

# COUNCIL MEETING

## MINUTES



(Open to the public)

**Monday 23 October 2023**

Council Chamber, 8 Inglesby Road, Camberwell.

**Commencement** 6.35pm

**Attendance**

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

**Apologies**

Councillor Nick Stavrou (Leave of absence)

**Officers**

Daniel Freer	Acting Chief Executive Officer
Mary-Anne Palatsides	Acting Director Places and Spaces
Kate McCaughey	Director Community Support
Scott Walker	Director Urban Living
Mans Bassi	Director Customer and Transformation
Amy Montalti	Chief Financial Officer
Joanne Truman	Chief Transformation and Technology Officer
Fiona Brown	Manager Community Planning and Development
Rodney Lewis	Acting Manager Facilities Waste and Infrastructure
Nicole White	Manager Strategy and Performance
Michael Robbins	Coordinator Facilities Maintenance
Kirstin Ritchie	Coordinator Governance
Sapphire Allan	Coordinator Management Accounting
Rudi Dellow	Coordinator Risk and Assurance
Michael Hutchison	Head of Strategic Property & Revenue
Freda Duraku	Corporate Reporting Lead
Elizabeth Manou	Senior Governance and Integrity Officer

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## 1. Adoption and confirmation of the minutes

### MOTION

Moved Councillor Gault

Seconded Councillor Gillies

**That the minutes of the Council meetings held on 25 September 2023 and 9 October 2023 be adopted and confirmed.**

### CARRIED

## 2. Declaration of conflict of interest of any councillor or council officer

Refer to Item 8.1 of General Business - Leaves of Absence - Councillor Thompson

Refer to Item 8.1 of General Business - Leaves of Absence - Councillor Parke

Refer to Item 8.1 of General Business - Leaves of Absence - Councillor Watson

Refer to Item 7.9 - In the interests of transparency, Councillor Franco advised the meeting that if the confidential attachment to the report was to be discussed, he would declare a conflict of interest and leave the meeting prior to the consideration and discussion of the attachment.

## 3. Deputations, presentations, petitions and public submissions

Nil

## 4. Informal Meetings of Councillors

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

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

### MOTION

Moved Councillor Hollingsworth

Seconded Councillor Gillies

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

### CARRIED

## 5. Public question time

### PQT1 Ian Hundley of Balwyn North

The **Mayor, Councillor Sinfield** read the following question submitted with notice:

*“Please advise of any projections of future Council staffing levels, which are shown as 842 (FTE) for the year ending June 2023, for each of the five years 2023/24 to 2028/29 and the reasons for any such variations.”*

The question was allowed in accordance with Chapter 2 of the Governance Rules.

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

- The Annual Budget 2023/2024 adopted by Council on 19 June 2023 includes a Statement of Human Resources. This Statement outlines projected staff numbers for years 2024/25, 2025/26 and 2026/27.
- Any variation to projections may occur due to organisational need and would be approved by Council as part of the future budget processes.

The **Mayor, Councillor Sinfield** informed the meeting a written response would be provided to Mr Hundley in due course.

### PQT2 Ian Hundley of Balwyn North

The **Mayor, Councillor Sinfield** read the following question submitted with notice:

*“Please advise the staff positions in the Boroondara Council administration that are eligible for performance pay in their remuneration packages and the processes and criteria applied in determining the level of performance pay that occupants of these positions may receive.”*

The question was allowed in accordance with Chapter 2 of the Governance Rules.

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

- The City of Boroondara abides by the terms and conditions under its Enterprise Agreement titled ‘Boroondara City Council Enterprise Agreement 2021’.
- None of the staff at Boroondara, including executive levels, receive performance pay as described in the question.
- In accordance with the Boroondara City Council Enterprise Agreement 2021, eligible staff may incrementally progress through their respective band range for their role, based on tenure and whether they’ve demonstrated the required skills and experience for progression.

The **Mayor, Councillor Sinfield** informed the meeting a written response would be provided to Mr Hundley in due course.

**PQT3 Leigh Naunton (Boroondara Reconciliation Network) of Balwyn North**

The **Mayor, Councillor Sinfield** read the following question submitted with notice:

*“Will Council please advise of any sanctions available to it in relation to Councillors who are absent from meetings without leave and/or without prior apology and if so whether any action is anticipated in respect of the failure of the Council meeting called for 7:30 p.m. on October 9th to consider the motion to support the Uluru Statement from the Heart to obtain a quorum due to attendance of only 4 Councillors.”*

The question was allowed in accordance with Chapter 2 of the Governance Rules.

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

- There are no sanctions within either the Local Government Act 2020 or the Governance Rules for Councillors who miss a single meeting without an approved leave of absence or prior apology. As such no action is taken by Council.
- In the case of the meeting called for 9<sup>th</sup> October 2023, the meeting did not proceed.

The **Mayor, Councillor Sinfield** informed the meeting a written response would be provided to Mr Naunton in due course.

**6. Notices of motion****6.1 Uluru Statement from the Heart****MOTION**

Moved Councillor Franco

Seconded Councillor Biggar

That Council resolve to support the Uluru Statement from the Heart and publicises our support for it on our website and by other means.

Procedural motion - The closure**MOTION**

Moved Councillor Parke

Seconded Councillor Addis

That the motion be now put.

**Division**

Councillor Franco called for a division

**Affirmative**

Councillor Felicity Sinfield (Mayor)  
Councillor Jim Parke  
Councillor Di Gillies  
Councillor Jane Addis  
Councillor Cynthia Watson

**Negative**

Councillor Victor Franco  
Councillor Wes Gault  
Councillor Lisa Hollingsworth  
Councillor Susan Biggar  
Councillor Garry Thompson

The Mayor declared the procedural motion **LOST** on the casting vote of the Mayor.

**Procedural motion - Laying question on the table**

MOTION

Moved Councillor Parke

Seconded Councillor Watson

That the question lie on the table.

**Division**

Councillor Franco called for a division

**Affirmative**

Councillor Felicity Sinfield (Mayor)  
Councillor Jim Parke  
Councillor Di Gillies  
Councillor Jane Addis  
Councillor Cynthia Watson

**Negative**

Councillor Victor Franco  
Councillor Wes Gault  
Councillor Lisa Hollingsworth  
Councillor Susan Biggar  
Councillor Garry Thompson

The Mayor declared the procedural motion **LOST** on the casting vote of the Mayor.

**AMENDMENT**

MOTION

Moved Councillor Thompson

Seconded Councillor Hollingsworth

That Council resolve to acknowledge the Uluru Statement from the Heart.

**Procedural motion - Adjournment of meeting****MOTION****Moved Councillor Addis****Seconded Councillor Waston****That the Council meeting be adjourned.****CARRIED***The Council meeting adjourned at 7.05pm.***Procedural motion - Resumption of meeting****MOTION****Moved Councillor Hollingsworth****Seconded Councillor Addis****That the Council meeting be resumed.****CARRIED***The Council meeting resumed at 7.12pm with all councillors present except Councillor Stavrou.*

The amendment was withdrawn by the mover and seconder by consent of the Mayor.

The substantive Motion was put and **LOST**.

**Division****Councillor Franco called for a division****Affirmative**

Councillor Victor Franco  
Councillor Wes Gault  
Councillor Susan Biggar

**Abstained**

Councillor Felicity Sinfield (Mayor)  
Councillor Jim Parke  
Councillor Di Gillies  
Councillor Lisa Hollingsworth  
Councillor Jane Addis  
Councillor Cynthia Watson  
Councillor Garry Thompson

The Mayor declared the substantive Motion **LOST**.

## 7. Presentation of officer reports

### Procedural motion - En bloc

#### MOTION

Moved Councillor Addis

Seconded Councillor Watson

That the following items:

- 7.1 August 2023 Monthly Financial Report
- 7.2 Contract No 2019 5A Enterprise Service Bus Extension
- 7.6 Contract No. 2023/14 Carpentry and Joinery Services - Annual Supply
- 7.7 Recommendations of Audit and Risk Committee Meeting
- 7.8 Instrument of Sub-Delegation & Instrument of Appointment and Authorisation - Environment Protection Act 2017

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

#### CARRIED

### 7.1 August 2023 Monthly Financial Report

#### Purpose

The purpose of this report is to provide Council the Monthly Financial Report for August 2023. The Monthly Financial Report is designed to identify and explain major variances at an organisational level and is provided in **Attachment 1**.

#### Background

The year to date annual budget referred to in this report reflects the 2023-24 Annual Budget, approved by Council on 19 June 2023.

#### Key Issues

##### **Year to date actuals vs. Annual Original Budget**

Council's favourable operating result against year to date budget of \$184.23 million is \$4.10 million or 2% above the Annual Original Budget of \$180.13 million primarily due to a number of factors which are outlined in **Section 2 of Attachment 1 - Financial Overview**.

Capital works actual expenditure of \$5.25 million which is \$245,000 above year to date budget phasing of \$5.01 million. Priority projects expenditure of \$2.77 million is \$9,000 above year to date budget of \$2.76 million.

Council's Balance Sheet and cash position are sound and depict a satisfactory result. At the end of August Council's cash position stood at \$176.84 million or \$43.41 million above year to date budget.

## MOTION

**Moved Councillor Addis**

**Seconded Councillor Watson**

**That Council resolve to:**

- 1. Receive and note the Monthly Financial Report for August 2023 (Attachment 1, as annexed to the minutes).**
- 2. Adopt the proposed Payment card surcharge rates for 2023-24 included in Attachment 2, as annexed to the minutes.**

## CARRIED

### 7.2 Contract No 2019 5A Enterprise Service Bus Extension

This report is presented in accordance with the resolution passed by council dated 28 November 2022 for contract No 2019/5A. As per the resolution officers seek Council approval to exercise a third annual extension of Contract No 2019/5A Enterprise Service Bus.

The Enterprise Service Bus (Boomi) is an integration software platform that is integral to the movement of data between Council's core platforms, providing a key component to support Council's shift to digital. For example, Boomi is used to transmit information entered by our customers in e-forms to the appropriate system of record, including but not limited to P&R, CRM and Objective.

On 22 October 2018, Council resolved to enter into a three-year contract with then Dell Boomi Australia, now Boomi Australia (2019/5A) to supply this platform for a total cost of \$880,565 including three, one-year optional extensions. The first of these extensions was exercised on 5 December 2021, the second was exercised on 28 November 2022 and we now seek approval from Council to exercise the third extension. Officers have negotiated a 15-month extension with Boomi Australia for the price of 12 months.

#### Purpose

This matter is being put to Council as per the Council resolution of 28 November 2022. A copy of that report to Council is included as **Attachment 1**. A third extension of Contract No. 2019/5A is sought, in line with the provisions of the contract and consistent with the contract extension approved by Council on 28 November 2022.

#### Background

In 22 October 2018, Council resolved to enter into a three-year contract with then Dell Boomi Australia, now Boomi Australia (2019/5A) to supply this platform for a total cost of \$880,565 including three, one-year optional extensions. The first of these extensions was exercised on 5 December 2021, the second was exercised on 28 November 2022 and we now seek approval from Council to exercise the third extension, noting that this extension will be for a period of 15 months but for the price of 12 months. A copy of the report to Council from 28 November 2022 is included as **attachment 1**.

### Key Issues

The platform and its functions are complex, and although there are other solutions in the market that could perform a similar function, there is a high implementation overhead associated with such a change. Further, these extensions were envisaged by the original contract, therefore it is not recommended to change this key integration tool while Council is in a state of transformation to the broader IT environment and architecture as this will consume additional resourcing, compromise stability of the existing environment, and may not serve the future state.

### Next Steps

The recommended option is to exercise the extension as provisioned in the contract.

## **MOTION**

### **Moved Councillor Addis**

### **Seconded Councillor Watson**

#### **That Council resolve to:**

- 1. Exercise a third extension to Contract No 2019/5A Enterprise Service Bus for 15 months at a cost of \$394,354.79 (inc. GST), bringing the total contract spend to \$1,619,250.99.**
- 2. Note the cost to Council after the return of GST Input Credits is \$358,504.35.**
- 3. To note expenditure under this contract is in accordance with Council's 2023/24 adopted budgets and expenditure in future years will be in accordance with Council's foreshadowed budget allocations as defined in the Long-Term Financial Plan.**

## **CARRIED**

### **7.6 Contract No. 2023/14 Carpentry and Joinery Services - Annual Supply**

#### Purpose

The purpose of this report is to seek Council support to award Contract No. 2023/14 Carpentry and Joinery Services - Annual Supply to a panel of contractors. This panel of contractors will provide maintenance and repair services for carpentry and joinery components in Council owned buildings and facilities.

#### Background

This contract replaces Contract No. 2017/162 Carpentry and Joinery Services – Annual Supply. The services are to provide, but not limited to, carpentry and joinery maintenance, minor alterations and improvement works to Council buildings.

Council is seeking to appoint contractors to two (2) panels.

**Panel 1** will be considered the primary panel and will consist of three (3) contractors, appointed to supply the majority of the ad hoc maintenance and reactive works.

This will be supplied to Council at an hourly rate and contractors may also be required to perform minor alterations and improvement works in accordance with Council's procurement policy.

**Panel 2** will be a secondary panel consisting of two (2) contractors. The contractors on this panel will perform ad hoc maintenance and reactive works at an hourly rate, or minor alterations and improvement works after the provision of a quotation when there is work above the capacity of Panel 1 to perform or to satisfy Council's procurement policy.

Contractors from Panel 2 can be promoted to Panel 1 when a Panel 1 contractor is either:

- unable to continue to provide the services; or
- is terminated under the contract for a failure to adequately provide the services; or
- Council deems that an additional contractor is required on Panel 1.

This contract will provide Carpentry and Joinery Services for an initial period of three (3) years, with up to three (3) increments of one (1) year each up to a maximum contract period of six (6) years.

#### Next Steps

Upon award of the contract, Council will oversee the management and execution of these services.

#### Confidentiality

Confidential information is contained in **Attachment 1**, as circulated in the confidential section of the agenda attachments. The information in this attachment is deemed to be confidential in accordance with Section 66(2)(a) and the definition of 'confidential information' in Section 3(1) of the Local Government Act 2020. The information relates to private commercial information provided by a business, commercial or financial undertaking that—(i) relates to trade secrets or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

If discussion of the confidential information in the attachments to this report is required for Council to make a decision, Council may resolve to discuss the matter in a confidential session or to defer the matter to the confidential section of the agenda.

### **MOTION**

**Moved Councillor Addis**

**Seconded Councillor Watson**

**That Council resolve to:**

- 1. Award Contract No. 2023/14, Carpentry and Joinery Services – Annual Supply to the following five (5) Contractors across the two panels:**

#### **Panel 1**

- **Keon Constructions Pty Ltd (ACN 077 075 266);**
- **Impakt Constructions Pty Ltd (ACN 144 927 211); and,**

- **Blended Services Group Pty Ltd (ACN 634 713 554).**

## **Panel 2**

- **Building Impressions Pty Ltd (ACN 074 337 965); and**
- **Total Construction Maintenance Solutions (ACN 163 796 138).**

**At their tendered schedule of rates for an initial period of three (3) years, with up to three increments of one (1) year each, to a maximum contract term of up to six (6) years. The estimated cumulative value over the maximum contract term is \$2,992,841.50 (incl. GST) including an annual CPI increase commencing from year two (2) of this new contract. The estimated cost to Council after the return of GST Input Credits is \$2,720,765.00 ex. GST.**

- 2. Authorise the Director Places and Spaces to sign and execute the contracts on behalf of the Council with the above Contractors.**
- 3. Authorise the Director Places and Spaces to negotiate and execute optional extension periods.**
- 4. Note that expenditure under this contract is in accordance with Council's adopted budget for the financial year 2023/24. Future years expenditure is foreshadowed and in accordance with the approved budget allocations.**

## **CARRIED**

### **7.7 Recommendations of Audit and Risk Committee Meeting**

#### Purpose

This report presents the recommendations of the May 2023 Audit and Risk Committee meeting for consideration by Council. A schedule of reports and committee recommendations is attached to this report.

#### Background

The Audit and Risk Committee held a meeting on 17 May 2023. 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 17 May 2023 the following reports were tabled:

- A5.1 Standard questions for tabling at Audit and Risk Committee Meetings
- A5.2 Business arising
- A5.3 March 2023 Quarterly Performance Report
- A5.4 Update on VAGO Management Letter points
- A5.5 Asset Accounting Policy 2022-23
- A5.6 Audit and Risk Committee Administrative Matters
- A5.7 Annual review of Audit and Risk Committee Charter and Annual Work Program 2023-2024
- A5.8 Bi-Annual Audit and Risk Committee Chair Report

#### A5.9 Internal Audit Update April 2023

#### A5.10 Implementation of actions contained within the Risk Management Framework

The Audit and Risk Committee Charter is proposed to be amended to allow draft minutes to be approved by Audit and Risk Committee through circulation outside of regular meetings. The Audit and Risk Committee charter is provided at **Attachment 2**.

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

#### Next Steps

The subsequent Audit and Risk Committee was held on 3 October 2023. These findings and recommendations will be presented at the November Council meeting.

### **MOTION**

#### **Moved Councillor Addis**

#### **Seconded Councillor Watson**

**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 17 May 2023.**

### **CARRIED**

#### **7.8 Instrument of Sub-Delegation & Instrument of Appointment and Authorisation - Environment Protection Act 2017**

##### Purpose

The purpose of this report is for Council to consider executing an Instrument of Sub-Delegation from Council to Members of Council Staff, and Instrument of Appointment and Authorisation under the *Environment Protection Act 2017* (the Act).

The Instruments presented to Council are for the appointment, authorisation and delegation from the Civic Services Department. This review deals with changes in staffing arrangements,

##### Background

The *Environment Protection Act 2017* and the *Environment Protection Regulations 2021* (the Regulations) came into effect on 1 July 2021.

Council last adopted an Instrument of Sub-Delegation from Council to Members of Council Staff and Instruments of Appointment and Authorisation under the Act in March 2023.

##### Key Issues

Council subscribes to the Maddocks Authorisations and Delegations Service, and relevant advice has been considered in the preparation of this report and the Instrument of Appointment and Authorisation.

To ensure that the Instruments are up to date and account for staffing changes within the organisation, officers undertake a review of the Instruments bi-annually. There were no legislative changes relevant to the current review, as such the changes merely accommodate staffing arrangements in the Civic Services Department.

Officers are now presenting a refreshed Instrument of Sub-Delegation from Council to Members of Council Staff (**Attachment 1**), and an Instrument of Appointment and Authorisation (**Attachment 2**) under the Act for adoption.

#### Next Steps

The Instruments will be refreshed as needed to ensure any staffing changes within the Civic Services Department are captured.

## **MOTION**

### **Moved Councillor Addis**

### **Seconded Councillor Watson**

- 1. In the exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* and Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, Boroondara City Council resolves that:**
  - a) There be delegated to members of Council Staff holding, acting in or performing the duties of the offices or positions referred to in the attached Instrument of Delegation to members of Council Staff (Attachment 1, as annexed to the minutes), the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in the Instrument.**
  - b) The Instrument comes into force immediately upon the common seal of Council being affixed to the Instrument and remains in force until Council determines to vary or revoke it.**
  - c) The Instrument be sealed.**
  - d) On the coming into force of the Instrument all previous delegations to members of Council Staff under the Act are revoked.**
  - e) The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**
  
- 2. In the exercise of the power conferred by s 242(2) of the *Environment Protection Act 2017* and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, Council resolves that:**
  - a) The members of Council staff referred to in the Instrument (Attachment 2 as annexed to the minutes) be appointed and authorised as set out in the Instrument.**
  - b) The Instrument comes into force immediately upon the common seal of Council being affixed to the Instrument and remains in force until Council determines to vary or revoke it.**

- c) **The instrument be sealed.**
- d) **On the coming into force of the Instrument all previous Instruments of appointment and authorisation under the Act are revoked.**

## **CARRIED**

### **7.3 2022-23 Annual Report**

#### Purpose

The purpose of this report is to present the Annual Report for the 2022-23 financial year (**Attachment 1**) to Council for endorsement.

#### Background

At the conclusion of each financial year, Council prepares an Annual Report summarising financial and non-financial performance for the year. This report provides performance details against both the Annual Budget 2022-23 and the Boroondara Community Plan 2021-31 (incorporating the Council Plan 2021-25 and Municipal Public Health and Wellbeing Plan 2021-25).

Development of the Annual Report is a legislative requirement as stipulated under section 98 of the *Local Government Act 2020*. Councils are required to prepare an Annual Report in respect of each financial year consisting of three parts:

- Report of operations: Information about the operations of the Council including service performance indicator results and achievement of major initiatives.
- Performance statement: Audited results achieved against the prescribed performance indicators and measures.
- Financial statements: Audited financial statements prepared in accordance with the Australian Accounting Standards.

The Annual Report 2022-23 meets Council's obligations under section 98 of the *Local Government Act 2020*.

#### Key Issues

The Annual Report 2022-23 has been prepared in accordance with section 98 of the *Local Government Act 2020*. The Annual Report provides the opportunity for the City of Boroondara to inform the community of its achievements and challenges over the past financial year.

The Annual Report has been prepared from information provided by officers across the organisation.

The Financial and Performance Statements have previously been presented to, and considered by, the Audit and Risk Committee, and endorsed by Council prior to lodgement with the Victorian Auditor-General. Council has since received reports from the Victorian Auditor-General indicating the Financial and Performance Statements provide fair representations of Council's performance. The Auditor-General reports are included in the Annual Report.

## Next Steps

Following adoption, the Annual Report will be made available to the public from 24 October 2023, in compliance with the *Local Government Act 2020*.

## **MOTION**

**Moved Councillor Watson**

**Seconded Councillor Hollingsworth**

**That Council resolves to note the Annual Report for the 2022-23 financial year, included as Attachment 1, in accordance with section 98 of the *Local Government Act 2020*.**

## **CARRIED**

### **7.4 2023-24 Amended Budget**

#### Purpose

This report recommends Council adopt the 2023-24 Amended Budget, including the final list of forward commitments in priority projects and capital works to form an Amended Budget for management reporting purposes.

#### Background

The proposed amendments to the 2023-24 Budget are based on sound principles which seek to enhance transparency and accountability of the financial operations of Council. The proposed Amended Budget is for internal management reporting purposes and there are no specific *Local Government Act 2020* requirements which guide the amended budget process.

The primary aim of the Amended Budget is to identify forward commitments from the prior financial year not stated in the Adopted Budget. The 2023-24 Amended Budget also provides opportunity to review the external impacts on the Budget and make amendments where required.

#### Key Issues

The 2023-24 Amended Budget surplus has decreased by \$9.32 million to a surplus of \$5.05 million.

The major movements in operating income are a net decrease in recurrent income of \$6.41 million primarily due to Victorian Local Government Grants Commission (VLGGC) grant of \$5.03 million being received in 2022-23 and \$1.71 million due to a reduction in the Boroondara Leisure and Aquatic Facilities guaranteed return contract variation.

This is partially offset by an increase in managed interest on investments income of \$814,436 based on an increase in forecast investment rates due to current market conditions.

Recurrent operating expenditure is expected to increase by a net amount of \$4.38 million, primarily due to an increase in bad and doubtful debts of \$2.41 million and an estimated increase in depreciation of \$1.14 million, based on the 2022-23 full year result.

Materials and services expenditure is expected to increase by \$1.39 million due to increases across various contracts and an estimated increase in works in progress.

Full explanations of the changes to the Income Statement are provided in **Attachment 1**.

Income and expenditure adjustments required for both the Priority Projects and Capital Works Programs have been incorporated into the Amended Budget. Refer **Attachment 2** and **3** respectively.

## **MOTION**

**Moved Councillor Addis**

**Seconded Councillor Thompson**

**That Council resolve to:**

- 1. Adopt the 2023-24 Amended Budget as identified in Attachments 1, 2 and 3 (as annexed to the minutes) which will be used for management reporting purposes.**
- 2. Note the Forward Capital Works program to be included as part of the review of Council's Long Term Financial Plan for allocation in 2024-25, 2025-26, 2026-27 and 2027-28 included in Attachment 3 (as annexed to the minutes).**

## **CARRIED**

### **7.5 Final Outcomes of 2023 General Valuation**

#### Purpose

The purpose of this report is to provide detailed information in relation to the 2023 general valuation of all rateable property and recommends a Council resolution to receive the 1 January 2023 General Valuation in accordance with section 7AF of the *Valuation of Land Act 1960*.

#### Background

The general valuation impacts the distribution of rating liability across the municipality. It does not provide Council with any additional revenue. The distribution of rates is affected each general valuation by the movement in the various property classes. All properties are valued using a common date so that all are affected by the same market. Large shifts in an individual property's rate liability only occurs when there are large movements either in the value of a property category (e.g. residential, office, shops, industrial) or the value of certain locations, which are outside the general movements in value across all categories or locations.

The level of value date is 1 January 2023 and the new valuation came into effect from 1 July 2023 and is being used for apportioning rates for the 2023-24 financial year.

The overall movement in property valuations for the 2023/24 financial year in comparison to the 2022/23 financial year is as follows:

Year	Total Site Value	% Change	Total Capital Improved Value	% Change	Total Net Annual Value	% Change
2022	\$101,963,252,000	-1.46%	\$135,008,825,500	1.80%	\$6,816,601,025	1.82%
2023	\$100,475,294,500		\$137,436,117,500		\$6,940,656,950	

The process consists of four stages and all stages were completed by the Valuer General Victoria (VGV). The final certification, commonly known as "*The Generally True and Correct Certificate under section 7AF of the Valuation of Land Act 1960 (VLA)*", has been received from VGV. See **Attachment 1** for the declaration of the Minister for Planning.

### Key Issues

In the year since the return of the 2022 general valuation, the overall movement in property valuations is approximately 1.8 per cent.

## **MOTION**

**Moved Councillor Watson**

**Seconded Councillor Biggar**

**That Council resolve to receive the 1 January 2023 General Valuation effective from 1 July 2023 in accordance with section 7AF of *Valuation of Land Act 1960*.**

## **CARRIED**

## **7.9 Governance Rules Amendment**

### Purpose

This report proposes options to change Rule 18A of the Governance Rules (the Rules) to remove reference to the Council prayer following community engagement.

### Background

Rule 18A of the Rules allows Council meetings to commence with the Council prayer at the discretion of the Chair.

At a Council meeting on 27 February 2023, Council resolved to propose an amendment to Rule 18A to remove reference to the Council prayer and engage with the community about changing the Rules as required by section 60(4) of the *Local Government Act 2020*.

### Key Issues

#### ***Community engagement***

Community engagement occurred between 30 May 2023 and 20 June 2023. It was conducted through a survey on the Engage Boroondara website which sought a free text comment about the issue, but also accepted emails and calls. In summary:

- 933 unique visitors viewed the engagement page 1,457 times.
- 352 submissions were received including email and telephone submissions.

- 66 submitters (19%) suggested alternatives to the council prayer including a secular affirmation or moment of silence (41), a multi-faith rotation (12) and a voluntary gathering before the meeting to say a prayer (6).

Most submissions (about 86%) sought removal of the Council prayer from Rule 18A. About 13% supported keeping the prayer and about 1.5% did not provide an opinion.

### ***Legal advice***

Council received legal advice about how this change interacts with the Charter of Human Rights and Responsibilities. This information was circulated to relevant Councillors prior to the meeting.

As legally privileged information, this advice is considered confidential information under sections 125 and 3 of the *Local Government Act 2020*. If discussion of this information is required for Council to make a decision, Council may resolve to discuss the matter in a confidential session or to defer the matter to the confidential section of the agenda.

### **MOTION**

**Moved Councillor Parke**

**Seconded Councillor Thompson**

**That Council resolve to amend Rule 18A of the Governance Rules to remove all reference to the Council Prayer.**

**CARRIED**

### **Division**

**Councillor Franco called for a division**

#### **Affirmative**

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

#### **Negative**

Councillor Cynthia Watson

The Mayor declared the Motion **CARRIED**.

## 8. General business

### 8.1 Leaves of Absence - Councillor Watson, Councillor Stavrou, Councillor Parke and Councillor Thompson

**Councillor Thompson, Councillor Watson and Councillor Parke** declared a material conflict of interest in accordance with section 128 of the Local Government Act 2020 and the Governance Rules. Councillor Thompson, Councillor Watson and Councillor Parke advised that the nature of their interest is that their requests are for personal leave for the dates requested.

*Councillor Thompson, Councillor Watson and Councillor Parke left the chamber at 8.12pm prior to the consideration and vote on this item.*

#### MOTION

**Moved Councillor Hollingsworth**

**Seconded Councillor Biggar**

**That Council resolve to grant:**

- 1. Councillor Watson a retrospective leave of absence from Council for Monday 9 October 2023.**
- 2. Councillor Stavrou a leave of absence from Council for Monday 23 October 2023.**
- 3. Councillor Parke a leave of absence from Council for Monday 27 November 2023.**
- 4. Councillor Thompson a leave of absence from Council for Monday 11 December 2023.**

#### CARRIED

*Councillor Thompson, Councillor Watson and Councillor Parke returned to the chamber and resumed their seats at 8.13pm.*

### 8.2 Acknowledgements - 2022/2023 Mayoral Term

**Councillor Hollingsworth** noted that this was the last Council meeting of the 2022/2023 Mayoral term. Councillor Hollingsworth acknowledged the leadership of the Mayor, Councillor Sinfield during her term and thanked her for her service.

The **Mayor, Councillor Sinfield** thanked Councillor Hollingsworth for her kind words.

**Councillor Thompson** acknowledged and thanked Councillor Hollingsworth for her service as Deputy Mayor during the 2022/2023 Mayoral term.

The Mayor, Councillor Sinfield thanked Councillor Hollingsworth for her support and for representing Council as Deputy Mayor.

The Mayor, Councillor Sinfield also thanked Council officers and her colleagues for their support during her Mayoral term.

**9. Urgent business**

Nil

**10. Confidential business**

Nil

**The meeting concluded at 8.18pm**

**Confirmed**

**Chairperson**

\_\_\_\_\_

**Date**

\_\_\_\_\_

# MINUTES ATTACHMENTS



## Council

**Monday 23 October 2023**

**Attachments annexed to the minutes for the following items:**

- 4. Informal Meetings of Councillors**
- 7.1 August 2023 Monthly Financial Report**
- 7.4 2023-24 Amended Budget**
- 7.7 Recommendations of Audit and Risk Committee Meeting**
- 7.8 Instrument of Sub-Delegation & Instrument of Appointment and Authorisation - Environment Protection Act 2017**

# Record of Informal Meetings of Councillors

Assembly details	Councillor attendees	Officer attendees	Matters discussed	Conflict of Interest disclosures
Councillor Briefing & Discussion <b>18 September 2023</b>	Cr Sinfield Cr Franco Cr Gault Cr Gillies Cr Hollingsworth Cr Watson Cr Addis Cr Thompson	Phillip Storer (CEO) Daniel Freer (DPS) Kate McCaughey (DCS) Bryan Wee (MGL) Sam Taylor (AMLC) Andrew McHugh (MHWS) Danielle Calautti (PFDO) Deborah Frecker (RP) Liam Merrifield (SGO)	<ul style="list-style-type: none"> <li>Organised Sport Allocation and Fees Policy</li> <li>Governance Rules</li> </ul>	Cr Franco - Governance Rules
Councillor Briefing & Discussion <b>25 September 2023</b>	Cr Sinfield Cr Parke Cr Gault Cr Gillies Cr Hollingsworth Cr Watson Cr Addis Cr Stavrou	Phillip Storer (CEO) Daniel Freer (DPS) Kate McCaughey (DCS) Mans Bassi (DCT) Bryan Wee (MGL) Fiona Brown (MCPD) Nicole White (MSP) Freda Duraku (CRL) Andrea Lomdahl (PPO) Chiara Lorini (SUP) Kashif Khalid (CRPO) Traci Alchin (CDO) Liam Merrifield (SGO) NELP and NELSA presenters (external)	<ul style="list-style-type: none"> <li>North East Link Project</li> <li>2023-23 Draft Annual Report</li> <li>2023-24 Annual Grants Allocations</li> </ul>	Nil

# MINUTES ATTACHMENTS



## Council

**Monday 23 October 2023**

Attachments as annexed to the resolution:

7.1 August 2023 Monthly Financial Report



# Monthly Financial Report

August 2023



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## 1. Executive Overview

### 1.1 Introduction and overview

The Monthly Financial Report for August 2023 has been prepared in accordance with Australian Accounting Standards.

This monthly report is designed to identify major variations against the original Adopted Budget at an organisational level.

This is a combined July and August Monthly Financial Report. The July Monthly Report was deferred due to timing and completion of end of financial year processes.

The year to date and annual budget referred to in this report reflects the original Adopted Budget.

### 1.2 Key financial highlights and overview

Key financial summary	YTD ACTUAL (1) \$'000	YTD BUDGET (2) \$'000	YTD VARIANCE (1) - (2) \$'000	YTD VARIANCE (1) / (2) %	STATUS YTD VARIANCE	ANNUAL ORIGINAL BUDGET \$'000
<b>Surplus/(Deficit) for the year</b>	184,234	180,131	4,103	2%	✓	14,366
<b>Recurrent income</b>	221,100	219,284	1,816	1%	✓	271,435
<b>Recurrent expenditure</b>	34,871	36,513	1,642	4%	✓	233,216
<b>Capital works</b>						
Expenditure *	5,251	5,006	(245)	-5%	—	80,595
<b>Priority projects</b>						
Expenditure *	2,765	2,756	(9)	0%	✓	25,158
<b>Closing cash and investments **</b>	176,843	133,431	43,412	33%	✓	106,651

\* Please refer to page 8 for further explanation of variances.

\*\* Please refer to page 7 for further details and explanation of closing cash and investments.

#### 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 August 2023 is satisfactory with a working capital ratio of 5.11 to 1 (including cash contingency for emergency response works and reserve funds of \$25.57 million).

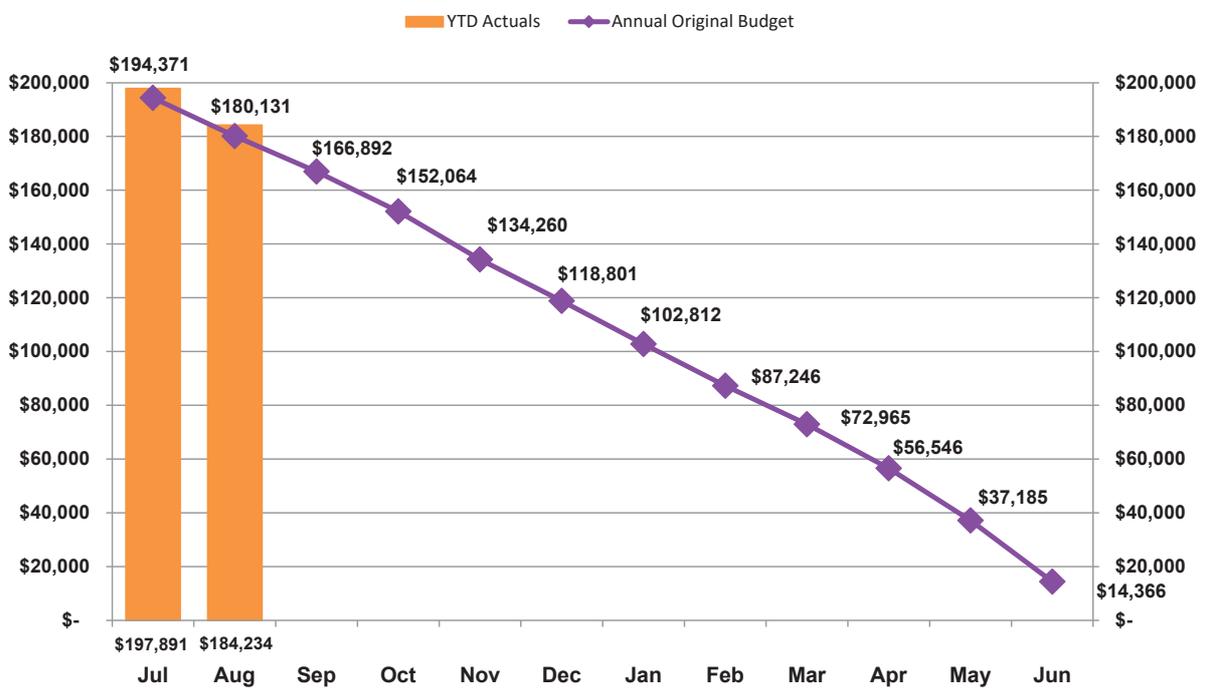
### Surplus Result

#### Year to date actual vs. Annual Original Budget

The year to date surplus result of \$184.23 million as per the budget is due to the striking of full year annual rates in August 2023. 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 \$4.10 million or 2% is due to timing differences for income and expenditure across Council. Refer to **Section 2 Financial Overview** for details on Council's financial performance.

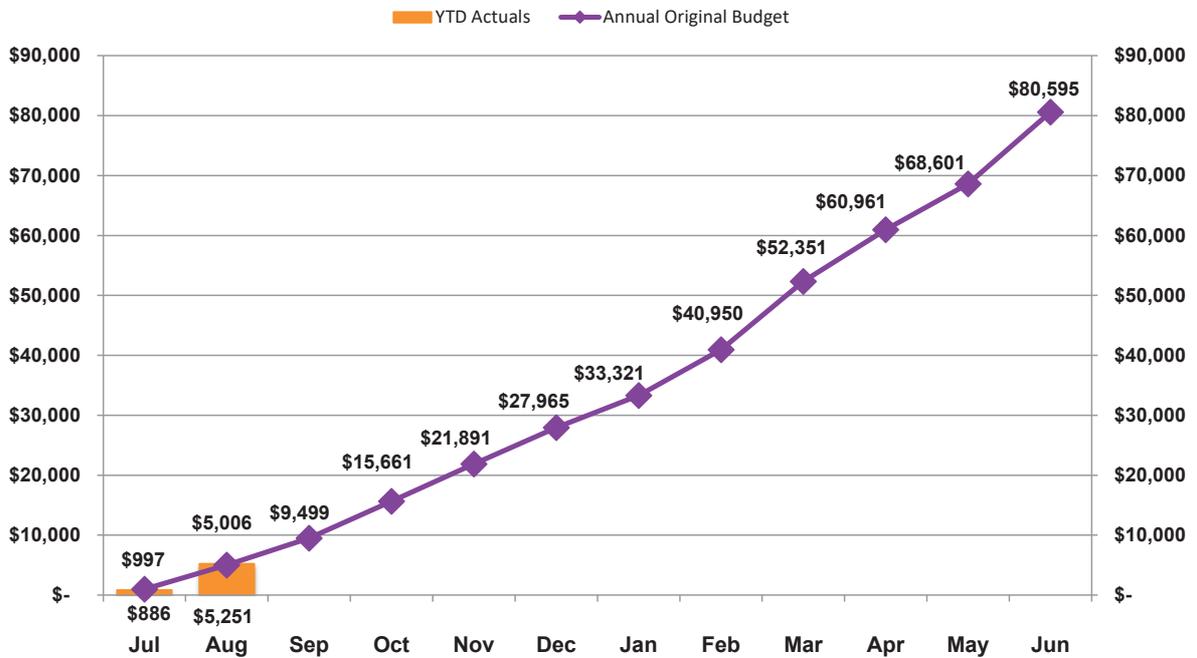
Please refer to the graphical representation below of actual year to date surplus result versus the Annual Original Budget.

**Surplus Result 2023-24**  
**Surplus Result vs Annual Original Budget \$'000**



**Capital Works**

**Capital Works Projects 2023-24  
Cumulative Budget vs Actual Expenditure  
All Projects - '\$000**



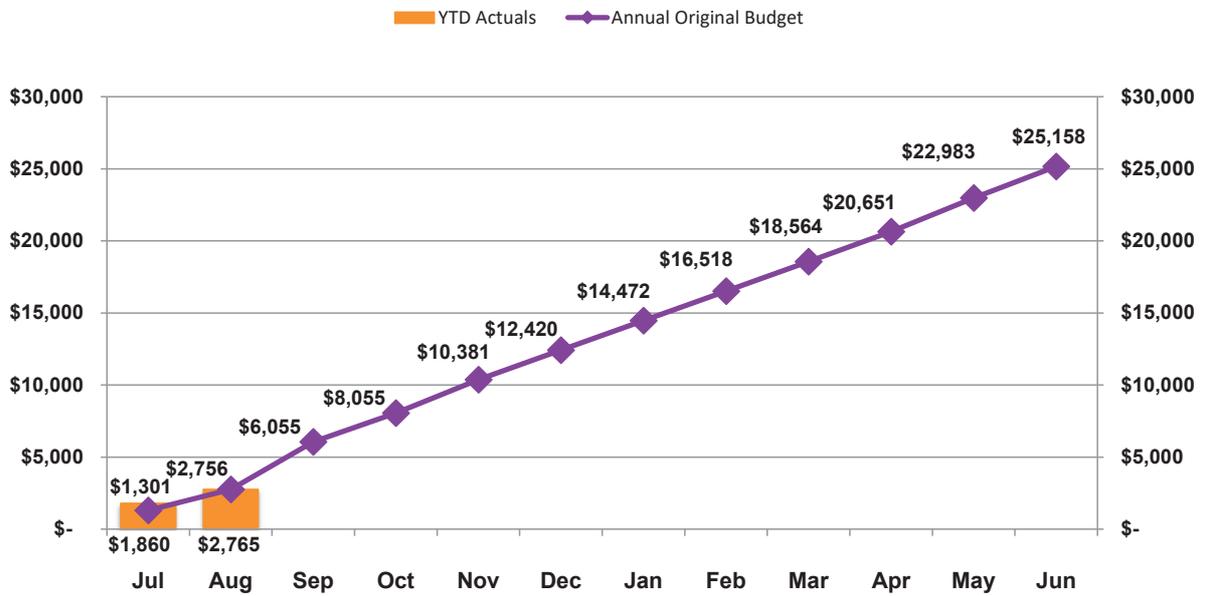
Council's year to date performance in gross capital works expenditure is \$5.25 million which is \$245,000 above year to date budget phasing of \$5.01 million.

Capital works committed expenditure as at 31 August 2023 is \$34.06 million (year to date actual and commitments equates to \$39.31 million).

Please refer to **Section 2.4 Capital Works** for further explanation.

**Priority Projects**

**Priority Projects 2023-24  
Cumulative Budget vs Actual Expenditure  
All Projects - '\$000**



Council’s year to date performance in gross priority project expenditure is \$2.77 million which is \$9,000 above year to date budget phasing of \$2.76 million.

Priority projects committed expenditure as at 31 August 2023 is \$17.11 million (year to date actual and commitments equates to \$19.88 million).

Please refer to **Section 2.3 Priority Projects** for further explanation.

## 2. Financial overview

### 2.1 Income Statement

The year to date surplus result of \$184.23 million is \$4.10 million above the Annual Original Budget surplus of \$180.13 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 \$2.47 million comprising recurrent income of \$1.82 million and non-recurrent income of \$654,000, while year to date total recurrent and non-recurrent expenditure is \$1.63 million (\$1.64 million - \$9,000) below budget.

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

<b>Definitions</b>	
<b>Timing (T)</b>	= 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.
<b>Permanent (P)</b>	= The dollars outlined as a permanent variance are anticipated to add/reduce the end of year result.
<b>Forecast</b>	= Where a permanent variance has been determined, an expected full year forecast variance has been noted.
<b>Phasing</b>	= 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.

<b>Income</b>		
<b>Income line</b>	<b>Expected variance (P)ermanent (T)iming</b>	<b>Explanation Year to date actual vs year to date budget variations</b>
Rates and charges \$510,000	T	<b>Higher than budgeted income:</b> • \$171,000 - rates and charges income, primarily in rates interest.
Contributions - Cash \$745,000	T	<b>Higher than budgeted income:</b> • \$704,000 - developers open space contributions received higher than planned budget phasing.
Rental income (\$165,000)	T	<b>Lower than budgeted income:</b> • (\$147,000) - lease income received lower than planned budget phasing.

Income		
Income line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations
Other income \$489,000	T	<b>Higher than budgeted income:</b> <ul style="list-style-type: none"> <li>\$532,000 - other income primarily in right of ways.</li> </ul>
Interest \$313,000	T	<b>Higher than budgeted income:</b> <ul style="list-style-type: none"> <li>\$313,000 - managed interest - due to interest on investments.</li> </ul>

Expenditure		
Expense line	Expected variance (P)ermanent (T)iming	Explanation Year to date actual vs year to date budget variations
Employee costs \$205,000	T  T T	<b>Lower than budgeted expenditure:</b> <ul style="list-style-type: none"> <li>\$677,000 - salaries and associated costs primarily due to staff vacancies across the organisation.</li> </ul> <b>Offset by higher than budgeted expenditure:</b> <ul style="list-style-type: none"> <li>(\$383,000) - temporary staff filling vacancies across the organisation.</li> <li>(\$139,000) - overtime and casuals and relievers filling vacancies across the organisation.</li> </ul>
Materials and services \$1.50 million	T T T T T T  T T T T	<b>Lower than budgeted expenditure:</b> <ul style="list-style-type: none"> <li>\$331,000 - trade services across the organisation.</li> <li>\$305,000 - professional services and advice.</li> <li>\$149,000 - waste/recycling disposal expense.</li> <li>\$142,000 - legal fees expense.</li> <li>\$130,000 - Insurance premium other expense.</li> <li>\$114,000 - cleaning buildings internal expense.</li> <li>\$81,000 - telephone internal data sim cards expense.</li> </ul> <b>Partially offset by higher than budgeted expenditure:</b> <ul style="list-style-type: none"> <li>(\$293,000) - licensing/maintenance contracts expense.</li> <li>(\$186,000) - online subscriptions expense.</li> <li>(\$116,000) - plumbing services expense.</li> <li>(\$85,000) - recruitment costs expense.</li> </ul>

## **2.2 Balance Sheet and Cash Flow Statement**

Cash and investment holdings are \$176.84 million as at 31 August 2023 which has increased by \$30.59 million from 30 June 2023.

Total cash and investment holdings are \$43.41 million higher than year to date budget primarily due to the opening balance of the cash and cash equivalents at the beginning of the year being \$18.08 million higher than budget. This was a result of having a higher cash balance at the end of 30 June 2023 largely due to the forward commitments from 2022-23 for Priority Projects of \$4.50 million and Capital Works of \$11.02 million, which were previously identified in the June 2023 Quarterly Financial Report, and also due to additional unearned grants received at 30 June 2023 of \$3.97 million for Capital Works.

Other favourable variances contributing to the higher cash and investment holdings are rates and charges of \$14.07 million due to Council issuing rate notices at an earlier point than in the previous year and recording a higher level of ratepayers accessing the 2% discount for early lump sum payment of rates. Trust funds and deposits is \$5.60 million higher, due to receiving Fire Service Property Levies (FSPL) of \$6.14 million. Council collects the fire service property levy on behalf of the State Government and remits the levies to the State Revenue Office in four payments in accordance with Section 41(1) of Fire Services Property Levy Act (FSPL). This item is not provided for in the Annual Budget as all monies received during the financial year are forwarded on to the State Revenue Office. The accounting treatment is in accordance with that approved by the Victorian Auditor-General's Office. Property, infrastructure, plant and equipment of \$3.04 million due to timing of cash outflows relating to the capital works program. Employee costs are lower than budget due to staff vacancies across the organisation.

This is partially offset by higher payments for materials and services of (\$1.61 million) due to timing of cash outflows.

The Balance Sheet as at 31 August 2023 indicates a satisfactory result with total current assets of \$350.23 million and total current liabilities of \$68.54 million.

The working capital ratio of 5.11 to 1 (includes a 0.5% or \$884,000 cash contingency for emergency response works and reserve funds of \$25.57 million) reflects the increase in current debtors resulting from the striking of the rates which will reduce by 30 June 2024 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.

### **2.3 Priority Projects**

Council's year to date performance in gross priority project expenditure is \$2.77 million which is \$9,000 above year to date budget phasing of \$2.76 million.

#### **Commentary (by exception)**

There are no significant variances to date.

Priority projects committed expenditure as at 31 August 2023 is \$17.11 million (year to date actual and commitments equates to \$19.88 million).

Refer to **page 4 Executive overview** for graphical representation of priority projects year to date budget, actual and committed expenditure.

### **2.4 Capital Works**

Council's year to date performance in gross capital works expenditure is \$5.25 million which is \$245,000 above year to date budget phasing of \$5.01 million.

#### **Commentary (by exception)**

There are no significant variances to date.

Capital works committed expenditure as at 31 August 2023 is \$34.06 million (year to date actual and commitments equates to \$39.31 million).

Refer to **page 3 Executive overview** for graphical representation of capital works year to date budget and actual expenditure.

The 2023-24 Amended Budget will include final forward commitments as noted in the June 2023 Quarterly Financial Report and will be used for management reporting purposes from October onwards.

### 3. Financial Statements

#### 3.1 Income Statement

	YTD ACTUAL (1) \$'000s	YTD BUDGET (2) \$'000s	YTD VARIANCE (1) - (2) \$'000s	YTD VARIANCE %	ANNUAL ORIGINAL BUDGET \$'000s
<b>Recurrent income</b>					
Rates and charges	212,018	211,508	510	0%	212,058
Statutory fees and fines	2,919	2,876	43	1%	16,821
User fees	1,568	1,642	(74)	-5%	15,423
Grants - operating	631	676	(45)	-7%	10,726
Contributions - cash	1,578	833	745	89%	5,239
Rental income	235	400	(165)	-41%	2,998
Other income	1,088	599	489	82%	3,670
Interest	1,063	750	313	42%	4,500
<b>Total recurrent income</b>	<b>221,100</b>	<b>219,284</b>	<b>1,816</b>	<b>1%</b>	<b>271,435</b>
<b>Recurrent expenditure</b>					
Employee costs	13,033	13,238	205	2%	98,791
Materials and services	12,957	14,457	1,500	10%	77,283
Bad and doubtful debts	-	-	-	0%	2,357
Depreciation and amortisation <sup>1</sup>	6,472	6,472	-	0%	38,846
Amortisation - right of use assets	740	740	-	0%	4,399
Borrowing costs	591	591	-	0%	3,408
Finance costs - leases	52	52	-	0%	314
Other expenses	1,026	963	(63)	-7%	7,818
<b>Total recurrent expenditure</b>	<b>34,871</b>	<b>36,513</b>	<b>1,642</b>	<b>4%</b>	<b>233,216</b>
<b>Net recurrent operating surplus</b>	<b>186,229</b>	<b>182,771</b>	<b>3,458</b>	<b>2%</b>	<b>38,219</b>
<b>Non-recurrent income</b>					
Priority projects income	433	116	317	273%	830
Capital works income	337	-	337	100%	3,238
<b>Total non-recurrent income</b>	<b>770</b>	<b>116</b>	<b>654</b>	<b>564%</b>	<b>4,068</b>
<b>Non-recurrent expenditure</b>					
Priority projects expenditure	2,765	2,756	(9)	0%	25,158
<b>Total non-recurrent expenditure</b>	<b>2,765</b>	<b>2,756</b>	<b>(9)</b>	<b>0%</b>	<b>25,158</b>
<b>Net non recurrent operating surplus (deficit)</b>	<b>(1,995)</b>	<b>(2,640)</b>	<b>645</b>	<b>-24%</b>	<b>(21,090)</b>
<b>Net gain (loss) on disposal of property, infrastructure, plant and equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>(2,763)</b>
<b>Surplus/(Deficit) for the year <sup>2</sup></b>	<b>184,234</b>	<b>180,131</b>	<b>4,103</b>	<b>2%</b>	<b>14,366</b>

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 \$184.23 million as per the budget is due to the striking of full year annual rates in August 2023. 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 \$4.10 million or 2% is due to timing differences for income and expenditure. Refer to Section 2 Financial Overview for details on Council's financial performance.

### 3.2 Balance Sheet

	31 Aug 2023	30 Jun 2023	31 Aug 2022
	\$'000	\$'000	\$'000
<b>Current assets</b>			
Cash and cash equivalents <sup>1</sup>	176,843	66,751	172,668
Other financial assets <sup>1</sup>	-	79,500	-
Trade and other receivables	171,899	24,135	165,608
Prepayments	1,484	3,177	947
<b>Total current assets</b>	<b>350,226</b>	<b>173,563</b>	<b>339,223</b>
<b>Non-current assets</b>			
Financial assets	4	4	4
Property, plant and equipment, infrastructure	4,441,761	4,442,982	4,411,186
Right of use assets	6,972	7,176	8,148
Intangible assets	15	15	269
Investment property	18,105	18,105	8,756
<b>Total non-current assets</b>	<b>4,466,857</b>	<b>4,468,282</b>	<b>4,428,363</b>
<b>Total assets</b>	<b>4,817,083</b>	<b>4,641,845</b>	<b>4,767,586</b>
<b>Current liabilities</b>			
Trade and other payables	8,568	22,505	19,283
Interest-bearing liabilities	7,897	8,117	7,372
Provisions	19,560	19,844	18,801
Trust funds and deposits	21,636	16,032	13,428
Unearned income	7,898	7,981	11,999
Lease liabilities	2,980	2,980	8,375
<b>Total current liabilities</b>	<b>68,539</b>	<b>77,459</b>	<b>79,258</b>
<b>Non-current liabilities</b>			
Provisions	2,244	2,244	2,120
Interest-bearing liabilities	77,216	77,216	83,960
Provision for investments in joint ventures	7,557	7,557	6,040
Lease liabilities	4,190	4,266	-
<b>Total non-current liabilities</b>	<b>91,207</b>	<b>91,283</b>	<b>92,120</b>
<b>Total liabilities</b>	<b>159,746</b>	<b>168,742</b>	<b>171,378</b>
<b>Net assets</b>	<b>4,657,337</b>	<b>4,473,103</b>	<b>4,596,208</b>
<b>Equity</b>			
Accumulated surplus	1,143,077	958,843	1,106,245
Asset revaluation reserve	3,488,693	3,488,693	3,466,496
Reserves <sup>2</sup>	25,567	25,567	23,467
<b>Total equity</b>	<b>4,657,337</b>	<b>4,473,103</b>	<b>4,596,208</b>
<b>Working capital ratio</b>	<b>5.11</b>		

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 (\$15.63 million) and Defined Benefits Superannuation future call up reserve (\$9.50 million).

### 3.3 Statement of Cash Flows

	YEAR TO DATE			ANNUAL ORIGINAL BUDGET \$'000
	YTD ANNUAL			
	ACTUAL (1) \$'000	AMENDED BUDGET (2) \$'000	VARIANCE (unfav) (1) - (2) \$'000	
<b>Cash flows from operating activities</b>				
Rates and waste charges <sup>1</sup>	60,723	46,653	14,070	214,458
Statutory fees and fines	2,352	2,876	(524)	13,794
User charges and other fines	2,551	1,806	745	16,965
Grants - operating	1,086	872	214	12,208
Grants - capital	151	-	151	3,238
Contributions - monetary	1,705	834	871	5,239
Interest received	1,038	750	288	4,500
Other receipts	1,417	1,098	319	7,335
Net GST refund	3,378	2,925	453	15,292
Trust funds and deposits taken <sup>2</sup>	5,604	-	5,604	100
Employee costs <sup>3</sup>	(14,351)	(15,730)	1,379	(105,444)
Materials and services <sup>4</sup>	(25,546)	(23,941)	(1,605)	(106,654)
Short-term, low value and variable lease payments	(129)	(101)	(28)	(589)
Other payments	(993)	(937)	(56)	(8,118)
<b>Net cash provided by/(used in) operating activities</b>	<b>38,987</b>	<b>17,105</b>	<b>21,882</b>	<b>72,324</b>
<b>Cash flows from investing activities</b>				
Payments for property, infrastructure, plant and equipment <sup>5</sup>	(7,464)	(10,506)	3,042	(80,595)
Proceeds from sale of property, plant and equipment	-	-	-	4,720
<b>Net cash used in investing activities</b>	<b>(7,464)</b>	<b>(10,506)</b>	<b>3,042</b>	<b>(75,875)</b>
<b>Cash flows from financing activities</b>				
Finance costs	(44)	(44)	-	(3,408)
Repayment of borrowings	(220)	(220)	-	(8,117)
Interest paid - lease liability	(52)	(52)	-	(313)
Repayment of lease liabilities	(615)	(1,022)	407	(6,130)
<b>Net cash provided by (used in) financing activities</b>	<b>(931)</b>	<b>(1,338)</b>	<b>407</b>	<b>(17,968)</b>
Net increase (decrease) in cash and cash equivalents	30,592	5,261	25,331	(21,519)
Cash and cash equivalents at beginning of year <sup>6</sup>	146,251	128,170	18,081	128,170
<b>Cash and cash equivalents at end of year</b>	<b>176,843</b>	<b>133,431</b>	<b>43,412</b>	<b>106,651</b>

Note: All numbers are rounded to the nearest thousand.

- Rates and waste charges are \$14.07 million higher than budget due to timing and a higher collection rate (28.26%) than anticipated (22%).
- 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.
- Employee costs are \$1.38 million lower than budgeted primarily due to staff vacancies across the organisation.
- Materials and Services are higher than budget due to timing of cash outflows \$1.61 million.
- Payments for property, plant and equipment differs from that presented in the capital works statement due to settlement of the 30 June 2023 creditors and forward commitment expenditure. Works delivered in the 2022-23 financial year have previously been brought to account and accrued against the 2022-23 capital works statement.
- For management reporting purposes, cash and cash equivalents at the beginning of the year include investments of \$79.50 million. These investments (term deposits) were classified as financial assets at 30 June 2023 as their maturity dates were greater than three months. The investments have been redeemed during July and August and classified as cash equivalents.

### 3.4 Capital Works expenditure by asset group

	YTD ACTUAL (1) \$'000s	YTD BUDGET (2) \$'000s	YTD VARIANCE (1) - (2) \$'000s	YTD VARIANCE %	COMMIT \$'000s	ANNUAL ORIGINAL BUDGET \$'000s
<b>Infrastructure</b>						
Bridges	269	-	(269)	100%	793	67
Drainage	470	312	(158)	-51%	1,373	5,244
Footpaths and cycleways	168	193	25	13%	125	2,388
Off street carparks	-	-	-	0%	157	852
Parks, open space and streetscapes	790	801	11	1%	4,369	6,537
Recreational, leisure & com facilities	53	3	(50)	-1667%	1,560	7,322
Roads	1,219	1,268	49	4%	1,246	13,830
<b>Total Infrastructure</b>	<b>2,969</b>	<b>2,577</b>	<b>(392)</b>	<b>-15%</b>	<b>9,623</b>	<b>36,240</b>
<b>Plant and Equipment</b>						
Computers and telecommunications	207	215	8	4%	304	1,267
Fixtures, fittings and furniture	75	64	(11)	-17%	555	1,682
Library books	113	167	54	32%	161	1,000
Plant machinery and equipment	64	119	55	46%	278	1,269
<b>Total Plant and Equipment</b>	<b>459</b>	<b>565</b>	<b>106</b>	<b>19%</b>	<b>1,298</b>	<b>5,218</b>
<b>Property</b>						
Building	1,699	1,746	47	3%	8,400	21,193
Building improvements	-	2	2	100%	-	352
Major Projects	124	116	(8)	-7%	14,738	17,592
<b>Total Property</b>	<b>1,823</b>	<b>1,864</b>	<b>41</b>	<b>2%</b>	<b>23,138</b>	<b>39,137</b>
<b>Total capital works expenditure</b>	<b>5,251</b>	<b>5,006</b>	<b>(245)</b>	<b>-5%</b>	<b>34,059</b>	<b>80,595</b>
<b>Represented by:</b>						
Asset renewal expenditure	4,212	4,165	(47)	-1%	23,460	54,456
Asset upgrade expenditure	312	5	(307)	-6140%	899	1,587
New asset expenditure	693	737	44	6%	7,066	17,187
Asset expansion expenditure	34	99	65	66%	2,634	7,365
<b>Total capital works expenditure</b>	<b>5,251</b>	<b>5,006</b>	<b>(245)</b>	<b>-5%</b>	<b>34,059</b>	<b>80,595</b>

Note: All numbers are rounded to the nearest thousand.

## Attachment 2

### Payment Card Surcharge Rates

Regulations from the Reserve Bank of Australia with respect to payment card surcharging require that organisations only levy a surcharge equal to the cost of acceptance of transactions through these channels.

The cost of acceptance incurred by Council for the 2022-23 year are as follows.

Card Type	Cost of Acceptance
Mastercard Credit	1.03%
Visa Credit	1.03%
Mastercard Debit	0.48%
Visa Debit	0.61%
American Express	0.88%

As per the 2023-24 Adopted Fees and Charges, the Credit card payment surcharge is the fee the credit card provider imposes on Council - the cost of acceptance. The fee is recovered by Council via credit card payments option (credit card surcharge).

The proposed surcharge rates for 2023-24 is as follows:

Card Type	Cost of Acceptance	Proposed Cost of
	2022-2023	Acceptance 2023-24
Mastercard and Visa Credit Cards	1.03%	1.14%
Mastercard and Visa Debit Cards	0.00%	0.00%
American Express	0.88%	0.88%

# MINUTES ATTACHMENTS



## **Council**

**Monday 23 October 2023**

Attachments as annexed to the resolution:

7.4 2023-24 Amended Budget

## 2023-24 Amended Budget

## Attachment 1

CITY OF BOROONDARA BUDGETED INCOME STATEMENT		2023-24 Adopted Budget \$'000	2023-24 Amended Budget \$'000	Variance \$'000	Variance %
	Note				
<b>Recurrent income</b>					
Rates and charges		212,058	212,058	-	0.0%
Statutory fees and fines	1	16,821	16,640	(181)	-1.1%
User fees	2	15,423	13,309	(2,114)	-13.7%
Grants - operating	3	10,726	5,800	(4,926)	-45.9%
Contributions - monetary		5,239	5,239	-	0.0%
Rental income		2,998	2,998	-	0.0%
Other income		3,670	3,670	-	0.0%
Interest	4	4,500	5,314	814	18.1%
<b>Total recurrent income</b>		<b>271,435</b>	<b>265,028</b>	<b>(6,407)</b>	<b>-2.4%</b>
<b>Recurrent expenditure</b>					
Employee costs	5	98,791	98,212	(579)	-0.6%
Materials and services	6	77,284	78,677	1,393	1.8%
Bad and doubtful debts	7	2,357	4,762	2,405	102.0%
Depreciation and amortisation	8	38,846	39,987	1,141	2.9%
Amortisation - right of use assets		4,399	4,399	-	0.0%
Borrowing Costs		3,408	3,408	-	0.0%
Finance costs		313	313	-	0.0%
Other expenses	9	7,818	7,833	15	0.2%
<b>Total recurrent expenditure</b>		<b>233,216</b>	<b>237,591</b>	<b>4,375</b>	<b>1.9%</b>
<b>Net recurrent operating surplus</b>		<b>38,219</b>	<b>27,437</b>	<b>(10,782)</b>	<b>-28%</b>
<b>Non-recurrent income</b>					
Priority projects income*		830	2,914	2,084	251.1%
Capital works income**		3,238	8,649	5,411	167.1%
<b>Total non-recurrent income</b>		<b>4,068</b>	<b>11,563</b>	<b>7,495</b>	<b>184.2%</b>
<b>Non-recurrent expenditure</b>					
Priority projects*		25,158	31,188	6,030	24.0%
<b>Total non-recurrent expenditure</b>		<b>25,158</b>	<b>31,188</b>	<b>6,030</b>	<b>24.0%</b>
<b>Net non-recurrent operating surplus/(deficit)</b>		<b>(21,090)</b>	<b>(19,625)</b>	<b>1,465</b>	<b>-7%</b>
<b>Net loss on disposal of property, infrastructure, plant and equipment</b>		<b>(2,763)</b>	<b>(2,763)</b>	<b>-</b>	<b>0.0%</b>
<b>Surplus/(Deficit) for the year</b>		<b>14,366</b>	<b>5,049</b>	<b>(9,317)</b>	<b>-65%</b>

\* Refer Attachment 2 for detail

\*\* Refer Attachment 3 for detail

"+" = Increase in income and expenditure.

"(-)" = Decrease in income and expenditure.

## 2023-24 Amended Budget

## Attachment 1

### 2023-24 AMENDED BUDGET OPERATING ADJUSTMENTS INCOME STATEMENT

NOTE	RECURRENT INCOME	\$'000
<b>1</b>	<b>STATUTORY FEES AND FINES</b>	
	<b><u>Income below budget in the following areas:</u></b>	
	Council ceased its COVID-19 fee-waiving support for outdoor dining permits in March 2022. Recovery of businesses has since met with further challenges due to increased cost of living. Council's current permit records indicate a reduction of outdoor dining permits being taken up by businesses.	(181)
	<b>Total statutory fees and fines</b>	<b>(181)</b>
<b>2</b>	<b>USER FEES</b>	
	<b><u>Income below budget in the following areas:</u></b>	
	Reduction to leisure facilities guaranteed return due to variation in the contract.	(1,715)
	Council's current registration records for domestic animals indicate a significant reduction of registrations for dogs and cats after an increase during COVID-19.	(399)
	<b>Total user fees</b>	<b>(2,114)</b>
<b>3</b>	<b>GRANTS - OPERATING</b>	
	<b><u>Income above budget in the following areas:</u></b>	
	DET Preschool Field Officer Program - calendar year funding to build capacity of kindergarten teachers. Fully offset by an increase in matching expenditure noted under "employee expenses".	36
	DET Preschool Field Officer Program - calendar year funding to build capacity of kindergarten teachers. Indexation of 2023-24 grant funding. Fully offset by an increase in matching expenditure noted under "employee expenses".	8
	Sleep and Settling Program is a fully funded State Government Program and delayed due to resourcing in 2022-23. Program to be delivered in 2023-24. Fully offset by an increase in matching expenditure noted under "employee expenses".	63
	<b><u>Income below budget in the following areas:</u></b>	
	Financial Assistance Grants - 100% paid in 2022-23 and adjusted for final allocation.	(5,033)
	<b>Total grants - operating</b>	<b>(4,926)</b>
<b>4</b>	<b>INTEREST</b>	
	Revised forecast for managed interest income due to current market conditions.	814
	<b>Total interest income</b>	<b>814</b>
	<b>Total decrease to recurrent income</b>	<b>(6,407)</b>

## 2023-24 Amended Budget

## Attachment 1

### 2023-24 AMENDED BUDGET OPERATING ADJUSTMENTS INCOME STATEMENT

NOTE	RECURRENT EXPENDITURE	\$'000
<b>5</b>	<b>EMPLOYEE COSTS</b>	
	<b><u>Additional expenses:</u></b>	
	DET Preschool Field Officer Program - balance of grant funding from 2022-23. Fully offset by an increase in matching income noted under "Grants - operating".	36
	DET Preschool Field Officer Program - calendar year funding to build capacity of kindergarten teachers. Indexation of 2023-24 grant funding. Fully offset by an increase in matching income noted under "Grants - operating".	8
	Sleep and Settling Program is a fully funded State Government Program and delayed due to resourcing in 2022-23. Program to be delivered in 2023-24. Fully offset by an increase in matching income noted under "Grants - operating".	63
	Capital Project Communications Officer - Dedicated resource for Major Projects in the Customer and Communication area.	125
	<b><u>Expenditure below budget</u></b>	
	Movement of employee costs associated with the execution of projects for the purposes of capitalisation.	(811)
	<b>Total employee costs</b>	<b>(579)</b>
<b>6</b>	<b>MATERIALS AND SERVICES</b>	
	<b><u>Additional expenses</u></b>	
	Updates to payroll related systems and maintenance.	20
	Block Tree Pruning contract price increase in the 2023-24 year.	471
	Cleaning Services contract pricing increases due to legislative changes.	104
	Increase for the security guards attending Council Meetings.	369
	Security contract price increases due to legislative changes.	21
	Parking Ticket Machines upgrade from 3G to 4G modems due to cessation of 3G network in June 2024.	80
	Work in Progress - Write Off-Non Infrastructure.	328
	<b>Total materials and services</b>	<b>1,393</b>
<b>7</b>	<b>BAD AND DOUBTFUL DEBTS</b>	
	<b><u>Expenditure above budget</u></b>	
	An allowance for bad and doubtful debts for parking management receivables has been provided for and included in Council's financial accounts at 30 June 2023.	2,405
	<b>Total bad and doubtful debts</b>	<b>2,405</b>
<b>8</b>	<b>DEPRECIATION</b>	
	Revised depreciation estimate based on 2022-23 full year result.	1,141
	<b>Total depreciation</b>	<b>1,141</b>
<b>9</b>	<b>OTHER EXPENSES</b>	
	<b><u>Additional expenses</u></b>	
	Increase to Camcare contract to reflect Consumer Price Indexation (CPI) increase for the 2023-24 year.	21
	<b><u>Expenditure below budget</u></b>	
	Payment to Canterbury Neighbourhood Centre to reflect with the funding agreement.	(6)
	<b>Total other expenses</b>	<b>15</b>
	<b>Total increase to recurrent expenditure</b>	<b>4,375</b>
	<b>NET IMPACT ON THE INCOME STATEMENT IS A DECREASE IN THE SURPLUS RESULT</b>	<b>(10,782)</b>

"+" = Increase in income and expenditure.

"(-)" = Decrease in income and expenditure.

## 2023-24 Amended Budget

## Attachment 1

CITY OF BOROONDARA BUDGETED BALANCE SHEET	Note	2023-24 Adopted Budget \$'000	2023-24 Amended Budget \$'000	Variance \$'000
<b>Current assets</b>				
Cash and cash equivalents		106,651	114,433	7,782
Trade and other receivables		26,901	26,538	(363)
Other assets		2,245	3,152	907
<b>Total current assets</b>	<b>11</b>	<b>135,797</b>	<b>144,123</b>	<b>8,326</b>
<b>Non-current assets</b>				
Other financial assets		4	4	-
Property, infrastructure, plant and equipment		4,461,241	4,469,421	8,180
Investment property		8,756	18,105	9,349
Right-of-use assets		10,627	10,466	(161)
Intangible assets		269	15	(254)
<b>Total non-current assets</b>	<b>12</b>	<b>4,480,897</b>	<b>4,498,011</b>	<b>17,114</b>
<b>Total assets</b>		<b>4,616,694</b>	<b>4,642,134</b>	<b>25,440</b>
<b>Current liabilities</b>				
Trade and other payables		25,526	17,541	(7,985)
Trust funds and deposits		13,611	16,132	2,521
Unearned income		6,497	4,981	(1,516)
Provisions		21,334	20,666	(668)
Interest-bearing liabilities		8,460	8,460	-
Lease liabilities		4,946	4,946	-
<b>Total current liabilities</b>		<b>80,374</b>	<b>72,726</b>	<b>(7,648)</b>
<b>Non-current liabilities</b>				
Provisions		2,296	2,336	40
Provision for investments in joint ventures		6,040	7,557	1,517
Interest-bearing liabilities		68,756	68,756	-
Lease liabilities		6,603	6,603	-
<b>Total non-current liabilities</b>		<b>83,695</b>	<b>85,252</b>	<b>1,557</b>
<b>Total liabilities</b>	<b>13</b>	<b>164,069</b>	<b>157,978</b>	<b>(6,091)</b>
<b>Net assets</b>		<b>4,452,625</b>	<b>4,484,156</b>	<b>31,531</b>
<b>Equity</b>				
Accumulated surplus		959,263	961,014	1,751
Asset revaluation reserve		3,466,495	3,494,694	28,199
Other reserves		26,867	28,448	1,581
<b>Total equity</b>	<b>14</b>	<b>4,452,625</b>	<b>4,484,156</b>	<b>31,531</b>

"+" = Increase in income and expenditure.

## 2023-24 Amended Budget

## Attachment 1

## 2023-24 AMENDED BUDGET ADJUSTMENTS BALANCE SHEET

Note	BALANCE SHEET ITEM	\$'000
<b>11</b>	<b>Current assets</b>	
	Balance sheet items have been revised to reflect the final 2022-23 financial year result.	8,326
<b>12</b>	<b>Non-current assets</b>	
	Movement in non-current assets primarily due to a revision of budget assumptions to reflect the final 2022-23 financial year result, which includes a fair value adjustment of \$8.48 million for Council's investment properties. This is due to a change in accounting policy requested by Victorian Auditor General's office (VAGO) on Investment Properties in the 2022-23 financial year to align with Australian Accounting Standards AASB 140 - Investment Properties. This has resulted in the investment properties being accounted for the first time at fair value - being the price that would be received to sell the investment properties between market participants. Given that the investment properties were previously accounted for at the cost they were acquired for, the movement in values between the prior year and the current year is a material movement to that experienced in previous years. Under this accounting standard, the movement in investment property values is now accounted for in the Income Statement. In addition to this, it includes movement for the revaluation on Property, infrastructure, plant and equipment undertaken in 2022-23.	17,114
<b>13</b>	<b>Total liabilities (current and non-current)</b>	
	Decrease in total liabilities represents the final 2022-23 financial year result, coupled with a revision of budget assumptions in the movement of liabilities forecast for 2023-24 financial year, primarily in trade and other payables and unearned income.	(6,091)
<b>14</b>	<b>Equity</b>	
	Movement in equity represents the difference in total assets and total liabilities. It is Council's net worth to the City's ratepayers.	31,531

## 2023-24 Amended Budget

## Attachment 1

CITY OF BOROONDARA BUDGETED CASH FLOW STATEMENT	2023-24 Adopted Budget \$'000	2023-24 Amended Budget \$'000	Variance \$'000
<b>Cash flows from operating activities</b>			
Rates and charges	214,458	210,050	(4,408)
Statutory fees and fines	13,794	11,408	(2,386)
User charges and other fines	16,965	14,643	(2,322)
Grants - operating	12,208	3,534	(8,674)
Grants - capital	3,238	8,495	5,257
Contributions - monetary	5,239	5,239	-
Interest received	4,500	5,314	814
Trust fund and deposits taken	20,875	20,775	(100)
Other receipts	7,335	7,515	180
Net GST refund	15,292	15,657	365
Employee costs	(105,444)	(108,998)	(3,554)
Materials and services	(106,654)	(112,499)	(5,845)
Short term, low value and variable lease payments	(589)	(589)	-
Trust fund and deposits repaid	(20,775)	(20,675)	100
Other payments	(8,118)	(8,160)	(42)
<b>Net cash provided by operating activities</b>	<b>72,324</b>	<b>51,709</b>	<b>(20,615)</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment	(80,595)	(72,407)	8,188
Proceeds from sale of property, plant and equipment	4,720	4,720	-
Proceeds (payments) for investments <sup>1</sup>	-	79,500	79,500
<b>Net cash used in investing activities</b>	<b>(75,875)</b>	<b>11,813</b>	<b>87,688</b>
<b>Cash flows from financing activities</b>			
Finance costs	(3,408)	(3,699)	(291)
Repayment of borrowings	(8,117)	(8,117)	-
Interest paid - lease liability	(313)	(315)	(2)
Repayment of lease liabilities	(6,130)	(3,709)	2,421
<b>Net cash used in financing activities</b>	<b>(17,968)</b>	<b>(15,840)</b>	<b>2,128</b>
Net increase in cash	(21,519)	47,682	69,201
Cash and cash equivalents at the beginning of the year	128,170	66,751	(61,419)
<b>Cash and cash equivalents at the end of the year <sup>1,2</sup></b>	<b>106,651</b>	<b>114,433</b>	<b>7,782</b>

<sup>1</sup> Cash and cash equivalents held by Council are restricted in part and not fully available for Council's operations. Please refer below for details of funds that are set aside for specific purposes. The remaining balance represents funds available to meet daily cash flow requirements and unexpected short term needs.

<sup>2</sup> Ongoing review of Council's expected full year cash position in 2023-24 will be undertaken.

Reserve funds	2023-24 Adopted Budget \$'000	2023-24 Amended Budget \$'000	Variance \$'000
Strategic acquisition fund	434	434	-
Open space development fund	16,433	18,014	1,581
Defined benefits superannuation future call up fund	10,000	10,000	-
<b>Total reserve funds</b>	<b>26,867</b>	<b>28,448</b>	<b>1,581</b>
Cash contingency - emergency response works	850	883	33
<b>Total reserve funds after cash contingency</b>	<b>27,717</b>	<b>29,331</b>	<b>1,614</b>

## 2023-24 Amended Budget

## Attachment 1

CITY OF BOROONDARA BUDGETED CAPITAL WORKS STATEMENT	2023-24 Adopted Budget \$'000	2023-24 Amended Budget \$'000	Variance \$'000	Variance %
<b>Property</b>				
Building	38,786	23,615	(15,171)	-39.1%
Building improvements	352	352	-	0.0%
<b>Total property</b>	<b>39,138</b>	<b>23,967</b>	<b>(15,171)</b>	<b>-38.8%</b>
<b>Plant and equipment</b>				
Plant machinery and equipment	1,269	1,269	-	0.0%
Fixtures, fittings and furniture	1,682	2,306	624	37.1%
Computers and telecommunications	1,267	1,673	406	32.0%
Library books	1,000	1,000	-	0.0%
<b>Total plant and equipment</b>	<b>5,218</b>	<b>6,248</b>	<b>1,030</b>	<b>19.7%</b>
<b>Infrastructure</b>				
Roads	13,830	14,266	436	3.2%
Bridges	67	952	885	1321.1%
Footpaths and cycleways	2,388	2,903	515	21.6%
Drainage	5,244	6,271	1,027	19.6%
Recreational, leisure & community facilities	7,321	8,114	793	10.8%
Parks, open space and streetscapes	6,537	8,833	2,296	35.1%
Off street carparks	852	852	-	0.0%
<b>Total infrastructure</b>	<b>36,239</b>	<b>42,192</b>	<b>5,953</b>	<b>16.4%</b>
<b>Total capital works expenditure</b>	<b>80,595</b>	<b>72,407</b>	<b>(8,188)</b>	<b>-10.2%</b>
<b>Represented by:</b>				
Asset renewal expenditure	54,456	54,243	(213)	-0.4%
Asset upgrade expenditure	1,587	3,641	2,054	129.4%
New asset expenditure	17,187	11,913	(5,274)	-30.7%
Asset expansion expenditure	7,365	2,610	(4,755)	-64.6%
<b>Total capital works expenditure</b>	<b>80,595</b>	<b>72,407</b>	<b>(8,188)</b>	<b>-10.2%</b>

"+" = Increase in income and expenditure.

"(-)" = Decrease in income and expenditure.

## 2023-24 Amended Budget

## Attachment 2

<b>Table 1 - Summary Priority Projects 2023-24 Budget Amendments</b>			
	<b>Ref</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Net priority projects budget - 2023-24 Adopted Budget</b>			<b>24,329</b>
<b>Additional net proposed forward commitments from 2022-23</b>	<b>Table 3</b>	<b>3,406</b>	
<b><u>Total income and expenditure adjustments</u></b>	<b>Table 2</b>		
Income and expenditure (net) adjustments	<b>1</b>	500	
Proposed additional projects (net of grants)	<b>2</b>	190	
Transfers	<b>3</b>	(150)	
<b>Total adjustments (net)</b>		<b>540</b>	
<b>Total net impact 2023-24 priority projects budget is an increase</b>		<b>3,945</b>	<b>3,945</b>
<b>Total net Priority Projects 2023-24 Amended Budget</b>			<b>28,274</b>

## 2023-24 Amended Budget

## Attachment 2

Table 2 - 2023-24 Priority Projects New Budget Amendments

	Ref	Income \$'000	Expenditure \$'000	Net Total \$'000	Comment
<b>Original 2023-24 Priority Projects Budget</b>		830	25,158	24,329	
<b>Additional net proposed forward commitments from 2022-23 year</b>	<b>Table 3</b>	1,095	4,501	3,406	Refer Table 3 forward commitments from 2022-23 year.
<b>Original Priority Project budget plus additional forward commitments 2023-24</b>		<b>1,925</b>	<b>29,659</b>	<b>27,734</b>	
<b>Income and expenditure adjustments</b>					
81047. TAC L2P Program		78	78	0	Department of Transport and Planning Year 5 funding received for L2P program.
81160. Volunteering Boroondara: SARC 2022-2024		50	50	0	Balance of grant funding to be recognised in 2023-24 from Department of Social Services.
81162. MERSRS Fair Access Policy		10	10	0	A successful grant was received for the 2023-24 year. Income received in advance in June 2023.
81131. DET Kindergarten Planning Grant 2021		15	15	0	Balance of grant funding to be recognised in 2023-24.
81144. DET Kinder Planning Grant 2022		28	28	0	Balance of grant funding to be recognised in 2023-24.
81149. Kew Recreation Centre Incident		0	500	500	Provision of additional legal and consultant expenditure for Kew Recreation Centre incident.
81154. Ashburton Wayfinding signage project		6	6	0	Balance of grant funding to be recognised in 2023-24. Transfer of forward commitments to simplify acquittal process.
80986. Dept of Transport- Community Road safety - Bike Ed Training		1	1	0	Department of Transport and Planning grant received.
80985. Dept of Transport- Community Road Safety - Safe to School		6	6	0	Department of Transport and Planning grant received.
80988. Dept of Transport - Community Road Safety - Wiser Driver		1	1	0	Department of Transport and Planning grant received.
<b>Total income and expenditure adjustments 2023-24</b>	<b>1</b>	<b>195</b>	<b>695</b>	<b>500</b>	
<b>Proposed additional projects for 2023-24</b>					
81164. Building Blocks Local Government Planning Grant 2023		150	150	0	Department of Education and Training grant received.
81167. Planning Grant 2023 Bellevue Kindergarten		150	150	0	Department of Education and Training grant received.
81168. Planning Grant 2023 Deepdene Preschool		150	150	0	Department of Education and Training grant received.
81169. Planning Grant 2023 Glass Street Kindergarten		150	150	(0)	Department of Education and Training grant received.
81171. Central enrolment database replacement		0	190	190	Replacement of Central Enrolment/Registration Software required as existing software provider withdrawing product and support from market.
81170. Digital Planning Reform		194	194	0	Department of Transport and Planning grant received.
<b>Total proposed additional projects for 2023-24</b>	<b>2</b>	<b>794</b>	<b>984</b>	<b>190</b>	

## 2023-24 Amended Budget

## Attachment 2

Table 2 - 2023-24 Priority Projects New Budget Amendments

	Ref	Income \$'000	Expenditure \$'000	Net Total \$'000	Comment
<b>Transfers</b>					
80747. Integrated Transport Strategy implementation		0	(60)	(60)	Consolidation of project to Ashburton Wayfinding signage project.
81154. Ashburton Wayfinding signage project		0	60	60	Consolidation of project to Ashburton Wayfinding signage project.
81019. Digital Early Years Hub		0	(35)	(35)	Consolidation of project to Central enrolment database replacement project.
81171. Central enrolment database replacement		0	35	35	Consolidation of project to Central enrolment database replacement project.
81167. Planning Grant 2023 Bellevue Kindergarten		0	(50)	(50)	Realignment of grant funds from 81167 to 73033 for project management expenditure.
81168. Planning Grant 2023 Deepdene Preschool		0	(50)	(50)	Realignment of grant funds from 81168 to 73031 for project management expenditure.
81169. Planning Grant 2023 Glass Street Kindergarten		0	(50)	(50)	Realignment of grant funds from 81169 to 73032 for project management expenditure.
81167. Planning Grant 2023 Bellevue Kindergarten		0	(13)	(13)	Consolidation of project to Kindergarten temporary accommodation options investigations.
81169. Planning Grant 2023 Glass Street Kindergarten		0	(13)	(13)	Consolidation of project to Kindergarten temporary accommodation options investigations.
81131. DET Kindergarten Planning Grant 2021		0	(13)	(13)	Consolidation of project to Kindergarten temporary accommodation options investigations.
81144. DET Kinder Planning Grant 2022		0	(26)	(26)	Consolidation of project to Kindergarten temporary accommodation options investigations.
81172. Kindergarten temporary accommodation options investigation		0	65	65	Transfer funds from Planning Grants to Kindergarten temporary accommodation options investigations.
<b>Total transfers</b>	<b>3</b>	<b>0</b>	<b>(150)</b>	<b>(150)</b>	
<b>2023-24 Amended Priority Projects net budget</b>		<b>2,914</b>	<b>31,188</b>	<b>28,274</b>	

+ = Increase in income and expenditure.

"(-)" = Decrease in income and expenditure.

## 2023-24 Amended Budget

## Attachment 2

TABLE 3 - PRIORITY PROJECTS - TOTAL FORWARD COMMITMENTS TO 2023-24

Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
<b>PRIORITY PROJECTS - TOTAL FORWARD COMMITMENTS</b>				
<b>PLACES &amp; SPACES</b>				
<b>Environmental Sustainability &amp; Open Spaces</b>				
80955. Tree Strategy Action Plan Implementation	\$751,845	\$299,777	\$1,051,622	This is a multi-year project for various tree renewals in parks and streets. Street tree renewals to be carried out in the 2023-24 financial year include; Jolie Vue Ave, Balwyn North; Gordon Avenue, Kew; and Loloma Court, Glen Iris; and the Stage Two planting for Mont Albert Road. Further street tree renewal projects will be completed by June 2024 and are expected to continue into 2024-25.
81033. Energy Safe Victoria (ESV) power line clearance program	\$1,296,278	(\$651,703)	\$644,575	This is a multi-year project to improve compliance with powerline regulations, while retaining our canopy cover. Pruning works have been undertaken as per the Energy Safe Victoria powerline clearance audit and removal of trees identified as being in poor condition through Council's cyclic tree inspection program. Further works of this nature will continue into the first half of the 2023-24 financial year.
81104. Increased Street Tree Planting	\$0	\$17,227	\$17,227	Project delivery was impacted by the process to engage contractors, which lead to project delivery being pushed back slightly. This project was completed in July 2023 with more than one thousand more trees planted than our regular annual program.
81137. Myrtle and Macleay Masterplan	\$0	\$77,273	\$77,273	Following initial site assessments and procurement, lead consultants were appointed. The associated planning, preparation of content and engagement timeframes required to produce a quality report based on meaningful engagement means the project overlaps financial years. This project is expected to be completed by June 2024.
<b>Total Environmental Sustainability &amp; Open Spaces</b>	<b>\$2,048,123</b>	<b>(\$257,426)</b>	<b>\$1,790,697</b>	
<b>Traffic and Transport</b>				
80747. Integrated Transport Strategy implementation	\$0	\$10,251	\$10,251	This is a multi-year project, supporting the development of a new wayfinding strategy for the Ashburton Shopping Centre and will be used to supplement grant funding received for the wayfinding strategy. A consultant will be awarded the contract by end August 2023 and the strategy is expected to be finalised by December 2023.
81105. Box Hill to Hawthorn Strategic Cycling Corridor - Investigation	\$197,313	\$47,650	\$244,963	Project delivery was impacted by complexity of the feasibility studies involving a number of stakeholders from VicTrack, Metro Trains and the Department of Transport and Planning. There are three feasibility studies of which two are in progress. It is anticipated that the project will be completed by June 2024.
81106. Back Creek Bridge - Investigation, Design and Implementation	\$0	\$2,234	\$2,234	As a result of significant delays in obtaining relevant flood data from Melbourne Water, the commencement of the design was impacted. A draft feasibility study report including concept plans are currently being reviewed and will be updated incorporating feedback from Council officers and key technical stakeholders before finalising the study. The report is anticipated to be finalised by end of September 2023.
81111. Shared paths - pedestrian priority and accessibility	\$0	\$34,920	\$34,920	The Mont Albert Road ramp connection to the Anniversary Trail feasibility study report is being updated and key technical stakeholders will be notified. The study is expected to be finalised by September 2023 and grant opportunities will then be pursued through both the Victorian and Federal governments. Consultant fee proposals for a design into the widening of the Gardiners Creek Trail at the Hawthorn Velodrome have exceeded the budget allocation. The scope will be refined and fee proposals sought with a view to appointing a consultant by end August 2023. Subject to a cost effective proposal, the design is expected to be completed by December 2023.
81154. Ashburton Wayfinding Signage Project	\$0	\$54,000	\$54,000	This is a multi-year project funded by grant funding. A consultant will be awarded the contract by end July 2023 and the strategy is expected to be finalised by December 2023. The wayfinding signs are due to be installed by June 2024.
<b>Total Traffic and Transport</b>	<b>\$197,313</b>	<b>\$149,055</b>	<b>\$346,368</b>	
<b>Capital Projects</b>				
80628. Project Management staff for delivery of Major Projects	\$86,000	\$18,406	\$104,406	Funding for project management support is aligned with the multi-year construction program for Kew Recreational Centre. The major project funding has been adjusted to reflect the delayed works program associated with roof collapse and adjusted project management services. Further details regarding likely project timelines will be shared once all necessary investigations have been complete.
<b>Total Capital Projects</b>	<b>\$86,000</b>	<b>\$18,406</b>	<b>\$104,406</b>	
<b>Major Projects Interface</b>				
81068. Removal of Union Rd Level Crossing - Advocacy to State Government	\$50,000	(\$50,000)	\$0	The Union Road, Surrey Hills level crossing removal is a multi-year State Government major transport project led by the Level Crossing Removal Project. The level crossing removal is expected to be completed by December 2023. Carry forward for this project is no longer required.
<b>Total Major Projects Interface</b>	<b>\$50,000</b>	<b>(\$50,000)</b>	<b>\$0</b>	

## 2023-24 Amended Budget

## Attachment 2

TABLE 3 - PRIORITY PROJECTS - TOTAL FORWARD COMMITMENTS TO 2023-24

Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
<b>Facilities, Waste &amp; Infrastructure</b>				
81034. Graffiti Removal Pilot Program	\$0	\$141,586	\$141,586	There was a delay in receiving funding from the State Government to complete graffiti removal from public assets, which shortened the time to complete works this financial year. This project is expected to be completed by August 2023.
<b>Total Facilities, Waste &amp; Infrastructure</b>	<b>\$0</b>	<b>\$141,586</b>	<b>\$141,586</b>	
<b>TOTAL PLACES &amp; SPACES</b>	<b>\$2,381,436</b>	<b>\$1,621</b>	<b>\$2,383,057</b>	
<b>URBAN LIVING</b>				
<b>Planning and Placemaking</b>				
81026. Placemaking Implementation	\$121,092	\$62,609	\$183,701	The Placemaking coordination and implementation for Camberwell Junction, Glenferrie and Maling Road placemaking projects are progressing well, after project delays in 2022. Delays to the Glenferrie Place Plan finalisation in 2023 relate to the need for additional consultation on car parking options and the future of the Serpells Lane car park whilst Maling Road required additional extensive consultation on upgrade options. The updated Draft Glenferrie Place Plan is scheduled for consideration by the end of 2023.. The Draft Camberwell Junction Structure and Place Plan is nearing completion and will be released for public consultation in October 2023. Project tasks assigned for 2023-24 financial year are anticipated to be completed by June 2024.
81028. Statutory Planning Paper Files Scan on Demand	\$234,600	\$22,018	\$256,618	The new Statutory Planning file scanning and digitisation process has been rolled out and has entered the ongoing file scan on demand phase. Council received funding from the Victorian Government Regulation Reform Incentive Fund to implement this project in 2022-23, which allowed Council to carry forward budget and continue this process into early 2023-24. This funding will enable the continued digital scanning of paper files through to June 2024.
81135. Maling Road Placemaking	\$0	\$97,181	\$97,181	The Maling Road Placemaking project will continue into 2023-24 due to additional time required for community consultation. Design development will proceed on the preferred option and project funds will be utilised to prepare the detail design package by March 2024.
<b>Total Planning and Placemaking</b>	<b>\$355,692</b>	<b>\$181,808</b>	<b>\$537,500</b>	
<b>COMMUNITY SUPPORT</b>				
<b>Community Planning and Development</b>				
81153. Vic Health Alcohol Prevention Grant 2023	\$0	\$2,886	\$2,886	Grant funding was received from Vic Health in January 2023 to develop an action plan for alcohol harm prevention by November 2023. This is a 12-month project across two financial years. The majority of the work was completed in the first half of 2023, with the remaining work to be completed by the grant expenditure deadline of November 2023.
81160. Volunteering Boroondara: SARC 2022-2024	\$0	\$50,000	\$50,000	The Strong and Resilient Communities (SARC) Activity Volunteering Grant was received in May 2023, with the project commencing in June 2023. This two-year project will be completed in 13 months, by June 2024, the end date for the grant.
<b>Total Community Planning and Development</b>	<b>\$0</b>	<b>\$52,886</b>	<b>\$52,886</b>	
<b>Library Services</b>				
81027. Investigate Library Service Measures	\$0	\$6,375	\$6,375	This project (to provide access codes to community groups when booking meeting rooms) is pending upgrades by a system vendor (an external provider) to complete. This function needs to work in with the Enterprise Booking Tool (EBT) when bookings occur. With potential changes to Council's EBT provider, completion of this project is likely to be delayed until end 2024.
81045. Project support for delivery of Major Projects - Libraries	\$56,879	\$10,074	\$66,953	Funding for project management support is aligned with the construction program for Kew Library redevelopment, which is a multi-year project. The major project funding is proposed to be adjusted to reflect optimal design and works program. Kew Library is scheduled for completion in the 2025-26 financial year.
81155. Digital Literacy for Seniors Program Jan23-Dec23	\$0	\$31,486	\$31,486	This is a calendar year project funded by the Victorian Government, concentrating on digital literacy for seniors. Funds are requested to be carried forward due to a delay in staff being allocated to this project. This project is scheduled for completion by end of December 2023.
<b>Total Library Services</b>	<b>\$56,879</b>	<b>\$47,935</b>	<b>\$104,814</b>	
<b>Arts and Cultural Services</b>				
81151. Victoria Remembers - Depart Families Fairness & Housing	\$0	\$7,190	\$7,190	As per the grant agreement, the activity commences 24/11/2022 and is to be completed by 28/06/2024. The project is 50% complete, with research of local Victoria Cross recipients finalised and an educational resource in development. Total amount of funding: \$8,730 (excluding GST); with a total of \$1,540 expended to date.
<b>Total Arts and Cultural Services</b>	<b>\$0</b>	<b>\$7,190</b>	<b>\$7,190</b>	

## 2023-24 Amended Budget

## Attachment 2

TABLE 3 - PRIORITY PROJECTS - TOTAL FORWARD COMMITMENTS TO 2023-24

Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
<b>Liveable Communities</b>				
80691. Christmas in Boroondara Program	\$0	\$36,614	\$36,614	This project was delayed due to supply chain issues, and the decoration replacement was required to span over two financial years and was not fully expended during the 2022-23 financial year. This project is scheduled to be completed by June 2024.
80950. Community Service Partnership	\$0	\$60,315	\$60,315	The activities associated with the community service partnership were delayed due to COVID-19 impacts (Victorian pandemic declaration ended October 2022). The project is expected to be completed by December 2023.
81010. Support for Residents of Canterbury Memorial Home Units	\$0	\$33,750	\$33,750	These funds were to be used for maintenance to the facility. This work was delayed due to supply chain issues. Maintenance works are now scheduled to be completed by June 2024.
81110. Local economy recovery from impacts of COVID-19	\$0	\$6,687	\$6,687	This funding is from a State Government grant. Expenditure was delayed due to Council extending COVID-19 support projects. This project will be fully expended by December 2023.
81130. Outdoor Dining - Council Parklet Program	\$120,000	\$23,273	\$143,273	Project finalisation was impacted by delays in receiving Department of Transport and Planning approval for parklets on State roads. Project is anticipated for completion by September 2023.
81152. Council COVID-19 Rapid Antigen Test Program	\$0	\$47,072	\$47,072	This project is funded by the Victorian Government to distribute Rapid Antigen Tests and Masks to members of the public. Additional funding was received in June 2023 and has been carried forward into 2023-24.
81161. Cooking Up Connections	\$0	\$50,000	\$50,000	Council received a State Government Grant in May 2023. Activities relating to this funding will be delivered in full during 2023-24 financial year. Project is expected for completion by June 2024.
<b>Total Liveable Communities</b>	<b>\$120,000</b>	<b>\$257,711</b>	<b>\$377,711</b>	
<b>Health and Wellbeing Services</b>				
81019. Digital Early Years Hub	\$0	\$35,095	\$35,095	The project is supporting a key aspect of the Digital Early Years Hub, the kindergarten central enrolment software, to ensure it remains a useful tool for parents living in Boroondara. This involves changing providers, which has added additional time to the process. An updated platform is scheduled for completion by June 2024.
81047. Vicroads TAC L2P Program	\$0	\$1,450	\$1,450	This program is funded annually by the Victorian Government. All targets were met, and the modest carry forward will be used to continue the program in 2023-24.
81129. Engage 2022-2024	\$0	\$28,346	\$28,346	This project delivers annual youth development programs and events including the youth awards, activities at the Boroondara Youth Hub and a student leadership event. Funding for this project is from the Victorian Government. All targets have been met and the carry forward relates to timing of the grant, as Council receives the funds late in the financial year.
81131. DET Kindergarten Planning Grant 2021	\$0	\$15,233	\$15,233	Activities relating to this funding will be delivered in full during the 2023-24 financial year, with the project scheduled for completion by July 2024. This carry forward relates to the timing of the Victorian Government grant funding being provided.
81133. Implement an Infrastructure Grant for Leased Sporting Clubs	\$50,000	\$31,091	\$81,091	An updated audit was carried out and the funds will be used to help support the priority actions developed. The project is scheduled for completion by July 2024. Negotiations with clubs are underway regarding timing of contribution and works.
81144. DET Kinder Planning Grant 2022	\$61,160	(\$29,595)	\$31,565	Activities relating to this funding will be delivered in full during the 2023-24 financial year, with the project scheduled for completion by July 2024. This carry forward relates to the timing of the Victorian Government grant funding being provided.
81159. Department of Education KISP Support Grant	\$0	\$81,743	\$81,743	Activities relating to this funding will be delivered in full during the 2023-24 financial year, with the project scheduled for completion by July 2024. This carry forward relates to the timing of the Victorian Government grant funding being provided.
81162. MERSRS Fair Access Policy	\$0	\$25,500	\$25,500	This project was only established in late May in response to a requirement for Local Government Authorities to comply with the Victorian Government's Fair Access Roadmap. This project involves the eastern metropolitan Local Government Authorities (LGA) working together.
81163. Victorian Youth Fest 2023	\$0	\$2,000	\$2,000	Activities relating to this funding will be delivered across September 2023. The project is scheduled for completion by December 2023. The funds were provided in advance by the Victorian Government.
81165. Menopause Series	\$0	\$5,000	\$5,000	Activities relating to this funding will be delivered in full during the 2023-24 financial year. The project is scheduled for completion by June 2024. The funds were received from the North Eastern Public Health Unit in advance.
<b>Total Health and Wellbeing Services</b>	<b>\$111,160</b>	<b>\$195,863</b>	<b>\$307,023</b>	
<b>TOTAL COMMUNITY SUPPORT</b>	<b>\$288,039</b>	<b>\$561,585</b>	<b>\$849,624</b>	

## 2023-24 Amended Budget

## Attachment 2

TABLE 3 - PRIORITY PROJECTS - TOTAL FORWARD COMMITMENTS TO 2023-24

Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
<b>PEOPLE, CULTURE and DEVELOPMENT</b>				
<b>People, Culture and Development</b>				
80844. Online OHS contractor management induction training	\$0	\$24,092	\$24,092	Implementation has occurred but further work is required to develop associated procedures and training for contract managers. Project is expected to be completed by mid September 2023.
80861. People Culture and Development - Programs and Resources	\$0	\$89,735	\$89,735	Procurement for leadership development has been completed. The delay in project delivery was due to scope adjustments and refinement to ensure the program delivered on our leadership and organisational requirements. Project is scheduled for completion in December 2023.
81101. Health Safety and Wellbeing Specialist - Manual Handling	\$0	\$33,907	\$33,907	These funds are used to support the procedure development for manual handling in high risk roles and Occupational Violence Aggression initiatives. This will continue to support proactive initiatives as part of Council's refreshed Occupational Health and Safety (OHS) strategy. A review of our OHS system has been undertaken to better inform our initiatives which has caused a delay. Project delivery is expected to be completed by March 2024.
81112. Return to Workplace Support Post COVID-19	\$0	\$127,345	\$127,345	These funds are used to accommodate design work to support our return to work for our COVID-19 normal working practices and hybrid principles. Scope work for the project had begun to create collaborative spaces and was put on hold, however desire for this project to proceed has recently been discussed. Project is expected to be completed by March 2024.
81113. Diversity and Inclusion and Workforce Planning - Project Officer	\$0	\$117,108	\$117,108	These funds are intended for the continued delivery of the Diversity & Inclusion Strategy and Workforce Plan. The remaining funds are to complete the requirements of the Gender Equality Action Plan and those required by the Commission. The project has been delayed due to the Commission's data to be released in August 2023. Project and associated activities is expected to be delivered by June 2024.
<b>Total People, Culture and Development</b>	<b>\$0</b>	<b>\$392,187</b>	<b>\$392,187</b>	
<b>TOTAL PEOPLE, CULTURE AND DEVELOPMENT</b>	<b>\$0</b>	<b>\$392,187</b>	<b>\$392,187</b>	
<b>CUSTOMER AND TRANSFORMATION</b>				
<b>Transformation &amp; Technology</b>				
80954. Data Mobility Project	\$0	\$32,414	\$32,414	Project was impacted by delays due to resource constraints. It is now anticipated that the project will be completed by October 2023.
<b>Total Transformation &amp; Technology</b>	<b>\$0</b>	<b>\$32,414</b>	<b>\$32,414</b>	
<b>Customer and Communication</b>				
81029. Information Asset Audit	\$200,000	\$24,087	\$224,087	To avoid duplication of cost and effort, implementation of the digital disposal initiatives will align with the Core Uplift and will be delivered through the Transforming Boroondara initiative. Project is expected to be completed by June 2024.
81142. Dept Treasury and Fin. Digitising Planning Files	\$0	\$155,946	\$155,946	After initial delays due to the ongoing COVID-19 restrictions, and subsequent delays with contractor availability post-COVID, work has now commenced for the safe collection of files from Council offices by the contractor. Council has received funding from the Victorian Government Regulation Reform Incentive Fund to continue this project. It is anticipated the project will be completed by January 2024.
<b>Total Customer and Communication</b>	<b>\$200,000</b>	<b>\$180,033</b>	<b>\$380,033</b>	
<b>Transforming Boroondara Program</b>				
Transforming Boroondara Program	\$6,452,756	\$3,097,152	\$9,549,908	The Transforming Boroondara Program is on track to its revised delivery schedule, as endorsed at the October 2022 Program Board and Steering Committee. The revised project delivery schedule and associated expenditure is within the parameters of the initial budget. The delay in this project is attributed to the vendor related delay in starting of the Core Initiative.
81143. Depart Treasury and Fin. Acct Login Permit applications	\$0	\$54,166	\$54,166	Council has received funding from Department of Treasury and Finance. Project is near completion with administration activities remaining to receive the final grant funding.
<b>Total Boroondara Customer First Program</b>	<b>\$6,452,756</b>	<b>\$3,151,318</b>	<b>\$9,604,074</b>	
<b>TOTAL CUSTOMER AND TRANSFORMATION</b>	<b>\$6,652,756</b>	<b>\$3,363,765</b>	<b>\$10,016,521</b>	
<b>TOTAL FORWARD COMMITMENTS TO 2023-24</b>	<b>\$9,677,923</b>	<b>\$4,500,966</b>	<b>\$14,178,889</b>	

## 2023-24 Amended Budget

## Attachment 2

TABLE 3 - PRIORITY PROJECTS - TOTAL FORWARD COMMITMENTS TO 2023-24

Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
<b>PRIORITY PROJECT INCOME - CARRIED FORWARD</b>				
81034. Graffiti Removal Pilot Program	\$0	(\$141,586)	(\$141,586)	Balance of grant funding to be recognised in 2023-24.
80931. North East Link	\$0	(\$332,966)	(\$332,966)	Balance of grant funding from the North East Link Project (NELP) to be recognised in 2023-24.
81153. Vic Health Alcohol Prevention Grant 2023	\$0	(\$2,886)	(\$2,886)	Balance of grant funding to be recognised in 2023-24.
81160. Volunteering Boroondara: SARC 2022-2024	\$0	(\$50,000)	(\$50,000)	Grant income has been received in advance. Activities relating to this funding will be delivered in full during the 2023-24 financial year. Project is scheduled for completion by June 2024.
81152. Council COVID-19 Rapid Antigen Test Program	\$0	(\$47,072)	(\$47,072)	Balance of grant funding to be recognised in 2023-24.
81155. Digital Literacy for Seniors Program Jan23-Dec23	\$0	(\$31,486)	(\$31,486)	Balance of grant funding to be recognised in 2023-24.
81161. Cooking Up Connections	\$0	(\$50,000)	(\$50,000)	Grant income has been received in advance. Activities relating to this funding will be delivered in full during the 2023-24 financial year. Project is scheduled for completion by June 2024.
81142. Dept Treasury and Fin. Digitising Planning Files	\$0	(\$155,946)	(\$155,946)	Balance of grant funding to be recognised in 2023-24.
81143. Depart Treasury and Fin. Acct Login Permit applications	\$0	(\$54,166)	(\$54,166)	Balance of grant funding to be recognised in 2023-24.
81129. Engage 2022-2024	\$0	(\$28,346)	(\$28,346)	Balance of grant funding to be recognised in 2023-24.
81131. DET Kindergarten Planning Grant 2021	\$0	(\$19,500)	(\$19,500)	Balance of grant funding to be recognised in 2023-24.
81144. DET Kinder Planning Grant 2022	\$0	(\$31,565)	(\$31,565)	Balance of grant funding to be recognised in 2023-24.
81159. Department of Education KISP Support Grant	\$0	(\$81,743)	(\$81,743)	Balance of grant funding to be recognised in 2023-24.
81163. Victorian Youth Fest 2023	\$0	(\$2,000)	(\$2,000)	Grant income has been received in advance. Activities relating to this funding will be delivered in full during the 2023-24 financial year. Project is scheduled for completion by December 2023.
81165. Menopause Series	\$0	(\$5,000)	(\$5,000)	Grant income has been received in advance. Activities relating to this funding will be delivered in full during the 2023-24 financial year. Project is scheduled for completion by June 2024.
81154. Ashburton Wayfinding Signage Project	\$0	(\$54,000)	(\$54,000)	Grant income has been received in advance. Activities relating to this funding will be delivered in full during the 2023-24 financial year. Project is scheduled for completion by June 2024.
81151. Victoria Remembers - Depart Families Fairness & Housing	\$0	(\$7,190)	(\$7,190)	Balance of grant funding to be recognised in 2023-24.
<b>TOTAL INCOME CARRIED FORWARD TO 2023-24</b>	<b>\$0</b>	<b>(\$1,095,452)</b>	<b>(\$1,095,452)</b>	
<b>TOTAL NET FORWARD COMMITMENTS TO 2023-24</b>	<b>\$9,677,923</b>	<b>\$3,405,514</b>	<b>\$13,083,437</b>	

## 2023-24 Amended Budget

## Attachment 3

<b>Table 4 - Summary Capital Works 2023-24 Budget Amendments</b>			
	<b>Ref</b>	<b>\$'000s</b>	<b>\$'000s</b>
<b>Net capital works budget - 2023-24 Adopted Budget</b>			<b>77,357</b>
<b>Additional net proposed forward commitments from 2022-23</b>	<b>Table 6</b>	<b>5,627</b>	
<b>Total income and expenditure adjustments</b>	<b>Table 5</b>		
Proposed net forward commitments to 2024-25	<b>1</b>	<b>(18,532)</b>	
Proposed net forward commitments to 2025-26	<b>2</b>	<b>(1,077)</b>	
Proposed net forward commitments to 2026-27	<b>3</b>	<b>(1,748)</b>	
Total proposed projects brought forward from 2024-25	<b>4</b>	883	
Total proposed additional projects for 2023-24	<b>5</b>	460	
Income and expenditure adjustments (net movement)	<b>6</b>	<b>(174)</b>	
Transfers	<b>7</b>	961	
<b>Total income and expenditure adjustments (decrease)</b>		<b>(19,226)</b>	
<b>Total net impact 2023-24 capital budget is a decrease</b>		<b>(13,599)</b>	<b>(13,599)</b>
<b>Total net Capital Works Program 2023-24 Amended Budget</b>			<b>63,758</b>

## 2023-24 Amended Budget

## Attachment 3

Table 5 - 2023-24 Capital Works New Budget Amendments					
	Ref	Income \$'000	Expenditure \$'000	Net Total \$'000	
<b>Original 2023-24 Capital Works Budget</b>		3,238	80,595	77,357	
<b>Forward commitments from 2022-23 year</b>	<b>Table 6</b>	5,391	11,018	5,627	Refer Table 6 forward commitments from 2022-23 year.
<b>Original Capital Works budget plus additional forward commitments 2023-24</b>		<b>8,629</b>	<b>91,613</b>	<b>82,984</b>	
<b>Proposed forward commitments to 2024-25 year</b>					
72607. Kew Recreation Centre (Renewal)		0	(2,182)	(2,182)	This is a multi-year project. The time required to undertake structural steel design checking, procurement and fabrication has impacted on the project. It is anticipated the construction program will not fully resume until the 2024-25 financial year.
72686. Kew Recreation Centre (new)		0	(8,434)	(8,434)	
72776. Kew Recreation Centre (Expansion)		0	(2,665)	(2,665)	This is a multi-year project. Design documentation will be completed by December 2023. Tender will be out to the market in February 2024, and construction will be completed by June 2025.
72911. Frog Hollow Pavilion		0	(1,703)	(1,703)	
72922. Canterbury Sportsground		0	(952)	(952)	This is a multi-year project. Design documentation will be completed by end of September 2023. Tender will be out to the market in October 2023, and construction will commence in February 2024 and construction will be completed by December 2024.
72921. Ferndale Park		0	(1,603)	(1,603)	
72931. JJ McMahon Kindergarten		0	(615)	(615)	This is a multi-year project. Tender will be out to the market in August 2023, and construction will commence in February 2024. Construction will be completed by November 2024.
72699. Shopping Centre Improvement Plan - Investigation and Design		0	(45)	(45)	
72977. Solar lighting in parks		0	(138)	(138)	This is a multi-year project. Currently there are no suitable sites to implement the plan. Project scope is to be defined.
72840. Implementation of Public Safety Security Measures		0	(195)	(195)	
<b>Total forward commitments to 2024-25 year</b>	<b>1</b>	<b>0</b>	<b>(18,532)</b>	<b>(18,532)</b>	This is a multi-year project. Project scope has been further defined with a 2024-25 carry forward is required to implement initiatives. There will be a saving of \$61,938 for the program.
<b>Proposed forward commitments to 2025-26 year</b>					
72911. Frog Hollow Pavilion		0	(400)	(400)	This is a multi-year project. Design documentation will be completed by December 2023. Tender will be out to the market in February 2024, and construction will be completed by June 2025.
72921. Ferndale Park		0	(400)	(400)	
73047. Tuck Stand (Renewal)		0	(277)	(277)	This is a multi-year project. The main upgrade works are planned to commence in 2024-25 and are currently in the pre-design and consultation phase. The early works package and Structural rectification works will be carried out during this financial year.
<b>Total forward commitments to 2025-26 year</b>	<b>2</b>	<b>0</b>	<b>(1,077)</b>	<b>(1,077)</b>	

## 2023-24 Amended Budget

## Attachment 3

Table 5 - 2023-24 Capital Works New Budget Amendments					
	Ref	Income \$'000	Expenditure \$'000	Net Total \$'000	
<b>Proposed forward commitments to 2026-27 year</b>					
73044. Tuck Stand (New)		0	(75)	(75)	This is a multi-year project. The main upgrade works are planned to commence in 2024-25 and are currently in the pre-design and consultation phase. The early works package and Structural rectification works will be carried out during this financial year.
73045. Tuck Stand (Upgrade)		0	(71)	(71)	
73047. Tuck Stand (Renewal)		0	(886)	(886)	
72987. Library Redevelopment Kew (Renewal)		0	(280)	(280)	
73043. Library Redevelopment Kew (New)		0	(436)	(436)	
<b>Total proposed forward commitments to 2026-27 year</b>	<b>3</b>	<b>0</b>	<b>(1,748)</b>	<b>(1,748)</b>	
<b>Proposed projects brought forward from 2024-25 year</b>					
72712. Willsmere Park pavilion		0	283	283	This is a multi-year project. Tender will be out to the market in September 2023. Construction works will commence in February 2024 and be complete by March 2025.
72992. New Open Space for Surrey Hills		0	600	600	
<b>Total proposed projects brought forward from 2024-25 year</b>	<b>4</b>	<b>0</b>	<b>883</b>	<b>883</b>	Expenditure for the new open space for Surrey Hills has been brought forward to the 2023-24 financial year as a result of the LXP delivery works expected completion date being brought forward.
<b>Proposed additional projects for 2023-24</b>					
73081. Bowen Street Community Centre - Store room demolition and reconstruction		0	300	300	The structural integrity of the existing storeroom (converted garage) for the Bowen Street Community Centre has been compromised and will be demolished as emergency safety works. The project will deliver design and construction for a new replacement storeroom.
73082. Boroondara Netball Pavilion - Structural rectification works		0	160	160	
<b>Total proposed additional projects for 2023-24 year</b>	<b>5</b>	<b>0</b>	<b>460</b>	<b>460</b>	Structural investigations and rectification works, likely including underpinning and associated works. The budget figure is based upon similar previous works.
<b>Income and expenditure adjustments to 2023-24 projects</b>					
71866. Park Playground Replacement Program Implementation		20	0	(20)	Funding to be received in 2023-24.
72931. JJ McMahon Kindergarten		0	(41)	(41)	Spend ahead of planned budget phasing.
72935. Lynden Park		0	(51)	(51)	Spend ahead of planned budget phasing.
72840. Implementation of Public Safety Security Measures		0	(62)	(62)	Reduction in project expenditure due to savings being identified.
<b>Total income and expenditure adjustments to 2023-24 projects</b>	<b>6</b>	<b>20</b>	<b>(154)</b>	<b>(174)</b>	

## 2023-24 Amended Budget

## Attachment 3

Table 5 - 2023-24 Capital Works New Budget Amendments					
	Ref	Income \$'000	Expenditure \$'000	Net Total \$'000	
<b>Transfers</b>					
72935. Lynden Park		0	556	556	Reallocation of expenditure from various projects to partly offset shortfall in funding under project 72935.
72684. New public toilets		0	(180)	(180)	Reduction in expenditure to offset shortfall in funding under project 72935.
72869. Public Toilet works		0	(100)	(100)	Reduction in expenditure to offset shortfall in funding under project 72935.
72768. Diversity Inclusion and Participation (DIP) Pavilion program		0	(234)	(234)	Reduction in expenditure to offset shortfall in funding under project 72935.
72797. Rathmines Reserve		0	(15)	(15)	Reduction in expenditure to offset shortfall in funding under project 72935.
73004. Victoria Park South - DIPP		0	(8)	(8)	Reduction in expenditure to offset shortfall in funding under project 72935.
73006. St James Park - DIPP		0	(1)	(1)	Reduction in expenditure to offset shortfall in funding under project 72935.
72972. Victoria Road Reserve - Diversity Inclusion and Participation		0	(17)	(17)	Reduction in expenditure to offset shortfall in funding under project 72935.
73052. Playgrounds in Com Hubs Nbrhood Houses & MCH Implementation		0	168	168	Realignment of expenditure across project 73052 and 72964.
72964. Playgrounds in Com Hubs, Nbrhood Houses & MCH - Investigation & Design		0	(168)	(168)	Realignment of expenditure across project 73052 and 72964.
73032. Glass Street Kindergarten		0	50	50	Realignment of grant funds from 81169 to 73032 for project management expenditure.
73031. Deepdene Kindergarten		0	50	50	Realignment of grant funds from 81168 to 73031 for project management expenditure.
73033. Bellevue Kindergarten		0	50	50	Realignment of grant funds from 81167 to 73033 for project management expenditure.
Various Capital Works projects		0	811	811	Movement of employee costs associated with the execution of projects for the purposes of capitalisation.
<b>Total transfers between projects</b>	<b>7</b>	<b>0</b>	<b>961</b>	<b>961</b>	
<b>2023-24 Amended Capital Works net budget</b>					
		<b>8,649</b>	<b>72,407</b>	<b>63,758</b>	

+ = Increase in income and expenditure.  
 "(-)" = Decrease in income and expenditure.

TABLE 6 - CAPITAL WORKS - TOTAL FORWARD COMMITMENTS TO 2023-24				
Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
<b>CAPITAL WORKS EXPENDITURE - TOTAL FORWARD COMMITMENTS</b>				
<b>PLACES and SPACES</b>				
<b>Capital Projects</b>				
71659. Bicycle Strategy Implementation	\$0	\$32,710	\$32,710	A range of initiatives were completed as part of this project. The installation of bicycle counters at two locations was affected through delays in receiving advice on technical parameters and operation of the counters from the Department of Transport and Planning. Installation of the counters is scheduled by end October 2023.
71866. Park Playground Replacement Program Implementation	\$0	\$468,914	\$468,914	Construction of Mary MacKillop playground was completed in August 2023. Final payment for construction of Grovedale Playground was delayed due to supply of a swing set, with completion now anticipated in September 2023.
72116. Crossing Facilities	\$0	\$47,147	\$47,147	This project involves a number of crossings which have been completed including upgrading the Walpole Street crossing in Kew and school crossings in Buchanan Avenue close to Balwyn North Primary and Balwyn High. Street light upgrades through CitiPower installers have been delayed. Improvements to the crossings are expected by November 2023.
72585. Walmer Street bridge	\$0	\$885,135	\$885,135	Commencement of construction works was delayed due to latent conditions and protracted authority approvals.
72684. New Public Toilets	\$0	\$445,013	\$445,013	The remaining path connection to the northern approach bridge followed by site clean-up works and landscaping under the bridge will be completed by November 2023.
72698. Park Playground Replacement Program - Investigation & Design	\$20,000	\$9,830	\$29,830	This is a multi-year project to deliver Hays Paddock Playground. The proposed carry forward is to cover consultant services during the construction phase of the project. Works commenced in July 2023 and are anticipated to be completed in April 2024.
72699. Shopping Centre Improvement Plan - Investigation and Design	\$20,000	\$50,000	\$70,000	This is a multi-year project. Detailed design and authority approval to occur in 2023-24 for construction of Dickins Corner Shopping Centre in 2024-25.
72712. Willsmere Park pavilion	\$0	\$39,201	\$39,201	A substantive re-design of the proposed pavilion building in a new location has been undertaken following receipt of strong community feedback, delaying the subsequent design stages and engagement of a contractor.
72757. Dog Off Leash Park minor improvement program	\$0	\$26,015	\$26,015	Construction of John August Reserve was put on hold due to wet site conditions. Works are anticipated to re-commence in September 2023 (weather permitting) and will be completed by late 2023.
72768. Diversity Inclusion and Participation (DIP) Pavilion program	\$0	\$234,313	\$234,313	The Lynden Park pavilion project was re-tendered following a poor initial market response, delaying award of the contract and commencement of works. The re-tendering yielded a better value outcome for Council
72797. Rathmines Reserve	\$0	\$15,000	\$15,000	Project complete with the balance of the Diversity Inclusion and Participation Pavilion program funding will be used for Lynden Park Pavilion.
72798. Lewin Reserve	\$585,147	\$690,126	\$1,275,273	This is a multi-year project impacted by adverse weather conditions. Works are scheduled to be completed by September 2023 with demolition of the old pavilion occurring in October 2023.
72848. Neighbourhood Shopping Centre Improvements Pilot - Maling Road	\$0	\$636,470	\$636,470	The laneways project has been delayed due to challenges obtaining authority approvals. Authorities requested an alternate turn-a-round area which required re-design. Final approval received mid-August with construction to commence post peak Christmas trade period in early 2024.
72863. Fordham Avenue Kindergarten	\$218,007	\$0	\$218,007	Officers determined to structure the works delivery programme over school holiday periods to minimise the operational impact to the kindergarten service. The final stage of works is planned for completion by September 2023.
72864. Through Road Childcare Centre	\$0	\$68,184	\$68,184	This project has been completed. The final contract payment is anticipated to be processed in August 2023.
72865. Y Street Ashburton - Community Services Building	\$0	\$106,532	\$106,532	This project has been completed. Final contract payment to be completed by August 2023.
72869. Public Toilet works	\$0	\$100,000	\$100,000	This project will enable public toilets to be included in the Lynden Park Pavilion redevelopment project which is currently underway.
72902. Riversdale Depot Masterplan	\$75,000	\$75,000	\$150,000	This is a multi-year project. Feasibility investigations have commenced giving consideration to service requirements and special analysis.
72911. Frog Hollow Pavilion	\$50,000	\$48,966	\$98,966	Preparation of community consultation material was prolonged to ensure input prior to the progression of design. Construction is anticipated to commence mid 2024.
72921. Ferndale Park	\$100,047	\$37,569	\$137,616	Preparation of community consultation material was prolonged to ensure input prior to the progression of design. Construction is anticipated to commence mid 2024.
72922. Canterbury Sportsground	\$55,000	\$74,668	\$129,668	Preparation of community consultation material was prolonged to ensure input prior to the progression of design. Construction is anticipated to commence by mid 2024.
72925. Rowen Street Kindergarten	\$200,000	(\$90,671)	\$109,329	The Rowen Street Kindergarten reached practical completion in June 2023. The carry forward is required to process the final contract payment and facilitate other minor supplementary works at the site.
72926. North Balwyn Senior Citizens Centre - Marwal Avenue	\$0	\$154,634	\$154,634	Practical completion was achieved in July 2023, with minor supplementary improvement works to be delivered by the end of 2023.
72928. Anderson Road Family Centre	\$150,000	\$263,011	\$413,011	Construction works have been delayed due to latent conditions and additional staging to minimise disruption to the services and tenants which have remained on site. The works are scheduled for completion September 2023.

2023-24 Amended Budget

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TABLE 6 - CAPITAL WORKS - TOTAL FORWARD COMMITMENTS TO 2023-24				
Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
72935. Lynden Park	\$195,000	(\$195,000)	\$0	This is a multi-year project. Initial tender submission construction cost estimates were higher than anticipated for this project. The project went out to tender a second time to seek more competitive tender estimates delaying the construction commencement date. Construction commenced in July 2023 and will continue through to June 2024.
72939. Concrete drain relining	\$0	\$920,000	\$920,000	Works have been delayed due to a market shortage in critical material supply. Works are planned to commence August 2023 and are anticipated to be completed in October 2023.
72951. Hawthorn Community House - Feasibility Works	\$30,000	\$10,000	\$40,000	Delivery of minor works has been delayed due to limited availability of specialist contractors. Works will be completed in early 2023-24 financial year.
72964. Playgrounds (in Community Hubs, Neighbourhood Houses & Maternal Child Health Centres) - Investigation and Design	\$0	\$167,660	\$167,660	Construction of Maude Street, Balwyn and Kew Neighbourhood Centre playgrounds delayed due to extended community consultation, prolonging the design program. Both projects have been tendered and commenced construction.
72968. Fritsch Holzer Stadium and Sportsground	\$650,000	\$0	\$650,000	This is a multi-year project. This is a potential contribution towards a Victoria School Building Authority (VSBA) project at Fritsch Holzer Reserve. Discussions with the VSBA are ongoing.
72970. Surrey Hills Shopping Centre	\$47,897	(\$40,090)	\$7,807	Due to the State Government Level Crossing Removal Project (LXRP) construction has been delayed. Access to the area controlled by LXRP was enabled in June 2023.
72972. Victoria Road Reserve - Diversity Inclusion and Participation	\$0	\$17,056	\$17,056	Balance of the Diversity Inclusion and Participation Pavilion program funding will be used for Lynden Park Pavilion.
72977. Solar lighting in parks	\$0	\$162,741	\$162,741	Protracted site identification, investigations and design feasibility, as well as construction oversight capacity, resulted in minor delays to commencement of construction. Works have commenced in Ashburton Park with stage 2 of works to consolidate electrical meters to be completed late 2023.
72980. Eric Raven Reserve - Pavilion improvement - weather protection	\$0	\$102,598	\$102,598	Finalisation of the tender documentation was delayed due to the business closure of the design consultant. Resolution of contractual arrangements, and re-engagement of a design team delayed the tender release. The contract has been awarded and works are scheduled to commence on site in September 2023.
72981. Maranoa Gardens Community Room and Groundskeeper Building	\$120,000	(\$40,279)	\$79,721	Officers have reviewed additional design solutions and scope adjustments to determine the direction of the project.
73004. Victoria Park South - DIPP	\$0	\$8,478	\$8,478	Balance of the Diversity Inclusion and Participation Pavilion program funding will be used for Lynden Park Pavilion.
73006. St James Park - DIPP	\$0	\$1,153	\$1,153	Balance of the Diversity Inclusion and Participation Pavilion program funding will be used for Lynden Park Pavilion.
73019. Belford Road Kew East	\$0	\$107,602	\$107,602	Works were delayed due to limited contractor availability to commence in line with Council's preferred programme. Works are scheduled to commence in August and be complete by September 2023.
73039. Demolition of Ferguson Stand (Glenferrie Oval & Grace Park)	\$0	\$201,630	\$201,630	Ferguson Stand demolition works have been completed. Scheduled community consultation to shape the future use of the site was delayed with final feedback to the community in September 2023. Landscape reinstatement works are anticipated to commence late 2023 and be completed by mid 2024.
73050. Hartwell Community Resilience Wall	\$0	\$67,632	\$67,632	The appointed the hoarding contractor went into receivership resulting in commencement of a new procurement process to install the hoarding. Pending approval of quotations the hoarding works are now anticipated to be undertaken by late 2023 allowing for the project to process.
73053. Patterson Reserve Pavilion Structural wall rectification works	\$0	\$2,065	\$2,065	Structural rectification works are complete. Retention funds to be held during defects period will be returned in February 2024 following the final completion inspection.
<b>Total Capital Projects</b>	<b>\$2,516,098</b>	<b>\$5,911,013</b>	<b>\$8,427,111</b>	
<b>Environmental Sustainability and Open Space</b>				
71868. Oval Fences Renewal Program	\$140,000	\$0	\$140,000	
71869. Cricket Practice Nets Renewal Program	\$207,570	\$0	\$207,570	
72377. Sportsground Reconstruction Program	\$959,815	(\$27,793)	\$932,022	Due to low submissions and high prices received in the initial tender process, the project was re-tendered. Works have been tendered, awarded with work to commence across the summer 2023-24 season.
72378. Sportsground Drainage Program	\$53,315	\$0	\$53,315	
72754. Field Sports Strategy Implementation	\$171,930	\$0	\$171,930	
73049. South Oval Upgrade Victoria Park, Kew	\$86,202	\$0	\$86,202	
72901. Climate Action Plan - emissions reduction work	\$300,000	\$311,916	\$611,916	There have been significant delays in the delivery of electric vehicle chargers due to high demand for these items across the country. These have been delivered and will be installed in September 2023.
<b>Total Environmental Sustainability and Open Space</b>	<b>\$1,918,832</b>	<b>\$284,123</b>	<b>\$2,202,955</b>	
<b>Facilities, Waste &amp; Infrastructure</b>				
72097. Park lighting - renewal program	\$0	\$81,000	\$81,000	Contract has been awarded for works and will be completed by June 2024.
72840. Implementation of Public Safety Security Measures	\$0	\$426,938	\$426,938	The design for security measures has been completed and is ready for community consultation. Procurement is to commence in October 2023 and planned implementation March 2024.
<b>Total Facilities, Waste &amp; Infrastructure</b>	<b>\$0</b>	<b>\$507,938</b>	<b>\$507,938</b>	
<b>Traffic and Transport</b>				
71493. Road Safety Strategy Implementation	\$0	\$17,992	\$17,992	This project involves several sub projects that were completed including works in Nungerner Street, Derby Street, a laneway in the Greythorn Shopping Centre and Maud Street. Service authority delays have impacted traffic treatments of Valley Parade. These treatments are now expected to be completed by November 2023.

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TABLE 6 - CAPITAL WORKS - TOTAL FORWARD COMMITMENTS TO 2023-24				
Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
71793. Traffic Treatments Lighting replacement	\$0	\$5,906	\$5,906	Project works were delayed pending approvals from electrical authorities to install street lighting for proposed traffic treatments. The light upgrades are expected to be undertaken by November 2023.
72763. Shared Path and Park Lighting	\$0	\$395,493	\$395,493	This project involves the installation of energy efficient amber lighting along the Anniversary Trail between Whitehorse Road and Mont Albert Road. There were complexities associated with the design for this new lighting scheme including sourcing suitable environmentally friendly amber luminaires which have been resolved. Installation of the lighting is underway with works due to be completed by end November 2023
72918. Balwyn Pedestrian operated signals	\$300,000	\$365,048	\$665,048	The timing for the proposed pedestrian operated signals in Balwyn Road at Gordon Barnard Reserve has been impacted by delays in securing approvals through the Department of Transport and Planning (DTP). Final approval is expected in September 2023 at which time the tender process is due to commence. Installation of the signals is expected by March 2024.
72974. Wayfinding Strategy for Shared paths	\$0	\$54,775	\$54,775	As part of the tender process no submissions were received. The scope was then refined to two stages and consultants were then appointed as part of a further tender process. Stage One of the project has been completed. A draft strategy for Stage Two is being reviewed and due to be finalised by end October 2023.
72975. Safe on road bike lanes	\$0	\$285,100	\$285,100	This project involves the preparation of detailed designs to improve safety along three Council managed road sections, namely, Auburn Road between Riversdale Road and Toorak Road; Kilby Road including Willsmere Road and Robinson Road. Preliminary designs have been developed and the designs for Kilby Road and Willsmere Road are required to ensure compliance with bus service guidelines. This final DTP approval is expected in October 2023. Community consultation is planned for November 2023 with works planned for early in 2024.
72983. Shared paths - pedestrian priority and accessibility	\$0	\$179,920	\$179,920	This project involves the formalisation of an existing goat-track at the northern end of Hays Paddock, addressing the interface with the Kew Bowman's Club activities and Archery Victoria. A suitable proposal is due to be finalised and issued for construction in December 2023. The project also involved the design of improvements to three crossings of the Anniversary Trail at Culliton Road, Dion Street and Abercrombie Street. These designs are due to be completed in October 2023.
72984. Bicycle Strategy Implementation - additional works	\$0	\$18,235	\$18,235	This project involves the installation of a bicycle counter for the Gardiners Creek Trail at Markham Reserve and a bicycle pedestrian counter for the newly constructed Walmer Street northern land bridge. The installation of bicycle counters was affected through delays in receiving advice on technical parameters and operation of the counters from the Department of Transport and Planning. Installation of the counters is scheduled by end October 2023.
<b>Total Traffic and Transport</b>	<b>\$300,000</b>	<b>\$1,322,469</b>	<b>\$1,622,469</b>	
<b>TOTAL PLACES AND SPACES</b>	<b>\$4,734,930</b>	<b>\$8,025,543</b>	<b>\$12,760,473</b>	
<b>COMMUNITY SUPPORT</b>				
<b>Liveable Communities</b>				
71920. HACC - Minor Capital Grant	\$5,000	\$1,493	\$6,493	This funding is a State Government grant for minor capital associated with Council's aged care services. Further investigations were required to define scope of works, and funds are now planned to be fully expended by December 2023.
73010. Outdoor Dining - Semi/Permanent Outdoor Precinct Establishment	\$0	\$25,683	\$25,683	This funding is from a State Government grant for COVID-19 outdoor activations. While most items were delivered in 2023, the purchase of a modular set of units that can be configured into parklets in different spaces was delayed due to procurement challenges. The project is expected to be finalised by December 2023.
<b>Total Liveable Communities</b>	<b>\$5,000</b>	<b>\$27,176</b>	<b>\$32,176</b>	
<b>Arts and Culture</b>				
73025. Town Hall Gallery Collection - Public Art	\$0	\$5,040	\$5,040	Finalisation of conservation works to Greythorn Icons was delayed due to the discovery of extensive pest infestation, which required physically removing the artworks for pest control treatment prior to conservation works being completed. Icons are expected to be reinstated and conservation works completed by December 2023.
<b>Total Arts and Culture</b>	<b>\$0</b>	<b>\$5,040</b>	<b>\$5,040</b>	
<b>Library Services</b>				
71568. Library & Office Furniture	\$10,000	\$40,863	\$50,863	Budget allocation for this financial year is for Ashburton Library upgrade to furniture (10 years post renewal). Review of current needs has commenced, with the project anticipated to be completed this financial year.
72665. Library IT Hardware Renewal	\$660,224	\$321,001	\$981,225	This project has been delayed through COVID-19, and further delayed with plans and building works required at each site before the replacement sorters and return chutes can be installed. This delay has also resulted in escalated costs for capital works required at each site, and work is currently underway to prioritise project completion. It is anticipated the project will be completed by the end of this financial year.

2023-24 Amended Budget

Attachment 3

TABLE 6 - CAPITAL WORKS - TOTAL FORWARD COMMITMENTS TO 2023-24				
Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
72751. Library Shelving	\$53,645	\$0	\$53,645	This is a multi-year (and ongoing) project. Budget is allocated for (new) shelving for the Local History collection to be centralised at Hawthorn Library. Work to plan this has already begun. Remainder of the budget is allocated for repairs to shelving as damage occurs and needs replacing from time to time.
<b>Total Library Services</b>	<b>\$723,869</b>	<b>\$361,864</b>	<b>\$1,085,733</b>	
<b>TOTAL COMMUNITY SUPPORT</b>	<b>\$728,869</b>	<b>\$394,080</b>	<b>\$1,122,949</b>	
<b>CUSTOMER and TRANSFORMATION</b>				
<b>Transformation &amp; Technology</b>				
71794. Future Information Technology Expenditure	\$200,000	\$300,000	\$500,000	Due to on-going global shortages of certain equipment and component parts, along with supply chain issues, the project has been delayed. The carried forward element of this project is expected to be completed by December 2023.
72756. Youth Services Case Management System	\$55,513	\$0	\$55,513	Due to dependency on completion of the Enterprise Booking Tool project, which is now scheduled to be completed in December 2023, planned works have been deferred to early 2024. The project is expected to be completed by June 2024.
72761. Payroll System Upgrade	\$100,000	\$76,524	\$176,524	Project has completed the build phase and is delayed whilst the vendor increases their development and test capacity which was impacted due to a key resource resignation. The project is expected to be completed by quarter 2 of 2023.
72828. Audio-visual equipment replacement	\$0	\$27,517	\$27,517	Project delayed due to vendor availability to provide electrical works and the delivery of remaining equipment to complete the Audio-visual equipment replacement project. The project is anticipated to be completed in September 2023.
<b>Total Transformation &amp; Technology</b>	<b>\$355,513</b>	<b>\$404,041</b>	<b>\$759,554</b>	
<b>Customer and Communication</b>				
72903. Smart Safe in Customer Service	\$20,000	\$0	\$20,000	Delivery of a new smart safe to support secure cash collection has a dependency on the development of a new Property and Rating system which will be delivered as part of Transforming Boroondara and the Core System upgrade. The project is anticipated to be completed by the end of the 2023-24 financial year.
<b>Total Customer and Communication</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>	
<b>TOTAL CUSTOMER AND TRANSFORMATION</b>	<b>\$375,513</b>	<b>\$404,041</b>	<b>\$779,554</b>	
<b>MAJOR PROJECTS</b>				
<b>Major Projects</b>				
72769. Canterbury Precinct (Renewal)	\$0	\$262,163	\$262,163	This is a multi-year project. Stage 1 works were completed in March 2023 after initial delays caused by COVID-19, industry supply chain shortages and latent conditions. Stage 2 works have commenced, with some delays due to latent conditions and are expected to be completed by December 2023.
72771. Canterbury Precinct (New)	\$0	\$405,010	\$405,010	
72772. Canterbury Precinct (Expansion)	\$0	\$228,246	\$228,246	
72852. Camberwell Community Centre (Expansion)	\$20,000	(\$20,000)	\$0	Reversal of March Forecast carry forward as minor acoustic improvement works were completed at 30 June 2023. Project Completed.
72607. Kew Recreation Centre (Renewal)	\$740,360	\$405,441	\$1,145,801	This is a multi-year project. Works have been delayed due to the structural steel collapse on the 20th October 2022. Demolition of the partially collapsed steel roof structure has been completed. Further minor works will be undertaken on site while expert investigations continue and planning is undertaken for the re-build. Industry experts will support planning to ensure all elements of this project are examined before construction resumes. Once a revised construction timeframe is confirmed, we will update the community.
72686. Kew Recreation Centre (New)	\$0	\$461,921	\$461,921	
72776. Kew Recreation Centre (Expansion)	\$0	\$74,785	\$74,785	
73043. Library redevelopment Kew (New)	\$0	\$49,257	\$49,257	This is a multi-year project. The project design brief is currently being finalised. It is anticipated that a consultant team will be engaged early in the new financial year.
73044. Tuck Stand (New)	\$0	\$75,035	\$75,035	This is a multi-year project. The project has been delayed due to ongoing condition and compliance investigations, latent conditions and scope confirmation. The estimated completion date for this project is June 2026.
73045. Tuck Stand (Upgrade)	\$0	\$70,853	\$70,853	
73047. Tuck Stand (Renewal)	\$0	\$182,015	\$182,015	
<b>TOTAL MAJOR PROJECTS</b>	<b>\$760,360</b>	<b>\$2,194,726</b>	<b>\$2,955,086</b>	
<b>Made up of:</b>				
<b>NEW CAPITAL - FORWARD COMMITMENTS TO 2023-24</b>	<b>\$1,509,827</b>	<b>\$3,579,005</b>	<b>\$5,088,832</b>	
<b>UPGRADE CAPITAL - FORWARD COMMITMENTS TO 2023-24</b>	<b>\$141,715</b>	<b>\$1,636,465</b>	<b>\$1,778,180</b>	
<b>EXPANSION CAPITAL - FORWARD COMMITMENTS TO 2023-24</b>	<b>\$175,047</b>	<b>\$1,025,074</b>	<b>\$1,200,121</b>	
<b>RENEWAL CAPITAL - FORWARD COMMITMENTS TO 2023-24</b>	<b>\$4,773,083</b>	<b>\$4,777,846</b>	<b>\$9,550,929</b>	
<b>GRAND TOTAL FORWARD EXPENDITURE COMMITMENTS TO 2023-24</b>	<b>\$6,599,672</b>	<b>\$11,018,390</b>	<b>\$17,618,062</b>	

2023-24 Amended Budget

Attachment 3

TABLE 6 - CAPITAL WORKS - TOTAL FORWARD COMMITMENTS TO 2023-24				
Project Name & Number	Adopted Forward Commitments 2023-24	Additional forward commitments	Total Final Forward Commitments to 2023-24	Commentary
<b>CAPITAL WORKS INCOME</b>				
71637. Full Road Reconstruction & Kerb Replacements	\$0	(\$885,070)	(\$885,070)	Balance of grant funding to be received in 2023-24.
71866. Park Playground Replacement Program Implementation	\$0	(\$120,000)	(\$120,000)	Balance of grant funding to be received in 2023-24.
72436. Roof Replacement	\$0	(\$100,000)	(\$100,000)	Balance of grant funding to be received in 2023-24.
72585. Walmer Street bridge	(\$1,050,000)	(\$99,973)	(\$1,149,973)	Balance of grant funding to be received and recognised in 2023-24.
72607. Kew Recreation Centre (renewal)	\$0	(\$200,000)	(\$200,000)	Balance of grant funding to be received and recognised in 2023-24.
72693. Hawthorn Rowing Ramp	\$0	(\$317,000)	(\$317,000)	Balance of grant funding to be received and recognised in 2023-24.
72763. Shared Path and Park Lighting	\$0	(\$77,224)	(\$77,224)	Balance of grant funding to be received and recognised in 2023-24.
72798. Lewin Reserve	\$0	(\$292,000)	(\$292,000)	Balance of grant funding to be recognised in 2023-24.
72836. Victoria Park Regional Playground	\$0	(\$38,182)	(\$38,182)	Balance of grant funding to be recognised in 2023-24.
72863. Fordham Avenue Kindergarten	\$0	(\$270,000)	(\$270,000)	Balance of grant funding to be recognised in 2023-24.
72911. Frog Hollow Pavilion	\$0	(\$30,000)	(\$30,000)	Balance of grant funding to be recognised in 2023-24.
72918. Balwyn Pedestrian operated signals	\$0	(\$700,000)	(\$700,000)	Balance of grant funding to be recognised in 2023-24.
72919. Doncaster Road 40km/h shopping centre speed limit	\$0	(\$90,000)	(\$90,000)	Balance of grant funding to be recognised in 2023-24.
72921. Ferndale Park	\$0	(\$50,000)	(\$50,000)	Balance of grant funding to be recognised in 2023-24.
72922. Canterbury Sportsground	\$0	(\$1,250,000)	(\$1,250,000)	Balance of grant funding to be recognised in 2023-24.
72925. Rowen Street Kindergarten	\$0	(\$138,300)	(\$138,300)	Balance of grant funding to be recognised in 2023-24.
72928. Anderson Road Family Centre	\$0	(\$201,032)	(\$201,032)	Balance of grant funding to be recognised in 2023-24.
72935. Lynden Park	\$0	(\$352,000)	(\$352,000)	Balance of grant funding to be recognised in 2023-24.
73010. Outdoor Dining - Semi/Permanent Outdoor Precinct Establishment	\$0	(\$26,633)	(\$26,633)	Balance of grant funding to be recognised in 2023-24.
73048. Golf Course Additional Works NEL	\$0	(\$153,760)	(\$153,760)	Balance of income to be received in 2023-24.
<b>TOTAL INCOME CARRIED FORWARD TO 2023-24</b>	<b>(\$1,050,000)</b>	<b>(\$5,391,174)</b>	<b>(\$6,441,174)</b>	
<b>TOTAL NET FORWARD COMMITMENTS TO 2023-24</b>	<b>\$5,549,672</b>	<b>\$5,627,216</b>	<b>\$11,176,888</b>	

Table 7 - 2024-25 Capital Works New Budget Amendments				
	Income \$'000	Expenditure \$'000	Net Total \$'000	Comment
<b>Foreshadowed 2024-25 Capital Works Budget</b>	0	74,720	74,720	
Proposed forward commitments from 2023-24	0	18,532	18,532	Refer Table 5 for a detailed list of proposed forward commitments from 2023-24.
<b>Total foreshadowed 2024-25 Capital Works Budget</b>	<b>0</b>	<b>93,251</b>	<b>93,251</b>	
<b>Proposed income and expenditure adjustments to 2023-24 year</b>				
72712. Willsmere Park pavilion	0	(283)	(283)	Project expenditure brought forward from 2024-25 to 2023-24 year. The Willsmere Park pavilion is a multi-year project. Tender will be out to the market in September 2023. Construction works will commence in February 2024 and be complete by March 2025.
72992. New Open Space for Surrey Hills	0	(600)	(600)	Project expenditure brought forward from 2024-25 to 2023-24 year. Expenditure for the new open space for Surrey Hills has been brought forward to the 2023/24 financial year as a result of the LXP delivery works expected completion date being brought forward.
<b>Total proposed income and expenditure adjustments to 2023-24 year</b>	<b>0</b>	<b>(883)</b>	<b>(883)</b>	
<b>Proposed income and expenditure adjustments to 2025-26 year</b>				
73045. Tuck Stand (Upgrade) and 73047. Tuck Stand (Renewal)	0	(70)	(70)	Project expenditure to be moved to the 2025-26 year. This is a multi-year project. The main upgrade works are planned to commence in 2024-25 and are currently in the pre-design and consultation phase. The early works package and Structural rectification works will be carried out during this financial year
<b>Total proposed income and expenditure adjustments to 2025-26 year</b>	<b>0</b>	<b>(70)</b>	<b>(70)</b>	
<b>Proposed income and expenditure adjustments to 2026-27 year</b>				
72987. Library Redevelopment Kew (Renewal) and 73043. Library Redevelopment Kew (New)	0	(6,243)	(6,243)	Project expenditure to be moved to the 2026-27 year. This is a multi-year project. An Expression of Interest to engage an architectural lead consultant will be publicly advertised in September, with design services commencing in April 2024. Construction is planned to commence in early 2026.
<b>Total proposed income and expenditure adjustments to 2026-27 year</b>	<b>0</b>	<b>(6,243)</b>	<b>(6,243)</b>	
<b>Proposed income and expenditure adjustments to 2027-28 year</b>				
73045. Tuck Stand (Upgrade) and 73047. Tuck Stand (Renewal)	0	(3,935)	(3,935)	Project expenditure to be moved to the 2027-28 year. This is a multi-year project. The main upgrade works are planned to commence in 2024-25 and are currently in the pre-design and consultation phase. The early works package and Structural rectification works will be carried out during this financial year
<b>Total proposed income and expenditure adjustments to 2027-28 year</b>	<b>0</b>	<b>(3,935)</b>	<b>(3,935)</b>	
<b>Amended net movement foreshadowed 2024-25 Capital Works Budget</b>	<b>0</b>	<b>82,120</b>	<b>82,120</b>	

Table 8 - 2025-26 Capital Works New Budget Amendments				
	Income \$'000	Expenditure \$'000	Net Total \$'000	Comment
<b>Foreshadowed 2025-26 Capital Works Budget</b>	0	75,251	75,251	
Proposed forward commitments from 2023-24	0	1,077	1,077	Refer Table 5 for a detailed list of proposed forward commitments from 2023-24.
<b>Total foreshadowed 2025-26 Capital Works Budget</b>	<b>0</b>	<b>76,327</b>	<b>76,327</b>	
<b>Proposed income and expenditure adjustment from 2024-25 year</b>				
73045. Tuck Stand (Upgrade) and 73047. Tuck Stand (Renewal)	0	70	70	Project expenditure from 2024-25 to the 2025-26 year. This is a multi-year project. The main upgrade works are planned to commence in 2024-25 and are currently in the pre-design and consultation phase. The early works package and Structural rectification works will be carried out during this financial year
<b>Total proposed income and expenditure adjustment from 2024-25 year</b>	<b>0</b>	<b>70</b>	<b>70</b>	
<b>Proposed income and expenditure adjustments to 2026-27 year</b>				
72987. Library Redevelopment Kew (Renewal) and 73043. Library Redevelopment Kew (New)	0	(2,152)	(2,152)	Project expenditure to be moved to the 2026-27 year. This is a multi-year project. An Expression of Interest to engage an architectural lead consultant will be publicly advertised in September, with design services commencing in April 2024. Construction is planned to commence in early 2026.
<b>Total proposed income and expenditure adjustments to 2026-27 year</b>	<b>0</b>	<b>(2,152)</b>	<b>(2,152)</b>	
<b>Amended net movement foreshadowed 2025-26 Capital Works Budget</b>	<b>0</b>	<b>74,246</b>	<b>74,246</b>	

Table 9 - 2026-27 Capital Works New Budget Amendments				
	Income \$'000	Expenditure \$'000	Net Total \$'000	Comment
<b>Foreshadowed 2026-27 Capital Works Budget</b>	0	70,850	70,850	
Proposed forward commitments from 2023-24	0	1,748	1,748	Refer Table 5 for a detailed list of proposed forward commitments from 2023-24.
<b>Total foreshadowed 2026-27 Capital Works Budget</b>	<b>0</b>	<b>72,598</b>	<b>72,598</b>	
<b>Proposed income and expenditure adjustments from 2024-25 year</b>				
72987. Library Redevelopment Kew (Renewal) and 73043. Library Redevelopment Kew (New)	0	6,243	6,243	Project expenditure moved from 2024-25 to 2026-27 year. This is a multi-year project. An Expression of Interest to engage an architectural lead consultant will be publicly advertised in September, with design services commencing in April 2024. Construction is planned to commence in early 2026.
<b>Total proposed income and expenditure adjustments from 2024-25 year</b>	<b>0</b>	<b>6,243</b>	<b>6,243</b>	
<b>Proposed income and expenditure adjustments from 2025-26 year</b>				
72987. Library Redevelopment Kew (Renewal) and 73043. Library Redevelopment Kew (New)	0	2,152	2,152	Project expenditure moved from 2025-26 to 2026-27 year. This is a multi-year project. An Expression of Interest to engage an architectural lead consultant will be publicly advertised in September, with design services commencing in April 2024. Construction is planned to commence in early 2026.
<b>Total proposed income and expenditure adjustments from 2025-26 year</b>	<b>0</b>	<b>2,152</b>	<b>2,152</b>	
<b>Amended net movement foreshadowed 2026-27 Capital Works Budget</b>	<b>0</b>	<b>80,993</b>	<b>80,993</b>	

## 2023-24 Amended Budget

## Attachment 3

Table 10 - 2027-28 Capital Works New Budget Amendments				
	Income \$'000	Expenditure \$'000	Net Total \$'000	Comment
<b>Foreshadowed 2027-28 Capital Works Budget</b>	0	83,181	83,181	
<b>Total foreshadowed 2027-28 Capital Works Budget</b>	0	83,181	83,181	
<b>Proposed income and expenditure adjustments from 2024-25 year</b>				
73045. Tuck Stand (Upgrade) and 73047. Tuck Stand (Renewal)	0	3,935	3,935	Project expenditure carried forward from 2024-25 to the 2027-28 year. This is a multi-year project. The main upgrade works are planned to commence in 2024-25 and are currently in the pre-design and consultation phase. The early works package and Structural rectification works will be carried out during this financial year.
<b>Total proposed income and expenditure adjustments from 2024-25 year</b>	0	3,935	3,935	
<b>Amended net movement foreshadowed 2027-28 Capital Works Budget</b>	0	87,116	87,116	

# MINUTES ATTACHMENTS



## **Council**

**Monday 23 October 2023**

Attachments as annexed to the resolution:

7.7 Recommendations of Audit and Risk Committee Meeting

## Summary of reports tabled at Audit and Risk Committee meeting held 17 May 2023

No	Report Title	Summary of Content	Recommended Council Resolution
A5.1	Standard Questions for Tabling at the Audit and Risk Committee meetings.	Audit and Risk Committee Members were given the opportunity to: <ol style="list-style-type: none"> <li>1. Ask Auditors present, if their work had been obstructed in any way. Auditors present responded that no obstructions had been experienced.</li> <li>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.</li> <li>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.</li> </ol>	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	March 2023 Quarterly Performance Report	This report provided the Audit and Risk Committee the opportunity to review and discuss the Quarterly Performance Report for the quarter ended 31 March 2023.	Council receive and note the report.
A5.4	Update on VAGO Management Letter points	This report updated the Audit and Risk Committee on the agreed actions from the audit findings raised in the 2021/22 VAGO management letter.	Council receive and note the report.
A5.5	Asset Accounting Policy 2022-23	This report presented the draft 2022-23 Asset Accounting Policy to the Audit and Risk Committee for review and endorsement, and included an update on the valuation status of Property and Infrastructure assets as at 31 March 2023.	Council receive and note the report.

## Summary of reports tabled at Audit and Risk Committee meeting held 17 May 2023

No	Report Title	Summary of Content	Recommended Council Resolution
A5.6	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.
A5.7	Annual review of Audit and Risk Committee Charter and Annual Work Program 2023-2024	<p>The Audit and Risk Committee Annual Work Program provides the Committee an annual opportunity to review the Audit and Risk Committee Charter and prepare an Annual Work Program for the upcoming year.</p> <p>Officers have completed a review of the Audit and Risk Committee Charter adopted by Council in June 2022.</p> <ul style="list-style-type: none"> <li>• Minor amendments have been made to reflect changes to Officer position titles.</li> <li>• Clause 6 has been updated to more clearly define the role of Audit and Risk Committee in the appointment of an Internal Auditor.</li> <li>• Clause 7 has been amended to include a process where draft minutes are circulated and approved by members of the Audit and Risk Committee before the next future Audit and Risk Committee meeting.</li> </ul> <p>Officers presented the Draft Annual Work Program for 2023-24 in accordance with section 54 (3) of the Local Government Act 2020.</p>	Council adopt the Annual Work Program 2023-24 and Audit and Risk Committee Charter 2023 (Attachment 2).
A5.8	Bi-Annual Audit and Risk Committee Chair Report	This report presented the draft Bi-annual Report from the Audit and Risk Committee for endorsement, prior to it being presented to Council in June 2023 as required by Section 54(5) of the Local Government Act 2020.	Council receive and note the report.
A5.9	Internal Audit Update April 2023	This report updated the Audit and Risk Committee on the progress of audit recommendations arising from finalised internal audit reports.	Council receive and note the report.
	Implementation of actions contained	This report updated the Audit and Risk Committee on the status of Risk	Council receive and note the report.

**Summary of reports tabled at Audit and Risk Committee meeting held  
17 May 2023**

<b>No</b>	<b>Report Title</b>	<b>Summary of Content</b>	<b>Recommended Council Resolution</b>
A5.10	within the Risk Management Framework	Management activities undertaken during the reporting period, including a summary of the current Strategic Risk Profile and an update on the implementation of actions pursuant to Council's Risk Management Framework 2022.	

# MINUTES ATTACHMENTS



## Council

**Monday 23 October 2023**

Attachments as annexed to the resolution:

- 7.8 Instrument of Sub-Delegation & Instrument of Appointment and Authorisation - Environment Protection Act 2017

**Boroondara City Council**

**Instrument of Sub-Delegation**

**to**

**Members of Council staff**

## Instrument of Sub-Delegation

By this Instrument of Sub-Delegation, in exercise of the power conferred by s 437(2) of the *Environment Protection Act 2017* ('Act') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021, the Council:

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

<b>AMO</b>	means	Animal Management Officer
<b>APEO</b>	means	Asset Protection Enforcement Officer
<b>APO</b>	means	Asset Protection Officer
<b>APPTL</b>	means	Asset Protection and Permits Team Leader
<b>CFS</b>	means	Coordinator Field Services
<b>CHPP</b>	means	Coordinator Health, Projects and Prosecutions
<b>TOAP</b>	means	Technical Officer - Asset Protection
<b>PEO</b>	means	Permits Officer
<b>CPAPA</b>	means	Coordinator Permits Appeals and Protection of Assets
<b>DUL</b>	means	Director Urban Living
<b>EHO</b>	means	Environmental Health Officer
<b>LL</b>	means	Local Laws Officer
<b>MCS</b>	means	Manager Civic Services
<b>PO</b>	means	Parking Officer
<b>PROS</b>	means	Prosecutions Officer and Prosecutions Lead
<b>SAPEO</b>	means	Senior Asset Protection Enforcement Officer
<b>SAPE</b>	means	Supervisor Asset Protection Enforcement
<b>TAPE</b>	means	Team Leader Asset Protection Enforcement
<b>TLLA</b>	means	Team Leader Local Laws and Animal Management
<b>TLHS</b>	means	Team Leader Health Services
<b>PTTL</b>	means	Parking and Traffic Team Leader

3. this Instrument of Sub-Delegation is authorised by a resolution of Council passed on 27 March 2023 pursuant to a power of sub-delegation conferred by the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021;
4. the delegation:
  - 4.1 comes into force immediately the common seal of Council is affixed to this Instrument of Sub-Delegation;
  - 4.2 remains in force until varied or revoked;
  - 4.3 is subject to any conditions and limitations set out in sub-paragraph 5, and the Schedule; and
  - 4.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
5. this Instrument of Sub-Delegation is subject to the following limitations:
  - 5.1 the powers, duties and functions described in column and summarised in column 2 of the Schedule are only delegated for the purpose of regulating:

5.1.1 onsite wastewater management systems with a design or actual flow rate of sewage not exceeding 5000 litres on any day; and

5.1.2 noise from the construction, demolition or removal of residential premises;

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

6.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

6.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council;

6.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

6.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

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

..... Chief Executive Officer

..... Mayor

..... Date

## **SCHEDULE**

<b>ENVIRONMENT PROTECTION ACT 2017</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 271	Power to issue improvement notice	AMO, APO, CPLAC, CHPP, CPAPA, DUL, EHO, LL, MCS, PO, PROS, PSO, SAPEO, TLHS, TLLA, TLPT, TLPS, TOAP, PEO, APEO, APPTL, CFS, TAPE	
s 272	Power to issue prohibition notice	AMO, APO, CPLAC, CHPP, CPAPA, DUL, EHO, LL, MCS, PO, PROS, PSO, SAPEO, TLHS, TLLA, TLPT, TLPS, TOAP, PEO, APEO, APPTL, CFS, TAPE	

s 279	Power to amend a notice	AMO, APO, CPLAC, CHPP, CPAPA, DUL, EHO, LL, MCS, PO, PROS, PSO, SAPEO, TLHS, TLLA, TLPT, TLPS, TOAP, PEO, APEO, APPTL, CFS, TAPE	
s 358	Functions of the Environment Protection Authority	AMO, APO, CPLAC, CHPP, CPAPA, DUL, EHO, LL, MCS, PO, PROS, PSO, SAPEO, TLHS, TLLA, TLPT, TLPS, TOAP, PEO, APEO, APPTL, CFS, TAPE	
s 359(1)(b)	Power to do all things that are necessary or convenient to be done for or in connection with the performance of the Environment Protection Authority's functions and duties and to enable the Authority to achieve its objective.	AMO, APO, CPLAC, CHPP, CPAPA, DUL, EHO, LL, MCS, PO, PROS, PSO, SAPEO, TLHS, TLLA, TLPT, TLPS, TOAP, PEO, APEO, APPTL, CFS, TAPE	

s 359(2)	Power to give advice to persons with duties or obligations	AMO, APO, CPLAC, CHPP, CPAPA, DUL, EHO, LL, MCS, PO, PROS, PSO, SAPEO, TLHS, TLLA, TLPT, TLPS, TOAP, PEO, APEO, CFS, TAPE	
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## **Boroondara City Council**

### **Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)**

## Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)

In this instrument "**officer**" means -

Andre Peters	Parking and Traffic Team Leader
Alex Ilievski	Parking Officer
Alice Haskett	Prosecutions Officer
Anastasia Matete	Parking Officer
Andrew Salisbury	Senior Parking Officer
Brad McMahon	Supervisor Asset Protection Enforcement
Cailin Johnston	Senior Permits and Appeals Officer
Can Doruk	Parking Officer
Chris McKee	Parking Officer Casual
Ciaran Hartnett	Permits Officer
Danielle Facey	Permits Officer
Eileen Clinch	Animal Management Officer
Ellen Hill	Environmental Health Officer
Elita Schwab	Environmental Health Officer
Florin Boiciuc	Parking Officer
Gabriel Dorning	Animal Management Officer
Iona Mitchell	Permits Officer
Jai Ghotra	Permits Officer
James Sidonie	Animal Management Officer
Jamie Chinga	Parking Officer
Giuseppe (Joe) Luppino	Parking Officer
Joe Peluso	Parking Officer
John Privitelli	Local Laws Officer
Jorge Contreras	Parking Officer
Joseph Climacus	Parking Officer
Joseph Elbaum	Asset Protection Enforcement Officer
Jubaidul Jakob	Local Laws Officer
Junne Matondo	Technical Officer - Asset Protection
Karanvir Singh	Parking Officer
Katerina Sioulas	Environmental Health Officer
Leanne Roberts	Asset Protection Enforcement Officer
Leonardo (Leo) Manca	Coordinator Health, Projects and Prosecutions
Lorenzo Gullone	Environmental Health Officer
Matthew (Matt) Aitken	Prosecutions Lead
Matthew Juers	Environmental Health Officer
Michael Fraser	Permits Officer
Michael O'Connor	Senior Asset Protection Enforcement Officer
Michelle Cant	Parking Officer (Night)
Mirella Manfre	Coordinator Permits Appeals and Protection of Assets

Nigel Wright	Parking Officer
Nileshkumar Jani	Parking Officer
Noppawoot Suravilas	Parking Officer
Paul Bryan Mitchelmore	Manager Civic Services
Paul Howard	Local Laws Officer
Paul Teiwes	Parking Officer
Penelope Anastasiadis	Environmental Health Officer
Rachael Oats	Parking Officer
Philippa Lee Treloar	Asset Protection Enforcement Officer
Robert Marshall	Parking Officer
Robert Weis	Team Leader Health Services
Roselyn Lawton	Animal Management Officer
Rosetta (Rose) Locke	Local Laws Officer
Rohit Markan	Parking Officer
Sam Joseph	Technical Officer - Asset Protection
Sam Temov	Parking Officer
Scott Walker	Director Urban Living
Serena Horg	Coordinator Field Services
Sean Bell	Local Laws Officer
Shariq Ali	Parking Officer
Sharon Raju	Permits Officer
Shaun Whittle	Local Laws Officer
Simon Elliott	Landscape Compliance Officer
Stefanie Daniliuk	Local Laws Officer
Susie Bozinovska	Permits Officer
Tim O'Reilly	Parking Officer
Toolefua Samuelu	Technical Officer - Asset Protection
Tom Vandenbroek	Parking Officer
Virginie Geoffroy	Parking Officer (Night)
Warren Norton	Local Laws Officer
Will Carroll	Environmental Health Officer

**By this instrument of appointment and authorisation** Boroondara City Council –

1. under s 242(2) of the *Environment Protection Act 2017* ('**Act**') and the Instrument of Delegation of the Environment Protection Authority under the Act dated 4 June 2021 - appoints the officers to be authorised officers for the purposes of exercising the powers and functions set out in the Instrument of Direction of the Environment Protection Authority under the Act dated 4 June 2021.
2. under s 114(2) of the *Environment Protection Act 2017* - appoints the officers to be litter enforcement officers for the purposes of s 114(2) of the *Environment Protection Act 2017*.
3. under s 347(4) of the *Environment Protection Act 2017* authorises the officers to take proceedings against the *Environment Protection Act 2017* or the regulations under this Act.
4. under s 171 of the *Environment Protection Act 2017* – appoints the officers to be residential noise enforcement officers for the purposes of s 171 of the *Environment Protection Act 2017*.
5. under s 170 of the *Environment Protection Act 2017* authorises the officers to take proceedings against certain offences under the *Environment Protection Act 2017* or the regulations under this Act.
6. under s 242(2) of the Environment Protection Act 2017 – appoints the officers for the purposes of the power or function delegated to Council under s 437(1) of the Act.

under –

- s 170(2), 170(4), 170(6) of the *Environment Protection Act 2017*
- s 347(4) of the *Environment Protection Act 2017*
- s 347(3) of the *Environment Protection Act 2017* and r 171 of the *Environment Protection Regulations 2021*
- s 347(7) of the *Environment Protection Act 2017*

authorises the officers generally to institute proceedings and represent Council in proceedings for offences against the Acts, Regulations and local laws described in this instrument.

**It is declared that** this instrument -

- a) comes into force immediately upon its execution
- b) remains in force until varied or revoked
- c) on the coming into force of this instrument, any previous Instruments of Appointment and Authorisation under the *Environment Protection Act 2017* or the regulations under this Act to the members of Council staff named above, are revoked.

This instrument is authorised by a resolution of the Boroondara City Council on 27 March 2023

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

..... Chief Executive Officer

..... Mayor

..... Date