

# Agenda

Scheduled Council Meeting

Tuesday 19 March 2024 at 6:30 pm

You are advised that a Meeting of Council has been called by the Chief Executive Officer on Tuesday 19 March 2024 at 6:30 pm for the transaction of the following business.

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

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

# Administrators

Lydia Wilson                      Chair of Council

Peita Duncan                      Administrator

Christian Zahra AM              Administrator

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

# Senior Officers

Craig Lloyd                      Chief Executive Officer

Emma Appleton                      Director Planning & Development

Agata Chmielewski                      Director Community Wellbeing

Sarah Renner                      Director Customer & Corporate Services

Debbie Wood                      Director Infrastructure & Environment

Janine Morgan                      Executive Manager Public Affairs

Jacinta Stevens                      Executive Manager Office of Council & CEO



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**Note:**

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

**Question Time:**

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

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

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

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

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

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

## **1 Opening**

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

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

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

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

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

### **1.2 Apologies**

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

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

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

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

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

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

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

### **1.5 Acknowledgements**

**2 Declarations of Conflict of Interest**

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

**Recommendation**

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

**Scheduled Meeting of Council held on 20 February 2024**

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

**4.1 Public Question Time**

**4.2 Petitions**

No Petitions

**4.3 Joint Letters**

No Joint Letters



## 5 Officers' Reports

### 5.1 Q2 Community Grants Update

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

**Report Author:** Manager EPMO & Change

**In Attendance:** Manager EPMO & Change

#### Executive Summary

This report is to provide an update on the grant applications in Q2 2023-2024 as part of the community grants program.

Please refer to Attachment 1 which provides an updated report for the:

1. Approved Community Grants; and
2. Funding Agreements issued to date.

#### Officers' Recommendation

**THAT Council note the:**

1. **Community grants overview of applications which details grants approved for funding, including Funding Agreements issued to date as referred to in Attachment 1.**
2. **Grant Management Steering Group approved \$200,000 for another round of Community Relief for food and other essential materials (for example, baby needs, sanitation etc).**

## Background / Key Information

For the Q2 2023-2024 period (1 October 2023 to 31 December 2023), a total of 113 applications were received.

Attachment 1 highlights and details:

- The approval rate of grants for this quarter is 47%, up from 27% in the last quarter because of running community information workshops to increase awareness of the grant application process.
- Grants approved for various categories, for example individuals, small, medium and large grants.
- Four-year Funding Agreements approved for four organisations.
- Senior citizen groups that have received grant funding to date this financial year.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### Connected Communities

We work to foster an inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

### High Performing Organisation

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

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

### Financial Management

The 2024-25 budget incorporates an allocation for Council approved grants.

### Community Consultation and Engagement

During this period, the following workshops were also organised for the community:

- Thursday 5 October – Presentation to staff in Community Hubs to support their understanding of grants for community members in their area;
- Thursday 26 October – Grant Writing Workshop conducted in Epping Memorial Hall;
- Monday 30 October – Meeting with Country Fire Authority (CFA) groups regarding Smarty Grants;
- Wednesday 8 November – Senior Citizens Workshop conducted in the Great Hall;
- Tuesday 28 November – Community Grant Information Session in collaboration with CDO conducted at Kirrip Community Centre; and
- Wednesday 29 November – Grant Writing Workshop conducted at Mernda Village.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

- (i) The transparency of Council decisions, actions and information is to be ensured.

### Public Transparency Principles

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

## Council Policy Considerations

### Environmental Sustainability Considerations

No implications.

### Social, Cultural and Health

The grant applications capture information on key target groups for the grant.

### Economic

No implications.

### Legal, Resource and Strategic Risk Implications

No implications.

## Implementation Strategy

### Communication

This report outlines the community grant applications that have been approved during Q2 FY2024.

## Declaration of Conflict of Interest

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

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

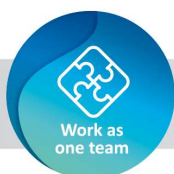
## Attachments

1. Q2 Grants Overview Report [5.1.1 - 9 pages]



**Quarter 2  
Community Grants Report  
Applications from 1 October 2023 to 31 December 2023**

Executive Summary..... 2  
Applications Summary ..... 2  
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October – December 2023 Applications Overview..... 4  
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The following grants have been approved in Q2 FY23/24..... 8  
Senior Citizen Groups - Grants Approved ..... 9



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## Executive Summary

### Applications Summary

This report is to provide an overview of the grants approved in Quarter 2 of the 2023-2024 Financial Year (October to December 2023).

For this reporting period, a total of 113 applications were received and processed as follows;

Grant Type	No. Applications	Amount Requested	Total Allocated	% Approved
Emergency Grants	1	\$ 500.00	\$ -	0%
Funding Agreements	2	\$ 115,081.00	\$ 70,000.00	61%
Individual Grants	8	\$ 9,051.00	\$ 2,700.00	30%
Small Grants	10	\$ 34,157.00	\$ 1,734.50	5%
Medium Grant	12	\$ 167,991.73	\$ 47,176.33	28%
Large Grant	6	\$ 253,027.10	\$ 9,200.00	4%
Senior Citizens' Club Grants Program	74	\$ 271,116.45	\$ 271,116.45	100%
<b>Grand Total</b>	<b>113</b>	<b>\$ 850,924.28</b>	<b>\$ 401,927.28</b>	<b>47%</b>

The approval rate for this quarter is 47%, up from 27% in the last quarter. This is a result of running community information workshops and working with the community to increase knowledge of the new application process.

The last section of this report includes list of the approved grants summarised in the above table.

Common reasons for applications that were not approved for funding were due to;

- Applicants applying for Core Business or regular activities and
- Incomplete applications due to lack of quotes or key documentation (for example Financial Statements or Public Liability Insurance etc).

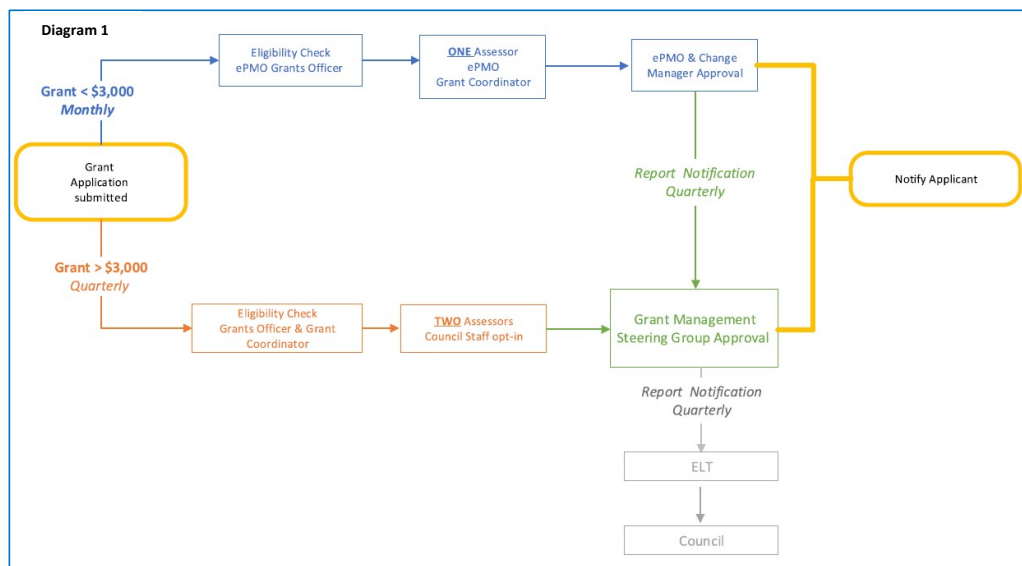


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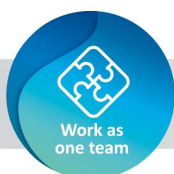


### Approval and Notification Process

Diagram 1 below provides an overview of the grant approval and notification process according to the amount allocated. Community have been advised that the assessment and approval process will take approximately 6 weeks from the time a round of grants is closed.

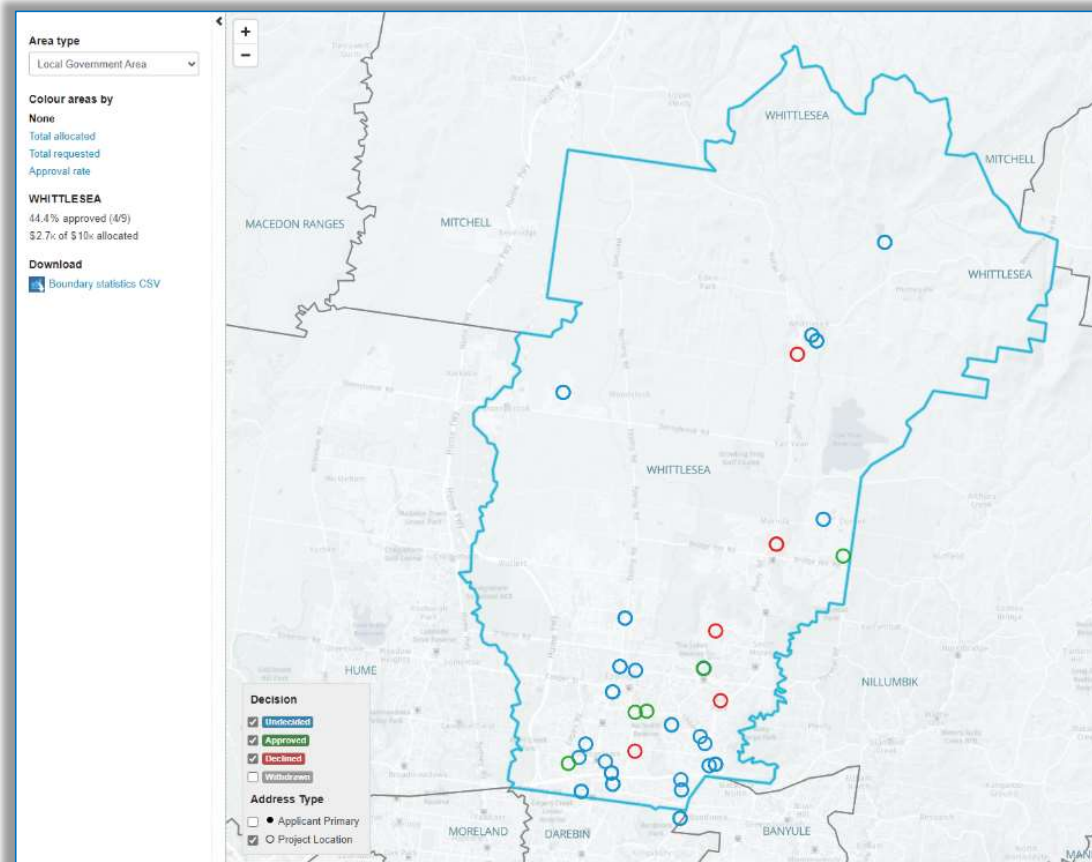


For applications under \$3,000, there is a 6-week turnaround time between application and notification.



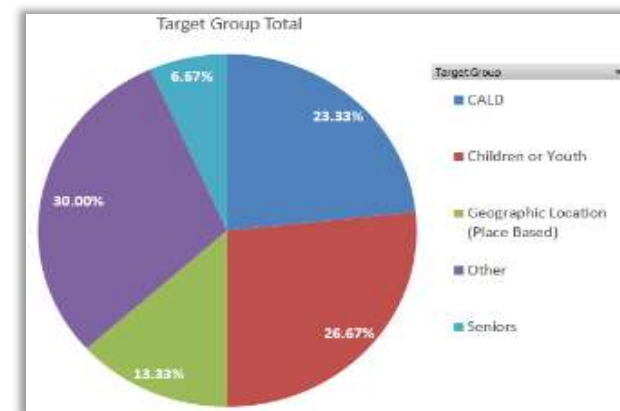
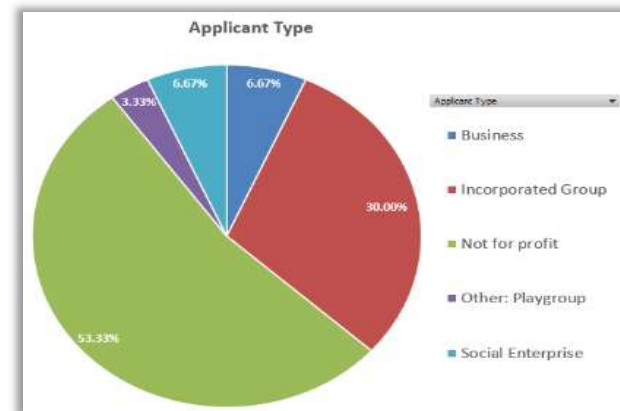
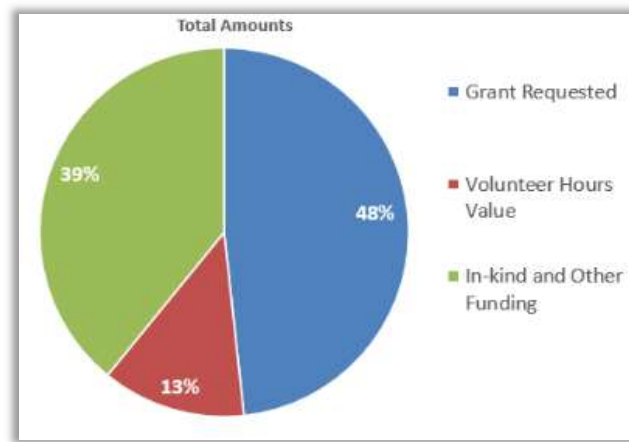
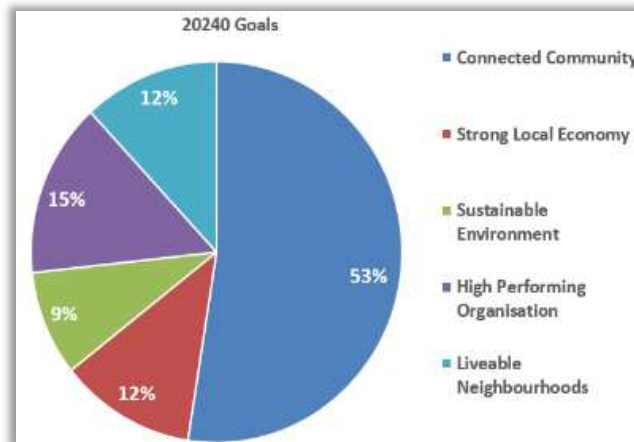
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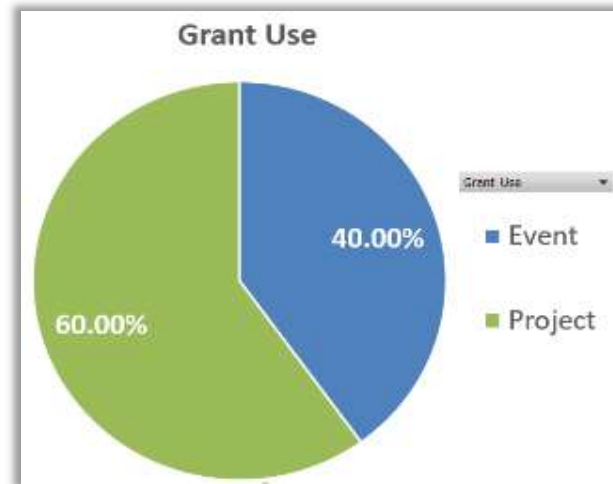
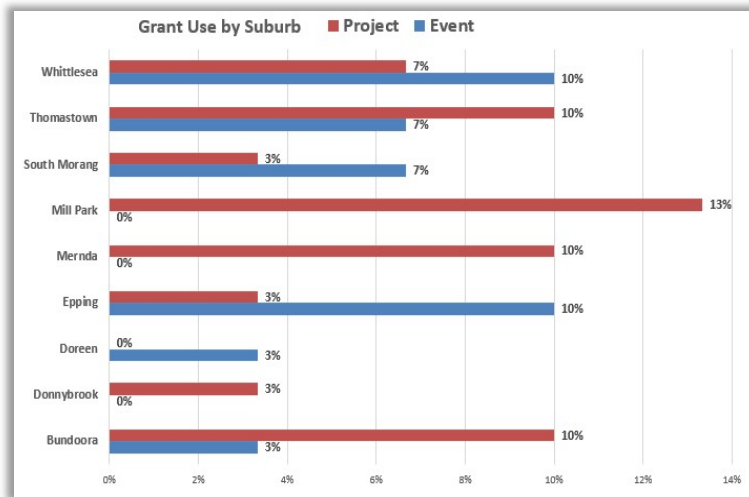




### October – December 2023 Applications Overview

Locations – Individual,  
Small, Medium & Large  
Grants







## Funding Agreements

The following organisations have been approved for 4 year funding agreements.

Applicant Name	Event Title	2023-2024 Funding Allocation
Mission Smile Inc.	Northern Diwali Festival	\$14,000.00
Whittlesea Agricultural Society Inc.	Whittlesea Show	\$40,000.00
Whittlesea Cruise Night	Whittlesea Cruise Night	\$3,900.00
Mission Smile Inc.	Whittlesea Colour Festival	\$30,000



### Grants Approved

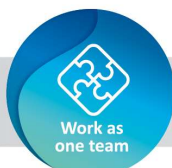
The following grants have been approved in Q2 FY23/24.

Grant Type	Grant Recipient	Project Title	Amount Approved
Individual - Community Leadership	E Semple	National Youth Science Forum	\$1,000.00
Individual - Sustainable Environment initiatives	L Thornton	Community clean up	\$200.00
Individual - Arts or Culture	N Tharmakulendran	Dance Workshop Children & Adults	\$1,000.00
Individual - Arts or Culture	H S Dillon	Far From Home – Art display	\$500.00
Small Grant	Victorian Tamil Association Inc	Cultural event	\$1,734.50
Medium Grant	Mill Park Football Club	New equipment	\$2,158.00
Medium Grant	Hunted the Interactive Horror Experience	Dark Lake - Origins Interactive Horror Experience	\$9,588.80
Medium Grant	Big Group Hug	Pop up drop off recycling baby and children's items in the City of Whittlesea	\$11,529.53
Medium Grant	SalamFest*	Art & Tales Unveiled by SalamFest - Islamic calligraphy, Turkish water marbling, and Ethiopian coffee storytelling	\$12,500.00
Medium Grant	Whittlesea Chinese Association Inc.	Chinese New Year the Year of the Dragon 2024	\$2,400.00
Medium Grant	Epping RSL Sub-Branch	Epping RSL ANZAC Day Dawn Service	\$9,000.00
Large Grant	SalamFest*	SalamFest Contemporary Muslim Festival	\$9,200.00



### Senior Citizen Groups - Grants Approved

App ID	Applicant Name	Funding Allocation
Sen 23-24 01	Boris Trajkovski Inc	\$2,685.85
Sen 23-24 02	The Good Shepherd Egyptian Seniors Association	\$3,398.16
Sen 23-24 03	Mernda Combined Probus Club Inc.	\$3,229.68
Sen 23-24 04	St Anthony Senior Social Club	\$5,921.60
Sen 23-24 05	Spanish Speaking Senior Women's Group North East Region	\$1,380.68
Sen 23-24 06	Doreen Combined Probus Club Inc.	\$3,827.88
Sen 23-24 07	Mill Park Senior Citizens Club Inc.	\$1,567.34
Sen 23-24 08	Macedonian Veterans and Friends Senior Citizens Group Inc.	\$4,806.76
Sen 23-24 09	Circolo Pensionati del Maiella Club Inc.	\$1,815.73
Sen 23-24 10	Macedonian Womens Senior Citizens Group Lalor Inc	\$4,072.60
Sen 23-24 12	Epping Combined Pensioners Association Inc	\$2,522.71
Sen 23-24 13	Community of NIKI	\$2,522.71
Sen 23-24 14	Crna Reka Senior Citizens Fishing Association Inc	\$2,903.38
Sen 23-24 15	Whittlesea Maltese Senior Citizens Club Inc.	\$5,540.92
Sen 23-24 18	Goce Delcev Senior Citizens Association Inc	\$8,885.44
Sen 23-24 19	Tamil Seniors Social Club Inc	\$3,855.07
Sen 23-24 20	Lalor Thomastown Combined Pensioners Association	\$1,380.68
Sen 23-24 21	Bitola Macedonian Senior Citizens group Whittlesea Inc	\$8,341.61
Sen 23-24 22	Macedonian Beranci Social Seniors of Whittlesea Inc.	\$7,389.92
Sen 23-24 23	Mill Park Garden Club	\$3,039.34
Sen 23-24 24	GOLDEN SUN DISABLED AND SENIOR CITIZENS ASSOCIATION INC	\$8,042.51
Sen 23-24 25	Macedonian Australian Senior Citizens Group Ilinden Inc	\$2,930.57
Sen 23-24 26	Whittlesea Malaysian Social and Senior club	\$1,815.73
Sen 23-24 27	Shlama Inc.	\$1,951.69
Sen 23-24 28	African Australian Women & Youth Community Services Incorporated	\$2,114.84
Sen 23-24 29	Lalor and District Men's Shed	\$2,114.84
Sen 23-24 30	Neret Senior Citizens's Group Inc.	\$3,093.72
Sen 23-24 31	Whittlesea and District Greek Elderly Citizen Club	\$2,631.47
Sen 23-24 32	Greek Australian Ex Servicemen Reserve Whittlesea and Districts	\$1,815.73
Sen 23-24 33	The Community of Cypriots of the Northern Suburbs of Melbourne Senior Citizens Group	\$7,797.79
Sen 23-24 34	Northern Melbourne Vietnamese Elderly Association Inc.	\$3,175.29
Sen 23-24 35	Italian Pensioners Association of Mill Park	\$3,991.03
Sen 23-24 36	Italian Welfare Association of Whittlesea Senior Citizens Club Inc	\$3,284.06
Sen 23-24 37	Armenoro Senior Citizen's Association Inc	\$4,181.37
Sen 23-24 38	Thomastown East Italian Senior Citizens Club Inc	\$2,495.51
Sen 23-24 39	Macedonian Womens Social Club of Whittlesea Inc	\$5,078.67
Sen 23-24 40	North Eastern Greek Elderly Citizens Club	\$2,277.98
Sen 23-24 41	Mill Park Greek Elderly Citizens Club	\$2,631.47
Sen 23-24 42	St Francis Filipino Senior Citizens Club of Whittlesea Inc	\$4,833.95
Sen 23-24 43	THE CHINESE SENIORS FRIENDSHIP ASSOCIATION OF WHITTLESEA	\$5,105.87
Sen 23-24 44	Macedonian Senior Citizens Group Thomastown, Lalor, Epping and Mill Park Inc	\$4,616.43
Sen 23-24 45	Thomastown East Greek Senior Citizens Club	\$2,740.23
Sen 23-24 46	Circolo Pensionati Italiani di Budoora Inc	\$4,398.90
Sen 23-24 48	WHITTLESEA SENIOR CITIZENS CLUB INC.	\$2,495.51
Sen 23-24 49	ST MARY MULTICULTURAL GROUP INC	\$1,761.35
Sen 23-24 50	Cultural Centre Florinians Aristotelis Elderly Citizens Club	\$2,849.00
Sen 23-24 52	Macedonian Men's Seniors Group of Whittlesea Inc	\$2,849.00
Sen 23-24 53	Kajmakalan Social Club Inc	\$3,202.48
Sen 23-24 54	Macedonian Orthodox Community of Melbourne and Victoria Elderly Citizens Group of Epping Inc	\$5,078.67
Sen 23-24 55	whittlesea combined pensioners association inc	\$2,549.90
Sen 23-24 56	Welcome Seniors Women's Group Inc	\$2,250.79
Sen 23-24 60	The Palestinian seniors Club of Victoria incorporated	\$2,087.65
Sen 23-24 61	Greek Orthodox Community of Whittlesea Elderly Citizens Group	\$3,447.20
Sen 23-24 62	Whittlesea Men's Shed	\$2,794.62
Sen 23-24 63	Greek Cypriot Cultural and Theatrical Centre Paradise	\$2,277.98
Sen 23-24 64	Northern Egyptian Association	\$2,305.18
Sen 23-24 65	DOREEN SENIORS CLUB INC	\$5,160.25
Sen 23-24 66	TURKISH WOMEN'S RECREATIONAL GROUP INC	\$2,495.51
Sen 23-24 67	Italian Senior Citizens Club of Lalor and Thomastown Inc	\$4,126.98
Sen 23-24 68	Italian Womens Senior Citizens Association Inc	\$3,256.87
Sen 23-24 69	The Community of Cypriots of the Northern Suburbs of Melbourne Womens Group	\$4,344.51
Sen 23-24 70	Chaldean Seniors Group	\$1,897.31
Sen 23-24 71	Greek Orthodox Community of Whittlesea Womens Group	\$3,093.72
Sen 23-24 72	Whittlesea U3A INC	\$17,069.98
Sen 23-24 73	Whittlesea Chinese Association	\$3,610.35
Sen 23-24 75	Panagia Soumela Pontian Association of Whittlesea Senior Citizens Group	\$2,305.18
Sen 23-24 76	Green Island Turkish Women's Group Inc	\$2,495.51
Sen 23-24 77	The Transfiguration of Our Lord Greek Orthodox Parish Thomastown Senior Citizens Group	\$4,262.94
Sen 23-24 78	Northern Melbourne Sri Lankan Association	\$5,350.59
Sen 23-24 79	Whittlesea Northern Cyprus Turkish Womens Club	\$1,924.50
Sen 23-24 81	Whittlesea Turkish Elderly & Pensioners Association Inc.	\$6,655.76
Sen 23-24 82	Whittlesea Turkish Women's Association Inc.	\$3,365.63
Sen 23-24 83	Northern Mauritian Seniors Club Inc	\$1,543.82
		<b>\$271,116.45</b>



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## 5.2 Proposed Discontinuance and Sale of Road adjoining 370 Vearings Road, Wollert

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

**Report Author:** Property Advisor

**In Attendance:** Unit Manager Strategic Property

### Executive Summary

The purpose of this report is to seek Council's approval to finalise the statutory procedures under the *Local Government Act 1989* and *Local Government Act 2020* for the discontinuance and sale of a section of road reserve in Kesenay Road, Wollert (Attachment 1).

The section of existing road concerned is labelled 'A' on the proposed model advertising plan (Attachment 2) and is part of existing Road R2 on registered plan of subdivision no. PS 805009U registered in Council's name contained in certificate of title Volume 12329 Folio 842.

Council received a request from the owner of 370B Vearings Road, Wollert to acquire this unconstructed section of road reserve on the south western corner of Kesenay Road and Gazeas Way abutting their property in exchange for a new road reserve shown as the cross-hatched area labelled 'B' on the proposed model advertising plan (Attachment 2), being part of lot S3 on the same registered plan of subdivision PS 805009U, registered in the name of the owner of 370B Vearings Road, Wollert.

The proposed swap of the existing road to be discontinued for the new road reserve will be secured by a binding, unconditional and irrevocable bank guarantee in favour of Council that secures payment to Council of the full market value of the existing road to be held until the stage 3 plan of lot S3 has registered and the new road reserve is vested in Council.

Commencement of the statutory procedures for the proposed discontinuance and sale of the section of road reserve was approved by Council's Chief Executive Officer, under delegation on 13 February 2023. The statutory procedures commenced on 16 January 2024 with public notice of the proposal being given in the Whittlesea Review newspaper and on Council's website for the duration of the 28-day submission period.

The notice period ended on 13 February 2024 with no submissions having been received.

**Officers' Recommendation****THAT Council:**

- 1. Note that no submissions were received in response to Council having given public notice of a proposal to discontinue the section of road reserve adjoining 370B Vearings Road, Wollert labelled as 'A' on the proposed model advertising plan (Attachment 2).**
- 2. Note that the road reserve is no longer required for road purposes.**
- 3. Resolve to discontinue and sell the road reserve and publish a notice in the Victoria Government Gazette, in accordance with section 206 and clause 3(a) of Schedule 10 to the *Local Government Act 1989* and section 114 of the *Local Government Act 2020*.**
- 4. Resolve that the land from the road reserve be sold by private treaty to the owner of 370B Vearings Road Wollert, pursuant to section 206 and clause 3(b) of Schedule 10 to the *Local Government Act 1989* and section 114 of the *Local Government Act 2020* in exchange for the new road reserve shown as the cross-hatched area labelled 'B' on the proposed model advertising plan (Attachment 2), there being an equality of exchange. It directs that any easements, rights or interests required to be created or saved over the road reserve by any public authority be done so and not be affected by the discontinuance and sale of the road reserve.**
- 5. Note that the owner has agreed to pay all legal costs, disbursements and GST relating to the statutory processes undertaken by Council.**
- 6. Authorise the Chief Executive Officer, or any such person to whom the Chief Executive Officer sub-delegates, to sign all documents relating to the sale of the land from the discontinued road reserve to the owner of 370B Vearings Road, Wollert and any other action required to affect the proposed land exchange.**

## Background / Key Information

Council received a request from the owner of 370B Vearings Road, Wollert for the discontinuance and sale of an unconstructed section of road reserve on the south western corner of Kesenay Road and Gazeas Way abutting their property shown hatched and marked 'A' on the proposed model advertising title plan (Attachment 2) in exchange for a new road reserve shown as the cross-hatched area labelled 'B' on the same plan, there being an equality of exchange.

The proposed swap of the section of the existing road to be discontinued for the new road reserve will be secured by a binding, unconditional and irrevocable bank guarantee in favour of Council that secures payment to Council of the full market value of the existing road to be held until the stage 3 plan of lot S3 has registered and the new road is vested in Council.

The owner of 370B Vearings Road, Wollert is seeking to acquire the land to assist in a future residential development of lot S3, has made this application and has agreed in writing to cover all costs incurred by Council in undertaking this process.

On 13 February 2023, Council's Chief Executive Officer, under delegation, approved the commencement of the statutory processes under the *Local Government Act 1989* and *Local Government Act 2020* to discontinue and sell the unconstructed road reserve of 46 sq.m labelled 'A' on the proposed title plan (Attachment 2) to the owner at market value and by private treaty.

The statutory procedures commenced on 16 January 2024 with public notice of the proposal being given in the Whittlesea Review newspaper and on Council's website for the duration of the 28-day submission period.

No submissions were received and the road reserve area of 46 sq.m is considered to no longer be reasonably required as a road or for public use.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### High Performing Organisation

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

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

### Financial Management

In accordance with section 114(c) of the *Local Government Act 2020*, Council has obtained the required valuation of the road to be discontinued and exchanged. Council's consultant valuer has placed a value of \$30,000.00 (excluding GST) on the 46 m<sup>2</sup> of existing road to be discontinued and Council's reasonable costs associated with undertaking the discontinuance have been estimated to be \$23,054.40 (inclusive of GST).

The owner of 370B Vearings Road has agreed to acquire the existing road to be discontinued in exchange for the new road reserve (which Council's consultant valuer has assessed its market value as \$33,000.00 (excluding GST) on the 51m<sup>2</sup> of land) and to also meet all of Council's reasonable costs associated with undertaking the discontinuance. The owner of 370B Vearings Road will also be required to provide a binding, unconditional and irrevocable bank guarantee in favour of Council that secures payment to Council of the full market value of the existing road which will remain in place until the stage 3 plan of lot S3 has registered and the new road reserve is vested in Council. This plan of subdivision is anticipated to be registered sometime this year.

The owner of 370B Vearings Road will also be required to relocate existing APA gas mains as a condition of the proposed land exchange.

### Community Consultation and Engagement

The following statutory authorities have been advised of the proposed discontinuance of the road reserve and have been asked to respond to the question of whether they have any existing assets in the road reserve, which should be saved under section 207C of the *Local Government Act 1989*:

1. Whittlesea City Council;
2. Yarra Valley Water Limited;
3. SP AusNet;
4. NBN Co VicTAS;
5. APA Networks Thomastown; and
6. Telstra Corporation.

Council's Asset Management Team, SP AusNet and APA Networks Thomastown have advised that they do not hold any objections to the Proposal.

Yarra Valley Water Limited has advised that it has no objections to the Proposal, provided that in due course, the new owner of the discontinued road reserve satisfies Yarra Valley Water Limited's requirements regarding relocating two water mains located within the road reserve area.

NBN Co VicTAS did not respond to Council’s correspondence regarding assets in or above the Road prior to the requested deadline. Council is proceeding on the basis that NBN Co VicTAS does not have any right, power or interest which it wishes to be saved under section 207C of the Act.

Public notice of the proposal was given in the Whittlesea Review newspaper and on Council’s website on 16 January 2024 with the submission period closing on 13 February 2024. No submissions were received.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

- (i) The transparency of Council decisions, actions and information is to be ensured.

### Public Transparency Principles

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

## Council Policy Considerations

### Environmental Sustainability Considerations

No implications.

### Social, Cultural and Health

No implications.

### Economic

No implications.

### Legal, Resource and Strategic Risk Implications

No implications.

## Implementation Strategy

### Communication

If Council resolves to discontinue the road marked ‘A’ on the proposed model advertising plan, the proposed discontinuance will be published in the Victoria Government Gazette.

### Critical Dates

A notice will be published in Government Gazette to follow meeting.

### Declaration of Conflict of Interest

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

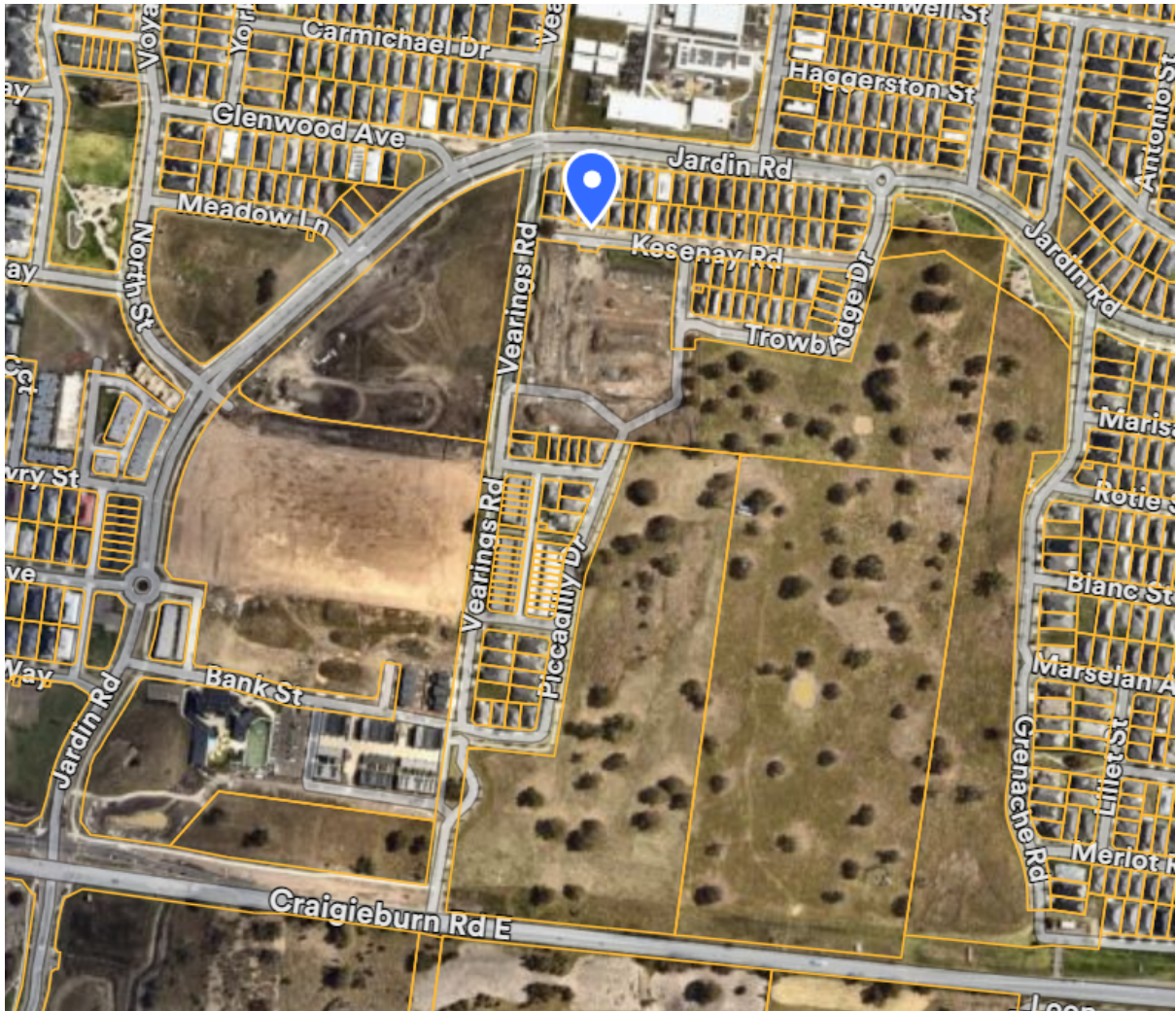
The Responsible Officer reviewing this report, having made enquiries with relevant members of staff, reports that no disclosable interests have been raised in relation to this report.

### Attachments

1. Location Map [5.2.1 - 1 page]
2. Advertising Plan [5.2.2 - 1 page]

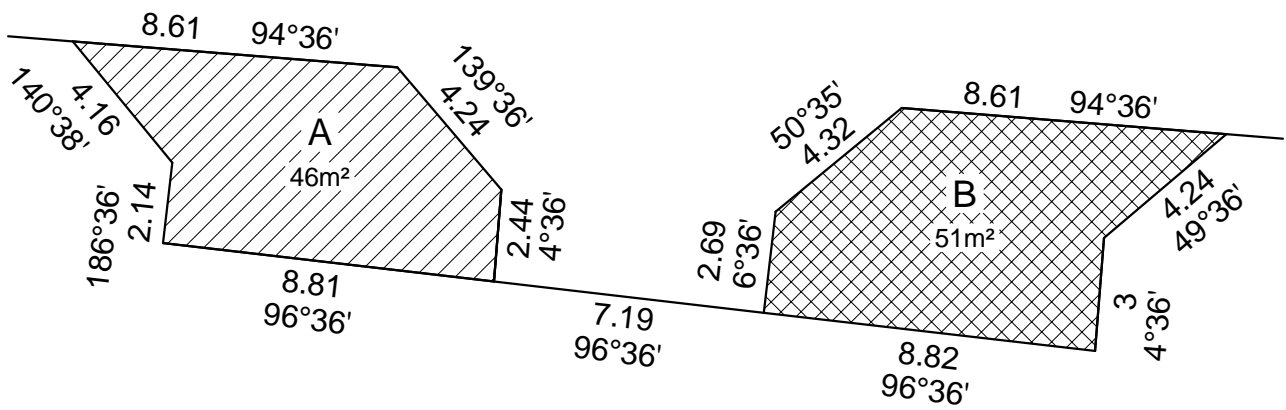


Attachment 1



Attachment 2

# KESENAY ROAD



M.G.A. 94  
ZONE 55

### 5.3 Contract 2023-77 - Variation for Salesforce eCRM and Customer Portal Implementation

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

**Report Author:** Manager CX/DX Program

**In Attendance:** Manager CX/DX Program

This attachment has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. In particular, the attachment contains information regarding detailed commercial in confidence cost amounts to deliver Council's digital transformation to better serve the community.

#### Executive Summary

On 7 July 2023, Council officers entered into a contract (2023-77) with Ennovative Pty Ltd (Ennovative) for the provision of a Salesforce eCRM and Customer Portal.

Between July 2023 and November 2023, a proof of concept was undertaken which enabled Ennovative to form a deeper understanding of the complexities of Council's existing technology environment.

To fully realise the benefit to community in terms of simplification, standardisation and efficiency, it is proposed to vary the implementation time from 1 year to over 2 years and vary the contract scope to include:

1. The development of a permit issuing process to support the implementation of new Local Laws on 1 July 2024 and the ability to take upfront payments online;
2. The creation of a Youth Councillor portal (to be added to the already scoped Councillor portal);
3. The development of a module that supports proactive works (not just reactive responses to customer requests/reports/complaints);
4. The development of a debtors and rates module;
5. Some exploratory work into capturing/integrating all outbound customer communications against the customer record in Salesforce; and
6. Some preparatory work exploring whether Generative Artificial Intelligence can provide improved first contact resolution for customers and efficiencies for customer service officers.

## Officers' Recommendation

### THAT Council:

1. Resolve to extend contract 2023-77 with Ennovative Pty Ltd for the provision of a Salesforce eCRM and Customer Portal until 30 June 2025 at a cost of \$984,400 (excl. GST) bringing the cumulative contract value to \$2,472,692 (excl. GST).
2. Note the Strategic Technology Reserve accommodates the CX/DX Program costs including this requested variation for the Ennovative contract.
3. Note the executed contract allows for contract extensions to 31 December 2025.
4. Note the funding arrangements detailed in the confidential attachment.
5. Authorise the Chief Executive Officer to execute the contract variation and approve payments to an amount not exceeding the cumulative contract value of \$2,472,692 (excl. GST).

## Background / Key Information

Council's Customer Experience/Digital Experience (CX/DX) Program is a significant transformational project to drive simplification, standardisation and efficiency for customer and community interactions.

The CX/DX Program commenced in December 2022 and has an aspirational portfolio of deliverables to embed by June 2024. The key focus areas are to:

1. Upgrade the website to a contemporary platform.
2. Upgrade the telephony platform to a cloud based omnichannel solution.
3. Migrate Service request management from Civica Authority to the Salesforce Service Cloud.
4. Migrate e-Services from Civica Authority to Salesforce Community Cloud (self-service portal).
5. Implement a Master Data Management approach that will support a single view of customer through a combination of technology, enterprise principles and governance.
6. Support the cultural transition to a customer centric organisation through customer experience standards, training, customer driven metrics and embedding "the voice of customer" in the design of council's service delivery.
7. Build a regional Customer Service hub to improve customer accessibility in our northern region of our Municipality in Whittlesea Township.

The program has made substantial progress during 2023 and early 2024 and is proving an effective vehicle for delivery.

- The new telephony platform has been delivered and is driving improved customer experience and coaching consistency across all contact centre teams.
- The new Customer Experience standards have been embedded driving First Contact Resolution and improved performance transparency.
- The Whittlesea Customer Service Hub opened in August 2023 and supports regional customers with their property planning, financial interactions and other customer service needs.
- A proof of concept for new service request management and customer self-service portal in Salesforce ran successfully and received positive feedback from customers and council staff.
- The new website platform is under development and the new menu navigation has been tested and refined with customers and the content is currently being migrated from the old to the new site.
- A post interaction feedback survey has been in field for over 12 months providing weekly feedback on key customer experience metrics to all service delivery teams driving continuous improvement.

- Council's service catalogue has been reduced to 200 main service types from over 900 through standardisation and simplification for better community navigation and resolution.

Phase 1 implementation by June 2024 will include:

1. Co-designing and implementing 200 service request workflows in Salesforce enabling the deactivation of Authority CRM.
2. Integrating Salesforce to the telephony platform for seamless omnichannel operations.
3. Automating customer and third party notifications reducing manual follow-up tasks.
4. Embedding consistent Service Level Agreements and escalation processes across all service delivery teams.
5. Activating a mobile application that supports on the spot reporting, updating and closing service requests via mobile devices (Salesforce One).
6. Replacing Authority e-Services with a customer self-service portal that integrates with our new Website and drives self-service for ~200 services.
7. Activating a payment gateway to process payments "up front" for permit applications.
8. Migrating the Knowledge Base to Salesforce, integrating with the website to support both customer facing and internal teams with intuitive service assistance.
9. Extending the current Online Planning Portal to include Post Certificate Engineering approvals.
10. Migrating the current Hard Waste booking form into the new customer portal.

The Contract Manager advises that:

- The contract provides Digital Transformation initiatives to ensure that the community can access services through a self-service digital platform.
- The contract has performed satisfactorily to date.
- A financial variation is required for an increase in scoped deliverables and an improved understanding of the cost to deliver post a Proof of Concept and Discovery phase.
- Extension options are available until 31 December 2025.
- This contract is budgeted for under the Strategic Technology Reserve budget.

The contract has performed satisfactorily to date, however, a variation is now required for delivering additional scope, providing ongoing enhancements into FY2024-25 and technical support post go live periods. Further details of the requested variation are provided in the confidential attachment.

The contractor's prices have been checked and are considered competitive.



## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### High Performing Organisation

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

The CX/DX program delivers directly to support two Key Initiatives:

- Our community finds it easy to interact with Council.
- Our decisions are informed and made in the best interest of community now and for future generations.

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

### Financial Management

Sufficient funding for this contract is available in the budget within the Strategic Technology Reserve.

### Community Consultation and Engagement

Community consultation and engagement was not required in relation to the subject matter of this report as it relates to commercial arrangements and contractual obligations that are confidential.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

- (e) Innovation and continuous improvement is to be pursued.
- (g) The ongoing financial viability of the Council is to be ensured.

### Public Transparency Principles

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

## Council Policy Considerations

### Environmental Sustainability Considerations

No implications.

### Social, Cultural and Health

No implications.

### **Economic**

No implications.

### **Legal, Resource and Strategic Risk Implications**

No implications.

## **Implementation Strategy**

### **Communication**

The program has support from a change officer in the EPMO and the Public Affairs team. A communications program is under development to prepare internal and external stakeholders for the changes.

### **Critical Dates**

The contract commenced on 1 July 2023 and the current approved end date is 30 June 2024. It is proposed that the contract is extended until 30 June 2025.

## **Declaration of Conflict of Interest**

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

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

## **Attachments**

1. CONFIDENTIAL REDACTED - 2023 77 Confidential Contract Variation Details Feb 2024  
[5.3.1 - 2 pages]



## 5.4 Proposed Budget 2024-25 and Proposed Community Plan Action Plan 2024-25

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

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

**In Attendance:** Chief Financial Officer

### Executive Summary

The purpose of this report is for Council to consider the Proposed Budget 2024-25 (the 'Proposed Budget', Attachment 1), and the Proposed Community Plan Action Plan 2024-25 (the 'Proposed Action Plan', Attachment 2) which have been prepared in accordance with the requirements of the *Local Government Act 2020*.

The Proposed Budget and Proposed Action Plan have been developed to align to community priorities identified through consultation and Council's key strategic directions. It is recommended that the proposed budget and yearly action plan be endorsed for community consultation for a two-week period, and a Hearing of Submissions Committee of Council be established to consider submissions from the community.

### Officers' Recommendation

**THAT Council:**

1. **Endorse the:**
  - a) **Proposed Budget 2024-25 and Proposed Fees and Charges Schedule at Attachment 1.**
  - b) **Proposed Community Plan Action Plan 2024-25 at Attachment 2 to be released for further community consultation on Thursday 21 March 2024 until 5pm Friday 5 April 2024.**
2. **Note the Proposed Budget, Proposed Action Plan and Proposed Fees and Charges Schedule will be made publicly available for review via the City of Whittlesea's online engagement platform [engage.whittlesea.vic.gov.au](https://engage.whittlesea.vic.gov.au), Council's customer service centres and libraries.**
3. **Note officers will proactively seek and promote opportunities for public feedback on the Proposed Budget and Proposed Action Plan during the consultation period including community pop up sessions across the municipality.**
4. **Note in developing the proposed Budget and Action Plan engagement was undertaken in the second half of 2023, and in accordance with Council's engagement policy.**

- 5. Resolve to establish a Hearing of Submissions Committee comprising of Chair Administrator Wilson and Administrator Zahra for the purpose of hearing two minute verbal submissions from community members relating to the Proposed Budget and/or Proposed Action Plan on 6 May 2024 at 6pm in the Council Chamber at Civic Centre, 25 Ferres Boulevard, South Morang.**
- 6. Note the Hearing of Submissions Committee will provide recommendations, based on written and verbal submissions, to Council at its Scheduled Council Meeting on Tuesday 21 May 2024.**

## Background / Key Information

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

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

In 2024-25 Council will spend \$422.71 million to deliver community services and invest in essential new infrastructure. This includes a \$107.5 million capital works program.

### Background

The Proposed Budget (Attachment 1) has been prepared on the principles of responsible financial management to ensure Council maintains long-term financial sustainability. It has been designed with consideration of the very real impact increasing costs are having such as interest rate rises and inflation.

As at December 2023 quarter inflation was 4.1%, and this has placed significant pressures on Council through contracts linked to Consumer Price Index (CPI) and escalating costs for the delivery of our capital works program related to materials and labour supply challenges. To ensure our financial sustainability, officers have proactively identified significant operational savings in the development of the budget.

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

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

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

The Proposed Budget invests in the resources needed to support critical service delivery for our growing population, whilst continuing to drive efficiencies. Population projections are for unprecedented growth, with the number of people calling the City of Whittlesea home expected to increase by 13.8% by 2028; more than 6,000 new residents each year.

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

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

Council is cognisant of cost pressures on individuals and businesses and despite higher inflation rates of 4.1% as at the December 2023 quarter, Council will not be seeking a variation to the rate cap for the 2024-25 year and is proposing to increase the majority of non-statutory fees and charges by no more than 2.75 per cent.

### **Waste Charges**

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

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

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

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

Council is proposing to continue to subsidise the State Government mandated Landfill Levy; instead of passing on the full charge of \$89.40, Council proposes to charge \$14.20 for the average household. Waste charges provide for a weekly garbage collection, fortnightly recycling, and monthly glass bin collection for residential households. A food and garden waste bin is optional for eligible properties at an additional \$105.15 per annum.

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

The City of Whittlesea is working towards implementing the Minister's Good Practice Guidelines for Local Government Service Rates and Charges, whilst understanding the implication of these guidelines on future annual budgets.

### **Budget Highlights**

Key highlights from Council's Proposed Budget include:

- Operating revenue of \$458.44 million (including developer contributions, non-monetary assets and non-recurrent capital grants).
- Operating expenditure of \$315.21 million.
- Adjusted underlying deficit of \$13.71 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants). Council anticipates being in a surplus position once reserve funding for operating expenditure is taken into consideration.
- Continue investing in essential services for our community such as:
  - Waste, recycling and environment \$38 million.
  - Family, children, youth and aged services \$25 million.
  - Parks and open space \$22 million.
  - Roads and footpaths \$20 million.
  - Supporting local business and communities \$16 million.
  - Leisure, recreation and community facilities \$10 million.
- Continue building and maintaining essential roads and infrastructure and investing in new facilities such as libraries, community activity centres, parks and playgrounds.
- Increase community emergency resilience and preparedness, including at-risk people and communities.
- Improve access to Prevention of Violence Against Women programs, services, and resources, including among culturally and linguistically diverse community groups.
- Continue to collaborate with partners to advocate and prevent gambling harm.
- Partner with community housing organisations to plan and commence delivering affordable homes on Ashline Street, Wollert.
- Encourage and promote active travel through the production of maps and improved signage.

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

### **Capital Works**

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

Highlights include:

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

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

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

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

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

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

And four financial indicators:

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

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

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### High Performing Organisation

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

The Proposed Budget is a key enabler to plan and manage Council's financial sustainability. The Proposed Action Plan articulates the key actions Council prioritises for delivery in the financial year 2024-25; it serves the purpose of specifying the program of work with a view towards implementing the Community Plan 2021-2025 effectively.

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

#### Financial Management

The cost is included in the current budget.

#### Community Consultation and Engagement

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

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

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

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

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

Following Council endorsement, we will be conducting a further check-in with the community to ensure the resultant Proposed Budget and Proposed Action Plan aligns with community priorities. The community will be invited to lodge formal submissions between Thursday 21 March 2024 to Friday 5 April 2024.

A Hearing of Submissions Committee of Council will be established to consider submissions on the Proposed Budget and the Proposed Action Plan and hear from members of the public who wish to speak to their submissions.

Based on the feedback from community consultation and after consideration of all submissions, the Hearing of Submissions Committee may make recommendations to Council at the Council Meeting on Tuesday 21 May 2024.

### Other Principles for Consideration

#### Overarching Governance Principles and Supporting Principles

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

#### Public Transparency Principles

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

### Council Policy Considerations

#### Environmental Sustainability Considerations (including Climate Emergency)

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

#### Social, Cultural and Health

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

#### Economic

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



## Legal, Resource and Strategic Risk Implications

No implications.

## Implementation Strategy

### Communication

A comprehensive communications campaign will promote the opportunity for community to provide their feedback and make a submission on the Proposed Budget and Proposed Action Plan. This multi-channel campaign will include our digital engagement platform [Explore.Whittlesea.vic.gov.au](https://Explore.Whittlesea.vic.gov.au) and Councils website, social media, local print and broadcast media, e-newsletters Local Scoop newsletter for households and businesses and targeted communications with community groups and local networks.

The Hearing of Submissions Committee to Council will consider community submissions regarding the Proposed Budget and the Proposed Action Plan and hear community members who wish to present their submission in person.

### Critical Dates

- Community consultation to inform drafts was undertaken in July-August 2023 and September-October 2023.
- Council to consider the Proposed Budget and Proposed Action Plan to be released for further community consultation at Council Meeting on Tuesday 19 March 2024.
- Consultation is proposed from Thursday 21 March 2024 to Friday 5 April 2024, 5pm.
- The Hearing of Submissions Committee will meet to consider community feedback and submissions on Monday 6 May 2024.
- The Budget 2024-25 and the Community Plan Action Plan 2024-25 will be considered for endorsement by Council at a Council Meeting to be held on Tuesday 21 May 2024 following consideration of community feedback and any submissions to Council.

## Declaration of Conflict of Interest

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

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

## Attachments

1. Proposed Budget 2024-25 [5.4.1 - 102 pages]
2. Proposed Community Plan Action Plan 2024-25 [5.4.2 - 7 pages]



# Proposed Budget 2024–25



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Chief Financial Officer's Report

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**Budget Reports**

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

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**Acknowledgement of Traditional Owners**

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

## **Chair Administrator and Chief Executive Officer's Introduction**

This message will be finalised following completion of the consultation on the Budget 2024-25.

**Chair Administrator, Lydia Wilson**

**CEO, Craig Lloyd**

## 2024-25 Budget Highlights



Capital works  
\$108 million



Waste, recycling  
and environment  
\$38 million



Family, children,  
youth and seniors  
\$25 million



Parks and  
open space  
\$22 million



Roads and footpaths  
\$20 million



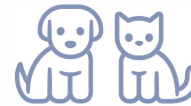
Supporting local business  
and communities  
\$16 million



Leisure, recreation and  
community facilities  
\$10 million



Public health  
and safety  
\$8 million



Animal management  
and school crossings  
\$8 million



Libraries  
\$7 million



Arts and culture  
\$4 million

## Chief Financial Officer's Report

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

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

In 2024-25, Council is budgeting for a full year operating surplus of \$143.22 million. This is largely driven by revenue received from non-monetary developer contributions of \$107.2 million, monetary developer contributions of \$45.75 million and capital grant income of \$5.29 million.

### Operating Budget Snapshot

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000
Total Income / Revenue	456,251	458,435
Total Expenses	307,968	315,213
<b>*Operating Surplus/(Deficit)</b>	<b>148,283</b>	<b>143,222</b>
<b>** Adjusted underlying surplus/(deficit)</b>	<b>(19,936)</b>	<b>(13,714)</b>

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

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

### Capital Works Budget Snapshot

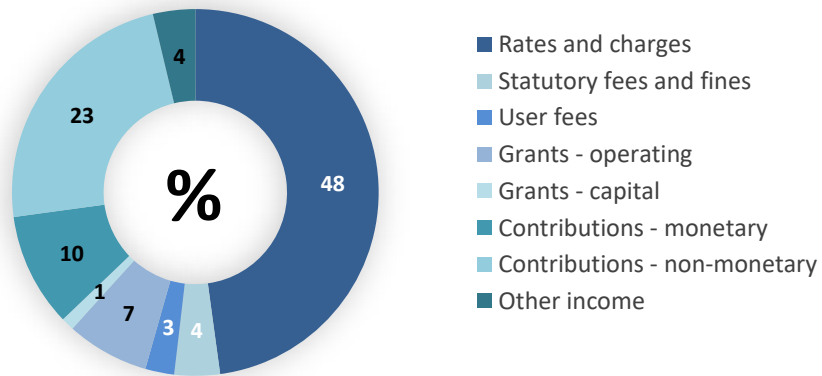
	Forecast 2023-24 \$'000	Budget 2024-25 \$'000
<b>Total capital works expenditure</b>	<b>85,098</b>	<b>107,500</b>
<b>Represented by</b>		
New asset expenditure	35,026	70,033
Asset renewal expenditure	30,027	24,827
Asset upgrade expenditure	18,484	12,640
Asset expansion expenditure	1,561	-

**Where Council's money comes from**

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

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

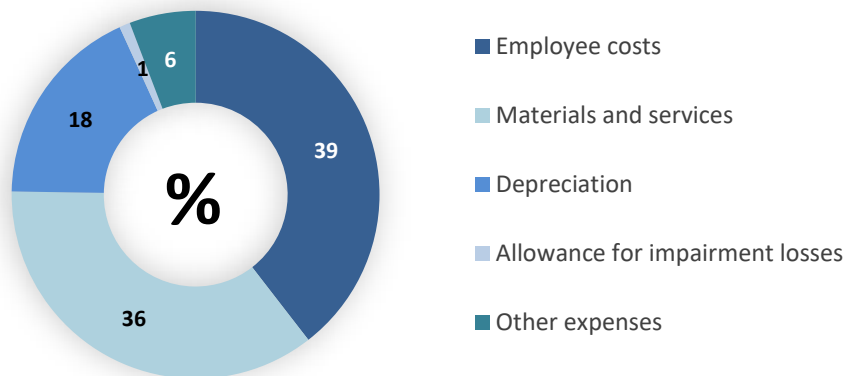
**Breakdown of income sources**



**How Council's money is spent**

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

**Breakdown of expenditure distribution**





### Budget Highlights

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

- Operating revenue of \$458.44 million (including developer contributions, non-monetary assets and non-recurrent capital grants)
- Operating expenditure of \$315.21 million
- Adjusted underlying deficit of \$13.71 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants). Council anticipates being in a surplus position once reserve funding for operating expenditure is taken into consideration.
- Continue investing in essential services for our community such as:
  - Waste, recycling and environment \$38 million
  - Family, children, youth and aged services \$25 million
  - Parks and open space \$22 million
  - Roads and footpaths \$20 million
  - Supporting local business and communities \$16 million
  - Leisure, recreation and community facilities \$10 million.
- Continue building and maintaining essential roads and infrastructure and investing in new facilities such as libraries, community activity centres, parks and playgrounds
- Increase community emergency resilience and preparedness, including at-risk people and communities
- Improve access to Prevention of Violence Against Women programs, services, and resources, including among culturally and linguistically diverse community groups
- Continue to collaborate with partners to advocate and prevent gambling harm
- Partner with community housing organisations to plan and commence delivering affordable homes on Ashline Street, Wollert
- Encourage and promote active travel through the production of maps and improved signage
- Investigate the need for supporting businesses to undertake inclusive recruitment and employment
- Continue to deliver a Work Ready volunteer program for qualified and newly arrived migrants
- Develop and implement a waste diversion plan
- Continue to implement the Gender Equality Action Plan to ensure a safe and equal workplace and progress towards becoming an Employer of Choice.

### Capital Works Program Highlights

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

Highlights include:

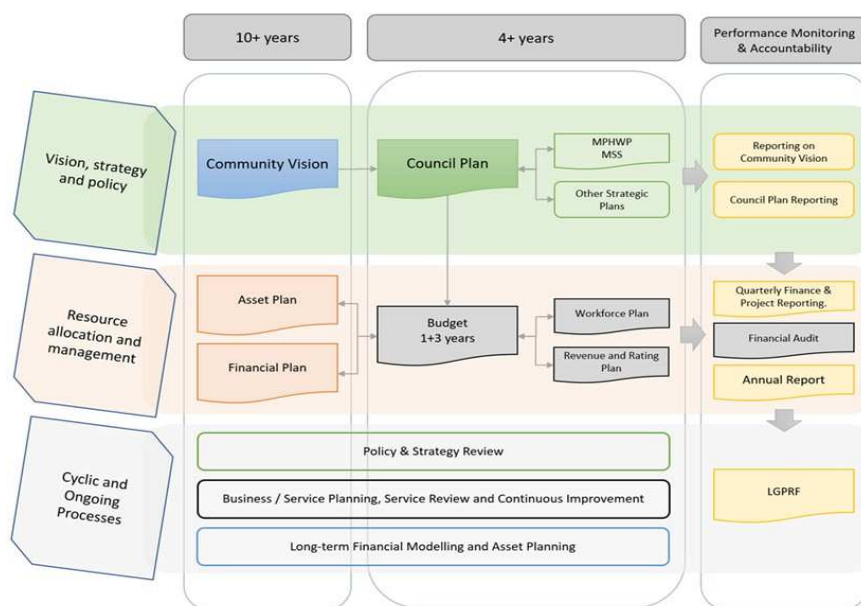
- Commence construction of the Regional Sports Precinct
- Continue the construction of the Granite Hills Major Community Park
- Complete the construction of the Aboriginal Gathering Place
- Continue the construction of Patterson Drive Community Activity Centre in Donnybrook
- Complete design and commence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

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

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

### 1.1 Legislative planning and accountability framework

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



Source: Department of Jobs, Precincts and Regions

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

#### 1.1.2 Key planning considerations

##### Service level planning

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

## 1.2 Our purpose

### Our Vision

*Whittlesea 2040: A place for all*

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

### Organisational purpose

Making Lives Better

### Our values

We:

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

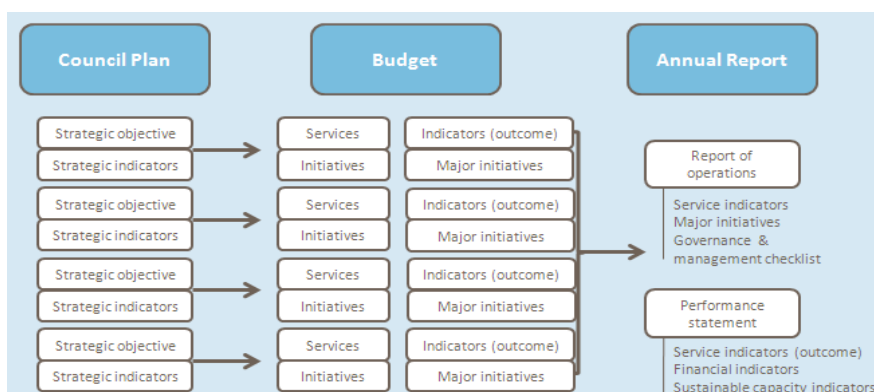
## 1.3 Strategic objectives

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

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

## 2. Services and Service Performance Indicators

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



Source: Department of Jobs, Precincts and Regions

### 2.1 Connected community

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

#### Services

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Key actions**

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

**Service Performance Outcome Indicators**

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

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

**2.2 Liveable neighbourhoods**

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

**Services**

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

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

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

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

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

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

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

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

**Key actions**

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

**Service Performance Outcome Indicators**

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

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

**2.3 Strong local economy**

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

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

**Services**

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

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

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

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

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

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

**Key actions**

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

**Service Performance Outcome Indicators**

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

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



**2.4 Sustainable environment**

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

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

**Services**

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

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

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

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

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

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

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

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

**Key actions**

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

**Service Performance Outcome Indicators**

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

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

**2.5 High-performing organisation**

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

**Services**

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

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

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

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

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

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

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

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

**Key actions**

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

Service Performance Outcome Indicators

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

**2.6 Reconciliation with budgeted operating result**

	Surplus/ (Deficit)	Expenses	Income/ Revenue
	\$'000	\$'000	\$'000
Connected community	(34,418)	63,401	28,983
Liveable neighbourhoods	(45,167)	64,198	19,031
Strong local economy	(8,731)	8,736	5
Sustainable environment	(36,588)	38,431	1,843
High-performing organisation	(77,683)	81,918	4,235
<b>Total</b>	<b>(202,587)</b>	<b>256,684</b>	<b>54,097</b>
<b>Expenses added in:</b>			
Depreciation	(56,118)		
Amortisation - intangible assets	(71)		
Depreciation - right of use assets	(972)		
Borrowing costs	(1,269)		
Finance costs - leases	(99)		
<b>Deficit before funding sources</b>	<b>(261,116)</b>		
<b>Funding sources added in:</b>			
Rates and charges	218,882		
Grants commission	18,615		
Contributions - monetary	45,752		
Contributions - non-monetary	107,204		
Non-recurrent capital grants	3,980		
Interest received	9,905		
<b>Total funding sources</b>	<b>404,338</b>		
<b>Surplus/(deficit) for the year*</b>	<b>143,222</b>		

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

### 3. Financial Statements

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

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

Comprehensive Income Statement

Balance Sheet

Statement of Changes in Equity

Statement of Cash Flows

Statement of Capital Works

Statement of Human Resources

**Comprehensive Income Statement**

For the four years ending 30 June 2028

	NOTES	Forecast	Budget	Projections		
		2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
<b>Income / Revenue</b>						
Rates and charges	4.1.1	206,809	<b>218,882</b>	231,160	241,155	251,156
Statutory fees and fines	4.1.2	18,857	<b>18,291</b>	18,748	18,901	19,374
User fees	4.1.3	10,551	<b>11,672</b>	12,139	12,624	13,129
Grants - operating	4.1.4	30,718	<b>33,348</b>	33,705	34,547	35,411
Grants - capital	4.1.4	13,933	<b>5,294</b>	6,422	4,756	1,415
Contributions - monetary	4.1.5	50,967	<b>45,752</b>	19,035	14,984	16,216
Contributions - non-monetary	4.1.5	104,589	<b>107,204</b>	109,348	111,535	113,765
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		744	<b>763</b>	783	803	823
Share of net profits/(losses) of associates and joint ventures		200	<b>200</b>	200	200	200
Other income	4.1.6	18,883	<b>17,029</b>	10,307	9,673	9,612
<b>Total income / revenue</b>		<b>456,251</b>	<b>458,435</b>	<b>441,847</b>	<b>449,178</b>	<b>461,101</b>
<b>Expenses</b>						
Employee costs	4.1.7	115,396	<b>123,517</b>	127,832	132,220	136,746
Materials and services	4.1.8	119,160	<b>111,965</b>	110,332	95,091	106,487
Depreciation	4.1.9	50,478	<b>56,118</b>	56,587	60,844	64,480
Amortisation - intangible assets	4.1.10	130	<b>71</b>	71	-	-
Depreciation - right of use assets	4.1.11	498	<b>972</b>	931	582	577
Allowance for impairment losses		2,500	<b>2,973</b>	3,035	3,005	3,067
Borrowing costs		127	<b>1,269</b>	3,693	5,324	6,053
Finance costs - leases		42	<b>99</b>	89	77	54
Other expenses	4.1.12	19,637	<b>18,229</b>	18,820	19,433	20,068
<b>Total expenses</b>		<b>307,968</b>	<b>315,213</b>	<b>321,390</b>	<b>316,576</b>	<b>337,532</b>
<b>Surplus/(deficit) for the year*</b>		<b>148,283</b>	<b>143,222</b>	<b>120,457</b>	<b>132,602</b>	<b>123,569</b>
<b>Total comprehensive result</b>		<b>148,283</b>	<b>143,222</b>	<b>120,457</b>	<b>132,602</b>	<b>123,569</b>

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

**Balance Sheet**

For the four years ending 30 June 2028

NOTES	Forecast	Budget	Projections			
	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents	23,394	25,444	27,039	29,723	29,851	
Trade and other receivables	38,933	39,266	39,706	40,041	40,416	
Other financial assets	285,000	283,000	252,000	246,000	237,000	
Inventories	106	106	106	106	106	
Other assets	6,237	6,237	6,237	6,237	6,237	
<b>Total current assets</b>	4.2.1	353,670	354,053	325,088	322,107	313,610
<b>Non-current assets</b>						
Other financial assets	22	22	22	22	22	
Investments in associates, joint	2,893	3,093	3,293	3,493	3,693	
Property, infrastructure, plant & equipment	4,505,895	4,666,057	4,852,279	5,011,439	5,152,167	
Right-of-use assets	4.2.4	3,034	2,864	2,685	2,103	1,526
Intangible assets	149	78	7	-	-	
<b>Total non-current assets</b>	4.2.1	4,511,993	4,672,114	4,858,286	5,017,057	5,157,408
<b>Total assets</b>		4,865,663	5,026,167	5,183,374	5,339,164	5,471,018
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables	22,999	22,352	21,680	20,980	20,251	
Trust funds and deposits	30,560	28,680	26,800	24,920	23,040	
Contract and other liabilities	25,542	25,542	25,542	25,542	25,542	
Provisions	23,991	25,679	26,576	27,489	28,429	
Interest-bearing liabilities	4.2.3	1,567	3,317	6,793	9,638	11,924
Lease liabilities	4.2.4	964	942	589	608	559
<b>Total current liabilities</b>	4.2.2	105,623	106,512	107,980	109,177	109,745
<b>Non-current liabilities</b>						
Provisions	1,823	1,952	2,020	2,089	2,161	
Interest bearing liabilities	4.2.3	7,624	24,028	59,079	81,609	89,813
Lease liabilities	4.2.4	1,480	1,340	1,503	895	336
<b>Total non-current liabilities</b>	4.2.2	10,927	27,320	62,602	84,593	92,310
<b>Total liabilities</b>		116,550	133,832	170,582	193,770	202,055
<b>Net assets</b>		4,749,113	4,892,335	5,012,792	5,145,394	5,268,963
<b>Equity</b>						
Accumulated surplus	3,066,045	3,208,174	3,356,009	3,489,994	3,617,161	
Reserves	1,683,068	1,684,161	1,656,783	1,655,400	1,651,802	
<b>Total equity</b>		4,749,113	4,892,335	5,012,792	5,145,394	5,268,963

**Statement of Changes in Equity**

For the four years ending 30 June 2028

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2024 Forecast</b>					
Balance at beginning of the financial year		4,600,830	2,923,827	1,455,084	221,919
Adjusted opening balance		4,600,830	2,923,827	1,455,084	221,919
Surplus/(deficit) for the year		148,283	148,283	-	-
Transfers to other reserves		-	(51,313)	-	51,313
Transfers from other reserves		-	45,248	-	(45,248)
<b>Balance at end of the financial year</b>		<b>4,749,113</b>	<b>3,066,045</b>	<b>1,455,084</b>	<b>227,984</b>
<b>2025 Budget</b>					
Balance at beginning of the financial year		4,749,113	3,066,045	1,455,084	227,984
Surplus/(deficit) for the year		143,222	143,222	-	-
Transfers to other reserves	4.3.1	-	(61,092)	-	61,092
Transfers from other reserves	4.3.1	-	59,999	-	(59,999)
<b>Balance at end of the financial year</b>	4.3.2	<b>4,892,335</b>	<b>3,208,174</b>	<b>1,455,084</b>	<b>229,077</b>
<b>2026</b>					
Balance at beginning of the financial year		4,892,335	3,208,174	1,455,084	229,077
Surplus/(deficit) for the year		120,457	120,457	-	-
Transfers to other reserves		-	(23,153)	-	23,153
Transfers from other reserves		-	50,531	-	(50,531)
<b>Balance at end of the financial year</b>		<b>5,012,792</b>	<b>3,356,009</b>	<b>1,455,084</b>	<b>201,699</b>
<b>2027</b>					
Balance at beginning of the financial year		5,012,792	3,356,009	1,455,084	201,699
Surplus/(deficit) for the year		132,602	132,602	-	-
Transfers to other reserves		-	(14,569)	-	14,569
Transfers from other reserves		-	15,952	-	(15,952)
<b>Balance at end of the financial year</b>		<b>5,145,394</b>	<b>3,489,994</b>	<b>1,455,084</b>	<b>200,316</b>
<b>2028</b>					
Balance at beginning of the financial year		5,145,394	3,489,994	1,455,084	200,316
Surplus/(deficit) for the year		123,569	123,569	-	-
Transfers to other reserves		-	(15,035)	-	15,035
Transfers from other reserves		-	18,633	-	(18,633)
<b>Balance at end of the financial year</b>		<b>5,268,963</b>	<b>3,617,161</b>	<b>1,455,084</b>	<b>196,718</b>



**Statement of Cash Flows**

For the four years ending 30 June 2028

NOTES	Forecast	Budget	Projections		
	2023-24	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>					
Rates and charges	206,314	<b>218,520</b>	230,792	240,855	250,856
Statutory fees and fines	18,638	<b>15,386</b>	15,658	15,878	16,250
User fees	10,501	<b>11,633</b>	12,123	12,607	13,111
Grants - operating	30,718	<b>33,348</b>	33,705	34,547	35,411
Grants - capital	13,933	<b>5,294</b>	6,422	4,756	1,415
Contributions - monetary	50,967	<b>45,752</b>	19,035	14,984	16,216
Interest received	14,000	<b>9,905</b>	5,670	4,920	4,740
Trust funds and deposits taken	6,598	<b>6,598</b>	6,598	6,598	6,598
Other receipts	4,883	<b>7,124</b>	4,637	4,753	4,872
Employee costs	(112,905)	<b>(121,700)</b>	(126,867)	(131,238)	(135,734)
Materials and services	(119,160)	<b>(111,965)</b>	(110,332)	(95,091)	(106,487)
Short-term, low value and variable lease payments	(829)	<b>(647)</b>	(673)	(700)	(728)
Trust funds and deposits repaid	(8,478)	<b>(8,478)</b>	(8,478)	(8,478)	(8,478)
Other payments	(19,637)	<b>(18,229)</b>	(18,820)	(19,433)	(20,068)
<b>Net cash provided by/(used in)</b> 4.4.1	<b>95,543</b>	<b>92,541</b>	<b>69,470</b>	<b>84,958</b>	<b>77,974</b>
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(85,098)	<b>(107,499)</b>	(131,844)	(106,804)	(89,744)
Proceeds from sale of property, infrastructure, plant and equipment	340	<b>(814)</b>	(834)	(855)	(876)
(Payments)/Redemption of investments	(35,000)	<b>2,000</b>	31,000	6,000	9,000
<b>Net cash provided by/ (used in) investing activities</b> 4.4.2	<b>(119,758)</b>	<b>(106,313)</b>	<b>(101,678)</b>	<b>(101,659)</b>	<b>(81,620)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(127)	<b>(1,269)</b>	(3,693)	(5,324)	(6,053)
Proceeds from borrowings	-	<b>21,350</b>	45,300	34,825	21,791
Repayment of borrowings	(2,449)	<b>(3,196)</b>	(6,773)	(9,450)	(11,302)
Interest paid - lease liability	(42)	<b>(99)</b>	(89)	(77)	(54)
Repayment of lease liabilities	(946)	<b>(964)</b>	(942)	(589)	(608)
<b>Net cash provided by/(used in) financing activities</b> 4.4.3	<b>(3,564)</b>	<b>15,822</b>	<b>33,803</b>	<b>19,385</b>	<b>3,774</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>	<b>(27,779)</b>	<b>2,050</b>	<b>1,595</b>	<b>2,684</b>	<b>128</b>
Cash and cash equivalents at the beginning of the financial year	51,173	<b>23,394</b>	25,444	27,039	29,723
<b>Cash and cash equivalents at the end of the financial year</b>	<b>23,394</b>	<b>25,444</b>	<b>27,039</b>	<b>29,723</b>	<b>29,851</b>

**Statement of Capital Works**

For the four years ending 30 June 2028

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

**Statement of Human Resources**

For the four years ending 30 June 2028

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

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

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

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

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

**Summary of Planned Human Resources Expenditure**

For the four years ending 30 June 2028

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

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

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

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

## 4. Notes to the Financial Statements

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

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

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

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

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

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.75% in line with the rate cap.

This will raise total rates and charges for 2024-25 to \$218.88 million.

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

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
General Rates*	179,609	188,299	8,690	4.84%
Service rates and charges	23,456	26,495	3,039	12.96%
Special rates and charges	264	280	16	6.06%
Supplementary rates and rate adjustments	2,980	3,058	78	2.62%
Interest on rates and charges	500	750	250	50.00%
<b>Total rates and charges</b>	<b>206,809</b>	<b>218,882</b>	<b>12,073</b>	<b>5.84%</b>

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

#### 4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2023-24 cents/\$NAV	2024-25 cents/\$NAV	Change %
General rate for residential properties <sup>2</sup>	0.047244600	0.04854383	2.75%
General rate for commercial properties <sup>2</sup>	0.047244600	0.04854383	2.75%
General rate for industrial properties <sup>2</sup>	0.047244600	0.04854383	2.75%
General rate for farm properties <sup>2</sup>	0.028346760	0.02912630	2.75%

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

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

Type or class of land	2023-24 \$	2024-25 \$	Change	
			\$	%
Residential <sup>3</sup>	147,912,462	158,286,035	10,373,573	7.01%
Commercial <sup>3</sup>	15,632,018	14,449,064	(1,182,954)	(7.57)%
Industrial <sup>3</sup>	14,709,210	14,505,885	(203,325)	(1.38)%
Farm <sup>3</sup>	1,355,613	1,058,086	(297,527)	(21.95)%
<b>Total amount to be raised by general rates</b>	<b>179,609,303</b>	<b>188,299,070</b>	<b>8,689,767</b>	<b>4.84%</b>
Annualised 2023-24 supplementary rate revenue	3,650,090	-		
	<b>183,259,393</b>	<b>188,299,070</b>	<b>5,039,677</b>	<b>2.75%</b>

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



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

Type or class of land	2023-24	2024-25	Change	
	Number	Number	Number	%
Residential <sup>4</sup>	90,381	93,221	2,840	3.14%
Commercial <sup>4</sup>	3,064	2,946	(118)	(3.85)%
Industrial <sup>4</sup>	4,507	4,447	(60)	(1.33)%
Farm <sup>4</sup>	137	136	(1)	(0.73)%
<b>Total number of assessments</b>	<b>98,089</b>	<b>100,750</b>	<b>2,661</b>	<b>2.71%</b>

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

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

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

Type or class of land	2023-24	2024-25	Change	
	\$	\$	\$	%
Residential <sup>5</sup>	3,130,780,225	3,260,682,865	129,902,640	4.15%
Commercial <sup>5</sup>	330,874,175	297,649,850	(33,224,325)	(10.04)%
Industrial <sup>5</sup>	311,341,610	298,820,360	(12,521,250)	(4.02)%
Farm <sup>5</sup>	47,822,500	36,327,500	(11,495,000)	(24.04)%
<b>Total value of land</b>	<b>3,820,818,510</b>	<b>3,893,480,575</b>	<b>72,662,065</b>	<b>1.90%</b>

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

**4.1.1(g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year**

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

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

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

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

	2023-24	2024-25	Change	
	\$	\$	\$	%
Residential	147,912,462	158,286,035	10,373,573	7.01%
Commercial	15,632,018	14,449,064	(1,182,954)	(7.57)%
Industrial	14,709,210	14,505,885	(203,325)	(1.38)%
Farm rate	1,355,613	1,058,086	(297,527)	(21.95)%
Waste Kerbside Service Charge	14,665,169	17,841,729	3,176,560	21.66%
Commercial Waste Kerbside Service Charge	948,332	1,094,860	146,528	15.45%
Food and Green Waste	6,615,999	6,016,663	(599,336)	(9.06)%
Landfill Levy - Waste Kerbside Service Charge	978,905	1,207,000	228,095	23.30%
Landfill Levy - Commercial Waste Kerbside Service Charge	64,845	79,200	14,355	22.14%
Landfill Levy - Other	182,563	255,911	73,348	40.18%
Supplementary rates	2,980,000	3,058,000	78,000	2.62%
<b>Total Rates and charges</b>	<b>206,045,115</b>	<b>217,852,432</b>	<b>11,807,317</b>	<b>5.73%</b>

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

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

	2023-24	2024-25
Total Rates	\$ 179,609,303	\$ 188,299,070
Number of rateable properties	98,089	100,750
Base Average Rate	1,831	1,819
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$ 1,895.17	\$ 1,868.97
Maximum General Rates and Municipal Charges Revenue	\$ 185,895,629	\$ 188,299,055
Budgeted Supplementary Rates	\$ 3,100,000	\$ 3,177,500
<b>Budgeted Total Rates and Municipal Charges Revenue</b>	<b>\$ 188,995,629</b>	<b>\$ 191,476,555</b>

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

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

- The making of supplementary valuations (2024-25: estimated \$3,177,500 and 2023-24: \$3,100,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

**4.1.1(l) Differential rates**

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

- rate of 0.04854383 in the NAV dollar in respect of residential, commercial and industrial use land (of a non-farm nature)
- rate of 0.0291263 in the NAV dollar in respect of farm land.

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

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

**General rate**

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

**Farm rate**

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

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

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

**4.1.2 Statutory fees and fines**

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

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

**4.1.3 User fees**

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

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

**4.1.4 Grants**

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

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

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

**4.1.5 Contributions**

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

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

**4.1.6 Other income**

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

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

**4.1.7 Employee costs**

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

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

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

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

**4.1.8 Materials and services**

	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
External works (contractors)	86,352	84,462	(1,890)	(2.19)%
Support services	9,783	5,555	(4,228)	(43.22)%
Design work	116	18	(98)	(84.48)%
Facilities management	3,620	3,153	(467)	(12.90)%
Supplies and services	8,633	9,042	409	4.74%
Plant and fleet operations	1,597	1,750	153	9.58%
Computer services	6,432	5,247	(1,185)	(18.42)%
Communications	1,369	1,481	112	8.18%
Catering supplies and services	218	241	23	10.55%
Construction materials	851	743	(108)	(12.69)%
Travel and accommodation	128	188	60	46.88%
Consumable Materials	61	85	24	39.34%
<b>Total materials and services</b>	<b>119,160</b>	<b>111,965</b>	<b>(7,195)</b>	<b>(6.04)%</b>

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

**4.1.9 Depreciation**

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

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

**4.1.10 Amortisation - Intangible assets**

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

**4.1.11 Depreciation - Right of use assets**

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

**4.1.12 Other expenses**

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000	\$'000	%
Contributions and donations	10,960	9,301	(1,659)	(15.14)%
Utilities	4,215	4,221	6	0.14%
Mayor and Councillors allowances	-	375	375	100.00%
Auditing	283	287	4	1.41%
Other costs	4,179	4,045	(134)	(3.21)%
<b>Total other expenses</b>	<b>19,637</b>	<b>18,229</b>	<b>(1,408)</b>	<b>(7.17)%</b>

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

## 4.2 Balance Sheet

### 4.2.1 Assets

Cash and cash equivalents include cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities. Current assets are expected to increase by \$0.38 million during the year, primarily reflecting delays in expenditure on construction projects.

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

### 4.2.2 Liabilities

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

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

Non-current liabilities (that is, obligations Council must pay beyond the next financial year) will decrease due to repayment of borrowings and reduction of lease liabilities.

### 4.2.3 Borrowings

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

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

### 4.2.4 Leases by category

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

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

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



### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

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

#### Asset development reserves

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

#### Asset replacement reserves

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

#### 4.3.2 Equity

Total equity is expected to increase by \$143.22 million and made up of the following components:

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

#### 4.4 Statement of Cash Flows

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

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

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

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

The decrease in cash flow from operating activities is mainly due to decrease in capital grants income \$8.64 million and higher employee payments \$8.8 million. This is partly offset by increase in rates and charges income by 2.75% in line with the State Government rate cap. The net cash flows from the operating activities does not equal the operating result of the year as the expected revenues and expenses of Council include non-cash items which have been excluded from the Cash flow Statement.

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

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

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

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

**4.5 Capital Works program**

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

**4.5.1 Summary**

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

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

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

4.5.2 Current Budget

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

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

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

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

**Summary of Planned Capital Works Expenditure**

For the years ending 30 June 2026, 2027 & 2028

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



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

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

## 5. Performance Indicators

### 5a. Targeted performance indicators

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

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

#### Targeted performance indicators - Service

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

**Targeted performance indicators - Financial**

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

**5b. Financial performance indicators**

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

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

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

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

**Key to Forecast Trend:**

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

**Notes to indicators**

**5a**

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

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

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

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

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

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

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

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

**5. Working Capital**

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

**6. Asset renewal**

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

**7. Rates concentration**

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

**8. Expenditure level**

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

**5b****9. Adjusted underlying result**

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

**10. Unrestricted Cash**

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

**11. Debt compared to rates**

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

**12. Rates effort**

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

**13. Revenue level**

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





# Proposed Fees and Charges Schedule 2024–25



This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the FY 2024-25.

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

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

Statutory fees are set externally by statute or regulation and are not at Council's discretion.

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

**Planning Permits**

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

**Planning Permits Amendments**

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

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

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

### Planning Application – Amendments

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

### Planning Certificates

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

### Planning Scheme – Amendments

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

### Subdivision

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

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

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

**Development Plans Amendments**

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

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

**Planning Copy Fees****Permit Fee (per copy)**

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

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

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

**Building Services****Residential Permits**

Dwelling Extensions/Alterations (All) (includes Class 1b) over \$100,000	per permit	Y	\$1,671.15	\$1,717.10	2.75%	\$45.95	Non-Statutory
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Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Residential Permits** [continued]

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

**Swimming Pools & Safety Barriers**

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

**Commercial Works**

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

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

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



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

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

**Building Copy Fees**

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

**City Design and Transportation**

**Subdivision**

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

**Engineering plans**

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

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

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

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

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

**Asset Protection-Commerical**

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

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

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

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

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

### City Presentation

#### Reinstatements

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

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

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

**Waste Management**

**Waste Fees**

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

**Food and Green Waste**

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

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

**Waste Kerbside Service Charge**

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

**Commercial Waste Kerbside Service Charge**

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

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

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

### Street Trees

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

### Subdivision

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

### Native Vegetation Management Costs

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

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

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

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

#### Revenue

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

### Civic Administration

#### Freedom of Information

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

### Local Laws

#### Local Laws

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

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

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

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

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

### Street Activities

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



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

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

**Animal Management**

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

**Livestock**

Livestock transport	At Contractors Cost	N				At contractors cost	Non-Statutory
Release Fee – per animal	Per Animal	N	\$103.50	\$106.35	2.75%	\$2.85	Non-Statutory

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

Keeping/feeding fee - impounded livestock - per day per animal	Per Day Per Animal	N	\$40.65	\$41.75	2.71%	\$1.10	Non-Statutory
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**Animal Registration**

**Dog**

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

**Cat**

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

**Fire Prevention**

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

**Parking**

Parking Infringement - Offence Codes 621,701-714	Per Infringement	N				0.5 Penalty units	Statutory
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Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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### Epping Animal Welfare Facility

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

### Plenty Ranges Arts & Convention Centre

#### Room Hire

##### Eucalypt

##### 5 Hour Hire

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

##### Blue/Red Gum

##### 5 Hour Hire

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

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

**5 Hour Hire**

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

**Woodstock Theatre**

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

**Yan Yeon Theatre**

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

**Community & Cultural Development**

**Site Fees**

**Whittlesea Community Festival**

**Commercial**

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

**Community**

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

**Carols by Candlelight**

**Commercial**

With power	Per booking	N	\$250.00	\$250.00	0.00%	\$0.00	Non-Statutory
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Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Community**

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

**Family Services**

**Kindergarten**

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

**Early years**

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

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

**Playgroups**

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

**Other Fees**

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

**Public Health**

**Food Act**

**Registration**

Add fee for each staff member in excess of 5	Per registration	N	\$26.80	\$27.75	3.54%	\$0.95	Statutory
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Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Registration** [continued]

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

**Food Safety Program**

**Registration – Initial**

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

**Registration – Renewal**

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

**Public Health & Wellbeing Act**

**Registration**

Initial Registration Fee	Per registration	N	\$348.00	\$360.15	3.49%	\$12.15	Statutory
Renewal registration Fee	Per registration	N	\$238.00	\$246.30	3.49%	\$8.30	Statutory
Hairdresser Registration Fee (one off fee)	One off fee	N	\$348.00	\$360.15	3.49%	\$12.15	Statutory
Accommodation houses	Per registration	N	\$426.00	\$440.90	3.50%	\$14.90	Statutory
Plans approval – general	Per Approval	N	\$224.50	\$230.65	2.74%	\$6.15	Non-Statutory
Plans approval – accommodation	Per Approval	N	\$356.45	\$366.25	2.75%	\$9.80	Non-Statutory
Request inspection priority fee (within 4 working days)	Per inspection	N	\$288.75	\$296.65	2.74%	\$7.90	Non-Statutory
Request inspection fee (within 10 working days)	Per inspection	N	\$214.05	\$219.90	2.73%	\$5.85	Non-Statutory

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

Caravan permit	Per Permit	N	\$187.80	\$192.95	2.74%	\$5.15	Non-Statutory
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**Registration – Transfer**

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

**Aquatic Fees**

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

**Sharps Containers**

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

**Septic Tank**

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

**Immunisation**

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

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

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

### Active & Creative Communities

#### Venue Hire

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

#### Consult Room

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

### Barry Road Community Activity Centre

#### Casual/ Business

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

#### Community

Hall Whole	Per hour	Y	\$30.65	\$31.45	2.61%	\$0.80	Non-Statutory
Hall 1 or 2	Per hour	Y	\$23.85	\$24.50	2.73%	\$0.65	Non-Statutory
Kitchen	Per hour	Y	\$10.30	\$10.55	2.43%	\$0.25	Non-Statutory
Meeting Room	Per hour	Y	\$19.30	\$19.80	2.59%	\$0.50	Non-Statutory



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

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

**Brookwood Community Centre**

**Casual/ Business**

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

**Community**

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

**Regular Group**

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

**Epping Community Centre**

**Regular Group**

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

**Community**

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

**Casual / Business**

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

**Epping Views Family and Community Centre**

**Casual/ Business**

Foyer, Display Space, Kitchenette	Per hour	Y	\$34.10	\$35.00	2.64%	\$0.90	Non-Statutory
Meeting Room	Per hour	Y	\$17.00	\$17.45	2.65%	\$0.45	Non-Statutory
MCH Program Room	Per hour	Y	\$28.05	\$19.20	-31.55%	-\$8.86	Non-Statutory

**Community**

Foyer, Display Space, Kitchenette	Per hour	Y	\$18.15	\$18.65	2.75%	\$0.50	Non-Statutory
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Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/ Decrease %	Increase/ Decrease \$	Basis of Fee
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**Community** [continued]

Meeting Room	Per hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory
MCH Program Room	Per hour	Y	\$15.85	\$9.90	-37.54%	-\$5.95	Non-Statutory

**Regular Group**

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

**Epping Memorial Hall**

**Casual/ Business**

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

**Regular Group**

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

**Community**

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

**French Street Hall**

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

**Galada Community Centre**

**Casual/ Business**

Kitchen	Per hour	Y	\$20.90	\$21.45	2.63%	\$0.55	Non-Statutory
MCH Program Room	Per hour	Y	\$35.25	\$19.20	-45.53%	-\$16.06	Non-Statutory
Social Support Suite Room 1	Per Hour	Y	\$22.75	\$23.35	2.64%	\$0.60	Non-Statutory
Social Support Suite Whole	Per Hour	Y	\$43.45	\$44.60	2.65%	\$1.15	Non-Statutory
Hall	Per hour	Y	\$60.20	\$61.85	2.74%	\$1.65	Non-Statutory
Meeting Room Whole	Per hour	Y	\$36.30	\$37.30	2.75%	\$1.00	Non-Statutory
Meeting Room 1	Per hour	Y	\$19.30	\$19.80	2.59%	\$0.50	Non-Statutory
Meeting Room 2	Per hour	Y	\$21.55	\$22.10	2.55%	\$0.55	Non-Statutory

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

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

**Regular Group**

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

**Ganbu Gulinj Community Centre**

**Casual/Business**

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

**Community**

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

**Regular Group**

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

**Greenbrook Community House**

Casual/Business – Meeting Room 3 (p/hr)	Per hour	Y	\$12.25	\$12.55	2.45%	\$0.30	Non-Statutory
Community - Meeting Room 3	per hour	Y	\$8.70	\$8.90	2.30%	\$0.20	Non-Statutory
Regular – Community room	per hour	Y	\$18.15	\$18.65	2.75%	\$0.50	Non-Statutory
Casual/Business – Community room	per hour	Y	\$24.45	\$25.10	2.66%	\$0.65	Non-Statutory
Community – Community room	per hour	Y	\$15.80	\$16.20	2.53%	\$0.40	Non-Statutory
Regular - Meeting Room 3	per hour	Y	\$10.25	\$10.50	2.44%	\$0.25	Non-Statutory

**Harvest Home Road Pavilion Social Room**

Casual/Business	Per Hour	Y	\$30.00	\$30.80	2.67%	\$0.80	Non-Statutory
community	Per Hour	Y	\$10.00	\$10.25	2.50%	\$0.25	Non-Statutory

Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Harvest Home Road Pavilion Social Room** [continued]

Regular Group	Per Hour	Y	\$24.00	\$24.65	2.71%	\$0.65	Non-Statutory
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**Janefield Community Centre**

**Casual**

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

**Regular Group**

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

**Community**

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

**Jindi Family and Community Centre**

**Casual/ Business**

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

**Community**

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

**Regular Group**

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

**Kirrip Community Centre**

**Casual/Business**

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

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

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

**Regular Group**

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

**Lalor Library Conference Room**

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

**Laurimar Community Activity Centre**

**Casual/ Business**

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

**Community**

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

**Regular Group**

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

**Main Street Pavilion Social Room**

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

**May Road Senior Citizens Centre**

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

**Casual/ Business**

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

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

Kitchen	Per hour	Y	\$20.70	\$21.25	2.66%	\$0.55	Non-Statutory
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**Community**

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

**Regular Group**

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

**Mernda Village Social Support Suite**

**Casual Group**

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

**Regular Group**

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

**Community Group**

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

**Mill Park Community Centre**

**Casual/ Business**

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

**Regular Group**

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

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

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

**Mill Park Lakes Social Room**

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

**Mosaic Pavilion Social Room**

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

**Nick Ascenzo Centre**

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

**Olivine Pavilion Community Room**

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

**Painted Hills Community Room**

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

**Patterson (Murnong) Community Centre**

**Casual/Business**

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

**Community Group**

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

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

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

**RGC Cook Pavilion social Room**

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

**Riverside Community Centre**

**Regular Group**

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

**Community**

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

**Casual / Business**

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

**Spring Street Hall**

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

**Whittlesea Community Activity Centre**

**Casual/ Business**

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



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

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

**Regular Group**

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

**Wollert**

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

**Waterview Community Pavilion Social Room**

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

**West Wollert Community Centre**

**Casual/Business**

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

**Community Group**

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

**Regular Group**

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

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

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

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

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

### Sports Pavilions

Bond	One off fee	N	\$500.00	\$513.75	2.75%	\$13.75	Non-Statutory
Harvest Home Road - Class 1	Per season	Y	\$1,205.00	\$1,238.10	2.75%	\$33.10	Non-Statutory
Mosaic Recreation Reserve - Class 1	Per season	Y	\$1,205.00	\$1,238.10	2.75%	\$33.10	Non-Statutory
Painted Hills Recreation Reserve - Class 1	Per season	Y	\$1,205.00	\$1,238.10	2.75%	\$33.10	Non-Statutory
Duffy St Reserve, Epping – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Epping Rec Reserve, Epping – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Findon Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Hillsview Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
HR Uren Reserve South – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Huskisson Reserve – Class 2	Per season	Y	\$1,033.25	\$1,061.65	2.75%	\$28.40	Non-Statutory
Kelynack Reserve, Mill Park – Class 2	Per season	Y	\$1,033.25	\$1,061.65	2.75%	\$28.40	Non-Statutory
Lalor Rec. Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Laurimar – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Main Street Reserve East – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory

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

Mernda Rec. Reserve, Mernda – Class 3	Per season	Y	\$826.45	\$849.15	2.75%	\$22.70	Non-Statutory
Mill Park Lakes Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Mill Park Reserve, Mill Park – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Partridge Street Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Redleap Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
RGC Cook Reserve West – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Sycamore Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Thomas Street Reserve – Class 2	Per season	Y	\$1,033.25	\$1,061.65	2.75%	\$28.40	Non-Statutory
Thomastown East Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
W.A. Smith Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory
Walker Reserve, Whittlesea – Class 2	Per season	Y	\$1,033.25	\$1,061.65	2.75%	\$28.40	Non-Statutory
Waterview Recreation Reserve – Class 1	Per season	Y	\$1,205.05	\$1,238.15	2.75%	\$33.10	Non-Statutory

**Sports – Casual**

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

**Sports – Sole User per year****Epping Soccer Stadium****Bond**

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

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

**Lighting Charge**

Lighting Fee	Per booking	Y	\$190.90	\$196.15	2.75%	\$5.25	Non-Statutory
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Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Line Marking**

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

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

**Cleaning**

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

**Hillsview Synthetic Soccer Ground**

**Synthetic Pitch – Training**

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

**Synthetic Pitch – Matches**

Local Club	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory
Local School	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory
Non Local Club	Per match	Y	\$288.65	\$296.55	2.74%	\$7.90	Non-Statutory
Non Local School	Per match	Y	\$288.65	\$296.55	2.74%	\$7.90	Non-Statutory
Local Community Event/ Fundraising	Per match	Y	\$229.60	\$235.90	2.74%	\$6.30	Non-Statutory
Commercial Use	Per match	Y	\$394.35	\$405.15	2.74%	\$10.80	Non-Statutory
Utility Fee	Per hour	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory
Commercial Night Use	Per match	Y	\$459.25	\$471.85	2.74%	\$12.60	Non-Statutory

**Mill Park Secondary College**

**Synthetic Pitch – Training**

Local Club	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Local School	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Non Local Club	Per hour	Y	\$156.85	\$161.15	2.74%	\$4.30	Non-Statutory
Non Local School	Per hour	Y	\$156.85	\$161.15	2.74%	\$4.30	Non-Statutory
Local Community Event/ Fundraising	Per hour	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
Commercial Use	Per hour	Y	\$196.60	\$202.00	2.75%	\$5.40	Non-Statutory

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

Local Club – pre Season (3 hour session – no lights)	Per 3 hour session	Y	\$118.10	\$121.30	2.71%	\$3.20	Non-Statutory
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**Synthetic Pitch – Matches**

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

**Ancillaries**

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

**Tennis**

**Ground Hire**

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

**Bocce**

**Ground Hire**

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

**Whittlesea Secondary College Basketball Stadium**

**Court Hire**

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

**Group 3 (Internal and Community)**

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

**Meadowglen Athletics Track**

Association carnivals	Per Carnival	Y	\$673.35	\$691.85	2.75%	\$18.50	Non-Statutory
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Name	Unit	GST (Y)es/(N)o	2023-24 Fee (incl.GST)	2024-25 Fee (incl.GST)	Increase/Decrease %	Increase/Decrease \$	Basis of Fee
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**Meadowglen Athletics Track** [continued]

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

**Meadowglen Stadium Function Room**

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

**Edgars Creek Secondary College**

**Synthetic Pitch - Training**

Commercial Use	Per hour	Y	\$196.60	\$202.00	2.75%	\$5.40	Non-Statutory
Local Club - pre season	Per 3 hour session	Y	\$118.15	\$121.40	2.75%	\$3.25	Non-Statutory
Local Club (per hour)	per hour	Y	\$118.15	\$121.40	2.75%	\$3.25	Non-Statutory
Local Community Event/ Fundraising (per hour)	per hour	Y	\$118.15	\$121.40	2.75%	\$3.25	Non-Statutory
Local School (per hour)	per hour	Y	\$118.15	\$121.40	2.75%	\$3.25	Non-Statutory
Non Local Club (per hour)	per hour	Y	\$156.85	\$161.15	2.74%	\$4.30	Non-Statutory
Non Local School (per hour)	per hour	Y	\$156.85	\$161.15	2.74%	\$4.30	Non-Statutory

**Synthetic Pitch - Matches**

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



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

Non Local School	Per match	Y	\$288.65	\$296.55	2.74%	\$7.90	Non-Statutory
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**Ancillaries**

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

**Meadowglen Stadium Event Hire**

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

**Ageing Well**

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

**Leap Program**

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



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

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

**Leisure Centres**

**Whittlesea Swim Centre**

**Aquatics**

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

**Swim Lessons**

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

**Schools Swim lessons**

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

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

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

**Older Adult program**

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

**Children's Programs**

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

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

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

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

**Aquatics**

20 Adult Swim, Spa and Sauna Pass	Per adult	Y	\$222.50	\$228.60	2.74%	\$6.10	Non-Statutory
20 Concession Swim, Spa and Sauna Pass	Per concession	Y	\$182.15	\$187.15	2.74%	\$5.00	Non-Statutory
20 Family Swim Pass	Per family	Y	\$341.55	\$350.90	2.74%	\$9.35	Non-Statutory
20 Swim - Adult	Per adult	Y	\$134.55	\$138.25	2.75%	\$3.70	Non-Statutory
20 Swim - Child	Per child	Y	\$105.05	\$107.90	2.71%	\$2.85	Non-Statutory
20 Swim - Concession	Per concession	Y	\$105.05	\$107.90	2.71%	\$2.85	Non-Statutory
Adult Swim - Women's Swimming Program	Per lesson	Y	\$5.90	\$6.05	2.54%	\$0.15	Non-Statutory
Spectator Casual Entry	Per Entry	Y	\$2.05	\$2.00	-2.44%	-\$0.05	Non-Statutory
Adult Swim	Per entry	Y	\$7.40	\$7.60	2.70%	\$0.20	Non-Statutory
Child Swim	Per entry	Y	\$5.90	\$6.05	2.54%	\$0.15	Non-Statutory
Concession Swim	Per concession	Y	\$5.90	\$6.05	2.54%	\$0.15	Non-Statutory
Family Swim	Per entry	Y	\$18.70	\$19.20	2.67%	\$0.50	Non-Statutory
10 pass Adult Swim	Per adult	Y	\$67.05	\$68.85	2.68%	\$1.80	Non-Statutory
10 pass Child Swim	Per child	Y	\$53.00	\$54.45	2.74%	\$1.45	Non-Statutory
10 pass Concession Swim	Per concession	Y	\$53.00	\$54.45	2.74%	\$1.45	Non-Statutory
10 pass Family Swim	Per entry	Y	\$168.60	\$173.20	2.73%	\$4.60	Non-Statutory
Adult Swim, Spa and Sauna	Per entry	Y	\$12.35	\$12.65	2.43%	\$0.30	Non-Statutory

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

Concession Swim, Spa and Sauna	Per concession	Y	\$10.05	\$10.30	2.49%	\$0.25	Non-Statutory
10 pass Adult Swim, Spa and Sauna	Per entry	Y	\$111.75	\$114.80	2.73%	\$3.05	Non-Statutory
10 pass Concession Swim, Spa and Sauna	Per concession	Y	\$91.25	\$93.75	2.74%	\$2.50	Non-Statutory
Swim, Spa and Sauna after class	Per entry	Y	\$5.80	\$5.95	2.59%	\$0.15	Non-Statutory

**Swim Lessons**

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

**Schools Swim lessons**

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

**Group Exercise**

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

**LEAP Program**

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

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

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

**Childrens' Programs**

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

**Creche**

20 pass - 1 child per 1 session	per pass	Y	\$138.85	\$142.65	2.74%	\$3.80	Non-Statutory
20 pass - 2 children per 1 Session	per pass	Y	\$175.45	\$180.25	2.74%	\$4.80	Non-Statutory
20 pass - 3 or more children per 1 session	per pass	Y	\$214.05	\$219.90	2.73%	\$5.85	Non-Statutory
1 child per 1 session	per hour	Y	\$7.65	\$7.85	2.61%	\$0.20	Non-Statutory
2 children per 1 Session	per hour	Y	\$9.70	\$9.95	2.58%	\$0.25	Non-Statutory
3 or more children per 1 Session	per hour	Y	\$11.85	\$12.15	2.53%	\$0.30	Non-Statutory
10 pass – 1 child per 1 Session	per pass	Y	\$69.35	\$71.25	2.74%	\$1.90	Non-Statutory
10 pass – 2 children per 1 session	per pass	Y	\$87.75	\$90.15	2.74%	\$2.40	Non-Statutory
10 pass – 3 or more children per 1 Session	per pass	Y	\$107.00	\$109.90	2.71%	\$2.90	Non-Statutory

**Occasional Care**

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

Court - casual use per person	Per Entry	Y	\$4.85	\$4.95	2.06%	\$0.10	Non-Statutory
Full Court – after 4pm weekdays and weekends	Per hour	Y	\$51.15	\$52.55	2.74%	\$1.40	Non-Statutory
Full Court – before 4pm weekdays	Per hour	Y	\$42.85	\$44.00	2.68%	\$1.15	Non-Statutory

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

Group fitness room rental per hour	per hour	Y	\$45.05	\$46.25	2.66%	\$1.20	Non-Statutory
Childcare room rental per hour	per hour	Y	\$45.10	\$46.30	2.66%	\$1.20	Non-Statutory
Meeting Room Hire (next to cafe)	Per hour	Y	\$45.10	\$46.30	2.66%	\$1.20	Non-Statutory
25m Pool Lane Hire – Permanent	Per lane, per hour	Y	\$30.60	\$31.40	2.61%	\$0.80	Non-Statutory
25m Pool Lane Hire – Casual	Per lane, per hour	Y	\$46.15	\$47.40	2.71%	\$1.25	Non-Statutory
Hydro Pool Hire (1/2 pool)	Per hour	Y	\$89.00	\$91.45	2.75%	\$2.45	Non-Statutory
Hydro Pool Hire	Per hour	Y	\$177.30	\$182.15	2.74%	\$4.85	Non-Statutory

**Miscellaneous**

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

**Club Memberships (New fee structure)**

Active Whittlesea - Weekly Fee	Per week	Y	\$23.55	\$24.15	2.55%	\$0.60	Non-Statutory
Active Whittlesea Membership Concession	Per Week Concession	Y	\$24.50	\$25.15	2.65%	\$0.65	Non-Statutory
Bronze - Concession PIF 3 months	Per quarter concession	Y	\$226.15	\$232.35	2.74%	\$6.20	Non-Statutory
Bronze - PIF 3 Months	Per quarter	Y	\$291.35	\$299.35	2.75%	\$8.00	Non-Statutory
Bronze - PIF Adult 12 Months	Per Annum	Y	\$939.70	\$965.50	2.75%	\$25.80	Non-Statutory
Bronze - PIF Concession 12 Months	Per annum concession	Y	\$754.05	\$774.75	2.75%	\$20.70	Non-Statutory
Bronze - Weekly Fee	Per week	Y	\$17.00	\$17.45	2.65%	\$0.45	Non-Statutory
Bronze Concession - Weekly Fee	Per week	Y	\$11.85	\$12.15	2.53%	\$0.30	Non-Statutory
DPV - Casual Entry	Per Entry Concession	Y	\$5.80	\$5.95	2.59%	\$0.15	Non-Statutory
Gold - Health Club, Group Fitness & Aquatics - Adult PIF 3 Months	Per quarter	Y	\$364.55	\$374.55	2.74%	\$10.00	Non-Statutory
Gold - Health Club, Group Fitness & Aquatics - Concession PIF 3 Months	Per quarter concession	Y	\$254.75	\$261.75	2.75%	\$7.00	Non-Statutory
Gold - Health Club, Group Fitness & Aquatics PIF 12 Months	Per Annum	Y	\$1,176.00	\$1,208.30	2.75%	\$32.30	Non-Statutory
Gold - Health Club, Group Fitness & Aquatics PIF 12 Months Concession	Per annum concession	Y	\$1,141.70	\$1,173.10	2.75%	\$31.40	Non-Statutory
Gold - Weekly Fee	Per week	Y	\$21.30	\$21.85	2.58%	\$0.55	Non-Statutory
Gold Concession - Weekly Fee	Per week	Y	\$14.85	\$15.25	2.69%	\$0.40	Non-Statutory
Health Club - casual entry	Per Entry	Y	\$21.10	\$21.65	2.61%	\$0.55	Non-Statutory
Health Club - casual entry - Concession	Per Entry Concession	Y	\$14.70	\$15.10	2.72%	\$0.40	Non-Statutory
Platinum (Reformer Pilates) Membership - Weekly Fee	Per week	Y	\$35.00	\$35.95	2.71%	\$0.95	Non-Statutory
Platinum (Reformer Pilates) Membership - Weekly Fee - concession	Per Week	Y	\$0.00	\$26.95	∞	∞	Non-Statutory
Silver - Weekly Fee	Per week	Y	\$19.15	\$19.65	2.61%	\$0.50	Non-Statutory

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

Silver- Weekly Fee concession	Per Week	Y	\$0.00	\$25.50	∞	∞	Non-Statutory
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**Asset Protection**

**Resident Access Request to undertake works**

**Bond Fees for accessing Council reserves for private works**

Material Delivery Access	per access request	N	\$2,732.40	\$2,807.55	2.75%	\$75.15	Non-Statutory
Fencing Works	per access request	N	\$2,732.40	\$2,807.55	2.75%	\$75.15	Non-Statutory
Stockpiling material on Council Land	per access request	N	\$5,464.85	\$5,615.15	2.75%	\$150.30	Non-Statutory
Concrete pouring from Council	per access request	N	\$5,464.85	\$5,615.15	2.75%	\$150.30	Non-Statutory
Minor Works Excavations (Works valued less than \$10,000)	per access request	N	\$5,464.85	\$5,615.15	2.75%	\$150.30	Non-Statutory
Major Works Excavations (Works valued more than \$10,000)	per access request	N	\$10,929.65	\$11,230.20	2.75%	\$300.55	Non-Statutory
Soil and Rock Removal via Council Reserve	per access request	N	\$10,929.65	\$11,230.20	2.75%	\$300.55	Non-Statutory

**Council Offices**

25 Ferres Boulevard  
South Morang VIC 3752

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

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

**Postal address**

City of Whittlesea Locked Bag  
Bundoora MDC VIC 3083

**Phone:** 9217 2170

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

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**131 450**



# City of Whittlesea Proposed Community Plan Action Plan 2024–25

*A place for all*







Our community is compassionate and welcoming. We are healthy and can easily access the support services we need. People of all backgrounds, ages and abilities feel that they are an essential part of the community. We work together, making our community a better place for all.

## About this Plan

The **Community Plan Action Plan 2024-2025** is the final annual supplement to the **Community Plan 2021-2025**.

It articulates the key actions prioritised for delivery in the financial year 2024-2025.

The Proposed Action Plan plays a pivotal role in working towards the vision and strategic direction embedded in *Whittlesea 2040* and the **Community Plan 2021-2025**.

### Acknowledgement of Country

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

## Key achievements between 2021-24

- ✔ Opened the Mernda Social Support Centre to provide day respite and a range of programs to assist older residents improve their physical and mental health 🇺🇦 🇦🇺
- ✔ Commenced construction of the Aboriginal Gathering Place at Quarry Hills Parkland in South Morang, to provide a welcoming, inclusive, and culturally safe space for both Aboriginal and non-Aboriginal people to reflect, celebrate and connect to Aboriginal culture 🇺🇦
- ✔ Developed the *Connected Community Strategy* to enhance social inclusion, civic participation, health, wellbeing and safety of our community 🇺🇦 🇦🇺
- ✔ Brought the management of the wat djerring animal management facility in-house, in partnership with Merri-bek and Darebin Councils, to provide the best possible outcomes for animals and the community 🇺🇦
- ✔ Helped our older residents to connect and find relevant support services, via the Ageing Well Expo in June 2023 🇺🇦 🇦🇺
- ✔ Developed the *Long-Term Community Infrastructure Plan* to outline the roadmap for key infrastructure priorities in the future 🇺🇦
- ✔ Launched the Whittlesea Disability Network Hub to offer an online space where people living with a disability, their carers, and support network can provide feedback to Council on what people with a disability need to live independently and safely in our community 🇦🇺
- ✔ Commence the design of the Regional Sports Precinct in Mernda and secured funding co-contribution from the Victorian Government to support the delivery of the second stage of the facility 🇺🇦 🇦🇺
- ✔ Completed redeveloping Mill Park Basketball Stadium, adding new female-friendly changerooms, accessible public toilets, shower and change facilities, and an updated kitchen and canteen 🇺🇦 🇦🇺
- ✔ Developed a suite of emergency preparedness videos to increase community preparedness and resilience before, during and after emergencies 🇺🇦
- ✔ Continued to build leadership capability and skills of residents through the delivery of a Community Leadership Program 🇺🇦

## Services



## Key actions for 2024-25

### Key direction 1.1

#### A socially cohesive community

- Install Wi-Fi at Miller Community Centre, Epping Community Centre, Janefield Community Centre, Olivine Pavilion, and Wollert Community Centre
- Complete construction of an Aboriginal Gathering Place to foster connections to culture, heritage, land, and healing 🇺🇦
- Progress construction of the Community Activity Centre in Patterson Drive, Donnybrook 🇺🇦
- Commence implementation of the *Connected Community Strategy Action Plan 2024-2026* 🇺🇦 🇦🇺
- Deliver community forums, newsletters and engagement opportunities which support people with disability and carers

### Key direction 1.2

#### A healthy and safe community

- Increase community emergency resilience and preparedness, including for at-risk people and communities
- Improve access to Prevention of Violence Against Women programs, services, and resources, including among culturally and linguistically diverse community groups 🇺🇦
- Work with our partners to raise community awareness and focus on prevention for people who are homeless and sleeping rough in the municipality 🇺🇦 🇦🇺
- Commence construction of the Regional Sports Precinct in Mernda including indoor courts, outdoor netball courts and associated facilities 🇺🇦
- Continue to run animal adoption campaigns to find new homes for stray animals in our municipality
- Continue to collaborate with partners to advocate and prevent gambling harm 🇺🇦

- Continue to engage men in the prevention of gender-based violence through a community of practice 🇺🇦
- Raise awareness of community needs around key health outcomes through events and activities during anti-poverty week, men's and women's health week and other days of significance 🇺🇦 🇦🇺

### Key direction 1.3

#### A participating community

- Grow our community engagement pop up program through the use of a new interactive community engagement trailer making it easier for community to have their say on matters that are important to them

🇺🇦 Municipal Public Health and Wellbeing Plan  
 🇦🇺 Disability Action Plan





## Liveable neighbourhoods



## Services



Traffic management



Roads, public transport and footpaths



Planning and building



Parks and open spaces

Everything we need is close by. We have a variety of quality housing that suits our life stages and circumstances. Residents can get where they need to go with ease and leaving the car at home becomes an option for everyone to consider.

### Key achievements between 2021-24

- ✔ Opened Findon Road to help ease traffic congestion and provide an important east-west link for commuters with more convenient connections to work, education, shopping, public transport and recreation facilities
- ✔ Resurfaced and reconstructed more than 560,000 square metres of road
- ✔ Upgraded public facilities for Mernda Adventure Park and the Whittlesea Courthouse
- ✔ Installed road safety measures such as speed humps and wombat crossings at identified priority areas in Mill Park
- ✔ Upgraded pram crossings along Barry Road, Thomastown, and bus stops on Whittlesea Yea Road and The Boulevard, Thomastown, to be compliant with disability requirements
- ✔ Completed the construction of Kelnack Recreation Reserve playground including the relocation and upgrade of the playground, new concrete paths, shelters and barbecue areas, a multi-use area and basketball half court
- ✔ Developed and commenced implementing the *Liveable Neighbourhoods Strategy* which will drive Council's program of work to deliver desirable transport, planning, urban design, open space, and housing outcomes
- ✔ Developed a draft *Aboriginal Heritage Study*
- ✔ Endorsed the *Thomastown and Lalor Place Framework* as a blueprint towards well-designed open space and infrastructure outcomes to residents in these established areas

### Key actions for 2024-25

#### Key direction 2.1

##### Smart, connected transport network

- Continue to improve access, shelter, and seating for people with a disability at bus stops
- Encourage and promote active travel through the production of maps and improved signage
- Conduct cycling audits to enhance planning for evolving cyclist needs
- Deliver local road resurfacing works
- Deliver local road reconstruction works
- Finalise construction of a signalised intersection at Plenty Road and Everton Drive, Mernda

#### Key direction 2.2

##### Well-designed neighbourhoods and vibrant town centres

- Continue to upgrade public toilets in line with the *Public Toilet Amenity Plan*
- Progress construction to improve access to the Whittlesea Township Park to better connect our community
- Develop the *Mill Park Place Framework* to enhance our investment planning and prioritise city shaping opportunities
- Continue to upgrade Whittlesea Public Gardens
- Progress construction of Granite Hills Major Community Park
- Commence construction of the streetscape around The Boulevard shops in Thomastown

#### Key direction 2.3

##### Housing for diverse needs

- Partner with community housing organisations to plan and progress delivery of affordable houses in Ashline Street, Wollert

Municipal Public Health and Wellbeing Plan

Disability Action Plan

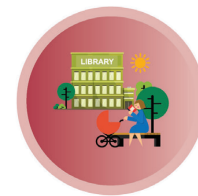




### Services



Local business support



Libraries



Investment attraction

### Key actions for 2024-25

#### Key direction 3.1

##### Increased local employment

- Continue partnership with Hume Whittlesea Local Learning Employment Network to promote local pathways to jobs and careers for young people 🇺🇸 🇦🇺
- Identify and work with key stakeholders to address skill shortages through targeted inclusive programs/events 🇺🇸 🇦🇺
- Continue the inclusive employment program to ensure marginalised community members can gain meaningful employment experience with Council 🇺🇸 🇦🇺
- Continue to deliver a Work Ready volunteer program for qualified and newly arrived migrants 🇺🇸 🇦🇺
- Investigate the need for supporting businesses to undertake inclusive recruitment and employment 🇺🇸 🇦🇺
- Advocate for the Melbourne Food Innovation and Export Hub (MFIH)

#### Key direction 3.2

##### Education opportunities for all

- Encourage collaboration between educational institutions, local business, external stakeholders, and industry to understand the training needs of the future workforce 🇺🇸 🇦🇺
- Commence construction of Murnong Community Centre and library and deliver additional mobile bus library stop locations to support our growing community
- Support the agri-food sector to be future ready through improved connectivity between industry, local education, and research and development

#### Key direction 3.3

##### Successful, innovative local businesses

- Work with the Victorian Government, National Intermodal and Mitchell Shire Council to progress master planning for the Beveridge Intermodal Precinct
- Partner with the Victorian Government, Hume City Council, Mitchell Shire Council and the landowner to progress master-planning and implementation of the Cloverton Metropolitan Activity Centre
- Connect and support local businesses and entrepreneurs to showcase their circular economy products and services 🇺🇸 🇦🇺
- Support the development of the Australian Food Innovation Centre (AFIC)

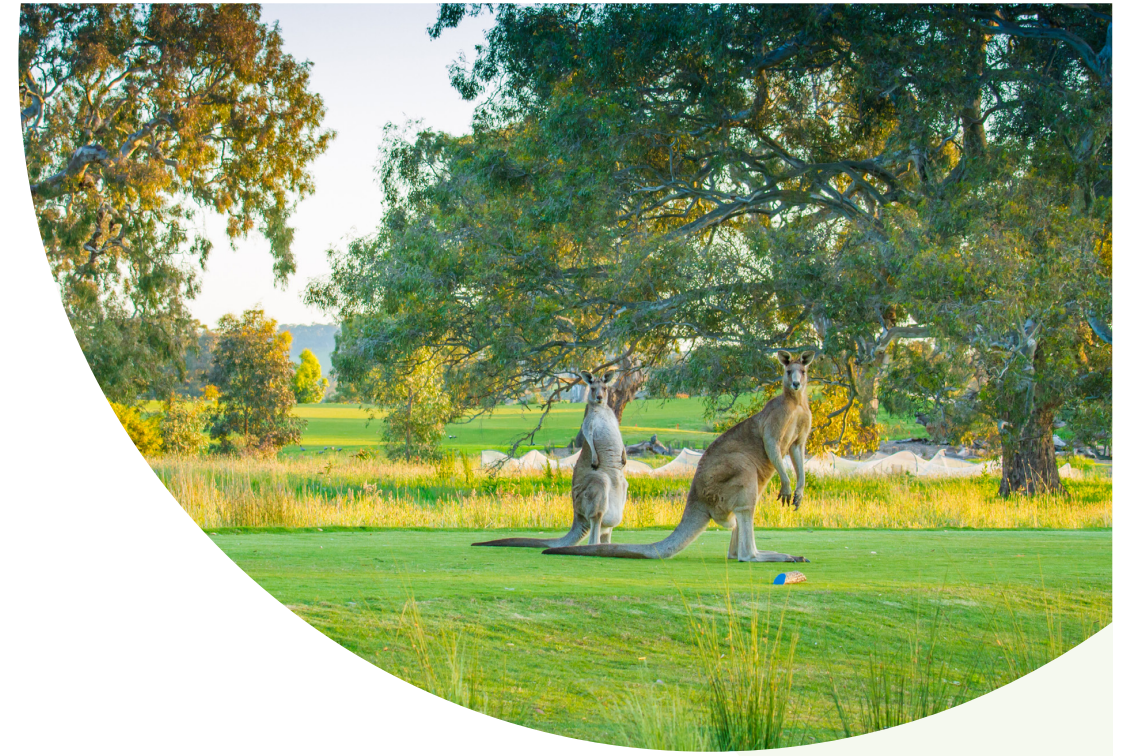
🇺🇸 Municipal Public Health and Wellbeing Plan  
 🇦🇺 Disability Action Plan

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

### Key achievements between 2021-24

- ✔ Developed the *Investment Attraction Plan* to support increased business sector investment locally
- ✔ Established the Whittlesea Business Network to provide an opportunity for businesses to collaborate and network as well as have access to a learning portal for upskilling and training 🇺🇸
- ✔ Hosted Council's first Business Awards to celebrate the City of Whittlesea's business community and recognise business excellence, sustainability, and responsibility
- ✔ Successfully rolled out the *It's All Here* campaign to highlight all the offerings for residents and visitors to see and do
- ✔ Delivered the Shopfront Improvement Grants Program together with local businesses, to support more than 30 businesses to upgrade the look, vibrancy, and attractiveness of their shop fronts 🇺🇸 🇦🇺
- ✔ Supported our local businesses to bounce back from COVID-19 impacts through the delivery of grants, programs, and infrastructure
- ✔ Launched the pilot of the Thomastown co-working space in partnership with Yarra Plenty Regional Library to support business to connect with like-minded local operators and engage in business-to-business opportunities
- ✔ Developed and began implementation of the *Strong Local Economy Strategy* to support increased local employment, education opportunities and successful businesses in our community
- ✔ Opened the Kirrip and Mernda Libraries providing modern co-working facilities to the community





## Sustainable environment

### Services



Biodiversity, land management, sustainable planning and design



Water management



Resource recovery and waste



Climate change

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

### Key achievements between 2021-24

- ✔ Adopted and commenced implementation of the *Climate Change Plan 2022-2023* and the *Sustainable Environment Strategy 2022-2032* 🗺️ ♿
- ✔ Introduced a new municipal wide kerbside glass recycling service 🗑️
- ✔ Planted more than 7,000 trees in streets, parks, conservation reserves and open spaces 🌳
- ✔ Partnered with the Wurundjeri Narrap Team to develop traditional land management practices across two conservation reserves
- ✔ Supported our rural landowners to protect and enhance biodiversity on their property through our fully subscribed Environmental Works Grant Program 🌳
- ✔ Installed recycling drop-off hubs at 12 locations across the municipality, making it easier and more convenient for people to drop off items including x-rays, e-waste and mobile phones ♻️
- ✔ Undertook community consultation and awarded the detailed design contract for the upgrade of Peter Hopper Lake in Mill Park 🗺️ ♿

### Key actions for 2024-25

#### Key direction 4.1

##### Valued natural landscapes

- Better protect flora and fauna through the Grassy Woodland Threatened Species Restoration Program at Growling Frog Golf Course
- Continue to implement a Planning Scheme Amendment to better protect biodiversity, waterways and landscapes using appropriate zones and overlays
- Invite Traditional Owners to self-determine involvement opportunities for collaboration and partnership within our sustainable environment actions
- Develop and implement a Seedlings for Schools and Kinders program 🗺️ ♿

#### Key direction 4.2

##### Climate ready

- Utilise technology to reduce risk of illegal vegetation removal
- Continue to deliver the annual tree planting programs

#### Key direction 4.3

##### Leaders in clean, sustainable living

- Continue to enhance the hard waste collection service
- Continue to implement actions from the Rethinking Waste Plan
- Continue to improve the energy efficiency of Council buildings and facilities including solar and lighting upgrades
- Develop and implement a waste diversion plan

🗺️ Municipal Public Health and Wellbeing Plan  
 ♿ Disability Action Plan





**High performing organisation**



Services



Our systems and knowledge



Our people



Our governance



Our finance and assets

Council engages effectively with the community, delivers efficient and effective services and initiatives, makes decision in the best interest of the community, and delivers value to the community.

Key achievements between 2021-24

- ✔ Began a digital transformation program to improve efficiency and customer service
- ✔ Developed the *High Performing Organisation Strategy 2023-2028*
- ✔ Successfully advocated to the Federal Government for a commitment to deliver the Beveridge Intermodal Precinct, which will create 14,000 local jobs
- ✔ Opened the Whittlesea Service Hub to make access to Council services easier for our rural residents
- ✔ Endorsed the *Workforce Plan* and *Gender Equity Action Plan* and continue to implement actions according to agreed timelines
- ✔ Delivered a successful program of community engagement
- ✔ Developed the *Great Workplace for All Plan 2022-2024*
- ✔ Launched and implemented the Financial Hardship Policy to support residents who are experiencing financial hardship in paying Council fees and rates
- ✔ Reported quarterly to the community on the Budget, the Community Plan, and good governance at the Council

Key actions for 2024-25

Key direction 5.1

**Driving better community outcomes**

- Continue implementing our place-based model to be responsive to the needs of our local communities
- Submit Federal and State Budget submissions advocating for infrastructure funding, increased services, and reform on behalf of our community
- Identify and complete gender impact assessments on key initiatives that have a “direct and significant impact on community” under the *Gender Equality Act 2020*
- Improve customer service performance for our community targeting satisfaction scores of 75% or above for council services

Key direction 5.2

**More informed Council decisions**

- Develop a data and insights hub to measure Council's impact and increase transparency through public reporting
- Commence developing the *Community Plan 2025-2029* and review the community vision *Whittlesea 2040*
- Deliver a comprehensive Councillor induction program to ensure a smooth transition back to an elected Council

Key direction 5.3

**More cost-effective investment and engaged workforce**

- Achieve ISO45001 Safety Accreditation to ensure safety within our community is enhanced for our infrastructure and service delivery
- Continue to Implement the *Gender Equality Action Plan* to ensure a safe and equal workplace and progress towards becoming an Employer of Choice

Municipal Public Health and Wellbeing Plan  
 Disability Action Plan

## Delivering value to the City of Whittlesea community\*



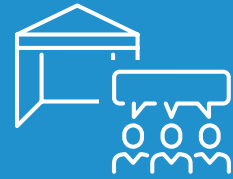
**1,645**  
animals returned  
or rehomed



**16,832**  
immunisations  
administered



**911,414**  
visits to our  
aquatic facilities



**92**  
community-based  
pop-ups and  
information stalls



**20,000**  
local jobs approximately  
will be generated  
by the Beveridge  
Intermodal Precinct



**656**  
food premises  
inspected



**22,000+**  
Snap Send Solve  
customer requests  
actioned



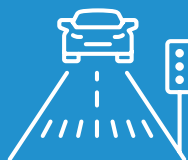
**8,867,539**  
garbage and  
recycling bins  
collected



**46,370**  
visits to the Engage  
Whittlesea website  
resulting in 4,344 contributions  
from community members



**24,958**  
active library  
borrowers



**174,826m<sup>2</sup>**  
of roads  
reconstructed  
or resealed



**722**  
planning  
permits issued

\*in 2022-23 FY

Please follow [engage.whittlesea.vic.gov.au](https://engage.whittlesea.vic.gov.au) and stay tuned to participate in upcoming engagement opportunities.



**City of  
Whittlesea**



**City of Whittlesea**  
25 Ferres Boulevard, South Morang VIC 3752  
**Opening hours** Monday-Friday, 8.30am-5pm



9217 2170 (24 hours)  
TTY: 133 677 (ask for 9217 2170)



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



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**131 450**

**Arabic** خدمة الترجمة الشفهية الهاتفية المجانية

**Chinese Simplified** 免费电话传译服务

**Chinese Traditional** 免費電話傳譯服務

**Greek** Δωρεάν τηλεφωνική υπηρεσία διερμηνέων

**Italian** Servizio di interpretariato telefonico gratuito

**Macedonian** Бесплатна телефонска услуга за преведување

**Persian/Farsi** خدمات مترجم شفاهی تلفنی رایگان

**Punjabi** ਮੁਫਤ ਟੈਲੀਫੋਨ ਦੁਆਰਾ ਸੇਵਾ

**Turkish** Ücretsiz telefonla tercümanlık servisi

**Vietnamese** Dịch vụ thông dịch qua điện thoại miễn phí



## 5.5 Ageing Well Service Opportunities

**Director/Executive Manager:** Director Community Wellbeing

**Report Author:** Manager Ageing Well

**In Attendance:** Manager Ageing Well

### Executive Summary

The purpose of this report is to seek endorsement for Council to become an approved provider of the Commonwealth Government's Home Care Packages Program for older people.

Council currently delivers the Commonwealth Home Support Program (CHSP) which provides basic, entry level services. The Home Care Packages Program provides tailored support for older people with more complex needs than those receiving support through CHSP.

It is prudent and timely for Council to become a Home Care Package (HCP) provider to:

1. Offer continuity of care for clients who currently need to change providers once they require a higher level of care than that provided by CHSP delivered by Council.
2. Meet the higher care needs of existing clients who have refused a HCP because they prefer to remain with Council as their preferred provider.
3. Expand Council's ability to deliver enhanced and innovative service offerings for older residents in the municipality by July 2025 in line with commencement of the updated Support at Home Program.
4. Receive enhanced levels of support from the Commonwealth Government to adapt and evolve Council's services in response to aged care reforms.

If Council becomes a HCP provider, the CHSP program will continue to be delivered.

Together with the HCP program (until its transition to the Support at Home Program) it will enable Council to provide a comprehensive suite of in-home care and services to support older adults to remain independent for as long as possible.

Local government authorities are exempt from being assessed by the Aged Care Quality and Safety Commission for suitability to become a HCP approved provider. Council will only be required to submit a notification of the intention to provide HCP.

### Officers' Recommendation

**THAT Council endorse the submission of a notification to the Aged Care Quality and Safety Commission for Council to become an approved provider of Home Care Packages for older adults.**



**Background / Key Information**

**Current aged care services delivered by Council**

Council currently delivers the following services for older residents as part of the Commonwealth Home Support Program (CHSP):

• Social Support Individual	• Social Support Groups
• Domestic Assistance	• Centre based respite
• Personal Care	• Home Maintenance
• Delivered Meals	• Home Modifications
• Allied Health & Therapy	• Flexible Respite

Once a person requires a higher level of support at home than the entry-level CHSP, they transition to a Home Care Package (HCP). A challenge for Council’s CHSP clients is that once they transition to a HCP they must change providers.

**Aged Care Reform**

The Commonwealth Government has been implementing a multi-year reform of the aged care system since 2021.

A key element of the reform impacting Council will be the transition of the CHSP program that Council delivers to a new single Support at Home Program.

The Commonwealth Government has recently announced that CHSP will not transition to the new Support at Home Program before 1 July 2027. Home Care Packages (HCP) and Short-Term Restorative Care (STRC) will transition from 1 July 2025, two years earlier than CHSP.

For CHSP only providers such as Council, these key reforms constitute significant governance and operational changes that will come into effect before transitioning to the new Support at Home Program.

However, a new Aged Care Act and Strengthened Aged Care Quality Standards are scheduled to take effect from 1 July 2024 which will require all providers at all levels of care to be nationally registered based to provide funded aged care services. Despite only providing entry level care, Council will need to make the same governance and operational changes at the same time as HCP providers.

Additionally, Council officers anticipate that further operational changes will come into effect with the introduction of the Support at Home Program of which the details are currently unknown. This will give HCP providers a competitive advantage over CHSP providers who won’t be transitioning to the new Support at Home Program until two years later.

**Community Benefits**

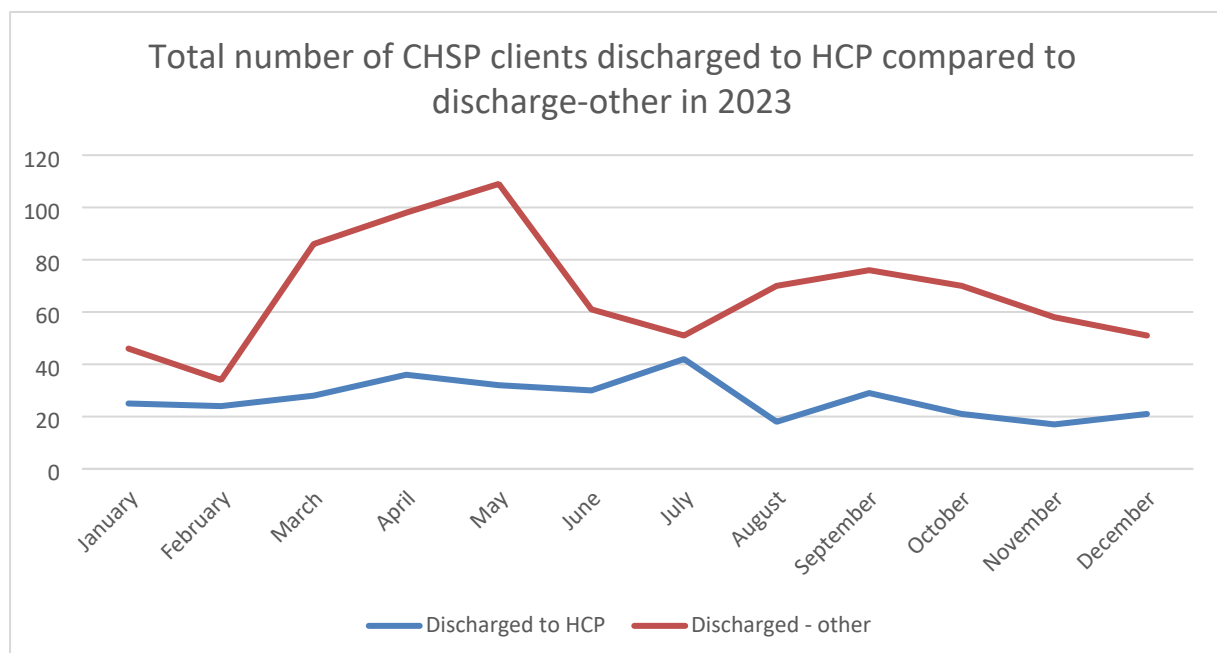
The key community benefit of Council becoming a HCP provider is continuity of care for clients. Currently Council’s CHSP clients must change providers once they require a higher level of care and transition to a Home Care Package.

As illustrated in **Table 1**, of the 1,133 clients discharged from Council’s CHSP service in 2023, 30% (323) of discharges were clients who moved to Home Care Packages.

Anecdotal evidence suggests that approximately the same number of clients refused a Home Care Package despite their eligibility so that they could continue to receive services from Council. The reasons are that Council is their preferred provider and/or for continuity of care.

If Council provides HCP’s, clients will be able to continue to receive services from Council and receive a higher level of care once they require it. Clients will also have access to an extended range of care services in their homes, as well as care management if required.

**Table 1**



**The process of becoming a HCP provider**

Local government authorities are deemed Government organisations under section 63B (2) of the *Aged Care Quality and Safety Commission Act 2018* which means they are exempt from being assessed by the Commission for suitability when becoming an approved HCP provider. However, they are required to submit a notification (Attachment 1) to provide aged care.

Once this notification has been received and the organisation is taken to be an approved provider, it must meet the regulatory responsibilities of an approved provider as set out in the Aged Care Act, Commission Act, *Aged Care Quality and Safety Commission Rules 2018* (Commission Rules) and associated principles.

Completion of the notification to provide aged care will require Council to nominate key personnel. Key personnel will be required to make a declaration verifying they comprehend and agree to their duties and obligations, submit national police check and statutory declaration form. Key personnel include governing persons, executive management and other persons who are likely to be responsible for the day-to-day operations of the funded aged care services.

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### High Performing Organisation

A key direction in Council's High Performing Organisation Strategy 2023-2028 is driving better community outcomes. Becoming a HCP provider will facilitate the provision of more tailored and needed services to keep older adults independent for as long as possible in their own homes.

This also aligns with the overarching governance principles in the *Local Government Act 2020* which outlines the importance of achieving the best outcomes for the community.

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

#### Financial Management

The cost of delivering HCP is full recoverable from the Commonwealth Government. The funding covers the cost of the care service as well as any costs associated with managing the HCP for the client.

The introduction of HCP will be paced and scaled to ensure no additional cost to Council.

#### Community Consultation and Engagement

The proposal presented in this report draws on Council's discharge data and client feedback and consultation received through the Ageing Well Experience Survey and Client Journey Mapping outlined in the Social, Cultural and Health section of this report.

### Other Principles for Consideration

#### Overarching Governance Principles and Supporting Principles

- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

**Public Transparency Principles**

N/A

**Council Policy Considerations****Environmental Sustainability Considerations**

No implications.

**Social, Cultural and Health**

Feedback received in the 2023 Ageing Well Customer Experience Survey and consumer focus groups undertaken as part of a Client Journey Mapping process indicated that client experience of services and on delivery of services could be enhanced through the provision of more tailored services to address individual assessed needs. Currently CHSP services are geared to provide basic entry level services compared to HCP where services can be tailored around client complexity levels.

Community members can continue to receive services from Council as they transition from CHSP services to HCP. They will have more access to enhanced service offerings such as care management and an extended range of services.

**Economic**

Becoming a HCP provider will enable Council to test fee for service models at a scale commensurate with Council's capacity and capability. Council would have options to pace growth and commence delivery on an incremental basis and/or stage activation of HCP subject to financial modelling, recruitment to key roles and establishment of key processes/systems. Unit pricing for HCP services is higher than for the same services under CHSP and Council is in control of the number of clients that are accepted into the service.

**Legal, Resource and Strategic Risk Implications*****Implications of not becoming an approved Home Care Package provider***

If Council does not become a HCP provider and continues delivering CHSP only, it is not certain how the new single assessment and referral process may impact the number of referrals Council receives. Preference may go to providers who provide both CHSP and HCP.

Provider governance obligations under the new Aged Care Act will be the same for all providers, however, Council will not be engaged in the process of development and roll-out of changes. Approved HCP providers have more opportunity to engage with the Commonwealth Government and adapt to changes earlier.

**Responsibilities of approved Home Care Package providers**

As government organisations (under section 63B (2) of the *Aged Care Quality and Safety Commission Act 2018*), local governments are exempt from being assessed by the Aged Care Quality & Safety Commission for suitability when becoming an approved provider. Council would be required to submit a notification to provide aged care. Once this notification is received and Council is an approved provider, it must meet the regulatory responsibilities of an approved provider as set out in the Aged Care Act, Commission Act, *Aged Care Quality and Safety Commission Rules 2018* (Commission Rules) and associated principles.

If Council does not become a HCP provider and continues delivering CHSP only, the likely impacts are:

- Uncertainty with the Single Assessment and referral process – it will impact on the number of referrals received as preference may go to HCP providers who will be first to transition to the Support at home program
- Council lagging behind HCP providers in relation to value proposition/modelling of the service delivery
- Council not being engaged in the process of development and roll out of the Support at Home program

Changes to the process for registering as a HCP provider in the future are unknown at this stage.

**Implementation Strategy****Communication**

Subject to the outcome of the notification process, an implementation and communications plan will be developed to ensure Council communicates that it is a HCP provider to key stakeholders and the community. If successful in becoming a HCP provider Council officers will:

- Ensure a HCP outlet is created in My Aged Care
- communicate this information to the assessment bodies (initially the Aged Care Assessment Service and then the Single Assessment Agency when it becomes operational)
- Advise current CHSP clients of the change in status
- Undertake a marketing campaign in line with the capacity of the program to accept and support HCP clients

**Critical Dates**

Council would need to notify the Aged Care Quality and Safety Commission notification of its intention to provide aged care before the new Aged Care Act comes into effect on 1 July 2024.

Registration to become a HCP provider will change over time, and it is unknown what this will be.

Delaying becoming a HCP provider provides a risk to Council of lagging behind HCP providers in relation to value proposition/modelling of service delivery, new registration obligations and statutory requirements.

### **March – April 2024**

The Department of Health will undertake a deeming process over the next couple of months. Definitive dates have not been provided. Through this process all current providers of Commonwealth funded aged care services will be deemed into the Support at Home for the services that they are currently registered in. If Council is not a registered HCP provider prior to the deeming, Council will be required to register as a HCP provider under the new (yet unknown) process.

### **Declaration of Conflict of Interest**

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

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

### **Attachments**

1. HCP govt organisation form [5.5.1 - 19 pages]



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**Aged Care Quality and Safety Commission**

## NOTIFICATION TO PROVIDE AGED CARE GOVERNMENT FORM

### Purpose of this Government form

This Government form is approved under section 63B(2) of the *Aged Care Quality and Safety Commission Act 2018* (the **Commission Act**) and must be used by Government organisations seeking to be taken to be an approved provider under section 63F of the Commission Act.

### Government organisations

A State or Territory, authority of a State or Territory, or a local government authority (collectively referred to as 'Government organisations' in this form) is taken (deemed) to have been approved under section 63F of the Commission Act in respect of all types of aged care, following receipt of written notice.

Subsidies cannot be paid to a Government organisation unless an approved provider record is created. To create an approved provider record, the Commission is required to obtain the information in this form.

While a Government organisation (and its key personnel) is not assessed by the Commission for suitability when becoming an approved provider, once this notification has been received and the Government organisation is taken to be an approved provider, it must meet the regulatory responsibilities of an approved provider as set out in the Aged Care Act, Commission Act, *Aged Care Quality and Safety Commission Rules 2018* (Commission Rules) and associated principles. There are consequences (including but not limited to revocation or suspension of approval) for a failure to comply with these responsibilities.

### Important information

Section 63F of the Commission Act provides that Government organisations are taken to be an approved provider in respect of all types of aged care.

If the approval of the organisation has been revoked under Division 4 of Part 7A or 7B; the entity is not permitted to give the Commissioner another notice under subsection (1).

### Completing this Government form

The Government form is required to be completed by one of your authorised representatives with appropriate knowledge of the organisation and must contain accurate, clear and complete information.

#### *Notice of Collection*

Before completing this Government form, read the Commission's [Notice of Collection](#) which explains how we use personal information.

#### *Privacy policy*

Your personal information, and personal information of key personnel, is protected by law, including the *Privacy Act 1988* the Australian Privacy Principles, the Commission Act and the Aged Care Act, and is being collected by the Commission for the primary purposes of creating an approved provider record and recording the names and contact information for persons responsible for delivering aged care services.

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This form is approved under Section 63B (2) of the *Aged Care Quality and Safety Commission Act 2018*





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You can get more information about the way in which the Commission will manage personal information, including our Privacy Policy [agedcarequality.gov.au](https://agedcarequality.gov.au)

***Before you submit this form***

- Check that you have answered all parts of all questions and attached all required documentation.
- Check that the information provided is accurate, clear and complete.
- Check that the key personnel declaration is initialled, signed and dated by authorised person(s).

If you make changes to your organisation that affects any of the information you provided in this Government form before it is processed, you must let us know.

You can do this by emailing [approvedproviderapplications@agedcarequality.gov.au](mailto:approvedproviderapplications@agedcarequality.gov.au).



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## Checklist

The following attachments are required to be submitted

Use this checklist to confirm that you have attached the required documents.

### Key Personnel Declaration

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- Signed, initialled, and dated key personnel declaration

### Section 1: Government Organisation Details

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- Organisation Chart and/or corporate structure
- Service Agreement with another entity, if applicable

### Section 2.3: Key Personnel Details

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- National Police Certificate, National Criminal History Check or NDIS worker screening check for each key personnel listed, that is dated no more than 90 days before the date this form is submitted
- Statutory declaration form for each individual key personnel who may need to complete a statutory declaration.
- Submit evidence to verify that key personnel meet the suitability matters in relation to an individual (section 8C of the Commission Act).
- Additional 'Key Personnel Individual Details' attached to the form, if more than four key personnel

### *Submitting this form*

Submit your completed Government form and attachments electronically to:

[approvedproviderapplications@agedcarequality.gov.au](mailto:approvedproviderapplications@agedcarequality.gov.au)



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## Key Personnel Declaration

Only persons who are lawfully authorised to (act on behalf of/represent) the organisation (for instance, to enter into contracts) can sign this Government form.

### Declaration

I/we declare that I/we:

1. are aware that, under section 63J(2) of the Commission Act, the Commissioner must revoke the approval of the person or body if the Commissioner is satisfied that the person or body is not suitable to provide aged care.
2. are aware that this declaration covers **all** information provided in the form and must be signed by persons lawfully authorised to act on behalf of/represent the Government organisation.
3. consent to the Commissioner obtaining information and documents from other persons or organisations, including the Commonwealth Department of Health and Aged Care, other Commonwealth, State and Territory Government agencies and authorities in respect of any previous or current involvement of the Government organisation in providing aged care or other relevant forms of care to assist in processing this form.
4. understand that information I/we give to the Commission may be disclosed where permitted or required by law, for instance, to other Commonwealth agencies.
5. understand that the Government organisation name provided in this form, will be used in any communications and to establish/update system records.
6. have read the Aged Care Approved Provider Applicant Guide and understand the responsibilities and obligations of approved providers stipulated in the Aged Care Act and associated Principles

**Signing this declaration verifies that you fully comprehend and agree to the above matters.**

### Declaring Officer 1 – Key Personnel

<b>Name</b>	<b>Signature</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Position</b>	<b>Date</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="Click or tap to enter a date."/>

### Declaring Officer 2 – Key Personnel

<b>Name</b>	<b>Signature</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Position</b>	<b>Date</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="Click or tap to enter a date."/>

This form is approved under Section 63B (2) of the *Aged Care Quality and Safety Commission Act 2018*



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## 1 ABOUT YOUR ORGANISATION

### 1.1 Organisation details

Applicant's (Company) Legal Name

Applicant's (Company) ACN, IAN or ICN

Applicant's (Company) ABN

Business Name (if applicable)

### 1.2 Government Type

Select **one** of the following:

- State or Territory Government
- Authority of a State or Territory Government
- Local Government authority

### 1.3 Registered business address

Street number and name (must be the registered physical address of the organisation)


Suburb/Town

State/Territory

Postcode

### 1.4 Postal address

- As above

Street number and name/PO Box


Suburb/Town

State/Territory

Postcode

### 1.5 Authorised contact details

The contact person(s) listed below must be key personnel and have knowledge of this forms content.

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### 1.5.1 Primary Contact

Full Name	Position Held	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Telephone (incl area code)	Mobile	Best day and time to make contact
( )	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Email address		
<input style="width: 95%;" type="text"/>		

### 1.5.2 Alternative Contact

Full Name	Position Held	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Telephone (incl area code)	Mobile	Best day and time to make contact
( )	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Email address		
<input style="width: 95%;" type="text"/>		

## 1.6 Care type you are approved to provide

Under section 63F of the Commission Act, Government organisations **are taken to be approved providers in respect of all types of aged care.**

You will be approved to provide:

- Residential Care
- Home Care
- Flexible Care

While Government organisations (and its key personnel) are taken to be approved providers, it must meet the regulatory responsibilities of an approved provider as set out in the Aged Care Act, Commission Act, Commission Rules and associated principles. There are consequences (including but not limited to revocation or suspension of approval) for a failure to comply with these responsibilities.

## 1.7 Organisation details

### 1.7.1 Organisational governance

#### Important information

Organisational governance is about how the organisation applies and controls authority below the level of the organisation.



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Any persons who is responsible for the executive decisions of your organisation and is responsible for making decisions that affect the operation of your aged care services, is accountable for the delivery of safe and quality care and services and are key personnel as defined under section 8B of the Commission Act.

All board or governance committee members must complete the [key personnel details](#) section of this form.

**Organisation Chart and/or corporate structure**

Your attached organisation chart and/or diagram showing your corporate structure must match the organisation information you give in this form.

**1.8 Use of another organisation (sub-contract arrangements)**

Section 96-4 of the Aged Care Act provides that references to an approved provider providing care includes reference to care provided by another person, on the approved provider’s behalf under contract or agreement.

It also states that the approved provider remains responsible for the care provided by the other person in accordance with Chapter 4 of the Aged Care Act.

**Important information**

You must tell us about any sub-contracting arrangement with an external party (organisation or individual) that will be engaged to perform a role or deliver all or partial care and services on behalf of your organisation.

This may include, but is not limited to support workers, registered nurses, allied health professionals, accountants, or aged care consultants, or organisations supplying the services of these persons.

**1.8.1 Service delivery agreements**

Do you currently have, or will have an agreement with another legal entity to deliver care services on your organisation’s behalf?

- Yes – *enter details below*       No – *go to Section 2*

**1.8.1.1 Details of sub-contracting organisations**

**Instruction for completing this section**

The information you provide below will form part of your approved provider record.

We require contact details for all service delivery organisations/sole traders.

Space is provided for two organisations/sole traders, if you have agreements with more than two, please indicate below and attach the details (as set out in this section) of the additional organisation as an addendum to this form.

- Yes – *enter details below*       No – *go to Section 2*

**Organisation/Sole Trader 1**

Registered name	
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Business name (if applicable)	
ABN	
ACN/IAN (company only)	
Contract start date	Click or tap to enter a date.
Contract end or renewal date	Click or tap to enter a date.
<b>CONTACT DETAILS</b>	
Name	
Phone	
Email	
Physical address	

**Organisation/Sole Trader 2**

Registered name	
Business name (if applicable)	
ABN	
ACN/IAN (company only)	
Contract start date	Click or tap to enter a date.
Contract end or renewal date	Click or tap to enter a date.
<b>CONTACT DETAILS</b>	
Name	
Phone	
Email	
Physical address	

If any organisation listed is an approved provider, enter their NAPS Provider ID below

Organisation 1	
Organisation 2	

**1.8.1.2 Role and responsibilities of the service delivery organisation**

- a) Please describe the role of each organisation or sole trader.





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Organisation/Sole trader 1

Organisation/Sole trader 2

b) What management or executive decisions will they have responsibility over, for example – staffing, budgeting or care planning?

Organisation/Sole trader 1

Organisation/Sole trader 2

c) What care and services are you outsourcing and why?

Organisation/Sole trader 1

Organisation/Sole trader 2

d) What experience does the organisation/person have to provide the type(s) of care being outsourced?

Organisation/Sole trader 1

Organisation/Sole trader 2

e) What processes will you implement to oversee the delivery of care that is outsourced?

Organisation/Sole trader 1

Organisation/Sole trader 2

f) Who within your organisation is responsible for oversight of the sub-contracted entity and what qualifications do they have to undertake this role?



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- g) Detail the steps you have in place or will implement to ensure that care is delivered in compliance with the Aged Care Act, the associated Principles, and the Aged Care Quality Standards.

**Important information**

The approved provider must ensure that all care and services delivered on its behalf by outsourced or sub-contracted providers are delivered in accordance with the Aged Care Act, associated Principles and the [Aged Care Quality Standards](#).  
If the care or services delivered by your employees, your contractors/sub-contracted entities, or your volunteers do not meet the obligations and responsibilities set out under the Aged Care Act, **you** will be held responsible.

**Management/sub-contract Agreement**

Attach a copy of the proposed or executed management/sub-contract agreement between both parties.

**End of Section 1**



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## 2 YOUR KEY PERSONNEL

### Legislation

The key personnel of an approved provider must be a suitable individual. This applies to key personnel of all approved providers, including those taken to be approved.

The following section seeks information about your key personnel that provides assurances to the Commission that they meet these requirements. The meaning of [key personnel](#) is defined in section 8B of the Commission Act.

**Key personnel of your organisation include:**

- Governing person, executive management (e.g. CEO, CFO, COO, GM, MD), board and committee members, and other persons who may have **authority, responsibility for** and/or **significant influence over** decision making (planning, directing or controlling) and the day to day operations of the organisation.
- Any persons who are or are likely to be responsible for the nursing services either provided or to be provided by an aged care service and who holds a recognised nursing qualification (whether or not the persons are employed by the approved provider).
- Any person who are or are likely to be responsible for the day-to-day operations of the aged care service (whether or not the persons are employed by the approved provider).
- Individuals in a management company employed or contracted to your organisation.
- Contractors, consultants or volunteers to the company who may have direct control and/or influence over decision making.

**Your form will be returned if you do not:**

- **Complete all** key personnel fields in Section 2.3.
- **Have each** key personnel sign their individual details.
- **Submit National criminal history checks or NDIS worker screening checks** for all key personnel.
- **Submit statutory declarations** for all key personnel who may need to complete a statutory declaration.
- **Submit evidence** to verify that key personnel meet the suitability matters in relation to an individual (section 8C of the Commission Act).

#### 2.1 National Police Checks

You must obtain and submit a National Police Certificate (NPC) or a National Criminal History Check (NCHC) from an Australian Criminal Intelligence Commission (ACIC) accredited agency for each of your key personnel or an NDIS worker screening check.

The NPC/NCHC/NDIS worker screening check for each key personnel must:

- include all former and preferred names. If the names on the document and section 2.3 do not match, the form will be invalid.
- not have an issue date greater than **90 days** from the date this form is signed and submitted to the Commission.

#### 2.2 Statutory Declaration Form

Key personnel of your organisation must complete a statutory declaration if:

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- Their name differs from the name on their NPC, NCHC or NDIS Worker Screening check.
- They were a resident of a country other than Australia **at any time** after they turned 16 years of age.

The statutory declaration must state whether the person has ever been convicted of any indictable offence and must be attached to the form with the NPC, NCHC or NDIS Worker Screening check.

A blank statutory declaration form can be accessed on the [Attorney-General's Department website](#)

**2.3 KP Individual Detail**

*All key personnel must individually sign and date the declaration below.*

**Key personnel 1**

Title: <a href="#">Choose an item.</a>	First and Last Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Former Name (as applicable)	Preferred Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date of Birth	Position title
<input style="width: 100%;" type="text" value="Click to enter a date."/>	<input style="width: 100%;" type="text"/>
Contact email address	Contact phone number 1 -mobile
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Contact phone number 2- landline	Preferred method of contact
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Choose an item."/>
Principal duties of position	
<input style="width: 100%; height: 20px;" type="text"/>	

Period of employment  
From [Click to enter a date.](#) to [Click to enter a date.](#)

You are required to attach each of the following to this application form:

- NPC or NCHC or NDIS worker screening check attached     Statutory declaration attached

**Qualifications**

You must show why your key personnel are suitable for the role you have detailed, including relevant qualifications for the role and to the delivery of aged care.

Some key personnel will hold registrations with professional bodies. Where applicable, attach a current copy of your key personnel's:

- Australian Health Practitioner Regulation Agency (AHPRA) registration, including registration number

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- Chartered accountant certificate and registration

Qualification title and Educational facility *(eg Bachelor of Science, University of Sydney)*

Date obtained: [Click to enter a date.](#)      **Or**      Date started (if still studying): [Click to enter a date.](#)

**Experience**

List your most recent experience that is relevant to providing aged care and other forms of care.

Employer name and address

Period of employment:    **From** [Click to enter a date.](#)    **to** [Click to enter a date.](#)

Role description including how it is relevant to providing aged care

**Key Personnel 1 Declaration**

I declare that I:

1. am aware that, under section 63J(1)(c) of the Commission Act, if the Commissioner is satisfied that the form contained information that was false or misleading in a material particular, any approval as an approved provider must be revoked.
2. understand that Chapter 2 of the Criminal Code applies to offences against the Commission Act. It is an offence under section 137.1 of the Criminal Code to provide false or misleading information to the Commission, including in this form.
3. am aware that this declaration covers **all** information provided in the form about me and my role as key personnel.
4. consent to the Commissioner obtaining information and documents from other persons or organisations, including the Commonwealth DoHAC, other Commonwealth, State and Territory Government agencies and authorities in respect of my previous or current involvement in providing aged care or other relevant forms of care.
5. understand that information I give to the Commission may be disclosed where permitted or required by law, for instance, to other Commonwealth agencies.
6. declare that I have read and understood the suitability matters in relation to an individual as set out under section 8C of the Commission Act and understand that the Commissioner may make a determination that I am unsuitable to be key personnel or issue a banning order.
7. understand my responsibilities as key personnel to notify the approved provider within 14 days of becoming aware of a change of circumstances that relates to my suitability to be key personnel.

**Signature**

**Date**

	<a href="#">Click to enter a date.</a>
--	--

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### Key personnel 2

Title: <a href="#">Choose an item.</a>	First and Last Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Former Name (as applicable)	Preferred Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date of Birth	Position title
<input style="width: 100%;" type="text" value="Click to enter a date."/>	<input style="width: 100%;" type="text"/>
Contact email address	Contact phone number 1 -mobile
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Contact phone number 2- landline	Preferred method of contact
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Choose an item."/>
Principal duties of position	
<input style="width: 100%; height: 20px;" type="text"/>	

Period of employment

From [Click to enter a date.](#) to [Click to enter a date.](#)

You are required to attach each of the following to this application form:

- NPC or NCHC or NDIS worker screening check attached     Statutory declaration attached

Qualifications

You must show why your key personnel are suitable for the role you have detailed, including relevant qualifications for the role and to the delivery of aged care.

Some key personnel will hold registrations with professional bodies. Where applicable, attach a current copy of your key personnel's:

- Australian Health Practitioner Regulation Agency (AHPRA) registration, including registration number
- Chartered accountant certificate and registration

Qualification title and Educational facility *(eg Bachelor of Science, University of Sydney)*

Date obtained: [Click to enter a date.](#)    **Or**    Date started (if still studying): [Click to enter a date.](#)

### Experience

List your most recent experience that is relevant to providing aged care and other forms of care.

Employer name and address

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Period of employment: **From** [Click to enter a date.](#) **to** [Click to enter a date.](#)

Role description including how it is relevant to providing aged care

**Key Personnel 2 Declaration**

I declare that I:

1. am aware that, under section 63J(1)(c) of the Commission Act, if the Commissioner is satisfied that the form contained information that was false or misleading in a material particular, any approval as an approved provider must be revoked.
2. understand that Chapter 2 of the Criminal Code applies to offences against the Commission Act. It is an offence under section 137.1 of the Criminal Code to provide false or misleading information to the Commission, including in this form.
3. am aware that this declaration covers **all** information provided in the form about me and my role as key personnel.
4. consent to the Commissioner obtaining information and documents from other persons or organisations, including the Commonwealth DoHAC, other Commonwealth, State and Territory Government agencies and authorities in respect of my previous or current involvement in providing aged care or other relevant forms of care.
5. understand that information I give to the Commission may be disclosed where permitted or required by law, for instance, to other Commonwealth agencies.
6. declare that I have read and understood the suitability matters in relation to an individual as set out under section 8C of the Commission Act and understand that the Commissioner may make a determination that I am unsuitable to be key personnel or issue a banning order.
7. understand my responsibilities as key personnel to notify the approved provider within 14 days of becoming aware of a change of circumstances that relates to my suitability to be key personnel.

**Signature**

**Date**

	<a href="#">Click to enter a date.</a>
--	--

**Key personnel 3**

Title: [Choose an item.](#)

First and Last Name

--	--

Former Name (as applicable)

Preferred Name

--	--

Date of Birth

Position title

<a href="#">Click to enter a date.</a>	
--	--

Contact email address

Contact phone number 1 -mobile

--	--

Contact phone number 2- landline

Preferred method of contact

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	Choose an item.
--	-----------------

Principal duties of position

Period of employment

From [Click to enter a date.](#) to [Click to enter a date.](#)

You are required to attach each of the following to this application form:

- NPC or NCHC or NDIS worker screening check attached  Statutory declaration attached

**Qualifications**

You must show why your key personnel are suitable for the role you have detailed, including relevant qualifications for the role and to the delivery of aged care.

Some key personnel will hold registrations with professional bodies. Where applicable, attach a current copy of your key personnel's:

- Australian Health Practitioner Regulation Agency (AHPRA) registration, including registration number
- Chartered accountant certificate and registration

Qualification title and Educational facility *(eg Bachelor of Science, University of Sydney)*

Date obtained: [Click to enter a date.](#) Or Date started (if still studying): [Click to enter a date.](#)

**Experience**

List your most recent experience that is relevant to providing aged care and other forms of care.

Employer name and address

Period of employment: From [Click to enter a date.](#) to [Click to enter a date.](#)

Role description including how it is relevant to providing aged care

**Key Personnel 3 Declaration**

I declare that I:

1. am aware that, under section 63J(1)(c) of the Commission Act, if the Commissioner is satisfied that the form contained information that was false or misleading in a material particular, any approval as an approved provider must be revoked.



**Australian Government**  
**Aged Care Quality and Safety Commission**

2. understand that Chapter 2 of the Criminal Code applies to offences against the Commission Act. It is an offence under section 137.1 of the Criminal Code to provide false or misleading information to the Commission, including in this form.
3. am aware that this declaration covers **all** information provided in the form about me and my role as key personnel.
4. consent to the Commissioner obtaining information and documents from other persons or organisations, including the Commonwealth DoHAC, other Commonwealth, State and Territory Government agencies and authorities in respect of my previous or current involvement in providing aged care or other relevant forms of care.
5. understand that information I give to the Commission may be disclosed where permitted or required by law, for instance, to other Commonwealth agencies.
6. declare that I have read and understood the suitability matters in relation to an individual as set out under section 8C of the Commission Act and understand that the Commissioner may make a determination that I am unsuitable to be key personnel or issue a banning order.
7. understand my responsibilities as key personnel to notify the approved provider within 14 days of becoming aware of a change of circumstances that relates to my suitability to be key personnel.

**Signature**

**Date**

	<a href="#">Click to enter a date.</a>
--	--

### Key personnel 4

Title: [Choose an item.](#)

First and Last Name

--	--

Former Name (as applicable)

Preferred Name

--	--

Date of Birth

Position title

<a href="#">Click to enter a date.</a>	
--	--

Contact email address

Contact phone number 1 -mobile

--	--

Contact phone number 2- landline

Preferred method of contact

	<a href="#">Choose an item.</a>
--	---------------------------------

Principal duties of position

--

Period of employment

From [Click to enter a date.](#) to [Click to enter a date.](#)

You are required to attach each of the following to this application form:

This form is approved under Section 63B (2) of the *Aged Care Quality and Safety Commission Act 2018*



**Australian Government**  
**Aged Care Quality and Safety Commission**

- NPC or NCHC or NDIS worker screening clearance attached       Bankruptcy check attached
- Statutory declaration attached (*see section 2.2 of this application form*)

### Qualifications

You must show why you are suitable for the role you have detailed, including relevant qualifications for the role and to the delivery of aged care.

Some key personnel will hold registrations with professional bodies. Where applicable, attach a current copy of your:

- Australian Health Practitioner Regulation Agency (AHPRA) registration, including registration number
- Chartered accountant certificate and registration

Qualification title and Educational facility (*eg Bachelor of Science, University of Sydney*)

Date obtained: [Click to enter a date.](#)      **Or**      Date started (if still studying): [Click to enter a date.](#)

### Experience

List your most recent experience that is relevant to providing aged care and other forms of care.

Employer name and address

Period of employment:    **From** [Click to enter a date.](#)    **to** [Click to enter a date.](#)

Role description including how it is relevant to providing aged care

### Key Personnel 4 Declaration

I declare that I:

1. am aware that, under section 63J(1)(c) of the Commission Act, if the Commissioner is satisfied that the form contained information that was false or misleading in a material particular, any approval as an approved provider must be revoked.
2. understand that Chapter 2 of the Criminal Code applies to offences against the Commission Act. It is an offence under section 137.1 of the Criminal Code to provide false or misleading information to the Commission, including in this form.
3. am aware that this declaration covers **all** information provided in the form about me and my role as key personnel.
4. consent to the Commissioner obtaining information and documents from other persons or organisations, including the Commonwealth DoHAC, other Commonwealth, State and Territory Government agencies and authorities in respect of my previous or current involvement in providing aged care or other relevant forms of care.
5. understand that information I give to the Commission may be disclosed where permitted or required by law, for instance, to other Commonwealth agencies.

This form is approved under Section 63B (2) of the *Aged Care Quality and Safety Commission Act 2018*



**Australian Government**  
**Aged Care Quality and Safety Commission**

- 
6. declare that I have read and understood the suitability matters in relation to an individual as set out under section 8C of the Commission Act and understand that the Commissioner may make a determination that I am unsuitable to be key personnel or issue a banning order.
  7. understand my responsibilities as key personnel to notify the approved provider within 14 days of becoming aware of a change of circumstances that relates to my suitability to be key personnel.

**Signature**

**Date**

	<a href="#">Click to enter a date.</a>
--	--

## 5.6 Sport Fair Access Policy

**Director/Executive Manager:** Director Community Wellbeing

**Report Author:** Coordinator West Community Hubs

**In Attendance:** Acting Manager Active & Creative Communities

### Executive Summary

This report seeks Council endorsement to release the draft City of Whittlesea Fair Access Policy (the Policy) for stakeholder and community consultation.

The draft Policy responds to the Fair Access in Sport Policy Roadmap developed by the Victorian Office for Women in Sport and Recreation to support gender equitable access and utilisation of community sports infrastructure in Victoria.

The Roadmap directive is that from 1 July 2024, all Victorian councils will need to have endorsed gender equitable access and use policies to be considered eligible to receive Victorian Government sporting infrastructure funding.

The draft Policy applies to community sports facilities where Council is the owner, land manager and/or operator of the facility.

### Officers' Recommendation

**THAT Council:**

- 1. Endorse the draft Fair Access Policy at Attachment 1 to be released for stakeholder and community consultation for the period 20 March 2024 to 30 April 2024.**
- 2. Resolve to refer the draft Fair Access Policy to the Youth Council for feedback prior to the final Policy coming back to Council for adoption.**
- 3. Note that to meet the Victorian Government's community sporting infrastructure funding eligibility timeframe of 1 July 2024, the Fair Access Policy will be presented to Council for formal adoption at its 18 June 2024 Council meeting.**
- 4. Note a Fair Access Roadmap and Action Plan will be developed over the coming months in consultation with key stakeholders to operationalise the Fair Access Policy.**

## Background / Key Information

Sport participation has important individual and community benefits, including physical and mental wellbeing and creating a sense of belonging and connection with community.

The 2023 State of Play survey undertaken by the Office of Women in Sport and Recreation found that 90% of Women and 66% of men believe gender equity in sport is still an issue that needs to be addressed.

Sport participation in the City of Whittlesea reflects broader trends of lower participation by individuals identifying as female. The *Sport Participation Trends Across Victorian Local Government Areas 2019-2021* report outlines that the City of Whittlesea is ranked 73 out of 79 local government areas for women and girl's participation in organised sport.

Higher participation rates are evident in sports traditionally undertaken by women and girls, including calisthenics, softball and athletics. Across several sports, female participation in the City of Whittlesea in 2023 was significantly lower than male participation and lower than state averages, including:

- Australian Rules Football 16.91% (AFL Victoria 17%)
- Football 15.44% (Football Victoria 21%)
- Cricket 11.39% (Cricket Victoria 27%)
- Basketball 34.7%

### Victorian Government Fair Access Policy Roadmap

The Victorian Government has developed a Fair Access Policy Roadmap to support gender equitable access and use policies in place for community sports infrastructure. It is designed for local governments, sport and recreation organisations and other groups which manage publicly owned community sports infrastructure.

The Fair Access Policy Roadmap aligns with Victoria's *Gender Equality Act 2020* and aims to ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities.

Gender equitable access and use policies are required to be endorsed by Victorian councils by 1 July 2024 in order to have continued eligibility for Victorian Government sports infrastructure funding.

### Guiding Principles

The directive for the Fair Access Policy Roadmap is that *"females receive a fair share of access to the highest quality facilities at the best and most popular times. Usage policies need to consider not just competition time, but training times, and the distribution between traditional competition and other participation opportunities, as well as different sports."*

In consultation with representatives from local government and the sport and recreation sector, the Victorian Government has developed six Fair Access Principles to guide policy development:

1. Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive.
2. Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator
3. Women and girls will have equitable access to and use and use of community sport infrastructure.
4. Women and girls should be equitably represented in leadership and governance roles.
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

### **Council Obligations**

The draft Fair Access Policy (the draft Policy) formalises Council's commitment to gender equality outcomes in sport and recreation planning, policy development, service delivery, facility allocation and programming.

The draft Policy applies to community sports facilities where Council is the owner, land manager and/or operator of the facility.

The City of Whittlesea Fair Access Policy and subsequent action plans will:

- Guide future sporting infrastructure development with a focus on access for all.
- Provide safe inclusive spaces within sporting clubs where everyone feels welcomed.
- Incorporate fair access principles into Council policies and strategies.
- Comply with the *Gender Equality Act 2020*, and the broader Victorian gender equality strategy and action plan 2023 – 2027.

Council acknowledges:

- The disadvantaged position some individuals have had in the sport and recreation sector because of their gender.
- That achieving gender equality will require diverse approaches for women, men, trans and gender diverse people to achieve similar outcomes for people of all genders.



Council will:

- Engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner.
- Engage in the process of Gender Impact Assessments to assess the implications for women, men, trans and gender diverse people of any planned action, including policies and communications. This is a strategy for making all voices, concerns and experiences an integral dimension of the design, implementation, monitoring of policies and programs.
- Review and update Lease and License and Service Level Agreements and incorporate fair access practices and principles where applicable.
- Undertake actions outlined in the City of Whittlesea Fair Access Roadmap.

Council officers will provide support, education and training for sporting clubs around equity and participation requirements, responsibilities and safe environments, as well as how to undertake gender audit and develop Gender Equity Action Plans.

### **Sporting Club Obligations**

The draft Policy requires sporting clubs to undertake gender equity audits and develop gender equity action plans to increase sport participation by women and girls as players, coaches and committee members.

Sporting Clubs are required to:

- Outline how they comply with the Fair Access Policy as part of the seasonal or annual application process based on consultation with club members.
- Undertake a Gender Equity Audit in consultation with Council Officers.
- Incorporate actions developed through the Gender Equity Audit to develop an action plan and report annually on progress.
- Work with sporting associations to ensure fixtures comply with the Fair Access Policy.
- Comply with the Fair Access action plan timelines to ensure ongoing access to ground allocations, and infrastructure.

Sporting clubs will be required to report to Council annually on how they are responding to the Fair Access Policy and report on implementation of their Gender Equity Action Plans. Sporting clubs that cannot demonstrate progress will not receive priority for ground/facility allocations, capital works projects, funding or subsidies for facility allocations.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### Connected Communities

We work to foster an inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

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

### Financial Management

The cost of implementing the Fair Access Policy is included in Council's existing budget.

### Community Consultation and Engagement

Council officers will engage with sporting clubs, sporting associations and the community over a four-week period following Council endorsement of the draft Fair Access Policy, as follows:

1. Correspondence will be sent to all sporting clubs using Council-owned or managed facilities and state sporting associations. The correspondence will detail requirements to meet the State Government directive, impact of non-conformance on infrastructure funding and potential actions that will promote safe, equitable and healthy sporting clubs for all.
2. An information session will be delivered for impacted sporting clubs and state sporting associations in April 2024 detailing support to be provided to sporting clubs by Council and actions required to be undertaken by clubs and sporting associations.
3. Community consultation will be undertaken through user and non-user surveys, information booths at community events and direct correspondence to established networks.

The final Fair Access Policy will be informed by stakeholder and community consultation and be presented for Council endorsement at the 18 June 2024 Council meeting.

For sport infrastructure which is not owned or managed by Council, such as commercial sporting facilities or private clubs, the Office for Women in Sport and Recreation will consult with and support relevant State Government departments in education and training.

## Other Principles for Consideration

### Overarching Governance Principles and Supporting Principles

- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

**Public Transparency Principles**

- (c) Council information must be understandable and accessible to members of the municipal community.

**Council Policy Considerations****Environmental Sustainability Considerations**

No implications.

**Social, Cultural and Health**

The Fair Access Policy Roadmap has been developed to address one of six recommendations from the independent Inquiry into Women and Girls in Sport and Active Recreation commissioned by the Victorian Government in 2015.

The report identified extensive gender inequality in Victorian sports and recreation participation and leadership in a sector that is predominantly male-centric and dominated.

The draft Fair Access Policy links the requirements of the *Gender Equality Act 2020* with cultural and operational levers for change, to ensure that community members identifying as women and girls in the City of Whittlesea can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities.

**Economic**

No implications.

**Legal, Resource and Strategic Risk Implications**

Financial Sustainability - Inability to meet current and future expenditure

Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing

From 1 July 2024, Victorian councils are required to have an endorsed gender equitable access and use policy to remain eligible for Victorian Government funding for community sports infrastructure.

**Implementation Strategy****Communication**

Once the final Fair Access Policy is endorsed by Council, Council's existing channels will be used to inform the community and key stakeholders. The initial communication roll out will include written communication to established networks and Government partners and in person information sessions with sporting clubs and associations.

### Critical Dates

1 July 2024: All councils required to have an endorsed Fair Access Policy to continue to be eligible for Victorian Government sports infrastructure funding.

### Declaration of Conflict of Interest

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

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

### Attachments

1. Fair Access Policy [5.6.1 - 7 pages]



## Fair Access Policy

### Policy statement

The City of Whittlesea will undertake the necessary and proportionate steps towards achieving more gender equitable access and usage of community sports infrastructure, and improved experiences for women and girls when participating in local sport.

This Policy establishes Council’s commitment that gender equality be considered and prioritised in all current and future Council planning, policy, service delivery, facility allocations and practice as they relate to community sports infrastructure.

### Purpose

The Fair Access Policy (**Policy**) seeks to:

- address known barriers experienced by women and girls in accessing and using community sports infrastructure;
- ensure solutions developed and implemented are guided by the six principles of Fair Access detailed below;
- articulate criteria for Sports Clubs allocation of Council facilities that is consistent with the Fair Access principles;
- support Sporting Clubs in education and training regarding the Fair Access Policy; and
- align with the State Government’s Fair Access Roadmap.

### Background

Sport is a highly visible and valued feature of City of Whittlesea’s culture and identity. The benefits of sport include physical and mental wellbeing, creating a sense of belonging and connection with community.

**The Sport Participation Trends Across Victorian LGAs 2019-2021 report outlines that the City of Whittlesea is ranked 73 out of 79 council areas for women and girls participating in organised sport.** This figure was boosted by sports with traditionally high participation rates by women and girls including calisthenics, softball and netball. In several sports, female participation in the City of Whittlesea in 2023 was significantly lower than male participation and lower than state averages, including:

- Australian Rules 16.91% (AFL Victoria 17%)
- Football 15.44% (Football Victoria 21%)
- Cricket – 11.39% (Cricket Victoria 27%)
- Basketball 34.7%

Date of Adoption	Next Review Date	Directorate Responsible	Department Responsible
<XX Month 20XX>	<Month 20XX>	<Insert name of Directorate>	<Insert name of Department>



A reform agenda has been developed by the Victorian Government to change the systems that have perpetuated gender inequality by designing an enduring structure that requires implementation and tracking of progress over time.

This reform agenda includes addressing the traditional structures and the way community sport and recreation organisations operate through the implementation of all nine (9) recommendations from the *2015 Inquiry into Women and Girls in Sport and Active Recreation*. This includes recommendation six (6) which includes:

*“...encourage facility owners and managers to review access and usage policies to ensure women and girls have a fair share of access to the highest quality facilities at the best and most popular times”.*

In response, the Council has designed a Fair Access Policy that will guide the necessary and proportionate steps towards achieving gender equitable access and usage of community sports infrastructure. This Policy establishes Council’s expectation that gender equality is considered and prioritised in all current and future Council recreation planning, policy, service delivery and practice as they relate to community sports infrastructure.

The Fair Access Policy will require sporting clubs to participate in education, consultation and undertake gender equity audits and develop gender equity action plans to increase participation by women and girls as players, coaches and committee members. Council officers will provide education and training modules which will include equity, participation, responsibilities and safe environments, gender audit and action planning.

**Sporting clubs will be required to report annually on how they are aligning with the Fair Access Policy as well as provide progress reports at designated intervals on the progress of their Gender Equity Action Plans. Clubs who do not align with the Fair Access Policy or undertake and achieve progress in gender equity action plans will not be prioritised ground allocations, capital works projects, funding or subsidies on facility allocations.**

**Scope**

This policy applies to Council officers, sports clubs and associations allocated Council Sporting infrastructure.

**Alignment to Whittlesea 2040**

Date of Adoption	Next Review Date	Directorate Responsible	Department Responsible
<XX Month 20XX>	<Month 20XX>	<Insert name of Directorate>	<Insert name of Department>



The Fair Access Policy primarily guides Council’s work toward the following Goal as outlined in *Whittlesea 2040: A place for all: **Connected Community***

This Policy enables effective and efficient integration of the requirements of the *Gender Equality Act 2020*, the *Local Government Act 2020* and the *Public Health and Wellbeing Act 2008*. Providing safe and connected spaces for everyone to access sporting infrastructure.

Additionally, this Policy is informed by:

- Connected Communities Strategy
- City of Whittlesea Community Plan
- Long Term Community Infrastructure Plan
- Victorian Fair Access Policy Roadmap
- Active Whittlesea Strategy 2021

**Overarching Governance Principles**

The development of this Policy considered the *Local Government Act 2020’s* Overarching Governance Principles and the following were applied:

Lawful	<input checked="" type="checkbox"/>	Community engagement	<input checked="" type="checkbox"/>	Financially viable	<input type="checkbox"/>
Best community outcome	<input checked="" type="checkbox"/>	Innovation & improvement	<input checked="" type="checkbox"/>	Consistent with government plans	<input checked="" type="checkbox"/>
Sustainable	<input type="checkbox"/>	Collaboration with government bodies	<input checked="" type="checkbox"/>	Transparent	<input checked="" type="checkbox"/>

**Gender Equality, Climate Change, Human Rights and Child Safe Compliance**

All City of Whittlesea policies comply with the *Victorian Charter of Human Rights and Responsibilities*, *Gender Equality Act*, *Climate Change Act* and the *Child Safe Standards*.

**Definitions**  
**Community Sports Infrastructure** means publicly owned local, rural, regional, or state level sport and recreation infrastructure operated and maintained primarily for the purpose of facilitating community sport activities, including sporting grounds, surfaces, facilities, and pavilions.

Date of Adoption	Next Review Date	Directorate Responsible	Department Responsible
<XX Month 20XX>	<Month 20XX>	<Insert name of Directorate>	<Insert name of Department>





**Gender** means how you understand who you are and how you interact with other people. Many people understand their gender as being a man or woman. Some people understand their gender as a mix of these or neither. A person’s gender and their expression of their gender can be shown in different ways, such as through behaviour or physical appearance.

**Gender Audit** means a tool to assess and check the institutionalisation of gender equality into organisations, including in their policies, programmes, projects and/or provision of services, structures, proceedings and budgets.

**Gender diverse** means an umbrella term for a range of genders expressed in different ways. Gender diverse people use many terms to describe themselves. Language in this area is dynamic, particularly among gender non-confirming young people, who are more likely to describe themselves as non-binary.

**Gender equality** means the equal rights, responsibilities, and opportunities for all genders. Equality does not mean that all genders will be treated the same, but that their rights, responsibilities, and opportunities will not depend on their gender.

**Gender equity** means the provision of fairness and justice in the distribution of benefits and responsibilities based on gender. The concept recognises that people may have different needs and power related to their gender and these differences should be identified and addressed in a manner that rectifies gender related imbalances.

**Gender Impact Assessment, or GIA** means a requirement under the *Gender Equality Act 2020* to be carried out on policies, programs and services which have a direct and significant impact on the public. The assessment must evaluate the effects that a policy, program or service may have on people of different genders.

**Club Strategic/Business Plan** means an internal sporting club document developed to guide good governance, future direction, and specific objectives for the organisation. Sporting Clubs Gender Equity action plan will sit within this document.

**Council** means the City of Whittlesea

**Council Officers** means full time, part time, casual and contractors employed by the City of Whittlesea.

**Procedures and implementation**

FAIR ACCESS PRINCIPLES

Date of Adoption	Next Review Date	Directorate Responsible	Department Responsible
<XX Month 20XX>	<Month 20XX>	<Insert name of Directorate>	<Insert name of Department>



The Fair Access Principles have been developed by the Office for Women in Sport and Recreation, Sport and Recreation Victoria and VicHealth, in consultation with representatives from local government and the state sport and recreation sector. This Policy and any resultant action plan are based on six (6) principles of inclusivity, full participation, equal representation, encouraging and supporting user groups, and prioritising user groups committed to equality.

1. Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive
2. Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator
3. Women and girls will have equitable access to and use of community sport infrastructure
  - a. of the highest quality available and most convenient
  - b. at the best and most popular competition and training times and locations
  - c. to support existing and new participation opportunities, and a variety of sports
4. Women and girls should be equitably represented in leadership and governance roles
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices
6. Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure

Council considers these principles provide clear direction, while also enabling adaption to the specific environment within the City of Whittlesea.

**FOCUS AREAS**

Informed by the Fair Access Principles, Council will take action under the following key focus areas.

Date of Adoption	Next Review Date	Directorate Responsible	Department Responsible
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<p><b><u>Operations:</u></b></p> <p>Embedding the Fair Access principles into the City of Whittlesea operational documents will be a primary step in driving change in Clubs.</p> <p>To better measure success, more advanced metrics and KPI's are required to progress the way Council gathers and uses data, reporting back on the work that is undertaken over time.</p>	<p><b><u>Infrastructure:</u></b></p> <p>Sporting infrastructure is significant when providing a welcoming environment for women, girls &amp; other diverse groups. Infrastructure can remove barriers to participation in sporting clubs, increase membership and create a positive culture.</p> <p>City of Whittlesea commits to carrying out GIAs on capital works programs to consider opportunities to strengthen gender equitable access and use of community sports facilities in alignment with the Fair Access Principles.</p> <p>Council will prioritise infrastructure projects that service a greater cross section of our community and maximise sports participation amongst underrepresented groups.</p>
<p><b><u>Club &amp; Community development:</u></b></p> <p>To increase women and girls' participation in sport, clubs require support and education. City of Whittlesea will deliver programs and educational sessions to help clubs assess their current state and plan for their future state. Club consultation will also form part of how we engage with clubs and help create a targeted approach.</p>	
<p><b><u>Associations (our partners):</u></b></p> <p>We acknowledge that sporting associations play a large part in scheduling matches, data collection and networking within the community sporting sector. We will collaborate with and advocate to State Sporting Associations to reach fair access outcomes.</p>	

The Policy is designed to:

- Guide future sporting infrastructure development with a focus on fair access for all
- Ensure the provision of safe, inclusive spaces within sporting clubs where women and girls are welcomed

Date of Adoption	Next Review Date	Directorate Responsible	Department Responsible
<XX Month 20XX>	<Month 20XX>	<Insert name of Directorate>	<Insert name of Department>



- Incorporate Fair Access principles into Council policies and strategies
- Comply with the *Gender Equality Act 2020*, and the wider Victorian Government gender equality strategy, Safe and Strong.

Council acknowledges:

- The disadvantaged position women, girls and gender diverse people have had in sport and recreation due to structural and attitudinal discrimination.
- That achieving gender equality will require different approaches for women and girls, men and boys and gender diverse people to achieve equitable outcomes for people of all genders.

Council will:

- Engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner
- Engage in the process of Gender Impact Assessments to assess the implications for women, men and gender diverse people of any planned action, including policies and communications. This is a strategy for making all voices, concerns and experiences, an integral dimension of the design, implementation, monitoring of policies and programs.
- Review and update lease and license and Service Level Agreements and incorporate Fair Access practices and principles where applicable.
- Operationalise the Fair Access Policy through an Action Plan that is reviewed biannually.

Sporting Clubs will:

- Outline how they comply with the Fair Access Policy as part of Council’s seasonal or annual application process based on consultation with Club members
- Undertake a Gender Equity Audit in consultation with Council Officers
- Incorporate actions developed through the Gender Equity Audit in their Strategic/Business Plan and report annually to Council on progress
- Work with State and Regional Sporting Associations to ensure fixtures comply with the Fair Access Policy
- Comply with the Fair Access Sporting Club Action Plan developed by Council in consultation with the community to ensure ongoing access to ground allocation and infrastructure.
- Provide club registration numbers as part of their annual ground application request.

Date of Adoption	Next Review Date	Directorate Responsible	Department Responsible
<XX Month 20XX>	<Month 20XX>	<Insert name of Directorate>	<Insert name of Department>

## 5.7 Award of Tender - 2023-73 Management and Operation of Mill Park Leisure, Thomastown Recreation and Aquatic Centre and Whittlesea Swim Centre

**Director/Executive Manager:** Director Community Wellbeing

**Report Author:** Coordinator Leisure Contracts

**In Attendance:** Acting Manager Active & Creative Communities

This attachment has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. In particular the attachment contains information regarding confidential commercial arrangements. As well as on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

### Executive Summary

This report presents the evaluation of two tender submissions received for Contract 2023-73, Management and Operation of Mill Park Leisure, Thomastown Recreation and Aquatic Centre and Whittlesea Swim Centre.

The tender evaluation panel advises that:

- Two tenders were received.
- The recommended tender was the highest ranked.
- Collaborative tendering was not undertaken in relation to this procurement because it relates to a unique need for the City of Whittlesea.
- 

The tender evaluation panel recommends that Council awards Contract 2023-73 to Belgravia Leisure as the highest scoring tenderer.

## Officers' Recommendation

### THAT Council:

1. **Resolve to award the following contract to Belgravia Leisure:**  
**Number: 2023-73**  
**Title: Management and Operation of Mill Park Leisure, Thomastown Recreation and Aquatic Centre and Whittlesea Swim Centre**  
**Cost: A net guaranteed sum return of \$6,349,479 (excluding GST)**  
**Term: 1 July 2024 to 30 June 2029**
2. **Confer delegation on the Chief Executive Officer to sign and execute the contract on behalf of Council, and to authorise optional contract extensions, subject to satisfactory performance of Belgravia Leisure, on behalf of Council subject to the following conditions:**
  - a) **The contractor providing contract security and proof of currency for insurance cover as required in the tender documents.**
  - b) **Price variations to be in accordance with the provisions as set out in the conditions of contract.**
3. **Approve the financial arrangements for contract 2023-73 Management and Operation of Mill Park Leisure, Thomastown Recreation and Aquatic Centre and Whittlesea Swim Centre detailed in Confidential Attachment 1.**
4. **Endorse the establishment of a new 'Aquatic and Leisure Centre Capital Improvement Reserve'. The Reserve will comprise Council's share of any operational surplus received from Contract 2023-73 and will be used to fund capital expenditure at Council's aquatic and leisure facilities.**

## Background / Key Information

The purpose of this contract is for the Management and Operation of Mill Park Leisure, Thomastown Recreation and Aquatic Centre and Whittlesea Swim Centre.

These three facilities provide the City of Whittlesea community and visitors with opportunities to participate in a range of high quality, inclusive, innovative, and safe aquatic, recreation and wellness programs and services where health and wellbeing outcomes are maximised.

The current contracts, one for Thomastown Recreation and Aquatic Centre and another for Mill Park Leisure and Whittlesea Swim Centre, commenced during Covid closures and the reopening of Mill Park Leisure. These contracts come at a cost to Council of \$782,204 across the contract terms, excluding variations and profit share.

Tenders for the contract closed on 5 December 2023. The tendered prices and a summary of the evaluation are detailed in Confidential Attachment 1.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity and Evaluation Plan was designed specifically for this tender process and was authorised by the CEO prior to this tender being advertised. All tenders received were evaluated in accordance the Plan.

An external Probity Advisor was appointed by Council to oversee the evaluation process to ensure that the evaluation was completed in accordance with the Tender Probity and Evaluation Plan and to ensure probity requirements were met.

The evaluation involved scoring of conforming and competitive tenders according to pre-determined criteria and weightings:

- Price 30%
- Capability 20%
- Capacity 45%
- Sustainability 5%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.



Only tenders that were conforming and competitive were fully scored. No tender submissions were evaluated as non-conforming or not sufficiently competitive.

The evaluation outcome was as follows:

Tenderer	Conforming	Competitive	Score	Rank
Tenderer A Belgravia Leisure	Yes	Yes	88	1
Tenderer B	Yes	Yes	85.2	2

### Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### Connected Communities

We work to foster an inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

#### Strong Local Economy

Our City is a smart choice for innovation, business growth and industry as well as supporting local businesses to be successful, enabling opportunities for local work and education.

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

#### Financial Management

Council will receive a net guaranteed sum return of \$6,349,479 over FY2024-25 to FY2029-30, equating to approximately \$1.2 million per financial year.

If the forecast budget, as detailed in the Contract, is not achieved, the cost will be borne by Belgravia Leisure.

If the budget is exceeded the surplus will be shared between Council and Belgravia Leisure at a 50%-50% split.

#### Community Consultation and Engagement

Community consultation and engagement was not required for this item as it relates to confidential commercial arrangements and contractual obligations.

### Other Principles for Consideration

#### Overarching Governance Principles and Supporting Principles

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.

**Public Transparency Principles**

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

**Council Policy Considerations****Environmental Sustainability Considerations**

Appropriate operational systems will ensure Council's assets are maintained to deliver quality facilities which maximise community participation and satisfaction. Energy-efficient practices, waste reduction, and eco-friendly programs will be adopted.

Belgravia Leisure's sustainability team will complete light (lux) assessments, power use audits, sustainability audits (certified Green Impact auditor on staff) to ensure that the buildings, the operations teams and the customers activities within each facility are all working together to achieve the best outcomes for sustainability and reduction of emissions.

**Social, Cultural and Health**

Leisure centres provide important opportunities for the community to be connected, active and supported to improve their health and wellbeing. They provide affordable, accessible, equitable and inclusive opportunities to the community with inclusive programs focussing on vulnerable cohorts.

Delivery of social, cultural and health benefits are a key component of the contract. Measurable targets will be set related to equity, access and inclusion, participation, health and wellbeing with a focus on specific cohorts, for example, older adults, people with a disability, females, children, youth, LGBTQIA+ and people from Culturally and Linguistically Diverse (CALD) backgrounds.

Belgravia Leisure will partner with community organisations and Council to ensure strategic alignment and collaboration on programs.

**Economic**

Belgravia Leisure employs over 300 employees, with 66% residing in the City of Whittlesea.

Aquatic and leisure facilities contribute economic benefit by decreasing levels of acute and chronic illness.

**Legal, Resource and Strategic Risk Implications**

No implications.

## Implementation Strategy

### Communication

Council's channels will be used to inform the community about the new contract as part of ongoing promotion of the aquatic and leisure centres.

### Critical Dates

The initial contract term will commence on 1 July 2024 and end on 30 June 2029.

Options are available to Council to extend the contract for up to three years post the expiry of the initial contract term. A report will be presented to Council before exercising any extensions.

## Declaration of Conflict of Interest

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

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

## Attachments

1. CONFIDENTIAL REDACTED - Attachment 2023 73 Confidential Tender Evaluation Summary [5.7.1 - 5 pages]

## 5.8 Regional Sports Precinct - Stadium and Outdoor Netball Courts

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Manager Priority Projects/Active & Creative Communities

**In Attendance:** Manager Priority Projects/Active & Creative Communities

### Executive Summary

The purpose of this report is to present the concept design for the Regional Sports Precinct at Mernda for endorsement and outline the proposed approach for delivery and funding of the stadium and outdoor netball courts precinct.

In line with the July 2022 Council report, a staged delivery of the Regional Sports Precinct is proposed to maximise external funding opportunities; reduce the financial and delivery impact on Council's operating environment; and better position Council to ensure it can continue to invest in capital projects across the municipality.

### Officers' Recommendation

**THAT Council:**

- 1. Note the progress of the Regional Sports Precinct design of the stadium and netball courts since Council's adoption of the business case at its meeting of 18 July 2022.**
- 2. Approve the Regional Sports Precinct stadium and outdoor netball court concept design (Attachment 1), which proposes to deliver, four indoor multipurpose courts, up to eight outdoor netball courts (pending the outcome of a future tender process), car parking, landscaping, wetland and associated infrastructure.**
- 3. Acknowledge Netball Victoria and Basketball Victoria in contributing to the development of the Regional Sports Precinct stadium and netball courts concept design.**
- 4. Note officers will commence a public tender process for an early works package including the benching of site, removal of rock, retaining walls, construction of car park and earth berming to the southern corner to form the wetlands water retention zone.**
- 5. Note in accordance with Council's resolution of 18 July 2022, a community stakeholder group has been established to test our design operationally as we progress to detailed design.**
- 6. Note the Request for Tender process and Officer recommendation for the early works construction contract award, will be presented to Council at its scheduled August 2024 meeting for approval.**

## Background / Key Information

### Background & Context

A significant amount of planning, research, options analysis and community and stakeholder consultation has been undertaken over the past ten years to ensure a sports court, aquatic and leisure facility in Mernda meets community needs and expectations and that Council's investment delivers maximum community benefit.

In July 2022, Council endorsed a business case that was prepared by external consultants Deloitte (with input from other external experts) to provide Council with a robust and independent project assessment.

The business case specifically proposed a staged delivery, which prioritised the construction of the indoor and outdoor sports courts due to community demand for courts already far exceeding capacity. The Whittlesea Netball Basketball Plan, 2019 (WNBP) found that there is a significant shortage of suitable indoor and outdoor sports courts in the municipality with approximately half of registered netball and basketball players having to leave the City of Whittlesea to participate in their sport. In Mernda and Doreen specifically, the WNBP identified that an additional 13 indoor courts and up to 18 floodlit outdoor netball courts are required to meet recommended facility provision ratios. The Regional Sports Precinct will significantly increase much-needed netball and basketball participation opportunities.

Since the business case adoption, Council has engaged the service of Donald Cant Watts Corke to provide project management services, Currie & Brown as the quantity surveyor and Cox Architecture as the principal design consultant.

### Design

During the initial design phase, it was determined to deliver the project stages within two separate building envelopes either side of a central car park within the sports precinct. This has multiple benefits in simplifying the design of each stage, segregating active operations during future construction stages and enabling east/west and north/south trail connections which enhances the precinct for multiple community uses.

To ensure the concept design was compliant with state association facility guidelines, Netball Victoria and Basketball Victoria both provided subject matter expertise into the development of the concept design.

The architectural response acknowledges the unique landscape character of Mernda defined by rolling hills, gullies of the Plenty River, rocky basalt outcrops, ancient Redgum woodlands and grassy plains.

The following project design principles have been developed to guide the project team not only through building design, but also community outcomes more broadly.

- Mernda Community Hub
- Design With Country
- A Place to Belong
- Active and Healthy
- A Level Playing Field
- Mernda Green

### **Updating the Community**

A community steering group of key stakeholders from Netball Victoria, Basketball Victoria, a local school, a local netball player, and a local person with a disability has been established to test our design operationally as we progress to detailed design.

Informing local and adjacent residents of the project timelines has commenced and will continue throughout the construction works planned in the precinct.

Council has established a project specific webpage which will provide regular updates so the community can be fully informed of the project status and design as we progress through the upcoming construction phases of the project.

### **Works and Timelines**

Council has already progressed delivery of the intersection works at Plenty Road and Everton Drive to support the ingress and egress of the community to sports precinct.

As the concept design has been completed, an early works package to establish the site for water management and integration to the intersection works is proposed to be tendered in May 2024.

The early works package will deliver the site benching, rock removal, car park, retaining walls and earth berming to the southern corner to form the wetlands water retention zone.

The stadium and outdoor courts detailed design and tender documentation will continue to be developed by our principal consultant, Cox Architecture, ready for a public tender process late 2024 with a construction contract award anticipated in the first half of 2025.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### Connected Communities

We work to foster an inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

The provision of sporting facilities within the municipality strongly aligns with the Whittlesea 2040 strategic priority of 'Connected Community' as the provision of sport and recreation infrastructure supports the key directions of encouraging a socially cohesive, participating and healthy and safe community.

The Community Plan Action Plan 2022-23 includes actions to:

- Increase provision of netball facilities to support increased female participation in sport and recreation;
- Develop a Fair Access Policy Implementation Plan to increase participation, equality and inclusion in local sports and recreation, specifically among women and girls; and
- Commence design and site preparations of the regional aquatics and sports centre in Mernda.

The proposed facility also aligns with the following Council-endorsed policies and key strategy documents:

- Whittlesea 2040: A Place for All, 2019
- Community Plan 2021-2015
- Mernda Strategy Plan 2011 (amended 2016)
- Mernda Regional Recreation Reserve Master Plan, 2011 (draft)
- Whittlesea Netball and Basketball Plan 2019-2041
- Regional Aquatic and Sports Centre Business Case 2022
- Active Whittlesea Policy, 2019
- Zero Net Emissions Plan 2022

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

### Financial Management

The cost is included in the current budget.

Council has engaged the services of quantity surveyor Currie and Brown to provide cost opinions throughout all stages of design.



The project has sourced \$10M funding from the Victorian Government for the Stadium and Netball Courts, and a further commitment of \$10M has been allocated to a future Aquatic facility.

### **Community Consultation and Engagement**

Community engagement informed the development of a thorough business case and sporting associations guided the development of the concept design. Specifically, netball to ensure this stadium and outdoor courts combined was classified a regional venue according to the Netball Victoria facility hierarchy requirements.

Local and adjacent residents to Everton drive were engaged onsite in January to discuss the intersection works and the upcoming sporting infrastructure.

Now a concept design has been completed the community steering committee to operationally test the design through detailed design has been established.

### **Other Principles for Consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

#### **Public Transparency Principles**

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

### **Council Policy Considerations**

#### **Environmental Sustainability Considerations**

An internal sustainability working group has been established to guide the environmental and water management scope items within the project.

#### **Social, Cultural and Health**

There are many social, cultural and health benefits to this project which have been outlined in the approved business case.

#### **Economic**

The economic benefits to this project have been outlined in the approved business case.

#### **Legal, Resource and Strategic Risk Implications**

No implications.

## Implementation Strategy

### Communication

The Council project webpage will be updated with designs and construction timelines communicated in this report.

### Critical Dates

- Tender early works – May 2024
- Contract award – August 2024

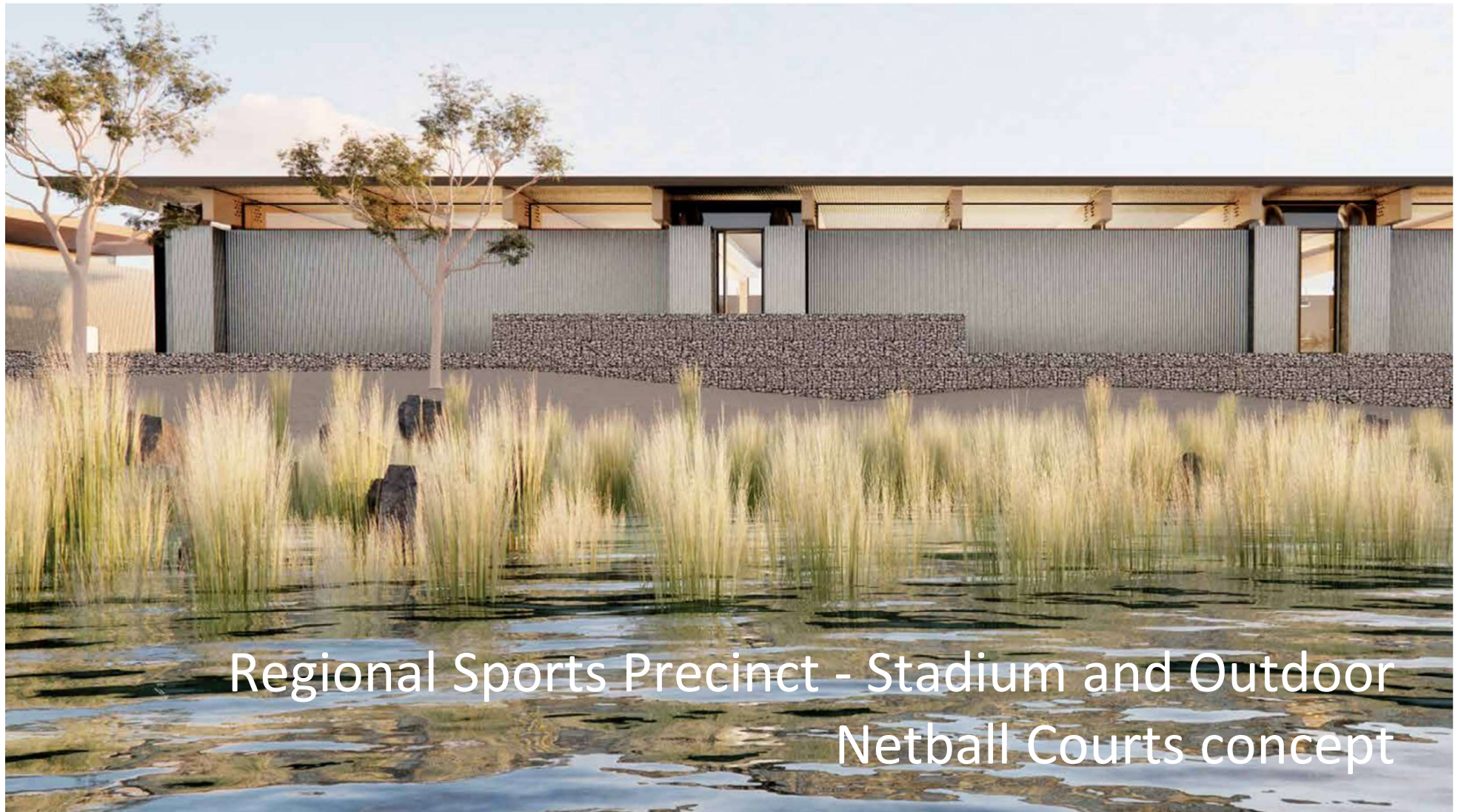
## Declaration of Conflict of Interest

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

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

## Attachments

1. Regional Sports Precinct - Stadium and Outdoor Netball Courts Concept - Attachment 1 [5.8.1 - 15 pages]



Regional Sports Precinct - Stadium and Outdoor  
Netball Courts concept



Site Character

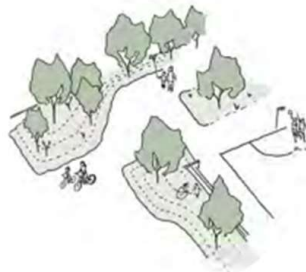


## Project Design Pillars

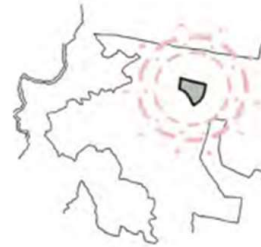
Informed by the City Of Whittlesea's aspirational brief, a robust business case, and new opportunities identified by the design team, the following project-specific design principles have been defined to guide us through the next stages of the project.

Consolidating project aspirations and design goals into a clear set of objectives is vital to ensuring the key idea remains at the forefront of our design process.

These six principles, designed to enhance not only building design, but also community outcomes more broadly, will be an ongoing touchstone throughout SD and DD Phases of the project and will assist to describe the most important facets of the project to future contractors.



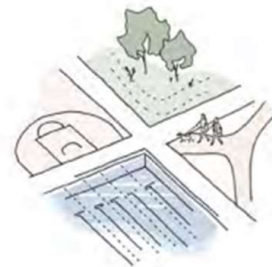
Mernda Community Hub



Design With Country



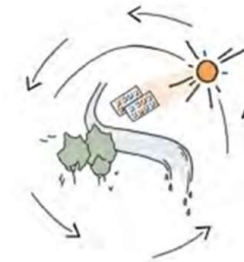
A Place to Belong



Active and Healthy

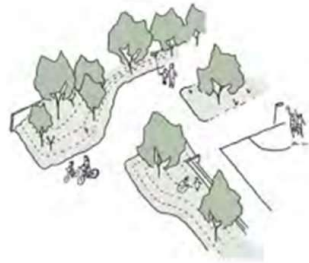


A Level Playing Field



Mernda Green

### 1.4.1 Mernda Community Hub



**Integrated Network:**  
Buildings and facilities should be designed and arranged as functional pieces within a broader more passive shared community space.

**Parkland Precinct:**  
The amenity of the site should contribute to the macro scale of the Quarry Hills and Plenty Gorge Parklands.

**Green Lung:**  
The site should act as a vital 'green lung' within a built up suburban context.





### 1.4.2 Design With Country



**Local Context:**  
Creating an architecture of the local regional context.

**Ecology and Geology:**  
Materiality and building form should be inspired by the landforms, geology, flora and habitats.

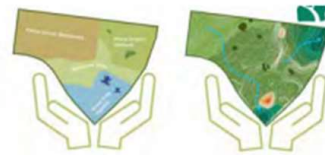
**Inspired by Stories of Site:**  
The design should draw on local history of the community and country and stories of the immediate site and the unique character of Wurundjeri country.

**Design with Country:**  
An integrated and cohesive Community Engagement strategy will inform a comprehensive, inclusive and rich design outcome

**Inspired by Ecology:**  
The project should aim to protect and enhance existing Ecological Diversity Encompassing 22.5 hectares of public land, the site is home to a number of significant flora and fauna species.

**Using Terrain:**  
The Project should utilise existing topography and land formations rather than adopting a 'blank canvas' approach.

Following the rise and fall of the natural terrain may allow for less cut and fill during construction and result in a minimised disruption to existing habitat .



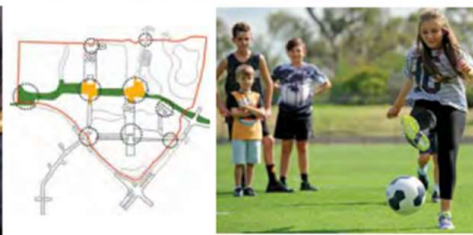
### 1.4.3 A Place to Belong



**A Participating Community:**  
Facilitate 'Whittlesea 2040' Goals of a socially cohesive, healthy, safe and participating community.

**Anticipating Needs:**  
The architecture and curated public spaces should provide a robust and functional framework that services a growing population.

**A Reflection of Values:**  
Offer intentional opportunities for adaptation, personalisation and embellishment in years ahead to reflect the values of the community.





### 1.4.4 Active + Healthy



**Removing Barriers:**  
Building spaces that don't create barriers to people wanting to participate in sport through the use of Universal Design Principles

**Universal Design:**  
Fostering a higher health profile for residents across the City of Whittlesea through accessibly sporting facilities.

**Developing Life Skills:**  
Designing a safe space for all communities to develop life fulfilling experiences and skills through lifelong participation in sport and recreation.

**Social Connections:**  
Promoting intergenerational social participation and positive connections across communities.



### 1.4.5 A Level Playing Field



**Increasing Female Participation:**  
 The project should align to State Government initiatives such as This Girl Can to create an environment where women feel safe and welcome. The facility should feel 'Female Friendly'.

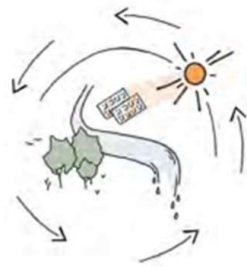
**Gender Sensitive Design:**  
 This project should be in tune to the needs of those who find it more challenging to get out the door and into a team sport. For example, provision of pram parking bays/storage.

It's important also that this project acknowledges and designs for all women – cis, trans, non-binary and gender diverse.





### 1.4.6 Mernda Green



**Showcasing Technology:**  
Celebrate and Showcase sustainable initiatives and technology.

**Energy Generation:**  
Onsite energy generation through PVs.

**Stormwater Management:**  
Onsite Stormwater Management and Reuse.

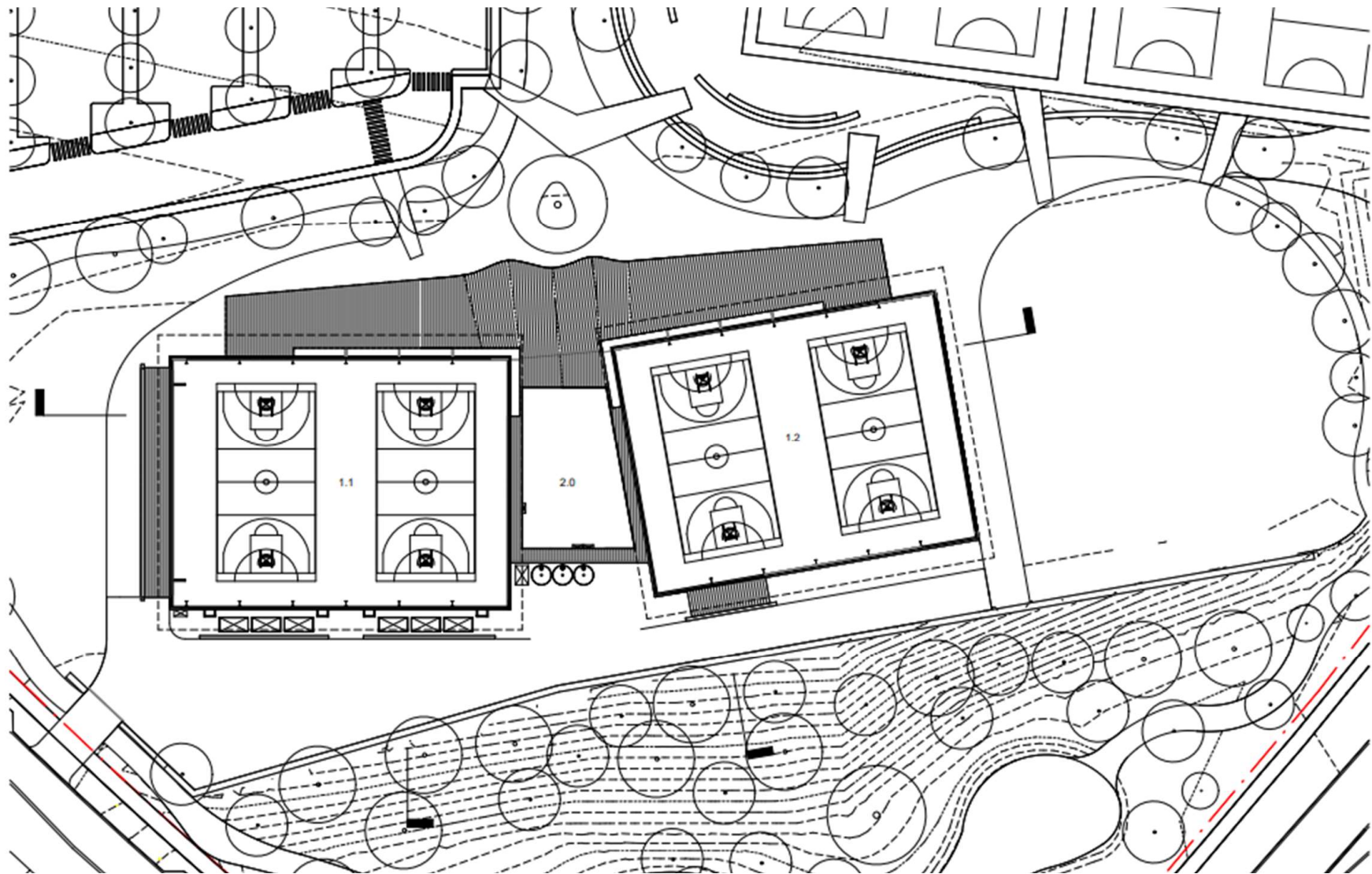
**Carbon Capturing:**  
Use of carbon capturing materials such as timber.

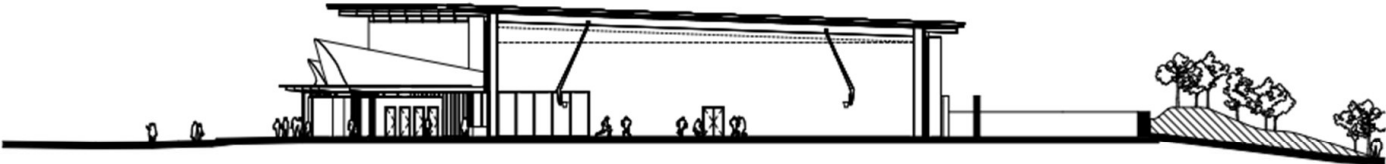
**Regeneration:**  
Rebuilding existing identified habitats and ecologies. Extend Green Corridors to encourage species diversity.







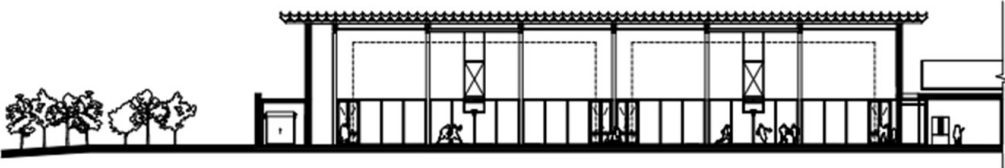




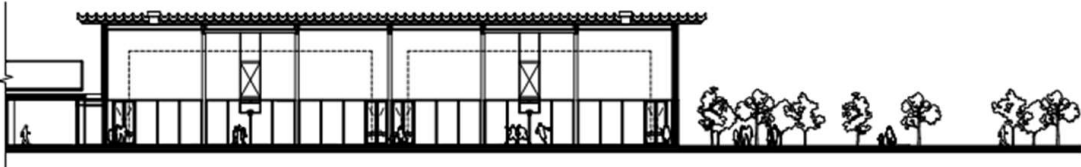
North / South Section through Showcourt



North / South Section through Multisport Courts



East / West Sections through Showcourt



East / West Sections through Multisport Courts









## 5.9 2023-139 Construction of Patterson Drive Community Centre Tender Evaluation

**Director/Executive Manager:** Director Infrastructure & Environment

**Report Author:** Coordinator New Works

**In Attendance:** Unit Manager Community Infrastructure Delivery

This attachment has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets;or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

### Executive Summary

This report summaries the evaluation of the tender submissions received for the award of Contract Number 2023-139 for the construction of Patterson Drive Community Centre at 183 Olivine Boulevard, Donnybrook.

The tender evaluation panel advises that:

- Six tender submissions were received.
- The recommended tender was the highest ranked and is considered best value as they demonstrated the ability to deliver this project in accordance with Council's specified requirements.

## Officers' Recommendation

### THAT Council:

1. **Resolve to award the following contract to Melbcon Pty Ltd:**  
**Number: 2023-139**  
**Title: Construction of Patterson Drive Community Centre**  
**Cost: A lump sum of \$10,455,044.00 (excluding GST)**  
**subject to the following conditions:**
  - a) **Contractor providing contract security and proof of currency for insurance cover as required in the tender documents.**
  - b) **Price variations to be in accordance with the provisions as set out in the conditions of contract.**
2. **Approve the funding arrangements for the Construction of Patterson Drive Community Centre as detailed in the confidential attachment.**
3. **Authorise the Chief Executive Officer to sign and execute the contract on behalf of Council and to authorise any contract variations, subject to satisfactory performance.**

## Background / Key Information

The purpose of this contract is for the construction of the Patterson Drive Community Centre at 183 Olivine Boulevard, Donnybrook. This facility will deliver essential community services to Donnybrook residents and will be known as the Murnong Community Centre when it opens in the coming years. This facility will include a two-room kindergarten, maternal and child health, a large community hall, meeting rooms, a community lounge and a mini branch library.

Tenders for the contract closed on Friday 15 December 2023. The tendered prices and a summary of the evaluation are detailed in the confidential attachment.

No member of the Tender Evaluation Panel declared any conflict of interest in relation to this tender evaluation.

A Tender Probity and Evaluation Plan was designed specifically for this tender process and it was authorised prior to this tender being advertised. All tenders received were evaluated in accordance with that plan.

An external Probity Advisor was appointed by Council to oversee the evaluation process to ensure that the evaluation was completed in accordance with the plan and to ensure probity requirements were met.

The evaluation involved scoring of conforming and competitive tenders according to these pre-determined criteria and weightings:

- Price 50%
- Capability 23%
- Capacity 20%
- Sustainability 7%

The weightings reflect the relative importance of each element to this particular contract. They were determined as being most appropriate after considering numerous factors including (but not restricted to) the time, quality, risk and contract management requirements which were likely to have the most impact on the achievement of best value.

Only tenders that were conforming and competitive were fully scored. Tender submissions that were evaluated as non-conforming or not sufficiently competitive were set aside from further evaluation. In cases where this occurred the reasons for that outcome are detailed in the confidential attachment.

The evaluation outcome was as follows:

<b>Tenderer</b>	<b>Conforming</b>	<b>Competitive</b>	<b>Score</b>	<b>Rank</b>
Tenderer A Melbcon Pty Ltd	Yes	Yes	86.9	1
Tenderer B	Yes	Yes	83.4	2
Tenderer C	Yes	Yes	81.0	3
Tenderer D	Yes	Yes	80.0	4
Tenderer E	Yes	Yes	70.6	5
Tenderer F	No	No	N/A	6

Refer to the confidential attachment for further details of the evaluation of all tenders.

### **Alignment to Community Plan, Policies or Strategies**

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

#### **Connected communities**

We work to foster an inclusive, healthy, safe and welcoming community where all ways of life are celebrated and supported.

#### **Liveable neighbourhoods**

Our City is well-planned and beautiful, and our neighbourhoods and town centres are convenient and vibrant places to live, work and play.

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

#### **Financial Management**

Sufficient funding for this contract is available in the capital program for construction of the Patterson Drive Community Centre, Donnybrook. This includes grants from the Victorian Government's Building Blocks Program, the Growing Suburbs Fund, the Living Libraries Infrastructure Program and the Changing Places Program.

Community consultation and engagement was not required in relation to the subject matter of this report as it relates to commercial arrangements and contractual obligations that are confidential.

### **Other Principles for Consideration**

#### **Overarching Governance Principles and Supporting Principles**

- (a) Council decisions are to be made and actions taken in accordance with the relevant law.
- (g) The ongoing financial viability of the Council is to be ensured.
- (i) The transparency of Council decisions, actions and information is to be ensured.

**Public Transparency Principles**

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

**Council Policy Considerations****Environmental Sustainability Considerations**

The contract management includes key performance indicators that relate to the management of environment, waste and sustainability measures throughout the contract.

**Social, Cultural and Health**

The contract includes key performance indicators that relate to Occupational Health & Safety, traffic and pedestrian management to ensure a safe work site is maintained throughout the contract.

**Economic**

The capital expenditure during the development of the facility will contribute to a short-term economic impact, while the future operation, maintenance and visitation to the facility will provide long term economic benefits to the region.

**Legal, Resource and Strategic Risk Implications**

Service Delivery - Inability to plan for and provide critical community services and infrastructure impacting on community wellbeing. The delivery of this facility will meet important service needs for the community as outlined in Council's service strategies.

Contractor Management - Failure to manage contractors to deliver agreed outcomes. Suitably qualified and experienced Council staff will oversee the construction activities. The project will be delivered by a contractor with a proven record of delivering projects of a similar scale and complexity.

**Implementation Strategy****Communication**

There is no requirement to communicate the contract award decision of this report to the community beyond the Council minutes. However, information regarding the proposed works will be provided via Council's social media communication channels and also to relevant stakeholders.

**Critical Dates**

It is anticipated that construction activity will commence in April 2024 with completion planned in mid to late 2025.



### Declaration of Conflict of Interest

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

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

### Attachments

1. CONFIDENTIAL REDACTED - 2023 139 NEW Confidential Tender Evaluation Summary Rev 1 [5.9.1 - 7 pages]

## 5.10 Planning Scheme Amendment c272 - Wollert Waste and Recovery Hub - Authorisation

**Director/Executive Manager:** Director Planning & Development

**Report Author:** Senior Strategic Planner

**In Attendance:** Senior Strategic Planner

### Executive Summary

The purpose of this report is to seek Council approval to request authorisation from the Minister for Planning to prepare and exhibit a planning scheme amendment. The amendment would rezone an area of approximately 310 Hectares of land at 45 - 135 Bridge Inn Road, Wollert from Green Wedge Zone to Special Use Zone Schedule 12, to facilitate the use of the land for waste and resource recovery purposes and extend the existing use of the land for extractive industry (quarry) and landfill.

The site is identified as a state significant waste and resource recovery hub in the *State-wide Waste and Resource Recovery Infrastructure Plan 2018* (SWRRIP). Extending the use of the land from a landfill and quarry site to include a waste and resource recovery centre would divert and repurpose recyclable materials, ensuring that valuable landfill airspace is preserved, and delivering services that prioritise the efficient use of resources.

The amendment will ensure that the planning controls reflect the current and planned use of the site. Key environmental and amenity issues have been addressed by technical reports and information submitted to support amendment. Further, the draft planning controls ensure that detailed assessments will occur at the planning permit stage of the process.

Should the Minister for Planning grant authorisation, the planning scheme amendment will be publicly exhibited to owners and occupiers surrounding the site, prescribed Ministers and relevant government agencies. The outcomes of the exhibition will be reported to Council.

Although the site is located within the green wedge, the amendment does not have the effect of repurposing green wedge land from its primary environmental, landscape, recreational, and agricultural function. In terms of the subject site, this has already occurred due to the utilisation of stone resources and consequent conversion of parts of the site to landfill operations. The current Green Wedge Zone does not adequately reflect the existing and historic quarry and landfill uses that operate on the site.

Rezoning part of the land to Special Use Zone would have the effect of consolidating the existing landfill and quarry uses, and the future resource recovery use, within the boundaries of the site.

The current zoning of the land applies a prohibitive condition which prevents the operation of a waste and resource recovery centre on the site. The proposed amendment will provide bespoke planning controls to facilitate the use and development of a waste and resource recovery centre. The waste and resource recovery centre will result in a net decrease of waste being sent to landfill, which is consistent with the principles of a circular economy.

Importantly, planning permits are required for any future use of the site, allowing a detailed and proposal-specific assessment of any use at the planning permit stage. This will ensure that the impacts of any proposal are managed appropriately. Part of the land which contains conservation values will be retained in the Green Wedge Zone.

### Officers' Recommendation

#### THAT Council:

1. **Seek authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C272 to the Whittlesea Planning Scheme affecting land at 45-135 Bridge Inn Road Wollert to facilitate the use and development of expanded resource recovery and recycling activities at the site complimentary to the existing landfill and extractive industry uses. The amendment proposes to:**
  - a) **Rezone approximately 310 Hectares of land at 45 – 135 Bridge Inn Road Wollert from Green Wedge Zone to the Special Use Zone Schedule 12, as shown in Attachment 2 (note that part of the land protected for conservation purposes is to remain Green Wedge Zone).**
  - b) **Remove the Environmental Significance Overlay Schedule 1 and Environmental Significance Overlay Schedule 5 from the part of the land that has been used as a quarry and landfill at 45-135 Bridge Inn Rd, Wollert, as shown in Attachment 2 (note that the Environmental Significance Overlay Schedule 5 is to be retained on part of the land with identified conservation values).**
  - c) **Include 'Schedule 12 to the Special Use Zone- Wollert Resource and Recovery Hub' in the Schedule to Clause 51.02- Metropolitan Green Wedge Land: Core Planning Provision.**
2. **Note that should the Minister for Planning authorise Council to exhibit the amendment, any submissions received during the exhibition period will be reported to Council for consideration at a future Council meeting.**
3. **Advise the landowner at 45-135 Bridge Inn Road, Wollert of Council's decision.**

## Background / Key Information

Hanson Landfill Services Pty Ltd (Hanson) has requested that Council commence a planning scheme amendment to rezone land at 45 –135 Bridge Inn Road Wollert from Green Wedge Zone to Special Use Zone (Schedule 12), to facilitate the use and development of expanded resource recovery and recycling activities within the site. The site is currently used as a landfill, quarry and associated activities. Part of the site is also a protected conservation area. A site context plan has been provided at *Attachment 1*.

The site is an identified state significant waste and resource recovery hub in the *State-wide Waste and Resource Recovery Infrastructure Plan 2018 (SWRRIP)*. Hubs of state importance have the following attributes:

- Provide a service to the local area, one or more regions, and Victoria.
- May receive consolidated material streams from both local and regional hubs.
- May undertake higher order recovery, reprocessing, or managing residual waste.
- Can be made up of one facility or several facilities that support each other.

The SWRRIP notes the following in relation to the facility:

- The Hanson Landfill is well located on the urban fringe of Melbourne and close to major transport routes.
- The Metropolitan Implementation Plan identified potential for the hub to expand resource recovery activities to meet the needs of the surrounding growth areas including establishing a resource recovery centre.
- It is important that urban planning allows adequate buffers and planning controls to protect the amenity of surrounding communities and prevents establishing incompatible uses that could impact on the functionality of the site or area over the long term.

Hanson are proposing to develop a waste and resource recovery facility on the site which would divert and repurpose recyclable materials, consistent with the goals and objectives of the SWRRIP.

The site is currently zoned Green Wedge Zone (GWZ), which limits materials recycling capability by preventing the collection, dismantling, storing, recycling or selling of used or scrap construction and demolition materials. The intention for the amendment is that tailored controls will be applied via Schedule 12 to the Special Use Zone (SUZ12) which will facilitate expanded materials recycling and resource recovery activities. These controls will need to address potential impacts of the proposed uses on amenity, human health, and environmental protection.

In this regard, Hanson has submitted a range of technical assessments to support the amendment, and Council Officers have engaged with the Department of Transport and Planning (DTP), the Environment Protection Authority (EPA), and Sustainability Victoria in reviewing the documentation at an early stage in the amendment discussion. The outcome of this pre-amendment engagement has informed the drafting of SUZ12.

### Site Context

The subject site is located at 45-135 Bridge Inn Road Wollert and currently is a land fill and quarry (refer to *Attachment 1*). The site has an overall area of 346 hectares and is located at the north-eastern corner of Bridge Inn Road and Epping-Kilmore Road, Wollert. The main access to the site is by an intersection on the north side of Bridge Inn Road. To facilitate the use and development of expanded resource recovery and recycling activities at the site, this intersection will need to be upgraded and signalised. Plans to upgrade and signalise this intersection are well progressed, with construction anticipated to commence in late 2024 or early 2025. The signalisation of this intersection will be funded by the landowner. A second existing access is also provided to the site which supports the quarry operations on the land.

The surrounding land uses comprise:

- Future E6 Road reservation which runs along the western boundary of the subject site.
- Wollert Precinct Structure Plan to the west and south-west, which is zoned Urban Growth Zone Schedule 5 (UGZ5). The Precinct Structure Plan includes both employment land and residential land. When the Wollert Precinct Structure Plan (PSP) was approved, buffers were applied to ensure that residential uses would be separated from the landfill by approximately 500 metres.
- Apex Quarries to the south, zoned GWZ and Farming Zone (FZ) (90 Bridge Inn Road, Wollert).
- Privately owned land and residence to the south, zoned GWZ (270 Bindts Rd, Wollert).
- The Darebin Creek and a Council owned property at 185 Bridge Inn Road which is to be incorporated into the Quarry Hill Parklands.
- A rural property at 235 Bridge Inn Road, Mernda to the east which is zoned Green Wedge Zone.
- Winery to the south-east, zoned Green Wedge Zone (280 Bridge Inn Road, Wollert).
- Rural properties are located opposite the site to the north (accessed via Masons Road and Epping-Kilmore Road). These sites are currently being used for agricultural purposes.

### Planning Context

The current zoning of the land is Green Wedge Zone, with a narrow strip of land along the western boundary zoned Urban Growth Zone Schedule 5 (Wollert PSP). The site is affected by a number of overlays, as follows:

- The Environmental Significance Overlays Schedule 1 (River Redgum Grassy Woodland Native Habitat Area) and Schedule 5 (River Redgum and Grassy Woodlands) currently affect the majority of the site, with the exception of a small portion of land along the southern and western boundary of the land. The location of these overlays would be adjusted via the proposed amendment to remove them from the majority of the work authority areas within the site, which have been developed or have approvals to be developed.
- The Public Acquisition Overlay Schedule 6 affects the western boundary of the site along the alignment of the proposed E6 transport corridor.
- The Public Acquisition Overlay Schedule 2 affects the western frontage of Bridge Inn Road for future road widening.
- A Heritage Overlay (Schedule 39) affects a small portion of the site for the protection of Schulz Farm 'Ivy Bank'. The overlay protects a bluestone and weatherboard house, bluestone pigpens, bluestone barn paving, drystone walled milking shed, mud and lathed barn, cypress windrows, pines, and bluestone walled dam.
- The Rural Floodway Overlay affects land directly adjacent to Darebin Creek.

Two historic planning permits have been issued for the site, which allow for the existing landfill and quarry uses. These are as follows:

- Permit 701889 was issued on 9 May 1994 (and amended a number of times, last amended in 2019). The permit allows “use and development for the purpose of an engineered landfill progressively rehabilitating quarried land and waste transfer station.”
- Permit 704900 was issued on 8 July 1999 and allows “extractive industry and ancillary uses and development... and removal of native vegetation”. This permit applies to all the land north of Bridge Inn Road.

### Amendment Proposal

The proposed amendment will apply planning controls to facilitate the use of the site for a waste and resource recovery hub as a part of the landfill operations and manage the potential amenity impacts of the proposal.

The amendment proposes the following changes to the Whittlesea Planning Scheme:

- Inserts Schedule 12 to Clause 37.01 Special Use Zone (SUZ12) and rezones part of the land from GWZ to SUZ12. SUZ12 includes land use and development controls that facilitate the development of land for waste and recycling purposes and protects existing uses on the land, being a landfill and quarry.
- Deletes Schedule 1 to Clause 42.01 Environmental Significance Overlay (ESO1) from part of the land within the amendment area to better align the planning controls with the existing quarry and landfill operations of the site.
- Deletes Schedule 5 to Clause 42.01 Environmental Significance Overlay (ESO5) from part of the land within the amendment area to better align the planning controls with the existing quarry and landfill operations of the site.
- Amends the Schedule to Clause 51.02 Metropolitan Green Wedge Land: Core Planning Provisions to include the new SUZ12. This is required to remove the prohibitions of this provision to facilitate intended uses, such as Manufacturing sales and Material recycling, on land zoned SUZ12.

The current and proposed planning controls for the site are depicted in Attachment 2. The amendment seeks to rezone part of the land from Green Wedge Zone to Special Use Zone Schedule 12 (SUZ12). The Special Use Zone allows for development of land for uses that are specific and bespoke to an area and should be applied when a standard zone, or combination of zones, overlays and local policies cannot give effect to the desired objectives requirements for a particular site. Given the site's designation as a hub of state significance within the SWIRRP, the Special Use Zone is required to facilitate the outcomes sought by the SWIRRP while also prohibiting inappropriate industrial uses that would otherwise be allowed within a standard Industrial Zone.

The Special Use Zone schedule will contain elements that combine to protect the amenity of surrounding communities and provide for environmental safeguards. The Special Use Zone schedule has been drafted to require planning approvals for any use associated with the resource and recovery hub. Therefore, the future uses of the site would still be subject to additional assessments and requirements at the planning permit stage.

In this regard, SUZ12 proposes the following (refer to *Attachment 3* for draft Schedule):

- Table of Uses (Sections 1, 2 and 3);
- Application Requirements for land use proposals;
- Application Requirements for buildings and works;
- Decision Guidelines for land use, subdivision, and buildings and works; and
- A Site Framework Plan that identifies the part of the site to be used for landfill and quarry (Precinct 1) and the part of the site to be used for resource management and resource recovery (Precinct 2), referenced in the Table of Uses.



The amendment proposes to remove notice and review rights for planning permit applications for materials recycling, transfer station or solid fuel depot within the identified 'Resource Management and Recovery Precinct'. Public notice of an application for any of these uses would not be undertaken and there would be no opportunity to appeal a Council decision to the Victorian Civil and Administrative Tribunal for surrounding residents. The intent of this is to streamline these applications consistent with the strategic intention for this part of the site.

The amendment addresses the protection of flora and fauna and other ecological values within the site by retaining the 'vegetation offset area' within the current Green Wedge Zone and the Environment Significance Overlay over areas identified as having ecological significance. The Site Framework Plan in SUZ12 also identifies a landscape buffer around the edges of the site. Part of the site containing a vegetation offset along the Darebin Creek will be retained in the Green Wedge Zone, in recognition of its conservation values.

With respect to other environmental matters, the EPA has been consulted extensively during the consideration of the proposed amendment, in accordance with the requirements of Ministerial Direction 19 (MD19). MD19 requires that planning authorities seek the views of the EPA in the preparation of planning scheme amendments where the use or development of land may have significant impacts on the environment, amenity and human health due to pollution and waste. The EPA were broadly supportive of the proposed planning scheme amendment, subject to application requirements being included in the proposed SUZ12 to ensure further assessment is undertaken at the planning permit stage. This is to ensure a proposal-specific response to mitigate any impacts on the environment, surrounding amenity and human health.

The draft Explanatory Report notes that the amendment will facilitate the efficient development of land that currently manages metropolitan Melbourne's waste. The amendment will increase the resource recovery options available to the local community and the City of Whittlesea.

Section 3AA of the *Planning and Environment Act 1987* requires a planning scheme amendment that amends or inserts an urban growth boundary, or an amendment which, on its commencement, will have the effect of allowing green wedge land to be subdivided into more lots or smaller lots than what would have been allowed under the planning scheme prior to the amendment, to be ratified by the Victorian Parliament. It is not proposed that the amendment implement a change to the boundaries of the Metropolitan Green Wedge, as the proposed schedule to the Special Use Zone would maintain the existing Green Wedge Zone minimum subdivision size at 40 hectares. As such, the amendment would not be subject to the requirements of Section 3AA of the *Planning and Environment Act 1987* (Metropolitan Green Wedge Protection).

## Planning Assessment

A detailed assessment of the proposed planning scheme amendment has been undertaken against the current planning controls and relevant state and local policy.

The following key issues have been addressed during the preparation of the proposed planning scheme amendment. The Special Use Zone schedule has been prepared to address and resolve the issues identified throughout the assessment process.

A summary of the key issues is as follows:

- The protection of flora and fauna within the site. The proposed planning scheme amendment addresses this by retaining the Environment Significance Overlay in areas of identified ecological significance, as informed by the flora and fauna assessment that accompanies the planning scheme amendment. In addition, SUZ12 includes bespoke planning controls that include future application requirements for any use or development onsite.
- The potential for any adverse impacts as a result of noise from future uses and development on the site. EPA's senior scientist has provided support for the rezoning of the land if effective planning controls are in place to address the risk. SUZ12 includes controls to further assess and mitigate this risk at the planning permit stage.
- The potential for any adverse impacts to air quality, including through odour emissions from any future use or development of the site. The EPA's senior scientist has provided support for the rezoning of the land if effective planning controls are in place to address the risk. SUZ12 includes controls to further assess and mitigate this risk at the planning permit stage.
- The requirement to mitigate and address any landfill gas or land contamination risks. The SUZ12 includes bespoke planning controls to manage any adverse risks, which have been informed through the preparation of a Preliminary Site Investigation (PSI) accompanying the amendment.
- Stormwater Management requirements for any future development on site. A Stormwater Management Plan for development will be required by way of application requirement within SUZ12.
- The removal of the Environmental Significance Overlay (ESO) from part of the site. The ESO will be removed in areas that have experienced significant ground disturbance as a result of the existing landfill and quarry operations on the site. The planning assessment has determined that there is no ecological value where these activities have occurred. However, areas of ecological importance have been identified in parts of the site through the planning assessment. The ESO will be retained in areas containing ecological value, allowing for the ongoing protection of these areas.

The site will continue to comply with the Landfill Buffer and Industry Separation guidelines in accordance with the EPA's requirements. It is noted that the EPA is currently reviewing the Industry Separation Guidelines and Landfill Buffer Guidelines. Whilst the proposed amendment would not be impacted by any proposed changes to the Landfill Buffer Guidelines, it is possible that the changes to the Industry Separation Guidelines may result in the requirement to provide a larger buffer between the recycling facility and any nearby sensitive uses during the course of the planning scheme amendment.

**Rationale for recommendation**

The proposed Planning Scheme Amendment is strategically justified, noting the site has been identified as a state significant waste and resource recovery hub in the *State-wide Waste and Resource Recovery Infrastructure Plan 2018 (SWRRIP)*.

The site is currently zoned entirely Green Wedge Zone. The stated purpose of the Green Wedge Zone is to support agricultural uses and to protect the environmental and cultural values of green wedge areas. The current and proposed uses at the site are not well aligned with this purpose. Where a standard zone, or a combination of zone and overlay cannot give effect to a particular outcome sought for a site, the Special Use Zone should be applied. The Special Use Zone is the appropriate zone as it provides tailored planning controls that facilitate a recycling and resource hub on the site whilst also responding to the surrounding Green Wedge context. Tailored planning controls can respond to and manage the potential for adverse environmental and amenity impacts on the surrounding land, including land contamination, air quality, odour, noise, vegetation and other human health impacts, whilst also allowing for uses associated with a resource and recovery hub. This will enable the amendment process to commence.

A detailed assessment of the proposed planning scheme amendment against the relevant Ministerial Directions, Planning Practice Notes and State and Local Planning Policy has been undertaken. The assessment has demonstrated that the proposed amendment is appropriate and resolves potential amenity and environmental concerns. The amendment does not preclude the requirement to obtain future planning approvals for uses associated with the resource and recovery hub and therefore a detailed proposal specific assessment can be undertaken at the planning permit stage.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### **Strong local economy**

Our City is a smart choice for innovation, business growth and industry as well as supporting local businesses to be successful, enabling opportunities for local work and education. The proposed waste and resource recovery hub is identified as a significant contributor to Victoria's waste and recycling infrastructure over the next 30 years. The *Statewide Waste and Resource Recovery Infrastructure Plan Victoria* identifies that such hubs can support employment and industrial activities to create additional job opportunities.

### **Sustainable environment**

We prioritise our environment and take action to reduce waste, preserve local biodiversity, protect waterways and green space and address climate change.

The Sustainable Environment Strategy 2022-2023 supports the outcomes sought by the *Rethinking Waste 2021-2030 Plan*, which identified priorities to enhance resource recovery systems and support a move towards a circular economy. The proposed waste and resource recovery hub will increase the recovery of waste, which will both protect the environment and build an economy that is circular – one that maximises the productive use and reuse of valuable resources.

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

### **Financial Management**

The exhibition of the amendment will attract a cost to Council. The cost is included in the current budget.

### **Community Consultation and Engagement**

A number of stakeholders are potentially affected by this Planning Scheme Amendment and future development. Some preliminary engagement has occurred with agency stakeholders.

As part of the Amendment process, notice will be given to surrounding residents and affected agencies. Pursuant to Section 19 of the *Planning and Environment Act 1987*, a planning authority must give notice of its preparation of an amendment to a planning scheme to:

- the owners and occupiers of land that it believes to be materially affected by the amendment;
- every Minister, public authority and municipal council it believes may be materially affected by the amendment; and
- Prescribed Ministers.

The form of this notice must be given in accordance with the regulations.

As part of the notification process, affected landowners and interested parties will have the opportunity to make written submissions to Council expressing their views on the proposed planning scheme amendment. Council officers will review and consider all submissions received as part of the planning scheme amendment assessment process during the public notice period.

Once the public notice period is completed, Council will consider whether any changes to the proposed planning scheme amendment should be made as a result of any submissions received. If there are matters not able to be resolved, Council may seek the appointment of an independent planning panel and refer any submissions to the panel for consideration.

### Other Principles for Consideration

#### Overarching Governance Principles and Supporting Principles

- (b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

#### Public Transparency Principles

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

### Council Policy Considerations

#### Environmental Sustainability Considerations

The amendment proposal has considered Environmentally Sustainable Considerations to ensure that the future development of the land is sustainable in accordance with current planning policy.

The amendment is aligned to Council's Sustainable Environment Strategy 2022-2032, which recognises the City of Whittlesea's commitment to increasing the volume of waste that is diverted from landfill by enhancing resource recovery systems.

#### Social, Cultural and Health

The amendment has considered health implications. A Human Health Risk Assessment has been prepared to support the amendment and the proposed SUZ12 includes bespoke planning controls to ensure that the future use and development of the site does not pose a risk to human health.

Cultural heritage will be managed in accordance with legislative framework under the Aboriginal Heritage Act 2006. A Cultural Heritage Management Plan will be required to be prepared at the planning permit stage for any high impact activity in accordance with the requirements of the Aboriginal Heritage Act 2006.

**Economic**

The amendment will have a positive economic impact by facilitating the development of the site in accordance with its designation as a resource recovery hub of state importance.

**Legal, Resource and Strategic Risk Implications**

No implications.

**Implementation Strategy****Communication**

A number of stakeholders are potentially affected by this Planning Scheme Amendment and future development. Some preliminary engagement has occurred with key stakeholders, including DTP, EPA and Sustainability Victoria.

As part of the Amendment process, notice will be given to surrounding owners and occupiers, prescribed Ministers, relevant government agencies and community groups.

**Critical Dates**

This report is intended to go to a Council meeting on 19 March 2024.

**Next Steps**

If Council accepts the recommendation to seek authorisation from the Minister for Planning to prepare the Planning Scheme Amendment, the amendment documents will be lodged with Department of Transport and Planning for consideration by the Minister for Planning.

Once consent is provided for preparation of the amendment, Council is required to exhibit the Amendment within 40 days of that decision. The exhibition period will be for 28 days. Prescribed Ministers, Referral Agencies, and owner/occupiers of land that may be materially affected, will be notified.

Following the exhibition of the Amendment a report will be presented to Council to consider the outcomes of the exhibition including any submissions received.

**Declaration of Conflict of Interest**

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

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

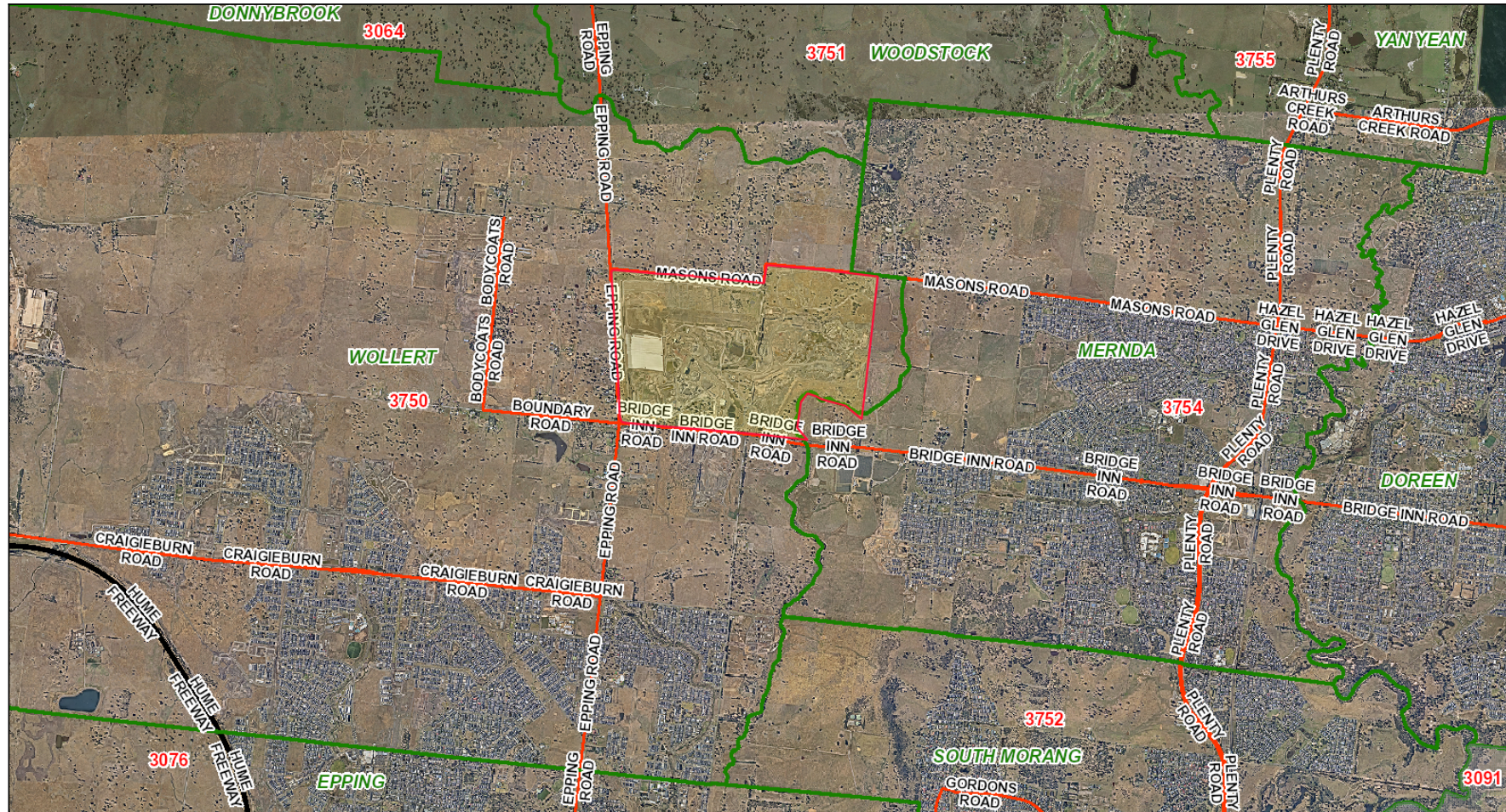
## Attachments

1. Attachment 1- Site Context Plan [**5.10.1** - 3 pages]
2. Attachment 2- Existing and Proposed Planning Controls [**5.10.2** - 2 pages]
3. Attachment 3- Draft SUZ Schedule [**5.10.3** - 7 pages]





# Attachment 1: Site Context Map



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N  
Map Scale: 1 : 52191  
Date: 12/02/2024  
Produced By: jbf



## Attachment 1: Site Context Map



-  Land affected by Amendment
-  Wollert PSP Boundary
-  E6 Corridor





# Attachment 1: Site Context Map



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Date: 12/02/2024  
Produced By: jbf



### Attachment Two: Existing and Proposed Planning Controls

Figure One: Existing Zoning (Green Wedge Zone)

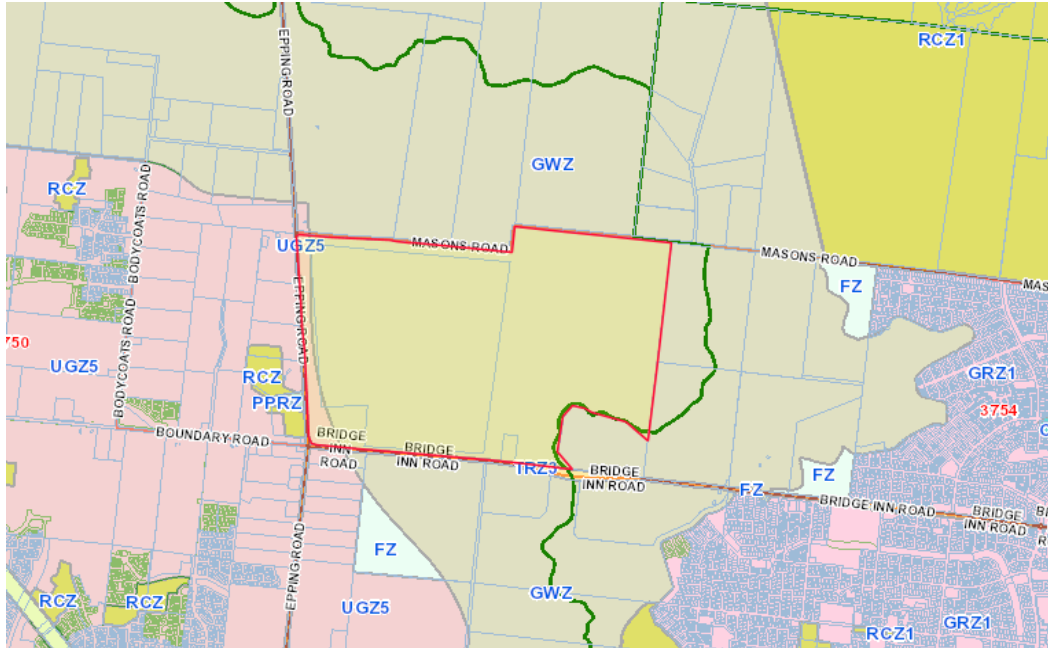


Figure Two: Proposed Zoning (Special Use Zone)

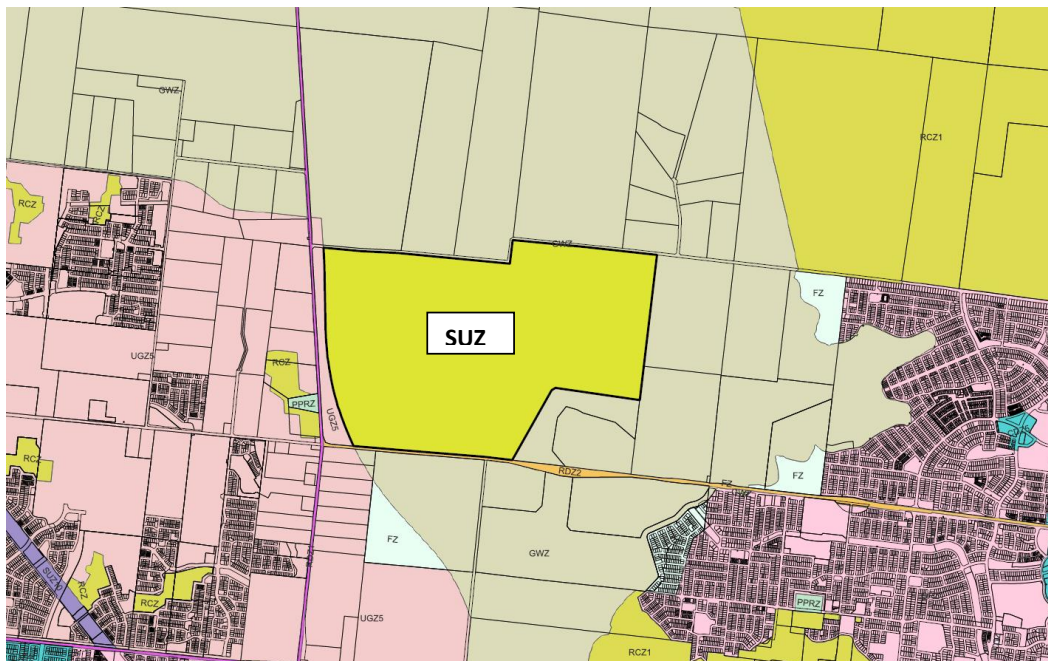


Figure Three: Existing Environmental Significance Overlay Extent

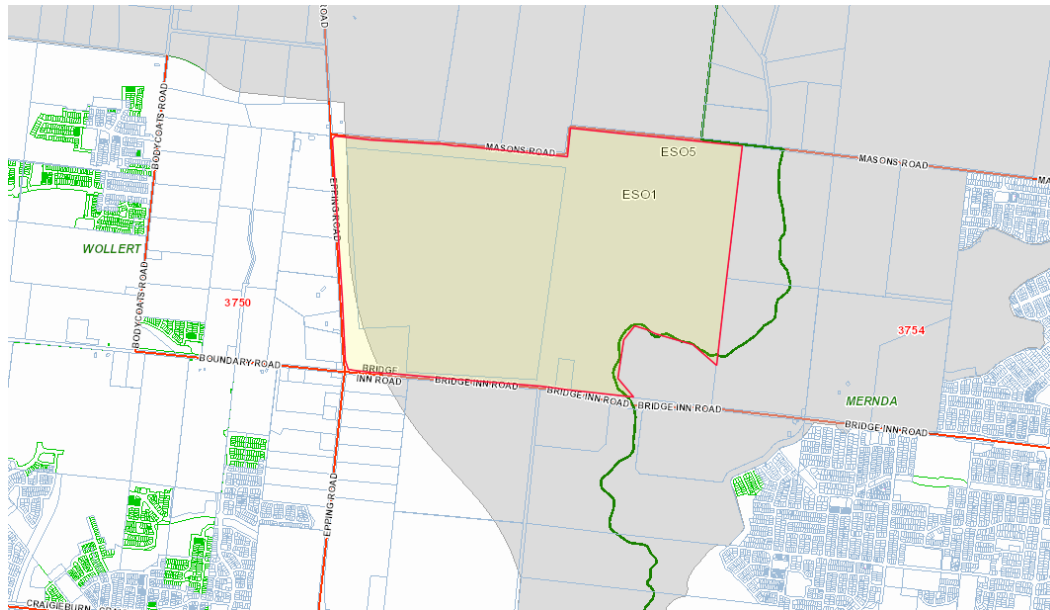
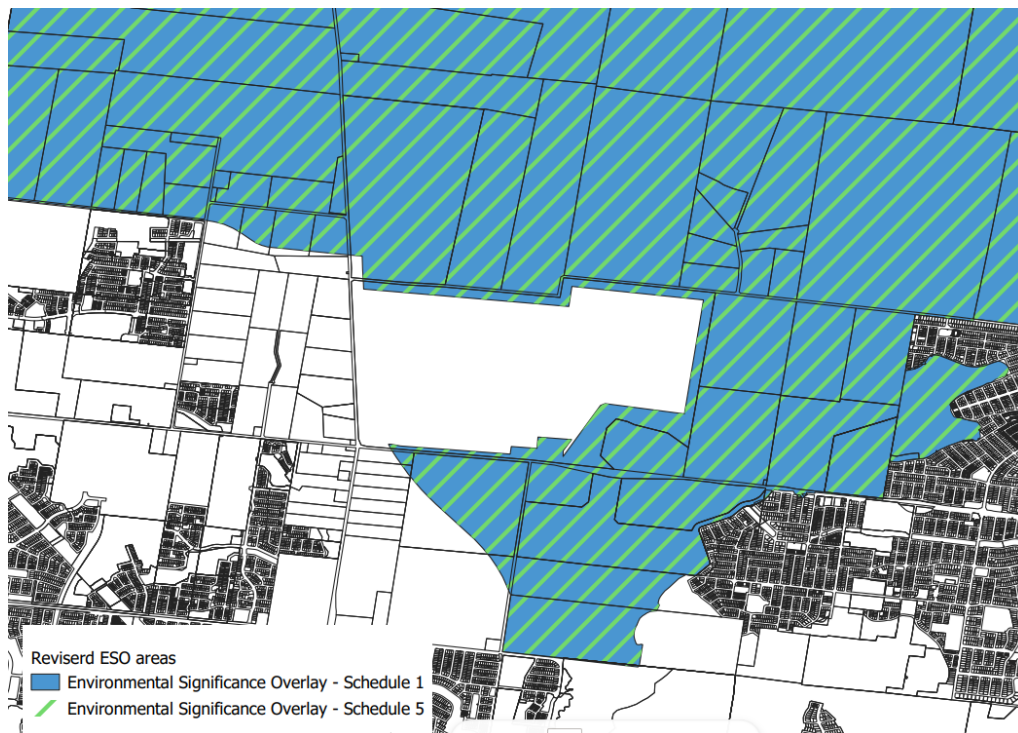


Figure Four: Proposed Environmental Significance Overlay Extent



WHITTLESEA PLANNING SCHEME

DATE Proposed Cxxxwsea

**SCHEDULE 12 TO CLAUSE 37.01 SPECIAL USE ZONE**

Shown on the planning scheme map as **SUZ12**

**WOLLERT WASTE AND RESOURCE RECOVERY HUB**

**Purpose**

To recognise and provide for the use and development of land for earth and energy resources industry, materials recycling, disposal and transfer of refuse, and energy generation facilities generally in accordance with the Framework Plan at Figure 1 of this Schedule.

To encourage land management practice and rehabilitation that minimises impact on the use and development of nearby land, and of this land and nearby land post closure of the landfill.

To promote the use and development of the land in a manner which minimises the impact on the amenity of nearby land.

**1.0**

**Table of uses**

DATE Proposed Cxxxwsea

**Section 1 - Permit not required**

Use	Condition
Automated Collection Point	Must meet the requirements of Clause 52.13-3 and 52.13-5. The gross floor area of all buildings must not exceed 50 square metres.
Crop raising	
<b>Any use listed in Clause 62.01</b>	Must meet the requirements of Clause 62.01.

**Section 2 - Permit required**

Use	Condition
Caretakers house	Must be the only caretakers house on the lot.
Earth and energy resources industry, provided the exemptions of Clause 52.08 do not apply.	Must be located within Precinct 1 in the Framework Plan in Figure 1.
Energy generation facility	Must be located within Precinct 1 or 2 in the Framework Plan in Figure 1.
Industry (other than Refuse disposal, and Transfer station)	Must be located within Precinct 2 in the Framework Plan in Figure 1.
Manufacturing Sales	Must be located within Precinct 2 in the Framework Plan in Figure 1.
Refuse disposal	Must be located within Precinct 1 in the Framework Plan in Figure 1.
Transfer station	Must be located within Precinct 1 or 2 in the Framework Plan in Figure 1.
Solid Fuel Depot	Must be located within Precinct 2 in the Framework Plan in Figure 1.
<b>Any other use not in Section 1 or 3</b>	

**Section 3 - Prohibited**

## WHITTLESEA PLANNING SCHEME

**Use**

Accommodation (other than Caretaker's house)  
 Brothel  
 Cinema based entertainment facility  
 Display home centre  
 Education centre  
 Freeway service centre  
 Funeral parlour  
 Hospital  
 Motor racing track  
 Nightclub  
 Office  
 Retail premises (other than Manufacturing sales)  
 Service industry  
 Service station  
 Warehouse (other than Solid Fuel Depot)

**2.0**

DATE  
 Proposed  
 Cxxxwsea

**Use of land**

The following application requirements apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- A description of the use and the types of activities and quantity which will be carried out.
- The likely effects, if any, on adjoining land, including noise levels, air-borne emissions, emissions to land and water, traffic, the hours of delivery and dispatch of goods and materials, light spill, solar access and glare.
- A current land survey plan showing relevant ground levels and identifying features on the site.
- A plan showing the location of proposed use, including vehicular access, vehicular circulation, parking and landscaping.
- A Fire Risk Management Plan identifying potential fire risks and mitigation measures in respect to the use.
- An Acoustic Report prepared by a suitably qualified acoustic consultant or practitioner that is supported by verifiable evidence and includes:
  - Measurements of noise levels representing the existing environment at relevant noise sensitive areas (such as residences and schools), conducted in accordance with EPA Publications 1826.4 (Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues) and 1997 (Technical guide: Measuring and analysing industry noise and music noise) including:
  - Measurement of background levels in the absence of any industry noise that appears to be intrusive; and
  - Monitoring of existing ambient noise levels and determination of the current effective noise levels associated with the cumulative noise from existing commercial, industrial and trade premises, including relevant adjustments for character and duration.
  - Determination of the noise limits in accordance with the Environment Protection Regulations 2021 and EPA Publication 1826.4.
  - An assessment in accordance with Part 5.3, Division 3 of the Environment Protection Regulations 2021 of whether the addition of the noise from the



## WHITTLESEA PLANNING SCHEME

proposed use and/or development presents a risk of unreasonable noise when considering the cumulative noise from all commercial, industrial and trade premises affecting or expected to affect relevant noise sensitive areas.

- Consideration of other factors for unreasonable noise, such as sporadic bangs and crashes and low frequency noise, as defined in part (a) of the definition of unreasonable noise in Section 3(1) of the Environment Protection Act 2017 and referring to EPA Publication 1996 Noise guidelines: assessing low frequency noise.
- A review of potential natural areas, as defined as in the Environment Reference Standard, which may be affected by the proposed use and/or development, and consideration of the environmental value of human tranquillity and enjoyment outdoors, in natural areas.
- A recommended noise monitoring and evaluation programme to be implemented to verify the effectiveness of the mitigation measures adopted at commissioning and during ongoing operation of the proposed use and/or development.
- A recommended programme for continual improvement of the management of noise emissions.
- An Air Emissions Management Plan that assesses the risk of potential and existing air and odour emissions and implements site-specific best practice design controls and management practices to minimise air and odour emissions as far as reasonably practicable in line with the EPA's General Environmental Duty (GED). This may include, but is not limited to, the following:
  - Monitoring and assessment of impacts by a suitably qualified and experienced accredited laboratory / consultant.
  - How staff will be trained to continually assess emissions and apply controls.
  - Assessment of controls and how much they will reduce emissions.
  - Assessment of the remaining residual risks after controls have been applied.
- A Human Health and Ecological Health Risk assessment prepared by a suitably qualified consultant or practitioner. The Human Health and Ecological Health Risk assessment must:
  - Identify potential risks associated with pollution and waste, including noise, odour and air emissions including dust.
  - Provide measures to minimise risks associated with pollution and waste so far as reasonably practicable in accordance with the Environment Protection Act 2017 (or as updated).
  - Include an assessment of sensitive and vulnerable populations in accordance with the applicable guidelines.

An application to use land for an industry must also be accompanied by the following information:

- The type and quantity of goods to be stored, processed or produced.
- Whether a Development Licence, Operating Licence, Permit or Registration is required from the Environment Protection Authority.
- Whether a notification under the *Occupational Health and Safety (Major Hazard Facilities) Regulations 2000* is required, a licence under the *Dangerous Goods Act 1985* is required, or a fire protection quantity under the *Dangerous Goods (Storage and Handling) Regulations 2000* is exceeded.

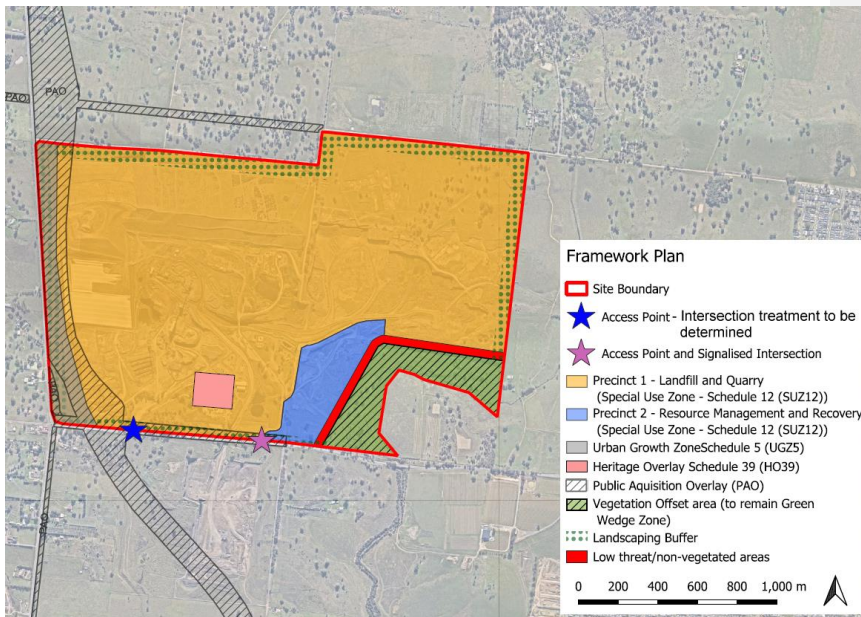
An application for the use of land for materials recycling, transfer station or solid fuel depot within Precinct 2 in the Framework Plan in Figure 1 is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

WHITTLESEA PLANNING SCHEME

The following decision guidelines apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The need to minimise adverse impacts on the character and appearance of the area.
- The drainage of the land, including the need to manage offsite impacts, such as runoff.
- The effect and management of traffic to be generated on roads.
- The storage of waste and materials for recycling.
- The need to minimise impact on any natural, environmental or cultural values on or near the land.
- Potential amenity impacts on adjoining properties and nearby land, especially residential areas.

Figure 1: Site Framework Plan



**3.0 Subdivision**

DATE Proposed Cxxxwsea

Each lot must be at least 40 hectares.

An application for the subdivision of land is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

The following decision guidelines apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01-3 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The delineation of Precincts shown in the Framework Plan in Figure 1 under Section 2.0.

## WHITTLESEA PLANNING SCHEME

- Potential amenity impacts on adjoining properties, surrounding and nearby land, especially residential areas.
- The need to minimise impact on any natural, environmental or cultural values on or near the land.
- The drainage of the land, including the need to manage offsite impacts such as runoff.

#### 4.0 Buildings and works

DATE  
Proposed  
Cxxxwsea

No permit is required to construct a building or construct or carry out works for the following:

- A building and works associated with a Section 1 use.
- A building or works which rearrange, alter, or renew plant if the area or height of the plant is not increased.
- A rainwater tank with a capacity of more than 10,000 litres if the following requirements are met:
  - The rainwater tank is not located within the building's setback from a street (other than a lane).
  - The rainwater tank is no higher than the existing building on the site.
  - The rainwater tank is not located in an area that is provided for car parking, loading, unloading or accessway.
- The construction of a building or the construction or carrying out of works which are a modification necessary to comply with a direction under the *Dangerous Goods Act 1985* or the *Occupational Health and Safety Act 2004* or a Development Licence, Operating Licence or notice under the *Environment Protection Act 2017*.

The following application requirements apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 -4 and elsewhere in the scheme and must accompany an application, as appropriate, to the satisfaction of the responsible authority:

- A plan drawn to scale which shows:
  - The boundaries and dimensions of the site.
  - Adjoining roads.
  - Relevant ground levels.
  - The layout of existing and proposed buildings and works.
  - The location of existing uses and activities on the site.
  - Internal roads, accessways and vehicle parking and loading areas.
  - Existing and proposed landscape areas.
  - External storage and waste treatment areas.
- Elevation drawings dimensioned and drawn to scale which show the colour and materials of all buildings and works.
- Construction details of all drainage works, driveways and vehicle parking and loading areas.
- A Stormwater Management Plan specifying details of how stormwater runoff from proposed new buildings or works will be managed, including appropriate measures to remove any contaminants prior to discharging into the drainage network having regard to relevant EPA guidelines.
- A Landscape Plan describing the location of and species to be planted, and the method of maintaining the landscape areas (as appropriate).
- A Traffic Management Plan where a building or works will result in an increase in parking demand, a change to access arrangements or a significant increase in traffic generation, providing details of:

## WHITTLESEA PLANNING SCHEME

- Proposed vehicle, pedestrian and bicycle access points at the property boundaries.
- The location and treatment of circulation areas, internal roads and other accessways within the site.
- The location, layout and treatment of all vehicle and bicycle parking areas and loading and unloading areas.
- A traffic impact assessment including estimated traffic volumes and types (i.e., staff vehicles or heavy vehicles) and details of any works or traffic management measures required to ensure the continued safe and efficient operation of the road network.
- An Acoustic Report prepared by a suitably qualified acoustic consultant or practitioner that is supported by verifiable evidence and includes:
  - Measurements of noise levels representing the existing environment at relevant noise sensitive areas (such as residences and schools), conducted in accordance with EPA Publications 1826.4 (Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues) and 1997 (Technical guide: Measuring and analysing industry noise and music noise) including:
    - measurement of background levels in the absence of any industry noise that appears to be intrusive; and
    - monitoring of existing ambient noise levels and determination of the current effective noise levels associated with the cumulative noise from existing commercial, industrial and trade premises, including relevant adjustments for character and duration.
  - Determination of the noise limits in accordance with the Environment Protection Regulations 2021 and EPA Publication 1826.4, including an assessment of any change in noise limits due to the planning scheme amendment.
  - An assessment in accordance with Part 5.3, Division 3 of the Environment Protection Regulations 2021 of whether the addition of the noise from the proposed development presents a risk of unreasonable noise when considering the cumulative noise from all commercial, industrial and trade premises affecting or expected to affect relevant noise sensitive areas.
  - Consideration of other factors for unreasonable noise, such as sporadic bangs and crashes and low frequency noise, as defined in part (a) of the definition of unreasonable noise in Section 3(1) of the Environment Protection Act 2017 and referring to EPA Publication 1996 Noise guidelines: assessing low frequency noise
  - A review of potential natural areas, as defined as in the Environment Reference Standard, which may be affected by the proposed development, and consideration of the environmental value of human tranquillity and enjoyment outdoors, in natural areas.
  - A recommended noise monitoring and evaluation programme to be implemented to verify the effectiveness of the mitigation measures adopted at commissioning and during ongoing operation of the proposed development.
  - A recommended programme for continual improvement of the management of noise emissions
- An Air Emissions Management Plan that assesses the risk of potential and existing air and odour emissions, and implement site-specific, best practice design controls and management practices to minimise air and odour emissions as far as reasonably practicable in line with the GED. This might include but not be limited to:
  - Monitoring and assessment of impacts by a NATA accredited laboratory / consultant
  - How staff will be trained to continually assess emissions and apply controls

WHITTLESEA PLANNING SCHEME

- Assessment of controls and how much they will reduce emissions
- Assessment of the remaining residual risks after controls have been applied
- A Human Health and Ecological Health Risk assessment prepared by a suitably qualified consultant or practitioner. The Human Health and Ecological Health Risk assessment must:
  - Identify potential risks associated with pollution and waste, including noise, odour and air emissions including dust.
  - Provide measures to minimise risks associated with pollution and waste so far as reasonably practicable in accordance with the Environment Protection Act 2017 (or as updated).
  - Include an assessment of sensitive and vulnerable populations in accordance with the applicable guidelines.
- A Fire Risk Management Plan identifying potential fire risks and mitigation measures for new building(s) or works.
- A Landfill Gas Risk Assessment which assesses the landfill gas being emitted on the site and makes recommendations in respect building design to address the risk.

An application to construct a building or construct or carry out works is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Act.

The following decision guidelines apply to an application for a permit under Clause 37.01, in addition to those specified in Clause 37.01 and elsewhere in the scheme which must be considered, as appropriate, by the responsible authority:

- The need to minimise adverse impacts on the character and appearance of the area, including the need to minimise any adverse impacts of siting, design, height, bulk, and colours and materials to be used, on landscape features, major roads and vistas.
- The drainage of the land.
- The effect and management of traffic to be generated on roads.
- The storage of rubbish and materials for recycling.
- The adequacy of the landscape treatment including landscaping buffers to adjoining uses.
- The design of buildings, including design features to limit amenity impacts on adjoining properties and nearby land, especially residential areas.

**Commented [JF1]:** SUZ Schedule will be updated to include a requirement that implements the design guidelines of Clause 15.01-1L as per the Explanatory Report.

SUZ Schedule will be updated to implement the objective and strategies of Clause 15.01-2L as per the Explanatory Report.

**5.0**

**Signs**

DATE  
Proposed  
Cxxxxsea

Sign requirements are at Clause 52.05. All land located within this zone is in Category 2.

## 5.11 Unconfirmed Minutes of the Audit and Risk Committee

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

**In Attendance:** Executive Manager Office of Council & CEO

### Executive Summary

The Audit and Risk Committee (ARC), an independent advisory committee of Council, held their scheduled quarterly meeting on 13 February 2024 and the following matters were considered:

- The quarterly Risk Management Report including the revised Risk Management Framework seeking ARC's feedback and results of the business continuity live exercises.
- The quarterly Corporate Performance Report including a summary of Council's progress in completing Community Plan actions, good governance actions, 2023-2024 capital works program items and Council's financial performance to 31 December 2023.
- Progress of the Internal Audit program including completed audit reports, audit scopes and actions arising from previous audits.
- The draft external audit strategy for the financial year ending 30 June 2024.
- Compliance and governance matters as detailed in the ARC annual work plan.

To provide transparency and to comply with the requirements of the ARC Charter, the unconfirmed meeting minutes is provided at Attachment 1 for the noting of Council.

### Officers' Recommendation

**THAT Council note the 13 February 2024 unconfirmed minutes of the Audit and Risk Committee at Attachment 1 to this report.**



## Background / Key Information

The ARC was established pursuant to *Section 53 of the Local Government Act 2020 (the Act)* to support Council in discharging its oversight responsibilities relating to:

- financial and performance reporting;
- risk management;
- fraud prevention systems and control;
- maintenance of a sound internal control environment;
- compliance with its policies and legislative and regulatory requirements; and
- assurance activities including internal and external audit.

The ARC acts in this capacity by monitoring, reviewing, endorsing, and advising on the above matters as set out within its Charter. This Charter has been developed in accordance with *Section 54 of the Act* and sets out the Committee's purpose, its remit, structure, and key operational processes.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

The unconfirmed minutes at Attachment 1 provide the Council with information on the agenda items ARC considered and provided feedback or advice on, at its 13 February 2024 meeting.

## Alignment to Community Plan, Policies or Strategies

Alignment to Whittlesea 2040 and Community Plan 2021-2025:

### High Performing Organisation

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

The establishment of the ARC and the reports it receives for consideration and oversight is one of Council's commitments in implementing and providing good governance.

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

### Financial Management

The costs relating to ARC are included in the current budget.

In compliance with the requirements set out in the *Act* and to support Council in discharging its oversight responsibilities, each ARC agenda contains a financial and performance report for their consideration.

### **Community Consultation and Engagement**

No community consultation and engagement is required for the publication of the unconfirmed ARC minutes.

## **Other Principles for Consideration**

### **Overarching Governance Principles and Supporting Principles**

- (i) The transparency of Council decisions, actions and information is to be ensured.

### **Public Transparency Principles**

- (b) Council information must be publicly available unless— (i) the information is confidential by virtue of the *Local Government Act* or any other Act; or (ii) public availability of the information would be contrary to the public interest.
- (c) Council information must be understandable and accessible to members of the municipal community.

## **Council Policy Considerations**

### **Environmental Sustainability Considerations**

No implications.

### **Social, Cultural and Health**

No implications.

### **Economic**

No implications.

### **Legal, Resource and Strategic Risk Implications**

In compliance with the requirements set out in the *Act* and to support Council in discharging its oversight responsibilities, each ARC agenda contains updates on risk management inclusive of resource and strategic risk implications, legal implications, and compliance for their consideration.

## **Implementation Strategy**

### **Communication**

Not applicable.

### **Critical Dates**

The ARC Charter specifies the unconfirmed minutes are provided to the Council as the next possible meeting.

The next meeting of the ARC is scheduled for 14 May 2024.

### Declaration of Conflict of Interest

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

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

### Attachments

1. Unconfirmed Minutes of the Audit and Committee - 13 February 2024 [5.11.1 - 27 pages]



Unconfirmed

# Minutes

AUDIT & RISK COMMITTEE

Tuesday 13 February 2024 at 2:30 pm

Council Chamber at Civic Centre,  
25 Ferres Boulevard, South Morang

Minutes - Audit & Risk Committee 13 February 2024

## Attendees

### Present

### Members

### Independent

Geoff Harry, Chairperson

Jen Johanson

Bruce Potgieter

Dr Marco Bini

### Administrators:

Lydia Wilson, Chair of Council

Christian Zahra, Administrator

### Council Officers:

Craig Lloyd, Chief Executive Officer

Sarah Renner, Director Customer & Corporate Services

Jacinta Stevens, Executive Manager Office of Council & CEO

Bobbie Bright, Unit Manager Governance

Aaron Gerard, Chief Financial Officer

### Invited Guests:

Brett Davidson, Unit Manager Risk

Yuri Guzman, Chief Information Officer

Chaminda Samararatne, Enterprise Security Architect

Alessandra San Vicente, Unit Manager Corporate Planning & Improvement

Michelle O'Donoghue, Manager CX-DX Program

Debbie Blandford, Acting Manager Compliance and Environmental Health

Mark Corea, Unit Manager Parks and City Forest

Scott Widdicombe, Coordinator Parks and City Forest Management

### External Attendees:

Richard Wilson, Director Pitcher Partners

Jordan McFadden, Manager Pitcher Partners

Nick Walker, HLB Mann Judd

### Minutes:

Ilker Destan, Compliance and Audit Officer

### Apologies

Nil

Minutes - Audit &amp; Risk Committee 13 February 2024

**Register of Interest**

<b>City of Whittlesea Audit and Risk Committee Personal Interests Register</b>		
<b>Geoff Harry</b>	Agriculture Services Victoria ARC	Board Member & ARC Chair
	Bayside City Council ARC	Chair
	Brimbank City Council ARC	Chair
	Chisholm Institute of TAFE	Board Member & ARC Chair
	City of Greater Dandenong ARC	Chair
	City of Kingston ARC	Independent Member
	City of Knox ARC	Chair
	City of Melbourne ARC	Chair
	City of Whittlesea ARC	Chair
	Department of Premier & Cabinet ARC	Chair
	Independent Broad-Based Anti-Corruption Commission ARC	Chair
	GD & JD Harry Superannuation Fund	Member
	JDH Investments Australia Pty Ltd	Director
One Roslyn Street Brighton	Chairman & Manager	
PricewaterhouseCoopers (retired 31 December 2006)	Retired Partner	
<b>Jen Johansen</b>	Bayside City Council ARC	Independent Member
	Brimbank City Council ARC	Independent Member
	City of Hume ARC	Chair
	City of Melbourne ARC	Independent Member
	City of Stonnington ARC	Independent Member
	City of Greater Dandenong ARC	Independent Member
	Education Services Australia, Finance Audit & Risk Committee	Board member and Chair, Finance Risk & Audit Committee
	General Life	Board Member
	iAM OMNI	Advisory Board Member
	Independent Broad-Based Anti-Corruption Commission ARC	Independent Member
	Life Without Barriers - Risk Management Committee	Independent Member
South Gippsland Shire Council ARC	Chair	
<b>Dr Marco Bini</b>	Darebin City Council ARC	Independent Member



## Minutes - Audit &amp; Risk Committee 13 February 2024

	Governance Institute of Australia	Victorian State Council Member
	Royal Australian College of GPs	Senior Legal Business, Partner, Data Privacy & Compliance
<b>Bruce Potgieter</b>	City of Hume ARC	Independent Member
	Kingston City Council ARC	Independent Member
	Maroondah City Council ARC	Independent Member
	RSM Australia (resigned Sept 2012)	Senior Manager
	Yarriambiack Shire Council ARC	Chair
<b>Lydia Wilson</b>	Department of Energy, Environment and Climate Change	Chair Integrated Water Management Forum (Dandenong)
	Reaper Enterprises Pty Ltd (Lydia Wilson Consulting)	Trust Beneficiary
	Reaper Family Superannuation Fund	Beneficiary
<b>Christian Zahra AM</b>	Impact Partners	Partner/Member
	KPMG Strategy Practice	Former Director
	Regional Australia Institute	Chair and Non-Executive Director

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Unconfirmed

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## 1 In-Camera Discussion

The meeting commenced at 2:30pm with attendance of the members of the Audit and Risk Committee only.

In-camera session with the CEO and Executive Manager Office of Council & CEO commenced at 3:00pm.

All other officers and externals listed in attendance joined the meeting at 4:00pm.

Following the in-camera discussion, the Chair commenced the open section of the meeting by welcoming all those in attendance.

The Chair noted the following items of the agenda to be put forward to the 14 May 2024 meeting due to the in-camera discussions taking longer than scheduled:

- 5.2 - Presentations on Directorate Risk Profiles
- 6.2 - Local Government Performance Reporting Framework – Quarter 2 2023-2024 Update

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## 2 Previous Meeting

### 2.1 Confirmation of Minutes of Previous Meeting

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

#### Purpose

The purpose of this report is to provide the Audit and Risk Committee with the meeting minutes from the 15 November 2023 Committee meeting for review and confirmation.

#### Matters Discussed

The report was taken as read.

The Chair requested the personal interest register be updated as per the changes declared at the previous meeting and circulated out of session prior to this meeting.

#### Committee Resolution

**The 15 November 2023 Audit and Risk Committee meeting minutes were confirmed as correct.**

**CARRIED**

### 2.2 Matters Arising from Previous Meetings

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

#### Purpose

This report provides the Audit and Risk Committee (ARC) the progress any actions arising during previous meetings that are in progress but not yet complete or not yet started.

#### Matters Discussed

The Committee discussed the followings items:

- The action items in the 'matters arising from previous meetings register' report
- 15 November 2023 meeting minutes report does not capture the actions accurately

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- Missing actions arising from 15 November 2023 meeting to be incorporated into the actions register to be presented at the 14 May 2024 meeting
- Misunderstanding between feedback provided by the Committee and the actions to be taken
- The overdue actions with new due date to capture management comments on the reason for the delay in completing the action

Key Action/s	Responsible Officer
Actions arising from 15 November 2023 meeting to be incorporated into the actions register at the 14 May 2024 meeting.	Compliance and Audit Officer

**Committee Resolution**

The Committee noted:

1. The progress of actions raised in previous meetings as outlined in the matters arising report.
2. The actions arising from 15 November 2023 meeting also need to be captured in the actions register at the 14 May 2024 meeting.

Moved: Dr Marco Bini

Second: Bruce Potgieter

**CARRIED**



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### 3 Audit & Risk Committee Work Plan

#### 3.1 Progress of Annual Work Plan

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Councillor Support Officer

#### Purpose

The purpose of this report is to enable the Audit and Risk Committee (ARC) to set and monitor progress of its Annual Work Plan.

#### Matters Discussed

The report was taken as read.

The Chair requested the Committee Charter be reviewed and sent to the Committee members with proposed changes out of session, and to be presented at its 14 May 2024 meeting for final approval. The revised Committee Charter will be presented to the Council for final adoption at its June 2024 meeting.

The Committee requested the IT and Cyber Security - Hot Risk update to be provided bi-annually. The next update to be scheduled to the (non-financial) September 2024 meeting.

Key Action/s	Responsible Officer
The Committee Charter be reviewed and sent to the Committee members with proposed changes out of session, and to be presented at the 14 May 2024 meeting for final endorsement. The revised Committee Charter will be presented to Council for final adoption at its June 2024 meeting.	Compliance and Audit Officer
The IT and Cyber Security - Hot Risk update be provided bi-annually, the next update to be scheduled at the (non-financial) September 2024 meeting.	Chief Information Officer

#### Committee Resolution

The Audit and Risk Committee noted the progress status of the Annual Work Plan.

**CARRIED**

Minutes - Audit & Risk Committee 13 February 2024

## 4 CEO's Update

### 4.1 CEO Update

**Responsible Officer:** Chief Executive Officer

This report has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains Council business information, being information that would prejudice the Councils position in commercial negotiations if prematurely released. The report contains information regarding potential regulatory proceedings.

#### Purpose

The purpose of this report is to provide the CEO's update to be given verbally and the quarterly CEO questionnaire to the Committee.

#### Matters Discussed

The report was taken as read.

#### Committee Resolution

**The Audit and Risk Committee noted the CEO questionnaire and update.**

**CARRIED**

Minutes - Audit & Risk Committee 13 February 2024

## 5 Risk Management

### 5.1 Risk Management report quarter ending 31 December 2023

**Director/Executive Manager:** Executive Manager Strategy & Insights

**Report Author:** Brett Davidson, Unit Manager Risk

#### Purpose

The purpose of this report is to update the Audit and Risk Committee (ARC) on the status of risk management activities during the period ending 31 December 2023

#### Matters Discussed

The Unit Manager Risk provided an update on the following:

- The revised Risk Management Framework and risk appetite
- Trend analysis is included in monitoring insurance activities
- Business continuity exercises and training needs

The Committee discussed and advised:

- The strategic risk register to capture if risk treatments are reducing the risk, and further monitoring processes to be considered for risk treatments in reducing the risk
- Benchmarking against other Councils or similar industries to be considered on the public liability data to understand the performance of the Council
- The “Consequence Table” of the proposed Risk Management Framework to be reviewed with consideration given to Council’s risk appetite and the treatment plans
- The following sections of the Risk Management Framework to be reviewed:
  - Council’s risk appetite and Council’s responsibility
  - Risk appetite to be considered in all individual risk categories
  - Four-year review to be considered for flexibility, and updated if required prior
- Consideration be given to standard risk reporting to the Committee
- Business continuity exercise scenarios to consider non-digital issues such as assets, safety, and emergency

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### Committee Resolution

The Audit and Risk Committee:

1. Noted the status of risk treatment plans.
2. Noted the Business Continuity Plan exercise report.
3. Noted the annual overview of insurance claims for 2023.
4. Noted and endorsed the proposed revisions to the Risk Management Framework.

**CARRIED**

## 5.2 Presentations on Directorate Risk Profiles

### Matters Discussed

Due to time constraints, there was no discussion on this agenda item, and it was deferred to the 14 May 2024 Committee meeting.

### Committee Resolution

The Committee agreed to consider this agenda item at the next meeting.

## 5.3 Hot Risks - IT and Cyber Security Update

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

**Report Author:** Chief Information Officer

This report has been designated as confidential in accordance with sections 66(5) and 3(1) of the *Local Government Act 2020* on the grounds that it contains security information, being information that if released is likely to endanger the security of Council property or the safety of any person.

### Purpose

The purpose of this report is to highlight the proactive steps that the City of Whittlesea is taking to enhance its cybersecurity operations, protect data integrity, and safeguard its reputation.

### Matters Discussed

The Committee was provided an update on the following:

- The necessity of conducting monthly audits
- The delay of the penetration testing results
- Potential breaches and Council's assessment of how Council responds to those incidents

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- Current maturity level and Council’s targeted maturity level
- Due diligence in engaging with new vendors

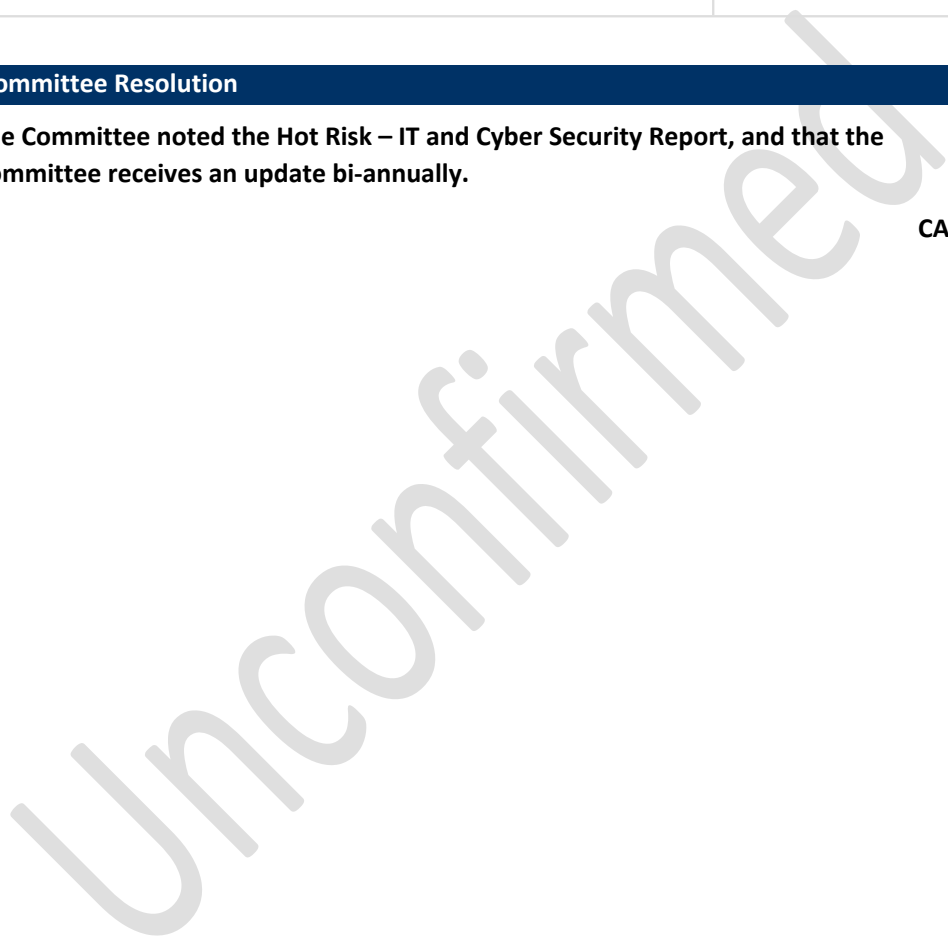
The Committee requested the outcome of the penetration testing to be circulated to Committee members out of session.

Key Action/s	Responsible Officer
The outcome of the penetration testing to be circulated out of session to the Committee	Chief Information Officer

**Committee Resolution**

The Committee noted the Hot Risk – IT and Cyber Security Report, and that the Committee receives an update bi-annually.

**CARRIED**



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## 6 Financial and Performance Reporting

### 6.1 Corporate Performance Report

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

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

#### Purpose

The Corporate Performance Report for the quarter ended 31 December 2023 is presented to Audit and Risk Committee for information.

#### Matters Discussed

The Committee was provided clarification on the following:

- The forecast underlying deficit and its consistency with the long-term financial planning
- The capital performance is reported through to 31 December 2023 data, and management’s approach in monitoring the most current data for more accurate information

The Committee requested the Councillor and Staff Interaction Protocol be circulated out of session.

Key Action/s	Responsible Officer
Circulate the Councillor and Staff Interaction Protocol to the Committee out of session.	Unit Manager Governance

#### Committee Resolution

The Audit & Risk Committee noted the Corporate Performance Report for the period ended 31 December 2023.

**CARRIED**

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## 6.2 Local Government Performance Reporting Framework - Quarter 2 2023-2024 Update

### Matters Discussed

Due to time constraints, there was no discussion on this agenda item, and it was deferred to the 14 May 2024 Committee meeting.

### Committee Resolution

**THAT the Committee agreed to consider this agenda item at the next meeting.**

Unconfirmed



Minutes - Audit & Risk Committee 13 February 2024

## 7 Systems of Internal Control

### 7.1 Policy and Procedure Governance

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Bobbie-Lea Bright, Unit Manager Governance

#### Purpose

The purpose of this report is to provide the Audit and Risk Committee an update on Councils internal control environment, including key control document (Policies) and Council’s commitment to updating them in compliance with the Overarching Governance Principles.

#### Matters Discussed

The Committee provided feedback on the policy review schedule to ensure the schedule captures all policies relevant to their workplan, and they are up to date.

The Committee requested that all policies that would benefit from being presented to the Committee for their review/feedback, prior to being presented to Council, be identified in the policy register.

Key Action/s	Responsible Officer
Indicate which policies would be presented to the Committee for their review/feedback, prior to presentation to Council, in the policy register.	Compliance and Audit Officer

#### Committee Resolution

The Audit & Risk Committee noted:

1. The progress of the review of key internal control documents.
2. Council’s compliance with the Overarching Governance Principles.

**CARRIED**

Minutes - Audit & Risk Committee 13 February 2024

## 7.2 Operational Risks - CX/DX Program

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

**Report Author:** Michelle O'Donoghue, Manager CX-DX Program

### Purpose

The purpose of this report is to provide the Audit and Risk Committee an update on CX/DX Program.

### Matters Discussed

The Committee was provided an update and clarification on the following:

- The meaning of the 3 yellow-risk-rated service risks identified in the report
- Expectations of the community and the internal stakeholders
- Satisfactory level of customers

### Committee Resolution

The Audit & Risk Committee noted:

1. The 5 risks to operations identified in the April 2023 risk review.
2. The reviewed mitigations applied during the program to date.
3. That identified risks remain within acceptable range and the team will continue to monitor via the governance model.

**CARRIED**

Minutes - Audit & Risk Committee 13 February 2024

## 8 Internal Assurance

### 8.1 Assurance Plan Progress

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

#### Purpose

This report provides the Audit and Risk Committee with an update on the progress of the 2023-2024 Internal Assurance Plan (Plan), and the progress of actions to mitigate assurance findings.

#### Matters Discussed

The report was taken as read.

#### Committee Resolution

The Audit & Risk Committee noted:

1. The update on the 2023-2024 Internal Assurance Plan outlined in this report and outstanding actions status.
2. A review of the Internal Assurance Program is currently in progress and will be reported back to ARC at its 14 May 2024 meeting.

**CARRIED**

Minutes - Audit & Risk Committee 13 February 2024

## 9 Internal Audit

### 9.1 Progress of Internal Audit Plan Delivery and Progress of Actions

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

#### Purpose

This report provides the Audit and Risk Committee (ARC) with an update on the progress of the 2023-2024 Internal Audit Program and the implementation of actions arising from internal audit findings.

#### Matters Discussed

The report was taken as read.

The Committee chair disclosed during discussions that he is a member of the Agriculture Victoria Services Board, however, was not conflict.

The representative of Pitcher Partners provided an update on the work performed in the Parks Maintenance Services Contract internal audit and the necessity of this review regarding the external requirements of the contract and its confidentiality. The Committee requested a further update be provided on management’s future action plans arising from this review. The Committee suggested the internal auditors capture the key messages of the review at exit meetings and note in the report.

The Committee was provided clarity on the necessity of the management-initiated audits and the overdue audit actions. The Committee suggested reviewing old overdue audit actions for current or future relevance and present them to the Committee for their consideration and potential for old actions to be closed off.

Key Action/s	Responsible Officer
A further update be provided on management’s future action plans arising from the Parks Maintenance Services Contract internal audit.	Manager, Maintenance & Operations Unit Manager, Parks & City Forest

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### Committee Resolution

#### The Audit and Risk Committee:

1. Noted Pitcher Partners update on the implementation of the 2023-2024 Internal Audit Plan at Attachment 1.
2. Noted the final Park Maintenance Contract internal audit report at Attachment 2, and noted a follow up report on the audit outcome to be provided at the next meeting.
3. Noted the summary update provided at Table 2 within the body of this report on the management initiated Internal Audits:
  - a. Special Rates and Charges
  - b. Events and Permits
4. Endorsed the Internal Audit scopes at Attachments 3-5:
  - a. wat djerring Animal Facility Operations
  - b. Climate Change Adaptation
  - c. Family Day Care Operations
5. Noted the implementation of seven action items arising from previous internal audit outcomes as outlined in the body of this report.

CARRIED

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## 10 External Audit

### 10.1 External Audit Report

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

**Report Author:** Phoebe Maprock, Unit Manager Financial Compliance and Control

#### Purpose

The purpose of this report is to provide the Audit and Risk Committee the draft Audit Strategy for the financial year ended 30 June 2024 is presented for noting.

#### Matters Discussed

This agenda item was considered after agenda item 5.1 to allow the external auditor to leave the meeting.

The representative of HLB Mann Judd provided an update on the followings:

- The draft Audit Strategy Memorandum, the timeline, and the interim management letter
- VAGO’s approach to the valuation methodology and assessments
- VAGO’s approach to conformance with the fixed asset registers

The Committee requested an update be provided on the need for year-end valuations of all classes of non-current assets, including whether VAGO was in agreement with the views of the Chief Financial Officer (CFO). The update will indicate whether formal valuations will be required or whether other approaches (such as indexation of asset classes) as allowed within the Accounting Standards will be acceptable.

The Committee discussed there might be some delays in the year end preparations around the developer contributions and grants, and requested an update be provide if a delay is forecasted.

Key Action/s	Responsible Officer
Provide an update on the need for year-end valuations of all classes of non-current assets, including whether VAGO was in agreement with the views of the CFO. The update is to indicate whether formal valuations will be required or whether other approaches (such as indexation of asset classes) as allowed within the Accounting Standards will be acceptable.	Chief Financial Officer
Provide an update prior to the financial year end if there is going to be a delay in year-end preparations around developer contributions and grants.	Chief Financial Officer

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**Committee Resolution**

**The Audit and Risk Committee noted the Audit Strategy for the year ended 30 June 2024.**

**CARRIED**

Unconfirmed



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## 11 Compliance

### 11.1 Review Gifts, Benefits and Hospitality Register

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

#### Purpose

The purpose of this report is to periodically provide information to monitor gifts, benefits and hospitality either received or declined by Council staff.

#### Matters Discussed

The report was taken as read.

#### Committee Resolution

The Audit and Risk Committee noted:

1. The Gift Register attached at Appendix 1 to this report relating to gifts, benefits or hospitality received or declined by staff during the period 1 October to 31 December 2023.
2. A copy of the Gift Register will be made available on Council's website.

CARRIED

### 11.2 Review Key Personnel Expenses

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

#### Purpose

This report provides the Audit and Risk Committee continued oversight and monitoring of Council's fraud and corruption risk through key functions including the Key Personnel Expenses

#### Matters Discussed

The report was taken as read.

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### Committee Resolution

The Audit & Risk Committee noted:

1. Key personnel expenses incurred for the period 1 October to 31 December 2023 as outlined in Table 1 of this report.
2. Reimbursements and expenses incurred during the reporting period as outlined within the Administrators Expenses (Table 2) of this report are being presented in accordance with section 40(2) of the Local Government Act 2020.

CARRIED

## 12 Governance

### 12.1 Integrity Body Reports

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

### Purpose

This report provides the Audit and Risk Committee with a summary of published integrity body articles and reports between August 2023-November 2023. The summaries provide by Pitcher Partners contains an overview and key findings that local government or other government sectors may be facing and may wish to take into consideration.

### Matters Discussed

The report was taken as read.

### Committee Resolution

The Audit & Risk Committee noted:

1. The integrity body report for the period August 2023 to November 2023 at Attachment 1.
2. Relevant staff have been provided sections of the summary report as they relate to their respective areas for information and or consideration.

CARRIED

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## 12.2 Committee Performance Assessment Preparation

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Unit Manager Governance

### Purpose

This report provides the Audit and Risk Committee (ARC) with a proposed performance survey and implementation plan to ensure compliance with its legislative obligations in undertaking an annual assessment of its performance against the ARC Charter.

### Matters Discussed

The Committee provided feedback on the following:

- Participation of around 15 respondents for the survey is preferred, including auditors
- Include Council officers who have interactions with the Audit and Risk Committee
- Differentiation of the responses from the Committee members as one group and all others as the second group
- One week is sufficient for the Committee members and Council officers to complete the survey
- To enable a comparison of survey results with previous years, and for future reference, try not to change the survey questions
- Draft a report with what the results are saying and provide a copy to the Committee Chair for review prior to distribution

### Committee Resolution

**The Committee:**

1. **Endorsed the Audit and Risk Committee Performance Survey for use in the upcoming self-assessment process.**
2. **Confirmed the method for undertaking and reporting on the survey feedback.**

**CARRIED**

## 13 Other Matters

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The Committee were provided an update on the:

- The self-assessment survey results, work plan Item 67 – Report to Council on Committee Activities will be circulated out of session to the Committee and presented to its 14 May 2024 meeting.
- Recent appointment of two Municipal Monitors at Brimbank City Council.

The Chair closed the meeting at 5:45 pm.

The Committee members, the CEO and Executive Manager Office of Council & CEO stayed for an in-camera discussion and the other attendees left the Chamber.

Unconfirmed

## 5.12 Informal Meetings of Administrators

**Director/Executive Manager:** Executive Manager Office of Council & CEO

**Report Author:** Coordinator Governance Administration

**In attendance:** Executive Manager Office of Council & CEO

### Executive Summary

Chapter 5 of the Council Governance Rules requires a summary of the matters discussed at a meeting of Councillors (Administrators) that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors (Administrators);
- is attended by at least one member of Council staff; and
- is not a Council meeting or Delegated Committee meeting.

The summary of matters discussed at the meeting must be:

- tabled at the next convenient Council meeting; and
- recorded in the minutes of that Council meeting.

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

### Officers' Recommendation

**THAT Council note the record of Informal Meetings of Administrators at Attachment 1.**

### Attachments

1. Informal Meetings of Administrators report [5.12.1 - 3 pages]



RECORDS OF DISCUSSION					
ASSEMBLY DETAILS	ADMINISTRATOR ATTENDEES	OFFICER ATTENDEES	OTHERS PRESENT	MATTERS CONSIDERED	CONFLICT OF INTEREST DISCLOSURES
20 February 2024	Chair of Council Wilson Administrator Duncan Administrator Zahra	Craig Lloyd Emma Appleton Agata Chmielewski Sarah Renner Debbie Wood Janine Morgan Jacinta Stevens Adis Cindrak Aaron Gerrard Assad Qureshi Amanda Reed Ricardo Ramos Rahul Shah		<ul style="list-style-type: none"> <li>2024-25 Draft Operating and Capital Works – Final Direction Outcome</li> <li>General Business</li> </ul>	Nil
5 March 2024	Chair of Council Wilson Administrator Duncan Administrator Zahra	Craig Lloyd Emma Appleton Agata Chmielewski Sarah Renner Debbie Wood Jacinta Stevens Wayne Brooker Adis Cindrak Justin Fox Andrew George Aaron Gerrard Michelle Isherwood		<ul style="list-style-type: none"> <li>Forward Plan Review</li> <li>Special Rates and Charges Scheme audit report findings and recommendations</li> <li>Amendment c272 Wollert Waste and Recovery Hub-Authorisation</li> <li>VR Michael Reserve Draft Master Plan</li> <li>2023-139 Construction of Patterson Drive Community Centre Tender Evaluation</li> <li>Ageing Well Service Opportunities</li> <li>Sport Fair Access Policy</li> </ul>	Nil



RECORDS OF DISCUSSION					
ASSEMBLY DETAILS	ADMINISTRATOR ATTENDEES	OFFICER ATTENDEES	OTHERS PRESENT	MATTERS CONSIDERED	CONFLICT OF INTEREST DISCLOSURES
		Lence Markovska Linda Martin-Chew Jennifer Pearson Sarah Rowe George Saisanas Lisa Souquet-Wigg Mark Tomasiello Anthony Traill Julie Wilson		<ul style="list-style-type: none"> <li>Award of Tender – 2023-73 Management and Operation Mill Park Leisure, Thomastown Recreation and Aquatic Centre and Whittlesea Swim Centre</li> <li>Contract 2023-77 – Variation for Salesforce eCRM and Customer Portal Implementation</li> <li>Q2 Community Grants Update</li> <li>Proposed discontinuance and sale of road adjoining 370 Vearings Road, Wollert</li> <li>Regional Sports and Aquatic Centre – Presentation of Stadium and outdoor netball courts concept plan</li> <li>Contractual Matter – Confidential Report</li> <li>General Business</li> </ul>	
12 March 2024	Chair of Council Wilson Administrator Zahra	Craig Lloyd Emma Appleton Agata Chmielewski Sarah Renner Debbie Wood Janine Morgan Jacinta Stevens Adis Cindrak Aaron Gerrard Asaad Qureshi Amanda Reed		<ul style="list-style-type: none"> <li>2024-25 Model Budget Document and Community Plan Action Plan</li> <li>Regional Sports Precinct – Stadium and Outdoor Netball Courts Concept Plan</li> <li>General Business</li> </ul>	Nil





RECORDS OF DISCUSSION					
ASSEMBLY DETAILS	ADMINISTRATOR ATTENDEES	OFFICER ATTENDEES	OTHERS PRESENT	MATTERS CONSIDERED	CONFLICT OF INTEREST DISCLOSURES
		Alessandra San Vicente Rahul Shah Anthony Traill			

## 6 Notices of Motion

### 6.1 Change to Council Meeting Time

**Administrator:** Christian Zahra

**NoM No:** 2024/01

Please take notice that it is my intention to move the following motion at the Scheduled Meeting of Council to be held on Tuesday 19 March 2024 at 6:30pm:

#### Motion

**THAT Council resolve:**

1. That all future Council Meetings and Unscheduled Council Meetings commence at 6:00pm.
2. A notice is to be published on the City of Whittlesea Council website page 'Meetings – Agendas and Minutes' advising the public of the amended Council Meeting commencement time.

**Notice Received:** 7 March 2024

**Notice Given to Administrators:** 7 March 2024

**Date of Meeting:** 19 March 2024

#### PREAMBLE

In accordance with clause 9 of Council's Governance Rules, Council may alter the date, time or place of any Council meeting which has been fixed by it and must provide reasonable notice of the change to the public.

Commencing Council meetings at 6:00pm rather than 6:30pm is sensible from an administrative perspective when Administrators and officers are ready to commence earlier. Further, it reduces the wait time for officers who are presenting reports listed on the Council meeting agenda.

## 7 Urgent Business

No Urgent Business

## 8 Reports from Council Representatives and CEO Update

## 9 Confidential Business

### 9.1.0 Close Meeting to the Public

Under section 66(2) of the *Local Government Act 2020* a meeting considering confidential information may be closed to the public. Pursuant to sections 3(1) and 66(5) of the *Local Government Act 2020*.

### Recommendation

**THAT the Chair of Council recommends that the meeting be closed to the public for the purpose of considering details relating to the following confidential matters in accordance with Section 66(2)(a) of the *Local Government Act 2020* as detailed.**

### 9.1 Special Rates and Charges Scheme Audit Report Findings and Recommendations

## 10 Closure