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CHIEF EXECUTIVE OFFICER REPORT ON OPERATIONS

September 2020

HOBSONS BAY CITY COUNCIL

Issue 43

Published October 2020

Presented at the Council Meeting
Meeting of Council on 13 October 2020

The CEO Report on Operations is a regular report that is published by the Hobsons Bay City Council.

The purpose of this report is to inform Council and the community of recent issues, initiatives and projects undertaken across Council. The report is provided on a monthly basis.

The September CEO Report on Operations is being published during the Election Period. The report has been reviewed to ensure that only factual and statistical information is shared.

CEO Update

Melbourne's Stage 4 lockdown continued through September in what has become an all too familiar state of living, working and operating. Council has continued to adhere to the Victorian Government restrictions and has postponed certain programs while others have moved to more virtual platforms. Our workforce continues to work from home.

Council has continued to work with local medical practitioners to encourage testing across the community, and has provided a range of translated COVID-19 materials to ensure everyone has access to the same health messages.

In recent weeks we have been allowed to reopen playgrounds and outdoor fitness equipment – fortuitously timed with the start of spring and people needing and revelling in the sunshine and fresh air – all with social distancing, masks and sanitiser front of mind. We were also pleased to resume our Book a Book library service. Our library collections, both physical and electronic, continue to be a vital service for our community – whether to pass the time, entertain little ones, or learn a new skill or hobby.

Melbourne's COVID-19 case numbers continue to fall which leaves us with much hope that we will be able to return to a more traditional service offering – in person – soon. Most importantly, we hold great hope that many of our businesses will soon be able to resume operating and we will continue to promote them through our social media channels, as well as a range of programs that are in the final stage of planning. We want to make it easier for businesses to safely reopen and encourage our entire community to "Shop Hobsons Bay, Support Hobsons Bay".

During September, Council also moved into the Election Period, also known as the Caretaker Period. The Election Period commenced on Tuesday 22 September and will continue through to 6pm on Election Day (24 October).

During the Election Period, the *Local Government Act* 2020 prohibits Council, a delegated committee of Council or a person acting under delegation given by Council from making major policy decisions or inappropriate decisions that would bind an incoming council or affect voting in an election. There are also restrictions on what material Council can publish which may influence, or be seen to influence, people's voting decisions.

Core services will continue during the Election Period. Capital works will continue as normal (within COVID-19 restrictions), as will Meals on Wheels, immunisations, libraries, waste collections, business support, youth counselling, parks and garden maintenance.

During September, the Chief Executive Officer (CEO) participated in a number of events, meetings and discussions about a range of matters relevant to Hobsons Bay and the local government sector.

Many of the events and meetings attended by the CEO during this period were related to regional initiatives and collaboration such as:

- attendance at the Western Region CEOs' meeting, hosted by Moonee Valley City Council via Zoom. Items discussed were COVID-19, an update on the LeadWest Strategy and Implementation workgroup, the Jobs task force proposal and an update on the City Deal

- a regular weekly meeting of the Metro Melbourne CEOs, Department of Health and Human Services (DHHS), Municipal Association of Victoria (MAV) and Local Government Victoria (LGV) to discuss the Stage 4 restrictions and for councils to share information and experiences

- a meeting between the Hon. Jacinta Allan MP, Minister for Transport Infrastructure and Mayor Cr Colleen Gates to discuss Ferguson Street and Aviation Road Precinct Plans, Queen Street Bridge pedestrian and cyclist crossing, alleviation of West Gate Tunnel traffic and impacts including improvements in local air quality and Point Cook Road congestions and safety treatments

- a meeting between Member for Williamstown, the Hon. Melissa Horne MP, and Mayor Cr Colleen Gates to discuss Better Places Laverton and Spotswood, concept plans for Brooklyn Community Hall, the Donald McLean Reserve Improvement Plan and Williamstown Cricket Ground Redevelopment

- a meeting between Member for Williamstown, the Hon Melissa Horne MP and Sanjay Manivasagasivam on the Victorian Government's recent Outdoor Dining and entertainment Package announcement.

CEO Update

Other meetings and events attended by the CEO included:

- attendance at the Williamstown Maritime Precinct Framework Project Steering Committee

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Delivering for our Community

Youth services. #HobsonsStayHome
To promote the positive contributions and ways young people are making the most of current COVID-19 restrictions, Hobsons Bay UP Facebook and Instagram accounts are featuring content created for and by local young people. Quarantine creations include interviews, animations and photos.

Youth counselling update
Council's generalist youth counselling service delivered online counselling sessions using video and teleconferencing platforms. In September 74 counselling sessions were provided to 19 young people.

The main presenting issues for young people over the past month were mental health issues including depression, anxiety and eating disorders (38%), social relationship issues (17%) and cyber bullying (9%).

There is currently is a three week wait.

Ready, set, JOB!
Five young people attended a series of free employment themed workshops delivered by Council. Workshop participants developed their digital employment profiles (through a LinkedIn module), as well as learnt how to create effective cover letters and resumes.

Heartspace
Facilitated by a local young person, Heartspace was a three-week school holiday program. The program provided 15 young people the opportunity to participate in a calming art therapy session, incorporating experimental creativity techniques using materials posted out to them.

Quarantunes #2
Hobsons Bay UP and Westside FReeZA came back with a second round of live music, completely socially distanced. Created in collaboration with three young local artists, Saturday 5 September saw the Hobsons Bay UP Instagram become the stage for a virtual live concert.

Maternal and Child Health
There were a total of 111 infants born to Hobsons Bay families in September. The highest numbers of infants born were in Newport, South Kingsville and Williamstown.

Face to face consultations for children up to two months of age continued in MCH centres. Phone and electronic consultations were utilised for all other families where face to face consultations were not possible.

Parenting/family support
Council's family support workers delivered two Confident Parent/Happy Babies online support groups, in September. Ten new families were referred for family support. Thirty-two outreach/phone consultations for ongoing parenting/sleep support were also conducted.

Delivering for our Community

Social work support (MCH)

In September, Council's social workers assisted one new family who were impacted by COVID-19. In addition, one family was referred for support due to Family Violence. There is currently one family on the waitlist.

Immunisations

During September Council's immunisation team held nine immunisation sessions and administered 670 immunisations to 295 clients. These sessions were at Williamstown Town Hall and Laverton Community Hub. Council's MCH service commenced attending immunisation sessions to provide families with short consultations where needed.

Kindergarten Consultative Group

The last meeting of the Hobsons Bay Kindergarten Consultative Group featured a number of presentations aimed at supporting kindergarten services during the COVID-19 pandemic. Robina Scott Kindergarten presented their learnings on how to manage a positive COVID-19 case, Home Road Kindergarten shared how to interact and engage with a local nursing home during a pandemic and the Early Learning Association of Australia provided an update on COVID-19 responses from a state wide perspective.

Virtual calendar

An online community calendar with an extensive range of webinars has been developed. Aimed at supporting Hobsons Bay families from September through to December 2020, webinars include children who worry, road safety, raising resilient children and tuning into kids.

Planned Activity Groups (PAG)

Due to COVID-19 restrictions, 305 outreach welfare phone calls were made to 69 clients. PAG activity packs were also distributed directly to 50 clients in September.

Community transport

Due to COVID-19 restrictions, 125 outreach welfare phone calls were made to 68 clients.

Home maintenance

During September, 19 residents received a service through Council's home maintenance program.

Aged assessment

The Assessment team continued to undertake assessments and reviews for services required by older, frail residents and residents with a disability. In September, 47 assessments and 75 reviews were completed.

Delivered meals

During September, 2,920 meals were delivered to residents' homes. A total of 191 residents received meals during the month.

The Substation

The Substation launched an expression of interest for their Community Reference Group. Applications close 9 October.

An online program called Quiet Listening has also been in place, with long time collaborators Room 40 and the Australian Art Orchestra. The series of sound works are hosted through Sound Cloud and shared on social media during COVID-19.

Lost Lands Found creative program

Launched in September in partnership with Dean Stewart (Wemba Wemba Wergaia), the program is part of the Lost Lands Found ecological plantings at Logan Reserve, Altona. Based on a series of themes targeted at helping children learn about First Nations history and the landscape prior to colonisation, the program invites creative responses through drawing and exploration of the natural environment.

Woods Street Arts Space

The Emerging Curators Program joined with artist mentors Phuong Ngo and Nikki Lam to shortlist artists for the upcoming virtual Woods Street Youth Art Prize. Selected works related strongly to the exhibition's theme "A New Power – Finding a Voice" in unique and original ways.

The exhibition and awards ceremony will be held in a virtual setting in November.

Delivering for our Community

Art Apart

Winter Windows at Long Space, Newport, continued in September featuring local artists.

Eye Spy Hobsons Bay by Alison Peake concluded after engaging the local community through sharing various experiences of living life in lockdown on a dedicated social media page.

Front Yard Frolics by Born in a Taxi, *Fibonacci's Genie* by David Murphy and *Backwards to Normal* by Felix Palmerston have been postponed due to COVID-19. Revised dates will be announced in November.

Spirits of Time and Place by Geoffrey Ricardo

Scheduled for the end of September, Spirits of Time and Place was a series of public artworks located in Hosken Reserve, Altona North. A damaged kangaroo element was repaired and reinstated.

Hobsons Bay Visitor Information Centre

Hobsons Bay Visitor Information Centre operated an amended service via phone and email. Staff maintained weekly contact with accommodation providers and continue to engage with volunteers.

Community grants

One hundred and sixty-two grants worth a total of $245,500 were supported. Successful applicants came from local community organisations, clubs and groups who will leverage a further $1 million in co-investment from the community.

Recognising the impact of COVID-19, Council committed to a short application and assessment timeframe for this program, cutting several months from normal timelines.

The program enables investment directly into the community. A list of funded applications can be found at: https://www.hobsonsbay.vic.gov.au/Community/Community-services/Grants-funding/Hobsons-Bay-Community-grants-program.

Sons of the West men's health program

A total of 31 men completed the SOTW program on 7 September. Council is organising regular online catch-ups with graduates to continue their engagement with their health and each other while COVID-19 restrictions are in place.

Local women leading change

Council hosted the free VLGA workshop for women, gender diverse and non-binary people considering running for local government. The workshop was run via Zoom on 8 September at 7pm.

Be heard: how to vote in local government elections

Council hosted three online workshops with the Victorian Electoral Commission in September. The workshops were designed to inform and support people with culturally and linguistically diverse backgrounds and people living with disabilities; about democracy, Council elections and how to engage and vote in the upcoming elections.

Financial hardship impacts from COVID-19

Council coordinated an online information session outlining impacts and available community supports. The session featured guest speakers Cynthia Gebert (Energy and Water Ombudsman Victoria), Matthew Martin (WestJustice) and Star Conliffe (Salvation Army Altona). Over 50 local community service providers and community leaders attended the meeting.

Hobsons Bay Intercultural Services Network

Hobsons Bay Intercultural Services Network is the new name for the assembly of over 20 service providers who offer settlement support to newly arrived refugees and people seeking asylum in Hobsons Bay. The name change, from Hobsons Bay Settlement Network, more accurately reflects the service provision models, community needs, diversity of services and length of time people require settlement support after arriving in Australia. The network is Council-enabled with regular communication to identify emerging or changing needs and advocacy priorities.

Delivering for our Community

Community cultural dance program

Council worked in collaboration with cultural leaders and program facilitators from Laverton Hub to develop a new online cultural dance program. The program aims to engage people during isolation, promote activity and connection and build an understanding of various cultural dances.

Vulnerable Housing and Community Group

In September, the group facilitated support to vulnerable residents of the caravan park by offering care packages, information about COVID-19 testing, resources and face masks.

Cultural leaders COVID-19 conversation

A conversation with community leaders, DHHS and a local GP/COVID-19 testing station facilitator explored communication strategies to encourage COVID-19 testing.

Community messaging for COVID-19 testing

Community leaders shared personal messages of encouragement to their communities to boost prompt COVID-19 testing. Messages from community leaders also highlighted Council and state government messaging regarding COVID-19 and supports available. The messages were featured through local Facebook channels and other social media platforms

COVID-19 hardship translations

A directory of community services and hotlines for mental health support was prepared and translated for community languages. Connected to Council's financial hardship page, the directory will highlight the range of support available and encourage individuals to use multiple services for help.

Presentation to Hobsons Bay Community Fund (HBCF)

Social Policy and Community Development presented to HBCF. The presentation provided an overview of demographics and social needs, emerging needs through COVID-19 and current service provisions and priorities.

Council volunteer programs

A draft volunteer management toolkit has been developed to support staff coordinating Council-run volunteer programs. The toolkit details how to safely re-open, review practices and consider how to safely engage volunteers in a COVID-19 environment.

Supporting community volunteering

Council continues to connect people with volunteering opportunities as they arise. During the pandemic, opportunities have been mostly large-scale organisations and Non-Government Organisations seeking new volunteers to deliver essential services.

South Kingsville Community Centre (SKCC) capital works

The architects brief for the SKCC capital works improvements program has been advertised.

South Kingsville Community Centre: holiday program

The centre advertised an all ages/families holiday program, with a range of 40-minute Zoom sessions. Sessions included 12 cooking classes, 12 art and craft classes, 25 Hey dee Ho sessions, 25 singing and dancing classes and 30 Reptile Encounters sessions. All school holiday classes were booked out in 12 hours.

With the easing of restrictions, SKCC also announced a re-opening of its occasional care services. All 65 available places for term four were fully booked in 24 hours.

SKCC also launched a "Know Your Neighbour" campaign, designed to encourage people to connect, support each other and build new connections with their community.

Laverton Hub

The centre ran four-week and six week online dance programs, with 75 people participating in Bollywood and 150 people participating in Hula dance.

Williamstown Community Education Centre (WCEC)

WCEC has been announced as a finalist in the Victorian Training Awards, in the category of Community Training Provider of the Year.

Altona Meadows Community Centre

The centre continues to maintain communication with vulnerable residents through weekly Zoom sessions with regular group users.

Various online activities continue to be held.

Delivering for our Community

Libraries

Physical loans (books etc.): 3,677
eLibrary loans (eBooks etc.): 11,166
Renewals: 207
Total: 15,050
Library visits: No visits, 415 home deliveries
Loans have increased by 21% compared to August 2020. Year to date loans have decreased by 66% compared to September 2019.

eLibrary loans have increased by 2% compared to August 2020. Year to date eLibrary loans have increased by 69% compared to September 2019.

Library home deliveries recommence and return chutes reopen

In line with the State Government roadmap for reopening, Hobsons Bay Libraries' Book a Book home deliveries and Home Library Service recommenced from Monday 14 September. There were 415 home deliveries. Return chutes at all Hobsons Bay Libraries branches also reopened on Monday 14 September.

Author talk: Pills, Powder and Smoke

On 3 September, 35 people attended a virtual author talk with journalist, author and filmmaker Antony Loewenstein on the multi-billion dollar "war on drugs". The event was held as part of the inaugural Global Learning Festival, which included free virtual learning events in Melbourne, Taiwan, the UK, Ireland, Canada, Israel, Qatar, Turkey, and more.

Mindfulness for trying times

On 23 September, 45 people attended a seminar exploring the concept of mindfulness, simple mindfulness techniques, and mindful walking strategies.

Spring school holiday program

Seventeen programs were held as part of the spring school holiday program, including virtual reptile encounters and a live Q&A with author Charlie Golding to discuss *When the world went inside*, a beautifully illustrated children's book that may help to explain some of the many changes brought on by COVID-19.

Additional school holiday activities included home delivered activity kits and a Spring Scavenger Hunt, encouraging families to have fun exploring their local neighbourhood during lockdown.

Genetics and genealogy – DNA testing for family history research

Seventy people attended a two-part workshop on 10 and 11 September on how DNA testing can be utilised for family history research.

Author talk: The woman who cracked the anxiety code

Claire Weekes revolutionised how we see the defining problem of our era: anxiety. Fifty-three attended a talk on 24 September by author Judith Hoare who shared the secrets behind this ground-breaking thinker in her book, *The woman who cracked the anxiety code: the extraordinary life of Dr Claire Weekes*.

Laverton Community Hub

R U OK? Day – Virtual Community Event

As part of R U OK? Day on 10 September, Council's Community Centres team delivered a free virtual community event featuring a speaker from Women's Health West discussing self-care in isolation, followed by yoga instructor Leanne providing some tips and techniques on dealing with stress. Fifty-one people attended the virtual event, which was supported by Bunnings Warehouse, Laverton Community Integrated Services (LCIS) and Symmetry Physiotherapy.

Let's Spice it Up – Virtual Cultural Dance Program

In mid-September Council's Community Centres team launched a new virtual cultural dance program, called *Let's Spice it Up*. Community interest in the new program has been very high, with 429 registrations received in September.

Online Active Program

Community demand for Online Active programs (such as Zumba and Yoga) continues to be high. September programs engaged a total of 458 participants.

Newport Community Hub

Acoustic treatments to the hub music studio have been completed.

Seabrook Community Centre

Neighbourhood House Victoria's 2019 annual community value survey reports that Seabrook Community Centre provided in excess of $455,881 of value to the community throughout 2019.

Organisational Update

Council Election 2020

The Election Period commenced on Tuesday 22 September 2020 and will end at 6pm on election day, Saturday 24 October.

Twenty-nine candidates have nominated for seven Councillor positions across three wards. Further information about the election is available on the Council website at: https://www.hobsonsbay.vic.gov.au/Council/About-Council/Council-elections-voting/Council-elections

The election will be conducted by postal ballot, with ballot packs to be mailed to voters from 6 October 2020.

Completed ballot papers must be in the mail or hand-delivered to the election office at the Williamstown Town Hall by 6pm on Friday 23 October 2020.

Assembly of Councillors

The following Assemblies of Councillors occurred during the period 31 August to 30 September 2020:

31 August 2020

1, 8, 10, 11, 17, 18 and 22 September 2020

Documents for Sealing

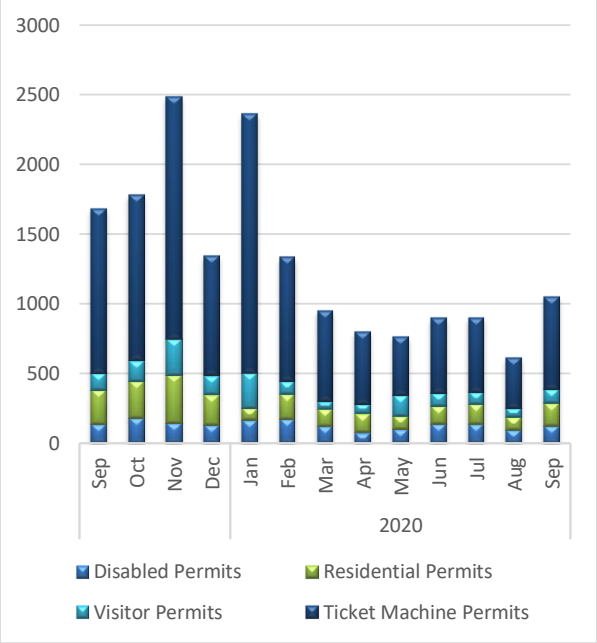
There were no documents that required sealing during the period.

Local Laws

- issued 128 disabled parking permits
- issued 160 residential permits
- issued 102 visitor permits
- issued 659 ticket machine permits
- logged 203 CHARM assignments
- impounded 7 derelict/abandoned vehicles
- issued 21 local law infringements

Parking

- 95 logged CHARM assignments
- issued 47 parking infringements
- issued 32 warnings
- percentage of warnings issued were 68%

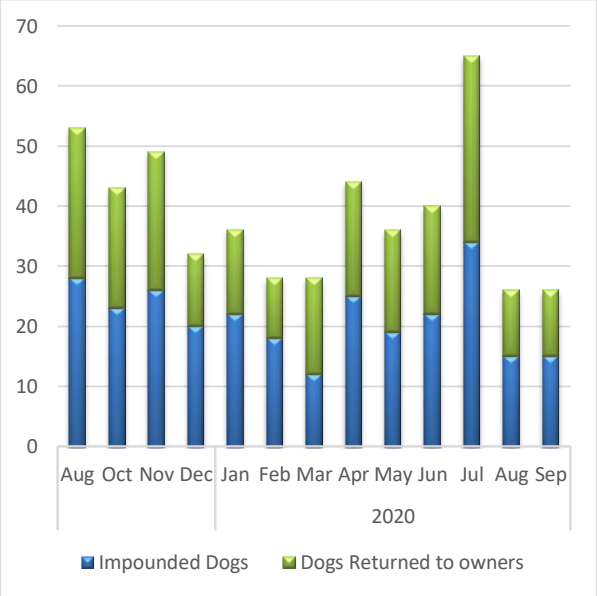


The graph above illustrates the number of permits issued for September 2020

Animal Management

- logged 191 CHARM assignments
- 14,817 animals registered
- impounded animals at Lost Dogs Home for (as at 31 August 2020)
  - dogs – 8 dogs impounded, 7 released
  - cats – 18 impounded, 0 released
- 16 animals returned to their owners by Council officers
- issued 59 animal infringement notices

The graph below reflects the number of dogs impounded and the number of dogs returned home by Council Rangers

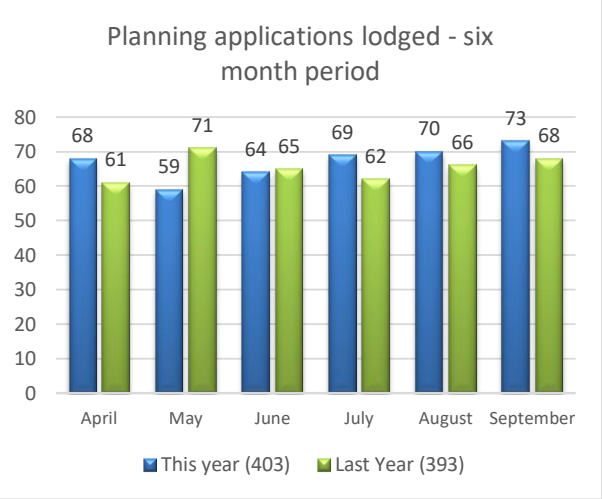


Planning, Building and Health Update

Planning applications received

Council received 73 planning permit applications for the month of September.

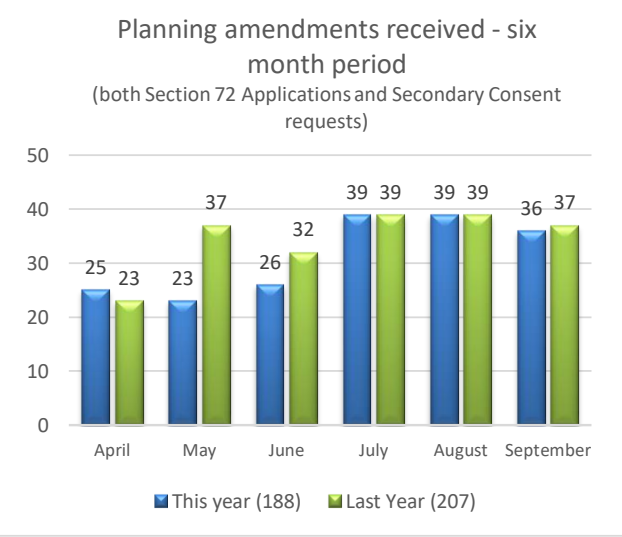
For the six month period from April to September, 403 planning permit applications were received, a 3% increase from the same period last year.



Amended permit applications lodged

Council received 36 planning permit amendment applications for the month of September.

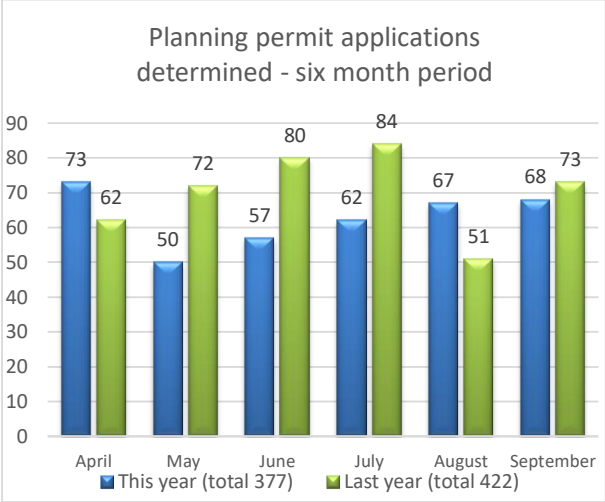
For the six month period from April to September, 188 planning permit amendment applications were received, a 9% decrease than the same period last year.



Planning applications determined

Council completed 68 planning permit applications for the month of September.

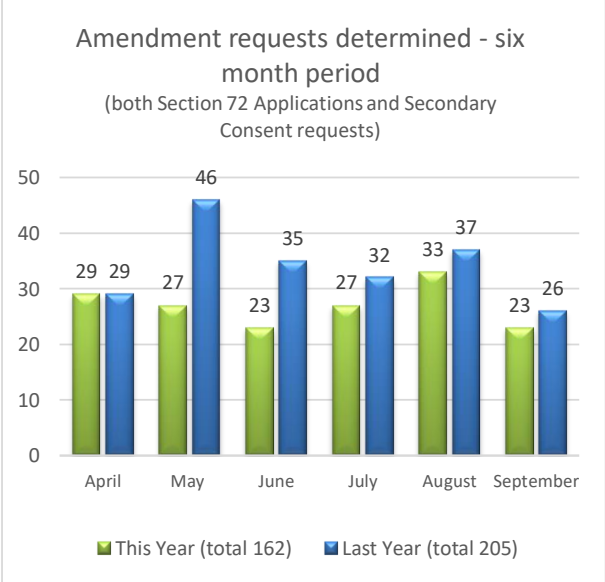
For the six month period from April to September, 377 planning permit applications were completed, an 11% decrease than the same period last year.



Planning amendment requests determined

Council completed 23 planning amendment applications for the month of September.

For the six month period from April to September, 162 planning amendment applications were determined, a 21% decrease than the same period last year.



Planning, Building and Health Update

VCAT

The Town Planning Department received the following appeal decisions:

Application number: PA1941855. 88 Aitken Street, Williamstown
Proposal: Demolition of existing buildings. Construction of five dwellings on a lot. Reduction of one visitor car parking space
Delegate decision: Refusal
DPC decision: N/A
VCAT decision: Approval
Made by consent order? Yes

Application number: PA1943835. 73 John Street, Williamstown
Proposal: Part demolition and construction of alterations, extensions and additions to the existing dwelling
Delegate decision: Refusal
DPC decision: N/A
VCAT decision: Approval
Made by consent order? No

Application number: PA1942373. 27 Junction Street, Newport
Proposal: Development of two dwellings
Delegate decision: Approval
DPC decision: N/A
VCAT decision: Approval (Varied)
Made by consent order? No

Application Number: N/A. 83 Cecil Street, Williamstown
Proposal: The failure of the Robina Scott Kindergarten to obtain a "use" planning permit to operate its business at the subject land
Delegate decision: N/A
DPC decision: N/A
VCAT Decision: Allowed

Delegated Planning Committee (DPC)

The following applications were considered at the 15 September Delegated Planning Committee.

Application: PA2046413. 52 Woods Street, Laverton
Proposal: Sale of packaged liquor
Delegate decision: Notice of Decision
DPC decision: Approved

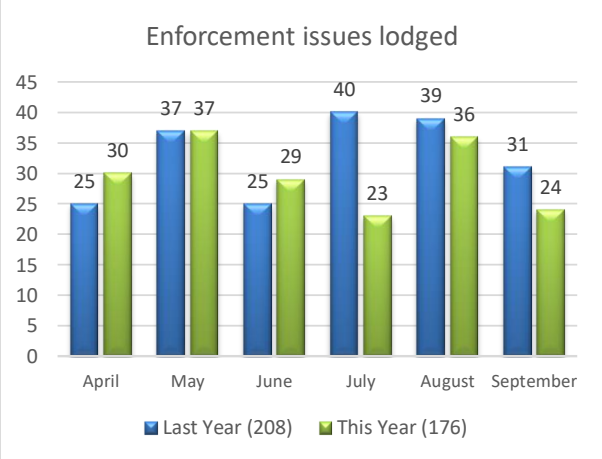
Application: PA1945427. 130 Civic Parade, Altona
Proposal: Construction of two or more dwellings (five dwellings) on a lot under clause 32.08-6. Remove restrictive covenant No. 1149653 contained in Certificate of Title Volume 4813 Folio 507 pursuant to Clause 52.02. Alter (increase) access to a road in a Road Zone, Category 1 pursuant to Clause 52.29
Delegate decision: Notice of Decision
DPC decision: Refused

Planning applications of interest

There were no applications of interest this month.

Active and significant enforcement matters

Council received 24 planning enforcement enquiries for the month of September.



Permits and consents

- Council's Municipal Building Surveyor issued one building permit
- 49 building permits were issued by private building surveyors
- 28 report and consent dispensation requests were determined

Planning, Building and Health Update

Inspections and enforcement

- 2 Building Notices/Orders were issued
- 2 Building Notices/Orders were resolved/completed/cancelled
- 14 inspections occurred during the month

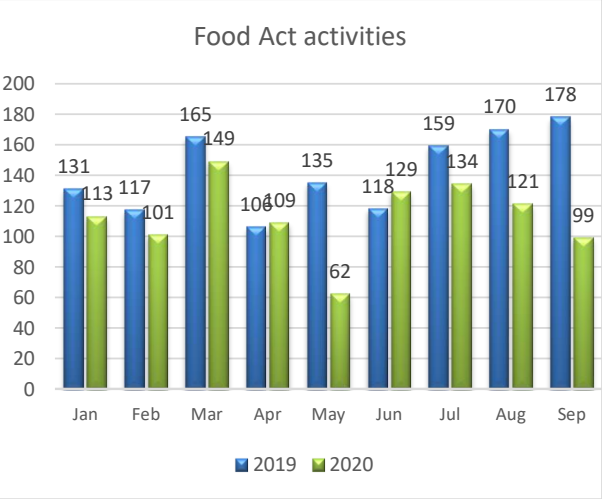
Building information requests

There were 149 requests for information received during September.

Food Act activities

September concluded the 2019-20 *Food Act* 1984 registration year. The following activities were recorded in September:

- 35 mandatory food assessments and inspections (29 Class Two, 6 Class Three)
- 4 new food premises registration inspections
- 7 plans assessments
- 3 transfer of food registrations
- 5 food complaints were reported; two pertaining to foreign object adulteration and three pertaining to food premises and hygiene



Client managed premises

Council currently has 33 Client Managed Premises.

Food sampling

Thirty-eight food samples were taken from Class Two premises during September 2020.

Food recall

One food recall was received due to potential microbial contamination which was the result of routine testing by the company.

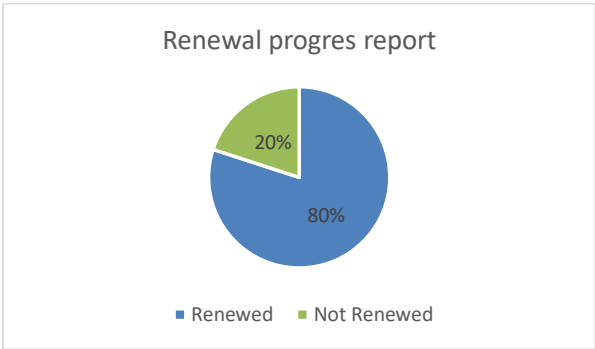
Streatrader

The following mobile and temporary food activities were recorded in September 2020:

- 3 Streatrader inspections
- 6 statement of trades lodged with Council
- 0 new registrations issued

Food Renewals

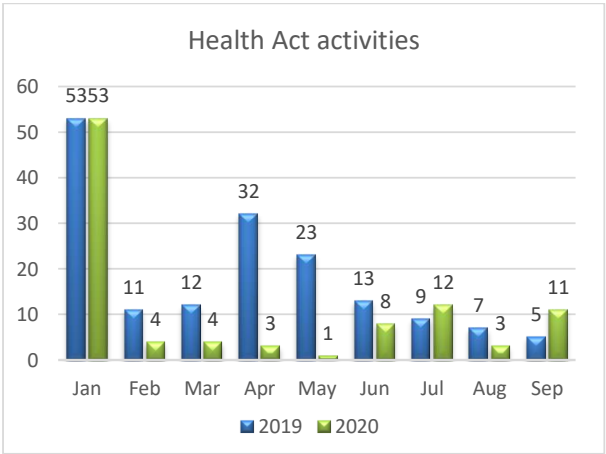
Renewal applications for the Food Act registration were due 30 September 2020. The online renewal portal opened 9 September 2020. All fees have been waived due to the Community Support Package provided by Council. To date we have received 80% renewal applications.



Public Health and Wellbeing Act activities

The following activities were recorded during September 2020:

- 1 new premises registration inspection
- 6 progress inspections
- 3 site visits

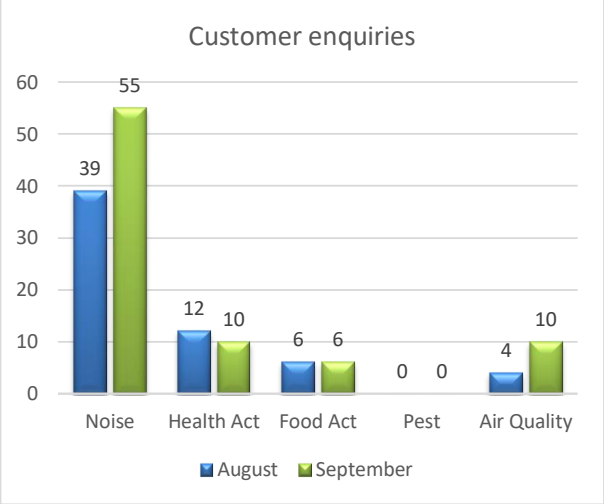


Planning, Building and Health Update

Customer Enquires

Eighty-one customer requests were received during September 2020, relating to:

- noise (55)
- *Public Health and Wellbeing Act* 2008 (10)
- *Food Act* 1984 (6)
- pest (0)
- air quality (10)



Tobacco Act activities

Three tobacco education visits were conducted in September. Tobacco test purchases have been withheld due to the risks associated with COVID-19.

Strategy, Economy and Sustainability

Hobsons Bay Community Fund: priority populations presentation

A presentation covering local demographics, disadvantage, and services was delivered to the Hobsons Bay Community Fund (HBCF) on 9 September. The presentation also served to assist HBCF in developing areas of focus for the year ahead.

Hobsons Bay Business Network Facebook group

The Hobsons Bay Business Network group on Facebook continues to support our business community with over 651 members. Members include local business professionals, business mentors and key stakeholders who actively use the platform to share information pertinent to business activities.

As part of the Facebook group, members are encouraged to connect with each other and share ideas. To facilitate this, moderator Joyce Watts delivered three weekly Tuesday Chats in September. A total of six unique business owners attended these sessions.

Hobsons Bay Business Has Heart

The Hobsons Bay Business Has Heart grant program was launched on 21 September, with grants available to groups of three or more businesses. Grants will support business recovery and get locals back to their local shopping precincts.

Business check in calls

During September, 119 business check-in calls were conducted. Check in calls allow Council to connect with local business owners, provide relevant information and allow businesses to provide feedback.

Hobsons Bay Business e-Works

A special edition of the Hobsons Bay Business e-Works newsletter, outlining Council's Community Support package #3, was sent out to over 7,000 business professionals.

#StartWest meetup

Entrepreneurs, innovators and business owners came together on Wednesday 30 September to hear from guest speaker Johanna Bertumen (founder of Nonato and CEO of BridgeAus Consultancy) as she shared ideas and insights on how her business model was adapted to overcome challenges during the pandemic. Eight local businesses attended the meetup online.

Online workshop: Options for small businesses, how to keep your finances on track

The two-hour workshop for sole traders and small business owners was delivered in partnership with Business Victoria on Monday 21 September. Sixteen local businesses learnt about financial hardship, government support and services, tenancy agreements and potential opportunities to pursue during COVID-19.

Online workshop: one-page business plan

On Wednesday 23 September, local business Modoras held an interactive workshop for business professionals to set a one-page business plan. Participants had the chance to set a strategy for the year ahead, outline opportunities for growth and create measurable milestones for accountability.

Online workshop: negotiating rent relief

Victorian Small Business Commissioner Judy O'Connell conducted another informative workshop on Tuesday 1 September on negotiating rent relief in Victoria. Twenty-eight business professionals attended the session. A follow up workshop will be scheduled with VSBC when new announcements are made.

Resilience and self-care for business owners

As part of RUOK Day, Council delivered a workshop in partnership with local business Kun Communications for nine business owners. The 90-minute workshop on Thursday 10 September equipped participants with strategies to help manage their own mental health as well as tips to assist with the wellbeing of their staff.

Trader associations

A meeting of the four trader associations was held on Monday 21 September. Representatives from the four precincts came together to discuss the challenges faced by local businesses and opportunities for future collaboration.

The Williamstown Chamber of Commerce held its September meeting on Wednesday 16 September.

Emissions reduction program

Final negotiations are now underway for the large scale solar installation project. The project is a key component of Council's Emissions Reduction Program.

Communications and Engagement

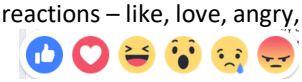
Social Media

Activity across all Council social media accounts includes:

- Council Facebook
- Council Twitter
- Hobsons Bay UP Facebook
- Creative City Hobsons Bay Facebook
- Mesh Mash Facebook
- Woods Street Arts Space Facebook
- Lost Pets Hobsons Bay Facebook
- GOWEST Facebook
- Council LinkedIn
- Hobsons Bay Instagram

Definitions

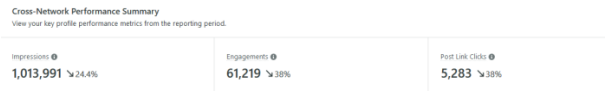
- reactions – like, love, angry, haha, wow, sad



- impressions – number of times our content is displayed in someone's newsfeed
- reach – total number of people who saw that content
- engagement – number of times someone engaged with our content whether through reactions, shares comments etc.

September 2020

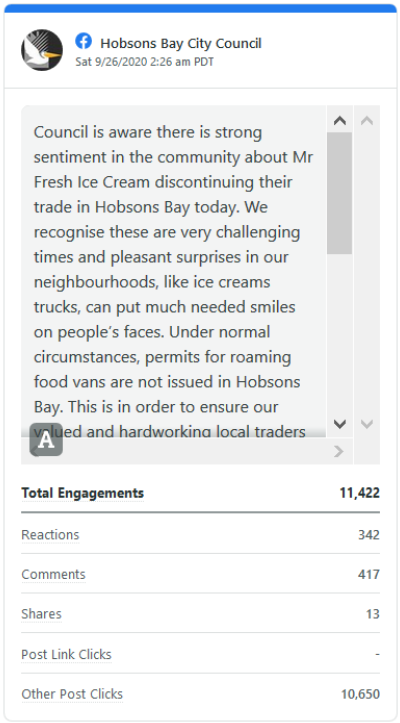
Statistics for all Council's social media sites



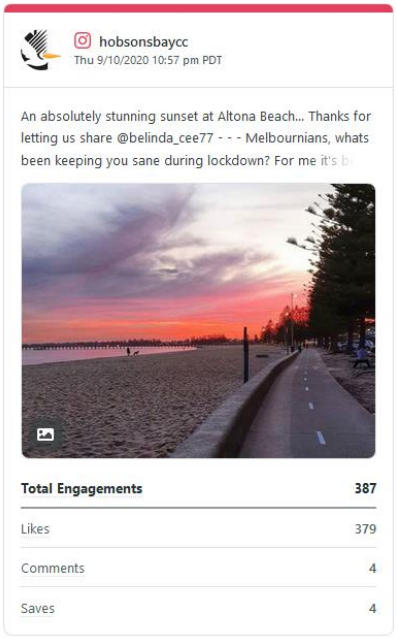
Fan/follower growth across all Council social media accounts

Reach across all Facebook accounts

Facebook post with the greatest reach

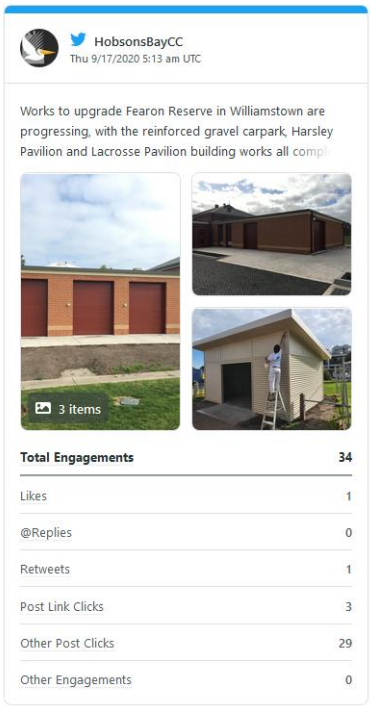


Instagram post with the greatest reach



Communications and Engagement

Tweet with the greatest reach



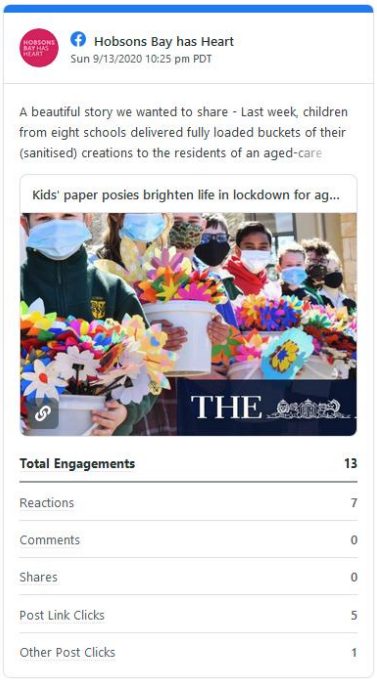
Hobsons Bay has Heart Facebook page

The people of Hobsons Bay are invited to share stories of positivity, resilience, community spirit and kindness on a Hobsons Bay City Council Facebook page entitled Hobsons Bay Has Heart.

The ability to connect with other people has become more difficult. Council wants to support the Hobsons Bay community to keep connected by shining a light on community groups, individuals or businesses offering support or goodwill to their fellow community members. This could be through random acts of kindness, the provision of online learning or activities, or offers to volunteer or assist others.

Community members and businesses can post their messages, words, photos, videos or artwork directly to the Hobsons Bay has Heart Facebook page at https://www.facebook.com/hobsonsbayhasheart/or use the hashtag #hobsonsbayhasheart as a public post on Facebook or Instagram.

Hobsons Bay has Heart post with the greatest reach

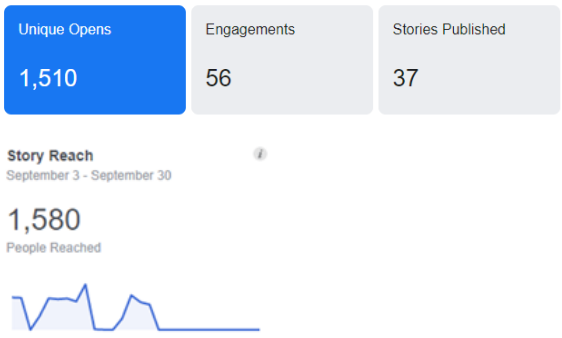


Website top pages viewed

Page	Page Views	Unique Page Views	Avg. Time on Page
	135,253 % of Total: 100.00% (135,253)	111,349 % of Total: 100.00% (111,349)	00:01:19 Avg for View: 00:01:19 (0.00%)
1. /Home	19,467 (14.39%)	15,878 (14.26%)	00:00:47
2. /Services/Recycling-2.0-Waste-and-recycling-services	5,166 (3.82%)	4,181 (3.75%)	00:01:05
3. /Services/Planning-Building/Find-a-planning-application-in-Greenlight	3,370 (2.49%)	2,516 (2.26%)	00:02:39
4. /Council/Contact-us	2,566 (1.90%)	2,270 (2.04%)	00:03:10
5. /Council/Work-Opportunities	2,491 (1.84%)	1,932 (1.74%)	00:00:48
6. /Services/Recycling-2.0-Waste-and-recycling-services/Free-Rubbish-Bin-Upsize	2,300 (1.70%)	1,810 (1.63%)	00:02:40
7. /Community/Coronavirus-community-information	1,926 (1.42%)	1,504 (1.35%)	00:01:15
8. /Services/Recycling-2.0-Waste-and-recycling-services/Hard-waste	1,881 (1.39%)	1,704 (1.53%)	00:04:25
9. /Services/Recycling-2.0-Waste-and-recycling-services/When-will-my-bins-be-collected	1,818 (1.34%)	1,559 (1.40%)	00:02:52
10. /Services	1,707 (1.26%)	1,315 (1.18%)	00:00:30

Facebook Stories

Last 28 days: Sep 3, 2020 - Sep 30, 2020



Communications and Engagement

Overall Participate Hobsons Bay Statistics

Participate Hobsons Bay, the online community engagement site for Council participate.hobsonsbay.vic.gov.au had the following highlights for September 2020.

Views	5,059
Visits	3,664
Visitors	2,706
Contributions	190
Contributors	171
Followers	42

Between 1 September 2020 and 26 September 2020 there were 5,059 visits to the Participate site with 190 contributions (or submissions) across three different projects. During this time 42 people requested to follow various project communications.

Of the 190 contributions (or submissions) from 1 September 2020 and 26 September 2020 the breakdown for each project included:

Project	Contributions
Donald MacLean Reserve Improvement Plan	16
Hobsons Bay Coastal and Marine Management Plan	40
Altona Meadows Traffic Treatments	4
Altona North Local Area Traffic Management Project	25
McLean Reserve Park Upgrade	30
Lee Reserve Park Upgrade	22
Mason Street, Newport Traffic Calming	28
Proposed Road Safety Improvement Plan for Williamstown School Precinct	23

The below projects were open for community involvement in September 2020.

Donald McLean Reserve Improvement Plan – Playgrounds and Open Spaces

Council is upgrading Donald McLean Reserve to provide the community with improved open space into the future.

The Donald McLean Reserve Master Plan underwent extensive community engagement and was endorsed by Council in 2013. In 2019, following further consultation on the community's current needs, and recognising the presence and joint project funding of the West Gate Tunnel Project, the Donald McLean Reserve Improvement Plan was designed.

Projects identified in the improvement plan are already underway with upgrades to the two sports grounds (including new floodlighting), the cricket practice nets and the multi-purpose courts. Earlier this year, Council sought community input into the design of pathways, landscaping and park furniture surrounding the new cricket practice nets. Consultation on the Donald McLean Reserve Improvement Plan – Playground and Open Spaces closed on Thursday 17 September 2020.

Hobsons Bay Coastal and Marine Management Plan

Hobsons Bay City Council is currently developing a Coastal and Marine Management Plan (CMMP) to guide the future management of Council's coastal and marine areas.

Hobsons Bay's coastline supports a diverse, and at times competing, range of interests and values. Into the future, there will be increasing pressures from urban growth and a changing climate. A coordinated, integrated approach to planning and management is required to balance environmental, economic and social values, enhance resilience, and adapt to change. Community members were asked to complete a survey to help refine the focus and priorities of the C MMP. This phase of the consultation closed on Sunday 20 September 2020.

Communications and Engagement

Altona Meadows Traffic Treatment Project
Council sought feedback on a number of traffic treatments in Altona Meadows to relieve congestion, improve accessibility and provide a safer road environment. The proposed traffic treatments are the first of many improvement works planned as part of the endorsed Local Area Movement Plan Western Package. Consultation closed on Friday 4 September 2020.

Altona North Local Area Traffic Management Project
Council sought feedback on a number of traffic treatments in Altona North to improve accessibility and provide a safer road environment. . The area bordered by Blackshaws Road, Mills Street, Mason Street and Millers Road is now subject to a Local Area Traffic Management Project and has received funding under the Federal Government's Black Spot Program. Council's aim is to address safety concerns with a holistic view of the issues in this precinct, in order to avoid pushing the problems into nearby streets. Consultation closed on Sunday 20 September 2020.

MacLean Reserve Park Upgrade
MacLean Reserve in Williamstown is due for a full upgrade of the park and playground next year. Council consulted with the local community, St Mary's Primary School community and the Williamstown Primary School community to better understand what they value about MacLean Reserve and its significance in the community. This feedback will inform the development of a concept design. Consultation on this project closed on Thursday 17 September 2020.

Mason Street, Traffic Calming Project
Council sought feedback on the traffic concept plan for Mason Street, Newport to reduce the risk of accidents and improve safety outcomes for all road users, with a particular focus towards pedestrians and cyclists. This project has received funding from the Federal Government's Black Spot Program. Consultation on this project closed on Friday 18 September 2020.

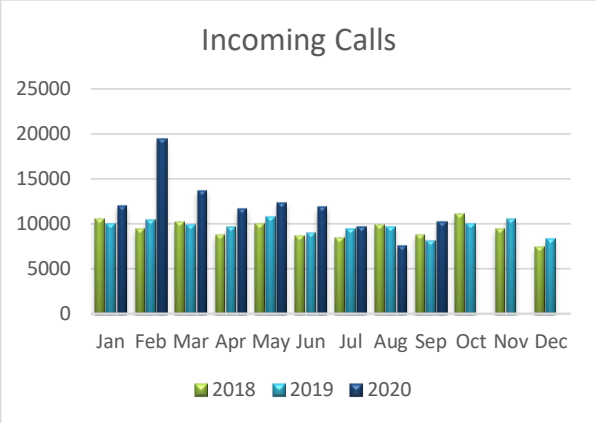
Road Safety Improvements for Williamstown School Precinct
Hobsons Bay City Council is committed to improving the safety around schools for pedestrians, students and residents and encouraging students to be more active by walking and riding (i.e. cycling, scooting and skating) to school. Council applied last year for a Transport Accident Commission grant for the construction of new infrastructure in the Williamstown School Precinct.

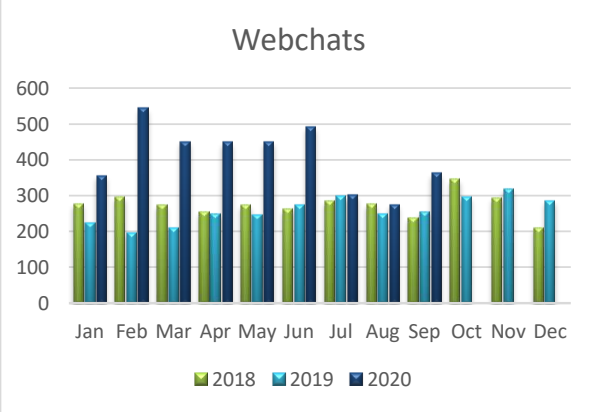
Council has designed a road safety improvement plan for the Williamstown School Precinct with the aim to provide infrastructure to improve pedestrian and cyclist safety and connectivity as well as reducing vehicle speeds and dangerous driving around Williamstown Primary School and Saint Mary's Primary School. Consultation on this improvement plan closed on Thursday 17 September 2020.

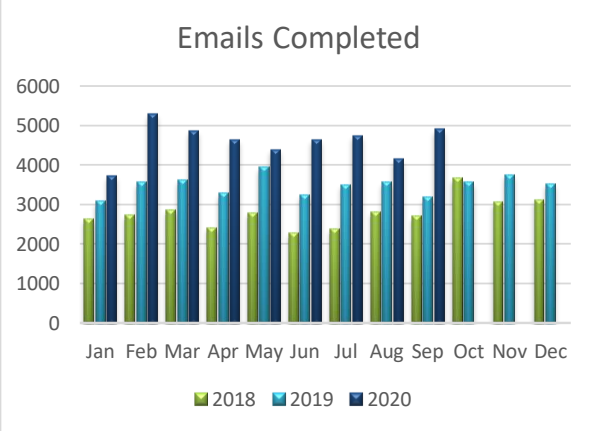
Lee Reserve, Altona upgrade
Council's Open Space Strategy identified Lee Reserve as one of the five Altona Beach Precinct parks in need of improvement works. Council is proposing to undertake these improvement works in late 2021. Lee Reserve is the smallest of the five parks and has very little shade or furniture. The park is located along the Esplanade, there is car parking across the road including two accessible parking bays, and the reserve has connections to the Pier Street shops and to the Bay Trail (shared trail). Council sought feedback from the local community and other users of the reserve to better understand what they value about the reserve, its significance in the community, any key concerns and aspirations for the space. Consultation on the upgrade to Lee Reserve closed on Thursday 17 September 2020.

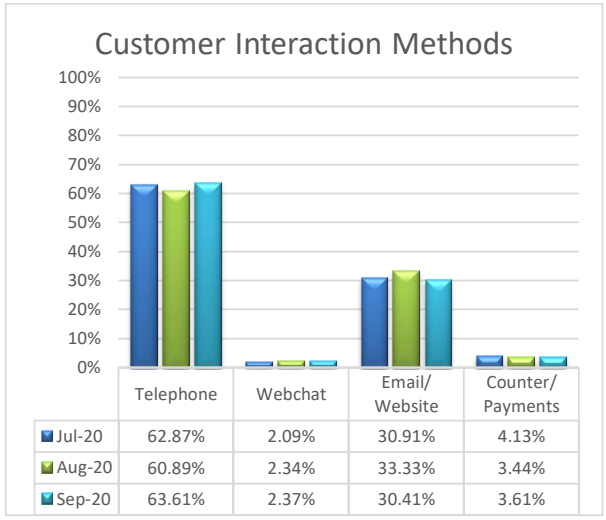
Our Performance

Council monitors its interaction with the community in order to assist performance improvement and ensure that community needs are met.









	Telephone	Webchat	Email/ Website	Counter/ Payments
Jul-20	62.87%	2.09%	30.91%	4.13%
Aug-20	60.89%	2.34%	33.33%	3.44%
Sep-20	63.61%	2.37%	30.41%	3.61%

Top enquiries coming from incoming calls are for the following service areas:

- Rates (2,563)
- Waste (1,521)
- Hard Waste (964)
- Local Laws (585)
- Town Planning (540)
- City Services (473)
- Assets (404)
- Animals (401)

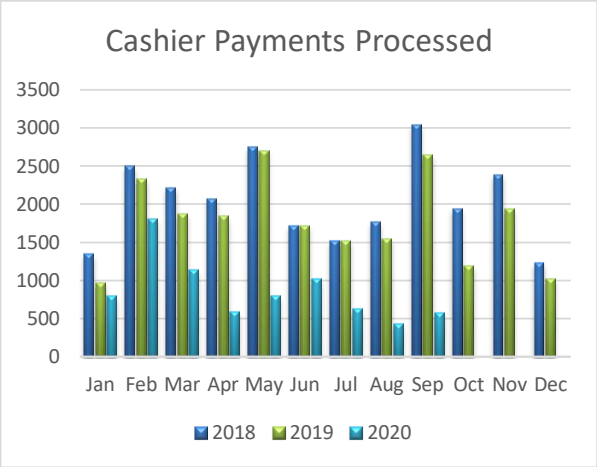
Top reasons our customers contacted Council via Web Chat related to the following service areas:

- Waste (91)
- Rates (88)
- Animals (31)
- City Services (25)
- Town Planning (15)
- Building (13)
- Local Laws (12)

Top enquiries coming from emails are for the following service areas:

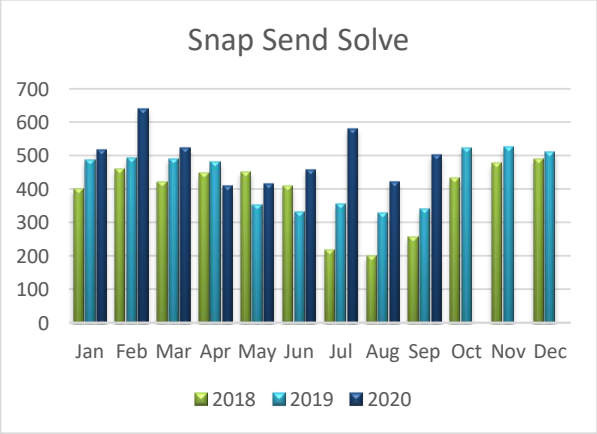
- Waste (670)
- Cashier Inbox (637)
- City Services (568)
- Rates (312)
- Local Laws (185)
- Animals (171)
- Town Planning (80)
- Public Health (57)

Our Performance

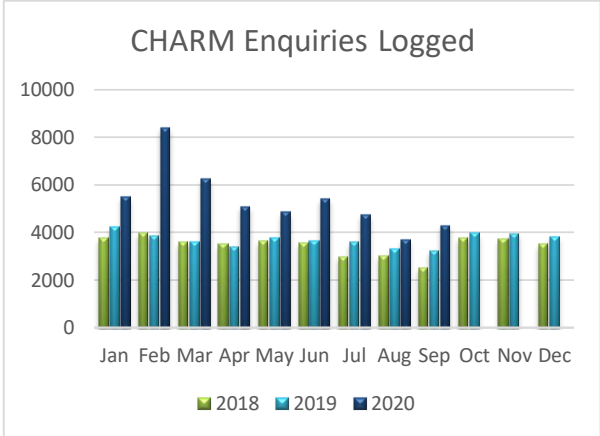


*As a result of the foyer closure due to COVID-19, counter data has been slightly amended from total counter visits to payment interactions. Additionally, there has been a recent system upgrade which does not currently allow for the same collection of counter data. Council is working with Digital Services for an alternative solution.

Snap Send Solve is a free app for iPhone or Android devices that allows visitors and residents of Hobsons Bay to easily report issues to Council by capturing a photo of an issue and having this information sent directly to Council for review.

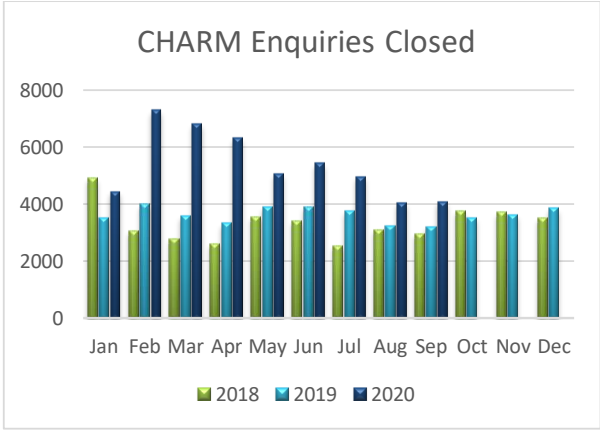


Council's Customer Help and Resolution Management (CHARM) system is used to record customer requests, which are primarily received via phone, Snap Send Solve and email.



Top CHARM requests logged related to the following service areas:

- Hard waste (712)
- Garbage (586)
- Green waste (443)
- Recycling (345)
- Street trees (276)
- Local Laws (233)



Top CHARM requests closed related to the following service areas:

- Hard waste (712)
- Garbage (576)
- Green waste (385)
- Recycling (325)
- Street trees (294)
- Local Laws (191)

Financial Management

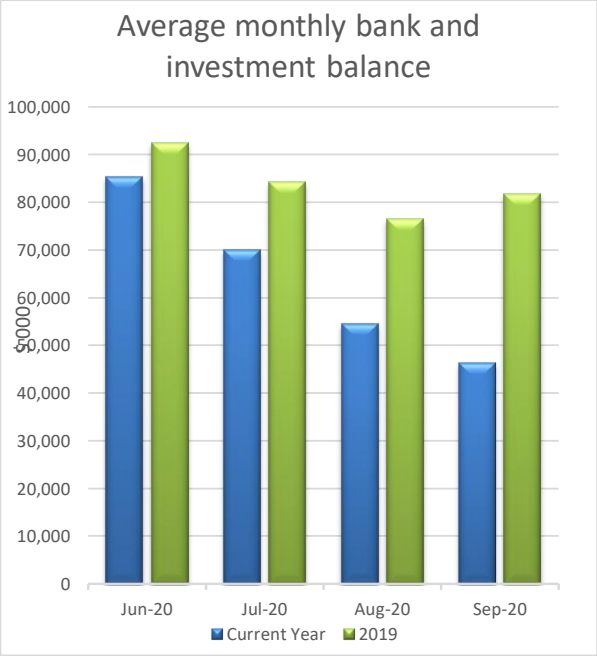
Each quarter a detailed financial report is presented to Council. The following additional information provides a snapshot of key monthly metrics as supplementary information.

Financial Statistics

The average balance of cash and investments during September 2020 was $46.138 million. This compares to the average balance of $54.596 million in August and an average balance of $70.03 million in July.

The closing balance of cash and investments at the end of September was $50.096 million, compared to $46.812 million at the end of August and $61.29 million at the end of July.

Council investments at the end of September included cash and at call investments of $7.096 million and term deposits of $43 million, with an average date to maturity of 205 days and an average interest rate of 1.02%.



The balance of outstanding debtors for September 2020 was $2.796 million compared to an average balance of $2.234 million over the last 12 months. The value of invoices issued in September was $2.136 million compared to $2.163 million in August.

Amounts outstanding over 90 days at the end of September total $241,000, representing 8.6% of total debts. The most significant debtor groups over 90 days include city maintenance, property, parks and recreation.

The provision for doubtful debts at the end of September is $262,000 or 9.3% of total debts.

Hardship Policy

Any person who currently requires financial assistance will be invited to enter into a payment arrangement or assessed for inclusion into the Council's long-term hardship group. Since the start of the financial year there has been one new application approved and two accounts have been paid in full.

As at 30 September 2020 there were a total of 47 ratepayers, including 25 pensioners, listed on the Council's long-term hardship register. Council has waived $5,400 in interest charges since the start of the 2020-21 financial year. Council continued to receive regular payments in the month of September and the total amount outstanding as at 30 September is $390,302.

In addition, the COVID-19 pandemic has seen a further 679 ratepayers provided with an interest free payment deferral after applying for assistance under Council's Hardship Policy. This equates to outstanding rates of approximately $5.7 million being deferred with an estimated interest waiver of $190,000 from 31 October 2020 to 28 February 2021. More applications are expected to follow as rate notices have recently been distributed.

Financial Management

Revenue Statistics

Rates income as at 30 September 2020 was $28.251 million compared to the year to date budget of $26.021 million. This is made up of general rates ($26.144 million), waste collection charges ($2.389 million) and interest on rates ($173,000). These are slightly offset against Council rebates ($455,000).

The Outstanding Rates Balance as at 30 September 2020 was $106.399 million. This is made up of general rates ($104.562 million), pension rebates to be collected ($1.447 million) and long-term hardship group ($390,000).

Procurement

Tenders have been called for the following:

- 2020.10 Altona Tennis Club Tennis Courts Refurbishment
- 2020.23 Expression of Interest – Provision of Demographic and Economic Data Online
- 2020.37 Bruce Comben Reserve Floodlighting
- 2020.50 New Theatre/Staging Mechanical Systems – Altona Theatre and Williamstown Town Hall
- 2020.51 New Integrated Sound System Williamstown Town Hall
- 2020.67 Dennis Reserve – Landscape and Open Space

The following tenders have been closed and are being evaluated:

- 2020.08 Construction of Cricket Practice Nets – Donald McLean Reserve
- 2020.20 Altona North Bowling Club Facilities Upgrade
- 2020.30 Construction of off Street Carpark – PA Burns
- 2020.52 Maternal and Child Health Building Renewal Works
- 2020.54 Burgoyne Reserve Public Toilets
- 2020.57 Altona Coastal Park Boardwalk/Path

The following contracts have been awarded under financial delegation:

- 2020.40 P J Lynch Box Lacrosse, awarded to Tuff Group Holdings Pty Ltd at a fixed lump sum of $552,175.58 (GST inclusive)
- 2020.47 Wayfinding and Building Signage – Open Space, Sports Centres and Pavilions, awarded to Visual Voice at a fixed lump sum price of $54,697.50 (GST inclusive)
- 2020.56 Reimaging the Future of Industrial and Commercial Land in Hobsons Bay, awarded to Charter Keck Cramer at a fixed lump sum price of $50,160 (GST inclusive)

Enhancing our Community

The Infrastructure and City Services Directorate has delivered and continues to deliver a range of projects and services across the municipality.

West Gate Tunnel Neighbourhood Fund

The assessment process for the West Gate Tunnel Project Community Grants – Partnership Stream has been completed. Apart from the applications submitted by Council, officers assessed applications against suitability, Council approval (where Council is the land owner or manager) and funding criteria. The assessments were sent back to the West Gate Tunnel in early September for final review from the Community Liaison Group and State Government. The West Gate Tunnel Project has not provided any confirmed dates for funding announcements at this stage.

Homestead Run Reserve and Barry Jones Reserve Park upgrade

Homestead Run and Barry Jones Reserves in Seabrook have been upgraded. Homestead Run Reserve has received new playground equipment, nature play elements, trees and garden bed plantings.

The upgrade at Barry Jones Reserve included new play equipment including a sandpit with slide and sand play tools, a new picnic table and bench seating.

Above: Homestead Run Reserve

Above: Barry Jones Reserve

Edwards Reserve upgrade

The playground and perimeter fencing at Edwards Reserve has been upgraded and the playground is open to the public.

Above: Play Space structure at Edwards Reserve

Additional improvements at the reserve will include a new circuit footpath and improved entrances to the reserve along the southern boundary. It is anticipated that works will be completed by the end of October 2020.

New timber bollards of various heights will be installed at the reserve's entrances at Brunel/Truman Street and Brunel/Greene Street complemented by landscaping works.

The gravel footpath within the western boundary of the reserve will be replaced with a two metre-wide concrete footpath. This will extend along the northern boundary and connect with the existing concrete footpath to create a circuit around the reserve.

Enhancing our Community

Laneway reconstruction works

Council has reconstructed the laneway at the rear of:

- Russell Place (between Russell Place and Queen Street), Williamstown
- 91-92 Railway Place, Williamstown
- Durkin Street, Newport

Above: Russell Place laneway reconstruction

Shared trails upgrade

Widening of the footpaths along the east and west sides of Point Cook Road between Pipeline Reserve and Seabrook Boulevard are complete. A raised pedestrian crossing has also been constructed at the intersection of Point Cook Road and Seabrook Boulevard.

Above: Point Cook Road, Seabrook

Turf wicket spring renovations

It is that time of the year where the Sports team renovate the cricket turf wickets in preparation for the cricket season. Twenty-two of the turf wickets will have the irrigation system audited, scarified, seeded, top dressed, fertilized and rolled.

This year the team has also returfed two wicket tables at Fearon Reserve and the Bayside College grounds.

Above: New turf table and top dress wicket at Bayside College Oval

Playground soft-fall installation

The Parks team along with a team from Working for Victoria have been installing soft-fall at the following playgrounds in Laverton:

- Frank Gibson Reserve
- Bladin Street Reserve
- Cropley Reserve
- Dick Murdoch Reserve
- Bruce Street Reserve

Above: Frank Gibson Reserve

Above: Bladin Street Reserve

Enhancing our Community

Donald McLean Reserve

Demolition of the WH Couch pavilion, which was constructed in 1966, the West Gate Golf House, and the public toilet was recently undertaken. Most of the bricks from these buildings will be repurposed for the construction of the new pavilion which will be a multi-purpose facility for the West Gate Golf club, the Spotswood FootballCclub and cricket clubs. The new pavilion is scheduled for completion in late 2021.

Above: 1966 W H Couch Pavilion

Above: Demolition works and pavilion site

Conservation online engagement

Over the past eight weeks the Conservation Rangers have conducted six online 'virtual' walks and talks on conservation reserves.

The reserves include The Rifle Range, Newport Lakes, Skeleton Creek, Sandy Point, Truganina Explosives Reserve and Truganina Wetlands (Swamp). The sessions were attended by over 150 community members. The Rifle Range Reserve presentation can be viewed at: https://youtu.be/6c5MEpWsXWY

Habitat Gardens in Hobsons Bay

Several Hobsons Bay residents recently participated in the Habitat Gardens program which was a Pitch My Project community submission.

The first workshop held on 29 August discussed the importance of habitat gardens in urbanised environments, creating bio-links for native wildlife, the difference between native and indigenous plants as well as the types of habitat gardens that can be created.

The workshop also provided participants with an overview of basic landscape design and the tools to create a habitat garden design.

The second workshop took place on 12 September with participants working on the wildlife they wanted to attract. The participants shared their habitat garden designs and were provided with advice on appropriate plant selection.

Above: Some of the wildlife in Hobsons Bay gardens

Women in Sport – launch event

The Women's Participation in Sport and Active Recreation in Melbourne's West Action Plan was recently launched online. The event was hosted by Wyndham City Council and involved Stephen McGhie MP and Dr Bridie O'Donnell from the Office for Women in Sport and Recreation. The event provided the opportunity to hear about key learnings and partnership approaches, female participation in community sport and promoting women and girls in sport and active recreation.

Later in the year, Hobsons Bay will be launching the VicHealth This Girl Can campaign which aims to encourage more women to get fit and active.

Council's social media channels will promote a series of free activities.

Enhancing our Community

Bicycle maintenance station

The installation of the bicycle maintenance station located along the Skeleton Creek shared trail at Ravenswood Court, Seabrook is nearing completion.

A new drinking fountain will also be installed once the restrictions have eased.

Above: Bicycle station at Skeleton Creek shared trail

Altona Sports Centre extension project

Construction has begun on the structural steel works for the additional four indoor sports courts. Framing at the front of the existing Centre will commence shortly and will form the main frame for the new show court area.

Above: Structural steel on site at the Altona Sports Centre

Williamstown Cricket Ground

The existing oval at the Williamstown Cricket Ground will be redeveloped from late September 2020. Works will include the reconstruction of the central turf cricket wicket, installation of underground drainage, installation of a new oval boundary fence, laying of a new grassed surface, installation of an above ground water tank and small pump shed near the scoreboard area and installation of a new irrigation system and upgraded water supply.

The oval will be closed while the works are undertaken and it is anticipated to re-open for public use by May 2021, weather and COVID-19 restrictions permitting.

The Seaview Function Centre, the carpark from Battery Road and the public toilets will remain accessible while the works are undertaken.

Tree planting update

Over 3,000 trees have been planted with a further 1,000 trees to be planted in the Strand and Cherry Lake wards this season. The planting will resume once the restrictions have eased.

Williamstown Botanic Gardens

The path works continue at the northern end of the gardens and the lawns areas are being cored to relieve soil compaction and improve the flow of air, fertiliser and water.

The wonderful daffodil display is now diminishing but the blue of the hyacinth is beginning to flourish.

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information ***Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return***		
Meeting Name/Type	Social Wellbeing and Community Service Portfolio Advisory Committee	
Meeting Date Meeting Start Time Meeting Finish Time	31 August 2020 6.00pm 7.20pm	
Attendees		
Councillors	Cr Colleen Gates Cr Tony Briffa	
Officers	Penelope Winslade Janet Dawes Ben Pollard Tracey Greenaway Meron Tewolde	
	Matters/Items Discussed	**Time Cr Left/ Time Cr Returned**
	1. Introductions from PAC members and Officers.	Cr Gates left 6.09pm
		Cr Gates returned 6.09pm-6.11pm
	2. Presentation on community-led response program	
	3. Distribution of 'Hobsons Bay Community Has Heart' presentation and workshop notes.	

Conflict of Interest disclosures - Nil			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned
		Yes/No	

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information ***Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return***		
Meeting Name/Type	Councillor Briefing Session	
Meeting Date Meeting Start Time Meeting Finish Time	1 September 2020 6.30pm 9.19pm	
Attendees		
Councillors	Cr Colleen Gates Cr Jonathon Marsden Cr Tony Briffa JP	Cr Sandra Wilson Cr Angela Altair Cr Peter Hemphill
Officers	Sanjay Manivasagasivam Aaron van Egmond Matthew Irving David DaSilva Jake Trevaskis	Penelope Winslade Andrew McLeod Michelle Cardamone Mark Travers
	Matters/Items Discussed	**Time Cr Left/ Time Cr Returned**
	Capital Works Fourth Quarter Report 2019-20	
	Adoption of the Hobsons Bay Urban Forest Strategy	
	Endorsement of Place Guide for Better Places Laverton	
	Councillor Reports and Discussion	
	Chief Executive Officer Report on Operations	
	Mayoral Focus - End of Term Report	
	Interim Financial Report - Year Ended 30 June 2020	

	Draft Annual Financial Report 2019-20	
	Upcoming Special Recovery Grants Rounds for Community Connection and Local Business Activation	
	Response to Petition - Repair the Laneway Between Pearson and John Street, Williamstown	
	Response to Petition - Abandon the Proposal to make Acacia Avenue and Central Avenue, Seaholme one-way streets	
	Contract 2020.22 HD Graham Reserve Sports Pavilion Design and Construct; Sportsgrounds and Floodlighting	
	Contract 2020.42 Brooklyn Community Hall Redevelopment - Design and Construct	
	Contract 2020.43 Project Technical Consultants Panel	

Conflict of Interest disclosures - Nil			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Councillor returned to meeting

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information ***Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return***		
Meeting Name/Type	Pre-Ordinary Council Meeting Agenda Briefing	
Meeting Date Meeting Start Time Meeting Finish Time	8 September 2020 6.30pm 6.53pm	
Attendees		
Councillors	Cr Colleen Gates Cr Jonathon Marsden Cr Angela Altair Cr Peter Hemphill	Cr Sandra Wilson Cr Michael Grech Cr Tony Briffa JP
Officers	Sanjay Manivasagasivam Aaron van Egmond Diane Eyckens Martina Simkin	Penelope Winslade Andrew McLeod Hamish Munro
	Matters/Items Discussed	**Time Cr Left/ Time Cr Returned**
	Council Welcome/Apologies/Disclosures of Interest/Minutes Confirmation	
	Councillors' Questions	
	Public Question Time	
	Response to Petition - Repair the laneway between Pearson and John Street, Williamstown	
	Response to Petition - Abandon the proposal to make Acacia Avenue and Central Avenue, Seaholme one-way streets	
	Response to Petition - Request for the development of an Urban Forest Strategy in Brooklyn	

	Chief Executive Officer's Report on Operations	
	Draft Annual Financial Report 2019-20	
	Interim Financial Report - Year Ended 30 June 2020	
	Adoption of the Hobsons Bay Urban Forest Strategy	
	Endorsement of the Place Guide for Better Places Laverton	
	Endorsement of the Bruce Comben Reserve Master Plan	
	Contract 2020.22 HD Graham Reserve Sports Pavilion, Sportsgrounds and Floodlighting - Design and Construct	
	Contract 2020.42 Brooklyn Community Hall Redevelopment - Design and Construct	
	Contract 2020.43 Project Technical Consultants Panel	
	Contract 2020.45 Williamstown Cricket Ground Oval Redevelopment	
	West Gate Tunnel Project Update Report	
	Delegate Report: Metropolitan Transport Forum	
	Delegate Report: Truganina Explosives Reserve Advisory Committee	
	Delegate Report: LeadWest Section 86 Committee	
	Delegate Report: Metropolitan Local Government Waste Forum	
	Notice of Motion No. 1214: Condolence - Mr Anthony (Tony) Cassar	
	Urgent and Other Business	
	In Camera Business - Chief Executive Officer's Performance Appraisal 2019-20	

Conflict of Interest disclosures - Nil			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Councillor returned to meeting

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information ***Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return***		
Meeting Name/Type	Arts, Culture and Tourism Portfolio Advisory Committee	
Meeting Date Meeting Start Time Meeting Finish Time	10 September 2020 (via Zoom) 6.00pm 7.20pm	
Attendees		
Councillors	Cr Colleen Gates Cr Angela Altair	
Officers	Janet Dawes Tania Blackwell	
	Matters/Items Discussed	**Time Cr Left/ Time Cr Returned**
	1. Acknowledgement of Country	
	2. Minutes	
	3. Workshop with PAC on vision for creative recovery.	
	4. Meeting closed	

Conflict of Interest disclosures - Nil			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned
		Yes/No	

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information ***Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return***			
Meeting Name/Type	COVID-19 Councillor Briefing Session		
Meeting Date Meeting Start Time Meeting Finish Time	11 September 2020 10.34am 11.05am		
Attendees			
Councillors	Cr Colleen Gates Cr Tony Briffa	Cr Sandra Wilson Cr Jonathon Marsden	
Officers	Aaron van Egmond Sanjay Manivasagasivam Dianne Eyckens	Andrew McLeod Pene Winslade	
	Matters/Items Discussed		**Time Cr Left/ Time Cr Returned**
	COVID-19 Update		

Conflict of Interest disclosures - Nil			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned
		Yes/No	

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information ***Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return***			
Meeting Name/Type	2020 Art and Industry Program		
Meeting Date Meeting Start Time Meeting Finish Time	17 September 2020 (conducted via Zoom) 6pm 7pm		
Attendees			
Councillors	Cr Angela Altair Cr Peter Hemphill Cr Sandra Wilson	Cr Colleen Gates Cr Jonathon Marsden	
Officers	Penelope Winslade	Janet Dawes	
	Matters/Items Discussed		**Time Cr Left/ Time Cr Returned**
	1. 2020 Arts & Industry program review		
Conflict of Interest disclosures - Nil			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned
		Yes/No	
		Yes/No	

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information ***Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return***		
Meeting Name/Type	Environmental Sustainability Portfolio Advisory Committee	
Meeting Date Meeting Start Time Meeting Finish Time	Friday 18 September 2020 6pm 8.10pm	
Attendees		
Councillors	Cr Jonathon Marsden	
Officers	Penelope Winslade Katy McMahon Kaylene Johnson Molly Fredle Jen McQueeney	
	Matters/Items Discussed	Time Cr Left/ Time Cr Returned
	1. Welcome, apologies and introductions	
	2. Disclosure of Interest	
	3. Confirmation of previous minutes (May 2020)	
	4. Actions arising from previous minutes (May 2020)	
	5. Recap from World Environment Day	
	6. Updates Major Council Sustainability Projects	
	7. COVID and sustainability	
	8. Meeting Debrief	
	9. Sustainability Living Festival	
	10. Any other business	
	11. Meeting Debrief	

	12. Meeting close	

Conflict of Interest disclosures			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Time Cr Left/ Time Cr Returned
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

ASSEMBLY OF COUNCILLORS – SECTION 80A LOCAL GOVERNMENT ACT 1989

Meeting Information ***Note: If Councillors leave the room during the Assembly, please record the time the Councillor left the room and the time of their return***		
Meeting Name/Type	Councillor Briefing Session	
Meeting Date Meeting Start Time Meeting Finish Time	22 September 2020 6.30pm 9.26pm	
Attendees		
Councillors	Cr Colleen Gates Cr Jonathon Marsden Cr Tony Briffa JP	Cr Sandra Wilson Cr Angela Altair
Officers	Sanjay Manivasagasivam Aaron van Egmond Jake Trevaskis Marg Scanlon	Diane Eyckens Andrew McLeod Michelle Cardamone
	Matters/Items Discussed	**Time Cr Left/ Time Cr Returned**
	Williamstown Maritime Precinct Framework Project	
	Level Crossing Removal Project	
	Councillor Reports and Discussion	
	Mayoral Focus – End of Term Report	
	Road Discontinuance – 8 Simcock Avenue, Spotswood	
	Proposed Lease to Optus at Paisley Park, 217 Mason Street, Altona North	
	Delegate Report – Metropolitan Transport Forum	

	Condolence Motions – Ms Sue Sofarnos, Mr Bill McPherson and Rex Swann	
	Finalisation of the Chief Executive Officer's 2020-21 Key Performance Indicators	

Conflict of Interest disclosures - Nil			
Matter/Item No.	Councillor making disclosure	Councillor left meeting	Councillor returned to meeting

HOBSONS BAY CITY COUNCIL

2019–20 Annual Report

Hobsons Bay City Council
Report of Operations

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Welcome to Hobsons Bay City Council's Annual Report 2019–20

The Annual Report is the primary means of informing the community about Council's activities, achievements, challenges and financial performance during the financial year 1 July 2019 to 30 June 2020, assessed against the Council Plan 2017–21 and the Budget 2019–20.

Hobsons Bay City Council is committed to transparent reporting and being accountable to the community. This Annual Report aims to provide a balanced review of the achievements and challenges of delivering services and infrastructure that our community requires.

The Annual Report was prepared to meet the operational and financial reporting requirements under the *Local Government Act* 1989, *Local Government (Planning and Reporting) Regulations* 2014 and the Local Government Performance Reporting Framework.

Our history

Hobsons Bay City Council acknowledges the peoples of the Kulin Nation as the Traditional Owners of these municipal lands and waterways and pays respect to the Elders past, present and emerging.

Our mission

We will listen, engage and work with our community to plan, deliver and advocate for Hobsons Bay to secure a happy, healthy, fair and sustainable future for all.

Our values

These values reflect the held beliefs about what is important to Council's workforce and drives its behaviour.

Respectful
Treating everyone fairly and respecting different views.

Community driven and focussed
Delivering results that demonstrate that we understand community needs and put people first.

Trusted and reliable
Working hard to be responsive and meet expectations, delivering on what we promise to achieve in the best interests of the community.

Efficient and responsible
Engaged and taking pride in our work, wanting to continually review and improve in order to provide good value and cost-efficient services.

Bold and innovative
Proactive, adaptable, open to change and taking calculated risks, not afraid to try new things and learn from mistakes.

Accountable and transparent
Making well-informed decisions based on best practice and evidence, which take into account what our community tells us.

Recognised
As working for an employer of choice, with leadership that recognises and values the contributions, skills and the expertise of its workforce and inspires people to develop and do their best.

The year in review

A word from the Mayor

On behalf of my fellow Councillors, it is my pleasure to present the 2019-20 Annual Report, highlighting the achievements and work we delivered during what has been a challenging 12 months. I would like to start by acknowledging the strength, resilience and leadership that our community has displayed throughout such unprecedented times. I feel privileged to have been given the opportunity to serve the community and lead the organisation as Mayor for a second time and thank everyone for their support.

Despite a horrendous bushfire season and the COVID-19 pandemic, we are determined to progress our vision and unwavering commitment to our community's priorities. We have seen the delivery of key environmental initiatives such as Recycling 2.0, protecting our local birds at the Laverton Spit by declaring a fenced dog-free zone and the development of our draft Urban Forest Strategy. We have a strong capital works program, have extensively consulted with the community on the 2020-21 budget and, most importantly, we have jumped into immediate action to ensure our community feels supported throughout this pandemic.

Council released two community support packages early in the pandemic in a bid to assist some of the city's most vulnerable residents and for business and economic recovery (a third community support package was included in the 2020-21 Annual Budget).

We acted quickly to ensure the increase in community demand and expectations for Council services were met. Ensuring that immunisations, Meals on Wheels services, youth counselling, waste services, online library services and support for local businesses continued with minimal interruption.

We also put measures in place to relieve some of the financial burden that small businesses were experiencing, including rate deferrals and refunds of permit fees, developed a crisis support mentoring network businesses and waived paid parking to encourage the community to safely continue to shop locally.

From a community perspective, the 'Hobsons Bay Has Heart' Facebook page was created to showcase the many acts of kindness and connection people were experiencing across Hobsons Bay during the pandemic. It also highlighted the volunteer work, both formal and informal, being carried out by individuals within our community.

After seeing the significant impacts COVID-19 was having on our community, Council was quick to partner with the Victorian Government as one of 15 councils to join the Working for Victoria initiative. This has aided our community by creating more than 130 local jobs that will help contribute to keeping our city and its economy moving.

During the pandemic, Council also moved ahead with delivering on-the-ground infrastructure projects so that Hobsons Bay is well positioned for success when restrictions eventually ease. The capital works program has delivered new infrastructure and upgrades, with a focus on a progressive, modern and sustainable Hobsons Bay.

These major infrastructure projects include upgrades to community spaces, such as pavilions, amenities, streetlights, car parks, roads and street drainage as well as planning a range of traffic and safety improvements on local roads, especially in Wetlands Ward as part of the Western Local Area Movement Plan. Significant sport and recreation facility upgrades included Curlew Community Park in Laverton, the Altona Sports Centre and the HD Graham Reserve master plans. We have also upgraded Dennis Reserve, Donald McLean Reserve and G Den Dulk Reserve. We installed a new irrigation system in the Williamstown Botanic Gardens and ran a second successful pop-up park in Altona by closing the Esplanade to vehicles over summer. The Hobsons Bay Aquatic Strategy was also adopted at the beginning of the financial year with the aim to complete works by 2030. This will see a new centre built at Bruce Comben Reserve, a major upgrade to Bayfit in Altona North and our first ever water play park in Laverton.

One highlight has been the Better Places Laverton program – a pilot project to create a holistic and integrated approach to designing change by taking on a place-based style of thinking. Better Places Laverton established a shared vision together with the community that resulted in a place guide that prioritises improvements in the area. Many of these projects, including open space upgrades and improved amenities will be rolled out in 2020.

It has been an exciting year for innovation and technology and harnessing these opportunities to support the delivery of services within Hobsons Bay.

The Smart Infrastructure Program supports the use of sensor technology to streamline and inform services that create operational efficiencies such as emptying of street bins and the operation of irrigation systems, while a recently installed Gross Pollutant Trap (GPT) in Williamstown will provide an efficient method of removing large materials from stormwater and drainage systems. GPTs are only one of many sustainable environmentally friendly options available to Council as part of the Smart Infrastructure Program.

Away from the COVID-19 pandemic, the biggest project we have introduced in 2019-20 is a new waste system, called Recycling 2.0. In response to the collapse of SKM and global uncertainty in recycling, our community rightfully voiced their concerns for a stable waste management system, which served as the catalyst for developing the Waste and Litter Management Strategy 2025. The key purpose of the strategy was to set the directions and innovative actions for waste and litter management, focusing on reusing and recycling household waste, rather than sending it to landfill.

Recycling 2.0 was established as part of Council's waste and litter management vision. It gave us an opportunity to not only take responsibility for our waste consumption but also take control of where our waste goes. Now we are processing locally and can prolong the lifespan of recyclable materials such as paper, cardboard, plastic, metal and glass. We have been one of the first councils in Victoria to transition to a four-bin service, including dedicated waste streams for food and organic material and glass. A group of more than 350 volunteer community champions registered to support the roll out of this change across the municipality and an app was launched to assist residents.

It has been exciting to see Council become a pioneer in the waste, recycling and sustainability space and we hope we have set the bar high for future waste management improvements.

Recycling 2.0 wasn't the only commitment we made towards our environment this year. We have continued to deliver on the Hobsons Bay 2030 Community Vision for a less polluted and cleaner Hobsons Bay. In addition to signing on to the largest renewable energy power purchase agreement in Australia to help achieve zero net emissions, Council will also build its own virtual power plant network and has also developed a draft Urban Forest Strategy to begin rollout in 2020-21. The Urban Forest Strategy sets a bold target to increase tree canopy in Hobsons Bay from the current coverage of 7.5 per cent to 30 per cent by 2040. A generous urban tree canopy will cool the city and is crucial to improving community health, air quality, biodiversity and amenity for all our streets and parks.

Wrapping up what has been an action-packed, challenging and diverse year, I would like to thank you, our residents, for supporting Hobsons Bay City Council and for working with us to create a city where we are all proud to live, work, play and visit. Council looks forward to continuing to work with you in 2020-21 as we strive to make Melbourne's west, better every day.

Cr Colleen Gates
Mayor of Hobsons Bay

A word from the Chief Executive Officer

The 2019-20 financial year has seen Council, and indeed the world, face a crisis that none of us have ever experienced previously.

Being community-facing, the local government sector is at the forefront of service delivery and ensuring the wellbeing of residents in times of significant challenge. Throughout the pandemic, Council, like many other organisations, has been committed to adapting essential services to meet the requirements of the Victorian and Australian governments and to help stop the spread of COVID-19.

There has been a strong need to respond with significant scale and speed in an unprecedented way. We increased our online presence, responded quickly to emerging challenges, modified our services and reshaped the 2020-21 budget following extensive community consultation. The Annual Report is a snapshot of Council's major achievements in 2019-20 as we continue to work towards achieving the goals set by the Council Plan 2017-21 and our Hobsons Bay 2030 Community Vision.

Council has played a central role in coordinating a city-wide response to the pandemic, in line with state and federal government guidelines. Council hosted a weekly online Municipal Emergency Management Committee meeting and takes part in the Regional Emergency Management Team. As an organisation, we activated two key teams to manage Council's response: the Crisis Response Team which covered the legislative, mandated pandemic response and interactions with state government; and the Operational Response Committee which led Council's direct response within the organisation and to the community.

We adapted our emergency response processes and implemented support measures for our community through two support packages. Council's response has been structured and aligned with each state of emergency, lockdown restrictions, a period of recovery and, at the time of writing, a state of disaster.

In the best interest of the safety, health and wellbeing of the Hobsons Bay community and Council staff, and in line with government restrictions, Council closed all Hobsons Bay Library branches and cancelled all Council-delivered public events and community consultations. I am proud to say that despite this, we still ensured our community received the essential services they needed and we responded to the increased demand for immunisations, Meals on Wheels services, youth counselling, waste services, online library services and support for local businesses – just in a virtual or alternative format.

Throughout this period, we have been acutely aware of the impact this pandemic has had on the Hobsons Bay community. Once the practical measures were in place, Council's focus moved to immediate support. Support to date has included:

- $3.2 million put towards Council's first two community support packages that were developed and implemented within the first few weeks of the COVID-19 lockdown
- a range of tailored responses to the business community
- fast tracking Council's annual Community Grants package to enable funds to be distributed to the community more quickly
- launching the Art Apart grants for local creatives and producers to showcase work both in the city and virtually
- Council bolstered alternative ways to provide activities, engage with the community and support people's wellbeing such as online recreation and wellbeing classes

Council's 2020-21 Annual Budget also includes a third community support package with rates adjustments and further support for the community, local businesses and sporting clubs.

I am proud of Council staff who have worked incredibly hard to maintain or appropriately modify services to support our community to truly be a council of excellence. Many of our workforce are local residents themselves and our commitment to our people and passion for our community has been especially heightened as we worked to encourage connection, neighbourhood pride and community spirit. With that in mind, we also expanded our staff health and wellbeing program to offer free counselling, more free health activities and additional support for staff working remotely. COVID-19 also offered an opportunity to innovate and bring positivity to our staff via virtual platforms and all-staff presentations to encourage connection, information sharing and support.

We also had the pleasure of being one of 15 Councils working with the state government on the Working for Victoria program. It will be a privilege to support over 130 people who had lost their jobs through the pandemic by offering them short term positions with Council. This will mean skilled people in our workforce leaving their own legacy on our city by helping to fast track multiple projects.

With less traffic on the roads due to the stay-at-home restrictions, we were able to accelerate some of our infrastructure projects including road and footpath maintenance and park upgrades within the state government guidelines and with contractors implementing COVID-19-Safe plans. Our capital works program has provided local work and investment and will ensure our city emerges from the pandemic with growth and sustainability top of mind. At a time when many industries have faced challenges in supply and logistics, I am proud that our Capital Works team has steamed ahead, delivering 96 per cent of the 2019-20 Capital Works Program. This is such a great achievement as an organisation to continue to deliver these projects for our community during very trying circumstances.

In a similar vein, Council continued to plan and deliver big projects, legacy building projects that will change the way our community lives and the way Council works. Recycling 2.0 took an innovative approach to waste and recycling in response to a global issue. We sought and partnered local organisations who had clear and tangible solutions for dealing with waste and matched our commitment to delivering a circular economy when it comes to waste products. Hobsons Bay is now truly a leader in this space. We have also shown our innovation in the planning for an Urban Forest Strategy that will increase the city's tree canopy to 30 per cent over the next 20 years, as well as putting the wheels in motion for a virtual power plant that has major potential for Council and the community in the energy producing space. Our Better Places trial in Laverton was really a new way for Council to deliver holistic projects for entire suburbs and saw a cross-organisation team working closely together to design and build a vision and to-do list that will give the community greater ownership on our projects as we deliver on our commitments to the people of Hobsons Bay. The trial has been so successful that it will be rolled out across other suburbs in the year ahead.

Operationally, Council made changes to some of its day to day functions and IT improvements enabling about 90 per cent of office based staff to work from home, ensuring business continuity and maintaining service delivery for our community, while adhering to government requirements. Staff were also redeployed and retrained to meet the demands in other areas of the organisation. This also allowed us to support our pool of casual staff and retain our workforce where we could.

We are also looking ahead and planning for the future as we contemplate what post-lockdown services will look like and how we can move to face-to-face operations safely and responsibly. We will continue to deliver and modify our services as best we can through this challenging time. We thank the Hobsons Bay community for their resilience and patience and look forward to getting through this together.

I would like to acknowledge the resilience and dedication of the Council officers who have ensured that, above all else, we continue to deliver the services that our community needs, expects and deserves. As we near the end of the current Council term, I would also like to thank the Councillors of Hobsons Bay for their commitment to their community and partnership with the organisation during these challenging times.

Aaron van Egmond,
Chief Executive Officer
Hobsons Bay City Council

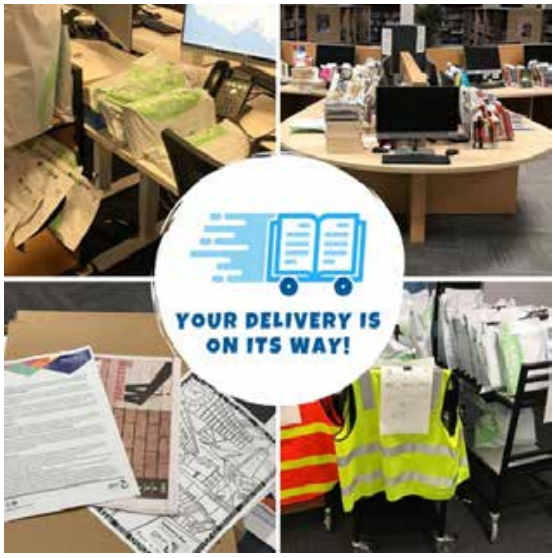
Highlights of the year

Corporate Services

Libraries

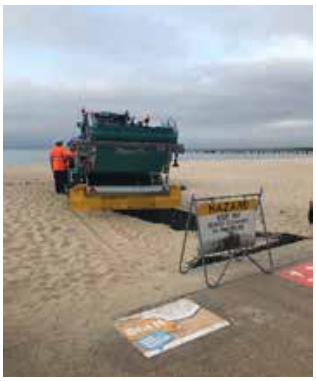
Following COVID-19 closures, the libraries team moved quickly to ensure that the Hobsons Bay community could continue to access Council's valuable library services, for example: immediately expanding available eBook and eAudiobook collections; launching a new contactless Book-a-Book home delivery service on Friday 20 March; and trialling new ways of delivering popular services.

The 'Book-a-Book' service was extremely popular with the residents of Hobsons Bay. From the launch date to the end of June, the libraries delivered over 2,000 books to households within the municipality.



Occupational health and safety

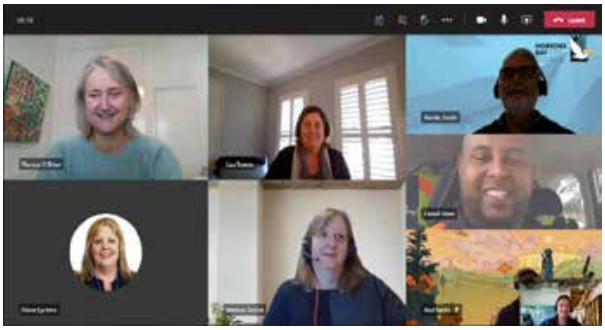
With all that we do at Council, the safety of our staff and community is paramount. In October 2019, Council engaged a consulting firm to undertake a comprehensive OHS audit in line with the AS/NZS ISO 45001: 2018 Safety Management System and the Victorian *Occupational Health and Safety Regulations* 2018. The audit provided Council with a thorough overview of our current systems; areas that we are doing well in and areas which we may need more attention. The outcome of the audit will help ensure our staff and the community remain safe while works are being carried out.



Remote working

Council's Information and Communications Technology (ICT) Strategy includes a program to support digital ways of working which has enabled Council staff to continue to work remotely to meet COVID-19 restrictions. Examples include secure network access from remote locations, fully mobile telephone system, and fully digital (paperless) processes.

With these measures, staff could continue to communicate and work at a high level of efficiency to deliver Council services.



Community support package

Council has released two community packages to support the people of Hobsons Bay during the COVID-19 pandemic. The first community support package focused on assisting some of the city's most vulnerable residents, as well as small businesses who may be struggling from the impacts of the COVID-19 pandemic. The support package also incorporated a consideration of our community's wellbeing including alternative ways to deliver core services such as libraries and youth counselling and ways to connect or maintain our mental and physical wellbeing.

The second community support package focused on further measures to alleviate financial pressure on local businesses, community groups and sporting clubs. As of June 2020, 631 applications for support were approved, processed and distributed, totalling $495,525 worth of direct financial support to local businesses. In addition, Council provided $429,106 worth of rental relief to various business, community groups and sporting clubs within Hobsons Bay.

Cattery

In response to Objective 10.3 of Council's Domestic Animal Management Plan 2017–21, to increase the rate of rehoming of impounded animals, Council's Animal Management Unit have worked extensively over the last year to establish our cat and kitten facility.

Council has built a dedicated animal facility which can house up to 36 cats and kittens that are waiting to either be adopted or reunited. This has improved outcomes for stray kittens whilst decreasing costs to Council's pound provider and the rate of euthanasia.

In 2019–20, 72 animals were adopted into new homes at a cost saving of $12,000. The response from the community has been overwhelmingly positive with the majority of the adoptions occurring within Hobsons Bay. In particular during the COVID-19 shutdowns we have had a huge surge in demand for kittens to be adopted and are really proud to be able to support our residents in this way by providing life-long companions during these difficult times. For residents unable to commit to a furry friend for life we have also been able to recruit a good number of foster carers, who will be helping us to extend the number of kittens that go through the program and importantly providing loving in-home care until they can be rehomed.

The cat and kitten facility has allowed Council to reduce its reliance on the pound along with a range of other initiatives, which in turn has saved over $173,000 in 2019–20.

Infrastructure and City Services

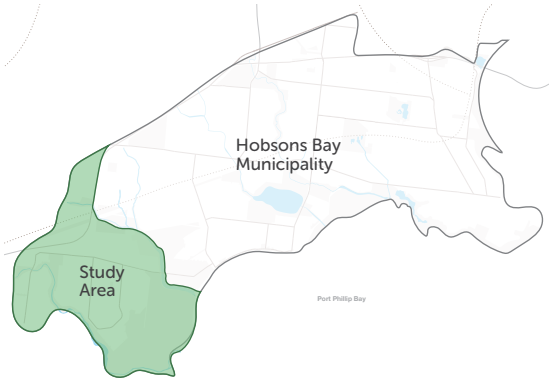
Western Local Area Movement Plan (Western LAMP)

Council has developed the Western Local Area Movement Plan (Western LAMP) for the suburbs of Altona Meadows, Laverton and Seabrook to gain strategic insight into key traffic and transport improvement requirements for this part of the municipality.

The proposed works detailed within the Western LAMP study area aims to deliver a program of traffic and transport improvement works that will make this part of the municipality safer, more connected and improve accessibility for the community whether they are walking, cycling or driving.

The Hobsons Bay Western LAMP was endorsed at the Ordinary Council Meeting held on 12 May 2020. It addresses key challenges and constraints in the existing transport network throughout the western region of Hobsons Bay. The Western LAMP aims to deliver key infrastructure projects which are included as part of Council's Long-Term Capital Works Program.

As part of the development of the Western LAMP, several key major transport improvement advocacy items will be included in Council's annual advocacy program for the purpose of seeking the Victorian Government's commitment for the delivery of major transport projects.



Strategic projects

Local communities have steered the development of the Aviation Road Laverton and Ferguson Street North Williamstown Level Crossing Precinct Plans.

The Aviation Road Laverton Level Crossing Precinct Plan comprises of a central plaza with accessible connections between Aircraft Station and Aviation Road. The Ferguson Street North Williamstown Level Crossing Precinct Plan will result in a community plaza space providing access through the precinct.

Council has presented these precinct plans to the Victorian Government seeking funding support for implementation.

Above: Aviation Road Laverton Level Crossing Precinct Plan

Above: Ferguson Street Williamstown North Level Crossing Precinct Plan Plaza

Sport and recreation funding

Council was successful with a number of its external grants supporting sport and recreation projects in 2019–20. For projects completed in 2019–20, a total of $3,083,750 of external funding was received. Projects due for completion in 2020–21 will be supported by $5,050,000 of external funding. A list of the projects with club participation numbers at each site are included below.

Funding for projects completed in 2019–20 include:

- Paisley Park Soccer Complex – Female friendly change room upgrade: Supporting 323 soccer participants ($250,000)
- Digman Reserve – East field and floodlighting: Supporting 180 cricketers ($250,000)
- Bayside College Williamstown – Sports facility redevelopment: Supporting 820 football, cricket, tennis and netball participants ($1.2 million)
- Bayside College Paisley – Pavilion and oval construction with floodlights: Supporting rugby union and cricket participants ($900,000)
- Fearon Reserve Harsley Pavilion refurbishment: Supporting 574 participants across five clubs ($273,750)
- Laverton Park – Car park lighting upgrade ($10,000)
- JK Grant Reserve – Floodlighting two ovals: Supporting over 250 participants ($200,000)

Funding received for projects for completion in 2020–21:

- JT Gray Pavilion – Pavilion redevelopment: Supporting 950 soccer and cricket participants ($650,000)
- Bruce Comben Reserve – Oval 1 floodlighting: Supporting 550 participants ($150,000)
- Paisley Park – Box lacrosse facility development: Supporting 130 participants ($250,000)
- Altona Sports Centre – Four indoor courts expansion with two new outdoor courts: Supporting 6,264 participants ($3 million)
- Altona Tennis Club – Court upgrade: Supporting 626 participants ($1 million)

Biodiversity and conservation

Caring for Our Local Environment (COLE) grants connect the community with green spaces and biodiversity by supporting Council. In 2019–20 Council received a $63,000 grant from COLE to support the delivery of the Biodiversity Strategy 2017–22.

A list of capital delivery projects for 2019–20 includes:

- nine interpretative signs were installed across the following conservation reserves:
  - Truganina Park, Altona Meadows
  - Sandy Point Nature Reserve, Newport
  - Rifle Range Reserve, Williamstown
  - Truganina Explosives Reserve, Altona
- ecological burns at Truganina Park in autumn to rejuvenate Altona Skipper Butterfly habitat
- improved tracks using recycled materials in conservation reserves to provide defined access into natural spaces.

Above: Ecological burn at Truganina Park

A list of conservation projects for 2019–20 include:

- two ecological burns at Maidstone Street and Horsburgh Drive Grassland
- 36,545 tube stock plants with the support of the Friends of Lower Kororoit Creek planting 3,000 plants for National Tree Day
- several Ranger and Education Programs

Several Ranger Engagement and Education programs:

- 365 volunteers engaged
- 191 volunteers working
- 73 school engagements
- 32 community engagements
- 7 educational videos
- live Facebook Q&A in May for World Migratory Bird Day

Sustainable Communities

Recycling 2.0

Hobsons Bay was one of the first councils in Victoria to introduce a four-bin waste and recycling service. Since implementing Recycling 2.0 in February 2020, Hobsons Bay has successfully reduced the amount of waste to landfill, increased the amount of recycled material collected and progressed to a more responsible circular economy.

Responding to major disruptions in the recycling industry, Recycling 2.0 was brought forward from the 2025 Waste and Litter Management Strategy. Recycling 2.0 provides a local solution that gives greater transparency and ownership over our waste and recycling.

To promote community ownership of R2.0, Council committed to an extensive consultation process and regularly rely on volunteer input through the Recycling Champions program. To date, over 300 Recycling Champions have helped answer questions and receive feedback from community events and Q&A sessions.

R2.0 The App

The R2.0 App puts key service information at the fingertips of the community. Boasting user friendly service information, educational video content and bin fact sheets in 15 languages (other than English), the R2.0 App helps residents access and interact with recycling in an increasingly online environment.

Recycling 2.0 will to save an estimated 162,186 rubbish bin loads going to landfill every year.

Large-scale solar

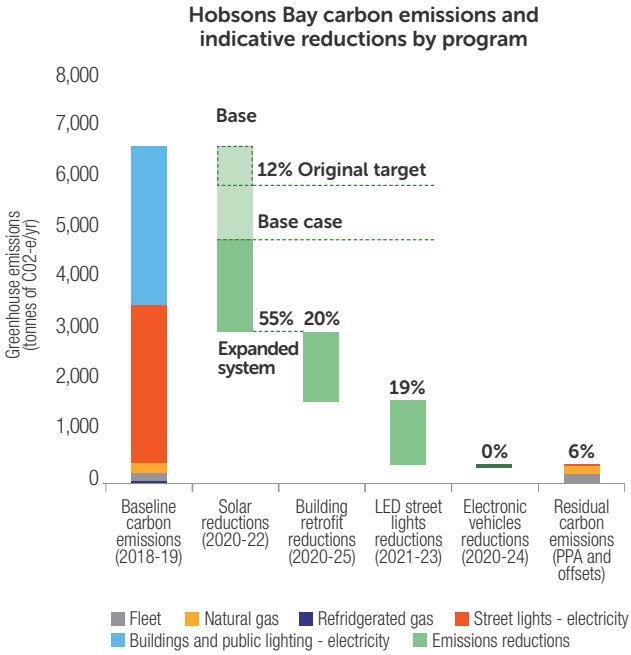
Council continues to progress its commitment to achieve zero net emissions, through direct action. This year significant progress was made on a key deliverable of the emissions reduction program: the large-scale solar project.

The large-scale solar project will fast track solar installation on Council buildings. The project includes solar installations on more than 30 buildings and additions to existing solar installations with more than 3,500 kW of solar generation. The program will also introduce a Virtual Power Plant.

Other initiatives as part of the emissions reduction program include LED street lighting, building retrofitting, and transitioning Council's fleet to electric vehicles. Our strategy aims to achieve a 75 per cent reduction in direct emissions from 2018–19 levels by 2024–25.

Residual emissions will be offset through the purchase of green power (through the Power Purchasing Agreement or other green suppliers) or carbon offsets.

The image below provides an overview of the zero emissions program.



Planning, building and health

Despite the impact of pandemic restrictions, there was minimal reduction in planning permit applications. Council's Statutory Planning Unit approved an estimated $336 million worth of planning permits within the municipality for the financial year.

In the 2019–20 financial year, the Planning, Building and Health team oversaw:

- 1,088 planning applications (both planning permits and amendments)
- 728 health inspections
- 1,289 building permits issued within the municipality (by both Council and private building surveyors)

The last financial year has also seen significant focus on enhancing the accessibility of online lodgment services, by investing in user-friendly online platforms.

Increasing access to social activities for vulnerable residents

Council's advocacy with the Australian Government reviewed previous eligibility requirements that prevented older higher needs clients from continuing at Planned Activity Group (PAG).

This year Council delivered approximately 550 PAG day group sessions as well as six overnight/weekend sessions.

One of the Planned Activity Group clients who tends to the garden

Street art

Council's Arts Culture and Tourism Portfolio Advisory Committee assisted shortlisting artists to respond to various sites and themes across the city.

This year, two new commissions were completed.

Botanical Bay by George Rose. Located in Whittaker Lane, Williamstown, the mural is based on the Leek Orchid, a fragrant and endangered flower endemic to the local area.

Swift Parrot by Jimmy Dvate in Tait Street and Hall Street, Newport reinforces the successful rehabilitation projects of Newport Lakes and Sandy Point Nature Reserve. The work also pays homage to the community artwork led by the late Pat Hayes, by retaining and integrating some of its fish features.

Artworks planned at Aviation Road, Laverton and Skeleton Creek in Seabrook were delayed due to COVID-19; expect to see these come to life in the months ahead.

Williamstown: Botanical Bay by George Rose

Newport: Swift Parrot by Jimmy Dvate

Financial summary

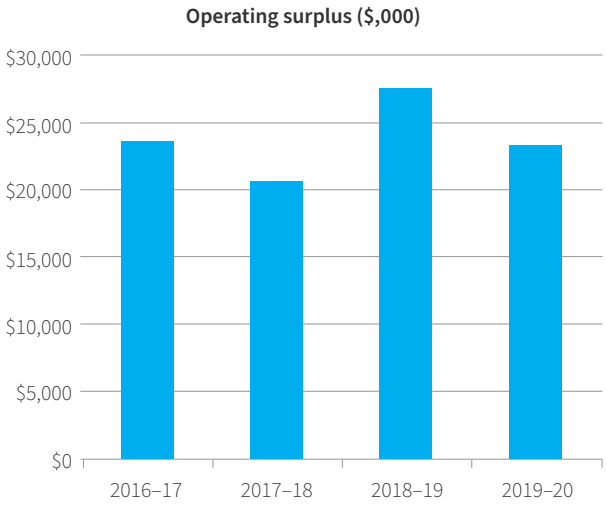
Council's financial performance in 2019–20 was strong despite being heavily impacted by COVID-19, while the financial position of Council at 30 June 2020 continues to remain sound.

A summary of our financial performance and position is outlined below. Further detailed information relating to Council's finances is included within the Annual Financial Report.

Operating performance and position

Council achieved a surplus of $23.328 million in 2019–20, which is a reduction of $4.325 million when compared to the prior year's surplus of $27.674 million. The surplus is also a reduction when compared to the original budget in 2019–20 of $25.051 million as it has been heavily impacted by COVID-19 and additional operational waste management costs.

While a strong operational surplus has been achieved, it should be noted that surpluses are required to fund Council's significant investment in capital expenditure and are expected to decline in future years.



How far does $100 go?

For every $100 spent, Council delivers:

Parks, sport and recreation
$33.32

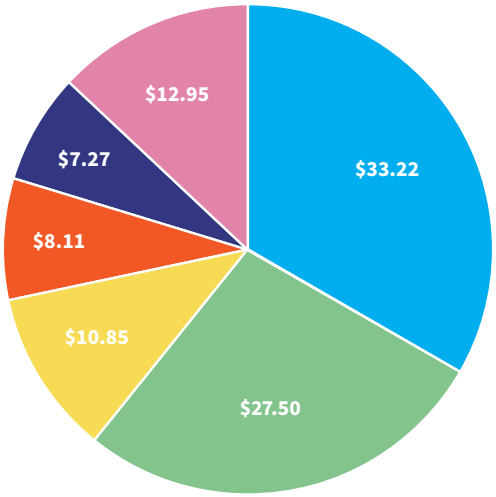
Roads, footpath and building renewal and maintenance, city cleaning and maintenance
$27.50

Aged and disability services, family services, community development and emergency management
$10.85

Building and planning, local laws, health and animals
$8.11

Arts, tourism, events, economic development and libraries
$7.27

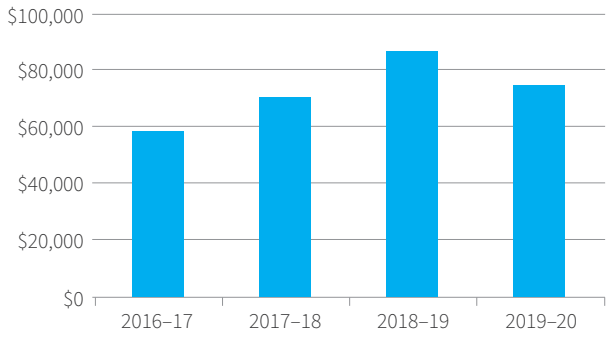
Environmental services and waste and recycling services
$12.95



Cash and liquidity

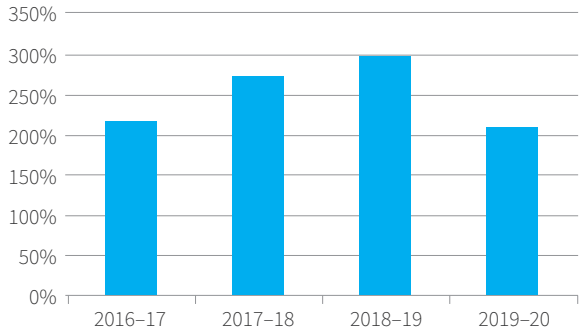
Cash and investments decreased by $11.747 million from the prior year mainly due to funding Council's significant investment in capital expenditure during 2019–20.

Cash and investments ($,000)



The liquidity (working capital) ratio assesses Council's ability to meet current commitments. It is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 209 per cent at 30 June 2020 indicates a strong financial position, although it has reduced from 296 per cent at 30 June 2019. The reduction is in line with the reduction in cash and investments.

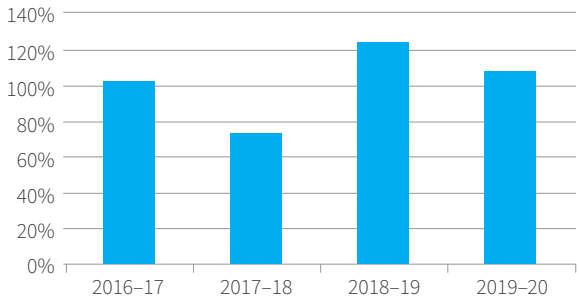
Liquidity



Obligations

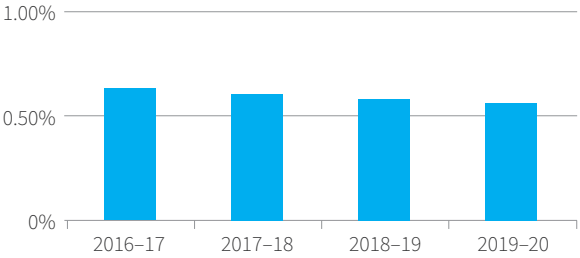
Council aims to maintain its infrastructure assets at expected levels, while at the same time continuing to deliver the services needed by the community. Council invested $63.431 million in capital works, including $21.510 million in renewal works during 2019–20 to bridge the infrastructure gap. Council's asset renewal ratio is measured by comparing asset renewal expenditure to depreciation and was 107 per cent during 2019–20.

Asset renewal ratio



At the end of the 2019-20 Council owed $14.2 million in loan borrowings. Council's debt commitment ratio is measured by comparing interest bearing loans and borrowings to rate revenue and was 0.6 per cent at 30 June 2020. This highlights Council's capacity to increase its debt, while maintaining a financially sustainable position within acceptable debt levels. It should be remembered that borrowing money does not increase the amount of money available to spend. It may allow a higher level of expenditure in a given year, but as it must be repaid with interest it requires reductions in expenditure in future years.

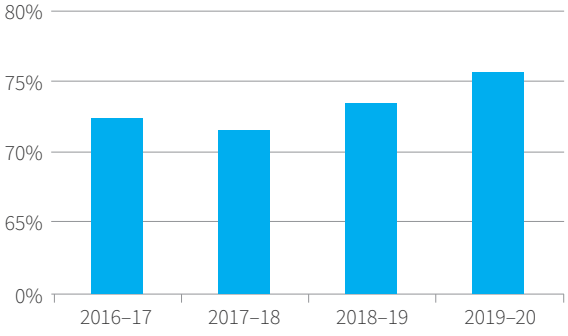
Debt commitment ratio



Stability and efficiency

Council raises a wide range of revenues including rates, user fees, fines, grants and contributions. Despite this, Council's rates concentration, which compares rate revenue to total revenue was 76 per cent for 2019–20. This is towards the top end so Council is considering options to broaden its revenue base.

Rates concentration ratio



Our Council

Hobsons Bay municipality

Our place

The Yallukit Willam clan were the first people to occupy the area now known as Hobsons Bay. A number of sites of significance to the Aboriginal community are located throughout the municipality, particularly along the coastal trail.

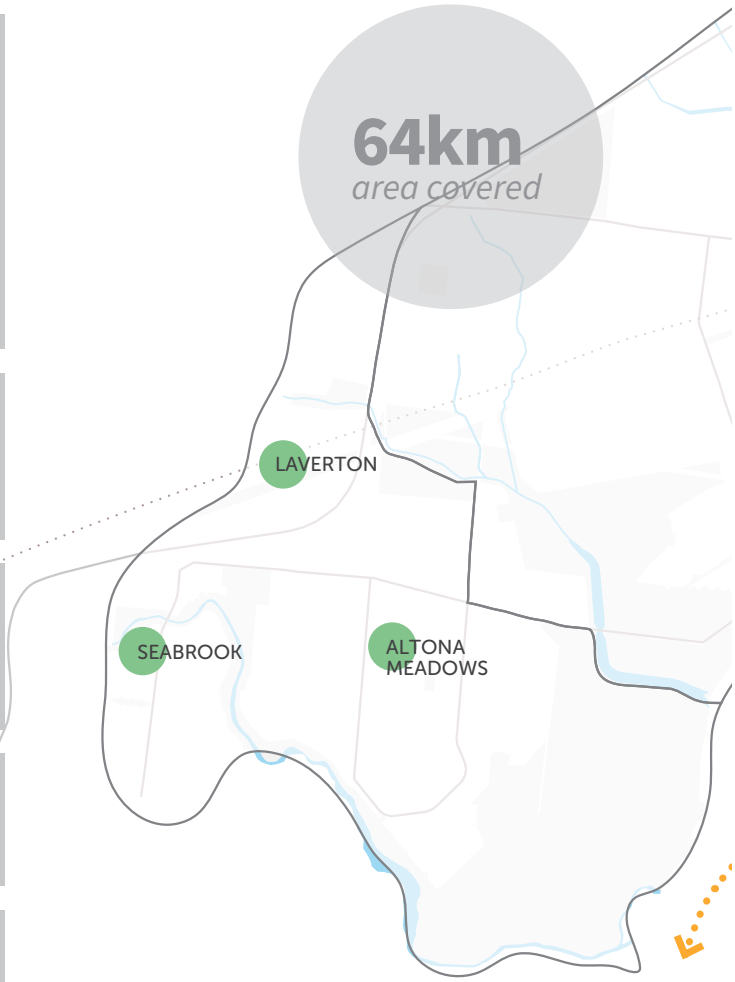
Today Hobsons Bay covers an area of 64 square kilometres and is home to the suburbs of Altona, Altona Meadows, Altona North, Brooklyn, Laverton, Newport, Seabrook, Seaholme, South Kingsville, Spotswood, Williamstown and Williamstown North. Each of these suburbs has its own unique character, from the historic seaport of Williamstown (one of the oldest settlements in Victoria), to the more recently developed residential areas of Altona Meadows and Seabrook.

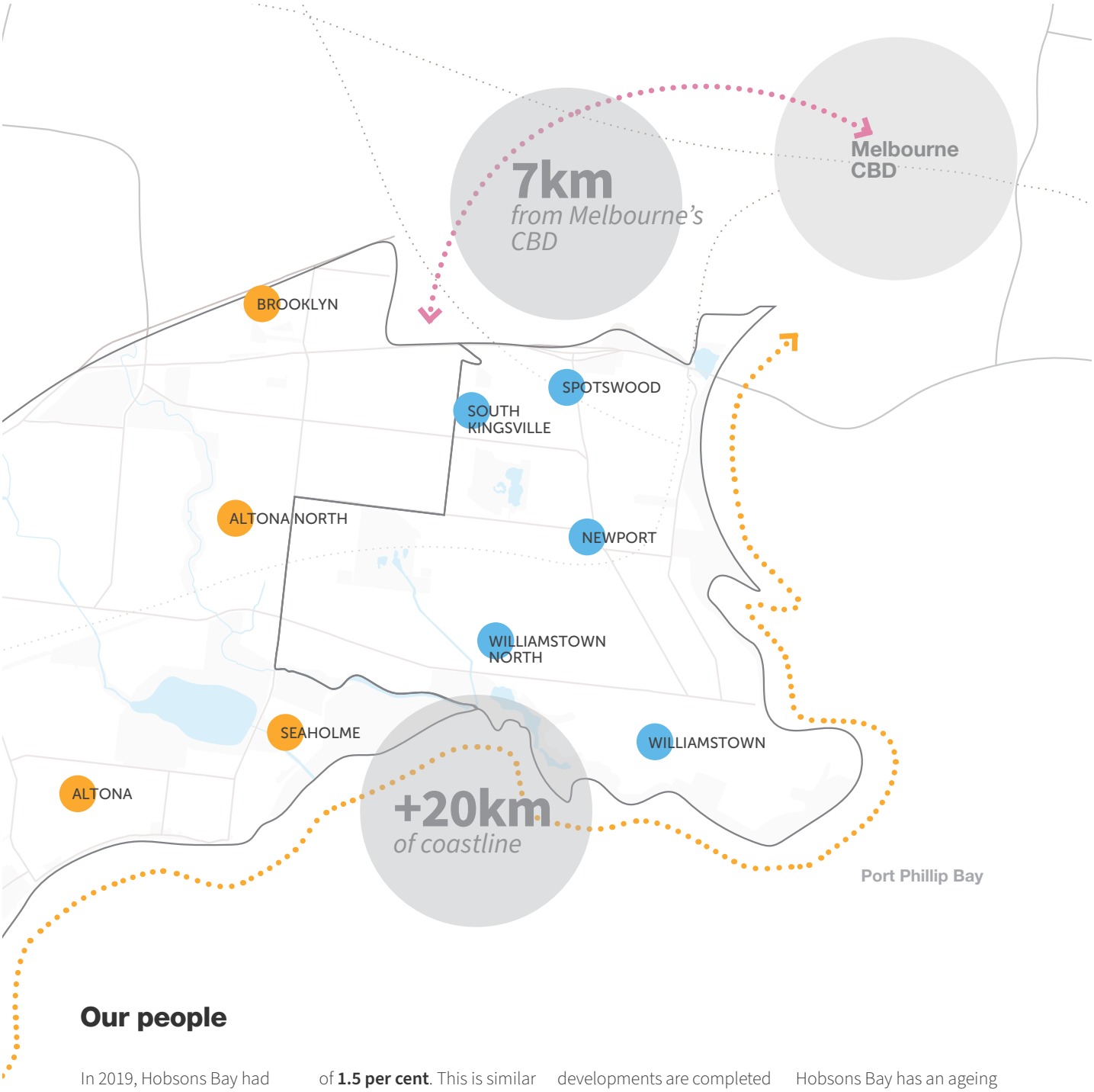
Hobsons Bay's rich natural environment is one of its greatest assets. Open space contributes significantly to the quality of life of Hobsons Bay residents, occupying 24 per cent of the municipality's land area.

Hobsons Bay has over 20 kilometres of coastline and is home to significant coastal wetlands, five creek systems, remnant native grasslands and important flora and fauna habitats.

Hobsons Bay also has a range of major industrial complexes which contribute significantly to the economy of Victoria.

The city is located seven kilometres from the CBD and has good access to regional transport facilities such as the West Gate Freeway, the Western Ring Road, CityLink and the National Rail Line, together with the ports and airports of Melbourne and Avalon.





Our people

In 2019, Hobsons Bay had an estimated resident population of **97,751** people, an increase of **1,270** over the previous year. The population grew by 8 per cent over the last five years.

The population of Hobsons Bay is forecast to reach **100,000 by 2021**, and increase further to **114,426 in 2030**. This represents an annual average growth rate of **1.5 per cent**. This is similar to the growth rate recorded over the last five years.

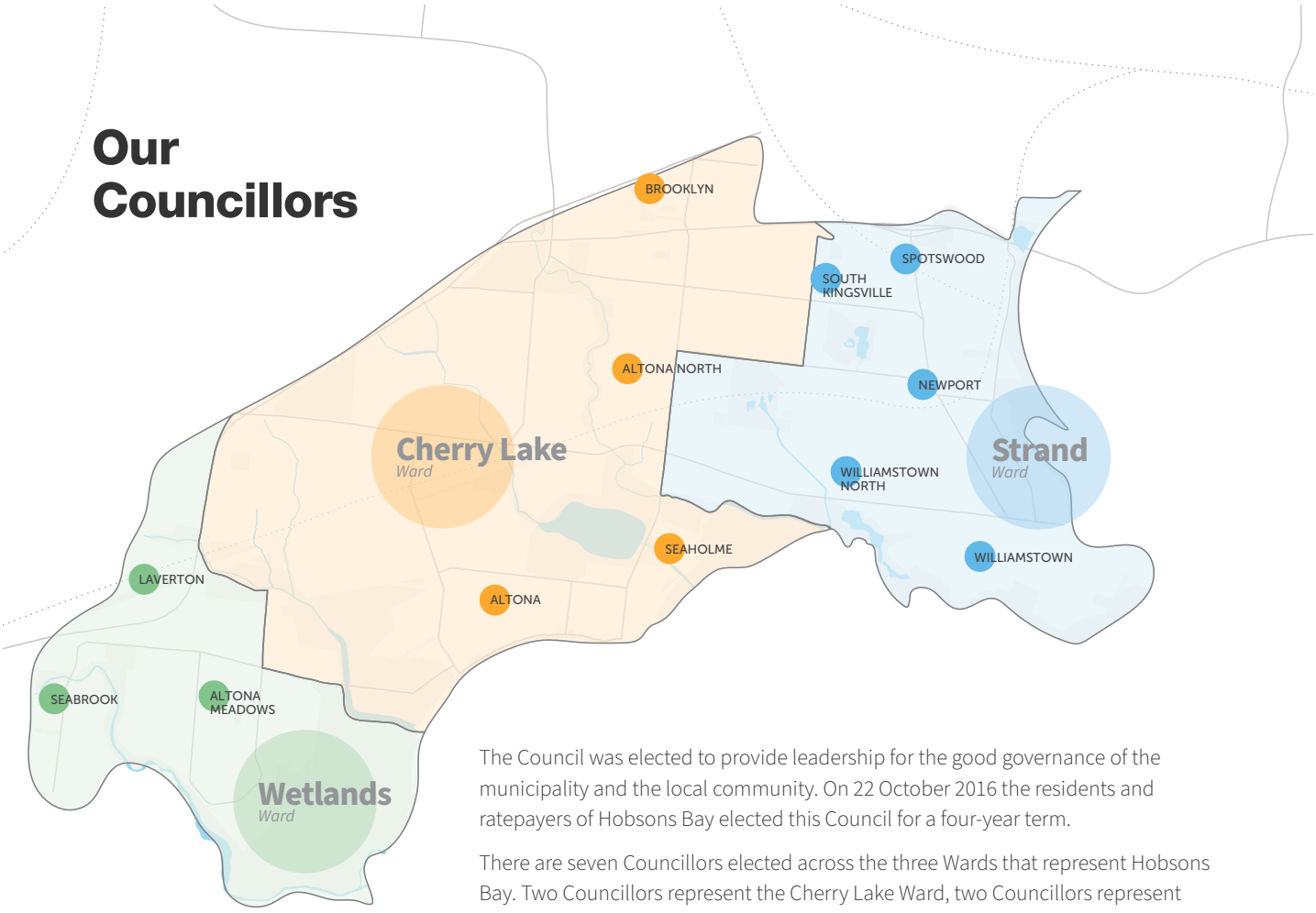
Currently, Altona Meadows has the highest share of the city's population with **21 per cent**, while Brooklyn has the lowest share with **2 per cent**. However, the main population growth to 2030 and beyond will be in Altona North, Spotswood and South Kingsville as residential developments are completed on key strategic sites.

30 per cent of Hobsons Bay residents were born overseas. Close to a quarter of those residents born overseas come from non-English speaking countries which results in over **100 different languages** and over **90 different faiths** being represented in Hobsons Bay.

Hobsons Bay has an ageing population, as shown by the increase in the number and proportion of the population in older age groups.

The number of school-aged children and young adults decreased between 2011 and 2016. However regeneration is occurring with an increase in the number of families (adults aged 30–44 years, children aged 0–14 years).

Our Councillors



The Council was elected to provide leadership for the good governance of the municipality and the local community. On 22 October 2016 the residents and ratepayers of Hobsons Bay elected this Council for a four-year term.

There are seven Councillors elected across the three Wards that represent Hobsons Bay. Two Councillors represent the Cherry Lake Ward, two Councillors represent the Wetlands Ward and three Councillors represent the Strand Ward. Councillors have the responsibility for setting the strategic direction for the municipality, policy development, identifying service standards and monitoring performance across the organisation. The Hobsons Bay City Council Councillors are:

Wetlands Ward

Councillor Colleen Gates (Mayor)
P: 9932 1044 (business hours)
M: 0457 916 615 (after hours)
E: cgates@hobsonsbay.vic.gov.au

Councillor Michael Grech
P: 9932 1044 (business hours)
M: 0428 984 363 (after hours)
E: mgrech@hobsonsbay.vic.gov.au

Cherry Lake Ward

Councillor Sandra Wilson (Deputy Mayor)
P: 9932 1044 (business hours)
M: 0419 287 117 (after hours)
E: swilson@hobsonsbay.vic.gov.au

Councillor Tony Briffa JP
P: 9932 1044 (business hours)
M: 0418 398 906 (after hours)
E: tbriffa@hobsonsbay.vic.gov.au

Strand Ward

Councillor Angela Altair
P: 9932 1044 (business hours)
M: 0419 762 267 (after hours)
E: aaltair@hobsonsbay.vic.gov.au

Councillor Peter Hemphill
P: 9932 1044 (business hours)
M: 0419 762 266 (after hours)
E: phemphill@hobsonsbay.vic.gov.au

Councillor Jonathon Marsden
P: 9932 1044 (business hours)
M: 0419 868 009 (after hours)
E: jmarsden@hobsonsbay.vic.gov.au

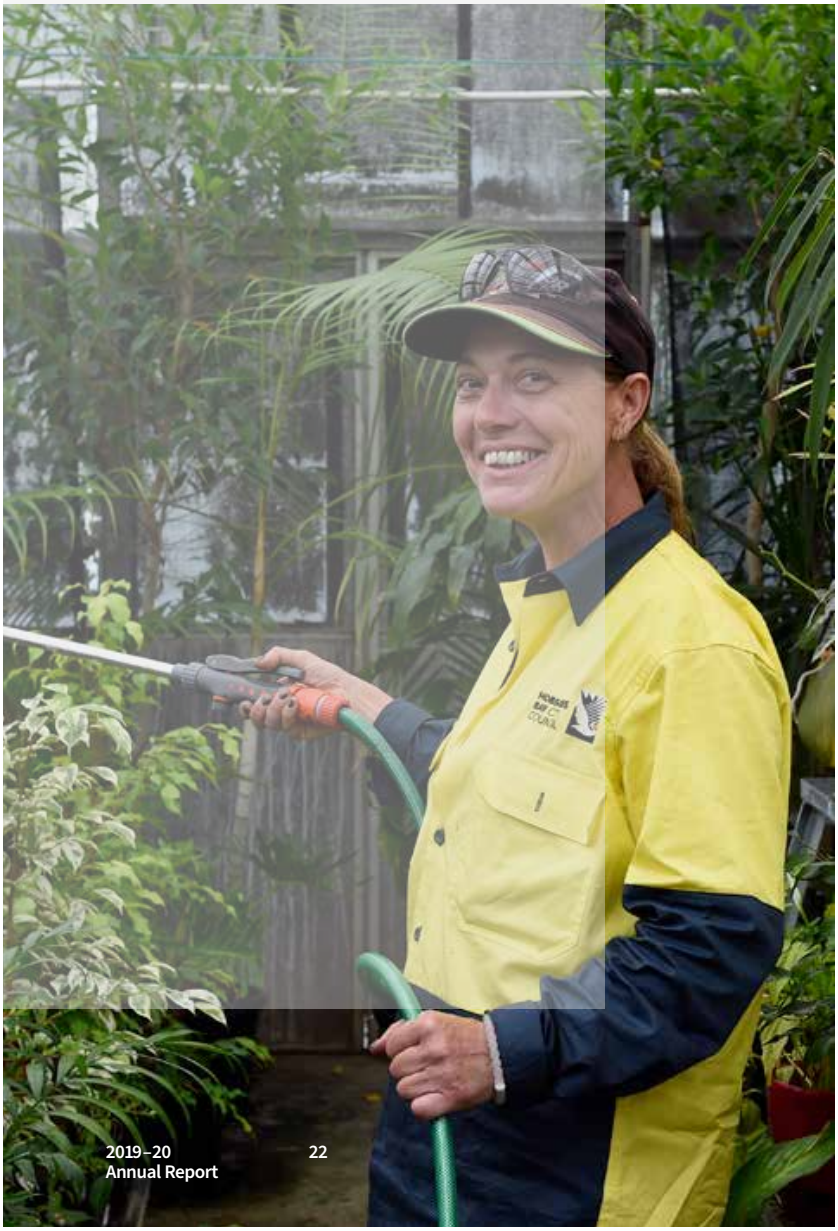
Council and community committees

In addition to Council meetings and the Special Planning Committee, Councillors are also appointed to a range of committees and portfolios[1] as shown in the table below:

Councillor	Committee
Cr Gates	Audit Committee, Aviation Road Level Crossing Interest Group, 2021 Community Grants Panel, Metropolitan Local Government Waste Forum **Portfolios** – Social Wellbeing and Community Services, Arts, Culture and Tourism
Cr Wilson	Altona Complex Neighbourhood Consultative Group, Audit Committee, Brooklyn Representative Community Group, Hobsons Bay Community Fund, 2021 Community Grants Panel, Hobsons Bay Licensees Accord, LeadWest Special Committee, Municipal Association of Victoria, RoadSafe Westgate Community Road Safety Council, Truganina Explosives Reserve Advisory Committee, Women's Charter Champion **Proxy Delegate** – Municipal Association of Victoria **Portfolio** – Integrated Transport, Environmental Sustainability
Cr Altair	Lead West, Ferguson Street Level Crossing Interest Group, Substation Board **Proxy Delegate** - Association of Bayside Municipalities, Metropolitan Local Government Waste Forum **Portfolio** – Arts, Culture and Tourism, Smart Cities
Cr Briffa	2020 Community Grants Panel **Proxy Delegate** - Altona Complex Neighbourhood Consultative Group, Brooklyn Community Representative Group, Truganina Explosives Reserve Advisory Committee, Women's Charter Champion **Portfolio** – Planning, Social Wellbeing and Community Services
Cr Grech	2020 Community Grants Panel **Proxy Delegate** - Aviation Road Level Crossing Interest Group, Hobsons Bay Community Fund, Lead West, Mobil Altona Refinery Community Liaison Committee **Portfolios** – Planning, Active and Inclusive Communities
Cr Hemphill	2020 Community Grants Panel, Ferguson Street Level Crossing Interest Group, Hobsons Bay Community Fund, Mobil Altona Refinery Community Liaison Committee, Victorian Local Governance Association **Proxy Delegate** – Substation Board **Portfolios** – Active and Inclusive Communities, Smart Cities
Cr Marsden	Association of Bayside Municipalities, Audit Committee, 2021 Community Grants Panel, Ferguson Street Level Crossing Interest Group, Metropolitan Transport Forum, Municipal Association of Victoria, Substation Board **Proxy Delegate** – Hobsons Bay Licensees Accord, LeadWest Special Committee, Municipal Association of Victoria, Roadsafe Westgate Community Road Safety Council, Substation Board **Portfolios** – Integrated Transport, Environmental Sustainability

1. Appointments are usually made in December, so there is some overlap between financial years and the 2012–16 and 2016–20 Council terms.

Our people



Organisational structure

Council is the governing body that appoints a Chief Executive Officer (CEO). The CEO has responsibility for the day-to-day management of operations in accordance with the strategic directions of the Council Plan. Three Directors and the CEO form the Executive Leadership Team (ELT) and lead the organisation.

Directors reporting directly to the CEO

Chief Executive Officer
Aaron van Egmond

Director Corporate Services
Andrew McLeod

Responsible for Corporate Integrity, Finance, Learning Communities, Digital Services and People and Culture.

Director Infrastructure and City Services
Sanjay Manivasagasivam

Responsible for City Services, Active Communities and Assets, Strategic Projects and Capital Works.

Director Sustainable Communities
Pene Winslade

Responsible for Planning, Building and Health Services, Strategy, Economy and Sustainability, Arts, Culture and Community and Community Life.

Chief Executive Officer
Aaron van Egmond

- **Manager Communications, Engagement and Advocacy**
  Jennifer Legge

Director Corporate Services
Andrew McLeod

- **Manager Corporate Integrity (Legal Counsel)**
  Diane Eyckens
- **Chief Financial Officer**
  Hamish Munro
- **Acting Manager Learning Communities**
  Catherine Borazio
- **Manager Digital Services**
  Roger Verwey
- **Manager People and Culture**
  Terri Rowe

Director Infrastructure and City Services
Sanjay Manivasagasivam

- **Manager Active Communites and Assets**
  Jake Trevaskis
- **Manager Capital Works**
  Matthew Irving
- **Manager City Services**
  Ian Brown
- **Manager Strategic Projects**
  Marg Scanlon

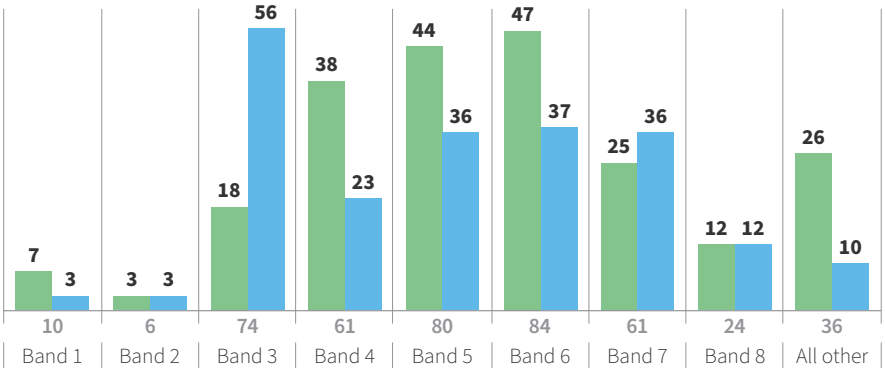
Director Sustainable Communities
Pene Winslade

- **Acting Manager Planning, Building and Health**
  Ben Hynes
- **Manager Arts, Culture and Community**
  Janet Dawes
- **Manager Community Life**
  Tracey Greenaway
- **Manager Strategy, Economy and Sustainability**
  Katy McMahon

Staff profile

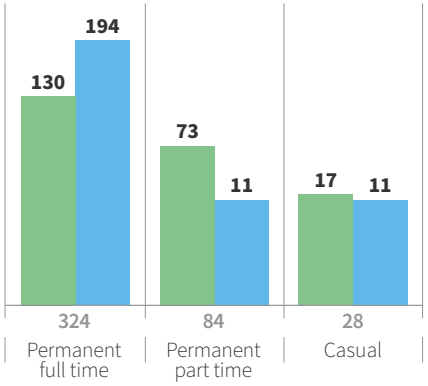
Council currently operates with 702 employees, equating to 436 full time equivalent (FTE) positions. A total of 35 per cent (or 248 people) of the workforce at Hobsons Bay has worked at Council for 10 years or more.

A summary of the number of full time equivalent (FTE) council staff by organisational structure, employment type and gender is set out below.



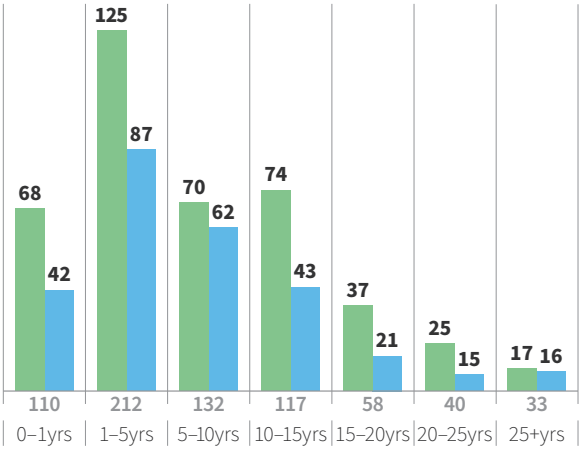
Council workforce by employment classification

Female
Male

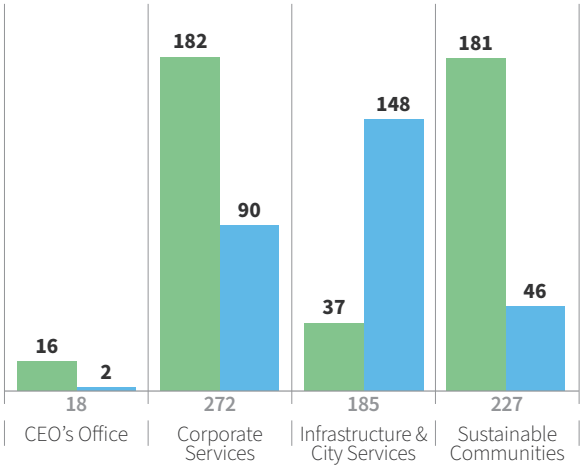


Full time equivalent positions

Female
Male



Council workforce by length of service



Council workforce by directorate

Equal employment opportunity

Council's Equal employment opportunity (EEO) and Bullying and Harassment Policy supports a commitment to the principles of equal employment opportunity and to providing a safe and productive work environment free of harassment for all.

To ensure employees are aware of the EEO principles and their obligations, Council provides a mandatory EEO course for all new employees and support via a network of Contact Officers.

The EEO Contact Officer program, provides confidential assistance and advice to employees who feel they may be subject to discrimination, bullying or harassment.

In addition, Council's Gender Equity Policy Statement aims to create a gender equitable workplace, to be a leading organisation that is innovative, proactive and strives for continuous improvement.

Council aims to do this by:

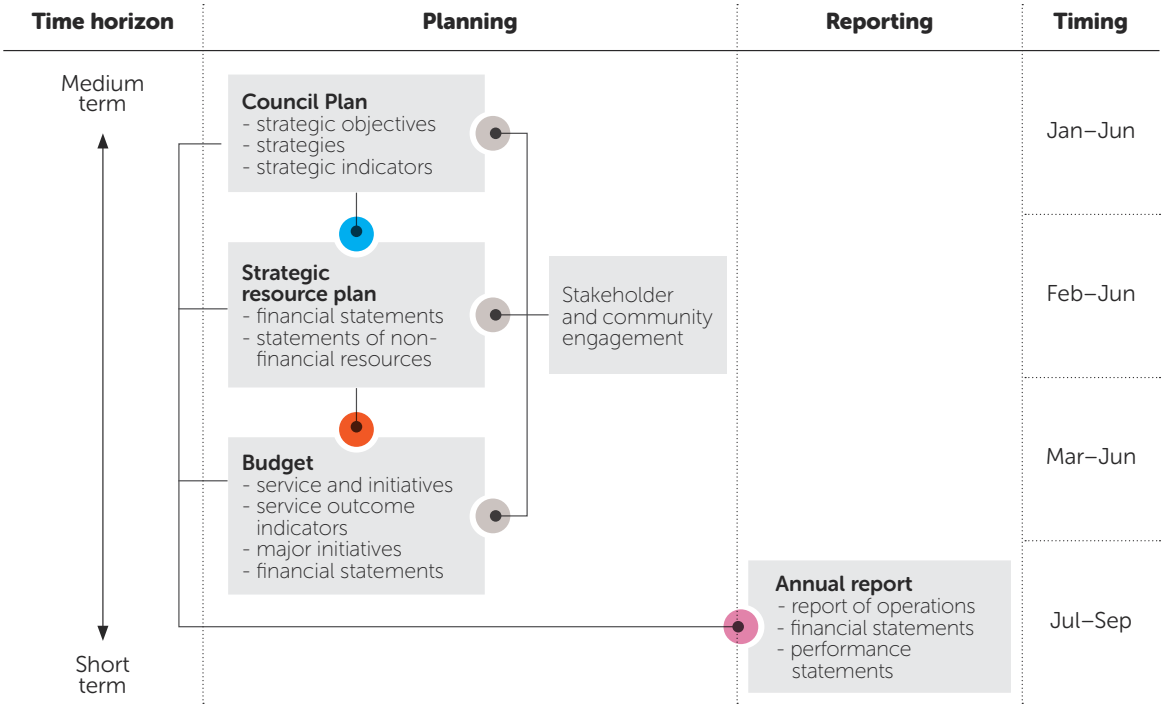
- providing opportunities for women in management and senior management positions
- continuing the commitment to flexible workforce arrangements, including flexible parental leave and support for working from home, along with places to cater for breastfeeding, children's space, and the provision of baby change tables in unisex toilets
- supporting people across the organisation to champion and demonstrate gender equity e.g. men taking parental leave and having access to children's spaces
- ensuring position descriptions articulate how the role includes consideration of gender equity
- delivering internal staff training to ensure staff understand gender equity, why it is important, and what it means within their role
- continuing to ensure that pay equity is achieved between women, men and gender-diverse individuals
- reviewing roles within the organisation to understand gender balances
- working towards supporting opportunities to strengthen gender equity within traditional dominant gender roles such as maternal and child health (MCH) and engineering

Our performance

Planning and Accountability Framework

The diagram below depicts the Planning and Accountability Framework that applies to local governments in Victoria. The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes and shows that there are opportunities for community and stakeholder input and feedback at each stage of the planning and reporting cycle.

Next year's Annual Report will be prepared in accordance with the new *Local Government Act* 2020, and the *Local Government (Planning and Reporting) Regulations* 2020.



Planning framework

Council's strategic planning framework allows the organisation to identify community needs and aspirations over the long term through the Hobsons Bay 2030 Community Vision, operationalise the required work in the medium term through the Council Plan, and ensure the required resources are available through the Strategic Resource Plan and Annual budget.

The Hobsons Bay 2030 Community Vision together with the Council Plan meet Council's legislative requirement for an integrated Municipal Public Health and Wellbeing Plan (MPHWP), as per section 27 of the *Public Health and Wellbeing Act* 2008.

Hobsons Bay 2030 Community Vision

Hobsons Bay 2030 was developed by the community for the community and will guide Council's work until 2030.

> By 2030 embracing our heritage, environment and diversity, we - the community of Hobsons Bay - will be an inclusive, empowered, sustainable and visionary community, led and supported by a progressive Council of excellence.

Council Plan 2017–21

The Council Plan is developed every four years and aligns the Hobsons Bay 2030 Community Vision to the planning, development, resource allocation and service provision to create an even better Hobsons Bay for the community. To support Council in delivering the strategic goals of the Council Plan, initiatives are also identified yearly through the Annual Budget and the Council Plan is reviewed annually in accordance with legislative requirements.

The goals of the Council Plan are aligned with the six key priority areas of the Hobsons Bay 2030 Community Vision which were developed based on Councillor, community and Council staff feedback and consist of 20 strategic objectives that are framed around four goal areas.

Goal 1 *An inclusive and healthy community*

Goal 2 *A great place*

Goal 3 *A well designed, maintained and environmentally sustainable place*

Goal 4 *A Council of excellence*

Further details of the Council Plan 2017-21 can be downloaded from Council's website[2]

2. www.hobsonsbay.vic.gov.au/Council/Strategy-Planning/Council-Plan

Our performance

Council's performance for the 2019-20 year has been reported against each strategic objective to demonstrate how Council is performing in achieving the 2017–21 Council Plan. Performance has been measured as follows:

1. Progress in relation to the initiatives identified in the 2019–20 budget

2. Results achieved in relation to the goals in the Council Plan via the Annual Community Survey

3. Results against the Local Government Performance Reporting Framework indicators

The costs of the associated services provided by Council to deliver each goal are also provided.

1. Initiatives

Initiatives are programs or projects that Council undertakes to support in delivering the strategic objectives of the Council Plan, where major initiatives are the initiatives identified by Council as priorities. The progress in the delivery of the initiatives is also reported against the Council Plan goals and objectives.

2. Annual Community Survey

Council conducts an Annual Community Survey to measure how satisfied residents are with the services, facilities, and performance of Council, as well as the liveability of Hobsons Bay. The survey was conducted between 12 March and 24 April 2020 and for the first time was conducted online with a sample of 804 community members across Hobsons Bay. A detailed report of the results from the Annual Community Survey can be found on Council's website[3].

The survey asks residents to rate their satisfaction, using a 10-point scale where 10 is very satisfied and 1 is very dissatisfied. The ratings are then translated into index scores as categorised below:

Category	Score	Index value
Very satisfied	8–10	**80–100**
Satisfied	6–7	**60–79**
Neutral	5	**40–59**
Dissatisfied	1–4	**0–39**

3. Local Government Performance Reporting Framework (LGPRF) indicators

The LGPRF is a mandatory reporting framework requiring all councils to report on services and core functions that the community expects from Council in a consistent format as a part of its Annual Report. Performance measurement can be more meaningful when appropriate comparisons are developed and provided over a number of years. Council also utilises these indicators to measure performance against the strategic objectives within the Council Plan 2017–21. More details on our LGPRF indicator results and past results can be found on the Know Your Council website[4].

3. www.hobsonsbay.vic.gov.au/Council/Strategy-Planning/Council-Plan
4. https://knowyourcouncil.vic.gov.au

Goal 1

An inclusive and healthy community

Enhancing the health and quality of life of the community through the equitable provision of quality services and opportunities for greater wellbeing.

Council will:

1.1 Provide access to high quality services that enhance community health and wellbeing.

1.2 Deliver, support and facilitate projects and programs that encourage equity and diversity, so everyone can reach their full potential.

1.3 Ensure all community members will have access to quality community, sport and recreation facilities, cultural experiences and open spaces that encourage a healthy and active lifestyle.

1.4 Work in partnership with stakeholders to advocate to all levels of government for quality education, training and lifelong learning opportunities for all community members.

1.5 Understand the current and future needs of our community, and work to ensure those most vulnerable in our community are safe and have equitable and timely access to the support they need.

Major initiatives

Objective 1.3

- Finalise the development of the Hobsons Bay Aquatic Strategy and present to Council for endorsement. The Hobsons Bay Aquatic Strategy was endorsed by Council on 9 July 2019.

Initiatives

Objective 1.1

- New Library Management System (LMS) planning, implementation and integration with current library technologies. This has been carried over into 2020–21. During 2019-20, data migration and system testing was carried out and vendor training of the project team continued.

Objective 1.4

- Co-design, plan and deliver a Creative Technology Hub at Seaworks. This has been carried over into 2020–21. The Hub is currently closed to the public due to COVID-19 restrictions and the official launch was cancelled. Staff continue to plan future program offerings on-site and online. Some behind the scenes work continues on digital content and program planning.

Annual Community Survey results

Goal 1: An inclusive and healthy community ***Community satisfaction with***	**Result 2019–20**
Youth services	71
Aged services and support	70
Disability services and programs	69
Playgroups	73
Kindergarten support and central enrolment	76
Immunisations	85
Maternal and child health	81
Occasional care and family day care	77
Programs that support vulnerable communities and promote fairness	73
Libraries	85
Provision and maintenance of community facilities and venues for hire	75
Art and cultural activities	74
Provision of sports, ovals and other local sporting/recreation facilities	72
Amount of opportunities to volunteer	70
Their access to schools, tertiary education and local learning opportunities	72
Access to quality internet access in Hobsons Bay	61
Council's representation, lobbying and advocacy on behalf of the community	58
Access to health services (e.g. GPs, dentists, podiatrists, psychologists)	78
Rate of family violence incidents reported to police (from Crime Statistics Agency)	1,114 incidents *(up 2.6% compared to previous year)*

Local Government Performance Reporting Framework (LGPRF)
Service performance iIndicators

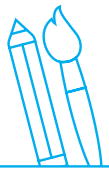
Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Maternal and Child Health (MCH):					
Infant enrolments in the MCH service	101.89%	101.25%	100.78%	**100.16%**	Council continues to deliver a high standard in Maternal and Child Health services.
Cost of the MCH service	$87.97	$87.64	$97.01	**$101.37**	Due to COVID-19 pandemic, more staffing hours were required to provide additional consultations and phone appointments for families. These include social workers who were employed by Council for the full financial year. Further, additional relief was also required for mandated MCH training and to cover staff members on extended personal leave.
Participation in the MCH service	72.47%	74.42%	73.21%	**72.94%**	Council's MCH service has practices in place to ensure all families are contacted and reminded to attend the Key Age and Stage visit (KAS). Due to the COVID-19 pandemic, there were many more telehealth and additional consultations, which were not calculated in these numbers. All KAS continued either via telehealth or face to face. There were additional nursing hours worked to support the alternative modes of service delivery.
Participation in the MCH service by Aboriginal -children	60.20%	75.00%	62.50%	**71.88%**	Hobsons Bay has only a small number of known Aboriginal families. This past year, more emphasis was placed on MCH providing a service that was flexible and culturally safe with the aim of supporting families to access and remain engaged.
Participation in 4-week Key Age and Stage visit	N/A	N/A	N/A	**95.54%**	This is a new indicator that has just started the reporting this year. Council processes ensure that all newborns are offered appointments at two weeks and four weeks of age at their initial home visit contact with the MCH service. The uptake can be less than 100 per cent due to unwell or premature babies remaining in hospital beyond the age of four weeks.
Libraries:					
Physical library collection usage (loans/item)	4.29	4.60	4.84	**3.82**	Fourth quarter turnover of physical items significantly reduced due to temporary branch closures in response to COVID-19 pandemic. This was partially offset by 2,080 home deliveries of library items to Hobsons Bay households between April and June.
Recently purchased library collection	60.18%	59.79%	65.17%	**67.33%**	Collection size count includes 3,956 Heritage Collection items.
Active library borrowers in municipality	19.15%	18.80%	20.36%	**19.46%**	No substantial reduction in active borrower numbers despite temporary branch closures and social distancing requirements.
Cost of library service per population	$52.74	$54.34	$54.26	**$52.75**	The cost has remained stable over the last few years.

Services linked to the goal area

Service area	Description of services provided	Net Cost Actual Budget Variance $000
Active Community Support	Provides social support and activity options for older residents and respite for carers through centre based activities, recreational and social events and outings.	(349) (252) **(601)**
Community Care Service Delivery	Provides high quality in-home support services (directly and indirectly) and food services to frail older adults, younger people with disabilities and / their carers.	973 (761) **212**
HACC Intake and Assessment	Provides broad living at home assessments for older residents and residents with a disability with a view to determining resident eligibility for service provision.	(26) (39) **(13)**
Early Years	Provides access to affordable and high quality children's services for people who live and/or work in Hobsons Bay as well as providing support, mentoring, management and advocacy for local early years' service providers.	692 (711) **(19)**
Maternal and Child Health	Provides a universal primary health and immunisation service available to all Hobsons Bay families with children from birth to school age.	1,714 (1,840) **(126)**
Youth Services	Provides sole generalist support service available for young people in Hobsons Bay providing a range of high quality support, information, referral, educational, social and recreational services for local young people aged 12 to 25 years.	901 (1,158) **(256)**
Libraries	Runs five library branches which facilitate and guide access to information, lifelong learning, reading and recreation; inspiring, empowering and enriching the community through industry leading programs, collections and service.	3,890 (4,134) **(243)**
Community Development	Generates key community projects and builds internal and external capacity to deliver inclusive and responsive services that meet the needs of diverse and disadvantaged communities.	1,799 (2,159) **(360)**
Community Centres	Provides services through two Community Centres: Laverton Community Hub and Seabrook Community Centre.	454 (309) **145**
Social Planning	Stays abreast of policy changes, investigates and expands Council's understanding of the current and future population needs, inequities within and between population groups, develops Council positions to inform high level strategic decisions and whole of government responses, and supports community and stakeholders to undertake collaborative action.	411 (723) **(312)**
Sport and Recreation	Manages and optimises the use of Council's sport, recreation and community facilities and increases participation in sport and recreation.	306 (149) **157**
Recreation Planning and Projects	Undertakes the sport and recreation planning and plans, scopes and supports the construction of sport and recreation projects within the capital works program.	22 (26) **(4)**

Other interesting stats from our services in this goal area

Community centres



3,236 activities and programs delivered at the Laverton Community Hub (51 more than 2018-19)

832 activities and programs delivered at the Seabrook Community Centre (352 less than 2018-19)

Immunisation

13,635 immunisations given out (1,643 more than in 2018-19) with **8,170** people immunised (schools not included)

Immunisation rates:

12-15 months **94.71%** (0.17% less than 2018-2019)

24-27 months **91.34%** (1.41% lower than 2018-19)

60-63 months **95.14%** (0.05% higher than 2018-19)

Services for older residents, residents with a disability and their carers

41,182 hours of in-home support services provided

17,889 hours of group social activities delivered

12,062 hours of centre-based and overnight respite delivered

2,941 hours of flexible in-home respite delivered

9,109 trips of transport

2,920 hours of adapted support delivered during pandemic

1,149 hours of home maintenance and modifications delivered

27,904 meals delivered

Library service

472,580 total library visitors (27.2% less than 2018-19)

498,915 total library loans (16.06% less than 2018-19)

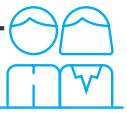
163,065 hours of internet usage provided in the libraries (27.93% less than 2018-19)

780 programs delivered at the libraries (31.52% less than 2018-19)

40,389 participants in library programs (15.91% less than 2018-19)

3,551 new library borrowers (22.74% less than 2018-19)

Hobsons Bay UP - Youth services



66 young people were each provided up to ten free counselling sessions

390 individual one-on-one counselling sessions delivered

53 young people from across Hobsons Bay consulted in the development of programs and services

155 parents participated in capacity building programs to support their children and families

4,800 direct engagements with young people through programs and services

Maternal and child health

1,258 birth notifications received (35 less than the 2018-19)

10,596 Maternal Child Health key ages and stages sessions provided (186 less than 2018-19)

164 families received the Enhanced Maternal and Child Health service (82 more than 2018-19)

121 families assisted via the Family Support Service (six more than 2018-19)

Early years and family services

220 facilitated playgroup sessions provided in nine neighbourhoods across the municipality including Kindergartens, Schools, Early Years Hubs and Community Centres

60 virtual playgroups delivered via Microsoft Teams

15 In-home support visits provided to families enrolled in the Smalltalk program

32 virtual one-on-one coaching sessions delivered to families enrolled in the Smalltalk program

121 support visits to Early Childhood Education and Care services across the municipality

88 children assisted by the Preschool Field Officer Program

6 Early Years Educator Network opportunities provided

2 Parent Education Forums provided: School Readiness and Raising Resilient Pre-schoolers

Goal 2

A great place

Ensure Hobsons Bay is a vibrant place to live, work and visit.

Council will:

2.1. Protect and promote public health and community safety.

2.2. Celebrate and promote the diversity of our community.

2.3. Support the growth of our local economy, and encourage business investment that creates and maintains local jobs.

2.4. Deliver, support and promote arts, cultural, heritage, recreational and sporting events and programs that foster a sense of belonging and contribute to the liveability of the city.

2.5. Work with all levels of government and other stakeholders to improve our transport network and to address gaps and capacity in public transport, our roads, foot paths and cycling routes.

Major initiatives

Objective 2.3

- Develop and deliver a pop-up business innovation hub to support start-up businesses and encourage entrepreneurship. Four pop-up innovation programs were delivered with two physical 'pop-up' events at Newport and Altona and an online business hub. The fourth pop-up hub scheduled to take place in Laverton in March 2020 was cancelled after the first day due to COVID-19.

Objective 2.5

- Project manage the delivery of LATM (Local Area Traffic Management) assessment in high priority areas. The consultation period has been completed on the draft Western Local Area Movement Plan (Western LAMP). This was run between October and December 2019.

Initiatives

Objective 2.4

- Develop a city-wide music strategy including venue options for live music. This has been carried over to 2020–21. Work has commenced with a discussion group representing various areas of Council including Arts and Culture, Youth Services, Community Development and Economic Development. Draft actions have been prepared and circulated internally. Work will continue to progress to be put forward to Council in 2021.
- Develop a Cultural Collections Management Plan and Acquisition policy. This has been carried over to 2020–21 with the Cultural Collections Management Plan currently in draft and is scheduled to be completed in August 2020.
- Research, scope and develop a new Public Art Strategy 2020–24. This work has been deferred and is scheduled to commence in September 2020, thus carried over to 2020–21. Undertake research to assist long term thinking around cultural facilities or gallery in a local and regional context. Mapping of spaces is underway and the community survey completed. The research is drawing on external resources to position and align the work with Creative Victoria.

Annual Community Survey results

Goal 2: A great place ***Community satisfaction with***	**Result** **2019–20**
Emergency management and preparedness (e.g. response to weather and/or other disruptive events)	62
Public health (e.g. food safety)	68
Building control (e.g. enforcement and permits)	45
Enforcement of local laws (e.g. parking management)	54
Animal management (e.g. animal registration)	69
Perceptions of safety	72
Amount of opportunities to connect socially with people in the local area	69
Visitor information centre	73
Economic development activities, supporting local businesses and tourism	59
Access to jobs and the level of economic investment in the local area	61
Events and festivals	74
Traffic management	60
Access to public transport	73
Their ability to walk to destinations and amenities in their neighbourhood (e.g. local shops)	73

Local Government Performance Reporting Framework (LGPRF)
Service performance indicators

Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Animal management					
Time taken to action animal management requests (days/ request)	1.46	1.11	1.64	**1.56**	Council aims to action all animal requests quickly and efficiently. The result remains within the range expected by Council.
Animals reclaimed	40.49%	36.55%	37.84%	**56.52%**	Council strives to return as many animals direct to their owners as possible in accordance with our Return to Owner Policy. Adherence to the process of actively returning registered animals is part of the Council's continuous improvement process and has directly led to improved results this year.
Animals rehomed	N/A	N/A	N/A	**5.90%**	This is a new indicator that has just started the reporting this year. A major project undertaken by Council to create a cat and kitten facility to enable Council to reduce the number of animals sent to the Lost Dogs' Home and manage increased costs has seen a record number of animals rehomed.
Cost of animal management service	$7.59	$6.69	$4.60	**$4.79**	This is a new way to calculate the indicator with cost per population. Council endeavours to provide the most cost-efficient model possible while managing a record number of enquires.
Animals prosecutions proven in court	0%	0%	0%	**93.75%**	36 prosecutions on hold or awaiting adjournments due to COVID-19. Council conducts thorough investigations with an aim to resolve matters outside court where possible and, where prosecution takes place, that strong evidence ensures success.
Food safety					
Time taken to action food complaints (days/complaint)	1.43	2.71	2.95	**1.72**	Council's response times will vary as a result of the different type of food-related complaints reported. The average timeframe has slightly decreased in 2019 due to a concentrated effort by field officers to enter investigative notes accurately and timely.
Food safety assessments	94.16%	96.11%	68.57%	**80.57%**	Staff resource distribution contributed to lower level of staffing during this period. Attempts to recruit experienced Environmental Health Officers (EHO) on short term contracts were also unsuccessful thus a decrease was observed in annual assessment numbers compared to previous years' average.
Cost of food safety service	$404.33	$422.13	$444.05	**$648.58**	The cost to service increased from the previous year. Variations can be attributed to Council offering support packages to business impacted by COVID-19 restrictions.
Critical and major non-compliance outcome notifications	90.32%	92.47%	90.95%	**81.70%**	Staff resource shortages contributed to the decrease in the number of follow-up inspections for major and critical outcomes.

Services linked to the goal area

Service area	Description of services provided	Net Cost Actual Budget Variance $000
Emergency Management	Facilitates Council's risk management, emergency planning, preparedness, response and recovery in accordance with the *Emergency Management Act* 1986 and *Emergency Management Act* 2013 as detailed in the Emergency Management Manual of Victoria.	26 (196) **(171)**
Parking and Local Laws	Ensures that parking regulations are enforced, implements local laws, provides animal control service for residents, assists in the protection of the community from the threat of wild fire and ensures that all school crossings are staffed by school crossing supervisors.	490 70 **560**
Building Control	Issues building permits and carry out mandated responsibilities in accordance with the *Building Regulations Act* 1993 and the Building Regulations 2006.	171 (254) **(82)**
Environmental (Public) Health	Ensures the public health of the community by undertaking the responsibilities outlined in the *Public Health and Wellbeing Act* 1987, *Food Act* 1984, *Tobacco Act* 1987 and *Environment Protection Act* 1970.	745 (335) **410**
Economic Development	Provides business development, investment attraction and facilitation, training workshops and programs, support to the business community, industry partnerships, tourism and sister cities.	792 (908) **(116)**
Venues	Manages Council-owned venues, coordination of functions and bookings, performing arts program, support to local theatre companies and heritage conservation management.	435 (562) **(127)**
Arts and Culture	Provides visual arts, public art, cultural development, heritage, Indigenous culture, cultural collections, festival and events, arts spaces, policy strategy and development.	1,160 (1,355) **(194)**
Events	Provides opportunities for community celebration, encourages visitation and supports and promotes tourism development through a diverse and dispersed calendar of events and festivals.	637 (643) **(6)**
Visitor Information Centre	Operates the Visitor Information Centre including management of volunteers, promotion of local activities and events, industry partnerships and support to local traders and familiarisation tours of Hobsons Bay.	267 (221) **45**

Other interesting stats from our services in this goal area

Arts and culture

4 partnerships were established with major metropolitan festivals: Midsumma, Melbourne Fringe Festival (Deadly Fringe), Open House Melbourne and Due West with Unwoman at The SUBSTATION

2 street art commissions were delivered

1 creative workshop and education program was hosted alongside the Lost Lands Found installation in Logan Reserve, Altona, celebrating First Nations history, culture and ecology

3 cultural heritage interpretation projects were delivered

7 local artists were commissioned to develop and deliver COVID-19 safe artworks that engage local community

1 Winter Arts Program of light installations was hosted

3 young people were employed by Mesh Mash at various times throughout the year to support community partnerships - including the opening of Curlew Park, Laverton and Bubbling Up – network that supports teens and their giving program for the West Welcome Wagon. Mesh Mash continued to facilitate online Design Generator

3 Airtime Rotations were delivered, showcasing the art of young people at the Altona Meadows Skate Park

2 exhibitions were delivered: at Orbital in Altona Meadows – Dreaming, an exhibition of ceramics by Balit Gulinya, Aboriginal Planned Activity Group and Caring for Skeleton Creek by Altona Meadows Primary School

Woods Street Arts Space

Woods Street Arts Space, Laverton is at **80 per cent capacity**, with diverse user groups hosting over **300 sessions**, a decrease from previous year due to COVID-19, programs include:

160 creative sessions for culturally diverse communities in dance (Pacific Islander communities)

40 all-inclusive sessions in pottery, printing, general visual arts

30 creative workshop sessions in music and art for children

30 creative workshops for young people, including 500 Cans Street Art Program, Studio Time and the Youth Creative Drop In hosted by Laverton Youth Foundations and partners.

7 workshop sessions with First Nations community – including screen printing and wood carving.

Ongoing **weekly program for young people** with learning difficulties

Hosted major events including **Woods Street Youth Art Prize**

Arts at your Doorstep

10 professional performing arts presentations were delivered by Arts at your Doorstep:

Children are stinky (Williamstown Town Hall) - total attendees **480** – season capacity 90%

Wine Bluffs (Williamstown Town Hall) - total attendees **296** – season capacity 78%

Hallowed Ground (Williamstown Town Hall) - total attendees **232** – season capacity 62%

Mission Songs (Williamstown Town Hall) -total attendees **291** – season capacity 70%

Hobsons Voice (Williamstown Town Hall) -total attendees **490** – season capacity 92%

Stardust/Mission double bill (Altona Theatre)-total attendees **170** – season capacity 70%

FoRT (Williamstown Town Hall) - total attendees **363**– season capacity 78%

Sounds of Silent (Old Laverton School) - total attendees **55** – season capacity 100%

The Mudcakes (Old Laverton School) - total attendees **50** – season capacity 55%

This is Eden (Altona Theatre) - total attendees **168** – season capacity 72%

Economic development

130 business development activities delivered (62 more than 2018-19)

1,431 businesses participating (146 more than 2018-19)

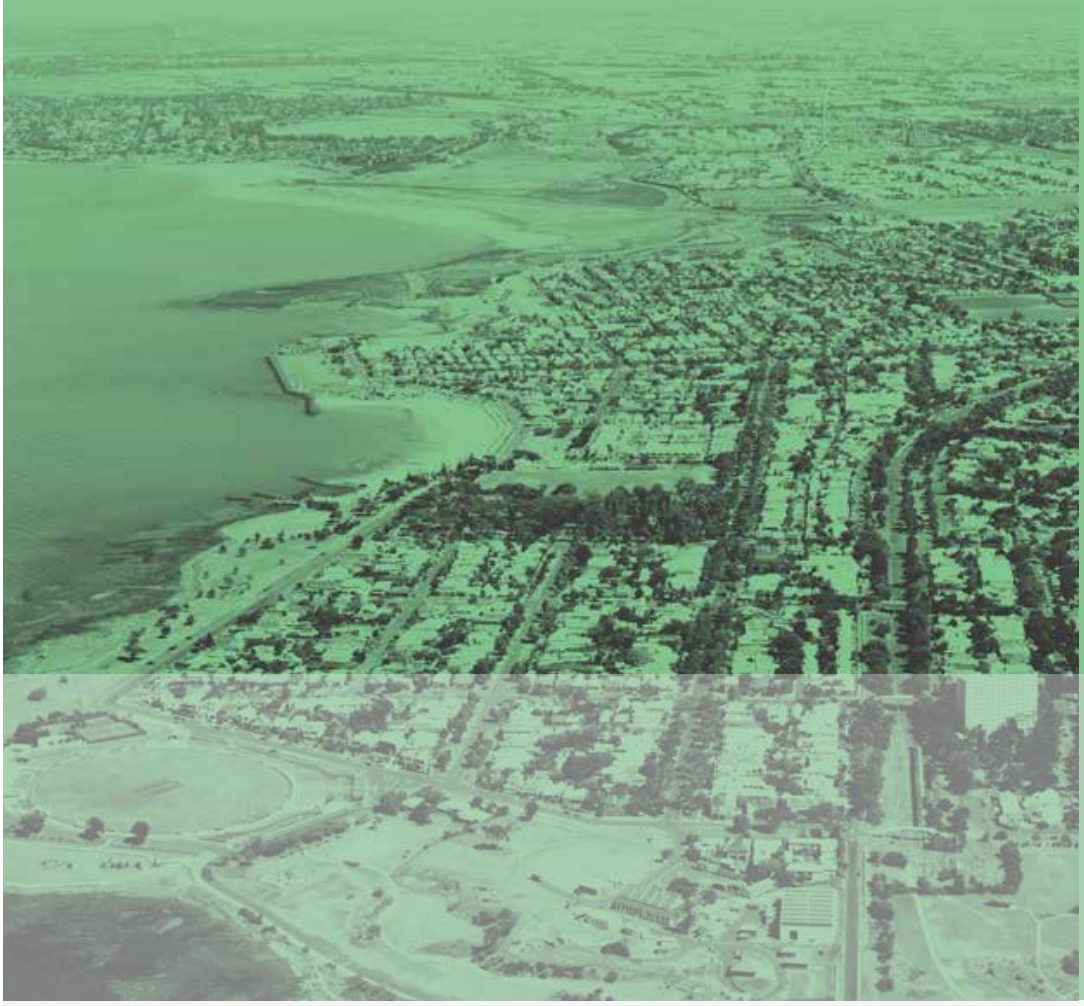
549 members of the local business community joined the Hobsons Bay Business Network Facebook group

4 pop-up business programs were delivered as part of Council's Business Innovation Hub with **81** Hobsons Bay businesses participating.

Goal 3

A well designed, maintained and environmentally sustainable place

Manage future growth and development to ensure it is well-designed and accessible while protecting our natural and built environments.



Council will:

3.1 Work with all levels of government, key stakeholders and the community to ensure urban development is appropriate and considers neighbourhood character and heritage.

3.2. Deliver and maintain well-designed, accessible and environmentally sustainable community assets.

3.3. Protect and enhance our coastal environment, biodiversity and natural areas in partnership with major stakeholders and the community.

3.4. Maintain a clean city and encourage the community, business and industry to reduce, reuse and recycle.

3.5. Work with the community, businesses and all levels of government to actively and innovatively address climate change and promote sustainable living.

Major initiatives

Objective 3.4

- Implement phase 1 of the household food waste recovery service to households that have a green waste bin. Council's Recycling 2.0 commenced on February 2020 with a review presented to Council on 23 June 2020. Despite extended impacts of COVID-19 since March 2020, excellent outcomes have been achieved with the food organics and garden organics (FOGO) and glass streams. Garbage volumes have also reduced by 2,500 tonnes over four months. A key area for improvement is high co-mingled recycling contamination levels. There is also some pressure on garbage bin volumes for some households. As part of this review, Council will also review its current Hardship Policy and process.

Initiatives

Objective 3.2

- Deliver assigned projects in the approved Annual Capital Works Program 2018–19. All works have been completed and the carried over 2018–19 capital works program was closed at the end of July 2019.

Objective 3.5

- Develop a proposal for a large-scale renewable energy project that builds links with local businesses and supports Council to achieve its target of zero net emission by 2030 from community emissions. Council has focused its efforts on the solar sprint which proposes to fast track solar on a number of Council buildings and the Power Purchase Agreement which have contributed to the overall reduction in Council's emissions. Modelling and a feasibility study were undertaken to inform a large solar installation on the Civic Centre and the potential of incorporating a solar car park shade system. A Council-owned land parcel that appears to present an opportunity for a very large ground-mounted solar system was also identified. This work has been completed.

Annual Community Survey results

Goal 3: A well designed, maintained and environmentally sustainable place ***Community satisfaction with***	**Result 2019–20**
Town planning	45
Protection of local heritage	60
Developments that retain the community feel	51
Opportunities provided by Council to participate in strategic planning projects (e.g. structure plans, heritage studies, planning scheme amendments)	52
Residential density	48
Appropriateness of development in Hobsons Bay	48
Car parking provision	62
Drains maintenance and repairs	61
Maintenance and repairs of sealed local roads	56
Footpath maintenance and repairs	57
Provision of on road bike paths	63
Provision of off road shared trails	68
Provision and maintenance of street trees	63
Provision and maintenance of parks, gardens, open space and the foreshore	73
Protection and enhancement of the foreshore	68
The protection and conservation of the natural environment in Hobsons Bay	74
The water quality of local creeks, lakes and wetlands	65
Maintenance and cleaning of public areas (including litter collection and graffiti removal)	65
Weekly garbage collection	67
Green waste collection	74
Recycling collection	70
Hard waste collection	69
Sustainability (climate change) policy development	61
Opportunities to get involved in local environmental activities	63

Local Government Performance Reporting Framework (LGPRF)
Service performance indicators

Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Statutory planning					
Time taken to decide planning applications (days/application)	117.00	106.00	114.00	**91.00**	Improvements in the processing of applications are starting to result in improved timeframes. It is noted that Council still has quite a few complex applications in the system which take a substantial amount of time to work through which continue to skew the overall results for the year and will continue to do so for the next few years at least.
Planning applications decided within required time frames	42.95%	49.84%	46.92%	**53.71%**	Despite the disruption to the planning unit being displaced due to the COVID-19 pandemic and needing to work remotely, processing times are still well within the expected range and an improvement from previous years.
Cost of statutory planning service	$2,689.83	$3,252.87	$4,222.51	**$4,670.29**	The increase in the cost of statutory planning services is likely to be attributable to the increase in large-scale projects that have been applied for in the last financial year. These applications attract the highest fees and take the longest time to process and therefore have an impact on the results. Further, as per previous years, Council has seen an increase in the number of amendment applications, particularly in the last quarter when COVID-19 came into effect, which are not accounted for in these figures.
Council planning decisions upheld at VCAT	50.00%	70.69%	53.06%	**61.54%**	The result is typical for the last few years and consistent with the Victorian average. There has been no significant change in policy over this period that would explain the number of decisions set aside by VCAT. Council continues to work towards implementing a number of new policies including an updated Neighbourhood Character Study, Housing Strategy and Activity Centre Strategy which will see updates in the Planning Scheme including the application of the residential zones. This will provide greater guidance to applicants, Council and VCAT when making decisions.

Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Roads					
Sealed local road requests	148.84	141.44	147.90	**165.97**	Winter storms caused higher than usual enquiries from the public. Water infiltration in the roads and frosts caused significantly more potholes to form, increasing the number of requests.
Sealed local roads maintained to condition standards	97.45%	97.69%	97.60%	**92.03%**	For the first time the road condition data was collected with lasers and has produced lower conditions than previous years' visual ratings.
Cost of sealed local road reconstruction	$128.41	$125.93	$159.75	**$404.38**	Road pavement rate is high as these works have been carried out in the Williamstown area with heritage overlay which involved re-laying the bluestone kerb and channel.
Cost of sealed local road resealing	$18.62	$13.85	$25.24	**$24.71**	The cost was consistent with the prior year.
Satisfaction with sealed local roads	69	62	63	**56**	The ratings from the residents in Spotswood, South Kingsville and Newport areas have driven the drop in the overall satisfaction rating with sealed local roads. Council is committed to continuously improve this.
Waste collection					
Kerbside bin collection requests	141.53	152.46	172.17	**411.55**	In February 2020, Council implemented significant reform in its waste and recycling service, implementing a weekly food and green waste service, fortnightly garbage service, four weekly glass service and retaining its fortnightly recycling collection. The data captures requests associated with the glass collection service as a compulsory recycling service. In April 2020 and in response to COVID-19 impacts on household waste volumes, Council introduced a program for eligible households to increase their garbage bin from a 120 litre to a 240 litre garbage bin for free until 30 June 2021. The changes led to increased requests to Council as the community adapted to the new service and opted into the free larger garbage bin. The number of requests has since reduced. Council anticipates that the data reported will be reviewed as more councils transition to a four bin recycling system.

Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Kerbside collection bins missed	5.47	6.74	6.18	**18.36**	In February 2020, Council implemented significant reform in its waste and recycling service implementing a weekly food and green waste service, fortnightly garbage service, four weekly glass service and retaining its fortnightly recycling collection. The changes led to increased missed bin requests to Council as the community adapted to the new service, particularly with change in the schedule to weekly food and green waste and fortnightly garbage collections. The number of missed service has since reduced.
Cost of kerbside garbage bin collection service	$86.02	$89.65	$95.20	**$88.91**	In February 2020, Council implemented a fortnightly garbage collection service and weekly food and organics service meaning a reduction in garbage collection and landfilling costs compared to the previous year.
Cost of kerbside recyclables collection service	$9.07	$16.47	$34.17	**$26.82**	In February 2020, Council implemented a four weekly glass collection service. The number of glass bins in service and cost for this mandatory kerbside recycling service has been included in addition to the number and cost of the mandatory comingled recycling collections. The number of collections of recyclable materials has therefore increased, causing the cost per collection to decrease. Council anticipates that the data reported will be reviewed as more councils transition to a four bin recycling system.
Kerbside collection waste diverted from landfill	47.89%	46.33%	40.84%	**45.37%**	There has been significant change during 2019-20 resulting in a decline in diversion at the beginning of the year and increase towards the end. Following the collapse of SKM Recycling early in the financial year, some recyclables were landfilled due to the lack of processing capacity available. In February 2020, Council implemented significant reform in its waste and recycling service implementing a weekly food and green waste service, fortnightly garbage service, four weekly glass service and retaining its fortnightly recycling collection. The data captures the tonnes collected and diverted in the glass collection service as a compulsory recycling service. The implementation of the food and green waste system and changes in collection schedules have led to a significant increase in tonnes of organics diverted from landfill since February 2020. The COVID-19 pandemic has substantially impacted household waste volumes, with more people at home generating waste for their kerbside bins. This has amplified pressure on garbage bins. Council has responded to this challenge by offering a weekly Saturday garbage drop-off for two months, and by rolling out a free 240L garbage bin upsizing program for eligible households.

Services linked to the goal area

Service area	Description of services provided	Net Cost Actual Budget Variance $000
Environmental Management	Delivers municipal waste and recycling services to the Hobsons Bay community and develops and delivers waste and litter policy, strategy and programs.	11,325 (9,501) **1,823**
Strategic Planning Projects and Policy	Considers planning scheme amendments, works through planning projects and develops policy that directs future land use outcomes within the municipality.	1,029 (1,579) **(549)**
Sustainability	Develops and supports the implementation of policies and strategies that mitigate the effects of climate change by reducing greenhouse gas emissions while identifying adaptation initiatives for energy, waste and water management. Provides internal and external leadership through the provision of technical expertise and ongoing consultation to embed sustainability.	688 (891) **(204)**
Statutory Planning	Assesses and provides advice and enforcement in relation to planning approvals under the Hobsons Bay Planning Scheme, the *Planning and Environment Act* 1987 and *the Subdivision Act* 1988	2,307 (1,765) **542**
Planning, Building and Health Continuous Improvement and Administrative Support	Oversees the efficient and effective operation of the Planning, Building and Health services department and management of the Statutory Planning administration support team.	414 (496) **(83)**
City Amenity	Manages the ongoing presentation of public and open space areas of the municipality which includes ensuring litter and waste in the public areas are appropriately captured and disposed of and public facilities such as public toilets, beaches, streets and footpaths are also kept clean and tidy.	4,313 (3,838) **475**
Trees and Conservation Maintenance and Management	Maintains and establishes vegetation in the conservation and urban environment, encouraging and protecting native flora and fauna within conservation sites. Also increases canopy cover within the municipality to improve amenity value of the area.	3,076 (2,431) **645**
Works and Operations	Provides infrastructure maintenance services including fleet maintenance (passenger and heavy vehicles, plant and equipment across the organisation), city maintenance (ensuring street and park furniture and signage are maintained to an appropriate standard) and home maintenance services to residents who qualify.	(130) (169) **(299)**
Parks and Horticulture Maintenance	Manages and maintains open space assets including parks and gardens, sporting grounds, playgrounds, irrigation and park infrastructure (furniture and fencing) providing pleasant recreational and relaxation areas for local enjoyment.	7,491 (7,576) **(85)**
Road Maintenance	Ensures Council's obligations to provide safe access for pedestrians and road users are met. Additionally this service is responsible for the ongoing operation and maintenance of the drainage network throughout the municipality.	5,595 (4,584) **1,012**

Service area	Description of services provided	Net Cost Actual Budget Variance $000
Open Space and City Design	Leads the development of key strategies for open space, prepares master plans, develops design guidelines and technical standards for the public realm, designs and delivers open space capital works and supports and enables Council to proactively engage with the community regarding the development and delivery of a range of projects and services.	1,506 (2,008) **(502)**
Civic and Open Space Projects	Manages and delivers the approved Annual Capital Works Program to the community on time and on budget.	427 (1,229) **(802)**
Facilities Maintenance	Ensures all Council buildings and facilities are maintained, cleaned and secured in accordance with both legislative requirements and residential expectations including sports clubs, community centres, activity halls, public toilets, kindergartens, corporate buildings and the operations centre.	7,028 (7,086) **(59)**
Civil Projects	Delivers both capital and operational infrastructure services to the community, including the delivery of capital works, responding to customer enquiries, undertaking statutory planning responsibilities associated with Council's subdivisions and technical civil infrastructure with new builds.	2,539 (2,609) **(70)**
Traffic and Amenity	Plans, designs, and maintains a safe, efficient and sustainable road and transport network which best meets the current and future mobility and access needs of all road users on all modes of transport.	430 (422) **7**
Capital Programming	Manages and delivers the approved Annual Capital Program to the community on behalf of Council on time and budget.	426 (666) **(240)**
Strategic Asset Management	Develops Council's overall and long term (10 years) capital works program; plans and develops long term asset renewal programs for infrastructure assets and facilities; reviews, develops and implements asset management improvement frameworks and be the custodian of the road management plan.	593 (843) **(250)**
Asset Systems and Information Services	Develops and maintains asset systems and registers, including asset accounting, valuations, capitalisation and associated reporting and develops and maintains the GIS.	394 (375) **18**
Strategic Infrastructure Planning	Leads and supports the identification and development of infrastructure strategic planning to address priority gaps ensuring consistency with the Council Plan Objectives and compliance requirements.	0 0 **0**
Strategic Infrastructure Partnerships	Engages with key agencies to promote the interests of the Hobsons Bay community as it relates to major infrastructure or development and engages with multiple teams and specialists to shape advocacy positions, develops and analyses strategic information to inform outcomes.	0 0 0
Property Management	Administers Council's property portfolio to achieve Council's objectives of a sustainable and financially viable portfolio.	(1,364) 1,586 **221**
Strategic Projects	Plans and delivers the major capital program and Council's advocacy on the Victorian Government's infrastructure projects.	449 (571) **(122)**

Other interesting stats from our services in this goal area

Environmental sustainability

29,447 tree seedlings and tubestock were planted (19% reduction from previous year)*

252ML of potable water used (34% increase from previous year)*

78.2ML stormwater harvested and used for irrigation (18% increase from previous year)*

3,552 tonnes CO2-e emitted (221 tonne reduction from previous)*

12 electric vehicles were purchased for Council's fleet (24% of total fleet)

23 tonnes CO2-e reduced by a community centre installing solar panels through Council's Energy$mart program

Approximately **147** community sustainability events for residents, schools and friends group events

10 Community Environment Grants were awarded to the value of **$19,148** to support community environmental projects

1,182 people were hosted by My Smart Garden program at 13 events, which were rated an average of 9.3/10. Of these, **7** events were delivered face-to-face to **183** participants and six events were hosted online and delivered to **368** participants, with **631** views of the event recordings.

Waste management

384kg of waste generated per person (14kg increase from 2018-19) collected through garbage, recycling, glass, garden and food waste and hard waste services

88% of waste service management requests attended to within business timeframes (11% decline from 2018-19)

Over **600** community members participated in Clean Up Australia Day activities, **150** more than last year

1,900 residents were involved in the Garage Sale Trail program, re-purposing about **14,000kg** of unwanted household items.

Key capital works projects 2019–20

Multiyear major projects – in progress^

$5.905 million Altona Sports Centre Extension – Building upgrade

$5.152 million Altona Civic Centre, Customer Service and Community Meeting Space – Building renewal and upgrade

$3.144 million Open Space Enhancement and Access Package – Donald McLean Reserve Tennis Court and Practice nets

$1.846 million Digman Reserve - Master Plan Implementation

Major projects – completed^

$3.258 million Bayside College Williamstown Campus Sports Redevelopment

$3.280 million Bayside College Paisley Campus Sports Redevelopment

*Environmental data is made available by retail companies in September and is entered and verified in the Council's Environmental Reporting System. As such data is reported in arrears. Data presented for nominated indicators relates to 2018–19 financial year.
^All are multi-years projects. The amounts shown here are 2019-20 expenditures.

Goal 4

A council of excellence

Be a leading and skilled council that is responsible, innovative and engaging in order to deliver excellence in all we do.

Council will:

4.1. Collaborate with all levels of government, service providers, not for profit organisations and the private sector to address the concerns of our community.

4.2. Be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management.

4.3. Provide excellent customer service while ensuring all our communications are clear and easy to understand.

4.4. Actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making.

4.5. Support and develop an engaged, skilled and professional workforce who are committed to maintaining a high performing and sustainable organisation.

Major initiatives

Objective 4.2

- Coordinate the Altona Civic Centre, Customer Service, and Community Meeting Space Redevelopment. This has been carried over to 2020–21. Tendered works with Rork Projects has been progressing as per program. Construction is progressing with Phase 1 practical completion scheduled for 27 August 2020. Transition including a partial occupancy will occur in the week preceding. Phase 1a (north east corner of the Civic Centre) practical completion is scheduled for 30 September 2020. Works is scheduled to commence in the west wing on 28 August 2020 and completion on 21 December 2020.
- Coordinate the implementation of an Infrastructure Design Manual (IDM) through the review of Council's project management system and infrastructure design standards. This work has been carried over to 2020–21. Application for membership was made to utilise Growth Area Authority (GAA) standards to the Victorian Planning Authority and consent has been given for Council to utilise the manual as its standard document for engineering construction requirements. Next step is to advise other internal departments of this manual being the new standard requirement for engineering construction, with the exception of works within heritage locations within Hobsons Bay.

Initiatives

Objective 4.2

- Coordinate the development and implementation of the Council's Project Management Office framework and tools. The Project Management Framework (PMF) was developed. The team members of the Capital Works department and project managers have commenced to utilise the new project management templates for the management of projects.
- Establish a program for the implementation of specific provisions of the new Local Government Act. This has been carried over to 2020–21. The new Local Government Act received Royal Assent on 24 March 2020. Works have been delayed slightly in regards to setting up an internal working group of representatives from across the organisation due to COVID-19 and a change in priorities. The new Local Government Act has a number of requirements that will be delivered in four stages with Stage 4 coming into effect on 1 July 2021.
- Implement Youth Digital Engagement Strategy to develop digital initiatives and increase engagement, participation and consultation with young people and the community. The work has been completed with initial community consultation involving 38 young people. The Strategy was developed and approved for public consultation.

Objective 4.5

- Develop an Organisational Gender Equity Framework. This has been carried over to 2020–21. A gender equity action plan was developed to be consistent with the expectations of the 2019 Gender Equity (GE) Bill before Victorian Government and to inform Council's subsequent direction and planning. Further planning was undertaken towards the steps required for compliance with the new GE legislation. Next step is to explore priorities for 2020–21 and establish a working group.

Annual Community Survey results

Goal 3: A well designed, maintained and environmentally sustainable place ***Community satisfaction with***	**Result 2019–20**
Responsiveness of Council to local community needs	57
Council's representation, lobbying and advocacy on behalf of the community	58
Council's leadership	58
Council's performance in maintaining the trust and confidence of the local community	58
Making decisions in the interest of the community	58
Rates being fair and reasonable	49
Fees and other services being fair and reasonable	52
Overall value for money	51
Overall financial management	54
Council's overall performance	60
Website	69
Quarterly newsletter Hobsons Bay Community News	69
Social media	70
General reception area (at the Civic Centre)	77
Care and attention to enquiries	70
Speed of service	65
Courtesy of service	76
Access to relevant officer/area	68
Provision of information about Council and its services	70
Staff's understanding of language and/or cultural needs	85
Staff's understanding of mobility or communication needs	77
Keeping the community informed	65
Providing opportunities for community to be heard on issues that are of importance	56
Efforts of Council in consulting and engaging with the community	57
Council's overall reputation	59

Local Government Performance Reporting Framework (LGPRF)
Service performance indicators

Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Governance					
Council decisions made at meetings closed to the public	4.35%	3.98%	4.42%	**3.21%**	To support the principles of transparent decision making, the matters considered in closed Council meetings are limited to essential matters only.
Satisfaction with community consultation and engagement	63	63	63	**57**	As reported in the 2020 Annual Community Survey 16% of respondents were dissatisfied with Council's community engagement. 39% of those respondents mentioned waste and recycling services as the main reason to be dissatisfied. In February 2020, Council implemented significant reform in its waste and recycling service.
Councillor attendance at Council meetings	93.28%	92.31%	85.71%	**79.59%**	Councillor attendance at Council meetings was impacted by social distancing restrictions during the COVID-19 pandemic prior to introduction of legislative changes to allow for virtual Council meetings.
Cost of elected representation	$44,454.14	$39,940.43	$40,393.29	**$40,459.00**	The cost of governance has remained stable and within budget.
Satisfaction with Council decisions	64	64	63	**58**	As reported in the 2020 Annual Community Survey one in four (25%) of the residents were dissatisfied with the Council making decisions in the interest of the community. Waste and recycling services was the main reason for 39% of those respondents to be dissatisfied. In February 2020, Council implemented significant reform in its waste and recycling service.

Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Sustainable capacity					
Population					
Expenses per head of municipal population	$1,209.64	$1,300.43	$1,240.29	**$1,275.25**	The increase in 2019-20 is in line with additional expenditure after a reduction was achieved in 2018-19.
Infrastructure per head of municipal population	$5,606.40	$6,623.13	$6,617.93	**$7,065.66**	The increasing trend, including the significant increase to this indicator in 2019-20, is in line with Council's commitment to increase its capital works program.
Population density per length of road	216.19	219.87	223.64	**226.59**	There are minimal changes to this indicator due to generally consistent road lengths and a slowly increasing population.
Own-source revenue					
Own-source revenue per head of municipal population	$1,241.27	$1,299.73	$1,288.47	**$1,266.77**	The reduction in this indicator reflects the drop in own-source revenue, including Council's reimbursement of fees through its COVID-19 Community Support Packages.
Recurrent grants					
Recurrent grants per head of municipal population	$149.69	$140.30	$133.64	**$140.83**	The increase in 2019-20 is in line with the increase in operating recurrent grants after a reduction in 2018-19.
Disadvantage					
Relative Socio-Economic Disadvantage	7.00	7.00	7.00	**7.00**	Socio-Economic Disadvantage indicator remains consistent.
Workforce turnover					
Percentage of staff turnover	11.3%	13.6%	28.7%	**15.3%**	The turnover rate has returned to normal levels in 2019-20 after the significant increase during 2018-19 as a result of the transfer of home care staff to a third-party service provider.

Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Financial performance					
Efficiency					
Expenses per property assessment	$2,785.75	$2,957.28	$2,828.70	**$2,927.72**	The increase in 2019-20 is consistent with the increase in expenses during the financial year. A further increase is expected in 2020-21, consistent with additional expenditure funded through the Working for Victoria program. A decrease is expected in 2021-22 after the program finishes. The number of property assessments continues to increase gradually and reasonably consistently.
Average rate per property assessment	N/A	N/A	N/A	**$2,371.57**	This is a new indicator that has just started the reporting this year. The result in 2019-20 and the forecasts for future years reflect increases to rates consistent with the current rate cap. The increased forecasts for rates are compared against consistent property values (due to the uncertainty moving forward) leading to increased measures in later years.
Liquidity					
Current assets compared to current liabilities	215.69%	271.82%	295.64%	**208.57%**	The decrease in 2019-20 is consistent with the decreased level of cash at year end compared to the prior year. This trend is expected to continue as Council continues to use its cash reserves to fund its significant increase in capital works and the repayment of loan principal.
Unrestricted cash compared to current liabilities	-38.11%	-69.90%	-108.78%	**-40.13%**	The negative results since 2016-17 are offset by other financial assets (investments) of $69 million in 2019-20, which are investments held for periods over 90 days. These investments are not included in the unrestricted cash figure, but they are used to fund Council's ongoing operations and liabilities.
Obligations					
Loans and borrowings compared to rates	14.36%	13.76%	13.15%	**12.71%**	Council existing loans are held as part of two Local Government Funding Vehicle (LGFV) interest only bonds and this is reflected in the consistent indicators between 2016-17 and 2020-21. The indicator is forecast to reduce in 2021-22 as $9.2 million will be repaid that year.

Service Indicator	2016-17 Result	2017-18 Result	2018-19 Result	2019-20 Result	Performance Commentary
Loans and borrowings repayments compared to rates	0.63%	0.61%	0.58%	**0.56%**	Council has paid interest only on its Local Government Funding Vehicle loans since 2016-17, resulting in the extremely low indicators. The forecast increase to the indicator in 2021-22 reflects the bullet principal repayment that year.
Non-current liabilities compared to own source revenue	12.96%	12.16%	12.03%	**12.49%**	The indicator has remained consistent since 2015-16, minimally impacted by own source revenue. The indicator is forecast to reduce significantly in 2020-21, when $9.2 million worth of borrowings is regarded as a current liability, the year before it is due to be repaid.
Asset renewal and upgrade compared to depreciation	N/A	N/A	N/A	**280.37%**	This is a new indicator that has just started the reporting this year. The 2019-20 indicator reflects Council's significant investment in capital works. Whilst it is forecast to reduce in future years, the indicator remains relatively high, consistent with Council's ongoing commitment to capital works.
Operating position					
Adjusted underlying surplus (or deficit)	15.89%	12.78%	15.88%	**11.56%**	The decrease in 2019-20 is consistent with the reduction in the operational surplus, which has been impacted by COVID-19. The indicator is expected to reduce further in 2020-21 reflecting the assistance Council will continue to provide through its COVID-19 Community Support Packages. It is forecast that the indicator will increase significantly in 2021-22 and remain reasonably consistent thereafter.
Stability					
Rates compared to adjusted underlying revenue	73.62%	72.85%	75.90%	**79.29%**	This indicator continues to gradually increase as a result of rate income (including supplementary growth) increasing at a greater rate than other own-source revenue. There is a slight decrease forecast in 2020-21, reflecting Council's decision to provide assistance to ratepayers through a COVID-19 rate adjustment.
Rates compared to property values	0.35%	0.36%	0.29%	**0.30%**	Rates compared to property values increased slightly in 2019-20 due to a slight decrease in property values during the 2019 revaluation. Future forecasts are based on consistent property values due to the uncertainty moving forward.

Services linked to the goal area

Customer Service	Represents Council in the provision of efficient, effective, responsive customer service via a range of 'customer preferred' channels including in person, telephone, e-mail, webchat and Snap Send Solve.	1,327 (1,572) **(244)**
Communications and Engagement	Provides all Communications, Community relations and Community Engagement advice, policy, protocol and delivery.	1,454 (1,649) **(196)**
Finance	Ensures that the Council meets its financial obligations and legislative requirements, maintains the organisation's financial controls, including processes, databases or systems within the department and provides internal financial support services to other departments within Council.	2,515 (2,275) **240**
Governance	Provides a range of governance functions and administrative support to Council and Management, including Council meetings, insurance, legal and statutory responsibilities.	457 (697) **(239)**
OHS and Risk Management	Leads, coordinates and facilitates the development and review of Council's Risk Management, Business Continuity Program and Occupational Health.	1,453 (1,649) **(197)**
Information and Communications Technology (ICT)	Provides a cost-effective, secure, and robust Information and Communication Technology (ICT) platform that supports Council's business needs, and provides sound advice and support for ICT projects across the organisation.	3,430 (3,225) **205**
Knowledge and Records Management	Provides efficient information and record management services (including the administration of the 'Vault' and corporate mail services), oversee the application of information privacy principles, and the management of privacy related issues.	631 (735) **(103)**
Human Resources	Delivers the operational of the full range of human resources, industrial relations, WorkCover and injury management services to management and staff.	1,486 (1,545) **(59)**
Learning and Development	Develops and implements organisational learning and development programs that are sustainable, relevant and building on the learning organisation concept.	171 (394) **(223)**
Corporate Planning and Performance	Manages Council's corporate planning function including Council Planning, reporting and compliance; business/service planning and review; performance and continuous improvement.	371 (170) **201**
Councillor Support and CEO's Office	Provides administration support and advice to the Mayor and Councillors, Chief Executive Officer, and the Executive Leadership Team, to enhance the effectiveness of the organisation as a whole.	2,949 (2,619) **330**
Continuous improvement and innovation	Leads Council's organisational wide continuous improvement program which aims to ensure that Council delivers excellence in everything it does.	24 (189) **(165)**

Other interesting stats from our services in this goal area

Customer service

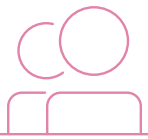
188,003 customer enquiries responded to (8,441 more than 2018-19), including: **109,951** telephone calls (10,918 more than 2018-19)

25,469 counter interactions including payments made over the counter (17,366 less than 2018-19)

52,583 online enquiries including Snap Send Solve, web forms or live chat (14,889 more than 2018-19)

4:43 seconds wait period for a call to be answered (2:44 more than 2018-19)

Human resources



170 staff wellbeing activities were delivered (57 less than 2018-19)

1,114 staff attended wellbeing activities (52 less than 2018-19)

120 training courses were delivered (89 less than 2018-19) with 1,149 attendances*

Governance

28 Freedom of Information applications were received

85% of register of interest returns were completed within legislative timeframe

Occupational health and safety

123 safety walks were completed across all Council sites

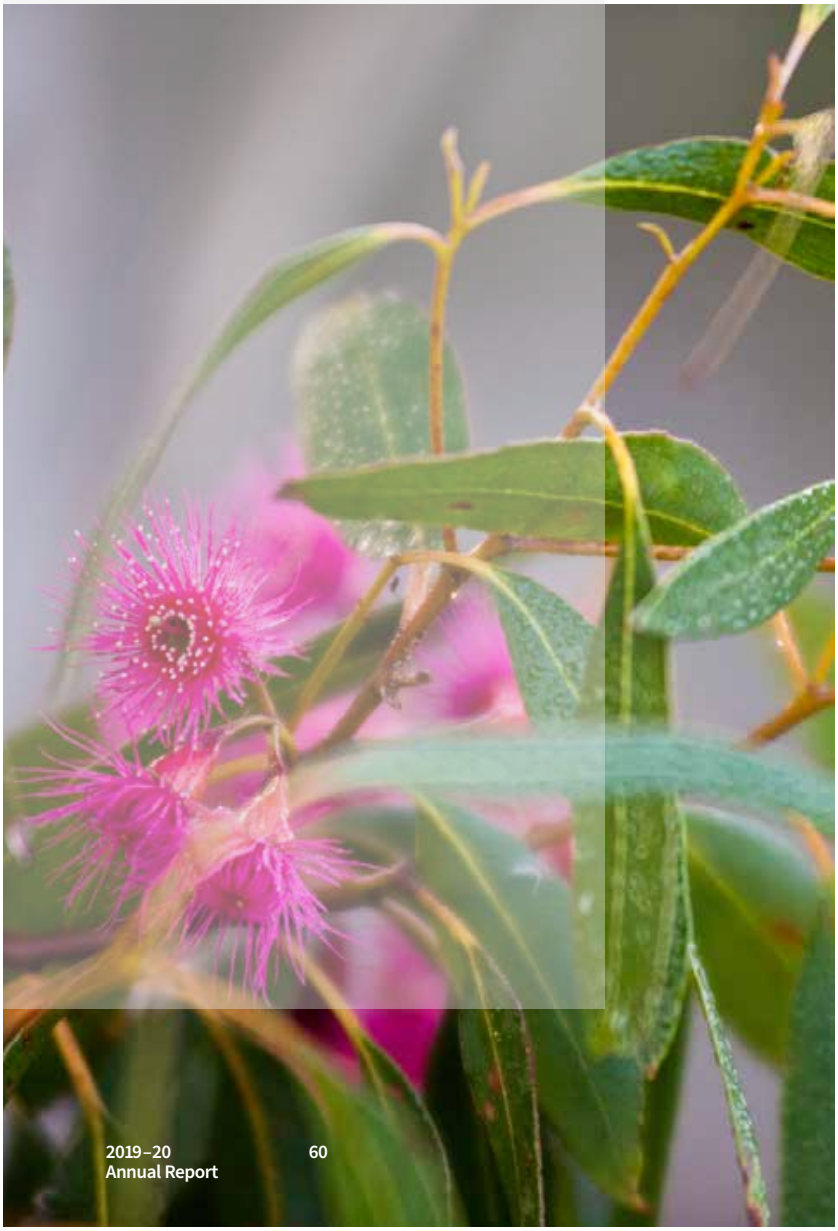
14 WorkCover claims were made (five less than 2018-19)

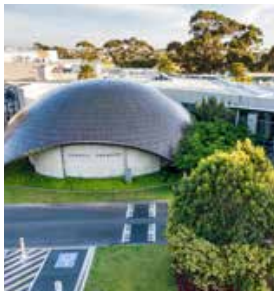
84 workplace injury reports were received (nine less than 2018-19)

296 total days were lost for work-related injuries (90 days more than 2018-19)

*In 2019–20 the professional development offering was impacted due to the Coordinator role being vacant for a number of months and the effects of restrictions related to the COVID-19 pandemic. In response to improving access to professional development and reliable data for reporting purposes, compulsory training is being transferred to an online format and a Learning Management System is currently being implemented.

Corporate governance and other information





Council meetings and attendance

Hobsons Bay City Council is constituted under the *Local Government Act* 1989 to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- taking into account the diverse needs of the local community in decision-making
- providing leadership by establishing strategic objectives and monitoring achievements
- ensuring that resources are managed in a responsible and accountable manner
- advocating the interests of the local community to other communities and governments
- fostering community cohesion and encouraging active participation in civic life

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that Council and its administration meet the community's priorities. The community has many opportunities to provide input into Council's decision-making processes including community consultation, public forums and the ability to make submissions to Special Committees of Council.

Council's formal decision-making processes are conducted through Council meetings and Special Committees of Council. Council delegates the majority of its decision-making to Council staff. These delegations are exercised in accordance with adopted Council policies.

Council conducts open public meetings once a month on a Tuesday evening. Members of the community are welcome to attend these meetings and observe from the gallery.

For the 2019–20 Council held the following Ordinary and Special Council Meetings:

9 July 2019	11 February 2020
13 August 2019	10 March 2020
10 September 2019	31 March 2020
8 October 2019	14 April 2020
8 November 2019	12 May 2020
12 November 2019	9 June 2020
10 December 2019	23 June 2020

The following table provides a summary of Councillor attendance at Council Meetings for the 2019-20 financial year.

Councillor	Attendance
Cr Angela Altair	10/14
Cr Tony Briffa	7/14
Cr Colleen Gates	13/14
Cr Michael Grech	8/14
Cr Peter Hemphill	13/14
Cr Jonathon Marsden	14/14
Cr Sandra Wilson	13/14

Councillor Code of Conduct

The Councillor Code of Conduct outlines the expected standards of conduct and behaviour for Councillors, as well as their accountability and responsibilities towards each other, the organisation and the community.

The code was most recently updated on 14 February 2017. The Code of Conduct is scheduled for review in 2021.

The protocol on interactions with staff, complements the Councillor Code of Conduct and prohibits Councillors from improperly directing or seeking to influence Council staff.

Councillor allowances and expenses

In accordance with section 74 of the *Local Government Act* 1989 (the Act), Councillors are entitled to receive an allowance while performing their duty as a Councillor. The Mayor is also entitled to receive a higher allowance.

The annual allowances are reviewed and determined by Council and by the Minister for Local Government. Effective from 1 December 2019 the annual allowance for the Mayor of Hobsons Bay is $81,204 and for all other Councillors is $26,245.

The Act also prescribes an additional payment to the Mayor and Councillors equivalent to a superannuation guarantee that may be paid to the Councillor as either an addition to their allowance or paid into their nominated superannuation fund (at the discretion of the Councillor). Consistent with section 75 of the Act, in order to assist Councillors in performing their duties as elected representatives, Councillors are provided with administrative support, resources and

facilities and are reimbursed for certain expenses, as specified in the Councillor Support and Expenses Policy and Family Care Policy - Councillors. The Councillor Support and Expenses Policy[5] is published on Council's website, along with a list of expenses incurred.

Allowances received and expenses incurred by Councillors for the 2019–20 period are detailed below:

Councillor	Total allowance payment
Cr Angela Altair	$28,503
Cr Tony Briffa	$28,503
Cr Colleen Gates	*$67,215
Cr Michael Grech	$28,503
Cr Peter Hemphill	$28,503
Cr Jonathon Marsden	*$49,481
Cr Sandra Wilson	$28,503
Total	**$259,211**

Councillor	Mobile phone	iPad/data	Vehicle/travel expenses	Training and conferences	Childcare expenses	Total
Cr Angela Altair	$374	$437				$812
Cr Tony Briffa						
Cr Colleen Gates	$378					$378
Cr Michael Grech	$209	$319			$87	$615
Cr Peter Hemphill	$370	$188				$558
Cr Jonathon Marsden		$263			$4,094	$4,357
Cr Sandra Wilson	$414	$189		$600		$1,203
Total	**$1,746**	**$1,396**		**$600**	**$4,181**	**$7,924**

*includes payments relating to period as Mayor.
5. www.hobsonsbay.vic.gov.au/Council/Mayor-and-Councillors/Councillor-support-expenses

Managing conflicts of interest

Councillors are elected by the residents and ratepayers to act in the best interests of the community. This is a position of trust that requires Councillors to act in the public interest. When a council delegates its powers to a council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it.

Under the *Local Government Act* 1989, an interest must be declared if a Councillor would receive, or could be reasonably perceived as receiving, a direct or indirect financial or non-financial benefit or detriment from the decision (other than as a voter, resident or ratepayer).

At a Council or committee meeting, Councillors must disclose a conflict of interest immediately before the matter is considered or discussed. The declaration of the conflict of interest must be recorded in the minutes.

A Councillor may also make a conflict of interest disclosure by advising the CEO in writing of the details of the interest before a Council or committee meeting. Such written disclosures are kept in a register for three years after the date the Councillor who made the disclosure ceases to be a Councillor.

The Act also requires Council staff to disclose conflicts of interest by advising the CEO in writing of the nature of the interest. If the CEO has a conflict of interest, the CEO must disclose the type and nature of the interest in writing to the Mayor as soon as he or she becomes aware of the conflict of interest and Council at the next Ordinary Council Meeting.

A register of conflict of interest disclosures made by staff is maintained by Council.

Audit Committee

In line with good governance practices and in accordance with section 53 of the *Local Government Act* 2020, Council has operated an Audit Committee since 2001.

From 1 September 2020 the Audit Committee will be formally known as the Audit and Risk Committee, in accordance with section 53 of the *Local Government Act* 2020.

The Audit Committee is an advisory committee that provides independent advice to Council. Its role is to assist Council in the effective conduct of its responsibility for financial reporting, management of risk, maintaining a reliable system of internal control and facilitating the organisation's ethical development. The committee assists the organisation in maintaining strong corporate governance, risk management and internal controls.

The Audit Committee operates under a charter and focuses on monitoring Council's risk management, control framework, external accountability, legislative compliance, internal audit and external audit.

The Audit Committee consists of:

- two Councillors
- three suitably qualified, independent members
- the Mayor and the Chief Executive Officer (non-voting)

The Chairperson is appointed by Council and is one of the independent members.

Membership

The engagement term for independent member Mr Rodney Page expired in November 2019.

Council previously undertook a recruitment process which included publically advertising for independent members in early 2019, resulting in the appointment of independent members Ms Lisa Tripodi and Mr Terry Richards in May 2019. Mr John Watson was also selected as an independent member at this time, and was appointed to the Audit Committee in November 2019 at the conclusion of the engagement term of Mr Rodney Page.

Rodney Page – Dip Bus (Acc), MBA (Vicmelb), FCA
Mr Page is a former partner of Page Tantau, a chartered accounting practice. He has experience in auditing and in business services.

Mr Page has been a State Councillor for The Institute of Chartered Accountants in Australia, now known as Chartered Accountants Australia New Zealand, is currently a member of the Victorian Civil and Administrative Tribunal's Legal Practice List and Guardianship List, is Acting Chairman of the Seaworks Foundation Ltd, and is a past President of the Williamstown Summer Festival Ltd.

Lisa Tripodi (Chair)
Ms Tripodi is the Chair of the Audit and Risk Committee and was appointed in May 2019.

Ms Tripodi is a Certified Practising Accountant with over 25 years' experience in state and local governments and was an Assurance Partner at Oakton. Ms Tripodi's areas of expertise include internal audit, risk and compliance, governance, financial management and digital transformation.

Ms Tripodi has a number of appointments as an independent Chair or Member for a range of audit committees, including nine Local Government Audit and Risk Committees. Ms Tripodi has a Bachelor of Economics and Commerce from Melbourne University with Honours and is also a Non-Executive Director on the Board of Greyhound Racing Victoria.

Terry Richards
Mr Richards was appointed as an independent member to the Audit Committee in 2019.

Mr Richards' professional experience is broadly in Business Risk Consulting and Investigative Audit. Mr Richards' areas of expertise include Enterprise Risk Management, Governance, Risk and Compliance, Integrity Risk Management, Improper Conduct Investigations, Operational Review and Internal Audit.

John Watson
Mr Watson was appointed as an independent member of the Audit Committee in 2019 and draws on more than four decades of experience across local and state governments. A former Executive Director of Local Government Victoria and the Chair of the Victorian Local Government Grants Commission (VLGGC) since 2012. The VLGGC allocates more than $600 million annually in financial assistance grants to Victoria's councils.

Mr Watson's record for maintaining high standards for public administration is complimented by his reputation for ethical leadership and stewardship in governance and responsible financial management. Mr Watson is the Independent Chair or Member on a number of local government Audit and Risk Committees including for the Municipal Association of Victoria. He is a Director on the Boards of the Northern Health (Northern Hospital) and the Metropolitan Waste and Resource Recovery Group.

Audit Committee meetings

The Audit Committee met on four occasions during 2019–20. It has provided constructive advice to Council and its management team on a broad range of issues, including:

- Council's Annual Financial Statements, the external audit strategy, report and management letters
- outstanding audit recommendations
- internal audit program and reports
- risk management, the risk register and assurance mapping
- quarterly financial reports provided to Council
- Council's cash and investments

Audit Committee Meeting Attendance

	28 August 2019	27 November 2019	26 February 2020	27 May 2020
Mr Rodney Page	✓	✓		
Ms Lisa Tripodi	✓	✓	✓	✓
Mr Terry Richards	✓	✓	✓	✓
Mr John Watson	X	✓ (Non-Voting)	✓	✓

Internal audit

The internal audit assists the organisation in maintaining strong corporate governance, risk management and internal controls. The Council's internal audit service is provided by Crowe Australasia.

The following internal audit reports were presented to the Audit Committee for consideration and comment:

- IT – Cyber Security
- Human Resources
- Grants Management
- Data Analytics (payroll and procurement)

External audit

All local government entities in Victoria are required to be audited by the Victoria Auditor-General's Office (VAGO).

The external auditor's primary role is to provide an assurance that the financial statements fairly present the financial performance for the financial year and the financial position at the end of the year.

Risk management

Risk management is a continuous, proactive and systematic process used to understand, manage and communicate risk from a corporate-wide perspective.

Council is committed to the effective management of risk through its risk register, which is aligned with the organisational objectives, and is overseen by the Audit and Risk Committee at regular intervals.

Fraud risk management

Council's Fraud Risk Management Policy outlines employees' expected behaviour, how to report a suspected fraud, the role of various areas within Council and Council's commitment to increasing employee awareness, training and recording of possible fraud.

A copy of the policy can be found on Council's website[6].

Community Engagement Framework

In June 2015, Council acknowledged the importance of engagement with our community and adopted a Community Engagement Framework. The framework defines Council's commitment to the community and outlines the principles that drive our engagement practices. The framework aims to make it easier for the community to connect with Council in a variety of ways such as advisory groups, surveys, interactive online tools, focus groups, community visioning, co-design, citizens' panels and deliberative democracy.

Newly adopted policies and strategies

Council advertises the development and exhibition of new policies and strategies to enable the community to provide their feedback and ideas.

During the 2019–20 period, Council adopted a number of significant policies, strategies and plans including:

- A Fairer Hobsons Bay for All Policy 2019–23
- Aquatic Strategy
- Bridges Asset Management Plan
- Civic Receptions Policy
- Community Recognition and Awards Policy
- Condolence Policy
- Drainage Asset Management Plan
- Election Period Policy
- Hobsons Bay Financial Hardship Policy
- Hobsons Bay COVID-19 Financial Assistance Policy
- Procurement Policy
- Roads Asset Management Plan 2019
- Road Management Plan 2020
- Virtual Meeting Policy 2020
- Waste and Litter Management Strategy 2025

6. www.hobsonsbay.vic.gov.au/Council/Strategy-Planning/Policies-Strategies-Plans/ Fraud and Risk Management

Governance management checklist

The following are the results of Council's assessment against the prescribed governance and management checklist.

	Governance and Management Items	Assessment	
1	**Community Engagement Policy** (policy outlining Council's commitment to engaging with the community on matters of public interest)	Policy Date of operation: 23 June 2015	✓
2	**Community engagement guidelines** (guidelines to assist staff to determine when and how to engage with the community)	Guidelines Date of operation: 23 June 2015	✓
3	**Strategic Resource Plan** (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next four financial years)	Adopted in accordance with section 126 of the Act Date of adoption: 8 August 2020	✓
4	**Annual Budget** (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act Date of adoption: 8 August 2020	✓
5	**Asset management plans** (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans Date of operation of current plans: Roads 11 February 2020 Bridges 11 February 2020 Drainage 11 February 2020 Open Space 9 June 2020	✓
6	**Rating Strategy** (strategy setting out the rating structure of Council to levy rates and charges)	Strategy Date of operation: 18 August 2020	✓
7	**Risk Policy** (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy Date of operation: 11 September 2018	✓
8	**Fraud Policy** (policy outlining Council's commitment and approach to minimising the risk of fraud)	Fraud Risk Management Directive Date of operation: 16 May 2018	✓
9	**Municipal Emergency Management Plan** (plan under section 20 of the *Emergency Management Act* 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the *Emergency Management Act* 1986. Date of preparation: 14 November 2017	✓

	Governance and Management Items	Assessment	
10	**Procurement Policy** (policy under section 186A of the *Local Government Act* 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the *Local Government Act* 1989 Date of approval: 10 September 2019	✓
11	**Business Continuity Plan** (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Plan Date of operation: 27 November 2018	✓
12	**Disaster Recovery Plan** (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan (Information and Communications Technology Recovery Plan) Date of operation of current plan: 22 April 2020	✓
13	**Risk Management Framework** (framework outlining Council's approach to managing risks to the Council's operations)	Framework (Risk Management Strategy) Date of operation of current framework: 8 August 2018	✓
14	**Audit Committee** (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the Act Date of establishment: 24 November 2010	✓
15	**Internal audit** (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged Date of engagement of current provider: 1 January 2014	✓
16	**Performance reporting framework** (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Framework (Performance Reporting Policy and Guidelines) Date of operation of current framework: 22 July 2016	✓
17	**Council Plan reporting** (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Report (considered at the following Ordinary Meeting of Council) Date of report: 12 November 2019, 10 March 2020, 9 June 2020, 13 October 2020	✓
18	**Financial reporting** (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to Council in accordance with section 138(1) of the Act Date statements presented: 12 November 2019, 10 March 2020, 12 May 2020, 8 September 2020	✓
19	**Risk reporting** (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports (to audit committee) Date of reports: 27 November 2019 and 27 May 2020	✓

	Governance and Management Items	Assessment	
20	**Performance reporting** (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports Date of reports: 10 March 2020 and 13 October 2020	✔
21	**Annual Report** (Annual Report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	Considered at a meeting of Council in accordance with section 134 of the Act Date of consideration: 13 October 2020	✔
22	**Councillor Code of Conduct** (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76C of the Act Date reviewed: 14 February 2017	✔
23	**Delegations** (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with section 98(6) of the Act Date of review: 31 March 2020	✔
24	**Meeting procedures** (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act Date local law made: 9 June 2015	✔

I certify that this information presents fairly the status of Council's governance and management arrangements.

Aaron van Egmond
Chief Executive Officer
Dated: 29 September 2020

Cr Colleen Gates
Mayor
Dated: 29 September 2020

Statutory information

The following information is provided in accordance with legislative and other requirements applying to Council.

Documents available for inspection

Section 222 of the *Local Government Act* 1989 and Regulation 12 of the *Local Government (General) Regulations* 2015 require Council to make certain documents available for public inspection.

The following prescribed documents can be inspected at the Hobsons Bay Civic Centre, 115 Civic Parade, Altona, during office hours:

a) a document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including the name of the Councillor or member of Council staff, the dates on which the travel began and ended, the destination of the travel, the purpose of the travel and the total cost to the Council of the travel, including accommodation costs

b) the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act

c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act

d) a 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

e) a document containing details of leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease

f) a register maintained under section 224 (1A) of the Act of authorised officers appointed under that section

g) a list of donations and grants made by Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant

Domestic Animal Management Plan

In accordance with Section 68A(3)(c) of the *Domestic Animals Act* 1994, Council is required to prepare a Domestic Animal Management Plan every four years and evaluate its implementation in the annual report.

Council's Domestic Animal Management Plan 2017–21 aims to improve control of animals in the municipality. Highlights and achievements in relation to the implementation of this plan during 2019–20 are as follows.

Animal management services

- Council has an additional Animal Management Officer currently undertaking Certificate IV in Government Compliance and Animal Management and all officers have now completed training in the Identification of Restricted Breed Dogs
- Council has continued to prioritise return of animals found wandering to their owners. Council officers directly returned a total of 81 per cent of animals to their owners in 2019–20
- Council facilitated rescue or adoption of 99 kittens that would have otherwise been transported to The Lost Dogs' Home (TLDH)
- the development of Council's own cat and kitten facility was completed and will improve outcomes for stray cats and kittens and reduce the number impounded via TLDH

Encouraging responsible pet ownership – community education

- annual registration inspections and follow-up was undertaken to promote responsible pet ownership and compliance with *Domestic Animals Act* 1994
- a presentation on the issues surrounding stray and unowned cats was made in conjunction with a local rescue group to Junior School Council
- Council held a successful low cost de-sexing program in conjunction with TLDH with 44 cats de-sexed

Identification and registration

- annual registration renewal notices were issued in March 2020
- a record number of 14,778 animals were recorded as registered as at 1 March 2020
- 10,461 dogs and 4,317 cats were registered in 2019–20

Compliance and enforcement – local laws and orders

- routine activities continued, including investigation of dog attacks, barking complaints, off-lead offences, dogs at large and nuisance and feral cat issues and trapping program for instances of hoarding or colonies
- the cat trap loan service continued and was expanded with average wait times less than two weeks in 2019–20

- a record number of dog attacks investigated, an increase of 22 per cent
- 2017–21 Domestic Animal Management Plan annual review was completed in November 2019
- all officers now have access to Council's complaint management system (CHARM) via their mobile device (phone) using a compatible application. Rollout was completed in 2019 and has successfully reduced reliance on paper and introduced efficiencies in responding to complaints and queries

Domestic animal businesses

- annual inspections of registered domestic animal businesses were conducted to ensure compliance with relevant codes of practice
- two additional animal business registered

Declared dogs

- annual inspections occurred to ensure compliance with "declared dog" requirements of the *Domestic Animals Act* 1994
- seven restricted breed dogs are currently registered
- six declared dangerous dogs are currently registered
- eight guard dogs are currently registered
- four declared menacing dogs are currently registered

	Dog	Cat	Other
Impounded	346	416	2
Reclaimed	337	58	0
Euthanised	5	259	0
Rehomed	4	99	2

Carers Recognition Act 2012

The *Carers Recognition Act* 2012 formally recognises and values the role of carers and the importance of care relationships in the Victorian community.

Under the Act, councils are funded by the Victorian Government to provide programs or services to people in care relationships need to report annually on all practicable measures to:

- ensure staff are aware of and understand the principles in the Act
- ensure staff promote the principles of the Act to people in care relationships
- reflect the care relationship principles in developing, providing or evaluating support and programs for those in care relationships

During 2019–20 Council took all practicable measures to comply with its responsibilities under the Act, including the provision of:

- in-home support services including domestic assistance, personal care, respite meals and home maintenance
- planned activity groups that provide social activities for eligible residents, which also provides respite for their carers
- group respite activities
- retreats and trips away for residents, which also provides respite for their carers
- day respite care at Bateman House under the Commonwealth Home Support Program – Carer Relationships and Carer Support Program
- food services including delivered meals, cafe meals and meals at the planned activity group centre
- over-night respite for eligible residents
- information and referral to other services
- carer's leave for Council staff
- advocacy for and partnering with relevant organisations to ensure disability supports are responsive to individual needs
- affiliation with the Victorian Carer Card
- information to residents regarding National Disability Insurance Scheme (NDIS) program

National Competition Policy – Local Government Compliance Statement

In accordance with reporting guidelines issued by Local Government Victoria, we certify that we:

- are compliant with respect to the requirements of trade practices legislations
- applied the competition test to all new local laws made in 2019–20
- applied competitive neutrality measures to all significant businesses

Contracts

During the 2019-20 financial year Council continued to improve its processes to identify potential procurement non-compliance issues with section 186 of the *Local Government Act* 1989.

During the year Council entered into the following contracts valued at $150,000 or more for goods or services, or $200,000 or more for works without engaging in a competitive process:

- Axion Tree Management for Arboricultural Services
- Darrin McLean Landscaping – Landscaping Services
- Beagle Media, Ian Butterworth for Consulting Services

- Australia Post (Postal services), City West Water (Utilities) and Leadwest (Membership), all of which are sole suppliers

Council continues to work through non-compliance issues to ensure a greater level of compliance in the new financial year.

Council did not enter into any contracts valued at $150,000 or more for services, or $200,000 or more for works of a kind specified in section 186(5) (a) or (c) in the *Local Government Act* 1989.

Road Management Act Ministerial Direction

In accordance with section 22 of the *Road Management Act* 2004, Council must publish a copy or summary of any ministerial direction in its annual report.

During the 2019–20 period no ministerial directions were received.

Food Act Ministerial Direction

In accordance with section 7E of the *Food Act* 1984, Council is required to publish a summary of any ministerial directions received during the financial year in its annual report.

During the 2019–20 period no ministerial directions were received.

Protected Disclosure Act 2012

The purpose of the *Protected Disclosure Act* 2012, is to promote openness and accountability in government by encouraging and facilitating disclosures and investigations of improper conduct.

Further information, including Council's policy and guidelines, is available on Council's website[7].

During the 2019–20 period, no complaints were notified to the Independent Broad-based Anti-corruption Commission (IBAC).

Privacy and Data Protection Act 2014 and Health Records Act 2001

Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act* 2014 and *Health Records Act* 2001. Council's Privacy Policy outlines how Council officers will handle information to maintain privacy. The policy also details how any complaints will be addressed.

The Privacy Officer within Council's Governance and Information Management unit is available to help staff and members of the public with privacy-related queries or issues.

During the 2019–20 period seven privacy enquiries were received from the public.

Freedom of Information Act 1982

The *Freedom of Information Act* 1982 gives the community the ability to access certain Council documents.

There is an application procedure, and rights of access are limited by exemptions detailed in the legislation. Applications must be accompanied with the appropriate application fee and specific details of the information requested.

During the 2019–20 period, Council received 28 Freedom of Information requests.

Further information on making a Freedom of Information request is available from Council's website or from the Freedom of Information Officer on 1300 179 944.

Charter of Human Rights and Responsibilities Act 2006

The *Charter of Human Rights and Responsibilities Act* 2006 is designed to protect the fundamental rights and freedoms of citizens. The charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act* 2006 and the *Equal Opportunity Act* 2010.

Best Value

The Best Value Principles contained in the *Local Government Act* 1989 place a duty on councils to ensure that their services:

- offer the best possible quality and value for money
- are responsive to community needs
- are accessible to the people they are intended for
- show continuous improvement
- are subjected to regular community consultation

Council recognises Best Value as fundamental to improving community outcomes and are committed to pursuing continuous improvement as a core part of how we deliver services and in our strategic and operational planning.

Council applies the Best Values principles by:

- identifying community needs and creating strategic objectives to identify the services to be offered and their intended outcomes, as voiced in our Community Vision Hobsons Bay 2030

7. www.hobsonsbay.vic.gov.au/Council/About-Council/Governance/Protected-Disclosure

- ensuring services are accessible to the people for which they are intended and of the quality expected through explicitly seeking feedback on the customer experience through our Annual Community Survey
- regular and transparent reporting to Council and the community

Child safe standards

Council is committed to creating a culture of child safety and recognises that protecting children and preventing and responding to child abuse is an organisation-wide responsibility. Council:

- has zero tolerance for child abuse
- will ensure that all employees are aware of their responsibilities and have access to the processes for responding to and reporting suspected child abuse within or outside the organisation
- will continually review work practices and procedures to reduce or remove the risk of abuse
- is committed to protecting the physical, emotional, cultural and social wellbeing of all children

This directive reflects Council's legislative responsibility in meeting the requirements of the Child Safe Standards and our commitment to the community to create and sustain an environment where children are safe and protected from abuse. The directive meets Council's obligations under Standard 2 of the Child Safe Standards – 'A child safe policy or statement of commitment to child safety'.

This directive applies to all Councillors, employees, contract staff, volunteers and work experience/work placement students, irrespective of their involvement in child related duties.

Development contributions

Development contributions are payments or works-in-kind towards the provision of infrastructure made by the proponent of a new development. Council has two Development Contributions Overlays:

- DCPO1 – Former Port Phillip Woollen Mill Development Contribution Plan (DCP)
- DCPO2 – Altona North Development Contributions Plan

Former Port Phillip Woollen Mill Development Contributions Plan

The Plan covers land generally bounded by:

- Nelson Place to the north
- Kanowna Street to the east
- Ann Street to the west
- the rear of properties facing Cecil Street to the south

In the 2019–20 financial year $93,648.96 in contributions were received under this Plan with no works-in-kind delivered.

The table below provides a breakdown of the projects that have been identified within the plan, and how much has been delivered and contributed towards these projects in the 2019–20 financial year.

Project description	DCP fund expended ($)	Council's contribution ($)	Total project expenditure ($)	Percentage of item delivered
Dennis Reserve, Williamstown	$252.15	$50,248	$1,500,000	3%
Fearon Reserve, Williamstown	$771.41	$153,729	$1,030,000	15%
JT Gray Reserve	$0.00	$0	$2,500,000	0%
Williamstown Mechanics Institute	$0.00	$0	$5,760,000	0%
Williamstown Town Hall	Completed in 2018-19		$3,000,000	0%
Aitken Street, Williamstown	$0.00	$0	$274,154	0%
Ann Street, Williamstown	Completed in 2015-16		$625,000	0%
Cecil Street, Williamstown	Completed in 2015-16		$402,920	0%
Cole Street/Parker Street, Williamstown	Completed in 2018-19		$1,234,035	0%
Electra Street, Williamstown	Completed in 2018-19		$962,903	0%
Hanmer Street, Williamstown	$0.00	$0	$401,643	0%
Coastal Trail	$351.81	$374,648	$500,000	75%
Williamstown Heritage Elm Trees	$347.80	$60,152	$605,000	10%
Park and Street Trees	$287.42	$49,713	$500,000	10%
Preparation of Development Contributions Plan	Completed in 2015-16		$10,000	0%
Total	**$2,010.59**	**$688,490**	**$19,305,655**	

Altona North Development Contributions Plan

This land in Altona North and South Kingsville is generally bordered by:

- Kyle Road to the west
- Blackshaws Road to the south
- New Street to the east
- The West Gate Freeway and Brooklyn Terminal Substation to the north

No contributions or works of any kind have been made within the 2019–20 financial year.

Annual grants

Council conducts an annual grants program to support local activities and projects that meet community needs. The Community Grants Program (CGP) gives community groups and organisations the opportunity to continue to provide important services and programs.

Two grant rounds are offered:

Community Grants
Quick Response Grants

Vibrant Community Project Grants
Funding is specifically for small, one-off projects or activities that support people to engage in healthy and active lifestyles, the arts, recreation and sport.

Community Grants

A total of 185 grants were provided totalling $303,833 via the following four categories, across two rounds, to a wide range of organisations for a variety of projects, as shown below.

2020 CGP Vibrant Community Project Grants

Organisation	Project title	Amount
Altona Bay Basketball Association	Coaching courses to build capacity among basketball coaches	$1,500
Altona Gators Basketball	Wellbeing & resilience program	$2,000
Altona Hockey Club	Altona Hockey Club Pride Cup	$2,000
Altona Life Saving Club	Youth Health and well-being program	$3,200
Altona Senior Citizens Centre Inc.	60 years' service to the community	$4,200
Altona Village Traders Association	Pop up plaza Harrington Square Altona	$2,000
Australian Arabic Women's Group	Pre Ramadan multi-faith gathering	$3,000
Bipolar Life Victoria Inc.	Bipolar education	$3,454
Brooklyn Community Group	Coffee and community Sundays	$5,000
Brooklyn Craft Group	Brooklyn art & craft group	$700
Caroline Chisholm Society	Community pop up playgroup	$2,400
Coastal Rowing Williamstown (CReW)	Youth and CALD project	$2,000
Friends of Market Street Reserve (FoMSR)	2020 Clean Up Australia Day & Tree Day	$750
Friends of Newport Lakes Inc.	Community enlightenment about keeping cats inside at night	$3,500
Hobsons Bay Boomerang Bags	Sewing and crafts for a sustainable future	$1,935
Hobsons Bay Running Club	Ongoing Development of the clubs coaching, mentoring and inclusion capabilities	$2,170
Hobsons Bay Toy Library	Engaging families and building skills through the Hobsons Bay Toy Library	$4,076
Hobsons Bay Trailblazers	Nordic walking program	$3,000
Hobsons Bay Wetlands Centre Inc.	Connecting our community to our natural environment	$4,670

2020 CGP Vibrant Community Project Grants *cont.*

Organisation	Project title	Amount
Holy Trinity Anglican Church Community Lunch Program	Community lunches	$3,500
Jawbone Marine Sanctuary Care Group	Community snorkel days	$4,000
Joseph's Corner	Morning tea support groups	$5,000
Laverton Bowling Club Inc.	Community music bowls	$4,000
Laverton Community Integrated Services	Supporting women	$5,000
Louis Joel Arts & Community Centre	Joel garden gurus	$5,000
Minus18 Foundation Inc.	Engaging LGBTIQ youth in the west	$5,000
Parkrun Inc. (trading as parkrun Australia)	Williamstown beach parkrun	$5,000
Sands Australia	Walk to remember	$1,000
Spotswood Football Club	Increase active junior participation	$2,000
Spotswood /Kingsville RSL Sub-Branch	Recognising and celebrating diversity with food	$4,550
Spotswood Cricket Club	Junior Cricket winter academy	$2,000
South Kingsville Community Centre Inc	Look, say, create	$3,000
Vernon Street South Kingsville Traders	Vernon Street website	$1,789
Vietnamese Association in Hobsons Bay	Zero to hero – Waste & recycling project	$4,706
Walker Close and Brooklyn Hall Association Inc	Create a vibrant community together	$4,000
Western Happy Families Group	Well-being for the whole family	$3,000
Western Karen Elder Group	Written documentary project	$5,000
Williamstown Cricket Club	Establish an All Abilities XI team	$2,000
Williamstown Little Theatre	In house training 2020	$5,000
Williamstown Superules Football Club	Sports training project	$2,000
Williamstown Swimming & Lifesaving Club	Youth leadership program	$3,400
Total		**$131,500**

Invested Together Partnership Grants
Funding is available for two years to develop a partnership or support an existing partnership that delivers a project or activities that will have a significant impact on the local community.

2019 CGP Invested Together Grants (second year)

Organisation	Project title	Year 2 (2020) Amount
Life Saving Victoria	Hobsons Bay CALD water safety education and training project	$5,000
Outlets Cooperative Neighbourhood House	Newport stroke support centre	$5,000
Total		**$10,000**

First year payment of 2019–20 grant round

2020 CGP Invested Together Grants (year 1 component)

Organisation	Project title	Year 1 (2020) Amount
Truganina Explosives Reserve Preservation Society Inc.	Under Keeper's Quarters volunteer project	$8,000
Williamstown Community and Education Centre Inc.	Supporting West Welcome Wagon volunteer English tutors	$5,000
Total		**$13,000**

Toyota Equipment and/or Resources Grants
Funding assists with the purchase of equipment and/or resources that will be essential to the success of a project or organisation/group.

Council acknowledges the support of the Toyota Motor Corporation Australia which, through the Toyota Community Foundation, contributed to our community by providing $30,000 to the Toyota Equipment and/or Resources category.

2020 CGP Toyota Equipment and/or Resources Grants

Organisation	Project title	Amount
2nd Newport Scout Group	Flags and tents	$600
Altona Bay Basketball Association	Basketballs and equipment	$500
Altona Junior Football Club	Safety equipment for girls teams	$800
Altona Life Saving Club	Youth program - IT equipment	$1,000
Altona North Cricket Club Incorporated	Replacement of Stolen Cricket Equipment	$300
Australian Disorders of the Corpus Callosum (AusDoCC)	Link us up! (laptop)	$800
Bipolar Life Victoria Inc.	Bipolar Education resources	$400
'"Christ the Lord" Slovak Lutheran Congregation	Catering and electronic equipment	$1,000
Coastal Rowing Williamstown CReW	Materials to make oars and boat finishing	$800
Conversations for the Curious Inc.	Loom Room - artist, dress making, office supplies	$871
Friends of Laverton Natural Wetlands & Truganina Swamp (FOTS)	Water cart for revegetation	$1,000
Friends of Lower Kororoit Creek Inc.	Computer upgrade	$800
Hobsons Bay City Band	Musical equipment - Digital percussion unit	$1,000
Hobsons Bay Toy Library	STEM through toys	$800
Hobsons Bay Trailblazers	Nordic walking poles	$960
Laverton Bowling Club Inc.	Participants equipment, safety & shelter	$1,000
Laverton Boxing Club	Boxing equipment	$1,000
Laverton Community Garden Inc.	She'll Be Apples - raised garden beds	$1,000
Laverton Park Tennis Club Inc	Equipment for tennis	$300
Newport Power Junior Football Club	New line marking machine	$750
Outlets Cooperative Neighbourhood House Ltd	AbleX therapy system - versatile handheld controllers	$1,000
Power Street Reserve Tennis Club	PSTC windbreaker	$1,000
Robina Scott Kindergarten Inc.	Outdoor equipment	$984
Somers Parade Kindergarten	All weather wonderers	$800
South Kingsville Community Centre	Sound system	$999

2020 CGP Toyota Equipment and/or Resources Grants *cont.*

Organisation	Project title	Amount
St Martin de Porres Primary School	Composting project	$986
Truganina Explosives Reserve Preservation Society, Inc.	Under Keeper's - items for kitchen & meeting room	$500
Tweddle Child and Family Health Service	Special needs resources & craft	$800
Walker Close and Brooklyn Hall Association Inc.	Digital TV/monitor	$700
West Newport Cricket Club	Cricket equipment	$750
Williamstown Bowling Club	Small sized set of bowls	$1,000
Williamstown Colts Cricket Club Inc.	Junior team equipment	$800
Williamstown Cricket Club	All Abilities XI - training & protective equipment	$1,000
Williamstown Superules Football Club	Safety padding for goal posts	$1,000
Williamstown Swimming & LifeSaving Club Inc.	Summer access for all abilities	$1,000
Williamstown Wolves Baseball Club	Junior team equipment	$1,000
Total		**$30,000**

Equipment and/or Resources Grants
Funding assists with the purchase of equipment and/or resources that will be essential to the success of a project or organisation or group.

2020 CGP Council funded Equipment and/or Resources grants

Organisation	Project title	Amount
Altona Gate Kindergarten	Outdoor furniture	$612
Altona Green Primary School	Promoting riding to school	$1,000
Altona Meadows Community Centre	Purchase of a public notice board	$900
Altona Roosters Rugby League Club	Project linemark	$1,000
Altona U3A Inc	Small office printer	$700
Hobsons Bay Running Club	Multimedia equipment	$1,000
Newport Football Club	Safety football	$1,000
Power House Junior Rugby Union Football Club	'Scrum Ready' Kitchen	$1,000
South Kingsville Preschool	Parent library	$1,000
Williamstown Garden Club Inc	Computer & printer	$1,000
Total		**$9,212**

Small Expenses Grants
Funding to support the needs of small community-based groups and organisations that meet regularly, and which facilitate and promote social interaction.

2020 CGP Small Expenses Grants

Organisation	Amount
Altona Meadows Community Association	$500
Altona Senior Citizens Centre Inc.	$500
Australian Arabic Women's Group (AAWG)	$500
Bipolar Life Victoria Inc.	$500
Cardiac Cobbers Over 50	$500
Circolo Italiani Pensionato di Newport & Williamstown	$500
Coastal Rowing Williamstown (CReW) - New group	$1,000
Croatian Senior Citizens Club Altona Inc.	$500
De Pelikaan - New group	$1,000
Friends of Laverton Natural Wetlands & Truganina Swamp (FOTS) - New group	$1,000
Friends of Market Street Reserve (FoMSR)	$500
Friends of Williamstown Botanic Gardens Inc.	$500
Greek Elderly Citizens Club of Newport	$500
Greek Senior Citizens Club Altona & Region Inc.	$500
Greek Senior Citizens Club Hobsons Bay Inc.	$500
Hellenic Hobsons Bay Womans Club Inc.	$500
Hobsons Bay Arts Society Inc.	$500
Hobsons Bay Bicycle User Group (HBBUG)	$500
Hobsons Bay Greek Women's Seniors Club Inc.	$500
Hobsons Bay Wetlands Centre Inc.	$500
Humanitarian Women's Welfare Group UTEHA	$500
Italian Pensioners Club	$500

2020 CGP Small Expenses Grants cont.

Organisation	Amount
Laverton Community Association	$500
Laverton Community Garden Inc.	$500
Macedonian Pensioners Club of Altona Inc.	$500
Macedonian Senior Citizen Women's Group Altona Meadows, Laverton and Point Cook	$500
Macedonian Senior Citizens Group Altona Meadows Laverton Point Cook	$500
Macedonian Senior Citizens Group Of Altona North Inc.	$500
Macedonian Women's Senior Citizens Group Of Altona North And District Inc.	$500
Men's Support Mission	$500
Newport Seniors Citizens Centre Inc.	$500
Polish Senior Citizens Club North Altona	$500
Senior Citizens club of Hobson's Bay Kimisis Tis Theotokou	$500
Sjajna Zvezda Inc.	$500
Spartz Inc - New group	$1,000
Truganina Explosives Reserve Preservation Society Inc.	$500
U.3.A. Hobsons Bay/Williamstown Inc.	$500
Vietnamese Association in Hobsons Bay	$500
Williamstown and Districts Greek Elderly Club Inc.	$500
Williamstown Garden Club Incorporated	$500
Willin Wimmin Inc.	$500
Zonta Club of Melbourne's West Inc.	$500
Total	**$23,000**

Quick Response Grants
Funding is available for unexpected or emerging projects which did not fit within the annual Community Grants program timelines.

2020 Quick Response Grant Program Vibrant Community Project Grants

Organisation	Project title	Amount
Altona Meadows Community Association	Skill share program	$2,600
CoderDojo Altona North	High altitude balloon project	$1,000
Gateway Community Services	Barista/hospitality training for people seeking employment	$5,000
Hobsons Bay Interfaith Network	Places of worship tour	$1,900
Laverton Park Tennis Club Inc.	Health and wellbeing for women	$3,000
Lionsville Community Connections	Lionsville community connections	$3,940
Maritime Museum / Seaworks	Connecting communities volunteer project	$5,000
Newport Fiddle and Folk Club	Newport storytellers - A podcast	$2,500
ParKanDo	Parkinson's newly diagnosed and community seminar	$1,785
Sound of the Future	Beats to the rhyme youth project	$5,000
St John Ambulance Australia (Vic)	Preserving our history	$1,400
The Range Children's Centre	Whole centre wellbeing project	$2,000
U3A Hobsons Bay/Williamstown Inc.	Training for class conveners and members	$3,800
WEST PCYC - YSAS	West PCYC youth support project	$3,000
Western Digital Storytelling	Western digital storytelling project	$1,937
Westgate Health Co-op Inc.	Community engagement	$5,000
Westgate RVAHJ Network	Support for local volunteer Justices of the Peace	$670
Williamstown Wolves Baseball Club	Winter junior program	$1,915
Women 2 Lean In 2 (Cultivate Leadership Initiative)	Women 2 Lean In 2 support network	$4,500
Total		**$55,947**

2020 Quick Response Grant Program
Equipment and/or Resources grants

Organisation	Project title	Amount
4th Williamstown Sea Scouts	Getting sea scouts on the water	$998
Agility Dog Club of Victoria Inc.	Spread hurdle safety	$1,000
Altona Lacrosse Club	Junior lacrosse equipment	$1,000
Altona Senior Citizens Centre	Bowling balls	$1,000
Altona-Laverton Historical Society Inc.	A3 printer/scanner	$1,000
Association Islamic Dakwah in Australia (VIC) Inc.	Laptop	$1,000
Better West Inc.	Website project	$1,000
Country Women's Association of Victoria - Altona Branch	Cooking and craft equipment/supplies	$850
Emma McLean Kindergarten and Daycare	Equipment and resources	$1,000
Gateway Community Services	Exercise equipment	$1,000
Hobsons Bay Bicycle User Group (HBBUG)	Laptop	$1,000
Laverton Community Children's Centre	A Frames and wooden planks	$1,000
Laverton Community Education Centre	Notebook computers	$996
Laverton Youth Foundation	Laptop and branded clothing	$1,000
Louis Joel Arts & Community Centre	Art materials and equipment	$1,000
Newport Fiddle and Folk Club	Website redesign	$1,000
ParKanDo	Laptop and printer	$1,000
Probus Club of Williamstown	Overhead projector	$500
Rise Netball Club	Training and match equipment	$890
The Finnish Society of Melbourne Inc.	Camera for community publications	$1,000

2020 Quick Response Grant Program
Equipment and/or Resources grants cont.

Organisation	Project title	Amount
The Scout Association of Australia, Victoria Branch	Bubble sports equipment	$980
The Scout Association of Australia, Victorian Branch - 1st Altona Club	Materials and equipment	$1,000
U3A Hobsons Bay/Williamstown Inc.	Lighter and flexible furniture	$1,000
Vietnamese Association in Hobsons Bay	Portable digital piano	$1,000
Western Suburbs Badminton Association Inc.	Pickleball equipment	$960
Williamstown Church of Christ	Music playgroup equipment	$1,000
Williamstown Little Theatre	Ladders and safety accessories	$1,000
Williamstown Women's Lacrosse Club	Club training vests	$1,000
Total		**$27,174**

2020 Quick Response Grant Program
Small Expenses Grants

Organisation	Amount
Altona North Football Club Inc. (new group)	$1,000
Better West Inc.	$500
Country Women's Association of Victoria - Altona Branch	$500
Inner Westie Frenchies - French Playgroup (new group)	$1,000
ParKanDo (new group)	$1,000
Total	**$4,000**

HOBSONS BAY CITY COUNCIL

Hobsons Bay City Council

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- downloading a copy from Council's website **www.hobsonsbay.vic.gov.au**
- requesting a copy by email to **customerservice@hobsonsbay.vic.gov.au**
- a limited number of printed copies are also available, if you would like a printed copy please phone 1300 179 944

HOBSONS BAY CITY COUNCIL

Annual Financial Report

For the year ended
30 June 2020

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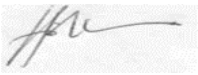
Certification of the Financial Statements

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, the Australian Accounting Standards and other mandatory professional reporting requirements.



Hamish Munro, CPA
Principal Accounting Officer
Date : *11 September 2020*
Altona

In our opinion the accompanying financial statements present fairly the financial transactions of Hobsons Bay City Council for the year ended 30 June 2020 and the financial position of the Council as at that date.

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

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

Councillor Colleen Gates
Councillor
Date : *11 September 2020*
Altona

Councillor Sandra Wilson
Councillor
Date : *11 September 2020*
Altona

Aaron van Egmond
Chief Executive Officer
Date : *11 September 2020*
Altona

Independent Auditor's Report

Victorian Auditor-General's Office

To the Councillors of Hobsons Bay City Council

Opinion	I have audited the financial report of Hobsons Bay City Council (the council) which comprises the: • balance sheet as at 30 June 2020 • 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 • statement of capital works for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial report. In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2020 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the *Local Government Act 1989* and applicable Australian Accounting Standards.
Basis for Opinion	I have conducted my audit in accordance with the *Audit Act 1994* which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. My independence is established by the *Constitution Act 1975.* My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (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. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.
Councillors's responsibilities for the financial report	The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1989*, and for such internal control as the Councillors determine 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. In preparing the financial report, the Councillors are responsible for assessing the council'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.

Level 31 / 35 Collins Street, Melbourne Vic 3000
T 03 8601 7000 enquiries@audit.vic.gov.au www.audit.vic.gov.au

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 council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' 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 council'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 council 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 Councillors 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
23 September 2020

Sanchu Chummar
as delegate for the Auditor-General of Victoria

Comprehensive Income Statement
For the Year Ended 30 June 2020

	Note	2020 $'000	2019 $'000
Income			
Rates and charges	3.1	111,764	107,961
Statutory fees and fines	3.2	4,474	5,295
User fees	3.3	3,268	6,351
Grants - operating	3.4	13,290	12,750
Grants - capital	3.4	7,426	5,585
Contributions - monetary	3.5	3,440	4,671
Fair value adjustments for investment property	6.3	381	-
Other income	3.7	3,941	4,692
Total income		**147,984**	**147,305**
Expenses			
Employee costs	4.1	51,453	55,850
Materials and services	4.2	48,148	41,561
Depreciation	4.3	20,026	18,626
Amortisation - right of use assets	4.4	889	-
Bad and doubtful debts	4.5	550	576
Borrowing costs	4.6	627	627
Finance costs - leases	4.7	76	-
Loss on disposal of property, infrastructure, plant and equipment	3.6	1,980	974
Other expenses	4.8	906	1,437
Total expenses		**124,655**	**119,651**
Surplus/(deficit) for the year		**23,329**	**27,654**
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	6.2	564	(3,105)
Total comprehensive result		**23,893**	**24,549**

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

Balance Sheet
As at 30 June 2020

	Note	2020 $'000	2019 $'000
Assets			
Current assets			
Cash and cash equivalents	5.1	5,471	1,218
Trade and other receivables	5.1	13,537	10,633
Other financial assets	5.1	69,000	85,357
Inventories	5.2	29	30
Other assets	5.2	1,325	1,443
Total current assets		**89,362**	**98,681**
Non-current assets			
Trade and other receivables	5.1	271	345
Other financial assets	5.1	1	-
Property, infrastructure, plant and equipment	6.2	1,248,436	1,204,325
Right-of-use assets	5.8	1,098	-
Investment property	6.3	13,785	13,404
Total non-current assets		**1,263,591**	**1,218,074**
Total assets		**1,352,953**	**1,316,755**
Liabilities			
Current liabilities			
Trade and other payables	5.3	22,462	13,848
Trust funds and deposits	5.3	8,078	7,141
Provisions	5.5	11,566	12,390
Lease liabilities	5.8	739	-
Total current liabilities		**42,845**	**33,379**
Non-current liabilities			
Provisions	5.5	874	753
Interest-bearing liabilities	5.4	14,200	14,200
Lease liabilities	5.8	389	-
Total non-current liabilities		**15,463**	**14,953**
Total liabilities		**58,308**	**48,332**
Net assets		**1,294,645**	**1,268,423**
Equity			
Accumulated surplus		525,316	482,695
Reserves	9.1	769,329	785,728
Total Equity		**1,294,645**	**1,268,423**

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

Statement of Changes in Equity
For the Year Ended 30 June 2020

2020	Note	Total $'000	Accumulated Surplus $'000	Revaluation Reserve $'000	Other Reserves $'000
Balance at beginning of the financial year		1,268,423	482,695	721,186	64,542
Opening balance adjustment	9.4	2,329	2,329	-	-
Adjusted opening balance		1,270,752	485,024	721,186	64,542
Surplus/(deficit) for the year		23,329	23,329	-	-
Net asset revaluation increment/(decrement)	6.2	564	-	564	-
Transfers to other reserves	9.1	-	28,195	-	(28,195)
Transfers from other reserves	9.1	-	(11,232)	-	11,232
		23,893	40,292	564	(16,963)
Balance at end of the financial year		**1,294,645**	**525,316**	**721,750**	**47,579**

2019	Total $'000	Accumulated Surplus $'000	Revaluation Reserve $'000	Other Reserves $'000
Balance at beginning of the financial year	1,243,747	469,579	724,291	49,877
Change in accounting policy	127	127	-	-
Balance at beginning of the financial year as restated	1,243,874	469,706	724,291	49,877
Surplus/(deficit) for the year	27,654	27,654	-	-
Net asset revaluation increment/(decrement)	(3,105)	-	(3,105)	-
Transfers to other reserves	-	(26,444)	-	26,444
Transfers from other reserves	-	11,779	-	(11,779)
Balance at end of the financial year	**1,268,423**	**482,695**	**721,186**	**64,542**

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

Statement of Cash Flows
For the Year Ended 30 June 2020

	Note	2020 Inflows/ (Outflows) $'000	2019 Inflows/ (Outflows) $'000
Cash flows from operating activities			
Rates and charges		110,023	106,624
Statutory fees and fines		4,071	4,541
User fees		3,717	6,766
Grants - operating		12,804	12,750
Grants - capital		6,691	7,515
Contributions - monetary		3,440	4,671
Interest received		1,679	1,847
Trust funds and deposits taken		1,810	2,258
Other receipts		2,890	2,867
Net GST refund/payment		8,814	6,824
Employee costs		(52,156)	(56,128)
Materials and services		(54,903)	(48,455)
Short-term, low value and variable lease payments		(167)	-
Trust funds and deposits repaid		(873)	(1,220)
Net cash provided by/(used in) operating activities		**47,840**	**50,860**
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.2	(58,500)	(34,089)
Proceeds from sale of property, infrastructure, plant and equipment		475	360
Payments for investments		-	(18,000)
Proceeds from sale of investments		16,000	-
Net cash provided by/(used in) investing activities		**(42,025)**	**(51,729)**
Cash flows from financing activities			
Finance costs		(627)	(627)
Interest paid - lease liability		(76)	-
Repayment of lease liabilities		(859)	-
Net cash provided by/(used in) financing activities		**(1,562)**	**(627)**
Net increase (decrease) in cash and cash equivalents		4,253	(1,496)
Cash and cash equivalents at the beginning of the financial year		1,218	2,714
Cash and cash equivalents at the end of the financial year		**5,471**	**1,218**
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

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

Statement of Capital Works
For the Year Ended 30 June 2020

	Note	2020 $'000	2019 $'000
Property			
Land		-	643
Total land		-	643
Buildings		19,464	7,550
Heritage buildings		527	1,560
Total buildings		19,991	9,110
Total property		19,991	9,753
Plant and equipment			
Heritage plant and equipment		50	51
Plant, machinery and equipment		1,704	1,321
Fixtures, fittings and furniture		4,728	1,718
Computers and telecommunications		1,359	693
Library books		705	739
Total plant and equipment		8,546	4,522
Infrastructure			
Roads		5,151	5,254
Bridges		725	50
Footpaths and cycleways		3,901	2,462
Drainage		3,185	2,424
Recreational, leisure and community facilities		3,001	2,018
Waste management		2,537	266
Parks, open space and streetscapes		14,987	4,824
Off street car parks		468	775
Other infrastructure		939	552
Total infrastructure		34,894	18,625
Total capital works expenditure		63,431	32,900
Represented by:			
New asset expenditure		7,285	7,257
Asset renewal expenditure		21,511	23,010
Asset upgrade expenditure		34,635	2,633
Total capital works expenditure		63,431	32,900

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

OVERVIEW

Introduction

Hobsons Bay City Council was established by an Order of the Governor in Council on 22 June 1994 and is a body corporate.
The Council's main office is located at 115 Civic Parade, Altona.

Statement of compliance

These financial statements are 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 the 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.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, 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.

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 fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases* , of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)

The declaration of a global pandemic by World Health Organisation has resulted in various measures being taken by all levels of Government in Australia to reduce the spread of COVID-19. This has created a level of uncertainty around the judgements, assumptions and estimations used to determine the carrying values of assets and liabilities.

Amounts which may be affected by the pandemic include:

- Receivables and expected credit loss provision may be affected by a continuing economic downturn;

- Fair value of non-financial assets valued by unit rates and direct replacement cost is not immediately affected:

- Impairment of non-financial assets may be affected by the continuation of work restrictions affecting the ability of Council to maintain assets;

- Superannuation The Vision Super defined benefit fund Vested Benefit Index may require support if there is a deterioration in the financial market;

- Going concern - Council has the capacity and resources to continue operating during the Covid-19 pandemic and manage the economic challenges during the downturn. Council's Annual Budget for 2020-21 reflects Council's future expectations about the future environment and the capacity of Council to continue as a going concern.

- the assumption that Council can continue to operate as a going concern remains the appropriate basis to prepare the Annual Financial Report;

- Subsequent events including the stage 4 lockdown restrictions which have been met by Council's Community Support Package #2 outlined in the Annual Budget for 20-21.

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 (except where transitional requirements of *AASB 15 Revenue from Contracts with Customers* , *AASB 16 Leases* and *AASB 1058 Income of Not-for-Profit Entities* do not require restatement of comparatives under the modified retrospective approach adopted by the Council), and disclosure has been made of any material changes to comparatives.

COVID-19 PANDEMIC

On 30 January 2020, COVID-19 was declared as a global pandemic by World Health Organisation. Since then, various measures have been taken by all levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted council operations in the following areas for the financial year ended 30 June 2020:

In response to government directives amidst the COVID-19 outbreak, Council facilities, libraries, community centres and halls were closed to the community which has resulted in a decrease in Council User fee revenue.

User fees were also impacted by the downturn in the market and the refund of fees as part of the Community support package which included food premises registration ($414,000) and footpath trading permits ($122,000).

Council provided a full rental rebate and refunds to eligible business tenants in rent agreements from 1 April 2020 to 30 June 2020 which reduced rent revenue within Other income ($316,000).

Statutory fees and fines were impacted by the market downturn from the pandemic and the refund of fees and charges as part of Council's Community Support Package ($593,000).

Council revised its Hardship Policy in response to the crisis on 23 June 2020. This is expected to result in an increase in the deferment of rates, fees, charges and rentals. Council has a net $16,000 reduction in rate interest from the deferment of interest to date.

The financial impact of the deferral of rates revenue has contributed to the rates debtor balance as at 30 June 2020 to increase by $1.734 million compared to last year - refer to Note 5.1 (c).

Subsequent events

Since 30 June 2020 there have been Covid-19 developments including an increase in transmission and the introduction of stage 4 restrictions from 2 August 2020 further impacting local socio-economic activity.

This will have an impact on service delivery, revenues, add additional expenses to the delivery of Council services and programs. The full effect is difficult to estimate due to the uncertainty and continuation of the Covid-19 pandemic.
A further Community Support Package has been included in the Annual Budget 2020-21 which provides an estimated $5.2 million to provide support to businesses, community organisations and the community affected by the Covid-19 pandemic. This includes approximately $2.2 million in rate adjustments (rebate), $1.965 million dedicated to business and economic recovery and nearly $943,000 invested into local community recovery.

The $2.2 million rate adjustment package includes an adjustment to each property type of :- $20 for residential, $60 for cultural and recreational, $200 for eligible commercial and $915 for eligible industrial.

The business and economic recovery package of $1.965 million includes rebates for Food Safety registrations ($595,0000), Footpath trading permits ($150,000), Health registrations ($63,000) and planning fees ($177,000) commercial rental relief ($210,000), Nelson Place, Williamstown parking fee suspension to December 2020 ($520,000) and business precinct support campaign ($250,00).

The community recovery package includes .Covid-19 recovery community grants ($500,000), local connections program ($100,000), venue and facility use ($132,000), sports recovery program ($152,000) and access to technology ($60,000).

Note 1 Performance against budget

The performance against budget notes compare Council'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. Council has adopted a materiality threshold of the lower of ten percent or one million where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

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

1.1 Income and expenditure

	Budget 2020 $'000	Actual 2020 $'000	Variance 2020 $'000	Variance 2020 %	Ref
Income					
Rates and charges	111,161	111,764	**603**	**0.5%**	
Statutory fees and fines	4,900	4,474	**(426)**	**(8.7%)**	
User fees	4,649	3,268	**(1,381)**	**(29.7%)**	1
Grants - operating	12,805	13,290	**485**	**3.8%**	
Grants - capital	6,003	7,426	**1,423**	**23.7%**	2
Contributions - monetary	4,136	3,440	**(696)**	**(16.8%)**	3
Net gain on disposal of property, infrastructure, plant and equipment	61	-	**(61)**	**(100.0%)**	4
Fair value adjustments for investment property	-	381	**381**	**0.0%**	5
Other income	4,333	3,941	**(392)**	**(9.0%)**	6
Total income	148,048	147,984	(64)	**0.0%**	
Expenses					
Employee costs	54,175	51,453	**2,722**	**5.0%**	7
Materials and services	46,968	48,148	**(1,180)**	**(2.5%)**	8
Depreciation	19,571	20,026	**(455)**	**(2.3%)**	
Amortisation - Right of use assets	-	889	**(889)**	**0.0%**	
Bad and doubtful debts	154	550	**(396)**	**(257.1%)**	9
Borrowing costs	628	627	**1**	**0.2%**	
Finance costs - Leases	-	76	**(76)**	**0.0%**	
Loss on disposal of property, infrastructure, plant and equipment	-	1,980	**(1,980)**	**0.0%**	4
Other expenses	1,501	906	**595**	**39.6%**	10
Total expenses	122,997	124,655	(1,658)	**-1.3%**	
Surplus/(deficit) for the year	25,051	23,329	(1,722)	**-6.9%**	

(i) Explanation of material variations

Item	Explanation
1	User fees were $1.381 million under budget but after adjusting for the reclassification of dispensation and pool registrations as statutory fees and fines the variance would be $1.278 million under budget. This is mainly due to food premises registration fees in-line with Council's COVID-19 Community Support Package ($414,000), Council transitioning out of providing family day care ($248,000), reduced parking meter income as a result of COVID-19 ($198,000), deferment of the hard waste collection trial until next financial year ($127,000), footpath & furniture trading permit Community Support Package ($122,000), rates debt recovery costs – offset against reduced expenditure ($83,000), town planning advertising permits ($76,000), private chargeable works – offset by reduced expenditure ($75,000), reduced demand for meals for clients over 65 ($45,000), planning scheme amendment panel hearing fees ($42,000) and reduced fees for planned activity groups as a result of COVID-19 ($35,000).

(i) Explanation of material variations

Item	Explanation
2	Capital grants were over budget from the Westgate Tunnel project funding forecast in 2018/19 and recognised in 2019/20 ($1.962million) and additional amounts for Esplanade pedestrian improvements ($229,000), Floodlighting ($200,000) offset by shortfalls for Digman Reserve ($250,000), Bayside Paisley College ($565,000) and Bayside Williamstown ($93,000).
3	Contributions Monetary contributions were $696,000 under budget. The most significant decreases relate to open space contributions ($322,000), the former Caltex site Developer Contribution Plan ($266,000) and the Port Phillip Woollen Mill Developer Contribution Plan ($206,000).
4	The net loss on disposal of property, infrastructure, plant and equipment of $1.980 million mainly occurred as a result of the 'disposal' of the road surface, footpaths and cycleways as these assets are replaced or renewed ($760,000). Other asset disposals include the Frances Sullivan kindergarten building ($696,000), other assets ($230,000), parks and open space ($175,000). and the disposal of shares in the Regional Kitchen Pty. Ltd ($371,000) offset by asset sale income ($475,000). This was offset by the disposal of a strip of land acquired by the Westgate Distributor Authority ($274,000).
5	This non-cash amount represents the increase in value of Council's investment properties upon revaluation ($381,000).
6	Other income was under budget by $392,000 mainly due to the rental rebate provided to eligible business tenants in Council-owned buildings in-line with Council's COVID-19 Community Support Package ($316,000) and the closure of the Williamstown Hall ($74,000) as a result of COVID-19. This was offset by increased interest on investments as a result of higher available cash reserves ($50,000).
7	Employee costs were under budget by $2.722 million mainly due to the capitalisation of project management employee costs ($1.44 million) to capital works expenditure, short term vacancies, a temporary hold on positions as a result of COVID-19 and a reduction in hours worked ($1.852 million), organisational restructure savings ($687,000) and a delay in the enterprise agreement ($877,000). The most significant increases relate to new positions that were not included in the budget ($1.419 million) and additional employee costs in relation to waste management for the Recycling 2.0 project ($730,000).
8	Materials includes operational projects transferred from the capital works program over budget that do not add to the Council's asset base ($1.07 million) and capitalisation of operational expenditure ($57,000). From a financial perspective these are transfers of costs rather than additional costs. After adjusting for capital works transfers to and from, materials and services are $656,000 over budget. The most significant increase on budget was for waste management costs including the Recycling 2.0 project ($1.172 million). Other increases include Road & drains administration works ($846,000), arboriculture works associated with updating park tree data and high risk works identified in a tree audit ($616,000) and the Hobsons 2.0 project relating to information technology, relocation and waste removal expenses ($325,000). The most significant decreases relate to an ongoing focus on the recently introduced efficiency review ($2.421 million), community care services due to reduced funding as a result of the NDIS, contract negotiations and reduced services as a result of COVID-19 ($599,000), planning scheme amendments - as a result of projects deferred due to staff vacancies and COVID-19 ($511,000) and organisation wide training costs as a result of training on hold due to COVID-19 restrictions ($348,000).
9	Bad and doubtful debts were over budget by $396,000. This mainly relates to the delays at Fines Victoria, Billing Bureau and Tenix for unpaid parking fines.
10	Other expenses are $595,000 under budget mainly due to the change in the accounting treatment of motor vehicle lease costs ($409,000) and reductions in plant operating costs ($167,000).

1.2 Capital works

	Budget 2020 $'000	Actual 2020 $'000	Variance $'000	Variance %	Ref
Property					
Buildings	27,716	19,464	(8,252)	-30%	**1**
Heritage buildings	-	527	527	0%	**2**
Total buildings	27,716	19,991	(7,725)	-28%	
Total property	27,716	19,991	(7,725)	-28%	
Plant and equipment					
Heritage plant and equipment	-	50	50	0%	
Plant, machinery and equipment	1,050	1,704	654	62%	**3**
Fixtures, fittings and furniture	70	4,728	4,658	6654%	**4**
Computers and telecommunications	1,160	1,359	199	17%	**5**
Library books	900	705	(195)	-22%	**6**
Total plant and equipment	3,180	8,546	5,366	169%	
Infrastructure					
Roads	4,675	5,151	476	10%	**7**
Bridges	275	725	450	164%	**8**
Footpaths and cycleways	3,537	3,901	364	10%	**9**
Drainage	2,130	3,185	1,055	50%	**10**
Recreational, leisure and community facilities	2,143	3,001	858	40%	**11**
Waste management	10	2,537	2,527	25270%	**12**
Parks, open space and streetscapes	15,054	14,987	(67)	0%	
Off street car parks	420	468	48	11%	**13**
Other infrastructure	630	939	309	49%	**14**
Total infrastructure	28,874	34,894	6,020	21%	
Total capital works expenditure	59,770	63,431	3,661	6%	
Represented by:					
New asset expenditure	12,150	7,285	(4,865)	-40%	**15**
Asset renewal expenditure	23,367	21,511	(1,856)	-8%	**15**
Asset upgrade expenditure	24,253	34,635	10,382	43%	**15**
Total capital works expenditure	59,770	63,431	3,661	6%	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Buildings	J.T. Gray reserve pavilion ($2.543 million), Altona sports Centre extension ($1.392 million), Dennis Reserve underspend ($1.323) million, Digman Reserve pavilion ($635,000), Bayside Paisley college ($856,000), public toilet renewals ($183,000).
2	Heritage buildings	Heritage buildings were over budget ($363,000) as a result of works at the Williamstown Mechanics Institute and Williamstown Town Hall ($144,000).
3	Plant, machinery and equipment	Plant, machinery and equipment is over budget as a result of additional motor vehicle purchases ($788,000) as Council transitions to purchasing motor vehicles rather than leasing and the purchase of electric vehicles.
4	Fixtures, fittings and furniture	Furniture and fittings were over budget for the fitout of the Altona Civic Centre ($4.368 million) which was budgeted under buildings.
5	Computers and telecommunications	Computers and telecommunications over spend is from audio visual equipment ($315,000) and under spend on the Library management system ($110,000).
6	Library books	Library books under expenditure is offset by additional operating expenditure on e-books, licenses and subscriptions ($205,000).

Variance Ref	Item	Explanation
7	Roads	Roads were over budget by $675,000. Over budget spends were on Ajax Road Altona ($565,000), Truman Street South Kingsville ($366,000), Charles Street Williamstown ($171,000), Forrest Street Spotswood ($135,000) offset by underspends on Vernon Street Williamstown ($380,000) and pedestrian crossings at Pier Street Altona ($151,000) and Douglas Parade ($187,000).
8	Bridges	Bridges is over budget due to the P.A. Burns bridge ($376,000) and Altona boat ramp foot bridge ($96,000).
9	Footpaths and cycleways	Footpaths and cycleways are over budget due to P.A. Burns reserve Altona ($424,000), Stevedore Street Williamstown beautification ($370,000) and Crofton Reserve Williamstown ($206,000), Armstrong Reserve Newport ($105,000), Minor renewal works ($96,000) and Melbourne Road Williamstown ($66,000). Offset by underspends on Skeleton Creek Trail ($662,000) and Champion Road Williamstown ($421,000).
10	Drainage	Drainage is above budget as a result of works on Millers Road Altona outfall ($431,000), Yarra Street, Dover Road and the Strand Newport ($401,000), Esplanade and Sargood Street Altona flood mitigation ($292,000).
11	Recreational, leisure and community facilities	Recreational, leisure and community facilities is over budget as a result of Bayside College Paisley campus ($968,000), Bayside College Williamstown ($628,000) and Epsom Street Laverton project ($276,000). This was offset by underspends at H.D. Graham reserve development ($411,000) and Fearon Reserve floodlighting ($268,000).
12	Waste management	Waste management is over budget as a result of Council's Recycling 2.0 program including additional bins for each household.
13	Off street car parks	Off street car parks are over budget as a result of works at Altona golf course and box lacrosse ($306,000).
14	Other infrastructure	Other infrastructure is over budget from works at Esplanade Williamstown pedestrian improvements ($131,000), pedestrian crossing Douglas Parade ($94,000) and Blyth Street and Grieve Parade Altona ($83,000).
15	New renewal and upgrade expenditure	Variations to the budget are the result of the above changes and the classification of expenditure to the appropriate category.

Note 2 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

2 (a) Corporate Services

Corporate services provides efficient, effective and proactive support services across council to enable the delivery of policy commitments, council vision and mission. The provision of these services includes finance services, digital information and technology, property and procurement, strategy and program delivery and program integration and development.

Sustainable Communities

Sustainable communities provides high quality community focused programs, service delivery and communication to residents. Sustainable communties is comprised of community care, community development, family and children's services, public health, and social planning and investment.

The planning services area includes the assessment of city development, health and local laws, planning strategy and urban growth.

Infrastructure and City Services

City services is responsible for constructing new infrastructure and maintaining existing infrastructure across a very diverse range of assets that underpin the wellbeing of the community. These assets include capital works engineering services, environment and waste, city works, parks and gardens, emergency management and municipal resources.

2 (b) Summary of revenues, expenses, assets and capital expenses by program

2020	Income $'000	Expenses $'000	Surplus $'000	Grants included in income $'000	Total assets $'000
Corporate Services	33,651	27,491	6,160	1,443	48,366
Sustainable Communities	56,329	46,925	9,404	9,153	142,893
Infrastructure & City Services	58,004	50,239	7,765	10,120	1,161,694
	147,984	124,655	23,329	20,716	1,352,953

2019	Income $'000	Expenses $'000	Surplus $'000	Grants included in income $'000	Total assets $'000
Corporate Services	29,588	22,423	7,165	484	53,190
Sustainable Communities	66,813	52,907	13,906	10,227	173,213
Infrastructure & City Services	50,904	44,321	6,583	7,624	1,090,352
	147,305	119,651	27,654	18,335	1,316,755

Note 3 Funding for the delivery of our services	2020	2019
3.1 Rates and charges	**$'000**	**$'000**

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The Capital Improved Value of a property is the sum which the property might be expected to realise at the time of valuation if offered for sale on any reasonable terms and conditions.

The valuation base used to calculate general rates for 2019/20 was $37,726 million (2018/19 $37,059 million). The 2019/20 residential rate in the dollar was 0.2128 cents (2018/19 0.2060 cents). Differential rating factors are used for the purpose of applying variable rates according to land use

General rates	101,054	97,894
Waste management charge	9,073	8,839
Supplementary rates and rate adjustments	479	255
Interest on rates and charges	465	460
Revenue in lieu of rates	693	513
Total rates and charges	**111,764**	107,961

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation will be first applied in the rating year commencing 1 July 2020.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

Infringements and costs	2,145	2,721
Court recoveries	7	3
Town planning fees	1,566	1,745
Land information certificates	84	74
Permits	672	752
Total statutory fees and fines	**4,474**	5,295

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

Aged and health services	534	1,691
Leisure centre and recreation	134	448
Child care/children's programs	81	317
Parking	714	921
Registration and other permits	195	977
Roads and drains	365	277
Town planning	134	168
Facilities	340	316
Building services	323	409
Other fees and charges	448	827
Total user fees	**3,268**	**6,351**
User fees by timing of revenue recognition		
User fees recognised over time	-	-
User fees recognised at a point in time	3,268	6,351
Total user fees	**3,268**	**6,351**

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

User fee reduction from Councils response to the Covid-19 pandemic includes Community Support Package refunds of registration and permits of $518,000 at 30 June 2020. In addition, there has been a reduction in Aged Care services provided by Council of $1.157million.

Note 3 Funding for the delivery of our services	2020 $'000	2019 $'000
3.4 Funding from other levels of government		
Grants were received in respect of the following :		
Summary of grants		
Commonwealth funded grants	8,549	8,276
State funded grants	12,167	10,059
Total grants received	20,716	18,335
(a) Operating Grants		
Recurrent - Commonwealth Government		
Financial Assistance Grants	2,859	2,683
Aged home and community care	4,914	4,843
Food Services	3	2
Recurrent - State Government		
Family Youth and children	1,826	903
Aged home and community care	1,086	1,417
School crossing supervisors	327	284
Libraries	644	627
Maternal and child health	-	725
Infrastructure	487	218
Public Health	108	111
Beach cleaning	105	104
Recycling	265	98
Community safety	-	72
Recreation	516	42
Other	2	99
Total recurrent operating grants	13,142	12,228

	2020 $'000	2019 $'000
Non-recurrent - State Government		
Recycling	-	3
Recreation	4	-
Family Youth and children	92	-
Aged care	34	484
Other	18	35
Total non-recurrent operating grants	148	522
Total operating grants	13,290	12,750
(b) Capital Grants		
Recurrent - Commonwealth Government		
Roads to recovery	477	664
Total recurrent capital grants	477	664
Non-recurrent - Commonwealth Government		
Infrastructure	66	85
Recreation	229	-
Non-recurrent - State Government		
Recreation	6,472	4,201
Infrastructure	182	635
Total non-recurrent capital grants	6,949	4,921
Total capital grants	7,426	5,585
(c) Unspent grants received on condition that they be spent in a specific manner		
Operating		
Balance at start of year	199	350
Received during the financial year and remained unspent at balance date	1,544	199
Received in prior years and spent during the financial year	(199)	(350)
Balance at year end	1,544	199
Capital		
Balance at start of year	1,930	-
Received during the financial year and remained unspent at balance date	223	1,930
Received in prior years and spent during the financial year	(1,930)	-
Balance at year end	223	1,930

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

The Commonwealth government has brought forward an estimated half of the Financial Assistance Grants for the 20-21 year which were received in advance in 2019-20. This is a continuation of brought forward payments in 18-19 and the net effect is $95,000 in advance.

3.5 Contributions	2020 $'000	2019 $'000
Monetary	3,440	4,671
Total contributions	**3,440**	**4,671**

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

3.6 Net loss on disposal of property, infrastructure, plant and equipment

Proceeds of sale	475	360
Written down value of assets disposed	(2,455)	(1,334)
Total net loss on disposal of property, infrastructure, plant and equipment	**(1,980)**	**(974)**

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.7 Other income	2020 $'000	2019 $'000
Interest	1,476	2,029
Investment property rental	2,140	2,059
Other rent	325	599
Other	-	5
Total other income	**3,941**	**4,692**

Interest is recognised as it is earned.
Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Note 4 The cost of delivering services	2020	2019
4.1 (a) Employee costs	$'000	$'000
Wages and salaries	44,341	48,412
Casual and agency staff	2,209	2,427
WorkCover	373	372
Superannuation	4,012	4,372
Fringe benefits tax	6	6
Other	512	261
Total employee costs	**51,453**	**55,850**

(b) Superannuation
Council made contributions to the following funds:

Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	207	301
Employer contributions - other funds	-	-
	207	301
Employer contributions payable at reporting date.	-	-
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	2,133	2,280
Employer contributions - other funds	1,726	1,814
	3,859	4,094
Employer contributions payable at reporting date.	-	-

Refer to note 9.3 for further information relating to Council's superannuation obligations.

4.2 Materials and services

Contracts	15,828	11,066
General maintenance	11,722	7,756
Recycling, tipping and refuse collections	6,547	5,360
Building maintenance	2,088	5,188
Utilities	3,144	3,224
Consultants	2,772	2,628
Office administration	1,264	1,905
Information technology	2,060	1,857
Community grants	1,110	1,095
Insurance	1,020	881
Other	593	601
Total materials and services	**48,148**	41,561

4.3 Depreciation

Property	3,303	3,063
Plant and equipment	2,721	2,358
Infrastructure	14,002	13,205
Total depreciation	**20,026**	18,626

Refer to note 5.2(c), 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

4.4 Amortisation - Right of use assets

Office equipment	503	-
Vehicles	386	-
Total Amortisation - Right of use assets	**889**	-

4.5 Bad and doubtful debts	2020 $'000	2019 $'000
Parking fine debtors	436	552
Other debtors	114	24
Total bad and doubtful debts	**550**	**576**
Movement in provisions for doubtful debts		
Balance at the beginning of the year	2,664	2,115
New provisions recognised during the year	551	602
Amounts already provided for and written off as uncollectible	(28)	(27)
Amounts provided for but recovered during the year	-	(26)
Balance at end of year	3,187	2,664

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

The Covid-19 pandemic has increased economic uncertainty and the likelihood of future changes to the expected credit loss model assumptions. As at 30 June 2020 the provision for doubtful debts reflects the uncertainty ahead.

4.6 Borrowing costs

Interest - Borrowings	627	627
Total borrowing costs	**627**	**627**

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

4.7 Finance Costs - Leases

Interest - Lease Liabilities	76	-
Total finance costs	**76**	**-**

4.8 Other expenses

Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	68	68
Auditors' remuneration - Internal	121	109
Councillors' allowances	259	254
Others	458	1,006
Total other expenses	**906**	**1,437**

Note 5 Our financial position	2020	2019
5.1 Financial assets	$'000	$'000
(a) Cash and cash equivalents		
Cash on hand	4	4
Cash at bank	(13)	(216)
Term deposits	5,480	1,430
Total cash and cash equivalents	5,471	1,218
(b) Other financial assets		
Regional Kitchen Pty Ltd - at fair value	-	357
Procurement Australasia Ltd - at fair value	1	-
Term deposits - current	69,000	85,000
Total other financial assets	69,001	85,357
Total financial assets	74,472	86,575

Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

- Trust funds and deposits (Note 5.3(b))	5,718	5,325
Total restricted funds	**5,718**	5,325
Total unrestricted cash and cash equivalents	(247)	(4,107)
Other financial assets - term deposits Note 5.1 (b)	69,001	85,357
Total unrestricted cash and cash equivalents and other financial assets	**68,754**	**81,250**

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

- cash held to fund future infrastructure capital works	23,409	20,154
- Cash held to fund recreation land works	10,558	12,571
- Cash held to fund carried forward capital works	1,619	16,732
- Cash held to fund future loan repayments	9,650	8,125
- Cash held to fund carried forward waste management works	-	4,689
- Cash held to fund unexpended grants	1,767	199
- Cash held to fund car park reserves	222	222
- Cash held to fund street tree planting works	136	161
- Cash held to fund Hobsons Bay Caravan park site works	92	92
- Cash held to fund Port Phillip woollen mill works	414	412
Total funds subject to intended allocations	47,867	63,357

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

(c) Trade and other receivables	2020 $'000	2019 $'000
Current		
Rates debtors	9,123	7,389
Net GST receivable	2,754	1,369
Infringement debtors	3,837	3,434
Provision for doubtful debts - infringements	(2,936)	(2,499)
Non statutory receivables		
Loans and advances to community organisations	36	32
Other debtors	974	1,073
Provision for doubtful debts - other debtors	(251)	(165)
Total current trade and other receivables	13,537	10,633
Non-current		
Non statutory receivables		
Other debtors	112	150
Loans and advances to community organisations	159	195
Total non-current trade and other receivables	271	345
Total trade and other receivables	**13,808**	10,978

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

Council's rate debtor increase reflects the economic uncertainty associated with the Covid-19 pandemic - councils rates remain secured against the property. The infringement debtor increase relates to Fines Victoria's collection of outstanding amounts and provision has been made to reflect the uncertainty and credit risk around this amount.

While there will be an increase in the credit risk as a result of the Covid-19 pandemic it is expected to be immaterial in the short term. In the long term changes in expected credit losses may be required to reflect the uncertainty of estimated credit risk.

(d) Ageing of Receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	272	345
Past due by up to 30 days	599	778
Past due between 31 and 180 days	23	15
Past due between 181 and 365 days	58	67
Past due by more than 1 year	78	80
Total trade and other receivables	1,030	1,285

(e) Ageing of individually impaired Receivables

At balance date, other debtors representing financial assets with a nominal value of $1.030 million (2019: $1.285 million) were impaired. The amount of the provision raised against these debtors was $251,000 (2019: $161,000). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

Current (not yet due)	3	5
Past due by up to 30 days	1	10
Past due between 31 and 180 days	48	25
Past due between 181 and 365 days	93	36
Past due by more than 1 year	106	85
Total trade & other receivables	251	161

5.2 Non-financial assets (a) Inventories	2020 $'000	2019 $'000
Inventories held for distribution	29	30
Total inventories	**29**	30

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

Prepayments	842	757
Accrued income	483	686
Total other assets	**1,325**	1,443

5.3 Payables (a) Trade and other payables	2020 $'000	2019 $'000
Trade payables	17,776	10,849
Accrued expenses	3,977	1,069
Total trade and other payables	**21,753**	**11,918**
(b) Trust funds and deposits		
Refundable deposits	5,718	5,325
Fire services levy	1,828	1,343
Other refundable deposits	532	473
Total trust funds and deposits	**8,078**	**7,141**
(c) Unearned income		
Grants received in advance - operating	486	-
Grants received in advance - capital	223	1,930
Total unearned income	**709**	**1,930**

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Deferred income - Is the receipt of income funding a capital project which will be completed in subsequent years.

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a monthly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

5.4 Interest-bearing liabilities

	2020	2019
Non-current		
Borrowings - secured	14,200	14,200
Total	**14,200**	14,200

Borrowings are secured against the rates of the municipality.

(a) The maturity profile for Council's borrowings is:

Later than one year and not later than five years	9,200	9,200
Later than five years	5,000	5,000
	14,200	14,200

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.
The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

5.5 Provisions

	Employee	Total
2020	**$ '000**	**$ '000**
Balance at beginning of the financial year	13,143	13,143
Additional provisions	2,726	2,726
Amounts used	(2,902)	(2,902)
Service transfers	(643)	(643)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	116	116
Balance at the end of the financial year	**12,440**	**12,440**

2019		
Balance at beginning of the financial year	13,421	13,421
Additional provisions	3,024	3,024
Amounts used	(3,174)	(3,174)
Service transfers	(96)	(96)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(32)	(32)
Balance at the end of the financial year	**13,143**	**13,143**

(a) Employee provisions	2020 $'000	2019 $'000
Current provisions expected to be wholly settled within 12 months		
Annual leave	3,453	3,592
Time in lieu	89	65
End of band leave	147	152
Long service leave	5,249	6,136
	8,938	9,945
Current provisions expected to be wholly settled after 12 months		
Annual leave	878	399
Long service leave	1,750	2,046
	2,628	2,445
Total current employee provisions	**11,566**	12,390
Non-current		
Long service leave	874	753
Annual leave	-	-
Total non-current employee provisions	**874**	753
Aggregate carrying amount of employee provisions:		
Current	11,566	12,390
Non-current	874	753
Total aggregate carrying amount of employee provisions	12,440	13,143

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

Wages and salaries and annual leave
Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick 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.

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	0.24% to 0.58%	1.03% to 2.15%
- index rate	2%	2%

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2020.

Bank overdraft	700	700
Credit card facilities	300	300
Other facilities	14,200	14,200
Total facilities	15,200	15,200
Used facilities	14,349	14,285
Unused facilities	851	915
	15,200	15,200

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2020	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	$'000	$'000	$'000	$'000	$'000
Operating					
Garbage collection	2,529	2,262	2,182	-	6,973
Building facilities	1,348	1,160	1,163	-	3,671
Meals for delivery	670	670	468	-	1,808
Utilities	591	-	-	-	591
Information and communications	484	403	-	-	887
Open space management	426	-	-	-	426
Recycling	110	44	-	-	154
Other	874	4	-	-	878
Total	7,032	4,543	3,813	-	15,388
Capital					
Buildings	20,490	15,083	11,877	-	47,450
Roads	916	916	1,216	-	3,048
Open space management	258	96	-	-	354
Other	328	-	-	-	328
Total	21,992	16,095	13,093	-	51,180

2019	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	$'000	$'000	$'000	$'000	$'000
Operating					
Garbage collection	3,469	79	-	-	3,548
Utilities	1,437	595	-	-	2,032
Building facilities	1,410	1,160	2,327	-	4,897
Open space management	981	3	-	-	984
Information and communications	672	-	-	-	672
Meals for delivery	670	670	1,139	-	2,479
Home care services	192	1	-	-	193
Recycling	91	10	3	-	104
Other	1,443	226	1	-	1,670
Total	10,365	2,744	3,470	-	16,579
Cleaning contracts for council buildings					
Capital					
Buildings	13,589	177	-	-	13,766
Open space management	256	-	-	-	256
Roads	916	916	2,134	-	3,966
Total	14,761	1,093	2,134	-	17,988

5.8 Leases

Policy applicable before 1 July 2019

As a lessee, council classifies leases as operating or finance leases based on its assessment of whether the lease transferred significantly all of the risks and rewards incidental to ownership of the underlying asset to council.

Operating lease payments, including any contingent rentals, were recognised as an expense in the comprehensive income statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset was not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease were recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives were received to enter into operating leases, the aggregate cost of incentives were recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis was more representative of the time pattern in which economic benefits from the leased asset were consumed.

Policy applicable after 1 July 2019

Council has applied *AASB 16 Leases* using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information. The council applied the approach consistently to all leases in which it is a lessee.

On transition to *AASB 16 Leases* , Council elected to apply the practical expedient to 'grandfather' the assessment of which transactions are leases. The council has applied this practical expedient to all of its contracts and therefore applied *AASB 16 Leases* only to contracts that were previously identified as leases.

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

· any lease payments made at or before the commencement date less any lease incentives received; plus
· any initial direct costs incurred; and
· an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

· Fixed payments
· Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
· Amounts expected to be payable under a residual value guarantee; and
· The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under *AASB 16 Leases* which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

- Information about the entity's reliance on peppercorn leases.
- Nature and term of leases such as any qualitative information about restrictions on use of asset, information about lease term, description of underlying assets.

Right-of-Use Assets	Vehicles	Other	Total
	$'000	**$'000**	**$'000**
Balance at 1 July 2019	842	1,145	1,987
Amortisation charge	(386)	(503)	(889)
Balance at 30 June 2020	**456**	**642**	**1,098**

Lease Liabilities	**2020**
Maturity analysis - contractual undiscounted cash flows	**$'000**
Less than one year	794
One to five years	411
More than five years	-
Total undiscounted lease liabilities as at 30 June:	**1,205**
Lease liabilities included in the Balance Sheet at 30 June:	
Current	739
Non-current	389
Total lease liabilities	**1,128**

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2020
Expenses relating to:	**$'000**
Short-term leases	143
Leases of low value assets	17
Total	**160**
Variable lease payments (not included in measurement of lease liabilities)	-

Non-cancellable lease commitments - Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:	
Within one year	145
Later than one year but not later than five years	7
Total lease commitments	**152**

i. Leases classified as operating leases under *AASB 117 Leases*
At transition, lease liabilities were measured at the present value of the remaining lease payments, discounted at Council's incremental borrowing rate as at 1 July 2019. Right-of-use assets are measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments. Council applied this approach to all applicable leases.

Council used the following practical expedients when applying *AASB 16 Leases* to leases previously classified as operating leases under *AASB 117*

- Applied a single discount rate to a portfolio of leases with similar characteristics.
- Adjusted the right-of-use assets by the amount of *AASB 137 Provisions, Contingent Liabilities and Contingent Assets* onerous contract provision immediately before the date of initial application, as an alternative to an impairment review.
- Applied the exemption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term.
- Used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

Council is not required to make any adjustments on transition to *AASB 16 Leases* for leases in which it acts as a lessor, except for a sub-lease. Council accounted for its leases in accordance with *AASB 16 Leases* from the date of initial application.

There are no indicators that any of the right of use assets are impaired or affected by the Covid-19 pandemic.

Impact on financial statements

On transition to *AASB 16 Leases*, Council recognised an additional $1.986 million of right-of-use assets and $1.986 million of lease liabilities, recognising the difference in retained earnings.
When measuring lease liabilities, Council discounted lease payments using its incremental borrowing rate at 1 July 2019. The weighted-average rate applied is 6%.

	2019
	$'000
Operating lease commitment at 30 June 2019 as disclosed in Council's financial statements	2,256
Recognition exemption for short term leases and leases of low value assets	(153)
Discounted using the incremental borrowing rate at 1 July 2019	(116)
Finance lease liability recognised as at 30 June 2019	**1,987**
- Recognition exemption for:	
short-term leases	(143)
leases of low-value assets	(10)
- Lease liabilities recognised as at 1 July 2019	**(153)**

Note 6 Assets we manage

6.1 Non current assets classified as held for sale	2020 $'000	2019 $'000
Opening balance	-	147
Sale of land	-	(147)
Total non current assets classified as held for sale	**-**	-

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale is expected to be completed within 12 months from the date of classification.

6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2019 $'000	Opening balance adjustment $'000	Additions $'000	Revaluation $'000	Depreciation $'000	Disposal $'000	Reclassification $'000	Write-off $'000	Transfers $'000	At Fair Value 30 June 2020 $'000
Property	711,084	2,329	3,606	(1,090)	(3,303)	(835)	(11)	-	771	712,551
Plant and equipment	10,917	-	4,178	-	(2,721)	(84)	11	-	120	12,421
Infrastructure	474,168	-	20,440	1,654	(14,002)	(1,164)	-	-	2,845	483,941
Work in progress	8,156	-	35,207	-	-	-	-	(104)	(3,736)	39,523
	1,204,325	2,329	63,431	564	(20,026)	(2,083)	-	(104)	-	1,248,436

Summary of Work in Progress	Opening WIP $'000	Additions $'000	Write-off $'000	Transfers $'000	Closing WIP $'000
Property	3,359	16,384	-	(447)	19,296
Plant and equipment	1	4,369	-	-	4,370
Infrastructure	4,796	14,454	(104)	(3,289)	15,857
Total	8,156	35,207	(104)	(3,736)	39,523

(a) Property

	Land - specialised $'000	Total Land $'000	Heritage buildings $'000	Buildings - specialised $'000	Buildings - non specialised $'000	Total Buildings $'000	Total Property $'000	Work In Progress $'000	Total property plus WIP $'000
At fair value 1 July 2019	565,893	**565,893**	23,981	163,016	35,410	**222,407**	**788,300**	3,359	**791,659**
Accumulated depreciation at 1 July 2019	-	**-**	(6,486)	(70,730)	-	**(77,216)**	**(77,216)**	-	**(77,216)**
	565,893	**565,893**	17,495	92,286	35,410	**145,191**	**711,084**	3,359	**714,443**
Movements in fair value									
Additions	-	**-**	164	3,396	46	**3,606**	**3,606**	16,384	**19,990**
Discovered	2,113	**2,113**	-	303	-	**303**	**2,416**	-	**2,416**
Revaluation	(10,105)	**(10,105)**	(2,082)	19,864	5,064	**22,846**	**12,741**	-	**12,741**
Disposal	(139)	**(139)**	-	(696)	-	**(696)**	**(835)**	-	**(835)**
Transfers	-	**-**	136	716	(90)	**762**	**762**	(447)	**315**
Impairment losses recognised in operating result	-	**-**	-	-	-	**-**	**-**	-	**-**
	(8,131)	**(8,131)**	(1,782)	23,583	5,020	**26,821**	**18,690**	15,937	**34,627**
Movements in accumulated depreciation									
Depreciation and amortisation	-	**-**	(230)	(3,073)	-	**(3,303)**	**(3,303)**	-	**(3,303)**
Accumulated depreciation of disposals	-	**-**	-	-	-	**-**	**-**	-	**-**
Revaluation	-	**-**	(4,399)	(9,432)	-	**(13,831)**	**(13,831)**	-	**(13,831)**
Transfers	-	**-**	-	(86)	-	**(86)**	**(86)**	-	**(86)**
	-	**-**	(4,629)	(12,591)	-	**(17,220)**	**(17,220)**	-	**(17,220)**
At fair value 30 June 2020	557,762	**557,762**	22,199	186,599	40,430	**249,228**	**806,990**	19,296	**826,286**
Accumulated depreciation at 30 June 2020	-	**-**	(11,115)	(83,321)	-	**(94,436)**	**(94,436)**	-	**(94,436)**
	557,762	**557,762**	11,084	103,278	40,430	**154,792**	**712,554**	19,296	**731,850**

(b) Plant and Equipment

	Heritage plant and equipment $'000	Plant machinery and equipment $'000	Fixtures fittings and furniture $'000	Computers and telecomms $'000	Library books $'000	Work In Progress $'000	Total plant and equipment $'000
At fair value 1 July 2019	1,601	8,316	9,537	6,058	11,751	1	**37,264**
Accumulated depreciation at 1 July 2019	-	(4,517)	(6,793)	(4,870)	(10,167)	-	**(26,347)**
	1,601	3,799	2,744	1,188	1,584	1	**10,917**
Movements in fair value							
Additions	50	1,704	360	1,359	705	4,369	**8,547**
Disposal	-	(455)	(1,075)	(75)	-	-	**(1,605)**
Transfers	-	-	131	-	-	-	**131**
	50	1,249	(584)	1,284	705	4,369	**7,073**
Movements in accumulated depreciation							
Depreciation and amortisation	-	(1,127)	(398)	(610)	(585)	-	**(2,720)**
Accumulated depreciation of disposals	-	391	1,066	63	-	-	**1,520**
	-	(736)	668	(547)	(585)	-	**(1,200)**
At fair value 30 June 2020	1,651	9,565	8,953	7,342	12,456	4,370	**44,337**
Accumulated depreciation at 30 June 2020	-	(5,253)	(6,125)	(5,417)	(10,752)	-	**(27,547)**
	1,651	4,312	2,828	1,925	1,704	4,370	**16,790**

(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Recreational, leisure and community	Waste Management	Parks open spaces and streetscapes	Off street car parks	Other Infrastructure	Total Infrastructure	Work In Progress	Total Infrastructure
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
At fair value 1 July 2019	412,333	25,382	79,873	238,274	25,850	3,718	38,672	9,523	11,722	**845,347**	4,796	**850,143**
Accumulated depreciation at 1 July 2019	(203,747)	(7,753)	(55,334)	(81,377)	(7,608)	(2,575)	(6,299)	(1,083)	(5,403)	**(371,179)**	-	**(371,179)**
	208,586	17,629	24,539	156,897	18,242	1,143	32,373	8,440	6,319	**474,168**	4,796	**478,964**
Movements in fair value												
Additions	3,336	631	3,137	876	967	2,537	7,913	425	617	**20,439**	14,454	**34,893**
Revaluation	768	1,127	-	-	-	-	-	7,327	-	**9,222**	-	**9,222**
Disposal	(2,218)	-	(756)	(58)	(250)	-	(378)	-	-	**(3,660)**	-	**(3,660)**
WIP Transfers	252	112	585	168	506	-	1,032	131	57	**2,843**	(3,393)	**(550)**
Other transfers	(2,886)	314	-	-	-	-	(314)	2,886	-	**-**	-	**-**
	(748)	2,184	2,966	986	1,223	2,537	8,253	10,769	674	**28,844**	11,061	**39,905**
Movements in accumulated depreciation												
Depreciation and amortisation	(6,780)	(280)	(2,005)	(2,787)	(598)	(62)	(1,011)	(223)	(256)	**(14,002)**	-	**(14,002)**
Accumulated depreciation of disposals	1,459	-	646	23	166	-	203	-	-	**2,497**	-	**2,497**
Revaluation	1,283	(5,436)	-	-	-	-	-	(3,414)	-	**(7,567)**	-	**(7,567)**
Transfers	1,767	(75)	-	-	-	-	75	(1,767)	-	**-**	-	**-**
	(2,271)	(5,791)	(1,359)	(2,764)	(432)	(62)	(733)	(5,404)	(256)	**(19,072)**	-	**(19,072)**
At fair value 30 June 2020	411,585	27,566	82,839	239,260	27,073	6,255	46,925	20,292	12,396	**874,191**	15,857	**890,048**
Accumulated depreciation at 30 June 2020	(206,018)	(13,544)	(56,693)	(84,141)	(8,040)	(2,637)	(7,032)	(6,487)	(5,659)	**(390,251)**	-	**(390,251)**
	205,567	14,022	26,146	155,119	19,033	3,618	39,893	13,805	6,737	**483,940**	15,857	**499,797**

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit
Asset recognition thresholds and depreciation periods		**$'000**
Land & land improvements		
land	-	1
Buildings		
buildings	50 years	2,000
heritage buildings	150 years	2,000
Plant and Equipment		
heritage plant and equipment	-	1
plant, machinery and equipment	3 - 10 years	500
computers and telecommunications	3 - 5 years	1
furniture, fixtures and fittings	5 - 20 years	1,000
library books	5 years	1
Infrastructure		
roads - pavements, substructure, formation and earthworks	70 years	5,000
roads - kerb, channel and minor culverts and other	70 years	5,000
roads - surface	30 years	5,000
bridges - deck and substructure	50 - 100 years	5,000
footpaths and cycleways	30 years	5,000
drainage	50 - 100 years	2,000
recreational, leisure and community facilities	10 - 50 years	2,000
waste management	50 years	5,000
off street car parks	30 - 70 years	5,000
Other infrastructure	7 - 50 years	1,000
Parks openspace and streetscapes	10 - 50 years	1,000

Land under roads

Land under roads acquired after 30 June 2008 is brought to account using the cost method. The Council does not recognise land under roads that it controlled prior to that period in its financial report.

Depreciation and amortisation

Buildings, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

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.

Valuation of land and buildings

Valuation of land and buildings were undertaken by a qualified independent valuer Liam McNamara, AAPI, CPV, valuer registration no: 63119. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1	Level2	Level 3	Date of Valuation
Specialised land	-	-	557,762	June 2020
Heritage Buildings	-	705	10,379	June 2020
Buildings	-	39,725	103,983	June 2020
Total	-	40,430	672,124	

Valuation of infrastructure

Valuation of infrastructure assets has been determined in accordance with a valuation undertaken by the Council's asset management team as at 30 June 2020, supervised by Matthew Irving B.Eng (Civil) based on current replacement cost less accumulated depreciation as at the date of valuation.

The dates of current valuations are detailed in the following table and the valuations were based on current supply unit rates.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2020 are as follows:

	Level 1	Level2	Level 3	Date of Valuation
Roads	-	-	205,567	June 2020
Bridges	-	-	14,022	June 2020
Off street car parks	-	-	13,805	June 2020
Footpaths and cycleways	-	-	26,146	June 2019
Drainage	-	-	155,119	June 2019
Recreational, leisure and community facilities	-	-	19,033	
Waste management	-	-	3,618	
Parks, open space and streetscapes	-	-	39,893	
Other infrastructure	-	-	6,737	
Total	-	-	483,940	

Asset impairment and Covid-19

At the date of this report there are no indications of impairment from the Covid-19 pandemic for property, plant and equipment valuations. This may change with the continuing economic uncertainty. The market conditions created by Covid-19 were considered in the land and market value assessments of land and buildings. While uncertainty remains in the market there is less volatility in the market for land and buildings compared to financial markets in the short term. However, this has the capacity to change over a short period of time.

Infrastructure assets are valued by using unit cost rates from Council contracts. The unit rates are unlikely to change in the short term but may be subject to variability and contractor capacity with the continuation of Covid-19 restrictions.

Description of significant unobservable inputs into level 3 valuations

Specialised land is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between $5 and $5,650 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from $50 to $20,000 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 0 years to 50 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 7 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2020	2019
Reconciliation of specialised land	**$'000**	**$'000**
Community facilities	54,511	57,813
Parks and reserves	486,767	488,026
Other	16,484	20,054
Total specialised land	**557,762**	565,893

	2020 $'000	2019 $'000

6.3 Investment property

Balance at beginning of financial year	13,404	13,404
Fair value adjustments	381	-
Balance at end of financial year	13,785	13,404

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise.

Council has provided rent relief to eligible tenants during 19/20 to provide financial support during the Covid-19 pandemic and this will continue into 20/21. This will increase their ability to negotiate the effects of the Covid-19 business downturn upon their activity. The valuation of investment property may be subject to future falls in value if the Covid-19 pandemic continues to reduce commercial economic activity.

Valuation of investment property

Valuation of investment property has been determined in accordance with an independent valuation by Liam McNamara, AAPI, CPV, valuer registration no: 63119 of Opteon Property Group who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

		2020	2019
Note 7	**People and relationships**	**No.**	**No.**

7.1 Council and key management remuneration

(a) Related Parties

Parent entity

Hobsons Bay City Council is the parent entity.

(b) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Councillors	Councillor Colleen Gates (Mayor 8 November 2019 to 30 June 2020)
	Councillor Jonathon Marsden (Mayor 1 July 2019 to 7 November 2019)
	Councillor Angela Altair
	Councillor Tony Briffa
	Councillor Michael Grech
	Councillor Peter Hemphill
	Councillor Sandra Wilson
	Chief Executive Officer Aaron van Egmond
	Director - Corporate Services Andrew McLeod
	Director - Infrastructure and City Services Sanjay Manivasagasivam
	Director - Sustainable Communities Penelope Winslade & Peter Hunt (1 July 2019 to 30 August 2019)

Total Number of Councillors	7	7
Total of Chief Executive Officer and other Key Management Personnel	5	6
Total Number of Key Management Personnel	12	13

(c) Remuneration of Key Management Personnel	**2020 $**	**2019 $**
Total remuneration of key management personnel was as follows:		
Short-term benefits	1,038	1,314
Post employment benefits	103	105
Long-term benefits	28	35
Termination benefits	-	-
Total	1,169	1,454

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:	**2020 No.**	**2019 No.**
$10,000 - $19,999	1	-
$20,000 - $29,999	5	5
$40,000 - $49,999	1	1
$60,000 - $69,999	1	1
$80,000 - $89,999	-	1
$90,000 - $99,999	-	1
$150,000 - $159,999	-	1
$190,000 - $199,999	-	1
$260,000 - $269,999	1	-
$270,000 - $279,999	1	1
$280,000 - $289,999	1	-
$350,000 - $359,999	-	1
$360,000 - $369,999	1	-
	12	13

(d) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:
a) has management responsibilities and reports directly to the Chief Executive; or
b) whose total annual remuneration exceeds $151,000

The number of Senior Officers are shown below in their relevant income bands:

Income Range:	2020 No.	2019 No.
$151,000 - $159,999	3	2
$160,000 - $169,999	4	6
$170,000 - $179,999	3	4
$180,000 - $189,999	6	2
$190,000 - $199,999	2	4
$200,000 - $209,999	1	-
$210,000 - $219,999	-	1
	19	**19**

Total Remuneration for the reporting year for Senior Officers included above, amounted to:	3,352	4,121

7.2 Related party disclosure	**2020 $'000**	**2019 $'000**
(a) Transactions with related parties		
During the period Council entered into the following transactions with related parties.	-	-
(b) Outstanding balances with related parties		
The following balances are outstanding at the end of the reporting period in relation to transactions with related parties	-	-
(c) Loans to/from related parties		
The aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the council to a related party as follows:	-	-
(d) Commitments to/from related parties		
The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:	-	-

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Operating lease receivables

The Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 24 years. All leases include a CPI based revision of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

	2020	2019
	$'000	$'000
Not later than one year	1,985	2,069
Later than one year and not later than five years	7,122	7,324
Later than five years	11,288	12,908
	20,395	22,301

(b) Contingent liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

Superannuation

Council 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 below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. It is not known if additional contributions will be required, their timing or potential amount.

Future superannuation contributions

In addition to the disclosed contributions, Hobsons Bay City Council has not paid unfunded liability payments to Vision Super during the 2019/20 year (2018/19 $nil). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2020. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2021 are $200,000.

Insurance claims

Council has no major insurance claims that could have a material impact on future operations.

Legal matters

Council has no major legal matters that could have a material impact on future operations.

Building cladding

Council has no potential contingents that may exist in relation to rectification works or other matters associated with building cladding that may have the potential to adversely impact on Council.

(c) Guarantees for loans to other entities

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

	2020	2019
	$'000	$'000
Altona Sports Centre - Loan guarantee	1,500	1,500

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

8.2 Change in accounting standards

The following new AAS's have been issued that are not mandatory for the 30 June 2020 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting

AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)

AASB 1059 addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective.

Based on the Council's current assessment, there is expected to be no impact on the transactions and balances recognised in the financial statements as the Council is not a grantor in a service concession arrangement.

AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)

The Standard principally amends *AASB 101 Presentation of Financial Statements* and *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors*. The amendments refine the definition of material in AASB 101. The amendments clarify the definition of material and its application by improving the wording and aligning the definition across AASB Standards and other publications. The impacts on the local government sector are expected to be minimal.

AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)

This Standard sets out amendments to Australian Accounting Standards, Interpretations and other pronouncements to reflect the issuance of the Conceptual Framework for Financial Reporting (Conceptual Framework) by the AASB. The impacts on the local government sector are expected to be minimal.

8.3 Financial instruments

(a) Objectives and policies

The Council'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, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council'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. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council 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. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

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

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

There has been no significant change in the Council'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 not been sufficiently significant during the year to have an impact on the Council'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 Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

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

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

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

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

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. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.
To help reduce these risks Council:

- 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;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council'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.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

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

(e) Sensitivity disclosure analysis

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

- A parallel shift of + .25% and -1.5% in market interest rates (AUD) from year-end rates of 1.24%.

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

8.4 Fair value measurement

Fair value hierarchy

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

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities
Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable;
Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.
For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from one to two years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

With the exception of the Covid-19 pandemic no matters have occurred after balance date that require disclosure in the financial report.
The Covid-19 pandemic is likely to impact Council's future financial capacity. Council has provided a Community Support package in 2019/20 and continued support through the budget in 2020/21. This will impact Councl's future capacity to operate at the same service level. The details of the effect of the Covid-19 pandemic is made in the overview section of the financial report.

Note 9 Other matters

9.1 Reserves (a) Asset revaluation reserves	Balance at beginning of reporting period $'000	Increment (decrement) $'000	Balance at end of reporting period $'000
2020			
Property			
Land	468,789	(10,105)	458,684
Heritage buildings	952	(6,934)	(5,982)
Buildings	4,661	15,949	20,610
	474,402	(1,090)	473,312
Infrastructure			
Roads	157,167	-	157,167
Bridges	2,951	(4,309)	(1,358)
Drainage	75,442	2,050	77,492
Footpaths and cycleways	11,225	3,913	15,138
	246,785	1,654	248,439
Total asset revaluation reserves	**721,187**	**564**	**721,751**
2019			
Property			
Land and land improvements	468,789	-	468,789
Heritage buildings	952	-	952
Buildings	4,661	-	4,661
	474,402	-	474,402
Infrastructure			
Roads	158,733	(1,566)	157,167
Bridges	2,951	-	2,951
Footpaths and cycleways	12,564	(1,339)	11,225
Drainage	75,642	(200)	75,442
Offstreet car parks	-	-	-
	249,890	(3,105)	246,785
Total asset revaluation reserves	**724,292**	**(3,105)**	**721,187**

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

(b) Other reserves	Balance at beginning of reporting period $'000	Transfer from accumulated surplus $'000	Transfer to accumulated surplus $'000	Balance at end of reporting period $'000
2020				
Car Park reserve	222	-	-	222
Infrastructure reserve	20,154	3,255	-	23,409
Recreation land fund reserve	12,571	3,178	(5,191)	10,558
Street tree planting reserve	161	82	(107)	136
Capital works carryover reserve	16,732	1,619	(16,732)	1,619
Discretionary loan repayment reserve	8,125	1,525	-	9,650
Grants commission reserve	1,384	1,479	(1,384)	1,479
Port Phillip Woollen Mill reserve	412	94	(92)	414
Hobsons Bay Caravan Park reserve	92	-	-	92
Waste management sinking fund	4,689	-	(4,689)	-
Total Other reserves	**64,542**	**11,232**	**(28,195)**	**47,579**
2019				
Car Park reserve	222	-	-	222
Infrastructure reserve	20,604	150	(600)	20,154
Recreation land fund reserve	9,178	4,096	(703)	12,571
Street tree planting reserve	198	69	(106)	161
Capital works carryover reserve	6,947	18,497	(8,712)	16,732
Discretionary loan repayment reserve	6,600	1,525	-	8,125
Grants commission reserve	1,401	1,384	(1,401)	1,384
Port Phillip Woollen Mill reserve	166	271	(25)	412
Hobsons Bay Caravan Park reserve	-	92	-	92
Waste management sinking fund	4,561	360	(232)	4,689
Total Other reserves	**49,877**	**26,444**	**(11,779)**	**64,542**

9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	2020 $'000	2019 $'000
Surplus for the year	23,329	27,654
Loss on disposal of property, infrastructure, plant and equipment	1,980	974
Depreciation/amortisation	20,915	18,626
Receivables impairment	524	549
Fair value adjustments for investment property	(381)	-
Change in assets and liabilities:		
Increase in trade and other receivables	(3,355)	(2,618)
(Increase)/decrease in prepayments	(85)	117
Increase/(decrease) in accrued income	203	(182)
Increase in trade and other payables	5,696	4,990
Increase in trust funds and deposits	937	1,031
Decrease in deferred income	(1,221)	-
(Increase)/decrease in inventories	1	(3)
Decrease in provisions	(703)	(278)
Net cash provided by operating activities	47,840	50,860

9.3 Superannuation

Hobsons Bay City Council (the Council) 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 Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories, 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 2020, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

Defined Benefit

Council 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.

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 Council 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

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

As at 30 June 2019, 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 Council is a contributing employer was 107.1%. The financial assumptions used to calculate the VBIs were:

Net investment returns 6.0% pa
Salary information 3.5% pa
Price inflation (CPI) 2.0% pa.

Vision Super has since advised that the estimated VBI at June 2020 was 104.6% .

The VBI at 30 June 2020 is subject to various assumptions which may be affected by a continuance of the economic downturn and the Covid-19 pandemic restrictions on business activity.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2019 interim 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.

Employer contributions

Regular contributions

On the basis of the results of the 2017 full actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/2019). This rate will increase in line with any increases in the SG contribution rate.

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

Funding calls

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) 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.

The 2019 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Hobsons Bay City Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and a full actuarial investigation was conducted as at 30 June 2017.

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

	2019 $m	2018 $m
- A VBI Surplus	151.3	131.9
- A total service liability surplus	233.4	218.3
- A discounted accrued benefits surplus	256.7	249.1

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 2019.

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 2019.

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 2019.

Council was notified of the 30 June 2019 VBI during August 2019 (2018: August 2018).

The 2020 actuarial investigation

An actuarial investigation has been conducted for the Fund's position as at 30 June 2020 as the Fund provides lifetime pensions in the Defined Benefit category.

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2020 are detailed below:

Scheme	Type of Scheme	Rate	2020 $'000	2019 $'000
Vision super	Defined benefit	9.50%	207	301
Vision super	Accumulation fund	9.50%	1,926	2,280
Other funds	Accumulation funds	9.50%	1,726	1,814

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2020.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2020 is $190,000.

9.4 Prior period adjustments

Council has been able to identify land and building assets not previously recognised. These errors have been corrected by restating each affected financial statement line item at 1 July 2019. As a result of historical data collection methods the value of land and buildings has been misstated.

The impact of each is set out in the table

	At 30 June 2019	Prior period adjustments	At 1 July 2019 as restated
	$'000	$'000	$'000
Property, infrastructure, plant and equipment	1,204,325	2,329	1,206,654
Total non-current assets	1,218,074	2,329	1,220,403
Total assets	1,316,755	2,329	1,319,084
Net assets	1,268,423	2,329	1,270,752
Equity			-
Accumulated surplus	482,695	2,329	485,024
Total Equity	1,268,423	2,329	1,270,752

10 Change in accounting policy

Council has adopted *AASB 15 Revenue from Contracts with Customers* , *AASB 16 Leases* and *AASB 1058 Income of Not-for-Profit Entities* , from 1 July 2019. This has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements.

Due to the transition methods chosen by Council in applying these standards, comparative information throughout these financial statements has not been restated to reflect the requirements of the new standards except in relation to contracts that were not complete at 1 July 2019. The transition impact of these are detailed below.

a) AASB 15 Revenue from Contracts with Customers - Impact of Adoption

AASB 15 Revenue from Contracts with Customers applies to revenue transactions where Council provides services or goods under contractual arrangements.

Council adopted *AASB 15 Revenue from Contracts with Customers* using the modified (cumulative catch up) method. Revenue for 2019 as reported under *AASB 118 Revenue* is not adjusted, because the new standard is only applied from the date of initial application.

AASB 15 Revenue from Contracts with Customers requires revenue from contracts with customers to be recognised as Council satisfies the performance obligations under the contract.

b) AASB 16 Leases

AASB 16 Leases requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease. Council has elected to adopt the modified (cumulative catch up) method under the standard and as such has not adjusted 2019 disclosures. The transition impact of these are detailed below.

c) AASB 1058 Income of Not-for-Profit Entities

AASB 1058 Income of Not-for-Profit Entities applies to income received where no contract is in place. This includes statutory charges (such as rates) as well as most grant agreements.

Council adopted *AASB 1058 Income of Not-for-Profit Entities* using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

AASB 1058 Income of Not-for-Profit Entities requires income to be recognised as Council satisfies the performance obligations under the contract.

d) Transition impacts

Council adopted the practical expedient of deeming the lease asset to be equal in value to the lease liability at 1 July 2019. As such there was no impact on retained earnings on the adoption of *AASB 16 Leases* .

The following table summarises the impacts of transition to the new standards on Council's balance sheet for the year ending 30 June 2019.

	As reported 30 June 2019 $'000	Adjustments $'000	Post adoption $'000
Assets			
Right of use assets	-	1,987	1,987
	-	1,987	1,987
Liabilities			
Lease liability - current	-	933	933
Lease liability - non-current	-	1,054	1,054
	-	1,987	1,987

Certification of the Performance Statements

In my opinion the accompanying performance statement has been prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

Hamish Munro, CPA
Principal Accounting Officer
Date : *11 September 2020*
Altona

In our opinion the accompanying performance statement of the Hobsons Bay City Council for the year ended 30 June 2020 presents fairly the results of council's performance in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.

Councillor Colleen Gates
Councillor
Date : *11 September 2020*
Altona

Councillor Sandra Wilson
Councillor
Date : *11 September 2020*
Altona

Aaron van Egmond
Chief Executive Officer
Date : *11 September 2020*
Altona

Independent Auditor's Report

Victorian Auditor-General's Office

To the Councillors of Hobsons Bay City Council

Opinion	I have audited the accompanying performance statement of Hobsons Bay City Council (the council) which comprises the: • description of municipality for the year ended 30 June 2020 • sustainable capacity indicators for the year ended 30 June 2020 • service performance indicators for the year ended 30 June 2020 • financial performance indicators for the year ended 30 June 2020 • notes to the performance statement and • the certification of the performance statement. In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2020 in accordance with the performance reporting requirements of Part 6 of the *Local Government Act 1989*.
Basis for Opinion	I have conducted my audit in accordance with the *Audit Act 1994* which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the *Auditor's Responsibilities for the Audit of the performance statement* section of my report. My independence is established by the *Constitution Act 1975*. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.
Councillors' responsibilities for the performance statement	The Councillors is responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the *Local Government Act 1989* and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.
Auditor's responsibilities for the audit of the performance statement	As required by the *Audit Act 1994*, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement 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 Standards on Assurance

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Engagements 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 decisions of users taken on the basis of this performance statement.

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

- identify and assess the risks of material misstatement of performance statement, 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 council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors 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
23 September 2020

Sanchu Chummar
as delegate for the Auditor-General of Victoria

Performance Statement

For the year ended 30 June 2020

Hobsons Bay is situated at the northern end of Port Phillip Bay, about 10km west of central Melbourne and includes the suburbs of Altona, Altona Meadows, Altona North, Brooklyn, Laverton, Newport, Seabrook, Seaholme, South Kingsville, Spotswood, Williamstown and Williamstown North. Each suburb has its own unique character, from the historic seaport of Williamstown with its range of heritage buildings, to the more recently developed residential areas of Altona Meadows and Seabrook. Hobsons Bay also has a range of major industrial complexes, which contribute significantly to the economy of Victoria.

It covers an area of approximately 66 square kilometres with over 20 kms of coastline. It is also home to significant coastal wetlands, five creek systems, remnant native grasslands, and important flora and fauna habitats,
which makes up 24 per cent of the city's total land area.

The city is located between seven and 20 kilometres from the CBD and has good access to regional transport facilities such as the West Gate Freeway, the Western Ring Road, CityLink, the National Rail Line, together with the ports and airports of Melbourne and Avalon.

In 2019, Hobsons Bay had an estimated resident population of 97,751 people, which is forecast to increase to 114,426 by 2030. Thirty per cent of our residents are born overseas, speaking over 100 different languages and practising over 90 faiths.

These features contribute to the City's culture, which is strongly linked to its maritime heritage, rich natural environment, industry and lifestyle.

COVID-19 Pandemic

On 30 January 2020, COVID-19 was declared as a global pandemic by World Health Organisation. Since then, various measures have been taken by all levels of Government in Australia to reduce the spread of COVID-19. This crisis and measures taken to mitigate it has impacted council operations in the following areas for the financial year ended 30 June 2020:

In response to government directives amidst the COVID-19 outbreak, Council facilities, libraries, community centres and halls were closed to the community which has resulted in a decrease in Council User fee revenue.

User fees were also impacted by the downturn in the market and the refund of fees as part of the Community support package which included food premises registration ($414,000) and footpath trading permits ($122,000).

Council provided a full rental rebate and refunds to eligible business tenants in rent agreements from 1 April 2020 to 30 June 2020 which reduced rent revenue within Other income ($316,000).

Statutory fees and fines were impacted by the market downturn from the pandemic and the refund of fees and charges as part of Council's Community Support Package ($593,000).

Council revised its Hardship Policy in response to the crisis on 23 June 2020. This is expected to result in an increase in the deferment of rates, fees, charges and rentals. Council has a net $16,000 reduction in rate interest from the deferment of interest to date.

The financial impact of the deferral of rates revenue has contributed to the rates debtor balance as at 30 June 2020 to increase by $1.734 million compared to last year - refer to Note 5.1 (c).

Subsequent events

Since 30 June 2020 there have been Covid-19 developments including an increase in transmission and the introduction of stage 4 restrictions from 2 August 2020 further impacting local socio-economic activity.

This will have an impact on service delivery, revenues, add additional expenses to the delivery of Council services and programs. The full effect is difficult to estimate due to the uncertainty and continuation of the Covid-19 pandemic.

A further Community Support Package has been included in the Annual Budget 2020-21 which provides an estimated $5.2 million to provide support to businesses, community organisations and the community affected by the Covid-19 pandemic. This includes approximately $2.2 million in rate adjustments (rebate), $1.965 million dedicated to business and economic recovery and nearly $943,000 invested into local community recovery.

The $2.2 million rate adjustment package includes an adjustment to each property type of :- $20 for residential, $60 for cultural and recreational, $200 for eligible commercial and $915 for eligible industrial.

The business and economic recovery package of $1.965 million includes rebates for Food Safety registrations ($595,0000), Footpath trading permits ($150,000), Health registrations ($63,000) and planning fees ($177,000) commercial rental relief ($210,000), Nelson Place, Williamstown parking fee suspension to December 2020 ($520,000) and business precinct support campaign ($250,00).

The community recovery package includes Covid-19 recovery community grants ($500,000), local connections program ($100,000), venue and facility use ($132,000), sports recovery program ($152,000) and access to technology ($60,000).

Sustainable Capacity Indicators

For the year ended 30 June 2020

Indicator / *measure*	Results 2017	Results 2018	Results 2019	Results 2020	Comments
Population					
Expenses per head of municipal population [Total expenses / Municipal population]	$1,209.64	$1,300.43	$1,240.29	$1,275.25	The increase in 2019-20 is in-line with additional expenditure after a reduction was achieved in 2018-19.
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	$5,606.40	$6,623.13	$6,617.93	$7,065.66	The increasing trend, including the significant increase to this indicator in 2019-20, is in-line with Council's commitment to increase its capital works program.
Population density per length of road [Municipal population / Kilometres of local roads]	216.19	219.87	223.64	226.59	There are minimal changes to this indicator due to generally consistent road lengths and a slowly increasing population.
Own-source revenue					
Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	$1,241.27	$1,299.73	$1,288.47	$1,266.77	The reduction in this indicator reflects the drop in own-source revenue, including Council's reimbursement of fees through its COVID-19 Community Support Packages.
Recurrent grants					
Recurrent grants per head of municipal population	$149.69	$140.30	$133.64	$140.83	The increase in 2019-20 is in-line with the increase in operating recurrent grants after a reduction in 2018-19.

Indicator / *measure*	Results 2017	Results 2018	Results 2019	Results 2020	Comments
[Recurrent grants / Municipal population]					
Disadvantage					
Relative Socio-Economic Disadvantage	7.00	7.00	7.00	7.00	Socio-Economic Disadvantage indicator remains consistent.
[Index of Relative Socio-Economic Disadvantage by decile]					
Workforce turnover					
Percentage of staff turnover	11.3%	13.6%	28.7%	15.3%	The turnover rate has returned to normal levels in 2019-20 after the significant increase during 2018-19 as a result of the transfer of home care staff to a third-party service provider.
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100					

Definitions

"adjusted underlying revenue" means total income other than:

(a) non-recurrent grants used to fund capital expenditure; and

(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

For the year ended 30 June 2020

Service/***indicator***/*measure*	Results 2017	Results 2018	Results 2019	Results 2020	Comments
Aquatic Facilities ***Utilisation*** *Utilisation of aquatic facilities* [Number of visits to aquatic facilities / Municipal population]	0.00	0.00	0.00	0.00	Council does not have operational control of the aquatic facilities in its municipality and therefore the indicators are not reported on.
Animal Management ***Health and safety*** *Animal management prosecutions* [Number of successful animal management prosecutions]	New in 2020	New in 2020	New in 2020	94%	32 prosecutions on hold. Adjournments are due to COVID-19. Council conducts thorough investigations with an aim to resolve matters outside court where possible and where prosecution takes place that strong evidence ensures success.
Food Safety ***Health and safety*** *Critical and major non-compliance outcome notifications* [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	90.32%	92.47%	90.95%	81.70%	Staff resource shortages contributed to the decrease in the number of follow-up inspections for major and critical outcomes.
Governance ***Satisfaction*** *Satisfaction with council decisions* [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	64.00	64.00	63.00	58.00	As reported in the 2020 Annual Community Survey one in four (25%) of the residents were dissatisfied with the Council making decisions in the interest of the community. Waste and recycling services was the main reason for 39% of those respondents to be dissatisfied. In February 2020, Council implemented significant reform in its waste and recycling service.
Libraries ***Participation*** *Active library borrowers in municipality* [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	19.15%	18.80%	20.36%	19.46%	No substantial reduction in active borrower numbers despite temporary branch closures and social distancing requirements.
Maternal and Child Health (MCH) ***Participation*** *Participation in the MCH service*	72.47%	74.42%	73.21%	72.94%	Council's MCH service has practices in place to ensure all families are contacted and reminded to attend the Key Age and Stage visit (KAS). Due to the COVID-19 pandemic, there were many more telehealth and additional consultations, which were not calculated in these numbers. All KAS continued either via

Service/*indicator*/*measure*	Results 2017	Results 2018	Results 2019	Results 2020	Comments
					telehealth or face to face. There were additional nursing hours worked to support the alternative modes of service delivery.
[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100 ***Participation***					
Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	60.20%	75.00%	62.50%	71.88%	Hobsons Bay has only a small number of known Aboriginal families. This past year, more emphasis was placed on MCH providing a service that was flexible and culturally safe with the aim of supporting families to access and remain engaged.
Roads ***Satisfaction*** *Satisfaction with sealed local roads* [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	69.00	62.00	63.00	56.00	The ratings from the residents in Spotswood, South Kingsville and Newport areas have driven the drop in the overall satisfaction rating with sealed local roads. Council is committed to continuously improve this.
Statutory Planning ***Decision making*** *Council planning decisions upheld at VCAT* [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	50.00%	70.69%	53.06%	61.54%	The result is typical for the last few years and consistent with the State average. There has been no significant change in policy over this period that would explain the number of decisions set aside by VCAT. Council continues to work towards implementing a number of new policies including an updated Neighbourhood Character Study, Housing Strategy and Activity Centre Strategy which will see updates in the Planning Scheme including the application of the residential zones. This will provide greater guidance to applicants, Council and VCAT when making decisions.

Service/*indicator*/*measure*	Results 2017	Results 2018	Results 2019	Results 2020	Comments
Waste Collection ***Waste diversion***					There has been significant change during 2019-20 resulting in a decline in diversion at the beginning of the year and increase towards the end. Following the collapse of SKM Recycling early in the financial year, some recyclables were landfilled due to the lack of processing capacity available. In February 2020, Council implemented significant reform in its waste and recycling service implementing a weekly food and green waste service, fortnightly garbage service, four weekly glass service and retaining its fortnightly recycling collection. The data captures the tonnes collected and diverted in the glass collection service as a compulsory recycling service. The implementation of the food and green waste system and changes in collection schedules have led to a significant increase in tonnes of organics diverted from landfill since February 2020. The COVID-19 pandemic has substantially impacted household waste volumes, with more people at home generating waste for their kerbside bins. This has amplified pressure on garbage bins. Council has responded to this challenge by offering a weekly Saturday garbage drop-off for two months, and by rolling out a free 240L garbage bin upsizing program for eligible households.
Kerbside collection waste diverted from landfill	47.89%	46.33%	40.84%	45.37%	
[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100					

Definitions
"Aboriginal child" means a child who is an Aboriginal person
"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006
"active library member" means a member of a library who has borrowed a book from the library
"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act
"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English
"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act
"class 2 food premises" means food premises, within the meaning of the *Food Act 1984* , that have been declared as class 2 food premises under section 19C of that Act
"Community Care Common Standards "means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth
"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984* , or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
"food premises" has the same meaning as in the *Food Act 1984*
"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the Home and Community Care Act 1985 of the Commonwealth
"HACC service" means home help, personal care or community respite provided under the HACC program
"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*
"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
"population" means the resident population estimated by council
"target population" has the same meaning as in the Agreement entered into for the purposes of the Home and Community Care Act 1985 of the Commonwealth
"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act*

Financial Performance Indicators

For the year ended 30 June 2020

Dimension/*indicator*/*measure*	Results 2017	Results 2018	Results 2019	Results 2020	Forecasts 2021	Forecasts 2022	Forecasts 2023	Forecasts 2024	Material Variations and Comments
Efficiency									
Expenditure level									
Expenses per property assessment	$2,785.75	$2,957.28	$2,828.70	$2,927.72	$3,064.45	$2,815.61	$2,893.10	$2,967.06	The increase in 2019-20 is consistent with the increase in expenses during the financial year. A further increase is expected in 2020-21, consistent with additional expenditure funded through the Working for Victoria program. A decrease is expected in 2021-22 after the program finishes. The number of property assessments continues to increase gradually and reasonably consistently.
Workforce turnover									
Resignations and terminations compared to average staff [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	11.32%	13.60%	28.65%	Indicator retired	Indicator retired	Indicator retired	Indicator retired	Indicator retired	Indicator retired 2019.
Revenue level									
Average rate per property assessment [General rates and Municipal charges / Number of property assessments]	New in 2020	New in 2020	New in 2020	$2,371.57	$2,415.22	$2,460.84	$2,507.17	$2,554.19	The result in 2019-20 and the forecasts for future years reflect increases to rates consistent with the current rate cap. The increased forecasts for rates are compared against consistent property values (due to the uncertainty moving forward) leading to increased measures in later years.
Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	$1,770.62	$1,778.97	$1,935.15	Indicator retired	Indicator retired	Indicator retired	Indicator retired	Indicator retired	Indicator retired 2019.
Liquidity									
Working capital									
Current assets compared to current liabilities	215.69%	271.82%	295.64%	208.57%	130.38%	107.70%	108.80%	122.07%	The decrease in 2019-20 is consistent with the decreased

Dimension/*indicator*/*measure*	Results 2017	Results 2018	Results 2019	Results 2020	Forecasts 2021	Forecasts 2022	Forecasts 2023	Forecasts 2024	Material Variations and Comments
									level of cash at year end compared to the prior year. This trend is expected to continue as Council continues to use its cash reserves to fund its significant increase in capital works and the repayment of loan principal.
[Current assets / Current liabilities] x100									
Unrestricted cash									
Unrestricted cash compared to current liabilities	-38.11%	-69.90%	-108.78%	-40.13%	-27.76%	-27.25%	-38.39%	-44.58%	The negative results since 2016-17 are offset by other financial assets (investments) of $69 million in 2019-20, which are investments held for periods over 90 days. These investments are not included in the unrestricted cash figure, but they are used to fund Council's ongoing operations and liabilities.
[Unrestricted cash / Current liabilities] x100									
Obligations									
Asset renewal *Asset renewal compared to depreciation* *[Asset renewal expense / Asset depreciation] x100*	102.15%	72.63%	123.53%	Indicator retired	Indicator retired	Indicator retired	Indicator retired	Indicator retired	Indicator retired 2019.
Loans and borrowings									
Loans and borrowings compared to rates	14.36%	13.76%	13.15%	12.71%	12.67%	4.24%	4.12%	4.01%	Council existing loans are held as part of two Local Government Funding Vehicle (LGFV) interest only bonds and this is reflected in the consistent indicators between 2016-17 and 2020-21. The indicator is forecast to reduce in 2021-22 as $9.2 million will be repaid that year.
[Interest bearing loans and borrowings / Rate revenue] x100									
Loans and borrowings repayments compared to rates	0.63%	0.61%	0.58%	0.56%	0.56%	8.11%	0.16%	0.16%	Council has paid interest only on its Local Government Funding Vehicle loans since 2016-17, resulting in the extremely low indicators. The forecast increase to the indicator in 2021-22 reflects the bullet principal repayment that year.
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100									
Indebtedness									

Dimension/*indicator*/*measure*	Results 2017	Results 2018	Results 2019	Results 2020	Forecasts 2021	2022	2023	2024	Material Variations and Comments
Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	12.96%	12.16%	12.03%	12.49%	4.74%	4.44%	4.35%	4.25%	The indicator has remained consistent since 2015-16, minimally impacted by own source revenue. The indicator is forecast to reduce significantly in 2020-21, when $9.2 million worth of borrowings is regarded as a current liability, the year before it is due to be repaid.
Asset renewal and upgrade *Asset renewal and upgrade compared to depreciation* [Asset renewal and asset upgrade expense / Asset depreciation] x100				280.37%	289.96%	269.51%	184.69%	183.18%	The 2019-20 indicator reflects Council's significant investment in capital works. Whilst it is forecast to reduce in future years, the indicator remains relatively high, consistent with Council's ongoing commitment to capital works.
Operating position ***Adjusted underlying result*** *Adjusted underlying surplus (or deficit)*	15.89%	12.78%	15.88%	11.56%	7.99%	16.72%	17.35%	18.08%	The decrease in 2019-20 is consistent with the reduction in the operational surplus, which has been impacted by COVID-19. The indicator is expected to reduce further in 2020-21 reflecting the

Dimension/*indicator*/*measure*	Results 2017	Results 2018	Results 2019	Results 2020	Forecasts 2021	2022	2023	2024	Material Variations and Comments
[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100									assistance Council will continue to provide through its COVID-19 Community Support Packages. It is forecast that the indicator will increase significantly in 2021-22 and remain reasonably consistent there-after.
Stability									
Rates concentration									
Rates compared to adjusted underlying revenue	73.62%	72.85%	75.90%	79.29%	78.47%	80.85%	80.04%	79.17%	This indicator continues to gradually increase as a result of rate income (including supplementary growth) increasing at a greater rate than other own-source revenue. There is a slight decrease forecast in 2020-21, reflecting Council's decision to provide assistance to ratepayers through a COVID-19 rate adjustment.
[Rate revenue / Adjusted underlying revenue] x100									
Rates effort									
Rates compared to property values	0.35%	0.36%	0.29%	0.30%	0.31%	0.32%	0.33%	0.34%	Rates compared to property values increased slightly in 2019-20 due to a slight decrease in property values during the 2019 revaluation. Future forecasts are based on consistent property values due to the uncertainty moving forward.
[Rate revenue / Capital improved value of rateable properties in the municipality] x100									

Definitions
"adjusted underlying revenue" means total income other than:
(a) non-recurrent grants used to fund capital expenditure; and
(b) non-monetary asset contributions; and
(c) contributions to fund capital expenditure from sources other than those referred to above
"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure
"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
"current assets" has the same meaning as in the AAS
"current liabilities" has the same meaning as in the AAS
"non-current assets" means all assets other than current assets
"non-current liabilities" means all liabilities other than current liabilities
"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan
"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants
"population "means the resident population estimated by council
"rate revenue" means revenue from general rates, municipal charges, service rates and service charges
"recurrent grant "means a grant other than a non-recurrent grant
"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties
"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Other Information

For the year ended 30 June 2020

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and Local Government (Planning and Reporting) Regulations 2014.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the Council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its strategic resource plan on 18 August 2020 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting Council.

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