000 | \$75,000 | \$285,000 |
| Sportsground drainage program | \$70,000 | \$70,000 | \$70,000 | \$75,000 | \$285,000 |
| Minor drainage works in easements | \$400,000 | \$200,000 | \$400,000 | \$405,000 | \$1,405,000 |
| Unscheduled/ emergency drainage works | \$280,000 | \$100,000 | \$190,000 | \$395,000 | \$965,000 |
| Future Drainage renewal planning | \$280,000 | \$290,000 | \$300,000 | \$310,000 | \$1,180,000 |
| Cornell Street, Camberwell | \$150,000 | \$0 | \$0 | \$0 | \$150,000 |
| Fintonia Street, Balwyn North | \$300,000 | \$0 | \$0 | \$0 | \$300,000 |
| Gladstone Street, Kew | \$220,000 | \$0 | \$0 | \$0 | \$220,000 |
| Hazel Street, Camberwell | \$210,000 | \$0 | \$0 | \$0 | \$210,000 |

Capital Works - Renewal

| Project | Budget Expenditure 2021-22 | Foreshadowed Expenditure 2022-23* | Foreshadowed Expenditure 2023-24* | Foreshadowed Expenditure 2024-25* | Total 4 year expenditure |
|--|----------------------------------|---|---|---|--------------------------------|
| Keltie Street, Glen Iris | \$300,000 | \$0 | \$0 | \$0 | \$300,000 |
| Finhaven Court, Kew | \$55,000 | \$0 | \$0 | \$0 | \$55,000 |
| 7 Redmond Street, Kew | \$53,603 | \$0 | \$0 | \$0 | \$53,603 |
| Carrington St, Balwyn North - Stage 2 | \$180,000 | \$0 | \$0 | \$0 | \$180,000 |
| Future drainage renewal expenditure | \$0 | \$2,470,518 | \$2,901,455 | \$3,300,000 | \$8,671,973 |
| Drainage replacement total | \$2,938,603 | \$3,200,518 | \$3,931,455 | \$4,560,000 | \$14,630,576 |
| Drainage total | \$4,471,603 | \$4,000,518 | \$5,531,455 | \$5,905,460 | \$19,909,036 |
| Footpaths and cycleways | | | | | |
| Bicycle and pedestrian | | | | | |
| Bicycle and pedestrian trails - (implementation of Safety Audit Action Plan) | \$445,000 | \$450,000 | \$455,000 | \$460,000 | \$1,810,000 |
| Bicycle and pedestrian total | \$445,000 | \$450,000 | \$455,000 | \$460,000 | \$1,810,000 |
| Footpaths | | | | | |
| Reactive Park gravel path renewal program | \$180,000 | \$125,000 | \$127,000 | \$130,000 | \$562,000 |
| Shopping centre footpath works | \$120,000 | \$120,000 | \$120,000 | \$120,000 | \$480,000 |
| Unscheduled footpath works | \$270,000 | \$100,000 | \$280,000 | \$285,000 | \$935,000 |
| Footpath Construction | \$900,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$3,900,000 |
| Minor footpath works | \$100,000 | \$100,000 | \$100,000 | \$105,000 | \$405,000 |
| Footpaths total | \$1,570,000 | \$1,445,000 | \$1,627,000 | \$1,640,000 | \$6,282,000 |
| Footpaths and cycleways total | \$2,015,000 | \$1,895,000 | \$2,082,000 | \$2,100,000 | \$8,092,000 |
| Off street car parks | | | | | |
| Resurfacing of condition 4 car parks | \$510,450 | \$521,169 | \$532,000 | \$545,300 | \$2,108,919 |
| Off street car parks total | \$510,450 | \$521,169 | \$532,000 | \$545,300 | \$2,108,919 |
| Parks, open space and streetscapes | | | | | |
| Utilities | | | | | |
| Park lighting - unscheduled works | \$16,000 | \$17,000 | \$20,000 | \$25,000 | \$78,000 |
| Park lighting renewal program | \$80,000 | \$81,000 | \$82,000 | \$85,000 | \$328,000 |
| Utilities total | \$96,000 | \$98,000 | \$102,000 | \$110,000 | \$406,000 |

Capital Works - Renewal

| Project | Budget Expenditure 2021-22 | Foreshadowed Expenditure 2022-23* | Foreshadowed Expenditure 2023-24* | Foreshadowed Expenditure 2024-25* | Total 4 year expenditure |
|---|----------------------------------|---|---|---|--------------------------------|
| Irrigation/fencing/signs | | | | | |
| Park signage renewal program | \$55,000 | \$55,000 | \$55,000 | \$60,000 | \$225,000 |
| Oval fences and coaches boxes renewal program | \$130,000 | \$18,500 | \$0 | \$18,000 | \$166,500 |
| Park fences renewal program | \$170,000 | \$175,000 | \$177,000 | \$180,000 | \$702,000 |
| Parks and gardens irrigation upgrades | \$150,000 | \$150,000 | \$150,000 | \$155,000 | \$605,000 |
| Irrigation/fencing/signs total | \$505,000 | \$398,500 | \$382,000 | \$413,000 | \$1,698,500 |
| Park furniture and streetscape | | | | | |
| Electroplating of Street Furniture in Shopping Precincts | \$80,000 | \$80,000 | \$80,000 | \$80,000 | \$320,000 |
| Garden bed edging renewal program | \$22,000 | \$22,000 | \$23,000 | \$25,000 | \$92,000 |
| Drinking fountains renewal program | \$90,000 | \$90,000 | \$90,000 | \$85,000 | \$355,000 |
| Barbeque renewal program | \$25,000 | \$15,000 | \$15,000 | \$25,000 | \$80,000 |
| Park furniture renewal | \$165,000 | \$165,000 | \$165,000 | \$170,000 | \$665,000 |
| Hard surface play area renewal program | \$35,000 | \$30,000 | \$35,000 | \$40,000 | \$140,000 |
| Park furniture and streetscape total | \$417,000 | \$402,000 | \$408,000 | \$425,000 | \$1,652,000 |
| Playgrounds | | | | | |
| Playground renewal program - Council properties (childcare) | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$120,000 |
| Playgrounds (in Community Hubs, Neighbourhood Houses and Maternal and Child Health areas) | \$170,000 | \$220,000 | \$170,000 | \$220,000 | \$780,000 |
| Park playground replacement program | \$1,120,000 | \$1,870,000 | \$1,080,000 | \$1,250,000 | \$5,320,000 |
| Minor playground works (Parks) | \$100,000 | \$75,000 | \$76,000 | \$78,000 | \$329,000 |
| Playgrounds total | \$1,420,000 | \$2,195,000 | \$1,356,000 | \$1,578,000 | \$6,549,000 |
| Retaining walls | | | | | |
| Park feature wall renewal program | \$25,000 | \$25,000 | \$25,000 | \$27,000 | \$102,000 |
| Retaining walls - unscheduled works | \$130,000 | \$132,000 | \$134,000 | \$136,000 | \$532,000 |
| Retaining walls total | \$155,000 | \$157,000 | \$159,000 | \$163,000 | \$634,000 |
| Safety and statutory | | | | | |
| Audit Compliance works on play equipment and infrastructure | \$10,000 | \$10,000 | \$15,000 | \$20,000 | \$55,000 |
| Safety and statutory total | \$10,000 | \$10,000 | \$15,000 | \$20,000 | \$55,000 |
| Parks, open space and streetscapes total | \$2,603,000 | \$3,260,500 | \$2,422,000 | \$2,709,000 | \$10,994,500 |

Capital Works - Renewal

| Project | Budget Expenditure 2021-22 | Foreshadowed Expenditure 2022-23* | Foreshadowed Expenditure 2023-24* | Foreshadowed Expenditure 2024-25* | Total 4 year expenditure |
|---|----------------------------------|---|---|---|--------------------------------|
| Recreational, leisure and community facilities | | | | | |
| Sportsground reconstruction program | \$1,061,000 | \$842,000 | \$1,105,000 | \$1,340,000 | \$4,348,000 |
| Sportsground irrigation program | \$215,000 | \$215,000 | \$10,500 | \$130,000 | \$570,500 |
| Sportsground training lights renewal program | \$604,000 | \$281,000 | \$288,000 | \$296,000 | \$1,469,000 |
| Golf course green, tee and bunker renewal program | \$165,000 | \$167,000 | \$169,000 | \$172,000 | \$673,000 |
| Minor sportsground improvements | \$195,000 | \$197,000 | \$197,000 | \$197,000 | \$786,000 |
| Sports synthetic surface renewal program | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$120,000 |
| Cricket practice nets renewal program | \$157,000 | \$135,000 | \$157,000 | \$146,000 | \$595,000 |
| Sports goal post renewal program | \$13,000 | \$13,000 | \$14,000 | \$6,000 | \$46,000 |
| Recreational, leisure and community facilities total | \$2,440,000 | \$1,880,000 | \$1,970,500 | \$2,317,000 | \$8,607,500 |
| Roads | | | | | |
| Road reconstructions and kerb replacements | | | | | |
| Road Reconstruction and kerb replacement | \$7,421,934 | \$7,081,079 | \$7,379,450 | \$7,500,000 | \$29,382,463 |
| <i>Road Reconstruction and kerb replacement - Commonwealth Government Grant Funding</i> | <i>-\$1,949,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$1,949,000</i> |
| Disability Access | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$200,000 |
| Road reconstructions and kerb replacements total | \$5,522,934 | \$7,131,079 | \$7,429,450 | \$7,550,000 | \$27,633,463 |
| Road resheeting | | | | | |
| Resheeting | \$2,843,503 | \$3,812,889 | \$3,973,550 | \$4,000,000 | \$14,629,942 |
| Road resheeting total | \$2,843,503 | \$3,812,889 | \$3,973,550 | \$4,000,000 | \$14,629,942 |
| Roads to recovery funding | | | | | |
| <i>Roads to recovery funding</i> | <i>-\$593,811</i> | <i>-\$593,811</i> | <i>-\$593,810</i> | <i>\$0</i> | <i>-\$1,781,432</i> |
| Roads to recovery funding total | -\$593,811 | -\$593,811 | -\$593,810 | \$0 | -\$1,781,432 |
| Traffic management | | | | | |
| Condition 4 safety treatments | \$163,000 | \$165,000 | \$167,000 | \$170,000 | \$665,000 |
| Wattle Road traffic treatments between Glenferrie Road and Power St | \$400,000 | \$0 | \$0 | \$0 | \$400,000 |
| Wattle Road traffic treatments between Glenferrie Road and Power St - Commonwealth Government Grant Funding | -\$400,000 | \$0 | \$0 | \$0 | -\$400,000 |
| Traffic treatment - lighting replacement | \$10,000 | \$10,000 | \$10,000 | \$12,000 | \$42,000 |
| Traffic management total | \$173,000 | \$175,000 | \$177,000 | \$182,000 | \$707,000 |
| Roads total | \$7,945,626 | \$10,525,157 | \$10,986,190 | \$11,732,000 | \$41,188,973 |
| INFRASTRUCTURE total | \$20,050,254 | \$22,148,275 | \$23,591,145 | \$25,377,435 | \$91,167,109 |

Capital Works - Renewal

| Project | Budget Expenditure 2021-22 | Foreshadowed Expenditure 2022-23* | Foreshadowed Expenditure 2023-24* | Foreshadowed Expenditure 2024-25* | Total 4 year expenditure |
|---|----------------------------------|---|---|---|--------------------------------|
| PLANT AND EQUIPMENT | | | | | |
| Computers and telecommunications | | | | | |
| Information technology expenditure | \$750,000 | \$750,000 | \$766,000 | \$770,000 | \$3,036,000 |
| Audiovisual equipment replacement | \$134,000 | \$136,400 | \$140,834 | \$145,000 | \$556,234 |
| Computers and telecommunications total | \$884,000 | \$886,400 | \$906,834 | \$915,000 | \$3,592,234 |
| Fixtures, fittings and furniture | | | | | |
| Office refurbishments | \$200,000 | \$200,000 | \$200,000 | \$205,000 | \$805,000 |
| Library and office furniture | \$75,000 | \$75,000 | \$75,000 | \$78,750 | \$303,750 |
| Boroondara Arts - furniture & equipment | \$45,000 | \$45,000 | \$45,000 | \$50,000 | \$185,000 |
| Office furniture renewal | \$120,000 | \$120,000 | \$120,000 | \$125,000 | \$485,000 |
| Library shelving | \$105,000 | \$110,000 | \$115,000 | \$0 | \$330,000 |
| Library IT Hardware renewal | \$400,000 | \$410,000 | \$415,000 | \$415,000 | \$1,640,000 |
| Fixtures, Fittings and Furniture total | \$945,000 | \$960,000 | \$970,000 | \$873,750 | \$3,748,750 |
| Library books | | | | | |
| Library resources | \$990,000 | \$995,000 | \$1,000,000 | \$1,050,000 | \$4,035,000 |
| Library books total | \$990,000 | \$995,000 | \$1,000,000 | \$1,050,000 | \$4,035,000 |
| Plant, machinery and equipment | | | | | |
| Ashburton Pool and Recreation Centre - Refurbish 2 outdoor pool filters (non ozone) | \$84,000 | \$20,000 | \$0 | \$0 | \$104,000 |
| Ashburton Pool and Recreation Centre - Replacement of backwash recovery system | \$36,800 | \$20,000 | \$0 | \$0 | \$56,800 |
| HALC - Refurbish 2 program pool filters | \$50,000 | \$20,000 | \$0 | \$0 | \$70,000 |
| Sportsgrounds - replacement of existing turf wicket rollers & mowers | \$32,000 | \$33,000 | \$34,000 | \$35,000 | \$134,000 |
| Transfer Station - miscellaneous equipment renewal | \$180,000 | \$180,000 | \$180,000 | \$185,000 | \$725,000 |
| Bin renewal program | \$350,000 | \$350,000 | \$350,000 | \$355,000 | \$1,405,000 |
| Leisure and aquatic centre mechanical equipment replacement | \$85,000 | \$85,000 | \$85,000 | \$90,000 | \$345,000 |
| Leisure centres – equipment and pool plant replacement program | \$300,000 | \$300,000 | \$300,000 | \$305,000 | \$1,205,000 |
| Plant, machinery and equipment total | \$1,117,800 | \$1,008,000 | \$949,000 | \$970,000 | \$4,044,800 |
| PLANT AND EQUIPMENT total | \$3,936,800 | \$3,849,400 | \$3,825,834 | \$3,808,750 | \$15,420,784 |

Capital Works - Renewal

| Project | Budget Expenditure 2021-22 | Foreshadowed Expenditure 2022-23* | Foreshadowed Expenditure 2023-24* | Foreshadowed Expenditure 2024-25* | Total 4 year expenditure |
|--|----------------------------------|---|---|---|--------------------------------|
| FORWARD COMMITMENTS FROM 2020-21 (NET) | | | | | |
| 605-609 Glenferrie Road community facility | \$383,500 | \$0 | \$0 | \$0 | \$383,500 |
| Canterbury Community Precinct (Renewal) | \$3,395,115 | \$0 | \$0 | \$0 | \$3,395,115 |
| Alamein Community Centre | \$405,000 | \$0 | \$0 | \$0 | \$405,000 |
| Willsmere Park Pavilion | \$50,000 | \$0 | \$0 | \$0 | \$50,000 |
| Rathmines Reserve | \$200,000 | \$0 | \$0 | \$0 | \$200,000 |
| Lewin Reserve | \$270,000 | \$0 | \$0 | \$0 | \$270,000 |
| Fordham Avenue Kindergarten | \$20,000 | \$0 | \$0 | \$0 | \$20,000 |
| Macleay Park Pavilion | \$10,000 | \$0 | \$0 | \$0 | \$10,000 |
| Eric Raven Facilities | \$250,000 | \$0 | \$0 | \$0 | \$250,000 |
| Glenferrie Commuter Car Park | \$650,000 | \$0 | \$0 | \$0 | \$650,000 |
| Camberwell Commuter Car Park | \$670,000 | \$0 | \$0 | \$0 | \$670,000 |
| Canterbury Commuter Car Park | \$680,000 | \$0 | \$0 | \$0 | \$680,000 |
| Total forward commitments from 2020-21 | \$6,983,615 | \$0 | \$0 | \$0 | \$6,983,615 |
| Total renewal capital works gross expenditure | \$64,143,893 | \$46,809,917 | \$43,387,950 | \$45,864,565 | \$200,206,325 |
| Total renewal capital works grants | -\$4,865,811 | -\$593,811 | -\$593,810 | \$0 | -\$6,053,432 |
| Total renewal capital works program net expenditure | \$59,278,082 | \$46,216,106 | \$42,794,140 | \$45,864,565 | \$194,152,893 |

* Subject to Council review and funding

Capital Works - New, Upgrade and Expansion

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|--|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Building Improvements | | | | | |
| Integrated Water Management Strategy (IWMS) Implementation - Facility Retrofit Program | \$56,500 | \$57,900 | \$59,400 | \$60,900 | \$234,700 |
| Total Building Improvements | \$56,500 | \$57,900 | \$59,400 | \$60,900 | \$234,700 |
| Buildings | | | | | |
| Camberwell Fresh Food Market Improvements | \$492,346 | \$120,000 | \$0 | \$0 | \$612,346 |
| <i>Grant for Camberwell Fresh Food Market Improvements</i> | <i>-\$342,346</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$342,346</i> |
| Canterbury Sportsground - Diversity Inclusion and Participation Program | \$2,000,000 | \$0 | \$0 | \$0 | \$2,000,000 |
| Eric Raven Reserve - Pavilion Improvement | \$10,000 | \$100,000 | \$0 | \$0 | \$110,000 |
| Ferndale Park - Diversity Inclusion and Participation Program | \$0 | \$2,600,000 | \$1,200,000 | \$0 | \$3,800,000 |
| Maranoa Gardens Community Room and Groundkeeper Building | \$0 | \$0 | \$1,300,000 | \$0 | \$1,300,000 |
| New Public Toilets | \$226,000 | \$270,000 | \$30,000 | \$280,000 | \$806,000 |
| Power upgrade to Canterbury Community Centre | \$267,000 | \$0 | \$0 | \$0 | \$267,000 |
| <i>Grant for power upgrade to Canterbury Community Centre</i> | <i>-\$267,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$267,000</i> |
| Rathmines Reserve Pavilion - Diversity Inclusion and Participation Program | \$1,350,000 | \$0 | \$0 | \$0 | \$1,350,000 |
| <i>Grant for Rathmines Reserve Pavilion - DIP</i> | <i>-\$280,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$280,000</i> |
| Riversdale Depot Masterplan | \$0 | \$0 | \$50,000 | \$235,000 | \$285,000 |
| Victoria Road Reserve - Diversity Inclusion and Participation Program | \$350,000 | \$0 | \$0 | \$0 | \$350,000 |
| Total Buildings | \$3,806,000 | \$3,090,000 | \$2,580,000 | \$515,000 | \$9,991,000 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Capital Works - New, Upgrade and Expansion

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|--|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Computers and Telecommunications | | | | | |
| Records Management System Upgrade and Enhancements | \$37,300 | \$38,200 | \$39,200 | \$0 | \$114,700 |
| Total Computers and Telecommunications | \$37,300 | \$38,200 | \$39,200 | \$0 | \$114,700 |
| Fixture, Fitting and Furniture | | | | | |
| Implementation of Public Safety Security Measures | \$241,580 | \$213,330 | \$0 | \$0 | \$454,910 |
| Total Fixture, Fitting and Furniture | \$241,580 | \$213,330 | \$0 | \$0 | \$454,910 |
| Footpaths and Cycleways | | | | | |
| Bicycle Strategy Implementation | \$274,600 | \$278,000 | \$282,000 | \$285,000 | \$1,119,600 |
| Fordham Gardens path reconstruction, Camberwell | \$500,000 | \$0 | \$0 | \$0 | \$500,000 |
| <i>Grant for Fordham Gardens path reconstruction, Camberwell</i> | <i>-\$500,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$500,000</i> |
| Safe On-Road Bike Lanes | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$800,000 |
| Shared Paths - Pedestrian Priority and Accessibility - Design and Construction | \$120,000 | \$75,000 | \$75,000 | \$75,000 | \$345,000 |
| Total Footpaths and Cycleways | \$594,600 | \$553,000 | \$557,000 | \$560,000 | \$2,264,600 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Capital Works - New, Upgrade and Expansion

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|--|----------------------------------|---|---|---|-----------------------------|
| Major Projects | | | | | |
| Canterbury Community Precinct | \$1,035,000 | \$0 | \$0 | \$0 | \$1,035,000 |
| <i>Grant for Canterbury Community Precinct</i> | <i>-\$720,000</i> | <i>-\$80,000</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$800,000</i> |
| Hawthorn Library Project | \$0 | \$0 | \$0 | \$92,640 | \$92,640 |
| Kew Recreation Centre | \$16,500,000 | \$7,740,768 | \$0 | \$0 | \$24,240,768 |
| Library Redevelopment Kew | \$0 | \$98,513 | \$655,460 | \$4,722,900 | \$5,476,873 |
| Tuck Stand - Feasibility Study | \$160,000 | \$0 | \$0 | \$0 | \$160,000 |
| Total Major Projects | \$16,975,000 | \$7,759,281 | \$655,460 | \$4,815,540 | \$30,205,281 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Capital Works - New, Upgrade and Expansion

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|---|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Parks, Open Space and Streetscapes | | | | | |
| Car park lighting installation at Evergreen Centre Balwyn | \$15,000 | \$0 | \$0 | \$0 | \$15,000 |
| <i>Grant for car park lighting installation at Evergreen Centre Balwyn</i> | <i>-\$15,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$15,000</i> |
| Car park lighting installation at Iramoo Street car park 2 Balwyn | \$58,500 | \$0 | \$0 | \$0 | \$58,500 |
| <i>Grant for car park lighting installation at Iramoo Street car park 2 Balwyn</i> | <i>-\$58,500</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$58,500</i> |
| Car park lighting installation at Jack O'Toole Reserve car park, Kew | \$58,500 | \$0 | \$0 | \$0 | \$58,500 |
| <i>Grant for car park lighting installation at Jack O'Toole Reserve car park, Kew</i> | <i>-\$58,500</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$58,500</i> |
| Car park lighting upgrade at Power Street car park Hawthorn | \$101,250 | \$0 | \$0 | \$0 | \$101,250 |
| <i>Grant for car park lighting upgrade at Power Street car park Hawthorn</i> | <i>-\$101,250</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$101,250</i> |
| Climate Action Plan Implementation | \$400,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$3,400,000 |
| Dog Off Leash Park - Design and Delivery Program | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$160,000 |
| Fenced Dog Play Area - Design and Delivery Program | \$10,000 | \$70,000 | \$380,000 | \$0 | \$460,000 |
| Greening of Large Concrete Areas | \$0 | \$0 | \$250,000 | \$250,000 | \$500,000 |
| New Open Space for Surrey Hills | \$0 | \$50,000 | \$2,000,000 | \$0 | \$2,050,000 |
| Service laneway lighting installation at Nelson Street | \$11,000 | \$0 | \$0 | \$0 | \$11,000 |
| <i>Grant for service laneway lighting installation at Nelson Street</i> | <i>-\$11,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$11,000</i> |
| Shared Path and Park Lighting | \$213,300 | \$217,500 | \$221,900 | \$226,300 | \$879,000 |
| Shopping Centre Improvement Plan - Design and Implementation | \$0 | \$0 | \$0 | \$1,410,000 | \$1,410,000 |
| <i>Contribution for Shopping Centre Improvement Plan - Design and Implementation</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$500,000</i> | <i>-\$500,000</i> |
| Solar Lighting in Parks | \$220,000 | \$200,000 | \$300,000 | \$400,000 | \$1,120,000 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Capital Works - New, Upgrade and Expansion

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|---|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Street lighting upgrades in Balwyn North, Kew and Surrey Hills | \$54,500 | \$0 | \$0 | \$0 | \$54,500 |
| <i>Grant for street lighting upgrades in Balwyn North, Kew and Surrey Hills</i> | <i>-\$54,500</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$54,500</i> |
| Street lighting upgrades in Camberwell and Canterbury | \$36,500 | \$0 | \$0 | \$0 | \$36,500 |
| <i>Grant for street lighting upgrades in Camberwell and Canterbury</i> | <i>-\$36,500</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$36,500</i> |
| Street lighting upgrades in Deepdene, Hawthorn and Hawthorn East | \$41,000 | \$0 | \$0 | \$0 | \$41,000 |
| <i>Street lighting upgrades in Deepdene, Hawthorn and Hawthorn East</i> | <i>-\$41,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$41,000</i> |
| Surrey Hills Shopping Centre | \$0 | \$0 | \$15,000 | \$405,000 | \$420,000 |
| Victoria Park Regional Playground | \$2,300,000 | \$0 | \$0 | \$0 | \$2,300,000 |
| <i>Grant for Victoria Park Regional Playground</i> | <i>-\$300,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$300,000</i> |
| Wayfinding Strategy for Shared Paths | \$85,000 | \$50,000 | \$50,000 | \$50,000 | \$235,000 |
| Total Parks, Open Space and Streetscapes | \$2,968,300 | \$1,627,500 | \$4,256,900 | \$3,281,300 | \$12,134,000 |
| Plant, Machinery and Equipment | | | | | |
| Outdoor Exercise Equipment in Parks | \$200,000 | \$150,000 | \$150,000 | \$150,000 | \$650,000 |
| Total Plant, Machinery and Equipment | \$200,000 | \$150,000 | \$150,000 | \$150,000 | \$650,000 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Capital Works - New, Upgrade and Expansion

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|---|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Recreation, Leisure and Community Facilities | | | | | |
| Field Sport - Risk and Sporting Code Compliance Program | \$250,000 | \$150,000 | \$150,000 | \$150,000 | \$700,000 |
| Fritsch Holzer Stadium and Sportsground | \$0 | \$1,200,000 | \$0 | \$0 | \$1,200,000 |
| <i>Contribution for Fritsch Holzer Stadium and Sportsground</i> | <i>\$0</i> | <i>-\$1,200,000</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$1,200,000</i> |
| Hawthorn rowing ramp | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>Grant for Hawthorn rowing ramp</i> | <i>-\$284,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$284,000</i> |
| Neighbourhood Shopping Centre Improvements Pilot - Maling Road - Implementation | \$800,000 | \$0 | \$0 | \$0 | \$800,000 |
| Shade Policy Implementation | \$186,000 | \$140,000 | \$85,000 | \$170,000 | \$581,000 |
| South Camberwell Tennis Club Accessibility Upgrade | \$25,000 | \$100,000 | \$0 | \$0 | \$125,000 |
| Sports Ground Lighting for Nettleton Park Oval | \$20,000 | \$200,000 | \$0 | \$0 | \$220,000 |
| Total Recreation, Leisure and Community Facilities | \$997,000 | \$590,000 | \$235,000 | \$320,000 | \$2,142,000 |
| Roads | | | | | |
| Crossing Facilities | \$113,000 | \$115,000 | \$117,500 | \$119,800 | \$465,300 |
| Road Safety Strategy Implementation | \$25,602 | \$26,114 | \$26,636 | \$27,169 | \$105,521 |
| Traffic Management Devices | \$169,320 | \$172,706 | \$176,160 | \$179,684 | \$697,870 |
| Total Roads | \$307,922 | \$313,820 | \$320,296 | \$326,653 | \$1,268,691 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Capital Works - New, Upgrade and Expansion

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|--|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Forward Commitments from 2020-21 (net) | | | | | |
| Canterbury Community Precinct | \$3,130,097 | \$0 | \$0 | \$0 | \$3,130,097 |
| Canterbury Sportsground | \$100,000 | \$0 | \$0 | \$0 | \$100,000 |
| Diversity Inclusion and Participation (DIP) Pavilion program | \$1,073,097 | \$0 | \$0 | \$0 | \$1,073,097 |
| Ferndale Park | \$120,000 | \$0 | \$0 | \$0 | \$120,000 |
| HACC - Minor Capital Grant | \$80,000 | \$0 | \$0 | \$0 | \$80,000 |
| Kew Recreation Centre | \$600,000 | \$0 | \$0 | \$0 | \$600,000 |
| Payroll System Upgrade | \$380,053 | \$0 | \$0 | \$0 | \$380,053 |
| Riversdale Depot Masterplan | \$50,000 | \$0 | \$0 | \$0 | \$50,000 |
| Shopping Centre Improvement Plan - Implementation | \$200,000 | \$0 | \$0 | \$0 | \$200,000 |
| Shopping Centre Improvement Plan - Investigation and Design | \$38,553 | \$0 | \$0 | \$0 | \$38,553 |
| Smart Safe in Customer Service | \$20,000 | \$0 | \$0 | \$0 | \$20,000 |
| Walmer Street Bridge | \$2,396,880 | \$0 | \$0 | \$0 | \$2,396,880 |
| Total Forward Commitments from 2020-21 (net) | \$8,188,680 | \$0 | \$0 | \$0 | \$8,188,680 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Capital Works - New, Upgrade and Expansion

| Project | Budget expenditure 2021-22 | Foreshadowed expenditure* 2022-23 | Foreshadowed expenditure* 2023-24 | Foreshadowed expenditure* 2024-25 | Total 4 year expenditure |
|--|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------|
| Total New, Upgrade and Expansion Capital Works gross expenditure | \$37,442,478 | \$15,673,031 | \$8,853,256 | \$10,529,393 | \$72,498,158 |
| Total New, Upgrade and Expansion Capital Works unallocated expenditure | \$0 | \$11,185,500 | \$7,213,960 | \$11,928,000 | \$30,327,460 |
| Total New, Upgrade and Expansion Capital Works Program expenditure | \$37,442,478 | \$26,858,531 | \$16,067,216 | \$22,457,393 | \$102,825,618 |
| Total New, Upgrade and Expansion Capital Works grants and contributions | \$3,069,596 | \$1,280,000 | \$0 | \$500,000 | \$4,849,596 |
| Total New, Upgrade and Expansion Capital Works net expenditure | \$34,372,882 | \$25,578,531 | \$16,067,216 | \$21,957,393 | \$97,976,022 |
| Total Capital Works Program | | | | | |
| Total Renewal Capital Works Program expenditure | \$64,143,893 | \$46,809,917 | \$43,387,950 | \$45,864,565 | \$200,206,325 |
| Total New, Upgrade and Expansion Capital Works Program expenditure | \$37,442,478 | \$26,858,531 | \$16,067,216 | \$22,457,393 | \$102,825,618 |
| Total Capital Works Program expenditure | \$101,586,371 | \$73,668,448 | \$59,455,166 | \$68,321,958 | \$303,031,943 |
| Funding statement | | | | | |
| Funding from asset sales | \$4,720,000 | \$0 | \$0 | \$0 | \$4,720,000 |
| Funding from grants and contributions | \$7,935,407 | \$1,873,811 | \$593,810 | \$500,000 | \$10,903,028 |
| Funding from loan borrowings | \$70,000,000 | \$0 | \$0 | \$0 | \$70,000,000 |
| Funding from Council cash | \$18,930,964 | \$71,794,637 | \$58,861,356 | \$67,821,958 | \$217,408,915 |
| Total Funding | \$101,586,371 | \$73,668,448 | \$59,455,166 | \$68,321,958 | \$303,031,943 |

* Subject to Council review and funding
Note: Italics lines are revenue offset

Major Projects - combined renewal, new, upgrade and expansion

Net expenditure 2021-22 to 2024-25

| Major project | Budget expenditure 2021-22 * | Foreshadowed expenditure 2022-23** | Foreshadowed expenditure 2023-24** | Foreshadowed expenditure 2024-25** | Total expenditure 2021-22 to 2024-25 |
|--|------------------------------|------------------------------------|------------------------------------|------------------------------------|--------------------------------------|
| Tuck Stand (Refurbish Tuck Stand making it available for sporting and community use) | \$160,000 | \$0 | \$0 | \$0 | \$160,000 |
| Canterbury Community Precinct (Redevelopment of the site, incorporating a relocated kindergarten and neighbourhood centre and provision for basement parking) | \$8,595,212 | \$0 | \$0 | \$0 | \$8,595,212 |
| <i>Canterbury Community Precinct - grant funding</i> | <i>-\$720,000</i> | <i>-\$80,000</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$800,000</i> |
| Kew Recreation Centre (Fully redevelop the Kew Recreation Centre site including provision for basement parking) | \$33,600,000 | \$15,481,537 | \$0 | \$0 | \$49,081,537 |
| <i>Kew Recreation Centre - grant funding</i> | <i>-\$200,000</i> | <i>\$0</i> | <i>\$0</i> | <i>\$0</i> | <i>-\$200,000</i> |
| Library Redevelopment Kew (Refurbishment of the existing Kew Library facility to create a contemporary library service) | \$0 | \$164,188 | \$1,092,410 | \$7,871,500 | \$9,128,098 |
| Hawthorn Library Project (Refurbishment of the existing library facility to create a contemporary library service) | \$0 | \$0 | \$0 | \$185,280 | \$185,280 |
| Grand total major projects (net) | \$41,435,212 | \$15,565,725 | \$1,092,410 | \$8,056,780 | \$66,150,127 |

* Expenditure in 2021-22 includes forward commitments from 2020-21

** Foreshadowed expenditure with anticipated project cost escalation

Revenue and Rating Plan 2021-25

Responsible Directorate: Chief Financial Office
Authorised By: Council
Date of Adoption: 28 June 2021
Review Date: June 2025
Plan Type: Council



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1 Purpose

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council which, in conjunction with other income sources, will adequately finance the objectives in the Council Plan.

The *Local Government Act 2020* requires each Council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

This plan is an important part of Council's integrated planning framework, all of which is created to achieve our vision in the Boroondara Community Plan (incorporating the Municipal Public Health and Wellbeing Plan).

Strategies outlined in this plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.

It provides a medium-term plan for how Council will generate income to deliver on the Council Plan, program and services and capital works commitments over a 4-year period. It defines the revenue and rating 'envelope' within which Council proposes to operate.



This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan will set out the decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out the robust principles and practices for fee and charge setting and other revenue items to ensure Council's commitment to responsible financial management is achieved, while at the same time continuing to provide high quality, accessible services to the community.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

1.1 Introduction

City of Boroondara provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.

Council's revenue sources include:

- Rates and Charges
- Waste and garbage charges
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (i.e. developers, community groups)
- Sale of assets.

Rates and charges are the most significant revenue source for Council and constitutes approximately 76% of total revenue (2021-22 Budget), with 5.6% of income from operating grants, 6% of raised through user fees and charges and 7% statutory fines and charges (based on actual results prior to COVID-19).

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has brought a renewed focus on Council's long-term financial sustainability. The FGRS continues to restrict Council's ability to raise revenue above the rate cap unless application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets remain key priorities for Council.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, Council usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or

sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

1.2 Themes and Strategic Objectives of the Council Plan

The Revenue and Rating Plan is required to meet the objectives set out in the Council Plan. Council needs to ensure the plan it adopts is capable of raising sufficient income to deliver the five themes set out in the Council Plan.

- Your Community, Services and Facilities
- Your Parks and Green Spaces
- The Environment
- Neighbourhood Character and Heritage
- Getting Around Boroondara
- Your Local Shops and Businesses
- Civic Leadership and Governance

1.3 Community Engagement

Deliberative community engagement is not prescribed for a Revenue and Rating Plan in either the *Local Government Act 2020*, or the Local Government (Planning and Reporting) Regulations 2020. However, community engagement will be undertaken on Council's Revenue and Rating Plan in accordance with Council's Community Engagement Policy 2021-2026.

2 Rates and charges

The selection of rating philosophies and the choice between the limited rating options available under the *Local Government Act 1989* is a difficult one for all Councils and it is most likely that a perfect approach is almost impossible to achieve in any local government environment.

The purpose of plan is therefore to consider what rating options are available to Council under the *Local Government Act 1989*, and how Council's choices in applying these options contribute towards meeting an equitable rating strategy.

It is important to note at the outset that the focus of this Plan is very different to that of the Long Term Financial Plan document/Annual Budget. In these latter documents the key concern is the quantum of rates required to be raised for Council to deliver the services and capital expenditure required. In this Plan, the focus instead is on how the obligation to pay this quantum will be equitably distributed amongst Council's ratepayers.

Rates and charges are an important source of revenue, accounting for over 78% of operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

2.1 Rating Legislation

The legislative framework set out in the *Local Government Act 1989* determines council's ability to develop a rating system.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land.

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163.

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by the *Local Government Act 2020*.

This plan outlines the principles and strategic framework Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue will be determined in Council's Annual Budget.

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

2.2 Equity

Having determined that Council must review its rating strategy in terms of the equitable imposition of rates and charges, it is a much more vexed question in terms of how to define and determine what is in fact equitable in the view of Council.

In considering what rating approaches are equitable, Council needs to have regard to the principles of taxation which are:

- **Equity:** does the tax burden fall appropriately across different classes of ratepayers?
 - **Benefit principle:** where the distribution of benefits is not uniform, should those who benefit more contribute more?
 - **Capacity to pay:** are those ratepayers with greater economic capacity in fact contributing more?
- **Simplicity**
 - Is the system practical and cost effective to administer and enforce? Is the system simple to understand and comply with?
- **Efficiency:** does the rating methodology significantly distort property ownership and development decisions in a way that results in significant efficiency costs?
- **Sustainability:** does the system generate sustainable, reliable revenues for Council and is it durable and flexible in changing conditions?
- **Cross-border competitiveness:** to what extent does the rating system undermine the competitiveness of Council as a place to live and/or own a property or operate a business?
- **Competitive neutrality:** are all businesses conducting similar activities treated in similar ways within the municipality?

Simultaneously applying all of these criteria it is imperative to ensure a balanced approach as possible. The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

2.3 Declaring rates and charges

Section 158 of the *Local Government Act 1989* (the Act) provides that Council must at least once in respect of each financial year declare by 30 June the following for that year:

- a) The amount which Council intends to raise by way of general rates, municipal charges, service rates and service charges.
- b) Whether the general rates will be raised by application of:
 - i. A uniform rate, or
 - ii. Differential rates (if Council is permitted to do so under Section 161(1))
 - iii. Urban farm rates, farm rates or residential use rates (if Council is permitted to do so under Section 161A).

3 Understanding the current rating framework at Boroondara City Council

There are two key platforms that have formed the basis of the current approach to rating at Boroondara City Council:

1. That rates will continue to be based principally on an ad-valorem basis (i.e. based on the capital improved valuation) of the various properties with fixed charges for waste collection to be applied.
2. That Council will continue to apply a uniform rate against all property classes. Whilst many Councils have differential rates for commercial properties, in Boroondara the low proportion and average Capital Improved Value of commercial properties is too low to provide real benefits to residential ratepayers under any possible valuation basis scenario.

Table 1 - Current rating framework

| Rating option/ LG Act reference | Description | Comments |
|------------------------------------|---|--|
| General rate S158 | A general rate is applied to all properties and can be set as either a uniform rate or a number of differential rates. | |
| Uniform rate S160 | A uniform rate is a single rate in the dollar that is applied to the value of all properties in the municipality. | Boroondara applies a uniform rate. |
| Differential rates S161 | Differential rates are different rates in the dollar that are applied to different classes of properties and are permitted if the Council uses Capital Improved Value as the rating valuation base. The Act allows the use of differential rates if the Council considers that this will contribute to the equitable and efficient carrying out of its functions. | Boroondara does not apply differential rates. |
| Municipal charge S159 | A municipal charge to cover some of the administrative costs of the Council. This is a flat-rate charge applied to all properties. | Boroondara does not levy a municipal charge. |
| Service rates and charges S162 | Service rates or annual service charges (or a combination of both) can be levied for provision of a water supply, collection and disposal or waste, and sewerage services. | <p>Boroondara levies a service charge to all residential property and businesses that elect to use Council's waste service. As part of the service charge an environmental levy for certain properties is levied as a contribution to waste and rubbish collection from public spaces for:</p> <ul style="list-style-type: none"> residential properties required to service their own refuse disposal as a condition of a planning permit commercial properties that use their own waste service. |

| Rating option/ LG Act reference | Description | Comments |
|---|---|--|
| Incentives for prompt payment S168 | Council may declare that incentives will be given by it for the payment of rates and charges, in full, before the due date. | An early payment rate discount of 2.0% is provided to rate payments made in full by 28 August. |
| Rebates and concessions S169 | The Act allows Councils to grant a rebate or concession in relation to any rate or charge to assist the proper development of all or part of the municipal district, preserve buildings or places that are of historical or environmental interest, or to restore or maintain buildings or places of historical, environmental, architectural or scientific importance. | Boroondara does not provide rebates or concessions under this section of the Act. |
| Special rates and charges S163 | A special rate or charge may be declared for purposes of: <ul style="list-style-type: none"> • defraying any expenses, or • repaying with interest any advance made or debt incurred or loan raised by Council. | Boroondara levies special rates and charges for promotional and marketing activities to assist retail associations. Currently there are eight special rates schemes for Ashburton, Glenferrie, Camberwell, Greythorn, Maling, Kew Junction, Burwood Village and Balwyn North Shopping Centres. |
| <i>Cultural and Recreational Lands Act 1963</i> | The <i>Cultural and Recreational Lands Act 1963</i> (CRLA) requires a council to levy rate equivalent amounts in lieu of rates in respect of any "recreational lands" which would otherwise be rateable land under the Act. | Council will declare rate equivalent amounts calculated by having regard to the services provided to eligible CRL properties and the benefit to the community derived from them, at the times and in the manner prescribed by the CRLA. |

3.1 Determining which valuation base to use

The *Local Government Act 1989* and the *Valuation of Land Act 1960* are the principle Acts in determining property valuations. The purpose of this section is to outline the different methods that Council can utilise to value land and the issues that Council must consider in making its decision on the valuation method.

Under section 157 (1) of the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

1. **Capital Improved value (CIV)** – value of land and improvements upon the land;
2. **Site Value (SV)** – value of land only;
3. **Net Annual Value (NAV)** – rental valuation based on Capital improvement Value (CIV). For residential and farm properties, NAV is calculated at 5 per cent of the CIV. For commercial properties NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

Capital Improved Value (CIV)

Capital Improved Value is the most commonly used valuation base by Victorian Local Government with over 90% of Victorian Councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

For CIV, business properties are valued primarily by the capitalisation method of valuation. This method of valuation is the industry standard for assessing the value of business properties and has as its base sale price and market rent of the property.

The advantages of using Capital Improved Value (CIV)

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the frequency of valuations now conducted annually (previously two year intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows councils to apply differential rates which greatly adds to council's ability to equitably distribute the rating burden based on ability to afford council rates. CIV allows councils to apply higher rating differentials to the commercial and industrial sector that offset residential rates.

Disadvantages of using CIV

The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

Site value (SV)

There are no Victorian Councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value would cause a massive shift in rate burden from the industrial/commercial sectors onto the residential sector.

There would be further rating distribution movements away from modern townhouse style developments on relatively small land parcels to older established homes on the more typical quarter acre residential block.

In many ways it is difficult to see an equity argument being served by the implementation of Site Value in Boroondara City Council.

Advantages of Site Value

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm-land and residential use land.

Disadvantages of using Site Value

- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. Farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year.

Net annual value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

Summary

City of Boroondara will apply Capital Improved Valuation as the valuation base for the following reasons:

- CIV is considered to be the closest approximation to an equitable basis for distribution of the rating burden.
- CIV provides Council with the option to levy a full range of differential rates if required. Limited differential rating is available under the other rating bases.
- It should be noted that most of the 79 Victorian Councils apply CIV as their rating base and as such, it has a wider community acceptance and understanding than the other rating bases.

All three types of valuation method have a common basis in that rates are based on the property value which may not necessarily reflect the annual income of the ratepayer for example pensioners and low income earners.

Strategy recommendation

City of Boroondara will continue to apply Capital Improved Valuation as the valuation methodology to levy Council rates.

3.2 Property Valuations

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis. Boroondara City Council applies a Capital Improved Value (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation

3.3 No windfall gain

There is a common misconception that if a property's valuation rises then Council receives a "windfall gain" with additional income. This is not so as the revaluation process results in a redistribution of the rate levied across all properties in the municipality. Any increase to total valuations of the municipality is offset by a reduction to the rate in dollar used to calculate the rate for each property.

3.4 How does this affect my rates?

The general revaluation process enables Council to re-apportion the rate income across the municipality in accordance with movements in property value. Properties which have increased in value by more than the average will receive a rate increase of more than the headline rate. Properties with an increase in value less than the average will receive a rate increase less than the headline rate.

Strategy recommendation

That the City of Boroondara monitors the effect on rates of geographical and property type valuations over time.

4 Determining the rating system - uniform or differential

Council may apply a uniform rate or differential rates to address the needs of the Council. They are quite different in application and have different administrative and appeal mechanisms that need to be taken into account.

4.1 Uniform rate

Section 160 of the Act stipulates that if a Council declares that general rates will be raised by the application of a uniform rate, the Council must specify a percentage as the uniform rate. Rates will be determined by multiplying that percentage by the value of the land.

City of Boroondara, since its inception, has adopted uniform rating as it considers that uniform rating contributes to the equitable distribution of the rates levied. Boroondara is largely a residential area with a relatively small proportion of rateable land used for non-residential purposes.

4.2 Differential rate

Differential rating allows Council to shift part of the rates levied from some groups of ratepayers to others, through different “rates in the dollar” for each class of property.

Under the *Local Government Act 1989 (S161)*, Council is entitled to apply differential rates provided it uses CIV as its base for rating. The maximum differential allowed is no more than four times the lowest differential.

Ministerial Guidelines released in April 2013 state that:

It is **not appropriate** to declare a differential rate that is defined narrowly and applied specifically or exclusively to the following types and classes of land:

- electronic gaming machine venues or casinos
- liquor licensed venues or liquor outlet premises
- business premises defined whole or in part by hours of trade
- fast food franchises or premises
- tree plantations in the farming and rural activity zones, and
- land within the Urban Growth Zone without an approved Precinct Structure Plan in place.

As per these *Ministerial Guidelines* above Boroondara has considered differentials for retirement villages in previous strategies however as a whole there is little to differentiate these complexes apart from other medium density residential development.

Council has always considered that a uniform rate is the most equitable method of apportioning rates across the municipality based on capital improved valuation of properties, irrespective of property type including retirement villages.

Disadvantages of differential rating

The disadvantages of utilising a differential rating system summarised below are:

- The justification of the differential rate can at times be difficult for the various groups to accept giving rise to queries and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (e.g. residential to commercial,) requiring Council to update its records. Ensuring the accuracy/integrity of Council's data base is critical to ensure that properties are correctly classified into their right category.

Strategy recommendation

That the City of Boroondara continues to apply uniform rating as its rating system.

5 Other types of charges

5.1 Special rates and charges

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

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

Or where Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.

There are detailed procedural and statutory requirements Council needs to follow to introduce a special rate or charge, including how Council can apply funds derived from this source.

Section 185 of the Act provides appeal rights to the Victorian Civil and Administrative Tribunal (Tribunal) in relation to the imposition of a special rate or charge. The Tribunal has wide powers, which could affect the viability of the special rate or charge scheme.

At Boroondara special rates and charges are raised at the request of Traders Associations in eight of the major shopping centres across the City. The funds raised are transferred to the Trader Associations in full upon receipt of evidence that marketing and other programs have been undertaken for the collective benefit of all traders in each scheme.

It is recommended that Council utilises special rates and charges only in the instances outlined below.

Strategy recommendation

That Council uses special rates and charges for raising funds such as trader association marketing and promotion schemes.

5.2 Municipal charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive about what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, a council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation.

A municipal charge is seen to be a regressive tax as its application would result in lower valued properties paying higher overall rates and charges than they do with uniform rates applicable to all properties.

For this reason, this strategy recommends that Council continue to not apply a municipal charge.

Strategy recommendation

That the City of Boroondara not utilise a Municipal Charge as parting of its Rating Strategy.

5.3 Service rates and charges

Section 162 of the *Local Government Act 1989* provides Council with the opportunity to raise service rates and charges for any of the following services:

- a) The provision of a water supply;
- b) The collection and disposal of refuse;
- c) The provision of sewerage services;
- d) Any other prescribed service.

Boroondara currently applies a service charge for the collection and disposal of refuse. Council retains the objective of setting the service charge for waste at a level

that fully recovers the cost of the waste function. Further information is provided under Section 7.

The current structure of the waste charge allows users of the service to select the cost of the service through choosing between the three bin sizes subject to conditions which determine eligibility for 240l domestic refuse bins.

In addition Council charges an environmental levy as part of the waste charge and:

- Residents of apartments that through the terms of the planning permit supply their own waste collection service.
- Commercial properties that use their own waste collection service.

This ensures that all residents contribute toward waste management in public places.

The advantage of a separate waste charge is that it is readily understood and accepted by residents as a fee for a direct service that they receive. It further provides equity in the rating system in that all residents who receive exactly the same service level all pay an equivalent amount.

Should Council elect not to have a waste service charge, this same amount would be required to be raised by way of an increased general rate – meaning that residents in higher valued properties would pay substantially more for the waste service than lower valued properties.

The mix of having a fixed charge for waste services combined with valuation driven rates for the remainder of the rate invoice provides for a more balanced and equitable outcome.

Strategy recommendation

That the City of Boroondara continues to apply a waste service charge as part of its Rating Strategy based on full cost recovery of the waste function.

5.4 Victorian Government Levies

In recent years, Council has seen an increased propensity for State Government to view Local Government as a means of collecting State taxes under the branding of Council's rate notice.

This occurred with the now defunct State Deficit Levy in the 1990's and has in recent times been revived with Councils as the landfill levy with Councils having to collect this amount from ratepayers (which for Boroondara is contained in the waste charge) and paid to the landfill operator who pays the levy to the State Government.

Council is also required to collect a Fire Services Property Levy (FSPL) on behalf of the State Government which has added a considerable amount to the average ratepayer's account.

In 2016 the Victorian State Government passed legislation requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government, on a quarterly basis. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

Strategy recommendation

It is recommended from a rating policy outcome that Council adopt the following view:

- a) That the Victorian Government taxes are best collected by the Victorian Government using its own available resources such as the State Revenue Office.
- b) That in the event that Council is required to collect such Victorian Government taxes that these taxes be clearly identified as state charges.

That the Victorian Government fully reimburse local government for the cost of collecting state taxes

5.5 Cultural and recreational lands (CRL)

The *Cultural and Recreational Lands Act 1963* (CRLA) provides that an amount be payable in lieu of rates in each year in respect of any "recreational lands" which would otherwise be rateable land under the Act.

Section 2 of the CRLA relevantly defines "recreational lands" (i.e. CRL properties) as lands which are:

- vested in or occupied by any body corporate or unincorporated body which exists for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives and which applies its profits in promoting its objects and prohibits the payment of any dividend or amount to its members; and
- used for outdoor sporting recreational or cultural purposes or similar outdoor activities; or
- used primarily as agricultural showgrounds

Under the CRLA, provision is made for a Council to effectively grant a rating concession to the holder of any "recreational lands" which meet the test of being "rateable land" under the Act. At the time of adopting the Plan there are five properties which are "recreational lands" under the CRLA, being:

1. Melbourne Cricket Club Foundation Ltd - 37-41 Glen Street, Hawthorn, Vic, 3122
2. Kew Golf Club - 120B Belford Road Kew East, Vic, 3102
3. Auburn Bowls Club Inc. - 2B Munro Street, Hawthorn East, Vic, 3123
4. Green Acres Golf Club - 51 Elm Grove, Kew East, Vic, 3102
5. Grace Park Hawthorn Club - 2 Hilda Crescent, Hawthorn, Vic, 3122

Council remains open to considering whether other properties in its municipal district are eligible CRL properties and will assess those other properties as and when the need arises.

Determining eligibility and charge

Council will declare the rate equivalent amount for properties which have been identified as CRL properties” in accordance with Section 4 of the CRLA. The CRLA provides that “an amount be payable in lieu of rates in each year being such amount as the **municipal council thinks reasonable** having regard to the **services provided** in relation to such lands and having regard to the **benefit to the community** derived from such recreational lands”.

The types of “**Services provided to the land**”. Unlike most other properties, CRL properties do not benefit from some of the services provided by the Council. A review of Council services has been conducted to assess the type of services currently being ‘used’ by the CRL properties and it would be reasonable to assume that the following services provided to them are very similar or common:

- Road & Drainage Maintenance;
- Street Lighting;
- Street Signage;
- Car park/off street car parking.

The amount of the “**Community Benefit provided by the land**”. In response to surveys/questionnaires returned by eligible properties, Council has identified the following potential community benefits:

- Social interaction;
- Sporting programs;
- Coaching opportunities;
- Cultural promotion;
- Environmental benefits;
- Subsidised entry fees;
- Provision of premises;
- Charitable donations;
- Employment opportunities;
- Community Development/Meeting Places.

Whilst the eligible properties clearly provide a benefit to the community, quantifying the level of benefit can be complicated. These organisations own and exclusively occupy valuable parcels of land, some with substantial improvements, and if rated in the normal fashion, would be liable for a significant rate burden relative to the activity carried out. The exclusive occupation of CRL properties also restricts, at least to an extent, the accessibility of these CRL properties for the broader community.

Equally, activities undertaken by some of these organisations complement the broader range of community facilities provided by Boroondara for the community. They can often add to the aesthetic values of Boroondara and contribute to the character and natural environment.

It has been argued that golf clubs appear to provide a greater 'benefit' to the community than other eligible properties. This perception is probably a combination of larger memberships and because "benefit to the community" also could extend to preserving tracts of open space (although admittedly often not generally available, even for passive use).

All CRL properties will be liable to pay Fire Services Property Levy, and will be required to pay waste charges as and when they utilise Council's waste service.

Consultation and appeals

Written submissions about the calculation and determination of the rate equivalent amounts can be submitted by the owners of CRL properties. Property owners can also make verbal submissions to Council. The CRLA also provides for owners to appeal to the Minister, under Section 4(2) of the CRLA.

Strategy recommendation

It is recommended that Council declares a rate equivalent payment calculated by having regard to the services provided to the identified CRL properties and the benefit to the community derived from them, at the times and in the manner prescribed by the CRLA.

6 Collection and administration of rates and charges

6.1 Rate payment options

Ratepayers have the following options of paying rates and charges:

- Payment of rates is available by four instalments at the end of September, November, February and May.
- Single lump sum payment of rates in February is available.
- Ratepayers can elect to have their savings or cheque accounts debited automatically monthly for rate payments.
- Where rates are not paid in full by the due instalment or lump sum payment date Council is authorised to charge penalty interest on outstanding amounts at the penalty interest rate which is set by the state government and reviewed annually. The interest rate is 10% for 2020-21.

The *Local Government Act 1989* states that Council must allow residents to pay rate instalments in four instalments S167 usually 30 September, 30 November, 28 February and 31 May. Council may also allow residents to pay one lump sum payment set at the 15 February (these of dates are set by the Minister of Local Government).

Boroondara also provides the option for payment in full by 31 August in order to receive a 2.0% discount on rate payments under S168 of the *Local Government Act 1989*, and finally residents may also elect to pay through 10 monthly instalments via direct debit if established by 28 August.

The level of the discount will be reviewed annually in order to ensure it is:

- attractive to rate payers based on prevailing interest rates,
- is provided at lower net cost to the community and,
- continues to assist Council's operations through receiving funds earlier in the year than would otherwise be the case.

These four options for payment are amongst the widest available. For example, some Councils have removed the single lump sum payment option in February and very few offer an early payment discount. These various options available at Boroondara provide a satisfactory level of collection of rates across the financial year and hence assist Council to maintain its cash flow.

Strategy recommendation

That the City of Boroondara continues to provide the current range of rate payment options in future years; including a discount for early payment of rates in full.

6.2 Pensioner Rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI, War Widow, EDA or POW may claim a rebate on their sole or principal place of residence.

Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claims may be approved by the relevant government department.

The Victorian Government-funded rebate provided under the Municipal Rates Concession Scheme was 50% reduction on Council rates up to a yearly maximum of \$241.00 for 2020-21.

6.3 Calculation of interest

Interest is charged on overdue rates and charges in accordance with Section 172 of the *Local Government Act 1989*, namely:

- a. On the lump sum payment option as if the rates and charges were being paid by the four instalments option;
- b. On the four instalment payment option after the date the lump sum payment for that financial year is due;
- c. The interest is calculated at the rate fixed under section 2 of the *Penalty Interest Rates Act 1983*;

- d. The penalty interest rate applied to rates and charges debts of those ratepayers eligible for the pensioner rate rebate and suffering financial hardship be determined each year during Council's Annual Budget process.

6.4 Rates and Charges Deferment and Financial Hardship Policy

Council recognises managing financial hardship is a shared responsibility. Sections 170, 171 and 171A of the *Local Government Act 1989* give Council the power to defer and / or waive in whole or part the payment of rates and charges if Council determines the enforcement of the requirement to pay would cause hardship to the ratepayer.

Council has a Rates and Charges Deferment and Financial Hardship Policy in place to provide assistance to ratepayers experiencing difficulty in paying their rates and charges. The policy is to enable a person liable for rates and charges and experiencing hardship, to make application to Council for assistance relating to rates and charges levied on a property under the *Local Government Act 1989*.

The Policy also provides Council officers a framework to provide financial relief to ratepayers who need assistance and to ensure all applications are treated consistently, sensitively and confidentially while ensuring other ratepayers are not disadvantaged by the granting of inappropriate relief from Council.

Boroondara's Rates and Charges Deferment and Financial Hardship Policy 2021 establishes Council policy in relation to:

- Management of the payment of rates and charges by special arrangement;
- Applications to defer payment of rates and charges;
- Applications to have rates and charges waived; and
- Levying of penalty interest on outstanding rates and charges.

The application of fairness as a principle also applies to recognising the impact of unpaid rates on those who have paid their rates in full.

The timely collection of rates and charges ensures adequate revenue for the provision of council services and planned capital works projects provided by Council for the community.

6.5 Debt recovery

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of disposition or acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. Other than the annual valuation and rate notice, at least four reminder notices are issued before considering legal action. In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181.

Strategy recommendation

That the City of Boroondara continues to maintain the rates arrangements, deferral and waiver procedures as documented in the Rates Deferment and Financial Hardship Policy 2021.

7 Other Revenue

7.1 User Fees and Charges

The City of Boroondara provides a wide range of services, for which users pay a fee or charge which covers at least part of the cost of supply. The level of some fees and charges are statutorily set, however many are at the discretion of Council. Legislation provides for local governments to levy fees and charges.

Sound financial management of community service delivery requires fees and charges to reflect the cost of providing a service of a particular quality, moderated by considerations of affordability, accessibility and equity, as well as community expectations and values.

Council's financial resources are limited. The majority of Council's revenue comes from rates, with 6% of income raised through user fees and charges and 7% through statutory fines and charges. Although a relatively small proportion; fees and charges are an important source of income and increasingly so in a rate-capped environment.

Examples of user fees and charges include:

- Kindergarten central registration and enrolment fees
- Meeting or Facility room hire
- Equipment hire fees
- Waste Management fees
- Active Ageing service fees

Services funded by fees and charges provide enhanced community wellbeing. Council's Financial Strategy Principle on the Pricing of Services requires that fees and charges for services be set having regard to specific policies in applicable areas of Council, whilst incorporating cost recovery principles and marketplace competition.

Council's Pricing Policy 2018 and internal guide to reviewing fees at Boroondara, ensures that fees are set in line with community support objectives in mind. When setting fees and charges factors considered include the users capacity to pay, equity in the subsidisation of services, community service obligations, statutory or service agreement limitations and results of benchmarking of similar services.

Where higher or lower than budget parameter fee increases are proposed, benchmarking of other Council or competitor fees for the same service may be undertaken for consideration by Councillors as part of the annual budget process.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, Council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- A. Market Pricing**
- B. Full Cost Recovery Pricing**
- C. Accessible Pricing (Subsidised Pricing)**
- D. Disincentive Pricing.**

The following pages describe each applicable pricing principle that is to be applied in each circumstance.

Market Pricing (A)

This includes services that provide discretionary activities not mandated by legislation or agency agreements. These activities may provide revenue support and complement other social policy actions.

Ideally, the price should achieve full cost recovery and be at a level similar to those charged in the market as a whole. If a price less than full cost recovery is contemplated, Council may consider a review of whether it should provide the service, or whether there is a community service obligation that warrants a public interest test.

Council is required to price services that compete in the open market on a 'level playing field' basis and to make any decision to depart from a commercial basis for pricing of services transparent. Any Council service that competes in the open market may be subject to competitive neutrality requirements if it is a significant business activity as determined by market share or sales volume.

Full Cost Recovery Pricing (B)

Full cost recovery price (B) aims to recover all direct and overhead costs incurred by Council. This pricing should be used in particular where a service provided by council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Example of full cost recovery



For an example, the net costs of waste management and associated services are fully recovered by Council through the waste management charges.

In 2017, Council adopted a revised Waste Minimisation and Recycling Strategy. The key objectives of this strategy are to reduce the amount of waste deposited at landfills maximising recycling and achieve sustainable environmental outcomes by providing best practice services to the Boroondara community. An implementation plan has been developed setting out actions, priorities and resources required.

Costs considered in waste charges are waste to landfill (inclusive of taxes and levies), food organics and green organics waste service, the recycling service, hard-waste collection, operation of the Riversdale Road Transfer Station, Clayton Landfill, delivery of street sweeping services, public place waste and recycling services, and provision of waste collection in public parks, gardens, sportsgrounds and community buildings, bin renewal requirements, disposal of electronic waste and waste management resources and overheads. Waste bin fees and transfer station tipping fees have been set to recover the full costs of all of these services.

Accessible Pricing (Subsidised Pricing) (C)

Accessible pricing (C) is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. council provides the service free of charge) to partial subsidies, where Council provides the service to the user with a discount. The subsidy can be funded from Council's rate revenue or other sources such as Commonwealth and state funding programs. Full council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

Disincentive Pricing (D)

Council may have an applicable policy objective that supports disincentive pricing and performs the role to regulate and restrict certain behaviour.

As per the Victorian Auditor General's Office report "Fees and charges – cost recovery by local government" recommendations, Council has developed the Pricing Policy 2018 to help guide the fair and equitable setting of prices.

The policy outlines the process for setting fee prices and includes such principles as:

- Both direct and indirect costs to be taken into account when setting prices;
- Accessibility, affordability and efficient delivery of services must be taken into account; and
- Competitive neutrality with commercial providers.

Council will develop a table of fees and charges as part of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are locked in.

7.2 Statutory Maximum or Non-Discretionary Pricing

Where fees are set by State Government statute (Statutory Fees); Council has no ability to alter the fee. These fees are fixed and result in a growing cost to the general ratepayer to provide services as the level of cost recovery is diminished over

time. Fees will be amended in line with any increases should one be determined by State Government over the course of the year.

Examples of statutory fees and fines include:

- Infringements and fines
- Planning and subdivision fees
- Building and Inspection fees
- Land Information Certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

One penalty unit is currently \$165.22, from 1 July 2020 to 30 June 2021.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the Supreme Court registrar of probates is 1.6 fee units.

One fee unit is currently \$14.81, from 1 July 2020 to 30 June 2021. This value may increase at the beginning of a financial year, at the same time as penalty units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

7.3 Grants

Grant revenue represents income usually received from other levels of government, such as the Victorian Local Government Grants Commission (VLGGC). Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

In the 2020-21 Budget government grants totalled \$14.72 million (includes 50% of the VLGGC grant of \$2.43 million received in 2019-20), all but \$4.86 million are tied grants which require Boroondara to perform a service on behalf of the State or Federal government. In most cases the tied grants do not adequately fund the service provided and additional rate revenue is required to subsidise these services. This is known as cost shifting to local government and is widely recognised across the sector as a major issue.

Boroondara does not benefit from untied grants to the same extent as most other local governments in Victoria. Many grants are adjusted by State and Federal Governments on the basis of capacity to pay and other socio-economic factors and therefore Boroondara is one of the lowest recipients with grant income equivalent to

\$21.03 per resident in Boroondara (Source 2020-21 Victorian Local Government Grants Commission Annual Allocation Report).

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing the 10 year Financial Plan, Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for.

Grant assumptions are then clearly detailed in Council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

7.4 Contributions

Contributions represent funds received by Council, usually from non-government sources, and are usually linked to projects. Contributions can be made to Council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- Monies collected from developers under planning and development agreements
- Monies collected under developer contribution plans and infrastructure contribution plans
- Contributions from user groups towards upgrade of facilities
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

7.5 Sale of Assets

The sale of assets will be considered in line with Council's Financial Strategy Principle "**Property Holdings Principle**" - *Council will manage, acquire and dispose of property in the best interest of the Boroondara community. Council recognises the importance of property holdings over the long term to community wellbeing.*

Assets will only be considered for disposal where there is no clear Council or community need for that asset in the foreseeable future. All property considered for disposal will undergo a thorough evaluation based on both financial and community benefit factors. Open space will not be sold unless replaced by areas of equal size and/or value. Any proceeds derived from property realisation will be directed towards funding land acquisition, new/upgrade capital works or debt reduction and will not be used to fund operating expenditure. Council will not necessarily hold property that has no current or future identified purpose, or if that purpose can be met more effectively in other ways.

Existing holdings or strategic acquisitions must meet existing needs, new identified needs or adopted strategies. To enhance community benefit opportunities for the alternative use of property (including asset realisation) will be investigated.

Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents and community benefit will be considerations in such reviews.

7.6 Other income - Leasing and licensing

Council provides a range of assets for use by the public, community groups and other organisations to meet its mission providing services, facilities, support and advocacy to enable our community to further its sense of place and connection.

Sources of income may be received from leasing and licensing arrangements managed through the Council Assets - Leasing and Licensing Policy. The policy applies to all Council managed assets, including Council owned, Crown Land (where Council is the appointed Committee of Management) and any other land Council has control over, where an occupancy agreement is to be offered to a community group or other organisation. The Leasing and Licensing Policy outlines what occupancy agreements are covered.

7.7 Interest on Investments

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per Council's Treasury Policy, which seeks to earn the best return on funds, whilst minimising risk.

8 Accountabilities

For all queries or feedback regarding the Revenue and Rating Plan, please contact the Chief Financial Office by emailing: boroondara@boroondara.vic.gov.au :

8.1 Related Documents

- *Cultural and Recreational Lands Act 1963*
- Council's Community Engagement Policy 2021-2026
- Council's Pricing Policy 2018
- Council's Rates Deferment and Financial Hardship Policy 2021
- Council's Treasury Policy
- Council's Waste Minimisation and Recycling Strategy 2017
- *Local Government Act 1989*
- *Local Government Act 2020*
- Local Government (Planning and Reporting) Regulations 2020
- Ministerial Guidelines for Differential Rating - April 2013
- *Penalty Interest Rates Act 1983*
- *Valuation of Land Act 1960*
- Valuation Best Practice Guide 2014
- Valuation Best Practice Specifications Guidelines 2020 and 2021