



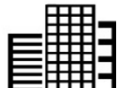
# Manningham

## Quarterly Report 2019/20

Quarter 3: January - March 2020

Key information on Manningham Council's performance and governance for the Quarter

### 1. Capital Works



**306**

Projects  
Total



**117**

Projects  
Completed



**13**

Projects  
Delayed /  
Incomplete



**97**

Projects  
On Schedule



**79**

Projects  
To Start

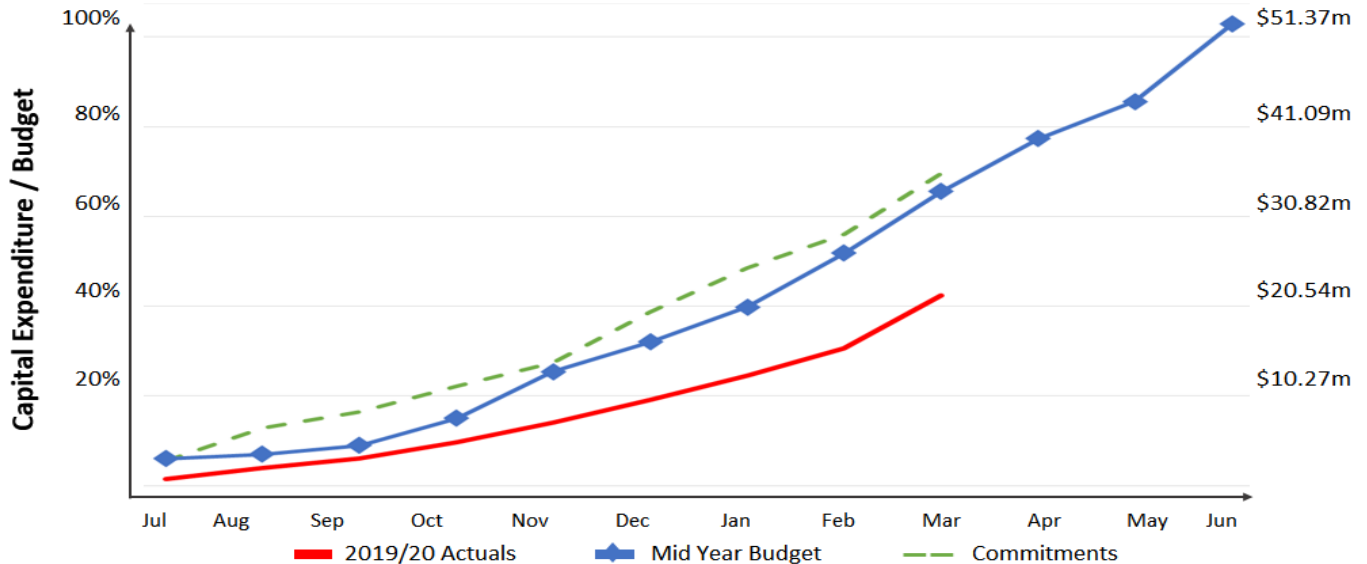
\$50.34m Adopted Budget

\$1.10m Extra Funds

\$51.44m Updated Forecast

**40.7%**

Program  
Completed



#### Spotlight

- 117 projects have been completed with a further 97 started and progressing well. Works to the value of \$21.16 million have been completed which equates to 41% of the overall program. A further \$13.64 million in funds have been committed which indicates a strong pipeline of works.
- The December mid-year review resulted in the re-allocation of \$7.6 million in funding from at-risk projects to other projects that are more likely to be completed by the end of the financial year. An additional \$0.9million in potential transfers were identified during the quarter.
- The overall program remains behind forecast with a variance of 35.9% against target. At this point it is anticipated that up to \$8.1 million in works may not be able to be completed this financial year and may need to be carried forward. The carry forward is influenced by a number of factors including:
  - COVID-19 impacted a number of projects being awarded due to uncertainty of delivery and potential restrictions, which will mean they cannot be completed by end of the financial year.
  - A number of major projects (including Petty's Reserve Pavilion) took longer than expected to get to market. This means a number of these projects are likely to be completed in the first quarter of the 20/21 financial year.
  - Club requests to delay delivery (Domeney Reserve) or change designs (Rieschiecks Reserve) have impacted delivery and won't be delivered in the 19/20 financial period.
  - A number of large projects are likely to be underway by late June and the associated expenditure could end up falling either side of the 30 June end of financial year cut-off, resulting in either a better than expected 19/20 result or a very strong start to 20/21.
- Considerable progress has been made on the design of projects scheduled for 20/21 and it is anticipated that this will allow for a quick start to next financial year.



VALUE OF  
CAPITAL WORKS  
**\$21.16m**



CAPITAL INCOME  
& GRANTS  
↓ **9.9%**

↓ **35.9%**



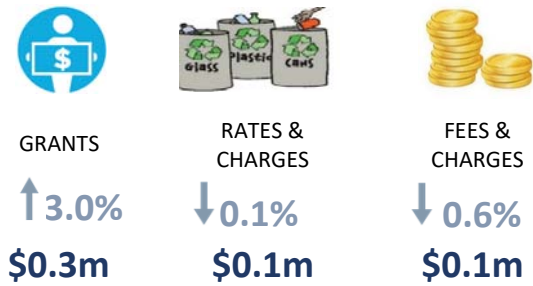
CAPITAL WORKS  
VARIANCE  
**\$11.63m**

# 2. Finance

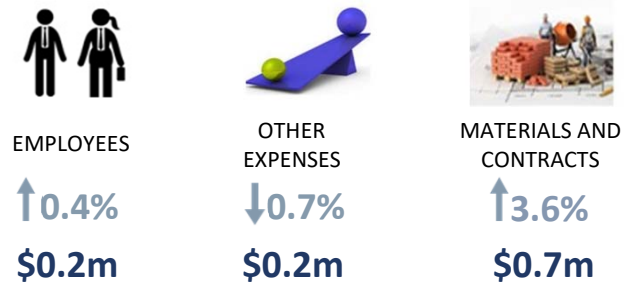
	Revenue	Expenses	Surplus
Budgeted *	\$134.0m	\$92.4m	\$41.6m
Actual	\$134.2m	\$93.0m	\$41.2m

\* Adopted Budget

## Revenue Variation

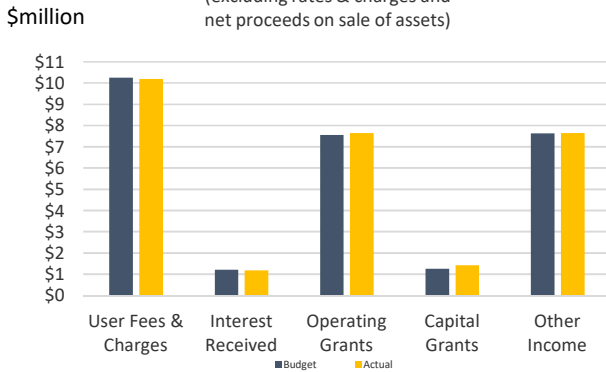


## Expense Variation



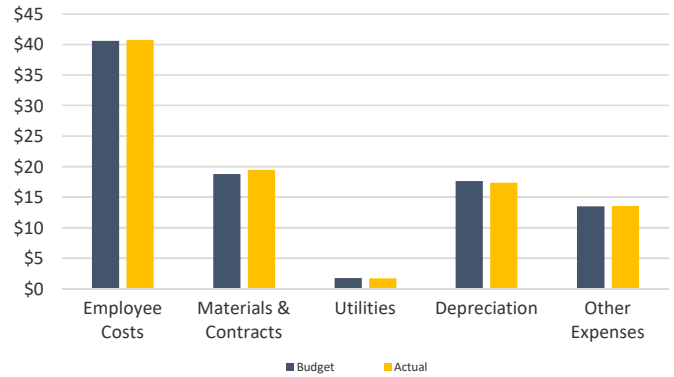
## Year to date Revenues

(excluding rates & charges and net proceeds on sale of assets)



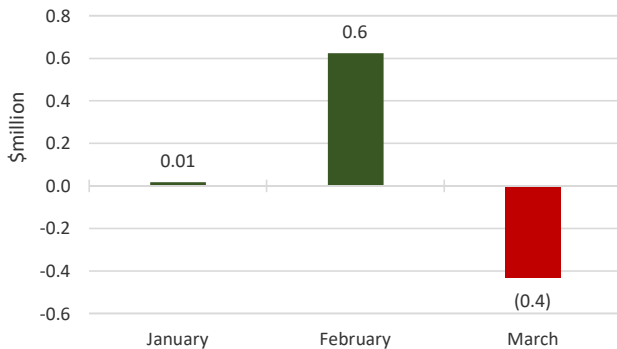
\$million

## Year to date Expenses



## Operating Result (Quarter)

Year to date variance to Budget

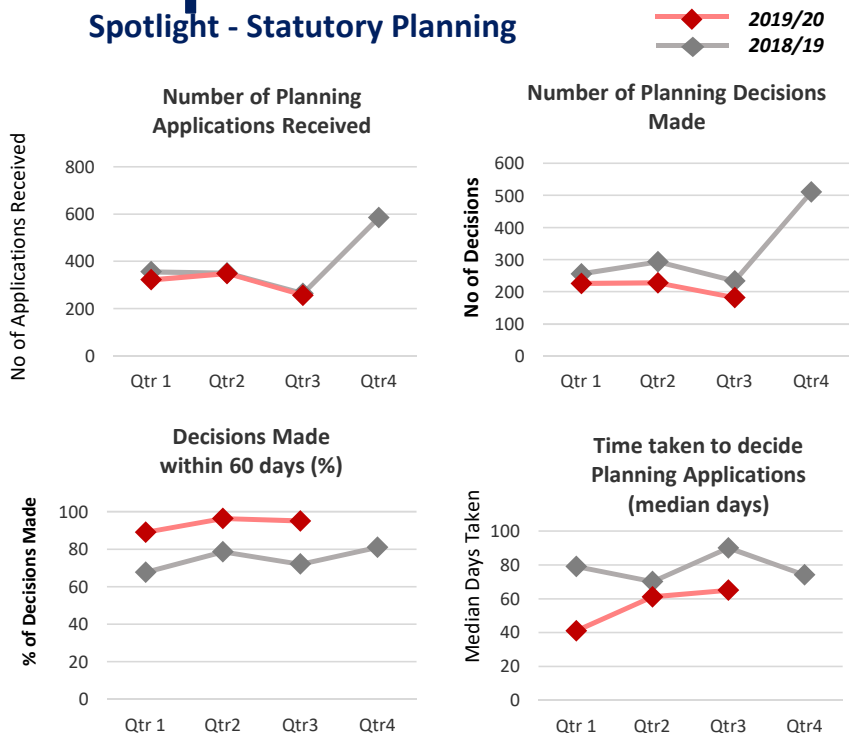


## Spotlight

- The Year to March 2020 operating result (income less expenses) ended below the budget target by \$0.4 million or 1.0%. The variance primarily relates to expenses, \$0.6 million higher than the budget.
- The higher than budgeted expenses are mainly due to the January hail storm damage resulting in a large amount of unbudgeted expenses, partly offset by unbudgeted clubs contributions for Capital Works Program.
- Officers are reviewing the budget impact due to the COVID-19 outbreak and any emerging material financial impacts will be reflected in the 2019/20 forecast and the proposed 2020/21 budget.

# 3. Corporate Performance

## Spotlight - Statutory Planning

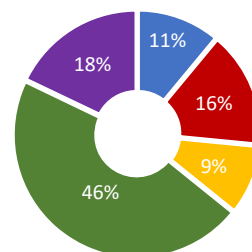


### Organisation Performance

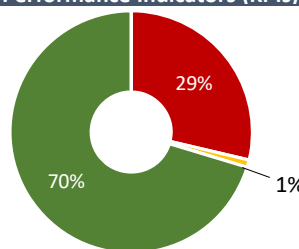
Progress during the Quarter



#### Action Performance



#### KPI Performance Indicators (KPIs)



Council is within target to deliver 84.5% of actions and 72.0% of KPI's

### Statutory Planning

Performance of Statutory Planning continues to be monitored following a number of process improvements over the past few years. The number of planning applications received and decisions made remains constant with a significant improvement in the percentage of planning decisions made within 60 statutory days, with a peak of 97% in March 2020, compared to 72% in March 2019.

### Impact of Coronavirus (COVID-19) on Council Performance

The Quarter 3 Report covers January to March 2020. The coronavirus outbreak emerged locally in the first week of March. To protect community safety, Council immediately implemented COVID-19 protocols and social distancing across our services and activities in line with the Department of Health and Human Services requirements.

Due to the rapidly changing local community needs, Council also redirected resources to support our critical services. For example, following the temporary closure of Councils Functions Centre, our Functions staff were reassigned to assist to meet a rapid growth in demand for Meals on Wheels delivery to our local community.

It is anticipated that Council's performance in some areas will be impacted because of the coronavirus pandemic. Officers are proactively looking for innovative and efficient ways to deliver services and activities to continue to meet community needs as it is safe and reasonable to do so.

### Council Plan 2017-2021

The Manningham Council Plan has five themes: Healthy Community, Liveable Places and Spaces, Resilient Environment, Prosperous and Vibrant Economy and Well Governed Council. Goals for each theme were developed in consultation with the community and partners, Councillors and staff. We progress these goals through actions and Major Initiatives each year.

Major Initiatives are significant pieces of work to deliver on the 2017-2021 Council Plan. Delivered over the four years, new milestones are created when one is completed. In most cases, we aim for 25% progress each quarter to build to 100% completion across the 4 quarters of the financial year. For 2019/20 there are 13 Major Initiatives to progress the 2017-21 Council Plan goals. For Quarter 3, expected completion is 75%. As we keep working towards progression of priorities in the Council Plan and minimal impact on service delivery, 11 of Major Initiatives are either on track or ahead of schedule. Two initiatives are behind schedule: 'Grow the visitor economy, destinations and events' as local tourism has been significantly impacted by the coronavirus social distancing protocol and 'Local planning is responsive to need and planning laws' has one out of three components deferred being the Municipal Development Contributions Plan, which is now scheduled for completion in 2021, after the Community Infrastructure Plan. Progress on all the Initiatives is detailed in the following pages.

# 4. Major Initiatives

## Progress Key



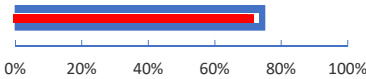
## HEALTHY COMMUNITY

### 1.1 A healthy, resilient and safe community

### 1.2 A connected and inclusive community



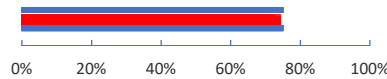
Healthy City Strategy 2017-2021



Implementation of the Action Plan includes greater than anticipated progress on the accessibility audits of 20 Council buildings as well as developing a regional approach to support people experiencing loneliness.



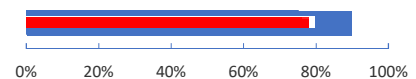
Promote a connected and inclusive community



Council is working on more inclusive practice for Council's Front Counter, Ruffey Lake Masterplan and Hepburn Park. A new Hearing Assistance System for communication and events has been purchased to support residents with hearing barriers.



Deliver female friendly facility upgrades in selected Pavilions



Works underway at Bulleen Park, Koonung and Timber ridge are scheduled for completion before 30 June 2020.

## LIVEABLE PLACES AND SPACES

### 2.1 Inviting places and spaces

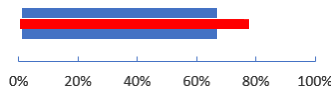
### 2.2 Enhanced parks, open space and streetscapes

### 2.3 Well connected, safe and accessible travel

### 2.4 Well utilised and maintained community infrastructure

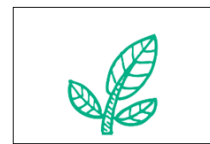


Local planning is responsive to need and planning laws

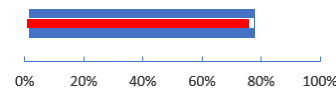


'Complete 4 Panel Planning Scheme Review (2018) recommendations:

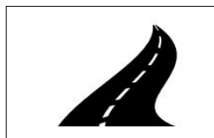
1. Doncaster Hill Strategy review (drafting following community consultation)
2. Translation of Local Planning Policy Framework (working with State Government to finalise translations for an upcoming peer review)
3. Municipal Developer Contributions Plan (deferred until 2021 This will allow for the Plan to be informed by the Community Infrastructure Needs Analysis and Plan which is currently in progress)
4. Bush Fire Planning (continues to be undertaken).



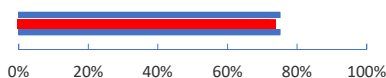
Parks Improvement Program



Readying draft Landscape Masterplan for Ruffey Lake Park for consultation. Scoping missing connections in Main Yarra Trail to Warrandyte with design consultants to be engaged in Q4. Delivery of Lawford Reserve Management Plan near complete with contractor appointed to build toilets in Q4. Contract awarded for the modular change rooms in Pettys Reserve Pavilion. Finalising designs and sign off for social rooms and synthetic pitches and floodlights.



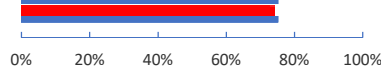
Roads Improvement Program



Oban Rd, Donvale works are nearly 90% complete. Designs for future road projects are being developed as future ready pipeline. Works on a stage of Jumping Creek Road have commenced. Investigation into drainage, pavement and traffic are being undertaken to inform the detailed design.



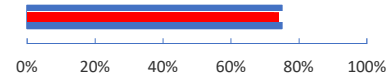
Integrated Transport



In implementing the Bus Action Plan, Council has commenced advocacy for a new bus service along Templestowe Road to connect to the Heidelberg Train station and LaTrobe Employment cluster. Advocacy has included liaising with State Government Ministers.



North East Link Planning



The outcomes of Council's 2019 submission to the Environmental Effects Statement on the North East Link resulted in some success. To ensure that the impacts to the Manningham community are mitigated as much as possible, Council resolved to commence proceedings against the North East Link Authority in the Supreme Court. The Directions Hearing is scheduled for late April 2020. Officers continue to work collaboratively with NELP.

# Major Initiatives cont.

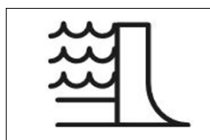
## Progress Key



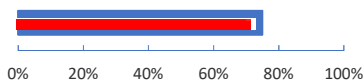
## RESILIENT ENVIRONMENT

### 3.1 Protect and enhance our environment and biodiversity

### 3.2 Reduce our environmental impact and adapt to climate change



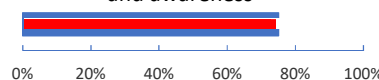
Council Drainage protects habitable floor levels and community safety



The scope of the Drainage Strategy has been revised to focus on a strategic integrated water management response. A draft of the strategy will be completed in June.



Environmental education and awareness



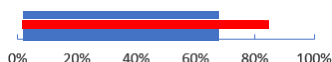
Lead to Sustain event scheduled to be delivered on Friday 11 October. Nature Stewards Program underway with Spring events planned for delivery. Program tracking well.

## VIBRANT AND PROSPEROUS ECONOMY

### 4.1 Grow our local business, tourism and economy



Grow the visitor economy, destinations and events



Council is working closely with Yarra Ranges Tourism to provide advice and support to Tourism businesses during COVID 19. It is expected that there will be a medium term negative effect on tourism due to the pandemic and further work on this initiative is likely to be delayed.

#### Key: Monitoring Progress



Target (Red bar)  
Actual (Blue bar)

\*Target is usually 25% cumulative across the project timeframe  
*In the example above, the project is 20% complete with a target of 35%*

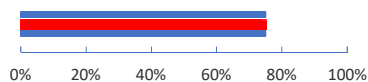
## WELL GOVERNED COUNCIL

### 5.1 A financially sustainable Council that manages resources effectively and efficiently

### 5.2 A Council that values citizens in all that we do



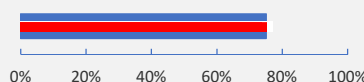
Making it easier for citizens to interact with us



Following completion of organisational-wide customer service training, new service level agreements have been endorsed to improve service quality for customers contacting Council by phone, email, post or social media.



Long Term Sustainability



Alongside the Annual Budget, the 10 year Long Term Financial Plan has been developed on key principles including maintaining financial sustainability and strategies to address the rate cap and other financial challenges. The Plan is due to be considered by Council in July 2020, following a short time extension granted by the State Government to allow Councils to incorporate a COVID-19 response into their financial plans.

# 5. Councillor Expenses

An allocation of \$12,770 for each Councillor and \$15,375 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 Councillor Allowance and Support 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 will be 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

## Quarter 3, January to March 2020

Councillor	Travel	Car Mileage	Childcare	Information Communication Technology	Conferences & Training	General Office Expenses	Formal Attendances	Other	Total Qtr	Year to Date	Allowance (Financial Year)
Cr A Chen	-\$14	\$286	\$0	\$0	\$0	\$0	\$190	\$30	\$492	\$1,838	\$12,770
Cr A Conlon	\$0	\$802	\$0	\$0	\$0	\$0	\$0	\$0	\$802	\$1,939	\$12,770
Cr S Galbally	\$126	\$0	\$0	\$0	\$0	\$0	\$180	\$0	\$306	\$1,754	\$12,770
Cr G Gough	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,516	\$12,770
Cr D Haynes	\$192	\$1,336	\$0	\$460	\$0	\$32	\$449	\$403	\$2,872	\$5,065	\$12,770
Cr M Kleinert	\$155	\$136	\$0	\$322	\$0	\$79	\$207	\$0	\$899	\$2,504	\$12,770
Cr P McLeish (Mayor)	\$180	\$0	\$0	\$262	\$0	\$0	\$418	\$0	\$860	\$1,777	\$14,505*
Cr P Piccinini	\$8	\$0	\$0	\$356	\$0	\$0	\$65	\$56	\$486	\$2,051	\$13,640*
Cr M Zafiroopoulos (Deputy Mayor)	\$0	\$617	\$0	\$273	\$0	\$0	\$0	\$0	\$890	\$2,251	\$12,770

### Notes for the Quarter

■ \$13.65 GST was incorrectly applied to Cr Chen's Travel expenses in Quarter 2 and was corrected in this quarter.

■ A pro rata adjustment to allowances of Cr McLeish and Cr Piccinini reflects the change in Mayor from Cr Piccinini to Cr McLeish on 7 November 2019.

## 6. CEO Expenses

The Chief Executive Officer incurs various expenditure while carrying out duties relating to the CEO role.

Expense categories related specifically to the CEO role are travel, conferences and training, 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.

Quarter 3, January - March 2020							
Chief Executive	Travel	Food & Beverage	Conferences & Training	Gifts declared	Miscellaneous	Total Expenses Qtr	Year to Date
Andrew Day	\$105			*\$225		\$105	\$610

**Notes:** All costs are GST exclusive

### Expense categories

#### Travel

This category covers 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

This category covers costs associated with food or beverages that directly relate to the CEO role within a professional context.

#### Conferences and Training

This category covers registration fees associated with attendance by the CEO at conferences, functions, seminars and one-off or short-term training courses. 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 support the role of the CEO or impact on the City in general.

#### Gifts Declared\*

This category relates to any gifts that exceed the token gift threshold (\$50.00) that the CEO is required to declare as per the Token Gift Policy. This category is not added to the total expenses as it is a declaration not a cost to Council.

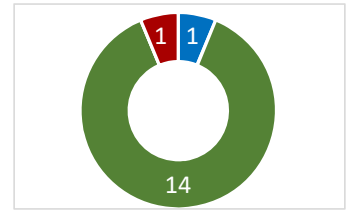
#### Miscellaneous

This category relates to any other costs associated with the CEO role not covered by the categories above.

# 7. CEO Key Performance Indicators

All deliverables are to be completed by 30 September 2020, unless otherwise stated

● Complete  
 ● On Track  
 ● Monitor  
 ● Off Track



Area	Priority Deliverables	Status
Strategic Leadership and Advocacy	1) A long term vision for Manningham (Community Vision 2040, Liveable City Strategy 2040 including Doncaster Hill)	●
	2) Progression of a long term Community Infrastructure Plan	●
	3) Implement an Advocacy Plan to support the long term vision	●
	4) Extent to which Manningham Council's vision for North East Link is effectively represented	●
Delivery of Council Plan	5) 90% of Council Plan initiatives delivered	●
Delivery of Capital Works Program	6) 90% Capital Works Program delivered ( <i>see front page for details</i> ) <i>The overall Program remains behind forecast with 35.9% variance against target. There are a number of projects that are delayed and at risk of not being completed or started, due to delays in planning, securing contractors and changing priorities resulting from weather and storm events early in the quarter and the impact analysis of COVID-19 with securing contractors, finalising contract signing and undertaking their risk assessment in light of COVID-19 restrictions. The carry forward is \$8.1m and the performance target of 90% of the Program delivered is at risk. Every effort is being made to actively manage the program by replacing "at risk" with more readily deliverable projects and creating a strong pipeline of ready works for the future.</i>	●
Service Delivery	7) A service review program is developed to create a suite of services that is fit for purpose and delivers value to our community	●
	8) Progression of Council's property investment portfolio	●
	9) Annual Environmental report and delivery of a report on Council's fleet usage and opportunities	●
Drive Innovation	10) Support for Learning Innovation and Technology Committee to develop a futures paper.	●
	11) Continued progression of online services and major IT enhancements-MS Dynamics Customer Relationship Management system progressed	●
	12) Long term investment plan for IT/Transformation	●
Drive Accountability	13) Business planning, budgetary capital works and performance planning cycles are reviewed and in place	●
Values Driven Organisation	14) 'Public value' proposition is developed and integrated into decision making	●
	15) The Citizen Connect program is progressed to make it easier for our citizens to interact with us	●
	16) Newly formed internal Diversity Working Group is supported, with the development of an action plan and a focus on gender equity, age, CALD, LGBTIQ, and disability.	●