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## Inner West Air Quality Community Reference Group Report Recommendations and Actions

	Recommendation	Actions	Lead Agency	HBCC Role
3.1	<b>Increases the level of, and access to, Inner West air quality monitoring and information.</b>	<ul style="list-style-type: none"> <li>- permanently transferring WGTP monitoring stations to the EPA</li> <li>- utilising air quality modelling and forecasting processes to complement the monitoring network</li> <li>- publicly and promptly reporting actions taken in response to significant instances of air pollution, such as industrial fires</li> <li>- implementing a representative monitoring network, including for key pollution locations such as major roads, the West Gate Tunnel and industrial sites</li> <li>- publishing all information in as close to real time as possible and maintaining historical data, on a single website</li> <li>- utilising lower cost monitoring sensors to complement permanent monitoring stations where appropriate to achieve more representative monitoring coverage of the Inner West</li> <li>- reporting all data in 8-minute, 1 hour, 24-hour and annual average increments</li> </ul>	EPA	<p>1. Advocacy</p> <p>2. Partner with EPA on provision of information to community on HBCC media outlets</p>
3.2	<b>Implements an air pollution education campaign to improve Inner West communities and visitors' knowledge of the health risks from local air pollution and what can be done to address and avoid these.</b>	<ul style="list-style-type: none"> <li>- creating a phone app (like an upgraded version of AirWatch) to alert local populations of levels of air pollution and specific actions that can be taken, depending on severity</li> <li>- using multiple communication tools to target the diverse communities of the Inner West</li> <li>- using innovative tools such as environmental health tracking, a community impacts scorecard and/or an Inner West air quality map, to provide information on local pollution levels and their health impacts</li> </ul>	DELWP EPA	<p>1. Advocacy</p> <p>2. Partner with DELWP/EPA on provision of information to community on HBCC media outlets</p>

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

		<ul style="list-style-type: none"> <li>- for the top ten of these pollutants (based on community health risk) demonstrating how premises emitting them will be made to be compliant with their environment protection statutory obligations</li> <li>- publishing a comprehensive and transparent list of all major organic compounds emitted as air pollutants by Inner West industrial premises (on the AirWatch website)</li> </ul>		
3.3	<b>Identifies pollutants of emerging scientific concern to the Inner West, including PM<sub>1</sub> and ultrafine particles, to inform policies, legislation and programs to manage them.</b>	<ul style="list-style-type: none"> <li>- funding epidemiological studies to better understand likely community exposure and health risks</li> <li>- identifying ways to effectively monitor and report these pollutants</li> <li>- setting reporting standards for these pollutants</li> </ul>	DELWP	Advocacy
3.4	<b>Considers the cumulative impact of historic Inner West community exposure to air pollution when making decisions regarding planning applications, developments and other initiatives, and applies more stringent actions in this area to drive down air pollution.</b>		DELWP	
4.1	<b>Builds on the reforms to the environment protection framework, ensuring its policy, strategy and statutory framework development, and decision making, prioritise addressing the health impacts of Inner West air pollution.</b>	<ul style="list-style-type: none"> <li>- committing to ongoing funding and expansion on the number of OPLE roles or similar in the Inner West, enabling them to:               <ul style="list-style-type: none"> <li>o respond to air pollution complaints in a timely manner</li> <li>o reduce air pollution risks through prevention and community and industry education</li> </ul> </li> <li>- reviewing other statutory frameworks impacting on air quality management, to assess opportunities for complementary strengthening, including addressing inconsistencies, gaps and loopholes</li> </ul>	EPA DELWP	Advocacy  Operational support

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

		<ul style="list-style-type: none"> <li>- including air quality as a priority in the next Public Health and Wellbeing Plan (Vic) and requiring consistent and complimentary Inner West municipal health plans</li> <li>- improving cooperation between agencies with air quality management, including reporting, responsibilities</li> <li>- ensuring Inner West air quality solutions are a key focus in the Victorian Air Quality Strategy</li> <li>- engaging effectively, proactively and transparently with the community wherever appropriate</li> </ul>		
4.2	<b>Commits to ongoing funding of local medical resources specialising in addressing health risks from air pollution, commensurate with the enhanced risks to Inner West communities</b>		DHHS	Advocacy
4.3	<b>Undertakes a health risk assessment of the public health impacts caused by air pollution in hot spot areas in the Inner West, including the Brooklyn residential precinct.</b>		DHHS	Advocacy
4.4	<b>Ensures the environmental and social requirements of the <i>Transport Integration Act</i> are upheld such that transport and land use authorities work together to achieve an integrated and sustainable transport system in the Inner West.</b>		DoT	Advocacy

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

5.1	<p><b>Develops a comprehensive policy to drive uptake of low and no emission vehicles, and reduce transport emissions, with a focus on the Inner West.</b></p>	<ul style="list-style-type: none"> <li>- introducing a low emission zone bounded by Grieve Parade, Geelong Road, Kororoit Creek Road and Whitehall Street. Initially, more polluting vehicles should be banned from entering the zone for three hours per day, and immediately before and after core child care, kindergarten and school hours. Over time the ban should be increased to 24-hours. Introduction of the zone should be complemented by measures to support vehicle owners to upgrade to less polluting vehicles</li> <li>- incentivising businesses - particularly freight operators - to upgrade fleets to incorporate vehicles that are, at a minimum, Euro 5 / V equivalent or use alternate fuels</li> <li>- only entering public transport contracts with bus operators that stipulate the use of low and no emission vehicles, for example electric buses</li> <li>- facilitating the movement of freight from road to rail, including fast tracking the Port Rail Shuttle project and identifying if this can be expanded, and working with the Port of Melbourne to enable rail to Webb Dock</li> <li>- changing its procurement requirements to ensure all other vehicles used for Victorian Government services and projects are, at a minimum, Euro 5 / V or equivalent compliant or utilise alternative fuels</li> <li>- investigating other ways to drive greater uptake of alternative fuels</li> </ul>	DoT	<p>Advocacy</p> <p>Strategic and Operational support</p>
5.2	<p><b>Develops a comprehensive, evidence-based policy to minimise air pollution associated with the WGTP both during construction and once the tunnel opens.</b></p>	<ul style="list-style-type: none"> <li>- installation of green walls - using technology such as the Jungleyf Breathing Wall modules - along the West Gate Freeway between Millers and Melbourne Roads and along the section of Millers Road north of the Freeway</li> </ul>	WGTP-MTIA	Advocacy

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

		<ul style="list-style-type: none"> <li>- measures to ensure the operation of the tunnel project does not encourage increased truck traffic on feeder roads through residential communities – particularly along Millers and Williamstown Roads. This could be done, for example, by ensuring trucks are redirected through industrial areas and providing alternate heavy vehicle routes (e.g. through the upgrade of Grieve Parade through to Market Road and upgrade of Paramount Road route) and enforcing bans or restrictions</li> <li>- anti-idling requirements for vehicles involved in WGTP construction</li> <li>- action on the IAC’s recommendation to install filtration on the tunnel ventilation stacks. Filtration should be installed prior to the tunnel opening</li> <li>- a requirement that the WGTP plants replacement trees as near to their original location as possible. (e.g. near Primula Avenue, Millers Road and Grieve Parade, and along the West Gate Freeway corridor</li> <li>- installation of fixed barriers to shield sensitive uses from traffic pollution, particularly on the Hyde Street on-ramp in Spotswood, adjacent to the Emma McLean Kindergarten</li> <li>- explore opportunities to better protect existing sensitive uses exposed to significant air pollution sources (e.g. new highways or major roads), such as through installation of on-site monitoring, installation of on-site filtration systems, and/or protection and regeneration of trees and wildlife, funded, for instance, through increasing road tolling charges.</li> </ul>		
5.3	<p><b>Prioritises improvements to public transport in the Inner West (including better integration between modes).</b></p>	<ul style="list-style-type: none"> <li>- reopening the Paisley and Galvin train stations</li> <li>- fast-tracking the MM2 project</li> </ul>	DoT	Advocacy

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

		<ul style="list-style-type: none"> <li>- increasing frequency and coverage of bus routes in the Inner West and regularly reviewing to ensure access is maximised</li> <li>- improving passenger facilities (e.g. bike parking) at train stations in the Inner West</li> <li>- expanding the MM2 project to include:             <ul style="list-style-type: none"> <li>• the upgrade of the existing freight line between Newport and Sunshine to accommodate passenger services (e.g.electrification and widening of the rail-line)</li> <li>• the opening of new stations at locations such Altona North/South Kingsville and Brooklyn</li> <li>• developing and implementing access plans for all Inner West train stations to further encourage patronage.</li> </ul> </li> </ul>		
5.4	<p><b>Advocates to the Commonwealth to implement measures that will improve air quality in the Inner West.</b></p>	<ul style="list-style-type: none"> <li>- promoting and enabling greater use of alternative fuels and low and no emission vehicles to replace use of diesel and petrol-powered vehicles through e.g. a national plan, incentives and/or disincentives for manufacturers and end-users</li> <li>- strengthening the eligibility criteria for the Federal Diesel Fuel Tax Credit Scheme to ensure the rebate is only provided for newer, less polluting heavy vehicles</li> <li>- strengthening fuel quality standards to bring them in line with Australia’s trading partners, reducing sulphur content in vehicle fuels to 10ppm or lower</li> <li>- strengthening vehicle emission standards for heavy vehicles by:             <ul style="list-style-type: none"> <li>• requiring that all new heavy vehicles meet, at a minimum, Euro VI equivalent standard.</li> <li>• monitoring in-service heavy vehicles in the Inner West to make sure they continue to meet air emission standards</li> </ul> </li> <li>- reducing train emissions by</li> </ul>	<p>Department of Infrastructure, Transport, Regional Development and Communications</p> <p>Department of Agriculture, Water and the Environment</p>	<p>Advocacy</p>



## Inner West Air Quality Community Reference Group Report Recommendations and Actions

		<ul style="list-style-type: none"> <li>• implementing diesel locomotive standards by requiring that all freight locomotives meet the equivalent of the US Tier 4 standard</li> <li>• identifying opportunities to promote the adoption of electric trains</li> </ul>		
5.5	<b>Works with the Port of Melbourne to develop a Clean Port Program</b>	<ul style="list-style-type: none"> <li>- an environmental charge, bans or restricted access to the port for older more polluting vehicles</li> <li>- financial incentives e.g. discounted berthing fees for 'cleaner' ships with newest engines or equivalent NOx reducing technology</li> <li>- on-shore electrical power so ships do not need to use diesel generated power while berthed</li> <li>- electrifying or utilising hybrid fuel systems for port operations such as ship to shore cranes and gantry cranes</li> <li>- establishing air quality improvement targets, and regular monitoring and reporting of air pollutant levels, from the Port of Melbourne</li> <li>- working with the Australian Government to enable EPA to have jurisdiction over the development and implementation of Port of Melbourne environment protection controls</li> </ul>	DoT  Victorian Ports Corporation	Advocacy  Strategic support
5.6	<b>Facilitates all levels of Government to develop targeted 'polluter pays' incentives to fast track air quality improvements and produce resources required to implement this report's recommendations and meet clean energy targets.</b>	A new tax or levy for diesel and other polluting fuels, including those used to transport shipping containers, power cruise ships, and manufacture plastics	DELWP	Advocacy
6.1	<b>Fast tracks implementation of the Brooklyn Evolution Strategy 2016 long term framework plan, providing the necessary support for local</b>		DELWP	Advocacy

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

	<b>government, community and industry to achieve the Strategy's aims.</b>			Strategic support
6.2	<b>Provides appropriate resourcing to the EPA to enable it to use its strengthened tools and powers</b>		DELWP	Advocacy
6.3	<b>Identifies and eliminates sources of dust emissions.</b>	<ul style="list-style-type: none"> <li>- ensuring any industrial and commercial sites with significant vehicular traffic, such as container parks, be sealed</li> <li>- identifying and sealing roads and verges</li> <li>- the use of wheel wash facilities for heavy vehicles</li> <li>- require that all crushing operations be enclosed to contain all dust</li> </ul>	EPA	Advocacy  Strategic and Operational support
6.4	<b>Requires that the EPA prioritise its strengthened statutory tools and powers to ensure Inner West industrial premises comply with their air pollution management obligations.</b>	<ul style="list-style-type: none"> <li>- implementing a risk-based approach, focusing on premises creating greater air pollution, dust and/or odour risks to human and environmental health and amenity commencing with such premises in the Brooklyn Industrial Estate and other major Inner West air pollution emitters, ensuring:               <ul style="list-style-type: none"> <li>• full compliance with all works approval, licence and other permit conditions, general duty obligations and compliance notice obligations, including for major organic compounds being emitted</li> <li>• instances of non-compliance are addressed within three months of their identification</li> <li>• appropriate industry guidance documentation and other information / advice provided</li> <li>• air pollution monitoring and reporting requirements are introduced to enable EPA to assess levels of emissions and compliance with any licence limits</li> <li>• appropriate and regular inspection and/or independent auditing of compliance is undertaken</li> </ul> </li> </ul>	EPA	Advocacy  Strategic and Operational support

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

		<ul style="list-style-type: none"> <li>• communities and local governments are supported to effectively comment on draft new or amended works approvals, licences or other permissions, including through provision of adequate technical expertise and increasing formal referrals to local governments</li> <li>• dust and odour emissions are treated at source and contained within site boundaries</li> <li>• undeveloped and/or unoccupied industrial sites are appropriately secured and maintained to prevent emissions</li> </ul> <p>- identifying where it is appropriate to use other new statutory powers (e.g. Requiring development of Better Environment Plans) to eliminate emissions of air pollution, and implementing actions to ensure their effective use</p>		
6.5	<b>Moves existing industrial premises that create substantial air pollution, including dust and/or odour, out of the Inner West to areas where their emissions will have minimal or no impact on local communities. Crushing plants, demolition and materials handling facilities, and materials stockpiles should be prioritised.</b>		DELWP	Advocacy
6.6	<b>Reduces the major risks landfills pose to local air quality</b>	<p>- not allowing landfills to rise above natural surrounding ground levels and being filled beyond permitted capacity</p> <p>- identifying appropriate means to rapidly fill Altona North landfill with clean fill</p> <p>- monitoring and enforcing landfill environmental management requirements</p>	EPA HBCC	Advocacy Strategic and Operational support
6.7	<b>Assesses the feasibility of transforming the former wholesale fruit and vegetable market on Footscray Road into a container park, to reduce the</b>		DoT Victorian Ports Corporation	Advocacy

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

	<b>proliferation of such parks in the Inner West and associated haulage of containers to and from them.</b>			
7.1	<b>Amends the Planning Policy Framework to support development of consistent and appropriate local planning policies to improve environmental and amenity outcomes to better protect the community from transport, commercial and industrial induced air pollution</b>	<ul style="list-style-type: none"> <li>- ensuring that sensitive-use facilities, such as childcare centres, schools, aged care facilities and hospitals, are located at specified distances from existing air polluting industries and major transport corridors, including air, road and rail. The specified distance from transport corridors will be determined by scientific evidence related to vehicle numbers, pollution levels, type of vehicle (truck/car/diesel train), with the specified distance incorporated into the local planning policies of Councils in the Inner West</li> <li>- supporting Planning Schemes in the Inner West requiring planning permits for the establishment of all shipping container storage and handling sites, and review and strengthen the decision guidelines (VPP 53.07-1) to reduce on and off-site emissions and reduce the proximity to sensitive use facilities including residential zones</li> <li>- supporting development of consistent and appropriate local planning policies in the Inner West to improve environmental and amenity outcomes that include Best Practice Industrial/Commercial Land Use Guidelines and landscaping requirements for industrial and commercial sites.</li> </ul>	DELWP	Advocacy  Strategic and Operational support
7.2	<b>Reviews and amends the planning framework, including the <i>Planning and Environment Act</i>, to strengthen enforcement powers and penalties for breaches of Planning Permit conditions relating to offsite emissions, including air pollution and that any fines and penalties arising from breaches of the Act be directed to local environmental improvements.</b>		DELWP	Advocacy

## Inner West Air Quality Community Reference Group Report Recommendations and Actions

7.3	<b>Reviews and amends ‘as of right’ provisions to stop existing land uses creating excessive air pollution, with a particular focus on premises that do not meet current setback/buffer/siting planning requirements.</b>	Providing subsidies or incentives to operators/land owners to support change of use or updating existing facilities or practices to bring them up to current planning system requirements, or negotiating early departure from the sites.	DELWP	Advocacy
7.4	<b>Requires industries that emit a high level of air pollutants to establish ongoing air quality monitoring and reporting as mandatory planning approval requirements.</b>		DELWP	Advocacy
7.5	<b>Prioritises actions in <i>Plan Melbourne 2017-2050</i> that will assist to enhance air quality outcomes</b>	<ul style="list-style-type: none"> <li>- Direction 6.6 - Improve air quality and reduce impact of excessive noise</li> <li>- Direction 3.4 - Improve freight efficiency and increase capacity of gateways while protecting urban amenity</li> <li>- Direction 5.1 - Create a city of 20-minute neighbourhoods</li> <li>- Direction 1.1 - Create a city structure that strengthens Melbourne’s competitiveness for jobs and investments including                             <ul style="list-style-type: none"> <li>➤ Policy 1.1.3 - Facilitate the development of national employment and innovation clusters</li> </ul> </li> </ul>	DELWP	Advocacy

# BROOKLYN AIR QUALITY ADVOCACY PLAN

## Overview

This advocacy plan sets out proposed objectives, context, key messages, tools and timing to be employed in an air quality advocacy campaign delivered by Hobsons Bay City Council.

## Objectives

The objectives of the campaign are:

- To encourage community and stakeholder awareness of local air quality issues in Brooklyn
- To promote the call to action
- To encourage community participation in advocating with HBCC for the state government to demonstrate greater responsibility for monitoring and addressing air quality issues in Brooklyn and surrounds

## Key messages

There are a range of themed key messages to employ as part of the campaign – these are the core ‘asks’ of our advocacy campaign.

- **Air quality measures**
  - Filtration of the main West Gate Tunnel air stack ventilation point (located in Precinct 15)
  - Increasing the number of air quality monitoring stations
  - Making air quality reading results and data publicly available in real time on a public website or phone app
  - Installation of more trees in the WGT corridor as per the Offset Plan
- **Sustainable practices of industry and government**
  - The State government should implement and action policy that promotes and incentivises ‘polluter pays’ models to drive uptake of low or no emissions vehicles within transport / logistics industry (eg, from Port of Melbourne)
  - Industry to adopt publicly declared sustainable practices to be the ‘new cleaner, greener industry’ and be a good neighbor and corporate citizen
- **State Government resourcing priorities**
  - expand EPA and planning resources to build an air quality task force to implement the IWAQRG recommendations and actions – dust and odour
    - This would build on the current local Officer of the Protection of the Environment (OPLE) model utilized by the EPA that focusses on regional environmental priorities
    - This could be pilot/test case for rolling out similar models in locations with significant air quality issues across Victoria and Australia
    - The pilot could also drive legislative change in the Victorian Planning Provisions and local Planning Schemes to better address air quality
- **Active transport**
  - Government funding and commitment to a range of public transport initiatives including: ‘travel on-demand’ measures; MM2 implementation (Altona North rail station and activating Sunshine to Newport link to passenger); and electric bus trial in Hobsons Bay

Chief Executive Officer

# REPORT ON OPERATIONS

March 2021



**Hobsons  
2.0**

## Issue 48

Published April 2021

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*Presented at the Council Meeting of Council on 20 April 2021*

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.



## CEO Update

During March 2021, 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 CEO's meeting, hosted by Hobsons Bay City Council. Items discussed were an overview of Hobsons Bays City Council performance management system H2.0 Agility, tour of the refurbished office – stage one;
- attendance at the LeadWest CEO's meeting. Items discussed were the LeadWest draft Terms of Reference Section 64 Joint Delegated Committee (ToR); and
- attendance at a meeting with Mohamed Elrafihi Senior Advisor to the Hon Ben Carroll MP together with Mayor Cr Jonathon Marsden to discuss Queens Street bridge, Condition of High/Newland Streets interchange road reserves, separated bridge to enable pedestrians and cyclists to safely cross Laverton Creek and Point Cook Road/Central Avenue interchange safety and congestion improvements.

Other meetings and events attended by the Chief Executive Officer included:

- attendance at a meeting with Brendan Bourke CEO of the Port of Melbourne together with Mayor Cr Jonathon Marsden;
- attendance at a meeting with Stephen Wall Maribyrnong City Council CEO and Mayor Cr Michael Clarke, Steven Hamilton Director for Infrastructure Services together with Mayor Cr Jonathon Marsden, Penelope Windslade Director Sustainable Communities and Katy McMahon Manager Strategy, Economy and Sustainability to discuss Hobsons Bay City Council's Virtual Power; and

- attendance and MC at the Hobsons Bay Business Breakfast held at the SUBSTATION in Newport. The event attracted a full house (noting capacity due to social distancing requirements) of local business representatives who had the opportunity to hear from a panel of three local businesses and how they successfully pivoted during the COVID-19 lockdowns. It was a great opportunity to hear the personal and resilient stories from business owners Paul Beames (Pallets with Purpose), Emma MacGregor (Positive Feeds) and Michael Santagati (Bretzel Biz) during what was a very challenging time. A big thank you to Deakin University for sponsoring the event.



Aaron van Egmond  
Chief Executive Officer



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## Delivering for our community

### Youth services



#### Youth counselling

Council's generalist youth counselling service delivered online counselling sessions using video and teleconferencing platforms. Forty counselling sessions were provided in March, to nine young people.

The main presenting issues for young people over the past month were mental health issues including depression, anxiety, eating disorders (54%), social relationship issues (10%) and cyber bullying (10%).

Currently there is a two week wait.

### Library services



#### Libraries

##### March 2021

Physical loans (books etc.): 24,690

eLibrary loans (eBooks etc.): 9,240

Renewals: 7,444

Total: 41,374

Library visits: 28,444 with 10 home deliveries

Library visits have increased 101% compared to February 2021.

Loans have increased 29% compared to February 2021.

Year to date loans have decreased 45% compared to March 2020.

eLibrary loans have increased 12% compared to February 2021.

Year to date eLibrary loans have increased 43% compared to March 2020.

### Community Hubs and Centres



#### Laverton Community Hub

The hallways and offices have been painted by the Working for Victoria crew who have done a fabulous job and the building is looking refreshed.

Nearly all groups have returned to operation with the hub running at near full capacity on Tuesdays, Thursdays and Sundays.

Two of the Active Programs are still running online with the other ten resuming face to face. March attendance across the 12 programs was 712.

#### Newport Community Hub

Three quarters of the user groups have returned. New groups for 2021 include music classes and art therapy for people with mental health disorders.

#### Seabrook Community Centre (SCC)

Most regular groups have returned for 2021. Playgroups and Gentle Exercise have transitioned in March with new hygiene procedures in place to ensure COVIDSafe sharing of toys and equipment. The SCC volunteers also returned in March.

### Immunisation



During March, Council's immunisation team held eight immunisation sessions and administered 654 immunisations to 282 clients. These sessions were held at Williamstown Town Hall and Laverton Community Hub.

School immunisation was completed with the team visiting all secondary schools in the municipality for the Year 7 and Year 10 immunisation program. Year 7 students received the HPV Gardasil-9 vaccine and DTP Booster and Year 10 students received a Meningococcal ACWY vaccine. A total of 828 HPV vaccines and 833 DTP vaccines were given to Year 7 students and 711 Meningococcal ACWY vaccines given to Year 10 students.

Planning is also underway for flu vaccines, at both private workplaces and community sessions.

### Early years and family services



#### Maternal and Child Health

There were a total of 130 infants born to Hobsons Bay families in March. The highest numbers of infants born were in Newport and Altona. Full face to face service has resumed for all families. Telehealth options continue to be utilised as an alternative appointment for families.

### Parenting/family support

Eleven families were referred for family support during March. There were 27 outreach and phone consultations conducted for ongoing parenting/sleep support. St Kilda Mums' orders and deliveries were provided for seven families.

### Social work support (MCH)

In March, Council's social worker had six referrals with three due to family violence. One family was referred due to ongoing COVID-19 impacts.

Two families remain on the waitlist.

### Kindergarten Registration

In March, there were 81 three year-old registrations and 71 four-year-old registrations received via the Kindergarten Central Registration portal.

### Preschool Field Officer

The Preschool Field Officer (PSFO) Program supports Kindergarten Educators to develop capacity and skills in delivering inclusive programs to all children and those with additional needs. In March, the PSFO program provided 56 consultations to Educators.

### Supported Playgroups

Council's playgroup facilitators provided 28 face to face SmallTalk Playgroups and 11 Supported Playgroups in March.

### Services for older residents and residents with disabilities



#### Planned Activity Groups

Planned Activity Groups conducted 42 sessions in March with a total of 279 clients attending.

#### Community transport

The Community Transport Program provided 15 passenger trips for 24 clients in March. In addition, 19 outings were provided that included 42 clients.

#### Aged assessment

The assessment team undertook 82 assessments and 85 reviews for services required by older, frail residents and residents with a disability in March.

### Home maintenance

During March, 21 residents received a service through Council's home maintenance program.

### Delivered meals

During March, 2,485 meals were delivered to residents' homes. A total of 177 residents received meals during the month.

### Arts and culture



#### Heritage Hobsons Bay

The 2021 program for Heritage Hobsons Bay was announced in March and forms part of the National Trust's Australian Heritage Festival. Heritage Hobsons Bay is a mix of Council and community produced programming including performances, exhibitions, tours and virtual events around the city. Heritage Hobsons Bay will take place between 18 April and 2 May.



#### Interpretive signage additions

Three new heritage interpretation signs have been installed in the city this month, adding to a suite of way finders and place makers that promote cultural heritage in Hobsons Bay. The new signs are located at:

- Tide Gauge House at Commonwealth Reserve, drawing on marine engineering and the history of the heritage listed asset;
- Fearon Reserve Williamstown, showcasing the history of the site and its place in the community; and
- Brooklyn Reserve, helping people find out about the Brooklyn Migrant Hostel through a local family story.

The signs were created in collaboration with Williamstown Lacrosse Club, Williamstown Football Club and long-time advocate for stories of the Brooklyn Migrant Hostels resident Millie Shurey.



### Public Art: Seabrook Skeleton Creek Waterway Awareness mural completed

Located at the underpass section of the Skeleton Creek Trail at Point Cook Road, the mural by artist Rich Keville has been completed. The mural visually depicts themes of biodiversity and conservation aligned with the local area and informed by its Indigenous Heritage.



This artwork is enabled through Council's public art program and included input from Dean Stewart (Wemba Wemba Wergaia), Council's conservation team and students from Seabrook Primary School. An exhibition of artwork created by Seabrook Primary school students responding to this artwork will also be exhibited at Block Party (Woods Street Arts Space) on Saturday 1 May.

### Woods Street Arts Space

The Woods Street Arts Space February – July program is underway. Highlights for the month include; Artist and designer Anna K, who has a studio in Vernon Street Spotswood and produced costume and film for Art & Industry and has been working with Laverton P-12 College to develop sculptures and costumes out of recycled materials. The sessions are proving to be popular with students and have expanded to two groups. The works made will be part of a fashion parade and exhibited at Woods Street Arts Space during The Block Party on Saturday 1 May.



Above: Jouhaina Abdul-Hamid modelling pieces students have made

### Event applications and permits

The following outdoor events were supported in March:

- Western Suburbs Triathlon Series – Race 5. Monday 8 March at Altona Esplanade
- Footscray Cycling Club – Summer Criterium Series. Sunday 14 March and Sunday 21 March at Drake Boulevard
- Western Suburbs Triathlon Series – Girls Secondary. Sunday 21 March at Altona Esplanade
- OzAct Outdoor Shakespeare. Sunday 21 March at Williamstown Botanic Gardens

### Midsumma Festival in Hobsons Bay

Council continues to work with western region councils for delivery of the Midsumma Westside program. The Midsumma Festival program was announced in March and runs between 19 April and 5 May.



### Harmony Day at Newport Gardens Primary School

On 19 March Newport Gardens Primary School hosted a Harmony Day celebration. Students from Prep to Grade 6 and staff learnt about the different cultures living in harmony within the school and Hobsons Bay community. Cultures included Indonesian, Marathi, Torres Strait Islander, Samoan, Chinese, Mexican, Maori, Aboriginal, South African, Lebanese and Cypriot.



### Faces of Woods Street

As part of Cultural Diversity Week and to celebrate Harmony Day, local people from Woods Street were photographed and asked what harmony means to them. Nine portraits were projected through the windows of the Woods Street Arts Space, celebrating the local community.



Above: portraits displayed as part of Harmony Day at Woods Street Arts Space



### **Eat Drink Westside – Westside Crawls**

A program of progressive food experiences was delivered in partnership with Melbourne Food and Wine Festival and Western Melbourne Tourism.

**Altona Crawl** included an additional session due to demand and included Hangar 1One2, Pier 71 Bar e Cucina and Hopheads.

**Spotswood Crawl** included Two Birds Brewery, Hudsons Road Wine and Beer and Oscar’s Teta.

Independent events programmed by Sebastian’s Beach Grill and the Royal Victorian Motor Yacht Club were also sold out.

### **Markets**

The Altona Beach Market, Altona Lions Cherry Lake, Market, Altona Meadows and Williamstown Regional Farmers Market and Slow Food Market all had scheduled markets taking place during March.

### **Street banners**

Banners promoting Seabrook’s 20 year anniversary, Cultural Diversity week, Hobsons Bay Community has Heart and Hobsons Bay Business has Heart were on display during March.

### **Filming**

Two filming permits and two low impact permissions were issued during March.

### **Williamstown Town Hall**

Five immunisation sessions were held in the front building’s meeting rooms during March and attended by approximately 250 people.

The Australian Red Cross Blood Bank utilised the building for five days, supporting approximately 500 donors.

The Affordable Wedding Expo returned with close to 500 people in attendance.

Williamstown Film Society held its monthly screening. Williamstown Toastmasters and Williamstown All Aboard Club held their fortnightly meetings.

The Williamstown Historical Society returned for their first general meeting back at the Town Hall since January 2020 with 60 people in attendance.

Play School Live in Concert presented two performances of a production that was postponed from 2020 due to COVID-19.

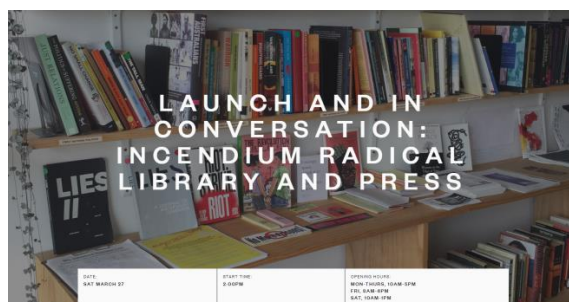


### **The SUBSTATION**

The SUBSTATION presented Outer Space over Friday 12 March and Saturday 13 March as a two-day celebration of arts, music, performance and workshops. The program included new works from local and resident artists and focused on outdoor activation and audience interaction. The outdoor part of the Saturday program at Paine Reserve was cancelled due to rain.



In March The SUBSTATION also launched Incendium Radical Library and Press, a collectively run and independent community library, reading room and publishing press. The launch on 27 March included an ‘in conversation’ event with curator Phuong Ngo and co-founders Anne-lise Ah-fat and Tilly Glascodine.



DATE	EVENT TIME	OFFERING PRICE
SAT 26/03/2023	2:00PM	NEW PAPER, 12.00 + 12.00
SUN 27/03/2023	11:00AM - 12:00PM	SAT 12.00 + 12.00

### **Old Laverton School**

Altona Meadows Community Association held their monthly committee meeting and Barkly Street Calisthenics started weekly classes one night a week from the start of the month.

### **Altona Meadows Community Centre (AMCC)**

AMCC received \$900.00 from the Hobsons Bay Community Fund Grants program to install a permanent dry goods store and stock it with daily staples in the centre. This food store enabled the centre to support 117 individuals and families with food care packages throughout the 2020 lockdown.

A professional Roller-skating club runs beginner and advanced classes at the centre every Monday and Wednesday evening.

### **South Kingsville Community Centre (SKCC)**

SKCC has received notification of success in its application to Westgate Tunnel Neighbourhood Fund for a Partnerships project for \$485,000. The funds will contribute towards capital improvements to the building.

### **Spotswood Community House**

Spotswood Community House has completed a significant clean up and clean out, repairs, maintenance, painting and upgrades, both internally and externally.

### **Williamstown Community and Education Centre Joan Kirner House**

Cultural Diversity Week was celebrated with a BBQ on 16 March in Joan's Garden at Joan Kirner House, Williamstown.

### **International Women's Day**

International Women's Day was celebrated on 8 March to acknowledge the social, economic, cultural and political achievements of women, while also marking a call to action for accelerating gender equality.

Council promoted community events and opportunities for people to recognise International Women's Day, along with other LGAs.

### **Heritage Walks**

Free guided heritage walking tours operated on a Tuesday and Friday during March.

### **Hobsons Bay community training program**

Hobsons Bay Community Action and Leadership is a consolidation of Council's community training workshops as an initiative for volunteer and community groups, non-profit community service organisations and local community leaders to participate in training to increase their capacity. Four sessions were held during March:

- Conflict Resolution Skills for Community Leaders 102
- Innovative Approaches to Volunteer Recruitment
- Restarting your Volunteer Program in the COVID-19 World
- Connecting Up in a Digital World

### **Hobsons Bay Visitor Information Centre**

The Hobsons Bay Visitor Information Centre is open daily between 11am and 3pm on weekdays and 10am and 4pm on weekends. There were 1,259 visitors who attended the centre in March.

### **Cultural Diversity Week**

Council partnered with local community centres, groups, sports clubs and neighbourhood houses to deliver 14 events and activities across the municipality for Cultural Diversity Week and Harmony Day in Hobsons Bay. Hundreds of community members from all ages, abilities and walks of life participated in the activities celebrating diversity and the many cultures, languages and faiths of Hobsons Bay.

### **Make it Happen grants**

The Hobsons Bay Recovery and Reconnection grants program provides funding to support our community to 'make things happen' as we learn about, work through and adapt to the impacts experienced in our city as a result of COVID-19.



The following organisations and projects have been funded through the first and second rounds:

- *A Blanck Canvas (ABC) – Puppet Mayhem. Official Launch event*
- *Agility Dog Club of Victoria Inc (ADCV) – reconnecting to the Community*
- *Al-Asr Society of Australia – community awareness and youth support*
- *Altona City Rotary Club – Hobsons Bay Wynspeak Heat*
- *Altona Junior Football Club – COVID Safe Vikings*
- *Altona Life Saving Club – training app for volunteers/youth*
- *Altona Meadows Community Association – Monster Mayhem in the Meadows festival*
- *Annecto Speakers Bank – Having Your Say, Hobsons Bay*
- *Dance for Parkinsons Victoria – Dance for Health*
- *Diesel Electric Rail Motor Preservation Association of Victoria – new Tools*
- *Gina Kennedy partnered with Louis Joel Arts & Community Centre – Hobsons Bay QR Walk*
- *Hobsons Bay Wetlands Centre Inc – Engage with Hobsons Bay Wetlands*
- *Jude van Daalen – photography exhibition, Together Apart*
- *Laverton Bowling Club Inc – family and community open days*
- *Laverton Community Children’s Centre- Raising children’s environmental awareness*
- *Laverton Festival – Laverton Festival*
- *Love Police Touring – Out On The Weekend Music Festival*
- *Newport Fiddle and Folk Club – write, sing, synergise and socialise*
- *The Equality Project Ltd – LGBTIQ+ mental health day event*
- *The Pier Festival – Pier Festival for Queer Women*
- *Vietnamese Association in Hobsons Bay – regroup and revitalise in safe space*
- *Williamstown Community and Education Centre Inc – reconnecting venue hirers*
- *Williamstown Croquet Club Inc – purchase of mallets for students*
- *Williamstown Point Gellibrand Ladies Probuss Club – purchase of a data Projector*

The third round drew a further 27 applications. The fourth round closed for assessment on 24 March.

### Sons of the West program update

Council works in partnership with the Western Bulldogs Community Foundation on the delivery of Sons of the West, a holistic men’s health program that runs weekly evening sessions at the Laverton and Newport Hubs, this year taking place from March to June. The program is fully subscribed at Newport with 34 people registered, while the larger Laverton Hub has 45 people registered.

Council will run a Daughters of the West program proposed to commence in July 2021.

### Cultural Dance Party

On 15 March Hobsons Bay Intercultural Services Network and Council coordinated a Cultural Dance Party at Laverton Hub for 50 local English Language students. The event featured Polynesian Hula, West African dance, live drumming and Indian Bollywood dance. The evening was filmed and later shared via Facebook on 25 March.

The Cultural Dance Party allowed the community to connect in person, celebrate cultural diversity and provide a chance for local service providers to promote services available for our culturally and linguistically diverse community.



Above: Mayor Marsden showing off his diverse dance moves

## Strategy, Economy and Sustainability



### Economic development

#### Clean UP Australia Day

On Sunday 7 March an estimated 300 community members joined in Clean Up Australia Day activities across 13 locations throughout Hobsons Bay. Approximately 25 cubic metres of litter was collected. Council provided 10 skip bins for the collected rubbish and general support for all registered sites on the day. The event was coordinated through the collaboration of Council's Environmental Management and City Services teams.

#### Hobsons Bay Business has Heart Project

Hobsons Bay Business has Heart project has now ended. The program was implemented to provide a targeted response to the impact of the COVID-19 pandemic and build on the sense of local community support and connection many people were feeling during this time.

Over the past six months the program has focused on supporting local businesses through the following key initiatives:

#### Business Grants

To support local businesses and assist with precinct regeneration projects post COVID-19 a total of \$250k was made available. The grants supported over 15 projects across the municipality including:

- Welcome to Hall Street, 15k – Newport
- Taste by the Bay Online Cookbook, \$15K – Cross Municipality
- Williamstown Micro Weddings, \$8K – Williamstown
- Millers Junction Pop Up Retail Store, \$4k – Altona North
- Hobsons Bay Motor Vehicle Specialist Workshop, \$7K – Williamstown
- The Week Before Christmas, \$15K – Williamstown
- Shore Outdoor Cinema, \$15K – Williamstown
- Altona Live Stage, \$15K – Altona
- This is Altona Campaign, \$15k – Altona
- Music at Harrington Square, \$4K – Altona
- A Platform for Local Performers, \$15K – Cross Municipality

- Love Laverton Campaign, \$15K – Laverton
- Pier Street (Blythe to Railway) Entertainment, \$15k – Altona
- Europe in April, \$12K – Williamstown
- See Seabrook, \$15K – Seabrook



Above: Hall Street Garden Party partially funded by Hobsons Bay Business grants

#### Marketing, Communications and Design Support

As part of the initiative, businesses had access to one-on-one support from communications and marketing professionals, and graphic and web designers. Thirty-seven businesses primarily focused in retail, hospitality and professional services have benefited from tapping into the free customized marketing.



Above: Social media post by Glowing Hearts Yoga featuring new branding

### Free COVIDSafe Collateral

A total of 1,000 branded poster packs including COVIDSafe messaging were distributed to businesses across Hobsons Bay. These packs are still electronically accessible via the Hobsons Bay Business website and assisted businesses to continue trading while adhering to current restrictions.



### Kids Local Passport

Approximately 2,000 Kids Local Passport activity books were produced and distributed across 62 businesses to drive local visitation and spending. A competition accompanied the kids' passport which saw four winners receiving prizes sourced from local traders.



### Business Precinct Promotion

As a part of the Hobsons Bay Business has Heart initiative, six short clips have been developed to encourage visitation to Hobsons Bay. The videos promote the areas of Laverton, Altona, Newport, South Kingsville, Spotswood, and Williamstown by highlighting key recreational areas and hidden gem businesses.

### Hobsons Bay Business has Heart Outdoors

A total of 193 outdoor installations were made across the municipality to assist with extended trading. The team has started consulting businesses to assess the possible continuation of this program.

### Hobsons Bay Valentine's Day 2.0

On 14 March 2021, Hobsons Bay encouraged the community to celebrate Valentines 2.0 and support local businesses by sharing their experience using the hashtag #HobsonsBayValentinesDay and tagging participating businesses. Participating businesses were featured on Council's website and social media.



### DYOB Coffee Connect

Council invited local business professionals to attend the first Discover Your Own Backyard (DYOB) Coffee Connect for 2021 on Wednesday 3 March at Carter Smith Devlin in Williamstown. Six local business representatives came together to enjoy a coffee, network, promote their business and share ideas.



Above: Business owners from across the West; L-R, TOT: Hot or Not; Carters Smith Devlin; Codux, Puca Shoes, A Licence to Quill Copywriting

## 2021 Hobsons Bay Business Breakfast

Council hosted its first major Hobsons Bay business networking event for 2021 on Friday 19 March at The SUBSTATION. The Mayor invited small business owners to come together, network, and celebrate all that has been achieved in the last 12 months.

MC for the morning was CEO Aaron van Egmond and joining him on stage were three local business owners who shared their stories of how they pivoted their business for growth and survival:

- Paul Beams, Director at Pallets with Purpose
- Emma MacGregor, Director at Positive Feeds
- Michael Santagati, Director at Bretzel Biz

This event was proudly sponsored by Deakin University and was well attended by 53 business representatives from across Hobsons Bay.



Above: Panel on stage (From L-R) Paul Beames (Pallets with Purpose), Michael Santagati (Bretzel Biz), Emma MacGregor (Positive Feeds) and Aaron van Egmond (MC)



Above: Cr Peter Hemphill, Mayor Cr Jonathon Marsden, Michael Santagati (Director, Bretzel Biz), Emma MacGregor (Positive Feeds), Aaron van Egmond, Paul Beames (Pallets with Purpose), Danny Ong (Deakin University)

## Business consultations – Small Business Bus

The Small Business Bus was parked at Central Square on Tuesday 16 March, proving the opportunity for potential and existing business owners to chat to a mentor from the Small Business Mentoring Service (SBMS). This confidential service is provided for free by Business Victoria.

## ASBAS Workshops

Small business owners looking to enhance their online service and engage better with their audience, had the opportunity to pick from a variety of workshops this month. Delivered as part of the Australian Small Business Advisory Service (ASBAS) program the following online workshops were held in March:

- Boost business with Facebook advertising (Tuesday 2 March)
- Social media marketing 101 (Wednesday 3 March)
- Simple steps to build your website (Thursday 4 March)
- Design like a Pro in Canva (Tuesday 9 March)
- Elevate your business branding: Visual basics for beginners (Wednesday 9 March)
- Get your business focus back in 2021 (Thursday 11 March)
- Get found on Google with SEO (Tuesday 16 March)
- Create email campaigns with Mailchimp (Wednesday 17 March)
- Digital business trends in 2021 (Thursday 18 March)
- Elevate your branding: Finding your brand voice (Tuesday 23 March)
- Elevate your branding: Brand new You (build your personal brand) (Wednesday 24 March)
- Business goals and budgets for going online (Thursday 25 March)
- How to build a community online and offline (Tuesday 30 March)
- Engage real followers on Instagram (Wednesday 31 March)

### Business Workshop – Starting a Small Business

Delivered in partnership with the Australian Taxation Office on Wednesday 17 March, this online workshop was perfect for anyone who was thinking of starting a small business or looking to turn their hobby into a profitable venture.

### #StartWest Meetup

Entrepreneurs, start-ups and small business owners came together for a virtual meetup on Wednesday 31 March. Attendees had the opportunity to connect and explore ideas for collaboration.



Above: Social distancing at the Junction Hotel Newport for #StartWest

### Young People in Business Network

The Young People in Business Network had its inaugural meeting on Thursday 25 February. The Network saw four young business owners across Hobsons Bay come together to discuss the challenges of managing a business during the COVID-19 pandemic, and how Council can support young people to grow their businesses. Business owners came from diverse fields such as digital marketing, fitness, and professional consulting and training services.

## Environmental sustainability



### Energy advice service and webinar for residents and small business owners

Council has partnered with the Australian Energy Foundation to provide residents and small business owners with simple energy advice. Over February, the Energy Advice Service had more than 11,000 web hits along with 49 energy efficiency installation quote requests (34 of those are solar and battery storage installation requests).

Council, the Australian Energy Foundation, and MySmart Garden co-hosted a free webinar on Monday 15 March at 6:30pm via Zoom with attendees learning how to retrofit your home and garden to save on energy bills.

## Emissions reduction



Council's large-scale solar installation is progressing with solar infrastructure installed to 10 of more than 40 sites planned. Installation of CarbonTrack units at Hubs and libraries has also occurred and additional sites identified for extra solar capacity. Discussions are underway with energy network providers to progress solutions to energy export limitations.

The large-scale infrastructure roll-out enables development of a Virtual Energy Network (VEN) that will allow Council to share the benefits with Council tenants and the broader community by providing access to low cost locally produced solar energy. Options will be developed for the community model.

A community reference group has been established to provide input and guidance to Council. The group brings together a broad representation of views including homeowners, tenants, businesses and not-for-profit. The reference group will provide input into the development of model options for the Community Solar program ensuring the design of the program meets community needs. The group had its first meeting on 25 March and is looking forward to being involved in this exciting project.

Following the development of options and input from the group, the model options for delivery of the community solar program will be brought to Council for consideration prior to broader community consultation.

## Planning, Building and Health Update

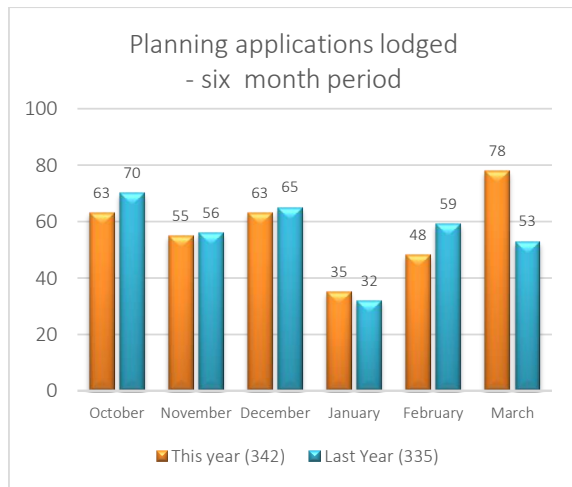
### Planning



#### Planning applications received

Council received 78 planning permit applications for the month of March.

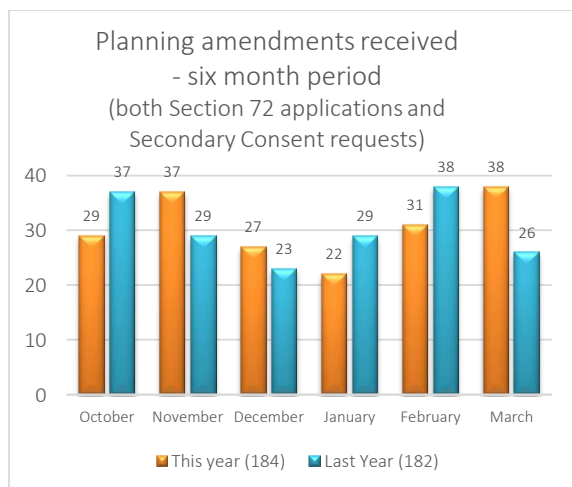
For the six-month period from October to March, 342 planning permit applications were received, a two percent increase from the same period last year.



#### Amended permit applications lodged

Council received 38 planning permit amendment applications for the month of March.

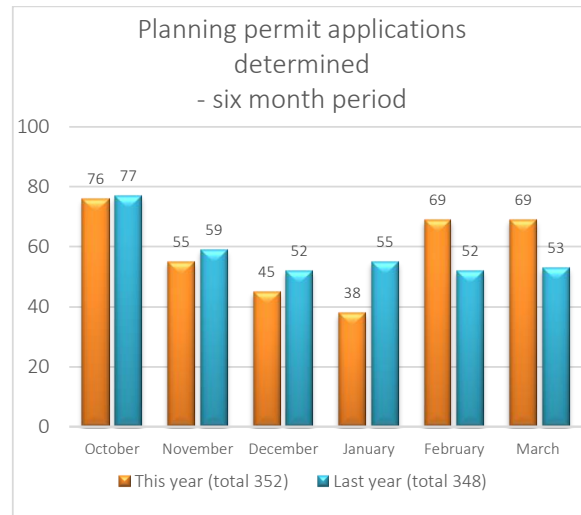
For the six-month period from October to March, 184 planning permit amendment applications were received, a one percent increase than the same period last year.



#### Planning applications determined

Council completed 352 planning permit applications for the month of March.

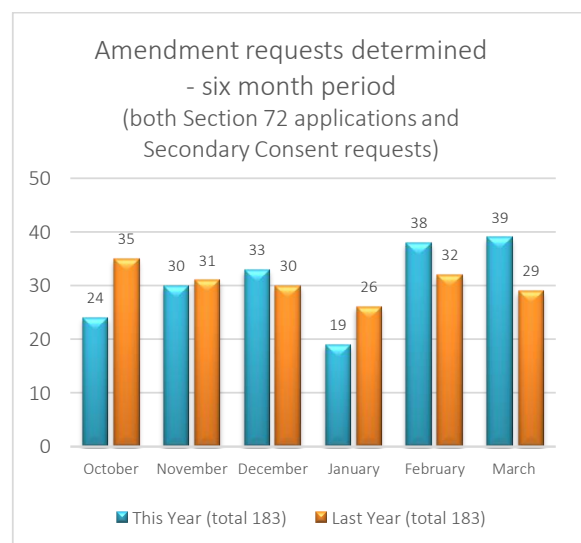
For the six-month period from October to March, 352 planning permit applications were completed, a one percent increase than the same period last year.



#### Planning amendment requests determined

Council completed 39 planning amendment applications for the month of March.

For the six-month period from October to March, 183 planning amendment applications were determined, a one percent increase than the same period last year.





## VCAT

The Town Planning Department received the following appeal decisions:

**Application Number:** PA1945160  
**Address:** 4 Woods Street, Laverton  
**Proposal:** The construction of two or more dwellings on a lot under clause 32.08-6 (three dwellings)  
**Delegate Decision:** Refusal  
**DPC Decision:** Nil  
**VCAT Decision:** Affirmed  
**Made by consent order?** No

**Application Number:** VS2047606  
**Address:** 69 The Strand, Williamstown  
**Proposal:** Construct a Front Fence  
**Delegate Decision:** Refusal  
**DPC Decision:** Nil  
**VCAT Decision:** Affirmed  
**Made by consent order?** No

**Application Number:** PA1941950  
**Address:** 118 McIntyre Drive, Altona  
**Proposal:** The construction of two or more dwellings on a lot under clause 32.08-6 (two dwellings) in accordance with the endorsed plans  
**Delegate Decision:** Permit Issued  
**DPC Decision:** Nil  
**VCAT Decision:** Varied  
**Made by consent order?** No

## Delegated Planning Committee (DPC)

The following applications were considered on 23 February 2021 at the Delegated Planning Committee.

**Application Number:** PA1945272  
**Address:** 30/87-115 Nelson Place, Williamstown  
**Proposal:** Construction of a first-floor deck/rooftop terrace above the garage of the existing dwelling  
**Delegate Decision:** Notice of Decision  
**DPC Decision:** Notice of Decision with varied conditions

**Application Number:** PA1942049  
**Address:** 281 Queen Street, Altona  
**Proposal:** Construction of six dwellings (VCAT amended plans)  
**Delegate Decision:** Refuse amended plans  
**DPC Decision:** Maintain its position of refusal to the application

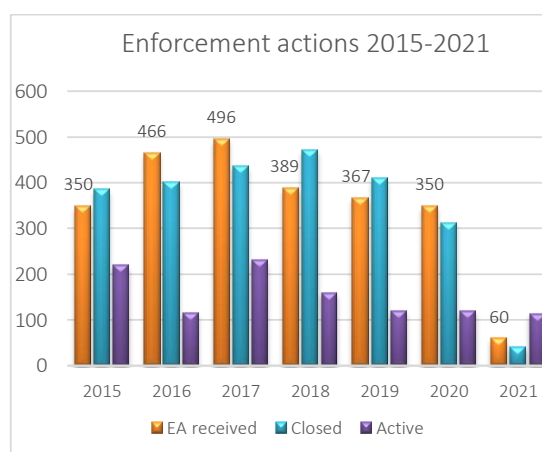
## Planning applications of interest

No applications of interest to report this month.

## Active and significant enforcement matters

Council received 25 planning enforcement issues for the month of March.

Significant issues were the partial demolition of a verandah of a heritage house, concreting in the rear yard of a dwelling, mishandling of waste at a materials recycler; which attracted enforcement actions. We have received approval to participate in a DELWP funded high risk waste capacity building program for the next four years. This involves the sharing of two DELWP funded inspectorate officers for four years.



## Building



### Permits and consents

- Council's Municipal Building Surveyor issued three building permits
- 78 building permits were issued by private building surveyors
- 21 report and consent dispensation requests were determined

### Inspections and enforcement

- 3 building notices/orders were issued
- 4 Notices/orders were resolved/completed/cancelled
- 12 inspections occurred during the month

### Building information requests

Council received 283 requests for information during the month of March.

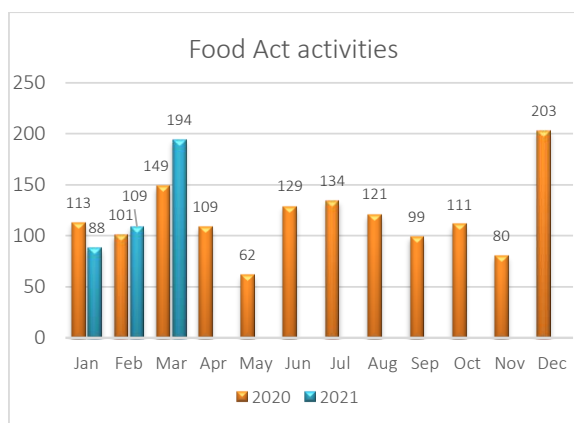
## Health



### Food Act activities

The following activities were recorded in March 2021 with the main activities being:

- 62 mandatory food assessments and inspections, Class one = eight, Class two = 30, Class three = 24
- 54 new food premises registration inspections
- 10 plans assessments
- 47 progress inspections
- 3 transfer of food registrations



### Client managed premises

Council has 31 client managed premises.

### Food sampling

No food samples were taken from Class two premises during March 2021.

### Food recalls

Two food recalls were received in March 2021 due to undeclared allergen (milk) and consumer complaint of alcohol content.

### AccuPoint samples

In March, no AccuPoint samples were taken from client managed premises.

### Outbreaks

Four outbreak investigations were conducted in March 2021. Three were from childcare centres and one from a food premises, all relating to gastroenteritis.

### Streatrader

The following mobile and temporary food activities were recorded in March:

- 72 Statements of Trade lodged with Council
- 1 new registration issued

### Food renewals

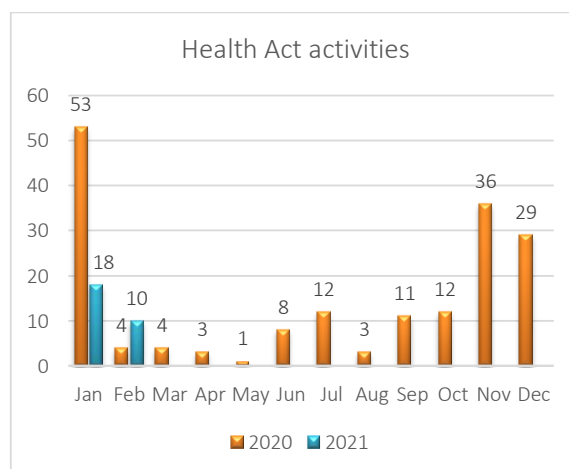
Winter sporting clubs operate from 1 April to 30 September. All clubs were notified to renew and pay their Food Act registration on 11 March 2021. All fees were due 31 March 2021. To date, we have received 59% renewal applications and 36% of payments.



### Public Health and Wellbeing Act activities

The following activities were recorded during March:

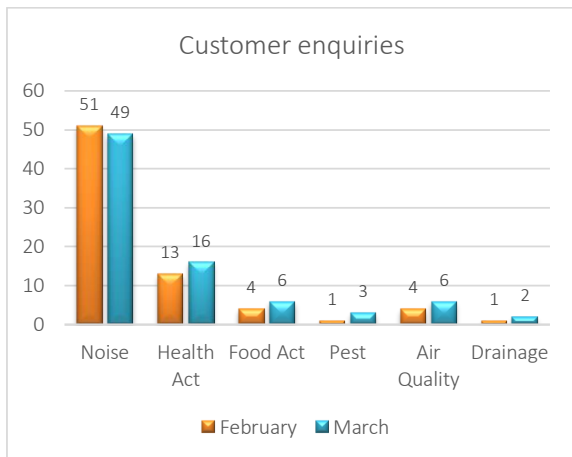
- 8 mandatory public health inspections
- 3 new premises registration inspection
- 2 progress inspections
- 2 assessment of plans



### Customer enquires

During March, 82 customer requests were received, relating to:

- noise 49
- Health Act 16
- Food Act 6
- pest control 3
- air quality 6
- drainage 2



### Tobacco Act activities

During March, 15 tobacco education visits were conducted.

## Governance Update

### Governance



#### Record of Meetings attended by Councillors

Councillors attended the following meetings held between 1 March 2021 and 31 March 2021:

- 2 March 2021 Councillor Briefing Session attended by Cr Jonathon Marsden, Cr Daria Kellander, Cr Peter Hemphill, Cr Pamela Sutton-Legaud, Cr Diana Grima and Cr Matt Tyler. No conflicts of interest were disclosed.
- 9 March 2021 Pre-Council Meeting Agenda Briefing attended by Cr Jonathon Marsden, Cr Daria Kellander, Cr Peter Hemphill, Cr Pamela Sutton-Legaud, Cr Diana Grima and Cr Matt Tyler. No conflicts of interest were disclosed.
- 16 March 2021 Councillor Briefing Session attended by Cr Jonathon Marsden, Cr Tony Briffa, Cr Peter Hemphill, Cr Pamela Sutton-Legaud, Cr Diana Grima and Cr Matt Tyler. No conflicts of interest were disclosed.
- 23 March 2021 Councillor Briefing on the Better Places Spotswood and South Kingsville program attended by Cr Jonathon Marsden, Cr Peter Hemphill, Cr Pamela Sutton-Legaud and Cr Matt Tyler. No conflicts of interest were disclosed.
- 23 March 2021 Councillor Briefing Session attended by Cr Jonathon Marsden, Cr Peter Hemphill, Cr Pamela Sutton-Legaud and Cr Matt Tyler. No conflicts of interest were disclosed.
- 30 March 2021 Councillor Briefing Session attended by Cr Jonathon Marsden, Cr Daria Kellander, Cr Tony Briffa, Cr Peter Hemphill, Cr Pamela Sutton-Legaud, Cr Diana Grima and Cr Matt Tyler. No conflicts of interest were disclosed.

#### Documents for Sealing

There were no documents that required sealing during the period.

### Local Laws

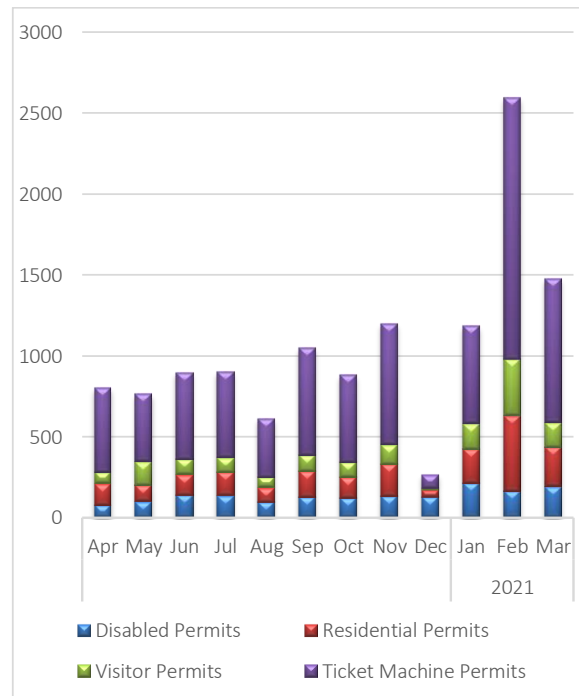


#### Permits

- issued 191 disabled parking permits
- issued 242 residential permits
- issued 156 visitor permits
- issued 890 ticket machine permits
- logged 189 CHARM assignments
- impounded 5 derelict/abandoned vehicles
- issued 1 local law infringement

#### Parking

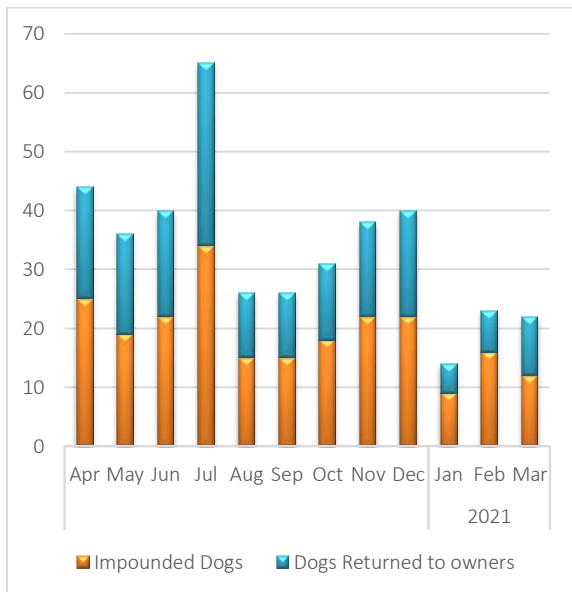
- 211 logged CHARM assignments
- issued 1,007 parking infringements
- issued 192 warnings
- percentage of warnings issued were 20%



The graph above illustrates the number of permits issued for March 2021

### Animal Management

- logged 209 CHARM assignments
- 14,979 animals registered
- impounded animals at Lost Dogs Home for (as at 28 February 2021)
  - o dogs – 14 dogs impounded, 5 released
  - o cats – 37 impounded, 3 released
- 10 animals returned to their owners by Council officers
- issued 23 animal infringement notices



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

# Communications and Engagement

## Communications



### 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.

## March 2021

### Statistics for all Council’s social media sites

#### Cross-Network Performance Summary

View your key profile performance metrics from the reporting period.

<b>Impressions</b> <small>1</small> <b>656,996</b> <span style="color: green;">↗ 12.6%</span>	<b>Engagements</b> <small>1</small> <b>27,174</b> <span style="color: green;">↗ 2.1%</span>	<b>Post Link Clicks</b> <small>1</small> <b>3,155</b> <span style="color: red;">↘ 17.1%</span>
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### Fan/follower growth across all Council social media accounts

Audience Metrics	Totals	% Change
<b>Total Audience</b> <small>1</small>	<b>45,498</b>	<span style="color: green;">↗ 0.8%</span>
<b>Total Net Audience Growth</b> <small>1</small>	<b>382</b>	<span style="color: green;">↗ 3.2%</span>
Twitter Followers Gained	19	<span style="color: red;">↘ 36.7%</span>
Facebook Page Likes	261	<span style="color: green;">↗ 12.5%</span>
Instagram Followers Gained	155	<span style="color: green;">↗ 17.4%</span>
LinkedIn Followers Gained	90	<span style="color: red;">↘ 34.3%</span>

### Reach across all Facebook accounts

#### Facebook Performance Summary

View your key profile performance metrics from the reporting period.

<b>Impressions</b> <b>526,317</b> <span style="color: green;">↗ 2.2%</span>	<b>Engagements</b> <b>23,371</b> <span style="color: red;">↘ 4.5%</span>	<b>Post Link Clicks</b> <b>2,738</b> <span style="color: red;">↘ 14.8%</span>
--	---	--

### Facebook post with the greatest engagement

**Hobsons Bay City Council**  
Mon 3/1/2021 7:30 pm PST

Our Recycling Bin Check program has started in Altona Meadows, Altona North, Altona, South Kingsville, Newport, Williamstown and Williamstown North 🌱🌿 The prog




Total Engagements		2,035
Reactions		80
Comments		116
Shares		12
Post Link Clicks		28
Other Post Clicks		1,799

### Instagram post with the greatest engagement

**hobsonsbaycc**  
Wed 3/10/2021 9:05 pm PST

We'd like to say a HUGE thank you to all community members who participated in this year's Clean Up Australia Day! Your enormous efforts helped remove over 25 cu!




Total Engagements		162
Likes		152
Comments		9
Saves		1

### Facebook Stories

**Story Reach**  
March 9 - April 5

**2,450**  
People Reached ▲ 103%



Unique Opens	Engagements	Stories Published
2,401	79	25

### Tweet with the greatest engagement

**HobsonsBayCC**  
Mon 3/1/2021 6:11 am UTC

We're upgrading Fearon Reserve, Williamstown! One major part of the upgrade was sports field lighting; we installed 4 new light poles on the eastern side of the



Total Engagements		44
Likes		2
@Replies		0
Retweets		1
Post Link Clicks		4
Other Post Clicks		37
Other Engagements		0

### 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.

### Website top pages viewed

Page ?	Page Views ? ↓	Unique Page Views ?	Avg. Time on Page ?
	<b>138,948</b> % of Total: 100.00% (138,948)	<b>116,021</b> % of Total: 100.00% (116,021)	<b>00:01:19</b> Avg for View: 00:01:19 (0.00%)
1. /Home	<b>21,965</b> (15.81%)	<b>18,162</b> (15.65%)	00:00:58
2. /Services/Recycling-2.0-Waste-and-recycling-services	<b>3,634</b> (2.62%)	<b>2,906</b> (2.50%)	00:01:18
3. /Services/Planning-Building/Find-a-planning-application-in-Greenlight	<b>3,317</b> (2.39%)	<b>2,703</b> (2.33%)	00:03:07
4. /Council/Work-Opportunities	<b>3,023</b> (2.18%)	<b>2,567</b> (2.21%)	00:01:46
5. /Council/Contact-us	<b>2,346</b> (1.69%)	<b>2,090</b> (1.80%)	00:02:55
6. /Services/Recycling-2.0-Waste-and-recycling-services/Hard-waste	<b>2,253</b> (1.62%)	<b>2,034</b> (1.75%)	00:04:13
7. /Services/Recycling-2.0-Waste-and-recycling-services/When-will-my-bins-be-collected	<b>2,227</b> (1.60%)	<b>1,907</b> (1.64%)	00:02:38
8. /Services	<b>1,841</b> (1.32%)	<b>1,366</b> (1.18%)	00:00:28
9. /Services/Payments-Permits/Fines/Pay-your-infringement/Customer-Portal	<b>1,658</b> (1.19%)	<b>1,320</b> (1.14%)	00:04:51
10. /Services/Payments-Permits/Fines	<b>1,577</b> (1.13%)	<b>1,273</b> (1.10%)	00:00:28



## Engagement



### Overall Participate Hobsons Bay statistics

Participate Hobsons Bay, the online community engagement site for Council [participate.hobsonsbay.vic.gov.au](https://participate.hobsonsbay.vic.gov.au) had the following highlights for March 2021.

6,735	4,148	2,841	151	142	33
<b>Views</b>	<b>Visits</b>	<b>Visitors</b>	<b>Contributions</b>	<b>Contributors</b>	<b>Followers</b>

Between 1 March 2021 and 31 March 2021 there were 6, 735 views to the Participate site. There were 5 active projects open for consultation with 151 contributions (or submissions) received. 33 people requested to 'follow' various project communications.

Breakdown of the participation rates for each of the current projects out for consultation up to 31 March 2021. Please note this will not reflect the final consultation figures for each project as consultation for some of these projects started in February 2021 and others will run through into April 2021.

Project	Views	Contributions
Community Vision and Council Plan	850	30
Better Places – Spotswood and South Kingsville	1,054	66
Hobsons Bay Has Heart Outdoor Trading Program	147	33
Hobsons Bay Coastal and Marine Management Plan	574	5
Altona Beach Precinct	1,417	16

### Community Vision and Council Plan

Council is looking to refresh the 2030 Community Vision to inform the development of the Council Plan 2021-25.

The 2030 Community Vision and its six priorities were developed by the community for the community in 2017 and will guide Council's work until 2030. It provides the first long term Community Vision for Hobsons Bay along with six community priorities for achieving this Vision. It was developed following an in-depth community consultation and deliberative engagement process. We are not creating a new vision for the Hobsons Bay Community but checking in to see if the current vision still hits the mark. The 2030 Community Vision will then be used to inform the development of the Council Plan 2021-25 which guides the work Council will undertake over the next four years.

Before developing the Council Plan 2021-25, we are asking the community if the 2030 Community Vision still represents the community's aspirations for the future of Hobsons Bay. Consultation on the refresh of the 2030 Community Vision and the development of the Council Plan 2021-25 will continue over the coming months.

### Better Place Spotswood and South Kingsville

The future of Spotswood and South Kingsville – shaped by a shared vision. Better Places is centred around adopting place-based thinking. Place-based design considers overall 'places' and how they look, feel and work together rather than individual 'pieces', and provide a new model for the way that Council designs and delivers projects. The Better Places program involved everyone that lives in and loves a place – including residents, businesses, property owners and visitors – to think about and design for change in the future.

Earlier this year, the community told us what they love most about the area, what they would like to see changed and any big ideas they might have to improve Spotswood and South Kingsville in the future. More than 3,300 responses were gathered through focus group workshops, Participate Hobsons Bay and a mailout questionnaire.

From this information, a draft vision for Spotswood and South Kingsville has been developed along with four key themes based on the community's values. The draft vision summary was released to the community for feedback. This process closed on Friday 2 April 2021.

### **Hobsons Bay Has Heart Outdoor Trading Program**

Over the last six months the Hobsons Bay Business Has Heart Outdoors program has provided many local businesses the opportunity to operate despite strict social distancing limitations, to active and enhance their activity centre and to bring people back into their business. The program has recently been extended to 31 May 2021 and Council is interested in learning what residents near business precincts, and the community at large, think about the program to help us determine what the future of outdoor trading could look like.

Consultation on the Hobsons Bay Has Heart Outdoor Trading Program runs until Friday 10 April 2021.

### **Hobsons Bay Coastal and Marine Management Plan**

The Hobsons Bay community shares a love of coastal and marine environments. Our rich history has been shaped by proximity to the coast and water. The Coastal and Marine Management Plan (CMMP) identifies initiatives for the management of Hobsons Bay coastal and marine areas over the next ten years. Working towards a more sustainable future, it looks to balance social, cultural, environmental and economic values in managing this unique coastline, that we appreciate and enjoy.

New Victorian Government legislation and policy (*the Marine and Coastal Act 2018 and Marine and Coastal Policy*) drives and guides CMMPs across the State.

Management of the foreshore is also a shared responsibility between Hobsons Bay City Council and other agencies including DELWP, Parks Victoria, Melbourne Water and the Port of Melbourne. Our community and visitors also have a role to play. There are a range of existing and future management issues and challenges. A key focus of the plan is to balance the many uses and values of the Hobsons Bay coastal and marine areas.

The draft Coastal and Marine Management Plan was released to the community for feedback. This process will close on Friday 16 April 2021.

### **Altona Beach Precinct**

#### **Our changing coastline**

Council is upgrading the Altona Beach Precinct as works continue with the urban renewal of Pier Street from Queen Street to the Esplanade, the upgrade of Weaver Reserve, the proposed closure of the Esplanade between Bent Street and Pier Street, a new beach entry to the main swimming beach at the bottom of Pier Street, raising of the seawall to accommodate sea-level rise and storm surges associated with climate change, the realignment of the shared trail to behind the seawall and a new pedestrian beach access between McBain Street and Correa Street near Webb Street.

Alongside all these works, Parks Victoria are also looking to upgrade the Altona Pier. More information on the status of the Altona Pier can be found at [www.engage.vic.gov.au](http://www.engage.vic.gov.au)

All these projects interconnect and it is important to look at them in perspective to ensure what Council constructs works for the community, local groups, visitors, and Council. There are certain infrastructure items that we must achieve to ensure the ongoing protection of both public and private assets along our foreshore. However, there are also quite a few items that you can provide input into to help shape this important public space.

The final concept plans for the Pier Street Stage 4 and Weaver Reserve are now available for public comment. The community is invited to provide feedback on these final concept plans over a four week period from Wednesday 24 March until Wednesday 21 April.

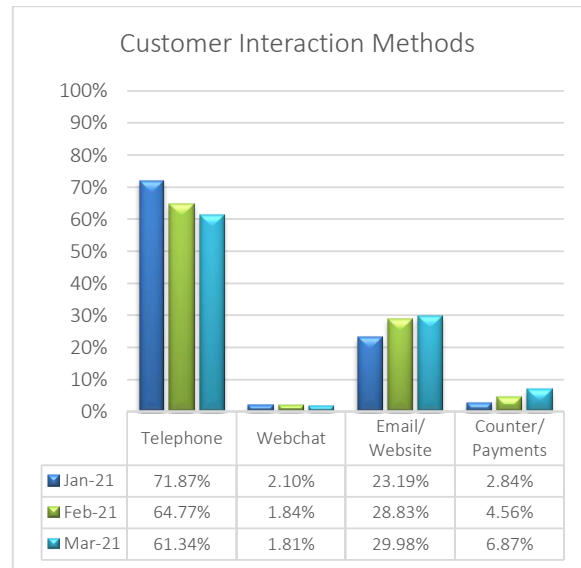
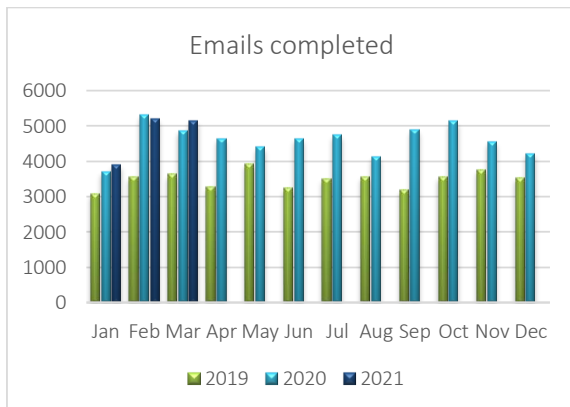
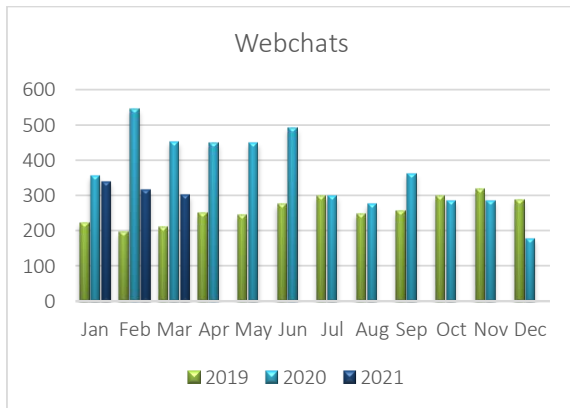
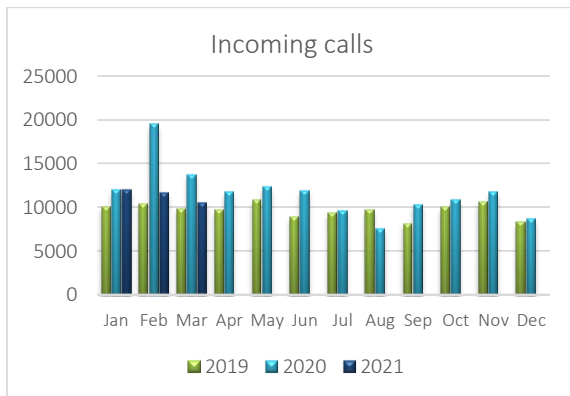
## Our Performance

### Customer Service



Hobsons Bay City Council is committed to improving our performance and better responding to our community needs.

One way in which we do this is to capture how our community approaches us to ensure we can make that process the best it can be to assist our customers with access to information needed.



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

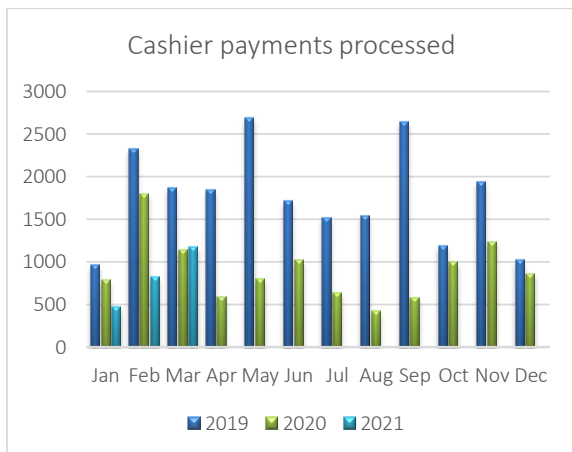
- Waste (1,483)
- Hard Waste (1,341)
- Local Laws (904)
- Animals (809)
- Town Planning (776)
- Rates (644)
- City Services (547)
- Assets (445)

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

- Waste (79)
- City Services (37)
- Rates (27)
- Town Planning (19)
- Animals (18)
- Building (16)
- Local Laws (14)

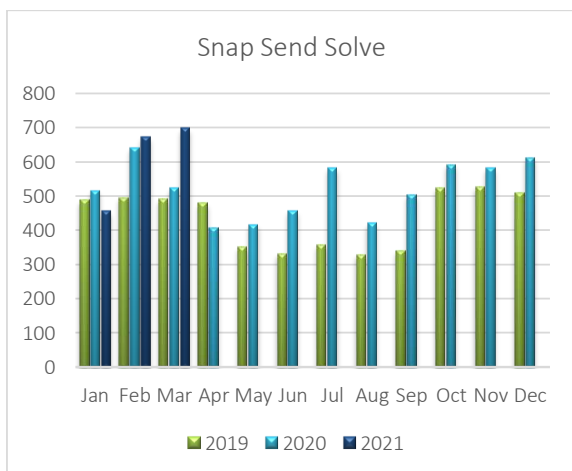
Top enquiries coming from emails are for the following service areas:

- Cashier inbox (761)
- City Services (736)
- Waste (573)
- Local Laws (439)
- Rates (235)
- Town Planning (98)
- Facilities (86)

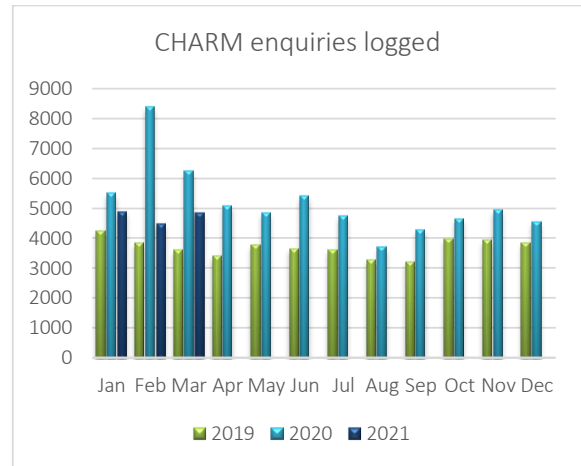


\* A recent system change has resulted in a different form of counter statistics. Data has been slightly amended from total counter visits to payment interactions. We are working with Digital Services for an alternative solution.

**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.

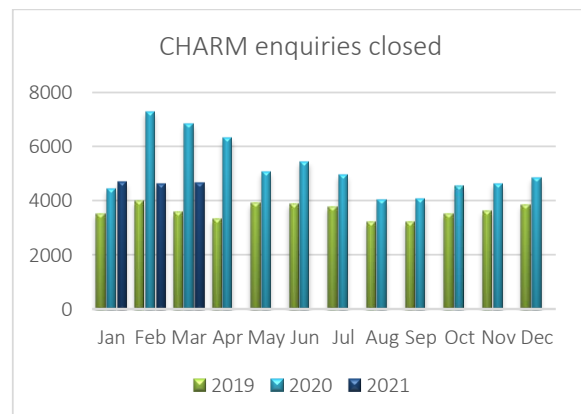


Council's Customer Help and Resolution Management (CHARM) system is used to record customer requests, which are primarily received via phone, Snap Send Solve and email.



Top CHARM requests logged related to the following service areas:

- Hard waste (905)
- Garbage (576)
- Green waste (405)
- Recycling (357)
- Council building maintenance (242)
- Street trees (237)



Top CHARM requests closed related to the following service areas:

- Hard waste (918)
- Garbage (531)
- Green waste (393)
- Recycling (343)
- Street trees (273)
- Council building maintenance (236)

## Financial Management

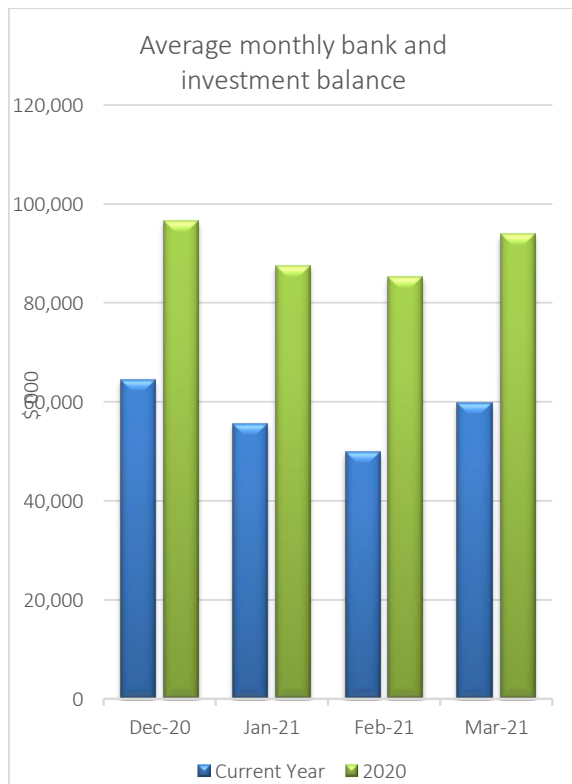


### Financial statistics

The average balance of cash and investments during March 2021 was \$59.216 million. This compares to the average balance of \$49.924 million in February 2021 and an average balance of \$55.571 million in January 2021.

The closing balance of cash and investments at the end of March 2021 was \$54.281 million. Compared to \$49.492 million at the end of February 2021 and \$50.83 million at the end of January 2021.

Council investments at the end of March 2021 included cash and at call investments of \$3.281 million and term deposits of \$51.0 million, with an average date to maturity of 155 days and an average interest rate of 0.37 per cent.



The balance of outstanding debtors for March 2021 was \$2.189 million compared to an average balance of \$2.11 million over the last twelve months.

The value of receivables invoices issued in March 2021 was \$1.163 million compared to \$2,052,000 million in February 2021.

Amounts outstanding over 90 days at the end of March 2021 total \$1,033,000 representing 47.2 per cent of total debts.

The most significant debtor groups over 90 days include capital works, parks and recreation and city maintenance.

The provision for doubtful debts at the end of March 2021 is \$432,000 or 19.6 per cent 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.

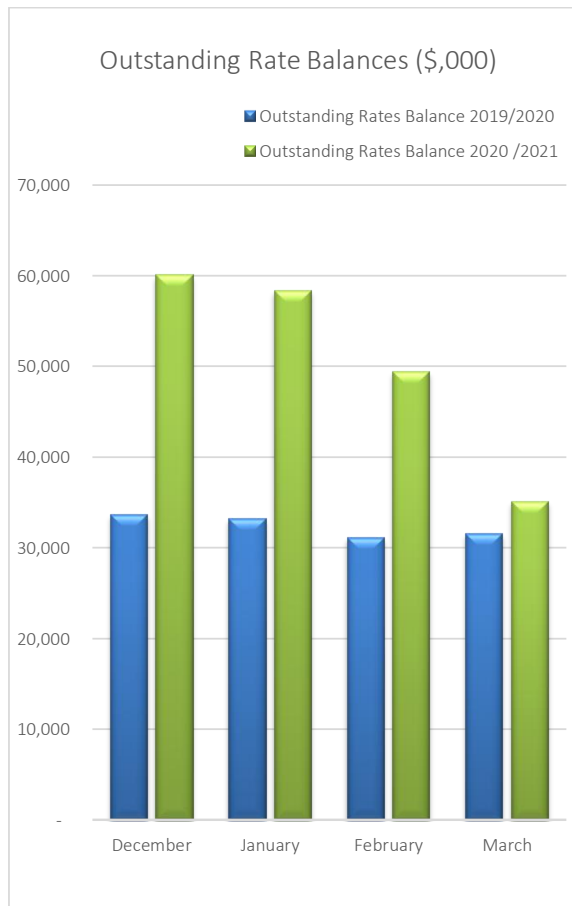
As at 31 March 2021 there were a total of 47 ratepayers, including 25 pensioners, listed on the Council's hardship register. Council has waived \$13,020 in interest charges since the start of the 2020-21 financial year. Council continued to receive regular payments during March and the total amount outstanding as at 31 March 2021 is \$350,658. In addition, the COVID-19 pandemic has seen a further 946 ratepayers provided with an interest free payment deferral after applying for assistance under Council's Community Support Packages. This equates to outstanding rates being deferred of approximately \$3.014 million.

## Revenue statistics



Rates income as at 31 March 2021 was \$83.995 million compared to the year to date budget of \$83.366 million and the year to date forecast of \$83.784 million. This is made up of general rates (\$78.433 million), waste collection charges (\$7.241 million), supplementary income (\$146,000), including objections payments in lieu of rates (\$395,000) and interest on rates (\$500,000). These are offset against the COVID-19 rate adjustment (\$2.248 million) and Council rebates (\$472,000).

The Outstanding Rates Balance as at 31 March 2021 was \$35.086 million. This is made up of general rates (\$34.362 million), pension rebates to be collected (\$373,000) and hardship group (\$351,000).



## Procurement



Tenders have been called for the following:

- 2021.03 Supply and Installation of Picnic Items – Blenheim Road Newport Community Park
- 2021.04 Bayfit Swim Centre – Design Services
- 2021.06 Expansion of Newport Gardens – Early Years Centre
- 2021.19 HW Lee Reserve – Open Space Upgrade
- 2021.20 Demolition of Altona Swim Club (former Victorian Deaf Anglers Club)
- 2021.23 Frank Gibson Reserve – Landscape Upgrade
- 2021.27 Altona Boat Ramp Design
- 2020.12A Williamstown Town Hall – Installation of Electric Vehicle Charge

The following tenders have been closed and are being evaluated:

- 2021.01 Gross Pollutant Trap – Design and Installation
- 2021.05 Williamstown Cricket Ground – Cricket Practice Nets Redevelopment
- 2020.23 Provision of Demographic and Economic Data Tools – Panel
- 2020.52 Maternal and Child Health Building Renewal Works
- 2020.54 Burgoyne Reserve Public Toilets
- 2020.63 Hard Waste Collection
- 2020.69 South Kingsville Community Centre Building Renewal – Design
- 2020.84 Hobsons Bay Wetlands Centre – Architectural Design

The following contracts have been awarded under financial delegation:

- 2021.08 P A Burns Reserve Phase 2 Civil Works, awarded to Citywide Service Solutions Pty Ltd, at a fixed lump sum price of \$245,832 (GST inclusive)
- 2021.10 Tatman Reserve Public Toilet Design and Construct, awarded to Asco Group at a fixed lump price of \$88,253 (GST inclusive)
- 2020.68 Bladin Street Bridge Handrail Lead Removal and Repainting Works, awarded to Duratec Pty Ltd, at a fixed lump sum price of \$117,004 (GST inclusive)
- 2020.73 Burgoyne Reserve Seawall Design, awarded to Oldfield Consulting Australasia Pty Ltd, at a fixed lump sum price of \$151,646 (GST inclusive)
- 2020.76 Fencing Works P A Burns Reserve Phase 2, awarded to Novacon Group Pty Ltd, at a fixed lump sum price of \$166,086 (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 Neighbourhood Fund

Community and sporting groups in Hobsons Bay have received a financial boost, with local projects receiving West Gate Neighbourhood Fund Partnerships.

Over \$3 million has been allocated to organisations operating in the Hobsons Bay City Council area, towards projects that will result in significant benefits to our community. The fund supports community centred arts, sports, wellbeing, transport, and education projects to benefit Melbourne's inner west community, and bring people together, during the build of the West Gate Tunnel Project.

Congratulations to the following organisations who have received a West Gate Neighbourhood Fund Partnership:

- Deakin University
- Friends of Lower Kororoit Creek
- The South Kingsville Community Centre
- Spotswood Kingsville RSL Sub-Branch
- Williamstown and Newport Anglers Club and Fish Protection Society
- YMCA Victoria
- Westgate Health Co-Operative
- Network West

Hobsons Bay City Council will also receive funding to revitalise Pipeline Reserve in Brooklyn, a project that includes landscaping, tree planting and the construction of new footpaths.

The \$10 million West Gate Neighbourhood Fund has been established by the Victorian Government to support communities in Melbourne's inner west during the construction of the West Gate Tunnel Project. The fund is offered in two components, with the grants round expected to open in the coming months.

To find out more about the West Gate Neighbourhood Fund including all successful projects and recipients, visit the West Gate Neighbourhood Fund page.

## West Gate Tunnel Project

The summer works program on the West Gate Freeway between the M80 interchange and Grieve Parade are now complete with the ramps at the M80 interchange re-opened to motorists. The completed works include:

- new road pavement and stormwater drains
- partially demolished, rebuilt and widening of the citybound entry ramp from M80 to the West Gate Tunnel
- demolished the eastern side of the Grieve Parade bridge and installed 18 precast bridge beams to facilitate road widening works
- replacing the ageing bridge bearings on Geelong Road outbound entry ramp bridge.



Above: Grieve Parade bridge works over the West Gate freeway

The concrete noise panel walls are being installed at the Millers Road outbound on ramp (adjacent to Paringa Road). The noise walls will be nine metres high and, in some sections, they will be topped with blue and green coloured acrylic panels.



Above: Newly installed noise walls along Grieve Parade outbound exit ramp



## Level Crossing Removal



The Major Transport Infrastructure Authority (MTIA) has commenced the second phase of the Aviation Road Level Crossing Removal Project at Aircraft Station, Laverton with major works to build a new underpass for commuters, pedestrians and cyclists.

Large earthmoving machinery is now out on site to construct a temporary track for freight trains that will allow freight to keep coming into Melbourne while the project is built.

In the second quarter of 2021, works will begin to construct an underpass beneath the tracks at Aircraft Station, linking the north and south sides of the rail line.

The package of works at Aircraft Station also includes new shade, seating, landscaping and 100 parking spaces delivered as part of the *Car Parks for Commuters Program*. All upgrades at Aircraft Station will be complete by the end of this year.



Above: Proposed underpass at Aircraft Station, Laverton



Above: Construction works at Aircraft Station

## Pavilion and Reserves update



### Paine Reserve Upgrade

Works to upgrade the existing park and playground at Paine Reserve in Newport are now complete. The reserve upgrade includes greater opportunities for a wider range of events and users of the park, including a large open lawn area, plaza spaces and a new and improved play space. The reserve also includes improved signage, furniture and materials that create a greater connection between the nearby buildings, the park and the Newport Library.



Above: New playground at Paine Reserve

### Bruce Comben Reserve Sports Lighting Upgrade

Construction works have started at Bruce Comben Reserve for the four new light towers and LED light fixtures. At this stage, the electrical and service pits have been installed underground and works will now start on the new lighting poles. Works are scheduled to be completed in early June 2021.



Above: Installation of electrical conduit at Bruce Comben

### **PJ Lynch Reserve Box Lacrosse**

Works are nearing completion for the first ever purpose-built outdoor Box Lacrosse court in Australia. The installation of the dasher boards, the synthetic playing surface and shelters will be installed by early April 2021.

### **Digman Reserve Update**

The construction of the new pavilion at Digman Reserve in Newport is progressing well. Some of the recycled chimney bricks from the old pavilion have been used for the new pavilion. Works on the central car park have also commenced. The pavilion and the car parks are scheduled for completion by the end of June 2021. Redevelopment of the west oval will be undertaken in the coming financial year.



*Above: Recycled chimney bricks for the south building*

Council will be undertaking an expression of interest for a winter tenant to take up occupancy at Digman Reserve. The winter tenant will be for an existing football (soccer) club and will be inducted into the site once the new sports pavilion is completed in June 2021.

### **WLJ Crofts Reserve Upgrade**

The turfing for the northern ovals at WLJ Crofts Reserve has been completed. Turf establishment is required for the coming weeks before sport and recreation activities commence.



*Above: Northern ovals at WLJ Crofts*

Works on the sporting pavilion are on track with the installation of the plumbing system and slab works which will continue through March.



*Above: Pavilion works at WLJ Crofts Reserve*

### **JT Gray Reserve Redevelopment**

The redevelopment for the newly combined pavilion at JT Gray Reserve has commenced. Once completed the new pavilion will have the capacity to house the five sporting clubs associated with the reserve. These clubs include; Williamstown Soccer, Barnstoneworth Soccer, Barnstoneworth Junior Soccer, St Johns Cricket and Williamstown Congs Cricket Club.



*Above: Demolition of the pavilion at JT Gray*

### Donald McLean Reserve Update

Construction of the new pavilion is progressing well with the concrete base slab for the new pavilion recently completed.



Above: Concrete slab works at Donald McLean

### PA Burns Reserve

The construction of the car park at PA Burns in Altona is progressing well with excavation works now complete.

Fencing works, new footpaths and landscaping for the dog off lead area has also commenced.



Above: Excavation works at PA Burns Reserve

## Sporting projects



### Altona Tennis Club Court Refurbishment

Works are progressing well at the Altona Tennis Club. Demolition of the existing surfaces is currently underway in preparation for the new court slab which will be covered in synthetic looking clay.

Stage one works are scheduled for completion by 30 June 2021.

The project includes replacing three of the existing synthetic clay courts, new lighting, nets, walkways, drinking fountains and seating.

### Williamstown Cricket Oval Redevelopment

The redevelopment of the existing oval at the Williamstown Cricket Ground is progressing well. The laying of the new turf surface was completed in early February, with remaining works to include a footpath around the perimeter of the oval, boundary fencing, re-installation of the players and umpires' shelters, goal post and seating installation. The oval will remain fenced off from public use to allow for grass establishment.



Above: New turf at the Williamstown Cricket Ground

### Altona Sports Centre Extension

Stage two of the Altona Sports Centre extension is progressing well with works focusing on the exterior of the building. The project is scheduled for completion by September 2021.



Above: Altona Sports Centre

## Club Development Program

Council have facilitated six sessions since the Club Development Program commenced, focusing on financial sustainability, mental health and good governance.

In line with Harmony Week, Council facilitated a session in March on Culturally Responsive Practices. The session was a great success with eight clubs participating.

## Altona North Lawn Bowls Club Upgrade

The car park and the amenities at the Altona North Lawn Bowls Club have been upgraded. The new amenities include both DDA and ambulant toilets, a new kitchen and an accessible path of travel to the lawn bowls greens. In addition, a new solar panel array has been installed on the roof that will heat the social room during winter and cool it during the summer months.



Above: Upgraded car park at the Altona North Lawn Bowls

## Strategic Club Project

Council has engaged Leisure Networks as the lead consultant to undertake the Strategic Club Project which was funded as part of the COVID-19 Community Support Packages. The project will help to future-proof the clubs participating and ensure they are financially sustainable coming out of the COVID-19 pandemic.

## Footpath audit



An audit on Council's footpaths has been completed. The audit includes capturing data on the current condition and defects of our footpaths. Once the data has been collated, Council will develop a long-term capital works renewal and maintenance program.

## New initiatives



The Parks team are trialling a steam weeding machine in our parks and reserves. The steam machine operates by using steam to treat weeds without the use of chemicals. The team will monitor the treated sites and evaluate it against current weed treatment methods. It is anticipated that if this technology is a success, we can remove the need to use chemicals to control weeds in our parks and reserves.

## Reconstruction works



**Byrne Lane in Seaholme** was recently reconstructed with a pavement, asphalt surface, underground drainage and a spoon drain to improve access and usability for residents.



Above: Byrne Lane, Seaholme

Works are underway for the reconstruction of **Rennie Street in Williamstown**. The works involve the construction of underground drainage, reconstruction of the kerb and channel, footpaths, asphalt road surface and planting of trees. The project is scheduled for completion by the end of April.

## Urban Forest Strategy



This year Council will plant around 8,500 semi-advanced trees in streets and open space across the municipality. That's 6,000 more trees planted than before the Urban Forest Strategy was adopted in 2020.

As part of the Urban Forest Strategy 40,000 trees will be planted over the next five years across Hobsons Bay, helping Council achieve the target of 30% tree canopy by 2040. Before adopting the strategy, canopy cover across the city was 7%.

This planting season 5,500 street trees and 3,000 trees within parks and reserves will be planted. The trees will be a mix of native, indigenous and exotic species. Planting is scheduled to commence in April 2021.

### Habitat gardens in Laverton



On Saturday 27 March 2021 thirty households from Laverton will participate in the Habitat Gardens Program. The day will involve a workshop with a habitat gardener and a landscape designer discussing the importance of habitat gardens, landscape design and low maintenance gardens. The program aims to encourage and support residents to use indigenous plants in residential gardens and how to establish a broader ecosystem connectivity whilst increasing genetic diversity and habitat for wildlife.

### Conservation news



This month the Conservation team commenced their annual ecological burns in two of the grassland sites; Maidstone Street and Horsburgh Drive Grassland.



Above: Recovering *Gahnia filum* with fresh growth Autumn

On Sunday 7 March the Conservation team participated in Clean Up Australia Day at several sites within Hobsons Bay. Over 12 community groups and over 300 community members collected rubbish from their local areas.



Above: Clean Up Australia Day participants

# Hobsons Bay City Council Media Policy

2021 Version

# 1 Purpose

The media policy provides clear direction for Councillors and the organisation regarding communication and media procedures and processes when addressing issues relevant to Hobsons Bay City Council and the City of Hobsons Bay.

It will ensure responses given to the media are presented in a consistent, accurate, clear and timely manner to provide opportunity for fair representation in the media.

# 2 Background

The Hobsons Bay City Council Media Policy (the policy) was last reviewed by Councillors in 2017. The Hobsons Bay Councillor Code of Conduct 2021 was endorsed on 22 February 2021 and will complement this policy.

# 3 Scope

Media relations, media enquiries/responses, media releases, media interviews, media briefings, Council spokespeople and social media are all the areas covered by the policy. Logo use is referenced as a related document, entitled Corporate Images and Logo Policy.

# 4 Policy

## Objectives

- To enable a clear process for informing the Hobsons Bay community on Council matters in a proactive, strategic and transparent manner;
- To enable a straightforward, responsive and professional approach in Council's dealings with the media; and
- To present and promote Council and its services, events and programs consistently to the community of Hobsons Bay and beyond through the media.

## Policy components

The Media Policy 2021 articulates the process for Council's and Councillors' dealings with the media and the process for delegation of spokesperson(s) for Council matters.

Spokesperson delegation applies to the range of media and communications tools and platforms listed below. These also form the components of this policy:

- Media relations
- Media enquiries
- Media releases
- Media interviews
- Media briefings
- Spokesperson for Council
- Social media

## Media relations

- Council values the role of the media, and will develop and foster positive relationships with journalists, editors and photographers.
- Council will endeavour in all instances to meet media deadlines.

- Council officers will issue media messaging and responses that align with Council's objectives and positions.

### **Media enquiries**

- When media queries are lodged with Council by a media outlet, the Communications Team will provide a response as soon as possible by deadline, provided the request is one that can be reasonably responded to.
- Responses may consist of background information, statements of fact or quotes.
- Where the media requires a quote, quotes should in the first instance be developed by the Communications Team quoting the Mayor, who may elect to delegate the quotes to another spokesperson.
- Spokesperson delegation for media responses is addressed in the 'spokesperson' section below.

### **Media releases**

- Media releases are for the purpose of presenting information to the media and community on a particular Council initiative, matter, or response to an issue.
- Spokesperson delegation for media releases is addressed in the 'spokesperson' section below.
- Photo opportunities with media outlets may accompany a media release or response. The same delegation decision-making criteria outlined in the 'spokesperson' section below applies to photo opportunities.

### **Media interviews (TV, radio, podcast, webcast)**

- The Mayor or a Councillor or Council officer they delegate will be the spokesperson for media interviews relating to issues of Council or within the City of Hobsons Bay.
- The spokesperson will be briefed about the issue by the CEO and the Manager Communications, Engagement and Advocacy prior to a media interview or appearance.
- Spokesperson delegation for media interviews is addressed in the 'spokesperson' section below.

### **Media briefings**

- Where appropriate, Council will offer media briefing sessions for journalists to educate and provide background on the details of a Council service, decision or policy, or civic issue.
- The CEO, Mayor or delegated spokesperson, the Manager Communications, Engagement and Advocacy and other relevant staff are present for these briefings.
- Spokesperson delegation for media briefings is addressed in the 'spokesperson' section below.

### **Spokesperson for Council**

- Decisions about the designated spokesperson relates to media responses, media releases, media interviews and media briefings.

#### Mayor as spokesperson

- The Mayor is the official spokesperson for Council and can discuss matters with media that have been subject to an adopted Council resolution or have city-wide, state or national level relevance.
- The Deputy Mayor will be the official spokesperson when acting for the Mayor.



### Spokesperson determination

- The Mayor will consult with the Manager Communications, Community Engagement and Advocacy, and in some instances, the CEO when determining spokesperson delegation but the Mayor will ultimately have the final say.
- The Mayor (or Deputy Mayor while acting as Mayor) may at their discretion delegate spokesperson authority to a fellow Councillor when the matter relates to: a specific ward; a portfolio relating to an endorsed Councillor delegation; a Notice of Motion raised by a Councillor; or any future portfolio or committee that is put in place.
- Delegated spokesperson(s) for ward issues are to be considered based on the principles below:
  - 1. Localised ward issue with city-wide relevance:
    - The Mayor will be the spokesperson for city-wide issues regardless of ward/locality (unless spokesperson delegation is otherwise given by the Mayor at their discretion to Deputy Mayor or Ward Councillors)
    - Examples of local ward issues with city-wide relevance may include but are not limited to: projects with state or federal government funding/partnerships; major projects or initiatives of Council; projects/services connected to a broader civic priority of Council.
  - 2. Localised ward issues with no city-wide relevance:
    - Ward Councillors may be considered by the Mayor at their discretion to be spokespeople for localised ward issues.
    - Examples of local ward issues with no city-wide relevance may include but are not limited to: improvements/upgrades to local infrastructure (ex. open space, play space, sporting ovals/reserves); information about service or operational projects (ex. a community project, an art project/installation).
  - 3. Localised ward issues with relevance to two wards:
    - Ward Councillors for both relevant wards may be considered by the Mayor at their discretion to be spokespeople.
    - Examples of localised ward issues with relevance to two wards may include but are not limited to: infrastructure, issues or emergencies relevant to the two wards.
- Decisions about spokesperson delegation are encouraged to be made at the discretion of the Mayor with consideration to:
  - the Council values (Respectful, Community driven and focused, Trusted and reliable, Efficient and responsible, Bold and innovative, Accountable and transparent, Recognised); and
  - taking a common-sense and equitable approach that encourages a fair and reasonable level of exposure of all Councillors to the media.

### Councillors as spokespeople

- Where a Councillor seeks to proactively approach the media on a topic that has been subject to an adopted Council resolution or have city-wide, state or national level relevance, they must first seek endorsement from the Mayor to be Council's approved spokesperson.
- The Mayor and Councillors are required to inform the Manager of Communications, Community Engagement and Advocacy about any and all relevant requests from and/or proactive approaches to a media outlet that relate to a Council matter or their role as a Councillor. This is to enable spokesperson protocol to be followed and to appropriately manage messaging about Council issues in the public arena.
- Opinion and comments of a political nature can only be given by Councillors who are speaking on their own accord, not on behalf of Council.

- In the event a Councillor expresses a personal opinion, or a position that is not endorsed by Council to the media, the Councillor should clearly communicate it is their view only and not the view or position of the Council.
- These instances are subject to the provisions in the Hobsons Bay Councillor Code of Conduct 2021 (as listed below) and the Local Government Act 2020.

### Council officers as spokespeople

- If the Mayor is unavailable to sign off their quotes, and no other Councillor spokesperson delegation is appropriate, spokesperson delegation may be given to a Council officer spokesperson, specifically the CEO or relevant Director, particularly when the issue is operational in nature.
- Directors are authorised in some instances (with approval of CEO and Mayor) to speak with journalists for the primary purpose of providing background and technical information, and on operational matters. In some cases, it may be more appropriate to deliver verbal information about a detailed project than to provide detailed email responses.
- Staff other than the Communications Team, CEO and when appropriate, Directors, are not authorised to provide any information to or engage with the media.

### **Social Media**

Council manages a number of official accounts on Facebook, Twitter, Instagram, LinkedIn and YouTube to communicate Council services, programs and events to our community.

The Mayor and the Councillors are encouraged to engage with the Council's social media accounts through liking and sharing content on their own social media accounts.

While the Mayor and Councillors are free to undertake their own social media accounts to express their own views to the community, it is encouraged to maintain a consistently respectful approach across these mediums. Specifically:

- Information of a confidential nature should remain strictly confidential and is not to be shared on social media until it is formally released as public information. Reference Section 77 of the Act.
- Mayor and Councillors are encouraged to provide any feedback they may have on Council programs, services and events directly to the CEO or relevant Council officers, as opposed to posting this feedback publicly on Council's official social media accounts, or other community social media pages. This will avoid miscommunication and aid in delivering a consistent message.
- While expressing a personal view on social media is not prohibited, Councillors should also strive to present the Council as effective and cohesive, regardless of differing opinions.
- In the event a Councillor promotes a position that is not endorsed by Council or is their personal opinion, and makes comments on social media themselves, the Councillor should clearly communicate that it is their view only and not the view or position of the Council.
- These instances are subject to the provisions in the Hobsons Bay Councillor Code of Conduct 2021 (as listed below) and the Local Government Act 2020.

As a guiding principle for Councillors and officers, we will use a common-sense approach, trusting each other to make appropriate decisions, and always keeping each other informed.

These requirements will also apply to any future social media platforms taken up by Council.

## Hobsons Bay Councillor Code of Conduct 2021

### 3 SPECIFIC COUNCILLOR CONDUCT OBLIGATIONS (page 13)

#### 3.1 Social media

Councillors need to ensure that the use of social media minimises exposure of Council and Councillors to legal and reputational risk. When using social media Councillors need to have at the forefront of their minds their obligations under the Code. The Code applies to online activity in the same way it does to other written or verbal communications. This means three key things:

1. Be respectful
2. Be fair and open minded
3. Be accurate

#### Logo

The guiding principles for use of the Hobsons Bay City Council logo is contained in the Corporate Images and Logo Policy. Council's Corporate Identity Standards will be updated during 2021 and any changes to the logo, it's usage and colour palette will be covered by a new Corporate Images and Logo Policy.

## 5 Related Documents

- Corporate Images and Logo Policy
- Hobsons Bay Councillor Code of Conduct 2021

## 6 Related Legislation

*Local Government Act 2020*

## 7 Further Information

For further information concerning this Policy please contact the Manager Communications, Community Engagement and Advocacy on [jlegge@hobsonsbay.vic.gov.au](mailto:jlegge@hobsonsbay.vic.gov.au)

## 8 Document Control

<b>Policy Name</b>	Hobsons Bay City Council Media Policy
<b>Object ID</b>	A3504834
<b>Responsible Directorate</b>	CEO Office
<b>Responsible Officer</b>	Manager Communications, Engagement and Advocacy

## Version History

Version Number	Date	Authorised by
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**HOBSONS  
BAY CITY  
COUNCIL**



**Hobsons Bay City Council  
Proposed Budget Report: 2021-22**

Local Government Victoria

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## Introduction

The Proposed Annual Budget 2021-22 is a COVID response budget and responds to the community's needs with \$2 million in COVID recovery programs, ongoing rate and financial hardship relief, a strong capital works program, and funding for over 100 vital community services.

Council's \$63.491 million Capital Works Program invests in new infrastructure across Hobsons Bay and provides much needed jobs for our community and local suppliers.

This is the first Proposed Annual Budget for the new Council term. It is a financially responsible budget that ensures funding for current commitments, while also laying a strong foundation for Council to deliver on its future commitments, including the Ten-Year Capital Works Program. Importantly, it provides relief through Council's new \$2 million Community Support Package to community members most affected by the COVID-19 pandemic.

The package includes \$1.35 million in targeted rate relief for those who need it most. This includes rate relief (\$740,000), where the eligibility criteria and the size of rebates issued to ratepayers will be developed in consultation with the community. It also includes interest-free rate deferrals (\$450,000) and rate waivers (\$160,000), which will be guided by Council's Financial Hardship Policy. Community support worth \$650,000 is also included with an evidence-based focus on business, young people, community grants and the arts. A Community Support Package Focus Group will assist Council in developing the package as part of the four-week proposed budget consultation. More information is provided on this in the next section.

Community consultation for the Proposed Annual Budget is an integral part of its development. The consultation process began in November and December 2020 with Council's 'Pitch Your Idea' program - inviting community members, local groups, and organisations, to submit their ideas about projects and programs across Hobsons Bay for Council's consideration.

In total, 86 submissions were received with many Pitch Your Ideas projects awarded funding, including upgrading Altona's streetscape into safe 'shared streets' (\$2.875 million), a full park and play space upgrade of the Henderson Street Reserve in Laverton (\$365,000), as part of Laverton Better Places, and a revamp of Newport's Pavey Reserve to be a 'destination playground' (\$1.025 million in a future budget) and Environmental initiatives have also been supported such as the promotion of cloth nappies (\$11,000), along with initiatives that champion community wellbeing including a social support program for older residents (\$5,000) and installing colourful imagery into Seabrook's parks (\$20,000).

Additionally, a number of community submissions have been slightly modified and will be delivered through Council's day to day operations, including a project that focusses on a love of reading across Hobsons Bay and a creative education program to enhance awareness of the impact of litter on the marine environment.

The budget also includes funding for a diverse range of core community services Council delivers, including the management of five libraries, three community centres, a Creative Technology Hub, waste collections, local business development and support, disability services, cultural and art events, children and youth services, meals on wheels, and immunisation services, to list only a small selection.

In addition to the vital community services, the Proposed Annual Budget contains a total capital spend of \$63.491 million. Highlights of the Capital Works Program include:

- buildings (\$24.675 million) – including sporting and recreational facilities (\$20.35 million), civic and community facilities (\$2.895 million), building renewal program (\$530,000) and environmental sustainability initiatives (\$900,000)
- recreation and open space (\$18.683 million) – including parks, open space and streetscapes (\$11.068 million), recreational, leisure and community facilities (\$7.410 million), off street carparks (\$145,000) and bridges (\$60,000)
- roads (\$13.043 million), drains (\$2.038 million), footpaths and cycleways (\$1.131 million)
- plant and equipment (\$3.297 million) – including scheduled replacement of Council's vehicle and plant fleets (\$1.637 million), library resources (\$1 million) and information technology (\$700,000)

The budget is predicted to have an operational surplus of \$27.38 million, which ensures Council remains financially viable. While this operational surplus reflects a healthy financial position, Council's cash and investment reserves are expected to decline by \$13.895 million during the year due to Council's large capital works commitment and COVID-19 support initiatives during 2021-22.

To keep delivering essential services, programs and infrastructure projects that benefit our community, general rates will increase by 1.5 per cent in line with the Victorian Government's rate capping policy. This will ensure our services, programs and capital works expenditure continue to improve and meet community expectations. It is important to recognise that this income allows Council to support the people of Hobsons Bay who have been heaviest hit by the effects of the COVID-19 pandemic. In fact, over 125 per cent of the general rate increase is delivered straight back to the community in the form of targeted relief for those who truly need help.

The 1.5 per cent rate increase is applied to the total amount collected from rateable properties across the city and is not applied equally to individual properties. This means that some ratepayers will pay less than 1.5 per cent and others will pay more, but overall, general rates won't exceed the (reduced) rate cap.

All properties are revalued each year by a state government appointed independent valuer with the revaluation process attempting to ensure rates are fairly redistributed across all properties in the city.

Waste service charges are exempt from the rate cap and a ten per cent increase is planned for waste service charges. The increases do not cover the cost of providing the waste service as Council has decided to recoup its considerable investment in expanding its waste service in future years.

Rates and charges are one of Council's most important sources of income and are expected to account for an estimated 74 per cent of Council's revenue, with most of the funding being spent directly within the community, contributing to local economic growth and improving our infrastructure and services.

In addition, Councils are entrusted with the maintenance of more than 30 per cent of Australian public assets including roads, bridges, parks, footpaths and public buildings. This means that a large proportion of Council's income must be allocated to the upkeep and replacement of these valuable community assets to ensure the quality of public infrastructure is maintained at the level the community expects and deserves.



Council remains committed to focussing on efficiencies, best practice and value for money for the Hobsons Bay community. Council also continues its advocacy work towards state and federal governments to identify future funding opportunities that will help deliver an ongoing high standard of services and infrastructure for local residents, workers and visitors. For example, Council has been strongly campaigning to the state government for a safe and accessible cyclist and pedestrian crossing over Laverton Creek that compliments the recently strengthened Queen Street bridge in Altona Meadows, which is a core state government responsibility. Council is advocating for a state \$1.5 million funding commitment so this crucial link in our local integrated transport network and important investment in community safety and accessibility can become a reality. Council remains hopeful that the state government will fund the project through their upcoming budget, and will continue to advocate for its delivery.

The Proposed Annual Budget 2021-22 will be placed on public exhibition for a four-week consultation period until 23 May 2021. Council invites community feedback on the Proposed Annual Budget 2021-22 through your submission on our online community engagement platform Participate Hobsons Bay at [participate.hobsonsbay.vic.gov.au](https://participate.hobsonsbay.vic.gov.au). Your feedback is valuable, and we encourage residents and businesses alike to have a say.

## Supporting our community through the COVID recovery

Council is committed to supporting the people of Hobsons Bay in the wake of the COVID-19 pandemic. People from all corners of the city were affected in different ways – so naturally the support that people need can look quite different.

To deliver truly responsive help to those most affected by the pandemic, Council has included a new \$2 million Community Support Package in the proposed budget. The experiences of the local community will be the main ingredient in building the way we deliver this critical relief. Council is drawing on the feedback of a soon-to-be-formed Community Support Package Focus Group to help develop the package and its components as part of the four-week proposed budget consultation.

Details will be available at <https://participate.hobsonsabay.vic.gov.au/> about how to get involved.

It is important to note that the Community Support Package is in addition to the delivery of Council's responsive operational programs that support a range of community groups such as older adults and young families.

### The \$2 million Community Support Package

The Community Support Package includes \$1.35 million in targeted rate relief for those who need it most. This includes:

- \$740,000 in rate relief (eligibility criteria and the size of rebates issued to ratepayers to be developed with the community)
- \$450,000 in interest-free rate deferrals
- \$160,000 in rate waivers (which will be guided by Council's Financial Hardship Policy)

The package also includes \$650,000 of support to groups in our community that we know, through recently targeted research, are facing a higher level of challenge resulting from the pandemic. In order to be meaningful, Council will work with the community to determine what this support could look like.

The groups and associated funding to deliver support are:

- \$200,000 for the business community
- \$200,000 for young people
- \$200,000 for community through the 'Make it Happen' Grants
- \$50,000 for the creative community.

### The Hobsons Bay business community

An allocation of \$200,000 has been identified for further target activities to support recovery efforts for local businesses hit hardest by the COVID-19 pandemic. The format will be developed in consultation with local businesses and community but may include initiatives such as targeted grants for business development activities, industry networking and showcasing opportunities.

### Young people of Hobsons Bay

One of the groups most economically disadvantaged as a result of COVID-19 are young people, whose employment opportunities have substantially decreased during the pandemic and in the recovery phase. An allocation of \$200,000 is included to fund activities focused on improving employment opportunities for Hobsons Bay's young people. This will support a range of activities such as youth employment programming, internships and skills / career development opportunities, and other initiatives that will help support them best.

### Making it Happen with grants funding

The community plays a pivotal role in helping contribute to recovery or reconnection in our community. The Make it Happen Hobsons Bay Recovery and Reconnection Grants program is

targeted at supporting community groups or organisations to 'make things happen' as we work through and respond to the impacts experienced in our city as a result of COVID-19. These grants will provide support to enable activities, projects, programs, events and resources across all sectors in all areas of Hobsons Bay.

### **A creative Hobsons Bay**

Hobsons Bay is well known for its creative city status, with a strong creative industry presence and a large number of arts and culture festivals, events, and venues. Clear evidence shows that creative industries are one of the hardest hit during the pandemic and continue to face challenging economic circumstances during the recovery period. During the lockdown, Council delivered a successful Art Apart grants initiative which funded a number of local artists to introduce digital and socially distanced physical interactive arts across the city – which was a very successful program. An allocation of \$50,000 is included in the proposed budget for a similar program targeting local artists and creatives during the economic recovery phase.

### **Getting involved**

Council invites the Hobsons Bay community from all areas, from all circumstances, to take part in the Community Support Package Focus Group to help develop a meaningful and responsive package. Details will be available at <https://participate.hobsonsbay.vic.gov.au/> about how to get involved.

## Executive Summary

Council has prepared a Budget for the 2021-22 financial year, which seeks to balance the demand for services and infrastructure with the community's capacity to pay and *The Fair Go Rates System*.

Overall, operating expenditure budgeted for 2021-22 has decreased by 3.4 per cent from the 2020-21 forecast.

Over the coming years we will continue our work to ensure we continue to remain financially sustainable in a rate capped environment. Key budget information is provided below about the rate increase, operating result, services, cash and investments, capital works, long term financial position, financial sustainability, and the strategic objectives of the Council.

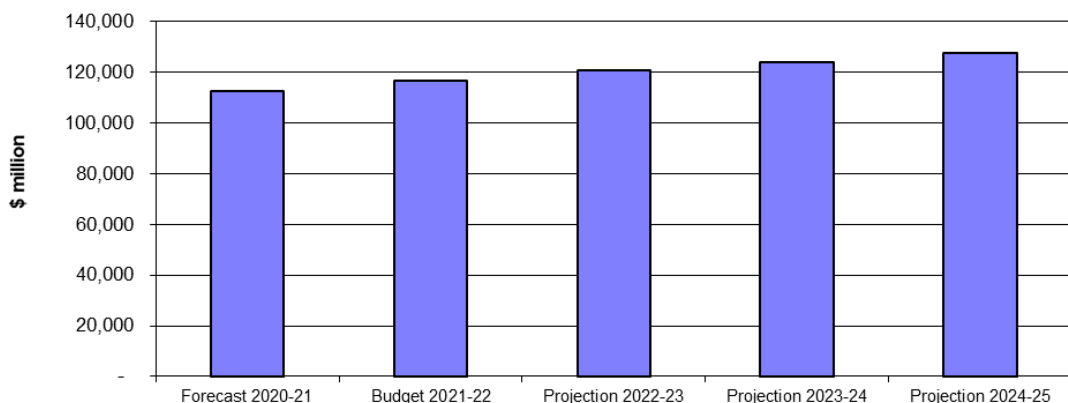
### Rates and charges

Total revenue from rates and charges is projected to be \$116.873 million, which incorporates an average rate increase of 1.5 per cent. This is in line with the new Fair Go Rates System (FGRS) which caps rates increases by Victorian councils to the forecast movement in the Consumer Price Index (CPI). Council has not elected to apply to the Essential Services Commission (ESC) for a variation.

As we move into COVID recovery, the one-off rate adjustment implemented in the 2020-21 financial year has been removed in the Proposed Annual Budget 2021-22. This has been replaced by targeted rate relief of \$1.35 million, which is part of Council's \$2 million COVID-19 Community Support Package in 2021-22. This includes \$740,000 relief, where the eligibility criteria and rebate size will be developed in consultation with the community, as well as interest free rate deferrals (\$450,000) and rate waivers via application through the Financial Hardship Policy (\$160,000).

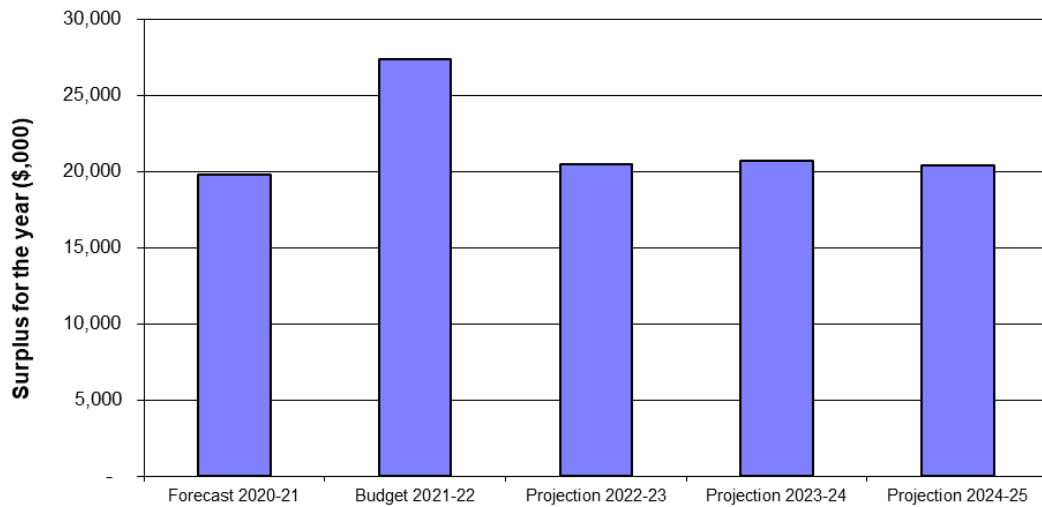
Waste service charges have been increased by 10 per cent, although the charges for 2021-22 do not cover the cost of providing the waste service. Council has decided to re-coup its considerable investment in the expansion of its waste services over future years. Council has also included \$400,000 generated from supplementary rates (new properties).

Rates will go towards funding the next COVID-19 Community Support Package, maintaining service levels, meeting the cost of changing external influences affecting the operating budget and supporting capital works necessary to address the asset renewal needs of the City.



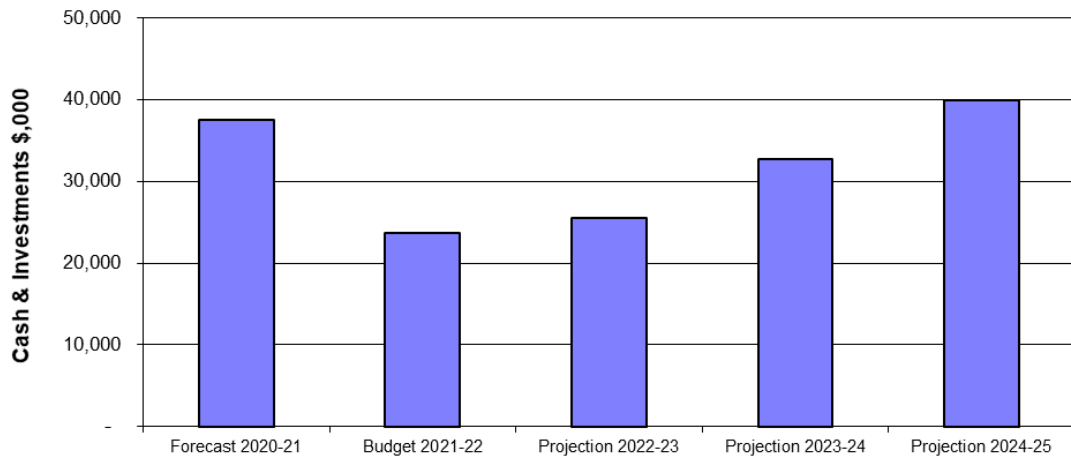
It is important to note, the actual rate increases experienced by individual ratepayers may differ from the 1.5 per cent increase due to revaluations. Rate increases are impacted by the average rate increase and the property valuation increases (or decreases) of individual properties relative to the average across the municipality. If your property increased in value by more than the average for the municipality (0.32 per cent), your rates may increase by more than 1.5 per cent. If your property value increased by less than the 0.32 per cent average, your rates may increase by less than 1.5 per cent and may in fact reduce from the previous year.

### Operating result



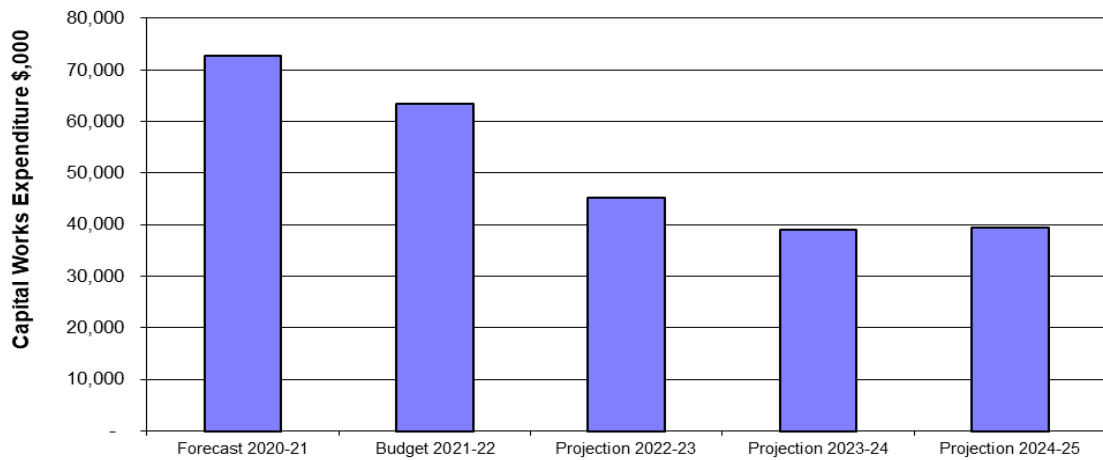
The expected operating result for the 2021-22 year is a surplus of \$27.38 million, an increase of \$7.608 million compared to the 2020-21 forecast.

### Cash and investments



Cash and investments are expected to decrease by \$13.895 million during the year to \$23.665 million as at 30 June 2022. The decrease in cash is consistent with the significant capital works investment and COVID-19 support initiatives during 2021-22. Cash has also been set aside to fund future commitments, including the loan repayment reserve. Cash and investments are forecast to be \$37.560 million as at 30 June 2021.

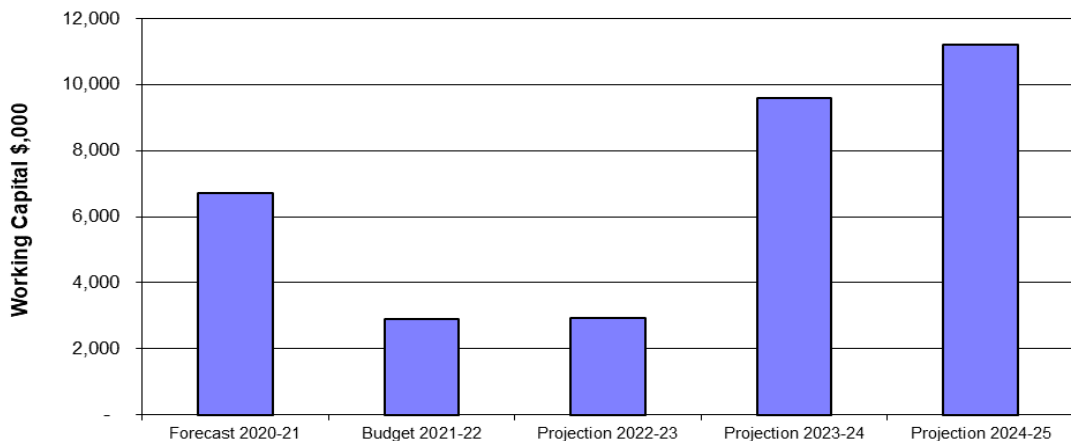
## Capital works



The capital works program for the 2021-22 year is expected to be \$63.491 million, after \$1.625 million worth of projects are completed early and bought forward into 2020-21. The bought forward component is also funded from the 2021-22 budget. Of the \$65.116 million capital funding required, \$13.879 million will come from external grants, \$11.134 million from reserves, \$7 million from loan borrowings and the balance from Council's unrestricted cash. The capital expenditure program has been set and prioritised based on a rigorous process of consultation with the community which has enabled Council to assess needs and develop sound business justification for each project. Capital works expenditure is forecast to be \$72.643 million in 2020-21.

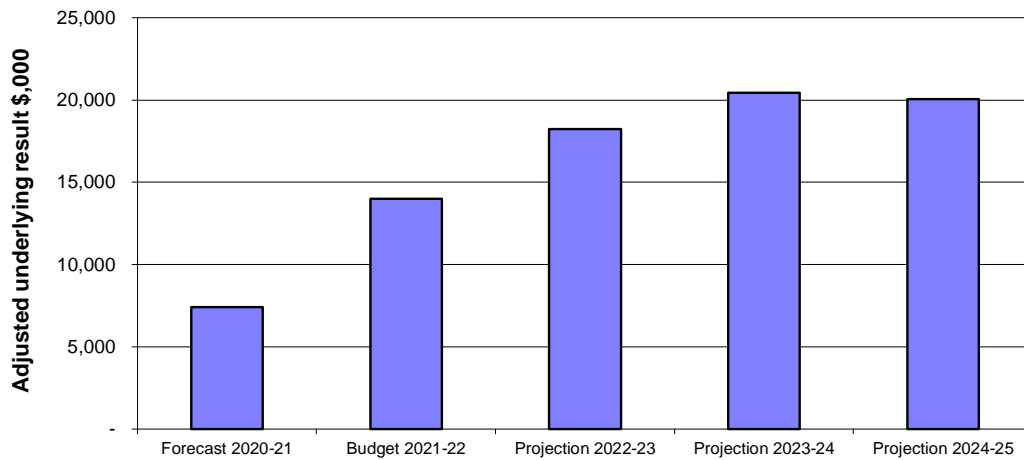
The asset renewal program of \$22.223 million in 2021-22 highlights the continued focus on the reduction of Council's asset renewal backlog.

## Financial position



The financial position is expected to improve in 2021-22 with net assets (net worth) to increase by \$27.38 million to \$1,341.797 million. Working capital is an indicator of council's ability to meet its financial obligations as and when they fall due (being current assets less current liabilities), is expected to decrease by \$3.805 million as at 30 June 2022, significantly impacted by the expected decline in cash reserves. Net assets are forecast to be \$1,314.417 million as at 30 June 2021.

## Financial sustainability



A budget has been prepared for the four year period ending 30 June 2025. The Budget is in turn set within the Financial Plan to assist Council to adopt a budget within a longer term financial framework. The key objective of the Financial Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives.

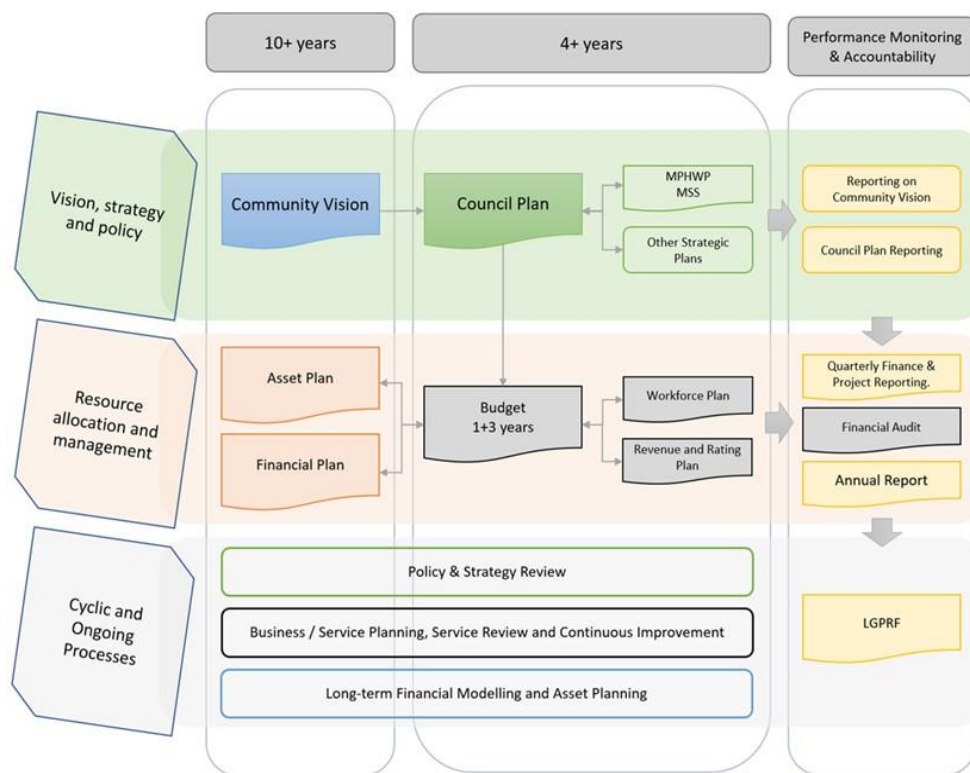
The adjusted underlying result, which is a measure of financial sustainability, shows improvements over the term of the Budget, even with rate increases capped at 1.5 per cent.

## 1. Link to the Council Plan

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

### 1.1 Legislative planning and accountability framework

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



Source: Department of Jobs, Precincts and Regions

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

#### 1.1.2 Key planning considerations

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



Community consultation needs to be in line with Council's adopted Community Engagement Policy and Public Transparency Policy.

## 1.2 Our purpose

### **The Community's Vision - Hobsons Bay 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.*

### **The Council's 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**

*Excellence at Hobsons Bay means that both Councillors and employees are:*

**RESPECTFUL:** *treating everyone fairly and respecting different views*

**COMMUNITY DRIVEN AND FOCUSED:** *delivering results which demonstrate that we understand community needs and put people first*

**TRUSTED AND RELIABLE:** *work hard to be responsive and meet expectations; delivering on what we promise and achieving in the best interest 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, cost effective 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*

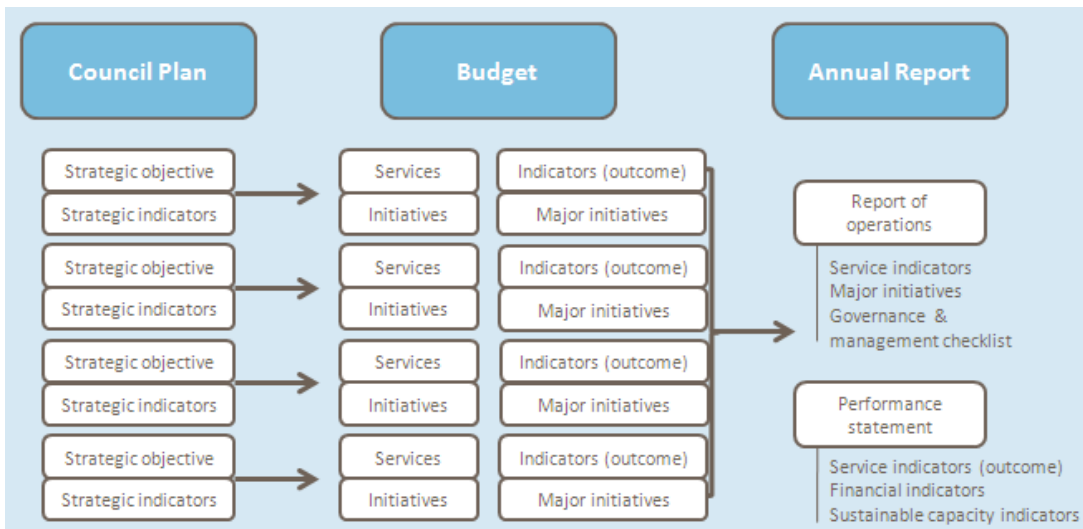
## 1.3 Strategic objectives

*Council delivers services and initiatives under 46 major service categories. Each contributes to the achievement of one of the four Strategic Objectives as set out in the Council Plan for the years 2017-21. The following table lists the four Strategic Objectives as described in the Council Plan.*

<b>Strategic Objective</b>	<b>Description</b>
1. <i>An Inclusive and Healthy Community</i>	Enhancing the health and quality of life of the community through the equitable provision of quality services and opportunities for greater wellbeing.
2. <i>A Great Place</i>	Ensure Hobsons Bay is a vibrant place to live, work and visit.
3. <i>A Well Designed, Maintained and Environmentally Sustainable Place</i>	Manage future growth and development to ensure it is well designed and accessible whilst protecting our natural and built environments.
4. <i>A Council of Excellence</i>	We will be a leading and skilled council that is responsible innovative and engaging to deliver excellence in all we do.

## 2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2021-22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and to report against these in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is outlined below.



Source: Department of Jobs, Precincts and Regions

## 2.1 Strategic Objective 1: An Inclusive and Healthy Community

To achieve our goal of an Inclusive and Healthy Community, we will enhance the health and quality of life of the community through the equitable provision of quality services and opportunities for greater wellbeing.

Council will work towards achieving this through the following objectives to:

- provide access to high quality services that enhance community health and wellbeing
- deliver, support and facilitate projects and programs that encourage equity and diversity so everyone can reach their full potential
- all community members will have access to quality community, sport and recreation facilities, cultural experiences and open spaces to encourage a healthy and active lifestyle
- work in partnership with stakeholders to advocate to all levels of government for quality education, training, and lifelong learning opportunities for all community members
- 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

The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Community Support	<i>Provides social support and activity options for older residents and respite for carers through centre-based activities, recreational and social events and outings as well as high quality in-home support services (directly and indirectly) and food services to frail older adults, younger people with disabilities and / their carers.</i>	Inc	6,408	3,683	3,377
		Exp	7,048	4,174	3,820
		Surplus/ (deficit)	(639)	(491)	(443)
Early Years	<i>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.</i>	Inc	441	391	363
		Exp	1,136	1,032	1,012
		Surplus/ (deficit)	(695)	(641)	(649)
Community Child Health	<i>Provides a universal primary health and immunisation service available to all Hobsons Bay families with children from birth to school age.</i>	Inc	1,173	1,245	1,323
		Exp	2,893	3,137	3,217
		Surplus/ (deficit)	(1,720)	(1,892)	(1,893)
Youth Services	<i>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.</i>	Inc	509	341	179
		Exp	1,413	1,482	1,400
		Surplus/ (deficit)	(904)	(1,141)	(1,221)

Service area	Description of services provided		2018/19 Actual \$'000	2019/20 Forecast \$'000	2020/21 Budget \$'000
Library and Community Centres	Runs five library branches and two community centres which facilitate and guide access to information, lifelong learning, reading and recreation; inspiring, empowering and enriching the community through industry leading programs, innovative digital services and collections.	Inc	1,065	880	1,012
		Exp	5,304	5,050	5,340
		Surplus/ (deficit)	(4,239)	(4,170)	(4,328)
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.	Inc	38	43	30
		Exp	1,912	2,581	2,588
		Surplus/ (deficit)	(1,874)	(2,539)	(2,558)

### Major Initiatives

### Other Initiatives

### Service Performance Outcome Indicators\*\*

Service	Indicator	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Maternal and Child Health	Participation			
	<i>Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)</i>	73%	60%	
	<i>Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)</i>	72%	57%	
Libraries	Participation	19%	15%	
Aquatic Facilities	Utilisation	N/A	N/A	N/A

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

## 2.2 Strategic Objective 2: A Great Place

To achieve our objective of A Great Place, we will ensure Hobsons Bay is a vibrant place to live, work and visit.

Council will work towards achieving this through the following objectives to:

- protect and promote public health and community safety
- celebrate and promote the diversity of our community
- support the growth of our local economy, and encourage business investment that creates and maintains local jobs
- 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
- work with the all levels of government and other stakeholders to improve our transport networks and to address gaps and capacity in public transport, our roads, foot paths and cycling routes

The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
<i>Risk, Audit and Emergency Management</i>	<i>Mitigates and reduces risk to Council's strategic and operational objectives, embeds good risk management practices in all decision making, ensures the assurance and transparency of decision making and good governance by effective audit processes, and ensures Council's capacity and capability to respond to and recover from emergency events that affect the business and community.</i>	Inc	-	-	-
		Exp	400	420	441
		Surplus/ (deficit)	(400)	(420)	(441)
<i>Community Safety and Compliance</i>	<i>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 wildfire and ensures that all school crossings are staffed by school crossing supervisors.</i>	Inc	3,899	2,747	4,056
		Exp	4,124	3,928	4,126
		Surplus/ (deficit)	(225)	(1,181)	(71)
<i>Municipal Building Surveyor</i>	<i>Promotes the safety and compliance of buildings in Hobsons Bay by controlling building permits and carrying out mandated responsibilities in accordance with the relevant laws and regulations.</i>	Inc	413	510	503
		Exp	584	641	703
		Surplus/ (deficit)	(171)	(131)	(200)

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Public Health	<i>Ensures the public health of the community by undertaking the responsibilities outlined in the relevant legislations. These include inspections of handling of food for sale, inspections of personal care and body art treatments, incidents and infectious disease outbreaks management, investigation of nuisance, investigation of pollution, control of the Tobacco Service Level Agreement, prevention of mosquito borne disease and advocacy role.</i>	Inc	207	-	20
		Exp	951	935	982
		Surplus/ (deficit)	(745)	(954)	(384)
Economic Development and Social Planning	<i>Fosters a vibrant, diverse and inclusive Hobsons Bay which supports equal opportunity for participation, and positive social and economic outcomes for businesses and all who live, work and play in Hobsons Bay by delivering high value projects that are evidence-based, collaborative, innovative and inclusive.</i>	Inc	143	737	17
		Exp	1,282	2,544	2,247
		Surplus/ (deficit)	(1,138)	(1,807)	(2,229)
Events and Visitor Services	<i>Provides opportunities for community celebration, encourages visitation and supports and promotes tourism development through a diverse and dispersed calendar of events and festivals. This also includes provision of information to residents, visitors, local businesses and tourism operators in visitor offerings, experiences and environment to promote the city and its attractions.</i>	Inc	47	28	65
		Exp	925	1,080	802
		Surplus/ (deficit)	(878)	(1,052)	(737)
Venues	<i>Manages Council-owned venues, coordination of functions and bookings, performing arts program, support to local theatre companies and heritage conservation management.</i>	Inc	271	51	198
		Exp	695	657	806
		Surplus/ (deficit)	(424)	(606)	(608)
Arts and Culture	<i>Provides visual arts, public art, cultural development, heritage, Indigenous culture, cultural collections, festival and events, arts spaces, policy strategy and development.</i>	Inc	47	113	22
		Exp	1,189	1,362	1,272
		Surplus/ (deficit)	(1,142)	(1,249)	(1,249)

## Major Initiatives

### Other Initiatives

\*Continuing initiative from 2020-21

- 1) Creative City - Creative Spaces \*
- 2) Creative City - Public Art Strategy 2021 – 2025 \*

## Service Performance Outcome Indicators\*\*

Service	Indicator	2019/20 Actual	2020/21 Forecast	2010/22 Budget
Animal Management	Health and safety	94%	100%	
Food safety	Health and safety	82%	94%	

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

## 2.3 Strategic Objective 3: A Well Designed, Maintained and Environmentally Sustainable Place

To achieve our objective of A Well Designed, Maintained and Environmentally Sustainable Place we will manage future growth and development to ensure it is well-designed and accessible whilst protecting our natural and built environments.

Council will work towards achieving this through the following objectives to:

- work with all levels of government, key stakeholders and the community to ensure urban development is appropriate and considers neighbourhood character and heritage
- deliver and maintain well-designed, accessible and environmentally sustainable community assets
- protect and enhance our coastal environment, biodiversity and natural areas in partnership with major stakeholders and the community
- maintain a clean city and encourage the community, business and industry to reduce, reuse and recycle
- work with the community, businesses and government to actively and innovatively address climate change and promote sustainable living

The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
<i>Environment and Sustainability</i>	<i>Delivers municipal waste and recycling services to the Hobsons Bay community and develops and delivers waste, litter and sustainability policy, strategy, programs and events, as well as provides oversight on Council's response to climate change</i>	Inc	265	468	70
		Exp	12,269	14,108	14,000
		Surplus/(deficit)	(12,004)	(13,639)	(13,930)
<i>Strategic Planning</i>	<i>Considers planning scheme amendments and develops policy that directs future land use outcomes within the municipality.</i>	Inc	-	353	73
		Exp	1,029	1,945	1,695
		Surplus/(deficit)	(1,029)	(1,592)	(1,622)
<i>Statutory Planning</i>	<i>Assesses and provides advice and enforcement in relation to planning application approvals under the Hobsons Bay Planning Scheme and the related legislations.</i>	Inc	1,516	1,542	1,531
		Exp	3,433	3,683	3,762
		Surplus/(deficit)	(1,917)	(2,141)	(2,231)

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Planning Operations	<i>Provides front end customer service with regards to planning issues, provides administrative support and systems and improvements support to the Planning, Building and Health Service areas.</i>	Inc	-	-	-
		Exp	328	214	188
		Surplus/ (deficit)	(328)	(214)	(188)
Planning Investigations	<i>Ensures compliance of development to planning and building requirements by conducting investigations and taking compliance and enforcement actions..</i>	Inc	29	46	46
		Exp	420	389	495
		Surplus/ (deficit)	(391)	(343)	(449)
City Amenity	<i>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.</i>	Inc	105	1,230	105
		Exp	4,406	5,357	4,286
		Surplus/ (deficit)	(4,301)	(4,127)	(4,181)
Parks, Gardens and Conservation	<i>Delivers a wide range of open space maintenance services across Council's network of parks, gardens, reserves, sports grounds, foreshore, wetlands and conservation assets to provide a high-quality passive and active open space for the community. This also includes the maintenance, management and enhancement of Williamstown Botanic Gardens, and maintenance of a healthy and resilient tree population.</i>	Inc	78	1,835	552
		Exp	10,606	12,849	11,444
		Surplus/ (deficit)	(10,528)	(11,014)	(10,891)
Works and Operations	<i>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.</i>	Inc	2	3	3
		Exp	- 473	78	- 163
		Surplus/ (deficit)	476	(75)	166
Roads and Drainage	<i>Ensures roads, drainages and pathways are in safe and useable condition for all residents and visitors.</i>	Inc	1,048	1,019	1,045
		Exp	6,633	5,646	5,590
		Surplus/ (deficit)	(5,585)	(4,627)	(4,545)
Open Space and City Design	<i>Develops and leads the implementation of key open space and urban strategies and actions, including planning, costing, consulting and designing for the implementation of a 10 year capital works program for passive open space, and other public spaces including retail, streetscapes and other civic spaces..</i>	Inc	-	-	-
		Exp	934	1,111	1,043
		Surplus/ (deficit)	(934)	(1,111)	(1,043)



Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
<i>Facilities Maintenance</i>	<i>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.</i>	Inc Exp Surplus/ (deficit)	494 7,504 (7,010)	825 7,371 (6,545)	372 6,507 (6,135)
<i>Capital Works</i>	<i>Project manages the development, renewal and upgrade of community infrastructure.</i>	Inc Exp Surplus/ (deficit)	- 436 (436)	- 173 (173)	- 165 (165)
<i>Engineering Services</i>	<i>Provides a vast range of traffic and civil engineering services from community engagement, concept plans to final construction.</i>	Inc Exp Surplus/ (deficit)	155 3,183 (3,028)	485 3,608 (3,123)	155 3,231 (3,075)
<i>Projects Management Office</i>	<i>Supports the preparation of the forward capital program including the development of a detailed 5-year capital works program, plans and facilitates the capital works program budgeting process and delivers the assigned capital works projects.</i>	Inc Exp Surplus/ (deficit)	- 435 (435)	- 428 (428)	- 523 (523)
<i>Assets</i>	<i>Reviews, develops and implements asset management processes, policies and plans that support the ongoing delivery of Council's best practice asset management. This involves the planning and development of long-term asset renewal and maintenance programs, maintenance of the corporate asset management system, and the Road Management Plan defects inspection.</i>	Inc Exp Surplus/ (deficit)	- 843 (843)	- 758 (758)	- 910 (910)
<i>Property and Insurance</i>	<i>Administers Council's property portfolio, manages Council's insurance ensuring comprehensive insurance cover and manages claims against Council's insurance policies.</i>	Inc Exp Surplus/ (deficit)	2,144 756 1,387	2,073 1,780 293	2,526 1,931 595
<i>Strategic Projects</i>	<i>Leads and delivers the major capital program and Council's advocacy on the Victorian Government's infrastructure projects.</i>	Inc Exp Surplus/ (deficit)	517 889 (372)	968 1,178 (211)	650 721 (71)
<i>Sport and Recreation</i>	<i>Manages and optimises the use of Council's sport, recreation and community facilities and increases participation in sport and recreation.</i>	Inc Exp Surplus/ (deficit)	104 1,142 (1,038)	73 1,814 (1,741)	139 1,017 (879)

## Major Initiatives

### Other Initiatives

\*Continuing initiative from 2020-21

- 1) *Stage 2 of the Paine Reserve, Newport Community Park Upgrade.\**
- 2) *Open Space Enhancement and Access Package at WLJ Croft Reserve including a new sporting pavilion, car parks, cricket practice nets, redevelopment works and installation of new floodlighting.\**
- 3) *Open Space Enhancement and Access Package at WLJ Croft Reserve including redevelopment works to ovals 2 and 3 and installation of new sportsground floodlighting.\**
- 4) *The Solar Program includes the installation of solar systems on 43 identified Council sites.\**
- 5) *Implementation of the Digman Reserve Master Plan including building a new pavilion and play area and upgrading the playing fields, floodlighting and car park.\**
- 6) *Open Space Enhancement and Access Package at Don McLean Reserve, Spotswood including redevelopment of ovals, new floodlighting, new multi-lined courts, upgrades to pavilion, playground and car parking.\**

### Service Performance Outcome Indicators\*\*

Service	Indicator	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Waste collection	Waste diversion	45%	59%	
Roads	Satisfaction	56	56	
Statutory Planning	Decision making	62%	14%	

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

## 2.4 Strategic Objective 4: A Council of Excellence

To achieve our objective of A Council of Excellence, we will be a leading and skilled council that is responsible, innovative and engaging to deliver excellence in all we do.

Council will work towards achieving this through the following objectives to:

- collaborate with all levels of government, service providers, not for profit organisations and the private sector to address the concerns of our community
- be a more efficient and effective organisation by having a strong focus on continuous improvement, innovation, strategic planning and responsible financial management
- provide excellent customer service whilst ensuring all our communications are clear and easy to understand
- actively seek the community's views by providing a range of opportunities for the community to contribute to Council's decision making
- support and develop an engaged, skilled and professional workforce who are committed to maintaining a high performing and sustainable organisation

The services, initiatives, major initiatives and service performance indicators for each business area are described below.

### Services

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
<i>Customer Service</i>	<i>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 application.</i>	Inc	-	-	-
		Exp	1,296	1,313	1,339
		Surplus/ (deficit)	(1,296)	(1,313)	(1,339)
<i>Strategic Communications</i>	<i>Provides all communications and community relations advice, policy, protocol and delivery.</i>	Inc	-	-	-
		Exp	1,063	1,043	1,016
		Surplus/ (deficit)	(1,063)	(1,043)	(1,016)
<i>Community Engagement and Advocacy</i>	<i>Ensures successful community engagement outcomes for Council programs and projects, as well as educates, supports and advises on a consistent, accountable and transparent community engagement practice.</i>	Inc	-	232	-
		Exp	391	766	561
		Surplus/ (deficit)	(391)	(535)	(561)
<i>Finance</i>	<i>Provides external financial reporting for Council. Includes the audited annual financial report, payment of accounts and Council treasury functions. Also provides internal financial reporting. This includes reporting to Council and the Corporate Management Team, annual budget processes and maintenance of Council's general ledger.</i>	Inc	6	5	5
		Exp	1,041	1,040	1,055
		Surplus/ (deficit)	(1,034)	(1,035)	(1,050)

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
Revenue	Oversees Council rates, ensuring that the correct rates are raised, and the charges are effectively collected.	Inc	267	163	273
		Exp	937	961	777
		Surplus/ (deficit)	(670)	(798)	(504)
Procurement and Contracts	Coordinates the delivery of Council's procurement to ensure compliance with best value principles, Councils policies and legislation. Procurement and Contracts also manages the administration of tendering and contracts and oversees Council's online purchasing processes and classification of capital expenditure.	Inc	-	-	-
		Exp	451	612	618
		Surplus/ (deficit)	(451)	(612)	(618)
Governance and Information Management	Provides a range of Council governance functions, including Council meetings and timely advice and support in statutory compliance and information management services.	Inc	11	71	1
		Exp	1,075	1,456	1,005
		Surplus/ (deficit)	(1,064)	(1,386)	(1,004)
Digital Operations and Transformation	Provides a cost-effective, secure, and robust Information and Communication Technology (ICT) platform that supports Council's business needs. Provides innovative digital solutions to support business transformation for Council and the community.	Inc	-	619	-
		Exp	3,168	4,556	4,579
		Surplus/ (deficit)	(3,168)	(3,937)	(4,579)
Human Resources and Safe	Supports the adherence to legislative requirements and the provision of best practice, proactive, high-quality human resources, industrial/employee relations, Workcover and injury management support, advice, recommendations, services, systems and programs.	Inc	-	112	-
		Exp	1,486	1,834	1,793
		Surplus/ (deficit)	(1,486)	(1,722)	(1,793)
Organisational Culture and Development	Designs, develops and delivers Council's organisational culture and development initiatives and programs that are sustainable, relevant and build staff and organisational capability and engagement.	Inc	-	-	-
		Exp	171	489	433
		Surplus/ (deficit)	(171)	(489)	(433)
Payroll	Ensures that all Council employees are paid correctly, including the payment of all associated allowances and deductions (i.e. taxation and superannuation).	Inc	-	-	-
		Exp	213	252	247
		Surplus/ (deficit)	(213)	(252)	(247)
Legal and Performance Reporting	Provides in-house legal advisory service to Council to ensure statutory compliance and delivers Council planning and reporting functions that ensure Council is compliant with the statutory planning and reporting requirements.	Inc	-	-	-
		Exp	461	551	515
		Surplus/ (deficit)	(461)	(551)	(515)

Service area	Description of services provided		2019/20 Actual \$'000	2020/21 Forecast \$'000	2021/22 Budget \$'000
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.	Inc	-	-	-
		Exp	3,035	4,154	3,166
		Surplus/ (deficit)	(3,035)	(4,154)	(3,166)
Business Transformation	Enables Council to develop a better way of working through collaboration, rigorous analysis of options, a focus on customer experience and great digital transformation.	Inc	-	-	-
		Exp	24	-	-
		Surplus/ (deficit)	(24)	0	0

### Major Initiatives

#### Other Initiatives

\*Continuing initiative from 2020/21

- 1) Implementation of the new Learning Management System (LMS) \*

#### Service Performance Outcome Indicators\*\*

Service	Indicator	2019/20 Actual	2020/21 Forecast	2021/22 Budget
Governance	Satisfaction	58	58	

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

## 2.5 Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
Statutory planning	Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[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
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)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.
Libraries	Participation	Active library borrowers in municipality (Percentage of the municipal population that are active library borrowers)	The sum of the number of active library borrowers in the last 3 financial years / The sum of the population in the last 3 financial years x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Animal Management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions / Total number of animal management prosecutions x100
Food safety	Health and safety	Critical and major non-compliance outcome notifications (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[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

## 2.6 Reconciliation with budgeted operating result

Strategic Objectives	Surplus / (Deficit) \$'000	Expenditure \$'000	Revenue \$'000
An Inclusive and Healthy Community	11,092	17,376	6,284
A Great Place	5,919	11,379	5,460
A Well Designed, Maintained and Environmentally Sustainable Place	50,076	57,343	7,267
A Council of Excellence	16,825	17,104	278
<b>Total</b>	<b>83,912</b>	<b>103,202</b>	<b>19,289</b>
<b><i>Expenses added in:</i></b>			
Depreciation	22,998		
Amortisation	474		
Finance costs	607		
Other	2,261		
<b><i>Deficit before funding sources</i></b>	<b>110,253</b>		
<b><i>Funding sources added in:</i></b>			
Rates & charges revenue	106,250		
Waste charge revenue	10,623		
Other	6,882		
Capital grants and contributions	13,879		
<b><i>Total funding sources</i></b>	<b>137,633</b>		
<b><i>Surplus/(deficit) for the year</i></b>	<b>27,380</b>		

### **3. Financial statements**

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

Comprehensive Income Statement  
Balance Sheet  
Statement of Changes in Equity  
Statement of Cash Flows  
Statement of Capital Works  
Statement of Human Resources



## Comprehensive Income Statement

For the four years ending 30 June 2025

		Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	2022/23 \$'000	Projections 2023/24 \$'000	2024/25 \$'000
	NOTES					
<b>Income</b>						
Rates and charges	4.1.1	112,611	116,873	120,634	124,094	127,650
Statutory fees and fines	4.1.2	3,765	4,377	4,508	4,643	4,782
User fees	4.1.3	2,307	3,898	4,015	4,136	4,260
Grants – operating	4.1.4	16,646	10,270	10,014	10,264	10,521
Grants – capital	4.1.4	12,735	13,879	2,591	595	715
Contributions - monetary	4.1.5	3,241	4,598	5,460	7,260	6,760
Contributions – non-monetary	4.1.5					
Net gain/(loss) on disposal of property, infrastructure, plant and equipment		50	50	50	50	50
Fair value adjustments for investment property		-	-	-	-	-
Share of net profits/(losses) of associates and joint ventures		-	-	-	-	-
Other income	4.1.6	2,518	2,979	3,083	3,182	3,473
<b>Total income</b>		<b>153,873</b>	<b>156,923</b>	<b>150,355</b>	<b>154,224</b>	<b>158,210</b>
<b>Expenses</b>						
Employee costs	4.1.7	58,672	55,226	56,673	58,373	60,124
Materials and services	4.1.8	52,251	49,099	47,669	49,033	50,926
Depreciation	4.1.9	20,526	22,998	23,573	24,163	24,767
Amortisation - right of use assets	4.1.10	818	474	393	376	366
Bad and doubtful debts		213	219	219	219	219
Borrowing costs		626	568	410	410	410
Finance Costs - leases		58	39	29	28	28
Other expenses	4.1.11	934	918	941	965	989
<b>Total expenses</b>		<b>134,100</b>	<b>129,543</b>	<b>129,907</b>	<b>133,566</b>	<b>137,829</b>
<b>Surplus/(deficit) for the year</b>		<b>19,772</b>	<b>27,380</b>	<b>20,448</b>	<b>20,658</b>	<b>20,381</b>
<b>Other comprehensive income</b>						
Items that will not be reclassified to surplus or deficit in future periods		-	-	-	-	-
Net asset revaluation increment /(decrement)		-	-	-	-	-
Share of other comprehensive income of associates and joint ventures		-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods		-	-	-	-	-
<b>Total comprehensive result</b>		<b>19,772</b>	<b>27,380</b>	<b>20,448</b>	<b>20,658</b>	<b>20,381</b>

## Balance Sheet

For the four years ending 30 June 2025

	Forecast Actual 2020/21	Budget 2021/22	2022/23	Projections 2023/24	2024/25
NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	1,560	1,665	2,520	2,699	2,889
Trade and other receivables	15,900	13,405	10,901	11,316	11,704
Other financial assets	36,000	22,000	23,000	30,000	37,000
Inventories	29	29	29	29	29
Non-current assets classified as held for sale	-	-	-	-	-
Other assets	1,325	1,325	1,325	1,325	1,325
<b>Total current assets</b>	<b>4.2.1</b>	<b>54,815</b>	<b>38,424</b>	<b>37,775</b>	<b>45,369</b>
<b>Non-current assets</b>					
Trade and other receivables	127	85	42	43	-
Other financial assets	-	-	-	-	-
Property, infrastructure, plant & equipment	1,299,096	1,337,432	1,357,940	1,371,959	1,385,789
Right-of-use assets	4.2.4	784	676	650	641
Investment property	13,785	13,785	13,785	13,785	13,785
<b>Total non-current assets</b>	<b>4.2.1</b>	<b>1,313,793</b>	<b>1,351,978</b>	<b>1,372,418</b>	<b>1,386,429</b>
<b>Total assets</b>		<b>1,368,608</b>	<b>1,410,193</b>	<b>1,431,798</b>	<b>1,453,162</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	17,024	14,470	13,747	14,090	14,443
Trust funds and deposits	8,078	6,866	6,523	6,686	6,853
Provisions	13,272	13,737	14,149	14,574	15,011
Interest-bearing liabilities	4.2.3	9,200	-	-	5,000
Lease liabilities	4.2.4	533	448	430	419
<b>Total current liabilities</b>	<b>4.2.2</b>	<b>48,107</b>	<b>35,521</b>	<b>34,848</b>	<b>41,726</b>
<b>Non-current liabilities</b>					
Provisions	807	835	860	886	912
Interest-bearing liabilities	4.2.3	5,000	12,000	12,000	7,000
Lease liabilities	4.2.4	277	249	239	239
<b>Total non-current liabilities</b>	<b>4.2.2</b>	<b>6,084</b>	<b>13,084</b>	<b>13,099</b>	<b>8,151</b>
<b>Total liabilities</b>		<b>54,191</b>	<b>48,605</b>	<b>47,947</b>	<b>49,877</b>
<b>Net assets</b>		<b>1,314,417</b>	<b>1,341,797</b>	<b>1,362,246</b>	<b>1,403,285</b>
<b>Equity</b>					
Accumulated surplus	572,664	614,782	636,010	650,294	664,494
Reserves	741,753	727,015	726,236	732,610	738,791
<b>Total equity</b>		<b>1,314,417</b>	<b>1,341,797</b>	<b>1,362,246</b>	<b>1,403,285</b>

## Statement of Changes in Equity

For the four years ending 30 June 2025

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2021 Forecast Actual</b>					
Balance at beginning of the financial year		1,294,645	525,515	721,751	47,378
Impact of adoption of new accounting standards		-	-	-	-
Adjusted opening balance		1,294,645	525,515	721,751	47,378
Surplus/(deficit) for the year		19,772	19,772	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		36,409	31,892	-	4,516
Transfers from other reserves		(36,409)	(4,516)	-	(31,892)
<b>Balance at end of the financial year</b>		<b>1,314,417</b>	<b>572,664</b>	<b>721,751</b>	<b>20,002</b>
<b>2022 Budget</b>					
Balance at beginning of the financial year		1,314,417	572,664	721,751	20,002
Surplus/(deficit) for the year		27,380	27,380	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	29,314	22,026	-	7,288
Transfers from other reserves	4.3.1	(29,314)	(7,288)	-	(22,026)
<b>Balance at end of the financial year</b>	<b>4.3.2</b>	<b>1,341,797</b>	<b>614,782</b>	<b>721,751</b>	<b>5,264</b>
<b>2023</b>					
Balance at beginning of the financial year		1,341,797	614,782	721,751	5,264
Surplus/(deficit) for the year		20,448	20,448	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		17,154	8,967	-	8,187
Transfers from other reserves		(17,154)	(8,187)	-	(8,967)
<b>Balance at end of the financial year</b>		<b>1,362,246</b>	<b>636,010</b>	<b>721,751</b>	<b>4,485</b>
<b>2024</b>					
Balance at beginning of the financial year		1,362,246	636,010	721,751	4,485
Surplus/(deficit) for the year		20,658	20,658	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		16,521	5,074	-	11,447
Transfers from other reserves		(16,521)	(11,447)	-	(5,074)
<b>Balance at end of the financial year</b>		<b>1,382,903</b>	<b>650,294</b>	<b>721,751</b>	<b>10,859</b>
<b>2025</b>					
Balance at beginning of the financial year		1,382,903	650,294	721,751	10,859
Surplus/(deficit) for the year		20,381	20,381	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		16,652	5,235	-	11,417
Transfers from other reserves		(16,652)	(11,417)	-	(5,235)
<b>Balance at end of the financial year</b>		<b>1,403,285</b>	<b>664,494</b>	<b>721,751</b>	<b>17,040</b>

## Statement of Cash Flows

For the four years ending 30 June 2025

	Forecast Actual 2020/21 \$'000 Inflows (Outflows)	Budget 2021/22 \$'000 Inflows (Outflows)	2022/23 \$'000 Inflows (Outflows)	Projections 2023/24 \$'000 Inflows (Outflows)	2024/25 \$'000 Inflows (Outflows)
NOTES					
<b>Cash flows from operating activities</b>					
Rates and charges	110,473	119,368	123,368	123,921	127,472
Statutory fees and fines	3,765	4,377	4,508	4,643	4,782
User fees	2,088	3,898	3,785	3,894	4,006
Grants – operating	16,646	10,270	10,014	10,264	10,521
Grants - capital	12,735	13,879	2,591	595	715
Contributions - monetary	3,241	4,598	5,460	7,260	6,760
Interest received	350	100	118	128	327
Trust funds and deposits taken	-	-	-	-	-
Other receipts	2,518	2,979	3,083	3,182	3,473
Net GST refund / payment	-	-	-	-	-
Employee costs	(57,033)	(54,733)	(56,236)	(57,923)	(59,661)
Materials and services	(58,624)	(52,571)	(49,333)	(49,654)	(51,562)
Short-term, low value and variable lease payments	-	-	-	-	-
Trust funds and deposits repaid	-	-	-	-	-
Other payments	-	-	-	-	-
<b>Net cash provided by/(used in) operating activities</b>	<b>4.4.1</b>	<b>36,159</b>	<b>52,164</b>	<b>47,359</b>	<b>46,833</b>
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(72,643)	(63,491)	(45,294)	(38,922)	(39,433)
Proceeds from sale of property, infrastructure, plant and equipment	200	200	200	200	200
Payments for investments	33,000	14,000	(1,000)	(7,000)	(7,000)
Proceeds from sale of investments	-	-	-	-	-
Payments of loans and advances	-	-	-	-	-
<b>Net cash provided by/ (used in) investing activities</b>	<b>4.4.2</b>	<b>(39,443)</b>	<b>(49,291)</b>	<b>(46,094)</b>	<b>(46,233)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(626)	(568)	(410)	(410)	(410)
Proceeds from borrowings	-	7,000	-	-	-
Repayment of borrowings	-	(9,200)	-	-	-
Interest paid - lease liability	-	-	-	-	-
Repayment of lease liabilities	-	-	-	-	-
<b>Net cash provided by/(used in) financing activities</b>	<b>4.4.3</b>	<b>(626)</b>	<b>(2,768)</b>	<b>(410)</b>	<b>(410)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>		<b>(3,911)</b>	<b>105</b>	<b>855</b>	<b>178</b>
Cash and cash equivalents at the beginning of the financial year		<b>5,471</b>	<b>1,560</b>	<b>1,665</b>	<b>2,520</b>
<b>Cash and cash equivalents at the end of the financial year</b>		<b>1,560</b>	<b>1,665</b>	<b>2,520</b>	<b>2,699</b>

## Statement of Capital Works

For the four years ending 30 June 2025

	NOTES	Forecast	Projections			
		Actual 2020/21 \$'000	Budget 2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Property</b>						
Land		-	-	20,000	-	-
Land improvements		-	-	-	-	-
<b>Total land</b>		-	-	<b>20,000</b>	-	-
Buildings		18,970	23,330	6,860	800	3,450
Heritage buildings		90	30	30	35	35
Building improvements		-	1,315	3,900	-	-
<b>Total buildings</b>		<b>19,060</b>	<b>24,675</b>	<b>10,790</b>	<b>835</b>	<b>3,485</b>
<b>Total property</b>		<b>19,060</b>	<b>24,675</b>	<b>10,790</b>	<b>835</b>	<b>3,485</b>
<b>Plant and equipment</b>						
Plant, machinery and equipment		1,844	1,637	2,100	2,220	1,415
Fixtures, fittings and furniture		7,102	-	-	-	-
Computers and telecommunications		1,462	700	700	1,060	930
Library books		930	960	1,000	1,000	1,025
<b>Total plant and equipment</b>		<b>11,338</b>	<b>3,297</b>	<b>3,800</b>	<b>4,280</b>	<b>3,370</b>
<b>Infrastructure</b>						
Roads		10,095	13,043	12,215	18,146	11,680
Bridges		-	60	100	470	375
Footpaths and cycleways		2,999	1,131	1,957	2,647	2,378
Drainage		4,100	2,038	1,833	2,465	7,905
Recreational, leisure and community facilities		10,074	7,410	3,655	1,130	3,065
Parks, open space and streetscapes		13,169	11,068	9,060	8,020	6,405
Waste management		49	575	1,825	-	-
Off street car parks		249	145	60	930	770
Other infrastructure		1,511	50	-	-	-
<b>Total infrastructure</b>		<b>42,246</b>	<b>35,519</b>	<b>30,704</b>	<b>33,807</b>	<b>32,578</b>
<b>Total capital works expenditure</b>	4.5.1	<b>72,644</b>	<b>63,491</b>	<b>45,294</b>	<b>38,922</b>	<b>39,433</b>
<b>Expenditure types represented by:</b>						
New asset expenditure		12,592	12,915	12,215	18,146	11,680
Asset renewal expenditure		22,223	21,231	100	470	375
Asset upgrade expenditure		37,829	29,345	20,000	10,370	17,365
<b>Total capital works expenditure</b>	4.5.1	<b>72,644</b>	<b>63,491</b>	<b>45,294</b>	<b>38,922</b>	<b>39,433</b>
<b>Funding sources represented by:</b>						
Grants		12,736	13,879	2,591	595	715
Contributions		78	-	-	-	-
Council cash		59,830	42,612	42,703	38,327	38,718
Borrowings		-	7,000	-	-	-
<b>Total capital works expenditure</b>	4.5.1	<b>72,644</b>	<b>63,491</b>	<b>45,294</b>	<b>38,922</b>	<b>39,433</b>

## Statement of Human Resources

For the four years ending 30 June 2025

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	2022/23 \$'000	Projections 2023/24 \$'000	2024/25 \$'000
<b>Staff expenditure</b>					
Employee costs - operating	58,672	55,226	56,673	58,373	60,124
Employee costs - capital	2,121	2,225	2,291	2,360	2,431
<b>Total staff expenditure</b>	<b>60,793</b>	<b>57,451</b>	58,964	60,733	62,555
	FTE	FTE	FTE	FTE	FTE
<b>Staff numbers</b>					
Employees	531.0	524.3	522.3	522.3	522.3
<b>Total staff numbers</b>	<b>531.0</b>	<b>524.3</b>	<b>522.3</b>	<b>522.3</b>	<b>522.3</b>

The above table reflects staffing levels (Full Time Equivalent – FTE) from one financial year to another. The decrease in 2022-21 FTE compared to 2020-21 of 6.6 FTE relates to a reduction in operating (10.1 FTE) offset by an increase in capital (3.4 FTE) employees. (2019-20: 436 FTE and 2018-19: 535 FTE).

The decrease in operating FTE in 2021-22 is a result of the removal of the Working for Victoria projects, short term vacancies and reduced hours in 2020-21, compared to a full year budget allocation in 2021-22. Temporary positions in 2020-21 have been removed in 2020-21 for the Working for Victoria projects (55.4 FTE). A number of agency staff have also been converted into positions in the 2021-22 annual budget, with a noted decrease in agency costs.

The increase in capital FTE in 2021-22 relates to project managers included in the capital works program. The capital FTE forecast actual 2020-21 was low due to vacancies during the year and the increase represents a return to the 18 FTE included in the budget 2020-21.

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

Department	Budget 2021/22 \$'000	Comprises			
		Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part time \$'000		
Chief Executive's Office	1,926	1,628	298	-	-
Corporate Services	17,154	12,303	2,376	1,064	1,412
Sustainable Communities	19,065	11,519	5,978	776	792
Infrastructure & City Services	17,082	15,571	360	439	712
Total permanent staff expenditure	50,032	41,020	9,012	2,279	2,915
Other employee related expenditure	5,194				
Capitalised labour costs	2,225				
<b>Total expenditure</b>	<b>57,451</b>				

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

Department	Budget 2021/22	Comprises			
		Permanent Full Time	Part time	Casual	Temporary
Chief Executive's Office	14.0	11.0	3.0	-	-
Corporate Services	158.4	110.7	24.0	10.1	13.7
Sustainable Communities	168.9	98.8	56.9	5.1	8.2
Infrastructure & City Services	164.9	154.0	3.4	0.5	7.0
<b>Total permanent staff expenditure</b>	<b>461.7</b>	<b>374.5</b>	<b>87.2</b>	<b>15.7</b>	<b>28.9</b>
Other employee related expenditure	44.6				
Capitalised labour costs	18.0				
<b>Total staff</b>	<b>524.3</b>				

## Statement of Human Resources

For the four years ending 30 June 2025

	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Chief Executive's Office</b>				
Permanent - Full time				
Female	1,105	1,139	1,173	1,208
Male	522	538	554	571
Self-described gender	-	-	-	-
Permanent - Part time				
Female	283	291	300	309
Male	15	16	16	17
Self-described gender	-	-	-	-
<b>Total Chief Executive's Office</b>	<b>1,926</b>	<b>1,984</b>	<b>2,043</b>	<b>2,104</b>
<b>Corporate Services</b>				
Permanent - Full time				
Female	7,309	7,535	7,761	7,994
Male	4,993	5,149	5,304	5,463
Self-described gender	-	-	-	-
Permanent - Part time				
Female	2,049	2,111	2,174	2,239
Male	327	336	346	357
Self-described gender	-	-	-	-
<b>Total Corporate Services</b>	<b>14,678</b>	<b>15,131</b>	<b>15,585</b>	<b>16,052</b>
<b>Sustainable Communities</b>				
Permanent - Full time				
Female	7,343	7,569	7,796	8,030
Male	4,176	4,308	4,437	4,570
Self-described gender	-	-	-	-
Permanent - Part time				
Female	5,009	5,159	5,314	5,474
Male	969	998	1,028	1,059
Self-described gender	-	-	-	-
<b>Total Sustainable Communities</b>	<b>17,497</b>	<b>18,034</b>	<b>18,575</b>	<b>19,133</b>
<b>Infrastructure &amp; City Services</b>				
Permanent - Full time				
Female	3,477	3,588	3,695	3,806
Male	12,094	12,463	12,837	13,222
Self-described gender	-	-	-	-
Permanent - Part time				
Female	280	288	297	306
Male	80	83	85	88
Self-described gender	-	-	-	-
<b>Total Infrastructure &amp; City Services</b>	<b>15,931</b>	<b>16,421</b>	<b>16,914</b>	<b>17,421</b>
<b>Casuals, temporary and other expenditure</b>	<b>5,194</b>	<b>5,103</b>	<b>5,256</b>	<b>5,414</b>
<b>Capitalised labour costs</b>	<b>2,225</b>	<b>2,291</b>	<b>2,360</b>	<b>2,431</b>
<b>Total staff expenditure</b>	<b>57,451</b>	<b>58,964</b>	<b>60,733</b>	<b>62,555</b>



	2021/22 FTE	2022/23 FTE	2023/24 FTE	2024/25 FTE
<b>Chief Executive's Office</b>				
Permanent - Full time				
Female	9.0	9.0	9.0	9.0
Male	2.0	2.0	2.0	2.0
Self-described gender	-	-	-	-
Permanent - Part time				
Female	2.8	2.8	2.8	2.8
Male	0.2	0.2	0.2	0.2
Self-described gender	-	-	-	-
<b>Total Chief Executive's Office</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>	<b>14.0</b>
<b>Corporate Services</b>				
Permanent - Full time				
Female	68.4	68.4	68.4	68.4
Male	42.3	42.3	42.3	42.3
Self-described gender	-	-	-	-
Permanent - Part time				
Female	20.6	20.6	20.6	20.6
Male	3.4	3.4	3.4	3.4
Self-described gender	-	-	-	-
<b>Total Corporate Services</b>	<b>134.7</b>	<b>134.7</b>	<b>134.7</b>	<b>134.7</b>
<b>Sustainable Communities</b>				
Permanent - Full time				
Female	62.1	62.1	62.1	62.1
Male	36.7	36.7	36.7	36.7
Self-described gender	-	-	-	-
Permanent - Part time				
Female	47.8	47.8	47.8	47.8
Male	9.1	9.1	9.1	9.1
Self-described gender	-	-	-	-
<b>Total Sustainable Communities</b>	<b>155.6</b>	<b>155.6</b>	<b>155.6</b>	<b>155.6</b>
<b>Infrastructure &amp; City Services</b>				
Permanent - Full time				
Female	35.0	35.0	35.0	35.0
Male	119.0	119.0	119.0	119.0
Self-described gender	-	-	-	-
Permanent - Part time				
Female	2.6	2.6	2.6	2.6
Male	0.8	0.8	0.8	0.8
Self-described gender	-	-	-	-
<b>Total Infrastructure &amp; City Services</b>	<b>157.4</b>	<b>157.4</b>	<b>157.4</b>	<b>157.4</b>
<b>Casuals and temporary staff</b>	<b>44.6</b>	<b>42.6</b>	<b>42.6</b>	<b>42.6</b>
<b>Capitalised labour</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>
<b>Total staff numbers</b>	<b>524.3</b>	<b>522.3</b>	<b>522.3</b>	<b>522.3</b>

## 4. Notes to the financial statements

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

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

Rates and charges are required by the *Local Government Act 2020* and the Regulations to be disclosed in Council's budget. As per the Act, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2021-22 the FGRS cap has been set at 1.5 per cent. The cap applies to general rates and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community. To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 1.5 per cent in line with the rate cap.

As we move into COVID recovery, the one-off rate adjustment implemented in the 2020-21 financial year has been removed in the Proposed Annual Budget 2021-22. This has been replaced by targeted rate relief of \$1.35 million, which is part of Council's \$2 million COVID-19 Community Support Package in 2021-22. This includes \$740,000 relief, where the eligibility criteria and rebate size will be developed in consultation with the community, as well as interest free rate deferrals (\$450,000) and rate waivers via application through the Financial Hardship Policy (\$160,000).

Waste service charges are exempt from the rate cap. A 10 per cent increase is planned to the waste service charges. The waste income for 2021-22 does not cover the cost of providing the waste service as Council has decided to re-coup its considerable investment to expand its waste service over a number of years.

Total rate income is expected to increase by 3.78 per cent, raising total rates and charges for 2021-22 to \$116.873 million.

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

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
General rates*	104,578	106,423	1,845	1.76%
Waste management charge	9,553	10,623	1,070	11.20%
Supplementary rates	200	400	200	100.00%
Interest on rates and charges	450	450	-	0.00%
Council rebates	(467)	(467)	-	0.00%
Rates adjustment - COVID-19	(2,230)	-	2,230	(100.00%)
Rate waivers	-	(160)	(160)	-
Targeted rate relief	-	(740)	(740)	-
Revenue in lieu of rates	527	344	(183)	(34.76%)
<b>Total rates and charges</b>	<b>112,611</b>	<b>116,873</b>	<b>4,262</b>	<b>3.78%</b>

\* These items are subject to the rate cap established under the FGRS.

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

Type or class of land	2020/21 cents/\$CIV	2021/22 cents/\$CIV*	Change
General rate for rateable residential properties	0.2190	0.2220	1.37%
General rate for rateable residential vacant land properties	0.3505	0.3552	1.34%
General rate for rateable commercial properties	0.5039	0.5106	1.33%
General rate for rateable industrial properties	0.7449	0.7546	1.30%
General rate for rateable petro-chemical properties	0.8760	0.8880	1.37%
Rate concession for rateable cultural & recreational properties	0.0986	0.0999	1.32%

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

Type or class of land	2020/21	2021/22	Change	
			\$	%
Residential	68,356,694	70,081,559	1,724,865	2.52%
Residential vacant land	644,374	743,521	99,147	15.39%
Commercial	8,101,351	8,072,152	(29,199)	(0.36%)
Industrial	24,202,792	24,831,286	628,494	2.60%
Petro-chemical	2,742,879	2,615,107	(127,772)	(4.66%)
Cultural and recreational	79,187	79,287	100	0.13%
<b>Total amount to be raised by general rates</b>	<b>104,127,277</b>	<b>106,422,912</b>	<b>2,295,635</b>	<b>2.20%</b>

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

Type or class of land	2020/21 Number	2021/22 Number	Change	
				%
Residential	39,293	39,537	244	0.62%
Residential vacant land	243	231	(12)	(4.94%)
Commercial	1,450	1,460	10	0.69%
Industrial	1,838	1,857	19	1.03%
Petro-chemical	18	18	-	0.00%
Cultural and recreational	40	40	-	0.00%
<b>Total number of assessments</b>	<b>42,882</b>	<b>43,143</b>	<b>261</b>	<b>0.61%</b>

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

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

Type or class of land	2020/21 \$'000	2021/22 \$'000	Change	
			\$'000	%
Residential	31,213,103	31,568,270	355,167	1.14%
Residential vacant land	183,740	209,325	25,585	13.92%
Commercial	1,607,411	1,580,915	(26,496)	(1.65%)
Industrial	3,249,133	3,290,656	41,523	1.28%
Petro-chemical	313,114	294,494	(18,620)	(5.95%)
Cultural and recreational	80,311	79,367	(945)	(1.18%)
<b>Total value of land</b>	<b>36,646,812</b>	<b>37,023,026</b>	<b>376,214</b>	<b>1.03%</b>

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property 2020/21	Per Rateable Property 2021/22	Change	
	\$	\$	\$	%
Municipal		<b>Not applicable</b>		

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2020/21	2021/22	Change	
	\$	\$	\$	%
Municipal		<b>Not applicable</b>		

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

Type of Charge	Per Rateable Property 2020/21	Per Rateable Property 2021/22	Change	
	\$	\$	\$	%
(ST) Base Waste Service Charge for four bins (120L green - food & garden, 120L waste, 240L mixed recycle, 120L glass)"	227.00	250.00	23.00	10.13%
(S) Waste Service Charge for properties in MUDs/apartment blocks/villages with shared bins	193.00	212.00	19.00	9.84%
(U1) Upsize waste to 240L	90.00	99.00	9.00	10.00%
(U2) Upsize green - food & garden to 240L	30.00	33.00	3.00	10.00%
(A1) Additional 240L waste	230.00	253.00	23.00	10.00%
(A2) Additional 120L waste	140.00	154.00	14.00	10.00%
(A3) Additional 240L recycle	90.00	99.00	9.00	10.00%
(A4) Additional 240L green - food & garden	140.00	154.00	14.00	10.00%
(A5) Additional 120L green - food & garden	110.00	121.00	11.00	10.00%
(A6) Additional 120L glass	60.00	66.00	6.00	10.00%

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

Type of Charge	2020/21	2021/22	Change	
	\$	\$	\$	%
(ST) Base Waste Service Charge for four bins (120L green - food & garden, 120L waste, 240L mixed recycle, 120L glass)"	8,750,850	9,667,750	916,900	10.48%
(S) Waste Service Charge for properties in MUDs/apartment blocks/villages with shared bins	111,940	174,264	62,324	55.68%
(U1) Upsize waste to 240L	36,990	97,713	60,723	164.16%
(U2) Upsize green - food & garden to 240L	483,000	528,792	45,792	9.48%
(A1) Additional 240L waste	7,130	24,288	17,158	240.65%
(A2) Additional 120L waste	105,140	86,086	(19,054)	(18.12%)
(A3) Additional 240L recycle	30,600	21,186	(9,414)	(30.76%)
(A4) Additional 240L green - food & garden	21,000	18,634	(2,366)	(11.27%)
(A5) Additional 120L green - food & garden	1,210	0	(1,210)	(100.00%)
(A6) Additional 120L glass	1,440	3,828	2,388	165.83%
<b>Total</b>	<b>9,549,300</b>	<b>10,622,541</b>	<b>1,073,241</b>	<b>11.24%</b>

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

	2020/21 \$'000	2021/22 \$'000	Change \$'000	%
<b>Amount raised in general rates:</b>				
Residential	68,357	70,082	1,725	2.52%
Residential vacant land	644	744	99	15.39%
Commercial	8,101	8,072	(29)	(0.36%)
Industrial	24,203	24,831	628	2.60%
Petro-chemical	2,743	2,615	(128)	(4.66%)
Cultural and recreational	79	79	-	0.13%
<b>Sub-total</b>	<b>104,127</b>	<b>106,423</b>	<b>2,296</b>	<b>2.20%</b>
<b>Amount raised in waste service charges:</b>				
"(ST) Base Waste Service Charge for four bins				
(120L green - food & garden, 120L waste, 240L mixed recycle, 120L glass)"	8,751	9,668	917	10.48%
(S) Waste Service Charge for properties in MUDs/apartment blocks/villages with shared bins	112	174	62	55.68%
(U1) Upsize waste to 240L	37	98	61	164.16%
(U2) Upsize green - food & garden to 240L	483	529	46	9.48%
(A1) Additional 240L waste	7	24	17	240.65%
(A2) Additional 120L waste	105	86	(19)	(18.12%)
(A3) Additional 240L recycle	31	21	(9)	(30.76%)
(A4) Additional 240L green - food & garden	21	19	(2)	(11.27%)
(A5) Additional 120L green - food & garden	1	-	(1)	(100.00%)
(A6) Additional 120L glass	1	4	2	165.83%
<b>Sub-total</b>	<b>9,549</b>	<b>10,623</b>	<b>1,073</b>	<b>11.24%</b>
<b>Other:</b>				
Supplementary Rates	400	400	-	0.00%
Interest on rate and charges	350	450	100	28.57%
Council rebates	(479)	(467)	12	(2.56%)
Rates adjustment - COVID-19	(2,226)	-	2,226	(100.00%)
Rate waivers	-	(160)	-	-
Targeted rate relief	-	(740)	-	-
Payment in lieu of rates	344	344	-	0.00%
<b>Sub-total</b>	<b>(1,611)</b>	<b>(173)</b>	<b>1,438</b>	<b>(89.28%)</b>
<b>Total Rates and charges</b>	<b>112,066</b>	<b>116,873</b>	<b>4,807</b>	<b>4.29%</b>

#### 4.1.1(l) Fair Go Rates System Compliance

Hobsons Bay City Council is fully compliant with the State Government's Fair Go Rates System.

	2020/21	2021/22
Total Rates	\$104,048,090	\$106,343,625
Number of rateable properties	42,842	43,103
Base Average Rate	\$2,428.65	\$2,467.20
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	\$2,428.65	\$2,467.20
Maximum General Rates and Municipal Charges Revenue	\$104,048,651	\$106,345,557
Budgeted General Rates and Municipal Charges Revenue	\$104,048,651	\$106,343,625
Budgeted Supplementary Rates	400,000	-\$100,000
<b>Budgeted Total Rates and Municipal Charges Revenue</b>	<b>\$104,448,651</b>	<b>\$106,243,625</b>

\* The figures above do not include cultural and recreational properties or waste service charges as these items are excluded from the rate cap.

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

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

- the making of supplementary valuations (2021-22: est.\$400,000 and 2020-21: \$240,000)
- the variation of returned levels of value (e.g. valuation appeals)
- changes of use of land such that rateable land becomes non-rateable land and vice versa
- changes of use of land such that residential land becomes business land and vice versa
- any rate relief resolved by Council in an attempt to relief financial hardship created by the COVID-19 pandemic

#### 4.1.1(n) Differential rates

##### Rates to be levied

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

- a general rate of 0.2220 (0.2220 cents in the dollar of CIV) for all rateable residential properties
- a general rate of 0.3552 (0.3552 cents in the dollar of CIV) for all rateable vacant residential properties
- a general rate of 0.5106 (0.5106 cents in the dollar of CIV) for all rateable commercial properties
- a general rate of 0.7546 (0.7546 cents in the dollar of CIV) for all rateable industrial properties
- a general rate of 0.8880 (0.8880 cents in the dollar of CIV) for all rateable petro chemical properties
- a rate (concession) of 0.0999 (0.0999 cents in the dollar of CIV) for all rateable cultural and recreational properties

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

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

### **Commercial land**

Commercial land is any land:

- which is used primarily for the sale of goods or services
- which is used primarily for other commercial purposes; or
- on which no building is erected but which, by reason of its locality and zoning under the relevant Planning Scheme, would - if developed - be or be likely to be used primarily for:
  - the sale of goods or services; or
  - other commercial purposes

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, is any use permitted under the relevant planning scheme.

The planning scheme zoning, is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are, all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

### **Industrial Land**

Industrial land is any land:

- which is not petrochemical land, but is used primarily for industrial purposes; or
- which no building is erected but which, by reason of its locality and zoning under the relevant Planning Scheme, would - if developed - be or be likely to be used primarily for industrial purposes

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, is any use permitted under the relevant planning scheme.

The planning scheme zoning, is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are, all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

### **Petro Chemical Land**

Petro Chemical land is any land which is used primarily for the:

- manufacture
- production; or
- conveyance of:
  - petroleum or any like substance; or
  - petrochemicals or any like substances

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use permitted under the relevant planning scheme.

The planning scheme zoning, is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are, all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.



## **Vacant Residential Land**

Vacant Residential land is any land:

- on which no dwelling is erected but which, by reason or its locality and zoning under the relevant Planning Scheme, would – if developed – be or be likely to be used primarily for residential purposes
- which is not
  - commercial land
  - industrial land; or
  - petrochemical land

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use permitted under the relevant planning scheme.

The planning scheme zoning is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

### **Other Land (including Residential Land)**

Other land (including residential land) is any land:

- which is used primarily for residential purposes;
- which is not
  - vacant residential land
  - commercial land
  - industrial land; or
  - petrochemical land

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use permitted under the relevant planning scheme.

The planning scheme zoning is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

### **Rate Concession for Rateable Cultural and Recreational Properties**

The Cultural and Recreational Lands Act of 1963 provides for a Council to grant a rating concession to any "recreational lands" which meet the test of being rateable land under the *Local Government Act 1989*.

The definition of recreational lands under the *Cultural and Recreational Lands Act 1963*, Section 2 means lands, which are:

*Vested in or occupied by anybody corporate or unincorporated body which exist for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives and which applies its profits in promoting its objects and prohibits the payment of any dividend or amount to its members: and used for outdoor sporting recreational or cultural purposes or similar outdoor activities; or Lands which are used primarily as agricultural showgrounds.*

Section 169 of the *Local Government Act 1989*, provides an opportunity for Council to grant a concession for properties described by definition as a sporting club under the *Cultural and Recreational Lands Act 1963*. For the rating year 2018-19 Council provides a concession to 40 properties coded with a description of "sporting club" in Council's rate records. The residential rate is applied to these properties and then a 55 per cent discount on rates is apportioned to each property. It is considered that these clubs provide a benefit to the general community and their activities assist in the proper development of the municipal district.

#### 4.1.2 Statutory fees and fines

	Forecast	Budget	Change	
	Actual 2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Infringements and costs	1,227	1,890	663	54.0%
Court recoveries	9	13	4	45.8%
Planning and building fees	1,691	1,691	1	0.0%
Animal control	678	699	21	3.1%
Land information certificates	84	82	(2)	(2.3%)
Library fines	1	-	(1)	(100.0%)
Election fines	70	-	(70)	(100.0%)
Road Management Fees	5	3	(2)	(47.4%)
<b>Total statutory fees and fines</b>	<b>3,765</b>	<b>4,377</b>	<b>611</b>	<b>16.2%</b>

Statutory fees and fines are those which Council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the State Government department responsible for the corresponding services or legislation, and generally Council has limited discretion in applying these fees.

Examples of statutory fees and fines include Planning and subdivision fees, Building and inspection fees, Infringements and fines, Land information certificate fees and animal registrations.

Statutory fees and fines are expected to increase by \$611,000 when compared to 2020-21. The most significant increases when compared to 2020-21 are expected in relation to a conservative full year reinstatement of parking infringements, which were waived for a part of the previous year as part of Council's previous COVID-19 Community Support Package (\$660,000) and increased animal registrations (\$26,000).

The most significant decrease when compared to 2020-21 relates to the fact that there will be no election fines in the new budget year (\$70,000).

A detailed listing of fees and charges is attached as an appendix.

### 4.1.3 User fees

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Aged and health services	880	1,027	147	16.7%
Parking	492	947	455	92.6%
Childcare/children's programs	48	68	19	39.9%
Recreation	122	118	(4)	(3.6%)
Other fees and charges	17	778	762	4575.9%
Registration and other permits	6	159	153	2737.5%
Building services	317	329	12	3.8%
Roads and drains	309	328	19	6.1%
Property revaluation fees	4	4	-	0.9%
Library	45	71	26	56.9%
Waste management services	68	70	2	3.0%
<b>Total user fees</b>	<b>2,307</b>	<b>3,898</b>	<b>1,591</b>	<b>69.0%</b>

User fees relate mainly to the recovery of service delivery costs through charging fees to users of Council's services. These include community care service contributions from clients (i.e. food services, planned activity groups, respite, family day care and occasional care), use of parks, recreation facilities and sporting reserves.

User fees are expected to increase by \$1.591 million when compared to 2020-21. The expected increase is largely due to the conservative (part of full year) reinstatement of fees, reduced or waived in the previous year as part of Council's previous COVID-19 Community Support Package. The most significant increases are food safety permits (\$501,000), parking meter income (\$450,000), footpath trading permits (\$152,000), debt recovery income (\$110,000), health permits (\$66,000) and library income (\$26,000).

Other increases are expected for immunisations (\$58,000), use of land for the West Gate Tunnel Project (\$43,000) and engineering services management (\$34,000).

The most significant decrease when compared to 2020-21 is expected in relation to sponsorship for the Business Excellence Awards which only occur every second year (\$25,000).

A detailed listing of fees and charges is attached as an appendix.

#### 4.1.4 Grants

**Operating grants** include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is projected to decrease by \$6.877 million (41.3 per cent) compared to 2020-21.

The main decreases when compared to the 2020-21 forecast are for non-recurrent State Working for Victoria funding (\$5.969 million) and non-recurrent State recycling funding (\$350,000).

Other State non-recurrent funding is budgeted to decrease due to funding received for Major Transport Infrastructure Authority funding (\$360,000), beach cleaning (\$105,000), three year old kindergarten (\$70,000) and for Community Activation and Social Isolation initiative (\$35,000).

Recurrent State funding for family, youth and children's services is budgeted to decrease, mostly due to school focus youth services funding only confirmed for the first six months of next financial year (\$159,000).

Increases are expected in recurrent Commonwealth funding for financial assistance grants (\$144,000) and aged care (\$43,000).

**Capital grants** include all monies received from State, Federal and community sources for the purposes of funding the capital works program.

The budget for 2021-22 includes non-recurrent capital grant funding of \$13.402 million, an expected increase of \$1.046 million compared to 2020-21. The most significant increases relate to roads (\$3.877 million) and parks & open spaces (\$967,000).

The most significant decreases for non-recurrent capital grant funding relate to buildings (\$2.507 million) and recreation, leisure and community facilities (\$785,000).

More detail on capital funding is available in section 4.5 of the budget.

There was also one off funding received in the previous year in relation to the COVID-19 Outdoor Dining program (\$500,000).

Recurrent capital grant funding for the Roads to Recovery program has increased on the previous year (\$97,000).

A list of operating and capital grants by type and source, classified into recurrent and non-recurrent, is included on the next page.

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
<b>Grants were received in respect of the following:</b>				
Summary of grants				
Commonwealth funded grants	5,773	5,984	211	3.7%
State funded grants	10,873	4,286	(6,588)	(60.6%)
<b>Total grants received</b>	<b>16,646</b>	<b>10,270</b>	<b>(6,377)</b>	<b>(38.3%)</b>
<b>(a) Operating Grants</b>				
<i><b>Recurrent - Commonwealth Government</b></i>				
Aged care	2,199	2,242	43	1.9%
Family, youth and children services	272	295	22	8.2%
Food Services	3	5	2	56.3%
Financial assistance grants	2,799	2,944	144	5.2%
<i><b>Recurrent - State Government</b></i>				
Aged care	254	255	1	0.5%
School crossing supervisors	320	320	-	(0.1%)
Libraries	645	685	40	6.2%
Family, youth and children services	742	582	(159)	(21.4%)
Infrastructure	400	340	(60)	(15.0%)
Maternal and child health	713	730	17	2.4%
Food services	4	2	(2)	(48.6%)
Public health	105	112	7	6.6%
Other	367	472	105	28.5%
<b>Total recurrent operating grants</b>	<b>8,824</b>	<b>8,984</b>	<b>160</b>	<b>1.8%</b>
<i><b>Non-recurrent - Commonwealth Government</b></i>				
Aged care	499	499	-	-
<i><b>Non-recurrent - State Government</b></i>				
Aged care	26	26	-	-
Beach Cleaning	105	-	(105)	(100.0%)
Family, youth and children services	105	1	(104)	(99.3%)
Infrastructure	560	260	(300)	(53.6%)
Recreation	12	-	(12)	(100.0%)
Other	546	500	(46)	(8.4%)
Working for Victoria	5,969	-	(5,969)	(100.0%)
<b>Total non-recurrent operating grants</b>	<b>7,822</b>	<b>1,286</b>	<b>(6,537)</b>	<b>(83.6%)</b>
<b>Total operating grants</b>	<b>16,646</b>	<b>10,270</b>	<b>(6,377)</b>	<b>(38.3%)</b>
<b>(b) Capital Grants</b>				
<i><b>Recurrent - Commonwealth Government</b></i>				
Roads to recovery	380	477	97	25.5%
<b>Total recurrent capital grants</b>	<b>380</b>	<b>477</b>	<b>97</b>	<b>25.5%</b>
<i><b>Non-recurrent - State Government</b></i>				
Buildings	5,867	3,360	(2,507)	(42.7%)
Recreation, leisure and community facilities	1,700	915	(785)	(42.6%)
Roads	1,725	5,612	3,887	225.3%
Outdoor Dining	500	-	(500)	(100.0%)
Parks & Open Space	2,533	3,500	967	38.2%
Library Books	30	15	(15)	(50.0%)
<b>Total non-recurrent capital grants</b>	<b>12,355</b>	<b>13,402</b>	<b>1,046</b>	<b>8.5%</b>
<b>Total capital grants</b>	<b>12,735</b>	<b>13,879</b>	<b>1,143</b>	<b>9.0%</b>
<b>Total Grants</b>	<b>29,381</b>	<b>24,148</b>	<b>(5,233)</b>	<b>(17.8%)</b>

#### 4.1.5 Contributions

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Monetary	3,241	4,598	1,357	41.88%
Non-Monetary	-	-	-	-
<b>Total contributions</b>	<b>3,241</b>	<b>4,598</b>	<b>1,357</b>	<b>41.88%</b>

Contributions relate to monies paid by developers in regard to public resort and recreation, drainage and car parking, in accordance with planning permits issued for property development. Other contributions are made by corporations and organisations for specific capital programs.

Contributions have been budgeted to increase by \$1.357 million (41.88 per cent) mainly due to contributions expected to be received in relation to the Altona North Developer Contribution Plan - Precinct 15 (\$1.3 million), open space contributions (\$200,000) and street tree planning contributions (\$10,000).

Reductions are expected for the Port Phillip Woollen Mill Developer Contribution Plan (\$25,000).

#### 4.1.6 Other income

	Forecast	Budget	Change	
	Actual 2020/21 \$'000	2021/22 \$'000	\$'000	%
Interest	350	100	(250)	(71.4%)
Investment property rental	2,072	2,526	454	21.9%
Other rent	95	353	258	270.3%
<b>Total other income</b>	<b>2,518</b>	<b>2,979</b>	<b>461</b>	<b>18.3%</b>

Other income relates mainly to property and other facilities rentals, as well as interest on investments.

Other income is expected to increase by \$461,000 compared to 2020-21.

Investment property rental and other rental income has increased by \$454,000 due to a return to pre COVID-19 demand for the use of Council facilities, reinstatement of rentals waived in the previous year as part of Council's previous COVID-19 Community Support Package and the Omnibus legislation.

The most significant decrease is interest on investments due to an expected decrease in cash reserves and declining interest rates, which have been impacted by COVID-19 (\$250,000).

#### 4.1.7 Employee costs

	Forecast Actual 2020/20	Budget 2021/22	Change	
	\$'000	\$'000	\$'000	%
Wages and salaries	52,500	49,261	3,239	6.2%
WorkCover	480	526	(46)	(9.6%)
Superannuation	4,629	4,728	(99)	(2.1%)
Casual Staff	1,006	711	295	29.3%
Redundancy	57	-	57	100.0%
<b>Total employee costs</b>	<b>58,672</b>	<b>55,226</b>	<b>3,446</b>	<b>5.9%</b>

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, rostered days off, etc. Employee costs are projected to decrease by \$3.446 million against the 2020-21 forecast.

The main decrease in wages and salaries is due to the discontinuing of the Working for Victoria program (\$5.5 million). Other wages and salaries are expected to increase by \$2.078 million partly because of significant forecast reduction in 2020-21 to account for a hold placed on vacant roles, facility closures and reduced overtime hours as a result of COVID-19.

The main saving relates to a reduction in agency staff across Council (\$295,000). These decreases include capital works & projects (\$109,000), information technology (\$99,000), planning, building and health services (\$80,000) and city services (\$56,000). Parental leave costs are budgeted to decrease by \$190,000, whilst redundancy payments are also expected to decrease by \$57,000.

#### 4.1.8 Materials and services

	Forecast Actual 2020/21	Budget 2021/22	Change	
	\$'000	\$'000	\$'000	%
Building maintenance	5,082	4,728	353	7.0%
General maintenance	5,844	5,667	176	3.0%
Utilities	3,377	3,267	110	3.3%
Professional Services	4,512	3,610	902	20.0%
Information technology	2,122	2,613	(491)	(23.1%)
Insurance	1,227	1,364	(138)	(11.2%)
Environmental and waste management	12,002	12,180	(179)	(1.5%)
Community care	1,471	1,642	(171)	(11.6%)
Road maintenance	5,079	5,026	53	1.0%
Arts, culture and community	3,379	2,825	554	16.4%
Parking and local laws	1,120	1,089	32	2.8%
Working for Victoria	578	-	578	100.0%
Other	6,460	5,089	1,372	21.2%
<b>Total materials and services</b>	<b>52,251</b>	<b>49,099</b>	<b>3,152</b>	<b>6.0%</b>

Materials and services include the purchases of consumables and payments to contractors for the provision of services and utility costs. Overall, materials and services are expected to decrease next year by \$3.152 million (6 per cent) compared to the 2020-21 forecast.

The most significant decreases are for Working for Victoria one off grant funding received in the previous year for the purchase of personal protective equipment (\$578,000), COVID-19 sport and recreation facility support (\$601,000), Civic Centre office transition (\$448,000), election management (\$393,000), facilities and building maintenance (\$353,000) and Hobsons Bay Has Heart COVID-19 funding (\$300,000).



The most significant increases are for an Information Technology electronic document record management system (\$363,000), foreshore and operations maintenance (\$346,000), external asset audit program (\$230,000), city cleansing maintenance (\$188,000) and environmental and waste management services (\$168,000).

Evidence based targeted Community Program Support of \$650,000 has been included as part of Council's \$2 million COVID-19 Community Support Package in 2021-22. This includes support to business, young people, the arts and community grants. The exact details of the support to be provided will be developed in consultation with the community.

Pitch Your Idea projects submitted by the community in relation to Colours for the Seabrook Community (\$20,000), Cloth Nappies in Hobsons Bay (\$11,000) and Caring for the Elderly in the Community (\$5,000) have also been included. There are also some Pitch Your Idea submissions that will be implemented in a lower scale capacity, within existing resources.

#### 4.1.9 Depreciation

	Forecast	Budget	Change	
	Actual 2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Property	3,386	3,999	(613)	(18.1%)
Plant & equipment	2,789	3,695	(906)	(32.5%)
Infrastructure	14,352	15,305	(953)	(6.6%)
<b>Total depreciation</b>	<b>20,526</b>	<b>22,998</b>	<b>(2,472)</b>	<b>(12.0%)</b>

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment, including infrastructure assets such as roads and drains. The budgeted increase (\$2.472 million) is mainly due to asset purchases through the capital works program during 2020-21. The increase does not consider revaluations that may occur towards the end of the 2020-21 financial year.

#### 4.1.10 Amortisation - Right of use assets

	Forecast	Budget	Change	
	Actual 2020/21	2021/22	\$'000	%
	\$'000	\$'000	\$'000	%
Office equipment	503	366	137	27.3%
Vehicles	315	108	207	65.7%
<b>Total amortisation - right of use assets</b>	<b>818</b>	<b>474</b>	<b>344</b>	<b>42.0%</b>

Amortisation - Right of use assets expenses relate to a range of leases. Amortisation - Right of use assets expenses are projected to decrease by \$344,000 compared to 2020-21 mainly due to a reduction in vehicle fleet leasing costs (\$207,000) and cessation of office equipment leases (\$137,000).

#### 4.1.11 Other expenses

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Auditors remuneration – VAGO	66	71	(5)	(7.4%)
Auditors remuneration - Internal	110	125	(15)	(13.6%)
Councillors' allowances	252	261	(10)	(3.9%)
Operating lease rentals	507	461	46	9.1%
<b>Total other expenses</b>	<b>934</b>	<b>918</b>	<b>16</b>	<b>1.7%</b>

Other expenses relate to a range of unclassified items including leases, rentals, audit fees and councillors' allowances. Other expenses are projected to decrease by \$16,000 compared to 2020-21 mainly due to a reduction in vehicle fleet costs (\$105,000) and COVID related immunisation leasing costs (\$28,000).

This is offset by an expected increase in information technology telecommunication rentals (\$87,000) and auditor remuneration (\$20,000).

## 4.2 Balance Sheet

### 4.2.1 Assets

Assets are expected to increase by \$21.794 million during 2021-22. The main anticipated increase relates to Council owned property plant and equipment. These assets represent the largest component of Council's worth and include the value of all the land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The increase is largely attributable to the net result of the capital works program (\$63.491 million) offset against asset depreciation throughout the year (\$22.998 million).

Cash and investments are budgeted to decrease by \$13.895 million during 2021-22. The decrease in cash is consistent with the significant capital works investment, which is partially funded by the infrastructure and recreation reserves.

The value of all other assets is predicted to remain reasonably consistent throughout 2021-22.

### 4.2.2 Liabilities

Liabilities are expected to decrease by \$5.586 million during 2021-22.

Employee leave provisions include accrued long service leave, annual leave and rostered days off owing to employees. Employee entitlements are only expected to increase marginally (\$493,000) due to active management of leave entitlements, despite factoring in an increase for enterprise agreement outcomes.

Trade and other payables are those to whom Council owes money as at 30 June and are budgeted to decrease compared to the previous year (\$2.553 million).

Interest-bearing loans and borrowings are expected to decrease by \$2.2 million during 2021-22. The reduction is a result of \$9.2 million principle repayments and new borrowings of \$7 million.

Council's new borrowings relate to the Large Scale Solar Installation Program, which includes new solar installations on more than 40 buildings delivering approximately 4MW of solar generated power. This long term inter-generational project will introduce a Virtual Energy Network enabling energy from all buildings to be distributed across Council-owned and leased assets facilitating significant energy cost savings. The project is expected to generate future savings for the Council through the reduction of energy costs with a positive return on its initial investment.

### 4.2.3 Borrowings

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

	Forecast Actual 2020/21 \$	Budget 2021/22 \$	2022/23 \$	Projections 2023/24 \$	2024/25 \$
Amount borrowed as at 30 June of the prior year	14,200,000	14,200,000	12,000,000	12,000,000	12,000,000
Amount proposed to be borrowed	-	7,000,000	-	-	-
Amount projected to be redeemed	-	9,200,000	-	-	-
<b>Amount of borrowings as at 30 June</b>	<b>14,200,000</b>	<b>12,000,000</b>	<b>12,000,000</b>	<b>12,000,000</b>	<b>12,000,000</b>

#### 4.2.4 Leases by category

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

	Forecast Actual 2020/21 \$	Budget 2021/22 \$
<b>Right-of-use assets</b>		
Property	-	-
Vehicles	143	35
Other, etc.	641	641
<b>Total right-of-use assets</b>	<b>784</b>	<b>676</b>
<b>Lease liabilities</b>		
<b>Current lease Liabilities</b>		
Land and buildings	-	-
Plant and equipment	113	28
Other, etc.	420	420
<b>Total current lease liabilities</b>	<b>533</b>	<b>448</b>
<b>Non-current lease liabilities</b>		
Land and buildings	-	-
Plant and equipment	38	10
Other, etc.	239	239
<b>Total non-current lease liabilities</b>	<b>277</b>	<b>249</b>
<b>Total lease liabilities</b>	<b>810</b>	<b>697</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 6 per cent.

## 4.3 Statement of changes in Equity

### 4.3.1 Reserves

Reserve balances are expected to decrease by \$14.738 million, with \$22.026 million transferred from and \$7.288 million transferred to the reserves during 2021-22.

The transfer to fund the repayment of borrowing from the discretionary Loan repayment reserve (\$8.175 million). Transfers to fund capital works include transfers from the infrastructure (\$6.024 million) and the recreation and open space (\$5.110 million) reserves are offset by capital works carry over (\$1.625 million). Transfers to fund operational expenditure include transfers from the Victorian Grants Commission reserve - received in advance (\$1.454 million), the waste reserve (\$2.822 million) and the street tree planting reserve (\$66,000).

Transfers to fund future programs include transfers equivalent to income received from developers for the recreation and open space reserve (\$3.2 million), the Altona North Developer Contribution Plan - Precinct 15 (\$1.3 million), street tree planting reserve (\$60,000), and the Port Phillip Woollen Mills Developer Contribution Plan (\$38,000).

Other transfers to reserves include the Victorian Grants Commission reserve - received in advance (\$1.489 million) and the loan repayment reserve (\$1.2 million).

### 4.3.2 Equity

Total equity is expected to increase by \$27.38 million during 2021-22, which reflects the operating surplus for the financial year.

Equity always equals net assets and is made up of the following components:

- asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations
- other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed
- accumulated surplus which is the value of all net assets less reserves that have accumulated over time

## 4.4 Statement of Cash Flows

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

Operating activities refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

Cash flows available from operating activities in 2021-22 is expected to increase by \$16.005 million from the previous year. The increase is mainly a result of a budgeted:

- increase in rates to be received (\$8.895 million), although a portion of this is an expectation of reduced rate debt
- increase in income to be received – outside of rates and grants (\$3.99 million)
- decrease in employee costs, reflective of the finalisation of Working For Victoria (\$2.3 million)
- decrease in materials and services (\$6.053 million)

The most significant decrease in operating cash flow relates to grants, reflective of the finalisation of Working For Victoria (\$5.233 million).

Net cash flows from operating activities does not equal the surplus for the year as the expected revenues and expenses of the Council include non-cash items, which have been excluded from the Cash Flow Statement. The budgeted operating result is reconciled to budgeted cash flows available from operating activities as set out in the following table:

	Forecast Actual 2020-21 \$'000	Budget 2021-22 \$'000	Variance \$'000
<b>Surplus (deficit) for the year</b>	19,772	27,380	7,608
Depreciation	21,345	23,473	2,128
Loss (gain) on disposal of property, infrastructure, plant and equipment	(50)	(50)	-
Net movement in current assets and liabilities	(4,909)	1,361	6,270
<b>Cash flows available from operating activities</b>	<b>36,159</b>	<b>52,164</b>	<b>16,005</b>

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

Investing activities refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property and equipment.

The increase in payments for investing activities of \$9.848 million is a result of an increase in investment payments (\$19 million) offset against a decrease in payments for capital expenditure when compared to the prior year (\$9.152 million).

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

Financing activities refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan repayments for the year.

New loan borrowings of \$7 million are projected in 2021-22 and a principal repayment falls due (\$9.2 million). Finance charges are projected to be \$568,000, a decrease when compared to 2020-21, consistent with a decrease in overall loan borrowings and interest rates.

## 4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2021/22 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

### 4.5.1 Summary

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change \$'000	%
Property	19,059	24,675	5,616	29.5%
Plant and equipment	11,338	3,297	(8,041)	(70.9%)
Infrastructure	42,246	35,519	(6,727)	(15.9%)
<b>Total</b>	<b>72,643</b>	<b>63,491</b>	<b>(9,152)</b>	<b>(12.6%)</b>

#### Property (\$24.675 million)

Property includes land, buildings including heritage buildings, community facilities, municipal offices, sports facilities and pavilions.

For the 2021-22 year, \$10.8 million will be expended on new works for building and building improvement projects. The more significant projects include the Altona Sports Centre extension (\$5.5 million), H.D. Graham reserve pavilion (\$5.2 million), J.T. Gray reserve pavilion (\$3 million), Donald McLean reserve pavilion (\$2.75 million) and the Dennis Reserve pavilion (\$1.2 million).

#### Plant and equipment (\$3.297 million)

Plant and equipment includes plant, machinery and equipment, computers and telecommunications, furniture, fixtures, fittings and library books.

For the 2021-22 year, the more significant projects include replacement of the plant and vehicle fleet (\$1.5 million), library materials (\$960,000), upgrade and replacement of information technology (\$700,000).

#### Infrastructure (\$35.519 million)

Infrastructure includes roads, bridges, footpaths and cycleways, drainage, recreation, leisure and community facilities, parks, open space and streetscapes, off street car parks and other infrastructure.

For the 2021-22 year, \$13.043 million will be expended on new works for road projects. This includes the road resurfacing program (\$3.226 million) and the road rehabilitation program at Blenheim Road, Altona North (\$1.401 million), Pinnacle Road, Altona North (\$1.1 million), Aloha Street, South Kingsville

(\$925,000) and Truman Street, South Kingsville (\$925,000). Blackspot funding for works at Mason Street, Altona North (\$719,000) and Merton Street, Altona Meadows (\$630,000).

Footpaths and cycleways expenditure of \$1.13 million includes new works for the footpath renewal program (\$531,000), new Altona Meadows footpaths (\$240,000) and Barnes Road, Altona North (\$150,000).

Drainage expenditure of \$2.088 million includes new works for the drainage renewal program (\$758,000), drainage upgrades at Blenheim Road, Altona North (\$700,000) and Central Avenue, Altona Meadows (\$300,000).

Parks, open space and streetscapes new works expenditure of \$11.068 million includes the Blenheim Road park and toilet (\$2.000 million), Altona foreshore seawall and trail upgrade (\$2.0 million), Altona foreshore pedestrian ramp - Webb Street (650,000), MacLean Reserve Williamstown park upgrade (\$610,000), Altona foreshore pedestrian ramp – Mount Street (550,000), and Dennis Reserve (\$610,000).

Recreational, leisure and community facilities new works expenditure of \$6.760 million includes WLJ Crofts Reserve (\$2 million), Digman Reserve (\$1.950 million), Altona Tennis courts (\$1.560 million), Weaver Reserve upgrade (\$550,000) and JK Grant reserve cricket net renewals (\$440,000).

#### **Carried forward works**

At the end of each financial year there are projects which are either incomplete or yet to commence due to various factors including planning issues, weather delays and extended consultation periods. For the 2020-21 year it is currently forecast that there will be a net \$1.625 million of capital works brought forward into the 2020-21 year. The final carryover figure will be determined after the year-end accounts are finalised.



	Project Cost \$'000	Asset expenditure types			Summary of Funding Sources			
		New	Renewal	Upgrade	Grants	Contributions	Council Cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	24,675	9,500	2,390	12,785	3,360	-	21,315	-
Plant and equipment	3,297	-	3,160	137	15	-	3,282	-
Infrastructure	35,519	3,415	15,681	16,423	10,504	-	18,015	7,000
<b>Total</b>	<b>63,491</b>	<b>12,915</b>	<b>21,231</b>	<b>29,345</b>	<b>13,879</b>	<b>-</b>	<b>42,612</b>	<b>7,000</b>

**New assets (\$12.915 million), asset renewals (\$21.231 million) and asset upgrades (\$29.345 million)**

A distinction is made between expenditure on new assets, asset renewal and asset upgrade. Expenditure on asset renewal is expenditure on existing assets, or the replacement of an existing asset that returns the service of the asset to its original capacity. Expenditure on asset upgrades results in an increase in the capacity of an existing asset. Expenditure on new assets does not have any element of renewal or upgrade of existing assets but will result in additional obligations for future operation, maintenance and capital renewal.

The major projects included in expenditure on new assets are the J.T. Gray reserve pavilion (\$3 million), Digman reserve pavilion (\$1.4 million), H.D. Graham Reserve sports facility (\$5.2 million), Dennis reserve (\$1.2 million), Blenheim Road Altona North community park and public toilet (\$2 million).

Significant renewal projects include the road resurfacing program (\$3.226 million), Digman Reserve (\$1.95 million) vehicle and plant replacement program (\$1 million), the road rehabilitation program at Blenheim Road Altona North (\$1.401 million) and Pinnacle Road Altona North (\$1.1 million) and Library collections (\$960,000) and Information technology program (\$650,000).

The major projects in the asset upgrade program include the Altona Sports centre extension (\$5.5 million), Donald McLean Reserve (\$2.75 million), Altona foreshore seawall (\$2 million), WLJ Croft enhancement package (\$2 million), Central Avenue drainage works (\$1.02 million) and Brooklyn Hall development (\$1.07 million).

#### 4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>PROPERTY</b>								
<b>Buildings</b>								
Altona North Bowling Club Pavilion	300	-	-	300	-	-	300	-
Altona Sports Centre Extension	5,500	-	-	5,500	-	-	5,500	-
South Kingsville Community Centre	480	-	480	-	285	-	195	-
Building Renewal Program	530	-	530	-	-	-	530	-
Altona Life Saving Club Tower	400	-	400	-	-	-	400	-
Dennis Reserve Pavilion	1,200	1,200	-	-	-	-	1,200	-
Digman Reserve Pavilion	1,400	1,400	-	-	10	-	1,390	-
HD Graham Reserve Sports Facility	5,200	5,200	-	-	-	-	5,200	-
JT Gray Reserve Pavilion	3,000	3,000	-	-	-	-	3,000	-
Donald McLean Reserve Pavilion	2,750	-	-	2,750	2,025	-	725	-
WLJ Croft Reserve Pavilion	520	-	-	520	-	-	520	-
Brooklyn Hall Redevelopment	825	-	-	825	-	-	825	-
Renewable Energy - Solar Photovoltaic Rollout	600	-	-	600	-	-	600	-
Altona Meadows Library Building Renewal & Energy Efficiency Upgrade	300	-	300	-	150	-	150	-
Bryan Martyn Oval Pavilion - Building Renewal, & Female Friendly Change Room Upgrade	730	-	-	730	290	-	440	-
Altona Tennis Club - Building Renewal	650	-	650	-	-	-	650	-
<b>Building Improvements</b>								
Emma McLean Kindergarten	200	-	-	200	-	-	200	-
Altona North Children's Centre Expansion (One Tree)	130	-	-	130	-	-	130	-
Newport Gardens Early Years Centre Expansion	985	-	-	985	600	-	385	-

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Heritage Buildings</b>								
Cultural Heritage and Public Artwork	30	-	30	-	-	-	30	-
<b>TOTAL PROPERTY</b>	<b>25,730</b>	<b>10,800</b>	<b>2,390</b>	<b>12,540</b>	<b>3,360</b>	<b>-</b>	<b>22,370</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>								
<b>Plant, Machinery and Equipment</b>								
Plant & Equipment Replacement	1,000	-	1,000	-	-	-	1,000	-
Electric Fleet Vehicles	136	-	-	136	-	-	136	-
Purchase of previously leased vehicles	500	-	500	-	-	-	500	-
<b>Computers and Telecommunications</b>								
ICT Capital Works Program	650	-	650	-	-	-	650	-
Library IT Equipment	50	-	50	-	-	-	50	-
<b>Library books</b>								
Library collections	960	-	960	-	15	-	945	-
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>3,296</b>	<b>-</b>	<b>3,160</b>	<b>136</b>	<b>15</b>	<b>-</b>	<b>3,281</b>	<b>-</b>
<b>Roads</b>								
Railway Avenue, Laverton - Traffic Treatment from High St. to Aviation Rd.	484	-	-	484	484	-	-	-
Ferguson Street, Williamstown Blackspot Funded- Bicycle Connectivity Melbourne Rd & The Strand	310	-	-	310	296	-	14	-
The Strand, Williamstown - Bicycle Safety & Traffic Sight Line Improvement Works	137	-	-	137	120	-	17	-

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Merton Street, Altona Meadows Blackspot Funding - Traffic Calming Works	630	-	-	630	605	-	25	-
Mason Street, Altona North Blackspot Funding - Bicycle Connectivity & Pedestrian Facility Improvements	719	-	-	719	719	-	-	-
Keen Street, Newport	420	-	420	-	300	-	120	-
Pinnacle Rd, Altona North, from Grieve Parade to End	1,100	-	1,100	-	477	-	623	-
Blenheim Road, Altona North, between Wood Street & Mason Street	1,401	-	1,401	-	900	-	501	-
Truman Street, South Kingsville, between Aloha Street & Brunel Street	925	-	925	-	888	-	37	-
Aloha Street, South Kingsville, between New St & Stephenson St	925	-	925	-	800	-	125	-
Road Resurfacing Program	3,226	-	3,226	-	-	-	3,226	-
Kerb & Channel Renewal Program	706	-	706	-	-	-	706	-
Unsealed Laneway Upgrade Program	1,020	-	-	1,020	-	-	1,020	-
Laverton LAMP Implementation (Railway Avenue Underpass Footpath & Cycling Improvement Work)	50	-	-	50	-	-	50	-
Transport Management - Traffic Management Devices	100	-	100	-	-	-	100	-
Street Lighting Investigation and Improvement	50	-	-	50	-	-	50	-
Better Places Laverton-Railway Avenue Precinct Master Plan & Implementation	290	-	-	290	-	-	290	-
Pier Street (Stage 4)	550	-	-	550	500	-	50	-
<b>Bridges</b>								
Bridge renewal program	60	-	60	-	-	-	60	-
								-

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>Footpaths and Cycleways</b>								
Dennis Reserve - Footpath Renewal	10	-	10	-	-	-	10	-
Footpath - Altona Meadows Area #2	240	240	-	-	-	-	240	-
Barnes Road, Altona North New Footpath - Chambers Rd to Bridge	150	150	-	-	-	-	150	-
Footpath Renewal Program	531	-	531	-	-	-	531	-
Shared Trails Renewal Gloucester Reserve, Williamstown	150	-	150	-	-	-	150	-
Railway Avenue Precinct Master Plan & Implementation	50	-	-	50	-	-	50	-
<b>Drainage</b>								
Blenheim Road, Altona North Drainage Upgrade - Near Mason Street	700	-	-	700	-	-	700	-
Central Avenue Altona Meadows - Between Point Cook Road to Skehan Boulevard	1,020	-	-	1,020	-	-	1,020	-
Drainage Renewal Program	757	-	757	-	-	-	757	-
GPT New Program - A.B. Shaw Reserve, Altona Meadows	160	160	-	-	-	-	160	-
Foreshore Renewal & Upgrade Program - Altona Foreshore Seawall - Retention Tanks Design	20	-	-	20	-	-	20	-
Heavy Duty Pit Lid Upgrades - Industrial & Main Roads	100	-	-	100	-	-	100	-
<b>Recreational, Leisure &amp; Community Facilities</b>								
Altona Tennis Court, Fencing and Pavilion Renewal	910	-	910	-	-	-	910	-
Williamstown Cricket Ground - Practice facility upgrade	100	-	-	100	-	-	100	-
Court Renewal Program (Tennis, Basketball, Netball)	315	-	315	-	-	-	315	-

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Cricket Practice Nets Renewal Program - JK Grant Reserve, Altona	440	-	440	-	90	-	350	-
Digman Reserve - Master Plan Implementation	1,950	-	1,950	-	-	-	1,950	-
JT Gray Reserve - Sportsground Floodlighting	200	-	200	-	-	-	200	-
WLJ Croft Reserve - Sportsground, Floodlighting, Play Space	2,000	-	-	2,000	-	-	2,000	-
Recreation Infrastructure Renewal	75	-	75	-	-	-	75	-
Paisley Park, Newport - Sports Ground Floodlighting	350	-	350	-	150	-	200	-
Laverton Park Oval, Altona Meadows - Sports Ground Floodlighting	420	-	420	-	175	-	245	-
Aquatic Strategy Implementation - Future Western Aquatic Facility (Bruce Comben) - Design	100	100	-	-	-	-	100	-
Pier Street, Altona Precinct Upgrade - Phase 1 Construction	550	-	-	550	500	-	50	-
<b>Parks, Open Space and Streetscapes</b>								
Biodiversity Strategy Implementation Works	260	-	-	260	-	-	260	-
MacLean Reserve, Williamstown - Local Park Upgrade - play space + open space	610	-	-	610	300	-	310	-
G.J. Hosken Reserve, Altona North Upgrade	225	-	-	225	200	-	25	-
Blenheim Road, Newport Community Park & Public Toilet	2,000	2,000	-	-	-	-	2,000	-
Open Space Forward Design	250	-	-	250	-	-	250	-
W.J. Irwin Reserve, Altona North - play and picnic area, & New Irrigation	400	30	-	370	-	-	400	-

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New	Renewal	Upgrade	Grants	Contributions	Council Cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Newport Park, Newport - Park Upgrade - play space destination + open space + skate park	50	-	-	50	-	-	50	-
Williamstown Beach Esplanade, Williamstown - Regional Park Upgrade - open space	60	-	-	60	-	-	60	-
Dennis Reserve, Williamstown - Irrigation Renewal	55	-	55	-	-	-	55	-
Dennis Reserve, Williamstown - Open Space enhancements	555	555	-	-	-	-	555	-
Clement Reserve Post N Rail Fencing	55	-	55	-	-	-	55	-
Fencing Renewal Program (other sites)	130	-	130	-	-	-	130	-
Irrigation new, upgrades and renewals	170	35	135	-	-	-	170	-
Open Space Assets Renewal	200	-	200	-	-	-	200	-
Open Space Enhancement and Access Package - WLJ Croft Reserve Open Space Upgrades	300	-	-	300	-	-	300	-
Williamstown Botanic Gardens Master Plan Implementation	125	-	125	-	-	-	125	-
Foreshore Future Design	228	-	-	228	-	-	228	-
Seaholme Foreshore (PA Burns) Upgrade Phase 3 - Public Toilet & Sandbag Retaining Wall	500	-	-	500	-	-	500	-
Altona Foreshore Seawall and Shared Trail - Webb Street to Sargood Street	2,000	-	-	2,000	1,900	-	100	-
Altona Foreshore Pedestrian Access Ramp (opp Webb Street)	650	-	-	650	600	-	50	-
Altona Foreshore Pedestrian Access Ramp (opposite Mount Street)	550	-	-	550	500	-	50	-
Biodiversity Strategy - Altona Coastal Park Boardwalk Design	70	70	-	-	-	-	70	-
Biodiversity Strategy - Rifle Range Wetlands Restoration	70	-	-	70	-	-	70	-
Dick Murdoch Reserve - BP Laverton - Local Community Park upgrade	350	-	-	350	-	-	350	-

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Cleaner & Greener - Henderson Street Reserve - BP Laverton - Local Community Park Upgrade	365	-	-	365	-	-	365	-
Beverly Anton Reserve Local Community Park upgrade (BP Laverton)	90	-	-	90	-	-	90	-
Cleaner & Greener - Bladin Street Reserve - BP Laverton - Local Park Upgrade	250	-	-	250	-	-	250	-
Cleaner & Greener - Lohse Street Reserve BP Laverton - Neighbourhood Park Upgrade	100	-	-	100	-	-	100	-
Bruce Comben Masterplan Implementation - Car Parking - Henry Drive - Design	50	50	-	-	-	-	50	-
Better Places Spotswood & South Kingsville Development	200	-	-	200	-	-	200	-
<b>Off Street Car Parks</b>								
Altona North Bowling Club Car Park	135	-	-	135	-	-	135	-
Russell Court Kinder & Children's Centre, Altona Meadows car park	10	-	10	-	-	-	10	-
<b>Waste Management</b>								
Public Bin Standardisation	500	-	-	500	-	-	500	-
Recycling 2.0 - Pilot of Vented Caddies	25	25	-	-	-	-	25	-
Borrack square, Altona North bin enclosures	50	-	-	50	-	-	50	-
<b>Other Infrastructure</b>								
Cultural Heritage Interpretation Program - The Message Tree Project, Williamstown	50	-	-	50	-	-	50	-
	-	-	-	-	-	-	-	7,000



Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<i>Borrowings for significant Capital projects</i>								
<b>TOTAL INFRASTRUCTURE</b>	<b>36,089</b>	<b>3,415</b>	<b>15,681</b>	<b>16,993</b>	<b>10,504</b>	<b>-</b>	<b>18,585</b>	<b>7,000</b>
<b>TOTAL CAPITAL WORKS</b>	<b>65,116</b>	<b>14,215</b>	<b>21,231</b>	<b>29,670</b>	<b>13,879</b>	<b>-</b>	<b>44,237</b>	<b>7,000</b>

#### 4.5.3 Works carried forward from the 2020/21 year

Capital Works Area	Project Cost \$'000	Asset expenditure types			Summary of Funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
<b>PROPERTY</b>								
<b>Buildings</b>								
Digman Reserve pavilion	(1,300)	(1,300)	-	-	-	-	(1,300)	-
Brooklyn Hall redevelopment	245	-	-	245	-	-	245	-
<b>TOTAL PROPERTY</b>	<b>(1,055)</b>	<b>(1,300)</b>	<b>-</b>	<b>245</b>	<b>-</b>	<b>-</b>	<b>(1,055)</b>	<b>-</b>
<b>INFRASTRUCTURE</b>								
<b>Drainage</b>								
Central Ave – Altona Meadows – Point Cook Rd. to Skehan Boulevard	(720)	-	-	(720)	-	-	(720)	-
<b>Parks, Open Space and Streetscapes</b>								
Frank Gibson reserve play space upgrade	150	-	-	150	-	-	150	-
<b>TOTAL INFRASTRUCTURE</b>	<b>(570)</b>	<b>-</b>	<b>-</b>	<b>(570)</b>	<b>-</b>	<b>-</b>	<b>(570)</b>	<b>-</b>
<b>TOTAL WORKS CARRIED FORWARD FROM 2020/21</b>	<b>(1,625)</b>	<b>(1,300)</b>	<b>-</b>	<b>(325)</b>	<b>-</b>	<b>-</b>	<b>(1,625)</b>	<b>-</b>

#### 4.5.4 Summary of Planned Capital Works Expenditure (3 subsequent years)

##### Summary of Planned Capital Works Expenditure

For the three years ended 30 June 2025

2022/23	Funding Sources				Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000					
<b>Property</b>									
Land	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	-	-	-	-	-	-	-	-	-
Buildings	6,860	2,160	1,100	3,600	6,860	1,550	-	5,310	-
Heritage Buildings	30	-	30	-	30	-	-	30	-
Building improvements	3,900	-	-	3,900	3,900	-	-	3,900	-
<b>Total Buildings</b>	10,790	2,160	1,130	7,500	10,790	1,550	-	9,240	-
<b>Total Property</b>	10,790	2,160	1,130	7,500	10,790	1,550	-	9,240	-
<b>Plant and Equipment</b>									
Heritage plant and equipment	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	2,100	-	-	2,100	2,100	-	-	2,100	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-
Computers and telecommunications	700	-	-	700	700	-	-	700	-
Library books	1,000	-	1,000	-	1,000	15	-	985	-
<b>Total Plant and Equipment</b>	3,800	-	1,000	2,800	3,800	15	-	3,785	-
<b>Infrastructure</b>									
Roads	12,215	-	10,475	1,740	12,215	380	-	11,385	-
Bridges	100	-	100	-	100	-	-	100	-
Footpaths and cycleways	1,957	600	1,147	210	1,957	-	-	1,957	-
Drainage	1,833	320	1,293	220	1,833	-	-	1,833	-
Recreational, leisure and community facilities	3,655	300	955	2,400	3,655	500	-	3,155	-
Waste management	1,825	1,825	-	-	1,825	-	-	1,825	-
Parks, open space and streetscapes	9,060	575	555	7,930	9,060	146	-	8,914	-
Off street car parks	60	-	60	-	60	-	-	60	-
Other infrastructure	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure</b>	30,704	3,620	14,584	12,500	30,704	1,026	-	29,678	-
<b>Total Capital Works Expenditure</b>	45,294	5,780	19,514	20,000	45,294	2,591	-	42,703	-

2023/24	Funding Sources				Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000					
<b>Property</b>									
Land	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	-	-	-	-	-	-	-	-	-
Buildings	800	-	540	260	800	-	-	800	-
Heritage Buildings	35	-	35	-	35	-	-	35	-
Building improvements	-	-	-	-	-	-	-	-	-
<b>Total Buildings</b>	835	-	575	260	835	-	-	835	-
<b>Total Property</b>	<b>835</b>	-	<b>575</b>	<b>260</b>	<b>835</b>	-	-	<b>835</b>	-
<b>Plant and Equipment</b>									
Heritage plant and equipment	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	2,220	-	2,220	-	2,220	-	-	2,220	-
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-
Computers and telecommunications	1,060	-	1,060	-	1,060	-	-	1,060	-
Library books	1,000	-	1,000	-	1,000	-	-	1,000	-
<b>Total Plant and Equipment</b>	<b>4,280</b>	-	<b>4,280</b>	-	<b>4,280</b>	<b>15</b>	-	<b>4,265</b>	-
<b>Infrastructure</b>									
Roads	18,146	-	16,596	1,550	18,146	380	-	17,766	-
Bridges	470	-	470	-	470	-	-	470	-
Footpaths and cycleways	2,647	250	2,397	-	2,647	-	-	2,647	-
Drainage	2,465	505	1,000	960	2,465	200	-	2,265	-
Recreational, leisure and community facilities	1,130	-	780	350	1,130	-	-	1,130	-
Waste management	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	8,020	160	720	7,140	8,020	-	-	8,020	-
Off street car parks	930	-	820	110	930	-	-	930	-
Other infrastructure	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure</b>	<b>33,807</b>	<b>915</b>	<b>22,782</b>	<b>10,110</b>	<b>33,807</b>	<b>580</b>	-	<b>33,227</b>	-
<b>Total Capital Works Expenditure</b>	<b>38,922</b>	<b>915</b>	<b>27,637</b>	<b>10,370</b>	<b>38,922</b>	<b>595</b>	-	<b>38,327</b>	-

2024/25	Funding Sources					Total	Grants	Contributions	Council Cash	Borrowings
	Total	New	Renewal	Upgrade	Total					
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>										
Land	-	-	-	-	-	-	-	-	-	-
Land improvements	-	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	-	-	-	-	-	-	-	-	-	-
Buildings	3,450	600	1,850	1,000	3,450	250	-	3,200	-	-
Heritage Buildings	35	-	35	-	35	-	-	35	-	-
Building improvements	-	-	-	-	-	-	-	-	-	-
<b>Total Buildings</b>	<b>3,485</b>	<b>600</b>	<b>1,885</b>	<b>1,000</b>	<b>3,485</b>	<b>250</b>	-	<b>3,235</b>	-	-
<b>Total Property</b>	<b>3,485</b>	<b>600</b>	<b>1,885</b>	<b>1,000</b>	<b>3,485</b>	<b>250</b>	-	<b>3,235</b>	-	-
<b>Plant and Equipment</b>										
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	1,415	-	1,415	-	1,415	-	-	1,415	-	-
Fixtures, fittings and furniture	930	-	930	-	930	-	-	930	-	-
Computers and telecommunications	1,025	-	1,025	-	1,025	15	-	1,010	-	-
Library books	1,415	-	1,415	-	1,415	-	-	1,415	-	-
<b>Total Plant and Equipment</b>	<b>3,370</b>	-	<b>3,370</b>	-	<b>3,370</b>	<b>15</b>	-	<b>3,355</b>	-	-
<b>Infrastructure</b>										
Roads	11,680	-	9,055	2,625	11,680	400	-	11,280	-	-
Bridges	375	-	375	-	375	-	-	375	-	-
Footpaths and cycleways	2,378	200	2,178	-	2,378	-	-	2,378	-	-
Drainage	7,905	650	1,005	6,250	7,905	50	-	7,855	-	-
Recreational, leisure and community facilities	3,065	-	1,635	1,430	3,065	-	-	3,065	-	-
Waste management	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	6,405	75	700	5,630	6,405	-	-	6,405	-	-
Off street car parks	770	-	340	430	770	-	-	770	-	-
Other infrastructure	-	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure</b>	<b>32,578</b>	<b>925</b>	<b>15,288</b>	<b>16,365</b>	<b>32,578</b>	<b>50</b>	-	<b>32,128</b>	-	-
<b>Total Capital Works Expenditure</b>	<b>39,433</b>	<b>1,525</b>	<b>20,543</b>	<b>17,365</b>	<b>39,433</b>	<b>715</b>	-	<b>38,718</b>	-	-

## 5. Financial performance indicators

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

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

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend +/-
			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	
<b>Operating position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	11.7%	5.4%	10.1%	12.8%	13.9%	13.3%	+
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	208.6%	113.9%	108.2%	108.4%	126.8%	126.9%	-
Unrestricted cash	Unrestricted cash / current liabilities	3	(32.7%)	(26.9%)	(31.1%)	(31.4%)	(42.3%)	(43.6%)	-
<b>Obligations</b>									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	12.7%	12.6%	10.3%	9.9%	9.7%	9.4%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.6%	0.6%	8.4%	0.3%	0.3%	0.3%	+
Indebtedness	Non-current liabilities / own source revenue		12.5%	5.0%	10.2%	9.9%	9.6%	5.8%	+
Asset renewal	Asset renewal expenses / Asset depreciation	5	107.4%	108.3%	92.3%	82.8%	114.4%	82.9%	+
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	6	81.5%	81.4%	84.1%	84.5%	84.6%	84.5%	o

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend +/-
			2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	o
<b>Efficiency</b>									
Expenditure level	Total expenses/ no. of property assessments		\$2,927.72	\$3,108.28	\$3,002.64	\$2,978.87	\$3,030.36	\$3,094.34	o
Revenue level	Residential rate revenue / no. of residential property assessments		\$1,929.04	\$1,969.52	\$2,037.38	\$2,043.96	\$2,060.95	\$2,078.35	-

**Key to Forecast Trend:**

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

## Notes to indicators

### 1. Adjusted underlying result

An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance are expected over the period.

### 2. Working Capital

The proportion of current liabilities represented by current assets. Working capital is forecast to decrease in 2021-22 as cash reserves decrease to repay principal on loans. The trend in later years outside of the strategic resource plan is that this ratio will be reduced but within acceptable levels.

### 3. Unrestricted Cash

The negative percentage is calculated in accordance with the definition of unrestricted cash within Section 3 of the Regulations and therefore excludes other financial investments. When financial investments are included positive percentages are calculated.

### 4. Debt compared to rates

Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt.

### 5. Asset renewal

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

### 6. Rates concentration

Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will continue to become more reliant on rate revenue compared to all other revenue sources.

## **6. Fees and charges**

Fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the year are attached as an appendix to the Budget 2021-22.

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





## Fees & Charges

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# Hobsons Bay City Council

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Name	GST	Year 21/22 Fee (incl. GST)
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## Financial year from 1 July to 30 June

### Information Management

#### Freedom of Information

FOI applications	N	Statutory  Min. Fee: \$29.50
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### Property Ownership Information & Regulatory Services

#### Property Ownership Information

Rate Notice reproduction	N	\$26.00
Land Information Certificate	N	\$27.00
Land Information Certificate (Additional Urgent Fee)	N	\$87.00
Dishonoured Payment Fee	N	\$23.00

#### Local Law Permit Fees

##### Tables, Chairs And Footpath Furniture

"A" Boards	N	\$214.00
Display of goods	N	\$345.00
Heaters	N	\$43.50
Late Application Fees for Local Law Permits	N	\$58.00
Per bench seat	N	\$125.00
Per chair	N	\$65.00
Per table	N	\$43.50
Planter boxes on footpath	N	\$91.00
Real Estate Auction/Open for Inspection signs per agency	N	\$795.00
Screens	N	\$270.00

##### Other Permits

Registration of Domestic Animal Business	N	\$339.00
Replacement of Lost/Missing Visitors Permit	N	\$102.00
Truck permit on residential Land	N	\$250.00
Residential parking permit (residents in time restricted zones)	N	Per resident
Residential visitor parking permit (residents in time restricted zones)	N	One per property
Disabled parking permits	N	One per person

Name	GST	Year 21/22 Fee (incl. GST)
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## Impounded Vehicles & Other Items

Release Fee for impounded Signs (per Sq meter)	N	\$63.00
Shopping Trolley Release Fees	N	\$124.00
Trail Bikes Impound Fee	N	\$400.00
Impound release fee for derelict vehicles	N	\$650.00

## Parking Ticket Machine Fees

In designated areas (Per day)	Y	\$15.80
Per hour equivalent to ones stay in designated areas (Per hour)	Y	\$4.60
Restaurant Precinct – Per hour equivalent to ones stay in designated areas (Per hour)	Y	\$4.10

## Animal Registration & Control

### Cat Registration

Cat	N	\$130.00
Cats for breeding purposes	N	\$45.00
Cats over 10 years	N	\$45.00
Cats permanently identified (microchip)	N	\$45.00
Cats registered with Feline Control Council	N	\$45.00
Sterilised Cat	N	\$45.00
Cat – Pensioner's Concession	N	\$65.00
Cats for breeding purposes – Pensioner's Concession	N	\$23.00
Cats over 10 years – Pensioner's Concession	N	\$22.00
Cats permanently identified (microchip) – Pensioner's Concession	N	\$22.00
Cats registered with Feline Control Council – Pensioner's Concession	N	\$22.00
Sterilised Cat – Pensioner's Concession	N	\$22.00

### Dog Registration

Declared Dangerous Dog – No Pensioner Concession	N	\$180.00
Declared Menacing Dog – No Pensioner Concession	N	\$180.00
Declared Restricted Breed Dog – No Pensioner Concession	N	\$180.00
Dog	N	\$176.00
Dogs for breeding purposes	N	\$60.00
Dogs obedience trained	N	\$60.00
Dogs over 10 years	N	\$60.00
Dogs permanently identified (microchip)	N	\$60.00
Dogs registered with Victorian Canine Ass.	N	\$60.00
Sterilised Dog	N	\$60.00
Working Animals	N	\$60.00
Dog – Pensioner's Concession	N	\$88.00
Dogs for breeding purposes – Pensioner's Concession	N	\$30.00

continued on next page ...

Hobsons Bay City Council Proposed Annual Budget 2021-22 | Page 79 of 105

Name	GST	Year 21/22 Fee (incl. GST)
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## Dog Registration [continued]

Dogs obedience trained – Pensioner’s Concession	N	\$30.00
Dogs over 10 years – Pensioner’s Concession	N	\$30.00
Dogs permanently identified (microchip) – Pensioner’s Concession	N	\$30.00
Dogs registered with Victorian Canine Ass. – Pensioner’s Concession	N	\$30.00
Sterilised Dog – Pensioner’s Concession	N	\$30.00
Working Animals – Pensioner’s Concession	N	\$30.00

## Impounded Animals

Return of registered animal	N	\$85.00
Impound Cat and/or Kitten Fee – not set by Council	N	\$294.00
Impound Dog Fee – not set by Council	N	\$288.00
Stock Pound Release fee	N	\$227.00
Plus pound fee (Per day) – not set by Council	N	\$47.00

## Other Animals Fees

Replacement Dog & Cat Registration Tag	N	\$6.00
Permit to Exercise Horses on Beach	N	\$396.00
Impound Fees – Commercial	Y	\$294.00
Permit for multiple animals	N	\$166.00

## Public Health – Food Act

### Renewal of Registrations

#### CLASS CLASSIFICATION

“Class 1”, “Class 2”, “Class 3” and “Class 4” Food Premises” means the food premises declared under section 19C of the Food Act 1984 to be Class 1, Class 2, Class 3 and Class 4 Food Premises respectively.

#### Class 1

Premises where potentially hazardous food is predominantly handled and served to vulnerable groups

#### Class 2

Premises where any unpackaged potentially hazardous food is handled, other than Class 1, 3 or 4 premises.

### Class 1 Premises

Additional units may apply depending on size or nature of a premises	N	\$193.00
Child Care Centres	N	\$621.00
Hospitals	N	\$1,185.00
Manufacturer	N	\$806.00
Nursing Homes and Hostels	N	\$1,185.00

### Class 2 Premises

Additional units may apply depending on size or nature of a premises	N	\$193.00
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continued on next page ...

Hobsons Bay City Council Proposed Annual Budget 2021-22 | Page 80 of 105

Name	GST	Year 21/22 Fee (incl. GST)
------	-----	----------------------------------

## Class 2 Premises [continued]

Bakery	N	\$806.00
Bar	N	\$621.00
Cafe/Restaurant/Take-Away	N	\$806.00
Catering Kitchen	N	\$806.00
Community Centre	N	\$621.00
Community Groups – annual registration	N	\$153.50
Delicatessen	N	\$806.00
Food Vehicle	N	\$621.00
Food Vehicle additional class 2 vehicles	N	POA
Function Centre	N	\$806.00
Home Kitchen	N	\$480.00
Hotel	N	\$806.00
Manufacturer	N	\$806.00
Non community Groups – annual registration	N	\$250.00
Not For Profit Organisation	N	\$424.00
Retail Food Sales	N	\$802.00
School Canteen (caterer)	N	\$621.00
School Canteen (in house)	N	\$404.00
Social Club	N	\$621.00
Sporting Club	N	\$621.00
Sporting Club (seasonal)	N	\$424.00
Supermarket	N	\$806.00

## Class 3 Premises

Additional units may apply depending on size or nature of premises	N	\$193.00
Bakery	N	\$621.00
Bar	N	\$347.00
Community Groups – annual registration	N	\$77.00
Distribution / Storage Warehouse	N	\$621.00
Food Vehicle	N	\$424.00
Food Vehicle additional class 3 vehicles	N	POA
Home Kitchen	N	\$256.50
Hotel	N	\$621.00
Manufacturer	N	\$621.00
Non community Groups – annual registration	N	\$205.00
Not For Profit Organisation	N	\$424.00
Retail Food Sales	N	\$621.00
School Canteen (caterer)	N	\$435.00
School Canteen (in house)	N	\$236.50
Social Club	N	\$435.00
Sporting Club – 12 months	N	\$435.00
Sporting Club – 6 months	N	\$250.00

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Hobsons Bay City Council Proposed Annual Budget 2021-22 | Page 81 of 105

Name	GST	Year 21/22 Fee (incl. GST)
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### Class 3 Premises [continued]

Supermarket	N	\$621.00
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### Late Fee

Renewal of registration applications lodged after the due date	N	\$167.50
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### Transfer Registration

50% of the annual renewal fee (Max \$500)	N	POA
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### Other

2nd and every subsequent follow-up assessment/inspection/visit in registration year	N	\$232.00
Follow-up food samples reimbursed at cost	N	At cost

### Inspection And Provision Of Report

Inspection (minimum 7 days notice) & administration	N	\$500.00
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## Public Health – Public Health and Wellbeing Act / Residential Tenancies Act

### Renewal of Registrations

Late payment of annual registration renewal fee	N	\$157.50
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### Health Premises

Swimming Pool – Category 1	N	\$390.00
Swimming Pool – Category 2	N	Free
Accommodation	N	\$500.00
Beauty Therapy	N	\$274.50
Colonic Irrigation	N	\$288.00
Other	N	\$288.00
Skin Penetration	N	\$390.00
Tattooing	N	\$390.00

### Caravan Park

Renewal of Registrations (per site) – Refer Monetary Units Act 2004	N	Statutory
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Name	GST	Year 21/22 Fee (incl. GST)
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## New Registrations

### Health Premises

Accommodation	N	\$984.00
Beauty Therapy	N	\$424.00
Colonic Irrigation	N	\$424.00
Hairdresser	N	\$424.00
Other	N	\$424.00
Skin Penetration	N	\$424.00
Tattooing	N	\$424.00

### Caravan Park

New Registrations (per site) – Refer Monetary Units Act 2004	N	Statutory
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## Public Health – Other

### Other

Additional complaint investigation or other miscellaneous site visit	N	\$232.00
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### Inspection And Provision Of Report

Inspection within 7 days & administration (Other)	N	\$183.50
Inspection within 7 days & administration (Tattooing & Accommodation)	N	\$500.00

### Waste Water Disposal (Septic Tanks)

Inspection	N	\$441.00
Permit	N	\$145.50

### Photocopying

Food Safety Programs	N	\$48.00
A0	N	\$14.40
A1	N	\$9.90
A2	N	\$7.90
A3	N	\$6.80
A4	N	\$2.20



Name	GST	Year 21/22 Fee (incl. GST)
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## Library

### Book Group Hire

Per 4 Week Loan	Y	\$42.00
Annual Advance Payment	Y	\$300.00

### Inter-Library Loans

From non-charging institutions	Y	Free
Interlibrary Loan – Concession (Reservation)	Y	\$2.40
Interlibrary Loan – Local (Reservation)	Y	\$3.60
Inter-library Loan plus institution fee	Y	\$28.00

### Personal Computer

Purchase USB	Y	\$16.00
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### Photocopying

A3	Y	\$0.50
A4	Y	\$0.30
Colour A3	Y	\$1.20
Colour A4	Y	\$0.60

### Printing

#### Personal Computer For Word Processing

A3	Y	\$0.50
A4	Y	\$0.30
Colour A3	Y	\$1.20
Colour A4	Y	\$0.60

### Facsimile

Receive	Y	\$1.90
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### Send Local Melbourne

First page	Y	\$3.00
Additional pages	Y	\$1.90
First page – concession	Y	\$1.60
Additional pages – concession	Y	\$1.00

Name	GST	Year 21/22 Fee (incl. GST)
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## Send Australia

First page	Y	\$4.50
Additional pages	Y	\$2.60
First page – concession	Y	\$1.60
Additional pages – concession	Y	\$1.00

## Send Overseas

First page	Y	\$6.80
Additional pages	Y	\$1.80
First page – concession	Y	\$4.20
Additional pages – concession	Y	\$1.00

## Items For Sale

Ada Cambridge short story collection (current years)	Y	\$10.40
At the edge of the Centre (leather bound)	Y	\$60.00
Williamstown: Mysteries and other happenings	Y	\$16.00
Yakulit Willam – The first people of Hobsons Bay	Y	\$5.00
Ada Cambridge short stories (past years)	Y	\$5.00
Altona a long view (leather bound)	Y	\$60.00
At the edge of the centre (standard)	Y	\$15.00
Journeys to Australia	Y	\$5.00
Life on a Plate	Y	\$15.00
Write & Drawn by the Bay	Y	\$10.00

## Miscellaneous

Damaged and Lost magazines (listed price of item plus)	N	At cost
Damaged and Lost Items – admin costs	N	\$9.40
Damaged and Lost Items (listed price of item plus)	N	At cost
Damaged and Lost magazines – admin costs	N	\$4.60
Repair (cost recovery)	N	At cost
Headphones	Y	\$3.50
Library Bags	Y	\$2.50
Replacement of Lost Card	Y	\$3.20

## Altona Library Meeting Room

Damage and /or extra cleaning	Y	\$150.00
Per hour – Standard	Y	\$30.00
Per hour – Concession	Y	\$23.00

Name	GST	Year 21/22 Fee (incl. GST)
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### Altona Mead. Library & Learning Centre

Damage and /or extra cleaning	Y	\$150.00
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### Interview Room

Per hour – Concession	Y	\$17.00
Per hour – Standard	Y	\$25.00

### Meeting Room 1

Per hour – Concession	Y	\$22.00
Per hour – Standard	Y	\$29.10

### Meeting Room 2

Per hour – Concession	Y	\$28.00
Per hour – Standard	Y	\$50.00

### Technology Training Room

Per hour – Concession	Y	\$15.00
Per hour – Standard	Y	\$25.00

### Altona North Community Library

Damage and /or extra cleaning	Y	\$150.00
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### Meeting Room 1

Per hour – Concession	Y	\$21.00
Per hour – Standard	Y	\$28.00

### Meeting Room 2

Per hour – Concession	Y	\$21.00
Per hour – Standard	Y	\$28.00

### Technology Training Room

Per hour – Concession	Y	\$15.00
Per hour – Standard	Y	\$25.00

### Williamstown Community Library

Damage or extra cleaning	Y	\$150.00
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Name	GST	Year 21/22 Fee (incl. GST)
------	-----	----------------------------------

### The Book Room – Friends of the Library and Community Space

Per hour – Concession	Y	\$17.00
Per hour – Standard	Y	\$25.00

### Gallery – Williamstown Library

Per hour – Concession	Y	\$85.00
Per hour – Standard	Y	\$120.00
Per four hour booking – Concession	Y	\$240.00
Per four hour booking – Standard	Y	\$350.00

### Meeting Room – Williamstown Library

Per hour – Concession	Y	\$17.00
Per hour – Standard	Y	\$25.00

### Creative Technology Hub

15 Minutes – 3D printing (SE uPrint+)	Y	\$3.30
A4 black & white printing	Y	\$0.30

### Community Bus Hire

Damage and /or extra cleaning	Y	\$150.00
Per day	Y	\$102.00

### Family, Youth & Children

Non-schedule Vaccine – Meningococcal B	Y	\$115.00
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### Kindergarten

Enrolment Fee	N	\$23.00
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### Child Care Centre – Occasional Care (Altona Meadows)

Session – 4hrs	N	\$33.50
Session – 4hrs (Health Care Card Holders)	N	\$30.50
Two or more Children (same family)	N	\$30.50

### Community Care

#### Meals

Per meal – Category 1 (low Income)	N	\$9.20
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continued on next page ...

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Name	GST	Year 21/22 Fee (incl. GST)
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## Meals [continued]

Per meal – Category 2 (medium income)	N	\$12.20
Per meal – Category 3 (high income)	N	\$20.30
Per meal – CDC	N	\$23.70
Per meal – Full cost	Y	\$26.85

## Community transport

Per trip – (one way)	N	\$1.80
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## Planned Activity Group

Category 1 (low income)	N	\$10.20
Category 2 (medium income)	N	\$17.00
Category 3 (high income)	N	\$24.80
Cost of meal – Category 1 (low income)	N	\$9.20
Cost of meal – Category 2 (medium income)	N	\$12.20
Cost of meal – Category 3 (high income)	N	\$20.30

## Home Maintenance

Per hour – Category 1 (low income)	N	\$16.00
Per hour – Category 2 (medium income)	N	\$23.70
Per hour – Category 3 (high income)	N	\$63.40

## Home Maintenance – Garden

Per hour – Garden Maintenance	N	\$18.50
Minimum one hour per Job, per person		

## Private Business

Community Transport Level1 HCP	N	\$8.30
Community Transport Level 2 HCP	N	\$8.30
Community Transport Level 3 HCP	N	\$10.40
Community Transport Level 4 HCP	N	\$10.40
Delivered Meals Level 1 HCP	N	\$9.20
Delivered Meals Level 2 HCP	N	\$9.20
Delivered Meals Level 3 HCP	N	\$12.00
Delivered Meals Level 4 HCP	N	\$16.60

Name	GST	Year 21/22 Fee (incl. GST)
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## Recreation

### Sporting Reserves & Parks

Bond – Casual Hire Buildings	N	\$500.00
Building Cleaning	Y	\$113.50
Personal Training Permit (Annual)	Y	\$428.00
Personal Training Permits (6 months)	Y	\$266.00
Personal Training Permit (3 months)	Y	\$160.00

### Casual Hire

Cricket Finals – Hard Wickets	Y	\$128.00
Cricket Finals – Turf Wickets	Y	\$303.00
Reserve Hire – Commercial Promotions Event	Y	\$495.00
Reserve Hire – with power	Y	\$112.00
Reserve Hire and Marquee/Tent	Y	\$170.00

### Altona Beach Pavilion

Commercial Hire (Per hour)	Y	\$75.00
Community Hire (Per hour)	Y	\$38.00

### Keys

Bond – Reserve Keys	N	Various
Extra Keys Cut	Y	\$56.00

## Newport Park Athletics Facility

### Meeting Rooms

Meeting Rooms – Commercial Hire (Minimum 3 hour daytime access)	Y	\$191.50
Meeting Rooms – Commercial Hire (Minimum 4 hour evening access)	Y	\$436.00
Meeting Rooms – Commercial Hire (6 hour daytime access)	Y	\$383.00
Meeting Rooms – Commercial Hire (Additional fee to access both rooms)	Y	\$85.00
Meeting Rooms – School Hire (Minimum 3 hour daytime access)	Y	\$112.00
Meeting Rooms – School Hire (Minimum 4 hour evening access)	Y	\$292.50
Meeting Rooms – School Hire (6 hour daytime access)	Y	\$330.00
Meeting Rooms – School Hire (Additional fee to access both rooms)	Y	\$59.00

### Track

Track – Casual Access via Newport Recreation Centre	Y	\$3.20
Track – Club / School Training	Y	\$101.00

continued on next page ...

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Name	GST	Year 21/22 Fee (incl. GST)
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## Track [continued]

Track – Event	Y	\$542.00
Track – Schools within municipality	Y	\$335.00
Track – Schools not within municipality	Y	\$471.00
Track – Tertiary Institutions	Y	\$160.00

## Active Hall – Laverton

Community Hire (Per hour)	Y	\$26.00
Commercial Hire (Per hour)	Y	\$49.00

## Parks

### Reserves & Parks – Weddings

#### Newport Lakes

Photos	Y	\$231.00
Wedding Ceremony – resident rate	Y	\$263.50
Wedding Ceremony – non-resident rate	Y	\$351.00

#### Williamstown Botanic Garden & Commonwealth Reserve

Photos	Y	\$241.50
Wedding Ceremony – resident rate	Y	\$297.50
Wedding Ceremony – non-resident rate	Y	\$441.00

## Capital Works & Assets

### Subdivision (Fees) Regulation 2016

Engineering Plan Checking fee for private developer works = 0.75% cost to the construction works	N	Statutory
Engineering Supervision fee for private developer works = 2.5% cost of the construction works	N	Statutory

### Legal Point of Discharge

legal point of discharge	N	\$144.70
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### Onsite Stormwater Detention Review

Onsite Stormwater detention review for developers	N	\$300.00
Onsite Detention inspection for developers	N	\$150.00

Name	GST	Year 21/22 Fee (incl. GST)
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## Traffic Count Information

Information	Y	\$88.00
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## Capital Works & Assets Permit Fees Associates with Road Management Act 2004

### Consent for Works on Road Reserve

Reinstatement bond (Service Authorities exempt) – Other road opening	N	\$630.00
Reinstatement bond (Service Authorities exempt) – Vehicle crossing	N	\$630.00
Works area under 8.5sqm, not on roadway, pathway	N	\$89.00
Works area over 8.5sqm, speed under than 50km/h, not on roadway, pathway	N	\$89.00
Works area over 8.5sqm, speed under than 50km/h, on roadway, pathway	N	\$359.00
Works area under 8.5sqm, on roadway, pathway	N	\$142.00
Works area over 8.5sqm, speed more than 50km/h, not on roadway, pathway	N	\$359.00
Works area over 8.5sqm, speed more than 50km/h, on roadway, pathway	N	\$660.00

### Permit Fees Associates with Local Law No.2

Rock blasting	N	POA
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### Footpath Crossing – Initial Inspection Fee

Bond	N	Various Min. Fee: \$630.00
Initial inspection fee	N	\$160.00

### Road Occupation

Permit fee	N	\$160.00
Road Occupation – additional charge (per sq meter, per week)	N	\$4.20

### Bin/Skip Permits

Commercial (including building works) – per week	N	\$154.50
plus Per day thereafter	N	\$77.50
Residential (household and garden bulk rubbish) – 3 days	N	\$77.50
plus Per day thereafter	N	\$39.50

### Hard Waste Collection

Secondary hard waste collection	Y	\$84.98
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Name	GST	Year 21/22 Fee (incl. GST)
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## Town Planning Department

### Town Planning Applications Fees

Class 1. Change of Use Only	N	\$1,295.00
Class 2. \$0 – \$10,000	N	\$196.00
Class 3. \$10,000 – \$100,000	N	\$617.00
Class 4. \$100 000 – \$500,000	N	\$1,265.00
Class 5. \$500,000 – \$1,000,000	N	\$1,365.00
Class 6. \$1,000,000 – \$2,000,000	N	\$1,465.00
Class 7. \$0 – \$10,000	N	\$196.00
Class 8. \$10,000 or more	N	\$421.00
Class 9. To subdivide or consolidate land	N	\$196.00
Class 9: VicSmart: To subdivide or consolidate land	N	\$196.00
Class 10. \$0 – \$10,000	N	\$1,125.00
Class 11. \$100,000 – \$1,000,000	N	\$1,520.00
Class 12. \$1,000,000 – \$5,000,000	N	\$3,345.00
Class 13. \$5,000,000 – \$15,000,000	N	\$8,525.00
Class 14. \$10,000,000 – \$50,000,000	N	\$25,130.00
Class 15. \$50,000,000 or more	N	\$56,485.00
Class 16: Subdivide existing building	N	\$1,295.00
Class 17: Subdivide land into two lots (other than VicSmart)	N	\$1,295.00
Class 18: Realignment of common boundary between lots or consolidate lots	N	\$1,295.00
Class 19: Subdivide land	N	\$1,295.00
Class 20: a) Create, vary or remove restriction within the meaning of the Subdivision Act 1988; or	N	\$1,295.00
Class 20: b) create or remove a right of way: or	N	\$1,295.00
Class 20: c) create, vary, or remove an easement other than a right of way; or	N	\$1,295.00
Class 20: d) vary, remove condition in nature of an easement (other than a right of way) in Crown grant.	N	\$1,295.00
Class 21: A permit not otherwise provided for in the regulation	N	\$1,295.00
Alteration of a Plan	N	\$109.00
Amendment of Certified Plan	N	\$138.00
Certification for Subdivision	N	\$171.50

### Amended Plans And Permits

1. To amend a permit if that amendment is to change the use only.	N	\$1,295.00
2. To amend a permit (other than a permit to develop land or to use or develop land or to undertake development ancillary to the use of the land for a single dwelling per lot) to:	N	\$1,295.00
Class 3. \$0 – \$10,000	N	\$196.00
Class 4. \$10,000 – \$100,000	N	\$617.00
Class 5. \$100,000 – \$500,000	N	\$1,265.00
Class 6. \$500,000 – \$2,000,000	N	\$1,365.00
Class 7. \$0 – \$10,000	N	\$196.00
Class 8. \$10,000 or more	N	\$421.00

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Name	GST	Year 21/22 Fee (incl. GST)
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## Amended Plans And Permits [continued]

Class 9. To subdivide or consolidate land	N	\$196.00
Class 10. \$0 – \$100,000	N	\$1,125.00
Class 11. \$100,000 – \$1,000,000	N	\$1,520.00
Class 12. \$1,000,000 or more	N	\$3,345.00
Class 13 – 15. Subdivision of land of two lots, an existing building, or boundary realignment or consolidation (other than Vic Smart)	N	\$1,295.00
Class 16. Subdivide land into more than two lots (per 100 lots created)	N	\$1,295.00
Class 17. To a) Create, vary or remove restriction within the meaning of the Subdivision Act 1988; or	N	\$1,295.00
Class 17: b) create or remove a right of way: or	N	\$1,295.00
Class 17: c) create, vary, or remove an easement other than a right of way; or	N	\$1,295.00
Class 17: d) vary, remove condition in nature of an easement (other than a right of way) in Crown grant.	N	\$1,295.00
Class 18. A permit not otherwise provided in the regulation	N	\$1,295.00
Class 9. VicSmart: to subdivide or consolidate land	N	\$196.00

## Planning Scheme Amendments

Stage 1 considering a request	N	\$2,990.00
Stage 2 considering submissions and referral to a panel – up to 10 submissions	N	\$14,810.00
Stage 2 considering submissions and referral to a panel – 11 to 20 submissions	N	\$29,590.00
Stage 2 considering submissions and referral to a panel – exceeding 20 submissions	N	\$39,555.00
Stage 3 adopting an amendment	N	\$472.00
Stage 4 Consider a request to approve by Minister (paid to Minister)	N	\$472.00
Request to amend a planning scheme – other fees (panel costs and exhibition of amendments) Various	N	Various

## General Enquiry Letters

General Enquiry Other	Y	\$102.00
Commercial	N	\$170.00
Residential	N	\$135.00
Residential (Preliminary assessment of proposed unit applications)	N	\$273.50

## Advertising

Public Notice Letter by Mail (1-5 letters)	N	\$60.00
Public Notice Letter by Mail (6-10 letters)	N	\$91.50
Sign on site	N	\$190.00
Additional sign on site	N	\$39.50
Additional charge to cover more extensive advertising (per address)	N	\$7.90
Advertising (public notice)	N	\$625.00
Financial year from 1 July 2019 to June 2020   Town Planning Department   Additional Tasks	N	\$148.50

Name	GST	Year 21/22 Fee (incl. GST)
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## Additional Tasks

Extension of time – First request	N	\$273.50
Extension of time – Second request	N	\$408.00
Extension of time – Third and subsequent requests	N	\$536.00
Secondary Consent (1 dwelling – includes dwelling extensions and alterations)	N	\$361.00
Secondary Consent 2-4 dwellings	N	\$515.00
Secondary Consent 5 + dwellings	N	\$721.00
Secondary Consent – Commercial Industrial	N	\$824.00
Secondary Consent – Related to Enforcement	N	\$824.00
Secondary Consent – Mixed Use	N	\$824.00
Secondary Consent – VicSmart or Subdivision	N	\$209.00

## Other Charges and Income

Planning Infringement Notice	N	Various
S173 Payments	N	Various
Landscaping Bond (per dwelling, tenancy or warehouse)	N	Various
Engineering Bonds	N	Various
Cash in Lieu of Car parking	N	Various
Open Space Contributions	N	Various
Developer Contribution Under Scheme	N	Various

## Building Department

### Domestic – Building Permits

Single Dwelling (single storey)	Y	\$1,442.00
Single Dwelling over 250sq metres = \$value / 150 (Minimum)	Y	POA Min. Fee: \$1,272.73
Two Units (single storey)	Y	\$2,657.00
Two Units (two storey)	Y	\$2,885.00
Three Units or more (single storey) – Minimum fee	Y	\$3,555.00
Three Units or more	Y	POA Min. Fee: \$3,136.36

### Dwelling additions and alterations

For building works up to \$50,000 in value	Y	\$1,050.60
For building works more than \$50,000 in value	Y	\$1,340.00

Name	GST	Year 21/22 Fee (incl. GST)
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## Other

Shed, garages, carports, verandas or pergola	Y	\$721.00
Shed, garages, carports, verandas or pergola (multiple)	Y	\$1,174.00
Swimming pools (above ground)	Y	\$721.00
Swimming pools (in ground)	Y	\$1,065.00
Fences (including pool barriers)	Y	\$464.00
Pool Barrier inspection – initial	Y	\$280.00
Pool Barrier inspection – follow-up	Y	\$120.00
Reblocking and underpinning	Y	\$721.00
Demolitions (Dwellings)	Y	\$1,051.00
Demolitions (Outbuildings)	Y	\$721.00

## Industrial and Commercial – Building Permits

Amendment to Occupancy Permit	Y	\$649.00
Shop fronts and fitouts	Y	\$1,395.00
For building works up to \$50,000 in value	Y	\$1,395.00
For building works more than \$50,000 in value	Y	POA Min. Fee: \$1,227.27
Demolition	Y	POA Min. Fee: \$1,227.27

## Other Fees

Variations to Existing Permits (Domestic)	Y	\$105.50
Variations to Existing Permits (Industrial and Commercial)	Y	\$159.00
Extension of time to building permit – Domestic	Y	\$160.00
Extension of time to building permit – Industrial and Commercial	Y	\$351.00
Additional Building Inspection (Mon to Fri)	Y	\$149.50
Additional Inspections outside business hours (Week Days)	Y	\$376.00
Additional Building Inspection – Saturday morning	Y	\$376.00
Lodgement fee (all permits)	N	Statutory
State Government Levy (0.128% of construction cost) – all permits >\$10,000	N	Statutory, construction cost > \$10,000
Property information request	N	Statutory Max \$48.10
Council report and consent	N	Statutory Max. \$296.00
Legal agreement to build over easement	N	\$463.50
Copies of plans/documents – Domestic	N	\$130.00
Copies of plans/documents – Residential Multi-unit and Commercial	N	\$247.20

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Name	GST	Year 21/22 Fee (incl. GST)
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## Other Fees [continued]

Place of public entertainment – occupancy permit	N	\$750.00
Siting of temporary structures	N	\$310.00
Swimming pool certificates	N	\$21.00
Hoarding Permits – Minimum charge	N	Statutory Max. \$301.00

## Photocopying (Town Planning and Building)

### Photocopying

This fee relates to the provision of information stored on council's database or in council's records. GST will be added to the fee if it is related to a customer copying his or her own information / documents they bring in for the purposes of copying

A0	N	\$14.40
A1	N	\$9.90
A2	N	\$7.90
A3	N	\$6.80
A4	N	\$2.20
Planning Permit	N	\$24.00

### Planning Register

Per month	N	\$97.00
Per year	N	\$821.00

## Arts and Events

### Location Filming

Parking only on Council land – per vehicle	N	\$33.00
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### Feature Films & Advertising Commercials

Daily – First day	N	\$888.00
Daily – subsequent days	N	\$524.00
Half Day (up to 5 hours) – first day	N	\$524.00
Half Day (up to 5 hours) – subsequent days	N	\$321.00

### Television Productions, Low & Medium Budget

Daily – First day (films, telemovies)	N	\$703.00
Daily – subsequent days (films, telemovies)	N	\$351.00
Half Day (up to 5 hours) – first day	N	\$351.00

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Hobsons Bay City Council Proposed Annual Budget 2021-22 | Page 96 of 105

Name	GST	Year 21/22 Fee (incl. GST)
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## Television Productions, Low & Medium Budget [continued]

Half Day (up to 5 hours) – subsequent days (films, telemovies)	N	\$180.00
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## Commercial Stills Photography

Daily	N	\$425.00
Half Day (up to 5 hours)	N	\$277.50

## Events

Community Signboards	N	\$45.00
Event Permit – Level 1	N	\$165.00
Event Permit – Level 2	N	\$312.00
Event Permit – Level 3	N	\$600.00

## Markets

Craft Market & Farmers Market	N	\$627.00
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## Circus

Bond for events with carnivals or other high impacts	N	\$1,000.00
Circus Bond	N	\$5,000.00
Per performance day	N	\$342.00
Per non performance day	N	\$258.50

## Laverton Community Hub

Bond	N	\$550.00
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## Other

Insurance	Y	\$35.50
Fire Brigade Call Out – As billed by MFB	N	At cost
Additional Staffing – If required	Y	\$75.00
Cleaning Charge – If required	Y	\$150.00
Lost Swipe Card	Y	\$50.00
Rubbish Removal – Left Behind	Y	\$100.00
Rubbish Removal – Pre-arranged	Y	\$50.00
Security Call Out	Y	\$150.00

## Classroom 1

Per hour – Commercial	Y	\$34.00
Per hour – Community	Y	\$24.00

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Hobsons Bay City Council Proposed Annual Budget 2021-22 | Page 97 of 105

Name	GST	Year 21/22 Fee (incl. GST)
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### Classroom 1 [continued]

Per hour – Community Access	Y	\$7.50
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### Classroom 2

Per hour – Commercial	Y	\$34.00
Per hour – Community	Y	\$24.00
Per hour – Community Access	Y	\$7.50

### Classroom 3

Per hour – Commercial	Y	\$25.00
Per hour – Community	Y	\$16.50
Per hour – Community Access	Y	\$6.50

### Classroom 4

Per hour – Commercial	Y	\$25.00
Per hour – Community	Y	\$16.00
Per hour – Community Access	Y	\$6.50

### Function Room

Per hour – Commercial	Y	\$179.00
Per hour – Community	Y	\$119.00
Per hour – Community Access	Y	\$30.00

### Meeting Room 1

Per hour – Commercial	Y	\$25.00
Per hour – Community	Y	\$16.00
Per hour – Community Access	Y	\$6.50

### Multipurpose Room 1

Per hour – Commercial	Y	\$45.50
Per hour – Community	Y	\$32.00
Per hour – Community Access	Y	\$9.00

### Multipurpose Room 2

Per hour – Commercial	Y	\$45.50
Per hour – Community	Y	\$32.00
Per hour – Community Access	Y	\$9.00

Name	GST	Year 21/22 Fee (incl. GST)
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## Multipurpose Room 1 and 2

Per hour – Commercial	Y	\$82.50
Per hour – Community	Y	\$57.50
Per hour – Community Access	Y	\$14.00

## Offices

Per hour – Commercial	Y	\$12.00
Per hour – Community	Y	\$8.80
Per hour – Community Access	Y	\$4.50

## Recreation Room

Per hour – Commercial	Y	\$54.50
Per hour – Community	Y	\$38.00
Per hour – Community Access	Y	\$10.00

## Training Kitchen (with function room hire)

Per hour – Commercial	Y	\$23.00
Per hour – Community	Y	\$16.49
Per hour – Community Access	Y	\$5.00

## Training Kitchen (without function room hire)

Per hour – Commercial	Y	\$72.50
Per hour – Community	Y	\$37.00

## Newport Community Hub

### Other

Insurance	Y	\$35.50
Fire Brigade Call Out – As billed by MFB	N	At cost
Additional Staffing – If required	Y	\$75.00
Cleaning Charge – If required	Y	\$150.00
Lost Swipe Card	Y	\$50.00
Rubbish Removal – Left Behind	Y	\$100.00
Rubbish Removal – Pre-arranged	Y	\$50.00
Security Call Out	Y	\$150.00

## Community Kitchen

Per hour – Commercial	Y	\$34.00
Per hour – Not for profit	Y	\$24.00



Name	GST	Year 21/22 Fee (incl. GST)
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### Control Room / Editing Suite

Per hour – Commercial	Y	\$25.00
Per hour – Not for profit	Y	\$16.00
Per hour – Youth / Community Access	Y	\$8.00

### Courtyard and BBQ

Per hour – Commercial	Y	\$34.00
Per hour – Not for profit	Y	\$24.00

### Equipment Hire

Per hour – Commercial	Y	\$25.00
Per hour – Not for profit	Y	\$16.00
Per hour – Youth / Community Access	Y	\$8.00

### Function Room

Per hour – Private Functions	Y	\$88.50
Per hour – Commercial	Y	\$52.50
Per hour – Community Access	Y	\$11.20
Per hour – Not for profit	Y	\$38.50

### Program Room 1

Per hour – Private Functions	Y	\$88.50
Per hour – Commercial	Y	\$54.50
Per hour – Community Access	Y	\$11.40
Per hour – Not for profit	Y	\$38.00

### Program Room 2

Per hour – Private Functions	Y	\$88.50
Per hour – Commercial	Y	\$54.50
Per hour – Community Access	Y	\$11.40
Per hour – Not for profit	Y	\$38.00

### Program Room 1 and 2

Per hour – Private Functions	Y	\$122.00
Per hour – Commercial	Y	\$108.00
Per hour – Community Access	Y	\$22.00
Per hour – Not for profit	Y	\$72.00

Name	GST	Year 21/22 Fee (incl. GST)
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### Program Room 3

Per hour – Commercial	Y	\$34.00
Per hour – Community Access	Y	\$8.30
Per hour – Not for profit	Y	\$24.00

### Program Room 4

Per hour – Commercial	Y	\$46.00
Per hour – Community Access	Y	\$11.40
Per hour – Not for profit	Y	\$32.00

### Office 1

Per hour – Commercial	Y	\$25.00
Per hour – Not for profit	Y	\$16.60

### Office 2

Per hour – Commercial	Y	\$25.00
Per hour – Not for profit	Y	\$16.20

### Office 3

Per hour – Commercial	Y	\$25.00
Per hour – Not for profit	Y	\$16.60

### Recording Studio

Per hour – Commercial	Y	\$34.00
Per hour – Not for profit	Y	\$23.00
Per hour – Youth / Community Access	Y	\$11.00

### Recording Suite (studio & editing suite)

Per hour – Commercial	Y	\$53.50
Per hour – Community Access	Y	\$11.00
Per hour – Not for profit	Y	\$36.50

### Seabrook Community Centre

Bond – Centre	N	\$300.00
Bond – Cottage	N	\$200.00

Name	GST	Year 21/22 Fee (incl. GST)
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## Other

Insurance	Y	\$35.50
Non-return of leads and jacks associated with use of AV equipment	Y	At cost
Fire Brigade Call Out – As billed by MFB	N	At cost
Additional Staffing – If required per hour/subject to availability – Per Hour	Y	\$75.00
Cleaning Charge – If required	Y	\$150.00
Lost Swipe Card	Y	\$50.00
Rubbish Removal – Left Behind	Y	\$100.00
Security Call Out	Y	\$150.00
Centre left unlocked/unarmed	Y	\$150.00
Annual storage charge – by prior arrangement/subject to availability	Y	\$230.00
Furniture/equipment/storage charge-if not returned/stored correctly	Y	\$60.00
Use outside agreed/hired hours (before or after) – Per Hour	Y	\$60.00
Use outside venue operating hours (before or after) Per Hour	Y	\$120.00

## Multipurpose Room 1 and 2 (with kitchen access)

Per hour – Corporate	Y	\$57.00
Per hour – Casual	Y	\$51.50
Per hour – Regular	Y	\$32.00
Per hour – Not for profit	Y	\$21.00

## Multipurpose Room 1 or 2 (with kitchen access)

Per hour – Corporate	Y	\$35.50
Per hour – Casual	Y	\$27.00
Per hour – Regular	Y	\$25.80
Per hour – Not for profit	Y	\$12.00

## Consulting Room

Per hour – Corporate	Y	\$37.10
Per hour – Casual	Y	\$28.00
Per hour – Regular	Y	\$22.00
Per hour – Not for profit	Y	\$11.00

## Cottage

Per hour – Corporate	Y	\$29.10
Per hour – Regular	Y	\$17.50
Per hour – Casual	Y	\$24.00
Per hour – Not for profit	Y	\$11.00

Name	GST	Year 21/22 Fee (incl. GST)
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## Calendar year from 1 January to 31 December

### Altona Theatre Hire

Bond	N	\$500.00
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### Rehearsal / Bump In – Monday to Friday

Commercial / Professional – Hourly rate	Y	\$132.00
Community Rate (located within HBCC) – Hourly rate	Y	\$85.50
Community Rate (outside HBCC) – Hourly rate	Y	\$99.00

### Rehearsal / Bump In – Saturday, Sunday and Public Holidays

Commercial / Professional – Hourly rate	Y	\$148.50
Community Rate (located within HBCC) – Hourly rate	Y	\$97.00
Community Rate (outside HBCC) – Hourly rate	Y	\$111.50

### Performance – Monday to Friday

Commercial / Professional – Hourly rate	Y	\$379.00
Community Rate (located within HBCC) – Hourly rate	Y	\$238.96
Community Rate (outside HBCC) – Hourly rate	Y	\$282.50

### Performance – Saturday, Sunday and Public Holidays

Commercial / Professional – Hourly rate	Y	\$504.00
Community Rate (located within HBCC) – Hourly rate	Y	\$324.00
Community Rate (outside HBCC) – Hourly rate	Y	\$379.00

### Old Laverton School Hire

Bond (includes key)	N	\$300.00
Commercial/Professional – Per hour rate	Y	\$60.00
Community Rate (located outside HBCC) – Per hour rate	Y	\$35.00
Community rate (located within HBCC) – Per hour rate	Y	\$30.00

### Williamstown Town Hall Hire

Bond	N	\$500.00
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### Main Ballroom (Includes Supper Room) – Monday – Friday

Commercial/Private – 12 hours	Y	\$3,195.00
Community Rate (located outside HBCC) – 12 hours	Y	\$2,395.00
Community Rate (located within HBCC) 12 hours	Y	\$2,080.00

Name	GST	Year 21/22 Fee (incl. GST)
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### Main Ballroom (Includes Supper Room) – Saturday Sunday and Public Holidays

Commercial/Private – 12 hours	Y	\$3,555.00
Community Rate (located outside HBCC) – 12 hours	Y	\$2,670.00
Community Rate (located within HBCC) – 12 hours	Y	\$2,315.00

### Main Ballroom (Includes Supper Room) – Additional Charges

Balcony	Y	\$285.00
Commercial Kitchen	Y	\$373.00

### Supper Room Only – Monday – Friday

Commercial/Private – 12 hours	Y	\$2,335.00
Community Rate (located outside HBCC) – 12 hours	Y	\$1,750.00
Community Rate (located within HBCC) – 12 hours	Y	\$1,520.00

### Supper Room Only – Saturday, Sunday and Public Holidays

Commercial/Private – 12 hours	Y	\$2,540.00
Community Rate (located Outside HBCC) – 12 hours	Y	\$1,910.00
Community Rate (located within HBCC) – 12 hours	Y	\$1,655.00

### Former Council Chamber – Monday – Friday

Flagfall	Y	\$100.00
Commercial/private	Y	\$75.00
Community Rate (located outside HBCC)	Y	\$45.00
Community Rate (located within HBCC)	Y	\$38.00

### Former Council Chamber – Saturday, Sunday and Public Holidays

Flagfall	Y	\$100.00
Commercial/Private – 3 hours	Y	\$300.00
Community Rate (located outside HBCC) – 3 hours	Y	\$165.00
Community Rate (located within HBCC) – 3 hours	Y	\$150.00

### Meeting Rooms – Monday – Friday

Flagfall	Y	\$50.00
Commercial/Private	Y	\$50.00
Community Rate (located outside HBCC)	Y	\$30.00
Community Rate (located within HBCC)	Y	\$20.00

Name	GST	Year 21/22 Fee (incl. GST)
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### Meeting Rooms – Saturday, Sunday and Public Holidays

Flagfall	Y	\$50.00
Commercial/Private – 3 hours	Y	\$180.00
Community Rate (located outside HBCC) – 3hours	Y	\$120.00
Community Rate (located within HBCC) – 3 hours	Y	\$90.00

## 7. Detailed Capital Works Program (current budget)

Asset Type	Program	Project	2021/22 Budget \$'000
<b>Bridges</b>			
	Bridge Renewal Program		60
		Bridge Renewal Program - Design	
		Skeleton Creek Linear Parkland, Altona Meadows Footbridge Abutment Renewals	
<b>Buildings</b>			
	Altona North Bowling Club Pavilion & Car Parks		300
	Altona Sports Centre Extension		5,500
	Altona Tennis Club - Building Renewal		650
	Building Renewal Program - Major Renewals		480
	South Kingsville Community Centre & Carpark Renewal		
	Building Renewal Program - Minor Renewals		530
		Minor Renewals - Floor Renewal	
		Minor Renewals - Painting	
	Minor Building Renewal - Operation Centre		
		Minor Renewals Programs including HVAC, ESM, Electrical, Plumbing, & Sewers	
		Minor Renewals - Bayfit Leisure Centre	
		Refurbishment of Altona Life Saving Club Tower	400
	Dennis Reserve - Master Plan Implementation		1,200
		Digman Reserve - Master Plan Implementation	1,400
		HD Graham Reserve Sport Facility Development	5,200
		JT Gray Reserve New Pavilion	3,000
		Open Space Enhancement and Access Package - Donald McLean Reserve Pavilion	2,750
		Open Space Enhancement and Access Package - WLJ Croft Reserve Pavilion	520
		Brooklyn Hall Redevelopment	825
		Renewable Energy - Solar Photovoltaic Rollout	600
		Towards Zero Program - Altona Meadows Library Building Renewal & Energy Efficiency Upgrades	300
		Bryan Martyn Oval Pavilion - Car Park, Building Renewal, & Female Friendly Change Room Upgrade	730
<b>Computers &amp; Telecommunications</b>			
	ICT Strategy and Infrastructure		
		ICT Capital Works Program	650
		Library IT Equipment Upgrade	50
<b>Drainage</b>			
	Drainage New and Upgrade Program		
		Blenheim Road, Altona North Drainage Upgrade - Near Mason Street	700
		Central Avenue Altona Meadows - Point Cook Road to Skehan Boulevard	1,020
	Drainage Renewal Program		758
		GPT New Program - A.B. Shaw Reserve, Altona Meadows	160
		Foreshore Renewal & Upgrade Program - Altona Foreshore Seawall - Retention Tanks Design	20
		Pit Upgrade Program - Heavy Duty Pit Lid Upgrades - Industrial & Main Roads	100
<b>Footpaths and Cycleways</b>			
	Dennis Reserve - Master Plan Implementation - Footpath Renewal		10
	Footpath New Program		
		Footpath New Program 1 - Altona Meadows Area #2	240
		Barnes Road, Altona North New Footpath - from Chambers Rd to Bridge	150
	Footpath Renewal Program		531
		Fenfield Street, Altona from Civic Pde To Lindwood Av	
		Fenfield Street, Altona from Merlow St To Belmar Av and from Belmar Av To End	
		Harrington Street, Altona from Grieve Pde (Altona) To Akuna St	
		Harrington Street, Altona from Cowra St To Karingal St	
		Slough Road, Altona from Single Lane To Maidstone St	
		Medford Street, Altona from Lindwood Av To Belmar Av	
		Queen Street, Altona from Rose St To Manning St	
		Featherby Way, Altona Meadows from Sommers Dr To Duggan Cr	
		Hall Avenue, Altona Meadows from Nicholson St To Merton St	
		Orville Street, Altona Meadows from Hall Av To Alma Av (Meadows)	
		Queen Street, Altona Meadows from Rab (Victoria St) To Rab (Victoria St)	

Asset Type	Program	Project	2021/22 Budget \$'000
		Duosa Road, Altona North from Millers Rd To Bond St	
		Mason Street, Altona North from Millers Rd To Seventh Av	
		Mason Street, Altona North from Mason St To Hansen St	
		McArthurs Road, Altona North from Duke St To Cooper Av	
		Rymill Court, Altona North from Hill St To End	
		Grieve Parade, Brooklyn from Buchanan Rd To Bridge	
		Grieve Parade, Brooklyn from Princes Hwy To Buchanan Rd	
		Newcastle Street, Newport from Schutt St To William St	
		Giffard Street, Williamstown from Hanmer St To Railway Pl	
		John Street, Williamstown from Dover St To Haslam St	
		John Street, Williamstown from Rennie St To College St	
		Melbourne Road, Williamstown from Yarra St To Princes St	
		Melbourne Road, Williamstown from Courtis St To Hosking St	
		Melbourne Road, Williamstown from Electra St To Pasco St	
		Melbourne Road, Williamstown from Rab (Ferguson St) To Rab (Station Rd)	
		Melbourne Road, Williamstown from Rab (Stevedore St) To Jobson St	
		Rosseau Street, Williamstown from Aitken St to Cecil St	
		Stevedore Street, Williamstown from Maclean St To Goss Tce	
		Stevedore Street, Williamstown from Wellington Pde To Lenore Cres	
		Stevedore Street, Williamstown from Lenore Cres To RAB (Melbourne Rd)	
		Dennis Reserve, Williamstown	
		Fearon Reserve, Williamstown	
		Shared Trails Renewal Program	150
		Gloucester Reserve , Williamstown	
		Better Places Laverton	50
		A More Connected Community - Railway Avenue Precinct Master Plan & Implementation	
		<b>Heritage Buildings</b>	
		Renewal - Cultural Heritage and Public Artwork - Future conservation works	30
		<b>Library Books - Library Collections</b>	<b>960</b>
		<b>Off Street Car parks</b>	
		Altona North Bowling Club Pavilion & Car Parks	135
		Car Park Renewal Program - Russell Court Kinder & Childrens Centre, Altona Meadows	10
		<b>Other Infrastructure</b>	
		Cultural Heritage Interpretation Program	50
		New Cultural Heritage Interpretation Program - The Message Tree Project, Williamstown	
		<b>Parks and Open Space</b>	
		Biodiversity Strategy Implementation Works	260
		Community Parks and Playground New and Upgrade	
		MacLean Reserve, Williamstown - Local Park Upgrade - play space + open space	610
		G.J. Hosken Reserve, Altona North Upgrade	225
		Blenheim Road, Newport Community Park & Public Toilet	2,000
		Open Space Forward Design	250
		W.J. Irwin Reserve, Altona North - Inclusive play and picnic area, & New Irrigation	400
		Newport Park, Newport - District Park Upgrade - play space destination + open space + skate park	50
		Williamstown Beach Esplanade, Williamstown - Regional Park Upgrade - open space	60
		Dennis Reserve - Master Plan Implementation	
		Dennis Reserve, Williamstown - Irrigation Renewal	55
		Dennis Reserve, Williamstown - Open Space enhancements	555
		Fencing Renewal Program	
		Clement Reserve Post N Rail Fencing	55
		Fencing Renewal Program (other sites)	130
		Irrigation new, upgrades and renewals	170
		G.F. Stirling Reserve - Irrigation Renewal	
		MacLean Reserve, Williamstown - New Irrigation	
		The Strand, Williamstown - Irrigation Renewal	
		Weaver Reserve, Altona - Irrigation Renewal	
		Open Space Assets Renewal	200



Asset Type	Program	Project	2021/22 Budget \$'000
	Open Space Enhancement and Access Package - WLJ Croft Reserve	Open Space Upgrades	300
	Williamstown Botanic Gardens	Master Plan Implementation	125
	Foreshore	Future Design	228
	Foreshore	New & Upgrade	
	Seaholme Foreshore (PA Burns)	Upgrade Phase 3 - Public Toilet & Sandbag Retaining Wall	500
	Altona Foreshore	Seawall and Shared Trail - Webb Street to Sargood Street	2,000
	Altona Foreshore	Pedestrian Access Ramp (opp Webb Street)	650
	Altona Foreshore	Pedestrian Access Ramp (opposite Mount Street)	550
	Biodiversity Strategy - Altona Coastal Park	Boardwalk Design	70
	Biodiversity Strategy - Rifle Range	Wetlands Restoration	70
	Better Places	Laverton	
	Dick Murdoch Reserve - BP Laverton	Local Community Park upgrade	350
	Cleaner & Greener - Henderson Street Reserve - BP Laverton	Local Community Park Upgrade	365
	Beverly Anton Reserve	Local Community Park upgrade (BP Laverton)	90
	Cleaner & Greener - Bladin Street Reserve - BP Laverton	Local Park Upgrade	250
	Cleaner & Greener - Lohse Street Reserve BP Laverton	Neighbourhood Park Upgrade	100
	Bruce Comben Masterplan Implementation - Car Parking - Henry Drive	Design	50
	Better Places	Spotswood & South Kingsville Development	200
<b>Plant, machinery and equipment</b>			
	Vehicle Plant Replacement Program		
	Purchase of Electric Vehicles - Fleet		137
	Purchase of leased vehicles		500
	Plant & Equipment Replacement Program		1,000
<b>Recreations, leisure and community facilities</b>			
	Altona Tennis Club	Precinct	
	Altona Tennis Court, Fencing and Pavilion	Renewal	910
	Williamstown Cricket Ground - Practice facility	upgrade	100
	Court Renewal Program (Tennis, Basketball, Netball)		315
	Future Design		
	Brooklyn Tennis Club	court renewal	
	Homestead Run Reserve	court renewal	
	Liston Tennis Club, Williamstown	court renewal	
	Power Street Tennis Club, Williamstown	- Court Renewal	
	Cricket Practice Nets Renewal Program - JK Grant Reserve, Altona		440
	Digman Reserve - Master Plan Implementation		1,950
	JT Gray Reserve - Sportsground	Floodlighting	200
	Open Space Enhancement and Access Package - WLJ Croft Reserve - Sportsground,	Floodlighting, Play Space	2,000
	Recreation Infrastructure	Renewal	75
	Sports Ground	Floodlighting Program	
	Paisley Park, Newport - Sports Ground	Floodlighting	350
	Laverton Park Oval, Altona Meadows - Sports Ground	Floodlighting	420
	Aquatic Strategy Implementation - Future Western Aquatic Facility (Bruce Comben) - Design		100
	Pier Street, Altona Precinct	Upgrade - Phase 1 Construction	550
<b>Roads</b>			
	Blackspot Funding		
	Railway Avenue, Laverton	Blackspot Funding - Traffic Treatment Works from High Street to Aviation Road	484
	Ferguson Street, Williamstown	Blackspot Funding - Bicycle Connectivity between Melbourne Rd & The Strand	310
	The Strand, Williamstown	- Bicycle Safety & Traffic Sight Line Improvement Works	137
	Merton Street, Altona Meadows	Blackspot Funding - Traffic Calming Works	630
	Mason Street, Altona North	Blackspot Funding - Bicycle Connectivity & Pedestrian Facility Improvements	719
	Road Rehabilitation Program		
	Keen Street, Newport	[3.3]	420
	Pinnacle Rd, Altona North, from Grieve Parade to End	[4]	1,100
	Blenheim Road, Altona North, between Wood Street & Mason Street	(Stage 2) [3]	1,401
	Truman Street, South Kingsville, between Aloha Street & Brunel Street	[5]	925
	Aloha Street, South Kingsville, between New St & Stephenson St	[5]	925

Asset Type	Program	Project	2021/22 Budget \$'000
	Road Resurfacing Program		3,226
		Ailsa Street South, Altona Meadows - from Princes Hwy to Central Av (Meadows)	
		Ailsa Street, Laverton - from Alma Av (Laverton) to End	
		Ailsa Street, Laverton - from Railway Av Laverton to Alma Av (Laverton)	
		Alma Avenue, Laverton - from Crown St to Balmoral St	
		Angus Avenue, Altona North - from Hearn St to Blackshaws Rd	
		Ascot Street South, Altona Meadows - from North End to Central Av (Meadows)	
		Ascot Street, Laverton - from Railway Av Laverton to Alma Av (Laverton)	
		Ashby Court, Altona Meadows - from May Ave to Cul-De-Sac	
		Balmoral Street, Laverton - from Alma Av (Laverton) to Princes Hwy	
		Balmoral Street, Laverton - from Railway Av Laverton to Alma Av (Laverton)	
		Berkeley Court, Seabrook - from Mintaro Way to End	
		Beuron Road, Altona North - from Millers Rd to Chambers Rd	
		Blyth Street, Altona - from Bent St to Mcbain St	
		Bolton Street, Spotswood - from Hudsons Rd to The Avenue	
		Boronia Court, Altona Meadows - from End (North) to Junction	
		Boronia Court, Altona Meadows - from Junction to End (South)	
		Boronia Court, Altona Meadows - from Waratah Dr to Junction	
		Bruce Street, Laverton - from Railway Av Laverton to Alma Av (Laverton)	
		Burbidge Drive, Williamstown - from Rifle Range Drive to Merrett Dr	
		Cedar Court, Altona Meadows - from Victoria St (Meadows) to End	
		Charles Road, Altona - from Grieve Pde (Altona) to Brook Drive and from Brook Drive to End	
		Civic Parade, Seaholme - from Wattle Grove to RAB (Millers Rd)	
		Crofton Drive, Williamstown - from Rifle Range Drive to Merrett Dr	
		Douglas Parade, Newport - from Bunbury St to North Rd	
		Dover Road, Williamstown - from Braw St to Yarra St	
		Fourth Avenue North, Altona North - from Marion St West to Blackshaws Rd	
		Garnsworthy Place, Newport - from Oberon Way to Joan Kirner Rd	
		George Street, Spotswood - from Hudsons Rd to The Avenue	
		Grace Street, Laverton - from Railway Av Laverton to End	
		Gray Court, Williamstown - from Burbidge Dr to End	
		Grevillia Court, Altona Meadows - from Victoria St (Meadows) to End	
		Haigh Court, Altona Meadows - from Trafalgar Av to Thorpe Court	
		Hakea Court, Altona Meadows - from Kurrajong Drive to End	
		Henry Street, Williamstown - from Douch Street to End	
		Hick Street, Spotswood - from The Avenue to Hick St	
		Hill Street, Altona North - from Rymill Crt to Marsh St	
		Honeysuckle Court, Altona Meadows - from Victoria St (Meadows) to End	
		Hyde Court, Altona Meadows - from Rab (Nelson Av) to Cul-De-Sac	
		Ison Court, Altona Meadows - from May Ave to Cul-De-Sac	
		James Deane Place, Newport - from Garnsworthy Pl to John Liston Dr	
		Joan Kirner Drive, Newport - from Garnsworthy Pl to Melbourne Rd	
		John Street, Altona North - from Blackshaws Rd to Marsh St	
		Kempton Court, seabrook - from Seabrook Blvd to End	
		Kurrajong Drive, Altona Meadows - from Victoria St (Meadows) to Clover Crt	
		Lindsay Court, Williamstown - from Kingshott Close to End	
		Maclean Street, Williamstown - from Ferguson St (Willy) to Stevedore St	
		Market Street, Newport - roundabout (Woods St)	
		Market Street, Newport - roundabout (Champion Rd)	
		Marsh Street, Altona North - from Blackshaws Rd to Hill St and from Hill St to End	
		May Street, Altona North - from The Broadway to Seventh Av	
		Merrett Drive, Williamstown - from Crofton Drive to Bird Crt	
		Misten Avenue, Altona North - from Blackshaws Rd to Glade Av	
		Nightingale Lane, Williamstown - from John Street to Waterloo Street	
		Oberon Way, Newport - from Aphrasia La to John Liston Dr	
		Power Street, Williamstown - from Station Rd to Pentland St	
		Presidents Lane, Williamstown - Rear of 94 Power St Towestern side of 9 Douch St	
		Railway Place, Williamstown - from Giffard St to Parker St	
		Railway Place, Williamstown - from Pasco St to Vulcan Grove	
		Right of Ways (R.O.W), Williamstown - Southern side of 123 Douglas Pde	
		Right of Ways (R.O.W), Williamstown - Southern side of 2 Maclean St,Williamstown	
		Shields Court, Altona Meadows - from Nelson Av to Cul-De-Sac	
		Sixth Avenue North, Altona North - from Marion St West to May St	
		Spear Court, Altona - from Brook Drive to End	

Asset Type	Program	Project	2021/22 Budget \$'000
		The Avenue, Spotswood - from Lefevre St to Stephenson St	
		Thorpe Court, Altona Meadows - from Nelson Av to Cul-De-Sac	
		Truman Court, Altona Meadows - from Trafalgar Av to Shields Crt	
		Tryhall Court, Altona Meadows - from Trafalgar Av to Cul-De-Sac	
		Valente Street, Altona Meadows - from Kurrajong Drive to Hibiscus Crt	
		Walter Street, Williamstown North - from Anile Place (South) to Nicosia Ct and from Nicosia Ct to End	
		Whittaker Avenue, Laverton - from Butcher Cres to Thomson Av	
		Wilkins Street, Newport - from Melbourne Rd to Douglas Parade	
		Woodyard Court, Altona Meadows - from Rab (O'Connor Crt) to Cul-De-Sac	
	Kerb & Channel Renewal Program		706
		Blyth Street, Altona - from Pier St to Sargood St (Left)	
		Blyth Street, Altona - from Sargood St to Mcbain St (Right)	
		Blyth Street, Altona - from Mcbain St to David St (Left)	
		Blyth Street, Altona - from Romawi St to Upton St (Left)	
		Charles Road, Altona - from Brook Drive to End (Both sides)	
		Charles Road, Altona - from Grieve Pde to Brook Drive (Left)	
		Esplanade, Altona - from Seves St to Bayview St (Altona) (Left)	
		Esplanade, Altona - from Sargood St to Webb St (Left)	
		Lugg Street, Altona - from Mcintyre Drive to Hammond St (Left)	
		Spear Court, Altona - from Brook Drive to End (both sides)	
		Wren Street, Altona - from Grieve Pde to Mulga Street (Left)	
		Kiora Street, Altona Meadows - from RAB (Cameron Av) to Central Av (Meadows) (Left)	
		Angus Avenue, Altona North - from Hearn St to Marion St West (both sides)	
		Hansen Street, Altona North - from The Circle to Shellard St (Left)	
		Hill Street, Altona North - from Rymill Crt to Marsh St (both sides)	
		Irwin Avenue, Altona North - from Glade Av to Rosala Ave (Right)	
		John Street, Altona North - from Blackshaws Rd to Marsh St (both sides)	
		Kyle Road, Altona North - from Blackshaws Rd to Cyclamen Av (both sides)	
		Kyle Road, Altona North from Marigold Ave to Clematis Av (Left)	
		May Street, Altona North from 73 May Street to Fifth avenue (Left)	
		Ross Road, Altona North from Paproth Gr to Windsor Crescent (Right)	
		Ross Road, Altona North from McIntosh Rd to Berkeley Cr (Left)	
		Eades Street, Laverton from Evans Crescent to Jennings St (Left)	
		Grace Street, Laverton from Railway Av Laverton to End (both sides)	
		Jennings Street, Laverton from Bladin St to Eades St (both sides)	
		Elphin Street, Newport from Douglas Pde to Home Rd (Left)	
		Peel Street, Newport from Waltham Rd to Effingham Rd (Left)	
		Port Street, Newport from Rosshire Rd to End (both sides)	
		William Street, Newport from Ross St to Junction St (Left)	
		Civic Parade, Seaholme from Acacia Av to Wattle Grove (Left)	
		Civic Parade, Seaholme from Wattle Grove to Waratah St (both sides)	
		Civic Parade, Seaholme from Waratah St to Roundabout (Millers Rd) (Left)	
		Hick Street, Spotswood from Birmingham St to Hudsons Rd (Left)	
		The Avenue, Spotswood from Strong St to End (Right)	
		Rosseau Street, Williamstown from Aitken St to Cecil St (Left)	
		Dover Road, Williamstown from John St to Mariner St (Right)	
		Dover Road, Williamstown from Dalgarno St to Thomas St (Right)	
		Knight Street, Williamstown from Hannan St to Bayview St (Left)	
		Pasco Street, Williamstown from Cecil St to RAB (Electra St) (Right)	
		Railway Place, Williamstown from 1/87 Railway Place to (Right)	
		Russell Place, Williamstown from Queen St to Melbourne Rd (both sides)	
	Unsealed Laneway Upgrade Program		1,020
		Laverton LAMP Implementation (Railway Avenue Underpass Footpath & Cycling Improvement Work)	50
		Transport Management - Traffic Management Devices Renewal Program	100
		Street Lighting Investigation and Improvement	50
		Better Places Laverton - A More Connected Community - Railway Avenue Precinct Master Plan & Implementation	290
		Pier Street (Stage 4) & Weaver Reserve, Altona - Phase 1 Construction	550
	<b>Waste management</b>		
		Public Bin Standardisation	500

Asset Type	Program	Project	2021/22 Budget \$'000
		Borrack square, Altona North bin enclosures	50
		Recycling 2.0 - Pilot of Vented Caddies for FOGO	25
<b>Building improvement</b>			
	Kindergarten Program		
		Emma McLean Kindergarten New Facility	200
		Altona North Childrens Centre Expansion (One Tree)	130
		Newport Gardens Early Years Centre Expansion	985
<b>Total Capital Works</b>			<b>65,116</b>

**HOBSONS**  
**BAY CITY**  
COUNCIL



**Hobsons Bay City Council  
Proposed Revenue and Rating Plan  
2021-22 to 2024-25**

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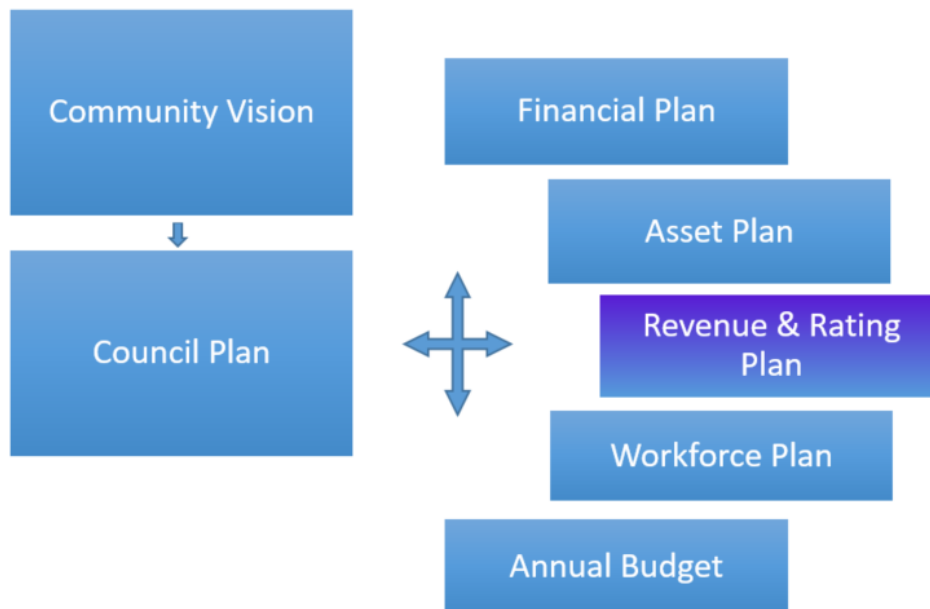
## Purpose

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Hobsons Bay City Council which in conjunction with other income sources will adequately finance the objectives in the Council Plan.

This plan is an important part of Council's integrated planning framework, all of which is created to help Council achieve its vision of *"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."*

Strategies outlined in this plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.



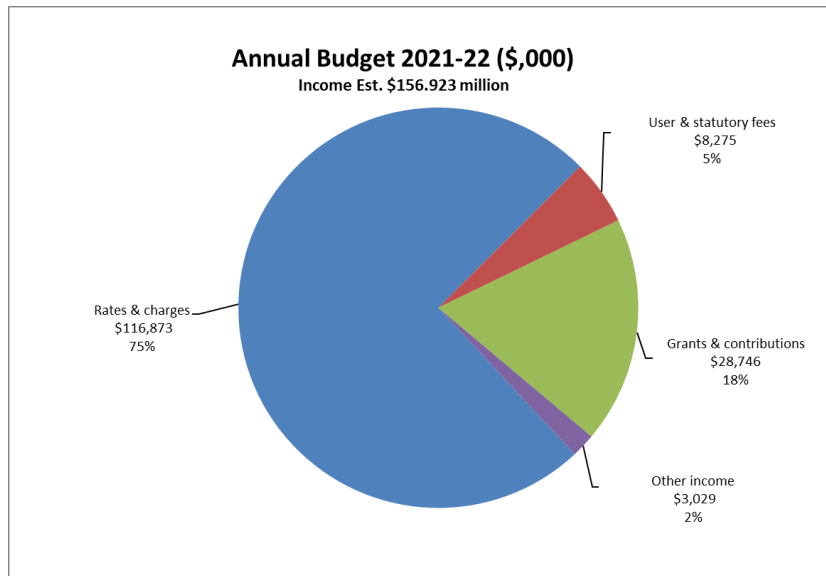
This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

## Introduction

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.



Council's revenue sources include:

- rates and charges
- waste service charges
- grants from other levels of Government
- statutory fees and fines
- user fees
- cash and non-cash contributions from other parties (ie developers, community groups)
- interest from investments
- sale of assets

Rates are the most significant revenue source for Council and make up roughly 75 per cent of annual income.

The introduction of rate capping under the Victorian Government's *Fair Go Rates System (FGRS)* has brought a renewed focus to Council's long-term financial sustainability. The FGRS continues to restrict Council's ability to raise revenue above the rate cap unless an application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets remain key priorities for Council. This strategy will address Council's reliance on rate income and provide options to actively reduce that reliance.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council can set a fee or charge and should set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.



## Community Engagement

The Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected. The following public consultation process will be/was followed to ensure due consideration and feedback is received from relevant stakeholders.

Revenue and Rating Plan community engagement process:

- Councillor Briefing Sessions are held to discuss the annual budget process, including items relating to revenue and rating
- these discussions contribute towards officer preparing the Proposed Revenue and Rating Plan
- the Proposed Revenue and Rating Plan is placed on public exhibition at the Council meeting on 20 April 2021 for a period of 28 days and calling for public submissions
- community engagement through local news outlets and social media
- hearing of public submissions at the Council meeting held on 8 June 2021
- the draft Revenue and Rating Plan (including revisions) is presented to the 29 June 2021 Council meeting for adoption

Following community engagement, Council's Revenue and Rating Plan will be updated after consideration of any submissions.

## Rates and Charges

Council collects rates from residents and businesses in its municipality to help fund the local community infrastructure and service obligations. Council rates are a form of property tax and Council uses property values as the basis for calculating how much each property owner pays.

Rates are a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of two key elements. These are:

- **General Rates** – Based on property values (using the Capital Improved Valuation methodology), which are indicative of capacity to pay and form the central basis of rating under the *Local Government Act 1989*.
- **Waste Service Charge** - A 'user pays' component for council services to reflect benefits provided by Council to ratepayers who benefit from the collection, disposal and processing of garbage, recycling, glass, garden and food waste and hard waste.

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for residential, residential vacant land, commercial, industrial, petro-chemical or cultural and recreational (concessional) purposes. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

The Hobsons Bay City Council rating structure comprises these six differential (including concessional) rates. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the *Local Government Act 1989*, and the Ministerial Guidelines for Differential Rating 2013.

The differential rates for 2021-22 are set as follows:

Type or class of land	Relative to Residential
Residential	1.00
Residential Vacant land	1.60
Commercial	2.30
Industrial	3.40
Petro Chemical	4.00
Cultural & Recreational Concession	0.45

Council has determined not to levy a municipal charge, which could be levied as a minimum rate per property and declared for the purpose of covering some of the administrative costs of Council.

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

The rate in the dollar for each rating differential category is included in Council's annual budget.

Rates and charges are an important source of revenue, accounting for over 75 per cent of operating revenue received by Council. The collection of rates is an extremely important factor in funding Council services. Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's *Fair Go Rates System*, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

Council currently utilises a service charge to fully recover the cost of Council's waste services, including the collection, disposal and processing of garbage, recycling, glass, garden and food waste and hard waste. The waste service charge is not capped under the *Fair Go Rates System*, and Council will continue to allocate surplus of deficit funds from this charge towards its waste reserve for the future provision of waste services.

## Rating Legislation

There are saved provisions of the *Local Government Act 1989* that are still being used for the local government rating framework. These include: Part 8 Rates and charges on rateable land; Division 1 Declaration of rates and charges; Division 2 Payment of rates and charges; and Part 8A Rate Caps.

These sections of the *Local Government Act 1989* determine a council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Whilst the new *Local Government Act 2020* is generally not being used in a rating context, section 93 states that a Council must prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

In raising rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157 (1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

These are defined in the *Valuation of Land Act 1960* as follows:

**Site value of land** means the sum which the land, if it were held for an estate in fee simple unencumbered by any lease, mortgage or other charge, might in ordinary circumstances be expected to realize at the time of the valuation if offered for sale on such reasonable terms and conditions as a genuine seller might be expected to require, and assuming that the improvements (if any) had not been made.

**Capital improved value** means the sum which land, if it were held for an estate in fee simple unencumbered by any lease, mortgage or other charge, might be expected to realize at the time of valuation if offered for sale on any reasonable terms and conditions which a genuine seller might in ordinary circumstances be expected to require.

**Net annual value** of any land means:

- (a) except in the case of the lands described in paragraphs (b) and (c):
- (i) the estimated annual value of the land; or
  - (ii) five per centum of the capital improved value of the land (whichever is the greater); or
- (b) in the case of any rateable land which is:
- (i) farm land; or
  - (ii) a house, flat or unit (other than an apartment house, lodging house or boarding house) in the exclusive occupation of the owner and used for residential purposes; or
  - (iii) a house or unit (other than an apartment house, lodging house or boarding house) in the exclusive occupation of a tenant and used for residential purposes; or

(iv) a residential unit in respect of which a residence right in a retirement village (as defined in the *Retirement Villages Act 1986*) exists:  
five per centum of the capital improved value of the land; or  
(c) in the case of parklands, reserves or other lands owned by the Crown or any statutory authority, occupied (other than under any lease) for pastoral purposes only—the estimated annual value of it.

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by the *Local Government Act 2020*.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a) the total amount that the Council intends to raise by rates and charges;
- b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- c) a description of any fixed component of the rates, if applicable;
- d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*;
- e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*;

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement –

- a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the annual Hobsons Bay City Council budget.

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

## **Rating Principles**

### **Taxation Principles:**

When developing a rating strategy with reference to differential rates, a Council should give consideration to the following good practice taxation principles:

#### **Wealth Tax**

The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

#### **Equity**

*Horizontal equity* – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

*Vertical equity* – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden).

### **Efficiency**

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

### **Simplicity**

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

### **Benefit**

The extent to which there is a nexus between consumption/benefit and the rate burden.

### **Capacity to Pay**

The capacity of ratepayers or groups of ratepayers to pay rates.

### **Diversity**

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

### **Rates and Charges Revenue Principles:**

Property rates will:

- be reviewed annually
- not change dramatically from one year to next, although this is subject to the annual revaluation process for different rating categories and individual properties
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan

Differential rating should be applied as equitably as is practical and will comply with the [Ministerial Guidelines for Differential Rating 2013](#).

### **Determining which Valuation base to use**

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- **Capital Improved Value (CIV)** – Value of land and improvements upon the land.
- **Site Value (SV)** – Value of land only.
- **Net Annual Value (NAV)** – Rental valuation based on CIV.

For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

### **Capital Improved Value (CIV)**

Capital Improved Value is the most used valuation base by local government with over 90 per cent of Victorian councils, including Hobsons Bay, applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if –

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using Capital Improved Value (CIV):

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects "capacity to pay". The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- with the increased frequency of valuations (previously two year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations
- the concept of the market value of property is more easily understood with CIV rather than NAV or SV
- most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils
- the use of CIV allows council to apply differential rates which greatly adds to council's ability to equitably distribute the rating burden based on ability to afford council rates. CIV allows council to apply higher rating differentials to the commercial and industrial sector that offset residential rates

Disadvantages of using CIV:

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

### **Site value**

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Victorian City Council context would cause a shift in rate burden from the non-residential sectors onto the residential sector, and would hinder council's objective of a fair and equitable rating system.

There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks. In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the Victorian City Council.

Advantages of Site Value:

- there is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case
- scope for possible concessions for urban farm-land and residential use land

Disadvantages of using Site Value:

- there will be a significant shift from the non-residential sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range
- is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings, but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles
- can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (eg. farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value
- will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year

### **Net annual value (NAV)**

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

### **Valuation base used**

In choosing a valuation base, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

Hobsons Bay City Council applies CIV to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements.

Differential rating under the CIV method allows Council to shift part of the rate burden from some groups of ratepayers to others, through different “rates in the dollar” for each class of property.

Section 161(1) of the *Local Government Act 1989* outlines the requirements relating to differential rates, which include:

- a) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.
- b) If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:
  - i. A definition of the types or classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.
  - ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council’s district).
  - iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

Once the Council has declared a differential rate for any land, the Council must:

- a) Specify the objectives of the differential rates;
- b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the *Local Government Act 1989*.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

## Property Valuations

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis. Hobsons Bay City Council applies a Capital Improved Value (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in council rates remain affordable and that rating 'shocks' are mitigated to some degree.

## Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary valuations and advises council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

## Objections to property valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to Hobsons Bay City Council. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via the State Revenue Office).



## Rating Differentials

### The Objectives of Differential Rating

Under section 161 of the *Local Government Act* 1989, Council can levy either a uniform rate or one or more differential rates. A uniform rate is where all rateable properties in a municipality are charged based on the same rate in the dollar. Differential rates are where councils set different rates in the dollar for different categories of rateable land. Council believes that each differential rate set out below will contribute to the equitable and efficient carrying out of council functions.

Section 3A (1) of the *Local Government Act* 1989 provided that the primary objective of a municipal Council is to 'endeavor to achieve the best outcomes for the local community having regard to the long term and cumulative effects of decisions.' In seeking to achieve its primary objective, a council must have regard to a number of facilitating objectives including the objective that was in section 3C (2) (f) of the Act to 'ensure the equitable imposition of rates and charges'.

Pursuant to section 161 of the Act a Council may raise any general rates by the application of a differential rate if it uses the Capital Improved Value system of valuing land. When declaring general rates, a Council must consider how the use of differential rating contributes to the equitable and efficient carrying out of its functions compared to the use of uniform rates. Such a determination and its rationale should be disclosed in the Council's proposed budget and any revised budget or referenced in the Council's Revenue and Rating Plan.

In specifying the objective of each differential rate, a Council should be able to provide evidence of having had regard to:

- good practice taxation principles and their assessment against a particular differential rate objective and determination
- modeling or consideration of the impact of the rating decision on those rated differentially and the consequential impact upon the broader municipality
- rating strategies or related Council documents
- the Victorian Government's Developing a Rating Strategy: A Guide for Councils, as amended from time to time

In specifying objectives of differential rates, a council should also have regard to the strategic objectives set out in the Council Plan to ensure its objectives for differential rates (and thereby a percentage of Council revenue) accords with the strategic objectives.

Other documents a council may have regard to in order to specify the objectives of a differential rate include issuing specific Council plans and Council policies. Where such documents have been incorporated into determining the objectives of each differential rate, a council should provide evidence through disclosure in their annual budget documents.

### Ministerial Guidelines for Differential Rating

The Ministerial Guidelines for Differential Rating were published in the Government Gazette in April 2013. The guidelines were prepared to guide councils in the application of differential rates under section 161 of the Act. Councils must have regard to these guidelines before declaring a differential rate for any land.

The Minister may recommend, the Governor in Council by Order in Council to prohibit any council from making a declaration of a differential rate in respect of a type or class of land, if the Minister considers that the declaration would be inconsistent with any guidelines.

## The Council's Rating System

Hobsons Bay City Council adopted the Capital Improved Valuation (CIV) system in 2000 for rating purposes. CIV represents the market value of a property as at a specific date, including the value of the land and any improvements on that land. Utilising CIV as the basis for rates allows the Council to adopt differential rating, which better reflects capacity to pay than the alternatives and provides the Council with the flexibility to levy differential rates. The vast majority of Victorian Councils use CIV as the basis for levying rates and charges.

Differential rating has been used by Council since 2000 and apart from the inclusion of vacant residential land in 2006, the differential rating categories have remained unchanged. Each differential rate is determined by multiplying the CIV of each rateable land (categorised by the characteristics described below) by the relevant rate in the dollar.

Details of the objectives of each differential rate, the classes of land which are subject to each differential rate and the uses of each differential rate for the 2021-22 year are set out below.

### Commercial land

Commercial land is any land:

- which is used primarily for the sale of goods or services
- which is used primarily for other commercial purposes; or
- on which no building is erected but which, by reason of its locality and zoning under the relevant Planning Scheme, would - if developed - be or be likely to be used primarily for:
  - the sale of goods or services; or
  - other commercial purposes

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, is any use permitted under the relevant planning scheme.

The planning scheme zoning, is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are, all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

### Industrial Land

Industrial land is any land:

- which is not petrochemical land, but is used primarily for industrial purposes; or
- which no building is erected but which, by reason of its locality and zoning under the relevant Planning Scheme, would - if developed - be or be likely to be used primarily for industrial purposes

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate, is any use permitted under the relevant planning scheme.

The planning scheme zoning, is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are, all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

#### **Petro Chemical Land**

Petro Chemical land is any land which is used primarily for the:

- manufacture
- production; or
- conveyance of:
  - petroleum or any like substance; or
  - petrochemicals or any like substances

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use permitted under the relevant planning scheme.

The planning scheme zoning, is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are, all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

### **Vacant Residential Land**

Vacant Residential land is any land:

- on which no dwelling is erected but which, by reason or its locality and zoning under the relevant Planning Scheme, would – if developed – be or be likely to be used primarily for residential purposes
- which is not
  - commercial land
  - industrial land; or
  - petrochemical land

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use permitted under the relevant planning scheme.

The planning scheme zoning is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

### **Other Land (including Residential Land)**

Other land (including residential land) is any land:

- which is used primarily for residential purposes;
- which is not
  - vacant residential land
  - commercial land
  - industrial land; or
  - petrochemical land

The objective of this differential rate is to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including (but not limited to) the:

- construction and maintenance of infrastructure assets
- development and provision of health, environmental, conservation and community services
- provision of strategic and economic management and general support services; and
- promotion of cultural, heritage and tourism aspects of Council's municipal district

The types and classes of rateable land within this differential rate are those having the relevant characteristics described above.

The money raised by the differential rate will be applied to the items of expenditure described in the Budget by Council. The level of the differential rate is the level, which Council considers is necessary to achieve the objectives specified above.

The geographic location of the land within this differential rate is wherever located within the municipal district.

The use of the land within this differential rate is any use permitted under the relevant planning scheme.

The planning scheme zoning is the zoning applicable to each rateable land within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

The types of buildings on the land are all buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

#### **Rate Concession for Rateable Cultural and Recreational Properties**

The Cultural and Recreational Lands Act of 1963 provides for a Council to grant a rating concession to any "recreational lands" which meet the test of being rateable land under the *Local Government Act 1989*.

The definition of recreational lands under the *Cultural and Recreational Lands Act 1963*, Section 2 means lands, which are:

*Vested in or occupied by anybody corporate or unincorporated body which exist for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives and which applies its profits in promoting its objects and prohibits the payment of any dividend or amount to its members: and  
used for outdoor sporting recreational or cultural purposes or similar outdoor activities; or  
Lands which are used primarily as agricultural showgrounds.*

Section 169 of the *Local Government Act 1989*, provides an opportunity for Council to grant a concession for properties described by definition as a sporting club under the *Cultural and Recreational Lands Act 1963*. For the rating year 2018-19 Council provides a concession to 40 properties coded with a description of "sporting club" in Council's rate records. The residential rate is applied to these properties and then a 55 per cent discount on rates is apportioned to each property. It is considered that these clubs provide a benefit to the general community and their activities assist in the proper development of the municipal district.

## Annual Revaluations

Under section 11 of the *Valuation of Land Act* 1960, Council is required, for rating purposes, to undertake a general revaluation of all properties within the municipality every year. The legislation has recently been changed and 2021 is the third year that the revaluation has occurred annually. Revaluations result in varying levels of valuation movements across the municipality, which sometimes results in major shifts in the rates burden and large increases in rates for individual properties.

Changes in property values between revaluations directly affect the distribution of rates. Whilst property rates within individual rating differential categories have been influenced by changes in property values in the past, the true impact of the valuations have not always been passed on to all differential categories, creating issues of equity.

There is a common misconception that as properties are revalued, Council receives a 'windfall gain' of additional revenue. This is not the case, as the revaluation process results in a redistribution of the rate burden across all properties in the municipality. Total income from rates (excluding waste service charges) is determined by the rate cap. In simple terms, as property values increase, the rate in the dollar is reduced.

The 2021-22 rates will be based on new 1 January 2021 valuations. As such, rate increases (and decreases) will vary considerably across the differential rating categories and individual properties. Council has limited scope to rectify this, although adjustments may be made to the Council's differential rating structure, in an effort to reduce any fluctuations between rating categories.

## Service Rates and Charges

Section 162 of the *Local Government Act* 1989 provides council with the opportunity to raise service rates and charges for any of the following services:

- a. The provision of a water supply;
- b. The collection and disposal of refuse;
- c. The provision of sewage services;
- d. Any other prescribed service.

Council levies service charges on properties for the collection, disposal and processing of garbage, recycling, glass, garden and food waste and hard waste.

The waste service charges are not subject the rate cap set by the State Government, rather the level of a service rate or charge should correlate to the level of service provided and therefore the funds raised should equate to the cost of the service provided.

Until 2019-20, Council generally achieved surpluses when comparing income and expenditure. Actual costs have been less than budgeted, mainly due to contract savings and carbon price (\$1.37 million) that was included in previous budgeted expenditure calculations. Additional income was also previously received for the recycling contract. The result is that previous waste service charges have been higher than what was required. The surpluses achieved until 2019-20 were transferred to a 'waste management' reserve, which totaled \$4.689 million at 30 June 2019.

Council made a considerable investment in updating its waste service during 2019-20 and 2020-21 by rolling out the four bin system including food and garden waste and glass recycling services. As a result, it is anticipated that the 'waste management' reserve will be in deficit of approximately \$3.7 million by 30 June 2021.

The budget in 2021-22 includes an amount prior to budget bids of \$13.514 million (\$13.534 forecast million in 2020-21) for the collection, disposal and processing of garbage, recycling, glass, garden and food waste and hard waste. The waste service charges included in the 2021-22 budget, and the preceding two years, have not covered the cost of providing the service as Council has decided to re-coup its considerable investment in both 2019-20 and 2020-21 to expand its waste service over a number of years.

The waste charges for the four bin system in 2021-22 are set as follows:

Type of Charge	Per Rateable Property 2021/22 \$
(ST) Base Waste Service Charge for four bins (120L green - food & garden, 120L waste, 240L mixed recycle, 120L glass)	<b>250.00</b>
(S) Waste Service Charge for properties in MUDs/apartment blocks/villages with shared bins	<b>212.00</b>
(U1) Upsize waste to 240L	<b>99.00</b>
(U2) Upsize green - food & garden to 240L	<b>33.00</b>
(A1) Additional 240L waste	<b>253.00</b>
(A2) Additional 120L waste	<b>154.00</b>
(A3) Additional 240L recycle	<b>99.00</b>
(A4) Additional 240L green - food & garden	<b>154.00</b>
(A5) Additional 120L green - food & garden	<b>121.00</b>
(A6) Additional 120L glass	<b>66.00</b>

Council has elected to retain the existing waste service charge model, rather than raise the same amount by way of an increased general rate. The alternative would mean that residents in higher valued properties would substantially pay for the waste service of lower valued properties.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

## Other parts of Council's Rating Structure

### Supplementary Rates

Each year the Council receives additional income from supplementary rates, which are an additional source of income derived from property value growth not originally included in the valuation data used to raise rates at the beginning of the rating year. An example is extensions to existing dwellings that increase the value of the property.

Increases of supplementary rates in future years may arise from the changing use of land such as industrial properties to residential, industrial land developed as a potential inland port and the remediation of petro-chemical land to a different use. As the city changes and applications are approved the Council will monitor and consider the financial impacts in future rating strategies.

The budget in 2021-22 includes an amount of \$400,000 for supplementary rates. This is an increase from 2020-21 (\$200,000), which was impacted by a delay in adopting the budget and therefore raising the rates.

### Non Rateable Properties

Section 154 of the *Local Government Act 1989* provides for properties where the use is exclusively charitable, to be non-rateable. Charitable uses include those providing education, religion and services to the needy.

The number of organisations seeking and qualifying for exemption from rates has increased significantly in the past 10 years. The annual process continues to survey rate exempt properties to verify their continuing eligibility for rate exemption.

### Municipal Charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, a council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of councils administrative costs can be seen as an equitable method of recovering these costs.

Hobsons Bay City Council does not currently levy a municipal charge on rateable properties.



## Special Charge Schemes

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2)). In accordance with Section 163 (3), council must specify:

- a. the wards, groups, uses or areas for which the special rate or charge is declared; and
- b. the land in relation to which the special rate or special charge is declared;
- c. the manner in which the special rate or special charge will be assessed and levied; and
- d. details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is that “special benefit” applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no ‘free-riders’ reaping the benefits but not contributing to fire prevention.

Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

Hobsons Bay City Council does not currently levy special rates or charge on any rateable properties. These charges are excluded from the rates cap.

## Fire Services Property Levy

In 2016 the Victorian State Government passed legislation requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components; a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

## Collection and Administration of Rates and Charges

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

### Payment options

In accordance with section 167(1) of the *Local Government Act 1989* ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Council offers a range of payment options including:

- in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash)
- online via Council's ratepayer portal, BPoint Credit cards, Aust Post and BPay links
- direct debit (on prescribed instalment due dates or fortnightly, monthly and 10 monthly)
- BPAY, (online or phone)
- Australia Post (over the counter, over the phone via credit card and on the internet)
- by mail (cheques and money orders only)

### Interest

Under section 172 of the *Local Government Act 1989*, Council may charge interest for any account balance that is overdue. The interest rate used is calculated at the rate fixed under section 2 of the Penalty Interest Rates Act 1983, which is determined by the Minister and published by notice in the Government Gazette. The rate for the year is set as per the rate enforced on the first day of July in any financial year.

This interest rate is 10 per cent for the 2020-21 financial year but is subject to change each year. The budget in 2021-22 includes an amount of \$450,000 for interest on rates. Council will continue to support the community by providing interest free deferrals to anyone impacted because of COVID-19.

### Pensioner Rebates

Under section 171 of the *Local Government Act 1989*, Council can apply a pension rebate to a property rate account to ratepayers eligible under the State Concessions Act 2004. Property owners must be the holder of an approved pension card and can only claim a rebate for their principal place of residence.

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this, claims may be approved by the relevant government department.

At the time of developing the Revenue and Rating Plan 6,101 ratepayers claim \$241.00 (indexed in line with CPI on an annual basis) and the department of Human Services reimburses the Council for these amounts claimed each year. In addition, pensioners receive a \$50 discount for the State Government fire services property levy.

In addition to the annual pension rebate, during 2021-22 Hobsons Bay City Council will also waive an additional \$75 of rates to approved pension card holders and \$100 for holders of a Gold Card from the Department of Veteran Affairs. The budget in 2021-22 includes an amount of \$445,150 for additional pensioner rebates.

## **Financial Hardship Policy**

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties that may be faced. Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral. The purpose of the Financial Hardship Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship.

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge, allowing ratepayers an extended period of time to make payments or alternatively to forestall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Under Section 171 of the *Local Government Act 1989*, Council may waive the whole or part of any rate or charge or interest on the grounds of financial hardship.

When developing the Revenue and Rating Plan, Council had 47 ratepayers registered under Council's Financial Hardship Policy, on interest free payment arrangements. Also under the Financial Hardship Policy, ratepayers in receipt of a Centrelink pension can apply to have rate payments deferred, although this continues to incur interest. No ratepayers are currently using this option, which assists those who are asset rich, but only receive limited income. At the time of developing the Revenue and Rating Plan, Council had \$334,618 outstanding under the Policy.

In addition, the COVID-19 pandemic has seen a further 947 ratepayers provided with an interest free payment deferral after applying for assistance under Council's Community Support Packages. This equates to outstanding rates being deferred of about \$2.938 million with an estimated interest waiver of \$190,000. More applications are expected to follow.

Council waived a small amount of rates and charges during 2020-21 due to financial hardship experienced by ratepayers because of the COVID-19 pandemic. Further provisions have been included within the 2021-22 budget for this to continue.

## **Debt Recovery and Liability to pay Rates and Charges**

Council makes every effort to contact ratepayers at their correct address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of disposition or acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181.

Under section 156 of the *Local Government Act 1989*, the owner of any rateable land is liable to pay the rates and charges on that land as set by Council. If the owner cannot be found the occupier is liable to pay. If rates are unpaid they are regarded as the first charge on the land and are recoverable by legal proceedings. Council may sell the land in order to recover any debt as a result of the non-payment of rates and charges including the costs of the legal action.

## Other Revenue Items

### User Fees and Charges

User fees relate mainly to the recovery of service delivery costs through charging fees to users of Council's services. These include community care service contributions from clients (i.e. food services, planned activity groups, respite, family day care and occasional care), use of parks, recreation facilities and sporting reserves.

The provision of infrastructure and services form a key part of council's role in supporting the local community. In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, council should determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- a. **Market Price**
- b. **Full Cost Recovery Price**
- c. **Subsidised Price**

**Market pricing** is where Council sets prices based on the benchmarked competitive prices of alternate suppliers. In general market price represents full cost recovery plus an allowance for profit. Market prices will be used when other providers exist in the given market, and Council needs to meet its obligations under the government's Competitive Neutrality Policy.

It should be noted that if a market price is lower than Council's full cost price, then the market price would represent council subsidising that service. If this situation exists, and there are other suppliers existing in the market at the same price, this may mean that Council is not the most efficient supplier in the marketplace. In this situation, Council should consider whether there is a community service obligation and whether council should be providing this service at all.

**Full cost recovery price** aims to recover all direct and indirect costs incurred by Council. This pricing should be used, in particular where a service provided by Council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

**Subsidised pricing** is where Council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. Council provides the service free of charge) to partial subsidies, where Council provides the service to the user with a discount. The subsidy can be funded from Council's rate revenue or other sources such as Commonwealth and State funding programs. Full Council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

Further works is required before Council can develop a User Fee Pricing Policy to help guide the fair and equitable setting of prices, as per the Victorian Auditor General's Office report "*Fees and charges – cost recovery by local government*" recommendations. The policy will outline the process for setting fee prices and includes such principles as:

- both direct and indirect costs to be taken into account when setting prices
- accessibility, affordability and efficient delivery of services must be taken into account
- competitive neutrality with commercial providers.

Council develops a table of fees and charges as part of its annual budget each year. Proposed pricing changes are included in this table and is communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are locked in.

## Statutory Fees and Charges

Statutory fees and fines are those which council collects under the direction of legislation or other government directives. The rates used for statutory fees and fines are generally advised by the state government department responsible for the corresponding services or legislation, and generally Council has limited discretion in applying these fees.

Examples of statutory fees and fines include:

- planning and subdivision fees
- building and inspection fees
- infringements and fines
- land information certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

**Penalty units** are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

One penalty unit is currently \$165.22, from 1 July 2020 to 30 June 2021. The rate for penalty units is indexed each financial year so that it is generally raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

**Fee units** are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the supreme court registrar of probates is 1.6 fee units.

The value of one fee unit is currently \$14.81. This value may increase at the beginning of a financial year, at the same time as penalty units. The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

## Grants

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council pro-actively advocates to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its Financial Plan, Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

## **Contributions**

Contributions represent funds received by Council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to Council in the form of either cash payments or asset hand-overs. Examples of contributions include:

- monies collected from developers under planning and development agreements
- monies collected under developer contribution plans and infrastructure contribution plans
- contributions from user groups towards upgrade of facilities
- assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any Council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

## **Interest on Investments**

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per Council's Investment Policy, which seeks to earn the best return on funds, whilst minimising risk.

## **Borrowings**

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by Council resolution. The following financial sustainability principles must be adhered to with new borrowings:

- only applied for where it can be proven that repayments can be met in the Financial Plan
- regarded as appropriate for funding large capital works, where the benefits are provided to future generations and/or a positive financial return is expected on the initial investment
- not to be used to fund ongoing operations
- maintained at acceptable levels to ensure that debt is in-line with the Victorian Auditor General's Office's financial sustainability indicators

# Hobsons Bay Gifts, Benefits and Hospitality Policy

2021 Version 4.0

## 1 Purpose

The **Gifts, Benefits and Hospitality Policy** (the policy) aims to ensure that:

- Councillors and Council officers do not accept gifts that are likely to create a conflict of interest with their public duty
- Council activities are not influenced, or perceived to be influenced by the receipt of gifts, benefits or hospitality
- Gifts that are accepted are properly disclosed, recorded and managed.

The policy aligns with the principles of the Hobsons Bay Public Transparency Policy and seeks to protect and promote public confidence in the integrity of the Council and its operations.

## 2 Background

[Section 138](#) of the *Local Government Act 2020* requires Council to adopt a Councillor Gift Policy. Although not required in the 1989 Act, Council already had an endorsed Gifts, Benefits and Hospitality Policy for both Councillors and Council officers prior to it becoming a requirement. Council's Governance unit also maintained a Council Gift Register (the Register).

[Section 137](#) mandates that anonymous gifts must not be accepted.

## 3 Scope

This policy applies to all Councillors and Council officers. This policy does not apply to personal gifts received by a Council officer in a private capacity or a Councillor within their independent employment or private capacity.

## 4 Definitions

### Anonymous Gifts

Section 137 of the Local Government Act 2020 mandates that that anonymous gifts must not be accepted.

Councillors or Council officers that receive an anonymous gift must immediately declare the anonymous gift with the Manager Corporate Integrity (Legal Counsel).

The anonymous gift will be recorded in the Council Gift Register for the purposes of transparency.

### Benefit

Something which is believed to be of value to the receiver, such as a service, preferential treatment, access to confidential information, accommodation, personal services or vacation trips.



<b>Bribe</b>	A corrupt inducement to reward.
<b>Conflict of Interest</b>	<p>Acceptance of gifts may give rise to a Conflict of Interest in accordance with the provisions of sections 127 and 128 of the <i>Local Government Act 2020</i>.</p> <p>Councils must have clear rules on accepting gifts and hospitality. All gifts and hospitality, however small, should be declared.</p>
<b>Council Gift Register</b>	<p>A summary of gifts, benefits and hospitality received which will contain the following information:</p> <ul style="list-style-type: none"> <li>• recipient details</li> <li>• providers details</li> <li>• date received</li> <li>• description and estimated value of the gift, benefit or hospitality.</li> </ul> <p>Anonymous gifts will be declared as anonymous in the Council Gift Register. The register will detail how the anonymous gift is handled.</p>
<b>Gift</b>	<p>The definition of gift remains the same across both the <i>Local Government Act 1989</i> and the <i>Local Government Act 2020</i>.</p> <p>Section 3 (Definitions) of the <i>Local Government Act 1989</i> provisions have been retained.</p> <p>Gift means any disposition of property otherwise than by will made by a person to another person without consideration in money or money's worth or with inadequate consideration, including:</p> <ul style="list-style-type: none"> <li>(a) the provision of a service (other than volunteer labour);</li> <li>(b) the payment of an amount in respect of a guarantee</li> <li>(c) the making of a payment or contribution at a fundraising.</li> </ul> <p>A gift includes any good or service (other than volunteer labour) that is provided for free or at an inadequate price. It includes a payment or contribution at a fundraising function.</p>

<b>Gift disclosure threshold</b>	The legislated gift disclosure threshold is \$500. However, the Hobsons Bay Gifts, Benefits and Hospitality Policy requires Councillors and Council officers to disclose all gifts, regardless of value.
<b>Hospitality</b>	Reasonable hospitality can be accepted by a Councillor or Council officer at an event or function attended in an official capacity as Council's representative.
<b>Monetary gift</b>	Defined as cash, cheques, gift vouchers, money orders, traveller's cheques and direct deposits.  Monetary gifts (of any value and including gift vouchers) must never be accepted.
<b>Official gift</b>	A gift received by Councillors or Council officers as representatives of the City or the Council. These gifts may be received from a Sister City, organisations or corporations that are bestowing a corporate gift (i.e. plaques, plates, vases, trophies, art work) or souvenir to the City, or as a token of appreciation for a contribution to a conference or industry event.
<b>Prohibited gifts</b>	Councillors and Council officers must refuse the following gift offers: <ul style="list-style-type: none"> <li>• Anonymous gifts</li> <li>• Monetary gifts (of any value and including gift vouchers)</li> <li>• Gifts that create a Conflict of Interest (real, potential or perceived)</li> <li>• Bequests to a Councillor (as a direct result of their role at Council)</li> </ul>
<b>Public Interest Disclosure Coordinator</b>	The Council officer authorised by the Chief Executive Officer to receive disclosures of improper conduct or detrimental action by a Councillor or a Council employee in accordance with the <i>Public Interests Disclosure Act 2012</i> .
<b>Register of Personal Interests</b>	Details of all registerable interests held by Councillors, senior officers and nominated officers.  Section 135(3)(b) of the <i>Local Government Act 2020</i> requires that personal interest summaries must be made available on Council's website.
<b>Significant occasion gift</b>	A gift, which may be given by Council to the Mayor or a Councillor as a gesture of goodwill for official or ceremonial purposes.

A significant occasion gift to the Mayor must not exceed \$500. A significant gift to a Councillor or Council officer must not exceed \$250.

**Token gift**

The value of a token gift is up to the value of \$50.

Token gifts may be accepted by Councillors or Council officers provided the gift does not create a real or perceived sense of obligation in the receiver that will influence, or appear to influence, the exercise of their official duties.

**Value**

Face value or estimated retail value.

## 5 Policy

Councillors and Council officers have a duty to act in the public interest above their private interests when carrying out their official functions. The guiding principles of this policy are:

**(a) Responsibility to decline or declare rests with the individual**

It is the individual responsibility of a Councillor or Council officer to declare gifts, benefits or offers of hospitality for recording in the Register.

**(b) Gifts must never be sought**

Councillors and Council officers must not solicit, demand or request gifts or any personal benefit for themselves or another person by virtue of their position. To do so may constitute misuse of their position. It may also constitute corruption and lead to criminal prosecution.

**(c) No sense of obligation**

Gifts that could influence, or be perceived to influence, a Councillor or Council officer in the performance of their public or professional duties should not be accepted.

**(d) Prohibited Gifts**

In addition to other limitations imposed by this policy, the following are examples of 'prohibited' gifts that must never be accepted:

- Anonymous gifts
- Monetary gifts (of any value and including gift vouchers)
- Gifts that create a Conflict of Interest (real, potential or perceived)
- Bequests to a Councillor (as a direct result of their role at Council)

Accepting a prohibited gift may constitute misuse of position, a breach of this policy and may result in serious misconduct allegations for Councillors and Council officers.

In addition, if the gift was offered with the expectation of something in return, such as preferential treatment, accepting it may constitute a bribe or other form of corruption and lead to criminal prosecution.

**(e) Official Gifts**

From time to time individuals or organisations may offer gifts of goodwill to Councillors and Council officers for their role and/or participation at a conference, cultural, community or industry event. It would be considered in these circumstances impolite or inappropriate to decline the offer of a goodwill gift. This gift would be considered an official gift to Council.

Councillors or Council officers that receive an official gift must declare the official gift with the Manager Corporate Integrity (Legal Counsel).

The official gift will be recorded in the Council Gift Register for the purposes of transparency.

Official gifts are deemed to be the property of the Council and may be displayed in an appropriate and secure location for public viewing.

In some circumstances, including where the item may not be suitable for public display or the gift is of a personal nature to the recipient, the Manager Corporate Integrity (Legal Counsel) will use discretion as to the appropriate handling of the official gift and record this detail in the Council Gift Register.

**(f) Significant Occasion Gifts**

A Councillor or Council officer may accept a significant occasion gift from Hobsons Bay City Council.

A significant occasion gift to the Mayor must not exceed \$500.

A significant occasion gift to a Councillor or Council officer must not exceed \$250 (excluding any formal reward or recognition outcome).

All significant occasion gifts must be declared to the Manager Corporate Integrity (Legal Counsel) and the details recorded in the Register.

**(g) Token Gifts**

A Councillor or Council officer may accept a small token gift. Token gifts must be of small value (being less than \$50).

**Councillors**

Councillors must declare all token gifts accepted by completing the Gift Declaration Form. These gifts will be recorded in the Council Gift Register.

**Council officers**

Council officers must inform their direct supervisor of all token gifts accepted by completing the Gift Declaration Form. These gifts will be recorded in the Council Gift Register.

Examples of acceptable token gifts include:

- Small thank you gifts such as a promotional company water bottle or mug

- Box of chocolates
- Bottle of wine
- Stationery such as promotional pens

Gifts that are not considered to be a token gift and cannot be accepted:

- Money (of any value. Monetary gifts should never be accepted)
- Gift vouchers (of any value)
- Gifts of high value
- Travel and/or accommodation
- Frequent and repeated gifts given by the same individual, company and/or group

The following should be used as a guide in determining whether to accept token gifts. Such gifts may be accepted only when the following has been considered:

- (a) such a gift is offered in an open or public forum and refusal would be obviously discourteous
- (b) acceptance would not cause any potential perceived or actual compromise or a conflict of interest
- (c) the gift is not offered on a regular basis. A token gift should not be accepted from the same individual or group more than once.

#### **(h) Hospitality**

Councillors and Council officers can accept 'reasonable' hospitality during the course of their duties.

Reasonable hospitality does not need to be declared in the Register.

Examples of reasonable hospitality include:

- Refreshments
- Working lunch or dinner
- Meals at conferences

Examples of hospitality that should not be accepted and politely declined by a Councillor or Council officer:

- Attendance at lavish events
- Travel and/or accommodation not related to Council activities
- Frequent invitations from the same person and/or organisation
- Dinner or drinks with an individual or group that have a planning permit application or infringement appeal before Council

#### **(i) Conflict of Interest**

Acceptance of gifts may give rise to a Conflict of Interest in accordance with the provisions of [sections 127](#) and [128](#) of the *Local Government Act 2020*.

Where the acceptance of a gift or an offer of hospitality is likely to create the impression that an attempt is being made to compromise the impartiality of the Councillor or Council officer, or could be perceived as a conflict of interest, the offer of hospitality should be politely declined.

## 7. Procedural Guidelines

### (a) Declaration of Gifts

Nothing in this policy is intended to override the provisions of the *Local Government Act 1989* and the *Local Government Act 2020*. In the event of any apparent inconsistency, the provisions of the Acts will prevail.

Councillors and Council officers must declare all gifts, benefits and hospitality accepted in accordance with the provisions of this policy.

#### Council Officers

Council officers must inform their direct supervisor of all gifts or benefits received as an employee of Council regardless of the value.

Council officers must complete a Gift Declaration Form signed by their direct supervisor and submit it to [governance@hobsonsbay.vic.gov.au](mailto:governance@hobsonsbay.vic.gov.au) for inclusion in the Council Gift Register.

The Council Gift Register is maintained by Council's Governance unit and is available for public inspection.

The Gift Benefit Threshold is legislated and set at \$500. Particulars of any gift of or above the cumulative value of \$500 received by nominated officer (over a five-year period) must be declared in their Register of Personal Interests, which must be made available for public inspection.

Where Council officers are unsure if a gift or hospitality would create a conflict of interest, officers should seek advice from the Manager Corporate Integrity (Legal Counsel).

#### Councillors

Councillors should declare all gifts, benefits and hospitality accepted (including token gifts).

Councillors should complete a Gift Declaration Form and submit it to [governance@hobsonsbay.vic.gov.au](mailto:governance@hobsonsbay.vic.gov.au) for inclusion in the Council Gift Register.

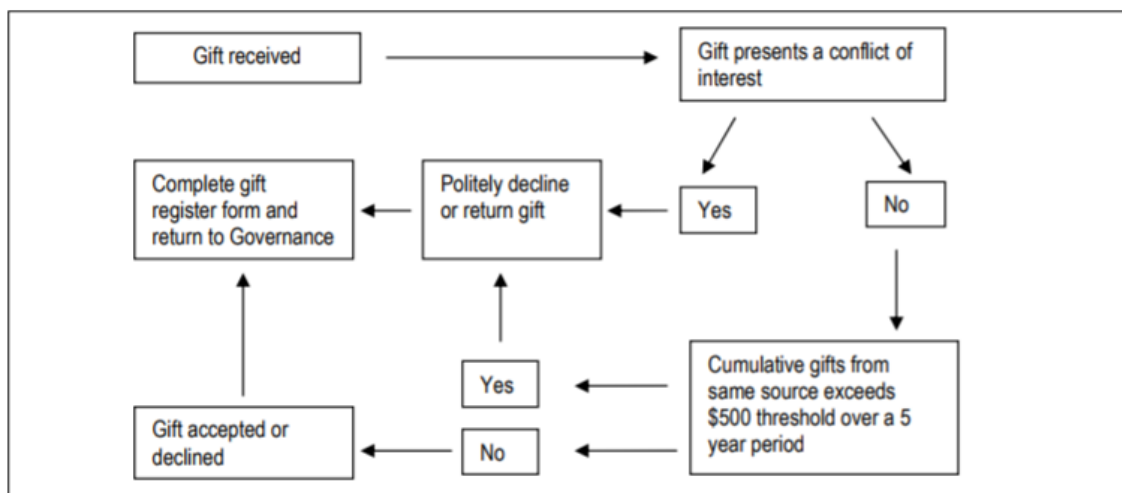
The Council Gift Register is available for public inspection.

The Gift Benefit Threshold is legislated and set at \$500. Particulars of any gift of or above the cumulative value of \$500 received by a Councillor (over a five-year period) must be declared in their Register of Personal Interests, which must be made available for public inspection.

Where Councillors are unsure if a gift or hospitality would create a conflict of interest, Councillors should seek advice from the Manager Corporate Integrity (Legal Counsel).

**(d) Process to follow when a gift is offered?**

Figure 1.0 maps out the process to be undertaken when a gift is offered or received.



**Figure 1.0 – Process when a gift is received**

**(e) Improper Behaviour**

If a Councillor or Council officer who receives an offer from an external source that they believe is an attempted bribe, they must immediately:

- Refuse the offer
- Terminate the interaction with the person
- Notify the Chief Executive Officer (in the case of a Councillor making the report) or a direct supervisor (in the case of a Council officer making the report)
- Lodge a Gift Declaration Form, so the refusal can be properly recorded by Council’s Governance unit.
- Prepare and lodge a formal report which should include the date, time and place of the incident, circumstances of the offer (bribe), who made the offer, what was involved, what was the intention to be achieved by the person who offered the bribe, any other relevant information. The report must be signed and dated and given to the Manager Corporate Integrity (Legal Counsel). The Governance unit can support Councillors and Council officers in the preparation of this report.



In the event that a Councillor or Council officer receives an offer that they believe is an attempted bribe by the Chief Executive Officer or another Councillor or Council officer or member of the public, the matter must be reported to Council's Public Interest Disclosure Coordinator to ensure that it is handled in accordance with the requirements of the *Public Interests Disclosure Act 2012*.

Any complaints regarding the corrupt or inappropriate conduct of a Councillor by a member of the public can be reported to the following integrity agencies:

IBAC

[www.ibac.vic.gov.au](http://www.ibac.vic.gov.au)

1300 735 135

Local Government Inspectorate

[www.lgi.vic.gov.au](http://www.lgi.vic.gov.au)

1800 469 359

Victorian Ombudsman

[www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au)

(03) 9613 6222

**(f) Policy Implementation**

Implementation of this policy and the statutory obligations relating to gifts requires constant alertness regarding perceptions of transparency. Probity concerns will be managed in an environment that encourages disclosure. Where any person is concerned regarding a lack of clarity in relationship to the requirements of this policy or the *Local Government Act 2020*, they should seek immediate assistance from the Public Interests Disclosure Coordinator.

## 8 Related Documents

Council Gift Register available for public inspection

Gift Declaration Form

Hobsons Bay Public Transparency Policy (2020)

## 9 Related Legislation

*Local Government Act 1989* (Section 3 Definition Provisions retained)

*Local Government Act 2020*

*Public Interests Disclosures Act 2012*

## 10 Further Information

For further information regarding this policy please contact Council's Coordinator Governance and Information Management on (03) 9932 1047 or by email to [jbrne@hobsonsbay.vic.gov.au](mailto:jbrne@hobsonsbay.vic.gov.au).

## 11 Document Control

<b>Policy Name</b>	<b>Hobsons Bay Gifts, Benefits and Hospitality Policy</b>
<b>Object ID</b>	
<b>Responsible Directorate</b>	<b>Corporate Services</b>
<b>Responsible Officer</b>	<b>Manager Corporate Integrity (Legal Counsel)</b>
<b>Date Adopted by Council</b>	<b>20 April 2021</b>
<b>Review Date</b>	<b>October 2024</b>

## Version History

<b>Version Number</b>	<b>Date</b>	<b>Authorised by</b>



## 5. ACTION ITEMS

**The Audit and Risk Committee reviewed and noted the Action Item listing.**

Action Required	By
To update the Action Items listing accordingly.	Lea Holwell

## 6. AUDIT AND RISK COMMITTEE WORK PLAN

In respect of the requirement to prepare a biannual Audit and Risk Report (including continuous improvement actions), John Watson sought clarity in the timing of the reports. Andrew McLeod (Director Corporate Services) further clarified the dates.

**The Audit and Risk Committee noted the Work Plan.**

## 7. CONTROL FRAMEWORK

### 7.1 Chief Executive Officer's update

The report was taken as read. Andrew McLeod (Director Corporate Services) provided a further update in relation to Enterprise Agreement negotiations.

**The Audit and Risk Committee noted the Chief Executive Officer's update.**

### 7.2 Outstanding Audit Recommendations

The Chair commended management in their efforts in closing out a number of actions.

The Committee discussed the option of including a table on the covering report with a summary of open, new, closed and remaining balance of audit recommendations. Andrew McLeod (Director Corporate Services) clarified that this information is being provided graphically as an automated report extracted from H<sub>2</sub>.0 Agility; the intent of which is to reduce manual data collation.

Following discussion, the Committee agreed to revisit the suggestion of a summary table only if numbers of outstanding actions get higher.

The Chair requested that any High Risk actions which are overdue be documented in the covering report.

In respect of action item 139, John Watson queried the length of time the item has remained outstanding. David Hayden (Financial Accountant) provided an update noting the progress made, and that the item is forecast for completion by 31 March 2021.

**The recommendations noted as completed by management were reviewed and the Audit and Risk Committee agreed that the items could be removed from the Outstanding Audit Recommendations listing.**

Action Required	By
Remove items listed as complete from the Outstanding Audit Recommendations list.	Lea Holwell
Document any High Risk actions which are overdue in the Outstanding Audit Recommendations covering report.	Andrew McLeod

### 7.3 Implementation of the Local Government Act 2020

The report was taken as read. The Committee noted that good progress has been made on the implementation schedule.

**The Audit and Risk Committee noted the Implementation of the Local Government Act 2020 progress update.**

### 7.4 Enterprise Digital Strategy – progress update

The report was taken as read. The Chair thanked management for the status updates and noted that examples of the Digital Strategy implementation do not need to be included in future updates.

**The Audit and Risk Committee noted the Enterprise Digital Strategy progress update.**

Action Required	By
Examples of the Digital Strategy implementation do not need to be included in future update reports.	Roger Verwey

## 8. EXTERNAL AUDIT

### 8.1 People and Culture report and recommendations in response to VAGO Sexual Harassment in Local Government report

Andrew McLeod (Director Corporate Services) tabled and spoke to the report which included a recommendation that Council implement an awareness program. The Chair requested that a report be brought back to the Audit and Risk Committee post the rollout of the program.

Mayor Marsden reported that the Municipal Association of Victoria (MAV) is offering Councillor Development training in respect of Sexual Harassment Prevention (10 March and 23 June 2021) and Discrimination, Bullying and Harassment (2 June 2021).

**The Audit and Risk Committee noted the People and Culture report and recommendations in response to VAGO Sexual Harassment in Local Government report.**

Action Required	By
Provide a report to the Audit and Risk Committee post the rollout of staff awareness program (per People and Culture report and recommendations in response to VAGO Sexual Harassment in Local Government report)	Andrew McLeod

## 9. INTERNAL AUDIT

### 9.1 Internal Audit Program Update

- Internal Audit Progress Report
- Strategic Internal Audit Plan
- Recent Reports and Publications of Interest

Martin Thompson (Senior Partner Audit and Assurance – Crowe) tabled and spoke to the Internal Audit Progress Report and the Recent Reports and Publications of Interest

(Curious Eyes) report. The Chair thanked management for their responses included in the Recent Reports and Publications of Interest report.

Martin also spoke to the Strategic Internal Audit Plan drawing particular focus to the proposed plan for 2021-23. In response to a query from Terry Richards, Martin confirmed that the plan matches the current risk profile and contains linkages with the current Risk Register.

**The Audit and Risk Committee noted the Internal Audit Progress Report and the and the Recent Reports and Publications of Interest and endorsed the Strategic Internal Audit Plan 2021-23.**

## **9.2 Internal Audit Program – Memorandums of Audit Planning (MAP’s)**

- Corrective Actions Validation Audit

Thivya Mahendran (Audit Manager – Crowe) noted that feedback from the Committee to incorporate the number of audits being reviewed, along with the number of high and moderate risks being reviewed for each audit had been incorporated into the final MAP.

**The Audit and Risk Committee noted the Memorandum of Audit Planning.**

## **9.3 Internal Audit Program – Completed Reports**

- **Managing Land Contamination**

The report was presented by Martin Thompson (Senior Partner Audit and Assurance – Crowe). Andrew McLeod (Director Corporate Services) commended Crowe in undertaking the review and noted that this was a complex audit with cross-directorate engagement from a large group of managers.

Mayor Marsden queried if environmental monitoring of methane emissions of previous landfill sites is occurring. Andrew McLeod (Director Corporate Services) took this question on notice and will provide an update back to the Committee.

John Watson queried why the relevant Director was not present to discuss the audit report. Lisa Tripodi noted that it was common for Directors (and relevant General Manager’s) to attend Audit and Risk Committee meetings. Andrew McLeod (Director Corporate Services) took the question on notice and undertook to discuss with the Executive Leadership Team (ELT).

- **Performance Management and Reporting**

The report was presented by Martin Thompson (Senior Partner Audit and Assurance – Crowe) who noted a good result.

**The Audit and Risk Committee noted all completed audit reports with the recommendations contained within the reports to be included in the outstanding audit recommendations listing.**

<b>Action Required</b>	<b>By</b>
Recommendations from completed reports to be included in the outstanding audit recommendations listing.	Lea Holwell

Action Required	By
Clarify and report back to the Committee if environmental monitoring of methane emissions of previous landfill sites is occurring.	Andrew McLeod
Discuss Director attendance at Audit and Risk Committee meetings with Executive Leadership Team (ELT) and report back to the Committee.	Andrew McLeod

*Andrew McLeod and Lea Holwell exited the meeting at 11:16am.*

*Item brought forward:*

## **11. EXTERNAL ACCOUNTABILITY**

### **11.1 Quarterly Financial Report – Period Ended 31 December 2020**

Hamish Munro (Chief Financial Officer) tabled and spoke to the report.

**The Audit and Risk Committee noted the Quarterly Financial Report as at 31 December 2020.**

*Andrew McLeod and Lea Holwell re-entered the meeting at 11:19am.*

*Lisa Travers entered the meeting at 11:19am.*

### **11.2 Cash and Investment Balances**

Terry Richards enquired in relation to investments with IMB. David Hayden (Financial Accountant) advised that IMB are a common institution in local government investments and complies with the legislative requirements.

Terry Richards requested additional information be included in the Cash and Investments Appendix providing the credit rating of the investments at the date the report is prepared. David Hayden undertook to provide this information in future reports.

**The Audit and Risk Committee noted the Cash and Investment balances as at 31 January 2021.**

Action Required	By
Include additional information in the Cash and Investments Appendix providing the credit rating of the investments at the date the report is prepared.	David Hayden

*Aaron van Egmond entered the meeting at 11:26am.*

### **11.3 Capital Works Quarterly Financial Report**

The report was taken as read. In response to a query from the Chair on how the Capital Works program was tracking, Andrew McLeod noted a completion rate of 96% for last financial year, with Council on track for a 100% completion rate for the current financial year.

**The Audit and Risk Committee noted the Capital Works Quarterly Financial Report.**

**10. RISK MANAGEMENT**

**10.1.1 and 10.1.2 Risk Management update**

Lisa Travers (Risk, Audit and Emergency Management Advisor) tabled and spoke to the Risk Management reports, noting the annual Strategic Risk review will soon be undertaken.

**The Audit and Risk Committee noted the Risk Management update and the risk component of the Risk and Insurance report.**

**10.2 Occupational Health and Safety Report**

The Occupational Health and Safety report was taken as read. In relation to the most frequently reported incidents in second quarter statistics, the Chair queried whether there had been an increase in Occupational Violence. Andrew McLeod (Director Corporate Services) took the question on notice and undertook to provide further information in relation to occupational violence statistics in the OHS covering report to the next Committee meeting.

**The Audit and Risk Committee noted the Occupational Health and Safety report.**

Action Required	By
Provide further information in relation to occupational violence statistics in the OHS covering report to the next Committee meeting.	Russell Thomson

*Neville Smith entered the meeting at 11:45am*

**10.1.2 Risk and Insurance Report**

Neville Smith (Coordinator Property and Insurance) provided an update in relation to the insurance component of the Risk and Insurance Report.

**The Audit and Risk Committee noted the insurance component of the Risk and Insurance report.**

*Hamish Munro exited the meeting at 11:46am and re-entered the meeting at 11:48am.*

*Cr Sutton-Legaud departed the meeting at 11:50am.*

*Ken Armstrong (Landell) entered the meeting at 11:50am.*

**10.1.3 Update on insurable risk**

Ken Armstrong from Landell tabled and spoke to the report which focussed on new and emerging risks.

*Terry Richards exited the meeting at 12:13pm and re-entered the meeting at 12:17pm.*

**The Audit and Risk Committee noted the update on insurable risk.**

**12. OTHER BUSINESS**

Nil.



**13. NEXT MEETING**

The next meeting will be held on 26 May 2021.

The meeting closed at 12:27pm.

# Draft Hobsons Bay Mobile Vendors Policy

2021 Version 0.1

# 1 Purpose

This policy has been developed to facilitate and manage the effective operation of mobile vendors in Hobsons Bay and provide a framework for considering requests for roadside trading in the municipality.

# 2 Background

Mobile trading, when managed appropriately, can contribute to creating a vibrant and diverse local economy, attracting visitors and providing residents in isolated areas with local access to goods and services. Consideration must be given to impacts on the community including potentially negative impacts on existing business owners, landowners and residents.

Hobsons Bay City Council regulates mobile vendors to ensure that temporary business opportunities are facilitated and managed in a consistent way.

There has been an increase in mobile trading activity within Hobsons Bay in recent years and this policy aims to provide an equitable and flexible approach to managing mobile and itinerant vendors. Council recognises that mobile vendors can contribute to the economic diversity and activation of the municipality and provide access to goods and services at times or in locations where there is limited access to local products and services.

Across Victoria there are a wide variety of approaches to mobile vendors. These range from minimal such as Streatrader registration to significant limitations and restrictions and high fees. Hobsons Bay seeks to balance the interests of mobile vendors with the interests of other businesses through the provision of an equitable and flexible approach.

This policy replaces the stationary roadside vendors tender process and allows for stationary roadside vending (trading in one place) or itinerant trading (moving between locations without prearrangement).

In line with the policy objectives the principles of the mobile vendor policy include:

- clarity
- minimising potential adverse impacts
- increasing economic diversity and business diversification
- social connection

# 3 Scope

This policy replaces the stationary roadside vendors tender and outlines the process for both stationary and itinerant/roaming traders to operate in Hobsons Bay. Traders would be either stationary (one site for the duration of their permit) or itinerant (roaming at least 500m away from other operators and businesses).

The policy does not apply to:

- mobile vendors operating as part of a permitted event
- mobile vendors operating from private land or land operated by other government authorities

The policy designates specific sites referred to as 'approved locations' and enables other sites to be nominated as potential approved locations.

This policy is an operational policy and will be regularly reviewed and maintained by the organisation.

## 4 Definitions

For the purposes of this policy, the following definitions have been developed:

- **Mobile vendor** – Any business selling products or services from a stationary vehicle.
- **Roadside trading** – The sale of goods or services from a vehicle or stall on the side of the road, rather than from a store or office setting
- **Itinerant/roaming vendor** – A vendor who travels from place to place to sell their goods, moving regularly between sites during one period of trade (e.g., ice cream truck, mobile coffee van).

In Hobsons Bay for the purpose of this policy itinerant / roaming vendors must not stay in the same location for longer than 1 hour

- **Stationary vendor** – A temporary or mobile vendor selling goods from a designated site.

In Hobsons Bay stationary vendors must operate from one of the approved locations or submit a request for a new location to be considered as an approved site. If a new site is approved vendors can then apply for a permit to operate at the approved location on a daily, monthly or annual basis

- **Streatrader** – The Victorian Government website where businesses and community groups must register their temporary or mobile food business. Through Streatrader, businesses and community groups can apply for Food Act registration, manage their registration, and lodge a Statement of Trade
- **Statement of Trade** – A Statement of Trade (SOT) is a notification to a Council of where and when you intend to trade. Any mobile or temporary food premises selling to the public must lodge a SOT under the *Food Act 1984*
- **Existing brick and mortar business** – refers to any business that offers products and services to its customers face-to-face in an office, store or building that the business owns or rents
- **Activity Centre** – areas that provide a focus for services, employment, housing, transport and social interaction. They range in size and intensity of use from smaller neighbourhood centres to major suburban centres and larger metropolitan centres

## 5 Policy objectives

The policy aims to support a proactive and flexible approach to outdoor trading to deliver the following objectives:

- to minimise potential impact of mobile vendors on established businesses
- to increase the economic diversity of the Hobsons Bay economy
- to reduce uncertainty around mobile trading in Hobsons Bay
- to encourage new business and business diversification
- to provide local residents with access to a variety of products and services, regardless of where they reside
- to encourage social connection within neighbourhoods
- to identify and encourage opportunities to activate underutilised areas of the municipality

## 6 Procedural guidelines

Two permit types are available:

- Stationary - one site for the duration of the permit at approved location
- Itinerant – roaming permit. **Must remain 500 metres or further away** from an activity centre (as identified in the Activity Centre Strategy 2019-36); existing bricks and mortar business; approved locations; or a permitted mobile vendor

### 6.1 Approved locations

There are six approved locations for mobile trading identified within Hobsons Bay, including:

- Tier 1: Point Gellibrand Park (Timeball Tower), Williamstown
- Tier 2: Newport Boat Ramp, the Strand
- Tier 3: Altona Boat Ramp, Altona; Cherry Lake, Altona: Apex Park, Altona & Kororoit Creek Road, Williamstown

Additional sites will be assessed upon application.

Sites situated within 500 metres of an activity centre (as identified in the Activity Centre Strategy 2019-36), an existing bricks and mortar business or a permitted mobile vendor will not be considered.

### 6.2 Requirements to operate

- Certificate of Currency for Public Liability insurance to the sum of \$20,000,000 and noting ‘Hobsons Bay City Council’ as an interested party, and commitment to maintaining currency
- proof of business or company registration, with an ABN registered in Hobsons Bay.
- current Streatrader registration (where a licence is required under the Food Act)
- current vehicle registration and insurance if the business utilises a vehicle (and towing vehicle if relevant)
- applicant’s details must match ABN, licensee and licenced vehicle details
- application is submitted by the business owner and licensee under the Food Act
- for itinerant traders, applicants must acknowledge that they will submit a statement of trade at least one business day prior to trading
- operators must provide their own power and water, and ensure all waste is removed from the site at the conclusion of each day of trade
- all waste or litter generated through goods sold or used by the mobile vendor must be disposed by the vendors and vendors must ensure the area around their site is kept clear of rubbish and refuse at all times. Refuse must be removed off site following the end of trade

## 7 Application process

- all permit applications must be submitted online for assessment
- permits will be processed in order of receipt
- permit holders will be required to submit a new application prior to the expiry of the current permit. Failure to do so may result in the permit location being allocated to another vendor

Applications will be assessed with permits allocated in accordance with this policy and the following criteria:

- impact on established businesses
- increased economic diversity and business diversification
- social connection opportunities

- activation of underutilised areas of the city
- environmental performance of vendors (eg: eliminating use of Single Use Plastics)

## 8 Fees and associated costs

	Tier 1 site	Tier 2 site	Tier 3 site	Itinerant
Permit fee (new sites)	\$75	\$75	\$75	\$250
One day permit	\$500	\$250	\$250	\$500
Monthly permit	\$2,000	\$1,000	\$1,000	\$2,000
Annual permit	\$8,000	\$4,000	\$2,500	\$12,000

\*Fees are valid for the 2021/22 financial year and are subject to change

## 9 Permit provision

Permits are reviewed annually to ensure equity and accessibility for mobile vendors. All permit renewals will be processed with consideration to current demand for mobile trading and the impact on local businesses and the Hobsons Bay community.

Approved locations will be issued with a maximum of one vendor per location. There is currently no limit on the number of itinerant / roaming permits issued, however a cap may be introduced to manage future demand.

## 10 Related Documents

Economic Development Strategy 2015-20  
 Footpath Trading Code of Practice  
 Experience Hobsons Bay Tourism Strategy 2019-24  
 Activity Centre Strategy 2019-26  
 Hobsons Bay Community Local Law 2015

## 11 Related Legislation

*Food Act 1984*  
*Local Government Act 2020*

## 12 Further Information

For further information concerning this policy, please contact the Economic Development and Social Planning team on 1300 179 944 or by emailing [business@hobsonsbay.vic.gov.au](mailto:business@hobsonsbay.vic.gov.au)

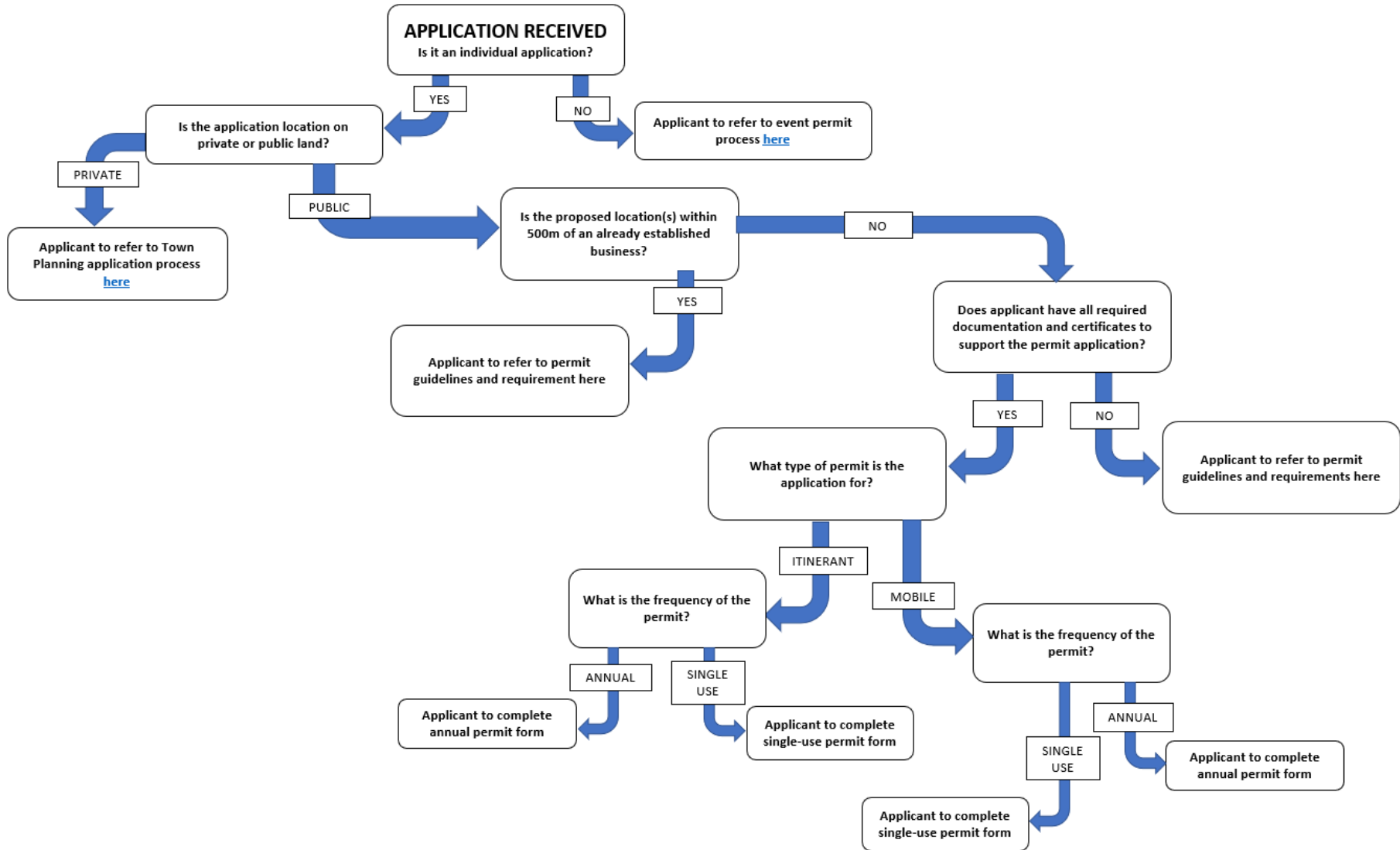
## 13 Document Control

<b>Policy Name</b>	<b>Draft Mobile Vendors Policy</b>
<b>Object ID</b>	<b>A3523143</b>
<b>Responsible Directorate</b>	<b>Sustainable Communities</b>
<b>Responsible Officer</b>	<b>Coordinator Economic Development and Social Planning</b>
<b>Date Adopted By Council</b>	
<b>Review Date</b>	

## 14 Version History

<b>Version Number</b>	<b>Date</b>	<b>Authorised by</b>
<b>0.1</b>	<b>15.04.2021</b>	<b>Manager Strategy Economy and Sustainability</b>

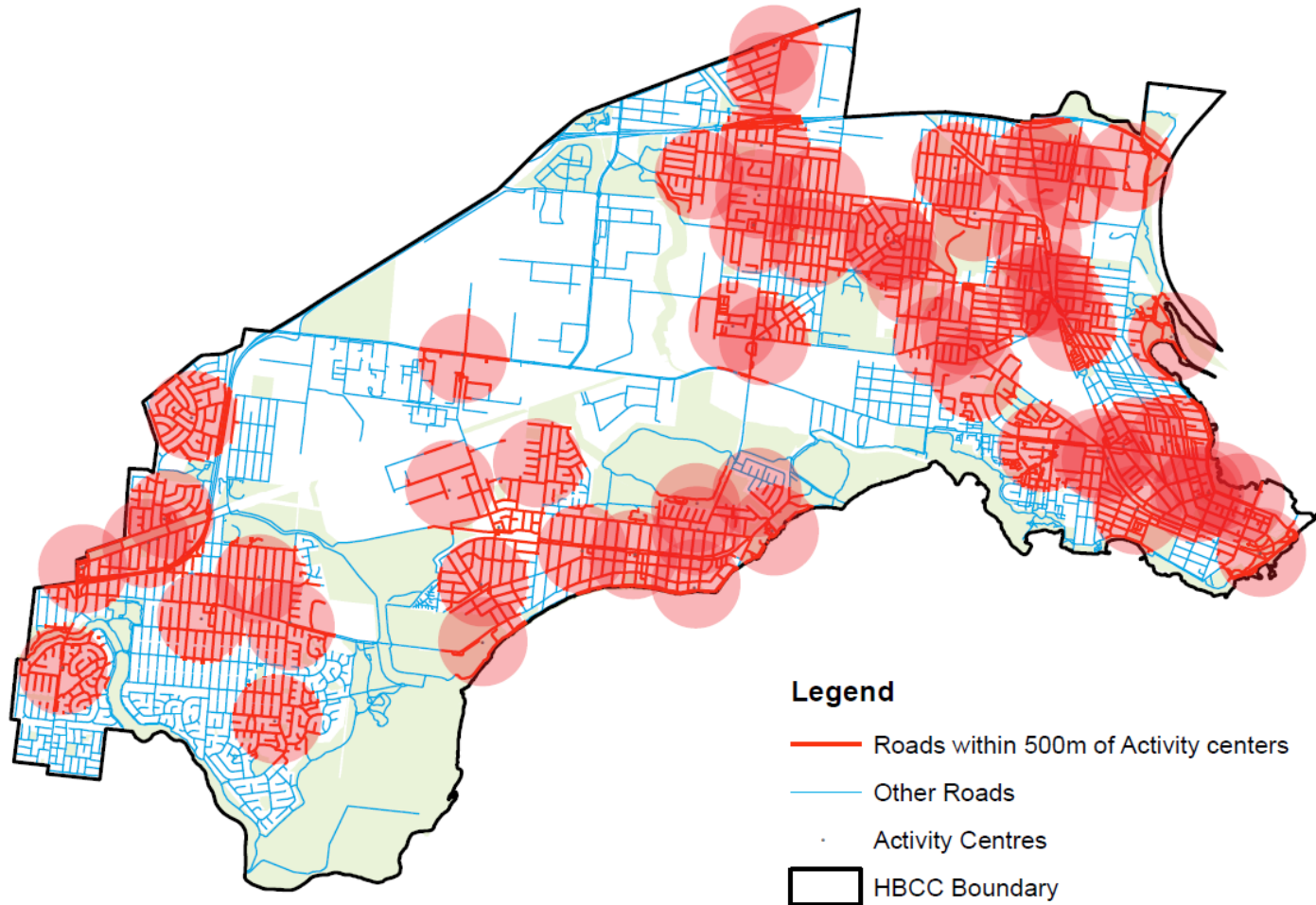
# Appendix 1: Mobile Trader Application Process





## Appendix 2: Maps – 500m exclusion of Activity Centres

Note: Map included to support the consultation process. Updated maps will be created post consultation which the policy will reference.





## LETTER OF CONSENT

**Brendan Murphy**  
**Manager Planning Building and Health Services**  
**Hobsons Bay City Council**  
**115 Civic Parade**  
**Altona VIC 30118**

20 April 2020

To Hobsons Bay City Council (**Beneficiary**)

Dear Mr Murphy,

### **Consent to Variation of Restrictive Covenant No B149259**

Further to discussions between our respective representatives, Dow Chemical Australia Pty Ltd (**Dow**) proposes a variation to the restrictive covenant contained in Instrument of Transfer No B149259 dated 19 December 1960 (the **Covenant**).

Dow is the registered proprietor of the site known as 541-583 Kororoit Creek Road, Altona, more particularly described as Lot 2 PS087025 on Certificate of Title Volume 08346 Folio 915 (the **Site**). The Site is one of a number of properties burdened by the Covenant.

Hobsons Bay City Council is the registered proprietor of the property described in Certificate of Title Volume 09065 Folio 199. Hobsons Bay City Council's site is benefitted by the Covenant and Hobsons Bay City Council is therefore a beneficiary of the Covenant.

The Covenant states that: C.S.R.C – Dow Pty Ltd (for itself and its successors and transferees the registered proprietor or proprietors for the time being):

*...will not at any time hereafter use or permit to be used the land hereby transferred except primarily for the manufacture of products derived from petroleum and other chemical products...*

The Covenant can be varied by the consent of all the beneficiaries. If all the registered proprietors of all the benefiting lots consent to the variation, Dow will make an application to the Land Titles Office to have the Covenant varied pursuant to section 88 *Transfer of Land Act 1958* (Vic). This application will be accompanied by all signed letters of consent. Dow will provide a copy of the application for Hobsons Bay City Council's information and review not less than 7 days prior to lodging it.

Dow intends to use this letter as evidence of Hobsons Bay City Council's consent to vary the Covenant by amending the wording as follows (amendments indicated by underlining):



...COVENANTS with Vacuum Oil Company Proprietary Limited and its successors and transferees registered proprietor or proprietors for the time being of the land comprised in the said Certificate of Title (other than that comprised in Plan of Subdivision No. 53077 lodged in the Office of Titles) and every part thereof that it will not at any time hereafter use or permit to be used the land hereby transferred except for any one or more of the following purposes:

- (1) primarily for the manufacture of products derived from petroleum and other chemical products; and
- (2) warehousing and distribution for petroleum and other chemical products regardless of whether manufactured on the land or not, on the land outlined in green on the attached plan; and
- (3) use of the land outlined in light blue on the attached plan for a recycling and remediation facility for the treatment of contaminated soil, water and industrial waste to remove contaminants; and
- (4) use of the land outlined in dark blue on the attached plan for the temporary storage and recycling of shells; and
- (5) use of the land outlined in yellow on the attached plan for chemical laboratory operations including testing; and

*IT IS REQUESTED that this Covenant shall be noted and appear on any future Certificates of Title to the land hereby transferred or any part or parts thereof as an encumbrance affecting the same*

A copy of the plan referred to in the modified Covenant is attached.

Yours faithfully,

**Karen Dobson**

**Dow Australia New Zealand President**



Hobsons Bay City Council agrees and consents to the Covenant being varied in the manner set out above.

**THE COMMON SEAL of HOBSONS BAY CITY COUNCIL** was hereto affixed on the .....  
in the presence of:

.....  
**COUNCILLOR**

.....  
**CHIEF EXECUTIVE OFFICER**

Dated:

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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 09065 FOLIO 199

Security no : 124073651897T

Produced 28/08/2018 02:58 pm

LAND DESCRIPTION

Lot 1 on Title Plan 128598G.  
PARENT TITLE Volume 08460 Folio 084  
Created by instrument F493060 15/10/1974

REGISTERED PROPRIETOR

Estate Fee Simple  
Sole Proprietor  
HOBSONS BAY CITY COUNCIL of 115 CIVIC PARADE ALTONA VIC 3018  
AL599877R 06/01/2015

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP128598G FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

ADMINISTRATIVE NOTICES

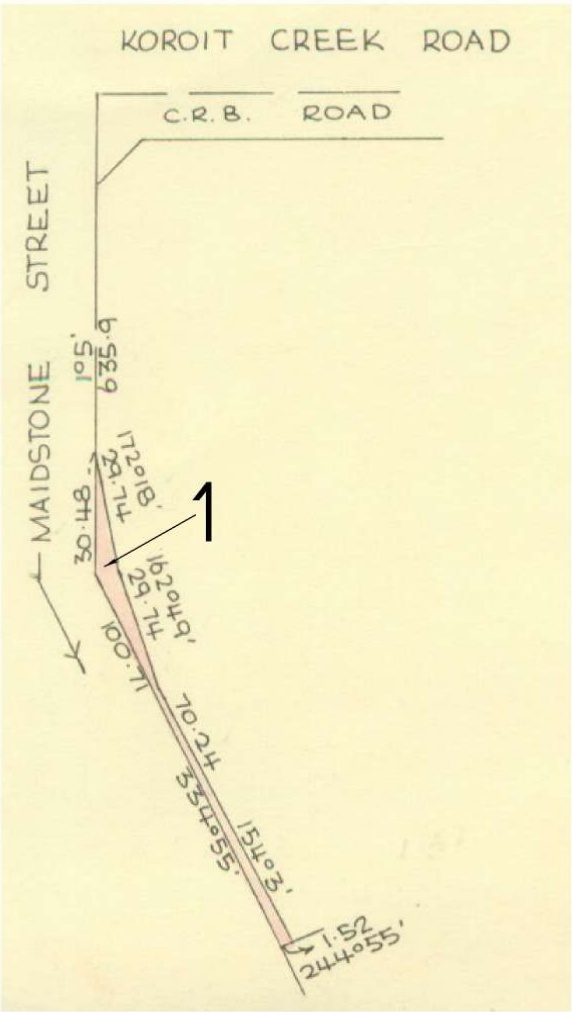
NIL

eCT Control 09868D HOBSONS BAY CITY COUNCIL  
Effective from 06/01/2015

DOCUMENT END

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TITLE PLAN		EDITION 1	TP 128598G
<b>Location of Land</b> Parish: TRUGANINA Township: Section: Crown Allotment: Crown Portion: 10 (PT)  Last Plan Reference: Derived From: VOL 9065 FOL 199 Depth Limitation: NIL		<b>Notations</b>  ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN	
<b>Description of Land / Easement Information</b> 		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 01/09/1999 VERIFIED: PJ	
<b>TABLE OF PARCEL IDENTIFIERS</b>			
WARNING: Where multiple parcels are referred to or shown on this Title Plan this does not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962			
PARCEL 1 = CP 10 (PT)			
LENGTHS ARE IN METRES	Metres = 0.3048 x Feet Metres = 0.201168 x Links	Sheet 1 of 1 sheets	

**COVID-19 Community Support Summary:  
Community Support Package Information and Business Support Summary**

**Package 1 – March 2020**

**\$0.5m**

***Immediate and deliverable***

- business engagement mechanisms
- interest free rates deferral
- waive paid parking
- transition to online services

**Package 2 – May 2020**

**\$1m**

***Fast, targeted, direct (and cash back for business)***

- rental rebates, utility cost assistance
- refund of registration fees already paid
  - food registration
  - public health
  - outdoor trading
- waiver of fees
  - planning application fees for new / business
  - sports ground allocation fees
  - hire cancellation fees
- interest free rates deferral
- arts grants (Art Apart)

**Package 3 – budget – August 2020**

**\$3m**

***Responsive and targeted***

**Business and economic recovery package - stabilise and support**

- rent rebates (HBCC tenants)
- fee rebates (registrations and permits) – food reg, public health, outdoor trading, small business planning permits
- business activation: paid parking Nelson Place; HB Business Has Heart

**Community recovery package – support and celebrate**

- Community recovery grants
- Neighbourhood connections / HB community has heart
- Reduced venue and facility fees
- Sports recovery package – rent waivers, cleaning, planning
- Library technology/iPad access

**Council rates adjustment for 2020-21**

**\$2.2m**

**Outdoor trading (Hobsons Bay Business Has Heart – Outdoors) – September 2020**

**\$1m**

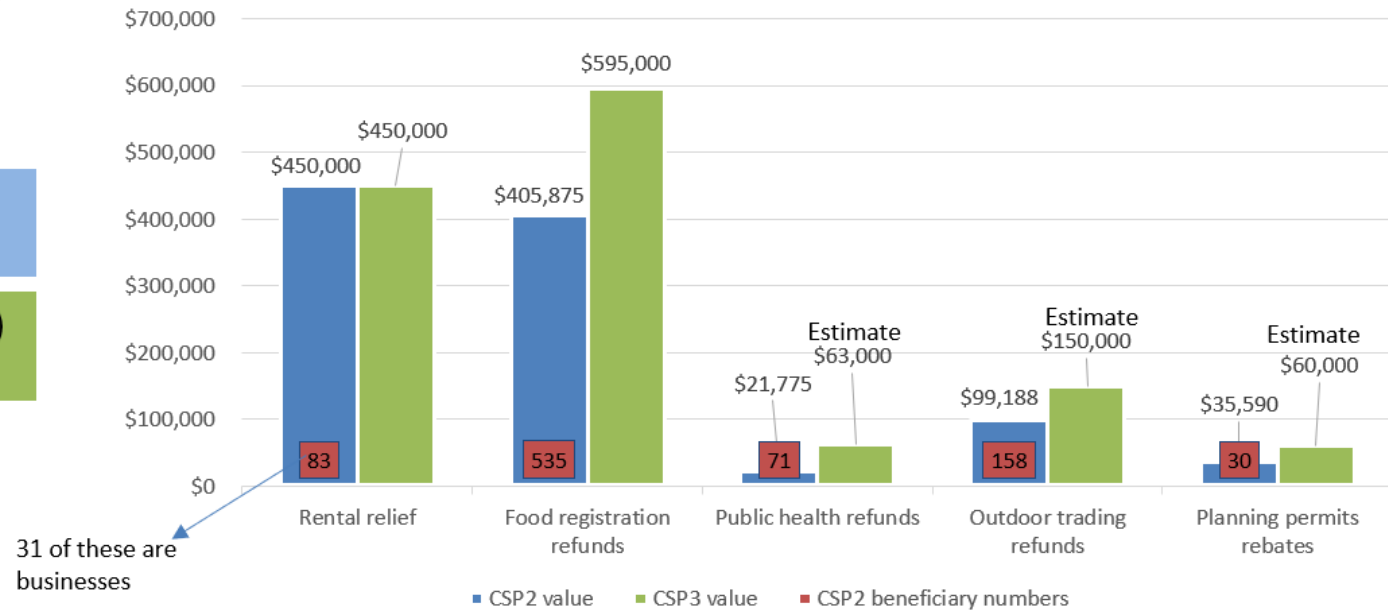
Waivers, rebates and refunds April 2020- June 2021

Total direct support to businesses  
**\$2,330,428**

CSP 2 (Apr 2020)  
 Total **\$1,012,428**

CSP 3 (July 2020 → current)  
 Total **\$1,318,000**

Support package types, value and number of businesses





## Brief History and Future of Newport Railway Workshops

**The Newport Railway Workshops that you are now standing in were the main railway workshops for the Victorian Railways for 100 years (1889 – 1980s), employing up to 5000 people at its peak. It built and maintained locomotives and rolling stock, as well as manufacturing many of its own tools, nuts, bolts, dog spikes, pick handles and tarpaulins.**

1854 - Australia' first railway opens between Melbourne and Port Melbourne.

1857 – First Railway Workshops were built at Port Gellibrand, Williamstown

1882 – A carriage workshop was built in Melbourne Road, Newport

1884 – Williamstown Workshops soon outgrew its limited site - A new larger site chosen in Champion road Newport to replace the small Williamstown Workshop.

1886-88 – Construction of the Newport Railway Workshops Begins – comprising of three main blocks (East, West and Centre). It was based on British Railway Workshop and extensively modified by Victorian Railway engineers.

The original intent was to carry out maintenance and repairs to existing rolling stock and to purchase new rolling stock from outside manufactures.

1887-90 – Tarpaulin shed was constructed in the Northern section of the site (Building 61) to produce tarps for perishable goods in open wagons. It was doubled in size just four year after it was first built, to cater for the railway's rapid growth,

1893 – Manufacture of Locomotives commenced at Newport Workshops – greatly expending the operations of the workshops. The first locomotive built numbered Z526 is in the care of ScienceWorks at Spotswood.

1895 – Carriage workshops transferred to Newport Workshops – a further expansion

1902-15 – This period saw a major expansion of Newport Workshops, as the Victorian Railways modernised its operations. Both East and West Block were extended to double the size of the workshop area.

1939-45 – Newport was used to construct military equipment during WW2 – including Bren Gun Carriers, aircraft fuselages, ship hulls and 3' 6" gauge railway equipment. The workshops worked around the clock, day and night shifts, and employed a staff 5000, of which 35% were women.

1950s – End of manufacture of locomotives at Newport. Its roll reverted back to the manufacture and maintenance of rolling stock.

- 1980s – The older parts of Newport had reached the end of its usefulness. There was limited potential to turn a 19<sup>th</sup> Century workshop into a modern facility. By the end of the 1980s large areas of Newport were no longer in use.
- 1992 – Joan Kirner (first women premier of Victoria) proposed that the Newport Railway Workshops be made a Heritage Rail Precinct called “Railworks”, where operating heritage railway operators and a railway museum could be established. Following the 1992 election loss by Labour, “Railworks” never progressed.
- 1993 – Public Transport Victoria granted Steamrail, 707 Operations and DERMPAV temporary tenure of West Block at Newport to maintain their heritage fleet of Locomotives and rolling stock.
- 1994 – Heritage Victoria identified the Newport Railway Workshops as ‘historical significant’ and that ‘they are one of the best surviving 19th century railway workshops in the world.’ A large section of Newport was placed on the Victorian Heritage Register (H1000)
- 2017 – VicTrack advised Steamrail that its current lease would not be renewed when it finished in April 2020. After that, Steamrail would be permitted to occupy West Block for a limited time (5 to 7 Years)
- 2019 – VicTrack met with all heritage railway groups as part of developing a Vintage Rolling Stock Strategy to advise that all heritage groups and heritage rolling stock would be cleared out of Newport and that there would be no heritage activities at Newport in future. Recent discussions between Steamrail and VicTrack indicated that a 3 year lease with a 3 year option would be considered. (Still no lease April 2021)
- 2019 - A three year study by heritage conservationist Chris Richards has ascertained that Newport Workshops are potentially of world heritage significance and they should receive a world heritage listing. These workshops are the last remaining 19<sup>th</sup> century railway workshop in the world still in use after 130 years for the construction, and maintenance and repair of steam locomotives and carriages.
- 2020 - What is the most appropriate future use of Newport Railway workshops?
- With such a strong link to Victoria, Australia and the world’s heritage, Newport Workshops should be kept intact, designated as Victoria’s Rail Heritage Precinct. This would give Steamrail long term tenure and enable it to continue to undertake heavy steam maintenance for all heritage railways in Victoria. A Heritage Rail Precinct would get our historical rolling stock exhibits under cover, and enable a world class railway museum to be developed in the main historical Newport complex. The New Railway

museum's proximity to Steamrail's workshops and storage area would create a vast new tourist attraction for Victoria. Locomotives and rolling stock could be rotated between Steamrail the Museum and other tourist railways. A UNESCO rating would give the precinct world heritage significance and attract international tourists as well as visitors from interstate.

# Preserving our rail history — a blueprint for the future



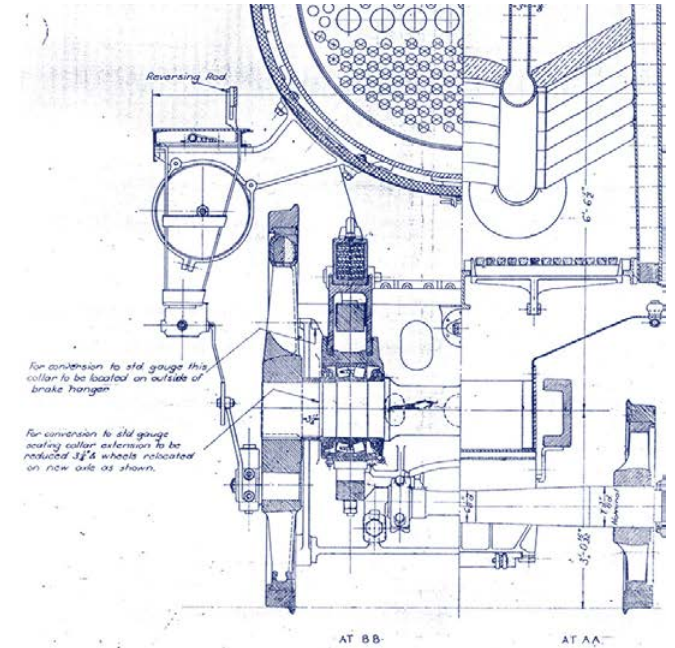
Victoria's Tourist and Heritage (T&H) tram and railway organisations work hard to safeguard our rich rail history. We want them to be able to continue their valuable work in preserving our rail heritage and giving tourists in Victoria the opportunity to experience these attractions.

*Preserving our rail history – a blueprint for the future* is the result of a year-long dialogue between the Victorian Government and the sector about the evolving challenges and opportunities presented by the expansion of Victoria's public transport network.

Now is the time to act and bring our collaborative efforts to life for future generations.



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## Foreword



Victoria has a rich rail heritage. Our connection to railways began on 12 September 1854 when a train departed Flinders Street bound for Port Melbourne (then known as Sandridge), Australia's first steam railway journey. Nothing remains of those first trains but we do have an extensive and valuable collection of historic rolling stock that illustrates other parts of our rail history.

Some of this history is preserved by the Tourist and Heritage (T&H) tram and railway sector through heritage train and tram rides, static displays or museums.

Victoria has the largest T&H tram and railway sector in Australia, all operated by not-for-profit organisations, supported by enthusiastic volunteers. These operators not only ensure the ongoing preservation of our rail history but also offer attractive tourism experiences for visitors.

The Victorian Government's massive investment in the rail network, along with advances in rail telecommunications and signaling systems, and an improved safety and regulatory environment poses both challenges and opportunities for the T&H sector.

While we look forward to these future advancements in our rail services, we want to ensure we continue to respect and preserve our history.

That is why the Victorian Government has developed an overarching strategy for Victoria's T&H tram and railway sector. *Preserving our rail history – a blueprint for the future* is the result of that work.

I look forward to seeing the T&H tram and railway sector in Victoria continue to thrive and provide opportunities for future generations to enjoy and experience our rail history.

Ben Carroll MP

Minister for Public Transport  
Member for Niddrie

# 1. Introduction

Victoria's Tourist and Heritage tram and railway organisations have worked hard to preserve our railway history. At the same time they provide enjoyable attractions for visitors across the state.

Over the last 20 years, there have been a number of broad reviews of the sector as well as numerous studies and plans produced for individual groups. While these have been informative, none has combined an overarching strategy that outlines common goals along with a roadmap for achieving them.

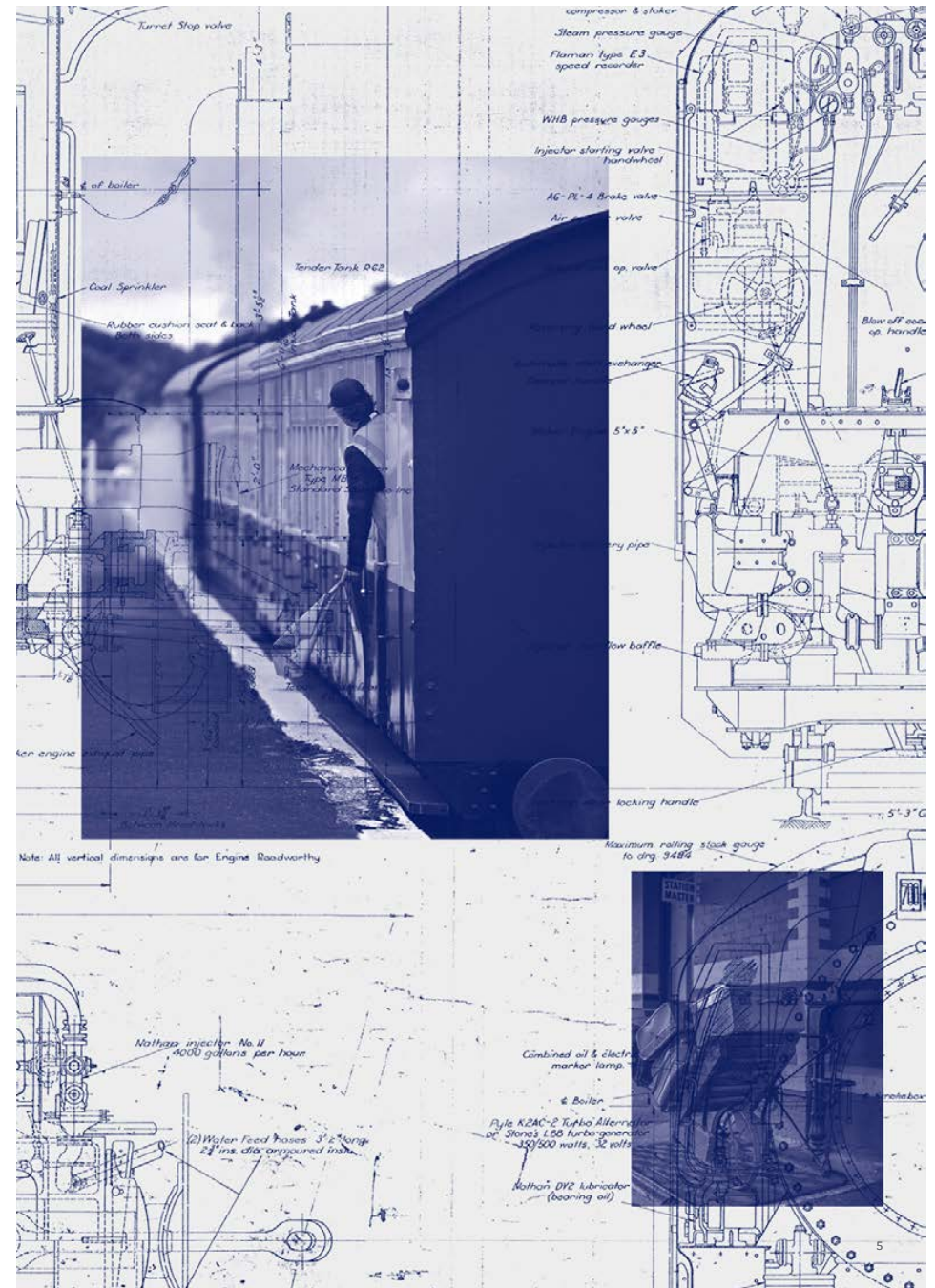
This blueprint has been developed with the aim of ensuring the T&H sector can flourish into the future.

Following extensive consultations, the sector has identified a number of common goals to support its growth. They are:

- improved marketing
- attracting and maintaining appropriately skilled and diverse volunteers
- fair access to equipment, resources and rolling stock
- better engagement between organisations and with government.

At the same time, the rapidly changing physical, technical and regulatory environment of the state's rail transport network is affecting the sector. Government actions and decisions are having varying impacts on individual T&H tram and railway organisations and the sector as a whole.

This blueprint lays the foundation required for the sector to evolve and adapt for the future and to identify and grasp opportunities as they arise.



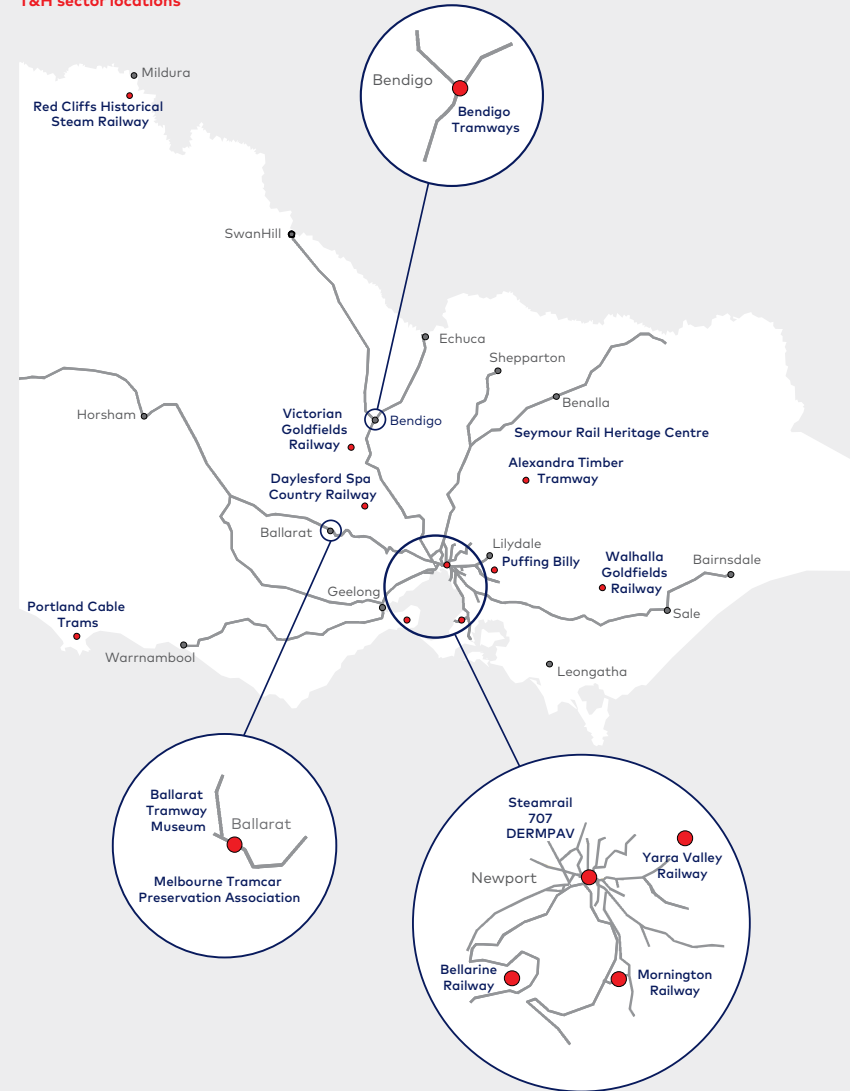


**About the T&H sector:**

- There are 17 T&H tram and railway operations in Victoria. They are dedicated to preserving Victoria's rich rail history and operating historic railway stock.
- These community-based, not-for-profit organisations consist of:
  - four organisations who predominantly operate services using the mainline (the same routes as regular public transport trains)
  - four organisations who operate broad gauge heritage railway services on former branch lines no longer required for regular public transport services
  - five organisations who operate on a variety of narrow gauge tracks along routes no longer required for their original purpose (this includes the iconic Puffing Billy Railway)
  - four organisations who operate heritage tram cars.
- Fourteen of these organisations are spread across regional Victoria and outer-metropolitan Melbourne.
- Three are currently based at the inner-metropolitan Newport Railway Workshops.
- A number of other organisations across the state maintain static displays and museums devoted to our transport history.
- Each of these organisations provides an important visitor attraction, supporting tourism and regional development outcomes across Victoria.



**T&H sector locations**



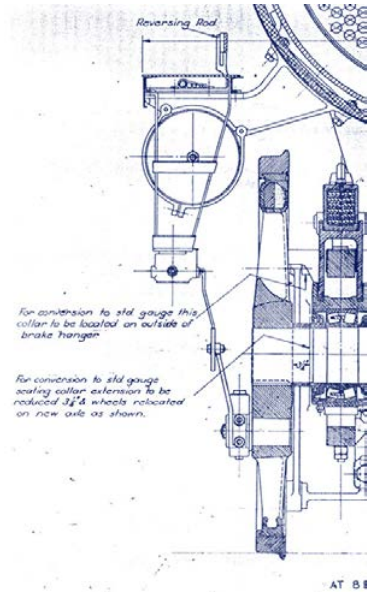
## 2. Principles and values



The principles applied in developing this blueprint are to:

- maintain and preserve Victoria's important rail history
- set the heritage rail sector on a financially and operationally secure path
- continue to provide safe and reliable heritage and tourist rail services for the benefit of all Victorians
- seek and support regional development opportunities, especially for the tourist economy
- ensure that there continues to be ongoing volunteering opportunities for current and future rail enthusiasts.

Overall, the major goal has been to ensure that T&H tram and railway organisations become masters of their own destinies.



### 3. Where do we want to get to?



#### A vision for Tourist and Heritage railways and tramways

The aim of the recommendations outlined in this blueprint is to create a flourishing T&H tram and railway sector for the future, taking into account the changes occurring in the sector today and the challenges and opportunities they bring. The following is a vision of where the sector will ideally be placed 10 years from now.

The T&H tram and railway sector has a very bright future. Industrial heritage tourism continues to attract visitors from near and far.

Individually and as a whole, organisations have significant potential for growth, offering different products and experiences across the state.

While all forms of transport continue to evolve thanks to technological developments, the allure of heritage carriages pulled by steam or diesel locomotives remains and continues to enchant railway enthusiasts of all ages.

Tram and branch line railway operators are growing in both days of operation and in track length. This not only creates more opportunities for visitors attending these attractions but also provides extended trips to enjoy scenic landscapes and experience how previous generations used to travel. Where Puffing Billy set the example of an industrial heritage visitor attraction, other T&H branch line operations are now all working towards this benchmark.

#### Puffing Billy



Puffing Billy is an example of the value that industrial heritage tourism can bring to communities and the broader Victorian economy.

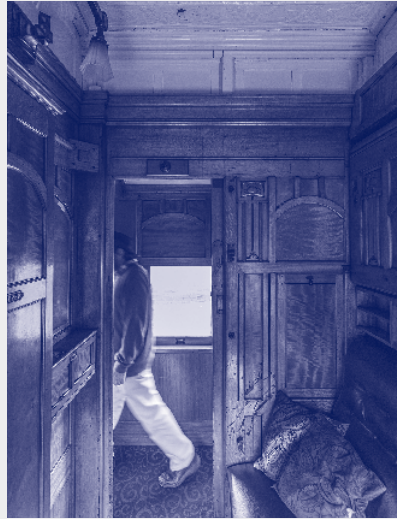
Prior to COVID-19, it attracted over 500,000 visitors per year, making it Australia's most prominent tourist railway. With changes to its governance, and with further support from the State and Federal Government's it will offer a world class visitor experience with the completion of the Discovery Centre at Emerald Lake Park.

It is also a key part of the Dandenong Ranges community, employing 60 people and many more during peak times and providing volunteer opportunities to many.

Puffing Billy is a real life example of what other T&H operators in Victoria can achieve if a strategic and co-ordinated approach is taken to developing the sector.

#### 4. How do we get there?

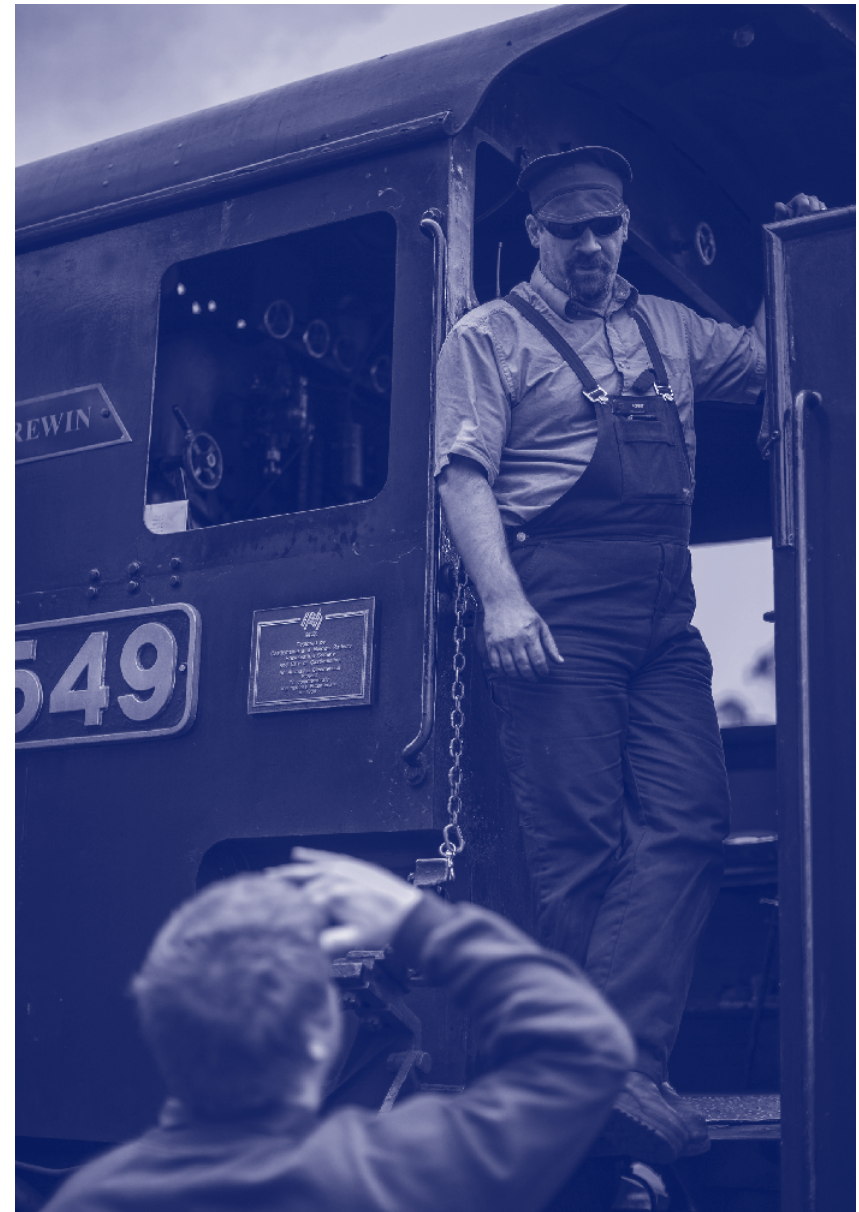
In developing this blueprint we sought to identify and anticipate the issues approaching T&H tram and railway organisations and work with them to help shape their future.



We started by listening to the T&H tram and railway organisations who outlined a number of areas of concern and opportunity.

Within government we looked at the changes already planned and those that will potentially occur to help us understand how these changes to our public transport system will help or hinder the T&H sector.

This analysis resulted in the following three priorities.





#### 4.1 All change please! Responding to rapid change

Victoria's transport network is changing rapidly.

Demand for public transport services in Victoria, especially metropolitan and regional rail, is growing dramatically. This growth in demand is expected to continue over coming years.

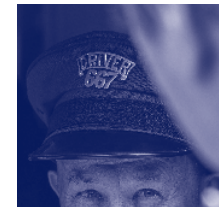
The Victorian Government's unprecedented investment into new transport infrastructure and services, along with the changes occurring within the regulatory, signalling and communication standards, will require changes within the T&H tram and railway sector.

Mainline operations already face delays and access issues as a result of increased metropolitan and regional rail services. This is on top of the costs and impacts from crewing, communications, safety requirements and other items required to operate on the same line as public transport services.

Branch line operations are looking for ways to meet changing visitor demands while also working on meeting safety and other regulatory requirements.

To help manage these changes there is a need for a strong sector voice to government. Improved connections between government and the sector will help mitigate the negatives while ensuring that opportunities are seized.

Operators would also benefit from certainty in access to land, assets and rolling stock to enable long term planning and investment.



## 4.2 All aboard! Improving the volunteer experience

Volunteers are at the heart of the T&H sector and the each group help builds the social capital of the communities they service. The value of volunteering cannot be underestimated, with improved health, wellbeing outcomes for individuals and broader social and economic benefits for communities.

It emerged from our consultations that common to all of the T&H tram and railway organisations was a need to attract an increasing number of diverse and skilled volunteers.

Generally speaking, the active volunteer base in T&H tram and railway organisations is ageing and male, with a large number of them currently or formerly involved in the railway sector.

There is a need for T+H organisations to actively diversify their volunteer bases, and ensure they provide welcoming, safe and inclusive environments to attract new volunteers from a diversity of backgrounds.

In addition to attracting new volunteers, there is a need to ensure that existing skills and knowledge within the current volunteer pool are passed down to ensure that some of these unique attributes are not lost.

With volunteer labour central to the viability of the sector, it is important to ensure that major equipment and investments are not duplicated across organisations. A key way to help reduce costs and improve volunteer skills is to centralise types of major maintenance or restoration.

Where the appropriate equipment, skills and willing volunteers can be coalesced, centres of excellence that specialise in a type of major maintenance or restoration will improve the efficiency and safety in the sector and provide improved outcomes for volunteers to be trained appropriately.





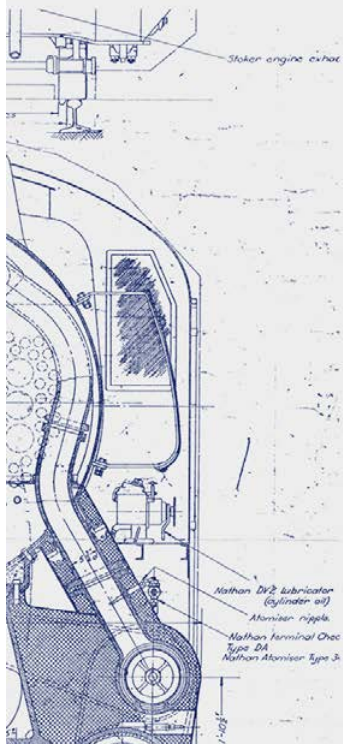
## 5. Recommendations

### 1. Together, everyone achieves more

An effective Tourist and Heritage Sector Coordinating Board (SCB) is key to successfully delivering the recommendations in this report and securing the future for the industry.

The SCB would:

- be independent of government
- have membership open to any T&H organisation in Victoria (notably, Puffing Billy is not represented on the Tourist and Heritage Advisory Committee)
- in effect replace the current, but limited, Tourist and Heritage Advisory Committee (subject to changes in legislation)
- be a fully skilled based board with an understanding of tourism, heritage, governance and corporate responsibilities
- initially be supported by government, but would eventually be operationally and financially self-sufficient.



### 1.1 Victorian Government support for the SCB

The Victorian Government will support the creation of the SCB by:

- providing advice and legal expertise to ensure fair and equitable governance arrangements are put in place
- supporting the SCB through its initial establishment
- acknowledging the SCB as the voice of the sector and working with this body in order to deliver the recommendations in this blueprint.

On an ongoing basis, the Victorian Government will work directly with the SCB including:

- retaining the role of the Tourist and Heritage Railway Registrar as a key point of contact between the sector and the Victorian Government
- assisting groups to meet regulatory requirements as they emerge.
- co-hosting a number of functions and events with the SCB each year to ensure the sector is kept informed on:
  - the delivery of this blueprint's recommendations
  - any other changes occurring in the sector, how they are likely to impact the sector and what is being done to manage the impacts
  - any other matters of interest to the sector.

Jointly, the Victorian Government and the SCB will develop a work plan, prioritising actions from this report and the other work required to deliver positive outcomes for the sector.



### 2. The heritage trains are the star of the show

The SCB and the Victorian Government will work together to develop a Heritage Rolling Stock Collection Policy.

This policy will define and nominate existing heritage rolling stock as:

- Premium - meaning rolling stock that is of truly historical importance that must be preserved and retained for future generations
- Non-Premium – heritage rolling stock of less import that can still be utilised for various purposes

The collections policy will also outline how examples of Victoria's current and future train and tram fleet will be collected as elements of our rail history.

#### 2.1. Using Victoria's heritage rolling stock

Protecting our rail history is not enough. Where possible these pieces of history need to be made available to the public through heritage tram and railway operations, museums and other sites.

Subject to the collections policy the Victorian Government will seek to lease all operational and serviceable premium rolling stock to Victorian T&H tram and railway organisations.

These leases will require any T&H tram or railway organisation to:

- respect and care for the vehicle (stewardship)
- have a plan for the restoration and maintenance of the vehicle (preservation)
- outline how they will use the vehicle to allow visitors to ride and/or view the vehicle (business).

### 2.2. Allocating heritage rolling stock

To help the sector grow it is time to release the many pieces of unused heritage rolling stock stored by the state.

As mentioned in 2.1 only T&H organisations will be able to initially apply for Premium rolling stock.

It is anticipated that the procedure will run in this order:

- EOI for premium rolling stock
  - for T&H tram and railway organisations only who, in making any application, need to explain their stewardship, preservation and business plans, including how they would use their entire fleet.
- EOI for non-premium rolling stock
  - for T&H tram and railway organisations who, in making any application, need to explain their stewardship, preservation and business plans, including how they would use their entire fleet
  - offer to local government, community groups and other organisations for static use, subject to appropriate stewardship and preservation plans.

In making decisions around the allocation of rolling stock, every attempt will be made to ensure that the state-owned assets currently allocated to T&H organisations will be leased to them. However, this cannot be guaranteed and will be subject to each organisation's business, stewardship and preservation plans for the assets in their control.

Remaining unallocated non-premium rolling stock not necessary for retention under the Collection Policy will be stripped of useful parts and the remainder of the vehicle scrapped.

### 2.3. Maintain heritage operations through making available parts and equipment

It is not just about the use of heritage rolling stock, we need to ensure that the parts and equipment central to keeping them moving are available.

- A fulsome parts audit will be completed using the resources of VicTrack and the skills and experience of the T&H sector.
- State-owned parts will be made available to organisations, subject to need and available storage.
- A formal Release of Surplus Material policy should be endorsed by the SCB and the Victorian Government to allow the fair and equitable transfer of state-owned parts, equipment and resources (including rail, ballast, sleepers and turn-outs) as they become available.





### 3. A place to call home

A site with a secure lease, with the necessary infrastructure and independent of any other restrictions that may curtail operations is necessary for the long-term success of any T&H tram or railway.

The changes occurring at Newport as a result of the increasing number of people catching public transport means that the site is becoming problematic for long-term T&H leases.

#### 3.1. On VicTrack land, organisations will be offered new standard Tourist and Heritage land leases

By providing new standard leases, with clauses specifically tailored for T&H tram and railway organisations, organisations will be able to have greater certainty over the land they use to run their businesses on.

VicTrack will also work with these organisations to ensure consideration is undertaken for any possible expansion plans onto VicTrack land.

Internal government consultation will be undertaken to see if those groups who lease land from other government organisations can have their leases include similar clauses for certainty and the ability to expand if possible.

#### 3.2. VicTrack will work one-to-one with the three heritage train operators and the Newport Railway Museum to manage the land use issues at Newport

The Newport Railway Museum will remain at its current site at Newport, with work to continue to provide coverage and protection of the exhibits.

The Victorian Government will work with the three mainline heritage rail operators based at Newport on a planned timeline to shift the majority of other railway heritage operations from Newport, subject to available funding.

The Victorian Government will consider a location for a permanent, open-access T&H metropolitan staging point. This may be at Newport, but other areas will also be considered.

### 4. Volunteers, the engine room of the sector

The development of a Volunteer Strategy for the entire sector can:

- identify any disincentives in the sector to attracting a more diverse volunteer base and then generate responses to them
- target segments of the community who may be unaware of the opportunities available with T&H tram and railway organisations
- prioritise the skills missing or limited in the sector.

This work can be carried out by the Tourist and Heritage Sector Coordinating Board working with the Victorian Government.

### 5. Establish centres of excellence

To reduce duplication and provide the best possible sites for volunteers to work, centres of excellence in specific areas of major maintenance and restoration work will be supported.

These will be identified by the sector through the Sector Coordinating Board and will help support the retention and development of volunteers as they get the best available training and equipment to work on.

### 6. More visitors = more money

While individual groups each have a unique aspect to their attractions, there is a lot of commonality about what attracts visitors to the sector.

Using the expertise within the Victorian Government and the knowledge of the Sector Coordinating Board, a coordinated and overall marketing strategy will help increase the number of visitors to the sector as a whole.

#### 6.1. Individualised marketing plans

With the uniqueness of each individual operator, the Victorian Government will also work with operators to help them deliver their own strategic marketing and visitor plans, capitalising on their assets. This may be completed in partnership with relevant regional tourism boards in order to capitalise on the broader attractions and events regions.

### 7. Ongoing government support

Government currently supports the T&H tram and railway sector with heavily discounted rent for government land and buildings, including the maintenance of buildings, and permanent support from the T&H Railway Registrar and staff.

In addition, there have been a number of recent significant grants provided to major Tourist and Heritage tram and railway organisations including:

- Victorian Goldfields Railway – Regional Development Victoria grant for train stabling and shedding in Castlemaine
- Walhalla Goldfields Railway – Regional Development Victoria grant to restore a rail motor
- Yarra Valley Railway – Victorian Government 2019–20 Budget allocation to expand the railway
- Bendigo Tramways – Victorian Government support from Regional Development Victoria and VicTrack to expand the Tramways' depot and workshops
- Newport Railway Museum – VicTrack support to provide weather protection to more assets, including Heavy Harry.

As outlined in 1.1 the Victorian Government will continue to do these things and more to assist the development and tourism potential of the T&H tram and railway sector in Victoria.

## 6. Conclusion

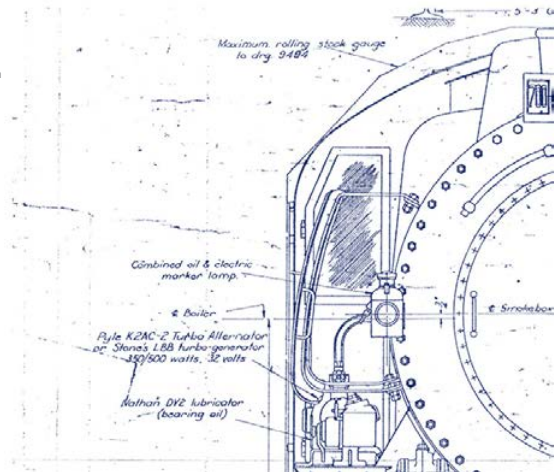


The existing T&H tram and railway sector is a quiet, but successful, driver of the conservation of our history and our visitor economy.

With the changes occurring in the transport system as a whole, we have an opportunity to secure the future of the sector.

The actions and recommendations outlined in this blueprint are just the beginning.

Through the government and the sector working collaboratively, we can all ensure that these organisations thrive so that future generations can continue to experience our rich rail history.



## Appendix A:

### Tourist & Heritage tram and railway organisations

Organisation	Location
Alexandra Timber Tramway	Alexandra
Association of Tourist and Heritage Rail Australia	Australia
Ballarat Tramway Museum	Ballarat
Bellarine Railway	Queenscliff
Bendigo Tramways	Bendigo
Castlemaine and Maldon Railway Preservation Society (Victorian Goldfields Railway)	Castlemaine
Central Highlands Tourist Railway (Daylesford and Spa Country Railway)	Daylesford
Council of Tramway Museums of Australasia	Australia and New Zealand
DERM Preservation Association	Newport
Melbourne Tram Museum	Hawthorn
Melbourne Tramcar Preservation Association	Haddon
Mornington Railway Preservation Society	Mornington
Newport Railway Museum	Newport/Nth Williamstown
Portland Cable Trams	Portland
Puffing Billy Railway* #	Belgrave
Red Cliffs Historical Steam Railway	Red Cliffs
Seven O Seven Operations	Newport
Seymour Railway Heritage Centre	Seymour
Steamrail Victoria	Newport
Tramway Heritage Centre	Bylands
Walhalla Goldfields Railway	Walhalla
Yarra Valley Railway	Healesville

\*Puffing Billy Railway is managed under the *Emerald Tourist Railway Act*. The other operators fall under the *Tourist and Heritage Railway Act 2010*.

#Puffing Billy Railway is operated by the Emerald Tourist Railway Board (ETRB). In addition to the ETRB, the Puffing Billy Preservation Society is a membership based organisation that supports the operation of the railway.

