

COUNCIL MEETING

AGENDA

(Open to the public)

6.30pm, Monday 27 February 2023

Council Chambers, 8 Inglesby Road, Camberwell

Date of Issue: 17 February 2023

Please note: No audio, video, photographic or any other recording of proceedings at Council or Delegated Committee meetings is permitted without written authority from Council.

Order of Business

- 1 Adoption and confirmation of the minutes for the Council meeting held on 5 December 2022, 8 December 2022 and 19 December 2022**
- 2 Declaration of conflict of interest of any councillor or council officer**
- 3 Deputations, presentations, petitions and public submissions**
- 4 Informal Meetings of Councillors**
- 5 Public question time**
- 6 Notices of motion**
- 7 Presentation of officer reports**
 - 7.1 Amendment C368boro - 32 Corby Street, Balwyn North - Abandonment of amendment
 - 7.2 Draft Naming Policy
 - 7.3 Community Strengthening Grants Policy 2023
 - 7.4 Recommendations of Audit and Risk Committee Meeting
 - 7.5 December 2022 Quarterly Performance Report
 - 7.6 Bi-annual Report from the Audit and Risk Committee
 - 7.7 Councillor Assignments to Advisory Committees for 2022-2023
 - 7.8 MAV Membership

8 General business

9 Urgent business

10 Confidential business

10.1 Audit and Risk Committee - Independent Member Extension

11 Close of meeting

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3 Deputations, presentations, petitions and public submissions

Report abstract

Council has received four (4) petitions. Details of the petitions are set out below.

No.	Ref. no.	Title / Description	No. of signatures	Referred to
1	CAS-1319207	Petition for Council to take further measures to eradicate/control fox populations in Boroondara	22	DUL
2	CAS-1319008	Petition opposing proposed Willsmere Pavilion	317	DCS
3	CAS-1313801	Petition to ensure the proper consideration of heritage protection of 76 Wattle Road hawthorn and its proposed development	606	DUL
4	CAS-1347793	Petition opposing development for the combined properties 336-338 Riversdale and 2 Clive Road, Hawthorn East	131	DUL

Legend:

DCS	Director Community Support	DUL	Director Urban Living
DC&T	Director Customer and Transformation	DP&S	Director Places & Spaces
		GOV	Governance & Legal

Officers' recommendation

That Council resolve:

1. To receive and note the petitions.
2. To note that the petitions numbered 1 to 4 have been referred to the relevant director for consideration and to advise the first named signatory to the petitions that they will receive a response from the Mayor in due course advising of Council's action.

4 Informal Meetings of Councillors

Abstract

Chapter 6 of the Council Governance Rules requires a summary of the matters discussed at a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by a majority of councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting

are tabled at the next convenient Council meeting.

The attached record of Informal Meetings of Councillors (**Attachment 1**) is reported to Council in accordance with this requirement.

Officers' recommendation

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

Record of Informal Meetings of Councillors

Assembly details	Councillor attendees	Officer attendees	Matters discussed	Conflict of Interest disclosures
Councillor Briefing & Discussion 12 December 2022	Cr Addis Cr Stavrou Cr Hollingsworth Cr Gault Cr Parke Cr Biggar Cr Sinfield Cr Thompson Cr Watson Cr Gillies	Phillip Storer (CEO) Daniel Freer (DPS) Carolyn McClean (DCS) Scott Walker (DUL) Mans Bassi (DCT) Amy Montalti (CFO) Bryan Wee (MGL) David Shepard (MES&L) Fiona Brown (MCPD) Michael Hutchinson (HSPR) Katherine Wright (SCSPR) Kirstin Ritchie (CG) Mathew Dixon (CES) Philip Thompson (PESO) Liam Merrifield (SGO) Stephanie Lim (SAP) Liz O'Loughlin (SIPPO)	<ul style="list-style-type: none"> Draft Naming Policy Disability Inclusion Bill Exposure Draft Opportunities for Management of Back Creek and Medlow Reserve A Memorandum of Understanding for Regional Collaboration for Gardiners Creek MAV Membership Organisation Updates Kew Recreation Centre 	Nil
Councillor Briefing & Discussion 13 January 2023	Cr Sinfield Cr Addis Cr Stavrou Cr Hollingsworth Cr Gault Cr Parke Cr Biggar Cr Watson Cr Gillies Cr Franco	Phillip Storer (CEO) Daniel Freer (DPS) Kat McCaughey (DCS) Scott Walker (DUL) Mans Bassi (DCT) Amy Montalti (CFO) Bryan Wee (MGL) David Cowan (MPP) Nicole White (MSP) Fiona Brown (MCP&D) Jessica Donaldson (PSP)	<ul style="list-style-type: none"> Boroondara Housing Strategy December 2022 Quarterly Performance Report Acknowledging the Turkish and Syrian Earthquake Display of King's Portrait Budget Workshop date 	Nil

7 Presentation of officer reports

7.1 Amendment C368boro - 32 Corby Street, Balwyn North - Abandonment of amendment

Executive Summary

Purpose

The purpose of this report is to seek a decision from Council to abandon Amendment C368boro to the Boroondara Planning Scheme following the Urban Planning Delegated Committee (UPDC) decision at its meeting on 6 February 2023.

Background

Amendment C368boro to the Boroondara Planning Scheme, as exhibited, seeks to apply the Heritage Overlay to 32 Corby Street, Balwyn North on a permanent basis.

The Amendment was formally exhibited under section 19 of the *Planning and Environment Act 1987* from 5 May to 6 June 2022. Council received 11 submissions to the Amendment which comprised 1 neutral, 6 supporting and 4 opposing submissions.

On 6 September 2021, the UPDC resolved (amongst other things) to request the appointment of an independent panel to consider submissions to the amendment.

A Panel hearing to consider the submissions received to Amendment C368boro was held over four days from 19 September to 27 October 2022. Two parties represented by one advocate presented at the Panel hearing arguing against the application of the Heritage Overlay.

Key Issues

On 25 November 2022 Council received the Panel report recommending Amendment C368boro be abandoned.

Council officers agreed with the Panel's conclusions and recommended that the amendment be abandoned.

On 6 February 2023 the UPDC considered the Panel report and accepted the recommendation to abandon the amendment. The UPDC resolved to refer Amendment C368boro to an ordinary meeting of Council for abandonment.

Next Steps

Officers recommend Council abandons Amendment C368boro consistent with the resolution of the UPDC and writes to the Minister for Planning to inform them of Council's decision to abandon the amendment.

Officers' recommendation

That Council resolve to:

1. Abandon Amendment C368boro in accordance with Section 23(1)(c) of the *Planning and Environment Act 1987*.
2. Write to the Minister for Planning in accordance with Section 28(1) of the *Planning and Environment Act 1987* advising of Council's decision to abandon Amendment C368boro.

Responsible director: **Scott Walker, Director Urban Living**

1. Purpose

The purpose of this report is to:

- Inform Council of the outcomes of the Urban Planning Delegated Committee (UPDC) meeting on 6 February 2023.
- Seek Council's abandonment of Amendment C368boro.

2. Policy implications and relevance to community plan and council plan

Boroondara Community Plan 2017-27

The Boroondara Community Plan 2017-27 sets out the 10-year vision for Boroondara's future based on values, aspirations and priorities important to the community.

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

Specifically, the amendment implements the following strategies:

- Strategy 4.3 - Preserve the City's history and protect heritage properties and precincts by undertaking a municipal-wide heritage review and introduce heritage overlays in the Boroondara Planning Scheme.
- Strategy 4.6 - Engage with owners and developers to achieve a balance between development and protection of neighbourhood character, heritage and amenity.

Heritage Action Plan 2016

The Heritage Action Plan was adopted by Council on 2 May 2016 and establishes the framework to guide Council's heritage work program as it relates to the identification, protection, management and promotion of Boroondara's heritage assets.

The amendment is consistent with the following actions of the Heritage Action Plan 2016:

- Knowing - which seeks to identify, assess and document heritage places.
- Protecting - which seeks to provide statutory protection for identified heritage places.

Boroondara Planning Scheme

The amendment is consistent with the objectives of the Planning Policy Framework, addressing the following:

- Clause 2.03-4 Built environment and heritage of the Municipal Planning Strategy - which includes the strategic direction to 'protect all individual places, objects and precincts of cultural, aboriginal, urban and landscape significance'.
- Clause 15.03-1S Heritage conservation - which seeks to 'ensure the conservation of places of heritage significance' and to 'identify, assess and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme'.
- Clause 15.03-1L – Heritage in Boroondara - which seeks to 'preserve 'significant' heritage places, protecting all significant heritage fabric including elements that cannot be seen from the public realm'.

The Planning Policy Framework seeks to ensure the Heritage Overlay is applied to protect places of heritage significance in the City of Boroondara.

Plan Melbourne 2017-2050

The identification, assessment and protection of places of local heritage significance are supported by Outcome 4 of *Plan Melbourne* which seeks to ensure that '*Melbourne is a distinctive and liveable city with quality design and amenity*'.

Direction 4.4 recognises the contribution heritage makes to Melbourne's distinctiveness and liveability and advocates for the protection of Melbourne's heritage places.

Policy 4.4.1 recognises the need for '*continuous identification and review of currently unprotected heritage sites and targeted assessments of heritage sites in areas identified as likely to be subject to substantial change*'.

The amendment is consistent with these *Plan Melbourne* directions and initiatives.

Planning and Environment Act 1987

The amendment is consistent with the objectives of planning in Victoria, in particular the objective detailed in Section 4(1)(d) of the *Planning and Environment Act 1987* (the Act), being:

To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.

This means that Council has a statutory obligation to continuously identify and protect places of heritage significance through the Heritage Overlay.

3. Background

The key milestones in relation to Amendment C368boro are summarised in the table below.

Date	Event
14 May 2021	Council requested the Minister for Planning (Minister) prepare, adopt and approve an Amendment to introduce an interim heritage control to the property, in response to a demolition request made under Section 29A of the <i>Building Act 1993</i> .
16 August 2021 to 13 September 2021	Preliminary consultation on the draft heritage citation (prepared by Built Heritage).
18 October 2021	Council's UPDC resolved to (amongst other things) adopt the heritage citation subject to some changes to address feedback received during the preliminary consultation, and to write to the Minister for Planning to seek authorisation to prepare and exhibit a planning scheme amendment.
27 October 2021	Council wrote to the Minister and sought authorisation to prepare Amendment C368boro.
9 November 2022	Delegate for the Minister advised Council that the application for authorisation required further review.
22 March 2022	Minister authorised Council to prepare Amendment C368boro.
8 April 2022	Gazettal of Amendment C357boro introducing interim heritage controls to the property.
5 May to 6 June 2022	Amendment C368boro formally exhibited.
1 August 2022	Council's UPDC resolved to (amongst other things): <ul style="list-style-type: none"> • receive and note the submissions received in accordance with s. 22 of the Act; • endorse the Council officers' response to submissions and recommended changes to the Amendment and the citation (as exhibited); and • request the Minister appoint an independent Planning Panel under s. 23 of the Act to consider the unresolved submissions received in response to the Amendment.
3 August 2022	Request to appoint Panel submitted to Planning Panels Victoria.
4 August 2022	Panel appointed. Mr Con Tsotsoros appointed Chair.
22 August 2022	Directions Hearing.
24 August 2022	Panel reconstituted. Mr Michael Ballock appointed Chair.
24 August 2022	Directions issued by the Panel.

Interim controls

On 8 April 2022 an interim Heritage Overlay was applied by Amendment C357boro, expiring on 12 January 2023. The expiry of the interim Heritage Overlay was extended until 28 February 2023 (Amendment C390boro), to allow Council time to make its final decision on the amendment for permanent controls.

4. Outline of key issues/options

Panel Hearing

An independent Planning Panel was appointed to consider the submissions to this amendment together with Amendment C367boro.

The hearing was held over four days between 19 September and 27 October 2022.

Council was represented by Mr John Rantino of Maddocks, calling expert witness evidence from Mr Simon Reeves of Built Heritage Pty Ltd. Council submitted that the amendment should be approved as exhibited subject to minor changes to the citation, clarifying details of an outbuilding in the rear garden and consequential renumbering of the figures.

Two opposing submitters to Amendment C368boro were represented as one party by Ms Louise Hicks of Counsel, who called expert evidence from Dr Meighen Katz of Lovell Chen and Dr Claire Miller of Trethowan. Their argument was that the building is a typical, not outstanding, example of the modernist style. They further argued the building does not have a special association with its architect Alistair Knox, and that Knox is not important in the history of Boroondara.

Planning Panel recommendations

On 25 November 2022, officers received the Panel's report for Amendments C367boro & C368boro (Attachment 1). The report was made public in accordance with the requirements of the *Planning and Environment Act 1987* on 29 November 2022.

The Panel has recommended Amendment C368boro be abandoned, finding that the thresholds for local significance for the Criteria put forward by Council's heritage consultant have not been met.

In making its recommendation, the Panel finds that the threshold for local significance is not met for either Criterion E (aesthetic) nor Criterion H (associative).

Regarding Criterion E, the Panel finds the comparative analysis does not show that the house is an excellent example of the 'mature modern' style, as asserted by Council's heritage consultant. The Panel formed the view that the house is an intact but ordinary example of modernist architecture and does not warrant protection under this Criterion.

Regarding Criterion H, the Panel finds the house does not demonstrate any special association with the main body of work of Alistair Knox. Most importantly, the Panel did not accept the evidence by Council's heritage expert and concluded that the house is an outlier rather than an evolutionary step in the development of his work. In that regard it accepted the evidence presented by the owner's expert witness. The Panel agrees with Council's heritage consultant that Knox is a household name, known primarily for mudbrick architecture. The Panel does not find that Knox being an architect of State importance automatically meets the threshold for local significance in Boroondara.

Officer recommendation

While the Panel's recommendation to abandon is not consistent with Council's submission to the Panel, officers accept the recommendation as well reasoned.

As detailed on page 9 of the Panel's report, the Panel considered all written submissions made in response to the exhibition of the amendments, observations from site visits and submissions, evidence and other material presented during the Hearing.

Ultimately, the Panel was presented with the differing professional opinions and evidence of several qualified heritage consultants, and made its decision based on all available evidence. In reaching its decision it favoured the evidence presented by the other party over the evidence given by Council's own expert witness.

On 6 February 2023 the UPDC resolved to refer the amendment to an ordinary meeting of Council to be abandoned. Officers recommend that the Council now resolve to abandon Amendment C368boro.

5. Consultation/communication

All submitters to Amendment C368boro were notified of and given the opportunity to attend and present at the Panel hearing.

All relevant parties were notified in writing of the release of the Panel report.

In addition to the above, all affected property owners and occupiers and submitters were invited to the UPDC meeting on 6 February 2023 and this Council meeting.

6. Financial and resource implications

Costs associated with the amendment will be funded through the Planning & Placemaking Department operational budget for the 2022/23 financial year.

7. Governance issues

No officers involved in the preparation of this report have a general or material conflict of interest requiring disclosure under chapter 5 of the Governance Rules of Boroondara City Council.

The recommendation contained in this report is compatible with the *Charter of Human Rights and Responsibilities 2006* as it does not raise any human rights issues.

8. Social and environmental issues

Abandoning the amendment is not expected to have any significant social or environmental implications, given the Panel has found the property to not hold any heritage value.

Manager: David Cowan, Manager Planning & Placemaking

Report officer: Mikaela Carter, Senior Strategic Planner

7.2 Draft Naming Policy

Executive Summary

Purpose

The purpose of this report is to seek Council's endorsement of the Naming Policy 2023 (**Attachment 1**).

Background

The Geographical Place Names Act and the Naming Rules

The *Geographical Place Names Act 1998* (the Act) makes provision for the naming of 'places' and the registration of place names in Victoria.

The Act defines place as 'any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to -

- township, area, park, garden, reserve of land, suburb and locality
- topographical feature, including undersea feature
- street, road, transport station, government school, government hospital and government nursing home'.

Section 5 of the Act provides for the making of guidelines relating to procedures to be implemented in selecting, assigning or amending names of places. The guidelines provided for under section 5 of the Act are known as the Naming Rules.

The Naming Rules were reviewed by the Victorian Government in 2020-21. A key focus of the review was to encourage greater gender equality and diversity including more places and streets named after women or Aboriginal people or in an Aboriginal language, and names that reflect Victoria's diverse, multicultural population. Following the review, the amended Naming Rules were released on 24 February 2022. The recommendations from the review inform the naming of new places and spaces.

The content of the amended Naming Rules is generally unchanged. In particular, the naming principles that underpin the Naming Rules and which Council must take into account when assessing naming proposals (see section 4.1 of this Report), are substantially consistent with the old naming principles. Relevantly, a new principle encouraging gender equality in naming proposals has been added and stronger language has been included to ensure that Traditional Owner views are considered before using Traditional Owner language in a naming proposal. Beyond this, Council's obligations when naming places are materially unchanged.

The Naming Rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community's benefit. Naming of any place in accordance with the Naming Rules enables it to be clearly identified, which means its precise location can be determined.

The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might have life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

The Naming Rules outline 13 naming principles that are designed to ensure the naming process produces consistent outcomes, that place names are enduring

and that there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process. While all naming principles are equally important, whether a principle applies to naming proposals will depend on the nature of the naming proposal.

Council's Naming Policy

Council is the 'naming authority' responsible for naming Council managed assets including roads, features and localities within the municipal district which are subject to the Naming Rules.

Council managed assets that are subject to the naming rules include roads and localities and features that are of public or historical interest, or which Council considers to be of public safety or navigational significance (e.g. prominent landmarks which the community or emergency services may use to navigate the area).

Not all Council managed assets are required to be named. Council is not required to comply with the Naming Rules when naming ordinary Council assets that are not of public or historical interest and which are of no public safety or navigational significance, such as small rotundas, meeting rooms in Council buildings, scoreboards and small playgrounds. In relation to such assets, the Naming Rules will be used as a guide only.

Council's Naming of Council Properties Policy was adopted in 2011 to provide guidance on the process Council would follow when naming Council managed assets. To respond to the revised Naming Rules, officers have completed a review of the 2011 policy to ensure it continues to provide Council with a consistent framework for the naming of Council managed assets that are subject to the Naming Rules and those that are not subject to the Naming Rules. The review has also taken into account action 6 in the Boroondara Reconciliation Strategy, and the requests from across Council, residents and external organisations to name Council managed assets, including roads, buildings and rooms within buildings.

Given the breadth of what is covered under the Policy, the name has been simplified and updated to the Naming Policy.

Key Issues

The Naming Policy outlines the processes for the naming of Council managed assets including roads, features and localities.

It is important to note existing names do not need to be revisited to ensure that they comply with the Naming Policy or the Naming Rules.

As outlined in the Policy, a place name request may be submitted to Council by anyone externally and it may also be generated internally (i.e. when a new facility is being developed). Council will respond or request further information within 30 days of receiving an external naming request.

If Council decides that a place name request will be progressed, Council will ensure that naming proposals comply with the Naming Rules if they apply. If Council is not obliged to comply with the Naming Rules for a particular naming proposal, Council will nonetheless strive to act in a manner consistent with the spirit of the principles in the Naming Rules.

Selection of Names

Council recognises the importance of names for providing locational references for community members, emergency services and other agencies and companies to navigate to a location and orient themselves. When selecting names, Council will endeavour to create a 'sense of place' and strive to honour and observe the local character of the area. Council will also aim to honour cultural heritage and historical connections of the relevant precinct and select names consistent with any identifiable historic naming trends or themes in the local precinct. Where appropriate, Council will support naming in Traditional Owner language, consider gender equality and recognise the diversity of our multicultural population to ensure we are inclusive of all communities.

When identifying appropriate names, in addition to the naming principles, Council will undertake background research, including consulting with the Local and Family History Library team and the local historical groups to identify any appropriate historical connections or historical naming trends in the relevant precinct. This background research will help identify which of the naming principles are relevant, and in particular if one or more of the following principles may apply for a naming proposal:

- Principle C - Linking the name to a place
- Principle E - Recognition and use of Traditional Owner languages
- Principle G - Gender equality
- Principle H - Dual names
- Principle I - Using commemorative names
- Principle K - Language.

Where the background research identifies more than one potential name, Council will consider consulting on more than one name. This may include an Aboriginal name with a non-Aboriginal name.

If the background research indicates an Aboriginal name may be appropriate, Council will not process the naming proposal without obtaining advice and approval from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC).

Prior to consulting the community on a naming proposal, Councillors or the ward Councillor, where relevant, will be updated and briefed on the naming proposal. Council will then consult the community in line with the processes outlined in the Naming Policy. For naming proposals where the Naming Rules apply, the consultation period must be for a minimum of 30 days and the owners and occupiers of properties who will be directly affected by a naming proposal must be contacted by letter or email.

Following community consultation, a report to Council will be prepared for significant naming proposals with broad community interest that addresses submissions received by Council and makes a recommendation to either:

- proceed with the proposal
- amend the proposal and put it out for re-consultation
- abandon the proposal.

Next Steps

Following adoption, the Naming Policy 2023 will be available on Council's website.

Officers' recommendation

That Council resolve to adopt the Naming Policy 2023 as annexed at Attachment 1.

Responsible director: **Amy Montalti, Chief Financial Officer**

1. Purpose

The purpose of this report is to seek Council's endorsement of the Naming Policy 2023 (**Attachment 1**).

2. Policy implications and relevance to community plan and council plan

The Naming Policy is consistent with the Boroondara Community Plan 2021-31(BCP) incorporating the 10-year Community Vision, Council Plan 2021-25 and Municipal Public Health and Wellbeing Plan 2021-25.

The Policy supports Strategic Objective 7 of the BCP - Ensure decisions are financially and socially responsible through transparent and ethical processes. It also supports the following strategies under Theme 7 - Leadership and Governance:

- Strategy 7.1 - Decision-making is transparent and accountable through open governance processes with timely communication and reporting.
- Strategy 7.8 - Celebrate and recognise Aboriginal and Torres Strait Islander cultures, knowledge and heritage through implementing initiatives in partnership with our community and stakeholders.

The Naming Policy also supports the following action in the Boroondara Reconciliation Strategy 2022-26:

- Action 6 - Develop an internal naming policy and procedure with advice and feedback from Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and in alignment with state-wide statutory requirements for naming rules in Victoria, to guide Council consideration on the inclusion of Wurundjeri Woi-wurrung language and/or acknowledging Aboriginal and Torres Strait Islander cultures and peoples in the naming of places and spaces across the municipality and in Council facilities.

3. Background

3.1 The Geographic Place Names Act 1998 and the Naming Rules

The *Geographical Place Names Act 1998* (the Act) makes provision for the naming of 'places' and the registration of place names in Victoria.

The Act defines place as 'any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to -

- township, area, park, garden, reserve of land, suburb and locality
- topographical feature, including undersea feature
- street, road, transport station, government school, government hospital and government nursing home'.

Section 5 of the Act provides for the making of guidelines relating to procedures to be implemented in selecting, assigning or amending names of places. In accordance with the requirements of section 5(2) of the Act, the guidelines:

- set out the rules and process to be followed in selecting, assigning, or amending a name of a place

- set out the process to be followed before selecting or assigning an Aboriginal or Torres Strait Islander name of a place
- specify criteria for the assessment of cultural heritage or other significance in relation to the naming of places
- set out requirements for consultation before a name of a place is selected, assigned, or amended
- specify other matters relating to the naming of places.

The Naming Rules are the guidelines made under section 5 of the Act.

The Victorian Registrar of Geographic Names (the Registrar) assisted by Geographic Names Victoria (GNV) administers the Act and is responsible for reviewing the naming and registration of all roads, features and localities in Victoria to ensure compliance with the Naming Rules. The Naming Rules uphold the guidelines in the Act and are reviewed by the Registrar at least once every 5 years.

The Naming Rules were reviewed by the Victorian Government in 2020-21. A key focus of the review was to encourage greater gender equality and diversity including more places and streets named after women or Aboriginal people or in an Aboriginal language, and names that reflect Victoria's diverse, multicultural population. Following the review, the amended Naming Rules were released on 24 February 2022. The recommendations from the review inform the naming of new places and spaces.

The content of the amended Naming Rules is generally unchanged. In particular, the naming principles that underpin the Naming Rules and which Council must take into account when assessing naming proposals (see section 4.1 of this Report), are substantially consistent with the old naming principles. Relevantly, a new principle encouraging gender equality in naming proposals has been added and stronger language has been included to ensure that Traditional Owner views are considered before using Traditional Owner language in a naming proposal. Beyond this, Council's obligations when naming places are materially unchanged.

The Naming Rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community's benefit. Naming of any place in accordance with the Naming Rules enables it to be clearly identified, which means its precise location can be determined.

The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might have life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

The Naming Rules outline 13 naming principles. They are designed to ensure that the naming process produces consistent outcomes, that place names are enduring and that there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process.

The naming principles are:

- Principle A - Ensuring public safety
- Principle B - Recognising the public interest

- Principle C - Linking the name to a place
- Principle D - Ensuring names are not duplicated
- Principle E - Recognition and use of Traditional Owner languages
- Principle F - Names must not discriminate or be offensive
- Principle G - Gender equality
- Principle H - Dual names
- Principle I - Using commemorative names
- Principle J - Using commercial and business names
- Principle K - Language
- Principle L - Directional names to be avoided
- Principle M - Assigning extent to a road, feature or locality.

While there is not a separate principle relating to cultural diversity, recognition of the need to reflect the diversity of our population to ensure we are inclusive of all communities regardless of race or gender is referenced in the preface to the Naming Rules, as well as within the detailed description in the Naming Rules of principles C, I and K.

While all naming principles are equally important, whether a principle applies to naming proposals will depend on the nature of the naming proposal as outlined below in section 4.

3.2 Council's Naming Policy

Council is the 'naming authority' responsible for naming Council managed assets including roads, features and localities within the municipal district that are subject to the Naming Rules.

Council managed assets that are subject to the naming rules include roads and localities as well as features that are of public or historical interest, or which Council considers to be of public safety or navigational significance (e.g. prominent landmarks, which the community or emergency services may use to navigate the area).

A feature is considered to be a unique geographical place or attribute easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park. A list of features accepted for registration and included in VICNAMES can be found on the Land.Vic website.

Not all Council managed assets are required to be named. Council is not required to comply with the Naming Rules when naming ordinary Council assets that are not of public or historical interest and which are of no public safety or navigational significance, such as small rotundas, meeting rooms in Council buildings, scoreboards and small playgrounds. If Council decides to name these assets, it will name them in accordance with the Naming Policy and whatever criteria that Council sees fit. In relation to such assets, the Naming Rules will be used as a guide only.

A Council managed building may or may not be subject to the Naming Rules depending on whether Council deems it to be of public or historical interest and of public safety or navigation significance.

Council's Naming of Council Properties Policy was adopted in 2011 to provide guidance on the process Council would follow when naming Council managed assets. To respond to the revised Naming Rules, officers have completed a review of the 2011 policy to ensure it continues to provide Council with a consistent framework for the naming of Council managed assets including roads, features and localities, which are subject to the Naming Rules and those that are not subject to the Naming Rules. The review has also taken into account action 6 in the Boroondara Reconciliation Strategy, and the requests from across Council, residents and external organisations to name Council managed assets, including roads, buildings and rooms within buildings.

Given the breadth of what is covered under the Policy, the name has been simplified and updated to the Naming Policy.

Outlined in the Naming Policy (**Attachment 1**) and in the following section is a brief overview of the processes Council will follow when responding to a naming proposal.

4. Outline of key issues/options

The Naming Policy outlines the processes for the naming of Council managed assets including roads, features and localities.

It is important to note existing names do not need to be revisited to ensure that they comply with the Naming Policy or the Naming Rules.

A place name request may be submitted to Council by anyone externally and it may also be generated internally (i.e. when a new facility is being developed). Council will respond or request further information within 30 days of receiving an external naming request.

If Council decides that a place name request will be progressed, Council will do all things necessary to ensure that naming proposals comply with the Naming Rules, if they apply. If Council is not obliged to comply with the Naming Rules for a particular naming proposal, Council will nonetheless strive to act in a manner consistent with the spirit of the principles in the Naming Rules.

Outlined below is an overview of the process Council will follow in selecting names and the consultation process it will undertake on proposed names.

4.1 Selection of Names

Council recognises the importance of names for providing locational references for community members, emergency services and other agencies and companies to navigate to a location and orient themselves. When selecting names, Council will endeavour to create a 'sense of place' and strive to honour and observe the local character of the area. Council will also aim to honour cultural heritage and historical connections of the relevant precinct and select names consistent with any identifiable historic naming trends or themes in the local precinct. Where appropriate, Council will support naming in Traditional Owner language, consider gender equality and recognise the diversity of our multicultural population to ensure we are inclusive of all communities.

When identifying appropriate names, in addition to the naming principles, Council will have regard to the following considerations:

- To identify suitable names for a place, Council will undertake background research, including consulting with the Local and Family History Library team and the local historical groups to identify any appropriate historical connections or historical naming trends in the relevant precinct. This background research will help identify which naming principles are relevant and in particular if one or more of the following principles may apply for a naming proposal:
 - Principle C - Linking the name to a place
 - Principle E - Recognition and use of Traditional Owner languages
 - Principle G - Gender equality
 - Principle H - Dual names
 - Principle I - Using commemorative names
 - Principle K - Language.
- Consideration shall be given to names that have a historical or other relevant connection to the place or the immediate area in which it is situated.
- Where there is a common naming theme in an area, this theme shall be applied to naming proposals in that area whenever possible.
- Assets located within a geographical feature, e.g. a pavilion, small playground, scoreboard or oval in a park or reserve, are generally not features subject to the Naming Rules and will usually be named by Council for the geographical feature in which they are located.
- Council will not name a place after a living person or a commercial entity/business, except in exceptional circumstances and with the Registrar's approval.
- Where appropriate, Council will also consider the use of locational names (e.g. names that include reference to the locality) as this can be important for orientation.
- Council will consider inclusivity, gender equality, cultural diversity and Traditional Owner language.
- Council will not process naming proposals that include Wurundjeri Woi-wurrung language without obtaining advice and approval from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (WWCHAC).
- A naming application will only be progressed if long-term benefits to the community can be shown and that it will not put public safety (such as emergency services) at risk or cause confusion for public services (such as transport, communication and mail services).
- Names should be enduring.

Where background research identifies more than one potential name, Council will consider consulting on more than one name. This may include an Aboriginal name with a non-Aboriginal name.

Prior to consulting the community on a naming proposal, Councillors or the ward Councillor, where relevant, will be updated and briefed on the naming proposal.

Council will then consult the community, in line with the processes outlined in the Naming Policy. For naming proposals where the Naming Rules apply, the consultation period must be for a minimum of 30 days and the owners and occupiers of properties who will be directly affected by a naming proposal must be contacted by letter or email.

Following community consultation, a report to Council will be prepared for significant naming proposals with broad community interest that addresses submissions received by Council and makes a recommendation to either:

- proceed with the proposal
- amend the proposal and put it out for re-consultation
- abandon the proposal.

5. Consultation/communication

Community Planning and Development was consulted on the development of the Naming Policy. To help inform the development of the Naming Policy, feedback was also sought from GNV and Local Government Victoria, Department of Jobs, Precincts and Regions. Legal advice was also provided by Maddocks.

Council officers from the Community Planning and Development Department also had preliminary conversations with the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation about the process for consulting with them on naming proposals using Wurundjeri Woi-wurrung language.

6. Financial and resource implications

Naming does not generate any source of income for Council. The expenses attributed to naming proposals include the cost of consultation, advertising and the erection of signage.

If a Woi-wurrung language is proposed for a name, there are costs associated with the services provided by the WWCHAC including researching, participating in meetings and using Traditional Owner language. These expenses are not captured in the operational budget of any Council department and therefore a budget bid may be required for these costs.

7. Governance issues

No officers involved in the preparation of this report have a general or material conflict of interest requiring disclosure under chapter 5 of the Governance Rules of Boroondara City Council.

The recommendation contained in this report is compatible with the Charter of Human Rights and Responsibilities 2006 as it does not raise any human rights issues.

8. Social and environmental issues

The Naming Policy in conjunction with the Naming Rules provides Council officers with a sound process for managing naming requests including those that are subject to the Naming Rules and those that are not. Place names provide locational references for community members, emergency services and other agencies and companies to navigate to a location and orient themselves.

Place names can also create a 'sense of place' and honour and observe the local character of the area and cultural heritage and historical connections of the relevant precinct. They can also assist in creating a more inclusive community by recognising Traditional Owner language, gender equality and the diversity of our multicultural population to ensure we are inclusive of all communities.

9. Evaluation and review

The Naming Policy 2023 reflects changes to the Naming Rules and outlines the scope and process for the naming of Council managed assets. The Policy will be reviewed in five years.

Manager: **Amy Montalti, Chief Financial Officer**
Fiona Brown, Manager Community Planning and Development

Report officer: Rebecca Dewar, Acting Coordinator Revenue and Property Services
Katherine Wright, Senior Coordinator Social Planning and Research

Attachment 1

Naming Policy

2023

Responsible Directorate: Chief Executive Office

Authorised By: Council

Date of Adoption: <Date>

Review Date: <Date>

Policy Type: <Administrative or Council>



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1. Introduction

1.1 Purpose

The purpose of the Naming Policy (the **Policy**) is to establish Council processes for the naming of Council managed assets including roads, features and localities.

1.2 Scope

The Policy applies to all proposals to name Council managed assets including roads, features or localities for which Council is the naming authority, whether originating internally or externally.

Guidance is provided in this Policy for naming Council managed assets including roads, features or localities, which are subject to the *Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities 2022* (the **Naming Rules**) and those Council managed assets that are not subject to the Naming Rules.

The Victorian Registrar of Geographic Names (the **Registrar**) assisted by Geographic Names Victoria (**GNV**) administers the *Geographic Place Names Act 1998* (the **Act**) and is responsible for reviewing the naming and registration of all roads, features and localities in Victoria to ensure compliance with the Naming Rules. The Naming Rules uphold the guidelines in the Act and are reviewed by the Registrar at least once every 5 years.

Council as the relevant naming authority is responsible for developing a naming proposal and submitting it to GNV for approval and registration for places covered by the legislation.

Any existing name cannot be taken as a precedent for future approvals. Any naming proposal, including changes to existing names, will need to comply with this Policy and where applicable, the Naming Rules.

Existing names do not need to be revisited to ensure that they comply with this Policy or the Naming Rules.

The Policy applies to the naming of Council managed assets including roads, features and localities, including but not limited to the list of features found on the [Land Victoria website](#) and rooms within a Council building. The naming may be in consultation with any current tenant and/or licensee of the asset.

1.3 Corporate framework

This Policy is consistent with the Boroondara Community Plan 2021-31.

It supports *Strategic Objective 7 of the BCP* to 'Ensure decisions are financially and socially responsible through transparent and ethical processes' and the following strategies under Theme 7 - Leadership and Governance:

- **Strategy 7.1** - Decision-making is transparent and accountable through open governance processes with timely communication and reporting.
- **Strategy 7.8** - Celebrate and recognise Aboriginal and Torres Strait Islander cultures, knowledges and heritage through implementing initiatives in partnerships with our community and stakeholders.

This Policy also supports the following action in the Boroondara Reconciliation Strategy 2022-26:

- **Action 6:** Develop an internal naming policy and procedure with advice and feedback from Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and in alignment with state-wide statutory requirements for Naming Rules in Victoria, to guide Council consideration on the inclusion of Wurundjeri Woi-wurrung language and/or acknowledging Aboriginal and Torres Strait Islander cultures and peoples in the naming of places and spaces across the municipality and in Council facilities.

2. Background

2.1 Policy environment

The Policy has been developed in line with the Naming Rules.

The Policy provides an overview of Council's responsibilities as a naming authority and the methods by which Council names Council managed assets including roads, features and localities.

2.1.1 The Act and the Naming Rules

The primary aim of the Act is to make provision for the naming of 'places' and the registration of place names.

The Act defines place as 'any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:

- township, area, park, garden, reserve of land, suburb and locality
- topographical feature, including undersea feature
- street, road, transport station, government school, government hospital and government nursing home'.

Section 5 of the Act provides for the making of guidelines relating to procedures to be implemented in selecting, assigning or amending names of places. In accordance with the requirements of section 5(2) of the Act, the guidelines:

- set out the rules and process to be followed in selecting, assigning, or amending a name of a place
- set out the process to be followed before selecting or assigning an Aboriginal or Torres Strait Islander name of a place
- specify criteria for the assessment of cultural heritage or other significance in relation to the naming of places
- set out requirements for consultation before a name of a place is selected, assigned, or amended

- specify other matters relating to the naming of places.

The Naming Rules are the guidelines made under section 5 of the Act.

The Naming Rules were reviewed by the Victorian Government in 2020-21. A key focus of the review was to encourage greater gender equality and diversity including more places and streets named after women or Aboriginal people or in an Aboriginal language, and names that reflect Victoria's diverse, multicultural population. Following the review, the amended Naming Rules were released on 24 February 2022. The recommendations from the review inform the naming of new places and spaces.

The Naming Rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community's benefit. Naming of any place in accordance with the Naming Rules enables it to be clearly identified, which means its precise location can be determined.

The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might have life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

2.1.2 Registration of place names

The Registrar assisted by GNV is responsible for administering the Act, ensuring compliance with the Naming Rules and maintaining the Victorian Register of Geographic Names (**VICNAMES**), which officially records the names of all roads, features and localities in Victoria.

The Registrar has the discretion to determine whether a name should be Gazetted and registered in VICNAMES and will only enter names that are compliant with the Naming Rules.

2.1.3 Council as naming authority

Council is the 'naming authority' responsible for naming Council managed assets including roads, features and localities within the municipal district.

When naming a road, feature or locality, which is subject to the Naming Rules, Council is responsible for ensuring the naming proposal complies with the Naming Rules and for submitting the proposal to the Registrar for approval and registration.

In instances where a place has greater than local significance, Council can request that the Registrar convenes a Geographic Place Names Advisory Committee to develop or determine a decision on a naming proposal.

2.1.4 Assets subject to the Naming Rules

All roads and localities will be named in accordance with the Naming Rules and this Policy.

The Naming Rules and this Policy will also apply to the naming of 'features' that are of public or historical interest, or which Council considers to be of public safety or navigational significance (e.g. prominent landmarks which the community or emergency services may use to navigate the area).

A feature is considered to be a unique geographical place or attribute easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park. A list of features accepted for registration and included in VICNAMES can be found on the [Land.Vic website](#).

2.1.5 Assets not subject to the Naming Rules

Council is not required to comply with the Naming Rules when naming ordinary Council assets that are not of public or historical interest and which are of no public safety or navigational significance, such as small rotundas, meeting rooms in Council buildings, scoreboards and small playgrounds. If Council decides to name these assets, it will name them in accordance with this Policy and whatever criteria that Council sees fit. In relation to such assets, the Naming Rules will be used as a guide only.

Other legislation is also relevant to geographic naming including but not limited to the *Local Government Act 2020*, which regulates renaming of a council, ward or municipality with specific legislative requirements and processes that must be followed. These processes are not outlined in this Policy and are not subject to the Act or the Naming Rules.

3. Methodology

The process for developing naming proposals is based on the principles and processes outlined in the Naming Rules and this Policy.

3.1 Consultation

Consultation is a key element of the naming process and Council recognises the importance of community feedback and buy-in when naming Council managed assets including roads, localities and features, which are of particular importance or interest to the local community.

For naming proposals subject to the Naming Rules, consultation will be undertaken with all relevant stakeholders in line with the requirements set out in the Naming Rules. The level and form of consultation will depend on the nature of the naming proposal.

Council will ensure any proposed names are compliant with the Naming Rules before they are put out for consultation. The consultation period must be for a minimum of

30 days. If a person does not make a submission during the consultation period, the person will be deemed to have consented to the proposal.

The owners and occupiers of properties who will be directly affected by a naming proposal must be contacted by letter or email.

Council may consult with the extended community (beyond those directly affected by the proposal) in relation to naming proposals of broader community interest.

The relevant ward Councillor or Councillors will also be briefed as required.

For naming proposals using Wurundjeri Woi-wurrung language, the Traditional Owners, the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation (**WWCHAC**), will be consulted in line with the requirements set out in the Naming Rules.

If Council is unsure of the suitability of a naming proposal, Council may contact GNV for guidance.

4. Policy statement

Through this Policy, Council seeks to provide a consistent and efficient process for the naming of all Council managed assets including roads, features and localities and a high-quality customer service to all those affected. Council will work towards this outcome by providing the community with clear direction about the circumstances in which Council managed assets including roads, features and localities will be named.

Council recognises that the Policy adopted for naming Council managed assets including roads, features and localities includes all statutory requirements.

The display of all signage must comply with the Boroondara Planning Scheme and, where applicable, the Naming Rules. Naming should not inappropriately impact the environment of Boroondara through unnecessary signage.

When naming Council managed assets including roads, features and localities that are subject to the Naming Rules, Council will do all things necessary to ensure that naming proposals comply with the Naming Rules. If Council is not obliged to comply with the Naming Rules for a particular naming proposal Council will nonetheless strive to act in a manner consistent with the spirit of the principles in the Naming Rules.

Council recognises the importance of names for providing locational references for community members, emergency services and other agencies and companies to navigate to a location and orient themselves. When selecting names, Council will endeavour to create a 'sense of place' and strive to honour and observe the local character of the area. Council will also aim to honour cultural heritage and historical connections of the relevant precinct and select names consistent with any identifiable historic naming trends or themes in the local precinct. Where appropriate, Council will

support naming in Traditional Owner language, consider gender equality and recognise the diversity of our multicultural population to ensure we are inclusive of all communities.

New road names proposed as part of a subdivision plan are considered as part of the plan of subdivision certification process and will need to comply with this Policy and with the Naming Rules.

4.1 Naming Principles

The naming principles are set out in section 2 of the Naming Rules. They are designed to ensure the naming process produces consistent outcomes and that place names are enduring and there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process.

The naming principles are described in detail in the Naming Rules, and a snapshot of each principle is set out below:

Principle A - Ensuring public safety

Geographic names must not create risk for emergency and other essential services.

Principle B - Recognising the public interest

Naming proposals will only be progressed if the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

Principle C - Linking the name to a place

Names should have a link to place to ensure the preservation of our cultural heritage.

Names that link the name to the place could relate to Traditional Owner culture and occupation of the land (Refer to Principle E). Other examples include local flora and fauna, Australian war contributions, past exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage, people of significance in creating the history of a place and its community and industrial/mineral/agricultural production.

Principle D - Ensuring names are not duplicated

Names should not be duplicated within a locality or within a 5-kilometre radius.

Principle E - Recognition and use of Traditional Owner languages

The use of Traditional Owner languages in place naming is encouraged, subject to agreement from the relevant Traditional Owner group(s).

Principle F - Names must not discriminate or be offensive

Place names must not discriminate or cause offense having regard to all relevant factors, including the extent and distribution of usage, historical context, user perceptions and intent, and lexical meanings.

Principle G - Gender equality

Gender equality in the naming of assets, roads, features and localities is encouraged. When developing a naming proposal consideration should be given to gender equality.

Principle H - Dual names

Dual names, comprised of Traditional Owner and non-Traditional Owner place names, are encouraged as a transitional step toward the adoption of the Traditional Owner name. Dual names should be considered when naming geographical features which have an existing non-Traditional Owner name and for which a Traditional Owner name could also apply.

Principle I - Using commemorative names

Using a name that commemorates an event, person, or place can establish a link to place and preserve cultural heritage in a local area. Examples include recognising individuals who have played a significant role in the life of the local community, Traditional Owners, cultural events or following a theme such as Australian war contributions. The names of people who are still alive must be avoided because community attitudes and opinions can change over time.

Principle J - Using commercial and business names

Places should not be named after commercial businesses, trade names and non-profit organisations.

Principle K - Language

Careful consideration must be given to naming proposals to ensure that they comply with the punctuation and grammatical requirements in the Naming Rules and that they can be readily understood i.e. names are easy to pronounce, spell and write (exception is made for Traditional Owner names, where it is accepted that Traditional Owner names that initially appear complex will, over time, become familiar and easy to use). Names taken from a language other than English may be acceptable and represent Victoria's diverse multicultural society but must be written in Australian English.

Principle L - Directional names to be avoided

Cardinal directions (e.g. north, south, east and west) must be avoided, and a proposed name that uses a cardinal direction to distinguish itself from another similar name will be deemed to be a duplicate name and therefore unacceptable.

Principle M - Assigning extent to a road, feature or locality

When developing a naming proposal, the area and/or extent to which the name will apply must be clearly defined.

While there is not a separate principle relating to cultural diversity, recognition of the need to reflect the diversity of our population to ensure we are inclusive of all communities regardless of race or gender is referenced in the preface to the Naming Rules, as well as within principles C, I and K.

Council will assess all naming proposals for Council managed assets subject to the Naming Rules to ensure compliance with the naming principles.

Council recognises that all naming principles are equally important and will give due consideration to each relevant principle as part of the naming process. Whether a principle applies to a naming proposal will depend on the nature of the naming proposal and will be identified following background research undertaken to inform the selection of names as outlined below. In particular, the following naming principles

may be relevant to some naming proposals:

- Principle C - Linking the name to a place
- Principle E - Recognition and use of Traditional Owner languages
- Principle G - Gender equality
- Principle H - Dual names
- Principle I - Using commemorative names
- Principle K - Language

4.2 Selection of Names

When identifying appropriate names, in addition to the naming principles, Council will have regard to the following considerations:

- To identify suitable names for a place, Council will undertake background research, including consulting with the Local and Family History Library team and the local historical groups to identify any appropriate historical connections or historical naming trends in the relevant precinct. This background research will help identify which of the naming principles are relevant and in particular, if one or more of the principles C, E, G, H, I and K are relevant for a naming proposal.
- Consideration shall be given to names that have a historical or other relevant connection to the place or the immediate area in which it is situated.
- Where there is a common naming theme in an area, this theme shall be applied to naming proposals in that area whenever possible.
- Assets located within a geographical feature, e.g. a pavilion, small playground, scoreboard or oval in a park or reserve, are generally not features subject to the Naming Rules and will usually be named by Council for the geographical feature in which they are located.
- Council will not name a place after a living person or a commercial entity/business, except in exceptional circumstances and with the Registrar's approval.
- Where appropriate, Council will also consider the use of locational names (e.g. names that include reference to the locality) as this can be important for orientation.
- Council will consider inclusivity, gender equality, cultural diversity and Traditional Owner language.
- Council will not process naming proposals that include Wurundjeri Woi-wurrung language without obtaining advice and approval from WWCHAC.
- Where the background research identifies more than one potential name, Council will consider consulting on more than one name. This may include an Aboriginal name with a non-Aboriginal name.
- A naming application will only be progressed if long-term benefits to the community can be shown and that it will not put public safety (such as emergency services) at risk or cause confusion for public services (such as transport, communication and mail services).
- Names should be enduring.

Suitable names that have been identified but not used for the purpose of a naming proposal will be kept in Council's database for future use.

4.3 Naming proposal process

Anyone may submit a place naming request to Council. Council will consider such requests and determine whether to proceed. All applicants are encouraged to contact Council prior to submitting a proposal to discuss the merits and relevant naming principles that need to be applied.

If Council receives a naming request, Council will respond or request further information within 30 days.

Final documentation of a naming proposal should include the following:

- Name determined for the asset including road, feature or locality
- Locality Plan and Site Plan - Details of site (geographic location), ownership
- Background to the naming of the asset with a brief history
- When relevant, report on survey results including relevant commentary from stakeholders.

5. Implementation and monitoring

5.1 Evaluation

This Policy will be reviewed in five years.

5.2 Accountabilities

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

Position Title	Contact number	Contact department email
Coordinator Revenue and Property Services	92748 4325	revenue@boroondara.vic.gov.au

6. Related documents

- Geographic Place Names Act 1998
- Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities - 2022
- Boroondara Reconciliation Strategy 2022-26
- Local Government Act 2020
- Road Management Act 2004
- Boroondara Planning Scheme
- Gender Equality Act 2020
- Aboriginal Heritage Act 2006

7 Definitions

Assets	<p>For the purposes of this policy, Council managed assets include roads, features and localities that are subject to the Naming Rules. Council managed assets also refer to other assets managed by Council such as small rotundas, meeting rooms in Council buildings, scoreboards and small playgrounds.</p> <p>It does not include internal or external features of Council assets including trees, artwork, rocks, plaques, memorials, furniture, playground equipment and platforms.</p>
Council	Indicates reference to the City of Boroondara as a geographical area and also refers to the entity which has the authority to make decisions on behalf of the Boroondara community.
Feature	<p>A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park. For an up-to-date list of features and their definitions visit the Land Victoria website at https://www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules.</p> <p>Examples of features where the Municipal Council is the naming authority include but are not limited to the following:</p> <ul style="list-style-type: none"> • community centre • market • shopping centre • sportsground.
Locality	A geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb'.
Naming Authorities	Responsible for submitting naming proposals that comply with the Naming Rules to the Registrar. Due to the variety of roads, features or localities that can be named, there are multiple types of naming authorities. In most cases, councils, government departments or other authorities and private organisations are the naming authorities when they are responsible for a particular road or feature. This may apply even when they are not the owners and/or responsible for the maintenance of the road or feature, for example, Crown land committees of management or leased/licensed facilities with maintenance obligations.
Naming Rules	Means the <i>Naming rules for places in Victoria, Statutory requirements for naming roads, features and localities</i> released by Geographic Names Victoria in line with the <i>Geographic Place Names Act 1998</i> , as amended from time to time.

Traditional Owner	<p>While there is a diverse range of Traditional Owner organisations in Victoria – Traditional Owner networks, health organisations, arts organisations and local advisory groups – naming proposals should be directed to the relevant Traditional Owner group(s).</p> <p>The <i>Victorian Aboriginal Heritage Act 2006</i> recognises Registered Aboriginal Parties (RAP) as the primary guardians, keepers and knowledge holders of Aboriginal Cultural Heritage. RAPs are the primary source of advice and knowledge on matters relating to Aboriginal places or Aboriginal objects in their region.</p> <p>In Boroondara, Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation is the recognised RAP.</p> <p>The traditional language of the Wurundjeri Woi-wurrung people is Woi-wurrung.</p>
VICNAMES	<p>The Register of Geographic gazetted names. Names that are gazetted are recorded in VICNAMES.</p>

7.3 Community Strengthening Grants Policy 2023

Executive Summary

Purpose

The purpose of this report is to present to Council the Community Strengthening Grants Policy 2023 (**Attachment 1**) for adoption.

Background

Since the adoption of the Community Strengthening Grants Policy in 2020, there have been a number of Council and external initiatives that have informed proposed changes to the Policy. These include the adoption of the Climate Action Plan 2021, the updated Climate Action Plan Implementation Plan 2021-22 and 2022-23 and the Procurement Policy 2021-25. The Victorian Auditor General's office (VAGO) also released its report *Fraud Control Over Local Government Grants in May 2022* with recommendations to strengthen fraud controls in local government grant programs.

In response to the VAGO report recommendations, actions in the updated Climate Action Plan Implementation Plan 2021-22 and 2022-23 and the adoption of the Procurement Policy 2021-25, revisions to the Community Strengthening Grants Policy (the Policy) 2022 (**Attachment 1**) are proposed.

Key Issues

The following amendments to the Community Strengthening Grants Policy are proposed.

1. Climate Action Grants

The Climate Action Plan (the Plan) was adopted by Council in September 2021 with the Updated Climate Action Plan Implementation Plan 2021-22 and 2022-23 (Implementation Plan) adopted by Council in November 2021.

To respond to action 6.9, *Increase funding for climate action grants as part of Council's grant* program in the Implementation Plan, a new category of grant, the Climate Action Grant, is proposed.

The Climate Action Grant will provide financial support for programs and activities that build the capacity of the community to respond to climate change through reducing emissions and/or adapting to the impacts of climate change.

One round of Climate Action Grants per financial year is proposed. Eligible groups can apply for projects up to \$10,000. In the 2022-23 financial year, a total grant pool of \$25,000 has been allocated for these grants. The funding available will be subject to variation each year, depending on Council's annual budget allocation for the Climate Action Plan. Applicants will also be able to apply for projects and activities that have a broader sustainability focus in other categories of the Community Strengthening Grants Program.

2. Information and Wellbeing Services Grant

The Boroondara Community Services Tendered Grant provides services on behalf of Council to address the needs of socially disadvantaged and vulnerable members of the Boroondara community.

The Boroondara Community Services Tendered Grant is a competitive category of grant in the Community Strengthening Grants Policy and has been supported by the Procurement team with applications received as an expression of interest and the assessment and awarding of the grant being aligned with a tender process.

With the adoption of the updated Procurement Policy 2021-25 in December 2021, it was identified that grants do not fall within the scope of the policy and the Boroondara Community Services Tendered Grant should not be run as a tender process.

To reflect the move away from a tender process to a competitive grants process, it is proposed to rename the Boroondara Community Services Tendered Grant to the Community Support Grant and update the awarding of the grant from a tender process to a community grant process in the Community Strengthening Grants Policy 2023.

3. Lead Tenant Grant

Lead Tenant Grants support the integrated operation of community facilities with multiple user groups to ensure spaces are actively managed and tenants work closely together to ensure a seamless program of activities and services for the community.

The Lead Tenant Grant establishes a category in the Policy and formalises the process to provide a grant to organisations that perform the lead tenant role at community hubs, such as Greythorn Community Hub and Canterbury Community Precinct.

4. Victorian Auditor General Report: Fraud Control Over Local Government Grants

In May 2022, the Victorian Auditor General (VAGO) made nine recommendations in its report *Fraud Control Over Local Government Grants* to all Victorian councils to strengthen fraud controls and improve guidance and training for grant related fraud.

Council's Community Strengthening Grants program complies with eight of the nine recommendations and partially met one recommendation.

This is due to the name of the Community Strengthening Assessment Panel potentially causing confusion in relation to its role, as the Panel does not assess grant applications. Council officers assess grant applications and develop recommendations for the review of the Community Strengthening Grants Assessment Panel.

It is recommended that the name of the Panel be changed from the Community Strengthening Grants Assessment Panel to the Community Strengthening Grants Review Panel to better reflect its function in reviewing officers'

assessments of grant applications and recommendations for consideration and endorsement by Council. The Panel is not a decision making body. The Terms of Reference for the Panel will also be changed to reflect this.

Additional fraud control training in a community grants context will be offered to staff and members of the panel.

5. Simplification of Funding Centre Subscription Grants eligibility criteria

The Funding Centre Subscription Grants provide organisations with a subscription to the *Our Community Funding Centre* grant newsletter to encourage them to investigate a range of funding opportunities, including Victorian and Australian Governments, corporate and philanthropic trusts.

It is proposed to remove the Funding Centre Subscription grant category from the Policy, as this grant is only available to current and past Annual Grant recipients and is considered an operational cost.

Other minor updates are proposed to reference the Boroondara Community Plan 2021-2031, amended eligibility criteria including child safe standards, and revised glossary definitions.

Officers' recommendation

That Council resolve to adopt the Community Strengthening Grants Policy 2023 in Attachment 1 (as annexed to the minutes).

Responsible director: **Kate McCaughey, Director Community Support**

1. Purpose

The purpose of this report is to present to Council the Community Strengthening Grants Policy 2023 (**Attachment 1**) for adoption.

2. Policy implications and relevance to community plan and council plan

The Boroondara Community Plan 2021-31

The Boroondara Community Plan 2021-31 (BCP) is Council's key strategic document, and it describes the community's 10-year vision and priorities. The BCP includes the Community Vision, 4-year Council Plan and 4-year Municipal Public Health and Wellbeing Plan. The BCP sets the strategic direction for the City of Boroondara and guides Council's decision making, directly informing the budget processes and Council strategies, plans, policies and actions.

The BCP sets the strategic direction for the City of Boroondara and guides Council's decision making, directly informing the budget processes and Council strategies, plans, policies and actions. The BCP priority themes 'Theme 1: Community, Services and Facilities', 'Theme 3: The Environment' 'Theme 6: Local Economy' and Theme 7: Leadership and Governance are particularly relevant to the Community Strengthening Grants Program.

The Community Strengthening Grants Policy is also informed by our wellbeing commitment to work together with our community and local organisations to ensure health and wellbeing is at the centre of everything we do. Also of relevance are the following three health priorities:

- Improving mental wellbeing and social connection
- Tackling climate change and its impacts on health
- Increasing active living.

Climate Action Plan

The Climate Action Plan (the Plan) was adopted by Council in September 2021 with the Updated Climate Action Plan Implementation Plan 2021-22 and 2022-23 (Implementation Plan) adopted by Council in November 2021.

There is an action (6.9) in the Implementation Plan to *Increase funding for climate action grants as part of Council's grant program.*

Procurement Policy 2021-25

The Procurement Policy 2021-25 was adopted by Council in December 2021. It is the overarching policy for the procurement of goods and services and works.

When reviewing the Policy, it was identified that the Community Services Tendered Grant does not fall within the scope of the Procurement Policy.

3. Background

The Boroondara Community Strengthening Grants program supports community organisations to meet the social, cultural, economic, recreational and environmental needs of Boroondara residents. The program provides funding to community organisations, groups and clubs for projects and activities that strengthen the community by addressing community needs, encouraging participation in community life, and improving Boroondara residents' health and wellbeing. The program is governed by the Community Strengthening Grants Policy (the Policy) (**Attachment 1**). The Policy provides a framework for managing Council grants, including the purpose, timeframes, eligibility criteria, exclusions and categories of grants.

The Policy consists of two parts. The first provides information about the purpose, scope, corporate framework description, background, methodology, policy statement, and implementation and monitoring of the Policy. The second part, Appendix A, lists specific information relating to each grant category contained in the Policy, such as eligibility requirements, assessment process and exclusions. The category descriptions in the Appendix enable community organisations to access all the information required for their category of grant without cross-referencing other sections of the Policy.

All grant categories include standard eligibility criteria; however, some have category specific criteria that relate to the purpose of the grant or applicant. A table illustrating eligibility and exclusions applicable for each category of grant is in Appendix 2.

The Policy was first adopted by Council on 10 October 2013, with minor revisions made in 2017 and 2018 and a major review in 2019. This review saw the establishment of Small Grants in response to demand from community organisations for smaller grants with a quicker assessment and approval process.

In December 2020, the Policy was revised to provide additional support to community organisations during COVID and to ensure administrative consistencies around eligibility aligned with means tested government issued cards.

The Boroondara Community Strengthening Grants Assessment Panel Terms of Reference were also updated in December 2020 to reflect changes to the Policy.

Since the adoption of the Policy in 2020, the Climate Action Plan 2021, the updated Climate Action Plan Implementation Plan 2021-22 and 2022-23 and the Procurement Policy 2021-25 have been endorsed by Council. The Victorian Auditor General (VAGO) also released its report *Fraud Control Over Local Government Grants in May 2022*. In response to action 6.9 of the Climate Action Plan, the updated Procurement Policy 2021-25, the findings of the VAGO report and the emergence of the lead tenant model in community hubs, revisions are proposed, and these are detailed in the following section and incorporated in the Community Strengthening Grants Policy 2023 (**Attachment 1**).

4. Outline of key issues/options

4.1 Climate Action Grants

The Climate Action Plan 2021 (the Plan) was adopted by Council in September 2021 with the Updated Climate Action Plan Implementation Plan 2021-22 and 2022-23 (the Implementation Plan) adopted by Council in November 2021.

The Plan was developed to deliver what is important to the Boroondara community and in recognition of the real and increasing threat to our environment, to our health and wellbeing, and to the quality of the lives of current and future generations as the result of our changing climate. The Plan outlines how Council will respond to this challenge and how we will work with our community and other levels of government to do the same.

In response to action 6.9 in the Implementation Plan, *Increase funding for climate action grants as part of Council's grant program*, a new category of grant, the Climate Action Grant, is proposed within the Community Strengthening Grants Policy. Creating the Climate Action Grant demonstrates Council's commitment to supporting the Boroondara community to respond to climate change.

One round of Climate Action Grants per financial year is proposed. Eligible groups can apply for projects up to \$10,000. Climate Action Grant applicants will also be eligible to apply for Annual Community Strengthening Grants, Small Grants (Biannual), or Triennial Operational Grants for additional projects or activities that have a broader sustainability focus.

Climate Action Grants will be funded as part of an annual Climate Action Plan budget allocation, with a total annual funding pool of \$25,000. Funding will be subject to variation, depending on Council's annual budget allocation for the Climate Action Plan.

The Climate Action Grants will provide financial support for programs and activities that build the capacity of the community to respond to climate change through reducing emissions and/or adapting to the impacts of climate change. The grants will be available for projects and programs that address one or more of the following objectives:

- Building community capacity and knowledge to mitigate contribution to climate change (i.e. reducing emissions). Examples could include a project that makes it easier for our community to access goods and services to make their homes more sustainable, a project that supports the uptake of sustainable transport at a workplace or providing education about responding to a sustainability challenge.
- Building community capacity to adapt to the impacts of climate change. Examples could include an education campaign to build awareness/knowledge of the benefits of urban greening or a program to assist vulnerable populations to make their homes more resilient to the impacts of climate change.

Officer assessments will be provided to the Community Strengthening Grants Review Panel members for review and the Panel will then submit its recommendations to Council for endorsement.

Details on the Climate Action Grant including eligibility, exclusions, grant conditions and applicant accountability and assessment process can be found in Appendix A of the Community Strengthening Grants Policy 2023 on page 46 (see **Attachment 1**).

4.2 Community Support Grant

The Boroondara Community Services Tendered Grant provides services on behalf of Council to address the needs of socially disadvantaged and vulnerable members of the Boroondara community.

With the adoption of the updated Procurement Policy 2021-25 in December 2021, it was identified that grants do not fall within the scope of the policy and the Boroondara Community Services Tendered Grant should not be run as a tender process.

To reflect the move away from a tender process to a competitive community grants process, it is proposed to rename the Boroondara Community Services Tendered Grant to the Community Support Grant and update the awarding of the grant from a tender process to a community grant process in the Community Strengthening Grants Policy.

4.3 Lead Tenant Grant

Lead Tenant Grants support the integrated operation of community facilities with multiple user groups to ensure spaces are actively managed and tenants work closely together to ensure a seamless program of activities and services for the community.

Lead Tenants provide management services such as reception, overseeing building-related matters, including maintenance requests, cleaning contracts, room bookings, and facilitating collaborative program planning and promotions among tenants. Lead tenants have been appointed at the Greythorn Community Hub and the Canterbury Community Precinct.

The Lead Tenant Grant establishes a competitive category within the Community Strengthening Grants Policy and formalises the process for the appointment of lead tenants at integrated community facilities as a competitive grants process.

Details on the Lead Tenant Grant including eligibility, exclusions, grant conditions and applicant accountability and assessment process can be found in Appendix A of the Community Strengthening Grants Policy 2023 on page 50 (see **Attachment 1**).

4.4 Victorian Auditor General Report: Fraud Control in Local Government

In May 2022, the Victorian Auditor General (VAGO) released a report *Fraud Control Over Local Government Grants* to all Victorian councils with recommendations to strengthen fraud controls and improve guidance and training in grant related fraud. The audit investigated a selection of grant programs over five years at six Victorian councils, including Loddon Shire, Hume City, Knox City, Southern Grampians Shire, Warrnambool City and West Wimmera Shire. The report made nine recommendations, including implementing an overarching grant policy with assessment and evaluation

criteria, as well as measures relating to fraud controls, including training for staff and councillors in grant related fraud.

A review of the report and its findings found that Council's Community Strengthening Grants Program complied with eight of the nine recommendations in the report and partially met one recommendation. Council only partially met this recommendation, as the name of the Community Strengthening Assessment Panel may cause confusion in relation to its role and does not reflect the Panel's role in reviewing officers' assessments of grant applications and recommendations for consideration and endorsement by Council. The Panel is not a decision making body.

While this Panel is referred to as an assessment panel, the title of the Panel does not reflect its function, and it is recommended that the Panel be renamed the Community Strengthening Grants Review Panel to better reflect its role in reviewing grant applications.

The findings of the VAGO review indicate the strength of Council's approach to its community grants program, including the Community Strengthening Grants Policy, the procedures and fraud controls, which align with best practice standards. Specific fraud training in a community grants context will be offered to staff and members of the community grants panel, including councillors in addition to existing fraud control training.

4.5 Other Changes

4.5.1 Removal of Funding Centre Subscription Grants eligibility criteria

The Funding Centre Subscription Grants provide up to 55 community organisations with a subscription to the *Our Community Funding Centre* grant notification newsletter to encourage them to investigate alternative funding sources, including from Victorian and Australian Governments, and corporate and philanthropic trusts. These organisations have previously been a recipient of an Annual Grant.

In response to feedback, it is proposed to remove the Funding Centre Subscription Grant category from the Policy, as this grant is only available to current and past Annual Grant recipients and is considered an operational cost.

4.5.2 General

Since the update to the Policy in 2020, Council has adopted the renewed Boroondara Community Plan 2021-2031 (BCP) and the Child Safe Policy 2022. Updates to reference the BCP 2021-25 have been made in the Corporate Framework section of the Policy, and to all grant eligibility criteria including the requirement for successful grant recipients to comply with child safe standards. An update to the definitions of a small, medium and large organisation has been made to better reflect the size of community organisations and groups in Boroondara.

5. Consultation/communication

Consultation for the revisions of the Policy was undertaken with Council officers from the Environmental Sustainability and Open Spaces Department, the Community Planning and Development Department, the Health and Wellbeing Services Department, and the Procurement team. Legal advice was also sought on the revised policy.

6. Financial and resource implications

The 2022-23 Climate Action Grants will be funded through Climate Action Plan budget allocation of \$25,000. This grant will not be funded from the Annual Community Strengthening Grants program allocation and will be funded by an additional allocation in the Environmental Sustainability and Open Spaces Department budget. Funds available would be subject to variation depending on Council's annual budget allocation for the Climate Action Plan.

The Community Support Grant is funded through Council's operating budget.

The Lead Tenant Grant would be subject to a Council allocation.

7. Governance issues

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

The officers responsible for this report have no direct or indirect interest requiring disclosure.

8. Social and environmental issues

The Community Strengthening Grants Policy provides a framework for managing grants that contribute to delivering good health and wellbeing outcomes for the Boroondara community working collaboratively with residents, community groups and other stakeholders.

The proposed revisions to the Policy are aligned with the Boroondara Community Plan 2021-31, the Climate Action Plan 2021, the Climate Action Plan Implementation Plan 2022-23 and the Procurement Policy 2021-25.

9. Evaluation and review

The Policy will be reviewed in 2026 and any recommended changes presented to Council for endorsement in 2027.

Manager: Fiona Brown, Manager Community Planning and Development

Report officer: Caddy Purdy, Senior Coordinator Community Strengthening

Boroondara Community Strengthening Grants Policy

February 2023

Responsible Directorate: Community Support
Authorised By: Council
Date of Adoption: 27 February 2023
Review Date: 2027
Policy Type: Council



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1. Introduction

1.1 Purpose

The purpose of the Boroondara Community Strengthening Grants Policy (the Policy) is to set out Council's framework for delivering grant funding and provide information for Council and the community on the principles guiding the administration of the Boroondara Community Strengthening Grants (**Grants**) program.

The Policy:

- aligns the Grants program with Council's strategic objectives
- establishes clear expectations around Council and community roles
- provides Council with direction to develop community grants and funding programs
- sets out an accessible yet rigorous and robust approach to governance and accountability.

This ensures the process of allocating and monitoring grants will be fair, transparent and inclusive.

This Policy is supported by an internal procedures document and grant guidelines administered by the Community Planning and Development Department and other departments where relevant.

1.2 Scope

This Policy applies to the administration, management and delivery of the Grants program, made up of the funding categories set out in Appendix 1.

This Policy applies to all phases of the grant lifecycle, including application, assessment, award, implementation and evaluation.

1.3 Corporate framework

This Policy aligns the Grants program with the priority themes of the Boroondara Community Plan (BCP) 2021-31 and the health priorities of the Municipal Public Health and Wellbeing Plan 2021-25 to support our community's vision of 'a sustainable and inclusive community.'

In particular, this Policy is aligned with the following:

Relevant priority themes	Relevant health priorities
<ul style="list-style-type: none"> • Theme 1: Community, Services & Facilities • Theme 3: The Environment 	<ul style="list-style-type: none"> • Improving mental wellbeing and social connection • Tackling climate change and its

<ul style="list-style-type: none"> • Theme 6: Local Economy • Theme 7: Leadership and Governance 	<p>impacts on health</p> <ul style="list-style-type: none"> • Increasing active living
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2. Policy statement

Council recognises the value and importance of the role community groups and organisations play in building vibrant, inclusive and healthy communities.

Council will generally support projects that reflect demonstrated community need, address priority themes of the Boroondara Community Plan, and fill identified service gaps.

The objectives of this Policy are to:

- increase residents' participation in their community
- increase inclusion and representation of under-represented groups and issues
- develop innovative approaches to local issues and service delivery
- assist groups and volunteers to develop skills and build capacity
- encourage the sustainability and better governance of community organisations
- encourage partnerships between local organisations and the development of local community networks.

3. Administration of Grants

3.1 Application process

3.1.1 Eligibility

Council will only consider applications from eligible organisations and individuals. Eligibility requirements are determined based on the category of Grant.

3.1.2 Form of application

Applications must be submitted using the appropriate form available on Council's website. The majority of Grant categories will be run using an online grant management system.

Certain categories of Grant require applicants to register an 'intention to apply' before submitting an application. Council staff

will provide advice to applicants on the development of applications for these Grants.

3.1.3 **Guidelines**

Each Grant category will have its own set of guidelines. These guidelines will outline the specific purpose, process and conditions of the Grant. Grant guidelines will include details on:

- (a) funding objectives
- (b) funding priorities
- (c) eligibility
- (d) assessment criteria
- (e) assessment process
- (f) timelines and notification
- (g) grant conditions
- (h) evaluation of successful projects.

3.1.4 **Accessibility and training**

Council takes an active role in supporting, facilitating and guiding community organisations through all the relevant application processes to promote quality applications. This includes grant information sessions, a digital guide to the grant application process, interpreting and translating services and volunteer grant writers for applicants who require this assistance. Reasonable adjustments can be made for people living with a disability to increase participation in the program.

Applicants are also encouraged to participate in a range of skills training and capacity development workshops provided through Council's Community OnBoard program to further assist them in developing quality applications. Community OnBoard delivers workshops to local community groups, clubs and not-for-profit agencies in Boroondara on project development, funding submission preparation, project implementation, evaluation and acquittal.

3.2 Assessment process

3.2.1 **Competitive Grant Categories**

Applications for competitive Grant categories will be assessed in accordance with formal assessment processes. To ensure fair and transparent decision-making, applications will be assessed based on criteria specified in the guidelines for each competitive Grant category.

In addition to the materials submitted as part of the application, Council officers will have regard to publicly available information regarding the applicant (e.g. annual reports, the applicant's website, media, etc.) to determine the merit of their application.

Council retains the discretion to reject applications, which Council determines will or may:

- not align with the Boroondara Community Plan or Council's priorities, objectives or values; or
- be detrimental to Council's reputation.

Council may, at its discretion, approve Grants to applicants for projects or activities that do not meet all eligibility criteria if it is assessed that important community benefits can be achieved from the project or activity.

3.2.2 **Non-competitive Grant categories**

Renewal of non-competitive Grant categories is subject to an assessment of the continuing eligibility of the recipient and Council's evaluation of the community benefit associated with the funded services.

3.2.3 **Community Strengthening Grants Review Panel**

All applications will be assessed by Council officers. The officer assessment will be recorded in a report.

For certain Grant categories, the officer assessments are considered by the Community Strengthening Grants Review Panel (Panel), which comprises Councillors and two Rotary Club of Balwyn representatives (Annual, Small Grants only). The Panel is not a decision making body but will provide feedback on the officer recommendations to Council in respect of the Grant applications that it considers

Final endorsement of successful applications is given by Council following consideration of the officer assessment and Panel feedback (if applicable) at a designated Council meeting.

(Refer to Appendix 1 for a more detailed outline of the assessment process undertaken by Council officers relevant to each grant category within the framework.)

3.2.4 Outcome

All funding decisions made by Council are final. All applicants will be informed of the outcome of their application in writing.

Unsuccessful applicants can seek feedback from Council officers in relation to funding decisions. Any further concerns may be managed in accordance with Council's Complaints Policy.

3.3 Funding agreement

All funding provided by Council is subject to a funding agreement between Council and the recipient that is signed by both parties. The funding agreement sets out the rights and responsibilities of Council and the recipient and enables the conditions of the Grant to be enforced under contract. The agreement articulates:

- the purpose of the Grant funding
- the dollar amount of the Grant funding
- a clear and precise statement of the required outcomes of the Grant
- the rights and responsibilities of all parties to the agreement, including reporting and evaluation requirements
- the terms and conditions of the Grant, including the circumstances in which Council can reclaim the Grant, consequences for breaches of the Grant conditions and a procedure for the return of unexpended Grant funds.

3.4 Grant evaluation and acquittal

All recipients are required to account for their use of the Grant funding by submitting an evaluation report and financial acquittal outlining the use of the funds and the outcomes achieved. Council may also undertake a spot audit of a funded project or activity.

Specific evaluation requirements will be outlined in individual funding agreements and will depend on the nature and size of the Grant.

Officers will collect evaluation data and information to assist with the review of this Policy.

3.5 Conflict of Interest

Broadly, a 'conflict of interest' occurs when a person's private interests could influence, or be seen to influence, their decisions or how they perform their public

obligations. Councillors and Council officers are subject to specific conflict of interest obligations under the *Local Government Act 2020*.

In addition, all Grant applicants are required to disclose any conflicts of interest as part of the application form.

All persons involved in the assessment and review process, including Council officers, Councillors and Panel members, are required to separately declare conflicts of interest prior to assessing any grant applications or reviewing project evaluations and reports.

All conflict of interest declarations are recorded and the records are maintained by Council.

These processes ensure that any potential, actual or perceived conflict of interest is promptly identified so that it can be appropriately managed.

If a person involved in the review and assessment process discloses a conflict of interest, that person must exclude themselves from participating in the assessment and related recommendation and decision making process for that application and any discussion about the application. All declared conflicts of interest are noted in the relevant report to Council.

3.6 Grants Framework

There are currently 13 categories of Grants, each with individual eligibility and assessment criteria. See Appendix 1 for details.

This Policy will be responsive to emerging themes, issues and trends. Grant priorities will be communicated through streams that link to relevant Council plans and strategies. Priorities will be influenced by the best available data and Council and community knowledge of local issues and opportunities.

There are currently six funding streams but not all streams are available in all categories. They are:

- **Active Community** - Sport and Recreation: develop recreation, sport and physical activity opportunities that meet the needs of the community (now and in the future) and enhance the functionality of public recreation spaces for wider range of uses.
- **Creative Community** - Arts and Culture: diverse arts and cultural programs, events and activities that articulate and enhance arts, culture and heritage practice across the municipality.
- **Environmental Sustainability** - build community capacity to live sustainably and ensure our natural environment is healthy and sustainable for future generations through the efficient use of resources, reduction in waste and the protection of our local biodiversity.

- **Healthy Community** - Health, Safety and Wellbeing: programs and activities that promote safety, good health and wellbeing of individuals, families and community groups, across all ages, abilities, and cultural backgrounds.
- **Life-long Community** - opportunities for 55+: support opportunities that maximise older people's quality of life, social connections and ability to participate and engage in the community through the provision of programs, activities, volunteering and community sharing projects.
- **Vibrant Retail Precincts** - develop initiatives, projects and activities that increase the vibrancy and functionality of retail precincts, enhance a sense of community and pride, and promote a 'buy local' ethos.

Stream objectives relate to the priority themes and strategies of the Boroondara Community Plan 2021-31. Stream objectives are reviewed annually and changed according to emerging needs and priorities. These details will be clearly articulated to the community through the respective grant guidelines.

4. Implementation and monitoring

4.1 Advertising and promotion

To ensure the distribution of Grant funds is equitable and transparent, all competitive Grant categories will be widely promoted throughout the year. Council will use the media and its service networks to advertise Grant funding opportunities, including closing dates for applications.

Promotional methods will include:

- a dedicated page on Council's website
- Council's social media platforms
- Boroondara libraries, community centres and neighbourhood houses
- the *Boroondara Bulletin*
- *The Fuse* e-newsletter
- electronic direct mail
- paid advertisements in relevant culturally diverse media.

Additionally, individual departments have active networks and relationships with key organisations within their areas of expertise. These networks will be used to communicate Grant opportunities to the broader community.

4.2 Evaluation

The outcomes from each Grant category will be monitored and analysed each year to identify the extent to which funded programs and activities are delivering community benefits and meeting Council's objectives.

This process will involve the Departments within Council relevant to the particular funding stream to ensure that Departmental priorities are captured and consideration of acquittal reports, program evaluations and feedback from Grant recipients and persons who benefitted from funded programs. This will assist in determining the focus, amount and distribution of Grant funding in future years. The internal procedures and external Grant guidelines will also be reviewed annually to identify and address operational issues promptly.

This Policy will be reviewed before June 2027.

4.3 Accountabilities

Overall ownership of the Boroondara Community Strengthening Grants Policy sits with the Community Planning and Development Department. However, responsibility for managing different Grant categories may be allocated to other stakeholders within Council to ensure that this Policy is administered appropriately.

5. References

5.1 Related documents

The overall framework is supported by the following:

- Boroondara Community Plan 2021-31
- *Local Government Act 2020*
- Disability Action Plan 2018-22
- Boroondara Multicultural Action Plan 2019-23
- Municipal Emergency Management Plan
- Sport and Recreation Strategy
- Boroondara Arts Plan
- Our Low Carbon Future Strategy
- Climate Action Plan 2021
- Integrated Water Management Strategy 2014-24
- Urban Biodiversity Strategy 2013-23

- Boroondara Bicycle Strategy
- Integrated Transport Strategy 2006-26
- Waste Minimisation and Recycling Strategy
- Sustainable Council Buildings Policy
- Children and Young People Action Plan
- Add life to your years - Healthy Aging in Boroondara Plan

6. Definitions

Definition	Meaning
Applicant	Applicant refers to an individual or organisation who submits an application for a Community Strengthening Grant
Audit	An audit is an official examination and confirmation of accounts and records. Council can request audited financial statements and can also audit grant recipients. For Council's audit of grant recipients, the recipient organisation will be required to readily make available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity.
Auspice	An auspice is an agreement where one organisation (the 'principal organisation') agrees to apply for funding on behalf of a second organisation that is not incorporated (the 'auspiced organisation'). If the funding application is successful, the principal organisation then receives, holds and administers the funding to the auspiced organisation, so that the auspiced organisation can complete the funded project or activities.
Acquittal	An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the funding agreement. An acquittal report usually consists of a written report that summarises how the project fared against the initial objectives of the grants. It also provides a financial statement detailing how the funds were spent.
Business	A business refers to an enterprising entity or organisation that carries out professional activities for profit.
Council	This is the City of Boroondara as a geographical area and also the entity which has the authority to make decisions with respect to Grant funding in the interests of the Boroondara community.
Co-contribution	In some cases, the applicant is required to contribute to the proposed project on a percentage basis to match the amount being requested from Council. Contributions can be in cash and/or in-kind. For example, applicants can count the hours of work required to implement the project or activity, or administration costs contributed towards the project.

Definition	Meaning
Equipment purchases	The purchase with Grant funding of items for a particular purpose that are not fixed to a structure or space. Examples can include: computers, tablets, printers furniture, toys and sporting equipment.
Eligibility criteria	Eligibility criteria refer to the mandatory criteria which must be met to qualify for a Community Strengthening Grant.
Facility maintenance	Projects or activities to keep spaces, structures and infrastructure in proper operating condition to prevent failure and/or degradation. Examples can include: exterior painting, general building repairs, care of trees and shrubbery and maintenance of systems such as heating, plumbing, electrical and lighting.
Fixed assets	Equipment that is or will be fixed to a structure or space. Examples can include: shade sail pole, concrete slab, handrails and sheds.
Funding agreement	A written agreement between Council and the grant recipient clearly articulating the purpose of the funding, the dollar amount and the grant conditions. It also defines the rights and responsibilities of the Council and the Grant recipient. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.
Grant	A grant is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives consistent with specific Policy.
Group	A (community) group is a collection of individuals located in a common geographical area who come together to carry out an activity or program for public/community benefit.
Not-for-profit	A not-for-profit organisation is an organisation whose primary objective is something other than the generation of profit, and which does not distribute any profit to the organisation's members. A not-for-profit organisation may have a profit or surplus, but whereas a for-profit business would distribute that profit to its owners, shareholders or members, a not-for-profit must use the surplus to further the purpose of the organisation and its activities.
Incorporated	Being incorporated means that the group has a legal identity of its own, separate and distinct from the individuals who formed or make up the group.
In-kind support	In-kind support includes volunteer labour, administrative support, rent-free accommodation and donations of materials or equipment. These contributions should be given a dollar value and included in your budget (see also co-contribution).
Low Income	Low-income households are defined as those in the lowest 2 deciles of equivalised household income (EDHI).

Definition	Meaning
Objectives	Objectives are the big picture results which a Policy, plan, program or project seek to achieve.
Organisation	An organisation is a group of people who work together for a shared purpose. This may include a neighbourhood house, charity, sporting group or a corporation.
Organisation size	<p>Small - annual revenue under \$250,000</p> <p>Medium - annual revenue of \$250,000 to \$1,000,000</p> <p>Large - annual revenue of \$1 million or more</p> <p>Council may determine the applicable organisation size by reference to the group applying for, or getting the benefit of, the Grant, even where it is reliant on a larger auspicing organisation for its legal identity (eg Scout Groups which are reliant on, and auspiced by, Scouts Australia for a legal identity).</p>
Public liability insurance	<p>The insurance will protect a community organization from having to pay, in respect of legal liability that attaches to it:</p> <ol style="list-style-type: none"> 1. compensation to third parties (for example, members of the public) for bodily injury 2. property damage that may occur as a result of the community organisation's activities 3. the legal costs a community organisation may have if it needs to defend bodily injury and property damage claims made against it.
Repeat applications	Applications for projects or activities that are fundamentally the same. Examples can include applications for bus trips in consecutive years regardless of destinations, applications for funding of the same event in consecutive years or applications for the same equipment in consecutive years.
Review Panel	The Boroondara Community Strengthening Grants Review Panel (Review Panel) provides feedback on eligible applications received through the Community Strengthening Grants Program.
Social enterprise	Social enterprises are businesses that trade to raise funds to address social problems, improve communities, provide people with access to employment and training, or help the environment.
Timeframe	Refers to the period of time in which a project must be completed.

Appendix 1 - Community Strengthening Grants Categories

1. Annual Community Strengthening Grants
2. Small Grants
3. Innovation Grants
4. Commemorative Community Grants
5. Emergency Response Grants
6. Triennial Operational Grants
7. Community Support Grants
8. Climate Action Grants
9. Lead Tenant Grants
10. Individual Achievement Grants
11. Individual Participation Grants
12. Seniors' Groups Grants
13. Triennial Non-Competitive Grants

1 Annual Community Strengthening Grants

Purpose	The Boroondara Annual Community Strengthening Grants provide limited but important financial support for projects and equipment costs associated with the delivery of new one-off services, programs and activities that strengthen Boroondara's community.
Timeframe	One-year
Streams	<p>Annual Community Strengthening Grants are divided into six streams that are aligned to the strategic objectives and strategies of the Boroondara Community Plan 2021-31:</p> <ol style="list-style-type: none"> 1. Active Community 2. Creative Community 3. Healthy Community 4. Life-long Community 5. Sustainable Community 6. Vibrant Retail Precincts
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding range	<p>In the Annual Grants, generally there will be up to \$10,000 available per project, with a maximum of \$2,000 available for equipment purchases. Applicants should therefore specify the amount of the Grant funding, if any, to be spent on equipment.</p> <p>Applicants can submit more than one application within and across all funding streams, but the combined total of all Annual Community Strengthening Grants and Small Grant (Biannual) applications must be no more than \$10,000 in any 12 month period. Council may award amounts that are lower than those applied for in each category to give effect to this overall limit.</p>
Funding available	<p>The funding pool for the Annual Community Strengthening Grants and the Small Grants comprises contributions from Council and the Rotary Club of Balwyn.</p> <p>It is subject to variation each year, depending on Council's annual budget allocation and the contribution of the Rotary Club of Balwyn.</p>

Of the total funding pool for these categories, 75% is allocated to the Annual Community Strengthening Grants, with the balance funding the Small Grants category.

The Annual Community Strengthening Grants are the result of a unique partnership between the Rotary Club of Balwyn and Council, made possible by the Rotary Sunday Camberwell Market and the community of Boroondara. In accordance with the Camberwell Market lease condition, 30% of net annual income from the market is distributed through the Annual Community Strengthening Grants, in accordance with the 'Rotary Trust Deed'.

Eligibility
criteria

To be eligible for a Community Strengthening Grant funding applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (eg a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (unless requesting less than \$1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- hold a public liability insurance policy that Council considers satisfactory
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services

to minors

- registration or accreditation of professional employees.
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements.

Exclusions The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (eg air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of

Council

- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant conditions

The recipient must:

- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (eg labour, salary, wages) and/or administration costs (eg phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within 12 months, unless specified otherwise in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*
- Council may make funding conditional on other specific conditions being met.

Assessment Process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer, as notified by Council, before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer

assessments will be provided to the Community Strengthening Grants Review Panel for feedback.

- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

2 Small Grants

Purpose	The purpose of the Small Grants is to provide a timely response of financial support for projects and equipment costs associated with the delivery of new one-off services, programs and activities that strengthen the Boroondara community.
Timeframe	Six months
Streams	<p>Small Grants are available in six streams that are aligned to the strategic objectives and strategies of the Boroondara Community Plan 2021-31:</p> <ul style="list-style-type: none"> • Active Community • Creative Community • Healthy Community • Life-long Community • Sustainable Community • Vibrant Retail Precincts
Recipients	<p>This is a competitive category open to non-profit community organisations that meet the eligibility criteria.</p> <p>Applications are encouraged from all organisations. Small and medium sized organisations are particularly encouraged to apply in this category (refer to Definitions - 'organisation size).</p>
Funding range	<p>Up to \$3,000 is available for small projects and / or equipment purchases with a maximum of \$2,000 available for equipment purchases alone. Applicants should therefore specify the amount of the Grant funding, if any, to be spent on equipment.</p> <p>Applicants can submit more than one application within 12 months, but the combined total of all Small Grant and Annual Grant applications must be no more than \$10,000. Council may award amounts that are lower than those applied for in each category to give effect to this overall limit.</p>

Funding available	<p>The funding pool for the Small Grants is subject to variation each year, depending on Council's annual budget allocation and the contribution of the Rotary Club of Balwyn towards the Annual Community Strengthening Grants and Small Grants funding pool. The funding available for the Small Grants is 25% of the Annual Community Strengthening Grants and Small Grants funding pool each year.</p>
Eligibility criteria	<p>To be eligible for Community Strengthening Grant funding applicants must:</p> <ul style="list-style-type: none"> • be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised) • be a not-for-profit organisation • be either: <ul style="list-style-type: none"> • an incorporated entity (eg a co-operative, incorporated association, company or company limited by guarantee); or • auspiced by an incorporated third party, (unless requesting less than \$1,000) • have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration • hold a public liability insurance policy that Council considers satisfactory • not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives • have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant) • comply with all applicable laws, including: <ul style="list-style-type: none"> • all statutory requirements to main their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements • child safe standards under the <i>Child Wellbeing and Safety Act 2005</i>, for organisations that provide services to minors • registration or accreditation of professional employees

- Exclusions The following will not be funded:
- individuals and private profit-making organisations
 - groups or organisations that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
 - funding requests that are considered by Council to be the funding responsibility of other levels of government
 - primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
 - auspice fees, being fees charged by an organisation to manage a Grant
 - repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
 - registered political parties or organisations that are controlled by a registered political party
 - religious projects or activities seeking to promote the spiritual beliefs of a religious group
 - projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
 - projects or activities that have already started or have been completed (no retrospective funding)
 - funding of prizes, sponsorships, donations or gifts
 - new building works, capital improvements, facility maintenance and fixed assets (eg air conditioner, shade sails, cubby houses and sheds)
 - projects that have been, or are being, funded by other parts of Council
 - the organisation's day to day operational expenses such as insurance and rental subsidies
 - interstate or overseas travel

- groups or organisations that have an operating budget over \$1 million annually (organisations acting as an auspice and neighbourhood houses are exempt from this rule)
- professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationary)

Grant
conditions

The recipient must:

- complete the funded project or activity within the timeframe specified in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- acknowledge the City of Boroondara and the Rotary Club of Balwyn in any promotional material or publicity features
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*
- Council may make funding conditional on other specific conditions being met.

- Assessment process
- Category guidelines and application forms will be available each year, including the assessment criteria that will be used to assess applications.
 - Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
 - Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel for feedback.
 - Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
 - Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

3 Innovation Grants

Purpose	The Innovation Grants are for new, unique or innovative projects and activities that involve innovative solutions to issues or new ways of working that strengthen Boroondara's community.
Timeframe	One-year
Streams	<p>Innovations Grants are available in six streams:</p> <ul style="list-style-type: none"> • Active Community • Creative Community • Healthy Community • Life-long Community • Sustainable Community • Vibrant Retail Precincts
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding range	In the Innovation Grants category, up to \$20,000 is available per project with a maximum of \$4,000 available for equipment purchases. Applicants should therefore specify the amount of the Grant funding, if any, to be spent on equipment.
Funding available	These grants will be open for applications as determined by Council. The amount of funding available in each year will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Community Strengthening Grant funding applicants must:</p> <ul style="list-style-type: none"> • be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised) • be a not-for-profit organisation • be either: <ul style="list-style-type: none"> • an incorporated entity (eg a co-operative, incorporated association, company or company limited by guarantee); or • auspiced by an incorporated third party have an

auspice (unless requesting less than \$1,000)

- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- hold a public liability insurance policy that Council considers satisfactory
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting, or
 - meet in venues that have gaming machines.
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- registered political parties or organisations that are controlled

by a registered political party

- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (eg air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant conditions

The recipient must:

- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (e.g. labour, salary, wages) and/or administration costs (e.g. phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within the timeframe specified in the Grant guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*

- Council may make funding conditional on other specific conditions being met.
- Assessment process
- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
 - Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
 - Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel members for review.
 - Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
 - Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

4 Commemorative Community Grants

Purpose	The Commemorative Community Grants are intended to support events and activities in Boroondara that recognise significant occasions that the local community would like to commemorate.
Timeframe	One-year
Streams	Commemorative Community Grants are available in the following stream: Creative Community.
Recipients	This is a competitive category open to non-profit community organisations and schools that meet the eligibility criteria.
Funding range	Grants of up to \$5,000 will be available for Commemorative Community Grants projects or activities.
Funding available	These grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Community Strengthening Grant funding, applicants must:</p> <ul style="list-style-type: none"> • be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised) • be a not-for-profit organisation • be either: <ul style="list-style-type: none"> • an incorporated entity (e.g. a co-operative, incorporated association, company or company limited by guarantee); or • auspiced by an incorporated third party, (unless requesting less than \$1,000) • have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration • hold a public liability insurance policy that Council considers

satisfactory

- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- auspice fees, being fees charged by an organisation to manage a Grant
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)

- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds, monuments or honour boards for service organisations or memorabilia)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant conditions

The recipient must:

- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (e.g. labour, salary, wages) and/or administration costs (e.g. phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within the timeframe specified in the Grant guidelines
- execute and comply with standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*
- Council may make funding conditional on other specific conditions being met.

Assessment process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with

a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.

- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel members for review.
- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

5 Emergency Response Grants

Purpose	Emergency Response Grants are to support the Boroondara community to respond to a significant emergency event.
Timeframe	Six months
Streams	<p>Emergency Response Grants are available in six streams that are aligned to the strategic objectives and strategies of the Boroondara Community Plan 2021-31:</p> <ul style="list-style-type: none"> • Active Community • Creative Community • Healthy Community • Life-long Community • Sustainable Community • Vibrant Retail Precincts
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding range	Grants of up to \$1,000 will be available for Emergency Response Grants to assist organisations and groups to continue to provide services, and re-open closed services where possible, in a way that maintains the safety of all during or in the recovery phase of a significant emergency event.
Funding available	These grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Community Strengthening Grant funding, applicants must:</p> <ul style="list-style-type: none"> • be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised) • be a not-for-profit organisation

- be either:
 - an incorporated entity (e.g. a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (unless requesting less than \$1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- hold a public liability insurance policy that Council considers satisfactory
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government

- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- project or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisation's day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel
- groups or organisations that have an operating budget over \$1 million annually (organisations acting as an auspice and neighbourhood houses are exempt from this rule)
- professional fees (e.g. labour, salary, wages) and administration costs (e.g. phone calls, correspondence, stationery).

Grant
conditions

The recipient must:

- complete the funded project or activity within the timeframe

specified in the guidelines

- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*
- Council may make funding conditional on other specific conditions being met.

Assessment process

- Category guidelines and application forms will be available, and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications are assessed by Council officers against the assessment criteria.
- Assessments and applications are provided to the Director Community Support for approval under Instrument of Sub-Delegation from the CEO to Director Community Support (or equivalent position from time to time).

6 Triennial Operational Grants

Purpose	These grants support operating and program costs associated with the delivery of community services, celebrations and events in the City of Boroondara. This provides financial certainty needed to improve an organisation's capacity to plan and deliver community services and events and to build alliances with other organisations that collectively strengthen Boroondara's social, environmental, and cultural infrastructure.
Timeframe	Three years
Streams	<p>Boroondara Triennial Operational Grants are divided into four streams:</p> <ul style="list-style-type: none"> • Creative Community • Sustainable Community • Healthy Community • Vibrant Retail Precincts
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding range	<p>This varies according to stream (the amount stated is for per year for each of the three years of the timeframe):</p> <ul style="list-style-type: none"> • Creative Community <ul style="list-style-type: none"> • creative and cultural groups: up to \$15,000 • community events: up to \$15,000 • Vibrant Retail Precincts <ul style="list-style-type: none"> • trader festivals up to \$50,000 • Sustainable Community <ul style="list-style-type: none"> • community organisations: up to \$15,000 • Healthy Community <ul style="list-style-type: none"> • community organisations: up to \$20,000
Funding available	The amount of funding available within each funding stream will be at Council's discretion. Continued funding over the three years

is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided. Organisations that have previously received a Boroondara Triennial Operational Grant are welcome to reapply in a subsequent funding round.

Eligibility
criteria

To be eligible for a Community Strengthening Grant, applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g. a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (unless requesting less than \$1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- hold a public liability insurance policy that Council considers satisfactory
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees
- comply with the *Occupational Health and Safety*, safe working

practices Worksafe recommendations and requirements.

- For festivals and events, organisations must have been running the event or festival to be funded for at least two consecutive years before the application.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that Council considers to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds)
- projects that have been or are being funded by other parts of Council
- interstate or overseas travel.

- organisations that have received Triennial Non-Competitive Funding for any part of the timeframe to which the application relates
- Grant conditions
- The recipient must:
- complete the funded project or activity within the timeframe specified in the Grant guidelines
 - execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
 - provide a written project evaluation of the report/program on completion of the activity using Council's evaluation form. Continuation of the funding for subsequent years is conditional on the satisfactory completion of evaluation reports
 - provide audited statements for the organisation at completion of the funding period if the grant exceeds \$25,000, in addition to the expenditure statement for the funded activity
 - provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*
 - Council may make funding conditional on other specific conditions being met
 - obtain all permits, approvals and/or authorities required to hold the festival or event (if applicable) – for events on Council land please use the 'Organise an event on Council land guide' to ensure your event meets all permit and other requirements. You can find the guide on [City of Boroondara's website](#);
 - (as required) attend quarterly meetings convened by Council officers to discuss community needs, trends and partnership opportunities
- Assessment process
- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
 - Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
 - Applications will be initially assessed by relevant officers

against the assessment criteria provided in the grant guidelines.

- Officer assessments will be provided to the Community Strengthening Grants Review Panel for review.
- Officers will then submit recommendations to Council for endorsement. Council makes final decisions and approves successful applications at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

7 Community Support Grants

Purpose	<p>These grants are to provide services on behalf of Council where Council determines a gap exists in the provision of services that address the needs of socially disadvantaged and vulnerable members of the Boroondara community.</p> <p>The competitive process for the Community Support grants will ensure that the delivery of services in Boroondara is efficient and effective, includes continuous improvement processes and represents best value.</p> <p>The grants are advertised every three years and are for the following three services:</p> <ul style="list-style-type: none"> • Information, Advice and Referral • Wellbeing and Support • In Home Parenting Support and Parenting Groups.
Timeframe	Three years
Streams	<p>The Community Support Grants are in the following stream:</p> <ul style="list-style-type: none"> • Healthy Community.
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria.
Funding available	The amount of funding available will be outlined in the Grant guidelines and is at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided. Organisations that have previously received a Community Support Grant are welcome to reapply in a subsequent funding round, provided that the previous funded three year timeframe has expired.
Service Description	<p>Information, Advice and Referral</p> <p>Information, Advice and Referral is a service provided to people on a range of social issues, including housing, family violence, advocacy and legal services by trained volunteer Community Support Workers. Those people who present with more</p>

complex needs will be referred to other services to address their needs. This service is funded on a block funding basis.

Wellbeing and Support

Wellbeing and Support is a care coordination service that collaboratively assesses the needs of the client and the client's family, and arranges, coordinates, monitors, evaluates, and advocates for a package of multiple services to meet specific client needs. It does not provide counselling services. This service is funded on a unit cost per client basis.

In Home Parenting Support

In Home Parenting Support is a service that supports parents experiencing difficulties adjusting to the challenges of parenting. It is an outreach program delivered in the family home and works in partnership with the Boroondara Maternal and Child Health Service, including co-facilitation of the Baby's Ok group. This service is funded on a unit cost per client basis.

Assessment Criteria

Applicants for the Community Support Grants will be required to submit an application, which will be assessed on criteria outlined in the guidelines. Assessment criteria will address the following:

- demonstrated capacity and experience of the organisation to deliver, evaluate and report on the required services over the three-year period
- use of volunteers to deliver services
- additional services offered that complement Council funded services
- financial sustainability of the organisation
- risk management approach to providing services
- participation in local networking and partnership development
- ability to identify evidence-based need and demand from the Boroondara community for the services and ability to identify emerging needs of the community
- ability to identify, measure and communicate the impacts and outcomes of services or projects to the community over the three years of funding
- be locally based and able to operate services in Boroondara

Eligibility criteria	<ul style="list-style-type: none"> • service costings. <p>To be eligible for Community Strengthening Grant funding, applicants must:</p> <ul style="list-style-type: none"> • be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised) • be a not-for-profit organisation • be either: <ul style="list-style-type: none"> • an incorporated entity (e.g. a co-operative, incorporated association, company or company limited by guarantee); or • auspiced by an incorporated third party, (unless requesting less than \$1,000) • have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration • hold a public liability insurance policy that Council considers satisfactory • not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives • have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant) • comply with all applicable laws, including: <ul style="list-style-type: none"> • all statutory requirements to maintain their status as an incorporated entity, including governance, accounting, reporting and auditing requirements • child safe standards under the <i>Child Wellbeing and Safety Act 2005</i>, for organisations that provide services to minors • registration or accreditation of professional employees • comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements • be able to demonstrate the necessary skills, expertise, qualifications, registrations and licensing in the funded area to deliver the funded services.
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Exclusions	<p>The following will not be funded:</p> <ul style="list-style-type: none"> • individuals and private profit-making organisations • organisations or groups that: <ul style="list-style-type: none"> • own or operate poker machines • explicitly promote sports betting • meet in venues that promote gaming • funding requests that are considered by Council to be the funding responsibility of other levels of government • primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant) • registered political parties or organisations that are controlled by a registered political party • religious projects or activities seeking to promote the spiritual beliefs of a religious group • projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments • projects or activities that have already started or have been completed (no retrospective funding) • funding of prizes, sponsorships, donations or gifts • new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds) • projects that have been, or are being funded by other parts of Council • interstate or overseas travel.
Grant conditions	<ul style="list-style-type: none"> • The recipient must: <ul style="list-style-type: none"> • complete the funded project or activity within the timeframe specified in the guidelines • execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties) • provide all reasonable cooperation to assist Council to

comply with its legal obligations, including under the *Freedom of Information Act 1982*

- Council may make funding conditional on other specific conditions being met.
- Applicants can submit one application for each service in a funding round.
- Successful applicants will be required to provide quarterly reports to Council on progress against the outcomes and other agreed measures using the reporting format set out the funding agreement as part of the decision-making process for continuing the funding.
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion annually. If Council's grant funds are not spent, all remaining funds must be returned to Council.
- Successful applicants must (as required) attend meetings convened by Council officers to discuss service outcomes, community needs, trends and partnership opportunities.

Assessment process

- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Category guidelines will be available, and these will outline the assessment criteria that will be used to assess applications.
- Applications will be assessed by the Community Support Grants Assessment Panel, made up of Council officers, against the assessment criteria provided in the Guidelines.
- The Assessment Panel will submit its recommendations to Council for endorsement.
- Council makes final decisions and approves successful applications at a designated Council meeting.

8 Climate Action Grants

Purpose	The Climate Action Grants provide important financial support for the delivery of new services, projects, programs, and activities that strengthen the community's capacity to reduce emissions and/or adapt to the impacts of climate change.
Timeframe	One-year
Streams	Sustainable Community
Recipients	This is a competitive category open to non-profit community organisations that meet the eligibility criteria. Priority will be given to applications from small to medium sized organisations (refer to Definitions - 'organisation size').
Funding range	Up to \$10,000 is available, per project. Applicants can submit more than one application, but the combined total of all grant applications for each applicant must be no more than \$10,000 in any 12 month period.
Funding available	The funding pool for the Climate Action Grants is subject to variation each year. The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Community Strengthening Grant funding, applicants must:</p> <ul style="list-style-type: none"> • be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised) • be a not-for-profit organisation • be either: <ul style="list-style-type: none"> • an incorporated entity (e.g. a co-operative, incorporated association, company or company limited by guarantee); or • auspiced by an incorporated third party, (unless requesting less than \$1,000) • have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration

- hold a public liability insurance policy that Council considers satisfactory
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2055*, for organisations that provide services to minors
 - registration or accreditation of professional employees
- be committed to providing services, projects, programs, and activities to residents of the City of Boroondara to reduce emissions or adapt to the impacts of climate change (local organisations are prioritised)
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that Council considers are the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant

- repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- the organisations day to day operational expenses such as insurance and rental subsidies
- interstate or overseas travel.

Grant conditions

The recipient must:

- not expend more than 50% of the total grant funding provided by Council to pay for professional fees (e.g. labour, salary, wages) and/or administration costs (e.g. phone calls, correspondence, stationery) associated with the funded project or activity
- complete the funded project or activity within the timeframe specified in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent,

remaining funds over \$150 must be returned to Council

- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*
- Council may make funding conditional on other specific conditions being met.

Assessment
process

- Category guidelines and application forms will be available each year and these will outline the assessment criteria that will be used to assess applications.
- Applicants are required to register an 'intention to apply' with a relevant officer before submitting a full application. Grant applications are submitted online via SmartyGrants.
- Applications will be initially assessed by relevant officers against the assessment criteria provided in the grant guidelines. Officer assessments will be provided to the Community Strengthening Grants Review Panel members for review.
- Officers will then submit recommendations to Council for endorsement. Final decisions and approval of successful applications are made by Council at a designated Council meeting.
- Recommendations can be made to Council that may be outside the guidelines if it is believed that important community outcomes can be achieved.

9 Lead Tenant Grant

Purpose	The purpose of the Lead Tenant Grants is to support the integrated operation of community facilities with multiple user groups to ensure spaces are actively managed, well utilised and tenants work closely together to ensure a seamless program of activities and services.
Timeframe	Three years
Streams	Healthy Community
Recipients	This is a competitive category open for non-profit community organisations that meet the eligibility criteria.
Funding range	The amount of funding available will be outlined in the guidelines and is at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided. Organisations that have previously received a Lead Tenant Grant are welcome to reapply in a subsequent funding round, provided that the previous funded three year timeframe has expired.
Funding available	These Grants will be open for applications as determined by Council. The amount of funding available will be at Council's discretion.
Service Description	Lead Tenants provide management services such as reception, overseeing building-related matters, including maintenance requests, managing cleaning contracts, overseeing room bookings, and facilitating collaborative program planning and promotions among tenants.
Assessment Criteria	<p>Applicants for the Lead Tenant Grants will be required to submit an application, which will be assessed on criteria outlined in the guidelines and will include the following:</p> <ul style="list-style-type: none"> demonstrated capacity and experience of the organisation to deliver, evaluate and report on the required services over the three-year period

- use of volunteers to deliver services
- additional services offered that complement Council funded services
- financial sustainability of the organisation
- risk management approach to providing services
- participation in local networking and partnership development
- ability to identify emerging needs of the community in connection with the use of community facilities
- ability to identify, measure and communicate the impacts and outcomes of services or projects to the community over the three years of funding
- be locally based and able to operate services in Boroondara.

Eligibility criteria

To be eligible for Community Strengthening Grant funding, applicants must:

- be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)
- be a not-for-profit organisation
- be either:
 - an incorporated entity (e.g. a co-operative, incorporated association, company or company limited by guarantee); or
 - auspiced by an incorporated third party, (unless requesting less than \$1,000)
- have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- hold a public liability insurance policy that Council considers satisfactory
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)

- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors
 - registration or accreditation of professional employees
- comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that have gaming machines
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- registered political parties or organisations that are controlled by a registered political party
- religious groups or activities seeking to promote their spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility

	<p>maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds)</p> <ul style="list-style-type: none"> • projects that have been, or are being, funded by other parts of Council • interstate or overseas travel
Grant conditions	<p>The recipient must:</p> <ul style="list-style-type: none"> • complete the funded project or activity within the timeframe specified in the Grant guidelines • execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties) • provide audited statements for the organisation at completion of the funding period if the grant exceeds \$25,000, in addition to the expenditure statement for the funded activity. • provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the <i>Freedom of Information Act 1982</i> • Council may make funding conditional on other specific conditions being met • provide quarterly reports to Council on progress against the outcomes and other agreed measures using the reporting format set out the funding agreement. • (as required) attend meetings convened by Council officers to discuss service outcomes, community needs, trends and partnership opportunities
Assessment process	<ul style="list-style-type: none"> • Category guidelines will be available, and these will outline the assessment criteria that will be used to assess applications. • Applications will be assessed by a panel of Council officers against the assessment criteria provided in the guidelines. • Officers will submit recommendations to Council for endorsement. Council makes final decisions and approves successful applications at a designated Council meeting.

10 Individual Achievement Grants

Purpose	These grants support individuals in their pursuit of high levels of performance by providing assistance for expenses incurred through participating (performing, competing or presenting) at national or international levels. This category will be open to applications on an ongoing basis.
Streams	Individual Achievement Grants are divided into three streams: <ul style="list-style-type: none"> • Active Community • Creative Community • Sustainable Community.
Timeframe	Quarterly (or until funds are expended)
Recipients	This is a competitive category open to individuals and groups of individuals who incur costs associated with attaining high levels of performance and achievement in any field or discipline.
Funding range	<p>National:</p> <ul style="list-style-type: none"> • individual: \$200 • group: \$400 <p>International:</p> <ul style="list-style-type: none"> • individual: \$300 • group: \$750 <p>*Group funding is applicable if the application is a joint application received from three or more individuals who are participating as part of a team/group apply for funding.</p> <p>Applicants who demonstrate financial hardship through providing evidence of a current means tested government issued card (held by the individual or their parent/guardian if under 18) may apply for an additional 20% funding.</p>
Funding available	The amount of funding available within each funding stream will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Individual Achievement Grant funding the following conditions must be met:</p> <ul style="list-style-type: none"> • applications are only open to individuals who reside within the

City of Boroondara.

- the event, program or activity which the applicant is engaging in must be conducted/coordinated by a recognised organisation (i.e. national or international governing/peak body, not by a group of individuals) with a governing body (or equivalent).
- the applicant must be selected by the governing body (or equivalent) to attend the event, program or activity and provide evidence of their selection.
- applications must be received by Council:
 - at least four weeks prior to, but no earlier than three months before, the event for which funding is requested commences
 - otherwise within one week of receiving the invitation to participate, where the invitation is received less than four weeks before the event.
- applicants are ineligible if they have received funding under this category in any of the two previous financial years.
- applicants must have satisfactorily accounted to Council for the expenditure of a previous Council grant if relevant.

Exclusions

The following will not be funded:

- incorporated groups or profit-making organisations
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- new equipment or materials not directly related to being able to compete or participate in the funded activity
- participation in events that may be perceived to portray a

	<p>negative image (e.g. associations with alcohol, gambling, smoking, discrimination)</p> <ul style="list-style-type: none"> • paid participation in commercial based events.
Grant conditions	<p>The applicant must:</p> <ul style="list-style-type: none"> • spend the grant funding as detailed in the application, unless written approval is obtained from Council • spend the funding (via the sports club) within six months of receiving it • in the case of withdrawing from the event for any reason, or the event for which funding has been awarded is cancelled, reimburse Council the full amount awarded, unless otherwise determined by Council • Council may, at its discretion, promote the recipients of grants to the community • Council may make funding conditional on other specific conditions being met.
Assessment process	<ul style="list-style-type: none"> • Category guidelines and application forms will be made available each year, and these will outline the assessment criteria that will be used to assess applications. Grant applications can be submitted anytime online via Council's website. • Applications will be assessed by officers in the order in which they are submitted. Applicants will be notified of the outcome within four weeks of the application being received. Incomplete applications will not be assessed until all required documents are received. • Where the applicant is under 18 years of age, the funding will be made to the applicant's parent/guardian and the applicant's parent/guardian must accept responsibility for the administration of the grant.

11 Individual Participation Grants

Purpose	Individual Participation grants will create social inclusion opportunities for disadvantaged community members to participate in sport and can only be accessed by low-income earners.
Streams	Active Community
Timeframe	Ongoing (until funds are expended).
Recipients	This category is only open to City of Boroondara residents playing in a City of Boroondara sports club. Funding is to reduce the cost of sport club registration/membership fees only.
Funding range	Grants of 75% (capped at \$200) of an individual's sports club fees will be awarded to the successful applicants. Grant funding will be paid directly to the nominated sports club, which will then reduce the club registration/membership fee by the grant amount.
Funding available	The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Individual Participation Grants, the following conditions must be met:</p> <ul style="list-style-type: none"> • applications are only open to individuals who reside within the City of Boroondara. • applications provide evidence of a current means tested government issued card (held by the individual or their parent/guardian if under 18). • applicants are ineligible if they have received funding in any of the two previous financial years • Applicants (via their sports club) must have satisfactorily accounted to Council for the expenditure of a previous grant if relevant.

Exclusions	<p>The following will not be funded:</p> <ul style="list-style-type: none"> • incorporated groups or profit-making organisations • funding requests that are considered by Council to be the funding responsibility of other levels of government • registered political parties or organisations that are controlled by a registered political part • religious projects or activities seeking to promote the spiritual beliefs of a religious group • projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments • projects or activities that have already started or have been completed (no retrospective funding) • new equipment or materials not directly related to being able to compete or participate in the activity • participation in events that may be perceived to portray a negative image (eg associations with alcohol, gambling, smoking, discrimination) • paid participation in commercial based events.
Grant Conditions	<p>The recipient must:</p> <ul style="list-style-type: none"> • spend the Grant funding as detailed in the application unless written approval is obtained • spend the Grant funding (via the sport club) within six months of receiving it • in the case of cancelling their involvement with the sport club during the funded year, reimburse Council for so much of the sport club fees as is refunded by the sport club • Council may, at its discretion, promote the recipients of grants to the community • Council may make funding conditional on other specific conditions being met.
Assessment process	<ul style="list-style-type: none"> • Category guidelines and application forms will be made available each year, and these will outline the assessment criteria, which will be used to assess applications. Grant applications can be submitted online via the City of

Boroondara website.

- Applications will be assessed by officers in the order in which they are submitted. Applicants will be notified of the outcome within 14 days of the application being received. Incomplete applications will not be assessed until all required documents are received.
- Successful candidates are required to submit their successful letter to their sports club. The sports club will reduce the registration fee for the applicant by the grant approval amount.

12 Seniors' Groups Grants

Purpose	These grants support seniors' groups to fund specific projects or activities, rental, insurance and operational costs, outings, guest speakers and/or transport, which support older people of all abilities, interests and cultural backgrounds to participate in group activities, enhance wellbeing, and foster connections in the local community.
Timeframe	1 year
Recipients	This is a non-competitive category applicable to specific senior groups located in Boroondara.
Funding range	Up to \$11,000 per applicant per year
Funding available	The amount of funding available will be at Council's discretion.
Eligibility criteria	<p>To be eligible for Community Strengthening Grant funding, applicants must:</p> <ul style="list-style-type: none"> • be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised) • be a not-for-profit organisation • be either: <ul style="list-style-type: none"> • an incorporated entity (e.g. a co-operative, incorporated association, company or company limited by guarantee); or • auspiced by an incorporated third party, (unless requesting less than \$1,000) • have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration • hold a public liability insurance policy that Council considers satisfactory • not have their own grant giving program or fundraising program

that provides money to finance another organisation's community initiatives

- have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- comply with all applicable laws, including:
 - all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements
 - child safe standards under the *Child Wellbeing and Safety Act 2005*, for organisations that provide services to minors
 - registration or accreditation of professional employees
- have a majority of its membership residing in Boroondara.

Exclusion The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - or meet in venues that have gaming machines
- funding requests which Council considers to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been

completed (ie no retrospective funding)

- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- interstate or overseas travel.

Grant conditions

The recipient must:

- complete the funded project or activity within the timeframe specified in the guidelines
- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity using Council's evaluation form
- provide an expenditure statement and acquittal, at completion of the funding period. If Council's grant funds are not spent, remaining funds over \$150 must be returned to Council
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the *Freedom of Information Act 1982*

Council may make funding conditional on other specific conditions being met.

Assessment process

Category guidelines and application forms will be distributed each year, and these will outline the assessment criteria that will be used by the internal Seniors Groups Grants Review Panel to assess applications.

13 Triennial Non-Competitive Grants

Purpose	This funding provides reliable financial assistance, enabling organisations to provide important community services and programs in the City of Boroondara. This is a triennial category.
Timeframe	Three years
Streams	<ul style="list-style-type: none"> • Healthy Community • Creative Community
Recipients	<ul style="list-style-type: none"> • Neighbourhood Houses: <ul style="list-style-type: none"> • Alamein Neighbourhood and Learning • Ashburton Community Centre • Balwyn Community Centre • Bowen Street Community Centre • Camberwell Community Centre • Canterbury Neighbourhood Centre • The Craig Family Centre • Hawthorn Community House • Kew Neighbourhood Learning Centre • Surrey Hills Neighbourhood Centre • Trentwood at the Hub • Kew East Primary School Multipurpose Centre • Camberwell Rotary • Hawthorn Citizen's Youth Club. • Any other organisation which Council reasonably determines to be a suitable candidate for this funding.
Funding available	The amount of funding available will be at Council's discretion. Continued funding over the three years is subject to satisfactory achievement against agreed targets and no guarantee of funding beyond three years is provided.

Eligibility criteria	<p>To be eligible for Community Strengthening Grant funding applicants must:</p> <ul style="list-style-type: none"> • be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised) • be a not-for-profit organisation • be either: <ul style="list-style-type: none"> • an incorporated entity (e.g. a co-operative, incorporated association, company or company limited by guarantee); or • auspiced by an incorporated third party (unless requesting less than \$1,000) • have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration • hold a public liability insurance policy that Council considers satisfactory • not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives • have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant) • comply with all applicable laws, including: <ul style="list-style-type: none"> • all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements • child safe standards under the <i>Child Wellbeing and Safety Act 2005</i>, for organisations that provide services to minors • registration or accreditation of professional employees • comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and
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requirements.

Exclusions

The following will not be funded:

- individuals and private profit-making organisations
- organisations or groups that:
 - own or operate poker machines
 - explicitly promote sports betting
 - meet in venues that promote gaming.
- funding requests that are considered by Council to be the funding responsibility of other levels of government
- primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)
- auspice fees, being fees charged by an organisation to manage a Grant
- registered political parties or organisations that are controlled by a registered political party
- religious projects or activities seeking to promote the spiritual beliefs of a religious group
- projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- projects or activities that have already started or have been completed (no retrospective funding)
- funding of prizes, sponsorships, donations or gifts
- new building works, capital improvements, facility maintenance and fixed assets (e.g. air conditioner, shade sails, cubby houses and sheds)
- projects that have been, or are being, funded by other parts of Council
- interstate or overseas travel.

Grant conditions

The recipient must:

- complete the funded project or activity within the

timeframe specified in the Grant guidelines

- execute and comply with a standard funding agreement (grant funds will not be released before the funding agreement is executed by both parties)
- provide a written project evaluation of the project/program on completion of the activity
- provide audited statements for the organisation at completion of the funding period if the Grant exceeds \$25,000, in addition to the expenditure statement for the funded activity
- provide all reasonable cooperation to assist Council to comply with its legal obligations, including under the Freedom of Information Act 1982
- Council may make funding conditional on other specific conditions being met.

Assessment process

Each organisation will be required to address relevant assessment criteria prior to funding agreement renewal to ensure that recurrent funding aligns with the objectives of the Boroondara Community Strengthening Grants Policy and addresses Council's funding priorities and emerging community needs and priorities.

Council will review the outcomes of the Triennial Non-Competitive Grant category in terms of community needs at Council's discretion.

Appendix 2 - Community Strengthening Grants Eligibility & Exclusions Quick Reference Guide

	Annual Grants	Small Grants	Innovation Grants	Commemorative Community Grants	Emergency Response Grants	Triennial Operational Grants	Community Support Grants	Climate Action Grants	Lead Tenant Grants	Seniors Group Grants	Triennial Non Competitive Grants	Individual Achievement Grants	Individual Participation Grants
To be eligible for Boroondara Community Strengthening Grants funding, applicants must:													
Standard Eligibility Criteria													
be committed to providing direct benefits to residents of the City of Boroondara (local organisations are prioritised)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
be a not-for-profit organisation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
be either: • an incorporated entity (eg a co-operative, incorporated association, company or company limited by guarantee); or • auspiced by an incorporated third party, (unless requesting less than \$1,000)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
hold a public liability insurance policy that Council considers satisfactory	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
comply with all applicable laws, including: • all statutory requirements to maintain their status as an incorporated entity, including all relevant governance, accounting, reporting and auditing requirements • child safe standards under the Child Wellbeing and Safety Act 2005, for organisations that provide services to minors • registration or accreditation of professional employees.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
comply with Occupational Health and Safety, safe working practices and Worksafe recommendations and requirements.	✓		✓			✓	✓	✓	✓		✓		
have a majority of its membership residing in Boroondara										✓			
for festivals and events, been running the event or festival to be funded for at least two consecutive years before the application						✓							
be committed to providing services, projects, programs, and activities to residents of the City of Boroondara to reduce emissions or adapt to the impacts of climate change (local organisations are prioritised)								✓					
not have already applied during the relevant funding round – only one application per round can be submitted per organisation						✓							
be able to demonstrate the necessary skills, expertise, qualifications, registrations and licensing in the funded area to deliver the funded services.							✓						
applications are only open to individuals who reside within the City of Boroondara												✓	✓
the event, program or activity must be conducted/coordinated by a recognised organisation (ie national or international governing/peak body, not by a group of individuals) with a governing body (or equivalent).												✓	
applications must be received by Council: • at least four weeks prior to, but no earlier than three months before, the event for which funding is requested commences; or • otherwise within one week of receiving the invitation to participate.												✓	
applicants are ineligible if they have received funding under this category in any of the two previous financial years												✓	
the applicant must be selected by the governing body (or equivalent) to attend the event, program or activity and provide evidence of their selection.												✓	
evidence of a current means tested government issued card (held by the individual or their parent/guardian if under 18).													✓
applicants are ineligible if they have received funding in any of the two previous financial years.													✓

		Annual Grants	Small Grants	Innovation Grants	Commemorative Community Grants	Emergency Response Grants	Triennial Operational Grants	Community Support Grants	Climate Action Grants	Lead Tenant Grants	Seniors Group Grants	Triennial Non-Competitive Grants	Individual Achievement Grants	Individual Participation Grants
	The following will not be funded:													
Exclusions	individuals and private profit-making organisations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	organisations or groups that: • own or operate poker machines • explicitly promote sports betting • meet in venues that have gaming machines	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	funding requests that are considered by Council to be the funding responsibility of other levels of government	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	primary or secondary schools (Council encourages partnerships between schools and community organisations, but the community organisation must be the applicant)	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		
	auspice fees, being fees charged by an organisation to manage a Grant	✓	✓	✓	✓	✓			✓		✓	✓		
	repeat applications for the same projects, activities or equipment that are identical to something that was funded in the previous funding year	✓	✓			✓	✓		✓					
	registered political parties or organisations that are controlled by a registered political party	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	religious projects or activities seeking to promote the spiritual beliefs of a religious group	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	projects or activities that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	projects or activities that have already started or have been completed (no retrospective funding)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	funding of prizes, sponsorships, donations or gifts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	new building works, capital improvements, facility maintenance and fixed assets (eg air conditioner, shade sails, cubby houses and sheds)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	projects that have been, or are being, funded by other parts of Council	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	the organisations day to day operational expenses such as insurance and rental subsidies	✓	✓	✓	✓	✓			✓					
	interstate or overseas travel.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	groups or organisations that have an operating budget over \$1 million annually (organisations acting as an auspice and neighbourhood houses are exempt from this rule)		✓			✓								
	professional fees (eg labour, salary, wages) and administration costs (eg phone calls, correspondence, stationery)		✓			✓								
	organisations that have received Triennial Non-Competitive Funding for any part of the timeframe to which the application relates						✓							
	incorporated groups or profit-making organisations												✓	✓
	new equipment or materials not directly related to being able to compete or participate in the activity												✓	✓
	participation in events that may be perceived to portray a negative image (eg associations with alcohol, gambling, smoking, discrimination)												✓	✓
	paid participation in commercial based events												✓	✓

7.4 Recommendations of Audit and Risk Committee Meeting

Executive Summary

Purpose

This report presents the recommendations of the most recent Audit and Risk Committee meeting for consideration by Council. A schedule of reports and committee recommendations is attached to this report.

Background

The most recent meeting of the Audit and Risk Committee was held on 21 December 2022. This report presents the findings and recommendations from that meeting for consideration by Council.

Key Issues

As recorded in the minutes of the Audit and Risk Committee meeting held on 21 December 2022 the following reports were tabled:

- 5.1 Standard Questions for tabling at Audit & Risk Committee meetings
- 5.2 Business Arising
- 5.3 Audit and Risk Committee Administrative Matters
- 5.4 COVID-19 Update
- 5.5 Strategic Risk Register Update including presentation of annual work plan
- 5.6 Business Function Risk Assurance Map (BFRAM) Update
- 5.7 Annual IT Security Testing Update
- 5.8 Year-end update and Audit Closing Report for the year ended 30 June 2022
- 5.9 Internal Audit Update
- 5.10 Biannual Report to Council
- 5.11 Internal Audit Report - Legislative compliance

A summary of the content of the reports tabled and identification of the required Council action is contained in **Attachment 1**.

Next Steps

The next meeting Audit and Risk Committee is scheduled for 15 March 2023.

Officers' recommendation

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 21 December 2022.

Responsible manager: Bryan Wee, Manager Governance and Legal

1. Purpose

To present to Council the recommendations of the Audit and Risk Committee meeting held on 21 December 2022. A schedule of reports and committee recommendations is attached to this report.

2. Policy implications and relevance to community plan and council plan

The Audit and Risk Committee Charter provides that recommendations of the Audit and Risk Committee are not binding until considered and adopted by Council.

3. Background

Council's Audit and Risk Committee was established on 24 August 2020 when Council resolved to adopt the 'Audit and Risk Committee Charter 2020'.

The most recent meeting of the Audit and Risk Committee was held on 21 December 2022. This report presents the findings and recommendations from that meeting for consideration by Council.

Full copies of papers presented to the Audit and Risk Committee can be accessed by Councillors via the Councillor Portal. Assistance in locating these papers can be provided by the Governance and Legal Department.

4. Outline of key issues/options

As recorded in the minutes of the Audit and Risk Committee meeting held on 21 December 2022 the following reports were tabled:

- 5.1 Standard Questions for tabling at Audit & Risk Committee meetings
- 5.2 Business Arising
- 5.3 Audit and Risk Committee Administrative Matters
- 5.4 COVID-19 Update
- 5.5 Strategic Risk Register Update including presentation of annual work plan
- 5.6 Business Function Risk Assurance Map (BFRAM) Update
- 5.7 Annual IT Security Testing Update
- 5.8 Year-end update and Audit Closing Report for the year ended 30 June 2022
- 5.9 Internal Audit Update
- 5.10 Biannual Report to Council
- 5.11 Internal Audit Report - Legislative compliance

A summary of the content of the reports tabled and identification of the required Council action is contained in **Attachment 1**.

5. Consultation/communication

Members of Council's Audit and Risk Committee and external and internal auditors were consulted during the preparation of Audit and Risk Committee reports referred to within this Council report.

6. Financial and resource implications

Council's operating budget provides funds for the Internal Audit Program and for implementation costs associated with these Audit recommendations.

7. Governance issues

Officers involved in the preparation of this report have no conflict of interest. The list of prescribed human rights contained in the Victorian Charter of Human Rights and Responsibilities has been reviewed in accordance with Council's Human Rights Compatibility Assessment Tool and it is considered that the proposed actions contained in this report present no breaches of, or infringements upon, those prescribed rights.

8. Social and environmental issues

The contents of this report are consistent with Council's desire to provide solid financial and governance frameworks to support the enhancement of urban environmental and social amenity.

9. Conclusion

This report presents to Council the recommendations of the Audit and Risk Committee meeting held on 21 December 2022.

Manager: Bryan Wee, Manager Governance and Legal

Report officer: Elizabeth Manou, Senior Governance and Integrity Officer

**Summary of reports tabled at Audit and Risk Committee meeting held
21 December 2022**

No	Report Title	Summary of Content	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. No matters were identified, and no discussion was held. 	Council note the Officers, Auditors and Members had no matters to raise in response 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	Audit and Risk Committee Administrative Matters	This report updated the Audit and Risk Committee regarding administrative matters identified at previous Audit and Risk Committee meetings.	Council receive and note the report.
A5.4	COVID-19 Update	<p>This item in the agenda of the Audit and Risk Committee meeting briefs the Committee on Council's response to the COVID-19 Pandemic.</p> <p>Due to the dynamic nature of the Pandemic and Council's response, a verbal update is provided at each Audit and Risk Committee meeting.</p> <p>Explanatory notes to support the verbal updates were provided by the Manager Liveable Communities (Municipal Pandemic Coordinator) and Executive Manager, People Culture and Development.</p>	Council receive and note the report.

**Summary of reports tabled at Audit and Risk Committee meeting held
21 December 2022**

No	Report Title	Summary of Content	Recommended Council Resolution
A5.5	Strategic Risk Register Update including presentation of annual work plan	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, pursuant to the Risk Management Framework.	Council receive and note the report.
A5.6	Business Function Risk Assurance Map (BFRAM) Update	<p>This report updated the Audit and Risk Committee with the updated 'Business Function Risk Assurance Map (BFRAM) - Revision #2 - November 2022'.</p> <p>The BFRAM will be used to help inform Council's overall assurance framework, including where management or the Audit and Risk Committee may seek additional assurance coverage and will be used as a key input into future internal audit plans.</p>	Council receive and note the report.
A5.7	Annual IT Security Testing Update	This report presented the Audit and Risk Committee with the results of the annual IT security testing program which was undertaken by specialist third party security testing vendor. This proactive assessment is an important part of Council's overall IT security work and allows Council to be aware of and address any potential security exposures.	Council receive and note the report.
A5.8	Year-end update and Audit Closing Report for the year ended 30 June 2022	<p>At the Council meeting on 26 September 2022, Council resolved to record approval 'in principle' of the Annual Financial Statements and Performance Statement for the year ended 30 June 2022 to submit them to the Auditor-General for review. An 'unqualified' audit opinion was then received from the Auditor-General in relation to each of these statements. Management was issued with a Final Management letter which identified four findings for financial and performance statement reporting and four information technology observations.</p> <p>Management responses were provided for all observations. Identified actions have either been concluded or scheduled for completion by June 2023.</p>	Council receive and note the report.
A5.9	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.

**Summary of reports tabled at Audit and Risk Committee meeting held
21 December 2022**

No	Report Title	Summary of Content	Recommended Council Resolution
A5.1 0	Biannual Report to Council	This report presented the draft Bi-annual Report from the Audit and Risk Committee and sought the Committee's endorsement, prior to the report being presented to Council in February 2023 as required by section 54(5) of the <i>Local Government Act 2020</i> (the Act). It also presented results of surveys required by section 54(4) of the Act to assess the Audit and Risk Committee's performance.	Council receive and accept the report.
A5.1 1	Internal Audit Report - Legislative compliance	This report updated the Audit and Risk Committee on the outcomes of the Internal Audit review of Council's Legislative Compliance processes and key controls. The review was conducted in accordance with the Council adopted Strategic Internal Audit Plan.	Council receive and endorse the report.

7.5 December 2022 Quarterly Performance Report

Executive Summary

Purpose

The Quarterly Performance Report for December 2022 provides detailed reporting on financial and non-financial performance against both the Boroondara Community Plan 2021-31 and the Budget for the year.

Background

At the end of each quarter, a Quarterly Performance Report is prepared and adopted at Council.

The year-to-date and annual budget figures referred to in this report reflects the 2022-23 Amended Budget, approved by Council on 14 November 2022, which includes the carry forward funding from 2021-22 priority projects and capital works forward commitments.

Key Issues

Financial performance

Year-to-Date Actuals vs. 2022-23 Amended Budget

Council's favourable operating result against year-to-date budget of \$111.90 million is \$5.99 million or 6% above the 2022-23 Amended Budget of \$105.91 million primarily due to a number of factors which are outlined in **Attachment 1**.

Capital works actual expenditure is \$25.22 million, which is \$1.84 million above year-to-date budget phasing of \$23.38 million. Priority projects expenditure of \$11.92 million is \$903,000 below year-to-date budget phasing of \$12.82 million.

Council's Balance Sheet and cash position are sound and depict a satisfactory result. At the end of December, Council's cash position stood at \$143.69 million or \$16.16 million above year-to-date budget.

The overall financial position as 31 December 2022 is satisfactory with a working capital ratio of 4.17 to 1 (includes reserve funds of \$23.47 million and 0.5% cash contingency for emergency response works).

Non-financial performance

Major Initiatives

For the December quarter, 10% (5 out of 49) of the 2022-23 major initiatives have been completed. A total of 86% (42 of 49) of the major initiatives have commenced and are on track to be completed by the end of the financial year. 4% (2 out of 49) of the major initiatives are delayed and not anticipated to be completed by the end of financial year. Further details can be found on **pages 16 to 70 in Attachment 1**.

Strategic Indicators

The Boroondara Community Plan 2021-31 and Annual Budget 2022-23 contain 52 strategic indicators of which 33 are annual measures. The remaining 19 are reported on a quarterly basis, with data being available quarterly on the progress towards the annual forecast. Quarter 2 data indicates 3 of the strategic indicators are not on track to be achieved by the end of the financial year, with commentary provided in the **Outline of key issues/options** section of this report and on **pages 14 to 66 in**

Attachment 1. Also see the **Executive Overview in Attachment 1** for more information.

Local Government Performance Reporting Framework (LGPRF)

The assessment of LGPRF measures shows most quarterly indicators are on track, with two of the non-financial LGPRF measures not on track to meet target at the end of financial year. Further details can be found on **pages 21 to 71 in Attachment 1.**

Officers' recommendation

That Council resolve to receive and note the Quarterly Performance Report for December 2022 (**Attachment 1**).

Responsible director: Mans Bassi, Director Customer and Transformation

1. Purpose

The purpose of this report is to provide Council the December 2022 Quarterly Performance Report for the period ended 31 December 2022 (**refer Attachment 1**). This report is designed to provide performance reporting on both the Annual Budget 2022-23 and Boroondara Community Plan 2021-31 (incorporating the Community Vision, Council Plan 2021-25 and Municipal Public Health and Wellbeing Plan 2021-25).

2. Policy implications and relevance to community plan and council plan

This report is consistent with the Boroondara Community Plan 2021-31. In particular, the Council Plan theme of Leadership & Governance and strategy 7.1 “Decision-making is transparent and accountable through open governance processes with timely communication and reporting” and 7.2 “Resources are responsibly allocated and used through sound financial and asset planning, procurement and risk management practices”.

3. Background

The December 2022 Quarterly Performance Report provides detailed reporting on financial and non-financial performance against both the Boroondara Community Plan 2021-31 and Budget for the year.

The year-to-date and annual budget figures referred to in this report reflects the 2022-23 Amended Budget, approved by Council on 14 November 2022.

Attachment 1: December Quarterly Performance Report 2022 (Incorporating Major Initiatives, Boroondara Community Plan Performance, Financial Performance and Local Government Performance Reporting Framework measures).

4. Outline of key issues/options

Year-to-date actual vs. Year-to-date 2022-23 Amended Budget

The year-to-date surplus result of \$111.90 million as per the budget is due to the striking of full year annual rates in August 2022. The surplus result will reduce over the course of the year as Council delivers services to the community. In addition, the favourable result against year-to-date budget of \$5.99 million is due to timing differences for income and expenditure across Council.

Balance Sheet and Cash Flow Statement

Cash and investment holdings are \$143.69 million as of 31 December 2022 which has increased by \$6.65 million from 30 June 2022.

The Balance Sheet as of 31 December 2022 indicates a satisfactory result with total current assets of \$265.02 million and total current liabilities of \$63.53 million.

Please refer to **pages 77 to 78 and 83 of Attachment 1** for further detail.

Capital works

Council's year-to-date performance in gross Capital works expenditure is \$25.22 million which is \$1.84 million above year-to-date budget phasing of \$23.38 million (year to date actual and commitments as of 31 December 2022 equates to \$56.50 million and includes committed expenditure for multi-year projects with the most significant being Kew Recreation Centre).

Priority projects

Council's year-to-date performance in gross priority project expenditure is \$11.92 million which is \$903,000 below year-to-date budget phasing of \$12.82 million (year to date actual and commitments as of 31 December 2022 equates to \$31.22 million).

Refer to **Attachment 1 pages 6 and 7 Executive overview** for graphical representation of capital works and priority projects year to date budget, actual and committed expenditure.

Further information on capital works is detailed on **pages 84 to 86 in Attachment 1**.

Non-financial performance

Major Initiatives

The 2022-23 Annual Budget contains 49 major initiatives. For the December quarter, 10% (5 out of 49) of the 2022-23 Major Initiatives have been completed and a further 86% (42 of 49) have commenced and are on track to be completed by the end of financial year. Four percent (2 of 49) are delayed and not anticipated to be completed by the end of financial year, with commentary provided in the table below and on **pages 16 to 70 in Attachment 1**. Also see the **Executive Overview in Attachment 1** for more information.

Details of the major initiatives not on track to be completed by end of financial year:

Major Initiatives not on track to be completed by end of financial year	Comments
1.5: Create an all-ability recreation facility to meet current and future community needs by completing the construction of the Kew Recreation Centre	Construction of Kew Recreation Centre has been delayed due to the collapse of the roof and WorkSafe investigation.
5.2: Provide a safe and accessible shared path for the community by advocating to the Victorian Government for the Box Hill to City cycling corridor project	<p>Council has commenced the feasibility studies for two sections of the Box Hill to Hawthorn Strategic Cycling Corridor. These sections are:</p> <ol style="list-style-type: none"> 1. Elgin Street to Glenferrie Road including an underpass at Power Street 2. Burke Road to Stanhope Grove. <p>A consultant has been appointed to assist with the feasibility studies and concept designs. Consultation with key stakeholders (VicTrack, Metro Trains, Department of Transport) and the</p>

Major Initiatives not on track to be completed by end of financial year	Comments
	<p>community is proposed and then Council will formally consider the studies. Subject to Council approval, the studies will be presented to the State Government for funding consideration and approval.</p> <p>Difficulties have been experienced in surveying sections of the railway corridor due to heavy vegetation and access approvals requiring further additional surveying.</p> <p>One more section of the Box Hill to Hawthorn Strategic Cycling Corridor will be investigated and this is intended to be the section between Auburn Road and Burke Road.</p>

Strategic Indicators

The Boroondara Community Plan 2021-31 and Annual Budget 2022-23 contain 52 strategic indicators of which 33 are annual measures. The remaining 19 are reported on a quarterly basis. Quarter 2 data indicates 3 of the strategic indicators reported quarterly are not on track to be achieved by the end of the financial year, with commentary provided in the table below and on **pages 14 to 66 in Attachment 1**. Also see the **Executive Overview in Attachment 1** for more information.

Details of the strategic indicators not on track to meet annual forecast:

Strategic Indicator not on track to meet annual forecast	Comments
Number of vaccinations administered	Vaccines administered in Quarter 2 have consistently trended lower compared to target as there has not been a flu program during this quarter. Overall vaccination rates have also been impacted by COVID-19 safe practices which have limited the capacity of the service. Lower birth rates have also impacted these numbers. Historical trends show targets may be met following the upcoming flu program in Quarters 3 and 4.
Percentage of graffiti removed from Council- owned assets within one business day of notification	In Quarter 1 the contractors were short-staffed. In Quarter 2, all positions were filled. The target was not met due to staff shortage in the first quarter.
Average daily bicycle users for Gardiners Creek Trail, the Anniversary Trail, Koonung Trail and Main Yarra	The Gardiners Creek Trail continues to be the busiest trail with an average daily figure of 1660 bike riders in the

Strategic Indicator not on track to meet annual forecast	Comments
Trail	quarter. The Koonung Trail and Main Yarra Trail also experience good use with figures of 736 and 719 respectively. The Anniversary Trail recorded an average daily figure of 413. It is likely the annual target will not be achieved due to adverse weather in Quarters 1 and 2.

Local Government Performance Reporting Framework Measures (LGPRF)

There are 58 mandatory performance indicators included in the LGPRF under three thematic areas, 28 of which will be audited and included in Council's performance statement. Of these 26 are reported on a quarterly basis (two measures are reported on annually):

- Service Performance Indicators
- Financial Performance Indicators
- Sustainable Capacity Indicators.

The assessment of LGPRF shows most quarterly indicators are on track, with two of the non-financial LGPRF measures not on track to meet target at end of financial year, with comments provided below. Further details can be found on **pages 21 to 71 in Attachment 1:**

Details of the non-financial LGPRF measures not on track to meet annual forecast:

Non-financial LGPRF Measure target not on track to meet annual forecast	Comments
AM2: Animals reclaimed	<p>The lower reclaim rate compared to the first quarter is due to multiple factors.</p> <p>Firstly, there was a 46% increase of cats/kittens impounded compared to the first quarter. Many were deemed either feral, stray or unowned and could not be reclaimed.</p> <p>32% of the impounded cats were not suitable for adoption (i.e., had severe behavioural or medical issues). The rest were kittens from stray litters that were not quite ready for adoption and needed 10-12 weeks of foster care.</p> <p>The spike in cat admissions is a seasonal occurrence, as the second quarter encompasses the start of kitten season, which typically runs in Melbourne from mid Spring to Autumn each year. Despite Melbourne recording a cold and wet spring, the number of stray cats impounded remains consistent with the last 2-3</p>

Non-financial LGPRF Measure target not on track to meet annual forecast	Comments
	<p>years.</p> <p>Animal Shelters and Pounds across the state consistently continue to report high numbers of stray cats admitted, citing the reduction of proactive cats trapping programs due to COVID-19 as a contributing factor.</p>
AF7 - Cost of aquatic facilities	<p>Leisure and aquatic centre memberships and attendances are still impacted by the COVID-19 pandemic, which is having a negative impact on financial performance.</p>

5. Consultation/communication

The Executive Leadership Team has reviewed and approved the report.

6. Financial and resource implications

Council's current operating and cash flow position is sound. Council continues to monitor and review the financial impacts of COVID-19 on Council's operating budget.

7. Governance issues

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

8. Social and environmental issues

There are no direct impacts resulting from this report.

Manager: Nicole White, Manager Strategy and Performance
Amy Montalti, Chief Financial Officer

Report officer: Freda Duraku, Corporate Reporting Lead
Sapphire Allan, Coordinator Management Accounting



Quarterly Performance Report

October to December 2022

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1. Executive overview and key highlights

1.1 Introduction

The December 2022 Quarterly Performance Report provides detailed reporting on performance against both the 2022-23 Annual Budget and the Boroondara Community Plan (BCP) 2021-31 (incorporating the 10-year Community Vision, Council Plan 2021-25 and Municipal Public Health and Wellbeing Plan 2021-25).

This executive overview will focus on a summary of financial and non-financial issues and key highlights, while **Section 3 - Directorate overviews** and **Section 4 - Financial and Performance Statements** will focus in greater detail on variances and key issues and events.

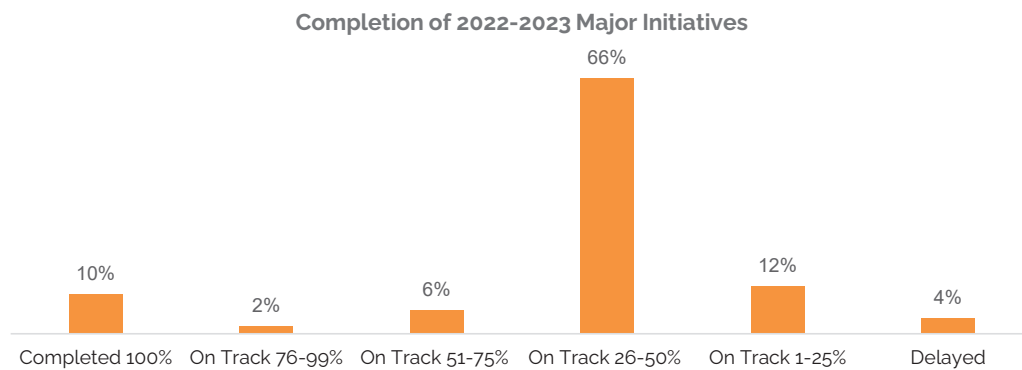
The year to date and annual budget referred to in this report reflects the 2022-23 Amended Budget approved by Council on 14 November 2022 which includes the carry forward funding for final 2021-22 priority projects and capital works forward commitments.

In accordance with Section 97(3) of the *Local Government Act 2020* the Chief Executive Officer is of the view that a revised budget is not required for the financial reporting period 31 December 2022. No variations have been made to the declared rates and charges or loan borrowings other than what has been approved in the 2022-23 Adopted Budget. Council's financial position is sound with a working capital of 4.17 as at 31 December 2022.

1.2 Performance against Major Initiatives

There are 49 Major Initiatives for financial year FY 2022-23. As at the quarter ended December 2022, 10% of initiatives have been completed. 86% of the major initiatives have commenced and are on track to be completed by the end of the financial year. 4% are delayed and are not anticipated to be completed by end of financial year.

The progress of achieving the Major Initiatives has been reported as per the following chart:



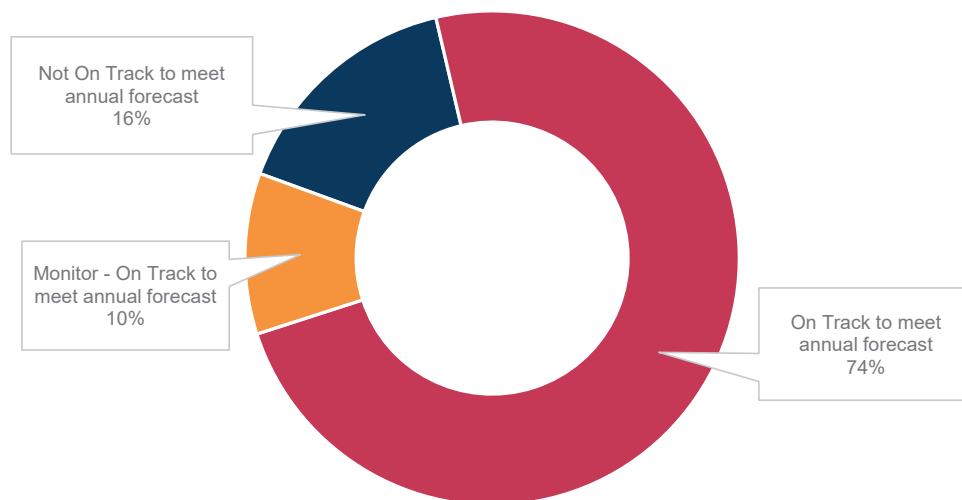
Please refer to **pages 16 to 70** for further details and explanations.

1.3 Performance of Strategic Indicators

The Boroondara Community Plan 2021-31 contains 52 strategic indicators of which 33 are annual measures. The remaining 19 are reported on a quarterly basis, with data being available quarterly on the progress towards the annual forecast. For the quarter ended December 2022,

14 of the strategic indicators are on track to achieve target by end of financial year. Two of the strategic indicators are being monitored and anticipated to achieve target by the end of financial year. Three are not on track to achieve the annual target by end of financial year, with commentary provided in **Section 3** of this report.

Strategic Indicators reported on a quarterly basis (19 of 52 Strategic Indicators)



Please refer to **pages 14 to 66** for further details and explanations.

Quarterly Performance Report - December 2022

2. Key financial highlights and overview

Key financial summary	ANNUAL ORIGINAL BUDGET \$'000	YTD ACTUAL (1) \$'000	YTD BUDGET (2) \$'000	YTD VARIANCE (1) - (2) \$'000	YTD VARIANCE (1) / (2) %	STATUS YTD VARIANCE	2022-23 AMENDED BUDGET (3) \$'000
Surplus/(Deficit) for the year	6,607	111,899	105,908	5,991	6%	✓	2,280
Recurrent income	255,177	229,798	227,062	2,736	1%	✓	249,618
Recurrent expenditure	226,608	108,708	111,267	2,559	2%	✓	226,757
Capital works Expenditure *	78,890	25,225	23,385	(1,840)	-8%	—	73,702
Priority projects Expenditure *	23,148	11,915	12,818	903	7%	✓	34,799
Closing cash and investments **	87,121	143,692	127,535	16,157	13%	✓	115,616

* Please refer to pages 85 & 87 for further explanation of variances.

** Refer to page 77 for further details and explanation of closing cash and investments holdings and financial assets.

Status legend:

✓	Above budgeted revenue or under budgeted expenditure.
—	Below budgeted revenue or over budgeted expenditure by <10%.
✗	Below budgeted revenue or over budgeted expenditure by >10%.

The overall financial position at 31 December 2022 is satisfactory with a working capital ratio of 4.17 to 1 (includes cash contingency for emergency response works and reserve funds of \$23.47 million).

Storm Event - October 2022

During October 2022 the City encountered significant rainfall on the 7th and 13th October which lead to some minor flooding in some locations. Council received 590 requests in relation to these storms. Actual expenditure at the end of December was \$192,000 with committed expenditure of \$18,000. Considering these events, the cash contingency will be reduced by this amount. Total Forecast expenditure is expected to be around \$250,000.

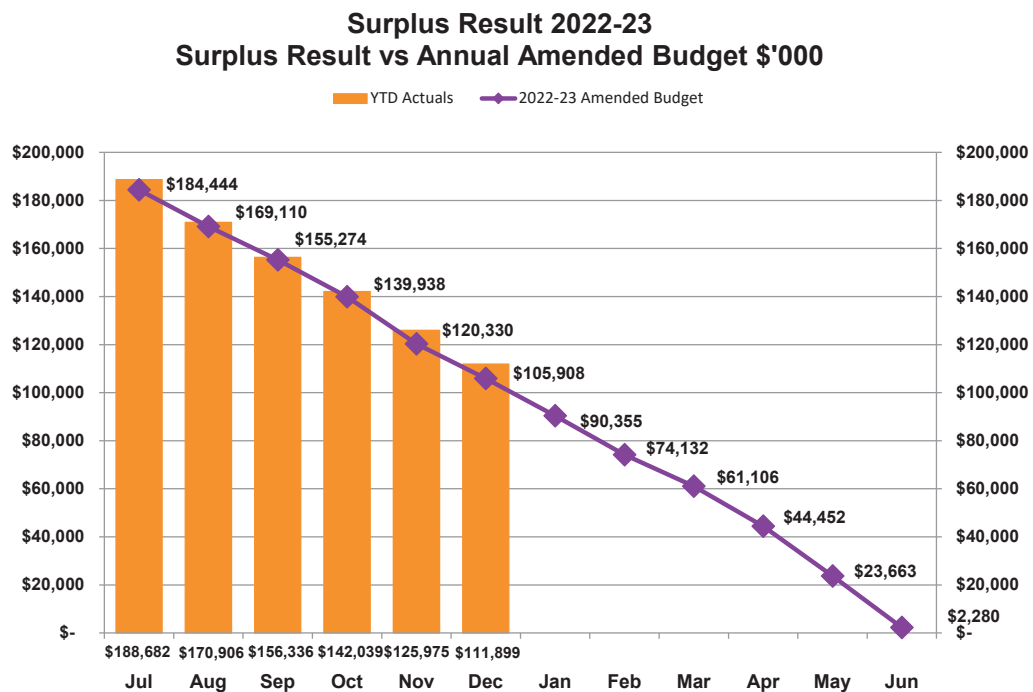
Quarterly Performance Report - December 2022

2.1 Surplus Result

Year to date actual vs. Year to date 2022-23 Amended Budget

The year to date surplus result of \$111.90 million as per the budget is due to the striking of full year annual rates in August 2022. The surplus result will reduce over the course of the year as Council delivers services to the community. In addition the favourable result against year to date budget of \$5.99 million or 6% is due to timing differences for income and expenditure across Council. Refer to **Section 4 Financial Performance** for details on Council's financial performance.

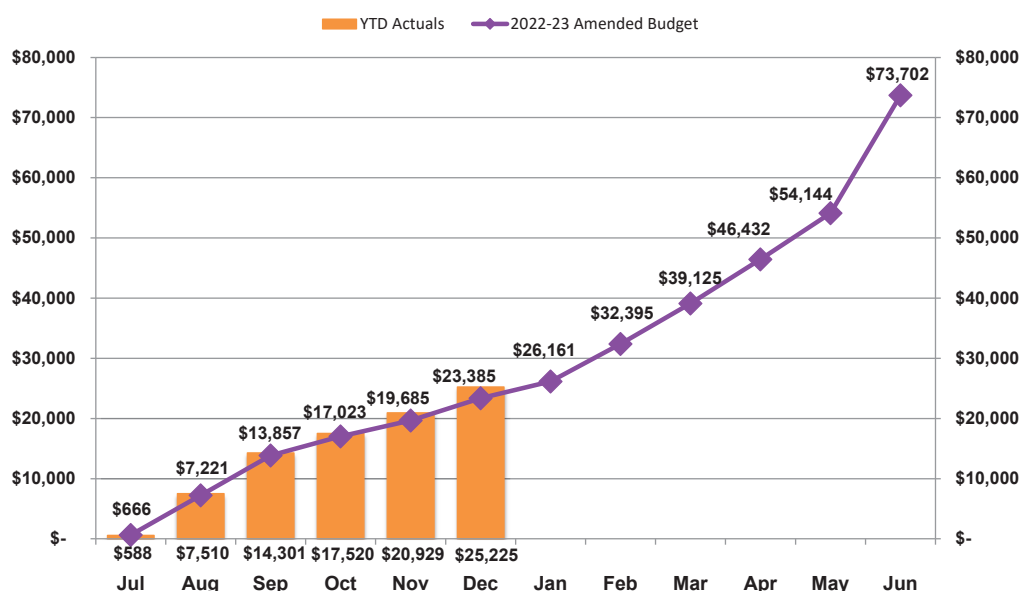
Please refer to the graphical representation below of actual year to date surplus result versus the 2022-23 Amended Budget.



Quarterly Performance Report - December 2022

2.2 Capital Works

Capital Works Projects 2022-23 Cumulative Budget vs Actual Expenditure All Projects - \$'000



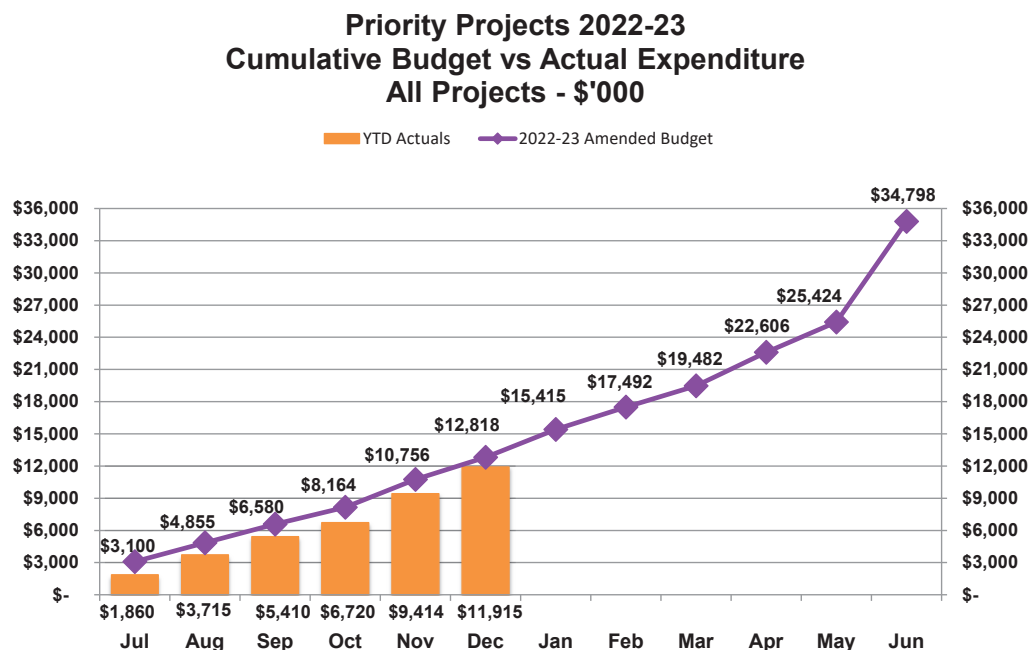
Council's year to date performance in gross capital works expenditure is \$25.22 million which is \$1.84 million above year to date budget phasing of \$23.38 million.

Capital works committed expenditure as 31 December 2022 is \$31.28 million (year to date actual and commitments equates to \$56.50 million) and includes committed expenditure for multi-year projects with the most significant being Kew Recreation Centre.

Please refer to **Section 4.7 Capital Works performance** for further explanation.

Quarterly Performance Report - December 2022

2.3 Priority Projects

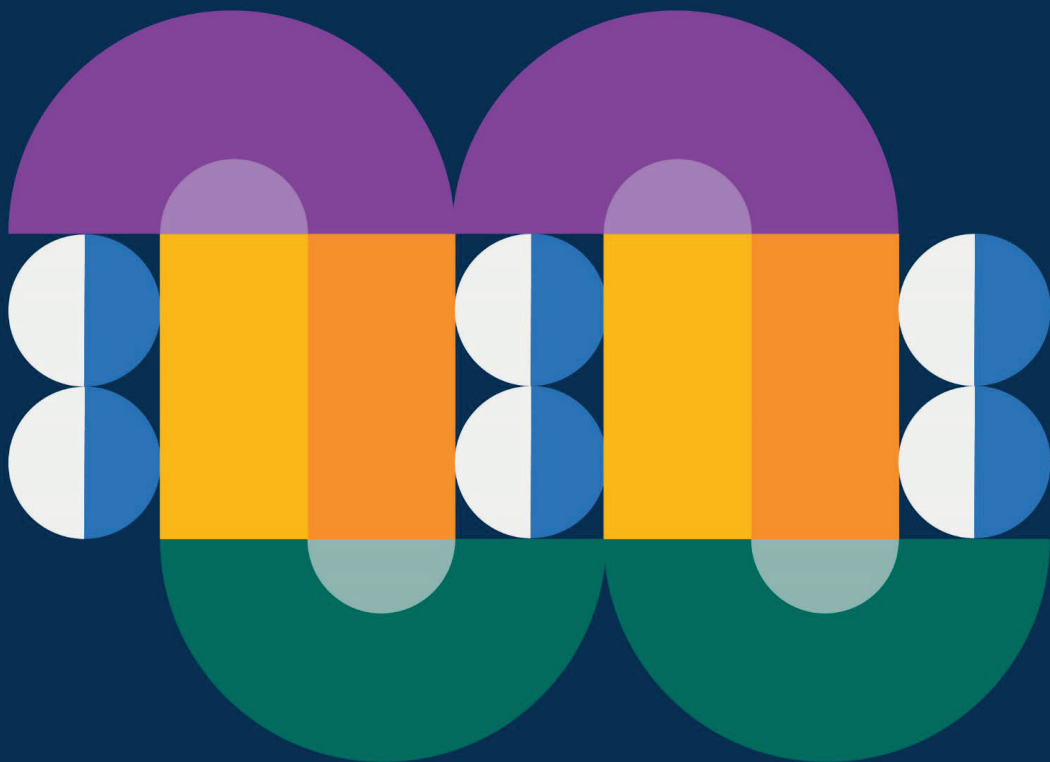


Council's year to date performance in gross priority project expenditure is \$11.92 million which is \$903,000 below year to date budget phasing of \$12.82 million. The difference relates to timing of expenditure on various projects.

Priority projects committed expenditure as at 31 December 2022 is \$19.30 million (year to date actual and commitments equates to \$31.22 million).

Please refer to **Section 4.8 Priority Projects performance** for further explanation.

Our performance



Our performance

The Boroondara Community Plan

The Boroondara Community Plan 2021–31 (the Plan) sets out the 10-year vision for Council based on the aspirations of our community and the seven priority themes the community told us are important.

The Plan incorporates the 10-year Community Vision, the Council Plan 2021-25 and the Municipal Public Health and Wellbeing Plan 2021-25, responding to Council's requirements under the *Local Government Act 2020* and the *Victorian Public Health and Wellbeing Act 2008*.

Council takes an integrated approach to planning and reporting, with the Plan directly informing the short, medium and long-term goals of Council. Through integrating the seven themes of the Plan across our key strategic documents, this ensures consistency and alignment with the community's aspirations and priorities across our planning, budgeting, asset management and reporting.

Each year, Council delivers an Annual Budget which demonstrates the resources we will allocate to ensure delivery of the Strategic Objectives of the Plan. The Annual Budget 2022-23 adopted by Council in June 2022 outlines Council's major initiatives and strategic indicator targets for the 2022-23 financial year.

Our ongoing monitoring and reporting of performance through monthly, quarterly, and annual reports ensures we are accountable, transparent and comply with legislation.

How we are measured

Our performance is reported in this section against each Boroondara Community Plan theme in four ways:

- Results of strategic indicators set out in the Annual Budget 2022-23.
- Progress of major initiatives set out in the Annual Budget 2022-23.
- Results of legislatively prescribed service performance indicators and measures.

Quarterly Performance Report - Decemberr 2022

Themes	Strategic Objective
 Community, Services and Facilities	Community services and facilities are high quality, sustainable, inclusive and strengthen resilience.
 Parks & Green Spaces	Green and open spaces are provided, well-utilised and enhanced.
 The Environment	The environment is considered in all decision making.
 Neighbourhood Character and Heritage	Protect the heritage and respect the character of Boroondara, while facilitating appropriate, well-designed development.
 Moving Around	Travel options are safe, efficient and accessible, with active and public transport encouraged.
 Local Economy	Support local businesses and enhance shopping precincts, fostering a strong economy and welcoming places for the community.
 Leadership and Governance	Ensure decisions are financially and socially responsible through transparent and ethical processes.



Theme 1

Community, Services and Facilities

Community services and facilities are high-quality, sustainable, inclusive and strengthen resilience.



Community, Services and Facilities highlights

- On 1 December 2022, the Boroondara Volunteer Resource Centre (BVRC) hosted an International Volunteer Day event at Hawthorn Arts Centre. The purpose of the event was to:
 - Celebrate and thank volunteers for their contribution
 - Encourage local community organisations to recognise and thank their volunteers
 - Announce the winners of the Boroondara Volunteer of the Year Awards.

The event was attended by over 100 community members who enjoyed live music, a keynote address from the Mayor, the Volunteer Awards ceremony and afternoon tea.

- To mark Community Safety Month, Council delivered a range of activities across the municipality targeted at a broad section of the community. These included:
 - Four Community Safety Pop-Ups at neighbourhood houses and Camberwell Library
 - An Emergency Services Family Fun Day at the Boroondara Farmer's Market
 - Storytime activities, play and sessions at Kew Traffic School
 - An online parent information session.

The success of this program was due to strong collaboration with community partners such as Neighbourhood Houses, emergency service providers and members of the Boroondara Community Safety Advisory Committee.

- On 13 November 2022, 250 people attended the Victorian Interfaith Networks Festival at Hawthorn Arts Centre. The event was hosted by the Boroondara Interfaith Network, which is convened by Council in partnership with the Faith Communities Council of Victoria and Swinburne University of Technology. The event aimed to build the capacity of interfaith networks and the focus of the festival was on what creates a sense of belonging for young people in a multifaith and multicultural society. Attendees enjoyed a lunch, performers, guest speakers and a panel discussion with young people.
- The inaugural Boroondara Youth Awards were celebrated in October 2022, recognising young people across five award categories including leadership, environmental sustainability, creativity, inclusive youth programs and youth work professional/volunteer.
- On Sunday 11 December, the Disability Sports Hub was launched at the Boroondara Sports Complex. The hub will provide opportunities for participation, education and training to support more people with disabilities to be active.
- On 19 November 2022, Council celebrated the official opening of the soon-to-be completed Canterbury Community Precinct (CCP). The small, but momentous event was held in Canterbury Gardens where 2022 Mayor, Jane Addis welcomed tenants and thanked all involved in the project and what it means to the community. The CCP will provide services and facilities for all abilities.
- Library services continued to offer events and programs to the community that celebrate connection. Such events have included:
 - The Boroondara Literary Awards (with over 100 attendees to the Awards evening)
 - Christmas story time (with over 50 people attending; including Santa)
 - Online cooking classes (Greek Christmas cooking and dumpling making)
- The 'Wild Cities' exhibition was on display until early December 2022 and showcased the ideas and creative output of more than 450 local school children exploring solutions for humans and animal ecosystems within cities and the built environment.
- The major exhibition 'Tell Me a Story' showcased techniques and customs passed on throughout generations and the importance of sharing such social and cultural practices. A curator lead tour of this exhibition was extended to the Boroondara Reconciliation Advisory Committee and the Inner East Local Area Network.
- As part of the Smart City Council Partnership with the City of Casey, Council has installed new sensors in the Glenferrie Shopping precinct litter bins and blocked drainage pit trouble spots within the municipality. This data will assist with adjusting bin emptying frequencies to minimise overflowing bins and help identify drainage pits that require cleansing before significant storm events.

Quarterly Performance Report - December 2022

- The Active Ageing team partnered with three local cinemas (Village Cinemas Rivoli in Camberwell, Lido Cinemas in Hawthorn, Palace Balwyn Cinemas in Balwyn) to host the inaugural Boroondara Seniors Film Festival in October 2022. Films were specially curated to recognise the valuable contribution older people make to our community and to encourage older residents to reconnect with their local community. More than 1,000 older people attended across the three venues.

Quarterly Performance Report - December 2022

Strategic Indicator Results

Strategic Objective: Community services and facilities are high quality, sustainable, inclusive and strengthen resilience.

Strategic Indicator	Status	YTD Actual Result	Annual Forecast	Comments
Food safety assessments (percentage of registered class 1 food premises and class 2 food premises receiving an annual food safety assessment)	On Track	48.05%	100%	Health Services has worked diligently to inspect Class 1 and Class 2 food premises and address non-compliances to prevent foodborne illness in the public. Some fluctuations above or below quarterly targets are common and it is anticipated that the annual target will be met.
Number of attendances by young people at youth programs or services	On Track	10,358	4,000 - 4,700	Higher engagements than target due to increased youth programming.
Number of vaccinations administered	Monitor	6603	21,432	Vaccines administered in Quarter 2 have consistently trended lower compared to target as there has not been a flu program during this quarter. Overall vaccination rates have also been impacted by COVID-19 safe practices which have limited the capacity of the service. Lower birth rates have also impacted these numbers. Historical trends show that

Quarterly Performance Report - December 2022

Strategic Indicator	Status	YTD Actual Result	Annual Forecast	Comments
				targets may be met following the upcoming flu program in Quarters 3 and 4.
Number of arts and cultural community events delivered or supported by Council	On Track	98	100 - 190	Measure is on track to meet target.
Overall participation in library services (includes loans, returns, visits programs attendance, e-books and audio loans, enquiries, reservations, Wi-Fi and virtual visits)	On Track	3,599,974	5,000,000 - 5,700,000	Overall participation in library services is increasing, although restrictions on numbers at in-person programs did impact attendance levels slightly. Study spaces continue to be well utilised across all sites, and libraries have observed an increase in loans since COVID -19 restrictions have eased.
Percentage of graffiti removed from Council-owned assets within one business day of notification	Monitor	98.99%	100%	In Quarter 1 the contractors were short-staffed. In Quarter 2, all positions were filled. The target was not met due to staff shortage in the first Quarter.

Quarterly Performance Report - December 2022

Progress of Major Initiatives

Our Initiatives	Status	Progress	Comments
1.1: Inform Council's planning and strategic direction to align its delivery of services to meet community need by undertaking an analysis of the 2021 ABS data to identify current and projected changes in Boroondara's population	On Track	95%	<p>The majority of 2021 ABS Census data has been released and the Social Research Team have conducted an analysis of the change between the 2011, 2016 and 2021 Census data.</p> <p>Data has been shared across Council and will be used to inform the development of key strategic documents such as the refresh of the Disability Action Plan and the Boroondara Housing Strategy. The 2021 data will also be included in the Draft Economic Development and Tourism Plan when it is presented for public consultation in early 2023.</p>
1.2: Consider the needs and aspirations of people with a disability identified through community consultation by presenting a draft of the Boroondara Disability Action Plan 2023-27 to Council	On Track	60%	<p>To inform the refresh of the Boroondara Disability Action Plan 2018-22, Council undertook community consultation between June and September 2022, which included:</p> <ul style="list-style-type: none"> A survey online and in hard copy as well as an Easy Read version, which was completed by 82 people

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
			<ul style="list-style-type: none"> • The opportunity for community members to make an audio, written or video submission to a question with nine people submitting a response in this way • 11 interviews with organisations providing services to people with disability and 10 community workshops with community members and organisations with 98 people participating • An internal staff survey and internal workshops to share the findings from the community consultation and help inform actions in the refreshed Disability Action Plan. Analysis of the community consultation data from the refresh of the Boroondara Community Plan for responses relating specifically to disability access and inclusion with 139 responses identified. Through this consultation, a total of 387 responses were received. • Three workshops with members of the Community Disability Advisory Committee in June, September and November 2022.

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
			The information gathered from the community consultation along with research and benchmarking will be used to inform the refresh of the Disability Action Plan, which will be presented for public exhibition in the first half of 2023.
1.3: Support older people to understand and navigate the Aged Care system by hosting information sessions and providing written and digital information on My Aged Care and commonwealth funded aged care services	On Track	25%	<p>Council assisted older people to understand and navigate the aged care system in a number of ways, including:</p> <ul style="list-style-type: none"> • Hosting an in-person aged care information session in October 2022 providing participants with information on My Aged Care and how to book an assessment • Supporting a small cohort of older people to consult with the Commissioner for Senior Victorians on issues affecting older people • Providing information to Senior Club presidents and to Senior's group members on Australian Government webinars relating to My Aged Care and the Commonwealth Home Support Program

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
			<ul style="list-style-type: none"> Council's website has been updated to advise residents on services provided by Council and how to access other Commonwealth Home Support Program services.
1.4: Connect people living with a disability in Boroondara to physical activity opportunities by developing a Disability Sports Hub in collaboration with Disability Sport and Recreation (DSR) and the YMCA	On Track	50%	The Disability Sports Hub was officially launched as part of the International Day for People with Disability event at Boroondara Sports Complex on 11 December 2022. The event was attended by approximately 50 people. Key stakeholders involved included Disability Sport & Recreation, Blind Sports & Recreation Victoria and AFL Victoria. The event showcased matches, come and try activities and an information session.
1.5: Create an all-ability recreation facility to meet current and future community needs by completing the construction of the Kew Recreation Centre	Delayed	60%	Construction of Kew Recreation Centre has been delayed due to the collapse of the roof and WorkSafe investigation.
1.6: Enhance the provision of early years education, disability and recreation services to the local community by completing the construction of the Canterbury Community Precinct and supporting the coordination of the community	On Track	70%	Construction of Canterbury Community Centre is well progressed with stage 1 due for completion in February 2023. Stage 2 works anticipated for completion April 2023.

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
agencies on site to work together to optimise service provision			
1.7: Enrich and empower the community by providing high quality community-focused library collections, programs, facilities and services through implementation of the 2022-23 actions from the Boroondara Library Action Plan 2020 - 2025	On Track	40%	Community focused library collections continue to be provided by ensuring New Item Requests by members of the community are assessed and fulfilled as a matter of priority. Additionally, more online items are being purchased as the need for digital collection continues to increase, compared to the physical library collection.
1.8: Support Local Historical societies to boost community access to their collections, which includes support to develop a model of operation at the Canterbury Community Precinct	On Track	40%	Council continues to work collaboratively with local Historical Societies to ensure existing collections are maintained, are accessible to our community and information regarding our history is shared between the Historical Societies and the Library Service. The Library Service has continued to work with Historical Societies relocating to the Canterbury Community Precinct primarily in relation to their space, furniture and fittings, collection storage and technology required.

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
1.9: Make precincts easier to navigate and improve the consistency, readability, placement and accessibility of signage by developing and adopting a Signage Strategy that outlines the style and use of signs that support facilities	On Track	40%	A Signage Style Guide has been drafted and issued for internal consultation and review.

Local Government Performance Indicators - Service Performance Indicators

Animal Management

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
AM1 Time taken to action animal management requests (The average number of days it has taken for Council to action animal management related requests)	On Track	1.28	1.01	0.34-2.66	Measure is on track to meet target.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
AM2 Animals reclaimed (The percentage of collected registrable animals under the Domestic Animals Act 1994 reclaimed)	Monitor	72.9%	50%	61% - 75%	<p>The lower reclaim rate compared to the first quarter, is due to multiple factors.</p> <p>Firstly, there was a 46% increase of cats/kittens impounded compared to the first quarter. Many were deemed either feral, stray or unowned and could not be reclaimed.</p> <p>32% of the impounded cats were not suitable for adoption (i.e. had severe behavioural or medical issues). The rest were kittens from stray litters that were not quite ready for adoption and needed 10-12 weeks of foster care.</p> <p>The spike in cat admissions is a seasonal occurrence, as the second quarter encompasses the start of kitten season, which typically runs in Melbourne from mid Spring to Autumn each year. Despite Melbourne recording a cold and wet spring, the number of stray</p>

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
					cats impounded remains consistent with the last 2-3 years. Animal Shelters and Pounds across the state, consistently continue to report high numbers of stray cats admitted, citing the reduction of proactive cats trapping programs due to COVID-19 as a contributing factor.
AM5 Animals rehomed (The percentage of collected registrable animals under the Domestic Animals Act 1994 that are rehomed)	On Track	12.5%	34.80%	12% - 22%	There was a significant increase in cats adopted in December 2022. Dog adoption rates continue to be high and on track for the month. The RSPCA continue to be a strong voice in the animal welfare sector and promote the benefits of animal adoption. December is traditionally the start of the busiest time for adoptions and the RSPCA are well prepared and have strong marketing campaigns for their Christmas appeal/holiday adoption programs.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
AM6 Cost of animal management service per population (The direct cost of the animal management service per municipal population)	On Track	\$4.01	\$3.82	\$7 - \$9	Measure is on track to meet target.
AM7 - AUDITED Animal management prosecutions (The percentage of successful animal management prosecutions)	On Track	100%	100%	80% - 100%	Measure is on track to meet target.

Quarterly Performance Report - December 2022

Aquatic Facilities

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
AF2 Health inspections of aquatic facilities (The number of inspections by an authorised officer within the meaning of the Public Health and Wellbeing Act 2008 carried out per Council aquatic facility)	On Track	1	1	1 - 2	Measure is on track to meet target.
AF6 - AUDITED Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of Municipal population)	On Track	2.19	6.50	4.65 - 10.65	The result indicates an outcome better than the target, however membership numbers and attendances are still being impacted by the COVID-19 pandemic, with a large number of people still unwilling to return to gym environments.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
AF7 Cost of aquatic facilities (The direct cost less any income received of providing aquatic facilities per visit)	Monitor	\$2.30	-\$0.93	\$0 - \$1.88	Leisure and aquatic centre memberships and attendances are still impacted by the COVID-19 pandemic, which is having a negative impact on financial performance.

Quarterly Performance Report - December 2022

Food Safety

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
FS3 Cost of food safety service (The direct cost of the food safety service per food premises registered by Council, or for which Council has received notification, during the year)	On Track	\$178.90	\$148.86	\$242.64 - \$392.64	Measure is on track to meet target.

Quarterly Performance Report - December 2022

Food Safety - Calendar Year measures (1 January 2022 to 31 December 2022)

Measure	Status	Last Year Result (Q4 YTD)	This Year Result (Q4 YTD)	Annual Target	Comments
FS1 Time taken to action food complaints (The average number of days it has taken for Council to action food complaints received from members of the public about the safety or handling of food for sale)	On Track	1.42	1.67	0.58 - 3.42	Measure is on track to meet target.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q4 YTD)	This Year Result (Q4 YTD)	Annual Target	Comments
FS2 Food safety assessments (The percentage of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment)	On Track	100%	100%	90% - 100%	Measure is on track to meet target.
FS4 - AUDITED Critical and major non-compliance outcome notifications (The percentage of critical and major non-compliance outcome notifications that are followed up by Council)	On Track	90.00%	98.20%	83% - 100%	Measure is on track to meet target.

Quarterly Performance Report - December 2022

Maternal and Child Health

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
MC2 Infant enrolments in MCH service (The percentage of infants enrolled in the MCH service)	On Track	100.70%	100.90%	91% - 100%	Infant enrolments above target due to enrolments of infants born outside Victoria.
MC3 Cost of the MCH service (The cost of the MCH service per hour of service delivered)	On Track	\$76.21	\$75.17	\$60 - \$90	Measure is on track to meet target.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
MC4 - AUDITED Participation in the MCH service (The percentage of children enrolled who participate in the MCH service (YTD))	On Track	49.80%	71.21%	73% - 89%	Not all children are due for a Key Age and Stage Visit for this quarter. Participation is on track for annual target.
MC5 - AUDITED Participation in the MCH service by Aboriginal children (The percentage of Aboriginal children enrolled who participate in the MCH service (YTD))	On Track	59.00%	82.98%	83% - 100%	Not all Aboriginal children are due for a Key Age and Stage Visit for this quarter. Participation is on track for annual target.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
MC6 Participation in 4-week Key Age and Stage visit (The percentage of infants enrolled in the MCH service who participated in 4-week Key Age and Stage visit).	On Track	101.00%	100.36%	92% - 100%	Participation above target due to infants born outside of Victoria being seen for 4-week Key Age and Stage Visit.

Quarterly Performance Report - December 2022

Libraries

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
LB1 Physical library collection usage (The number of physical library collection item loans per physical library collection item)	On Track	1.37	1.94	1.63 - 8.37	Loans of physical items are significantly higher than for the same period last year, with community confidence to utilise library spaces and resources on the rise.
LB2 Recently purchased library collection (The percentage of the library collection that has been purchased in the last 5 years)	On Track	58.90%	68.06%	55.15% - 70.15%	Measure is on track to meet target.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
LB4 - AUDITED Active library borrowers in municipality (The percentage of the municipal population that are active library borrowers)	On Track	22.00%	19.23%	20% - 22%	This figure is similar to the same period last financial year. Overall, this figure is lower than the target range as the results relate to the number of active borrowers over the last three (3) years, meaning the three year period of the pandemic (COVID-19), where visitor, and borrower activity was acutely disrupted during lockdowns; library closures; click and collect restrictions; limited in-person events; density limits and social distancing. It is anticipated that the annual target will be met.
LB5 Cost of library service per population (The direct cost of the library service per population)	On Track	\$24.34	\$26.22	\$40 - \$60	Measure is on track to meet target.



Theme 2

Parks and Green Spaces

Green and open spaces are provided, well-utilised and enhanced.



Parks and Green Spaces highlights

- The Central Gardens Playground project is complete and reflects community feedback for retaining the much-loved Rocket from 1966, which has been carefully restored. The rocket now sits as the hero amongst a space themed playground, with a new mission control, swings, and shade structures. Renewal has resulted in an updated space themed playground focusing on the original 1960s steel rocket, renovated to ensure it is enjoyed for generations to come. The playground now offers greater accessibility, new play equipment, hidden alien treasures, feature galaxy shade structures and renewed soft landscaping.
- The Victoria Park Regional Playground project is complete. The upgrade consolidates two local playgrounds and a slide into one regional playground. The new playground includes a mix of play opportunities for children of all ages and abilities. Key features include an adventure trail, accessible sand and water play, accessible traditional equipment, sensory art elements, a pump track, a fitness station and a dedicated senior's exercise park.
- Seasonal renovations for our sportsgrounds have been completed on time despite weather impacts. All sportsgrounds are now ready for summer sporting competitions to be played which will support the health and wellbeing of the community.
- Consultation was completed to inform development of a draft Master Plan for St James Park. Consultation also informed the development of a tree management plan for the site. The master plan will guide the future development of the site including the possible repurposing of the old pentanque court.
- Construction works on the Freeway Golf Course realignment were completed in preparation for the course to reopen for public usage in March 2023.

Quarterly Performance Report - December 2022

Progress of Major Initiatives

Our Initiatives	Status	Progress	Comments
2.1: Improve the sporting experience in Boroondara by setting and meeting service standards for all turf sports areas	On Track	40%	New service levels for both sportsgrounds and the golf course are under development. Supporting this is the development of annual maintenance programs.
2.2: Improve the community access and experience in parks by implementing new grass management practices and proactively managing mowing contracts	On Track	40%	Grass mowing has been challenging due to a very wet spring. The contractor is being actively managed to improve their performance and uplift the appearance of our parks.
2.3: Enhance recreational opportunities for children and families by commencing construction of the play space at Hays Paddock and completing construction of the play spaces at Grovedale and Mary MacKillop	On Track	50%	<p>Community feedback on the draft concept design for Hays Paddock helped shape the final design. The final design was shared with the community in late 2022. Construction is anticipated to commence mid-2023.</p> <p>Grovedale Playground construction works will commence early March 2023 and be completed by mid 2023.</p> <p>Mary McKillop has been designed and the tender process will occur early 2023, with construction scheduled for late 2022-23 financial year.</p>
2.4: Provide family friendly local community opportunities for enjoyment and social connection via the delivery of the 2023 Summer in the Park series showcasing cinema, music and theatre performances	On Track	50%	The 2023 Summer in the Park program was launched in December 2022. This program will be delivered from early February to early March 2023 and feature 16 events at 11 parks across five weekends.

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
2.5: Improve the health of the Boroondara community, by working with the YMCA to support programming of physical activity opportunities in Boroondara's parks and sports grounds	On Track	50%	Family Nature Walks concluded on 18 December 2022. Six walks were conducted across Canterbury Gardens, Maranoa Gardens and Studley Park Boathouse. 48 tickets were sold. The YMCA will review the program including evaluating the timing and scope of the walks in order to improve attendances in the future.



Theme 3

The Environment

The environment is considered in all decision-making.



The Environment highlights

- Council awarded a new recycling contract to support sustainable and circular economy outcomes which continues to be a priority as part of Council's Climate Action Plan. Council continues to achieve a high diversion rate from landfill with completion of FOGO role out to multi-unit developments serviced by Council.
- A major exhibition was run in our Town Hall Gallery 'Above the Canopy'. This featured diverse cultural and creative responses from seven artists exploring the awe-inspiring yet fragile grandeur of the natural world and responding to the theme of sustainability and climate change.
- Council adopted a new Masterplan for Gardiners Creek on 10 October 2022. This plan guides our work in the Gardiners Creek corridor to improve creek health and biodiversity, manage water and drainage, reduce pollution and litter and improve water quality as well as improve usability of the open spaces.
- The Sustainability Living Festival was successfully delivered in November 2022. This festival includes many family-friendly activities, including showcasing how to incorporate sustainable living choices and actions into our lives. This festival aims to work towards the goals of the Climate Action Plan by engaging the community and providing education opportunities on climate action. The Rotary club set up donation points at the entry to the market and at the entry to the festival. Using this, Rotary reported 1168 attendees, about 350-400 up on a usual third Saturday market. It should be noted that not all attendees donated, and that families generally only made one donation between them. From this, it can be estimated that there were about 3,500 attendees. It is estimated that about 25% of attendees were children.

Quarterly Performance Report - December 2022

Strategic Indicator Results

Strategic Objective: The environment is considered in all decision making.

Strategic Indicator	Status	YTD Actual Result	Annual Forecast	Comments
Kerbside collection waste diverted from landfill (percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	On Track	71.54%	72-73%	Measure is on track to meet target.

Progress of our Major Initiatives:

Our Initiatives	Status	Progress	Comments
3.1: Progress towards the targets to reduce Council and community emissions established in the Climate Action Plan by implementing the actions detailed in the Climate Action Plan Implementation Plan for 2022-23	On Track	35%	Multiple actions are underway to reduce actual corporate emissions. Council is net carbon neutral. Community facing actions are being delivered to support community emissions reductions. These include the Boroondara Sustainable Living Festival that was held in November 2022.
3.2: Enable monitoring of community progress towards the Community emissions targets in the Climate Action Plan through the implementation of a community emissions measurement model	On Track	30%	Ironbark Sustainability have initiated a regional project expected to meet the objectives of the Climate Action Plan. Council officers have been supporting this project. Additional work will be planned and delivered as required.

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
3.3: Improve the green canopy coverage in our urban spaces for the enjoyment of future generations by implementing a targeted program to increase the planting of trees on local streets by 1000 per annum	On Track	45%	1234 trees have been planted this financial year to date. This is 234 trees above what Council would previously plant annually. Further planting to occur in the planting season which will commence in May 2023 to reach 1000 trees planted over Council's regular tree planting program.
3.4: Improve the community's ability to access biodiversity and indigenous vegetation now and into the future by ensuring information on the location and size of biodiversity areas are accurately recorded	Complete	100%	All current zones have been mapped and updated in Weave and Conquest.
3.5: Protect the Gardiners Creek now and into the future through the development and adoption of a Masterplan for the Gardiners Creek giving consideration to recreational, active transport, biodiversity and environmental initiatives	Complete	100%	The Gardiners Creek Masterplan was formally endorsed by Council on Monday 10 October 2022.
3.6: Create an Urban Greening Strategy to protect and enhance our landscapes, trees and green cover in response to the challenges of climate, urban heating and urban densification	On Track	20%	Council is currently seeking tenders from consultants to develop the Urban Forest Strategy (formerly known as the Urban Greening Strategy).
3.7: Reduce the volume of materials going to landfill by using a minimum of 20% of recycled materials including glass, plastics and toners in our asphalt products to resurface roads	On Track	50%	All resurface and refurbishments of roads between October - December 2022 included asphalt materials with a minimum of 20% recycled products that reduces materials going to landfill.
3.8: Provide the community with more options to divert polystyrene from landfill by identifying new partnerships for the disposal of expanded polystyrene	On Track	50%	Currently investigating what end markets are available to receive polystyrene to engage providers who collect this material. This is then transported to a 3 rd party who will reuse the material and divert it from the landfill.

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
Major initiative 3.9: Commence gradual bin lid replacement to meet Victorian Government requirement to comply with standard bin colours by 2030	On Track	50%	We have commenced bin lid replacements for all bins requiring new lids or delivery of new bins.

Local Government Performance Indicators - Service Performance Indicators

Waste Collection

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
WC1 Kerbside bin collection requests (The number of kerbside bin collection requests per 1,000 kerbside bin collection household)	On Track	94.94	113.61	155 - 195	The new FOGO kerbside service introduced two years ago provided new bins to assist residents in transitioning to new collection frequencies. This has resulted in newer bins and a fall in bin requests for size changes and repairs.
WC2 Kerbside collection bins missed (The number of kerbside collection bins missed per 10,000 scheduled kerbside collection bin lifts)	Monitor	6.60	12.16	0 - 10	The increase in kerbside collection bins missed has resulted due to the commencement of a new Kerbside recycling bin collection contractor who is gaining familiarity of the area. We anticipate the target to be met by the end of financial year.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
WC3 Cost of kerbside garbage bin collection service (The direct cost of the kerbside garbage bin collection service per kerbside garbage collection bin)	On Track	\$54.77	\$61.97	\$94 - \$134	Measure is on track to meet target.
WC4 (The direct cost of the kerbside recyclables collection service (including the contract cost of collection) per kerbside recyclables collection bin)	On Track	\$41.01	\$42.86	\$76 - \$96	Measure is on track to meet target.
WC5 - AUDITED Kerbside collection waste diverted from landfill (The percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	On Track	72.70%	71.54%	65% -79%	Measure is on track to meet target.

Quarterly Performance Report - December 2022

Clayton Landfill performance

31 December 2022	YTD Actuals	YTD Budget	Variance	% Variance
Income	\$1,604,382	\$20,000	\$1,584,382	7922%
Expenditure	\$523,640	\$1,274,120	(\$750,480)	(59%)
Net Profit	\$1,080,742	(\$1,254,120)	\$2,334,862	186%

The income variance includes contributions from member Councils towards capital works and post closure maintenance costs for 2022-23 as part of the Clayton South Regional Landfill User Group Agreement. Expenditure is under budget primarily due to delays in the cell capping works required to remediate the site (\$750,000).



Theme 4

Neighbourhood Character and Heritage



Protect the heritage and respect the character of Boroondara, while facilitating appropriate, well-designed development.

Neighbourhood Character and Heritage highlights

- The backlog for planning and Tree Protection Local Law applications awaiting determination has significantly reduced. The reduction in the application backlog will enable new applications to be processed more efficiently and effectively and ensure planners can focus on achieving better outcomes.
- Two Placemaking Projects in Camberwell Junction have been built including the Camberwell Fresh Food Market seating upgrade and a street activation trial on the laneway opposite Camberwell Primary School. Two dedicated spaces have been built which has transformed underutilised areas into lively public areas for community enjoyment and improved appearance of public land.
- A comprehensive vision document has been developed for the Camberwell Structure and Place Plan through an internal collaborative working group. This has enabled clear integration and communication of planning and place strategies, objectives and actions, all aimed to guide Camberwell Junction's future transformation.
- Council has achieved better protection of trees and more replanting. Council has focused on increasing the identification of trees that need to be protected and increased the number of tree replacements. Council has been undertaking site inspections, educating builders, demolition companies and owners on the requirements of the Tree Protection Local Law and tree protection.

Quarterly Performance Report - December 2022

Strategic Indicator Results

Strategic Objective: Protect the heritage and respect the character of Boroondara, while facilitating appropriate, well-designed development.

Strategic Indicator	Status	YTD Actual Result	Annual Forecast	Comments
Average number of days to process a planning application	On Track	42	35-45	Measure is on track to meet target.
Percentage of 'demolition consents' under section 29A of <i>the Building Act</i> by Building Services checked within 15 business days	On Track	100%	100%	Measure is on track to meet target.
Percentage of Council planning decisions upheld, and decisions successfully mediated at the Victorian Civil and Administrative Tribunal (VCAT)	On Track	67.86%	45-55%	Strong advocacy and accuracy in Council decision making have contributed to a high number of Council decisions being successfully upheld by VCAT.
Number of "out of time" planning reviews at VCAT where the appeal was lodged more than two weeks after the final consultation with the applicant or objectors)	On Track	2	5-15	This quarter, only two 'out of time' appeals were lodged with VCAT. Although in both instances, the appeals were lodged more than two weeks after the final consultation with the applicant or objector(s), limited conclusions can be drawn from such a small number 'out of time' appeals.

Quarterly Performance Report - December 2022

Progress of our Major Initiatives:

Our Initiatives	Status	Progress	Comments
4.1: Support the provision of appropriate housing in Boroondara through review of the Boroondara Housing Strategy 2015, community consultation and presenting a draft updated Boroondara Housing Strategy to Council and consideration of associated planning scheme changes including residential zones	On Track	40%	A comprehensive review and update of the Boroondara Housing Strategy is progressing well and is on track for delivery of a draft for community consultation mid-2023.
4.2: Enhance protection of Boroondara's heritage assets by preparing and presenting to Council for endorsement an updated Heritage Action Plan to guide Council's future work program for heritage protection advocacy	On Track	30%	An updated Heritage Action Plan will be delivered in 2023 to guide Council's future work program for heritage protection advocacy.
4.3: Facilitate sustainable development by investigating the introduction of an Environmentally Sustainable Design Policy to the Boroondara Planning Scheme	On Track	50%	In 2022, Boroondara joined 24 other Councils to request the State Government make changes to Victorian Planning Schemes to introduce stronger Environmentally Sustainable Design policy directions.
4.4: Improve pool & spa safety and life safety for our community through investigating and implementing a new Building Infringement Notice for specified Pool & Spa safety breaches and non-compliance of Essential Safety Measures (ESM) in Class 2-9 public buildings	Complete	100%	Building Services has successfully developed processes for issuing Building Infringement Notices for pool safety breaches in Class 1 residential properties and non-compliant Essential Safety Measures in Class 2 public buildings.
4.5: Celebrate & protect Boroondara's heritage by updating the Heritage Action Plan and establishing a process for assessing community heritage nominations	On Track	45%	An updated Heritage Action Plan and a Community Heritage Nomination Process will be delivered in 2023 to guide Council's future work program for heritage protection advocacy.

Quarterly Performance Report - December 2022

Local Government Performance Indicators - Service Performance Indicators

Statutory Planning

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
SP1 Time taken to decide planning applications (The median number of days between receipt of a planning application and a decision on the application)	Monitor	83	109	61 - 101	Due to the receipt of a large number of applications prior to Christmas in Quarter 2, planners had to prioritise requests for further information and preparation of notice over the finalisation of reports. Results are beginning to improve due to the upskilling of the recent recruits and further training will occur to further refine the results.
SP2 Planning applications decided within required timeframes (Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made X 100)	Monitor	80.20%	54.94%	54.82% - 63.72%	This quarter has seen the determination of a number of long standing applications, which has resulted in a short term higher average number of statutory days for all applications determined in the period. As the overall number of outstanding applications steadily reduces due to process improvements and stabilised workforce following vacancies being filled the overall statutory timeframe is expected to reduce.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
SP3 Cost of statutory planning service (Direct cost of the statutory planning service / Number of planning applications received)	Monitor	\$3,140.58	\$3,924.72	\$3,267 - \$3,967	The average cost per application has increased as the total number of new applications received throughout Quarters 1 and 2 has dropped without overall staffing levels reducing. Other costs will be managed as the backlog in applications is reduced and the average statutory timeframe for applications is also reduced.
SP4 - AUDITED Council planning decisions upheld at VCAT (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) X 100	On Track	53.1%	40.00%	47% - 58%	Quarter 2 successfully saw a significant improvement in the number of Council decisions upheld at VCAT, up from 22.2% in Quarter 1. In Quarter 2, the percentage of Council decisions upheld at VCAT was 66.67%.



Theme 5

Moving Around

Travel options are safe, efficient and accessible, with active and public transport encouraged.



Moving Around highlights

- Construction of Walmer Street Bridge is progressing well and on track for delivery mid-year. The Walmer Street Bridge crosses the Yarra River and connects Kew to Richmond and Abbotsford. The works will significantly improve safety and accessibility.
- A range of infrastructure initiatives to improve safety, access and reduce congestion for Balwyn High School and Balwyn North Primary School have been developed. This involved consultation with the schools through a Traffic Safety Committee and initiatives are progressively being implemented. Some of these include: installation of speed cushions; zebra crossings; upgrades to lighting; audit of signs; and a road safety review of pedestrian signals and preparation of a detailed application for improvements.
- A report on consultation findings for the future use of Creswick Street was presented to Council on 12 December 2022. A preferred option involving closure of Creswick Street at Burwood Road with creation of open space and retention of some parking was supported by Council. Detail design involving community consultation is proposed to commence in 2023. The preferred option will provide for access for the Head of the Yarra event.
- A PayStay system has been implemented to provide a pay-by-phone app for parking for the community.

Quarterly Performance Report - December 2022

Strategic Indicator Results

Strategic Objective: Travel options are safe, efficient and accessible, with active and public transport encouraged.

Strategic Indicator	Status	YTD Actual Result	Annual Forecast	Comment
Number of traffic counts and surveys used to investigate, assess and respond to traffic and parking issues	On Track	111	200-220	Measure is on track to meet target.
Average daily bicycle users for Gardiners Creek Trail, the Anniversary Trail, Koonung Trail and Main Yarra Trail	Monitor	3,425	3,900-4,500	The Gardiners Creek Trail continues to be the busiest trail with an average daily figure of 1660 bike riders in the quarter. The Koonung Trail and Main Yarra Trail also experience good use with figures of 736 and 719 respectively. The Anniversary Trail recorded an average daily figure of 413. It is likely the annual target will not be achieved due to adverse weather in Quarters 1 and 2.

Progress of our Major Initiatives:

Our Initiatives	Status	Progress	Comments
5.1: Seek to provide an integrated bicycle network that is safe, connected, protected, efficient and appealing to bicycle users of all ages and abilities by developing and adopting a bicycle strategy	Complete	100%	<p>Council formally considered and adopted the Boroondara Bicycle Strategy on Monday 11 July 2022 at the Services Delegated Committee Meeting.</p> <p>The guiding principles of the Boroondara Bicycle Strategy include creating a connected, complete and safe bicycle network. The initiatives contained in the Implementation Plan aim to deliver on these principles for the benefit of the community.</p>

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
5.2: Provide a safe and accessible shared path for the community by advocating to the Victorian Government for the Box Hill to City cycling corridor project	Delayed	25%	<p>Council has commenced the feasibility studies for two sections of the Box Hill to Hawthorn Strategic Cycling Corridor (SCC).</p> <p>These sections are:</p> <ol style="list-style-type: none"> 1. Elgin Street to Glenferrie Road including an underpass at Power Street 2. Burke Road to Stanhope Grove. <p>A consultant has been appointed to assist with the feasibility studies and concept designs. Consultation with key stakeholders (VicTrack, Metro Trains, Department of Transport) and the community is proposed and then Council will formally consider the studies. Subject to Council approval, the studies will be presented to the State Government for funding consideration and approval.</p> <p>Difficulties have been experienced in surveying sections of the railway corridor due to heavy vegetation and access approvals requiring further additional surveying.</p> <p>One more section of the Box Hill to Hawthorn SCC will be investigated and this is intended to be the section between Auburn Road and Burke Road.</p>
5.3: Encourage public transport use and improve access and safety through a range of infrastructure initiatives for the Walmer Street Bridge, Yarra Boulevard and public transport services including disability access through advocacy with the Victorian Government	On Track	50%	<p>Council met with the Department of Transport's (DoT) Tram Development and Network Planning Integration teams in July 2022 to discuss Camberwell Placemaking and the disability compliant (<i>Disability Discrimination Act 1995</i> (DDA) tram stop program. There is no funding commitment from the State Government to consider design investigations for DDA tram stops in Boroondara at this stage. Council will</p>

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
			<p>continue to work with the DoT and advocate for DDA tram stops.</p> <p>On 17 August 2022, the Walmer Street Bridge was closed to the public and construction works commenced. The works are expected to take 8 months (dependent on weather conditions).</p> <p>For the Yarra Boulevard upgrades, the Department of Transport (DoT) has commenced works with the completion of lighting at several locations. The treatments at the Walmer Street end and near Studley Park Road are completed and works are currently underway at Yarra Street. The DoT works program extends into late 2023.</p>
5.4: Improve safety and security of shared paths and paths by progressively installing energy efficient lighting	On Track	30%	<p>The Grace Park shared path lighting works were completed in August 2022.</p> <p>Following approvals and support from the Department of Transport and Melbourne Water in late 2022, solar lighting is proposed to be installed for the Gardiners Creek Trail at the Toorak Road underpass by the end of February 2023.</p> <p>A preliminary design for lighting the Anniversary Trail between Whitehorse Road and Canterbury Road is being reviewed by Council and is due to be finalised by the end of January 2023. The project will then proceed to tender stage in February 2023.</p>
5.5: Encourage sustainable travel options by undertaking bicycle promotional and behaviour change programs for children including travel plans for primary and high schools and Safe Routes to School initiatives	On Track	40%	<p>A consultant has been appointed to assist with the Boroondara Active and Safe School (BASS) program and Road Safety Incursions.</p>

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
			<p>Council is working with Deepdene Primary School to deliver the BASS program and the development of a school travel plan.</p> <p>Road Safety Education Incursions to Our Lady of Good Counsel Primary School in Deepdene and St Bridget's Primary School in Balwyn North are proposed for 2023.</p>
5.6: Represent the Boroondara community in decision making by advocating to the Victorian government in relation to public and active transport, open space, urban design and environmental opportunities associated with the North East Link and the Union Road Level Crossing Removal project	On Track	40%	<p>The North East Link and Union Road level crossing removal are both multi-year State government projects.</p> <p>LXRP works to end in November 2023 include finalisation of North East Link early works and early access licence agreement matters, preparation for the Level Crossing Removal Project (LXRP) 'big dig' in Quarter 1 2023 and ongoing community conversations and advocacy.</p>

Local Government Performance Indicators - Service Performance Indicators

Roads

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
R1 Sealed local road requests (Number of sealed local road	Monitor	41.18	55.68	46.14 - 86.14	An increase of rainfall over the 2022 calendar year has resulted in an increase in the number of potholes in the road and in turn an increase in the number of requests.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
requests / Kilometres of sealed local roads) x 100					
R2 Sealed local roads maintained to condition standards (Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads) x 100	On Track	94.70%	91.14%	82% - 100%	Measure is on track to meet target.
R3 Cost of sealed local road reconstruction (Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed)	On Track	\$101.51	\$107.18	\$79 - \$129	Measure is on track to meet target.
R4 Cost of sealed local road resealing (Direct cost of sealed local road resealing / Square metres of sealed local roads resealed)	On Track	\$29.14	\$27.17	\$17 - \$37	Measure is on track to meet target.



Theme 6

Local Economy

Support local businesses and enhance shopping precincts, fostering a strong economy and welcoming places for the community.



Local Economy highlights

- Phase 1 of upgrades to the Camberwell Fresh Food Market were completed in December 2022. This involved building indoor seating pods and outdoor seating at the carpark entrance to the market building, to support the future of the market while preserving its iconic heritage status.
- The Local Economies team completed the draft Economic Development and Tourism Plan and this was endorsed for public consultation by Council on 12 December 2022. The new Economic Development and Tourism Plan will guide Council's actions over the coming years to positively influence economic development and tourism in Boroondara. Public consultation on the draft plan commenced in late January 2023.
- Council endorsed a new Outdoor Dining Policy and Guidelines on 14 November 2022. The new Policy and Guidelines support the activation and promotion of greater outdoor trading opportunities with the aim to enhance the use of shared footpaths and roadways while maintaining safety and local amenity.

Quarterly Performance Report - December 2022

Strategic Indicator Results

Strategic Objective: Support local businesses and enhance shopping precincts, fostering a strong economy and welcoming places for the community.

Strategic Indicator	Status	YTD Actual Result	Annual Forecast	Comments
Number of permits for outdoor trading	On Track	64	120 - 130	Measure is on track to meet target.
Number of proactive strip shopping centre maintenance inspections completed	On Track	684	1,250 - 1,500	Measure is on track to meet target.

Progress of our Major Initiatives:

Our Initiatives	Status	Progress	Comments
6.1: Support business COVID-19 recovery through targeted programs and initiatives such as promoting Main Street Australia week, provision of business information workshops, mentoring, outdoor activation in shopping centres and buy local programs	On Track	50%	<p>The Business Boroondara suite of events has included 12 dedicated business workshops and business mentoring sessions which were attended by 99 local business people.</p> <p>This quarter saw the re-integration of face-to-face workshops and networking. These were complimented by the continuation of online workshops and one on one mentoring sessions. As always, these sessions, offered a great opportunity to build business-to-business (B2B) relationships with local professionals and retailers.</p> <p>A second sustainability workshop was run. The aim of these workshops is to build an understanding of the</p>

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
			measures a business can take to incorporate sustainable practices in the workplace, as well as guiding them through the upcoming changes required to meet the Victorian Government single use plastic ban being implemented in February 2023.
6.2: Enhance the vibrancy and economic sustainability of the local economy by the completion of the Economic Development and Tourism Plan in consultation with the business community	On Track	75%	The Draft Economic Development and Tourism Plan has been completed and endorsed by Council for public consultation commencing late January 2023.
6.3: Increase the vibrancy of the Glenferrie Road precinct and aid the economic recovery of local traders following the impacts of the COVID-19 pandemic on the local economy by implementing short-term 2022-2023 projects in the Glenferrie Place Plan	On Track	50%	Revisions to the draft Glenferrie Place Plan are nearly complete and scheduled for community engagement in February-March 2023. Design work is progressing well for station laneway improvements.
6.4: Increase the vibrancy of the Maling Road precinct and aid the economic recovery of local traders following the impacts of the COVID-19 pandemic on the local economy by implementing short-term 2022-2023 projects in the Maling Road Place Plan	On Track	45%	Implementation of upgrades to Maling Road precinct laneways continues to progress, along with work on reviewing the streetscape design for Maling Road.
6.5: Promote the Camberwell Junction Precinct as a major economic centre in metropolitan Melbourne through the completion of the draft Camberwell Place Plan, community engagement and review of the Camberwell Junction Structure Plan	On Track	45%	Work on the Camberwell Junction placemaking project is progressing on schedule with the draft Structure and Place Plan to be completed in early 2023 for community consultation.

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
6.6: Revitalise Boroondara's most important precincts by progressing a draft long-term placemaking strategy that identifies and prioritises investment in key activity centres across the city	On Track	35%	A long-term placemaking strategy is being prepared to guide and prioritise future investment and is scheduled for completion in 2023.



Theme 7

Governance and Leadership

Ensure decisions are financially and socially responsible through transparent and ethical processes.



Governance and Leadership highlights

- Continued to progress the delivery of Council's Transforming Boroondara Program. The first phase of Council's new enterprise booking tool went live, enabling the community to book rooms at Council's libraries using the new online platform. Council's skip bin permits went live, using Service Victoria's business portal, to make it easier for the community to interact with Council.
- Delivery of Planning File digitisation project which was funded via a grant from the Department of Treasury and Finance. This initiative involved the digitisation of the physical hardcopy 40/409 file series, enabling rapid and complete recall of historical permits and property data while offsite which results in a faster and accurate response to customer requests. 30,000+ files are now stored and available for view online.
- Development and rollout of new Consultation & Engagement Guidelines in a searchable online format accessible via Boroondara's intranet. The creation of accessible and searchable guidelines ensures the delivery of community consultations complies with the Consultation Policy in a consistent way. This ensures our commitment to effective and inclusive engagement practices with Boroondara's diverse community and stakeholders is achieved.
- Asset Management Policy 2022 completed and adopted by Council on 28 November 2022. This policy sets out the principles by which Council ensures its infrastructure assets are managed, providing the best value to the Boroondara community in the long term.
- The 12 week innovation academy concluded in November 2022 with seven staff completing the training. The objective of the program was to foster creative problem-solving and improve service delivery by up-skilling staff to use innovative tools and methods in their respective business areas. An evaluation of the program is complete, and a second innovation academy will roll out in March 2022.
- Council launched the first every Sport Clubs survey to collect feedback about how clubs find working with Council, and to provide guidance on where to focus efforts to improve service delivery.
- Council delivered the Quarter 1 Quarterly Performance Report in an updated and revised format which better showcases our performance under each of the Boroondara Community Plan themes.

Quarterly Performance Report - December 2022

Strategic Indicator Results

Strategic Objective: Ensure decisions are financially and socially responsible through transparent and ethical processes.

Strategic Indicator	Status	YTD Actual Result	Annual Forecast	Comments
Percentage of freedom of information requests responded to within prescribed timeframes	On Track	100%	100%	Measure is on track to meet target.
Number of calls abandoned when customers are trying to reach Council's customer service	Monitor	7.45%	3% - 3.5%	The percentage of abandoned calls was above service target as a result of an unexpected increase in calls to our contact centre due to disruption to recycling services during the transition of collection contractors. Council officers are working closely with the newly appointed contractor to resolve these issues.
Average time callers wait before their call is answered	Monitor	95 seconds	45 - 60 seconds	The wait time for our customers was greater than target due to ongoing disruption to Cleanaway recycling services that resulted in missed bin collections and a subsequent unplanned increase in calls. This issue persisted through October and November 2022 and the new contractor has not reached a consistent performance level yet but this is being dealt with. Despite this, the average wait time for our customers reduced to 51 seconds in December 2022 and is expected to continue to reduce into Quarters 3 and 4.
Number of cyber security incidents that compromise user data	On Track	0	0	Measure is on track to meet target.

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Progress of our Major Initiatives:

Our Initiatives	Status	Progress	Comments
7.1: Ensure Council operates within a financially sustainable framework through preparation of the Annual Budget 2023-24 (plus three subsequent financial years) in-line with statutory requirements, and submit for consideration by Council	On Track	40%	The Draft Target Budget for 2023-24 has been developed and reviewed by all Council departments. Proposed fees and charges for 2023-24 are awaiting final approval.
7.2: Services are designed to deliver enhanced customer and business value through the review of a minimum of 3 'customer facing' services using a service design approach	On Track	50%	Process reviews, including customer research, for Infringement appeals and Health premises registrations are now complete. The Skip bin permits process has been reviewed and the new process went live in December 2022.
7.3: Performance reporting is engaging and fit-for-purpose for the community and decision-makers through implementing enhancements to our reporting mechanisms and communication methods	Complete	100%	Council's performance reporting has been updated to better align Council's achievements to the themes of the Boroondara Community Plan 2021-31. The Annual Report 2021-22 was endorsed in October 2022. The September Quarterly Performance Report was endorsed in November 2022 and is the first performance report endorsed using new templates that have been established to meet accessibility requirements, be more engaging and align the content, performance measures and branding to the Boroondara Community Plan 2021-31. The new reporting templates will continue to be refined to ensure they remain fit-for purpose.

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Our Initiatives	Status	Progress	Comments
7.4: Enable effective management of customer requests by completing the detailed design and commencing the build of our new customer and relationship management system	On Track	15%	The inception phase is now complete and the engage phase has commenced for the new Customer and Relationship Management System (CRM) with detailed design expected to be completed this financial year and build commenced.
7.5: Enhance management of property and rating activities, including management of customer enquiries for rates, permits, infringements and land information by completing the detailed design and commencing the build of our new property and rating system	On Track	15%	Vendor has commenced on-site with inception phase completed and engage phase underway. Due to vendor related delays in starting the project the program has been re-baselined and approved at both the program board and Transforming Boroondara steering committee, with phase 1 of CRM to be delivered in late 2023.
7.6: Improve customer experience and satisfaction by implementing the Customer Charter and communicating our service principles to the community	On Track	10%	Delivery approach has been defined and the Customer Charter will be drafted in Quarter 3.
7.7: Work with Aboriginal and Torres Strait Islander peoples and the community to promote and support reconciliation in Boroondara by implementing year 1 actions of the Boroondara Reconciliation Strategy 2022-26	On Track	50%	<p>Council continues to strengthen relationships with local Aboriginal and Torres Strait Islander stakeholders and seek advice and/or identify opportunities for collaboration in implementing year 1 actions of the Boroondara Reconciliation Strategy 2022-26. Work in Quarter 2 includes:</p> <ul style="list-style-type: none"> • Network meetings including cultural consultation sessions with Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation; the Eastern Region Reconciliation Group; the Inner East Local Aboriginal Network; the Aboriginal Engagement team at the Department of Families, Fairness and Housing

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
			<ul style="list-style-type: none"> Regular correspondence and discussions with Mullum Mullum Indigenous Gathering Place Delivering a reconciliation community event on 11 October 2022, in collaboration with the Boroondara Interfaith Network A presentation about the Boroondara Reconciliation Strategy 2022-26 to members of the Ashburton Community Centre on 9 November 2022 Hosting the Inner East Local Aboriginal Network meeting in October 2022 at Hawthorn Arts Centre. This meeting included a curator-led tour of the Tell Me a Story exhibition with Aunty Kim Wandin and art curator Chris Joy as guest speakers Holding a staff cultural immersion event at the Wominjeka Garden and Murnong Gallery at St Oswald's Work to raise the awareness of Boroondara Volunteer Resource Centre (BVRC) services with Aboriginal and Torres Strait Islander community organisations.
7.8: Educate our community on councils decision making processes by refreshing the video content available on councils website	On Track	50%	Review has taken place to compare content of videos with information already available online.
7.9: Protect customer privacy and data through securely managing, monitoring and enhancing current software to minimise service disruptions and the risk of data security breaches	On Track	50%	Cyber security risk assessment is complete and has informed the revised cyber security roadmap. Penetration testing is completed, with results to be reported to the Audit & Risk committee. Security

Quarterly Performance Report - December 2022

Our Initiatives	Status	Progress	Comments
			training has commenced, with base-line activities for phishing email underway.

Local Government Performance Indicators - Service Performance Indicators

Governance

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
G1 Council decisions made at meetings closed to the public (Number of council resolutions made at ordinary or special meetings of council, or at meetings of a special committee consisting only of councillors closed to the public / Number of council resolutions made at ordinary or special meetings of council or at meetings of a special committee consisting only of councillors) x 100	Monitor	6.6%	5.80%	3.65% - 4.47%	The performance review of the Chief Executive Officer was conducted during this Quarter; which included four resolutions. As the subject matter of the resolutions related to the personal affairs of an individual they met definition of confidential business within the <i>Local Government Act 2020</i> and were made in a meeting closed to the public. The vast majority of Council decisions continue to be made in meetings open to the public.

Quarterly Performance Report - December 2022

Measure	Status	Last Year Result (Q2 YTD)	This Year Result (Q2 YTD)	Annual Target	Comments
G3 Councillor attendance at council meetings (The sum of the number of councillors who attended each ordinary and special council meeting / (Number of ordinary and special council meetings) x (Number of councillors elected at the last council general election) x 100	On Track	98.80%	98.60%	88% - 100%	Measure is on track to meet target.
G4 Cost of elected representation (Direct cost of the governance service / Number of councillors elected at the last council general election)	On Track	\$25,541.89	\$26,623.53	\$48,351.91 - \$58,351.91	Measure is on track to meet target.

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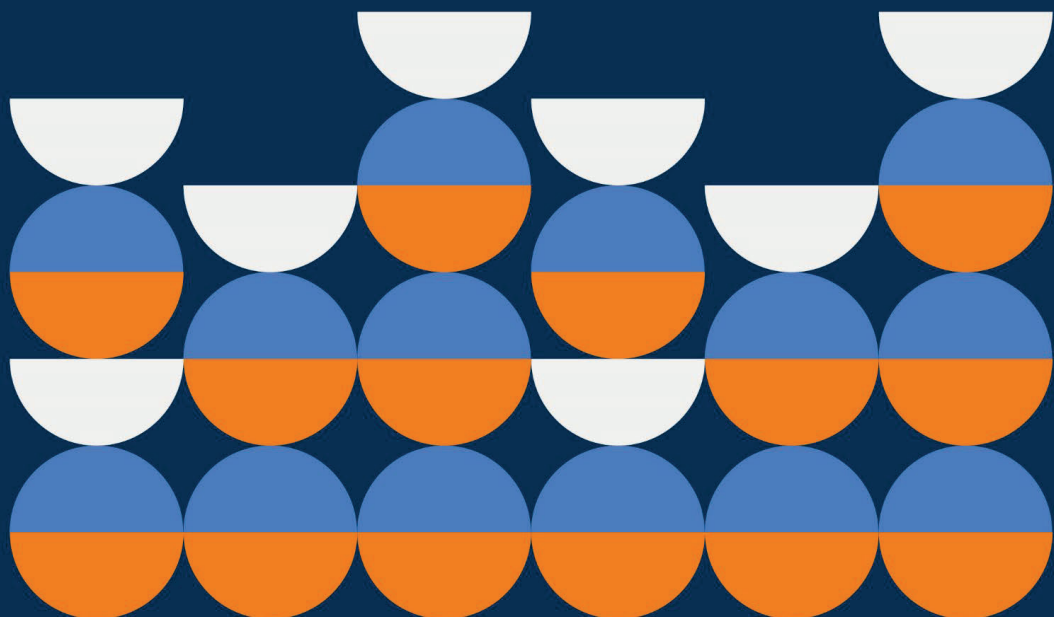
LGPRF Performance Indicators - Sustainable Capacity and Financial Performance Indicators				
For the period ending 31 December 2022				
Indicator/measure	Annual 2021-22	Q2 YTD 2021-22	Q2 YTD 2022-23	Q2 YTD Difference
Sustainable Capacity Indicators				
Population				
Expenses per head of municipal population [Total expenses / Municipal population]	\$1,375	\$637	\$683	\$45
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$5,752.39	\$5,106	\$5,582	\$475
Population density per length of road [Municipal population / Kilometres of local roads]	310.43	321.66	310.43	-11.23
Own-source revenue				
Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$1,288	\$1,152	\$1,254	\$102
Recurrent grants				
Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$89	\$44	\$27	-\$17
Disadvantage				
Relative Socio-Economic Disadvantage [Index of Relative Socio-Economic Disadvantage by decile]	10.00	10.00	10.00	0.00
Workforce turnover				
Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	17.1%	9.2%	13.7%	4.5%

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LGPRF Performance Indicators - Sustainable Capacity and Financial Performance Indicators				
For the period ending 31 December 2022				
Financial Performance Indicators				
Indicator/measure	Annual 2021-22	Q2 YTD 2021-22	Q2 YTD 2022-23	Q2 YTD Difference
Efficiency				
Expenditure level *				
Expenses per property assessment [Total expenses / Number of property assessments]	\$3,047	\$1,477	\$1,513	\$36
Revenue level *				
Average rate per property assessment [General rates and Municipal charges / Number of property assessments]	\$2,082	\$2,101	\$2,128	\$26
Liquidity				
Working capital				
Current assets compared to current liabilities [Current assets / Current liabilities] x100	213.9%	359.2%	417.8%	58.7%
Unrestricted cash				
Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	22.1%	107.0%	200.0%	92.9%
Obligations				
Loans and borrowings				
Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	46.1%	11.3%	43.6%	32.2%
Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	1.5%	0.7%	2.9%	2.1%
Indebtedness				
Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	42.9%	17.4%	43.6%	26.2%
Asset renewal and upgrade *				
Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100	142.3%	128.3%	96.4%	-31.9%
Operating position				
Adjusted underlying result *				
Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	0.9%	46.9%	47.0%	0.1%
Stability				
Rates concentration *				
Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	81.0%	90.0%	88.6%	-1.4%
Rates effort				
Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.16%	0.16%	0.15%	0.0%

*This is an annual indicator. Timing of revenue and expenditure can vary throughout the year, distorting quarterly results.

Financial Performance



Quarterly Performance Report - December 2022

4. Financial and performance statements

4.1 Income Statement

	ANNUAL ORIGINAL BUDGET	YTD ACTUAL (1)	YTD BUDGET (2)	YTD VARIANCE (1) - (2)	YTD VARIANCE %	2022-23 AMENDED BUDGET (3)
	\$'000s	\$'000s	\$'000s	\$'000s	%	\$'000s
Recurrent income						
Rates and charges	203,580	203,033	203,352	(319)	0%	203,627
Statutory fees and fines	14,245	7,543	7,661	(118)	-2%	15,514
User fees	16,728	5,163	5,534	(371)	-7%	11,867
Grants - operating	10,257	4,767	4,657	110	2%	7,093
Contributions - cash	5,079	4,224	2,561	1,663	65%	5,079
Rental income	2,430	1,158	1,228	(70)	-6%	2,430
Other income	2,508	1,801	1,319	482	37%	2,508
Interest	350	2,109	750	1,359	181%	1,500
Total recurrent income	255,177	229,798	227,062	2,736	1%	249,618
Recurrent expenditure						
Employee costs	97,599	45,634	47,326	1,692	4%	96,119
Materials and services	73,556	35,552	36,291	739	2%	73,655
Bad and doubtful debts	1,818	629	614	(15)	-2%	2,140
Depreciation and amortisation ¹	38,454	19,219	19,219	-	0%	38,454
Amortisation - right of use assets	4,331	2,165	2,165	-	0%	4,331
Borrowing costs	2,781	2,031	2,031	-	0%	3,952
Finance costs - leases	322	161	161	-	0%	322
Other expenses	7,747	3,317	3,460	143	4%	7,784
Total recurrent expenditure	226,608	108,708	111,267	2,559	2%	226,757
Net recurrent operating surplus	28,569	121,090	115,795	5,295	5%	22,861
Non-recurrent income						
Priority projects income	1,333	1,317	1,581	(264)	-17%	2,970
Capital works income	2,616	1,407	1,350	57	4%	14,011
Total non-recurrent income	3,949	2,724	2,931	(207)	-7%	16,981
Non-recurrent expenditure						
Priority projects expenditure	23,148	11,915	12,818	903	7%	34,799
Total non-recurrent expenditure	23,148	11,915	12,818	903	7%	34,799
Net non recurrent operating surplus (deficit)	(19,199)	(9,191)	(9,887)	696	-7%	(17,818)
Net gain (loss) on disposal of property, infrastructure, plant and equipment	(2,763)	-	-	-	0%	(2,763)
Surplus/(Deficit) for the year ²	6,607	111,899	105,908	5,991	6%	2,280

Note: All numbers are rounded to the nearest thousand.

1. Depreciation and amortisation primarily relates to property, plant, equipment and infrastructure assets.
2. The year to date surplus result of \$111.90 million as per the budget is due to the striking of full year annual rates in August 2022. The surplus result will reduce over the course of the year as Council delivers services to the community. In addition, the favourable result against year to date budget of \$5.99 million or 6% is due to timing differences for income and expenditure. Refer to Section 4.5 Financial Performance for details on Council's financial performance.

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4.2 Income Statement by Directorate

	ANNUAL ORIGINAL BUDGET	YTD ACTUAL (1)	YTD BUDGET (2)	YTD VARIANCE (1) - (2)	YTD VARIANCE %	2022-23 AMENDED BUDGET (3)
	\$'000s	\$'000s	\$'000s	\$'000s	%	\$'000s
Income						
Rates and waste charges *	202,206	201,620	201,931	(311)	0%	202,206
Places & Spaces	2,605	1,205	1,120	85	8%	2,605
Community Support	16,063	5,529	5,803	(274)	-5%	8,361
Urban Living	24,385	12,985	12,651	334	3%	25,474
CEO's Office	52	28	26	2	8%	52
Chief Financial Office	2,912	1,342	1,529	(187)	-12%	2,912
People Culture & Development	-	(1)	-	(1)	100%	-
Total income	248,223	222,708	223,060	(352)	0%	241,610
Expenditure						
Places & Spaces	72,540	35,568	35,467	(101)	0%	73,066
Community Support	38,338	18,623	18,958	335	2%	36,732
Urban Living	25,469	11,326	12,048	722	6%	25,791
Customer & Transformation	26,930	13,507	14,251	744	5%	27,002
CEO's Office	6,535	3,906	4,154	248	6%	6,362
Chief Financial Office	5,886	2,610	2,870	260	9%	5,886
People, Culture & Development	3,752	1,647	1,993	346	17%	3,752
Depreciation and amortisation **	38,454	19,219	19,219	-	0%	38,454
Total expenditure	217,904	106,406	108,960	2,554	2%	217,045
Net non departmental ***	(1,750)	4,788	1,695	(3,093)	-182%	(1,704)
Net loss on disposal of property, infrastructure, plant and equipment	(2,763)	-	-	-	0%	(2,763)
Capital income	2,616	1,407	1,350	57	4%	14,011
Net priority projects	(21,815)	(10,598)	(11,237)	1,167	-10%	(31,829)
Surplus/(Deficit) for the year	6,607	111,899	105,908	5,991	6%	2,280

* Rate income includes interest on rates but excludes special rates which are included under the Chief Financial Office Directorate.

** Depreciation and amortisation primarily relates to property, plant, equipment and infrastructure assets.

*** Non departmental includes - Victorian Local Government Grants Commission funding, finance costs, interest on investments, open space developers contributions.

Note: All numbers are rounded to the nearest thousand.

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4.3 Balance Sheet

	31 Dec 2022 \$'000	30 Jun 2022 \$'000	31 Dec 2021 \$'000
Current assets			
Cash and cash equivalents ¹	143,692	71,342	86,944
Other financial assets ¹	-	79,000	-
Trade and other receivables	120,434	26,093	119,954
Prepayments	897	2,373	1,337
Total current assets	265,023	178,808	208,235
Non-current assets			
Financial assets	4	4	4
Property, plant and equipment, infrastructure	4,416,077	4,410,083	4,048,033
Right of use assets	7,136	8,552	9,203
Intangible assets	269	269	584
Investment property	8,756	8,756	8,745
Total non-current assets	4,432,242	4,427,664	4,066,569
Total assets	4,697,265	4,606,472	4,274,804
Current liabilities			
Trade and other payables	9,893	27,671	11,409
Interest-bearing liabilities	3,846	7,579	851
Provisions	19,348	19,749	20,678
Trust funds and deposits	15,321	13,411	11,211
Unearned income	11,921	11,985	10,610
Lease liabilities	3,206	3,206	9,585
Total current liabilities	63,535	83,601	64,344
Non-current liabilities			
Provisions	2,120	2,120	2,024
Interest-bearing liabilities	83,960	83,960	21,539
Provision for investments in joint ventures	6,040	6,040	6,727
Lease liabilities	4,408	5,447	-
Total non-current liabilities	96,528	97,567	30,290
Total liabilities	160,063	181,168	94,634
Net assets	4,537,202	4,425,304	4,180,170
Equity			
Accumulated surplus	1,047,239	935,341	1,033,506
Asset revaluation reserve	3,466,496	3,466,496	3,125,778
Reserves ²	23,467	23,467	20,886
Total equity	4,537,202	4,425,304	4,180,170
Working capital ratio	4.17		

Note: All numbers are rounded to the nearest thousand.

1. Cash reflects balances in the general ledger not actual bank account balances.
2. Reserve funds comprise of Strategic Acquisition Fund (\$434,000), Open Space Development Fund (\$14.03 million) and Defined Benefits Superannuation future call up reserve (\$9.00 million).

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4.4 Statement of Cash Flows

	ANNUAL ORIGINAL BUDGET	YEAR TO DATE			2022-23 AMENDED BUDGET
		ACTUAL (1)	YTD ANNUAL AMENDED BUDGET (2)	VARIANCE (unfav) (1) - (2)	
	\$'000	\$'000	\$'000	\$'000	\$'000
Cash flows from operating activities					
Rates and waste charges ¹	205,981	106,215	95,705	10,510	201,537
Statutory fees and fines	11,757	6,122	7,048	(926)	12,852
User charges and other fines	18,401	6,848	6,086	762	13,056
Grants - operating	12,618	6,167	6,802	(635)	4,911
Grants - capital	2,616	1,164	1,350	(186)	13,836
Contributions - monetary ²	5,079	4,342	2,564	1,778	5,254
Interest received	350	1,738	750	988	1,500
Other receipts	5,432	3,297	2,801	496	5,432
Net GST refund	14,221	7,740	6,409	1,331	16,203
Trust funds and deposits taken ³	100	1,910	-	1,910	100
Employee costs ⁴	(103,667)	(50,260)	(53,809)	3,549	(105,691)
Materials and services ⁵	(101,138)	(56,229)	(58,448)	2,219	(112,405)
Short-term, low value and variable lease payments	(596)	(447)	(298)	(149)	(596)
Other payments	(8,002)	(3,272)	(3,546)	274	(8,112)
Net cash provided by/(used in) operating activities	63,152	35,334	13,414	21,920	47,877
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment ⁶	(78,889)	(34,261)	(28,886)	(5,375)	(73,702)
Proceeds from sale of property, plant and equipment	4,720	-	-	-	4,720
Net proceeds / (payments) for investments	-	79,000	79,000	-	79,000
Net cash used in investing activities	(74,169)	44,739	50,114	(5,375)	10,018
Cash flows from financing activities					
Finance costs	(2,859)	(2,031)	(2,031)	-	(4,272)
Proceeds from borrowings	19,700	-	-	-	19,700
Repayment of borrowings	(26,362)	(3,733)	(3,732)	(1)	(25,907)
Interest paid - lease liability	(323)	(161)	(162)	1	(323)
Repayment of lease liabilities	(3,733)	(1,798)	(1,410)	(388)	(2,819)
Net cash provided by (used in) financing activities	(13,577)	(7,723)	(7,335)	(388)	(13,621)
Net increase (decrease) in cash and cash equivalents	(24,594)	72,350	56,193	16,157	44,274
Cash and cash equivalents at beginning of year	111,715	71,342	71,342	-	71,342
Cash and cash equivalents at end of year	87,121	143,692	127,535	16,157	115,616

Note: All numbers are rounded to the nearest thousand.

1. Rates and waste charges are higher than budget due to timing and a higher collection rate (50.23%) than anticipated (47%).
2. Higher than planned developer open space contributions \$1.78 million due to timing.
3. Trust funds and deposits includes the fire services property levy received which relates to the timing of fire services property levy and levy interest amounts received and subsequently remitted to the State Revenue Office (SRO) which are to be made in four payments in accordance with Section 41(1) of the FSPL Act. An instalment is due and payable to the Commissioner of State Revenue 28 days after the due date of rates instalments. Levy monies are to be remitted to the SRO by the following dates each financial year - 28 October; 28 December; 28 March; and 28 June.
4. Employee costs are \$3.55 million lower than budgeted primarily due to staff vacancies across the organisation.
5. Materials and Services are lower than budget due to timing of cash outflows \$2.22 million.
6. Payments for property plant and equipment differs from that presented in the capital works statement due to settlement of the 30 June 2022 creditors and forward commitment expenditure. Works delivered in the 2021-22 financial year have previously been brought to account and accrued against the 2021-22 capital works statement.

4.5 Overview

This section details Council's financial performance for the period ended 31 December 2022.

The year to date and annual budget referred to in this report reflects the 2022-23 Amended Budget approved by Council on 14 November 2022.

Operating budget

The year to date surplus result of \$111.90 million is \$5.99 million above the Amended Budget surplus of \$105.91 million. The favourable result against year to date budget is due to a number of factors which are outlined below.

Year to date total recurrent and non-recurrent income is above budget by \$2.53 million comprising recurrent income of \$2.74 million and non-recurrent income of (\$207,000), while year to date total recurrent and non-recurrent expenditure is \$3.46 million (\$2.56 million + \$903,000) below budget.

The following table includes explanations on major income and expenditure line variances over **\$75,000** against the year to date budget.

Definitions

Timing (T) = Year to date expenditure or income level is less/more than anticipated in the budget phasing. Anticipated this variance will correct by end of financial year without management action.

Permanent (P) = The dollars outlined as a permanent variance are anticipated to add/reduce the end of year result.

Forecast = Where a permanent variance has been determined, an expected full year forecast variance has been noted.

Phasing = When anticipated spread of expenditure/income across the financial year is expected to be spent/received.

Year to date actual vs. year to date budget variations.

Income		
Income line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations
Rates and charges (\$319,000)	T	Lower than budgeted income: <ul style="list-style-type: none"> (\$319,000) - rates and charges income, primarily in supplementary rates.

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Income		
Income line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations
Statutory fees and fines (\$118,000)	T T T	Lower than budgeted income: <ul style="list-style-type: none"> • (\$279,000) - lodgement fee income - primarily in scheme control income. Offset by higher than budgeted income: <ul style="list-style-type: none"> • \$119,000 - trade permits. • \$117,000 - other permit fee income.
User fees (\$371,000)	T T T	Lower than budgeted income: <ul style="list-style-type: none"> • (\$412,000) - service fees and charges primarily in Freeway Golf Course and Asset Protection. • (\$101,000) - fines income primarily in revenue and property services. Offset by higher than budgeted income: <ul style="list-style-type: none"> • \$189,000 - registrations income primarily in health services ahead of planned budget phasing.
Grants - operating \$110,000	T P T T	Higher than budgeted income: <ul style="list-style-type: none"> • \$103,000 - School Crossing Supervisor funding received higher than planned budget phasing. • \$330,000 - food and garden organics funding received higher than planned budget phasing. Offset by lower than budgeted income: <ul style="list-style-type: none"> • (\$181,000) - Community transport funding received lower than planned budget phasing. • (\$100,000) - assessment income funding received lower than planned budget phasing.
Contributions - Cash \$1.66 million	T	Higher than budgeted income: <ul style="list-style-type: none"> • \$1.66 million - developers open space contributions received higher than planned budget phasing.
Other income \$482,000	T T	Higher than budgeted income: <ul style="list-style-type: none"> • \$364,000- road and footpath occupation income higher than planned budget phasing. • \$118,000 - right of ways income higher than planned budget phasing.
Interest \$1.36 million	P	Higher than budgeted income: <ul style="list-style-type: none"> • \$1.36 million - managed interest - due to interest on investments.

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Expenditure		
Expense line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations
Employee costs \$1.69 million	T T T T	<p>Lower than budgeted expenditure:</p> <ul style="list-style-type: none"> • \$2.88 million - salaries and associated costs primarily due to staff vacancies across the organisation. • \$113,000 - apprenticeships/traineeships. <p>Offset by higher than budgeted expenditure:</p> <ul style="list-style-type: none"> • (\$1.01 million) - temporary staff filling vacancies across the organisation. • (\$331,000) - overtime and casuals and relievers filling vacancies across the organisation.
Materials and services \$739,000	T T T T T T T T T T T T T T T T T T T T T T T	<p>Lower than budgeted expenditure:</p> <ul style="list-style-type: none"> • \$547,000 - professional services and advise expense. • \$371,000 - legal fees expense. • \$328,000 - trade services expense. • \$278,000 - consultants expense. • \$253,000 - application support expense. • \$172,000 - waste/recycling disposal expense. • \$161,000 - water supply expense. • \$160,000 - telephone/internet/data sim cards expense. • \$135,000 - painting services expense. • \$125,000 - below excess claims fleet expense. • \$124,000 - mowing services expense. • \$85,000 - postage expense. • \$78,000 - insurance premiums, decrease to Council's public liability and building insurance expenses influenced by movements in the insurance markets. • \$78,000 - mechanical equipment maintenance expense. <p>Offset by higher than budgeted expenditure:</p> <ul style="list-style-type: none"> • (\$687,000) - concrete expense. • (\$675,000) - specialist tree work, high voltage works and block tree pruning in Environmental Sustainability and Open Space. • (\$297,000) - Licensing/maintenance expense. • (\$258,000) - plumbing services expense. • (\$140,000) - distillate expense. • (\$117,000) - drainage cleaning and maintenance expense. • (\$106,000) - hardware expense • (\$103,000) - below excess claims, public liability expense. • (\$99,000) - cleaning building gutters expense. • (\$84,000) - asphalt expense.

Quarterly Performance Report - December 2022

Expenditure		
Expense line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations
Other expenses \$143,000	T	Lower than budgeted expenditure: <ul style="list-style-type: none"> \$118,000 - conferences seminars training expense across the organisation. \$95,000 - special rates expenditure behind planned budget phasing. Offset by higher than budgeted expenditure: <ul style="list-style-type: none"> (\$141,000) - Leased assets across the organisation that are short term (less than 12 months) or low value in nature. In accordance with the requirements of the new accounting standard AASB 16 - Leases short term or low value leases will be expensed to the income statement. (\$81,000) - grants and subsidies primarily in Community Planning and Development due to timing of the small annual grants ahead of planned budget phasing.
	T	
	T	
	T	

4.6 Balance Sheet and Cash Flow Statement

Cash and investment holdings are \$143.69 million as at 31 December 2022 which has increased by \$6.65 million from 30 June 2022.

Total cash and investment holdings are \$16.16 million higher than year to date budget primarily due to

- Higher than budgeted rates and charges \$10.51 million due to timing and slightly higher collection rate (50.23%) than anticipated (47%).
- Higher than budgeted developer open space contributions of \$1.78 million due to timing.
- Lower than budgeted materials and services \$2.22 million due to timing of cash outflows.
- Employee costs are lower than budgeted primarily due to staff vacancies across the organisation.

Partially offset by:

- Higher payments for property, infrastructure, plant and equipment of (\$5.38 million) due to timing of cash outflows relating to the capital works program.

The Balance Sheet as at 31 December 2022 indicates a satisfactory result with total current assets of \$265.02 million and total current liabilities of \$63.53 million.

The working capital ratio of 4.17 to 1 (includes a 0.5% or \$848,000 cash contingency for emergency response works and reserve funds of \$23.47 million) reflects the increase in current debtors resulting from the striking of the rates which will reduce by 30 June 2023 as Council funds its operating programs and capital works. The rate debt will be repaid over the remainder of the financial year in accordance with the payment options chosen by ratepayers.

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4.7 Capital Works

4.7.1 Capital Works Program summary

	ANNUAL ORIGINAL BUDGET	YTD ACTUAL (1)	YTD BUDGET (2)	YTD VARIANCE (1) - (2)	YTD VARIANCE %	COMMIT	2022-23 AMENDED BUDGET (3)
	\$'000s	\$'000s	\$'000s	\$'000s	%	\$'000s	\$'000s
Infrastructure							
Bridges	1,459	1,512	1,690	178	11%	1,903	2,265
Drainage	4,218	1,298	962	(336)	-35%	882	5,443
Footpaths and cycleways	2,100	636	566	(70)	-12%	75	2,481
Off street carparks	721	144	144	-	0%	112	671
Parks, open space and streetscapes	4,693	2,247	2,252	5	0%	1,108	6,509
Recreational, leisure & com facilities	3,639	1,185	891	(294)	-33%	1,235	5,878
Roads	12,551	4,863	3,505	(1,358)	-39%	1,196	13,446
Total Infrastructure	29,381	11,885	10,010	(1,875)	-19%	6,511	36,693
Plant and Equipment							
Computers and telecommunications	1,062	506	579	73	13%	594	2,123
Fixtures, fittings and furniture	1,655	151	517	366	71%	193	2,208
Library books	995	449	465	16	3%	77	995
Plant machinery and equipment	1,363	793	547	(246)	-45%	220	1,654
Total Plant and Equipment	5,075	1,899	2,108	209	10%	1,084	6,980
Property							
Building	22,740	4,147	3,977	(170)	-4%	8,838	18,706
Building improvements	58	-	11	11	100%	3	58
Major Projects	21,636	7,294	7,279	(15)	0%	14,844	11,265
Total Property	44,434	11,441	11,267	(174)	-2%	23,685	30,029
Total capital works expenditure	78,890	25,225	23,385	(1,840)	-8%	31,280	73,702
Represented by:							
Asset renewal expenditure	53,595	16,542	14,755	(1,787)	-12%	20,575	53,849
Asset upgrade expenditure	2,315	1,994	2,186	192	9%	2,559	4,419
New asset expenditure	16,946	5,499	5,393	(106)	-2%	5,999	12,915
Asset expansion expenditure	6,034	1,190	1,051	(139)	-13%	2,147	2,519
Total capital works expenditure	78,890	25,225	23,385	(1,840)	-8%	31,280	73,702

Note: All numbers are rounded to the nearest thousand.

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4.7.2 Capital Works performance versus budget

Commentary (by exception)

Year to date actual vs. year to date Annual Amended Budget

Council's year to date performance in gross capital works expenditure is \$25.22 million which is \$1.84 million above year to date budget phasing of \$23.38 million. The most significant variances being:

- **71637 - Full Road reconstruction and kerb replacement- \$1.23 million**
Works are progressing ahead of planned budget phasing due to increased contractor availability in the second quarter of the financial year.

Capital works committed expenditure as at 31 December 2022 is \$31.28 million (year to date actual and commitments equates to \$56.50 million).

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4.7.3 Major Projects Capital Works performance

**Major Projects - Progress Update
Expenditure
For the period ending 31 December 2022**

		YEAR TO DATE			2022-23
		ACTUALS	AMENDED BUDGET	VARIANCE	AMENDED BUDGET
Kew Recreation Centre	1	4,359,640	4,278,767	(80,873)	6,100,000
Canterbury Community Precinct	2	2,735,635	2,888,389	152,754	4,482,580
Tuck Stand	3	104,171	45,230	(58,941)	469,764
Library Redevelopment Kew	4	92,504	66,108	(26,396)	164,188
Total		7,291,950	7,278,494	(13,456)	11,216,532

All projects overseen by Project Control Groups.

1. Kew Recreation Centre

This is a multi-year project. There have been a number of COVID-19 restrictions, with the most recent challenge being supply chain issues impacting steel arriving on site, resulting in the works program being slightly delayed. Although the delay will extend the programme works, it was originally anticipated that the project would still remain on schedule for completion by mid 2023. This was prior to the roof collapse which occurred on the evening of Thursday 20th October 2022. Once the financial implications are known, these will be considered as part of the development of the 2022-23 Full Year Forecast and the 2023-24 Budget development. It is likely that the completion of the facility will now extend beyond the end of the financial year.

2. Canterbury Community Precinct

This is a multi-year project. There have been a number of COVID-19 restrictions, including workforce reductions, construction industry shutdowns and supply chain delays that have resulted in the works program being slightly delayed. The delayed program will extend the work scheduled however the project is anticipated to remain on schedule for stage 1 works completion by late 2022, and stage 2 works extended to April 2023.

3. Tuck Stand

This is a multi-year project. Feasibility investigations to determine the appropriate service and tenant mix to occupy a redeveloped Tuck Stand building are advanced and have considered spatial allocations, physical limitations and opportunities, cost planning, ancillary infrastructure upgrades and broader precinct impacts. The project is now well positioned to progress with consultation late 2022-early 2023 and design and authority approvals into 2022-2023.

4. Library Redevelopment Kew

This is a multi-year project. Consultants have been engaged to commence early concept design and cost estimates.

4.8 Priority Projects

Commentary (by exception)

Year to date actual vs. year to date Annual Amended Budget

Council's year to date performance in gross priority project expenditure is \$11.92 million which is \$903,000 below year to date budget phasing of \$12.82 million.

There are minor variances (favourable)/unfavourable across multiple projects with the most significant being:

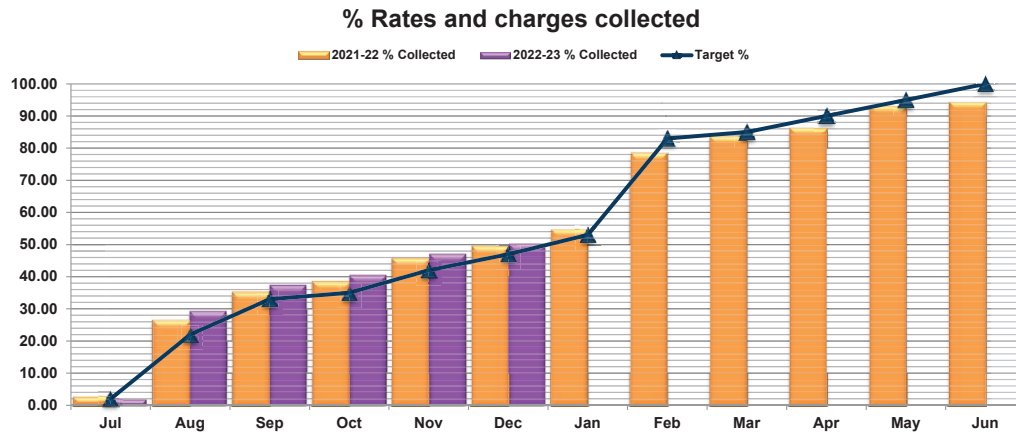
- **81084. System Development and Implementation- (\$1.13 million)**
The system development and implementation project is underspent due to a delay in commencing the Core systems initiative. The program has been re-baselined and approved at both the program board and Transforming Boroondara steering committee. The revised timing of project deliver expenditure will be captured as part of the full year forecast review.

Priority projects committed expenditure as at 31 December 2022 is \$19.30 million (year to date actual and commitments equates to \$31.22 million).

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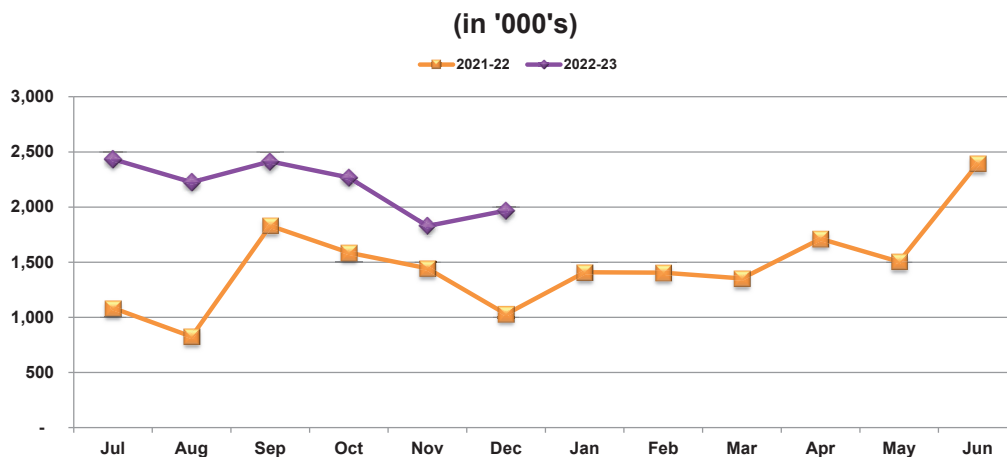
4.9 Debtors

4.9.1 Rate debtors



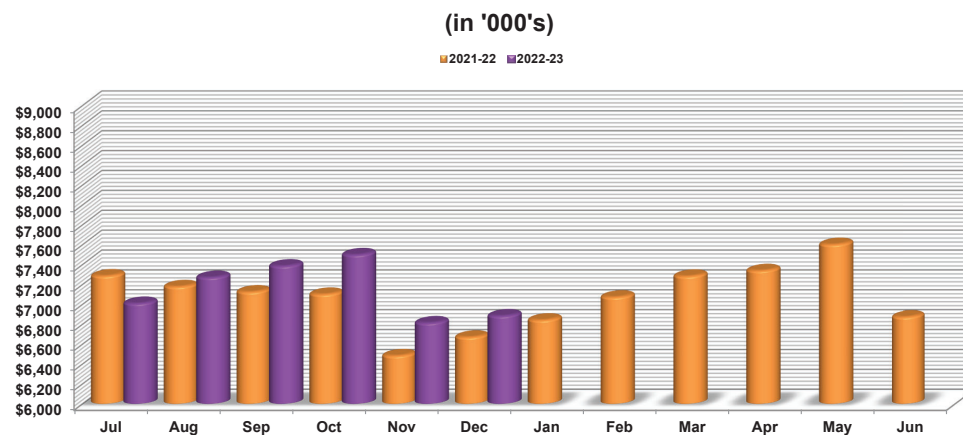
Rates and charges collection percentage at the end of December 2022 is 50.23% and is higher than the anticipated target of 47%. This is up from the 2021-22 year to date result of 49.31%.

4.9.2 Sundry debtors



The sundry debtors balance at the end of 31 December 2022 is \$1.97 million and is \$938,000 higher than the prior year. Balances will vary from year to year depending on individual transactions processed.

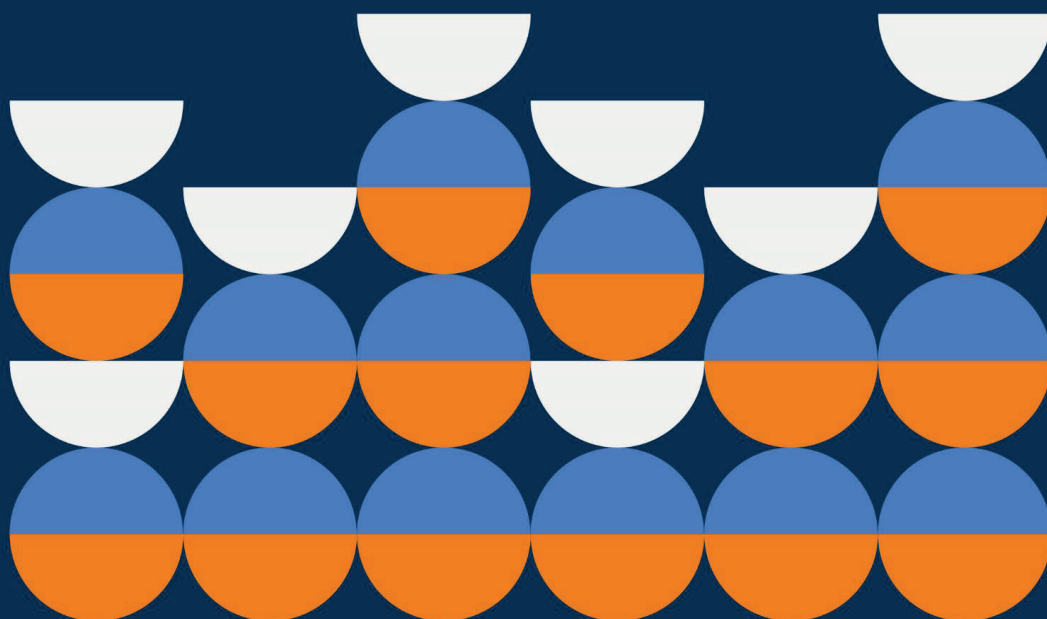
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4.9.3 Infringement debtors

The outstanding 'infringement debtors' balance of \$6.88 million is \$214,000 higher than the corresponding prior year period. This is primarily due to Parking Infringements debtors.

In accordance with Victorian Government legislation, the majority of these fines are now in the hands of Fines Victoria for the management and collectability of the fines. Council has no control over Fines Victoria debt collection performance.

Corporate Governance



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5. Corporate governance

5.1 Publicly tendered contracts greater than \$500,000 (excluding GST) for goods, services and works.

Contracts Valued at \$500,000 or more (excluding GST) for Goods, Services and Works

The below table summarises key information relating to the awarded contracts in the second quarter of 2022-23 (1 October 2022 - 31 December 2022) valued at \$500,000 or more (excluding GST) in accordance with Council's adopted Procurement Policy 2021-25.

Contract	Contract Name	Description	Contract Type	Award Date	Awarded By **	Contractor	Contractor History	Contract Term	Contract Value (ex GST)
2021/241	Routine Maintenance of Mechanical Services	Provide Routine Maintenance Services for Mechanical plant across Boroondara's Municipal Offices, Hawthorn Arts Centre, Community Centres, Libraries, Leisure Centres and Depot's	Annual lump sum	26 September 2022	Council	Refmech Pty Ltd	Existing supplier to Council	3 years + 2x1 year optional extensions	\$2,895,750
2022/98	Microsoft Software Agreement	Licencing for all Microsoft products used across Council	Schedule of rates	26 September 2022	Council	Data#3	Existing supplier to Council	3 years	\$2,761,894 (estimated)
2021/122	Annual Supply Drainage Construction and Associated Works	Provide drainage construction and associated services	Schedule of Rates	28 November 2022	Council	Panel Contract <ul style="list-style-type: none"> Beara Construction Pty Ltd Fercon Pty Ltd Cole Civil (The Trustee for THE 	A mixture of existing and new suppliers	5 years + 2x1 year optional extension	\$20,800,000 (estimated)

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Contract	Contract Name	Description	Contract Type	Award Date	Awarded By **	Contractor	Contractor History	Contract Term	Contract Value (ex GST)
						CENTOFANTI UNIT TRUST) <ul style="list-style-type: none"> • Rapid Paving construction Pty Ltd • CDN Constructors Unit Trust 			
2021/123	Annual Supply of Concrete, Bluestone and Associated Works	Provide concrete, bluestone and associated services.	Schedule of Rates	28 November 2022	Council	Panel Contract <ul style="list-style-type: none"> • The Trustee for Hall Family Trust • Zecon Pty Ltd • Giust Bros Pty • Fercon Pty Ltd • MFP Enterprise Pty Ltd • CDN Constructors Unit Trust • Cole Civil 	A mixture of existing and new suppliers	5 years + 2x1 year optional extension	\$66,890,000 (estimated)
2022/93	North Balwyn Senior Citizens Centre Refurbishment Works	Renew and upgrade the building and surrounds to achieve compliance with current regulations and standards whilst also improving access and functionality of the facility	Lump Sum	28 November 2022	Council	Capabuild Pty Ltd	New supplier to Council	Estimated completion 30 May 2024	\$1,073,555

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Contract	Contract Name	Description	Contract Type	Award Date	Awarded By **	Contractor	Contractor History	Contract Term	Contract Value (ex GST)
2022/121	Road Resurfacing and Associated Services	Supply and delivery of a range of services associated with road resurfacing, road maintenance, road rejuvenation and road resealing.	Schedule of Rates	28 November 2022	Council	<ul style="list-style-type: none"> The Trustee for The Centofanti Unit Trust T/A Metro Asphalt Pty Ltd Prestige Paving Pty Ltd Downer EDI Works Pty Ltd BA Road Service Pty Ltd Fulton Hogan Industries Pty Ltd RABS Paving Services Pty Ltd The Trustee for SuperSealing Unit Trust (Trading as Super Sealing) Tiber Bond Pty Ltd Omnigrip Direct Pty Ltd Road Maintenance Pty Ltd 	A mixture of existing and new suppliers	3 years + 2x1 year optional extensions	\$31,101,000
2019/5A	Enterprise Service Bus	Contract Extension	Lump Sum	29 November 2022	Council	Boomi Australia	Existing supplier	1 year extension	\$1,113,542

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Contract	Contract Name	Description	Contract Type	Award Date	Awarded By **	Contractor	Contractor History	Contract Term	Contract Value (ex GST)
2022/139	Rowen Street Kindergarten Building Refurbishment Works	Renew, upgrade, and expansion of the existing building and its surroundings	Lump Sum	19 December 2022	Council	Black Sheep Construction Pty Ltd	New Supplier to Council	Estimated completion 10 May 2023	\$717,540
2021/230	Freeway Golf Course Management	Golf course pro-shop management services for Freeway Golf Course	Schedule of Rates	19 December 2022	Council	Greenspace Management Pty Ltd	New Supplier to Council	2 years + 2 x 4 years optional extensions	\$2,065,875
2022/138	Anderson Road Family Centre Building Refurbishment Works	Renew and upgrade the building and surrounds	Lump Sum	19 December 2022	Council	Kinetic Constructions Pty Ltd	New Supplier to Council	Estimated completion 30 June 2023	\$1,301,024
2022 /104	Internal Audit Consultancy Services	Provide internal audit services	Schedule of Rates	19 December 2022	Council	Findex (Aust) Pty Ltd trading as Crowe Australia	New Supplier to Council	3 years + 2 x 1 year optional extensions	\$650,000

** Contracts awarded by Directors is by delegation

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5.2 Councillor expenses

As required by the Councillor Support and Resources Policy, the following costs or expenses were paid for, or reimbursed to Councillors in the year to date as at 31 December 2022 are reported below:

	Ward	TOTAL FOR WARD	Information and Communication	Fares/Cabcharge/ Parking	Travel/Vehicle/ Accommod	Other Expenses	Professional Development	Councillor Allowances
YTD DECEMBER 2022	Councillor - Bellevue Ward	\$ 18,258	\$ 272	\$ -	\$ -	\$ -	\$ -	\$ 17,986
	Councillor - Cotham Ward (Mayor)*	\$ 23,742	\$ 447	\$ -	\$ -	\$ -	\$ -	\$ 23,295
	Councillor - Gardiner Ward	\$ 19,417	\$ 447	\$ 195	\$ 655	\$ 134	\$ -	\$ 17,986
	Councillor - Glenferrie Ward	\$ 32,134	\$ 372	\$ -	\$ -	\$ 69	\$ 7,545	\$ 24,148
	Councillor - Junction Ward	\$ 25,939	\$ 408	\$ -	\$ -	\$ -	\$ 7,545	\$ 17,986
	Councillor - Lynden Ward	\$ 23,975	\$ 447	\$ 139	\$ 578	\$ -	\$ 3,275	\$ 19,536
	Councillor - Maling Ward	\$ 60,316	\$ 275	\$ 40	\$ 333	\$ 10	\$ -	\$ 59,658
	Councillor - Maranoa Ward	\$ 15,748	\$ 447	\$ -	\$ 313	\$ -	\$ -	\$ 14,988
	Councillor - Solway Ward	\$ 18,433	\$ 447	\$ -	\$ -	\$ -	\$ -	\$ 17,986
	Councillor - Studley Ward	\$ 16,421	\$ 447	\$ -	\$ -	\$ -	\$ 591	\$ 15,383
	Councillor - Riversdale Ward	\$ 18,258	\$ 272	\$ -	\$ -	\$ -	\$ -	\$ 17,986
	Year to date total	\$ 272,641	\$ 4,281	\$ 374	\$ 1,879	\$ 213	\$ 18,956	\$ 246,938

All information is produced directly from the financial ledger. The amounts claimed by Councillors vary for each Councillor. Not all Councillors claim motor vehicle or other expenses, and not all claims are made in time to be included in the relevant accounting period.

Other expenses

Other expenses include levies and charges, membership fees, minor equipment purchases, general administration, and childcare expenses.

Fleet charges and fuel

The Councillor Support and Resources Policy provides that a fully maintained vehicle shall be available to the Mayor and relevant fleet and fuel expenses are attributed to the Mayor of the day. Total fleet charges and fuel costs for Councillor Jane Addis is \$333 and Mayor Felicity Sinfield is nil.

Please Note

* Councillor for Cotham Ward - Mayor from 9 December 2022 (current)

* Councillor for Maling Ward - Mayor up to 8 December 2022

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5.3 Chief Executive Officer Expenses

The following reimbursements were paid to the Chief Executive Officer in the year to date as at 31 December 2022:

YTD DEC 22		TOTAL	Information and Communication	Fares/Cabcharge/Parking	Travel/Vehicle/Accomm	Other Expenses	Professional Development	Equipment Purchases	Catering
	Executive Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Year to date total	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -

All information is produced directly from the financial ledger.

5.4 Citizen decision and process review

There were no requests received from the community during this quarter for a review of decisions via the Council decision and review process.

5.5 Excess annual leave analysis

Key Performance Indicator	2021-22 YTD Results	2022-23 YTD Results
Employees with more than 40 days annual leave		
Total number	23	32
Percentage	1.99%	3.32%

5.6 Confidentiality Agreements

No confidentiality agreements entered in Quarter 2.

Quarterly Performance Report - December 2022

5.7 Council Advisory Committees

This section provides an update on work undertaken by Council's Advisory Committees

Council Advisory Committee	Purpose of Committee	Comments
Boroondara Arts Advisory Committee	To provide feedback to support the promotion and delivery of arts programs in Boroondara	This committee has not convened during 2022-23.
Boroondara Eisteddfod Advisory Committee	To provide support to Council in presenting the Boroondara Eisteddfod	The Eisteddfod Advisory Committee met on 26 August and 18 November 2022. The report on the 2022 program was provided for consideration at the August meeting, which noted the first full delivery of in person performances since 2019. At the November meeting the Committee, with newly appointed committee members also in attendance, focused on the 2023 Eisteddfod program including new sections, marketing and audience participation.
Boroondara Community Safety Advisory Committee	To foster a partnership approach to enhance safer communities by responding, and providing feedback and information on community safety issues of concern to the community	<p>The Boroondara Community Safety Advisory Committee (BCSAC) met online on 24 August 2022. The meeting included:</p> <ul style="list-style-type: none"> • A presentation on the Summary Offences Amendment Bill 2022 summarising upcoming changes to Victorian legislation prohibiting the display of the Nazi swastika and issues related to enforcement, graffiti removal and supporting members of the community • An update on planning for Community Safety Month in October 2022 • A presentation on key data from the 2021 Census • An update on Council's activities related to graffiti management • An update from Victoria Police about current crime and safety issues in Boroondara • An update from members about their current activities and emerging priorities. <p>The BCSAC also met online on 23 November 2022. The meeting included:</p>

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Council Advisory Committee	Purpose of Committee	Comments
		<ul style="list-style-type: none"> • An evaluation summary of activities held during Community Safety Month in October 2022 • A presentation from Eastern Community Legal Centre on its services for the community and opportunities for partnership and professional development • An update on planning for the 16 Days of Activism Against Gender Based Violence Campaign • An update on Council's activities related to graffiti management • An update from Victoria Police about current crime and safety issues in Boroondara • A discussion about meeting arrangements for the 2023 and members shared updates about their current activities and emerging priorities.
Boroondara Community Strengthening Grants Assessment Panel	To assess applications received through the Annual Community Strengthening Grants and Boroondara Triennial Operational Grants categories and to recommend funding allocations to Council	<p>The recommendations for the 2022-23 Round 1 Small Grants (Biannual) were adopted by Council in July 2022.</p> <p>The 2022-23 Annual Community Strengthening Grants opened on Tuesday 26 April 2022, and closed on Sunday 30 May 2022.</p> <p>The Community Strengthening Grants Panel met on three afternoons between 3 and 10 August 2022 to review applications. The Panel was made up of three Councillors (Cr. Gillies, Cr. Watson and Cr. Addis). A report with recommendations was adopted by Council on 24 October 2022.</p> <p>The recommended applications focused on new activities and projects and will deliver practical community strengthening outcomes.</p> <p>Applications for the 2023-26 Triennial Operational Grants opened on 10 October 2022 and closed on 28 November 2022. Applications are currently being assessed.</p>

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Council Advisory Committee	Purpose of Committee	Comments
Boroondara Public Health and Wellbeing Advisory Committee	To provide feedback on current and emerging health and wellbeing issues and trends for all life stages	<p>The Boroondara Public Health and Wellbeing Advisory Committee (BPHWAC) met online on 5 September 2022. The meeting included:</p> <ul style="list-style-type: none"> • A presentation of findings from the Eastern Metropolitan Primary Health Network needs assessment • A presentation on the new Boroondara Seniors Exercise Park program at Victoria Park from Council and partner, the National Ageing Research Institute • A presentation on the 2021-22 Boroondara Municipal Public Health and Wellbeing action plan evaluation and an update on the 2022-23 action plan • Information sharing by members. <p>The BPHWAC also met online on 28 November 2022. The meeting included:</p> <ul style="list-style-type: none"> • A presentation on Council's current and future planning and programming with Boroondara's young people • A presentation from a member of headspace Hawthorn Youth Advisory Group (YAG) on the work headspace is undertaking with young people in Boroondara, including the role of the YAG • Information sharing from non-members from Access Health and Community's Access to Community program, and a new service provider, Multicultural Health Connect on its services • Information sharing by members.
Community Disability Advisory Committee	To advise Council on strategies for identifying and addressing disability access and inclusion issues within the City of Boroondara	<p>The Boroondara Community Disability Advisory Committee (BCDAC) met online on 14 September 2022. The meeting included:</p> <ul style="list-style-type: none"> • A presentation on website accessibility and digital accessibility training at Council • Information sharing by members

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Council Advisory Committee	Purpose of Committee	Comments
		<p>A facilitated workshop session on the refresh of the Disability Action Plan. The BCDAC also met online on 30 November 2022. The meeting included:</p> <ul style="list-style-type: none"> • A presentation on how Council incorporates access considerations for people with disability in emergency management planning in Council buildings • A presentation and discussion about information for people with disability on Council's website • A presentation and discussion on the refresh of the Disability Action Plan • Information sharing by members.
Boroondara Early Years Advisory Committee	To advise Council on a diverse and comprehensive range of matters relating to the provision of coordinated and responsive quality early and middle years services for families and their children living, working or leaning in Boroondara	The Early Years Advisory Committee (EYAC) meets quarterly and met virtually for the last meeting of 2022 on 17 November 2022. Two guest speakers attended, the Boroondara Family Network (BFN) and Early Learning Support from the Craig Family Centre. 21 representatives attended from external sector organisations, parent representatives and internal stakeholders.
Marketplace Development Fund (MDF)	To determine on expenditure to promote Camberwell on Sundays and associated infrastructure with funds raised by Rotary	<p>The MDF engaged a consultant to deliver a 12 month schedule of social media and content marketing management including the creation of eight articles on topics relevant to the market and broader precinct such as:</p> <ul style="list-style-type: none"> • "Discover retro treasures at Rotary Camberwell Sunday Market and Camberwell Junction" • "Why your gold coin donation to the Rotary Camberwell Sunday Market is so important"; and • "Discover sustainable fashion at Camberwell Sunday Market and Camberwell Junction" <p>The articles were created to upload to websites and share across social media. The campaign also included the delivery of four key promotional</p>

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Council Advisory Committee	Purpose of Committee	Comments
		activations including the highly successful inaugural Kylie Appreciation Day held at the market to celebrate Kylie Minogue's association with Camberwell on Sunday, 23 October 2022.

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6. Governance and Management Checklist

Results of Council's assessment against the prescribed governance and management checklist:

Commitments	Status
1. Community engagement policy (policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Act: Yes Date of operation of current policy: 22/02/2021
2. Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Guidelines: Yes Date of operation of current guidelines: 14/12/2022 <i>The Community Engagement Policy 2021-26 was adopted in February 2021.</i>
3. Financial Plan (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)	Adopted in accordance with section 91 of the Act: Yes Date of adoption: 25/10/2021
4. Asset Plan (plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Adopted in accordance with section 92 of the Act: Yes Date of operation of current plan • Boroondara Asset Plan 2022-23 to 2032-33: 27/06/2022
5. Revenue and Rating Plan (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act: Yes Date of operation of current strategy: 28/06/2021
6. Annual budget (plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 94 of the Act: Yes Date of adoption: 27/06/2022
7. Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy: Yes Date of operation of current policy: 23/05/2022
8. Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Policy: Yes Date of operation of current policy: 28/06/2021

Quarterly Performance Report - December 2022

Commitments	Status
9. Municipal emergency management plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency mitigation, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> : Yes Date of preparation: 29/05/2020
10. Procurement policy (policy under section 108 of the Act outlining the principles, processes and procedures that will apply to the purchase of goods and services by the Council)	Adopted in accordance with section 108 of the Act: Yes Date of adoption: 13/12/2021
11. Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Plan: Yes Date of adoption: February 2021 Date of operation of current plans <ul style="list-style-type: none"> • Arts and Culture: 14/10/2021 • Asset and Capital Planning: 12/11/2020 • Building Services: 14/10/2021 • Business and Project Readiness: 16/11/2021 • Capital Projects: 11/01/2021 • Chief Financial Office: 24/12/2021 • Civic Services: 18/11/2021 • Community Planning and Development: 17/11/2020 • Customer and Communication: 05/11/2021 • Environmental Sustainability and Open Spaces: 21/12/2021 • Governance and Legal: 22/10/2021 • Health and Wellbeing Services: 25/10/2021 • Library Services: 09/11/2020 • Liveable Communities: 29/10/2021 • People, Culture and Development: 25/10/2021 • Strategic and Statutory Planning: 12/11/2020 • Strategy and Performance: 21/12/2021 • Traffic and Transport: 16/11/2021 • Transformation and Technology: 19/10/2021 • Facilities, Waste, and Infrastructure: 21/10/2021
12. Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan: Yes Date of operation of current plan: 23/12/2021

Quarterly Performance Report - December 2022

Commitments	Status
13. Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Framework: Yes Date of operation of current framework: 23/05/2022
14. Audit and Risk Committee (advisory committee of Council under section 53 and 54 of the Act)	Established in accordance with section 53 of the Act: Yes Date of establishment: 28/06/2021 <i>Note: Council has had an Audit and Risk Committee from the date of its establishment.</i> <i>The Audit and Risk Committee Charter is reviewed annually. Councillor Committee members are nominated by Council on an annual basis. The current Audit Committee Charter was adopted by Council on 28 June 2021.</i>
15. Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged: Yes Date of engagement of current provider: 1/10/2017
16. Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act)	Framework: Yes Date of operation of current framework: 25/10/2021
17. Council Plan reporting (report reviewing the performance of the Council against the Council Plan including the results in relation to the strategic indicators for the first six month of the financial year)	Report: Yes Date of operation of current report: 24/10/2021
18. Quarterly budget reports (quarterly reports to the Council under section 97 of the Act, comparing actual and budgeted results and an explanation of any material variations)	Reports presented to the Council in accordance with section 97(1) of the Act: Yes Date statements presented: <ul style="list-style-type: none"> • 22/08/2022 • 28/11/2022
19. Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports: Yes Date of reports: <ul style="list-style-type: none"> • 22/08/2022

Quarterly Performance Report - December 2022

Commitments	Status
20. Performance reports (six-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act)	Reports: Yes Date of reports: <ul style="list-style-type: none"> • 24/10/2022 • 28/02/2022
21. Annual report (annual report under sections 98 and 99 of the Act containing a report of operations and audited financial and performance statements)	Presented at a meeting of the Council in accordance with section 100 of the Act: Yes Date of adoption: 24/10/2022
22. Councillor Code of Conduct (code under section 139 of the Act setting out the standards of conduct to be followed by councillors and other matters)	Reviewed in accordance with section 139 of the Act: Yes Date of adoption: 24/10/2022
23. Delegations (documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act: Yes <ul style="list-style-type: none"> • CEO Powers - 7 March 2022 • CEO powers (Vic Smart) - 7 March 2022 • CEO sub-delegation to CFO, DCS, DCT, DPS, DUL and EMPDC (all separate instruments) - 7 March 2022 • CEO sub-delegation to Council staff - 5 December 2022 • Council to CEO - 28 February 2022 • Council to Council staff - 9 November 2022 • Council to SDC - 26 July 2021 • Council to UPDC - 26 July 2021 • Council to CEOERDC - 9 March 2022 • Date reviewed Council to Chief Executive Officer: 28/02/2022 • Council to Staff: 28/02/2022 • Council to Urban Planning Delegated Committee: 26/07/2021 • Services Delegated Committee: 26/07/2021 • Council to Management Performance and Review Delegated Committee: 27/09/2021 (Revoked by resolution 13 December 2021 thus sunsetting the delegated committee) • Chief Executive Officer Employment and Remuneration Delegated Committee: 28/02/2022

Quarterly Performance Report - December 2022

Commitments	Status
24. Meeting procedures (governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the Act: Yes Date Governance Rules adopted: 26/09/2022

Quarterly Performance Report - December 2022

7. Grants progress report

Grant applications completed/pending for the December quarter

Funding Body & Grant Program	Council Department	Council Project or Purpose	Closing Date or Date submitted	Amount Requested	Status and amount granted
Department of Jobs, Precincts and Regions - Living Local Program	Traffic and Transport	Provide a broad framework for wayfinding within and to the Ashburton Shopping Centre (inclusive of decision points and destinations to be signed) and develop the detailed design of signage and implement on site for key pedestrian access corridors.	13/08/2022	\$60,000	Successful
Department of Jobs, Precincts and Regions - Living Local Program	Capital Projects	Playground renewal which will support community connection, engage local indigenous groups and provide much needed facilities for children of all abilities.	13/08/2022	\$200,000	Successful
Department of Jobs, Precincts and Regions - Living Local Program	Liveable Communities	Upgrade/refurbishment of the Balwyn North Senior Citizens Centre - Marwal Avenue, Balwyn North. Refurbishment of the existing centre to suit community needs.	13/08/2022	\$200,000	Successful

Quarterly Performance Report - December 2022

Funding Body & Grant Program	Council Department	Council Project or Purpose	Closing Date or Date submitted	Amount Requested	Status and amount granted
VicHealth - JumpStart!	Health and Wellbeing Services	Café Club is a job readiness and life skills program that aims to build social connections through focussing on food and hospitality. Participants will undertake workshops including barista training, resume writing, and food preparation.	14/09/2022	\$47,500	Pending
YACVic - HEY Grant	Health and Wellbeing Services	Film Festival will invite local young people (16 - 25 years) to take part in an evening of celebration, inclusion, and entertainment at the local Lido Cinemas. The festival will showcase independent films made by and sharing the stories of LGBTQIA+ identifying young people.	28/09/2022	\$10,000	Pending
Victoria Department of Education and Training - CALD Outreach Initiative	Health and Wellbeing Services	Build and strengthen connections with families from culturally and linguistically diverse (CALD) backgrounds, to ensure families have a strong understanding of the benefits of early childhood education and support families to register their children in funded kindergarten programs.	29/09/2022	\$218,500	Pending

Quarterly Performance Report - December 2022

Funding Body & Grant Program	Council Department	Council Project or Purpose	Closing Date or Date submitted	Amount Requested	Status and amount granted
Vic Gov - Victoria Remembers	Arts and Culture	Commemorating our Boroondara Victoria Cross Recipients	21/10/2022	\$8,730	Successful
Federal Government - Department of Infrastructure, Transport, Regional Development, Communications and the Arts	Traffic and Transport	Walmer Street Bridge reconstruction.	28/11/2022	\$1,000,000	Pending
VicHealth – Alcohol Harm Prevention Grants	Community Planning and Development	Engage a short-term project officer to develop the Community Alcohol Profile and support the roll out of the Australian Drug Foundation's Prevention Capacity and Infrastructure Self-Assessment tool across the organisation.	30/11/2022	\$10,000	Successful

Quarterly Performance Report - December 2022

Grant Status	Number of Grants
Grant applications submitted	6
Successful grants	5
Unsuccessful grants	0
Grants pending	4

Contact us

Website: www.boroondara.vic.gov.au
Email: boroondara@boroondara.vic.gov.au
Telephone: 9278 4444
After hours emergencies: 9278 4444

Postal address:

Private Bag 1
Camberwell VIC 3124

Customer Service centre:

Camberwell office
8 Inglesby Road, Camberwell

For speech or hearing impaired:

National Relay Service TTY 13 36 77
Speak and Listen 1300 555 727

Free interpreting service: 9278 4002



7.6 Bi-annual Report from the Audit and Risk Committee

Executive Summary

Purpose

This report presents to Council the second Bi-annual Report for from the Audit and Risk Committee for the 2022-2023 financial year as required by Section 54(5) of the *Local Government Act 2020*.

Background

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."

Key Issues

The attached Bi-annual Report from the Audit and Risk Committee (**Attachment 1**) was approved by the Chair of the Audit and Risk Committee for tabling at this Council meeting.

Next Steps

The Audit and Risk Committee will continue to prepare biannual audit and risk reports for tabling at future Council meetings.

Officers' recommendation

That Council resolve to 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 as contained in **Attachment 1** (as annexed to the minutes).

Responsible officer: **Phillip Storer, Chief Executive Officer**

1. Purpose

To present to Council the 31 December 2022 Bi-annual Report from the Audit and Risk Committee as required by Section 54 (5) of the *Local Government Act 2020*.

2. Policy implications and relevance to community plan and council plan

As detailed in the Council Plan and the Boroondara Community Plan. In particular Objective 7 “Ensure that ethical financial and socially responsible decision making reflects community needs and is based on principles of accountability, transparency, responsiveness and consultation”.

Strategy 7.2: Ensure transparent decision making through open governance processes.

Strategy 7.5: Ensure sound financial management while allocating resources to deliver strategic infrastructure and services that meet community needs.

3. Background

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.”

4. Outline of key issues/options

The attached Bi-annual Report from the Audit and Risk Committee (**Attachment 1**) was approved by the Chair of the Audit and Risk Committee for tabling at this Council meeting.

5. Consultation/communication

Members of Council’s Audit and Risk Committee were consulted during the preparation of this Council report.

6. Financial and resource implications

Council’s operating budget provides funds for the Internal Audit Program and for implementation costs associated with Audit recommendations.

7. Governance issues

Officers involved in the preparation of this report have no conflict of interest.

The list of prescribed human rights contained in the Victorian Charter of Human Rights and Responsibilities has been reviewed in accordance with Council's Human Rights Compatibility Assessment Tool and it is considered that the proposed actions contained in this report present no breaches of, or infringements upon, those prescribed rights.

8. Social and environmental issues

The contents of this report are consistent with Council's desire to provide solid financial and governance frameworks to support the enhancement of urban environmental and social amenity.

9. Conclusion

This report presents to Council the Bi-Annual Report as at 31 December 2022 from the Audit and Risk committee as required by the *Local Government Act 2020*.

Manager: **Bryan Wee, Manager Governance and Legal**

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 was prepared following the 21 December 2022 Audit and Risk Committee meeting. The next Biannual report will be prepared in June 2023 following the May 2023 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.

Membership and attendance during the reporting period

The Audit and Risk Committee held two meetings in this reporting period. The first was on 8 September 2022 and the second on 21 December 2022.

The members of the Audit and Risk Committee for the first meeting on September 2022:

Cr Cynthia Watson - Councillor member
Cr Nick Stavrou - Councillor member
Mr John Watson - Chair and Independent member
Ms Fiona Green - Independent member
Ms Freya Marsden- Independent member

The members of the Audit and Risk Committee for the second meeting in December 2022:

Cr Nick Stavrou - Councillor member
Cr Jim Parke - Councillor member
Mr John Watson - Chair and Independent member
Ms Fiona Green - Independent member
Ms Freya Marsden- Independent member

Meetings of the Audit and Risk Committee, findings and recommendations

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

Meeting on 8 September 2022

Agenda items considered:

1. Standard Questions
2. Business Arising
3. Audit and Risk Committee Administrative Matters
4. Risk Management Update
5. Internal Audit Report - Asset Management
6. Internal Audit Report - Business Continuity
7. Internal Audit Update
8. Reports from VAGO and Other Regulatory Authorities
9. Annual Update - Activities of the Fraud Control Group
10. Annual Update - Management of Health and Safety
11. COVID -19 Update
12. Transforming Boroondara - Project Update and Audit update
13. Outcomes of Legal and Ethical Certification Program
14. Annual Financial Statements and Performance Statement for the year ended 30 June 2022
15. Engagement Survey - Audit Report
16. Special Audit Report

Meeting on 21 December 2022

Agenda items considered:

1. Standard Questions for tabling at Audit & Risk Committee meetings
2. Business Arising
3. Audit and Risk Committee Administrative Matters
4. COVID-19 Update
5. Strategic Risk Register Update including presentation of annual work plan
6. Business Function Risk Assessment Map update
7. Transforming Boroondara Showcase
8. Update - Cyber Security
9. Year-end update and Audit Closing Report for the year ended 30 June 2022
10. Internal Audit Update
11. Biannual Report to Council
12. Internal Audit Report - Legislative compliance

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" that are 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 reporting period:

- The Committee continued to receive briefings at each meeting on Council's response to the COVID-19 Pandemic.
- The Committee continued to receive the newly introduced "Chief Executive Officer Update", to enable the Committee to be briefed on current and emerging issues within the municipality and organisation.
- The Committee requested that an IT Risk Mitigation update be provided within the next Strategic Risk Update
- The Committee requested a presentation on the status of Transforming Boroondara

Internal Audit

Council's contracted provider of Internal Audit services is Pitcher Partners. Each meeting of the Committee provides opportunity for the Committee to meet 'in camera' with the Internal and External Auditors in the absence of management.

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 progress of Internal Audit recommendations during the reporting period (to 31 December 2022) can be summarised as:

Category	Number
Number open at start of reporting period	13
Number added during reporting period	28
Number completed during reporting period	18
Number open at end of reporting period	23

Risk level of open recommendations	High	Medium	Low
23 Open recommendations	5	14	4

The Committee considers management diligently actioned internal audit recommendations in this period. It also monitored actions not due and reported on actions past due date.

Annual assessment of performance of the Audit and Risk Committee

Section 54(4) of the *Local Government Act 2020* ('the Act') states:

An Audit and Risk Committee must—

- undertake an annual assessment of its performance against the Audit and Risk Committee Charter; and*
- provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting.*

To assist the Committee to meet this obligation, an agreed self-assessment survey was distributed


A report compiling the survey responses has been prepared (Attachment 2).

Subject to any comments or feedback from the Committee on the attached survey outcomes, the survey outcomes will be presented to a future Council meeting in accordance with Section 54 (4) (b) of the Act.

At the request of the Audit and Risk Committee, the same survey was sent to Officers and Internal Auditors to complete. A report compiling the survey responses from this cohort is attached for the information of the Committee (Attachment 3). The results from this cohort are not required by legislation to be reported to Council.

Conclusion

The Committee looks forward to continuing to fulfil its role and working with management, Council and its auditors during the 2022-23 financial year and will provide its next Biannual report in June 2023 following the May 2023 Audit and Risk Committee meeting.



John Watson

Chair Audit and Risk Committee

February 2023

7.7 Councillor Assignments to Advisory Committees for 2022-2023

Executive Summary

Purpose

This report is for councillors to be appointed to a range of internal and external advisory committees as well as external management committees/boards.

The report also recommends a resolution to restrict the maximum number of Councillors that can be appointed to individual committees.

Background

Each year Councillors nominate and are appointed to a variety of internal and external committees.

These committees provide an important mechanism for consultation with the community and key stakeholders. Internal committees and networks provide advice to Council but do not make formal decisions.

Key Issues

The committees are outlined in detail in **Attachment 1**.

The appointments take into account the committees' terms of reference which govern how the group is comprised and how they operate. The appointments are typically made for a period aligned to the Mayoral term.

Next Steps

Once the appointments to advisory committees have been adopted by Council they will be published on the Council website.

The appointments will be reviewed annually with the committees terms of reference being reviewed as required by officers.

Officers' recommendation

That Council resolve to

1. Appoint Councillors to the various committees as set out in **Attachment 1** (as annexed to the minutes) until such time as Council resolves otherwise.
2. Limit the maximum Councillor representation on any single committee to five Councillors.

Responsible director: **Phillip Storer, Chief Executive Officer**

1. Purpose

The purpose of this report is for councillors to be appointed to a range of internal and external advisory committees as well as external management committees/boards.

The report also recommends a resolution to restrict the maximum number of Councillors that can be appointed to individual committees.

2. Policy implications and relevance to community plan and council plan

The appointment of Councillors to internal, external committees relates to Priority Theme 7: Leadership and Governance in the Boroondara Community Plan 2021-2031.

The appointments are also consistent with Strategic Objective 7.1: Decision making is transparent and accountable through open governance processes with timely communication and reporting.

3. Background

Councillors are appointed to their assignments on an annual basis.

At the Council meeting held on 8 December 2022 the Mayor and Deputy Mayor were elected. Appointments were also made to the Chairs of the Urban Planning and Services Delegated Committees. Two councillors were also appointed to the Audit and Risk Committee.

The following committees still require councillor appointments for the 2022-2023 period:

- twelve internal advisory committees
- seven external advisory committees; and
- four external management committees

Further detail on each of the above committees is provided in **Attachment 1** to this report.

4. Outline of key issues/options

Councillor Representation on Advisory Committees

The Local Government Act 2020 (the Act) does not reference advisory committees and it is up to each Council to determine the committees it requires.

For external committees, Council is a member or participant at a local, regional or sector level. Councillors are appointed to represent Council as delegates to these organisations. In some cases, an alternate is also appointed who can attend if the primary Councillor is not available.

All committees have a term of reference which outlines the purpose of the committee and how the meetings are governed.

Officers believe that, due to their advisory nature, no committee should be comprised of more than five Councillors at a time.

Community Strengthening Grants Assessment Panel

Council has a panel to review applications for some categories of Community Strengthening Grants. The Panel includes Councillors and has been referred to as the Community Strengthening Grants Assessment Panel. Given that Council officers assess grant applications and present them to the Panel for review prior to officers making recommendation to Council, the name of the Panel will be revised to better reflect its review role to the Community Strengthening Grants Review Panel. This is in line with the recent recommendations of the Victorian Auditor General's Office.

5. Consultation/communication

All councillor assignments will be communicated to the community via the council website and relevant parties informed of the new councillor assignments for 2023.

6. Financial and resource implications

There are no financial impacts in regard to this report.

7. Governance issues

No officers involved in the preparation of this report have a general or material conflict of interest requiring disclosure under chapter 5 of the Governance Rules of Boroondara City Council.

Section 129 of the Local Government Act 2020 provides that a conflict of interest does not arise in relation to a decision by a Councillor on a matter or in a circumstance that is prescribed to be exempt by the Local Government (Governance and Integrity) Regulations 2020.

Regulation 7(1) prescribes the nomination or appointment by the Council or a Councillor to a position for which the Councillor will not be remunerated is an exempt matter.

The recommendation contained in this report is compatible with the Charter of Human Rights and Responsibilities 2006 as it does not raise any human rights issues.

8. Social and environmental issues

Representation on the various committees enables Councillors:

- To engage with committee members to share their perspective on the various issues before the Committee; and
- To listen to the views expressed by the committee and share those views with their colleagues, staff and Council; and
- To represent the interests of Council on a range of external committees and groups.

Manager: Bryan Wee, Manager Governance and Legal

Report officer: Kirstin Ritchie, Coordinator Governance

1. Internal Advisory Committees

Committee Name	Purpose of Committee	Members(s)
1. Waste Management Reference Group (WMRG)	To provide insights and feedback across a broad range of waste related matters to help inform and enhance the delivery of waste related services to the community	
2. Kew Recreation Centre Steering Committee	To act as a sounding board for the project team during the redevelopment (planning, design, implementation and commissioning) of the Kew Recreation Centre	
3. Canterbury Project Steering Committee	To provide advice and feedback on the coordination of various projects in Canterbury and the implementation of the Maling Road Place Plan. The Steering Committee also assist to identify emerging issues and opportunities associated with these projects.	
4. Transforming Boroondara Steering Committee	To monitor the progress of the Transforming Boroondara program against the delivery of the Program milestones and budget. To act as a sounding board for the Team responsible for the implementation and provide feedback throughout the course of the Program	
5. Glenferrie Precinct Development Plan Advisory Committee	The Glenferrie Precinct Development Plan Advisory Committee (GPDPA) provides advice and feedback on the form, prioritisation and coordination of various projects in the Glenferrie Road Precinct area of Hawthorn and the implementation of Council's plans for the precinct, including the Glenferrie Place Plan. The Committee will also assist to identify emerging issues and opportunities associated with these projects.	
6. Boroondara Urban Design Awards	To determine the winners of various design awards within the municipality	
7. Climate Action Plan Advisory Committee	To provide advice and support for the delivery of the Boroondara Climate Action Plan.	

Committee Name	Purpose of Committee	Members(s)
8. Cycling Advisory Committee	To discuss and seek feedback on current and future proposals regarding bicycle projects and initiatives.	
9. Heritage Advisory Committee	To provide advice to Council on heritage matters including Boroondara's natural, built and cultural heritage.	
10. Gardiners Creek Masterplan Advisory Committee	To provide advice and support to the development and implementation of collaborative opportunities about the Gardiners Creek Corridor	
11. Boroondara Reconciliation Advisory Committee	<p>To oversee the development and implementation of the Boroondara Reconciliation Strategy (BRS).</p> <p>To provide feedback and advice to assist Council officers in relation to the development and implementation of the BRS after considering data, research and community inputs, firstly from the Wurundjeri Woi-wurrung Cultural Heritage Aboriginal Corporation and then advice from external Aboriginal and Torres Strait Islander organisations and individuals and local community agencies</p>	
12. Camberwell Junction Precinct Advisory Committee (CJPAC)	<p>To provide advice and feedback on the form, prioritisation and coordination of various projects in the Camberwell Junction area and the implementation of Council's plans for the precinct, including the Camberwell Junction Place Vision and Plan.</p> <p>The Committee will also assist to identify emerging issues and opportunities associated with these projects.</p>	
13. Kew Library Redevelopment Steering Committee	To act as a sounding board for the project team and provide feedback during the redevelopment of Kew Library	
14. Citizen and Young Citizen of the Year Advisory Group	To assist and provide feedback to Officers in determining the Boroondara Citizen and Young Citizen of the Year	
13. Citizen and Young Citizen of the Year Advisory Group	To assist and provide feedback to Officers in determining the Boroondara Volunteer of the Year	

2. External Advisory Committees

Committee Name	Purpose of Committee	Member(s)
1. Community Disability Advisory Committee	To advise Council on strategies for identifying and addressing disability access and inclusion issues within the City of Boroondara	
2. Boroondara Eisteddfod Advisory Committee	To provide support to Council in presenting the Boroondara Eisteddfod	
3. Boroondara Community Safety Advisory Committee	To foster a partnership approach to enhance safer communities by responding, and providing feedback and information on community safety issues of concern to the community	
4. Boroondara Public Health and Wellbeing Advisory Committee	To provide feedback on current and emerging health and wellbeing issues and trends for all life stages To provide advice on external stakeholder health and wellbeing projects, and opportunities for advocacy	
5. Marketplace Development Fund (MDF)	To determine on expenditure to promote Camberwell on Sundays and associated infrastructure with funds raised by Rotary	
6. Boroondara Community Strengthening Grants Assessment Panel	To assess applications received through the Annual Community Strengthening Grants and Boroondara Triennial Operational Grants categories and to recommend funding allocations to Council	
7. Boroondara Arts Advisory Committee	To provide feedback to support the promotion and delivery of arts programs in Boroondara	

3. External Management Committees/Boards

Committee/Board	Purpose of Committee/Board	Assignee(s)
1. The Municipal Association of Victoria (MAV)	To represent and advocate the interests of local government, lobby for a 'fairer deal' for councils, raise the sector's profile, ensure its long-term security and provide policy advice, strategic advice, capacity building programs and insurance services to local government	
3. Metropolitan Transport Forum	The Metropolitan Transport Forum (MTF) works towards effective, efficient and equitable transport in metropolitan Melbourne by providing a forum for debate, research and policy development, and sharing and disseminating information to improve transport choices	
4. Eastern Alliance for Greenhouse Action	The Eastern Alliance for Greenhouse Action (EAGA) is a formal collaboration of eight Councils in Melbourne's east, working together on regional programs that reduce greenhouse gas emissions and facilitate regional adaptation.	

7.8 MAV Membership

Executive Summary

As a result of changes to the Municipal Association of Victoria (“MAV”) Rules, Council will be bound to two-year membership terms and a six month notice period to withdraw from MAV from 31 December 2022.

Following initial discussions with Councillors, Council gave notice to the MAV that it intended to withdraw from the MAV before 31 December 2022, effective 1 July 2023. Consequently, MAV has decided its regional groupings.

Officers seek a formal resolution from Council about MAV membership.

Purpose

This report briefs Councillors about Council’s use of its MAV membership. Based on that information, Council can consider whether to remain a member of the MAV.

Key Issues

MAV provides five types of services. In deciding whether the MAV’s annual fee of about \$78,000 represents value for money, officers considered Council’s use of MAV services and financial savings from MAV membership:

1 - Policy and Advocacy - Officers consider that Council does not significantly benefit from MAV’s policy and advocacy services. It is not reliant on MAV for policy development as compared to some other Councils.

Officers also have not found significant benefit from MAV’s advocacy. MAV’s advocacy for Council as a metropolitan Council is reduced following changes to MAV Rules to remove plural voting. It is also affected by its regional grouping with the City of Melbourne and other inner-city Councils instead of Monash and Whitehorse City Councils.

2 - Governance and legislation – Council seldom relies on MAV for assistance for its internal and external governance matters. Officers do acknowledge that MAV’s legislative updates can be helpful.

3 - Sector development – Councillors and council officers do occasionally attend MAV training and conferences. Leaving MAV will have some impact given that while most training remains available at an increased cost, many conferences and networking events are exclusive to MAV members.

Council does not rely on MAV to facilitate innovation and digital transformation with greater maturity and sufficient resourcing of its own.

4 - Insurance services – Council requires insurance in a market that is limited. While officers believe that MAV is likely to continue to insure Council as a non-member there is also likely to be an additional fee. MAV has not committed to what that fee will be but officers estimate it could be between \$5,000 and \$60,000 per annum (up to 5% of Council’s premium).

5 - Procurement – Council contracts for a range of goods and services either procured through MAV or on MAV panels. Using MAV contracts and panels saves some staffing costs for Council and reduces time by obviating the need to conduct public tenders for these goods and services. Officers also believe that MAV also obtains better rates by leveraging a larger the purchasing power of its membership.

Financially, officers consider that MAV membership saves Council over \$100,000 annually.

Officers' recommendation

That Council resolve to remain a member of the Municipal Association of Victoria.

Responsible director: Phillip Storer, CEO

1. Purpose

This report briefs Councillors about Council's use of its Municipal Association of Victoria ("MAV") membership. Based on that information, Council can consider whether or not to remain a member of the MAV.

2. Policy implications and relevance to community plan and council plan

MAV membership can support Council in achieving policy and financial goals in Boroondara Community Plan theme 7 – Leadership and Governance.

3. Background

Changes to MAV rules

In May 2021, MAV resolved to update its rules. It subsequently released a position paper in about November 2021, and Council made submissions to MAV about that position paper in March 2022.

In mid-August 2022, MAV released draft proposed Rules, and called a special meeting of the State Council on 16 September 2022 to discuss them. At that meeting, MAV resolved to adopt the new rules.

The new MAV Rules came into effect in October 2022 after they received approval as delegated legislation from the Governor in Council.

Critically, the new MAV Rules require a member Council to give six months' notice to leave MAV and pay the full subscription for a two-year period.

The next subscription period commences on 1 July 2023. Consequently, Council was required to give notice to withdraw by 31 December 2022, or it would be required to pay two years' subscription from 1 July 2023 to 30 June 2025 in order to withdraw from MAV.

Following discussions with Councillors and before this Council meeting, by letter dated 23 December 2022, the Chief Executive Officer gave notice to MAV of an intention to cease to be a participating member from 1 July 2023 in accordance with the MAV Rules.

Two other changes to MAV rules relevant to the factors below are that:

- Non-participating (non-member) councils can obtain MAV services for a fee if the MAV CEO agrees. This will likely include insurance services. MAV has indicated that any services that MAV decides to provide to non-member councils will be provided at either full cost recovery or a commercial rate that includes corporate overheads and covers any disbenefits to member councils.
- Boroondara and other larger councils lost plural voting in the MAV Council. As a result of this change, regional councils will command 48 votes compared to 31 votes held by metropolitan councils.

Regional Groupings and the MAV Board

MAV membership is divided into ten regional groups of councils – five metropolitan groups and five regional groups. Each of those groups elects a representative to the MAV Board. The Board also has an elected President. Currently for the next two-year period, both presidential candidates are from regional councils.

The City of Boroondara was previously in a regional grouping comprising Boroondara, Stonington, Glen Eira, Bayside and Kingston City Councils. This was changed recently so now the City of Boroondara is in the Inner Metropolitan South-East region comprising Boroondara, Stonington, Glen Eira, Bayside, Melbourne, Yarra and Port Phillip City Councils.

Council sought to be in an alternate proposed regional grouping with Monash and Whitehorse City Councils instead of Melbourne, Yarra and Port Phillip City Councils because the City of Boroondara considered its demographics and services were more closely aligned Monash and Whitehorse City Councils as opposed to Melbourne, Yarra and Port Phillip. MAV did not select this option.

MAV membership fees

Council's 2021/2022 MAV membership fee was \$77,859.10. The subscription covers a financial year from 1 July 2022 to 30 June 2023.

4. Outline of key issues/options

Use of services

A key factor to Council remaining in MAV is balancing the benefit Council derives from using MAV services against the fee Council pays to discern if membership delivers value to Council. MAV provides five key services to councils and Council's use of each service is set out below.

1 - Policy and Advocacy - Developing policy for councils (for example during the pandemic) and advocating local government interests across the sector by producing submissions and reports.

Officers consider that Council does not significantly benefit from MAV's policy and advocacy services. Council has mature and capable resourcing to develop policy for both general business needs and emerging risks. It is not reliant on MAV for policy development as compared to smaller regional Councils.

While Council regularly contributes to MAV State Council motions, officers also have not found significant benefit from MAV's advocacy. Council resubmitted several motions at successive MAV State Councils such as vegetation around power lines and funding for maternal and child health services.

This position is unlikely to improve for Council. The new MAV rules to remove plural voting has diluted the influence of metropolitan councils even though they represent almost 75% of Victoria's population. The current 79 council members is made up of 31 metropolitan councils and 48 rural councils. The single vote for all councils in the new rules gives greater influence to the 48 rural councils even though they represent 25% of the Victorian population.

Issues where there may be a divergence in views between rural councils include time to cease old growth logging and location of renewable energy like windfarms.

2 - Governance and legislation – *Supporting councils by developing governance processes and protocols as well as providing advice to assist councils on internal and external governance matters.*

Council seldom relies on MAV for assistance for its internal and external governance matters. Officers do acknowledge that MAV's legislative updates can be helpful.

3 - Sector development – *Training and support services to help councillors and councils improve capability. Working with councils to be more efficient by innovation, digital transformation, and collaboration.*

Councillors and council officers do occasionally attend MAV training and conferences. Leaving MAV will have some impact given that while some training remains available at an increased cost, many conferences and networking events are exclusive to MAV members.

Council does not rely on MAV to facilitate innovation and digital transformation with greater maturity and sufficient resourcing of its own.

4 - Insurance services – *MAV provides a range of insurance products on a not-for-profit basis including the Liability Mutual Insurance (LMI) that Council purchases providing public liability and professional indemnity.*

Council requires insurance in a market that is limited. MAV's role in providing insurance was statutorily created in 1993 after Municipal Mutual collapsed and councils could not find appropriate coverage. Council previously left MAV and sought coverage from a private insurer but had to return to MAV when that insurer withdrew from the market.

Under the new MAV Rules MAV can insure Council even if Council was not a member where the MAV CEO agrees. MAV verbally advised officers that it would do so but has not responded in writing.

MAV also verbally advised officers an additional fee would be imposed on non-member councils for insurance. As noted above, MAV advised in writing it would supply services to non-members on the basis of "full cost recovery or a commercial rate that includes corporate overheads".

Council wrote to MAV to ask what that fee would be and how that fee would be calculated, but MAV has not responded. Officers understand Bayside Council were verbally advised that the fee would be about \$5,000 - \$10,000, noting that Bayside would have a different premium and risk profile to Boroondara.

Officers note that the MAV insurance premium is over \$1.2m per year. Consequently, if the MAV charged percentage fee, say 2.5 per cent, it would already equate to over \$30,000 per annum.

5 - Procurement – Lastly, MAV provides not for profit procurement support by leveraging the combined purchasing power of its 79 member councils to negotiate discounts and better value for money solutions.

Council contracts for a goods and services either procured through MAV or on MAV panels including: Microsoft licences; bill payment services; debt finance; plant machine equipment; trucks vans and buses; and specialised truck bodies.

Using MAV contracts and panels saves some staffing costs for Council and significant time to conduct public tenders for these goods and services. Officers also believe that MAV obtains better rates by leveraging the purchasing power of its membership.

Financial value

Another key factor is balancing the membership fee of \$77,859.10 against any additional costs that Council would incur, and any savings Council may benefit from by retaining MAV membership. Officers have identified the following additional costs or savings.

Insurance – As noted, MAV indicated that it would charge an additional fee to provide LMI insurance to Council if it was not a member of MAV. MAV have not indicated what that fee is which would be at the discretion of MAV. The fee could range from \$5,000 to \$60,000 (based on a 5% fee). Alternate options are limited, particularly as a single council, with renewals due by 30 June 2023.

Procurement savings from purchasing power – The list below itemises goods and services that Council currently procures through MAV panels excluding where those goods and services could alternatively be obtained through other panels like the State government or Procurement Australia:

Service	FY 22 spend
Australian Standards - SAI Global*	\$16,708*
Bill Payment Services – Australia Post	\$29,122
Disaster recovery and backup services – VM Ware	\$98,280
Records Storage and Imaging Services - Grace	\$63,094
Total	\$207,204
5% saving	\$10,360

*This is the amount SAI Global invoiced Council for the previous financial year, but the MAV suggested that Council would pay \$43,000 for this service if Council was not a member of the MAV.

Savings – Officers have identified two savings from MAV membership:

- **Playground equipment** - officers have identified a potential saving moving forward for playground equipment. MAV has negotiated an 18% discount for playground equipment. Noting that last year Council spent about \$511,609 on playground equipment, that equates to a potential saving of \$92,089.
- **Maternal Child Health Nurse biannual conference** – MAV provide a biannual day-long conference which Council's 40 MCH staff attend. MAV indicated that non-member council staff could attend this conference in the future at cost. Officers conservatively estimate the cost of the conference at

\$400 per head (a similar private conference is priced at \$900 for two days). Consequently, this is an estimated cost saving of about \$32,000.

Consultation/communication

In preparing this report, officers consulted with other Councils and reviewed material about procurement and insurance.

5. Financial and resource implications

The direct financial impact is Council's MAV membership fee, currently \$77,859.10 per annum. On the other hand, officers estimate that membership of MAV saves Council over \$100,000 annually.

6. Governance issues

No officers involved in preparing this report have any general or material interest in this matter.

7. Social and environmental issues

Council's MAV membership does not have any direct or significant impact on community/ social well-being and/or the environment.

Manager: Bryan Wee, Manager, Governance and Legal

Report officer: Bryan Wee, Manager, Governance and Legal