

MANNINGHAM

COUNCIL MEETING

MINUTES

Date:	Tuesday, 28 November 2023
Time:	7:00pm
Location:	Council Chamber, Civic Centre 699 Doncaster Road, Doncaster

INDEX

1	OPENING PRAYER AND STATEMENTS OF ACKNOWLEDGEMENT	2
2	APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE	2
3	PRIOR NOTIFICATION OF CONFLICT OF INTEREST.....	2
4	CONFIRMATION OF MINUTES.....	3
5	PRESENTATIONS.....	3
6	PETITIONS	3
6.1	Aquarena Aquatic Centre, Lower Templestowe	3
7	PUBLIC QUESTION TIME.....	3
8	ADMISSION OF URGENT BUSINESS	3
9	PLANNING PERMIT APPLICATIONS.....	4
10	CITY PLANNING	4
11	CONNECTED COMMUNITIES	5
11.1	Neighbourhood House Grants 2024 and 2025	5
11.2	Whitehorse Manningham Libraries Annual Report 2022 - 2023	12
12	CITY SERVICES.....	103
12.1	Procurement of Major Road and Civil Contract	103
12.2	September 2023 Capital Works Status Report.....	110
13	EXPERIENCE AND CAPABILITY	150
13.1	Manningham Quarterly Report, Quarter 1 (July - September) 2023/24	150
14	CHIEF EXECUTIVE OFFICER.....	172
14.1	Councillor Committees and Chairperson Appointments for 2024	172
14.2	Appointment of Authorised Officers - Planning and Environment Act 1987	181
14.3	Informal Meetings of Councillors	187
14.4	Documents for Sealing.....	199
15	URGENT BUSINESS.....	201
16	COUNCILLOR REPORTS AND QUESTION TIME.....	201
16.1	Councillor Reports	201
17	CONFIDENTIAL REPORTS	202

**MANNINGHAM CITY COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD ON 28 NOVEMBER 2023 AT 7:00PM
IN COUNCIL CHAMBER, CIVIC CENTRE
699 DONCASTER ROAD, DONCASTER**

The meeting commenced at 7:00pm.

PRESENT:

- Councillor Carli Lange (Mayor)
- Councillor Laura Mayne (Deputy Mayor)
- Councillor Anna Chen
- Councillor Andrew Conlon
- Councillor Deirdre Diamante
- Councillor Geoff Gough
- Councillor Michelle Kleinert OAM
- Councillor Tomas Lightbody (virtual attendance)
- Councillor Stephen Mayne

OFFICERS PRESENT:

- Chief Executive Officer, Mr Andrew Day
- Chief Financial Officer, Mr Jon Gorst
- Director Experience and Capability, Ms Kerryn Paterson
- Director City Services, Ms Rachelle Quattrocchi
- Director Connected Communities, Ms Lee Robson
- Acting Director City Planning, Mr Andrew McMaster
- Acting Chief Legal and Governance Officer, Ms Carrie Bruce

1 OPENING PRAYER AND STATEMENTS OF ACKNOWLEDGEMENT

The Mayor read the Opening Prayer & Statements of Acknowledgement.

2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

There were no apologies.

3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST

The Chairperson asked if there were any written disclosures of a conflict of interest submitted prior to the meeting and invited Councillors to disclose any conflict of interest in any item listed on the Council Agenda.

There were no disclosures made.

4 CONFIRMATION OF MINUTES

COUNCIL RESOLUTION

MOVED: CR ANNA CHEN
SECONDED: CR LAURA MAYNE

That the Minutes of the Council Meeting held on 31 October 2023 and the Annual Council Meeting held on 2 November 2023 be confirmed.

CARRIED UNANIMOUSLY

5 PRESENTATIONS

There were no Presentations.

6 PETITIONS

6.1 Aquarena Aquatic Centre, Lower Templestowe

COUNCIL RESOLUTION

MOVED: CR STEPHEN MAYNE
SECONDED: CR ANDREW CONLON

That the Petition with 219 signatories requesting Council to ensure the Aquarena amenities are cleaned on a regular basis for the safety of our children, our elderly parents and general community, be received and referred through to the appropriate Officer for consideration.

CARRIED UNANIMOUSLY

7 PUBLIC QUESTION TIME

There were no questions from the public.

8 ADMISSION OF URGENT BUSINESS

There were no items of urgent business.

9 PLANNING PERMIT APPLICATIONS

There were no Planning Permit Applications that required a decision of Council this month.

10 CITY PLANNING

There were no City Planning reports.

11 CONNECTED COMMUNITIES

11.1 Neighbourhood House Grants 2024 and 2025

File Number:	IN23/705
Responsible Director:	Director Connected Communities
Attachments:	1 Neighbourhood House Grants 24/25 Individual Project ↓ 2 Neighbourhood House Grants 24 Collective Project ↓

PURPOSE OF REPORT

The purpose of this report is to inform Council on the outcome of the Neighbourhood House Grants assessment process and present the recommendation for \$600,000 to be allocated to Manningham's five Neighbourhood Houses for projects to be delivered during the 2024 and 2025 calendar years.

EXECUTIVE SUMMARY

Manningham's five Neighbourhood Houses have been funded through a four-year Community Partnership Grant 2022-2025.

The Council resolution of 13 December 2022 endorsed funding for the five neighbourhood houses to be separated into their own funding stream. This would allow each neighbourhood house to be eligible for funding of up to \$60,000, commencing from 1 January 2024, for a period of two years.

As a consequence, the existing Community Partnership Grant Funding & Service Agreements will cease on 31 December 2023.

Officers have worked directly with the neighbourhood houses in the development and planning for the new Neighbourhood House Grant Program.

Applications to deliver the Neighbourhood House Grant Program initiatives during 2024 and 2025 have now closed. Eligible applications were received from each of the five neighbourhood houses. Each application consisted of two components:

- Request for funding of \$50,000 per house per calendar year to deliver initiatives at each of the five individual locations, including up to 20% operational costs.*
- Request for funding of \$10,000 per house per calendar year to deliver an initiative in collaboration with the other neighbourhood houses.*

The assessment process consisted of an initial review by the Grants team; professional opinion by an internal subject matter expert from the Social Planning & Community Strengthening team; and assessment by the Community Grants Program Assessment Panel (the Panel) comprising independent community members together with senior officers. The Panel has recommended all applications be approved for funding.

COUNCIL RESOLUTION

MOVED: CR GEOFF GOUGH
SECONDED: CR DEIRDRE DIAMANTE

That Council approve:

- A. The Neighbourhood House Grant Program report.
- B. The Assessment Panel recommendation to approve funding of \$600,000 for the Neighbourhood House Grant Program to deliver initiatives in 2024 and 2025 (calendar years).

AMENDMENT

MOVED: CR STEPHEN MAYNE
SECONDED: CR TOMAS LIGHTBODY

That the Officer's recommendation be amended to include an additional dot point C which reads:

- C. Provide an additional \$10,000 in untied funding to each community house in calendar 2025 to reflect CPI changes since 2016.

FOR (3): Councillors Laura Mayne, Tomas Lightbody and Stephen Mayne.

AGAINST (6): Councillors Carli Lange, Anna Chen, Andrew Conlon, Deirdre Diamante, Geoff Gough and Michelle Kleinert.

THE AMENDMENT WAS DECLARED LOST

THE SUBSTANTIVE MOTION WAS PUT

THE SUBSTANTIVE MOTION WAS CARRIED UNANIMOUSLY

2. BACKGROUND

- 2.1 The five neighbourhood houses have been funded through a four-year Community Partnership Grant for the period 1 January 2022 – 31 December 2025.
- 2.2 At the 13 December 2022 Council Meeting, an amendment to the Community Grants Policy 2022 – 2025 was endorsed implementing funding for a new Neighbourhood House Grant Program.
- 2.3 Officers have worked closely with the neighbourhood houses in planning for the cessation of the Community Partnership Grant Funding Agreement on 31 December 2023 and preparing for funding under the new Neighbourhood House Grant Program which will commence on 1 January 2024 for a period of two calendar years.
- 2.4 Manningham's five neighbourhood houses were invited to apply for funding under the new grant program. All five submitted applications requesting total funding of \$600,000 across the two years of the Neighbourhood House Grant Program.

- 2.5 All applications met the objectives of the Neighbourhood House Grant Program and are aligned to priorities in the Council Plan 2021-2025 and the Health and Wellbeing Strategy 2021-2025.
- 2.6 An assessment process was undertaken consisting of review by the Grants team, and subject matter experts to confirm eligibility. All applications were then assessed by the Community Grants Program Assessment Panel (the Panel) which consisted of;
- A member of Manningham's Gender Equality & LGBTIQA+ Advisory Committee;
 - A member of Manningham's Health & Wellbeing Advisory Committee;
 - A youth representative;
 - Manager Economic & Community Wellbeing; and
 - Acting Director Connected Communities.

3. DISCUSSION / ISSUE

- 3.1 The Neighbourhood House Grant (Individual) Recommendation Report (**Attachment 1**) provides detailed information on the individual applications.
- 3.2 The Neighbourhood House Grant (Collective) Recommendation Report (**Attachment 2**) provides detailed information on the collective initiative to be delivered, with funding issued subject to a review of project outcomes being met.
- 3.3 The Panel has reviewed the applications and recommends the five neighbourhood houses for funding totalling \$600,000 to deliver projects during 2024 and 2025 (calendar years) beginning 1 January 2024.

NEIGHBOURHOOD HOUSE GRANTS				
Recommended	2024 Individual	2024 Collective	2025 Individual	2025 Collective
Pines Learning	\$50,000	\$10,000	\$50,000	\$10,000
Living and Learning at Ajani	\$50,000	\$10,000	\$50,000	\$10,000
Wonga Park Community Cottage	\$50,000	\$10,000	\$50,000	\$10,000
Warrandyte Neighbourhood House	\$50,000	\$10,000	\$50,000	\$10,000
Park Orchards Community House and Learning Centre	\$50,000	\$10,000	\$50,000	\$10,000
Total	\$250,000	\$50,000	\$250,000	\$50,000

4. COUNCIL PLAN / STRATEGY

4.1 Council Plan 2021 – 2025

- Goal 1.1: A healthy, resilient and safe community
- Goal 1.2: Connected and inclusive community
- Goal 4.1: Grow our local business, tourism and economy

4.2 Health & Wellbeing Strategy 2021 – 2025

- Priority 1: Improved social and emotional wellbeing
- Priority 3: Increased active lifestyle
- Priority 7: Increased connection to and engagement in community life

5. IMPACTS AND IMPLICATIONS

5.1 The Grant Program recommendations provides strong public value:

5.1.1 The Neighbourhood Houses Grant program seeks to improve the quality of life of Manningham residents and provides a measurable, cost-effective and efficient means to deliver community outcomes in a transparent and accountable manner.

5.1.2 The collaborative project will strengthen relationships and cooperation between the Houses to achieve shared goals.

5.2 Finance / Resource Implications

5.2.1 The total Neighbourhood House Grant budget is \$600,000 and is allocated through the current 2023/24 and draft 2024/2025 and 2025/2026 budgets.

6. IMPLEMENTATION

6.1 Communication and Engagement

Stakeholder Groups	Pines Learning Living and Learning at Ajani Wonga Park Community Cottage Warrandyte Neighbourhood House Park Orchards Community House and Learning Centre
Is engagement required?	Yes
Where does it sit on the IAP2 spectrum?	Inform Collaboration
Approach	Officers have met with the five neighbourhood houses, collectively and individually to assist in their planning and adjustment to the new grant program. As part of the funding agreements, there is a

	<p>requirement for the neighbourhood houses to work with the Community Strengthening team in relation to community development initiatives and outcomes.</p> <p>The Grants team will continue to work with the neighbourhood houses in relation to the administration of the grants</p>
--	---

6.2 Timelines

6.2.1 Applicants will be notified of the outcomes of their applications following the 28 November 2023 Council Meeting.

6.2.2 The funding will be effective for the 2024 and 2025 calendar years beginning 1 January 2024.

7. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Neighbourhood House Grants 2024 and 2025 - Individual House Program - Recommendation Report								
App ID	Organisation name	Project Title	Applicants Brief Project Description	Panel Recommendation	FASA conditions/ Comments	Panel Allocation Year 1	Panel Allocation - Year 2	Total Amount Requested
NHG01	Pines Learning Incorporated	Community Programs to Enhance Health, Wellbeing, Lifestyle and Social Connection	Pines Learning will deliver a range of health, wellbeing and lifestyle classes/courses/workshops to enhance the lives of Manningham residents. The program will continue and expand the delivery of community programs - Health, Wellbeing, Lifestyle, Social Participation and Connection. Activities include but are not limited to Pilates, Yoga, Chair Yoga, Strength Training, Belly Dance, Tai Chi, Qi Gong, Zumba Gold, Latin Mix Dance, Seated Strength Training, Get Fit and Tone, NIA Movement, Barre, Cardio Step, mindfulness/meditation, laughter workshops, All Abilities Social Connections, Tai Chi, Qi Gong, mental health community information and many more.	The Panel recommends that Council fund this application	All Manningham neighbourhood houses / learning centres to attend Council Inclusive Practice Training in 2024.	\$50,000	\$50,000	\$100,000
NHG04	Living and Learning at Ajani Inc	Know your Neighbour and Connect	Living and Learning at Ajani will deliver a diverse range of programs that will support Manningham residents to get to know one another and strengthen community connection. Engagement of a dedicated Community Development worker will build relationships with participants, partners and the broader community to provide a proactive approach that will be used to encourage engagement in community programs at the LL@A. The project will co-design and develop new programs in response to community need and any identified service gaps.	The Panel recommends that Council fund this application	All Manningham neighbourhood houses / learning centres to attend Council Inclusive Practice Training in 2024.	\$50,000	\$50,000	\$100,000
NHG03	Wonga Park Community Cottage	Accessing and connecting with community life in Wonga Park 2	The program will provide a range of opportunities for local residents to access affordable activities to live, work & play in Manningham. The program will include recreational activities for free or low cost in collaboration with the Active Manningham program to provide additional sports and recreation activities. Social and hobby activities to strengthen and create meaningful social connections and respond to the increase demand for emotional support and food security. The organisation will continue to support and collaborate with other local organisations to share resources and respond to community needs and accessibility issues.	The Panel recommends that Council fund this application.	All Manningham neighbourhood houses / learning centres to attend Council Inclusive Practice Training in 2024. Working with children checks are required for all Neighbourhood House staff and childcare workers delivering care and programs for children.	\$50,000	\$50,000	\$100,000
NHG02	Warrandyte Neighbourhood House Inc.	Growth through Local Connections.	The program will provide a well rounded and holistic approach to health, wellbeing, connection and inclusion. A collection of groups, classes, courses and events to improve social and emotional wellbeing, promote active lifestyles and reduce social isolation and loneliness. There will be an increased focus food security, loneliness, physical activity and engagement of over 65s. Activities will be offered at various times of the day to enable greater participation for those who have work and carers commitments.	The Panel recommends that Council fund this application	All Manningham neighbourhood houses / learning centres to attend Council Inclusive Practice Training in 2024.	\$50,000	\$50,000	\$100,000
NHG05	Park Orchards Community House & Learning Centre Incorporated	Reaching our Community	Park Orchards Community House and Learning program will extend its reach in our community and provide activities for all ages. Activities include social programs to connect and engage community, low cost and accessible physical activities including strength training, tai chi, yoga, belly dancing, cooking and walking groups, and support groups to connect community through the establishment of a mums and bubs group and expansion to existing social and support groups.	The Panel recommends that Council fund this application.	Applicant to liaise with the Social Planning Team to further develop program to ensure it meets community need. For future applications, applicant requested to strengthen evidence base in program design. All Manningham neighbourhood houses / learning centres to attend Council Inclusive Practice Training in 2024.	\$50,000	\$50,000	\$100,000
						\$250,000	\$250,000	\$500,000

Neighbourhood House Grant Collaborative Project Recommendation Report 2024							
App ID	Organisation name and role	Project Title	Individual organisations contribution to the Collaborative Project	Panel Recommendation	Funding conditions/ Comments	Panel Allocation Year 1	Panel Allocation Year 2*
NHG04	Living and Learning at Ajani Inc (Lead)	<p>Manningham Carers: Strong And Connected utilises previous learnings from the Linking Carer's Project to create a bespoke approach to supporting Manningham carers to create a better supported and more sustainable model of caring in Manningham.</p> <p>The five Neighbourhood Houses will work together to deliver the following outputs: Workshops and Education: Workshops on caregiving skills, stress management, and self-care to equip carers with essential tools and knowledge. Support Groups: Facilitate regular support group meetings, allowing carers to share experiences, seek advice, and build a sense of community. Information Hub: Create a resource centre with information about available services, legal matters, financial assistance, and other resources for caregivers. Social Events: Arrange social gatherings or events specifically designed for carers to relax, connect with others, and reduce isolation, and which support and acknowledge cultural differences. Career Pathways: Offer accessible and flexible programs to build confidence, enhance employability and provide options for those who have been caregiving full-time and wish to re-enter the workforce. Flexible Scheduling: Tailor programs and activities to accommodate carers' schedules, making it easier for them to participate. Collaboration: Partner with local healthcare providers, support organizations, and agencies to create a comprehensive network of care. Online Support: Develop an online platform or forum where carers can connect, share, and seek advice even outside of physical gatherings.</p>	<p>LL@A will deliver the following:</p> <ul style="list-style-type: none"> - Run a monthly carers' walking group and arrange guest speakers to connect carers in the Bulleen, Lower Templestowe and Templestowe areas - Build at least 4 new partnerships with local health care services to facilitate social prescribing for carers by health professionals and services - Deliver at least 4 training and education program to build confidence, enhance employability and provide options for those who have been caregiving. - Provide 20 spaces to carers to attend community programs to encourage social connection. - Deliver targeted marketing to western end of Manningham community 	The Panel recommends that Council fund this application.		\$10,000	\$10,000
NHG01	Pines Learning Incorporated (Participant)		<p>Pines Learning will deliver the following:</p> <ul style="list-style-type: none"> - Pines Learning will leverage it's 'Carer Friendly Place' to assist carers to enhance their engagement, connection and support - including referrals to support services to assist them in their caring role. Specific programs include, but not limited to: - Pines Learning Caring for Carers Program - Pathways for Carers Program (NHVIC Program) - Social Prescribing via our extensive and all inclusive Health, Wellbeing and Lifestyle programs. - National Carers Week 2024 event - Other - to be identified, scoped and timetabled following consultation with stakeholders. - Education and training pathways, to provide them with skills and confidence building for life, in conjunction with, and after caring. 	The Panel recommends that Council fund this application.		\$10,000	\$10,000
NHG05	Park Orchards Community House & Learning Centre Incorporated (Participant)		<p>Park Orchards Community House and Learning Centre will deliver the following:</p> <ul style="list-style-type: none"> - Establish 2 support groups with one focusing on the carer and the other providing a cohesive support group for carer and care recipient. - Establish and deliver a carer support health and wellbeing program that is accessible for the carer. - Establish and deliver workshops and training pathways for the carer and care recipient. - Working with the carers and partner organisation POCHLC will we will establish workshops that specifically support their needs. Services Australia to provide information on government support for carers which some may not be aware are available to them. 	The Panel recommends that Council fund this application.		\$10,000	\$10,000
NHG02	Warrandyte Neighbourhood House Inc. (Participant)		<p>WNH will undertake a collaboration with Wonga Park Community Cottage and Eastern Volunteers to organize transport for participants to access activities.</p> <ul style="list-style-type: none"> -WNH will offer a carers event -Appropriate education and employment pathways in partnership with JobCo. -D7A carers event annually - Exploration of a carers and care recipient group 	The Panel recommends that Council fund this application.	Monitor extent of engagement with JobCo during project implementation.	\$10,000	\$10,000
NHG03	Wonga Park Community Cottage (Participant)		<p>Wonga Park Community Cottage key tasks and/or activities proposed include:</p> <ul style="list-style-type: none"> -Once a term workshops to be delivered on identified issues of concern to carers; -Run a support group for carers in Wonga Park where carers can come together in a social environment to make connections and friendships; -Provide pathways for carers to follow up on the workshop about the benefits of vocational training through blended Canva workshops; - Annual event to be held in November to leverage contacts made with carers through the year's workshops, support group and training; - Work with Eastern Volunteers (EV Strengthening Communities) and Warrandyte Neighbourhood Centre to arrange transport for monthly service; 	The Panel recommends that Council fund this application.	Additional information was provided at the Panel's request regarding planned activities and alignment to the collaborative project. Social Planning Team to engage in implementation to ensure that planned activities align with the collaborative project.	\$10,000	\$10,000
*Subject to completion of 2024 outcomes report.						\$ 50,000.00	\$ 50,000.00

11.2 Whitehorse Manningham Libraries Annual Report 2022 - 2023

File Number: IN23/742
Responsible Director: Director Connected Communities
Attachments: 1 Whitehorse Manningham Libraries Annual Report 2022 - 2023 [↓](#)

PURPOSE OF REPORT

This report provides the Whitehorse Manningham Libraries Annual Report for 2022-23 for noting.

EXECUTIVE SUMMARY

The Whitehorse Manningham Regional Library Corporation has prepared an Annual Report for the 2022-2023 year. (Attachment 1)

The Annual Report outlines the Library Service's achievements towards the strategic objectives outlined in the Library Plan and the implementation of the Strategic Resource Plan.

It is recommended that Council receive and note the Whitehorse Manningham Regional Library Corporation 2022-23 Annual Report (Attachment 1), adopted by the Library Board on 18 October 2023.

COUNCIL RESOLUTION

MOVED: CR MICHELLE KLEINERT
SECONDED: CR STEPHEN MAYNE

That Council:

- A. Receive and note the Whitehorse Manningham Regional Library Corporation 2022-2023 Annual Report. (Attachment 1).**
- B. Note the Whitehorse Manningham Regional Library Corporation 2022- 2023 Annual Report is publicly available via the corporation's website.**

CARRIED UNANIMOUSLY

2. BACKGROUND

- 2.1 The Whitehorse Manningham Regional Library Corporation provides public library and information services to residents and visitors across the cities of Whitehorse and Manningham.
- 2.2 Across a network of eight branch libraries (with four branches in Manningham) and the website, the libraries provide free access to physical and virtual resources that support lifelong learning and reading.

- 2.3 Pursuant to Sections 131 to 134 of the Local Government Act 1989, the Whitehorse Manningham Regional Library Corporation has prepared an Annual Report for the 2022-2023 year. (Attachment 1) The Library Corporation still operates under provisions of the old Local Government Act.
- 2.4 The Annual Report outlines the Corporation's achievements towards the strategic objectives outlined in the Library Plan and the implementation of the Strategic Resource Plan.
- 2.5 The Annual Report was adopted by the Library Board at a special meeting of the Board on 18 October 2023.

3. DISCUSSION / ISSUE

- 3.1 The Annual Report provides a wide range of data regarding its performance and customer satisfaction. It notes that participation is still returning to pre COVID-19 levels for some library services. It also documents the considerable achievements across the year and the value our community places in library services.
- 3.2 Achievements include:
- The removal of overdue charges, thereby encouraging the return of materials;
 - Extension of opening hours at Doncaster Library and Sunday opening at The Pines Library;
 - New furniture in the magazine and study space at Doncaster Library;
 - Introduction of a seed library at Warrandyte Library;
 - Increase in new memberships over the year (31% increase);
 - Delivery of an extended hours model at Warrandyte Library, providing 7 day per week access for library members who have been inducted into the new model.
- 3.3 From a Council perspective, the needs of future library services have been considered as part of the Community Infrastructure Plan. This document sets out priorities for future library infrastructure developments to support our community's access to modern library facilities. Future options for the buildings and services for The Pines and Bulleen Libraries will be reported to Council separately during 2024.
- 3.4 There has also been a project undertaken to look at future operating and governance models as required under the Local Government Act 2020. This work will continue in to the 2023-24 year.

4. COUNCIL PLAN / STRATEGY

- 4.1 The Whitehorse Manningham Regional Library Corporation has its own Strategic Goals and Objectives:

1. Experience

Objective – to be an inclusive and welcoming people centred service.

2. Learning and Engagement

Objective – To enable an informed and engaged community.

3. Collaboration

Objective – To extend the reach and benefit of library services.

4. Performance

Objective – To be a flexible, resilient and high performing organisation.

- 4.2 **Goal 1.1 of the Council Plan 2021-2025:** Investigate extended use of community facilities including libraries through a delivery of the Community Infrastructure Plan (major initiative).

5. IMPACTS AND IMPLICATIONS

- 5.1 The Whitehorse Manningham Regional Library Corporation provides a highly valued service to the Manningham and Whitehorse communities. The 2022-23 Annual Report documents the organisation's deliverables against the adopted targets and provides a transparent report into the organisation's finances and operations.
- 5.2 The Annual Report acts as a record of the organisation's tracking against its Strategic Plan and provides the basis for Council's reporting via the Local Government Performance Reporting Framework.
- 5.3 The Library Corporation developed an Infrastructure Improvement Plan to set out future directions for library improvements and priorities for renewal.

Finance / Resource Implications

- 5.4 The Annual Report does not, in and of itself, have direct financial implications for Council however the Financial Report identifies Council's operating contribution of \$4,255,342 in the 2022-2023 Financial Year, supplemented by property lease costs and building maintenance expenses.

6. IMPLEMENTATION

6.1 Communication and Engagement

Is engagement required?	No
Stakeholder Groups	1. Residents 2. Library users 3. Victorian Government
Where does it sit on the IAP2 spectrum?	Inform
Approach	Website info, social medial posts

In early 2023, a new community representative was appointed to the Library Board. The Community Representative was sought through a public Expression of Interest Process. The successful nominee is a regular library user and reflects community values at the Board meetings.

6.2 Timelines

The Annual Report was adopted by the Library Board at a special meeting on 18 October 2023 and will be published on the Whitehorse Manningham Regional Library Corporation website.

7. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.



WHITEHORSE MANNINGHAM LIBRARIES

ANNUAL REPORT 2022 - 2023





ANNUAL REPORT

Administration
1040 Whitehorse Road, Box Hill,
3128
PO BOX 3083, NUNAWADING BC
VIC 3131

Where to find this report:

Copies of this report are available at the Corporation's administration office.

It can also be accessed electronically on the Corporation's website at

www.wml.vic.gov.au

For further information, telephone 9896 4333.

Acknowledgement of Country

Whitehorse Manningham Libraries acknowledges the Wurrundjeri Woi Wurrung people of the Kulin Nation as the traditional owners of the land on which our libraries are located. We pay our respects to their Elders past, present and emerging.

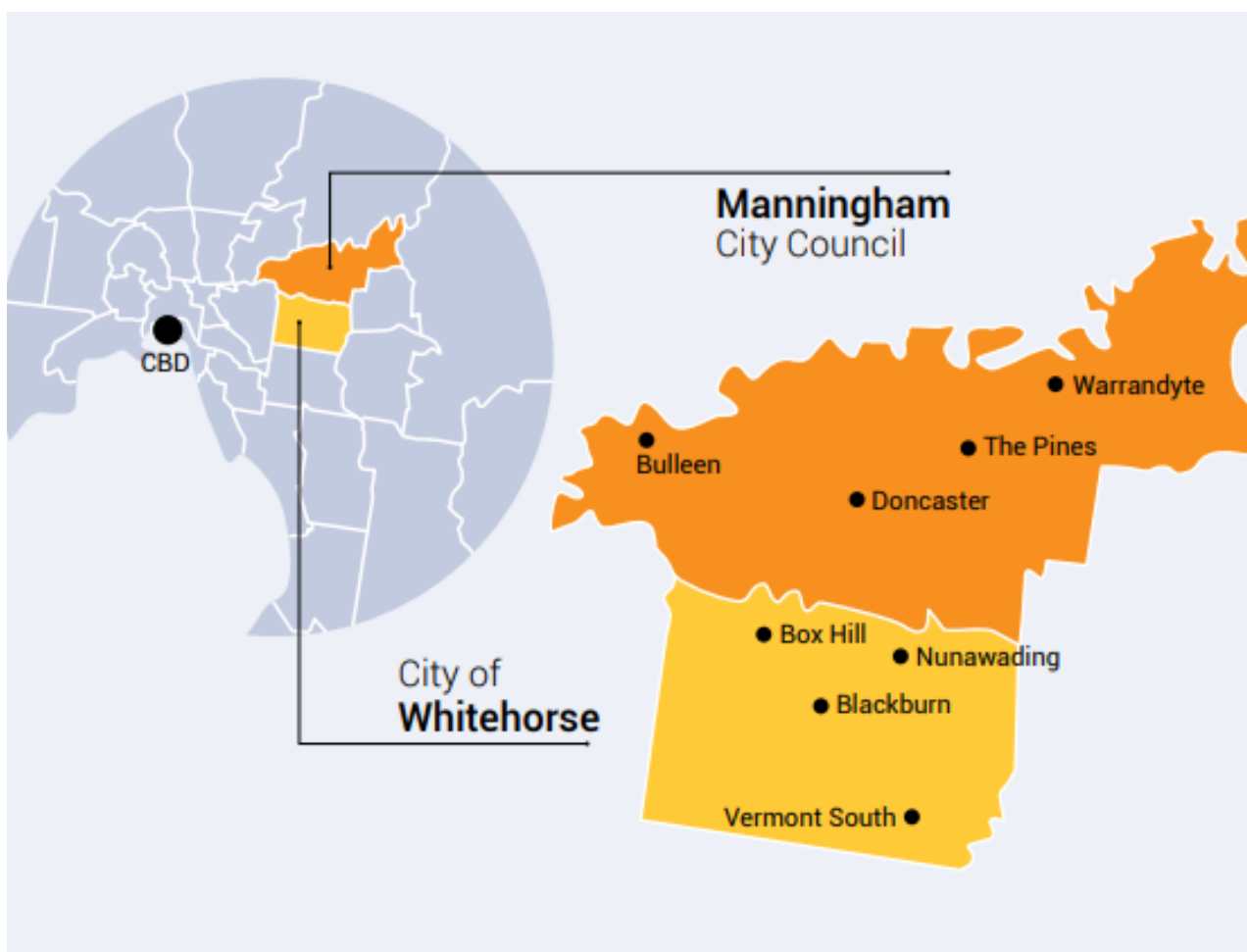
Table of Contents

Introduction.....	4
Our Library Community.....	5
Our Strategic Direction.....	8
Our Strategic Goals.....	9
Performance.....	10
Looking Ahead.....	11
Our Challenges.....	11
Snapshot - Fast facts.....	12
Message from Chairperson.....	14
Message from CEO.....	15
Members of the Board.....	16
Governance.....	18
Year in Review	28
Our Performance	32
Grants.....	52
Financial Report.....	53
Glossary.....	85

Introduction

Welcome to the Whitehorse Manningham Libraries (WML) Annual Report 2022 / 2023.

This report details our performance for 2022 / 2023 against the strategic themes outlined in our Library Plan 2021 - 2025 and our Annual Budget 2022 / 2023. This report provides an overview of our key achievements and challenges throughout the past year. WML services an area of 178² located within Melbourne's outer eastern suburbs.



Our Library Community

Whitehorse Manningham Libraries (WML) provides public library services to the neighbouring cities of Whitehorse and Manningham in Melbourne’s eastern suburbs. The combined estimated population of both cities at 30 June 2022 was 301,245. The dominant ancestry groups across both cities continues to be Chinese (26.5%), English (21.8%) and Australian (19.2%).

According to the 2021 Census data our community has the following characteristics:

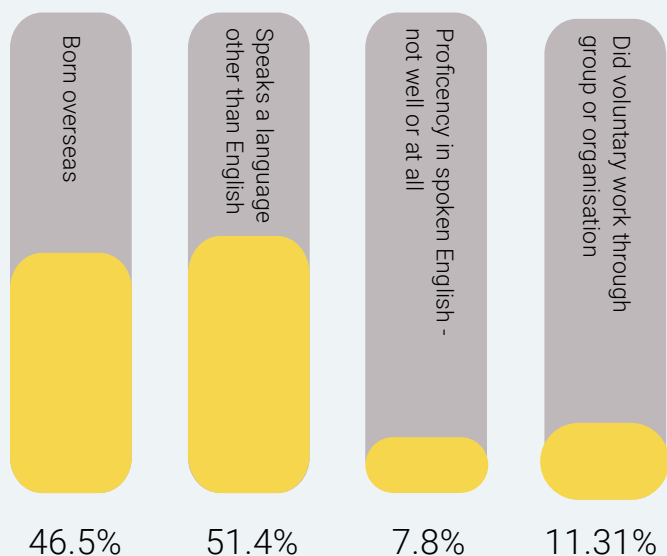
Manningham

Total Population
124,700

Median Age
43

Cultural Diversity - Ancestry, Top responses in 2021 census

- Chinese 26.9%
- English 19.4%
- Australian 17.1%
- Italian 9.6%
- Greek 7.5%



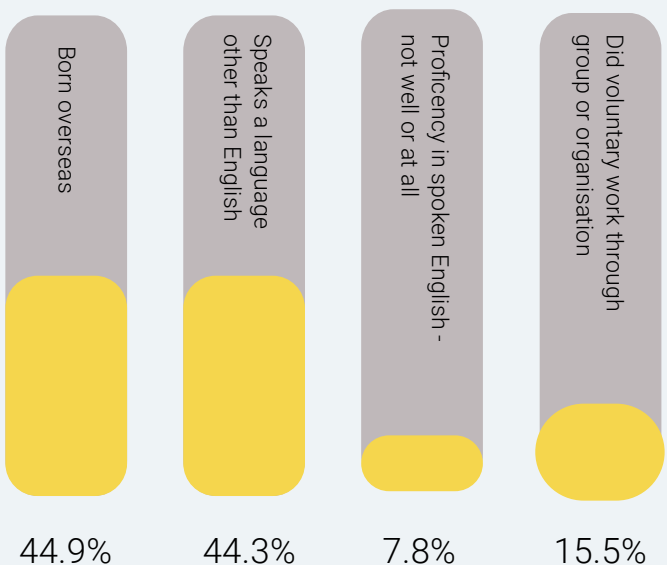
Whitehorse

Total Population
169,346

Median Age
39

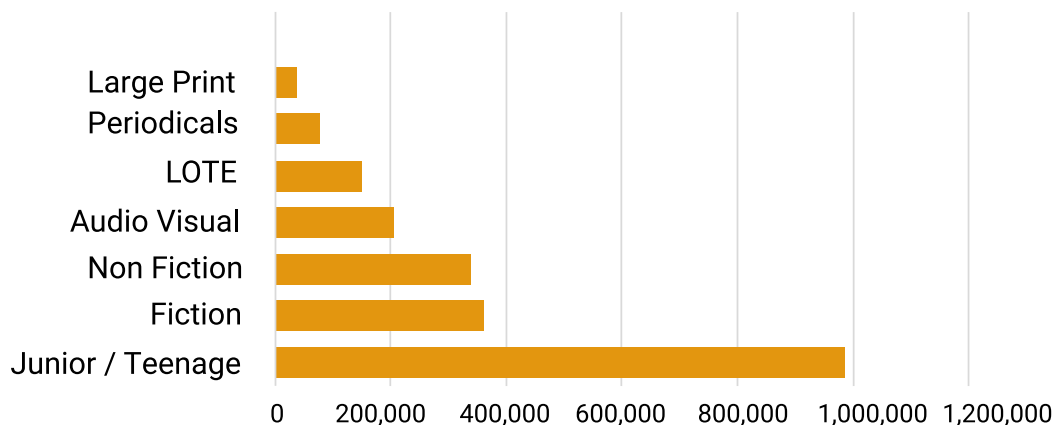
Cultural Diversity - Ancestry, Top responses in 2021 census

- Chinese 26.2%
- English 24.2%
- Australian 21.3%
- Irish 8.4%
- Scottish 7.5%

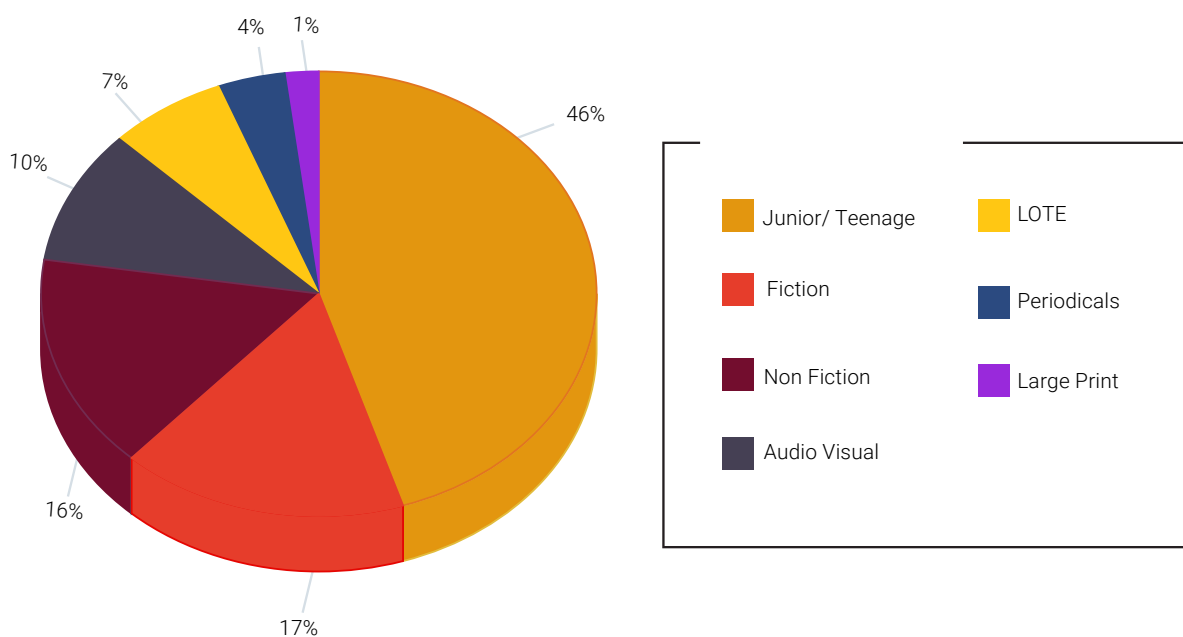


What do our library members borrow?

Our library membership is diverse in age and background. Given this diversity it is interesting to look at which collections are in most demand. The below data refers to physical collection items only.



Loans by Collection type 2022 / 2023





Our Strategic Direction

Purpose

To strengthen and inspire our community by providing opportunities to learn, create, connect and imagine.

Vision

A vibrant and inclusive library service that enriches our community.

We value

Respect: treating everyone with respect, dignity and courtesy

Collaboration: working together to achieve better outcomes

Integrity: being open, honest and accountable

Curiosity: being open to learning and exploring ways to improve

Agility: being flexible and adaptable to change

Principles that guide our service

Customer-centric: striving to achieve the best customer experience

Wellbeing: supporting positive mental and physical health

Inclusive: providing equitable and accessible services to a diverse community

Responsive: to evolving community needs and expectations

Best practice: striving to be the best in all that we do and deliver



Our Strategic Goals

The four strategic goals set the direction for the way Whitehorse Manningham Libraries ensures the services we deliver continue to respond to the diverse needs of our community. This report will demonstrate our progress towards meeting these goals.

Goal 1: Experience

Objective: To be an inclusive and welcoming people centred service

Goal 2: Learning and Engagement

Objective: To enable an informed and engaged community

Goal 3: Collaboration

Objective: To extend the reach and benefit of library services

Goal 4: Performance

Objective: To be a flexible, resilient and high performing organisation



Performance Highlights

LIBRARY PLAN 2021 - 2025 STRATEGIC THEMES	OUR MAJOR ACHIEVEMENTS IN 2022/23
<p>Goal 1: Experience</p> <p>To be an inclusive and welcoming people-centred service</p>	<ul style="list-style-type: none"> • Removal of overdue charges endorsed by the Library Board in May 2023, commencing 1 July 2023. • Establishment of LGBTQI+ Book Discussion Group, co-designed with a community member aimed at young adults aged 18 – 25 years. • A return to on site programming resulted in 2,745 sessions being offered in the libraries, with 52,499 participants. • Extension of opening hours at Doncaster Library and the introduction of Sunday opening at The Pines Library.
<p>Goal 2: Learning and Engagement</p> <p>To enable an informed and engaged community</p>	<ul style="list-style-type: none"> • Ageism Awareness Day Campaign panel event hosted by Jane Caro and Joanna Neill, facilitated by Claire Halliday attracted an audience of 65 people on zoom. This included the Commissioner for Older Australians. • Channel 9 newsreader Peter Hitchener hosted an Australia Reads event at Nunawading Library to an audience of 70 people. • Total of 3,379 programs and events delivered to 57,933 attendees. • 451 children registered with WML for the 2022 Big Summer Read program, aimed at preventing a backward slide in literacy development over the summer break. Over 6,000 books were read.
<p>Goal 3: Collaboration</p> <p>To extend the reach and benefit of library services</p>	<ul style="list-style-type: none"> • Introduction of story times at Burwood Brickworks. • \$4,663 raised by Friends of the Library Volunteers through book sales to assist in the funding of library programs. • \$2,824 raised by the Give the Gift of Reading campaign to support early literacy resources for local vulnerable families. 240 early literacy bag kits were distributed to families in need. • Introduction of the Seed Swap Library at Vermont South and Warrandyte Libraries.
<p>Goal 4: Performance</p> <p>To be a flexible, resilient and high-performing organisation</p>	<ul style="list-style-type: none"> • \$40,000 Living Libraries Grant received to implement an Open Library extended hours model at Warrandyte Library commencing in August 2023. • \$10,000 Vic Health Jumpstart Grant to support the Writability Program for writers aged 18-25 years with disability, running from June to December 2023. • 31.33% increase in new library memberships compared to the previous year.



Our Challenges

It was fabulous to see libraries return to normal operations this year but the challenge of providing services whilst Covid-19 is still in our community remained. There were at times staff shortages due to illness that led to some short-term service disruption.

MML is continuing to work with the Member Councils on a long-term strategy to ensure library buildings are able to support contemporary libraries service expected by the community.

A Library Infrastructure Improvement Plan was endorsed by the Library Board in December 2022.

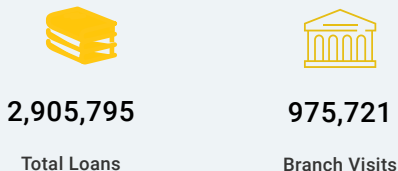
Looking Ahead

The Warrandyte Open Library initiative is due to go live in August 2023, providing extended out of hours self-service access to the Warrandyte Library for approved library members. We look forward to helping our community discovering our library service in a new way.

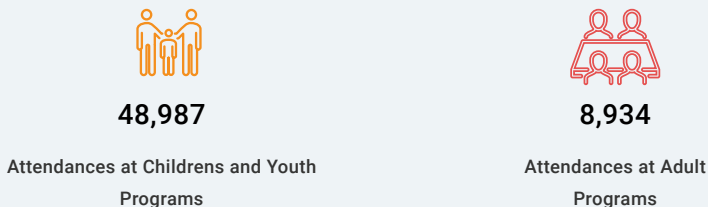
New library initiatives such as the Seed Swap Library, enhanced digital literacy programs, the Outdoor Games Collection and the Craft Stash Swap will continue to provide our community with opportunities to learn and connect.

Snapshot - Fast facts

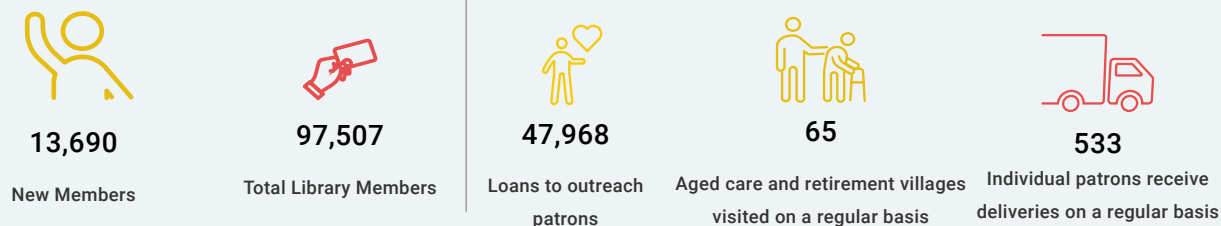
Library Usage



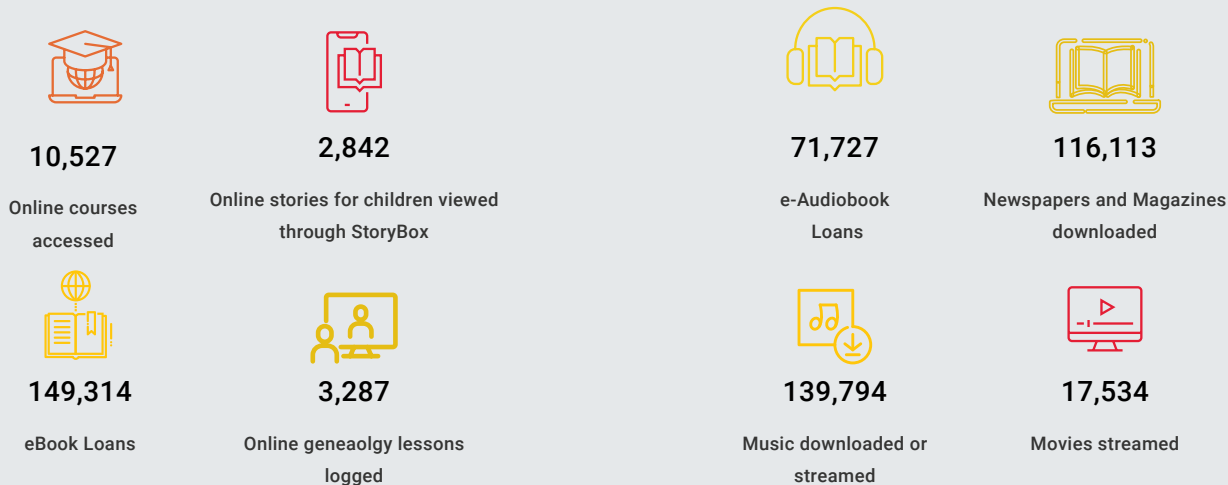
Program Attendance - Lifelong Learning



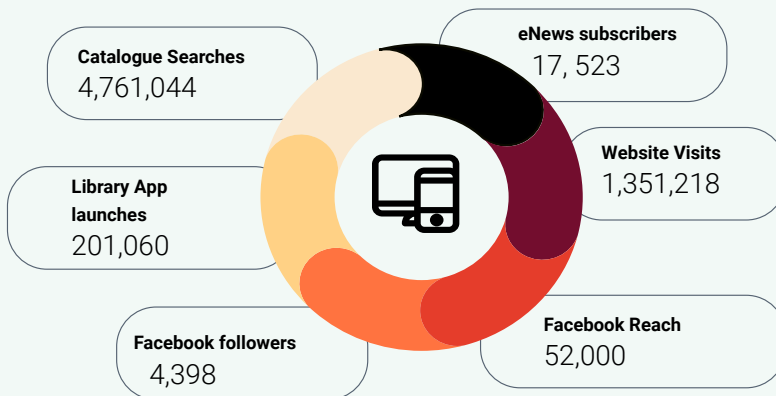
Outside the Library walls



Digital Access – Always Open



Connected to our Community







Message from Chairperson - Trudy Skillbeck

In times of significant social, economic and environmental challenge, the role of libraries in supporting community learning, connections, and wellbeing, has never been more important.

Public libraries support the positive health outcomes by providing access to services for our diverse community that are:

- Important for literacy, creativity, and knowledge
- Places where people feel safe and feel that they belong
- Helping people to feel connected to their community
- Helping people to access government and other services.

Research conducted by SGS Economics and Planning found the value to the community generated by Whitehorse Manningham Libraries is \$75 per resident¹, with the bottom line being that the annual benefit generated by our Libraries is twice that of its annual provisioning cost.

As the impact of the pandemic has eased, activity at our libraries has continued to rebound. Between July 2022 and June 2023 there were 975,721 visits to our Whitehorse and Manningham Libraries, along with 2.9 million loans of collection resources and 57,933 program participations.

We saw 31% more new members joining compared to the previous year. In addition to a high use of our physical collections and spaces, the number of people connecting to our digital offering continues to grow. This year the total use of digital collections grew by 39% compared to the previous year.

There have been a host of new initiatives this year that enhance the benefit our Libraries deliver. Some examples include Digital Literacy for Seniors providing essential support for navigating the digital economy, Writability workshops helping give a voice for young adults living with a disability, and an Edible Seed Library encouraging residents to grow their own veggies. Home Sustainability Kits have also been added to our Library of Things to assist residents in lowering their energy use.

I would like to thank my fellow Board members, council officers, library staff and volunteers for their continued dedication and commitment to delivering positive outcomes for our community. Every contribution to the Whitehorse Manningham Libraries ecosystem is part of a ripple effect of transformative community impact. And the benefits are for all.

¹ *Health and Wellbeing Benefits of Public Libraries Across Victoria*, State Library Victoria, Public Libraries Victoria and SGS Economic and Planning 2022



Message from CEO - Sally Both

On behalf of Whitehorse Manningham Libraries (WML) it is my pleasure to present the Annual Report 2022/23. The Report details our performance against the strategic goals articulated in the second year of the Library Plan 2021 – 2025, highlighting the key achievements and challenges of the past year.

This has been the first full financial year when public libraries were not impacted by mandated pandemic restrictions. It has been pleasing to see activity levels at our libraries continue to trend upward as the year progressed and community members became more comfortable returning to public spaces.

Public libraries are not static, they are constantly adjusting as community needs and expectations evolve. A survey conducted of Victorian public libraries found that 82% of respondents thought their library was a hub for community connection, a significant increase from 47% of respondents to a similar survey in 2006¹.

WML has reviewed the status of the buildings it operates out of and their ability to support modern library services. We have developed an Infrastructure Improvement Plan that advocates for renewed physical library spaces. We look forward to working with our member councils on planning flexible and functional facilities capable of supporting contemporary services that can adapt to evolving community needs.

This year we implemented a rolling four-year plan to review our service performance, to ensure we are operating in the most efficient manner whilst delivering the greatest benefit to the community. We continued to progress our four-year ICT Strategic Plan, strengthening our ICT controls, capabilities and resilience. Further enhancement of cyber-security controls will continue to be an area of focus in the coming year.

We are proud of the high quality of service our libraries deliver to the communities of Whitehorse and Manningham. Feedback received over the past year affirms the positive benefits public libraries bring to people who use our libraries and to the community more broadly. This is achieved through library staff at all levels working in collaboration with volunteers, our member councils and other partners to be the best in all we do and deliver.

I thank all our library staff, volunteers, our member councils, Library Board and library members for their continued support throughout the year.

¹ 2022 Victorian Census and Survey Report March 2023: Public Libraries Victoria and State Library Victoria

Board Members

The City of Whitehorse



Chair
Cr Trudy Skilbeck



Cr Mark Lane
(until Oct 2022)



Cr Andrew Davenport
(from Dec 2022)

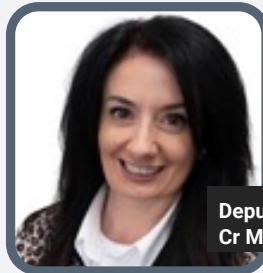


Community Representative
Carole Jean



Director Community Services
Lisa Letic

Manningham City Council



Deputy Chair
Cr Michelle Kleinert



Cr Stephen Mayne



Community Representative
Dionne Dearman (from Dec 22)



Community Representative
Ian Keese (until Oct 2022)



Director Connected Communities
Lee Robson

The Library Board

The Library Board is responsible for the overall governance and policy direction of Whitehorse Manningham Libraries. The Library Board currently comprises of two Councillors from each member Council, a delegated officer from each member Council and two community representatives appointed by each member Council.

Board Member	Meeting Attendance
City of Whitehorse	
Cr Trudy Skilbeck - Chair	5/5
Cr Mark Lane	2/2
Cr Andrew Davenport	2/3
Carole Jean	5/5
Lisa Letic *	4/5

Board Member	Meeting Attendance
City of Manningham	
Cr Michelle Kleinert	5/5
Cr Stephen Mayne	5/5
Dionne Dearman	2/3
Ian Keese	2/2
Lee Robson	5/5

*Steven White attended in Lisa's absence

The following senior officers of the Corporation support the operation of the Library Board and attend meetings:

Sally Both – Chief Executive Officer

Julie Lawes – Manager Finance

Jonathan Gosden – Manager Library Operations

Katie Norton – Manager Collections and Information Services

Tracey Olive – Manager Corporate Services

Stuart Penrose – Manager ICT and Enterprise Risk

Governance

The Audit and Risk Committee

The Audit and Risk Committee is an independent advisory committee to the Library Board. The Committee assists in the effective oversight of financial reporting, management of risk and maintaining a reliable system of internal controls. The Committee Charter was reviewed in March 2023.

Membership of the Audit and Risk Committee comprises one Councillor from each member Council, nominated by the Library Board, and two external independent members. The Chief Executive Officer, Finance Manager, ICT and Enterprise Risk Manager and Internal Auditor attend each committee meeting.

Audit and Risk Committee Members for 2022/23 were:

- Cr Mark Lane (Whitehorse) until November 2022
- Cr Stephen Mayne (Manningham)
- Cr Trudy Skilbeck (Whitehorse) from December 2022
- Kerrie Jordan, Independent Member (Chair)
- Michele Tame, Independent Member

Risk Management

The Corporation takes a proactive approach to risk management. A risk management strategy, systems, policies and procedures are in place to minimise the adverse effects of all types of risks to its operations. Organisational risks are regularly reviewed and identified in the Enterprise Risk Register. The Corporation reports the status of risks and treatment plans to the Audit Committee and Library Board.

The following controls assist the Corporation in managing risk:

- Asset Register
- Risk Management Policy and Strategy
- Fraud Prevention Policy
- Procurement Policy
- Business Continuity Plan
- Internal Audits
- ICT Disaster Recovery Plan
- Risk Register

Public Interest Disclosures

In accordance with the provisions of s58 of the Public Interest Disclosures Act 2012, the Corporation has a procedure for dealing with disclosures made under the Act. The Manager Corporate Services is the Corporation's Public Interest Disclosures Coordinator. The Corporation has not received any disclosures directly nor has it received any referrals from the Ombudsman for the period 1 July 2022 to 30 June 2023.

Freedom of Information

The Freedom of Information Act 1982 provides people with the opportunity to obtain information held by state and local government departments and authorities. The Act gives people the right to request documents relating to their personal affairs. The Corporation did not receive any requests in the period 1 July 2022 to 30 June 2023.

Information Privacy Act

The Privacy and Data Protection Act 2014 and Health Records Act 2001 are designed to protect the private information of individuals. The Corporation has a privacy policy available through the library branches and website.

Requests for access to information held must be made in writing and addressed to:

The Chief Executive Officer

Whitehorse Manningham Libraries

PO Box 3083, Nunawading, 3131.

Documents available for inspection

- Annual Reports for each financial year
- Annual Financial Statements, including an operating statement, a statement of financial position and notes to financial statements
- Agendas and minutes for ordinary and special meetings of the Library Board held in the previous twelve months
- Regional Library Agreement
- Library Plan 2021 – 2025
- Register of delegations kept under sections 87 (1) and 98 (4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act
- A list of the names of organisations of which the Corporation was a member during the financial year and details of all membership fees and other amounts and services provided during that year by each organisation to the Corporation
- Names of Board members who submitted returns of interest during the financial year and dates returns were submitted
- Names of Corporation officers who were required to submit a return of interest during the financial year and dates returns were submitted
- A register of authorised officers appointed under the Act
- Details of overseas or interstate travel undertaken in an official capacity by Board members or any member of Corporation staff in the previous twelve months.

A range of Corporation documents are also available on the library website, including some of those listed above.

Financial Summary

The 2022/23 Budget was adopted at the ordinary meeting of the Library Board on 25 May 2022. The financial result for 2022/23 is \$614,968. Income has been impacted due to the removal of overdue charges for children and teenagers and decreasing income from printing. The booking of meeting rooms was also slow to recover from Covid-19.

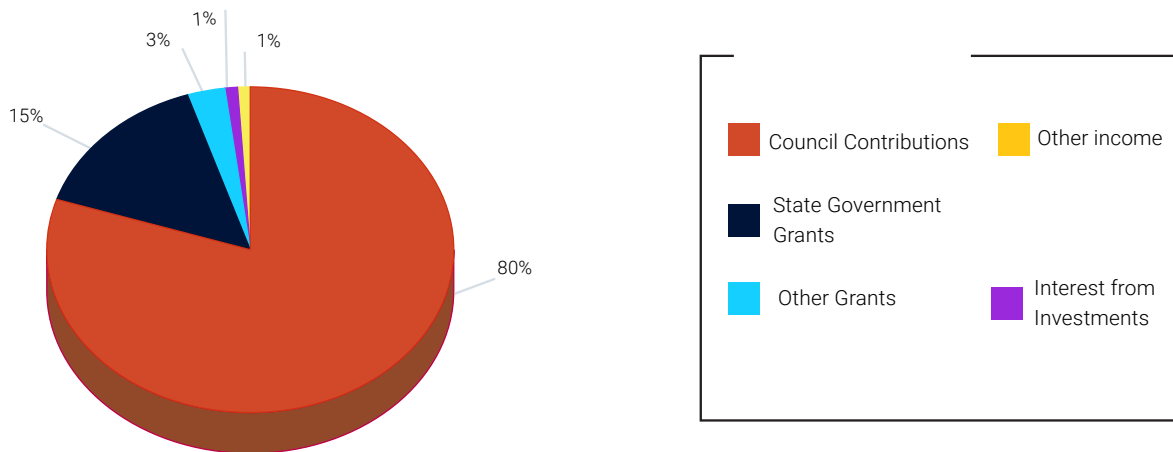
The Corporation does not have any loans.

Income sources

The Corporation's total income of \$ 12,438,022 was derived from:

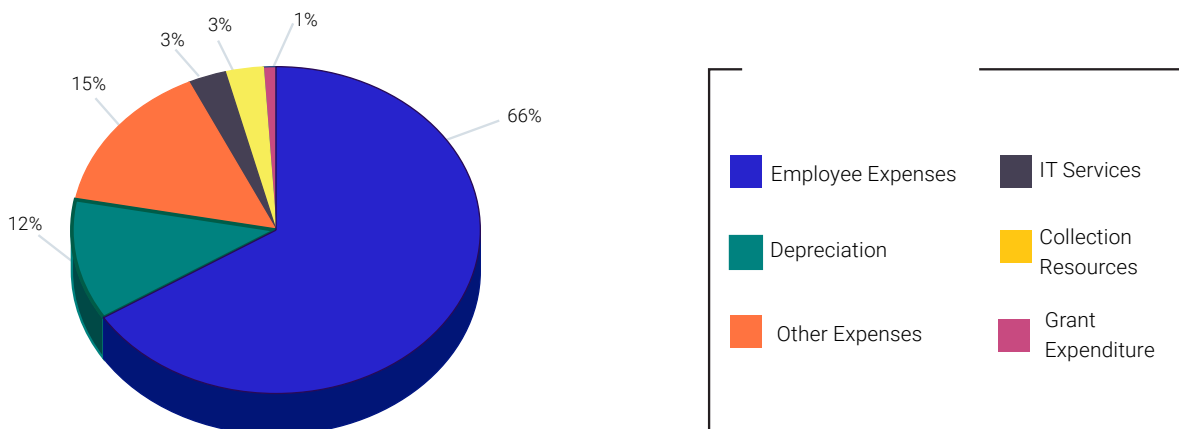
- Member Councils
- State Government Grant
- Interest from Investments
- Grants
- Sale of products
- Other income generated through fees and charges

Income sources 2022 / 2023



Expenses 2022 / 2023

The major areas of expenditure were employee benefits and depreciation. In 2022/23 total expenditure was \$11,823,054.



Beyond The Doors Fundraising 2022 / 2023

Beyond the Doors fundraising campaigns support the provision of special targeted projects that reduce barriers to reading, literacy and learning services.

Fundraising this year supported two initiatives:

Give the Gift of Reading Program, providing gift bags for local families experiencing disadvantage. The gift bags contain high-quality books selected by our early literacy specialists along with at home story time kits to help care givers share reading with their child.

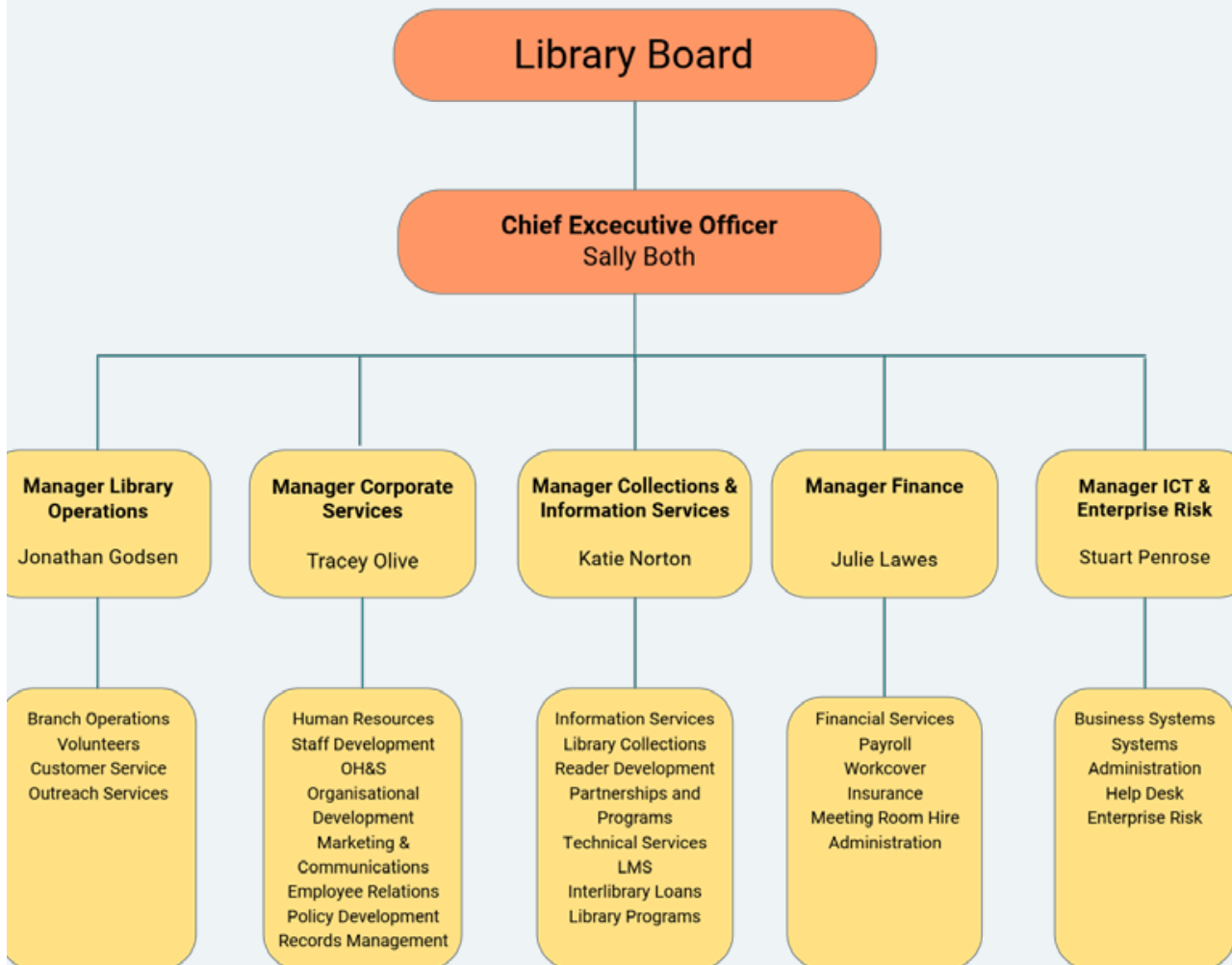
Give the Gift of Reading is an outreach program aimed at improving literacy outcomes and is delivered by WML in partnership with:

- EDVOS - reaching women and children experiencing family and domestic violence
- EMCH - Manningham and Whitehorse Enhanced Material Child Health Programs
- Access Health and Community

Writeability Goes Local, a series of free skills development workshops open to writers with all levels of experience, aged 18 -25 years and living with a disability. The facilitated workshops led by an experienced writing mentor explore how language, writing and telling our own stories helps transform ways of thinking about the self, disability and community. Writeability is supported by Beyond the Doors donations and a \$10,000 VicHealth Jumpstart grant.

Beyond the Doors		2022 / 2023
		\$
Opening balance of fund		9,343.21
Funds raised		
	Givenow	1,592.16
	Cash/cheque donations	1,231.60
	Donation Point Tap - Merchant	0
	Total funds raised	2,823.76
	Interest (Bendigo Bank)	86.39
	Total	2,910.15
Expenditure (exc. GST)		
	Give the Gift of Reading	2,823.76
	Writeability	3,200.00
	Donation Point Tap – Merchant fees	66.00
	Total funds expended	6,089.76
Funds remaining		6,163.60

Our Organisation



Staff Profile

As of 30 June 2023, WML had a total of 128 employees, or 75.37 full-time equivalent (FTE), compared with 125 employees, or 70.55 FTE, at 30 June 2022.

Summary of the number of Corporation staff by department and employment type

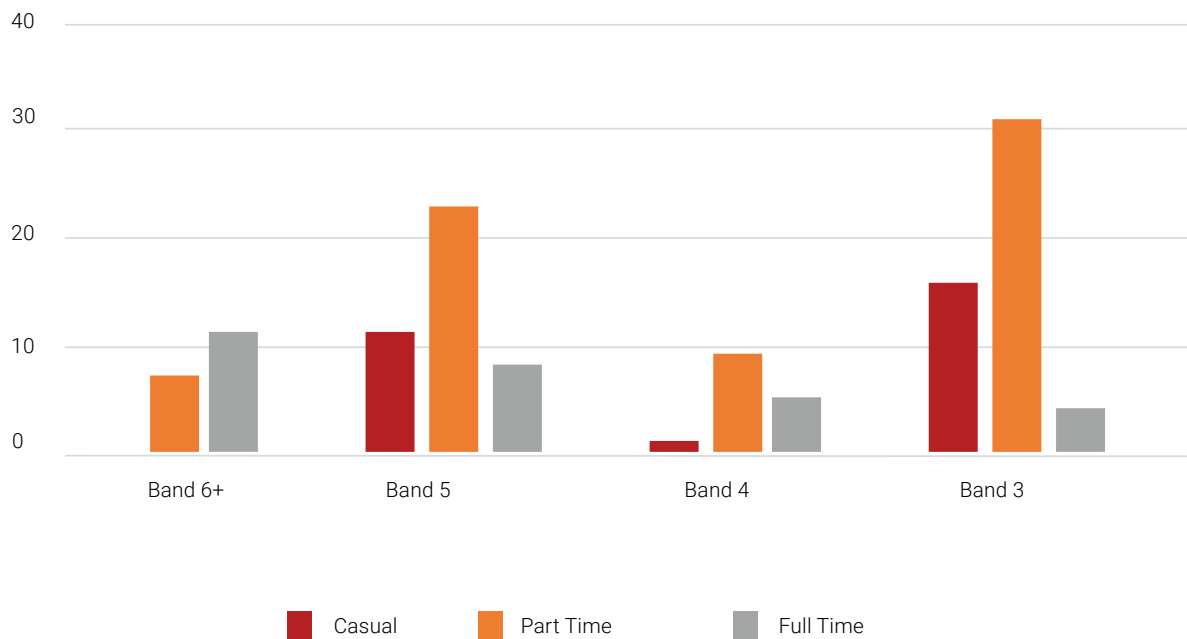
Employment type	Branch Services	Technical Services & Community Engagement	ICT	Corporate Services & Administration	TOTAL
Permanent Full Time	20	1	3	3	27
Permanent Part Time	64	9	1	7	81
Casual	19	0	0	1	20
TOTAL	103	10	4	11	128

Note that both technical services staff and administration staff also undertake branch services duties on a regular basis. A high proportion of the workforce continues to be employed in a part-time capacity. The technical services branch is also the home location of programs and makerspace staff.

Summary of the number of FTE staff categorised by employment classification.

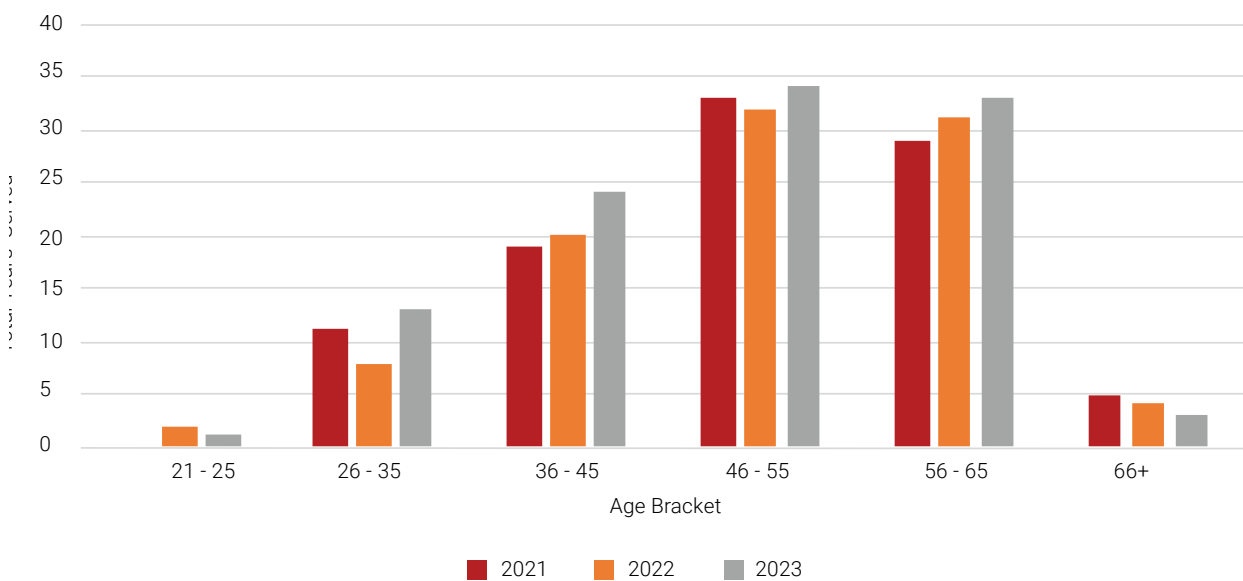
Banding Level / Classification	Total FTE
Band 3	24.02
Band 4	11.93
Band 5	25.32
Band 6	8.2
Band 7+	4.9
SEO	1
TOTAL	75.37

Employment Mode & Band Levels at at 30 June 2023

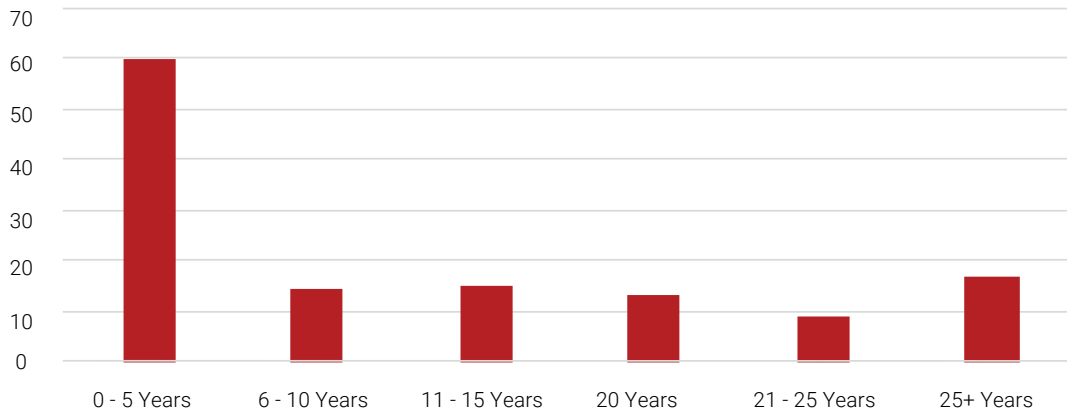


This year the staff turnover rate was 12.04% in comparison to the previous year of 17.5%. As of 30 June 2023, 53.1% of staff had been with the organisation for over 5 years. Almost 30% of staff had been with the organisation for over 15 years.

Age Profile - Ongoing staff



Years of Service - All staff as at 30 June 2023



Building Capability and Capacity

The ongoing training and development of library staff is important for employee wellbeing and essential to the provision of quality customer service. This year training has been provided in both online and in person formats. The training calendar included the following:

- LGBTQI+ inclusion awareness
- Induction training for 23 new employees
- Mental Health First Aid
- OHS compliance training
- Public Libraries Victoria Conference
- Online courses offered through Litmos and LinkedIn learning
- Special Interest Group training sessions



This year a Wellbeing Team was established to support the following key strategic goals:

- Fostering a sense of belonging, connection and wellbeing
- Building capability and capacity of our people

The Wellbeing Team supported the Olivia Newton John Wellness Walk, Laps for Life and the Cancer Council Morning Tea. The generosity of our staff saw valuable funds being donated to all of these charities and at the same time provided us with an opportunity to connect with each other.



The support I've been given to take the opportunity to work on my professional development has been amazing.

- WML Staff Member





The Year In Review

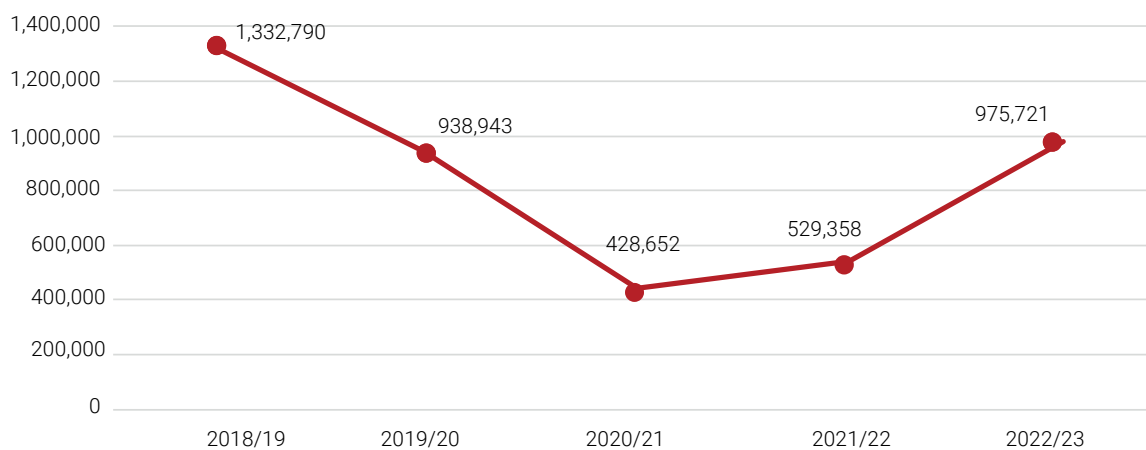
Key Indicators	2020/21	2021/22	2022/23	Variance from previous year
Library Membership				
Total Members	102,606	103,961	97,507 ⁶	-6.2%
Active Members (LGPRF measure)	27,625	31,669	37,574	+18.65%
New Members	8,885	10,424	13,690	+31.33%
Library Use				
Total library visits	428,652	529,358	975,721	+84.32%
Library visits per capita	1.38 ¹	1.75 ¹	3.24 ¹	+85%
Customer Interactions ⁴	n/a	n/a	142,776	n/a
Collections				
Total number of collection items	399,624	407,710	421,650	+3.42%
% of collection purchased in the last five years	72%	71%	64% ⁵	-5%
New collection items acquired – excludes electronic resources	56,258	62,915	60,585	-3.7%
Loans				
Total Loans	2,013,202	2,361,162	2,905,795	+23.07%
eBook Loans (downloads)	127,179	147,107	149,314	+1.5%
Total loans of eResources (includes music, magazines, books, audio books, database)	530,477	534,634	618,946	+15.77%
Library Programs				
Total number of attendees	17,764	28,530	57,933 ⁷	+103%
Total attendees at adult programs	6,424	6,142	8,934	+45.46%
Total attendees at children's/youth programs	11,340 ²	22,388 ²	48,987	+118.8%
Online Library Use				
Annual visits to website	1,080,905	1,052,359	1,351,218	+28.4%
Web catalogue searches	4,008,635	5,169,459	4,761,044	-7.9%
Library App Launches (new)	n/a	49,938	201,060	+302.62%
Fixed PC sessions	946	34,656	105,934	+205.7%
Wireless sessions	123,369	148,727	186,496	+25.4%
Library Staffing				
Total EFT	70.31	70.55	75.37	+6.83%
Community Engagement				
Social media engagement (Facebook followers)	3,920	4,217	4,398	+4.29%
Library eNewsletter subscribers	17,936	15,865 ³	17,523	+10.45%
Number of volunteers	153	144	141	-

The Year In Review

1. Based on Estimated Residential Population (ERP) of 309,664 in June 2020, 302,264 in June 2021 and 301,245 in June 2022.
2. Only includes events/programs where bookings were made. Does not include views of online story times or other streamed events.
3. Subscriber list cleared of members who had not opened sent newsletters for 3 years.
4. New measure in 2022/23, replaces Information Inquiries measure. Indicative measure only, as the collection of statistics in this area was impacted by industrial action.
5. Lower percentage than usual due to lower withdrawal rates of older materials in 22/23
6. Member purge of all those with outstanding overdue charges resulted in a larger number than normal being cleared from the database.
7. Visitation and programs statistics were impacted due to the closure of Box Hill Library for four weeks in December 2022.

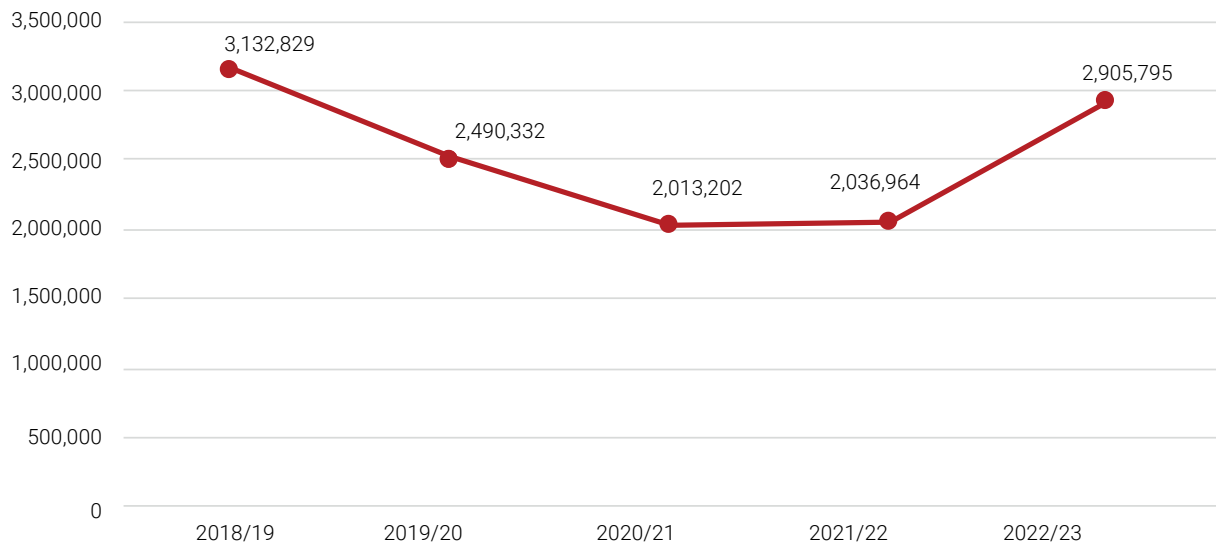
Trends

Library Visits - 5 year Trend

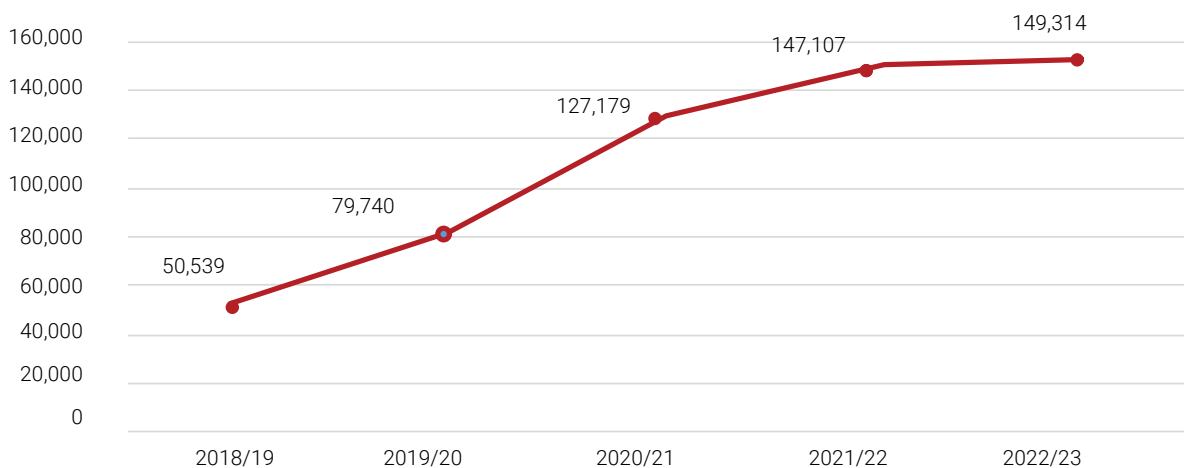


Trends

Total Loans 5 year Trend



e-Book Loans 5 year Trend





Our Performance

Goal 1: Experience

Objective: To be an inclusive and welcoming people centered service.

Key Strategy

Key Outcomes

1.1 Provide inclusive, safe and accessible services for all

- Removal of overdue fees endorsed by Library Board on 24 May 2023.
- 10 Operational policies reviewed and updated.
- Online digital literacy, author talks, lifestyle and learning events offered every season in addition to in-branch programs.
- Implementation of permanent increase to opening hours at Doncaster Library and the introduction of Sunday opening at The Pines Library.

1.2 Provide exemplary customer first service

- Review of Child Safe Standards compliance conducted in January 2023, changes implemented and further recommendations made.
- Over 200 pieces of positive customer feedback received.
- Induction training provided to 23 staff.
- Gender LGBTQIA+ awareness training offered to all staff.
- 1 new Health and Safety Representative completed the 5 day training course.
- Introduction of a new online staff training platform.
- ICT Change Management Policy and Procedures reviewed and improved.
- Roll out of Microsoft Teams to all staff commenced.

1.3 Work proactively to grow our reach

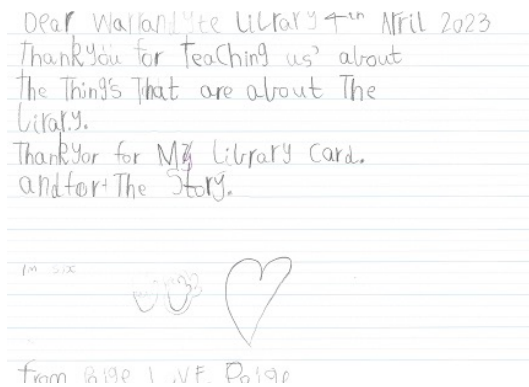
- Marketing Strategy 2022 – 2025 completed and action plan implemented.
- Implementation of a membership drive plan, resulting in a 31.33% increase on membership from the previous year.
- Representation at Schwerkolt Cottage Open Day, MC2 10-year anniversary celebrations and Whitehorse Heritage Week.
- Community mapping process identified key under-served groups within both member LGAs.
- Recommencement of the Story Circle program in Aged Care facilities, following a hiatus period due to Covid-19.

1.4 Plan for places and spaces that support the delivery of contemporary library services

- Infrastructure Improvement Plan endorsed by the Library Board on 14 December 2022.
- Installation of new carpet at Box Hill Library in December 2022.
- Refresh of furniture at Doncaster Library.
- In collaboration with Manningham Council, a review of the Bulleen and Doncaster Libraries commenced to identify minor improvement opportunities.

Our Youngest Customers

Our Children's Programs are an essential introduction to literacy and learning, setting up what will hopefully be a passion for lifelong learning. This year WML was pleased to offer almost 1,800 events and programs to almost 50,000 attendees. It was an absolute delight to receive some fan mail from some of our youngest library users.



Regular programs offered to Children, Youth and Families:

- Baby Karaoke
- Tiny Tots Storytime
- Pre School Storytime
- Mandarin, Greek and Persian Language Storytimes
- Lego Clubs
- Minecraft
- Makerspace Programs
- Dungeons and Dragons
- Book Discussion Groups
- Study Support Groups
- School Holiday Programs



Adult Programs

Our Regular Programs for Adults:

- English Conversation Circle (online and in person)
- Book Groups and Book Chats
- Knitting and Craft Groups
- Makerspace Programs
- Jigsaw Puzzle Swap
- EAL Reading Group
- Digital Literacy Classes
- Author Talks

The Craft Stash Swap

It appears that there are a lot of people who like to hide away their craft supplies. One of the most popular programs for the year was the great Craft Stash Swap, which enabled participants to off-load their craft supply stash or pick up some new items. Attendees were happy to sift through materials and leave the library with bags full of craft supplies for all sorts of projects. Some were collecting or swapping materials for their own projects, whilst others were collecting for some charity projects. The stash was rotated across five of our branch libraries and attracted over one hundred attendees.

Heart-warming charity projects that people were collecting for included; animal welfare groups that create bags for orphaned joeys and volunteers from Peter Mac palliative care who create colourful hospital gowns for patients.

We look forward to running this program again next year!



Seed Swap

In February 2023 Vermont South and Warrandyte Libraries launched an edible Seed Swap program which has proven to be extremely popular. An edible seed library is where the library lends seeds instead of books, with the premise being that once you have had grown your crop, you donate some of the seeds back to the library from your yield.

The program was so popular that the initial batch of seeds at Vermont South Library were gone by the beginning of April. We look forward to the seed donations following crop harvests throughout the year.



Goal 2: Learning and Engagement

Objective: To enable an informed and engaged community

Key Strategy

Key Outcomes

2.1 Support and promote life-long learning and literacy

- 375 Digital Inclusion programs, with 2,268 attendees.
- 72 Economic and workforce development programs, with 315 attendees.
- 1,903 Literacy and lifelong learning programs, with 43,572 attendees.
- 694 Personal development and wellbeing programs, with 9,492 attendees.
- Learning opportunities have been provided to all library staff, including an online suite from Niche Academy to assist with best practice in customer service delivery.
- EAL reading group meets regularly at Doncaster Library.
- Adult read-aloud sessions.
- New subscription to Studiosity, providing online support to students.

2.2 Encourage a culture of reading

- 1,903 Literacy and lifelong learning programs and events held, with 43,572 participants.
- Participation in state and national events such as Simultaneous Storytime and Australia Reads.
- Collection development delivered in accordance with the WML strategy.
- Book chat groups available at all branch libraries.

2.3 Foster a sense of belonging, connection and wellbeing

- Elder rights advocacy – Elder Abuse Awareness Day information session held at Blackburn Library.
- Ongoing opportunities for the community to participate in craft and reading groups.
- Friends of Library hosted book sales throughout the year, resulting in \$2,340 raised.
- Volunteer morning tea held in May 2023 in recognition of their service.
- New LGBTQI+ Book group launched at the Vermont South Library – May 2023.
- Auslan facilitator available at all live library events if requested.

2.4 Support digital inclusion

- 375 Digital Inclusion sessions held with 2,268 attendees.
- New Makerspace employees recruited throughout the year.
- Seniors Digital Literacy Program provided essential support to navigating the digital economy.
- Stop Motion Film Festival held at Doncaster Library, providing an opportunity for local film makers to demonstrate their creativity.

2.5 Celebrate our communities' diverse culture and heritage

- Monthly Branching Out family and local history program.
- Participation in Whitehorse Heritage Week – 4 events, with 50 attendees.
- Story walk held at Blackburn Lake Sanctuary Playspace for the month of September 2022, with a special celebration of a book by an Indigenous author for Indigenous Literacy Day.
- Reconciliation Week Bushtukka workshop on 31 May 2023 at Doncaster Library. Presented by Cassie Leatham, with 34 participants.



“

Thank you for this fantastic event. I was completely blown away by the information, presentation and interaction with the attendees. This is without exception the best event I've been to for many years. It's opened my eyes up to a world of knowledge and history that unfortunately was never taught when I was at school.

Attendee of the Bushtukka Workshop on 31 May, 2023

”



Excited attendees at the Stop Motion Film Festival



Australian Reading Hour

All Australians across the nation were asked to spend an hour on Thursday 9 March 2023 reading and sharing the stories they love with others. This year we had the pleasure of welcoming Peter Hitchener as our guest reader to the Nunawading Library. There were 50 attendees in the branch and another 11 attended the session online via Zoom. Peter was a true storyteller and delighted the audience with his charm and skills.

Author Talks

A key objective of the library service is to be able to provide our community with opportunities to engage with authors and other readers. We had a bumper year of author events and were pleased to present sessions with the following authors:

- Alice Bishop
- Kate Mildenhall
- Jenny Herbert
- Jane Caro
- Sian Prior
- Mia Northrop
- Kylie Orr
- Edita Mujkic
- Varvara Ioannou
- Jane Gilmore
- Joanna Nell
- Michelle de Kretser
- Rick Morton
- Jaclyn Crupi
- Laura Waters
- Juliette Henderson
- Shokoofeh Azar
- Vika and Linda Bull
- Elaine Pearson



Ageism Awareness Day Campaign - Authentic Stories of Ageing

The Ageism Awareness Day campaign was funded by the Libraries Change Lives: Community Campaign Funding Program. It ran for six weeks in the lead up to, and including Ageism Awareness Day and the Victorian Seniors Festival in October 2022. A massive highlight of this campaign was the program "Authentic Stories of Ageing". This was a panel event where Jane Caro and Joanna Nell shared their thoughts on titles that help us to think differently about ageing. The lively conversation was facilitated by Claire Halliday, with a special guest introduction by Gerard Mansour, Commissioner for Ageing.

The event was held over zoom and was attended by 65 people. There was a robust conversation about the social justice issues of ageism interwoven with the capacity for stories and books to provide insight and pathos into ageing and the lives of older people. The Zoom gallery was a sea of faces with shining eyes and lots of nodding or clapping. Conversation on the socials kept the engagement going even after the event, with high profile partners Jane Caro and the Commissioner for Older Australians contributing to the discussions.

“ Fabulous, Fabulous... Thanks to the everyone who made this happen.... Thanks to our two authors for keeping it real... ”

“ Yes!!!! So many books to read.... and amazing speakers tonight. Thanks all Thank you SO much for this wonderful event. ”

Event Feedback



Our Programs

WML participated in a number of cultural, national and state-wide events. These included:

- Ageism Awareness Day
- National Simultaneous Storytime
- Digital Literacy for Seniors
- Eid al-Fitr
- Christmas
- National Science Week
- Big Summer Read
- Warm Winter Reads
- National Reconciliation Week
- Cultural Diversity Week
- Australia Reads
- Naidoc Week
- International Women’s Day
- Law Week
- Whitehorse Heritage Week
- National Tree Day
- Melbourne Writers Festival
- Library Lovers Day
- Pride Month
- Midsumma Festival
- Lunar New Year
- Children’s Book Week
- National Novel Writing Month
- Whitehorse Seniors Week
- 16 Days of Activism
- Library Information Week
- Australian Reading Hour (Australia Reads)
- Victorian Seniors Festival
- Refugee Week
- International Day of People with Disability
- Indigenous Literacy Day
- IDAHOBIT





Big Summer Read

It was a bumper year for our Summer Reading Club aimed at preventing a backward slide in children's literacy development over the summer break. WML had 451 registrations to the program, with participants collectively reading over 6,000 books! It was also terrific that one of our library members was a state-wide winner. Asher, from Blackburn, was the runner-up in the 0-8 years category and received a book pack from Readings. The Wrap-up and Prize Party was hosted at Nunawading library, where every child who attended received a book.

The Digital Room – Bringing Those Slides and Negatives Back to Life!

One of the key objectives for us as a library service is to provide an opportunity for our community to learn new skills. This year, as part of Seniors Week, the Doncaster Library made a digital room available to the community. A range of education sessions were held in October 2022 to teach community members how to scan material, such as slides and negatives, then convert them to a digital format. Due to the popularity of the program (and the equipment), it had a re-run in Autumn 2023.







Goal 3: Collaboration

Objective: To extend the reach and benefit of libraries

Key Strategy	Key Outcomes
<p>3.1 Build strong relationships with stakeholders and community partners</p>	<ul style="list-style-type: none"> • Collaboration with NDIS Community Capacity Building Coordinator to assist with an accessibility audit of our library branches. • 85 Events and programs held in partnership with community organisations.
<p>3.2 Deliver collaborative services and programs</p>	<ul style="list-style-type: none"> • Introduction of the online tutorial resource Studiosity. • Jobs Victoria were a regular presence within our library spaces, offering advice to local job seekers. • Recycling programs available at all libraries in collaboration with our member councils. • 6 Home Sustainability Kits made available to the public to loan and monitor their power usage. • Screening of Defiant Lives for International Day of People with Disability in partnership with Manningham City Council. • Ageism Awareness Day Games extravaganza held in conjunction with Whitehorse Community Development - 9 attendees.
<p>3.3 Participate in networks to share knowledge and ideas</p>	<ul style="list-style-type: none"> • Staff participation in the Public Libraries Victoria conference, with presentations made by two WML employees. • Manager Library Operations selected to participated in the SLV/PLV Shared Leadership Program. • Participation in the Melbourne Writers Festival, hosting 2 events with 77 attendees.
<p>3.4 Provide meaningful volunteer engagement and work experience opportunities</p>	<ul style="list-style-type: none"> • Regular work skills program delivered in partnership with Onemda and Nadrasca. • WML hosted 22 students throughout the year for work placements. • 141 volunteers assisted in the delivery of our home library service and English language support programs.

Our Volunteers - Providing Meaningful Opportunities

Volunteers assist WML in providing services and programs that would not otherwise be possible. Volunteers support programs and services that are designed by WML employees. Our volunteers were thanked and celebrated at a morning tea held in May 2023. The weather was glorious and enabled us to enjoy the celebrations outdoors in the Vermont South Library court yard.

Volunteers assist in the delivery of programs such as the Home Library Service and our English Support Programs.

As at 30 June 2023 WML had 141 registered volunteers and had a turnover rate of 20.57%.

	2019/20	2020/21	2021/22	2022/23
Total number volunteers	158	153	144	141
Number of volunteers commenced	36	15	15	24
Number of volunteer resignations or inactive	31	18	25	28

We are privileged to have had many volunteers who have hit significant milestones of service:

Number of years served	5 years of service	10 years of service	15 years of service
Number of volunteers who reached milestone	20	3	2



Thank you to all who planned and hosted the Volunteers' Morning Tea today at the Vermont South Library – lovely food and people. It was nice to hear all about the work the library is doing and to be able to meet and chat to some in the sunshine. I was particularly surprised with my 'award' – much appreciated for something that I enjoy doing with my Conversation Buddies over the years" - Christine



Friends of the Library

Our volunteer Friends of the Library continue to provide valuable support to library programs, raising a total of \$4,663 from book sales held this year. The May 2023 book sale day was an epic event which saw the biggest crowds ever queuing from the council offices down to the library. Congratulations to the staff and the Friends volunteers who ran the sales!





46 Whitehorse Manningham Libraries 2022 / 2023 Annual Report

Conversation Buddies Program

The long-standing Conversation Buddies Program would not be possible without the support of our volunteers. This important program that provides participants with a relaxed no-pressure opportunity to improve their conversational English skills and confidence, in a safe and welcoming environment. The program also provides volunteers with an opportunity to meet new people, use their own skills and experience to help others, and give back to their local community.

In addition to the one-on-one sessions, volunteers also facilitate Conversation Circles, where a group of learners come together to discuss all sorts of different topics ranging from cooking to holidays and Australian sports.

If you ever wondered whether this program does truly make a difference to those that participate in it, here's a few words from one of our recent participants:



...Last week, I secured employment as a Customer Service Officer at Box Hill Institute: this is another new starting point in my life.

I would not have achieved such a good result without the help of the Conversation Buddies program. I could not have done it without the help of my tutor, Sandra, and of Doncaster library's officers, Juleigh and April.

Words cannot express how grateful I am for their help. I will continue to work and study hard, to make a contribution to Australian society.



*Thank you to our dedicated volunteers
who help make this program possible.*

Home Library Service – Bringing the Library to You

Isolation and loneliness are growing problems within our society. Our Home Library Services team helps to alleviate this by providing regular deliveries to people in their homes and in aged care facilities.

The Outreach Services Librarians are supported by 60 volunteers who help deliver our library materials to those unable to come to the library themselves. There were 47,968 loans to outreach patrons this year, with our youngest client being 17 years of age and our oldest being 107 years.



We would like to thank the following organisations who have helped us to deliver programs and services throughout the year.

Partnership Acknowledgements

A Little Chinese Adventure	Manningham City Council
Abbey's Antiques	Manningham Art Gallery
Access Health	Maternal Child Health Services
Australian Library and Information Association (ALIA)	Melbourne Writers Festival
Box Hill Historical Society	Nadrasca
Box Hill Institute – Skills and Job Centre	NaNoWriMo
Bunnings Box Hill	National Simultaneous Storytime
Carer Gateway	NGV Kids on Tour 2023
Burwood Brickworks Shopping Centre	Onemda
Children's Book Council of Australia	Public Libraries Australia
The Chinese Senior Citizens Club of Manningham Inc.	Readings
City of Whitehorse	Ready Tech Go
Civica	Schwerkolt Cottage
Consumer Affairs Victoria	Services Australia
Deakin University	State Library Victoria
Doncare	Strathdon House
Eastern Community Legal Centre	Toastmasters
Eastern Radio	Vermont South Learning Centre
FVREE family violence service for women Every Age Counts	Victoria Police – Coffee with a Cop Sessions
Family History Connections	Victorian Seniors Festival
Friends of the Library (FOL)	Victorian State Government
Gateway LLEN	Warrandyte Community Centre
Guide Dogs Victoria	Whitehorse Tree Education
HealthAbility	Whitehorse Waste Education
Jobs Victoria	Whitehorse Youth Services
Julian Wood – Recycling Program	Writeability
LaTrobe Health	Writers Victoria
Libraries Change Lives	Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation



Goal 4: Performance**Objective: To be a flexible, resilient and high-performing organisation****Key Strategy****Key Outcome**

4.1 Implement robust governance practices	<ul style="list-style-type: none"> • Annual report submitted to Minister Local Government within statutory time line. • Cyber Incident Response Plan developed. • IT Change Management System and process formalized. • Establishment of the ICT Governance Committee. • Internal audits conducted on IT general controls and Cyber Security.
4.2 Employ sound financial management practices	<ul style="list-style-type: none"> • Budget planning session with the Library Board held in February 2023. • Additional hours at Doncaster and the Pines implemented as a Special Project. • Service Performance Review Plan adopted at the Board Meeting held on 24 August 2022. • \$40,000 State Government Living Libraries Infrastructure Program grant to implement the Open Library model at Warrandyte. • \$10,000 Vic Health Jumpstart grant to support the Writability Program. • \$6,000 funding provided by our member Councils for the establishment of an Outdoor Games collection.
4.3 Advocate for investment in public libraries	<ul style="list-style-type: none"> • Participation in the statewide Libraries Change Lives campaigns. • Participation in the PLV Advocate Working Group, responsible for developing the State Election library funding advocacy campaigns.
4.4 Build capability and capacity of our people	<ul style="list-style-type: none"> • Wellbeing Team established and Terms of Reference developed. Team has supported the Laps for Life program and raised over \$1,700 for mental health support for young people. • Review of casual employee deployment resulted in the appointment of additional part time relief customer service officers to assist in front line service delivery. • Introduction of a new online learning system for library staff and volunteers with better functionality and cost savings.

Objective: To be a flexible, resilient and high-performing organisation

Key Strategy

Key Outcome

4.5 Create value through efficiencies and innovation

- Extended recycling options available at Box Hill, Nunawading, Doncaster and Warrandyte Libraries.
- Introduction of Microsoft Teams.

4.6 Employ evidence-based practices to develop and review services

- New methodology implemented to collect and analyse customer enquiry data.



GRANTS

Additional funding through grants helps WML to provide additional services and programs that would not otherwise be possible. Additional funds enabled us to deliver some new initiatives.

Warrandyte Open Library

A Victorian State Government Living Libraries Infrastructure Program grant of \$40,000, along with funding from Manningham Council, assisted in the realisation of a project to make the Warrandyte Library accessible outside of normal staffed operating hours. The self-service model will require participants to complete an application and approval process prior to access being granted. The initiative will extend access to library services in Warrandyte by an additional 71 hours per week, complementing the staffed hours which will continue to be provided at the existing level.

The finishing touches are being made on building modifications, policies and procedures, in preparation for a start date of 1 August 2023.



Game On! Outdoor Games

Thanks to a \$6,000 grant from our member councils we are excited to announce the arrival of an Outdoor Games collection which will be available for loan to the public in 2023/24. The games collection supports the Health and Wellbeing Plans of both Councils and aims to encourage our community to get out and explore local outdoor parks and spaces.

This year it was all about the planning and purchase of equipment. The focus was on unusual games that family and friends were unlikely to have at home. Think giant Jenga and good old-fashioned games such as potato sack races and badminton. We look forward to seeing these in action next year.

FINANCIAL REPORT

FINANCIAL REPORT		PAGE
Auditor-General's Report		54
Certification of the Financial Statements		56
FINANCIAL STATEMENTS		
Comprehensive Income Statement		54
Balance Sheet		59
Statement of Changes in Equity		60
Statement of Cash Flows		61
Statement of Capital Works		62
Notes to the Financial Statements		
Note 1	Overview	63
Note 2	Analysis of our results	64
	2.1 Performance against budget	
	2.2 Income and expenditure	
	2.3 Capital works	
Note 3	Funding for the delivery of our services	66
	3.1 Council contributions	
	3.2 Other grants	
	3.3 Other income	
Note 4	The cost of delivering service	67
	4.1 Employee costs	
	4.2 Depreciation	
	4.3 Disposal of assets	
	4.4 Audit and Finance Costs	
	4.5 Other expenses	
Note 5	Our financial position	70
	5.1 Financial assets	
	5.2 Non-financial assets	
	5.3 Payables	
	5.4 Provisions	
	5.5 Financing arrangements	
Note 6	Assets we manage	73
	6.1 Summary of property and equipment	
Note 7	People and relationships	75
	7.1 Board and key management remuneration	
	7.2 Related party disclosure	
Note 8	Managing uncertainties	78
	8.1. Contingent assets and liabilities	
	8.2. Financial instruments	
	8.3. Fair value measurement	
	8.4. Events occurring after balance date	
Note 9	Other matters	82
	9.1 Reconciliation of cash flows from operating activities to surplus/(deficit)	
	9.2 Superannuation	
Note 10	Change in Accounting Policy	87

Independent Auditors Report



Independent Auditor's Report

To the Board members of Whitehorse Manningham Regional Library Corporation

Opinion	<p>I have audited the financial report of Whitehorse Manningham Regional Library Corporation (the corporation) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2023 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the corporation as at 30 June 2023 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of the <i>Local Government Act 1989</i>, the <i>Local Government (Planning and Reporting) Regulations 2014</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the corporation in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Board members' responsibilities for the financial report	<p>The Board members of the corporation are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, the <i>Local Government (Planning and Reporting) Regulations 2014</i> and for such internal control as the Board members determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board members are responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board members
- conclude on the appropriateness of the Board members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
18 September 2023



Travis Derricott
as delegate for the Auditor-General of Victoria

Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2014, Australian Accounting Standards and other mandatory professional reporting requirements.



Principal Accounting Officer

Julie Lawes

Date: 23 August 2023

In our opinion, the accompanying financial statements presents fairly the financial transactions of the Whitehorse Manningham Regional Library Corporation for the year ended 30 June 2023 and the financial position of the Corporation as at that date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Library Board and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Councillor

Cr Trudy Skilbeck

Date: 23 August 2023



Councillor

Cr Stephen Mayne

Date: 23 August 2023



Acting Chief Executive Officer

Katie Norton

Date: 23 August 2023

Comprehensive Income Statement

For the Year Ended 30 June 2023

	Note	2023	2022
		\$	\$
Income/Revenue			
Council Contributions	3.1	9,900,432	9,581,515
State Government Grants		1,914,028	1,886,479
Other Income	3.3	140,261	63,587
Other Grants	3.2	327,235	161,278
Interest from Investments		156,066	11,410
Total Income/Revenue		12,438,022	11,704,269
Expenses			
Employee Costs	4.1	7,751,598	7,632,127
Depreciation	4.2	1,384,303	1,443,124
Information Technology		408,863	330,068
Audit and Finance Costs	4.4	37,102	41,753
Collection Resources		316,673	281,014
Grant Expenditure		180,267	114,191
Warrandyte Library Expenses		253,794	235,378
Other Expenses	4.5	1,070,875	1,120,455
Loss on disposal of property, plant and equipment	4.3	419,579	520,839
Total Expenses		11,823,054	11,718,948
Surplus (deficit) for the year		614,968	(14,679)
Total Comprehensive Result		614,968	(14,679)

The above comprehensive income statement should be read with the accompanying notes.

Balance sheet

as at 30 June 2023

	Note	2023	2022
		\$	\$
Assets			
Current Assets			
Cash and cash equivalents	5.1	3,713,854	2,780,272
Trade Receivables		97,631	66,890
Prepayments		53,097	147,952
Non-financial assets	5.2	26,721	4,732
Total Current Assets		3,891,303	2,999,846
Non-Current Assets			
Property and Equipment	6.1	8,109,004	7,818,454
Total Non-Current Assets		8,109,004	7,818,454
Total Assets		12,000,307	10,818,300
Liabilities			
Current Liabilities			
Payables	5.3	1,203,406	618,012
Provisions	5.4	1,711,660	1,686,068
Total Current Liabilities		2,915,066	2,304,080
Non-Current Liabilities			
Provisions	5.4	104,784	148,731
Total Non-Current Liabilities		104,784	148,731
Total Liabilities		3,019,850	2,452,811
Net Assets		8,980,457	8,365,489
Equity			
Members Contribution on Formation		3,922,043	3,922,043
Accumulated Surplus		5,058,414	4,443,446
Total Equity		8,980,457	8,365,489

The above comprehensive balance sheet should be read with the accompanying notes.

Statement of Changes in Equity

For the Year Ended 30 June 2023

	Total 2023	Accumulated Surplus 2023	Members Contribution 2023
	\$	\$	\$
2023			
Balance at beginning of the financial year	8,365,489	4,443,446	3,922,043
Surplus for the year	614,968	614,968	-
Balance at end of the financial year	8,980,457	5,058,414	3,922,043

	Total 2022	Accumulated Surplus 2022	Members Contribution 2022
	\$	\$	\$
2022			
Balance at beginning of the financial year	8,380,168	4,458,125	3,922,043
Surplus for the year	(14,679)	(14,679)	-
Balance at end of the financial year	8,365,489	4,443,446	3,922,043

The above statement of changes in equity should be read with the accompanying notes.

Statement of Cash Flows

For the Year Ended 30 June 2023

	Note	2023	2022
		\$	\$
Cash flows from operating activities			
Council Contributions		10,890,474	10,539,667
Government Grants		1,914,028	2,021,666
Interest Income		134,078	7,763
Library Fines, FONL income, Grants (GST free)		301,930	22,385
Other Income		187,999	81,891
Employee Costs		(7,707,575)	(7,680,288)
Payments to suppliers (inclusive of GST)		(2,049,369)	(2,492,577)
Net GST payments		(643,549)	(614,503)
Net cash provided by in operating activities	9.1	3,028,016	1,886,004
Cash flows from investing activities			
Proceeds from sale of Equipment		46,000	51,570
Payment for Library Stock, Information Technology & Furniture		(2,140,432)	(1,951,976)
Net cash investing activities		(2,094,432)	(1,900,406)
Net increase in cash and cash equivalents		933,580	(14403)
Cash and cash equivalents at beginning of the year		2,780,274	2794677
Cash and cash equivalents at the end of the financial year	5.1	3,713,854	2,780,274
Financing arrangements	5.5		

The above statement of cash flows should be read with the accompanying notes.

Statement of Capital Works

For the Year Ended 30 June 2023

	2023	2022
	\$	\$
Plant and Equipment		
Library Stock	1,813,953	1,794,506
Furniture and Equipment	66,019	66,334
IT Replacement	183,797	55,886
Motor Vehicles Replacement	76,664	35,250
Total Capital Works Expenditure	2,140,433	1,951,976
Represented by		
Asset Renewal Expenditure	2,140,433	1,951,976
Total Capital Works Expenditure	2,140,433	1,951,976

The above statement of capital works should be read with the accompanying notes.

Note 1

Overview

Introduction

The Whitehorse Manningham Regional Library Corporation was established under Section 196 of the Local Government Act 1989 by the Minister of Local Government on 12 December 1995. The Corporation's headquarters is located at 1040 Whitehorse Road, Box Hill.

Statement of compliance

These financial statements constitute a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Significant Accounting Policies

a. Basis of Accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest dollar unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

a. Basis of Accounting (cont.)

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the determination of depreciation for library collections, computer equipment and furniture (refer to note 6.1) and
- the determination of employee provisions (refer to note 5.4)

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Note 2

Analysis of our results

2.1 Performance against budget

The budget comparison notes compare the Corporation's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variances. The Corporation has adopted a materiality threshold of 10% where further explanation is warranted. Explanations have not been provided for variations below the material threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by the Corporation on 25 May 2022. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. The Corporation sets guidelines and parameters for revenue and expense targets in this budget in order to meet the Corporation's planning and financial performance targets for both short and long-term.

These notes are prepared to meet the requirements of the *Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014*.

2.2 Income and Expenditure

	Budget 2023	Actual 2023	Variance 2023	Variance 2023	Ref
	\$	\$	\$	%	
Income					
Council Contributions	9,395,236	9,900,432	505,196	5%	
State Government Grant	1,919,492	1,914,028	(5,464)	-0.3%	
Other Income	166,530	137,061	(29,469)	-18%	1
Other Grants	136,925	330,435	193,510	141%	2
Interest from Investments	10,025	156,066	146,041	1457%	3
Transfer from Reserve	171,873	-	(171,873)	-100%	
	<u>11,800,081</u>	<u>12,438,022</u>	<u>637,941</u>		
Expenditure					
Employee costs	7,945,574	7,751,598	(193,976)	-2%	
Depreciation	1,205,697	1,384,303	178,606	15%	4
Information Technology	414,405	408,863	(5,542)	-1%	
Audit and Finance Costs	35,205	37,102	1,897	5%	
Collection Resources	278,011	316,673	38,662	14%	5
Other Expenses	962,569	1,070,875	108,306	11%	6
Grant Expenditure	136,925	180,267	43,342	32%	7
Warranty Library Expenses	-	253,794	253,794	100%	8
Net loss on disposal of property and equipment	477,382	419,579	(57,803)	-12%	9
	<u>Surplus for the year</u>	<u>614,968</u>	<u>270,654</u>		

Note 2 Analysis of our results (cont)

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Other Income	Overdue charges and printing costs are less than anticipated - this is the usual trend amongst libraries. Meeting room hire remains lower than pre pandemic.
2	Other Grants	Grants from State Government - Living Libraries and Digital Literacy for Seniors Program were received during the year. Also a number of small one-off grants.
3	Interest	Interest on Investments includes the interest earned on both short term and at call accounts and also interest earned on the Long Service Reserve. The interest on LSL is not included in the budget figures. The additional interest received relates to higher interest rates.
4	Depreciation	Full year depreciation expense were higher than budgeted primarily due to new assets purchased at the beginning of the year rather than the end of the year.
5	Collection Resources	Local newsagents no longer supply newspapers to our branch library. As a result the supply of newspapers were outsourced at a higher cost to ensure the continued supply.
6	Other Expenses	Insurance Costs were higher than budgeted. Extension of hours at both Doncaster and the Pines Libraries were funded separately by Manningham Council as Special Project and not budgeted for. Motor vehicles costs were higher as a result of additional costs in relation to trade-in of two vehicles.
7	Grants Expenditure	Expenditure is higher than anticipated as a result of increase in number of grants received.
8	Warrandyte Library Expenses	Income and expenditure for Warrandyte Library is not included in the Budget preparation. Manningham Council fund Warrandyte Library separately as a Special Project outside of the Regional Library.
9	Loss on disposal of property and equipment	The disposal of library stock figures for the budget are an estimate only. Overall less items were discarded for this financial year. Minor amounts of discarded items are written off on disposal.

2.3 Capital Works

	Budget	Actual	Variance	Variance	Ref
	2023	2023	2023	2023	
	\$	\$	\$	%	
Library Stock	1,741,984	1,813,953	71,969	4%	
Furniture & Equipment	65,938	66,019	81	0%	
Information Technology	194,221	183,797	(10,424)	-5%	
Motor Vehicles Replacement	-	76,663	76,663	100%	1
Total Capital Works Expenditure	2,002,143	2,140,433	138,290		
Represented by:					
Renewal	2,002,143	2,140,433	138,290	7%	
Total Capital Works Expenditure	2,002,143	2,140,433	138,290		

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Motor Vehicles	Unexpended funds from previous year was used to changeover two vehicles.

Note 3

Funding for the delivery of our services

	2023	2022
	\$	\$
3.1 Council contributions		
Whitehorse City Council	5,645,090	5,548,000
Manningham City Council	3,750,146	3,685,648
Manningham City Council - Warrandyte	301,488	285,284
Manningham City Council - Other projects	203,708	62,583
	9,900,432	9,581,515
3.2 Other Grants		
Local Priorities Grant	101,026	99,288
Libraries Initiatives Project	-	25,000
Premiers Reading Challenge	35,899	35,899
Library Furniture	20,000	-
Living Libraries	85,000	-
Digital Seniors Grant	69,310	-
Other	16,000	1,091
	327,235	161,278
3.3 Other Income		
Overdue Charges	43,671	16,387
Photocopying Services	29,694	16,956
Other Service Charges	43,892	14,578
Sale of Products	13,504	7,658
Library Programs & Activities	3,476	2,009
Fundraising	6,024	5,998
	140,261	63,587

Revenue for overdue fines and other charges, interest on investments, sale of assets and other income is recognised at the time of receipt.

Note 4

The cost of delivering services

4.1 Employee Costs

	2023	2022
	\$	\$
Wages and Salaries	6,851,675	6,737,170
Annual Leave	(73)	627
WorkCover	31,645	43,481
Superannuation	692,890	656,816
Staff Training Expenses	44,023	48,161
Long Service Leave	131,438	145,872
	<u>7,751,598</u>	<u>7,632,127</u>

b) Superannuation

The Corporation made contributions to the following funds

Defined Benefit Fund

Employer contributions to Local Authorities

Superannuation Fund (Vision Super)	80,832	82,371
------------------------------------	--------	--------

Employer contributions payable at reporting date.

Accumulation Funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	345,992	374,012
Employer contributions - other funds;	266,065	200,434
Active Super	1,735	-
Australian Ethical Super	7,252	3,016
Australian Super	42,588	41,079
Aware Super	13,040	2,675
Care Super	13,662	12,485
Catholic Super	385	440
Colonial First State	18,395	16,498
Encircle Super	7,405	7,055
Equip Super	6,186	5,099
First Super	2,110	2,778
Future Super	18,028	5,341
HESTA Superannuation	25,385	16,336
Hostplus/Statewide Super	25,212	17,910
ING LIVING SUPER	7,558	6,909
LGIA Super	9,204	8,737
MLC	3,959	1,191
MyLifeMyMoney	5,139	4,174
Praemium	-	4,937

Accumulation Funds	2023	2022
	\$	\$
Q Super	3,252	2,315
REST	25,836	12,469
SMSF	5,866	7,204
UNISUPER	10,704	2,391
Verve Super	3,748	3,823
VicSuper	9,416	15,570
	612,057	574,445

Employer contributions payable at reporting date. - -

Contributions made exclude amounts accrued at balance date. Refer to 8.2 for further information relating to the Corporation's superannuation obligations.

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

4.2 Depreciation

	2023	2022
	\$	\$
Library Stock	1,083,238	1,103,553
Furniture and Equipment	85,003	96,973
Computer Equipment	196,028	222,101
Motor Vehicles	20,034	20,496
	1,384,303	1,443,124

Refer to note 5.1 for a more detailed breakdown of depreciation and accounting policy.

4.3 Disposal of Assets

	2023	2022
	\$	\$
Library Stock		
Proceeds from sale of Library Stock	-	-
Written down value of assets written off	(430,027)	(548,889)
Gain/(Loss) on disposal of assets	(430,027)	(548,889)
Furniture and Equipment		
Proceeds from sale of furniture and equipment	-	-
Written down value of assets disposed	(8,896)	-
Gain/(Loss) on disposal of assets	(8,896)	-

	2023	2022
	\$	\$
Motor Vehicles		
Proceeds from sale of motor vehicles	46,000	51,570
Written down value of assets sold	(26,656)	(23,520)
Gain/(Loss) on disposal of assets	19,344	28,050
Total loss on Disposal of Assets	(419,579)	(520,839)

4.4 Audit and Finance Costs

Audit fee payable to Victorian Auditor General	18,000	17,500
Internal audit fees - RSM	12,805	22,600
Other finance costs	6,297	1,653
	37,102	41,753

4.5 Other Expenses

Cleaning, Security	246,082	223,757
Utility Costs	197,170	196,878
Headquarters Costs	90,169	82,116
Couriers	71,606	67,574
Professional Services	48,814	80,185
Insurance	82,381	76,975
Office Expenses	40,747	32,432
Programs and Marketing Costs	108,857	106,589
Vehicle Maintenance	21,751	18,504
Fundraising Expenditure	6,066	6,300
Covid-19 Crisis costs	-	146,775
Doncaster Library Additional Hours Project	115,796	62,583
Doncaster and Bulleen Project	21,320	-
Staff Amenities	20,116	19,785
	1,070,875	1,120,455

Note 5

Our financial position

	2023	2022
	\$	\$

5.1 Financial Assets

(a) Cash and cash equivalents

Cash on Hand	1,500	1,500
Cash at Bank	83,578	98,658
Money Market call account	1,612,330	720,895

Total cash and cash equivalents	1,697,408	821,052
--	-----------	---------

(b) Other Financial assets

Current

Term Deposits	664,882	645,314
Money Market - restricted LSL	1,351,564	1,313,906

Total other financial assets	2,016,446	1,959,220
-------------------------------------	-----------	-----------

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

5.2 Non-Financial assets

Accrued Income	26,720	4,732
----------------	--------	-------

Total other assets	26,720	4,732
---------------------------	--------	-------

5.3 Payables

Creditors	462,400	203,180
Accrued Expenses	741,006	414,832
	1,203,406	618,012

5.4 Provisions

Annual Leave

Balance at beginning of the financial year	548,451	547,824
Additional Provisions	562,945	558,345
Amounts Used	(563,018)	(557,718)
Balance at end of the financial year	548,378	548,451

	2023	2022
	\$	\$
Long Service Leave		
Balance at beginning of the financial year	1,286,348	1,217,546
Additional Provisions	22,334	185,113
Amounts Used	(145,400)	(116,311)
Balance at end of the financial year	1,163,282	1,286,348
(a) Employee provisions		
Current provisions expected to be wholly settled within 12 months		
Annual Leave	419,565	405,027
Long Service Leave	42,937	50,057
	462,502	455,084
Current provisions expected to be settled after 12 months		
Annual Leave	128,813	143,424
Long Service Leave	1,120,345	1,087,560
	1,249,158	1,230,984
Total current employee provisions	1,711,660	1,686,068
Long Service Leave	104,784	148,731
Total non current provisions	104,784	148,731
Total Provisions	1,816,444	1,834,799

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Wages, salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

5.4 Provisions (cont)

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non - current liability.

Key assumptions:

Discount rate	4.06%	3.69%
Weighted average increase in employee costs	4.35%	3.85%
Settlement	7 yrs	7 yrs

5.5 Financing arrangements

The Corporation has the following funding arrangements in place as at the end of the year.

	2023	2022
	\$	\$
Bank overdraft	20,000	20,000
Credit card facilities	13,000	13,000
Total facilities	33,000	33,000
Unused facilities	33,000	33,000
	33,000	33,000

Note 6

Assets we manage

6.1 Summary of property and equipment

	Opening Asset	Opening Depreciation	At Cost 30 June 2022	Additions	Depreciation	Disposals sold	Disposals written off	At Cost 30 June 2023
	\$	\$	\$	\$	\$	\$	\$	\$
Library Stock	14,950,879	(8,193,034)	6,757,845	1,813,953	(1,083,238)	-	(430,027)	7,058,533
Furniture & Equipment	2,144,504	(1,581,442)	563,062	66,019	(85,003)	-	(8,896)	535,182
Computer Equipment	4,900,204	(4,485,311)	414,893	183,797	(196,028)	-	-	402,662
Motor Vehicles	123,655	(41,002)	82,654	76,663	(20,035)	(26,656)	-	112,627
	22,119,242	(14,300,789)	7,818,454	2,140,433	(1,384,303)	(26,656)	(438,923)	8,109,004

(a) Recognition and measurement of assets

The Corporation has adopted the purchase method of accounting in relation to the measurement of the acquisition of assets, being the fair value of the assets provided as consideration at the date of acquisition plus any incidental cost attributable to the acquisition. In accordance with the Corporation's policy, the threshold limits below have been applied when recognising assets within an applicable asset class. (Same as applied in 2021/2022)

Class of Asset	Threshold Limit
Library Stock	Nil Limit
Audio Visual	Nil Limit
Electronic Resources	Nil Limit
Computer Hardware	\$1,000

Class of Asset	Threshold Limit
Computer Equipment	\$1,000
Motor Vehicles	Nil Limit
Furniture and Equipment	\$1,000

b) Depreciation of non current assets

Library Stock, motor vehicles, furniture and equipment, including computer equipment and other assets having limited useful lives are systematically depreciated over their useful lives to the Corporation. Estimates of remaining useful lives and residual values are reassessed annually. Depreciation is recognised on either the straight-line basis or diminishing value basis using rates that are, unless otherwise stated, consistent with the prior year:

	Useful Life	Depreciation Basis
Library Stock	10 Years	Straight Line
Audio Visual	5 Years	Straight Line
Electronic Resources	2 Years	Straight Line
Computer Equipment	3 Years	Straight Line
Computer Hardware	5 Years	Straight Line
Motor Vehicles	4.44 Years	Diminishing
Furniture and Equipment	6.67 Years	Diminishing

(c) Repairs and Maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

(d) Land and Buildings

The library branches are operated out of Council owned or leased properties. The libraries at Box Hill, Nunawading, Vermont South and Blackburn are operated from Whitehorse Council controlled, owned and maintained buildings. The libraries at Doncaster, The Pines, Warrandyte and Bulleen are operated from buildings controlled, owned or leased by Manningham Council.

Note 7

People and Relationships

7.1 Board and Key Management Remuneration

(a) Names of persons holding the position of a Responsible Person at the Whitehorse Manningham Regional Library Corporation for the period 1 July 2022 to 30 June 2023

Key Management Personnel

Councillors

Cr Trudy Skilbeck - City of Whitehorse

Cr Mark Lane - City of Whitehorse (to December)

Cr Andrew Davenport - City of Whitehorse (from December)

Cr Michelle Kleinert - City of Manningham

Cr Stephen Mayne - City of Manningham

Council Representatives

Ms Lisa Letic - City of Whitehorse

Ms Lee Robson - City of Manningham

Community Representatives

Ms Carole Jean - City of Whitehorse (to May)

Mr Ian Keese - City of Manningham (to October)

Ms Dionne Dearman - City of Manningham (from November)

Chief Executive Officer

Ms Sally Both - Whitehorse Manningham Regional Library Corporation

(b) Remuneration of Key Management Personnel

Board Members who are Councillors and Officers nominated by the Member Councils do not receive remuneration from Whitehorse Manningham Regional Library Corporation.

	2023	2022
	\$	\$
Total remuneration of key management personnel was as follows:		
Short term benefit	193,187	190,972
Post-Employment Benefits	19,128	17,998
Other long-term benefits	4,530	4,457
	<u>216,845</u>	<u>213,427</u>

Total remuneration of key management personnel persons were within the following:

	No.	No.
\$210,000 - \$219,999	1	1
	<u>1</u>	<u>1</u>

(c) Senior Officers Remuneration

A Senior Officer is an officer, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; and
- b) whose total annual remuneration exceeds \$160,000

The Corporation have no Senior Officers who fit this criteria.

7.2 Related party disclosure**(a) Transactions with related parties****Revenue**

Contributions received from member councils are detailed under 3.1 Council Contributions. These payments are made quarterly in advance in July, October, January and April.

Other Revenue received from member councils	2023	2022
	\$	\$

Manningham City Council

Reimbursement of Warrandyte library expenses	301,488	285,284
Additional Hours Project - Doncaster/Pines Library	105,288	62,583
Additional Support for Doncaster/Bulleen project	98,420	-
Additional grants for specific projects	3,000	-

Whitehorse City Council

Additional grants for the Homework Support Initiative	-	25,000
Additional grants for specific projects	23,000	-

Expenses

Manningham City Council

Warrandyte Library Expenses	253,794	235,378
Utilities reimbursement - Doncaster Library	26,000	13,000
Additional Hours Project - Doncaster/Pines Library	115,796	62,583
Living Libraries	38,617	-
Mayoral Ball	473	-
Marketing	121.00	98

Whitehorse City Council

Headquarters Rental	68,200	68,200
Utilities reimbursement - Nunawading, Vermont South and Blackburn Libraries	56,353	56,369
Homework Support Program	-	16,500

(b) Loans to/from related parties

No loans were made to or received from related parties

(c) Commitments to/from related parties

There are no commitments in existence at balance date.

(d) Other Transactions - Peppercorn leases

Manningham and Whitehorse Councils provide library floor space to the Corporation. Any charges related to the leasing or maintenance of these branch libraries are not passed on to the Corporation. The councils do not charge the Corporation for these leases.

The Whitehorse Manningham Regional Library Corporation leases the headquarters space at the Box Hill and Nunawading branches for \$68,200 (2021/2022 \$68,200) per annum from City of Whitehorse on a 3 monthly basis. There is no formal tenancy agreement so it is considered to be an open ended agreement and the charge is not at commercial rate.

Other related party transactions have been considered and there are no matters to report.

Note 8

Managing Uncertainties

8.1 Contingent assets and liabilities

(a) Contingent assets

At the reporting date, the Corporation had no contingent assets (2021-2022: Nil).

(b) Contingent liabilities

Superannuation

The Corporation has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined in Note 9.2. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

8.2 Financial instruments

(a) Objectives and policies

The Corporation's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables) payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset and financial liability is disclosed in the financial statements. Risk management is carried out by senior management under policies approved by the Corporation. These policies include identification and analysis of the risk exposure to the Corporation and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Corporation's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. The Corporation does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Corporation has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rate.

8.2 Financial instruments (cont.)

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. We manage interest rate risk by adopting an investment policy that ensures:

- diversification of investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

There has been no significant change in the Corporation's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have been significant enough during the year to have an impact on the Corporation's year end result.

(c) Credit Risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in our balance sheet.

To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

The credit risk with receivables is very low as it relates to one member council.

There are no material financial assets which are individually determined to be impaired.

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. The Corporation does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements or we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

8.2 Financial instruments (cont.)

To help reduce these risks the Corporation:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments; and
- monitor budget to actual performance on a regular basis

The Corporation's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the balance sheet and the amounts related to financial guarantees disclosed, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in the Corporation's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

8.3 Fair Value Measurement

(a) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the Corporation believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +1.50% in market interest rates (AUD) from year-end rates of 4%.

These movements will not have a material impact on the valuation of the Corporations' financial assets and liabilities, nor will they have a material impact on the results of the Corporations' operations.

Fair value hierarchy

The Corporations' financial assets and liabilities are not valued in accordance with the fair value hierarchy, the Corporation's financial assets and liabilities are measured at amortised cost.

8.4 Events occurring after balance date

There are no subsequent events of which the Corporation is aware, that would affect the information provided within these Financial Statements.

Note 9

Other matters

9.1 Reconciliation of cash flows from operating activities to surplus.

	2023	2022
	\$	\$
Surplus for the year	614,968	(14,679)
Depreciation	1,384,303	1,443,124
Loss on Disposal of Fixed Assets	419,579	520,839
Changes in assets and liabilities		
(Increase)in Receivables	(30,741)	(21,563)
(Increase) in Accrued Income	(21,988)	(3,647)
Decrease/(Increase) in Prepayments	94,855	(32,395)
Increase/(Decrease) in Employee Provisions	(18,355)	69,430
Increase/(Decrease) in Payables	585,395	(75,105)
Net cash provided by operating activities	3,028,016	1,886,004

9.2 Superannuation

The Corporation makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Operating Statement when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2023, this was 10.5% as required under Superannuation Guarantee (SG) legislation (2022:10%).

Defined Benefit

The Corporation does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

9.2 Superannuation (cont.)

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of the Corporation in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding Arrangements

The Corporation makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial investigation is currently underway for the Defined Benefit category which is expected to be completed by 31 December 2023. The Corporation was notified of the 30 June VBA during August 2023 (2022: August 2022).

The financial assumptions used to calculate the VBI were:

Net investment returns	5.7% pa
Salary information	3.5% pa
Price inflation (CPI)	2.8% pa

As at 30 June 2022, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which the Corporation is a contributing employer was 102.2%.

The financial assumptions used to calculate the VBI were:

Net investment returns	5.5% pa
Salary information	2.5% pa to 30 June 2023, and 3.5% pa thereafter
Price inflation (CPI)	3.0%pa

The Corporation was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Vision Super had advise that the estimated VBI at June 2023 was 104.1%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2022 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

9.2 Superannuation (cont.)

Employer contributions

(a) Regular contributions

On the basis of the results of the 2022 interim actuarial investigation conducted by the Fund Actuary, the Corporation makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2023, this rate was 10.50% of members' salaries (10% in 2021/2022). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2022 interim valuation.

In addition, the Corporation reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

(b) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including the Corporation) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

9.2 Superannuation (cont.)

The 2022 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which the Corporation is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2022 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which the Corporation is a contributing employer:

	2022 (Interim)	2021 (Triennial)
	\$m	\$m
• A VBI surplus	44.6	214.7
• A total service liability surplus	105.8	270.3
• A discounted accrued benefits surplus	111.9	285.2

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2022.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2022.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2022.

9.2 Superannuation

The 2023 interim actuarial investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2023. It is anticipated that this actuarial investigation will be completed by 31 December 2023. The financial assumptions for the purpose of this investigation are:

	2023 Triennial Investigation	2023 Triennial Investigation
Net Investment Returns	5.70% pa	5.60% pa
Salary Inflation	3.50% pa	2.50% pa
		for the first two years and 2.75% thereafter
Price Inflation	2.80% pa	2.0% pa

Note 10

Change in Accounting Policy

There have been no changes to accounting policies in the 2022-23 year.

Glossary

Acquisitions

The ordering, purchasing and accessioning of new library materials

Baby Karaoke

Early-literacy program with songs and nursery rhymes for parents and babies under 18 months

CALD

Culturally and Linguistically Diverse

Collection

Includes any and every article forming the contents of the library collection of resources available for borrowing, reference or perusal

Corporation

Whitehorse Manningham Regional Library Corporation

Depreciation

An accounting allowance made for a loss in value of capital

eAudiobooks

Electronic audiobooks downloaded for use on an MP3 player or electronic device

English as an additional language

eBooks

Electronic books downloaded for use on an electronic device

FOL

Friends of the Library

Home Library Service

Service provided to community members unable to attend a library due to illness, age or frailty

Interlibrary Loan

A loan of a collection item provided to or provided by another library service

Item

Includes any and every article forming the contents of the library collection of resources available for borrowing, reference or perusal

LGPRF

Local Government Performance Reporting Framework

Library

All the library facilities, resources and activities provided by or under the management or control of the Corporation

Library Board

Governing body of the Whitehorse Manningham Regional Library Corporation

Library Management System

Software system utilised to manage the acquisition and circulation of library materials including the provision of the online library catalogue

Library Plan

Identifies the Corporation's objectives and strategic direction

Library resources

Materials available for loan or use in the library

Litmos

Online learning platform

LOTE

Languages Other Than English

Member

A person, school or institution holding a current and valid library membership card

Niche Academy

Online learning platform

Outreach

Services provided by the Library to the community

Patron

Any person making use of the Library Service

PLV

Public Libraries Victoria – the peak body for Victorian public libraries

Reader Development

Programs, services and resources provided to assist patrons in the selection of reading materials

Region

The Whitehorse and Manningham local authority areas

RFID

Radio Frequency Identification technology that transmits data using radio waves

SIG

Special interest group

SPUN

Spydus user-group network

STEM

Science, Technology, Engineering, Mathematics

Stock

Includes any and every article forming the contents of the library collection of resources available for borrowing, reference or perusal

Web Renewal

Extension to the period of loan for a library item, performed via the internet

Wi-Fi

A standard for wirelessly connecting electronic devices to the internet

WMRLC

Whitehorse Manningham Regional Library Corporation

WML

Whitehorse Manningham Libraries

YA

Young Adult



Whitehorse
Manningham
Libraries

open for discovery

Administration

1040 Whitehorse Road
Box Hill 3128
P. 9896 4333

Blackburn Library

Cnr Blackburn and Central Roads
Blackburn 3130
P. 9896 8400

Box Hill Library

1040 Whitehorse Road
Box Hill 3128
P. 9896 4300

Bulleen Library

Bulleen Plaza
Manningham Road
Bulleen 3105
P. 9896 8450

Doncaster Library

MC Square
687 Doncaster Road
Doncaster 3108
P. 9877 8500

Nunawading Library

379 Whitehorse Road
Nunawading 3131
P. 9872 8600

The Pines Library

The Pines Shopping Centre Cnr
Blackburn and Reynolds Rds East
Doncaster 3109
P. 9877 8550

Vermont South Library

Pavey Place
Vermont South 3133
P. 9872 8650

Warrandyte Library

Warrandyte Community Centre 168
Yarra Street
Warrandyte 3113
P. 9895 4250

12 CITY SERVICES

12.1 Procurement of Major Road and Civil Contract

File Number:	IN23/710
Responsible Director:	Acting Director City Services
Attachments:	1 Major Road and Civil Contracts Projects (confidential) 2 Bundled Contract Approach (confidential)

PURPOSE OF REPORT

The purpose of this report is to seek Council endorsement of the proposed procurement strategy for the Major Road and Civil contract.

Officers are seeking endorsement to commence the procurement process for identified Major Road and Civil projects, noting that subsequent contracts will be executed under delegation as defined by the Manningham Procurement Policy and the Local Government Act.

EXECUTIVE SUMMARY

Our Capital works program has grown exponentially in the last three years. It is forecasted to continue to grow in both size and complexity of projects over the next 0-10 years, as per the long-term financial plan.

Key road and civil construction projects which have been in planning and design for several years are now reaching the delivery phase of the project lifecycle. Procurement activities for these projects are ready to commence.

These projects carry a different risk profile to projects traditionally undertaken therefore we have explored alternative approaches to mitigate risk for delivery and maximise value.

Officers have investigated a range of procurement and contract strategies to achieve the best possible outcome and as a result are recommending a 'bundled contract' approach as the preferred strategy.

This strategy would enable us to respond to current market challenges including supply, cost escalation and capacity. It would also allow for us to remain agile whilst ensuring these projects are delivered in a controlled, efficient, collaborative and value for money approach.

Officers are actively looking to supplement work done to date on collaborative procurement with the Eastern Region Group and have reached out to neighbouring Local Government organisations, to ascertain whether they would be interest in entering into a collaborative model.

COUNCIL RESOLUTION

MOVED: CR DEIRDRE DIAMANTE
SECONDED: CR GEOFF GOUGH

That Council:

- A. Notes the content of this report and procurement options available; and**
- B. Authorises officers to proceed with a Bundled approach' as the procurement strategy for Major Road and Civil Contracts.**

CARRIED UNANIMOUSLY

2. BACKGROUND

- 2.1 Officers are seeking endorsement of this procurement strategy to commence the procurement process for identified Major Road and Civil projects, noting that subsequent contracts will be executed under delegation as defined by the Manningham Procurement Policy and the Local Government Act.
- 2.2 Our capital works program has grown exponentially in the last three years. It is forecasted to continue to grow in both size and complexity of projects over the next 10 years, as per the long-term financial plan.
- 2.3 Key road and civil construction projects which have been in planning and design for several years are now reaching the delivery phase of the project lifecycle. Procurement activities for these projects are ready to commence.
- 2.4 Officers have investigated a range of procurement and contract strategy options to achieve the best outcome. Officers are recommending that a 'bundled contract' strategy (as detailed below) is preferred because it best allows for managing:
 - 2.4.1 Large contracts with high expenditure.
 - 2.4.2 Projects with significant reputational impacts.
 - 2.4.3 Projects with extensive consultation and management of community impacts/risks during delivery.
 - 2.4.4 Projects which are complex civil design projects which require a higher calibre of contractors.
 - 2.4.5 Projects which require a more collaborative approach between contract managers and contractors to deliver successfully.
 - 2.4.6 Projects which require specialised forms of contract.
- 2.5 In addition, this form of procurement strategy will allow us to:
 - 2.5.1 Progress components of projects in accordance with community feedback.

- 2.5.2 Deliver the capital works program, earlier in financial year lifecycle.
- 2.5.3 Remain agile and responsive to changing community expectations.
- 2.6 Officers have also discussed with neighbouring Local Government organisations as to the potential to enter collaborative procurement to increase the offering for the market. This will be further explored as the contracts are developed.

3. DISCUSSION / ISSUE

3.1 The Need for a Different Procurement Approach

- 3.1.1 **Market challenges** - With the large State and Federal projects planned for delivery over the next 10 years, combined with the construction labour shortages following the Covid-19 pandemic, we have and will face significant challenges in enticing contractors to undertake our works. We have noticed in the last 12 months a significant drop in the number of contractors tendering for works and a decline in the capability of contractors tendering.
- 3.1.2 **Supply chain** – The Civil industry faces significant material shortages of raw materials and key components including crushed rock, drainage pipes, concrete, and steel supply. These materials tend to have long lead times (up to 8 months in some instances) and significant price fluctuations. A key to successful delivery of these projects is to provide continuity of work on the ground to minimise disruption to the community and secure these materials well in advance. The procurement strategy needs to allow for contractors to be able to purchase materials in large quantities in advance to both secure smooth construction program and manage price fluctuations.
- 3.1.3 **Contractual risks** – These projects are complex in nature and require a myriad of approvals and risks that need to be managed during construction. These include cultural heritage, planning, community feedback and arboriculture sensitivities. The traditional forms of contract currently used are unsuitable as they do not easily enable collaborative behaviours during construction.
- 3.1.4 **Capacity and capability** – The successful delivery of these contracts require organisations who can deliver road and civil contracts, with suitable in-house management structures in place, including separate supervision, quality assurance and OHS functions. The contractors will need to also have strong relationships with subcontractors. It is critical that that the procurement strategy entices these larger organisations to tender. Internally it is important that the strategy allows for staff to continuously build relationships from project to project to allow for a smoother project delivery.
- 3.1.5 **Agile approach** – With the number of projects planned and the myriad of approvals required, often projects get held back due to unforeseen issues and/or further investigation/consultation works to be undertaken. The procurement strategy should allow for the project team to be agile in the award of contracts to best manage risks.

- 3.1.6 **Value for money** – The value of these contracts is significant with the forefront of the strategy to ensure value for money.
- 3.1.7 **Resource management** – The size and complexity of these contracts requires significant cross-organisational internal resources from within the organisation that includes project teams, communications, procurement, planning, advocates, and executive support. The procurement strategy needs to be efficient to enable effective usage of resources.
- 3.1.8 **Collaboration** – A key success criteria for these projects is the collaboration between contract managers and the contractor. The proposed form of contract to encourage both parties to build relations and foster a collaborative environment, focussed on issue resolution.
- 3.1.9 **Design issue resolution** – Given the nature of these works it is certain that design issues will be required to be resolved with the contractors including, service authority works and specific community requirements. The procurement strategy should entice a partnership approach.
- 3.1.10 **Community impacts and engagement** – Managing community impacts, engagement and messaging is critical for the success of these projects. The procurement strategy should enable the management of these risks and provide a consistent messaging to the community.
- 3.1.11 **Construction staging and methodology** – The complexity of these projects means the specialist knowledge to deliver these projects is retained by the contractors. As such, the procurement strategy should allow for these ‘smarts’ to be worked through with contractor prior to works commencing, so that we can manage associated risks accordingly.

3.2 Procurement Options Available

Officers have undertaken several internal and external investigations to investigate the procurement strategies available to delivery of these objectives. All options presented are compliant with the Local Government Act.

3.2.1 **OPTION 1: Open tender to select one supplier for entire program.**

The option of selecting one supplier to deliver the entire program of works through an open tender process. Whilst this has benefits in terms of efficiency and relationship building, it also poses significant risk in terms of over-reliance, underperformance management and supplier capacity.

3.2.2 **OPTION 2: Establish a panel of suppliers to service the Program and award projects over the term.**

This option would involve establishing a panel of suppliers to deliver the program of work which would help share risks amongst the suppliers and improve efficiency.

However, this option does require expert panel management capabilities and does not guarantee works to a particular contractor. This results in varied levels of engagement with the process which becomes problematic when delivering continuous large-scale works.

3.2.3 OPTION 3: Package the projects further and undertake individual open tenders.

This option would involve bundling projects together from the beginning and follow a similar process to option 1. This option is a good procurement strategy in terms of efficiency and risk management.

However, a critical drawback of this option is that it doesn't allow for the flexibility and agility to deliver these projects. Given each of these projects will involve a combination of stages, phases, and early works components this strategy would not allow for flexibility to respond efficiently to approval, legislative or community issues. The option also has limited benefits in terms of partnership approaches.

3.2.4 OPTION 4: Use complex contract such as Alliances and Early Contractor Involvement (ECI) models.

Officers have explored the option of collaborative models used by State Government such as alliances and ECI models. These models are highly effective in terms of collaborative. However, they require an expert level of contract management, project management and coordination to undertake effectively. If not managed correctly these models can result in significant impacts.

3.2.5 OPTION 5 (Recommended): Bundled approach.

In this approach, we would go to market for 3 or 4 projects in one procurement and award the projects to 3 or 4 suppliers; Subject to successful delivery and at our discretion, future projects will be sourced from these 3 or 4 suppliers.

This option would allow for us to retain control on the program and delivery of projects whilst also providing a strong basis to manage contractor performance. It would allow for continuity of works and collaborative relationship to be developed between us and contractors. Contractor 'smarts' would be able to be considered at each stage and risks managed accordingly.

By testing the market initially and remaining in a competitive environment through-out the contract period, value for money would be established.

This approach is compliant with Local Government Act and the Manningham procurement policy.

3.3 Procurement Strategy for Recommended Option 5

3.3.1 For Option 5, a multi-phase tender process is proposed.

- 3.3.2 Initial two stage tender process will be conducted, which would involve:
- a) Stage 1 – An expression interest for the contract, with qualitative evaluation experience, capability, and capacity tenders. Shortlisted contractors would be selected to progress to stage 2.
 - b) Stage 2 – Competitive tenders would be called for the shortlisted contractors, on several projects from the list which are ready to be delivered. It is anticipated that 3-4 projects would be subsequently awarded to different contractors.
 - c) The successful contractors would subsequently form part of a panel of contractors who will be provided the opportunity to tender for future works limited to the listed project in the original tender as part of a closed tender process.
 - d) Future contracts post initial award – A closed tender process would be undertaken for future contract limited to those listed in the original tender. We will seek to invite all contractors to provide a proposal for each subsequent, however at its sole discretion may choose to limit this due to performance and/or constructability issues.

3.4 Due Diligence

In developing the proposed strategy, officers have undertaken due diligence, by discussing options with industry experts.

3.5 Probity

- 3.5.1 We are in the process of engaging an independent probity advisor who will develop a probity plan and oversee the process.
- 3.5.2 It is recognised that for this contract model to work it is extremely important for a good governance control to be implemented. The separation of duties should be investigated, i.e., there should be a strong level of independence in place for awarding the future projects.
- 3.5.3 The Manager Procurement and Contracts will oversee the probity management and provide independence input throughout the contract term.

3.6 Delegation

- 3.6.1 The execution of individual contracts will be undertaken in line with the Manningham procurement policy and under delegation.
- 3.6.2 Where contract values exceed the CEO delegation, Council approval will be sought.
- 3.6.3 Officers will ensure that Contract award requiring Council approval will fall outside of the caretaker period in 2024.

4. COUNCIL PLAN / STRATEGY

The procurement strategy identified in this report aligns with the Council plan theme, Well Governed Council. The outcome from the successful implementation of the strategy will leave to the creation of Liveable Places and Spaces.

5. IMPACTS AND IMPLICATIONS

5.1 Finance / Resource Implications

The funding for this activity will be part of our annual Capital works program, with the resource required managed with existing allocation.

6. IMPLEMENTATION

6.1 Communication and Engagement

Stakeholder Groups	1. External contractors 2. General community
Is engagement required?	Yes – undertaken as part of project.
Where does it sit on the IAP2 spectrum?	Inform
Approach	Communication material (letter drops, website info, signs, social medial posts, etc.)

6.2 Timelines

6.2.1 Seek Council Endorsement of procurement strategy – November 2023.

6.2.2 Develop procurement documents – November 2023.

6.2.3 Release Tender documents – November 2023 till March 2024.

6.2.4 Award initial contracts – April 2024.

6.2.5 Subsequent contracts – as per LTFP and in consideration of caretaker periods.

7. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

12.2 September 2023 Capital Works Status Report

File Number: IN23/711
Responsible Director: Acting Director City Services
Attachments: 1 Q1 2023-24 SBS Capital Works Status Report [↓](#)

PURPOSE OF REPORT

The purpose of this report is to provide a quarterly update to Council on the progress Councils Capital works program. To ensure key risks associated with the program are being managed accordingly and to support the delivery of the program.

EXECUTIVE SUMMARY

Councils adopted 2023/24 Capital Works Program is \$77.43 million, which consists of \$54.81 million for infrastructure and property projects and a further \$22.64 million for operating projects.

As of 30 September 2023, \$5.98 million had been spent on Capital infrastructure projects which equates to 11.73% of the total infrastructure budget.

The program is proceeding well with all indicators suggesting that both KPIs; percentage of budget spent, and percentage of projects completed to be met by the end of the financial year.

COUNCIL RESOLUTION

MOVED: CR LAURA MAYNE
SECONDED: CR GEOFF GOUGH

That Council note the contents of the report.

CARRIED UNANIMOUSLY

2. BACKGROUND

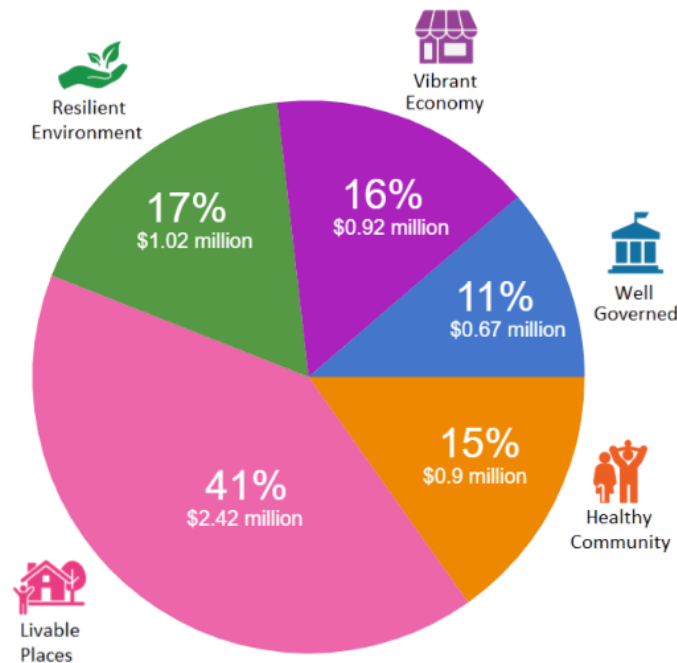
- 2.1 The purpose of this report is to provide a monthly update to Council of the progress of the capital program.
- 2.2 The Capital Works Program Quarterly Status Report details how well the program is performing, expenditure forecasts, overall health and identifies emerging risk in the delivery of the program.
- 2.3 The adopted 2023/24 Capital Works Program budget is \$76.5 million which consists of \$53.86 million for infrastructure projects and \$22.64 million for operating projects. Subsequent adjustments have increased the budget for infrastructure projects from \$53.86 million to \$54.81 million, and total Council works budget to \$77.43 million at the end of July 2023.

3. DISCUSSION / ISSUE

- 3.1 This report provides a summary of the status of the 2023/24 Capital Works Program as of 30 September 2023. More detailed analysis is provided in attachment 1.
- 3.2 To the end of September, \$5.98 million in expenditure on infrastructure projects had been recorded which equates to 11.74% of the full year.
- 3.3 172 projects are currently listed to be delivered this financial year, with further details on their progress included in attachment 1.
- 3.4 Current projection is that Council will expend over 90% of Capital Works budget on infrastructure projects and deliver greater than 90% by the end of the financial year.

4. COUNCIL PLAN / STRATEGY

- 4.1 The delivery of the Infrastructure Works Program is integral to all five Council themes, and the image below shows our best estimate of the percentage of current capital expenditure that contributes to the realisation of each theme.



2023-24 Capital Infrastructure Expenditure by Council Theme

5. IMPACTS AND IMPLICATIONS

- 5.1 Project Governance

The introduction of the Infrastructure Project Management Office (IPMO) team in 2022, has allowed for increased levels of governance, reporting and transparency in the capital works program development and delivery across the organisation.

5.2 Finance / Resource Implications

The Capital Works Program requires a budget of \$811 million (infrastructure, property, infrastructure maintenance and technology) over 10 years, and a significant amount of staff time is devoted to planning, delivering and monitoring the program.

6. IMPLEMENTATION

6.1 Communication and Engagement

Through the lifecycle of the program and at a project level we provide differing level of engagement and consultation with the community. The IPMO provides guidance and advice to project leaders on the level of engagement that may be needed for projects.

Stakeholder Groups	1. Project Advocates 2. Project Managers 3. Council 4. Community**
Is engagement required?	Yes
Where does it sit on the IAP2 spectrum?	Involve
Approach	Monthly Steering Committee & Capital Works Performance Meetings.

***IPMO provides advice to project leaders on the engagement and communication level required*

6.2 Timelines

Quarterly status reports will be provided to Council on the progress of the Capital works program.

7. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Capital Works Program 2023-24 Year-to-Date 30 September 2023 Status Report



Interpreter service

9840 9355

普通话 | 廣東話 | Ελληνικά

Italiano | عربي | فارسی



TABLE OF CONTENTS

1. Executive Summary.....	4
1.1. 2023-24 Council Works Program Budget and Forecast	4
1.2. Expenditure	5
1.3. Income	7
1.4. Non-Financial Outcomes (Capital Only).....	8
1.5. Key Performance Indicators.....	8
1.6. Funding Transfers.....	9
2. Capital Works Performance by Program	12
2.1. Artworks Program.....	12
2.2. Bicycle Network Program.....	13
2.3. Buildings Program.....	14
2.4. Bus Shelter Program	15
2.5. Children Services Program	16
2.6. Circular Economy Program	17
2.7. Community Facilities Program	18
2.8. Drainage Program	19
2.9. Footpath Program.....	20
2.10. Open Space Program	21
2.11. Parks Program	23
2.12. Plant & Equipment Program	24
2.13. Property Acquisition Program.....	25
2.14. Recreation & Leisure Program	26
2.15. Roads Program	27
2.16. Sportsground Redevelopment Program	29
2.17. Streetscapes Program	30
2.18. Technology Program	31
3. Maintenance/Operating Performance	32
3.1. Technology Operating.....	32
3.2. Maintenance	33
4. Key Projects.....	34
4.1. Aquarena Redevelopment	34
4.2. Banksia Park Shared Path Bridge	34
4.3. Fitzsimons Lane and Main Road Corridor	34



- 4.4. Jumping Creek Road.....34
 - 4.4.1. Jumping Creek Road Footpath Works34
 - 4.4.2. Jumping Creek Road Animal Crossings35
 - 4.4.3. Jumping Creek Road Recreational Trail Works.....35
- 4.5. Melbourne Hill Road Drainage Upgrade.....35
- 4.6. Tram / Merlin Traffic Signals35
- 5. Program Highlights.....36
 - 5.1. Finns Reserve Scout Hall36
 - 5.2. Park Orchards Tennis Club Court Upgrade36
 - 5.3. Tunstall Square Kindergarten37



1. Executive Summary

1.1. 2023-24 Council Works Program Budget and Forecast

- The adopted 2023/24 Council Works Program budget was **\$76.5 million** consisting of \$53.86 million total capital expenditure and \$22.64 million total operating expenditure.
- Subsequent adjustments have increased full year total capital expenditure forecast from \$53.86 million to \$54.81 million, and total council works expenditure to **\$77.43 million at the end of July 2023**.

Council Works Category	Full Year Budget (\$ millions) - Adopted	Full Year Forecast (\$ millions)
Capital Expenditure	50.00	50.95
Property Acquisition	3.86	3.86
Total Capital Expenditure	53.86	54.81
Technology - Operating	2.68	2.68
Maintenance	19.93	19.93
Total Operating Expenditure	22.64	22.64
Total Council Works Program	76.50	77.43

- Subsequent adjustments include a further \$0.62 million carry forward from 2022-23 and \$0.3 million increase of Tunstall Square Kindergarten budget from grant income.

Total Capital Expenditure	\$ Millions
Published FY23-24 Budget	53.86
Carry Forward from 2022-23 true-up at end of financial year	+0.62
Tunstall Square Kindergarten Grant Funding Adjustments	+0.3
Total Capital Expenditure Program Forecast as at 1 July 2023	54.81

1.2. Expenditure

Capital Works

Actual year-to-date (YTD) capital expenditure as of 30 September was **\$5.98 million** (11.74% of the total capital forecast spent).

Property

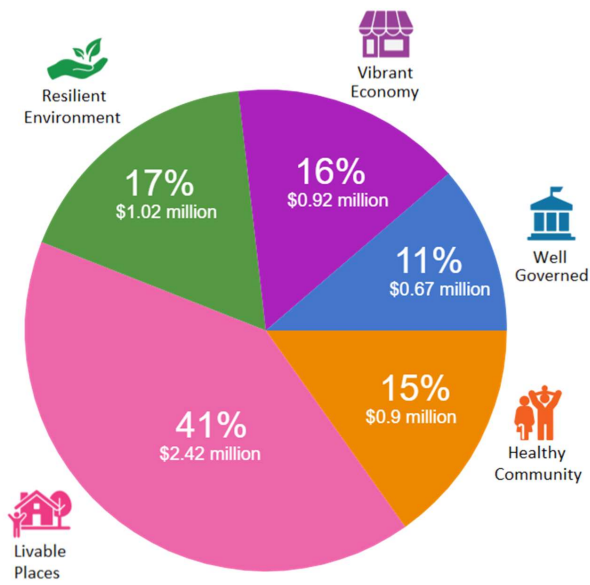
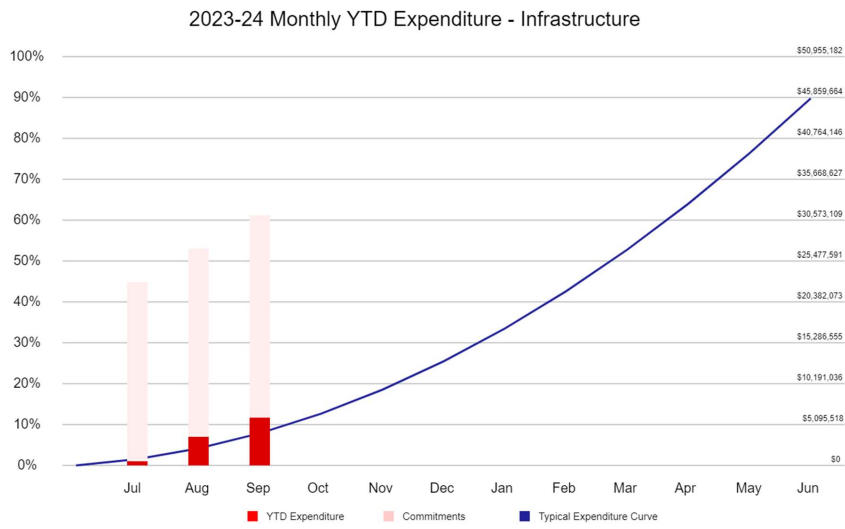
Actual year-to-date (YTD) property acquisition expenditure as of 30 August was **\$0.01 million** on consultancy to Youth Services Property Search.

Maintenance/Operating

Actual year-to-date (YTD) maintenance/ technology operating expenditure as of 30 August was **\$3.01 million**.

Council Works Category	Full Year Forecast (\$ millions)	Actual	% Complete
Capital Expenditure	50.95	5.98	12%
Property Acquisition	3.86	0.01	0%
Total Capital Expenditure	54.81	5.99	11%
Technology - Operating	2.68	0.1	4%
Maintenance	19.93	2.9	15%
Total Operating Expenditure	22.61	3.0	13%
Total Council Works Program	77.43	8.52	11%





2023-24 Capital Infrastructure Expenditure by Council Theme



1.3. Income

At the end of September, the total capital income forecast for FY23/24 was \$5.3 million. The increase of \$1 million income in forecast will not impact the 23/24 capital budget because the majority are outstanding payments of grants/contributions budgeted in previous financial years which were sufficiently expended by the end of FY22/23, except for Tunstall Square Kindergarten which has 23/24 capital budget increased by \$0.3 million as unclaimed/unused grant to be expended on 23/24 work plan.

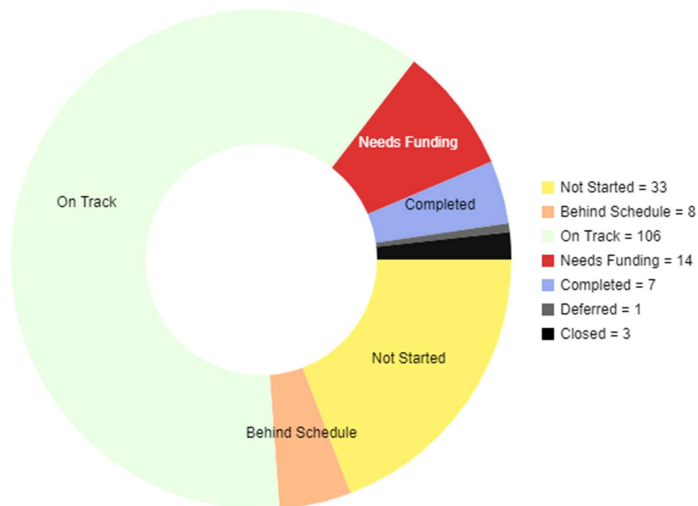
Income Account	FY23/24 Capital Income Adopted Budget	FY22/23 Capital Income Forecast as at 31 July 2023	Var. vs Budget	Comments
Financial Assistance Grant	1,068,000	1,068,000	-	
Road to Recovery Grant	536,000	642,297	106,297	An increase of \$106k in RTR income due to FY22/23 work schedule completed around 30 June, so claim on the final instalment for FY22/23 has been delayed into FY23/24.
Fed Government Grant (Other Incl. LRCIP)	1,536,402	1,799,649	263,247	\$0.5 million over budget because of LRCIP Phase 2 and 3 final instalments can only be updated through reforecast. This has been offset by \$0.2 million under budget due to LRCIP Phase 4 which was budgeted in full amount but will only receive 60% in 23/24 if the remaining balance still cannot be accrued.
State Government Grant	812,500	1,454,157	641,657	\$0.3 million over budget due to residual balance of grant income which are only recognisable upon project completion and submission of annual report; Another \$0.3 million over due to delays in Tunstall Square Kindergarten expansion and 90% of total grant for will be received in FY23/24.
Contributions	163,000	168,625	5,625	
Total	4,115,902	5,132,728	1,016,826	

Below table shows outstanding payments of state government grants/contribution secured in previous financial years.

Projects	Payment to be received in 23/24
State Government Grant Funded Projects	1,454,157
Deep Creek Reserve Pavilion Redevelopment	48,000
Ruffey Lake Park Exercise Station - Boulevard Hill	10,853
Tunstall Square Kindergarten expansion and Maternal and Child Health Centre minor works	670,230
Deep Creek Reserve LED Scoreboard	3,206
Donvale Reserve Northern fields floodlight upgrade	34,292
Rieschiecks Reserve Athletic Track Floodlight Design	25,000
Banksia Park Shared Path Bridge	440,000
Cat Jump Park Playspace Renewal	79,710
Schramms Reserve #2 Modular Pavilion	127,498
Timber Reserve Floodlight Construction	15,368
Contribution Funded Projects	168,625
Currawong Tennis Club Court 1 & 2 Resurfacing & 6 court floodlight upgrade	163,125
Cricket Nets / Coaches Boxes / Goalposts	2,500
Schramms Reserve #2 Modular Pavilion	3,000

1.4. Non-Financial Outcomes (Capital Only)

Of the **172** current capital projects, 106 are on track, 33 are yet to start, 3 have been closed, 1 is at risk, 8 are behind schedule, 14 need additional funding and 7 have been completed.



1.5. Key Performance Indicators

The table below shows current Capital Works KPIs forecast.

Attribute	KPI	Target	Confidence Level
Financial	Percentage Spent	90%	High
Non-Financial	Capital Works Program Projects Completed	90%	High



1.6. Funding Transfers

Eleven transfers with a total value of \$4.87 million were processed in Q1.

TRANSFER # 1 - 15 August 2023 - D23/76060		
Project ID	Project Name	Amount
PRJ-01429	Deep Creek Sports Field Redevelopment	\$215,000
PRJ-00192	Sporting Reserves Renewal	-\$215,000
Transfer Rationale: Funding movement within same asset class to defined project.		

TRANSFER # 2 - 24 August 2023 - D23/79876		
Project ID	Project Name	Amount
PRJ-00559	Everard Drive Drainage Upgrade	\$600,000
PRJ-01245	Road and Assets Design (Templestowe Triangle)	-\$600,000
Transfer Rationale: Funding movement within same asset class, donating project will unlikely spend allocated funding this FY due to further community engagement requirement. Will be re-prioritised in the 10 year program.		

TRANSFER # 3 - 24 August 2023 - D23/79976		
Project ID	Project Name	Amount
PRJ-01125	Templestowe Memorial Reserve Upgrade	\$70,000
PRJ-00208	Shopping Centre Enhancements	-\$70,000
Transfer Rationale: Funding movement within same asset class to defined project.		

TRANSFER # 4 - 24 August 2023 - D23/80027		
Project ID	Project Name	Amount
PRJ-01789	Yarra Trail Renewal	\$1,420,874
PRJ-00435	Main Yarra Trail Extension to Warrandyte	-\$450,000
PRJ-00205	Road Surfacing (Reseals)	-\$190,874
PRJ-00196	Open Space Road Pavements	-\$80,000
PRJ-00193	Footpaths - Roads	-\$500,000
PRJ-00190	Footpaths - Parks	-\$200,000
Transfer Rationale: Funding movement within same asset class to defined project.		

TRANSFER # 5 - 25 August 2023 - D23/80245		
Project ID	Project Name	Amount
PRJ-01303	Wood Street Footpath (Milne st to McLachlan st)	\$250,000
PRJ-00594	Walker Street Footpath (Whittens to Hepburn)	-\$250,000
Transfer Rationale: Re-prioritised footpath program due to delivery timeframes, both projects to be delivered.		

TRANSFER # 6 - 30 August 2023 - D23/81759		
Project ID	Project Name	Amount
PRJ-01786	Safety and Amenity works - Macedon Square	\$250,000
PRJ-00612	Pound Road, Warrandyte Local Footpath	-\$70,000
PRJ-01626	Merlin Street Footpath Widening (Tram to Frederick)	-\$50,000
PRJ-00775	Blackburn Road Footpath (8 Havelock to Andersons Creek, Zerbe to Chestnut)	-\$30,000
PRJ-01308	Tindals Road Footpath - Ringwood-Warrandyte Road to Stintons Road RAB	-\$50,000
PRJ-01095	Manningham Road service road access changes	-\$50,000

Transfer Rationale: Movement funding withing same asset class, donating projects still proceeded, however with forecasted savings this FY.

TRANSFER # 7 - 11 September 2023 - D23/87533		
Project ID	Project Name	Amount
PRJ-00600	Yarra Street, Warrandyte Local Footpath	\$109,379
PRJ-01332	Serpells Road shared path (Williamsons Road to 81 Serpells Road)	-\$59,805
PRJ-01337	High Street shared path and refuge (Ayr St to Doncaster park and ride)	-\$49,574

Transfer Rationale: Movement funding withing same asset class, donating projects still proceeding, however with forecasted savings this FY.

TRANSFER # 8 - 13 September 2023 - D23/87348		
Project ID	Project Name	Amount
PRJ-00390	Deep Creek Reserve Pavilion Redevelopment	\$350,000
PRJ-01201	Rieschiecks Reserve Athletic Pavilion Redevelopment	-\$75,000
PRJ-00718	Finns reserve Scouts upgrade AMS Buildings	-\$75,000
PRJ-01106	Public Toilet Strategy Implementation	-\$100,000
PRJ-00633	Jumping Creek Road	-\$100,000

Transfer Rationale: Movement funding cross asset class, donating projects still proceeding, however with forecasted savings this FY.

TRANSFER # 9 - 20 September 2023 - D23/88763		
Project ID	Project Name	Amount
PRJ-01830	MC2 Electrical Upgrades and Ancillary Works	\$1,500,000
PRJ-00446	Donvale Bowls North Field Synthetic Conversion	-\$350,000
PRJ-00633	Jumping Creek Road	-\$750,195
PRJ-00887	Corriedale Cres Park Orchards Catchment Drainage	-\$100,000
PRJ-01095	Manningham Road service road access changes	-\$99,805
PRJ-01122	Solar Panel Installation Program	-\$200,000

Transfer Rationale: High risk project requiring urgent funding, donating projects either with savings and/or forecasted underexpenditure this FY. Donating projects still proceeding and funding reallocated as part of the 10 year program.



[TRANSFER # 10 - 21 September 2023 - D23/90087](#)

Project ID	Project Name	Amount
PRJ-01548	Milgate Primary School Pick Up / Drop Off Facility	\$30,000
PRJ-00633	Jumping Creek Road	-\$30,000

Transfer Rationale: Movement funding withing same asset class, donating projects still proceeding, however with forecasted savings this FY.

[TRANSFER # 11 - 21 September 2023 - D23/91591](#)

Project ID	Project Name	Amount
PRJ-01822	Dalry Ave Park Orchards Drainage Improvement - Stage 2	\$74,000
PRJ-00633	Jumping Creek Road	-\$74,000

Transfer Rationale: Movement funding withing same asset class, donating projects still proceeding, however with forecasted savings this FY.

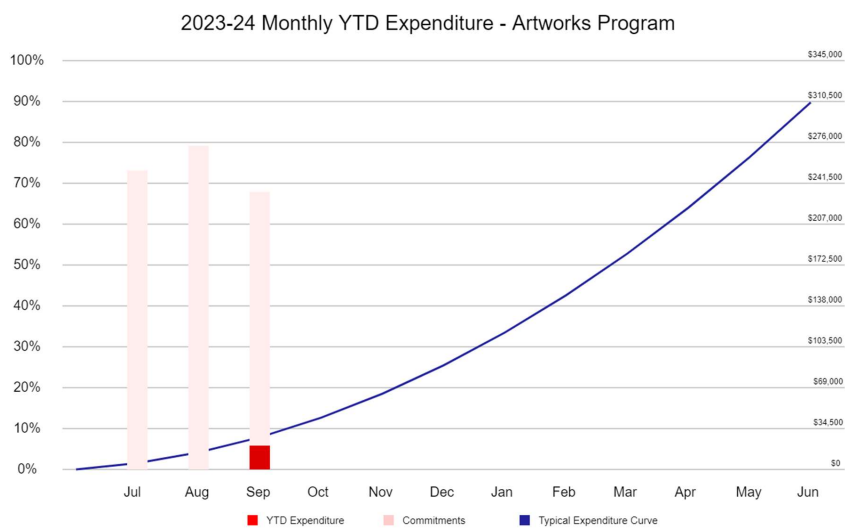


2. Capital Works Performance by Program

2.1. Artworks Program

As of September 30, 2023:

- \$20,118 had been spent on Artworks Program projects. (5.83% of budget).
- \$214,194 in commitments were recorded in Finance 1.



Artworks Program

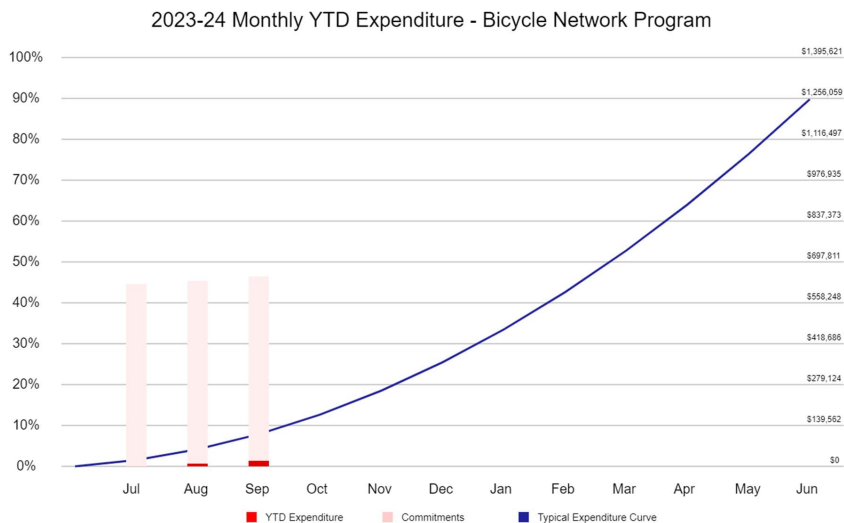
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00124	Art Collection Conservation	\$10,000	\$0	\$818	On Track
PRJ-00464	Art Collection Acquisitions	\$30,000	\$0	\$73,636	On Track
PRJ-00827	Commissioning of public art	\$148,000	-\$18,882	\$99,789	On Track
PRJ-01624	Ruffey Lake Park Public Art Commission	\$57,000	\$39,000	\$39,950	On Track
PRJ-01699	Mullum Mullum Public Art Commission	\$100,000	\$0	\$0	Not Started
PRJ-01791	Hepburn Public Art	\$0	\$0	\$0	Needs Funding
Total:		\$345,000	\$20,118	\$214,194	



2.2. Bicycle Network Program

As of September 30, 2023:

- \$19,563 had been spent on Bicycle Network Program projects. (1.4% of budget).
- \$628,541 in commitments were recorded in Finance 1.



Bicycle Network Program

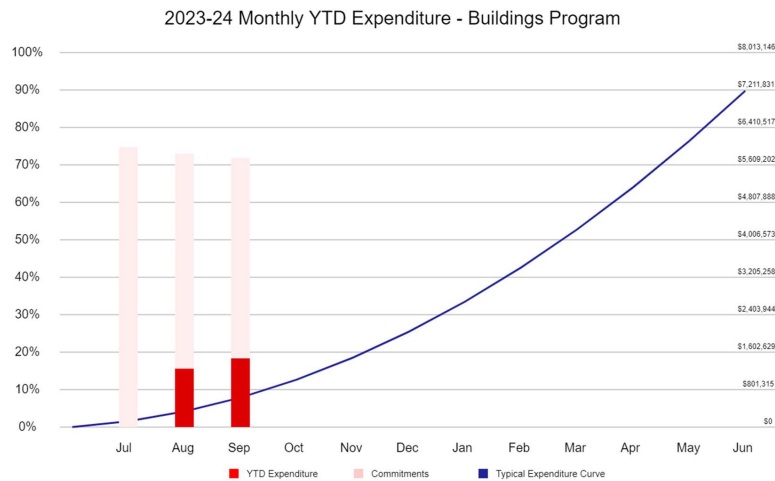
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00310	Taroona Avenue Shared Path	\$600,000	\$9,696	\$11,609	On Track
PRJ-01248	Banksia Park Shared Path Bridge	\$440,000	\$3,331	\$614,132	On Track
PRJ-01332	Serpells Road shared path (Williamsons Road to 81 Serpells Road)	\$195	\$532	\$0	Deferred
PRJ-01337	High Street shared path and refuge (Ayr St to Doncaster park and ride)	\$426	\$572	\$0	Closed
PRJ-01338	Tunstall Road shared path (Beverley St to St Clems reserve)	\$205,000	\$4,721	\$0	Not Started
PRJ-01358	Hillcrest Reserve shared path (Eastlink trail connection)	\$150,000	\$711	\$2,800	On Track
Total:		\$1,395,621	\$19,563	\$628,541	



2.3. Buildings Program

As of September 30, 2023:

- \$1.47 million had been spent on Buildings Program projects. (18.34% of budget).
- \$4.29 million in commitments were recorded in Finance 1.



Buildings Program

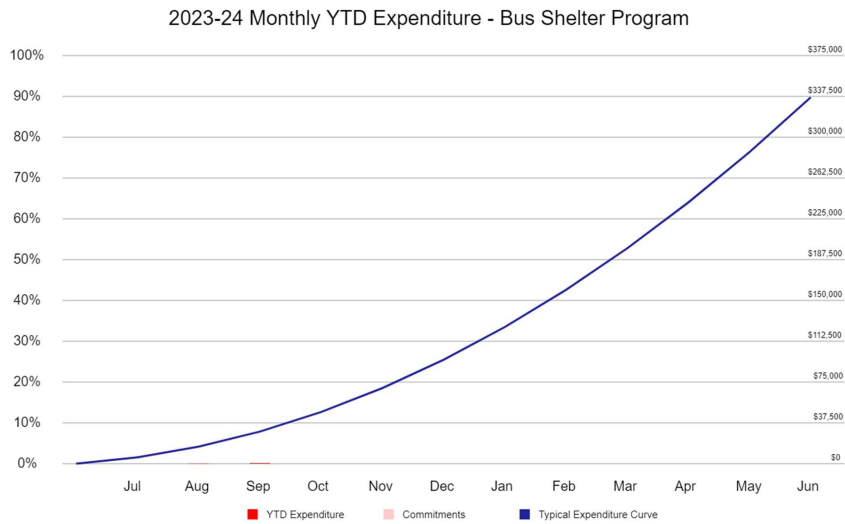
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00159	Aquarena Renewal	\$300,000	\$104,116	\$20,548	On Track
PRJ-00163	Miscellaneous Building Refurbishment Works	\$460,000	\$64,260	\$269,184	On Track
PRJ-00169	MC2 (Capital Minor Works)	\$100,000	\$0	\$61,808	On Track
PRJ-00170	Indoor Stadium Renewal (Highball Facilities)	\$321,000	\$0	\$0	Not Started
PRJ-00171	Emergency Management Initiatives	\$50,000	\$0	\$0	On Track
PRJ-00390	Deep Creek Reserve Pavilion Redevelopment	\$350,000	\$27,067	\$371,168	Behind Schedule
PRJ-00718	Finns reserve Scouts upgrade AMS Buildings	\$825,000	\$119,525	\$627,596	On Track
PRJ-00785	Office Accommodation Renewal	\$100,000	\$30,593	\$679	Needs Funding
PRJ-00795	MC2 Exterior	\$1,768,166	\$1,018,709	\$1,374,769	On Track
PRJ-01106	Public Toilet Strategy Implementation	\$400,000	\$73,772	\$48,859	Needs Funding
PRJ-01201	Rieschiecks Reserve Athletic Pavilion Redevelopment	\$25,000	\$684	\$0	On Track
PRJ-01217	Tunstall Square Kindergarten expansion and MCH minor works	\$1,232,230	\$14,919	\$1,129,573	On Track
PRJ-01226	Replacement Lifts Civic Centre	\$250,000	\$3,263	\$371,900	On Track
PRJ-01234	Doncaster Library Internal Layout Changes	\$0	\$0	\$0	Needs Funding
PRJ-01544	Domeney Recreation Centre Kitchen Upgrade	\$111,750	\$10,717	\$10,500	Needs Funding
PRJ-01698	Bulleen Library Internal Layout Changes	\$20,000	\$0	\$0	Not Started
PRJ-01704	Aggregated Kindergarten Renewal Projects	\$100,000	\$1,987	\$0	On Track
PRJ-01793	Airconditioning Sheahans Road, Bulleen Basketball Stadium	\$100,000	\$0	\$0	Not Started
PRJ-01830	MC2 Electrical Upgrades and Ancillary Works	\$1,500,000	\$0	\$309	On Track
Total:		\$8,013,146	\$1,469,612	\$4,286,893	



2.4. Bus Shelter Program

As of September 30, 2023:

- \$532 had been spent on Bus Shelter Program projects. (0.14% of budget).



Bus Shelter Program

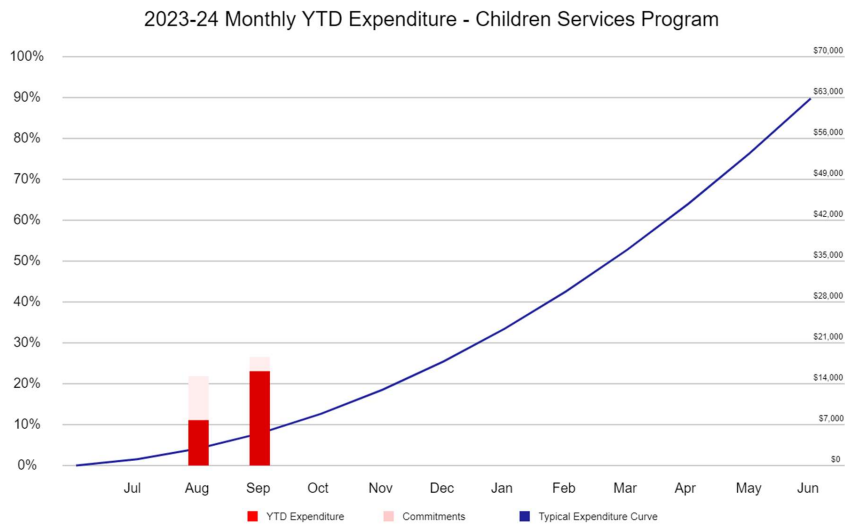
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-01576	42 High Street Bus Shelter	\$75,000	\$0	\$0	Not Started
PRJ-01577	115-119 Manningham Road Bus Shelter	\$75,000	\$0	\$0	Not Started
PRJ-01767	Andersons Creek Road Bus Shelter (opposite 1 Longstaff Court)	\$75,000	\$0	\$0	Not Started
PRJ-01768	Williamsons Road Bus Shelter (behind g Hawtin Street)	\$75,000	\$0	\$0	Not Started
PRJ-01769	52 King Street Bus Shelter	\$75,000	\$532	\$0	Not Started
Total:		\$375,000	\$532	\$0	



2.5. Children Services Program

As of September 30, 2023:

- \$16,178 had been spent on Children Services Program projects. (23.11% of budget).
- \$2,401 in commitments were recorded in Finance 1.



Children Services Program

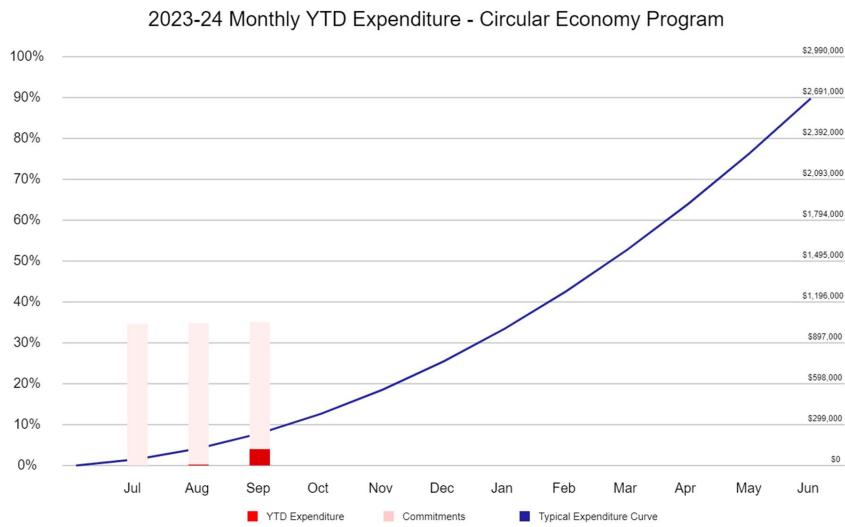
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00344	Childrens Services Projects	\$70,000	\$16,178	\$2,401	On Track
Total:		\$70,000	\$16,178	\$2,401	



2.6. Circular Economy Program

As of September 30, 2023:

- \$120,860 had been spent on Circular Economy Program projects. (4.04% of budget).
- \$927,480 in commitments were recorded in Finance 1.



Circular Economy Program

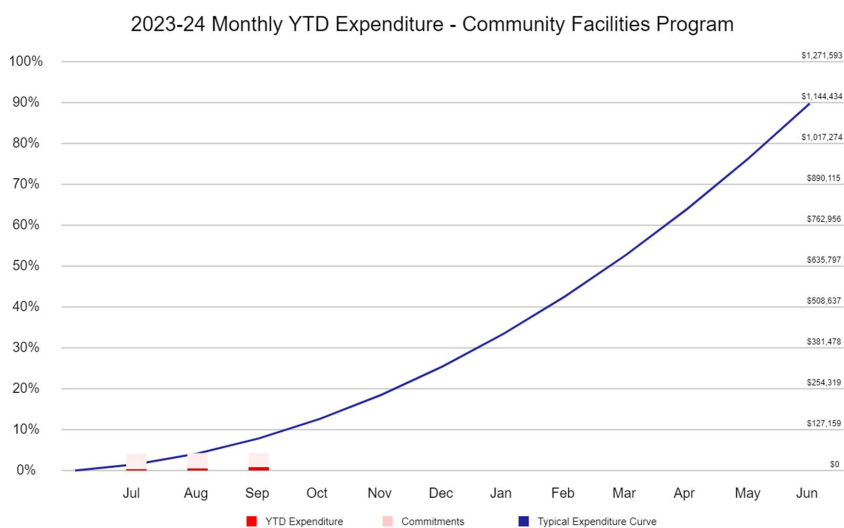
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00427	Water Initiatives	\$200,000	\$0	\$0	On Track
PRJ-00468	Energy Efficient Public Lighting Program	\$200,000	\$0	\$0	On Track
PRJ-01122	Solar Panel Installation Program	\$500,000	\$13,636	\$552,517	On Track
PRJ-01216	Major Road Lights - LED & Smart Controls Retrofit	\$1,800,000	\$105,041	\$374,964	On Track
PRJ-01373	Environmental Sustainable Design Program	\$290,000	\$2,184	\$0	Not Started
Total:		\$2,990,000	\$120,860	\$927,480	



2.7. Community Facilities Program

As of September 30, 2023:

- \$10,578 had been spent on Community Facilities Program projects. (0.83% of budget).
- \$44,319 in commitments were recorded in Finance 1.



Community Facilities Program

No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00453	Community Facilities Play Equipment AMS	\$48,000	\$291	\$1,545	On Track
PRJ-00627	Schramm's Cottage Museum Complex Visitor Centre	\$823,593	\$10,287	\$6,152	On Track
PRJ-01235	(SPP) 300 Blackburn Road, Doncaster East - Remediation works	\$100,000	\$0	\$0	On Track
PRJ-01327	Pines Community Hub & Library	\$300,000	\$0	\$36,622	Not Started
Total:		\$1,271,593	\$10,578	\$44,319	

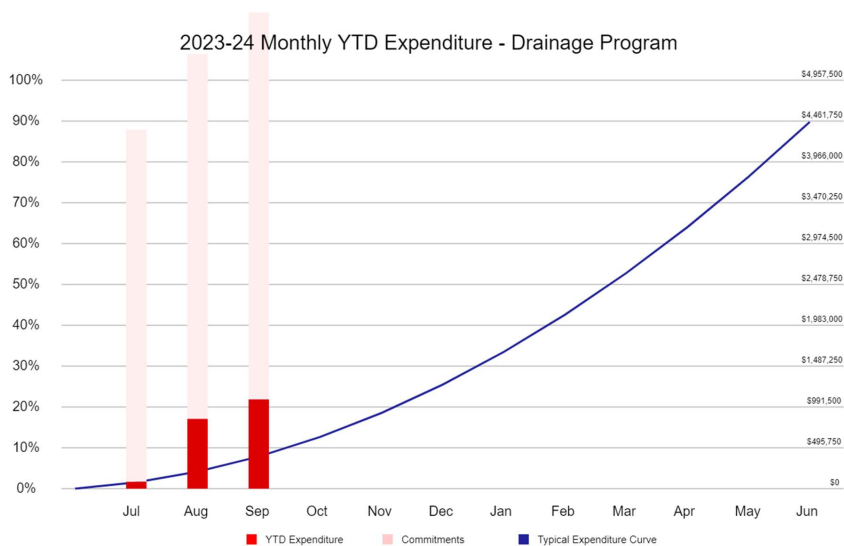


2.8. Drainage Program

As of September 30, 2023:

- \$1.09 million had been spent on Drainage Program projects. (21.9% of budget).
- \$5.09 million in commitments were recorded in Finance 1.

It is likely some additional funding for drainage will be required before the end of the financial year.



Drainage Program

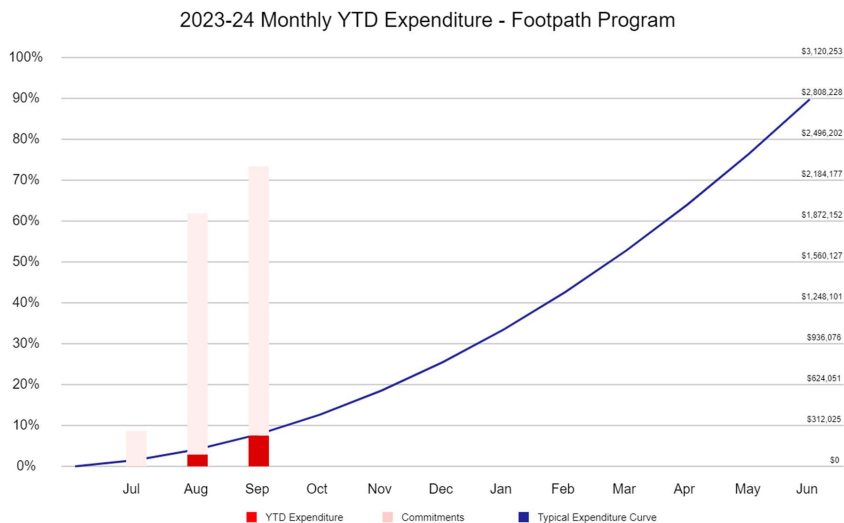
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00207	Underground / Open Drainage	\$200,000	\$27,497	\$517,780	On Track
PRJ-00313	Melbourne Hill Road Drainage Upgrade Early and Main Works	\$1,500,000	\$253,260	\$2,192,221	On Track
PRJ-00557	69 Atkinson Street, Templestowe Drainage	\$400,000	\$62,761	\$522,184	On Track
PRJ-00559	Everard Drive Drainage Upgrade	\$600,000	\$17,821	\$634,954	Behind Schedule
PRJ-00803	Miscellaneous Drainage Improvements	\$405,000	\$84,257	\$367,053	Needs Funding
PRJ-00877	Mitchell Ave Warrandyte Catchment Drainage	\$150,000	\$5,048	\$2,126	Behind Schedule
PRJ-00880	106-147 BRACKENBURY STREET WARRANDYTE ROW DRAINAGE	\$700,000	\$6,772	\$658,040	Behind Schedule
PRJ-00881	141-157 Berringa Rd Park Orchards Easement Drainage	\$8,500	\$3,089	\$61,412	Completed
PRJ-00882	BLAIR STREET WARRANDYTE - STREET DRAINAGE	\$50,000	\$2,766	\$20,610	On Track
PRJ-00884	ARUNDEL ROAD & PINE AVENUE PARK ORCHARDS- Drainage	\$700,000	\$611,922	\$99,982	Completed
PRJ-00887	Corriedale Cres Park Orchards Catchment Drainage	\$100,000	\$7,299	\$14,283	On Track
PRJ-00913	Datry Ave Park Orchards Drainage Improvement -Stage 1	\$50,000	\$0	\$0	Not Started
PRJ-01379	Easement Drain - 31 - 39 Robert Street, Bulleen	\$20,000	\$532	\$0	Closed
PRJ-01822	Datry Ave Park Orchards Drainage Improvement - Stage 2	\$74,000	\$2,479	\$0	On Track
Total:		\$4,957,500	\$1,085,504	\$5,090,645	



2.9. Footpath Program

As of September 30, 2023:

- \$235,699 had been spent on Footpath Program projects. (7.55% of budget).
- \$2.05 million in commitments were recorded in Finance 1.



Footpath Program

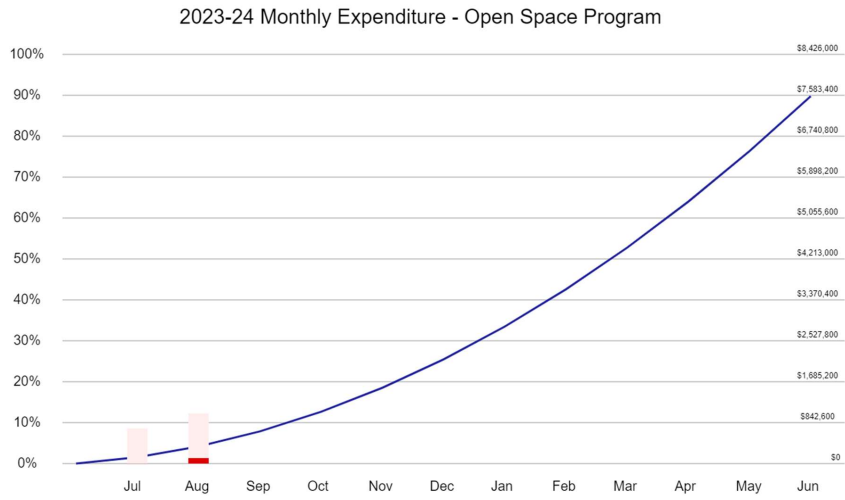
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00190	Footpaths - Parks	\$20,000	\$18,846	\$13,620	On Track
PRJ-00193	Footpaths - Roads	\$500,000	\$65,533	\$95,898	On Track
PRJ-00257	Dudley Road Stage 2 PPN	\$50,000	\$1,485	\$0	On Track
PRJ-00600	Yarra Street, Warrandyte Local Footpath	\$109,379	\$107,345	\$81,547	On Track
PRJ-00609	Parker Street (McLachlan to Milne), Templestowe Local Footpath	\$300,000	\$1,616	\$0	On Track
PRJ-00612	Pound Road, Warrandyte Local Footpath	\$30,000	\$532	\$6,935	On Track
PRJ-00696	368 Yarra Rd to Homestead New Footpath PPN	\$50,000	\$3,898	\$0	On Track
PRJ-00775	Blackburn Road Footpath (8 Havelock to Andersons Creek, Zerbe to Chestnut)	\$20,000	\$19,189	\$0	Completed
PRJ-01303	Wood Street Footpath (Milne st to McLachlan st)	\$450,000	\$5,636	\$425,000	On Track
PRJ-01306	Anderson Creek Road (Blackburn road to Service road)	\$50,000	\$5,700	\$9,173	On Track
PRJ-01307	Hovea Street - Yarra Valley Preschool to Glendale Ave	\$20,000	\$1,243	\$0	On Track
PRJ-01308	Tindals Road Footpath - Ringwood-Warrandyte Road to Stintons Road RAB	\$50,000	\$4,675	\$0	On Track
PRJ-01309	Reynolds Road Footpath - Tindals Road to Arnold Drive	\$50,000	\$0	\$0	Not Started
PRJ-01789	Yarra Trail Renewal	\$1,420,874	\$0	\$1,420,874	On Track
Total:		\$3,120,253	\$235,699	\$2,053,047	



2.10. Open Space Program

As of September 30, 2023:

- \$434,564 had been spent on Open Space Program projects. (5.16% of budget).
- \$1.69 million in commitments were recorded in Finance 1.



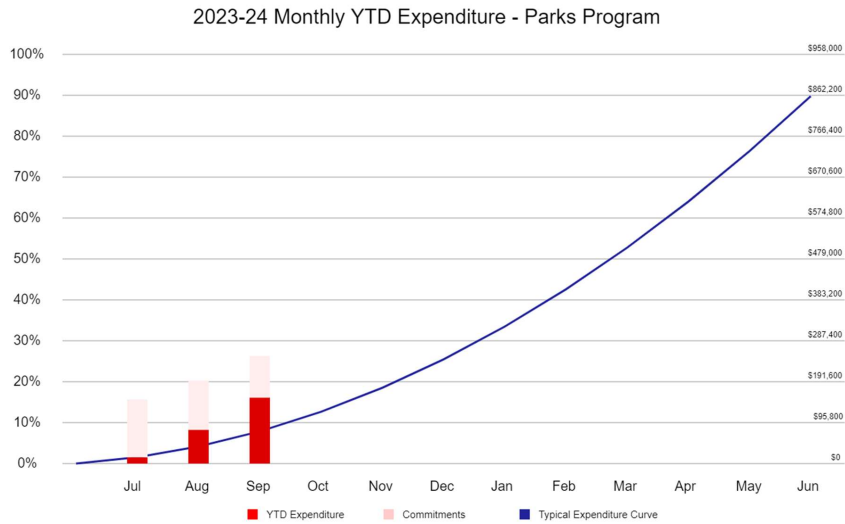
Open Space Program

No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00155	wonguim wilam, Warrandyte River Reserve	\$0	\$0	\$38,182	Needs Funding
PRJ-00349	Miscellaneous Open Space Projects	\$31,000	\$3,280	\$0	On Track
PRJ-00429	Stiggants Park Playspace Renewal/ Warrandyte River Reserve	\$120,000	\$169	\$0	On Track
PRJ-00435	Main Yarra Trail Extension to Warrandyte	\$50,000	\$6,115	\$0	Behind Schedule
PRJ-00439	Mullum Mullum Linear Park Stage 5 (Heid-Warr Rd to Reynolds Rd)	\$100,000	\$4,018	\$0	On Track
PRJ-00465	Koonung Creek Linear Park Management Plan	\$80,000	\$0	\$69,486	On Track
PRJ-00479	Hepburn Reserve	\$2,300,000	\$68,805	\$95,897	On Track
PRJ-00622	Studley Park (paths) Tullamore Interface	\$20,000	\$0	\$0	Not Started
PRJ-00626	Ruffey Lake Park Playground Upgrade - Victoria Street (Waldau)	\$1,025,000	\$11,476	\$230,701	On Track
PRJ-00644	Foote Street Pedestrian Operated Signals	\$800,000	\$3,873	\$36,305	Behind Schedule
PRJ-00645	Domeney Reserve Management Plan Implementation	\$56,000	\$44,375	\$0	Completed
PRJ-00942	Astelot Reserve Playspace Renewal	\$150,000	\$0	\$0	On Track
PRJ-00945	Cat Jump Park Playspace Renewal	\$347,000	\$40,744	\$253,562	On Track
PRJ-00948	Doncaster Reserve Playspace Renewal	\$20,000	\$647	\$0	On Track
PRJ-00949	Donvale Reserve Playspace Renewal	\$200,000	\$1,538	\$93,940	On Track
PRJ-00954	Joroma Reserve Playspace Renewal	\$110,000	\$2,608	\$33,271	On Track
PRJ-00956	Maggs Reserve Playspace Renewal	\$15,000	\$0	\$0	On Track
PRJ-00960	Mossdale Reserve Playspace Renewal	\$15,000	\$0	\$0	On Track
PRJ-00962	Ted Ajani Reserve Playspace Renewal	\$250,000	\$7,210	\$308,825	On Track
PRJ-00996	Aggregated Open Space Development Projects	\$20,000	\$0	\$0	Not Started
PRJ-01012	Ted Ajani Reserve Open Space Development	\$15,000	\$3,846	\$0	On Track
PRJ-01038	Small Reserves Concept Plans	\$50,000	\$0	\$0	On Track
PRJ-01096	Ruffey Lake Park Master Plan Implementation (inc Waldau)	\$300,000	\$0	\$0	On Track
PRJ-01124	Swanston Reserve Skate Facility Renewal	\$550,000	\$889	\$439,410	On Track
PRJ-01133	Public Lighting in Reserves	\$20,000	\$0	\$0	Needs Funding
PRJ-01255	Hodgson Reserve Playspace Renewal	\$135,000	\$0	\$9,075	On Track
PRJ-01257	Morna Reserve Playspace Renewal	\$135,000	\$0	\$9,075	On Track
PRJ-01258	Katrina Reserve Playspace Renewal	\$15,000	\$0	\$0	On Track
PRJ-01264	Michael Reserve Playspace Renewal	\$135,000	\$1,800	\$9,075	On Track
PRJ-01368	Ruffey Lake Park Signage	\$90,000	\$22,042	\$21,168	On Track
PRJ-01370	Ruffey Lake Park Paths- Section A Wombat Crossing	\$157,000	\$14,644	\$4,698	On Track
PRJ-01371	Ruffey Lake Park Pedestrian Bridges and Boardwalk	\$830,000	\$2,040	\$2,938	Not Started
PRJ-01372	Ruffey Lake Park Exercise Station - Boulevard Hill	\$150,000	\$194,446	\$25,626	Completed
PRJ-01641	Kerry Reserve Playspace Renewal	\$135,000	\$0	\$9,075	On Track
Total:		\$8,426,000	\$434,564	\$1,690,308	

2.11. Parks Program

As of September 30, 2023:

- \$154,486 had been spent on Parks Program projects. (16.13% of budget).
- \$97,214 in commitments were recorded in Finance 1.



Parks Program

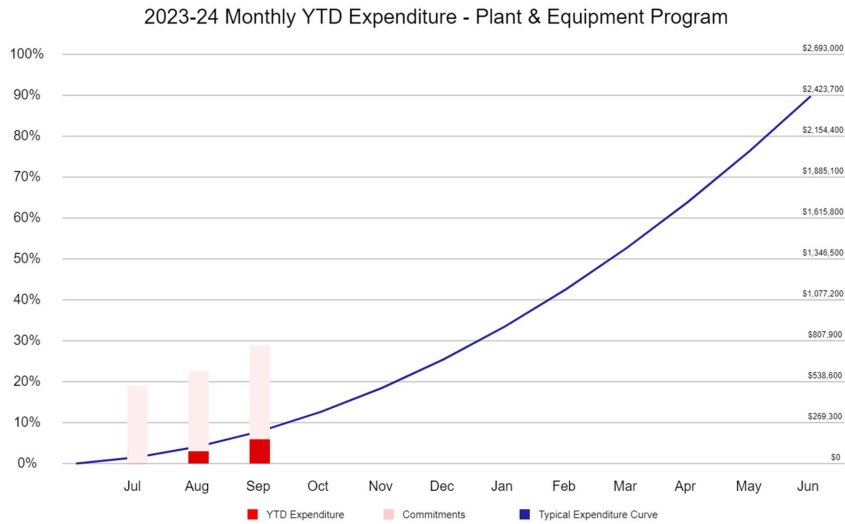
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00184	Fencing	\$100,000	\$15,443	\$0	On Track
PRJ-00192	Sporting Reserves Renewal	\$306,000	\$89,092	\$48,480	Needs Funding
PRJ-00201	Play Spaces Renewal	\$90,000	\$28,885	\$9,635	On Track
PRJ-01125	Templestowe Memorial Reserve Upgrade	\$290,000	\$1,200	\$0	On Track
PRJ-01161	Parks and Recreation Asset Renewal	\$72,000	\$19,866	\$30,450	On Track
PRJ-01766	Warrandyte RSL Landscaping Works	\$100,000	\$0	\$8,650	On Track
Total:		\$958,000	\$154,486	\$97,214	



2.12. Plant & Equipment Program

As of September 30, 2023:

- \$160,583 had been spent on Plant & Equipment Program projects. (5.96% of budget).
- \$616,768 in commitments were recorded in Finance 1.



Plant & Equipment Program

No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00152	Plant Replacement Project	\$2,693,000	\$160,583	\$616,768	Behind Schedule
PRJ-01790	Jackson Court Gateway Sign Refurbishment	\$0	\$0	\$0	Needs Funding
Total:		\$2,693,000	\$160,583	\$616,768	

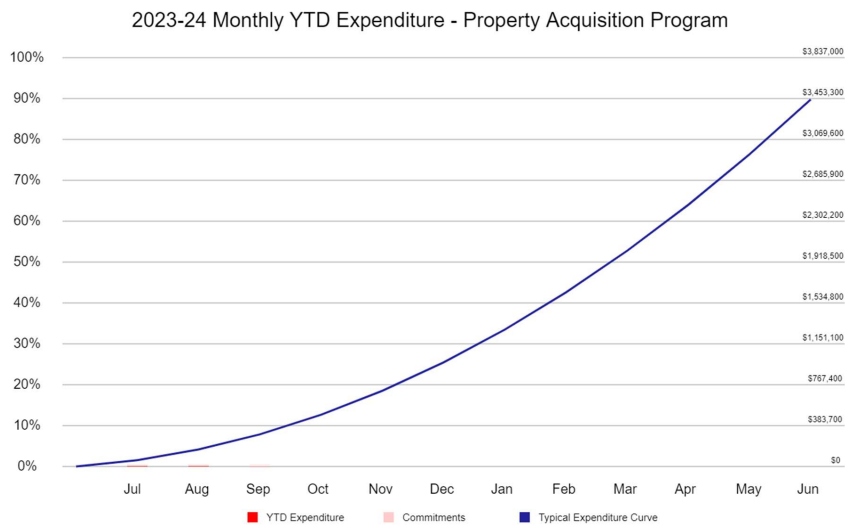


2.13. Property Acquisition Program

As of September 30, 2023:

- \$2,263 had been spent on Property Acquisition Program projects. (0.06% of budget).
- \$18,935 in commitments were recorded in Finance 1.

As always property acquisitions are very dependent on the availability of suitable properties, so there is no guarantee of this program being fully expended, and as such the program is noted as a separate line item in the Capital Works Program approved by Council in June this year and is excluded from the 90% expenditure KPI.



Property Acquisition Program

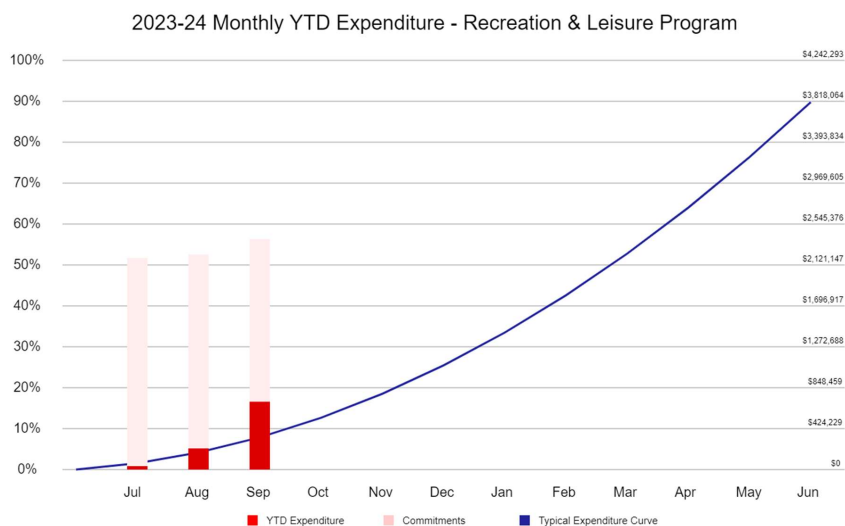
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00799	Land Acquisition Program - Open Space for Manningham	\$1,800,000	\$0	\$0	Not Started
PRJ-01183	(SPP) Manningham Property Acquisition Project	\$1,937,000	\$0	\$18,935	On Track
PRJ-01632	Carawatha/Kookuna Demolition and DD	\$100,000	\$2,263	\$0	On Track
Total:		\$3,837,000	\$2,263	\$18,935	



2.14. Recreation & Leisure Program

As of September 30, 2023:

- \$704,993 had been spent on Recreation & Leisure Program projects. (16.62% of budget).
- \$1.68 million in commitments were recorded in Finance 1.



Recreation & Leisure Program

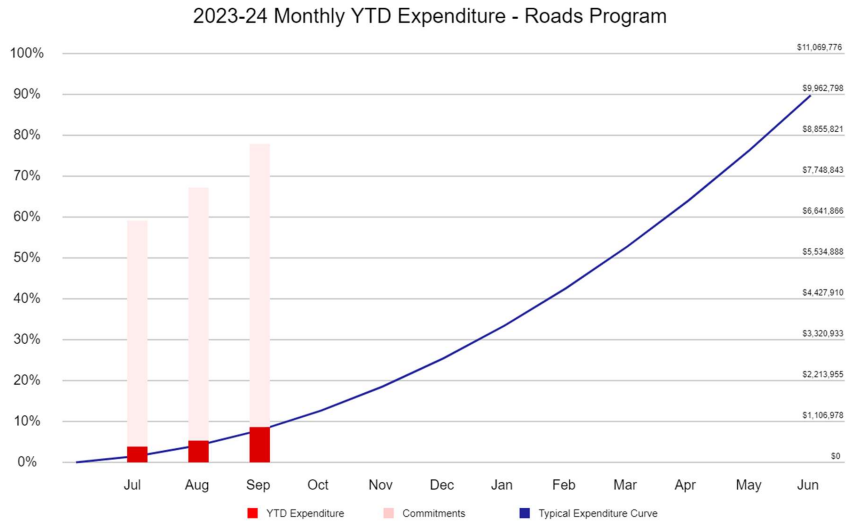
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00146	Miscellaneous General Leisure	\$287,000	\$224,438	\$81,561	On Track
PRJ-00402	Tennis Court Strategy	\$393,631	\$73,449	\$347,242	Needs Funding
PRJ-00446	Donvale Bowls North Field Synthetic Conversion	\$39,000	\$10,591	\$0	On Track
PRJ-00470	Bin Cages at Sporting Facilities	\$20,000	\$0	\$0	Not Started
PRJ-00480	Rieschiecks Reserve Management Plan (inc Waldau)	\$400,000	\$0	\$240,830	On Track
PRJ-00982	Aquarena Redevelopment (50m Pool)	\$500,000	\$455	\$0	Not Started
PRJ-01005	Aggregated Leisure and Community Projects	\$65,000	\$0	\$13,600	On Track
PRJ-01113	Manningham Templestowe Leisure Centre Master Plan	\$50,000	\$0	\$5,500	Not Started
PRJ-01202	Serpells Reserve Upgrade of sports field floodlighting to training standard	\$150,000	\$81,031	\$94,084	On Track
PRJ-01203	Templestowe Park Tennis Club Upgrade of courts 6 and 7 and new floodlighting	\$406,282	\$50,612	\$398,790	On Track
PRJ-01204	Park Orchards Tennis Club Court Upgrade	\$190,000	\$56,380	\$90,089	Completed
PRJ-01206	Active Reserve Facility Development Plans	\$30,000	\$0	\$0	Behind Schedule
PRJ-01207	Donvale Reserve Cricket Nets	\$189,575	\$187,736	\$59,047	Completed
PRJ-01208	Public Tennis Court Improvement Works (Koonung Park)	\$328,805	\$7,243	\$353,513	On Track
PRJ-01330	Aquarena Redevelopment (Outdoor Masterplan)	\$200,000	\$0	\$0	Not Started
PRJ-01331	Donvale Indoor Sports Centre Redevelopment	\$50,000	\$0	\$0	Not Started
PRJ-01460	Currawong Tennis Club Court 1 & 2 Resurfacing & 6 court floodlight upgrade	\$380,000	\$4,854	\$0	On Track
PRJ-01532	Bulleen Tennis Club Court 7 & 8 Resurfacing, floodlights	\$10,000	\$3,104	\$0	On Track
PRJ-01535	Wonga Park Netball Court Redevelopment & Floodlight Upgrade	\$553,000	\$5,102	\$0	On Track
Total:		\$4,242,293	\$704,993	\$1,684,254	



2.15. Roads Program

As of September 30, 2023:

- \$956,724 had been spent on Roads Program projects. (8.64% of budget).
- \$7.66 million in commitments were recorded in Finance 1.



Roads Program

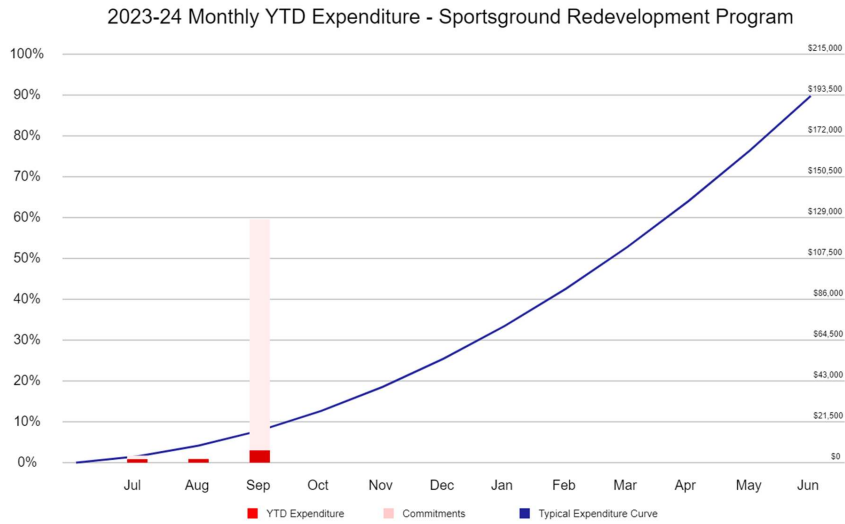
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00182	Arterial Road Pavements (Link & Collector)	\$200,000	\$0	\$0	Not Started
PRJ-00183	Bridges / Culverts - Roads & Reserves	\$100,000	\$8,965	\$360	On Track
PRJ-00185	Carpark Resurfacing & Minor Upgrades	\$100,000	\$0	\$0	On Track
PRJ-00186	Concrete ROWs	\$30,000	\$1,630	\$33,120	On Track
PRJ-00188	Pavement Design	\$25,000	\$0	\$0	Not Started
PRJ-00198	Pram Crossings	\$50,000	\$0	\$0	On Track
PRJ-00202	Road Restoration	\$500,000	\$0	\$0	On Track
PRJ-00204	Road Retaining Wall / Structure	\$10,000	\$0	\$0	Not Started
PRJ-00205	Road Surfacing (Reseals)	\$3,809,126	\$145,703	\$455,675	On Track
PRJ-00206	Road Renewal - Kerb & Channel	\$540,000	\$9,089	\$141,408	On Track
PRJ-00282	Tram / Merlin Traffic Signals	\$2,278,650	\$358,350	\$2,915,056	On Track
PRJ-00455	Table Drain Sealing	\$75,000	\$0	\$0	On Track
PRJ-00543	Websters Road, Templestowe	\$1,000,000	\$0	\$1,164,795	On Track
PRJ-00633	Jumping Creek Road	\$545,805	\$206,634	\$2,118,271	On Track
PRJ-00935	Pedestrian Refuge, Russell Rd/Mullens Rd/Ringwood Warrandyte Rd	\$100,000	\$10,605	\$0	On Track
PRJ-01030	Fitzsimons Lane and Main Road Corridor (Templestowe Route)	\$1,000,000	\$136,567	\$763,396	On Track
PRJ-01095	Manningham Road service road access changes	\$195	\$532	\$0	On Track
PRJ-01333	Pound Road Warrandyte Road intersection reconfiguration	\$150,000	\$2,696	\$0	On Track
PRJ-01335	Traffic Signal Controller and Lantern LED upgrade	\$80,000	\$72,080	\$72,080	On Track
PRJ-01336	King Street pedestrian refuge @ Ruffey Creek/The Boulevard	\$80,000	\$0	\$0	Not Started
PRJ-01548	Milgate Primary School Pick Up / Drop Off Facility	\$80,000	\$3,873	\$0	On Track
PRJ-01556	Victoria Street Pedestrian Operated Signals (Ruffey Lake Masterplan)	\$81,000	\$0	\$0	Not Started
PRJ-01558	Stintons Road, btw Falconer and Knees Roads - Road Safety Upgrade	\$50,000	\$0	\$0	Not Started
PRJ-01560	Reynolds Road/Smiths Road Intersection Traffic Study	\$50,000	\$0	\$0	Not Started
PRJ-01561	Springvale Road (Mullum Mullum stadium) - Pedestrian Refuge including lighting upgrade	\$120,000	\$0	\$0	Not Started
PRJ-01566	Activity Centre ad-hoc safety improvements	\$15,000	\$0	\$0	Closed
Total:		\$11,069,776	\$956,724	\$7,664,161	



2.16. Sportsground Redevelopment Program

As of September 30, 2023:

- \$6,575 had been spent on Sportsground Redevelopment Program projects. (3.06% of budget).
- \$121,594 in commitments were recorded in Finance 1.



Sportsground Redevelopment Program

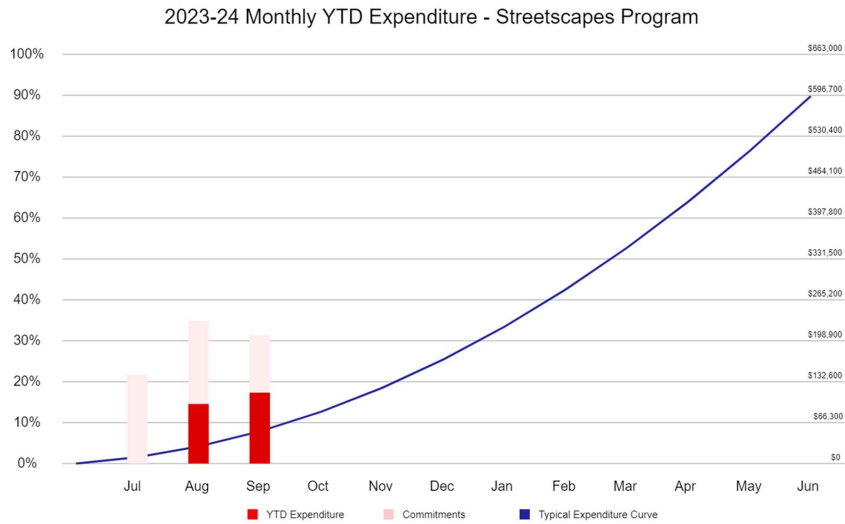
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-01429	Deep Creek Sports Field Redevelopment	\$215,000	\$6,575	\$121,594	On Track
Total:		\$215,000	\$6,575	\$121,594	



2.17. Streetscapes Program

As of September 30, 2023:

- \$115,051 had been spent on Streetscapes Program projects. (17.35% of budget).
- \$92,776 in commitments were recorded in Finance 1.



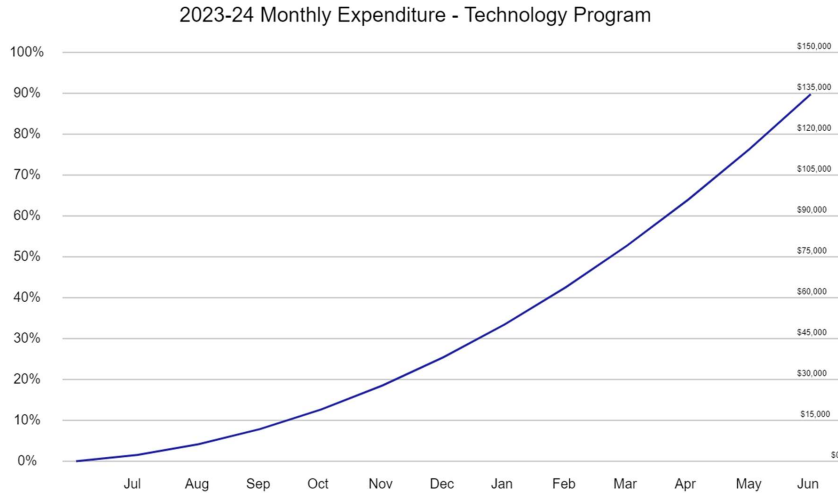
Streetscapes Program

No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00200	Road Furniture / Signs / Bins / Seats	\$65,000	\$0	\$0	Not Started
PRJ-00222	Street Lighting Replacement Program	\$45,000	\$3,630	\$4,816	On Track
PRJ-00448	Additional Street Lighting	\$53,000	\$0	\$0	On Track
PRJ-00462	City Signage Program	\$100,000	\$0	\$82,981	On Track
PRJ-01136	Templestowe Village Streetscape Upgrade	\$50,000	\$0	\$0	Not Started
PRJ-01786	Safety and Amenity works - Macedon Square	\$350,000	\$111,421	\$4,978	On Track
PRJ-01838	Safety and Amenity works - Jackson Court	\$0	\$0	\$0	Needs Funding
PRJ-01830	Safety and Amenity works - Tunstall Square	\$0	\$0	\$0	Needs Funding
Total:		\$663,000	\$115,051	\$92,776	



2.18. Technology Program

There has been no expenditure against this program to date.



Technology Program Project List

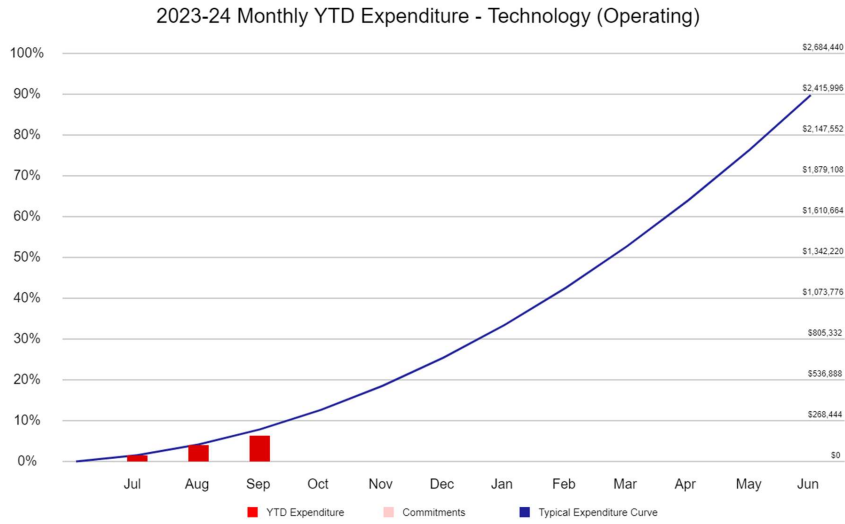
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00235	IT Infrastructure	\$150,000	\$0	\$0	Not Started
Total		\$150,000	\$0	\$0	



3. Maintenance/Operating Performance

3.1. Technology Operating

There has been \$169,658 in expenditure against this program to date. It is tracking as anticipated.



Technology (Operating)

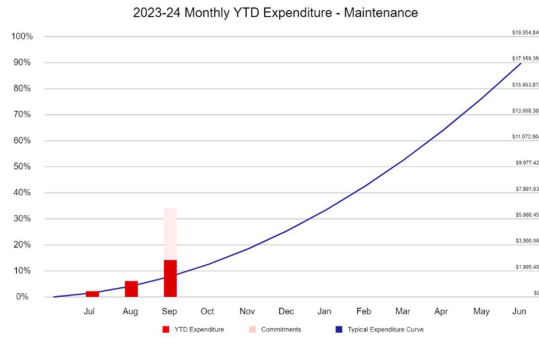
No.	Project	Budget	Expenditure	Commitments	Status
PRJ-00144	Enterprise Project Management Office Projects (2601)	\$2,399,440	\$169,658	\$0	On Track
PRJ-00629	IT Strategy Initiatives - Operating (2408)	\$285,000	\$0	\$0	On Track
Total:		\$2,684,440	\$169,658	\$0	



3.2. Maintenance

As of September 30, 2023:

- \$2.84 million had been spent on Maintenance projects. (14.23% of budget).
- \$3.97 million in commitments were recorded in Finance 1.



Maintenance

No.	Project	Budget	Expenditure	Commitments	Status
PRJ-01382	Unsealed Carpark Maintenance (6329)	\$232,540	\$51,304	\$66,886	On Track
PRJ-01383	Sealed Roads Maintenance (6337)	\$779,700	\$160,845	\$272,109	On Track
PRJ-01481	Street Cleaning & Sweeping (6305)	\$687,208	\$32,896	\$66,571	On Track
PRJ-01482	Footpath & Paver Maintenance (6344)	\$686,781	\$339,904	\$1,185,569	On Track
PRJ-01483	Underground Drain & Pit Maintenance (6323)	\$1,161,666	\$183,343	\$777,893	On Track
PRJ-01484	Programmed Drainage Maintenance (6324)	\$365,000	\$16,048	\$63,644	On Track
PRJ-01485	Open Drain Maintenance (6320)	\$993,461	\$83,357	\$460,170	On Track
PRJ-01486	Park Sign Maintenance (6342)	\$129,384	\$8,843	\$0	On Track
PRJ-01487	Roadside Street Furniture & Signs Maintenance (6343)	\$365,273	\$30,843	\$120,981	On Track
PRJ-01488	Bridge & Culverts Maintenance (6351)	\$94,831	\$0	\$0	Not Started
PRJ-01489	Gravel Footpath Maintenance (6327)	\$100,951	\$37,939	\$15,544	On Track
PRJ-01490	The Pines Community Centre Maintenance (6755)	\$47,000	\$6,686	\$0	On Track
PRJ-01491	Child Care Centre Maintenance (6762)	\$165,000	\$33,185	\$0	On Track
PRJ-01492	Community Facility Maintenance (6763)	\$365,000	\$182,087	\$0	On Track
PRJ-01493	Council Work Place Maintenance (6764)	\$465,000	-\$101,541	\$0	Not Started
PRJ-01494	Rented Dwelling Maintenance (6765)	\$6,000	\$1,787	\$0	On Track
PRJ-01495	Heritage Building Maintenance (6766)	\$6,000	\$2,408	\$0	On Track
PRJ-01496	Library Maintenance (6767)	\$21,000	\$5,067	\$0	On Track
PRJ-01498	Public Toilet Maintenance (6773)	\$394,000	\$98,381	\$0	On Track
PRJ-01499	Scout & Guide Hall Maintenance (6774)	\$6,000	\$1,674	\$0	Not Started
PRJ-01500	Sporting Facility Maintenance (6775)	\$230,000	\$116,668	\$2,100	On Track
PRJ-01502	Street Tree Maintenance (6228)	\$1,236,035	\$208,820	\$2,636	On Track
PRJ-01503	Park Tree Maintenance (6236)	\$799,433	\$86,745	\$4,973	On Track
PRJ-01504	Landscape Maintenance (6268)	\$871,879	\$109,369	\$6,972	On Track
PRJ-01505	Open Space Asset Inspection & Maintenance (6204)	\$447,773	\$44,127	\$73,988	On Track
PRJ-01506	General Building Maintenance - Salaries (6710)	\$1,085,506	\$49,545	\$2,546	On Track
PRJ-01507	Fence Maintenance (6216)	\$120,000	\$18,858	\$0	On Track
PRJ-01508	Electrical Line Clearance Maintenance (6232)	\$1,034,632	\$21,324	\$19,650	On Track
PRJ-01510	Tree Planting (6237)	\$610,000	\$87,774	\$3,739	On Track
PRJ-01511	Sports Ground Maintenance (6240)	\$1,205,395	\$247,238	\$270,689	On Track
PRJ-01512	Bushland Maintenance (6265)	\$724,383	\$240,130	\$4,176	On Track
PRJ-01513	Park Landscape Maintenance (6272)	\$969,949	\$93,069	\$9,299	On Track
PRJ-01514	Playground Maintenance (6276)	\$205,634	\$21,366	\$6,270	On Track
PRJ-01515	Open Space Grass Cutting and Maintenance (6292)	\$1,999,365	\$273,890	\$1,504	On Track
PRJ-01516	Open Space Fire Mitigation Maintenance (6295)	\$461,832	\$13,774	\$0	On Track
PRJ-01517	Bus Shelter Maintenance (6650)	\$120,660	\$26,676	\$113,604	On Track
PRJ-01518	Road Line Marking Maintenance (6349)	\$132,479	\$70,623	\$138,350	On Track
PRJ-01519	Graffiti Removal (6720)	\$91,500	\$13,375	\$0	On Track
PRJ-01621	Leisure Centre Maintenance (9601)	\$293,086	-\$166,713	\$0	Not Started
PRJ-01623	Open Space VicRoads Grass Cutting and Maintenance (6201)	\$369,842	\$78,067	\$293,010	On Track
Total		\$19,954,840	\$2,840,050	\$3,969,772	



4. Key Projects

4.1. Aquarena Redevelopment

- Council is currently advertising for Consultancy services for the design of adopted plans.

4.2. Banksia Park Shared Path Bridge

- Bridge civil and architectural designs completed.
- Design 90% Completed.
- Structural design awaiting PV access permit to be finalised.

4.3. Fitzsimons Lane and Main Road Corridor

The project's overall design is in progress. Awaiting IFC to be issued by the consultant. expected by the end Oct 2023.

- Early Works Package has been awarded and is waiting for DTP approval to proceed.

4.4. Jumping Creek Road

4.4.1. Jumping Creek Road Footpath Works



Significant footpath works were completed last financial year.



4.4.2. Jumping Creek Road Animal Crossings

Aerial animal crossings have been installed over Jumping Creek Road to try to reduce the number of animals killed or injured while crossing the road. Special cameras have been ordered from the United States to capture images of animals using the crossings.

4.4.3. Jumping Creek Road Recreational Trail Works



Recreational trail works are in progress. Package E (Vine Crescent/ Homestead) design is expected to be ready by Mid Oct 2023.

4.5. Melbourne Hill Road Drainage Upgrade

- Main Works Phase 1 - Construction underway
- Main Works Phase 2 - Detailed Design Sewer Realignment with YVW for approval
- Main Works Phase 2 - Land Acquisition and Planning Permit in progress
- Footing probing and additional geotechnical investigation underway to complete detail structural investigation



4.6. Tram / Merlin Traffic Signals

- Yarra Valley Water assets have been relocated.
- The agreement with DTP has been executed.
- Currently initiating procurement activities for asset relocation and the main project

5. Program Highlights

5.1. Finns Reserve Scout Hall



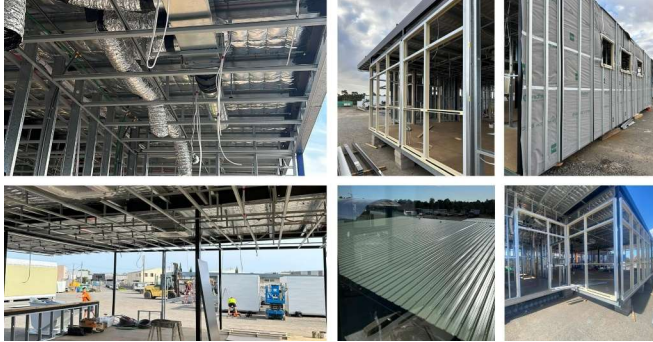
- Slab completed for entry landing, stairs, and ramp.
- Window installation completed.
- Shower base slab completed.
- Services rough in completed.
- Set out for remaining pavement, garden bed and asphalt area completed.

5.2. Park Orchards Tennis Club Court Upgrade



- Work on 4 tennis courts at Park Orchards Tennis Club was completed in September.
- The project included rebuilding the subgrade, synthetic resurfacing, new fencing, and net posts/nets.

5.3. Tunstall Square Kindergarten



- Landscape detailed design plans issued for quotations.
- Roofing completed.
- Plumbing, electrical and mechanical rough ins completed.
- Window frames completed.
- Eaves and ceiling lining in progress.

13 EXPERIENCE AND CAPABILITY

13.1 Manningham Quarterly Report, Quarter 1 (July - September) 2023/24

File Number: IN23/733
Responsible Director: Director Experience and Capability
Attachments: 1 Manningham Quarterly Report, Quarter 1 (July-Sept) 2023/24 [↓](#)

PURPOSE OF REPORT

The purpose of the report is to provide Council and the community with an overview of Manningham Council's performance and achievements for the quarter.

EXECUTIVE SUMMARY

The Manningham Quarterly Report details performance in key areas including finance, capital works, progress of 2021-2025 Council Plan, governance, expenses, and community engagement for the quarter covering 1 July – 30 September 2023.

COUNCIL RESOLUTION

MOVED: CR ANNA CHEN
SECONDED: CR MICHELLE KLEINERT

That Council note the Manningham Quarterly Report for Quarter 1 (1 July – 30 September) 2023/24.

CARRIED UNANIMOUSLY

2. BACKGROUND

2.1 The Manningham Quarterly Report meets the reporting requirements of the Local Government Act 2020, and Council policies for areas including finance, capital works and governance, and progress of the 2021- 2025 Council Plan.

3. DISCUSSION / ISSUE

The summary as of 30 September 2023 is:

3.1 Capital Works

3.1.1 The Capital Works Program is progressing very well this financial year, with expenditure exceeding expectations so far. Providing this trend continues it is probable that both the financial and non-financial key performance indicators will be met:

- \$5.98 million had been spent on Infrastructure projects (11.74% of budget).
- \$25.21 million in commitments were recorded.

3.1.2 Seven projects with a combined value of \$1.12 million were complete:

- Dorney Reserve Management Plan Implementation
- Blackburn Road Footpath
(8 Havelock to Andersons Creek, Zerbe to Chestnut)
- 141-157 Berringa Rd Park Orchards Easement Drainage
- Arundel Road & Pine Avenue Park Orchards - Drainage
- Park Orchards Tennis Club Court Upgrade
- Donvale Reserve Cricket Nets
- Ruffey Lake Park Exercise Station - Boulevard Hill

3.1.3 Details are in section 1 of this Report.

3.2 Budget and Financial Performance

3.2.1 At the end of September 2023, Council's Operating Surplus was \$4.41million or 5.0% favourable compared to the year-to-date (YTD) Adopted Budget. Details are in section 2 of this Report.

3.3 2021-2025 Council Plan Performance

3.3.1 All Major Initiatives are on track. Details are in section 3 of the Report.

3.4 Councillor and Chief Executive Expenses

3.4.1 All Councillors are within allowance. Details are in sections 4 and 5 of the Report.

3.5 Well Governed Performance

3.5.1 *Statutory Planning*: continued to process planning applications in a timely manner achieving 93.1% of standard stream applications decided within 60 statutory days.

3.5.2 *Council Decision Making*: 31 out of 33 (or 96%) decisions were made open to the public, with 83% Councillor attendance at Council Meetings.

3.5.3 Details are in section 6 of the Report.

3.6 Community Engagement

3.6.1 Community engagement activities included Templestowe Route upgrade, flooding and stormwater management, new resource hub for sport and recreation clubs and a new park on Hepburn Road. Feedback will be presented to Council separately. Details are in section 7 of the Report.

3.7 Chief Executive Key Performance Indicators (CEO KPIs)

3.7.1 The Chief Executive and Councillors develop an annual set of KPIs for Chief Executive focus to improve community outcomes and organisational performance.

3.7.2 For 1 September 2022 – 30 September 2023, there are 20 CEO KPIs to improve community outcomes, with progress included in the Report.

3.7.3 At the conclusion of the key performance indicator period, all of the CEO KPIs are on track or completed. Details are in section 8 of the Report.

4. COUNCIL PLAN / STRATEGY

4.1 The Manningham Quarterly Report covers all themes of the Council Plan, Council’s mission and the Community Vision 2040.

5. IMPLEMENTATION

5.1 Communication and Engagement

Is engagement required?	No
Stakeholder Groups	Council and Community
Where does it sit on the IAP2 spectrum?	Inform
Approach	The Quarterly Report will be published under <i>Our Performance</i> on the Manningham website.

6. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Quarter 1

1 July to 30 September 2023

Manningham Quarterly Report

Key information on our performance and governance

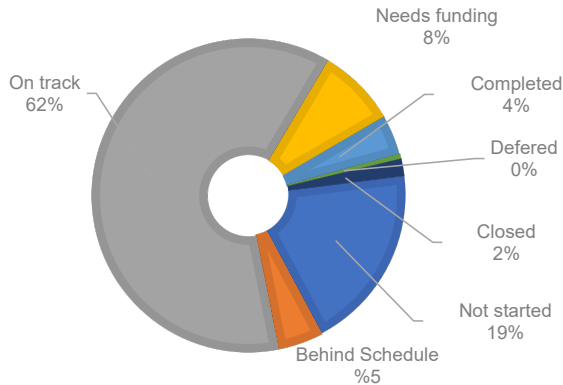


Launch of Warrandyte Open Library



1. Capital Works

Project Overview

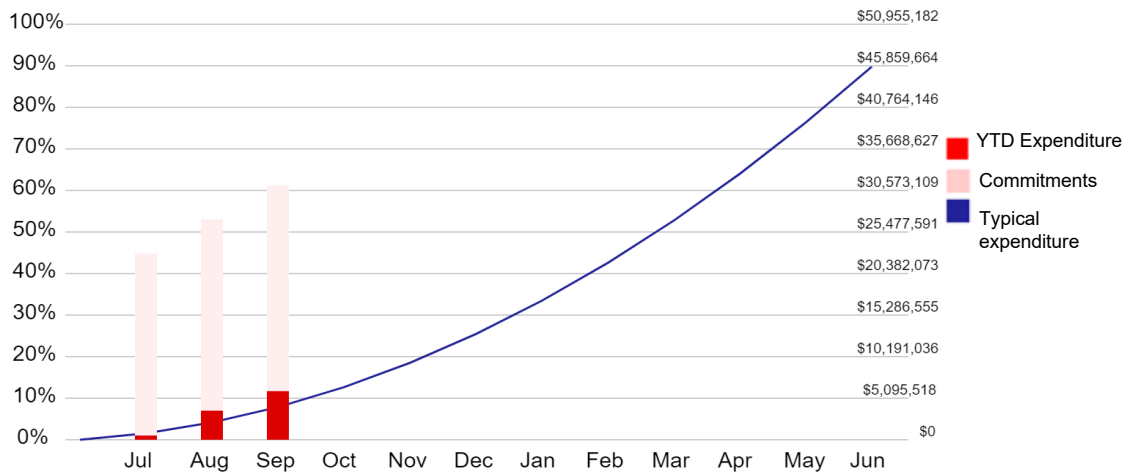


2023/24 Capital Budget

Infrastructure	\$50.95m
Property	\$3.86m
Infrastructure Maintenance	\$19.93m
Technology	\$2.68m
TOTAL	\$77.43m

Program Complete	Projects Complete	Value of Capital Works	Capital Income & Grants
12%	4%	\$50.95m	\$5.3m

Year to Date Expenditure



Capital Spotlight

- The Capital Works Program is progressing well, with a total of 172 projects for this financial year.
- Expenditure is exceeding expectations to date. Providing this trend continues it is probable that both the financial and non-financial key performance indicators will be met.
- As at 30 September 2023
 - \$5.98 million had been spent on Infrastructure projects. (11.74% of budget).
 - we are already committed to spend a further \$25.21 million (m)
- We have completed seven projects with a combined value of \$1.12m:
 - Domeney Reserve (recreation)
 - Blackburn Road Footpath (8 Havelock to Andersons Creek, Zerbe to Chestnut) (footpath)
 - 141-157 Berringa Rd Park Orchards Easement (drainage)
 - Arundel Road and Pine Avenue, Park Orchards (drainage)
 - Park Orchards Tennis Club Court Upgrade (recreation)
 - Donvale Reserve Cricket Nets (recreation)

2. Financial Status

Year to Date (YTD) Income Statement

Account Group	YTD Current Budget \$'000	YTD Actuals \$'000	YTD Variance \$'000	YTD Variance %	Annual Adopted Budget \$'000	Annual Forecast \$'000
1. Income						
Rates - General	121,188	121,214	26	0.0%	122,350	122,364
Statutory Charges, Fees & Fines	897	704	(193)	(21.5%)	3,588	3,485
User Charges	2,303	2,320	17	0.7%	9,397	9,439
Interest Received	800	996	196	24.5%	3,200	3,200
Grants & Subsidies	2,836	4,187	1,351	47.6%	9,273	9,399
Capital Grants & Contributions		722	722	100.0%	3,953	4,985
Other Income	1,306	1,073	(233)	(17.8%)	6,433	6,463
Net gain/(loss) on disposal of Property, Infrastructure, Plant and Equipment				100.0%	186	186
Total 1. Income	129,330	131,216	1,886	1.5%	158,380	159,521
2. Expenditure						
Employee Costs	14,776	13,966	810	5.5%	59,108	58,801
Materials & Contracts	8,525	7,477	1,048	12.3%	34,809	35,495
Interest	1	3	(2)	(200.0%)	42	42
Utilities	650	563	87	13.4%	2,492	2,492
Other	9,126	9,009	117	1.3%	19,309	19,447
Depreciation	7,792	7,333	459	5.9%	31,168	31,168
Total 2. Expenditure	40,870	38,351	2,519	6.2%	146,928	147,445
Operating Surplus / (Deficit)	88,460	92,865	4,405	5.0%	11,452	12,076

Executive Summary

At the end of September 2023, Council's Operating Surplus was \$4.41 million (m) or 5.0% favourable compared to the year-to-date (YTD) Adopted Budget.

The key favourable variances include:

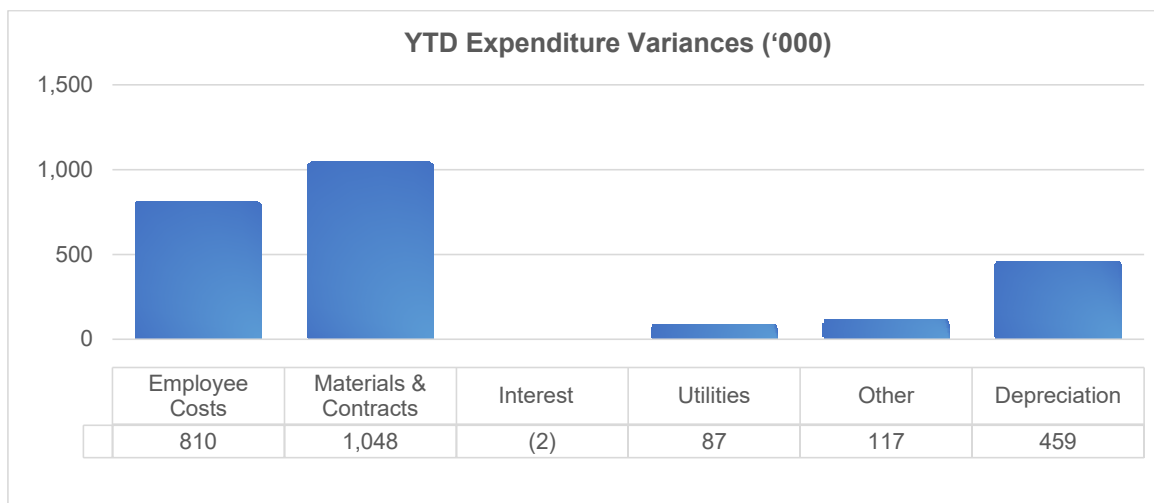
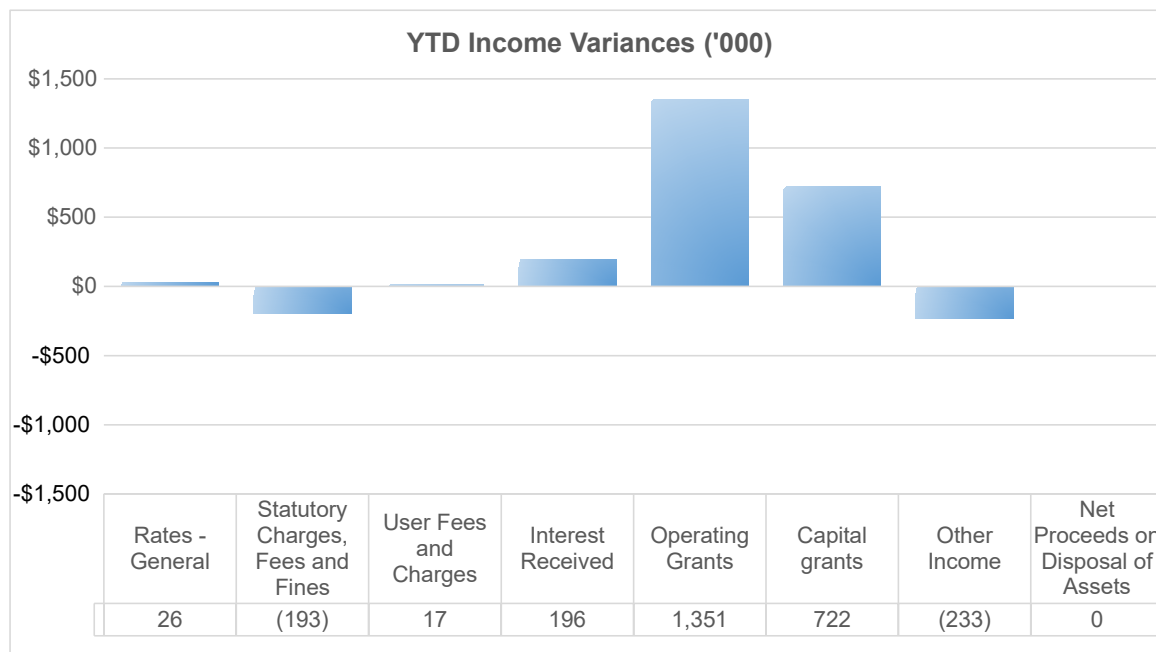
- \$1.35m Operating Grants due to early receipt of the Federal DOH Commonwealth Home Support funding and School Crossing Supervision funding.
- \$1.05m favourable Materials & Contracts - mainly City Services \$444k, Experience & Capability \$431k and Connected Communities \$89k.
- \$810k favourable Employee Costs due to a large number of vacancies across the organisation.
- \$722k favourable Capital Grants, combination of early receipt of Federal grants and unbudgeted Local Roads and Community Infrastructure Program Phase 2 final payment.
- \$459k favourable Depreciation due to the timing of capital works project completion and the subsequent capitalisation of the asset.
- \$196k favourable Interest Received in continuation of favourable interest rates.
- \$117k favourable Other expenses - City Planning \$258k, partly offset by unfavourable lease and data costs (Information Technology) \$145k.

These are partly offset by:

- \$193k unfavourable Statutory Charges Fees & Fines due to City Compliance, Statutory Planning and Emergency Management.

2. Financial Status

Year to Date Income and Expenditure Variances by Category



2. Financial Status

Cash and Investments

Council's cash and cash investments balance as at 30 September 2023 is \$89.40m.

Summary of Council Investments

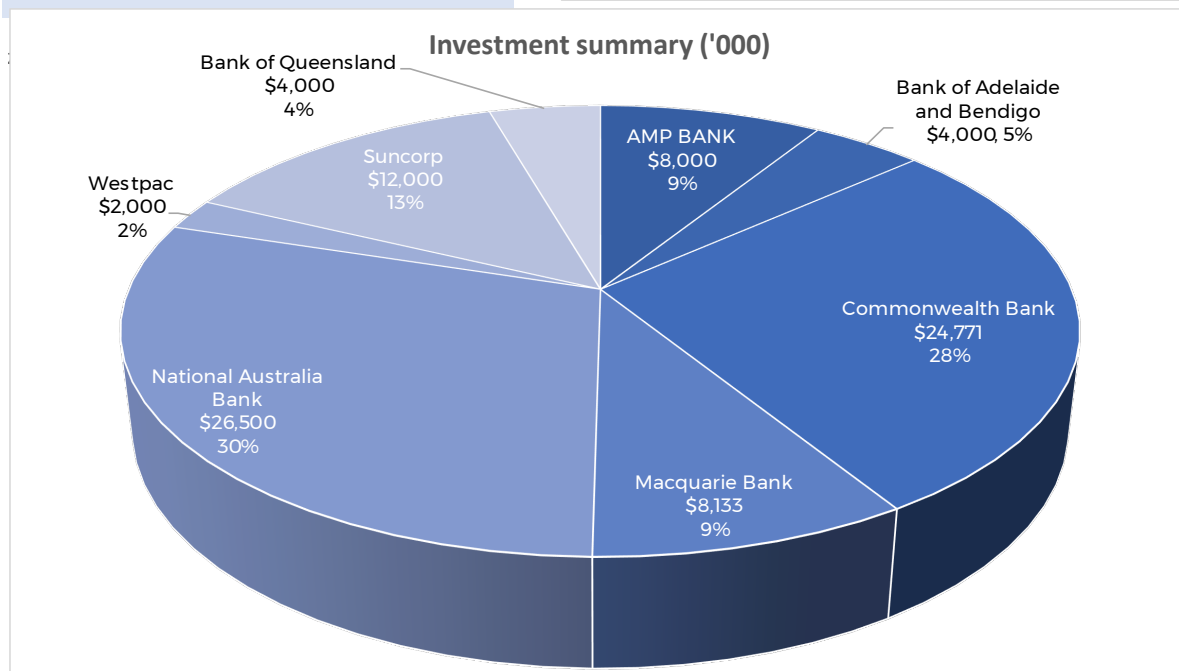
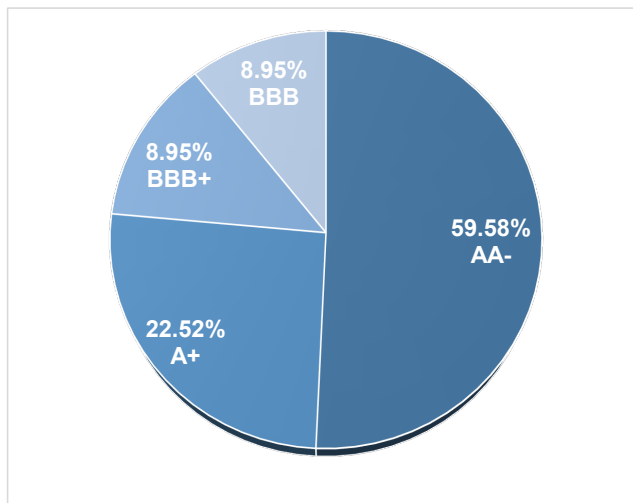
Average Weighted interest rate	4.87%
Average monthly interest \$	\$332,165
Maximum interest rate earned	5.51%

Investments by risk (S & P Long Term Credit Rating)

What is the S&P Risk Rating?

The Standard & Poor (S&P) is a universal credit rating. There are 17 ratings, using letters A-D. This is achieved by doubling or tripling letters—the more the better. Ratings can also include a plus sign (which is better than standalone letters) or a minus sign (which is worse than standalone letters).

The best is "AAA." This rating means it is highly likely that the borrower will repay its debt. The worst is "D," which means the issuer has already defaulted.



2. Financial Status

Balance Sheet

	September 2023 (\$)	June 2023 (\$)	Movement (\$)
Assets			
Current Assets			
Trade and Other Receivables	117,533,550	17,861,947	99,671,603
Accrued Income	1,832,392	1,984,245	(151,853)
Cash and Cash Equivalents	9,903,872	9,501,646	402,226
Other Financial Assets	79,500,000	80,500,000	(1,000,000)
Prepayments	98,322	1,875,524	(1,777,202)
	208,868,136	111,723,362	97,144,774
Non-Current Assets			
Investments in associates	3,155,658	3,155,658	0
Sundry Debtors - Non Current	635,160	634,546	614
Infrastructure, Property, Plant & Equipment	2,641,764,226	2,644,953,484	(3,189,258)
	2,645,555,044	2,648,743,688	(3,188,644)
Total Assets	2,854,423,180	2,760,467,050	93,956,130
Liabilities			
Current Liabilities			
Trade and Other Payables	28,145,819	25,986,269	(2,159,550)
Provisions	14,519,685	15,309,475	789,790
Trust Funds and Deposits	13,016,560	13,295,881	279,321
	55,682,064	54,591,625	(1,090,439)
Non-Current Liabilities			
Provisions - Non Current	3,501,564	3,501,564	0
	3,501,564	3,501,564	0
Total Liabilities	59,183,628	58,093,189	(1,090,439)
Net Assets	2,795,239,552	2,702,373,861	92,865,691
Equity			
Accumulated Surplus	830,340,701	822,677,546	7,663,155
Reserves	1,872,033,158	1,872,098,399	(65,241)
Current Retained Earnings	92,865,693	7,597,915	85,267,778
Total Equity	2,795,239,552	2,702,373,860	92,865,692

Reason for YTD variances: as at 30 September 2023

Current Assets

Current assets include cash and cash equivalents (cash held in bank accounts and term deposits or other highly liquid investments with terms of three months or less), other financial assets (term deposits with terms between three and twelve months) and monies owed to Council by ratepayers and others.

Total current assets (trade and other receivables) have increased compared to 30 June 2023 due to the 2023/24 annual rates and charges being raised during July 2023.

Non Current Assets

Property, infrastructure, plant & equipment and intangible assets represents 99.9 per cent of Council's non-current assets.

Current Liabilities

The total current liabilities have increased compared to 30 June 2023 primarily due to the timing of payments to be made to creditors (trade and other payables).

Non Current Liabilities

The total non current liabilities are in line with the 30 June 2023 figure.

Equity (Accumulated Surplus and Reserves)

Equity includes Accumulated Surplus and Reserves. Reserves include Asset Revaluation reserves and other cash reserves which Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. This component includes Reserves such as the Open Space Reserve and the Doncaster Hill Development Contributions Plan Reserve. These amounts are transferred to or from the accumulated surplus of Council and are separately disclosed.

The increase in Equity compared to 30 June 2023 is essentially related to the Year to Date Surplus.

2. Financial Status

Cash Reserves

The Open Space (resort and recreation) Reserve was established to control contributions received from developers that will, upon completion of developments be utilised to acquire and create open space, and develop recreation and other facilities for residents in the respective development areas.

The Doncaster Hill activity centre DCP Reserve was established to control contributions levied on developers under the Doncaster Hill Development Contributions Plan Overlay (DCPO) and funds will be used to develop social and community infrastructure in accordance with the conditions contained in the DCPO.

	Opening Balance at 1 July 2023	YTD Actual Income at 30 Sep 2023	Forecast Expenditure 2023/24	Projected Reserve Balance
	\$'000			
Open Space Reserve	\$14,898	\$1,010	\$5,163	\$10,745
Doncaster Hill DCP Reserve	\$977		\$438	\$539

2023/24 Open Space Reserve Contributions Summary

Property	Amount
Doncaster East	
96 Beverley Street	\$246,000
23 Churchill Street	\$160,000
22 Bayley Grove	\$129,881
20 Talford Street	\$120,000
38 Frederick Street	\$120,000
3 Dryden Street	\$83,750
23 Buckingham Crescent	\$72,500
69 Bowen Road	\$57,500
7 Marlene Close	\$20,000
Total Year to Date	\$1,009,631

Council Plan 2021-2025

Our Community Vision 2040

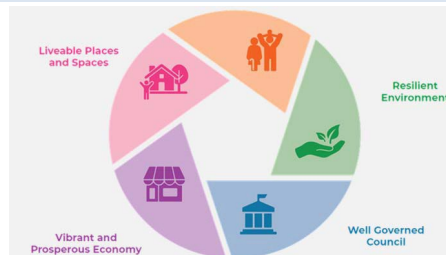
Manningham is a peaceful, inclusive and safe community. We celebrate life with its diverse culture, wildlife, and natural environment. We are resilient and value sustainable and healthy living, a sense of belonging, and respect for one another.

We're continuing to fund delivery of our Council Plan. For 2023/24 this includes:

- \$38 million for a Healthy Community
- \$24 million for Liveable Places and Spaces
- \$22 million for a Resilient Environment
- \$5 million for a Vibrant Prosperous Economy
- \$31 million for a Well Governed Council

Our Council Plan 2021-2025 has five themes:

- Healthy Community
- Liveable Places and Spaces
- Resilient Environment
- Vibrant and Prosperous Economy
- Well Governed Council



We have developed goals for each theme in consultation with our local community, partners, Councillors and staff. We progress the goals through actions and Major Initiatives each year.

Major Initiatives are significant pieces of work, usually over the four years of the Council Plan. There are 17 major initiatives and initiatives to progress our 2021-25 Council Plan goals. You can find the full details of previous quarters and our full year's progress in our Manningham Annual Report at www.manningham.vic.gov.au.

Tracking our progress: On Track ● Complete ● Off Track ●

Action we have taken to progress the goals of our Council Plan Progress

	Healthy Community	Goals: <ul style="list-style-type: none"> ▪ Healthy, Safe and Resilient ▪ Inclusive and connected
---	--------------------------	--

- We will undertake evidence-based planning for equitable, inclusive and accessible services and infrastructure improvements for prominent issues including:** ●
 - continue gender impact assessments (GIA) on Council policies, services and programs**

Action	<ul style="list-style-type: none"> ▪ We continue to undertake gender impact assessments (GIA) as needed, in line with our commitment to gender equality and to fulfill requirements of the Victorian Gender Equality Act 2020. ▪ A GIA template, guidelines and training have been completed to support high quality assessments of a new or reviewed policy, service or program to deliver an inclusive and fair approach. ▪ Recent GIAs have included the Affordable Housing Policy and Economic Development Strategy.
---------------	---

- improve the range of accessible supports and services available to young people within Manningham, exploring a youth hub, advocating for improved mental health resources and working collaboratively with youth agencies** ●

Action	<ul style="list-style-type: none"> ▪ We are reviewing youth services to better understand performance and future needs. The outcomes of the review will inform our service plan and how we can better support youth agencies to improve local services available to young people living in Manningham. ▪ Following the announcement of the new Box Hill Headspace, advocacy for youth mental health has plateaued slightly. We have reached out to the Box Hill Headspace provider, MIND Australia, to look at opportunities to support the Manningham community. ▪ We continued exploring a youth hub with KPMG by assessing commercial properties for a suitable space in Manningham. This included talks with Westfield about a property under their ownership. EACH, the current Manningham Youth Service provide is also pursuing this with youth services providers.
---------------	---

3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress

iii. continue collaborative forums to engage with businesses, community leaders, community groups and residents from culturally diverse backgrounds ●

Action

- We continued to progress support for residents from all cultures including:
- *Multicultural Communities Advisory Committee* who meet quarterly to discuss issues of importance and provide a diversity lens over our major projects.
 - The *Multicultural Communities Network* which meets monthly. We are attending quarterly and providing secretarial support.
 - *Multicultural E-News* is published every second month and includes updates on our projects, other local projects, significant dates and up-coming events all relevant to multicultural communities. We are also encouraging residents to submit items of interest.

iv. investigate extended use of community facilities, including libraries, through a new Community Infrastructure Plan ●

Action

- We launched the exciting *Open Library* at the Warrandyte library in August. *Warrandyte Open Library* offers self-service access to approved library members to borrow, use Wi-Fi/public computers, study, print, scan and copy outside of normal staffed hours. 124 library members have taken up the opportunity so far.
- Our Community Infrastructure Plan has been adopted by Council.
- Information on kindergartens and early years facilities use is being prepared for reporting to Council.

2. We will work to progress and deliver community outcomes in consultation with our advisory committees and local service providers, community groups, organisations and networks. ●

Action

Our Advisory Committees, including Disability, Multicultural Communities, Gender Equality & LGBTIQ+, Youth, Recreation and Health and Wellbeing continue to meet quarterly. Discussions have covered issues of interest and have provided advice on recent Council projects, policies and strategies, Victorian and Federal reviews and significant events and communications.

3. We will support and educate to connect inclusive and healthy communities (inclusive of our First Nations and culturally diverse communities) through: ●

i. Environmental and waste program

Action

We delivered events for *Spring Outdoors* in partnership with the Wurundjeri Woi-wurrung Cultural Heritage Corporation and Banyule and Nillumbik Councils. Held at local reserves, residents spent time with Traditional Owners to deepen their understanding and appreciation of the First Nations culture. Events were oversubscribed, acknowledging the importance and community interest in this partnership.

ii. Implementing the Reconciliation Action Plan (RAP) to enhance recognition of First Nation Peoples ●

Action

We have made good progress on delivering RAP actions and have submitted our annual review report to Reconciliation Australia with the support of the Wurundjeri Woi-wurrung Elders.

iii. Resources and information that link our community to understanding of and responses to family violence ●


Action

- We are preparing for Safety Month in October by updating our Wellbeing Support Guide and developing a website, signage, cards/card holder and window stickers to deliver safety information across the City.
- We have developed a Homelessness Protocol to educate and support Council staff to take a consistent and respectful approach to the emerging issue of homelessness and people sleeping rough in Manningham.

3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress

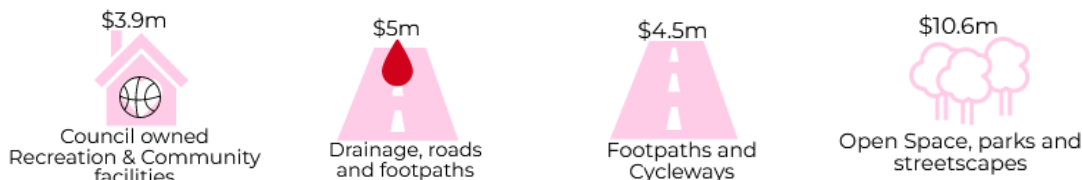


Liveable Places and Spaces

Goals:

- Inviting places and spaces
- Enhanced parks, open space, and streetscapes
- Well connected, safe and accessible travel
- Well utilised and maintained community infrastructure.

2023/24 Budget: Liveable Places and Spaces includes



4. **We will implement our principles to guide responsible planning for new developments and enhance protection of the environment through implementation of high-priority recommendations of the Manningham Planning Scheme Review 2022.**

Action

- We are working to understand the upcoming statutory planning reforms recently announced by the Victorian Government.
- We continue to guide responsible planning through updating our Manningham Residential Strategy, starting with an endorsed methodology and engagement plan. Our Residential Strategy identifies how we will manage residential growth across the municipality. To start we are preparing a Neighbourhood Character Study and a Housing Demand and Capacity Analysis.

5. **We will provide ways for people to connect by:**

i. **funding to support community inclusion and connections to respond to priority community needs**

Action

- We have delivered a Small Grants and Neighbourhood House Grant round. Congratulation to:
 - o 21 community organisations that were successful in receiving Annual Grants
 - o 15 organisations that were successful in receiving a Small Grant.

ii. **transport options through the 2021 Transport Action Plan and by contributing to planning of the Suburban Rail Loop, Doncaster Busway, Bus Rapid Transit, bus network and service review and enhancing the walking and cycling network**

Action

- To inform our future strategic planning, we continue to work with the Suburban Rail Loop Authority on options for a future station in Doncaster Hill.
- We have also been actively engaging with the Department of Transport and planning on the Eastern Suburbs Bus Review and bus reform.

iii. **community safety in and around schools through traffic and parking management programs.**

Action

We are working with Serpells Primary School community to improve traffic access and parking availability after completion of the footpath and shared path on and around Tuckers Road. Information sheets have been written in several languages and distributed to the school community.

6. **We will continue to improve our local road, parks and recreation facilities (as scheduled) to a high standard:**

i. **Drains including Melbourne Hill Road Drainage Upgrade**

Action

Major works on our key drainage projects including Everard Drive and Melbourne Hill Road are underway with major works completed.

ii. **Road Improvement Program including Jumping Creek Road, Templestowe Route and Tram/Merlins Traffic signals**

Action

- Work significantly progressed with projects in procurement phase or underway.

3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



Liveable Places and Spaces

Goals:

- Inviting places and spaces
- Enhanced parks, open space, and streetscapes
- Well connected, safe and accessible travel
- Well utilised and maintained community infrastructure.

iii. Parks and Recreation Facilities upgrade including Ted Ajani playspace, Joroma Reserve playspace, Astelot Reserve playspace



Action

- We have started construction works for the upgrade of Ted Ajani playspace, with completion expected in November 2023. The upgrade includes a new playground with equipment for children of all ages, a picnic table under a shelter, providing shade for families to relax and enjoy meals, an integrated sports court and an improved path link, allowing easy access to the playspace and sport court.
- We aim to start construction for the upgrade of Joroma playspace in the coming few months.

7. We will continue to advocate to the North East Link Project (NELP) for improved outcomes for the Manningham community, particularly around urban design.



Action

- We have been in contact regularly with the NELP authority to advocate for improved outcomes.
- We have reviewed plans and are liaising with NELP / SPARK & NELSA (the consortium in charge of constructing the Tunnels) in association with the *central tunnel package* works and the *southern package* alliance about their Urban Design and Landscape Plan (UDLP).

8. We will investigate and review current facility use and opportunities to develop or repurpose existing facilities and use of Council land for multi-use purposes and to meet changing community needs through:



i. Finalising the Community Infrastructure Plan and implementing the 20-year Action Plan

Action

- After extensive consultation, the Community Infrastructure Plan was adopted by Council to guide Manningham’s community facilities now into the future. Work is now being done to progress the 20-year action plan.

ii. Strengthen utilisation and performance of stadiums in conjunction with stadium managers



Action

- Following the appointment of the new Manningham Leisure Contract, we are working with the Active Manningham team on plans for increased use across the stadium sites, particularly court utilisation and have included this as a performance indicator to be monitored in the Contract.

iii. Improve community access to sport and recreation facilities and spaces for broad community use and benefit.



Action

- To improve community use and benefit of our facilities and spaces, we have included programming in the new Manningham Leisure Contract. This will be monitored through an annual business plan.
- We developed a new website with increased functionality and multilingual capacity to engage the Manningham community with participation opportunities for passive and active recreation.
- We are exploring options to fund or offer free school holiday programs for kids to reduce the burden of cost of living. We are in talks with Aquatics and Recreation Victoria (ARV) for places in the VicSwim program. VicSwim is an intensive swim and water safety program held over the first three weeks of January.
- We continued to run Ninja Warrior Fitness Station Activation events throughout school holidays.
- We are planning *All Aboard Skate Sessions* once Swanston St Skate Park Upgrade is complete. The sessions will be free and will lead into a Skate Park League Event where skaters will be able to showcase new skills learn through the All Aboard sessions.
- We are funding the *Serenity for Women Group* fitness classes at Aquarena. Participants are from a range of multicultural backgrounds. The sessions are held in the pavilion away from regular programming, allowing a safe, comfortable, and inclusive space.

3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



Resilient Environment

Goals:

- Protect and enhance our environment and biodiversity.
- Reduce our environmental impact and adapt to climate

9. We will deliver environmental activities to:

i. strengthen principles to protect the environment, biodiversity and wildlife

Action

- We continue to improve our own environmental practices in the delivery of the Climate Emergency Action Response Plan to achieve the ambitious zero emissions targets. Examples include recently improved waste management practices to support the community to adopt Food Organics, Green Organics (FOGO).

ii. advocate to government and business on environmental issues

Action

We continue to advocate to government and business through forums and networks including the Northern Alliance for Greenhouse Action (NAGA) where 9 Councils work together to create a zero-carbon society and provide maximum protection against the impacts of climate change. As part of this advocacy, we are working to improve the response of the state planning system to climate change as well as:

- promoting renewable energy
- supporting the adoption of energy efficiency
- facilitating the transition from fossil fuels
- adapting to the impacts of climate change.

improve management practices of bushland maintenance, pest animal and environmental weed control and monitoring, evaluating and improvement mechanisms

Action

- We continue to collaborate with a range of government organisations and local community environment groups to deliver biodiversity improvement programs.
- We are progressing environmental actions in our Reconciliation Action Plan and Climate Emergency Action Response Plan to improve our bushland management.

iv. explore biodiversity improvement or environmental community engagement programs for local public areas in collaboration with the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, Melbourne Water and Parks Victoria

Action

- We delivered a program of events that have broadened to include engagement with and for local residents by the Traditional Owners Woi-wurrung Wurundjeri.
- The Spring Outdoor Program included a series of cultural events planned through spring and in partnership with Banyule and Nillumbik councils. This collaborative partnership enabled a immersive and respectful program strengthened through the collective action.

v. stewardship in building sustainable waste management practices with the community

Action

- We are demonstrating stewardship in waste management with the community through delivering:
 - community education programs including the Plastic Free July pop events, Cloth Nappy workshops in August and Garden Waste Disposal Days for residents who live in bush fire prone areas in September and October.
 - school holiday waste programs including kids composting, seed bomb and bees wax wraps.
 - Our largest ever Waste Drop Off Day on 7 October with 1342 registrations. The Waste Drop Off Day provides residents with the opportunity to dispose of items which cannot be recycled or placed into their household bins such as paint, gas bottles, e-waste and x-rays.

3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



Vibrant and Prosperous Economy

Goals:

- Grow our local business, tourism and economy.

10. We will support local business and the City through:

- i. **increase procurement with organisations that produce economic, environmental and social outcomes for Manningham**

Action

- We have embedded the desired economic, environmental and social outcomes in our procurement process and templates. We now need to explore ways we capture and report the outcomes.

- ii. **capacity building and support through business development activities**

Action

- Endorsement of the Economic Development Strategy 2023-2028 has provided a strategic direction and actions to be completed. This has identified several initiatives which will be designed and implemented in the coming months to support business development.
- Capacity building has begun at Jackson Court with the formation of a trader group which will work on behalf of the 90 businesses in the centre to get better and stronger economic outcomes.

- iii. **explore local opportunities to support local businesses to collaborate via a Hub / co-working space**

Action

- We have presented an options paper on potential locations for co-working space. Further work will be completed on preferred locations with a cost benefit analysis undertaken prior to providing a final recommendation.

- v. **activities to encourage and support tourism and employment opportunities.**

Action

- Endorsement of the Economic Development Strategy 2023-2028 has provided a strategic direction and actions to be completed which will include the development of initiatives to support tourism and employment opportunities.



Our 2022/23 Manningham Annual Report is now available at www.manningham.vic.gov.au

For the second year of the 2021-2025 Council Plan, our Annual Report includes:

- who we are, what we do, what we have achieved, our challenges and future plans.
- about our Mayor and Councillors
- ways to get involved in our thriving community and local places.
- community stories about how our services have benefited residents, their families and our community.
- Council's financials, strategic reporting, organisation structure and governance

We hope you enjoy reading about our performance over the last year.

3. Council Plan 2021-2025

Action we have taken to progress the goals of our Council Plan

Progress



Well Governed Council

Goals:

- A financially sustainable Council that manages resources effectively and efficiently
- A Council that values our customers and community in all that we do change.

11. Explore different ways to improve community satisfaction with our communications on local community issues, services and activities

Action

- We are continually looking for new and innovative ways to connect with our diverse communities to improve satisfaction with our communications .
- We released five key documents in *easy English*, developed a consistent approach to adding multilingual information to letters we are sending out about some of our projects and included an additional widget on *Your Say Manningham* letting people know what to do if English is not their preferred language.

12. Explore ways to enhance performance reporting across social, environment and economic outcome against community need.

Action

- To improve how we let the community know how we are performing, we have included more community outcomes in our Annual Report. The report covers social, economic and environmental outcomes and we are working to include more service performance in Council publications and online.

13. Improve our customers experience to better understand and meet their specific needs.

Action

- Following customer research to better understand customer needs, we have identified key trends and priority actions to be further developed.
- Current initiatives to improve our customers experience include:
 - implementation of a pilot call quality assurance program for our contact centre to improve the quality of our customer interactions.
 - update our telephone system to improve customer call management.
 - enhancing our Customer Relationship Management system to improve customer acknowledgment and communication.
 - new performance indicator for all Managers to report performance on customer acknowledgement and case resolution as per our service level agreements. These are included in our Customer Experience Dashboard to improve data visibility and accountability. The dashboard is reported to the Executive Management Team monthly and shared with leaders across the organisation

14. We will ensure our long-term financial sustainability by preparing our Budget and 10-year Financial Plan incorporating key strategies to Council by 30 June 2024.

Action

- We have started early work on the draft 2024/25 Budget and Long-Term Financial Plan as part of the preparations for early engagement with Councillors.

15. We will maximise public value through the systematic planning and review of Council's services and effective, early and broad engagement on projects.

Action

- We have five services reviews planned for 23/24. One has already been completed, two are in progress, and two are yet to start.
- We have included community engagement prompts to Council's meeting templates to encourage early and broad engagement on projects.

16. We will take a proactive and motivated approach to be an open and transparent Council.

Action

- We have improved the way we report to improve our transparency by maximising the amount of confidential information we can release to the public through utilising confidential attachments.
- We have started a transparency working group to explore what additional data sets could be made publicly available on our website.

Quarter 1

1 July - 30 September 2023

Page 13

www.manningham.vic.gov.au

4. Councillor Expenses

An allocation of \$10,473 for each Councillor and \$11,896 for the Mayor is budgeted each financial year to reimburse Councillors for expenses incurred while carrying out their official roles.

Significant demands are placed on Councillors in carrying out their civic and statutory roles attending community meetings and events, capacity building and advocacy meetings in pursuit of the best outcomes for the municipality. The Mayor has a slightly higher allowance as they are required to carry out additional civic and ceremonial duties.

The Council Expenses Policy guides the reimbursement of Councillor expenses. This budget is all inclusive and covers conferences and training, travel, child minding and information and communications technology expenses. As part of Council's commitment to remaining accountable and transparent, these expenses are presented to the community each quarter.

Categories include: Travel (including accommodation, cab charges), Car Mileage, Childcare, Information and Communication Technology, Conferences and Training (including professional development, workshops), General Office Expenses (including meeting incidentals), Formal Attendances (including community events and functions) and Other (publications).

Councillor	Travel	Car Mileage	Child-care	Information Communication Technology	Conference & Training	General Office Expense	Formal Attendance	Member-ship	Other	Total Qtr	Year to Date
Cr A Chen	\$1	\$139	\$0	\$0	\$0	\$0	\$346	\$0	\$0	\$487	\$487
Cr A Conlon	\$0	\$345	\$0	\$138	\$0	\$0	\$480	\$0	\$0	\$963	\$963
Cr D Diamante (Mayor)	\$126	\$0	\$0	\$0	\$0	\$0	\$565	\$0	\$0	\$691	\$691
Cr G Gough	\$114	\$0	\$0	\$521	\$0	\$0	\$35	\$0	\$0	\$670	\$670
Cr M Kleinert	\$75	\$0	\$0	\$196	\$0	\$61	\$293	\$0	\$0	\$625	\$625
Cr C Lange	\$0	\$1,070	\$0	\$271	\$0	\$0	\$525	\$0	\$0	\$1,866	\$1,866
Cr T Lightbody (Deputy Mayor)	\$0	\$0	\$0	\$0	\$105	\$0	\$322	\$95	\$0	\$523	\$523
Cr L Mayne	\$0	\$0	\$0	\$173	\$0	\$0	\$40	\$0	\$0	\$213	\$213
Cr S Mayne	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Notes for the Quarter

- Cr L Mayne attend Australian Institute of Company Directors which is amortised over two financial year periods.
- Depending on the payment method, Councillor expenses for the quarter may include GST. We will include any minor necessary GST adjustments in the following quarter, after the payments are processed.

5. Chief Executive Expenses

The Chief Executive Officer (CEO) incurs expenses while carrying out the role. Expense categories related specifically to the CEO role are travel, food and beverage, conferences and seminars and miscellaneous. Gifts declared are also included in this report although not an expense to Council. The CEO is required to be transparent in the use of Council resources as per the Employee Code of Conduct.

	Travel	Food and beverage	Conferences and seminars	Gifts declared	Misc.	Total Qtr	Total Year
Andrew Day	\$48	\$0	\$293	\$0	\$0	\$341	\$341

Notes

Expense categories

Travel

Costs associated with assisting the CEO in meeting transport costs incurred whilst attending meetings, functions and conferences. This includes taxi services, uber services, car parking fees, airfares, accommodation costs etc.

Food and Beverage

Costs associated with food or beverages that directly relate to the CEO role within a professional context.

Conferences and seminars

Costs associated with registration fees from attendance by the CEO at conferences, functions and seminars. Meetings such as these are normally held by local government related organisations, professional bodies and institutions, educational institutions and private sector providers on areas and events which impact on the role of the CEO and the City in general. This category also includes memberships and subscriptions to bodies and organisations whose activities are relevant to role of the CEO.

Gifts Declared

Any gifts that exceed the token gift threshold (\$50) that the CEO is required to declare as per the Token Gift Policy.

Miscellaneous

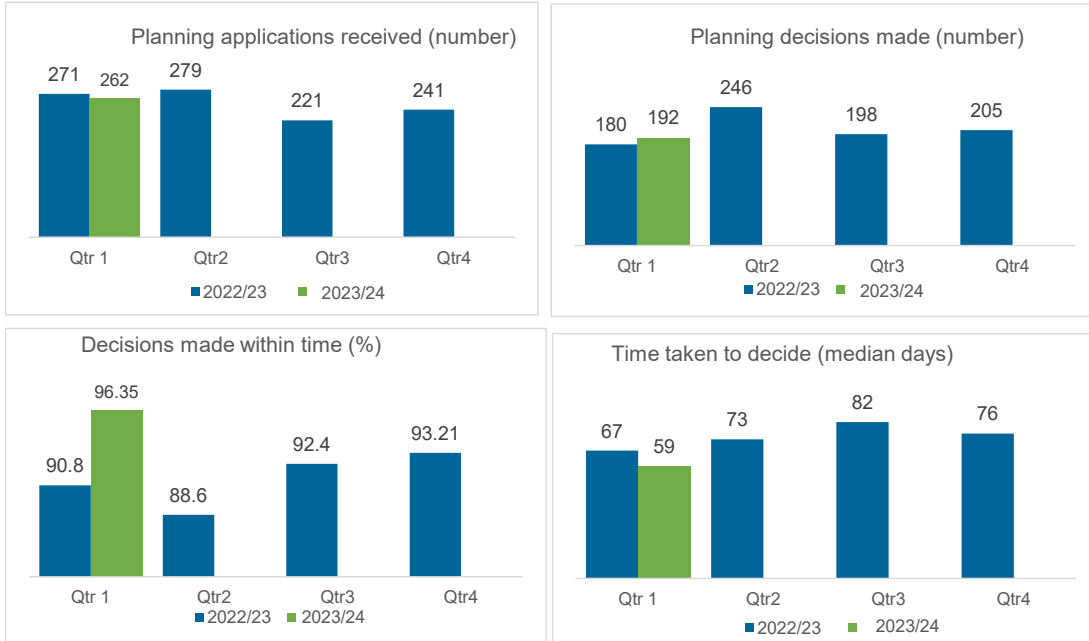
Any other costs associated with the CEO role not covered by the categories above.

6. Governance

We monitor our service performance to make sure we maximise our public value and to make improvements where needed. A portion of our performance indicators are in the local government performance reporting framework. The areas below are of particular interest, the full suite is published in our Annual Report.

Statutory Planning

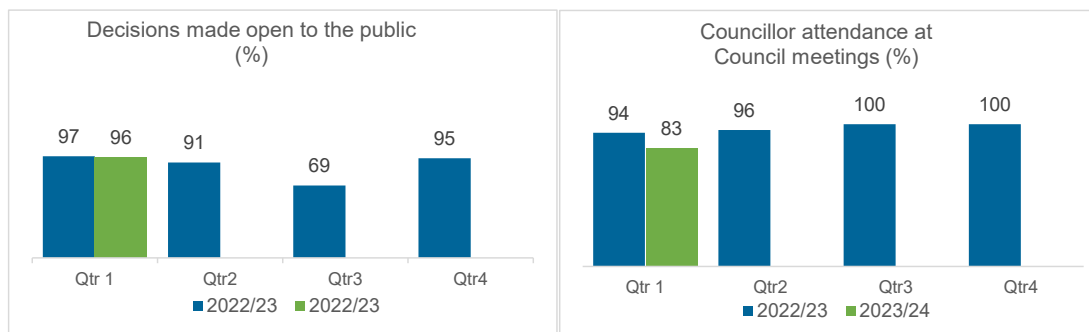
Statutory planning services include the assessment of planning permit applications for new development proposals and changes to land use activities under the Planning and Environment Act 1987.



Statutory Planning have continued to process planning applications in a timely manner achieving 96.35% of applications decided within the statutory days.

Council decision making

Manningham Council is committed to being open and transparent Council



The decisions made closed to the public included tender and contractual matters. Confidential matters are defined in the Local Government Act 2020 and include contractual and property matters and information that would prejudice the Council's position in commercial negotiations if prematurely released.

7. Community Engagement

Engagement Projects



Templestowe Route Upgrade

Proposed improvements for Templestowe Route.



Flooding & Stormwater Management

Robust planning to build more resilient and liveable Manningham



New Resource Hub

Our new Resource Hub has been created to support our sport and recreation clubs both on and off the field.



New Park on Hepburn Road

We're building a new park for Doncaster Hill.

What you told us

New Park on the Hill

Early engagement on the park started in 2019, when 345 respondents helped design the concept plan. We then developed a draft concept plan and again sought feedback in 2020. The final concept plan was endorsed by Council picking up on the strong themes that came through your feedback including:



- flexible and open **green spaces**
- **seats**, picnic tables and drinking fountains
- All-ages **play equipment**
- easy to access **paths**
- **connection** to community and nature
- spaces for gathering, **trees and plants**.

What the new park will deliver: large open lawn areas, outdoor seating, a BBQ area, drinking fountain, a playspace and nature play, canopy tree planting, public art and more.

Progress on recent engagement

Community Infrastructure Plan

After extensive community engagement the Community Infrastructure Plan was adopted in August. The draft was improved from community feedback outcomes. Community communication and engagement materials included letters, website information, social media posts, a community survey and submissions as well as individual and group meetings. The feedback resulted in a number of changes to the draft Plan.

Economic Development Strategy

The Economic Development Strategy has been adopted by Council following consultation with the community, particularly the business community and trader groups through the Manningham Business Network breakfast and a dedicated survey which was promoted through direct contact, the business e-news and social media platforms.

Templestowe Route Upgrade

The Templestowe Route Upgrade will reconstruct 1.8km of road between Templestowe Road and Williamson Road, including Parker, Swilk, James & Anderson streets. We have commenced our second consultation on the upgrade's main works. This consultation includes a summary of the feedback received in July and asks for further feedback on solutions proposed to improve safety and pedestrian connectivity.

8. Chief Executive KPIs

In September each year, Key Performance Indicators (KPIs) are developed in collaboration with our Councillors as key pieces of work that require our Chief Executive's particular attention in the pursuit of improved community outcomes and organisation excellence. Progress on indicators to improve community outcomes is presented below.

Performance: ● On Track ● Off Track ● Monitor

Community

- 1 Provide quarterly reports to Council on the implementation of the Community Infrastructure Plan ●
- 2 Develop community assets 'access and utilisation report' and present to Council by 30 September 2023 ●
- 3 Implementation of strategies to improve retention and encourage diversity, including employment opportunities targeting youth (such as graduate programs). ●

Environment

- 4 Climate Action Plan adopted and Year 1 actions commenced by September 2023 ●
- 5 Progress flood mapping reforms with committee convened and timelines for mapping established by 1 July 2023. ●
- 6 Develop a 10-year prioritised list of drainage projects which will consider available flood mapping for presentation to Council by 30 September 2023. ●

Places and Spaces

- 7 Active transport strategy presented to Council by 1 July 2023 ●
- 8 90% completion of Capital Works Program
please see section 1 for details ●
- 9 Provide quarterly progress reports to Council on the implementation of the Asset Plan ●
- 10 Immediate Liveable City Strategy actions are categorised into a 5-year implementation plan and presented to Council by 30 June 2023. 90% of high priority actions to be delivered during this timeframe. ●
- 11 Provide quarterly reports to Council on the Road Management Plan (including maintenance scheduling) ●
- 12 Implement a new Community Bus Service model by 1 July 2023 ●

Economy

- 13 Economic Development Strategy presented to Council by 1 July 2023. Progress plans for business hub and co-working space options. If feasible, complete preliminary design phase by 30 September ●

Well Governed Council

- 14 Preparation of preliminary designs for at least one of the key Strategic Property Portfolio sites and present a process and options for property portfolio transactions by 1 July 2023 ●
- 15 Council's State election advocacy agenda is promoted with a report to SBS on outcomes by 30 March ●
- 16 90% of the Council Plan Major Initiatives and Initiatives are on track at the end of the financial year ●
- 17 Prepare and present an Annual Budget to Council in alignment with Council's 10 year Financial Plan. Meet the organisation financial budget target as set out in the annual budgets for 2022/23. ●
- 18 Provide an annual report to Councillors on service review areas and outcomes ●
- 19 Improved collaborative processes and reporting in place to reduce response and resolution times for service requests and community enquiries / community feedback on service handling satisfaction ●
- 20 Annual reporting of employee diversity (gender/young people/older workers/culture) to Council ●

14 CHIEF EXECUTIVE OFFICER

14.1 Councillor Committees and Chairperson Appointments for 2024

File Number: IN23/730
Responsible Director: Chief Executive Officer
Attachments: 1 Councillor Committee Appointments 2024 [↓](#)

PURPOSE OF REPORT

The purpose of this report is to appointment Councillors to various internal and external bodies for 2024.

EXECUTIVE SUMMARY

This report proposes Councillor and Chairperson appointments to various committees and external bodies from January 2024 until the end of Council term.

COUNCIL RESOLUTION

MOVED: CR MICHELLE KLEINERT
SECONDED: CR STEPHEN MAYNE

That Council endorse the Councillor and Chairperson appointments to the various committees and external bodies for 2024, in accordance with the schedules contained in Attachment 1.

CARRIED UNANIMOUSLY

2. BACKGROUND

- 2.1 Council has established and operates a variety of committees many of which provide for Councillor membership. In addition, Council is a member of or associated with a variety of external bodies which also provide for Councillor membership.
- 2.2 Council formally considers on an annual basis Councillor representation on these various committees and external bodies.

3. DISCUSSION / ISSUE

- 3.1 Following consultation with Councillors, the proposed Councillor and Chairperson appointments for the 2024 calendar year are shown in Attachment 1.
- 3.2 Local government general elections are scheduled to be held on 26 October 2024. Once sworn in, the new Council will consider committee appointments for the remainder of 2024.

4. IMPLEMENTATION

4.1 Communication and Engagement

Stakeholder Groups	Councillors
Is engagement required?	No
Where does it sit on the IAP2 spectrum?	Inform
Approach	The list of committee appointments will be placed on Council’s website once finalised.

5. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Manningham City Council

Councillor Committee Appointments 2024

Committee	Description	Meeting Commitments	Composition	Appointee(s) for 2024	Chairperson Appointee for 2024
Arts Advisory Committee	The Manningham Arts Advisory Committee (MAAC) will provide strategic advice to Council on how to ensure Manningham maintains a vibrant, diverse, culturally relevant, and economically impactful and sustainable arts sector. The MAAC will strengthen the voice of artists and arts professionals and help ensure Manningham's arts programming reflects and engages with the contemporary community.	Quarterly meetings	At least one councillor appointed annually who acts as Chairperson	<i>Cr Laura Mayne</i>	<i>Appointed Councillor</i>
Audit & Risk Committee	The Audit and Risk Committee is an advisory committee of Council established pursuant to Section 53 of the Local Government Act 2020. The purpose of the Committee is to assist Council to discharge its oversight and corporate governance responsibilities.	At least five times a year and convene additional meetings as required	Two Councillors and three independent members	<i>Cr Stephen Mayne</i> <i>Cr Deirdre Diamante</i>	<i>Independent Chairperson</i>
CEO Employment and Remuneration Committee	The CEO Employment and Remuneration Committee considers and makes recommendations in relation to the recruitment, performance, and employment of the CEO in accordance with the CEO Employment and Remuneration Policy.	Annually and as required	Comprised of all nine Councillors.	<i>All 9 Councillors</i>	<i>Mayor</i>
Disability Advisory Committee	The Manningham Disability Advisory Committee (MDAC) will provide strategic advice to Council on how to understand and respond to the needs of people with disability. The MDAC will strengthen the voice of people with disability when engaging with Council, and support the community to be inclusive for all Manningham residents.	Quarterly meetings	At least one Councillor appointed annually who acts as Chairperson	<i>Cr Michelle Kleinert</i>	<i>Appointed Councillor</i>
Flooding and Stormwater	The Community Reference Panel (CRP) will help guide the development of Manningham's Flood Mapping	The meeting frequency will	Two Councillors appointed annually.	<i>Cr Carli Lange</i> <i>Cr Geoff Gough</i>	<i>Cr Carli Lange</i>

TRIM Ref. D23/106029

1

Manningham City Council

Councillor Committee Appointments 2024

Committee	Description	Meeting Commitments	Composition	Appointee(s) for 2024	Chairperson Appointee for 2024
Management Community Reference Panel	Project (joint Manningham Council and Melbourne Water project) and Integrated Water Management Strategy. The CRP will provide a community perspective in relation to assessing flooding and stormwater management risks and challenges, and options to address them.	generally be every two to three months, depending on the project stage		<i>Cr Andrew Conlon</i>	
Gender Equality and LGBTQIA+ Advisory Committee	This Committee will strengthen the voice of women and people from the LGBTQIA+ community when engaging with Council and support the community to be inclusive for all Manningham residents.		At least one Councillor to be appointed.	<i>Cr Tomas Lightbody</i> <i>Cr Laura Mayne</i>	<i>Cr Tomas Lightbody</i>
Health and Wellbeing Advisory Committee	The Health and Wellbeing Advisory Committee will provide advice on the development, implementation and evaluation of the Health and Wellbeing Strategy and Action Plan. The Committee will advise on matters relating to compliance requirements under the Health and Wellbeing Act (Vic) s26.	Quarterly meetings	Mayor to be appointed. Mayor is Chairperson.	<i>Mayor</i>	<i>Mayor</i>
Healthy Ageing Advisory Committee	The Manningham Healthy Ageing Advisory Committee (HAAC) provides strategic advice to Council regarding the needs of older people. The HAAC will strengthen the voice of older residents to engage with Council and support the community to be inclusive for all Manningham residents.	Quarterly meetings	At least one councillor appointed annually who acts as Chairperson	<i>Cr Anna Chen</i> <i>Cr Deirdre Diamante</i>	<i>Cr Anna Chen</i>
Historical Societies Working Group	To provide a forum to sustain the long-term operation and contributions of the historical societies in Manningham, recognising the depth of local knowledge, materials and documents owned by the historical societies, as an invaluable community resource to the residents and visitors of Manningham	Quarterly meetings	One Councillor to be appointed. Councillor is Chairperson.	<i>Cr Deirdre Diamante</i>	<i>Appointed Councillor</i>

Manningham City Council

Councillor Committee Appointments 2024

Committee	Description	Meeting Commitments	Composition	Appointee(s) for 2024	Chairperson Appointee for 2024
Liveable Places and Spaces Advisory Committee	To provide community representation and advice regarding the implementation of the Liveable City Strategy 2040 (LCS).	Quarterly meetings	At least two (up to three) Councillors appointed annually. One who acts as Chairperson and one as Deputy Chairperson	<i>Cr Geoff Gough</i> <i>Cr Carli Lange</i> <i>Cr Anna Chen</i>	<i>Cr Carli Lange</i>
Manningham Community Fund Grants Panel	The biennial Manningham Community Fund was formally established in 2008 between Council and the Lord Mayor's Charitable Foundation for the benefit of eligible community organisations in Manningham.	As necessary on dates and times as determined by the Council.	Mayor and one Councillor to be appointed. Mayor is Chairperson.	<i>Mayor</i> <i>Cr Andrew Conlon</i>	<i>Mayor</i>
Multicultural Communities Advisory Committee	The MCAC will strengthen the voice of people from diverse cultural backgrounds when engaging with Council and support the community to be inclusive for all Manningham residents.	Quarterly meetings	At least one Councillor to be appointed.	<i>Cr Deirdre Diamante</i> <i>Cr Stephen Mayne</i> <i>Cr Anna Chen</i>	<i>Cr Deirdre Diamante</i>
Municipal Emergency Management Planning Committee (MEMPC)	MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of developing a comprehensive emergency management plan for the municipality. The MEMPC, under the <i>Emergency Management Act 2013</i> operates strategically to ensure comprehensive and collaborative planning occurs at municipal level. With a focus on preparedness and resilience, municipal planning applies risk-based analysis to mitigate or reduce the consequences of emergencies on the built, economic, social and natural environments and improve community outcomes.	Quarterly at 10-12pm on the 1 st Friday of February, May, August and November.	One Councillor to be appointed to act as a Core Voting Member on behalf of the community.	<i>Cr Carli Lange</i>	<i>Director City Services or Delegate</i>

Manningham City Council

Councillor Committee Appointments 2024

Committee	Description	Meeting Commitments	Composition	Appointee(s) for 2024	Chairperson Appointee for 2024
Municipal Fire management Planning Committee (MFMP)	The purpose of the Municipal Fire Management Planning Committee is to coordinate, develop and implement through its membership plans to reduce the likelihood and impact of fire, establish plans and actions to respond and recover from fire and assist planning for the usage of fire for environmental and public safety benefits across the municipality.	Quarterly at 8-10am on the 1st Friday of February, May, August and November.	One Councillor to be appointed to act as non-core, non-voting member.	<i>Cr Carli Lange</i>	<i>Commander Community Safety and Engagement, Eastern District. Fire Rescue Victoria (FRV)</i>
Reconciliation Action Plan Working Group	To support the development, endorsement and implementation of the Reconciliation Action Plan (RAP)	Quarterly meetings	A member of the senior leadership team will serve as Chairperson.	<i>Cr Deirdre Diamante</i>	A member of the senior leadership team will serve as Chairperson.
Recreation and Sport Advisory Committee	The Manningham Recreation and Sport Advisory Committee (RSAC) will provide strategic advice to Council on the implementation, monitoring and evaluation of Manningham's Active for Life Recreation Strategy 2010-2025. The RSAC will support Council to address key and emerging recreation and sport issues for the Manningham community.	Quarterly meetings	At least two Councillor appointed. A Councillor is appointed annually as Chairperson and another Councillor as Deputy Chairperson.	<i>Cr Laura Mayne</i> <i>Cr Stephen Mayne</i> <i>Cr Andrew Conlon</i>	<i>Cr Andrew Conlon</i>
Youth Advisory Committee	The Manningham Youth Advisory Committee (MYAC) provides the opportunity for young people aged 16 to 25 years to contribute to the development of Council plans and policies. This will strengthen the voice of young people to be reflected in key strategic documents and directions.	5 meetings per year. Additional meetings as required.	At least one Councillor appointed annually including the co-chairperson.	<i>Cr Anna Chen</i> <i>Cr Laura Mayne</i> <i>Cr Geoff Gough</i>	<i>Nominated committee Chairperson assisted by Cr Laura Mayne</i>

Manningham City Council

Councillor Committee Appointments 2024

Body / Organisation	Description	Meeting Commitments	Composition	Appointee(s) for 2024
Australian Local Government Women's Association - Victoria (ALGWA-Vic)	ALGWA seeks to strengthen networking, mentoring and innovative opportunities that encourage and support women in local government.	Annual General Meeting and Special General Meetings as required	One Councillor to be appointed.	<i>Cr L Mayne</i>
Eastern Affordable Housing Alliance (EAHA)	EAHA was established in 2010 to ensure the most disadvantaged people in the Eastern Metropolitan Region (EMR) can access safe, secure, affordable housing to enable better health outcomes and higher quality of life for all. It aims to contribute to increasing the numbers of social and affordable housing dwellings in the EMR.	4 meetings per year Thursdays @ 6pm Rotated around Knox, Manningham & Whitehorse	One Councillor to be appointed.	<i>Cr Lightbody</i>
Eastern Region Group of Councils (ERG)	ERG is a representative regional body whose membership comprises five local government authorities in eastern metropolitan Melbourne; Knox, Maroondah, Monash, Whitehorse and Yarra Ranges. The ERG works collaboratively on issues of common significance, importance and priority through advocacy, protection, research and integrated planning on behalf of the communities of the eastern metropolitan region.	6 meetings per year Thursdays @ 6pm Rotated around Knox, Manningham, Maroondah, Monash & Whitehorse	Mayor and Deputy Mayor	<i>Mayor Cr L Mayne</i>
Eastern Transport Coalition (ETC)	ETC will advocate for accessible and integrated transport in the eastern region of Melbourne to improve liveability and reduce car dependency.	Monthly, 2nd Thursday of the month @ 6.30pm Rotates around the Eastern Region	One Councillor to be appointed.	<i>Cr Chen Alt Cr Lightbody</i>
Metropolitan Transport Forum (MTF)	MTF aims to promote and work for sustainable, equitable and efficient transport options across metropolitan Melbourne.	First Wednesday of every month @ 6pm Melbourne Town Hall.	One Councillor and one Officer to be appointed.	<i>Cr Chen</i>

TRIM Ref. D23/106029

5

Manningham City Council

Councillor Committee Appointments 2024

Body / Organisation	Description	Meeting Commitments	Composition	Appointee(s) for 2024
Municipal Association of Victoria (MAV)	The MAV is a Victoria wide group, constituted by an Act of Parliament and is the peak association representing Victorian Councils. Councillor representatives have an opportunity to be elected on to the Board which coordinates the activities of the MAV through its Chief Executive Officer. Various committees and special interest groups meet on an irregular basis depending on the issues of the day.	Attendance at MAV State Council in May & October. Attendance at Quarterly Metro East Region meeting.	One Councillor to be appointed as Council representative and one Councillor to be appointed as substitute Council representative.	<i>Cr Lange</i> <i>Substitute</i> <i>Cr Diamante</i>
Northern Alliance for Greenhouse Action (NAGA) Executive Committee	NAGA's members are the Cities of Banyule, Darebin, Hume, Manningham, Melbourne, Moreland, Whittlesea, Yarra and Nillumbik Shire Council. NAGA's goal is to substantially contribute to the transition to a low-carbon future by sharing information, delivering effective programs and leveraging local government, community and business action.	Quarterly, with at least three meetings held each year.	One Councillor to be appointed.	<i>Cr L Mayne</i>
Victorian Local Governance Association (VLGA)	The VLGA is an independent organisation supporting councils and councillors in good governance. They provide opportunities for councillor networking, professional development and information exchange. The VLGA also actively engages with key policymakers and broader stakeholders to inform, influence and lead the conversations that determine the priorities for the local government sector in Victoria.	As determined by the VLGA	All Councillors of a member Council	<i>All 9 Councillors</i>

Manningham City Council

Councillor Committee Appointments 2024

Body / Organisation	Description	Meeting Commitments	Composition	Appointee(s) for 2024
Whitehorse Manningham Regional Library Corporation (WMRLC)	The WMRLC provides resources and programs aimed at meeting the information, recreational, educational and cultural needs of the diverse communities of Manningham and Whitehorse in an equitable, effective, efficient, responsive and forward looking manner.	Fourth Wednesday of every 3rd month @ 4pm Whitehorse	Two Councillors to be appointed.	<i>Cr Kleinert</i> <i>Cr Conlon</i>

14.2 Appointment of Authorised Officers - Planning and Environment Act 1987

File Number:	IN23/700
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none">1 S11A Instrument of Appointment and Authorisation - Jennifer Chan - 28 November 2023 ↓2 S11A Instrument of Appointment and Authorisation - Tammy Tam - 28 November 2023 ↓3 S11A Instrument of Appointment and Authorisation - Shasha Yang - 28 November 2023 ↓

PURPOSE OF REPORT

The purpose of this report is to appoint three Council officers as Authorised Officers under the Planning and Environment Act 1987 (the Act).

EXECUTIVE SUMMARY

In accordance with the Act, Council is required to authorise officers for the purpose of enforcing the provisions of the Act. It is proposed to appoint the Council officers detailed below as an Authorised Officer pursuant to Section 147(4) of the Act.

The Local Government Act 1989 also empowers Council to appoint a person, other than a Councillor, to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

A person who is appointed to a position has the powers of that position under the legislation which they have been appointed. Authorisations are necessary to facilitate the efficient and effective function of councils as they enable authorised officers to carry out compliance or enforcement under legislation related to their functions and powers of the Council.

Authorised officers will continue to be appointed under s224 of the Local Government Act 1989, as there are no provisions for appointing authorised officers under the Local Government Act 2020.

COUNCIL RESOLUTION

MOVED: CR ANDREW CONLON
SECONDED: CR LAURA MAYNE

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of appointment and authorisation, Council resolves that:

- A. the following Council Officers be appointed as an authorised officer:**
- Jennifer Chan
 - Tammy Tam
 - Shasha Yang

- B. the instrument will come into force immediately upon execution and will remain in force until Council determines to vary or revoke the Instrument or the officer ceases their employment with Council; and**
- C. the Instrument be signed and sealed.**

CARRIED UNANIMOUSLY

2. BACKGROUND

- 2.1 The *Planning and Environment Act 1987* (the Act) regulates enforcement of the Act and is reliant on authorised officers acting on behalf of the Responsible Authority which is Council.
- 2.2 The Act, unlike the *Local Government Act 1989*, does not permit appointments to be made by the Chief Executive Officer and therefore in order for the officer to legally undertake the duties of their position under the Act, it is necessary for Council to make appointments by formal resolution.
- 2.3 The Instrument of Appointment and Authorisation has been prepared based on advice from Maddocks Lawyers and empowers the relevant officer to exercise those powers granted in the Instrument.
- 2.4 The appointment will come into force immediately upon its execution under the Seal of Council and will remain in force until varied or revoked by Council or the officer ceases employment with Council.
- 2.5 In addition to the appointment under the Act, Council pursuant to Section 224 of the *Local Government Act 1989*, may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of most other Acts, Regulations or Local Laws which relate to the functions and powers of Council. This broader Instrument of Appointment and Authorisation has already been carried out, in respect to the designated officers, under the delegated authority of the Chief Executive Officer as the first part of a dual appointment process.
- 2.6 The appointment will be recorded in the Authorised Officers Register that is required to be kept by Council and is available for public inspection.

3. IMPLEMENTATION

3.1 Communication and Engagement

Stakeholder Groups	Nominated Council officers
Is engagement required?	No. Council is required to make these administrative appointments.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

4. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Jennifer Chan

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 28 November 2023.

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

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Tammy Tam

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 28 November 2023.

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

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Shasha Yang

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 28 November 2023.

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

Mayor

Chief Executive Officer

Date:

14.3 Informal Meetings of Councillors

File Number:	IN23/725
Responsible Director:	Chief Executive Officer
Attachments:	<ol style="list-style-type: none">1 CEO Performance and Remuneration Committee meeting - 19 September 2023 ↓2 Councillor and CEO Only Time - 31 October 2023 ↓3 CEO Employment Committee 17 October 2023 ↓4 CEO Employment Committee 24 October 2023 ↓5 Municipal Fire Management Planning Committee Meeting (MFMP) - 2 November 2023 ↓6 Municipal Emergency Management Planning Committee Meeting (MEMPC) - 2 November 2023 ↓7 Councillor and CEO Only Time - 7 November 2023 ↓8 Strategic Briefing Session - 8 November 2023 ↓9 Strategic Briefing Session - 14 November 2023 ↓

PURPOSE OF REPORT

The purpose of this report is to promote transparency in Council's business by providing a record of informal meetings attended by Councillors.

EXECUTIVE SUMMARY

Chapter 6, sub rule 1 of Manningham's Governance Rules requires a record of each meeting that constitutes an Informal Meeting of Councillors to be reported to Council and those records to be incorporated into the minutes of the Council Meeting.

COUNCIL RESOLUTION

MOVED: CR ANDREW CONLON
SECONDED: CR STEPHEN MAYNE

That Council note the Informal Meetings of Councillors for the following meetings:

- **CEO Performance and Remuneration Committee meeting – 19 September 2023**
- **CEO Employment and Remuneration Committee Meeting – 17 and 24 October 2023**
- **Councillor and CEO Only Time – 31 October 2023**
- **Municipal Fire Management Planning Committee Meeting (MFMP) – 2 November 2023**
- **Municipal Emergency Management Planning Committee Meeting (MEMPC) – 2 November 2023**
- **Councillor and CEO Only Time – 7 November 2023**
- **Strategic Briefing Session – 8 November 2023**
- **Strategic Briefing Session – 14 November 2023**

CARRIED UNANIMOUSLY

2. BACKGROUND

- 2.1 Section 60 of the *Local Government Act 2020*, requires a Council to develop, adopt and keep in force Governance Rules (the Rules).
- 2.2 Chapter 6, sub rule 1 of Manningham's Governance Rules requires the Chief Executive Officer to ensure a summary of matters discussed at an informal meeting is tabled at the next convenient Council meeting and recorded in the minutes of that meeting.
- 2.3 An Informal Meeting of Councillors is a meeting that:
- is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Chief Executive Officer for the purpose of discussing the business of Council or briefing Councillors; or
 - is a scheduled or planned meeting of all Councillors (irrespective of how many Councillors attend) with the Executive Management Team for the purpose of discussing the business of Council or briefing Councillors; or
 - is a scheduled or planned advisory committee meeting attended by at least one Councillor and one member of Council staff; and
 - is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

3. DISCUSSION / ISSUE

Summaries of the following informal meetings are attached to this report:

- CEO Performance and Remuneration Committee meeting – 19 September 2023
- CEO Employment and Remuneration Committee Meeting – 17 and 24 October 2023
- Councillor and CEO Only Time – 31 October 2023
- Municipal Fire Management Planning Committee Meeting (MFMP) – 2 November 2023
- Municipal Emergency Management Planning Committee Meeting (MEMPC) – 2 November 2023
- Councillor and CEO Only Time – 7 November 2023
- Strategic Briefing Session – 8 November 2023
- Strategic Briefing Session – 14 November 2023

4. IMPLEMENTATION

4.1 Communication and Engagement

Stakeholder Groups	Councillors, Officers and members of Manningham's Advisory Committees
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

5. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
Meeting Name:	CEO Performance and Remuneration Committee meeting				
Date:	Tuesday, 19 September 2023				
	<table border="1"> <tr> <td>Time Opened:</td> <td>5:30pm</td> </tr> <tr> <td>Time Closed:</td> <td>6:00pm</td> </tr> </table>	Time Opened:	5:30pm	Time Closed:	6:00pm
Time Opened:	5:30pm				
Time Closed:	6:00pm				
Location:	Koonung Room, Civic Centre				
Councillors Present:	Cr Deirdre Diamante (Mayor), Cr Tomas Lightbody (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Geoff Gough, Cr Carli Lange, Cr Laura Mayne, Cr Stephen Mayne				
Officers Present:	Andrew McMaster				
Apologies:	Cr Michelle Kleinert OAM				
Items discussed:	CEO Performance and Remuneration Committee Matters (confidential)				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
Meeting Name:	Councillor and CEO Only Time				
Date:	Tuesday, 31 October 2023				
	<table border="1"> <tr> <td>Time Opened:</td> <td>5:30pm</td> </tr> <tr> <td>Time Closed:</td> <td>6:25pm</td> </tr> </table>	Time Opened:	5:30pm	Time Closed:	6:25pm
Time Opened:	5:30pm				
Time Closed:	6:25pm				
Location:	Councillor Lounge, Civic Centre				
Councillors Present:	Cr Diamante (Mayor), Cr Lightbody (Deputy Mayor), Cr Chen, Cr Conlon, Cr Gough, Cr Lange, Cr L Mayne, Cr S Mayne				
Officers Present:	Andrew Day (CEO)				
Apologies:	Cr Kleinert OAM				
Items discussed:	<ul style="list-style-type: none"> • Staffing matters • Councillor planning dates • Council meeting matters 				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
Meeting Name:	CEO Employment and Remuneration Committee Meeting
Date:	Tuesday, 17 October 2023
	Time Opened: 5:30pm
	Time Closed: 6:30pm
Location:	Currawong Meeting Room, Civic Offices, 699 Doncaster Road, Doncaster
Councillors Present:	Cr. Deirdre Diamante (Chair) Cr. Tomas Lightbody Cr. Andrew Conlon Cr. Stephen Mayne Cr. Laura Mayne Cr. Anna Chen Cr. Michelle Kleinert Cr. Geoff Gough
Officers Present:	Kerryn Paterson, Director Experience and Capability
Apologies:	Cr. Carli Lange
Items discussed:	CEO Matters (confidential)
CONFLICT OF INTEREST DISCLOSURES	
Were there any conflict of interest disclosures by Councillors?	No

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
Meeting Name:	CEO Employment and Remuneration Committee Meeting
Date:	Tuesday, 24 October 2023
	Time Opened: 6:00pm
	Time Closed: 9:00pm
Location:	Council Chamber, Civic Offices, 699 Doncaster Road, Doncaster
Councillors Present:	Cr Deirdre Diamante (Chair) Cr Anna Chen Cr Carli Lange Cr Geoff Gough Cr Michelle Kleinert (virtual) Cr Laura Mayne Cr Stephen Mayne
Officers Present:	Kerryn Paterson, Director Experience and Capability
Apologies:	Cr Andrew Conlon Cr Tomas Lightbody
Items discussed:	CEO Matters (confidential)
CONFLICT OF INTEREST DISCLOSURES	
Were there any conflict of interest disclosures by Councillors?	No

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
Meeting Name:	Municipal Fire Management Planning Committee Meeting (MFMP)				
Date:	Thursday, 2 November 2023				
	<table border="1"> <tr> <td>Time Opened:</td> <td>12:15pm</td> </tr> <tr> <td>Time Closed:</td> <td>2:30pm</td> </tr> </table>	Time Opened:	12:15pm	Time Closed:	2:30pm
Time Opened:	12:15pm				
Time Closed:	2:30pm				
Location:	Council Chambers, Civic Centre				
Councillors Present:	Cr Carli Lange				
Officers Present:	Ben Middleton, Amber Thorgersen, Ben North, Georgia Ryan, Michael Tregonning				
Apologies:	Kurt Pitts, John O'Brien				
Items discussed:	<ol style="list-style-type: none"> 1. Guest Speaker – Energy Safe 2. Minutes from previous meeting 3. Business arising from previous meeting 4. Correspondence 5. MFMP Update 6. Update on use of tree plotter for managing Council fire mitigation works 7. Fire Hazard Inspection Program 8. Guest Speaker ideas 9. Agency Updates 10. Other Business <ol style="list-style-type: none"> 10.1 Decision on the MFMP having a hybrid model 10.2 Mt Lofty and Reserve Road Fire Access Track 10.3 Manningham Local law relating to open air burning 10.4 Be Ready Warrandyte Fire Sessions 				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS

Meeting Name:	Municipal Emergency Management Planning Committee Meeting (MEMPC)		
Date:	Thursday, 2 November 2023	Time Opened:	10:00am
		Time Closed:	12:00pm
Location:	Council Chamber, Civic Centre		
Councillors Present:	Cr Carli Lange		
Officers Present:	Helen Napier, Ben Middleton, Amber Thorgersen, Ben North, Georgia Ryan, Jess Rae, John O'Brien, Travis Fitch (online)		
Apologies:	Rachelle Quattrocchi, Kurt Pitts		
Items discussed:	<ol style="list-style-type: none"> 1. Actions arising 2. Correspondence 3. Guest Speaker – postponed to the next meeting 4. General Business <ol style="list-style-type: none"> 4.1 Manningham Municipal Fire Management Plan 2023-26 – For endorsement 4.2 MEMPC TOR's – Update to version 2 – For endorsement 4.3 Pound Bend – Extreme and Catastrophic Fire Danger Rating – Traffic management SOP – For endorsement 4.4 Changes to the Community Emergency Risk Assessment (CERA) – Pandemic 4.5 Regional Emergency Management Planning Committee (REMPC) Update 4.6 Multi Level Accommodation Preparedness Project 4.7 Staff Changes and Membership Updates for all organisations 4.8 Questionnaire results to voting MEMPC Members – Online vrs In person meetings 4.9 Warrandyte Market Emergency Exercise 30.10.2023 4.10 Pound Bend Water Safety Project Update 4.11 Summer Seasonal Update 4.12 2024 Meetings Dates and change of email address 4.13 All Community Engagement Update 4.14 Grants and Projects update 4.15 Training and Exercise Update 4.16 Incidents – Hunter Valley Bus Crash and Yarra River Missing Person 4.17 Items without notice 5. Sub Committee Reports – MFMPC 		

CONFLICT OF INTEREST DISCLOSURES

Were there any conflict of interest disclosures by Councillors? No

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS					
Meeting Name:	Councillor and CEO Only Time				
Date:	Tuesday, 7 November 2023				
	<table border="1"> <tr> <td>Time Opened:</td> <td>5:30pm</td> </tr> <tr> <td>Time Closed:</td> <td>6:00pm</td> </tr> </table>	Time Opened:	5:30pm	Time Closed:	6:00pm
Time Opened:	5:30pm				
Time Closed:	6:00pm				
Location:	Councillor Lounge, Civic Centre				
Councillors Present:	Cr Lange (Mayor), Cr L Mayne (Deputy Mayor), Cr Chen, Cr Diamante, Cr Kleinert OAM, Cr Lightbody, Cr S Mayne				
Officers Present:	Andrew Day (CEO), Lee Robson				
Apologies:	Cr Conlon, Cr Gough				
Items discussed:	Meeting request from UMMA Centre				
CONFLICT OF INTEREST DISCLOSURES					
Were there any conflict of interest disclosures by Councillors?	No				

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS	
Meeting Name:	Strategic Briefing Session
Date:	Wednesday, 8 November 2023
	Time Opened: 6:34pm
	Time Closed: 9:05pm
Location:	Council Chambers, Civic Centre
Councillors Present:	Cr Carli Lange (Mayor), Cr Laura Mayne (Deputy Mayor), Cr Anna Chen, Cr Deirdre Diamante, Cr Michelle Kleinert OAM and Cr Stephen Mayne
Officers Present:	<p>Executive Officers Present</p> <p>Andrew Day, Chief Executive Officer Jon Gorst, Chief Financial Officer Kerryn Paterson, Director Experience and Capability Lee Robson, Director Connected Communities Andrew McMaster, Acting Director City Planning Carrie Bruce, Acting Chief Legal and Governance Officer</p> <p>Other Officers in Attendance</p> <p>Frank Vassilacos, Manager Integrated Planning Michelle Zemancheff, Manager Economic and Community Wellbeing Andy Waugh, Acting Coordinator Business and Events Wayne Eddy, Coordinator Asset Management and Capital Works Krishen Soobrayen, Manager City Projects Molley Qi, Manager Procurement and Contracts</p>
Apologies:	Cr Tomas Lightbody, Cr Geoff Gough, Cr Andrew Conlon
Items discussed:	<ol style="list-style-type: none"> 1. Provision of Artificial Shade in Play spaces 2. Neighbourhood House Grants 2024 and 2025 3. September 2023 Capital Works Status Report 4. Procurement of Major Road and Civil Contract 5. Future Directions for the Aged Care Regional Assessment Service (confidential) 6. Swimming Pool/Spa Compliance Update
CONFLICT OF INTEREST DISCLOSURES	
Were there any conflict of interest disclosures by Councillors?	No

Informal Meeting of Councillors

Chapter 6, Sub rule 1 of the Governance Rules 2020



MEETING DETAILS

Meeting Name:	Strategic Briefing Session		
Date:	Tuesday, 14 November 2023	Time Opened:	6:30pm
		Time Closed:	8:55pm
Location:	Council Chambers, Civic Centre		
Councillors Present:	Cr Carli Lange (Mayor), Cr Laura Mayne (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Deirdre Diamante, Cr Michelle Kleinert OAM, Cr Stephen Mayne		
Officers Present:	<p>Executive Officers Present</p> <p>Andrew Day, Chief Executive Officer Jon Gorst, Chief Financial Officer Kerryn Paterson, Director Experience and Capability Rachelle Quattrocchi, Director City Services Lee Robson, Director Connected Communities Andrew McMaster, Acting Director City Planning Carrie Bruce, Acting Chief Legal and Governance Officer</p> <p>Other Officers in Attendance</p> <p>Kim Tran, Acting Senior Governance Lead Krishen Soobrayen, Manager City Projects Frank Vassilacos, Manager Integrated Planning Jen Martin, Interim Manager Recreation Robert Morton, Coordinator Sport and Recreation Fiona Triose, Manager Statutory Planning Simon Dionisio, Coordinator Statutory Planning</p>		
Apologies:	Cr Geoff Gough, Cr Tomas Lightbody		
Items discussed:	<ol style="list-style-type: none"> 1. Schramm's Visitor Centre - Project Update and recommended next steps 2. Pricing Policy for use of Council Active Open Space (Attachment 4 - Confidential) 3. Manningham Quarterly Report, Quarter 1 (July - Sept), 2023/24 4. Councillor Committees and Chairperson Appointments for 2024 5. Construction access update for Planning Application PLN22/0109 at Tram Road Reserve for use and development of the land for a utility installation (waste water recycling facility) 6. Endorsement of the Advisory Committee membership 		

CONFLICT OF INTEREST DISCLOSURES

Were there any conflict of interest disclosures by Councillors? No

14.4 Documents for Sealing

File Number: IN23/726
 Responsible Director: Chief Executive Officer
 Attachments: Nil

PURPOSE OF REPORT

The purpose of this report is to seek Council's authority to sign and seal the document outlined in the recommendation.

EXECUTIVE SUMMARY

The following documents are submitted for signing and sealing by Council.

COUNCIL RESOLUTION

MOVED: CR MICHELLE KLEINERT
SECONDED: CR ANDREW CONLON

That the following document be signed and sealed:

**Community Services Lease
 Council and The Scout Association of Australia Victorian Branch
 Premises: Part Rieschiecks Reserve, 3 Muriel Green Drive, Doncaster East**

CARRIED UNANIMOUSLY

2. BACKGROUND

The Council's common seal must only be used on the authority of the Council or the Chief Executive Officer under delegation from the Council. An authorising Council resolution is required in relation to the documents listed in the recommendation section of this report.

3. IMPLEMENTATION

3.1 Communication and Engagement

Stakeholder Groups	The other parties to the agreements
Is engagement required?	No. This information is provided in the interests of public transparency.
Where does it sit on the IAP2 spectrum?	N/A
Approach	N/A

4. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflict of interest in this matter.

15 URGENT BUSINESS

There were no items of urgent business.

16 COUNCILLOR REPORTS AND QUESTION TIME

16.1 Councillor Reports

Cr Anna Chen recently attended the 11th Iranian Film Festival Australia held in Melbourne and was deeply touched by a short film called "Fereshteh". The film's themes highlighted the loneliness which can be sometimes be experienced in life and is often especially common amongst the older generation, including our citizens within the local Manningham community.

Cr Chen encouraged the community to keep forming connections with others and remain socially active to benefit both mental wellbeing and quality of life.

The newly established Healthy Ageing Advisory Committee will provide strategic advice to Council regarding the needs of older people and Cr Chen noted that she is looking forward to working with the committee members in 2024.

Cr Dierdre Diamante, along with fellow Councillors, recently attended "Grit - a celebration of women advocating for gender and disability equality" which was held at the Manningham Art Gallery. This event is part of 16 Days of Activism Against Gender-Based Violence and International Day of People with Disability.

The event was partnered with Women's Health East, which previously had developed the Margins to Mainstream program late in 2020, and since then have been working to empower women with disability.

Cr Diamante expressed that it was a very moving event and was wonderful to hear from women who have found their voice and were advocating for what they need to be a part of the community.

Cr Laura Mayne was eager to announce the introduction of the new reverse vending machines (RVMs) which will open across Manningham from November onwards, meaning we'll soon be able to recycle in an even bigger way.

Once registered you'll be able to stop by one of these machines, deposit eligible containers and reap rewards. Each eligible container will earn a refund of ten cents. It's a great way for sporting clubs, community groups and not for profit organisations to also get involved and start fundraising.

Cr L Mayne noted that Manningham will be installing a total of five (5) RVMs, currently there is one installed at Tom Kelly Reserve. The further RVMs will be installed at Templestowe Reserve, within the next week and there are installations due at Mullum Mullum Stadium this weekend and Petty's Reserve and Warrandyte Reserve all to come in the near future.

The Scheme will also help Manningham achieve our Climate Emergency Action Plan goal of net zero community emissions by 2035.

For further information on the Container Deposit Scheme visit the CDS Vic website.

Cr Michelle Kleinert wished to commemorate Remembrance Day on 11th of November 2023, with a special mention of the three well-regarded RSL clubs in Manningham, being Warrandyte and Doncaster and Templestowe. Cr Kleinert was pleased that all of the Manningham councillors were in attendance at local ceremonies.

Cr Kleinert was recently in attendance at the Iranian Film Festival, which Cr Kleinert described as an absolutely amazing, eye opening experience and was thrilled that many fellow Councillors were able to attend.

Cr Kleinert noted the approximately 22,000 Persians that live in the state of Victoria, with 12.5% percent residing here in Manningham and welcomed the continuation of celebration and festivals, sharing people's culture and including the community as a whole.

Cr Stephen Mayne acknowledged the recent passing of Peter Orwin. Cr S Mayne noted Peter as a legend of the Bulleen/Templestowe Cricket and Football Club.

Veteran cricketers were all wearing black arm bands on Sunday 26 November 2023, when they played to reflect their respect for Peter; who did more than almost anyone in terms of laying the foundations, building community, getting kids to participate and creating lifelong connections for dozens and dozens of players at the junior football club and the senior football club at the Ted Ajani Reserve.

17 CONFIDENTIAL REPORTS

There were no Confidential reports.

The meeting concluded at 8:11pm.

Chairperson
CONFIRMED THIS 12 DECEMBER 2023