

11 October 2022 Council Meeting Attachments

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Chief Executive Officer

REPORT ON OPERATIONS

September 2022



**Hobsons
2.0**

Issue 65

Published October 2022

Presented at the Council Meeting of Council on 11 October 2022

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 September 2022, the Chief Executive Officer 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 Moonee Valley City Council. Items of interest included a discussion with the Chair's of the Integrated Water Management Forums;
- attendance at the LeadWest CEO's meeting, hosted by Melton City Council. Items of interest were the Advocacy brochure and government advocacy plan;
- attendance at a meeting with The Hon. Minister Horne MP, Department of Transport and Council officers to discuss traffic concerns within Altona North;
- attendance at a meeting with Kaushaliya Vaghela MP to discuss Councils advocacy priorities;
- attendance at the LG CEO meeting including Department Environment, Land, Water and Planning (DELWP) and Recycling Victoria;
- attendance at a meeting with Peter Lellyett Acting Chief Executive Officer, West Gate Tunnel Project;

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

- attendance at the official launch of the Civic Centre;
- attendance at the Hobsons Bay Business Breakfast;
- meeting with Jayne Nelson CEO of IPC Health;
- a site visit of the Toyota Hydrogen Centre together with Mayor Cr Peter Hemphill;
- attendance at the Hobsons Bay Outdoors Program Business Roundtable;
- attendance at the MAV Western Metropolitan Regional meeting; and
- attendance at the Western Region Bi-Annual forum hosted by Moonee Valley Council.



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 18 counselling sessions this month to 17 young people. At the end of the month there was no waiting period for a young person to access youth counselling services.

Youth Programs and Activities

The Youth Services team ran 36 programs and activities sessions providing 1,445 contacts with young people. This included youth development programs, Youth Change Makers Challenge leadership program, and the 'What Youth Want' engagement campaign.

Youth-focussed Capacity Building Programs

There were three sessions were held for 150 parents and stakeholders contacts to support and empower young people, including the 'Tuning Into Teens' program, Youth Mental Health First Aid course and events such as R U OK? Day.

Library services



Libraries

September 2022

Physical loans (books etc.): 25,382
 eLibrary loans (eBooks etc.): 8,486
 Renewals: 8,361
 Total: 42,229
 Library visits: 39,575

Loans have decreased 6 percent compared to August 2022.

Year to date loans have increased 114 per cent compared to September 2021.

eLibrary loans have decreased 3.5 per cent compared to August 2022.

Year to date eLibrary loans have decreased 4 per cent compared to September 2021.

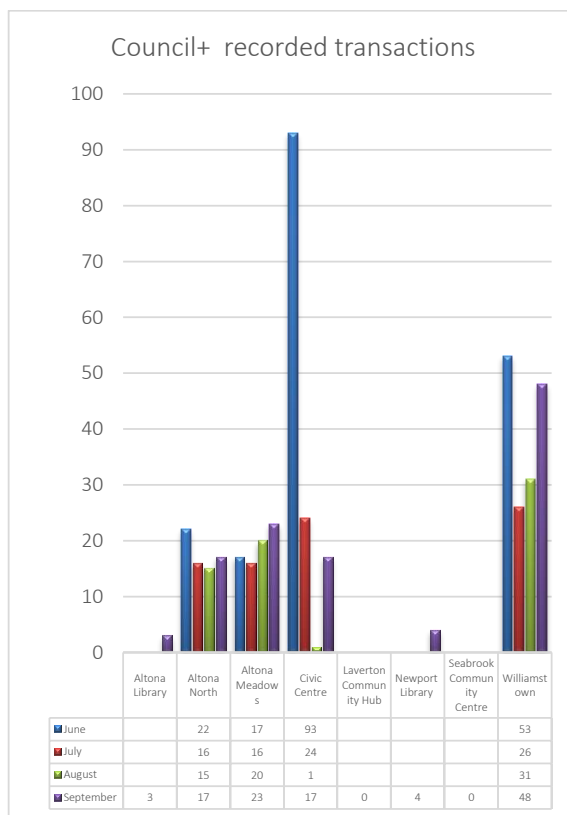
Library books appear on Google Search results

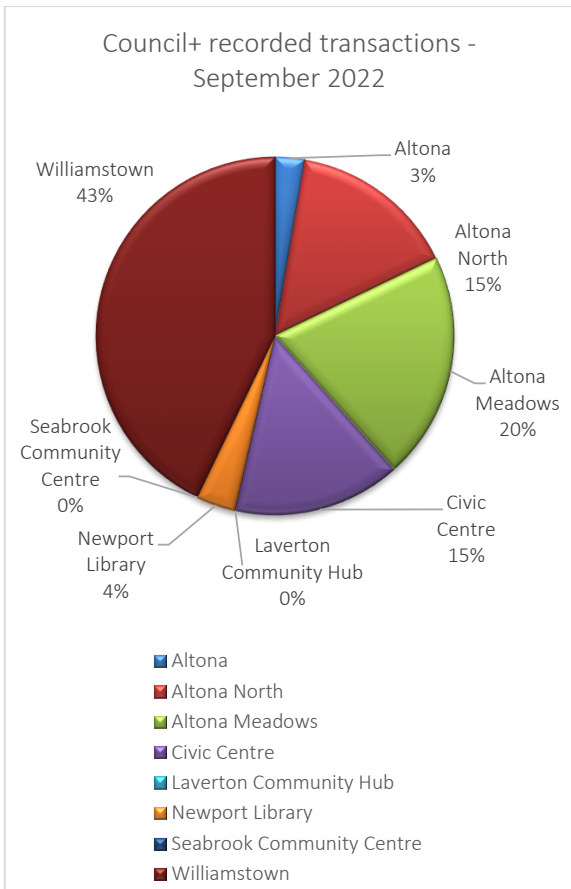
The results of the library's BLUEcloud Visibility+ connection with Google have started to filter in. Over the first 16 days of September, 748 people linked through to the library catalogue directly from their Google search results.

Members

| Name | Google | Apps | Open Lib | Social | Embed | Other |
|---|--------|------|----------|--------|-------|-------|
| Buloke Libraries blik.library.110k | 0 | 0 | 0 | 0 | 0 | 0 |
| Campaspe Shire Council cpcl.library.110k | 44 | 0 | 0 | 0 | 0 | 0 |
| Casey Cardinia Libraries cccl.library.110k | 0 | 1 | 0 | 0 | 0 | 0 |
| Central Highland Libraries chrl.library.110k | 410 | 0 | 0 | 0 | 0 | 0 |
| Corangamite and Mopac Libraries cmll.library.110k | 24 | 0 | 0 | 1 | 0 | 0 |
| Geelongarea Library Service gals.library.110k | 0 | 0 | 0 | 0 | 0 | 0 |
| Geelong Libraries gell.library.110k | 7 | 0 | 0 | 0 | 0 | 0 |
| Geelong Valley Libraries gvll.library.110k | 0 | 0 | 0 | 0 | 0 | 0 |
| Greater Dandenong Libraries gdll.library.110k | 563 | 0 | 0 | 0 | 3 | 1 |
| Hindmarsh Shire Council hslc.library.110k | 0 | 0 | 0 | 0 | 0 | 1 |
| Hobsons Bay Libraries hbls.library.110k | 748 | 0 | 1 | 0 | 0 | 1 |
| Hume Libraries hume.library.110k | 691 | 0 | 0 | 0 | 0 | 0 |
| Hyphen - Wodonga Library Gallery wodl.library.110k | 0 | 0 | 0 | 0 | 0 | 2 |
| Indigo Shire Libraries islsl.library.110k | 17 | 0 | 0 | 0 | 0 | 0 |
| Latrobe City Council lcc.library.110k | 74 | 0 | 0 | 0 | 0 | 0 |
| Melton City Libraries mclsl.library.110k | 443 | 0 | 0 | 0 | 2 | 0 |
| Mildura Rural City Council Libraries mrccl.library.110k | 34 | 0 | 0 | 0 | 0 | 1 |
| Mitchell Shire Libraries mslsl.library.110k | 76 | 0 | 0 | 0 | 0 | 0 |
| MYL - West Gippsland Libraries wgl.library.110k | 0 | 0 | 0 | 0 | 1 | 0 |
| Swan Hill Regional Library shrl.library.110k | 5 | 0 | 0 | 0 | 0 | 0 |
| Wimmera Regional Library Corporation wrlc.library.110k | 0 | 0 | 0 | 0 | 0 | 4 |
| Wyndham City Libraries wycl.library.110k | 553 | 0 | 0 | 0 | 0 | 0 |
| Yarra Libraries yarl.library.110k | 1,058 | 3 | 1 | 0 | 0 | 2 |
| Yarriambiack Shire Libraries yskl.library.110k | 2 | 0 | 0 | 0 | 0 | 0 |

Council +





Community Hubs and Centres

Laverton Community Hub

There were 762 participants in the Laverton Hub Active Program over September. There were 298 room bookings in September.

Newport Community Hub

There were 173 room bookings in September.

Seabrook Community Centre

There were 99 room bookings in September.

Immunisations



Immunisations

In September, Council's immunisation team held eight immunisation sessions plus two home visit sessions and administered 733 immunisations to 310 clients. These sessions were held at Williamstown Town Hall and Laverton Community Hub.

Early years and family services



Maternal and Child Health (MCH)

During September, there were a total of 87 new infants born to Hobsons Bay families. The highest numbers of infants born were in Altona North. The Universal MCH Service completed 1,042 consultations/appointments. The Enhanced MCH Service received seven new referrals and provided 62 ongoing consultations for vulnerable families.

- 13 families received support packages from either St Kilda Mums or the Victorian Government Nursery Equipment Program for vulnerable families.
- 7 welfare phone calls were completed due to COVID impact/isolation.

Parenting Programs

The following parenting support programs were delivered:

- 19 First time parenting groups
- 4 Sleep support groups
- 9 Sleep support outreach appointments
- 8 Breast feeding support sessions
- 3 Baby makes 3 sessions
- 0 Circle of Security sessions

Family/Social work support (MCH)

Council's MCH social worker responded to three new Family Violence referrals. Sixteen further consults were conducted in relation to family violence.

Kindergarten Registration

Council processed 43 three-year-old, and 54 four-year-old registrations for kindergarten.

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. The PSFO program provided 72 consultations to Educators.

Occasional Care

There were 11 children (between 0-5 years) that attended Council's Occasional Care program on Thursdays and Fridays totalling 52 sessions.

Supported Playgroups

Council facilitated 21 smalltalk groups, seven supported playgroups, and four one on one sessions to vulnerable families.

Services for older residents and residents with disabilities



Planned Activity Groups (PAG)

A total of 79 clients attended 36 Planned Activity Group sessions.

Community Transport

Seniors transport provided 20 return trips to 32 clients. Council provided eight clients with two social transport trips.

Aged Assessment

Council undertook 63 assessments and 73 support plan reviews for services required by older residents requiring support services.

Delivered Meals

Meal deliveries were made to 161 residents. In total 2,202 meals were provided to eligible residents. There were three residents that also received a delivery of staple grocery items.

Home Maintenance

Through Council's Home Maintenance program 16 residents were provided with home services.

Arts and Culture



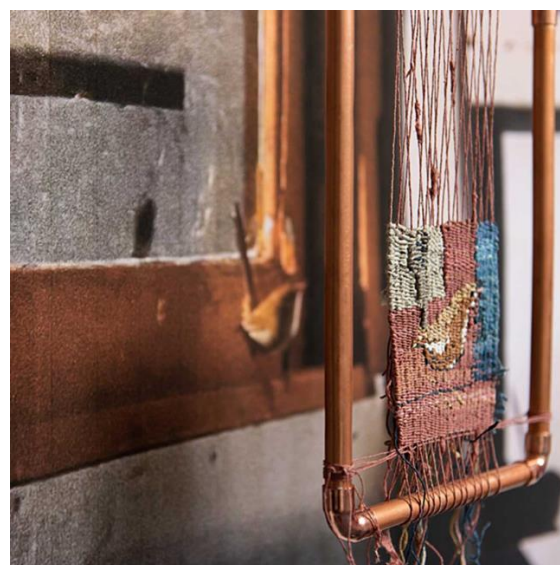
Forward Motion Arts Program – Part of Melbourne Fringe Festival

The 24 participants of the *Forward Motion Arts Program* created work for an exhibition across multiple sites within Wyndham and Hobsons Bay during the 2022 [Melbourne Fringe Festival](#).

The exhibition opened on 28 September, at Wyndham Cultural Centre, Werribee. Works are being exhibited at the Wyndham Cultural Centre, Werribee from 28 September to 15 October and at Woods Street Arts Space's Laneway Gallery, Laverton from 8 October to 1 December.

Exhibitors explore the idea of 'Forward Motion', the concept of collectives and networks, and reflect on collective behaviour, social movements, artificial intelligence and bio-communities under the mentorship of [Science Gallery](#) Head of Curation, Tilly Boleyn, and Curatorial Assistant and Artist, Arie Glorie.

Forward Motion is presented by [Wundergyim](#) as part of Creative City Hobsons Bay's [Creative Exchange Lab](#) in partnership with Wyndham Arts & Creative City.



Above: *Forward Motion* exhibitor Elizabeth van Herwaarden

Creative Rainbow workshops

During September, expressions of Interest opened for people to participate in two free creative workshops with local curator Yohann Naviere as part of Hobsons Bay City Council's 'Civic Space' Program.

People are challenged to create artwork with one colour of the rainbow and have their creations displayed in a 'rainbow' collective exhibition at the Civic Centre in Altona. Workshops will be held in early October.



Above: Creative rainbow workshops promotional image

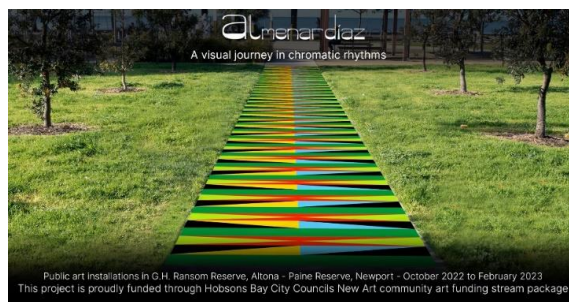
New Art - 'A visual journey in chromatic rhythms' project

During September, local artist Carlos Almenar held a series of workshops at Seaholme Primary School and Newport Lakes Primary School as part of his 'A visual journey in chromatic rhythms' project. Students explored and experimented with 'Op-art'. The works created by the students will be exhibited at Woods Street Arts Space in Laverton, from 15 October to 27 October, and at Newport Community Hub from 29 October to 11 November.



Above: Student creating 'Op Art' for 'A visual journey in chromatic rhythms' project

This exhibition will also display photographs of two temporary public artworks to be installed at GH Ransom Reserve, Altona and Paine Reserve, Newport from October 2022 to February 2023. The temporary public artworks are a series of linear chromatic rhythms inspired by native flora of unique environments present in Hobsons Bay.



Above: Concept design of 'A visual journey in chromatic rhythms' temporary public artwork at GH Ransom Reserve, Altona

An artist talk will be held at Newport Paine Reserve 10.30am Saturday 29 October.

The project will be launched at Woods Street Arts Space on 15 October. This project is proudly funded through Hobsons Bay City Councils New Art community art funding stream package.

Event Applications and Permits

Seven expressions of interest event applications were received, and two permitted event permits were issued during September.

Markets

Five markets were held across Hobsons Bay throughout September including Altona Meadows, Cherry Lake, Williamstown and Spotswood.

Community Signboards

Since the easing of COVID restrictions, there has been a marked uptake of community signboard applications by Hobsons Bay community groups and not-for-profit organisations. Both sites in Newport and Altona are now in heavy demand.

Event and Festivals Funding

Anderson Street Community Group held the first of four Play Street events.

Hobsons Bay Visitor Information Centre

For the month of September, the Visitor Information Centre welcomed 1,137 visitors.

- 732 of these visitors were from within Victoria
- 92 were from overseas
- 127 from interstate
- 186 from Hobsons Bay.

The one-hour free Guided Heritage walk season for Spring has returned. The tours depart from the Visitor Centre at 11.45am every Tuesday and Friday excluding Melbourne Cup Day. Bookings can be made by calling the Centre or via Hobsons Bay Tickets.

Williamstown Town Hall

Council ran four immunisation sessions during September and the Australian Red Cross Blood Bank Service utilised the Ballroom for 10 days for blood collections.

West Melbourne Marathi and Wyndham Malayalee Community Group held cultural concerts. Renowned Indian Artist Ms Bhoomi Trivedi performed for one night only with touring company Sahyog Entertainment. Williamstown High School and Newport Lakes Primary School held concerts. The Altona Gators and Williamstown CYMS Football Club held their presentation evenings.



Above: West Melbourne Marathi event with Mayor Cr Peter Hemphill on stage



Above: West Melbourne Marathi event



Above: Artist Bhoomi Trivedi performing on stage at the Williamstown Town Hall

Williamstown Town Hall hosted the launch of the Victorian Government's Pride in our Future: Victoria's LGBTIQ+ Strategy 2022-23. The Commissioner for LGBTIQ+ Communities, Todd Fernando, ran a community forum to talk about what the strategy means for community members and organisations.

Representatives from the All Aboard Club, Williamstown Toastmasters, Williamstown Film Society and Williamstown Historical Society held meetings and a film screening.

Altona Theatre

This month's hirers included Nritto Bhubon Dance Inc and Impulse Dance Studios holding their annual dance concerts.

The second performance as part of the ‘Live from the Altona Theatre’ presented by the council as part of ‘On the Road Again’ presented Emma Donovan & The Putbacks with the Meltdown to a sold-out audience.



Above: Emma Donovan & The Putbacks and the Meltdown

During the school holidays, the Altona Theatre hosted a performance of *Bunkasaurus*, a jaunty adventure from the DIY masters of puppetry and theatrical wizardry. The show was presented as part of councils ‘Arts at You Doorstep’ performing arts season.



Above: *Bunkasaurus*

Old Laverton School

Covenant Kingdom International Ministries held their weekly service and two Martial Arts classes per week were held during September.

Two new brass plaques were installed into the memorial rock at the Old Laverton School. This is in preparation for the 100th anniversary of the Laverton Honour Board on 23 October 2022. One is a replica of the timber board installed inside the school, the other recognises Alfred Lindsay Newland who served in the European War.



Above: Memorial plaques at Old Laverton School

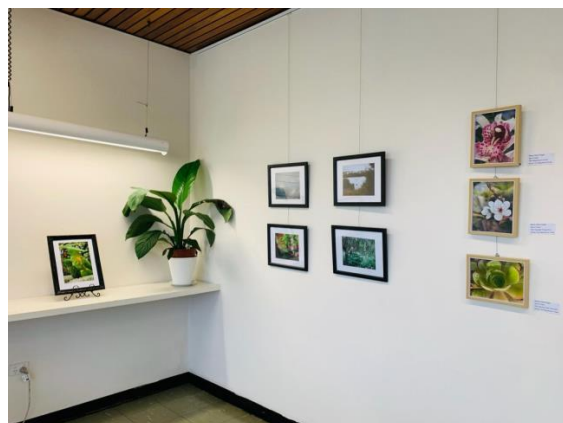
The Substation

The Substation hosted three exhibitions in September, including *Class Act* by APHIDS, an artist led experimental art organisation based in Naarm (Melbourne); the performance ran from 27 September to 1 October.

There were seven Artists in Residence at the Substation throughout September; Bureau of Works, Australian Art Orchestra, the RABBLE, Phuong Ngo, Melanie Lane, Jo Lloyd and Western Edge.

Woods Street Arts Space

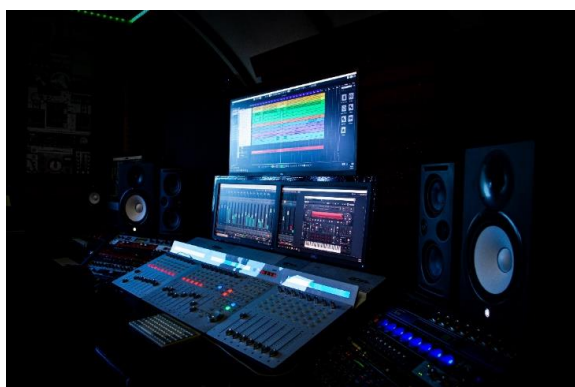
On 1 September, Woods Street Arts Space hosted the opening of ‘*A Nature Inspired Photography Exhibition*’ which displayed a series of photographic works created by children and young people from the Hobsons Bay home-schooling community. The exhibition was on display until Saturday 17 September.



Above: *A Nature Inspired Photography Exhibition* installation shot

Soundstep studios

On 17 September, *Soundstep Studios* held a 'Performance and Arranging workshop with Vashti Sivell & Pepi Meza'. *Soundstep Studios* is a new music mentoring, rehearsal and recording facility for music industry professionals over the age of 15 years at Woods Street Arts Space in Laverton. *Soundstep Studios* is presented as part of Hobsons Bay City Council and the Victorian Government's On the Road Again initiative.



Above: *Soundstep Studios*

Woods Street Youth Art Prize 2022 Submissions

Expressions of Interests (EOI) for the biennial *Woods Street Youth Art Prize* closed on 12 September 2022. The *Woods Street Youth Art Prize* showcases artworks by young artists aged between 14 to 25 who study, live, work or have a connection to the inner and Western suburbs of Melbourne from the Cities of Hobsons Bay, Maribyrnong, Brimbank, Melton, Moonee Valley, Geelong, or Melbourne. Artworks can be 2D, 3D, film or performance art.

Fifty-eight artists submitted 85 artworks. Applicants living in Hobsons Bay contributed to 75 per cent of applications.

Exhibiting artists were shortlisted by representatives from Council's Youth Services, Libraries, and Arts Culture & Heritage. Forty-five artworks were selected in a wide range of mediums with young creatives from diverse backgrounds. Selected artworks will be exhibited at Woods Street Arts Space in Laverton from 4 November to 19 November 2022.

Prizes will be selected by representatives from The Substation, Louis Joel Arts & Community Centre and Western Edge Arts. Prizes will be presented at an awards ceremony on 18 November 2022.

Prizes are:

- Open Category - \$1000
- Runner up Open Category - \$500
- Hobsons Bay Artist - \$500
- Artist Encouragement Award (under 20) - \$200
- Artist Encouragement Award (over 20) - \$200
- People's Choice Award - \$400



Above: 'Giving' by Mish Winters *Woods Street Youth Art Prize* shortlisted entrant

The Overwintering Project: Wall of Wings Workshops

During September, Woods Street Arts Space hosted four printmaking workshops for the 'Walls of Wings' exhibition at Louis Joel Arts & Community Centre. The exhibition will open on 8 October to celebrate World Migratory Bird Day and run until 20 October 2022. Twenty-four people participated in the workshops.

The exhibition will occur in conjunction with activities run by the Hobsons Bay Wetland Centre and will include a performance of 'Stories of Home', migration stories written by young CALD people.



Above: Prints from 'Walls of Wings' Project

Granny Squares Christmas Tree Project – Walker Close

During September, the Walker Close Community Centre in Altona held two 'Granny Square Christmas Tree Project' workshops to contribute to a 'Crochet Christmas Tree' to be on display in Williamstown during December 2022, and Altona Meadows 2023 for Christmas in July celebrations.

Over 250 'crochet kits' have been distributed across various locations in Hobsons Bay including Councils libraries and Community Centres. Over 3,000 crochet squares have been completed. This project is supported by Hobsons Bay City Council's Make It Happen Grant program.



Above: Participants creating crochet squares at Woods Street Arts Space

Airtime

Jordan Koudmani's exhibition *Wind Compositions* was installed on the *Airtime* flags in Altona Meadows on 1 September and will be flying high on the flags until 7 December. *Wind Compositions* transcribes ephemeral occurrences of wind into a graphic score. Sounds of howling gusts have been notated visually, becoming a homage to the imagined music of the wind.

Airtime is a temporary public art project that highlights the creative talents of young people in Hobsons Bay on a rotational basis. Artworks are reproduced and printed on large flags and exhibited for approximately two months on the Altona Meadows flag poles located at the Altona Meadows Skate Park.



Above: *Wind Composition* by Jordan Koudmani's

Culturally and Linguistically Diverse (CALD) Community COVID event

An information session on COVID-19, conducted by GP Dr Tejaswini Daware, at Williamstown Town Hall, was attended by 508 people from the Indian community. While people primarily gathered to celebrate the Indian Ganesh Utsav festival, the event provided an important opportunity to increase understanding of COVID-19 and ask questions of a General Practitioner. The session was facilitated in Marathi. This event provided an important outcome for the State Government funded Covid Partnerships Grant for the Culturally and Linguistically Diverse (CALD) community.



Above: Dr Tejaswini Daware in discussion

Daughters of the West

The Daughters of the West program concluded in September with an average of 17 participants attending each week at Laverton Community Hub, and a further 22 weekly participants at Newport Community Hub. September topics included Alcohol Culture (Laverton and Newport), Inspirational Women (Laverton) and Dental Care (Newport). The program also incorporated a component of physical activity tailored to all ages and fitness levels. All regular participants reported an increase in their physical fitness at the week 10 assessment.

Multicultural Womens Leadership program (Wetlands Ward)

The graduation ceremony and celebration for the 2022 Womens Leadership course was held at the Civic Centre on 26 September. The course was a PACE Leadership Course, facilitated by the Multicultural Centre for Women's Health and Community Development. The program was an initiative that seeks to support multicultural women of the Wetlands ward to engage with practical measures to improve their personal and professional circumstances and broaden their leadership potential in a diverse number of opportunities.



Above: Leadership Program participant Laura Ong Bee Lan delivers her speech at the Graduation Ceremony at the Civic Centre

Louis Joel Arts & Community Centre (LJAC)

LJAC unveiled a newly commissioned outdoor art piece in their front garden on 21 September. The team at LJAC together with the team at Mobil Altona embarked on the creative and collaborative idea to transform leftover industrial material from the Mobil site into a sculptural work of art, made possible by the prominent westside sculptor, Jos Van Hulsen

South Kingsville Community Centre (SKCC)

South Kingsville Community Centre is advertising its Term 4 program and an Open Day on 8 October to celebrate the completion of their building improvements.

Strategy, Economy and Sustainability



Economic development

Discover Your Own Backyard (DYOB) Coffee Connect – Networking series

The DYOB Coffee Connect networking morning was held at Blacksheep in South Kingsville on 6 September. Business representatives from across Hobsons Bay attended the morning for the opportunity to promote their business and network with others.



Above: DYOB at Blacksheep Café, South Kingsville

Annual Hobsons Bay Business Breakfast

Mayor Cr Peter Hemphill and 130 members of the business community came together to connect and network at the annual Hobsons Bay Business Breakfast on 9 September 2022. Guest speaker Matt Jones, co-founder of Four Pillars Gin and one of Australia’s leading strategists and storytellers, shared his thoughts on thinking and working differently in a world of change and why brand and storytelling is the key to organisational success.



Above: Matt Jones speaking at Hobsons Bay Business Breakfast

Business workshop – Winning government grants and tenders

Business owners had the opportunity to attend a Business Victoria workshop, designed to give small businesses the confidence needed to engage in government work by providing practical tips and simple strategies on how to respond to government tenders, quotes and grants. The workshop was held in person on 20 September.



Above: Business workshop

Capture Hobsons Bay Photography Tour Launch

Mayor Cr Peter Hemphill, along with Mandy Couzens and Sammi Dobinson from Mamma Knows West, invited members of the community to celebrate the launch of Council’s new tourism initiative on 14 September. Capture Hobsons Bay is a self-guided photography tour of 16 sites across Hobsons Bay and attracts visitors to explore some of Hobsons Bays most Insta-worthy locations.



Above: Capture Hobsons Bay Launch event

Environmental Sustainability



My Smart Garden

Council ran an online event on 15 September 2022, for people who want to start growing their own food but don't know where to start. The event is part of Council's free *My Smart Garden* program and attracted 56 live online participants.

Engaging with the community to improve household recycling behaviours

Council officers ran an interactive waste sorting activity at the Out & About community festival on 17 September, with participants playing to win local entertainment and meal vouchers. The activity gave Council a chance to discuss what goes in which bin, with emphasis on the fact that soft plastics do not belong in the recycling stream.

A household cleaner refill station was also set up, encouraging residents to bring an empty container to claim a free refill of an everyday cleaning product – demonstrating a simple way to reduce reliance on single-use plastic. This initiative also provided an opportunity to talk to the community about the single-use plastic ban to be enforced by the Victorian Government by February 2023.

These initiatives are part of a suite of behaviour change activities designed to improve household recycling and waste reduction behaviours across the municipality.



Above: Out& about community festival



Above: Out& about community festival – refill station

Engaging with residents in multi-unit developments

Council conducted site visits to multi-unit developments, with the aim of making it easier for residents to use the 4-stream bin system.

Actions included:

- setting up shared bin spaces to make it clear what's accepted in each bin
- repairing broken bins and swapping old green lids for new red lids to maintain consistency across the municipality
- customising the number of bins and bin sizes to suit each building
- distributing education material to occupants to support a greater understanding of why and how to use the 4-stream waste service

Site visits to five multi-unit developments were completed in September.



Above: Organised bins at multi-unit site

Strategic Planning



On 21 September, Council commenced consultation on Amendment C134 that seeks to correct any administrative errors or anomalies identified in the Hobsons Bay planning scheme. Amendment C134 proposes to correct the zoning of ten Council owned reserves to ensure they remain in a Public Park and Recreation Zone, correct zoning inconsistencies and include reference to newly adopted Social Impact Assessment Guidelines. The community are invited to comment on the amendment until 2 November 2022 with more information available via the Hobsons Bay participate website.

Emissions reduction



Large Scale Solar Project

Council has now installed 1.6 MW of rooftop solar panels through the large-scale solar project with 1.27MW fully operational. The total installed capacity across the property portfolio is now 2.16 MW.

Installation of the new 99kW system at Newport Gardens Early Years Centre was completed and work is well underway on the new carpark structure at Altona Civic Centre that will support the final Phase 2 installation of 100kW.



Above: Works at Hobsons Bay Civic Centre

Planning, Building and Health Update

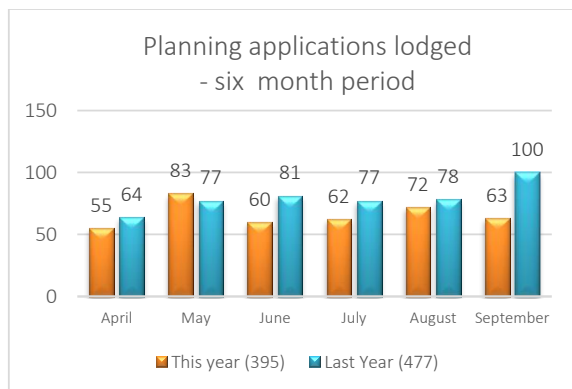
Planning



Planning applications received

Council received 63 planning permit applications for the month of September.

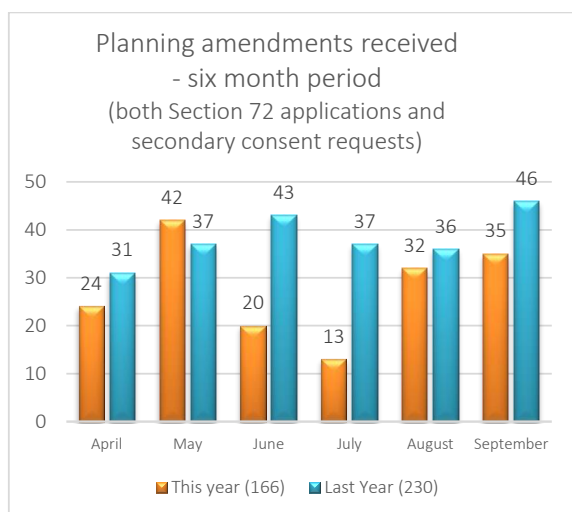
For the six-month period from April to September, 395 planning permit applications were received, a 17 per cent decrease from the same period last year.



Amended permit applications lodged

Council received 35 planning permit amendment applications for the month of September.

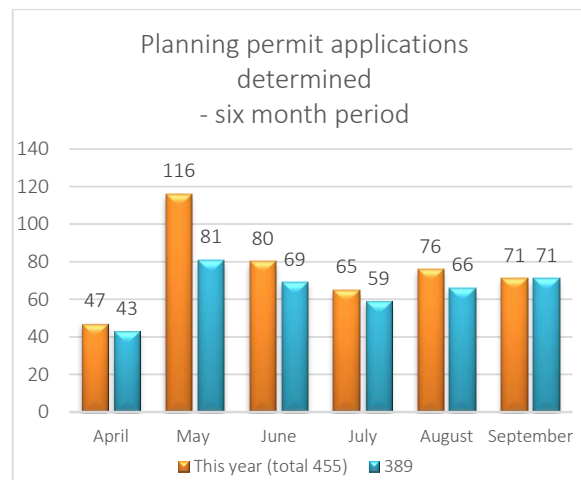
For the six-month period from April to September, 166 planning permit amendment applications were received, a 28 per cent decrease from the same period last year.



Planning applications determined

Council completed 71 planning permit applications for the month of September.

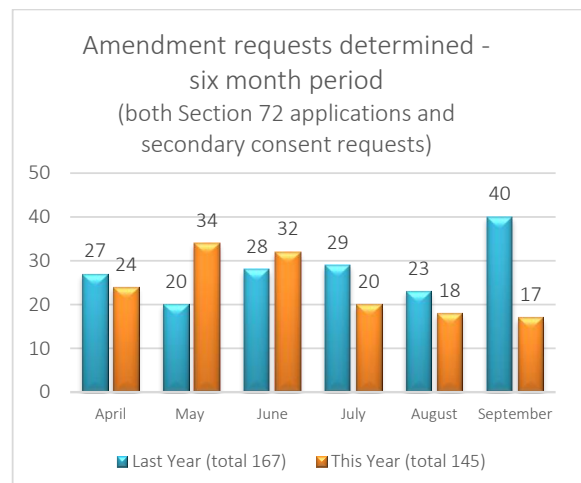
For the six-month period from April to September, 455 planning permit applications were completed, a 17 per cent decrease than the same period last year.



Planning amendment requests determined

Council completed 17 planning amendment applications for the month of September.

For the six-month period from April to September, 145 planning amendment applications were determined, a 13 per cent decrease from the same period last year.



VCAT

The Town Planning Department received the below decisions for the month of September.

Application Number: PA2047189

Address: 54 Osborne Street, Williamstown

Proposal: Construction of a two-storey addition to the rear of the existing dwelling, alterations to the existing dwelling and associated demolition in accordance with the endorsed plans.

Delegate Decision: Refusal

DPC Decision: NA

VCAT Decision: Approval

Made by consent order? No

Application Number: PA210387

Address: 60 Ascot Street South, Altona Meadows

Proposal: Construction of two, two storey dwellings in the Neighbourhood Residential Zone – Schedule 5 in accordance with the endorsed plans.

Delegate Decision: Refusal

DPC Decision: NA

VCAT Decision: Approval

Made by consent order? No

Application Number: PA1944381

Address: 112 Queen Street, Altona

Proposal: The construction of a building and the construction or carrying out of works; and a reduction in the overall number of car parking spaces required under Clause 52.06-5 in accordance with the endorsed plans.

Delegate Decision: Refusal

DPC Decision: NA

VCAT Decision: Approval

Made by consent order? No

Application Number: PA210288

Address: 88 Sixth Avenue, Altona North

Proposal: Construction of two dwellings on a lot; and associated subdivision of the land into two lots in accordance with the endorsed plans.

Delegate Decision: Refusal

DPC Decision: NA

VCAT Decision: Approval

Made by consent order? No

Application Number: PA0510413

Address: 4-18 Ferguson Street, Williamstown

Proposal: Works to the building at 4 Ferguson Street, including partial demolition to its rear; buildings and works for the purpose of ground floor shops; use of the land at 4 Ferguson Street for offices; use and development of 6-18 Ferguson Street for 42 serviced apartments; and a reduction in parking pursuant to clause 52.06 in accordance with the endorsed plans.

Delegate Decision: Refusal

DPC Decision: NA

VCAT Decision: Approval

Made by consent order? No

Application Number: PA2046858

Address: 91 Hudsons Rd, Spotswood

Proposal: The construction of two or more dwellings on a lot pursuant to clause 32.09-6. Construct a building or construct or carry out works pursuant to clause 34.01-4. A reduction in the number of car parking spaces required under clause 52.06-5.

Delegate Decision: Refusal

DPC Decision: NA

VCAT Decision: Refusal

Made by consent order? No

Application Number: PA210206

Address: 255 Blackshaws Rd, Altona North

Proposal: The construction of two-double storey dwellings. The creation and alteration of access to a road in the road in a Transport Zone 2 In accordance with the endorsed plans.

Delegate Decision: Refusal

DPC Decision: NA

VCAT Decision: Approval

Made by consent order? No

Delegated Planning Committee (DPC)

There were no applications considered in September at the Delegated Planning Committee.

Planning applications of interest

Planning Application No. PA220415 – 20 Kanowna Street, Williamstown

An application has been lodged for the construction of six, three-storey dwellings at 20 Kanowna Street, Williamstown. Which is a vacant site on the corner of Cecil Street. This is the last of the sites owned by AV Jennings to be developed as part of the redevelopment of the former Port Phillip Woollen Mills land.

The application has only recently been received and officers are assessing if any further information is required. The application will be advertised in due course.

Planning enforcement

Council received five planning enforcement issues for the month of September.

Building



Permits and consents

- Council's Municipal Building Surveyor issued two building permits
- 135 building permits were issued by private building surveyors
- 21 Report and Consent dispensation requests were determined

Inspections and enforcement

- 6 Building Notices/Orders issued
- 3 Notices/Orders were resolved/ completed/ cancelled
- 24 inspections occurred during the month

Building information requests

Council received 190 requests for information during the month of September.

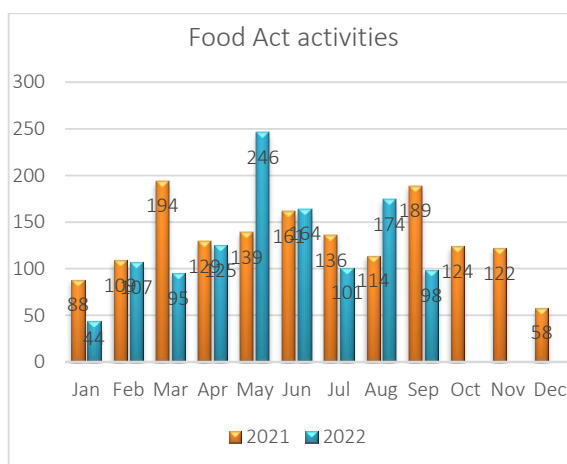
Health



Food Act activities

The following activities were recorded in September:

- 51 mandatory food assessments and inspections, Class One = 0, Class two = 48, Class three = 3
- 6 new food premises registration inspections
- 6 plans assessments
- 5 progress inspections



Food sampling

No samples were taken from Class two premises during September 2022.

Food recalls

There were two food recalls received in September. Due to non-compliant labelling and secondary fermentation.

Outbreaks

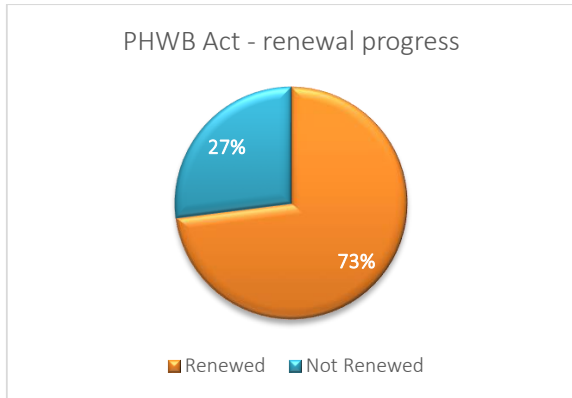
One outbreak investigation was conducted in September 2022.

Streatrader

Open Office who managed Streatrader no longer have the contract and this portal has been terminated and is unable to provide any statistics. Streatrader has now been replaced with FoodTrader. Enterprise Creative Cloud secured the contract for FoodTrader and is now managed by Department of Health. The FoodTrader portal was expected to open two weeks ago however there have been delays.

Food renewals

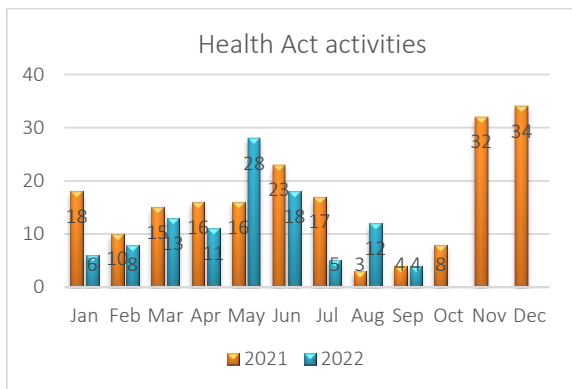
Food Act Registrations were due for renewal 30 September. All food premises were notified to renew and pay their Food Act registration from 8 August as fees were due 30 September 2022. To date, we have received 73 per cent of renewal applications and 60 per cent of payments.



Public Health and Wellbeing Act activities

The following activities were recorded during September:

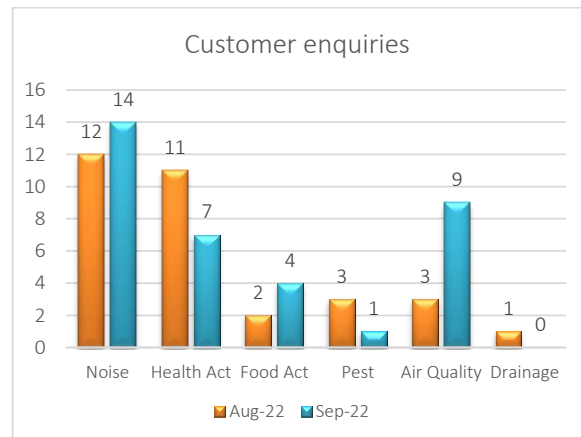
- 1 mandatory public health inspection
- 1 new premises registration inspection
- 0 progress inspections
- 1 assessment of plans



Customer enquires

During September, 35 customer requests were received, relating to:

- Noise 14
- Health Act 7
- Food Act 4
- Pest Control 1
- Air Quality 9
- Drainage 0



Tobacco Act activities

During September, no tobacco education visits were conducted.

Governance

Governance



Councillors attended the following meetings of Council and Community Committees held between 1 September 2022 and 30 September 2022:

- Cr Pamela Sutton-Legaud attended the Western Melbourne Tourism Board held on 2 September 2022
- Cr Jonathon Marsden attended the meeting of the Metropolitan Transport Forum held on 7 September 2022
- Cr Pamela Sutton-Legaud attended the Hobsons Bay Community Fund held on 14 September 2022

Record of Meetings attended by Councillors

Councillors attended the following meetings held between 1 September 2022 and 30 September 2022:

- 6 September 2022 Councillor Briefing Session attended by Cr Peter Hemphill, Cr Diana Grima, Cr Tony Briffa, Cr Daria Kellander, Cr Jonathon Marsden, Cr Pamela Sutton-Legaud and Cr Matt Tyler. No conflicts of interest were disclosed
- 13 September 2022 Pre-Council Meeting Briefing attended by Cr Peter Hemphill, Cr Diana Grima, Cr Daria Kellander, Cr Jonathon Marsden, Cr Pamela Sutton-Legaud and Cr Matt Tyler. No conflicts of interest were disclosed
- 20 September 2022 Councillor Briefing Session attended by Cr Peter Hemphill, Cr Diana Grima, Cr Daria Kellander, Cr Jonathon Marsden, Cr Pamela Sutton-Legaud 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

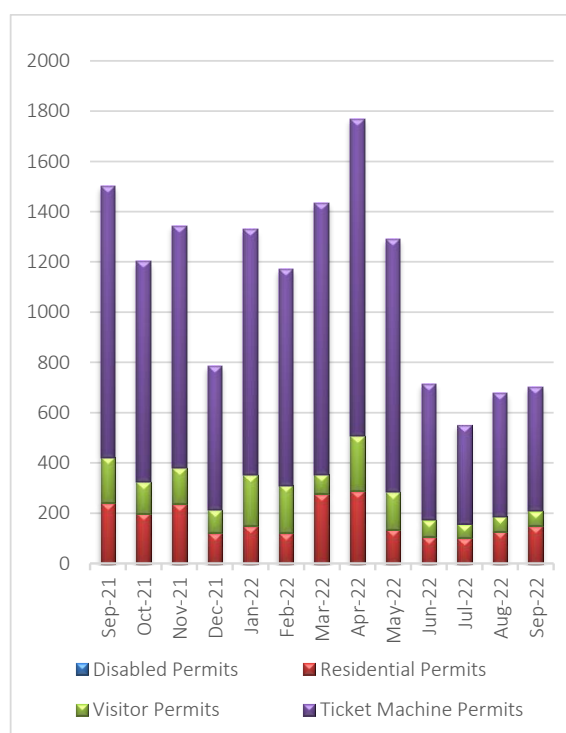


Permits

- issued 0 disabled parking permits
- issued 149 residential permits
- issued 59 visitor permits
- issued 494 ticket machine permits
- logged 184 CHARM assignments
- impounded 2 derelict/abandoned vehicles
- issued 27 local law infringement

Parking

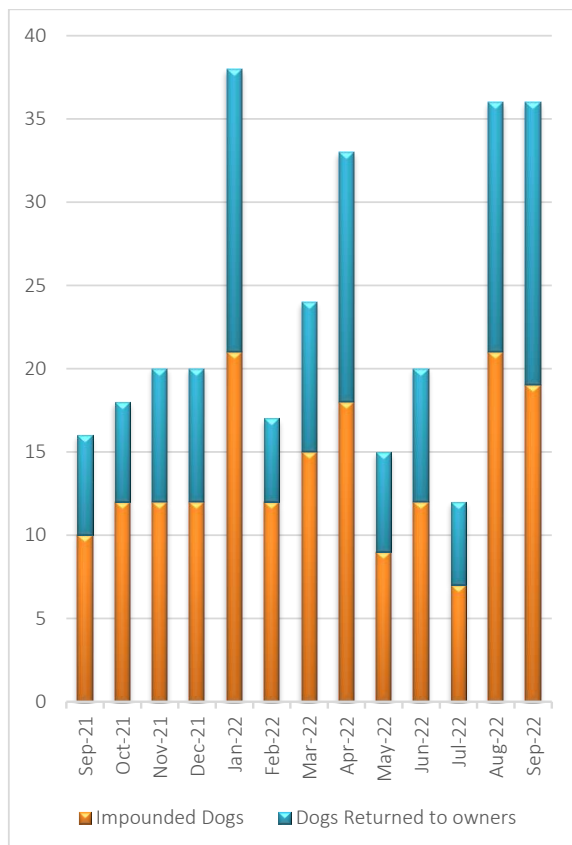
- 181 logged CHARM assignments
- issued 1,619 parking infringements
- issued 100 warnings
- percentage of warnings issued were 6.2 per cent



Above: the graph above illustrates the number of permits issued for September 2022

Animal management

- logged 182 CHARM assignments
- 14,831 animals registered
- impounded animals at Lost Dogs Home for (as at 31 August 2022)
 - dogs – 7 dogs impounded, 6 released
 - cats – 30 impounded, 1 released
- 17 animals returned to their owners by Council officers
- issued 74 animal infringement notices



Above: 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
- Council LinkedIn
- Hobsons Bay Instagram
- Creative City Hobsons Bay Facebook
- GOWEST Facebook
- Hobsons Bay Libraries Facebook
- Hobsons Bay Lost Pets
- Hobsons Bay Youth Services Facebook
- Mesh Mash Facebook
- Woods Street Arts Space Facebook
- Hobsons Bay Libraries Instagram
- Hobsons Bay Youth Services Instagram
- Mesh Mash Program Instagram

Definitions

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

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

September 2022

Statistics for all Council’s social media sites

| | | |
|--|---|---|
| Impressions 638,265 ↘ 33.5% | Engagements 35,372 ↗ 13.3% | Post Link Clicks 4,797 ↗ 52.2% |
|--|---|---|

Fan/follower growth across all Council social media accounts

| Audience Metrics | Totals | % Change |
|----------------------------------|---------------|---------------|
| Total Audience | 33,980 | ↗ 1.3% |
| Total Net Audience Growth | 253 | ↘ 3.4% |
| Twitter Net Follower Growth | 4 | ↘ 33.3% |
| Facebook Net Page Likes | 91 | ↘ 3.2% |
| Instagram Net Follower Growth | 65 | ↗ 58.5% |
| LinkedIn Net Follower Growth | 93 | ↘ 23.1% |

Reach across all Facebook accounts

Impressions

617,707 ↘ 10.9%


Engagements

36,034 ↗ 17.6%


Post Link Clicks

4,906 ↗ 88.9%

Facebook post with the greatest engagement


 **Hobsons Bay City Council**
Mon 9/5/2022 4:30 pm PDT

We need your help to float the Western Aquatic and Early Years Centre in Altona Meadows 🌱. We're calling on state and federal governments to help build this future...




| | |
|--------------------------|--------------|
| Total Engagements | 9,727 |
| Reactions | 260 |
| Comments | 152 |
| Shares | 18 |
| Post Link Clicks | 553 |
| Other Post Clicks | 8,744 |

Instagram post with the greatest engagement

 **hobsonsbaycc**
Mon 9/5/2022 4:30 pm PDT

We need your help to float the Western Aquatic and Early Years Centre in Altona Meadows 🌱. We're...




| | |
|--------------------------|------------|
| Total Engagements | 218 |
| Likes | 178 |
| Comments | 32 |
| Saves | 8 |

Facebook Stories


Insights > Stories > Performance

| | | |
|---|---|--|
| <p>2.6K</p> <p>Unique opens</p> <p>↗ 28.2% from previous 28 days</p> | <p>30</p> <p>Engagements</p> <p>↗ 173% from previous 28 days</p> | <p>11</p> <p>Stories published</p> <p>↘ 50% from previous 28 days</p> |
|---|---|--|

Tweet with the greatest engagement











 **@HobsonsBayCC**
Wed 9/7/2022 3:54 am UTC

Our @DELWPVic Port Phillip Bay grant helped support habitat rehabilitation at Truganina Park, including weed...



| | |
|--------------------------|-----------|
| Total Engagements | 21 |
| Likes | 1 |
| @Replies | 1 |
| Retweets | 0 |
| Post Link Clicks | — |
| Other Post Clicks | 19 |
| Other Engagements | 0 |

Website top pages viewed

| Page ? | Page Views ? ↓ | Unique Page Views ? | Avg. Time on Page ? |
|--|--|--|--|
| | 123,320 % of Total: 100.00% (123,320) | 104,377 % of Total: 100.00% (104,377) | 00:01:23 Avg for View: 00:01:23 (0.00%) |
| 1. /Home  | 20,907 (16.95%) | 17,194 (16.47%) | 00:01:03 |
| 2. /Services/Waste-Recycling/When-will-your-bins-be-collected  | 3,464 (2.81%) | 2,911 (2.79%) | 00:02:14 |
| 3. /Services/Planning-Building/Find-a-planning-application-in-Greenlight  | 3,459 (2.80%) | 2,663 (2.55%) | 00:03:17 |
| 4. /Services/Waste-Recycling  | 2,720 (2.21%) | 2,286 (2.19%) | 00:00:33 |
| 5. /Services/Waste-Recycling/Hard-waste  | 2,395 (1.94%) | 2,101 (2.01%) | 00:03:41 |
| 6. /Council/Work-Opportunities  | 2,252 (1.83%) | 2,127 (2.04%) | 00:02:28 |
| 7. /Council/Contact-us  | 2,192 (1.78%) | 1,940 (1.86%) | 00:02:46 |
| 8. /Services/Payments-Permits/Infringements  | 2,119 (1.72%) | 1,874 (1.80%) | 00:04:49 |
| 9. /Services/Payments-Permits/Parking-permits  | 1,889 (1.53%) | 1,590 (1.52%) | 00:05:18 |
| 10. /Services/Payments-Permits  | 1,883 (1.53%) | 1,600 (1.53%) | 00:00:22 |

Engagement



Participate Hobsons Bay statistics

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

| Month | Contributions | Contributors | Views |
|-----------|---------------|--------------|-------|
| September | 228 | 199 | 7,335 |
| August | 261 | 246 | 8,549 |
| July | 267 | 261 | 7,267 |
| June | 260 | 188 | 8,351 |

Current consultations

McCormack Park Master Plan

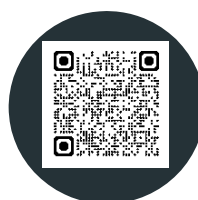
McCormack Park is a community park on Jennings Street in Laverton. Council has developed a draft master plan following two stages of community consultation.



Contributions: 46
Views: 1,436

Better Places Seabrook and Altona Meadows

Following the first stage of community consultation, a vision and three key themes and guiding principles were developed for Seabrook and Altona Meadows.



Contributions: 48
Views: 1,034

Better Places Brooklyn and Altona North

The draft Place Guide for Brooklyn and Altona North provides a summary of the visioning process undertaken, the community input and key findings and sets out the projects and improvements that will be undertaken into the future.



Contributions: 1
Views: 253

Anomalies Amendment C134

Amendment C134 seeks to correct zoning, overlay and text anomalies to ensure the ongoing accuracy of the Hobsons Bay Planning Scheme.



Contributions: 0
Views: 24

Draft Play Space Strategy

The Play Strategy reviews and updates the 2013 Play Space Strategy to ensure priorities and development standards align with the recommendations in the Open Space Strategy and the 10-year Park Upgrade Program.



Contributions: 10
Views: 287



In Person Consultation sessions – September 2022

Coffee With a Councillor

Coffee with a Councillor event was held with Cherry Lake Ward Councillor Daria Kellander on 27 August at Altona North Library.

McCormack Park draft Master Plan

A face-to-face community consultation session was held at McCormack Park for the McCormack Park draft master plan, as well as the Western Aquatic and Early Years Centre preliminary concept plan on 3 September 2022.

Western Aquatic and Early Years Centre

A drop-in session was held at Bruce Comben Reserve for the Western Aquatic and Early Years Centre preliminary concept plan as well as the McCormack Park draft master plan, on 10 September 2022.

Out and About Festival

The Out and About Festival was held on 17 September at Bruce Comben Reserve. The community was invited to provide feedback on the draft vision, key themes and principles for Seabrook and Altona Meadows.

Advocacy



Western Aquatic and Early Years Centre - Advocacy

Council is undertaking a community advocacy campaign for community members to show their support for a new Centre. Over 800 community members have signed the letter of support since mid August. The campaign supports Council's advocacy to secure a three-way partnership with state and federal government to deliver a new state-of-the-art Aquatic and Early Years Centre at Bruce Comben Reserve in Altona Meadows.

On 30 September, Independent candidate for the Point Cook electorate, Dr Joe Garra pledged \$20 million for the construction of the Western Aquatic and Early Years Centre if elected at the November election.

Hobsons Bay Wetlands Centre

Council's advocacy for the Hobsons Bay Wetlands Centre proposal has continued this month with the Hobsons Bay Wetlands Centre presenting the proposal for a new centre to the Western Melbourne Tourism Inc. for consideration and support.

The Centre's Open Day will be held on Saturday 8 October where community members can see a model of the proposed new centre, participate in activities as well as sign up to support the community campaign.

On 30 September, the Victorian Liberal Party (Point Cook electorate candidate Angela Newhouse and Williamstown electorate candidate Daria Kellander) pledged \$5.5 million towards the construction of a new Hobsons Bay Wetlands Centre if elected at the November State Government election.

Queen Street Bridge

Council's advocacy campaign continues to seek funding from the state government for the construction of a pedestrian and cycling bridge at Queen Street.

On 30 September, Victorian Liberal Party (Point Cook electorate candidate Angela Newhouse and Williamstown electorate candidate Daria Kellander) pledged to construct a new pedestrian and cycling bridge if elected at the November State Government election.

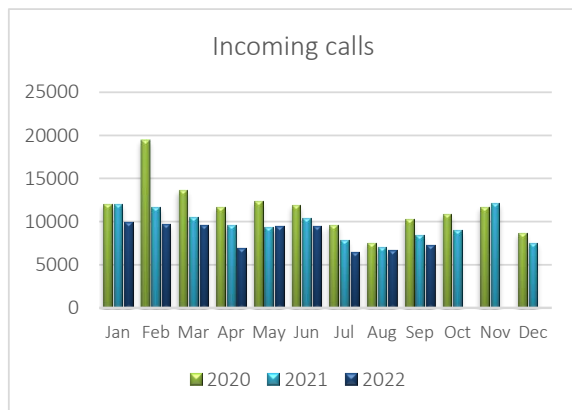
Our Performance

Customer Service



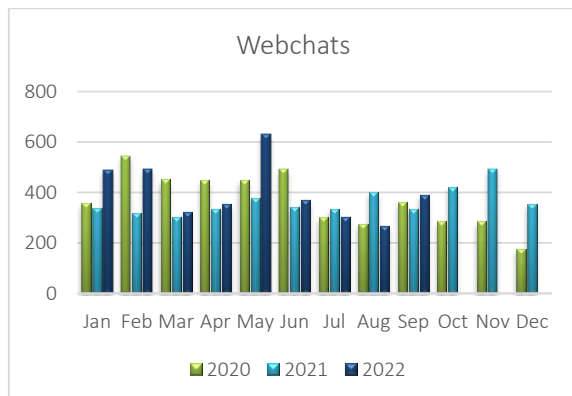
Hobsons Bay City Council is committed to improving our performance and better responding to our community needs.

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.



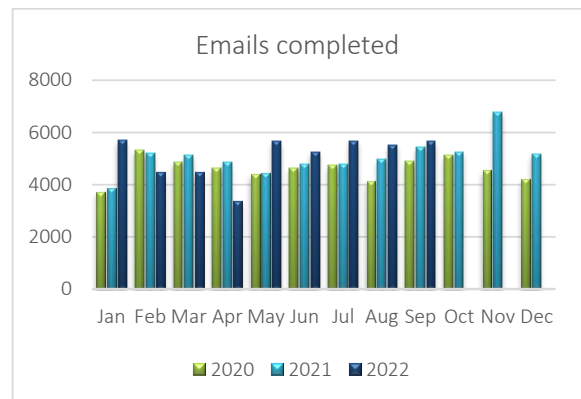
Top enquiries coming from incoming calls are for the following service areas:

- Rates (1,569)
- Waste (802)
- Local Laws (672)
- Town Planning (354)
- Animals (281)
- City Services (266)
- Assets (239)
- Community care (216)



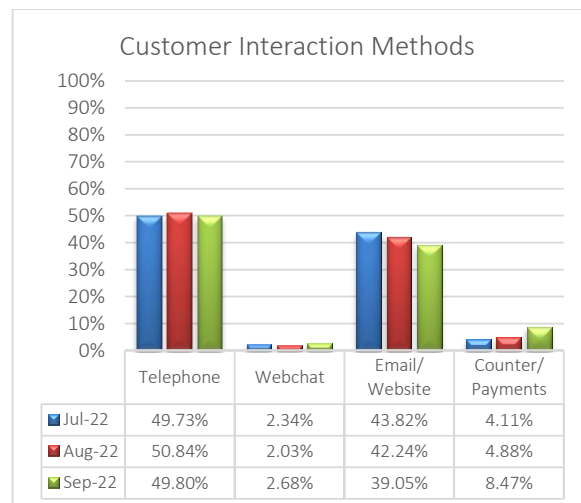
Top reasons our customers contacted Council via Web Chat related to the following service areas:

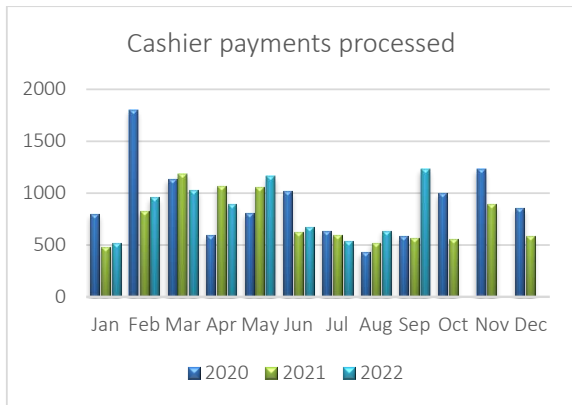
- City Services (92)
- Rates (75)
- Waste (59)
- Animals (26)
- Local Laws (22)
- Assets (18)
- Town Planning (18)



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

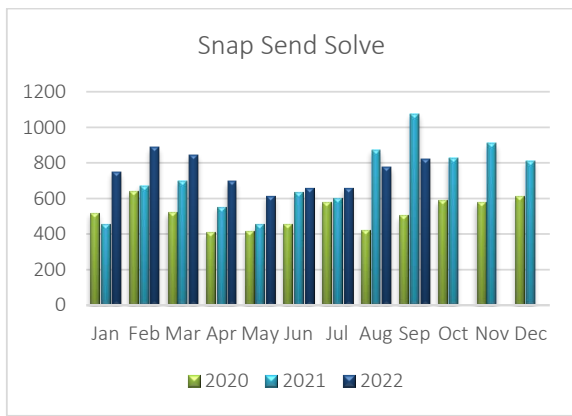
- City Services (1,019)
- Waste (477)
- Cashier inbox (475)
- Local Laws (415)
- Rates (364)
- Animals (157)
- Council building maintenance (83)
- Town Planning (77)



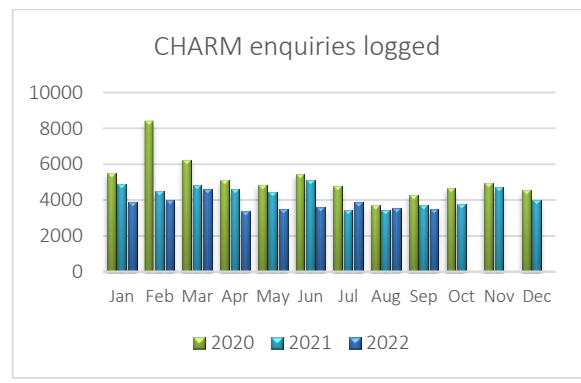


*A recent system change has resulted in a different form of counter statistics. Data has been slightly amended from total counter visits to payment interactions. We are working with Digital Services for an alternative solution.

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.

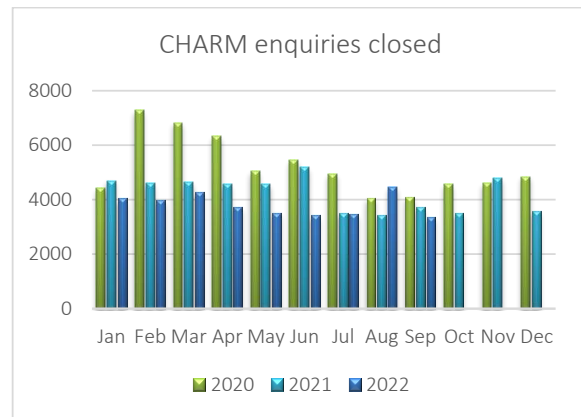


Council's Customer Help and Resolution Management (CHARM) system is used to record customer requests, which are primarily received via phone, Snap Send Solve and email.



Top CHARM requests logged related to the following service areas:

- Garbage (505)
- Green waste (275)
- Council building maintenance (262)
- Local Laws (229)
- Dumped rubbish (216)
- Parking (200)



Top CHARM requests closed related to the following service areas:

- Garbage (492)
- Council building maintenance (284)
- Green waste (245)
- Dumped rubbish (209)
- Local Laws (202)
- Street trees (185)

Financial Management

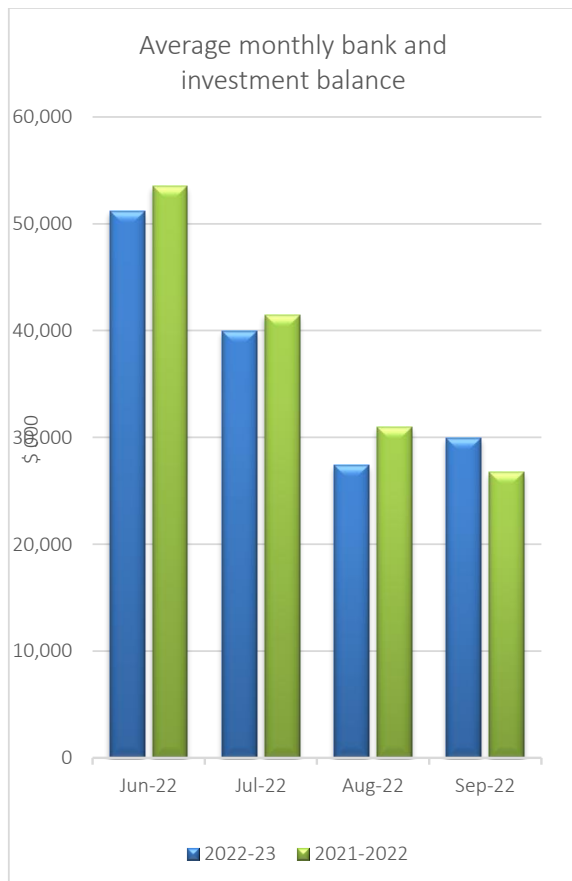


Financial statistics

The average balance of cash and investments during September 2022 was \$29.312 million. This compares to the average balance of \$27.425 million in August 2022 and an average balance of \$39.936 million in July 2022.

The closing balance of cash and investments at the end of September 2022 was \$43.25 million. Compared to \$23.783 million at the end of August 2022 and \$31.6 million at the end of July 2022.

Council investments at the end of September 2022 included cash and at call investments of \$15.25 million and term deposits of \$28.000 million, with an average date to maturity of 139 days and an average interest rate of 2.56 per cent.



The balance of outstanding debtors for September 2022 was \$3.368 million compared to an average balance of \$3.159 million over the last twelve months.

The value of receivables invoices issued in September 2022 was \$1.626 million compared to \$1.043 million in August 2022.

Amounts outstanding over 90 days at the end of September 2022 total \$1.147 million representing 34.0 per cent of total debts.

The most significant debtor groups over 90 days include Engineering and Property.

The provision for doubtful debts at the end of September 2022 is \$683,000 or 20.2 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 no accounts have been paid in full.

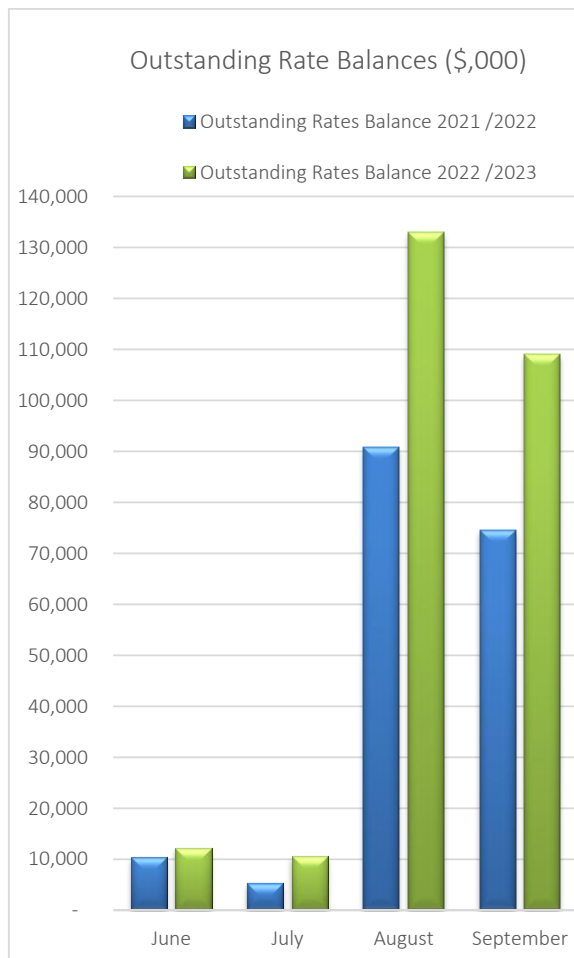
As at 30 September 2022 there were a total of 35 ratepayers, including 18 pensioners, listed on the Council's hardship register. Council has waived \$3,100 in interest charges since the start of the 2022-23 financial year. Council continued to receive regular payments in the month of September and the total amount outstanding as at 30 September 2022 is \$400K. In addition, the COVID-19 pandemic has seen a further 1,394 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 \$8.203 million.

Revenue statistics



Rates income as at 30 September 2022 was \$30.947 million compared to the year to date budget of \$30.533 million. This is made up of general rates (\$27.930 million), waste collection charges (\$3.013 million), supplementary income (\$16,000), including objections, payments in lieu of rates (\$270,000) and interest on rates (\$166,000). These are offset against the Covid 19 rate adjustment and rate waivers (\$11,000) and Council rebates (\$437,000).

The Outstanding Rates Balance as at 30 September 2022 was \$109.076 million. This is made up of general rates (\$107.218 million), pension rebates to be collected (\$1.458 million) and hardship group (\$400,000).



Procurement



The following tenders have been closed and are being evaluated:

- 2022.27, 2022 Drainage Condition Audit
- 2022.28, Dennis Reserve
- 2022.37, Altona Meadows Library Construct

The following contracts have been awarded under financial delegation:

- 2022.24, EDMS & Intranet Solution has been awarded to Velrada Capital Pty Ltd for \$991,142.90

Enhancing our Community

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

West Gate Tunnel Project



Major works by the West Gate Tunnel Project (WGTP) on widening the West Gate Freeway and bridge strengthening in Altona North, Brooklyn, South Kingsville and Spotswood continued throughout September.

From 19 August to 24 October 2022 the WGTP is carrying out major road works at the Millers Road/West Gate Freeway interchange. At the end of this construction period, the majority of works at Millers Road will be completed. Businesses along Millers Road remain open, with access available as normal.



Above: Millers Road works

The twin tunnels between the Maribyrnong River and the West Gate Freeway are being built using two tunnel boring machines with over 40 per cent of the total tunnel length completed.

Applications for Round 2 in the West Gate Neighbourhood Fund (WGNF) have now closed for review. Announcements of successful applications is expected in early October 2022. Further information on the fund can be found at: [West Gate Neighbourhood Fund Grant](#)

Over August and September, as part of the Backyard Planting Program, eligible residents were able to access a variety of plant tube stock that are native to the area, and for the most significantly impacted residents, vouchers were provided to use at a local nursery.

Pavilion and Reserves update

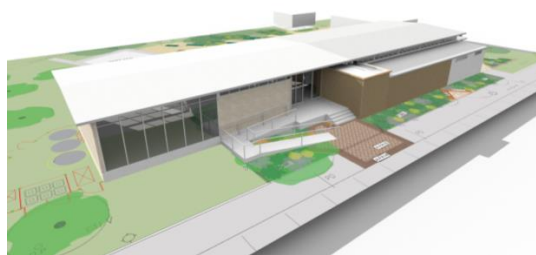


Brooklyn Hall Redevelopment

The new Brooklyn Hall Community Centre will see the existing building transformed into a multipurpose space that will be used by several groups.

The hall will receive a fully functional catering kitchen, two separate multipurpose spaces, a meeting pod and open hall. The external building façade will also be modernised.

Simbuilt Construction Group have commenced works onsite. Foundation works are currently underway in preparation for the new sub flooring. The back garden area will also be demolished to make way for the new landscaped area. The project is scheduled for completion by April 2023.



Above: Artist impression of Brooklyn Hall

Blenheim Reserve

The Blenheim Road Community Park in Newport is taking shape. The custom shelters and play equipment have been installed and the drainage and irrigation are complete.

Key features of the reserve include a new path network, barbeque, public toilet, water feature, play equipment, art and landscaping. The park is scheduled to open in November 2022.

Weaver Reserve

Weaver Reserve and the extended carpark is now open to the public. The newly improved Weaver Reserve includes increased gathering space with the removal of existing vegetation, creating a consolidated green open space for gatherings and events.

The carpark extension works include additional parking bays, new base, entry kerb and channel and planting. Vehicle access to the carpark is from Bent Street.



Above: Weaver Reserve and carpark

Bryan Martyn Oval

Building renewal works are nearing completion on the Bryan Martyn Oval pavilion in Newport.

Key features of the works include an upgrade to the change rooms, public amenities, kitchen, umpire's rooms, social spaces and increased storage for the tenant clubs.

W.L.J. Crofts Reserve

The Crofts Reserve pavilion in Altona North is complete. The carpark works are progressing well and are expected to be completed by mid-October 2022.



Above: Pavilion at Crofts Reserve

Brooklyn Reserve

Due to the high volumes of usage, renovation works have been carried out to the grass area within the Brooklyn Reserve Dog Park. A large section of grass was cut out and replaced with Kikuyu grass. The remainder of the grass area was aerated with amendments added to the soil. The whole site was top-dressed with sand. The dog park will be closed for five weeks to allow the surface to recover.



Above: Brooklyn Reserve dog park

Sporting projects



JT Gray Reserve cricket nets

The cricket nets at JT Gray have been completed and are now in use by the clubs. The new four lane facility will be utilised by the Williamstown Congs Cricket Club and the St Johns Cricket Club that are based at JT Gray Reserve. Works to the pavilion, carpark, lighting and storage sheds are currently underway.



Above: Cricket Nets at JT Gray Reserve

Sports Ground Allocations

Council has worked through the sporting facility allocation process for the 2022/23 summer season.

Thirty five sport and recreation clubs have submitted applications. Officers have collaborated with Wyndham City Council to accommodate a range of recreational activities across both municipalities.

All of Council's 21 turf cricket wicket tables were prepared to ensure matches could commence from 1 October 2022.

New Zealand All Blacks in Hobsons Bay

The New Zealand International Rugby team (The All Blacks) utilised a Hobsons Bay venue in preparation for the Bledisloe Cup game in Melbourne.

In partnership with Bayside P-12 College and Powerhouse Junior Rugby Union Club, the rugby fields at the Bayside College Paisley Campus were made accessible for the team to use.

The community was encouraged to spectate during the allocated media times which provided a great atmosphere and general buzz amongst the community.

Altona Foreshore works



Pier Street Altona

Construction is in full swing at the beach end of Pier Street with Powercor working on the underground cabling works. During these works there will be restricted vehicle access along Pier Street from the Esplanade to Queen Street. Traffic management will be in place at all times, and Queen Street will remain open during these works.

Once Powercor works are complete, Council will finish the remaining upgrade works in Pier Street and close Queen Street. Traffic will be diverted to the Esplanade at Sargood and Bent Streets.

Pier Street will reopen once stage 4 is completed which is scheduled for mid-November 2022. During the works, the footpath and access to the shops will remain open.

Road, Drainage and Footpaths



Drainage Renewal works

Drainage renewal works in McIntosh Road and Clematis Avenue Altona North are now complete. The upgrade includes drainage renewal, kerb and channel, and footpath reinstatement works.



Above: McIntosh Road

The drainage renewal works in Harris Reserve Altona North are nearing completion. The works involve the replacement of the old drainage pipe, new extended junction pit and reinstatement works.

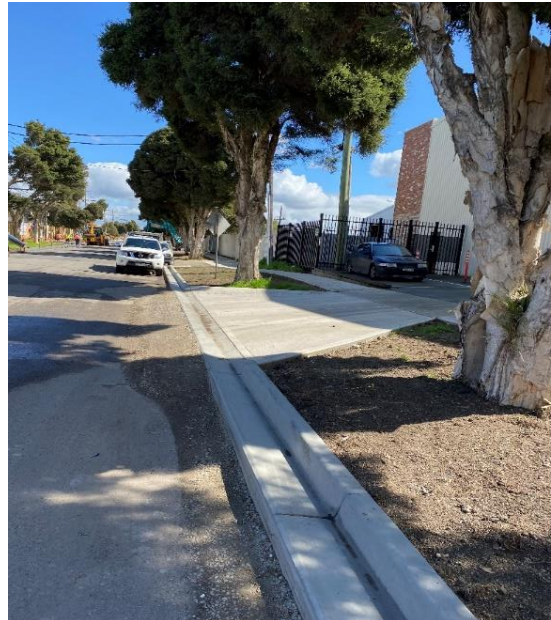
Road Renewal works

The kerb and channel renewal works in Blyth Street Altona are now complete.



Above: Blyth Street Altona

Rehabilitation works in Paw Paw Road Brooklyn, from Geelong Road to Burgess Street are progressing well with drainage works, new footpath and new kerb and channel works completed. Asphalt patching of the road pavement and resurfacing are currently underway.



Above: Paw Paw Road

Local Area Traffic works



Cycling Infrastructure Upgrade Program

The major construction works along Maddox Road in North Williamstown are complete. Line marking and pedestrian signage will be installed by mid-October. A raised platform, kerb and channel works are currently underway, with line marking and pedestrian signage works to follow. Works are expected to be completed by mid-October.



Above: Maddox Road and Launceston Street intersection

Other projects



Outdoor Dining in Laverton

The Aviation Road and Railway Avenue outdoor dining project in Laverton is now complete. The work included an outdoor concrete platform, minor kerb and channel upgrades and protective bollards works.



Above: Aviation Road

Urban Forest Strategy



Green Street program

The Green Streets program is nearing completion with Hancock, Grace and Bayview Streets being planted out. A total of 148 trees have been planted as part of this project. New street signage will also be installed in each street to identify them as 'Green Streets'.

Lagunaria Replacement Program

Letters have been sent out to 30 properties earlier this month advising residents of the upcoming removals and replacements of the *Lagunaria Patersonia* (Itchy Bomb) trees. These are in addition to the *Lagunaria* species removed from Twyford and Tobruk Streets in Williamstown.

Tree Giveaways

Tree giveaways now have even more to offer, with the addition of indigenous native plants, including wildflowers, shrubs and trees. The Conservation and Arboriculture teams have joined forces to promote, encourage and assist with green private land through giveaways and education.

Tree giveaways for September:

Draft McCormack Park Master Plan
Saturday 10 September 2022

Better Places Seabrook Altona Meadows project
Saturday, 17 September 2022

Conservation News



Fox Trapping program

The Fox Trapping Program will occur inside the Truganina Explosives Reserve at the area of land behind Truganina Park which adjoins Cheetham Wetlands. The program focuses on reduction of predatory pressures when our migratory birds are starting to arrive. This is a susceptible time for migrating birds as they are tired, weak and attempting to find a suitable place to feed and roost.

The Truganina Explosives Reserve is completely fenced off which excludes people and dogs, and the area behind Truganina Park is surrounded by a moat. Signage about the foxes will be erected at the main access points of the program and the contractor places up program/contact details as required legislatively in these spaces.

Foxes are declared a pest animal under the Catchment and Land Protection Act 1994. Landowners (public and private) must take all reasonable steps to prevent the spread of foxes and eradicate them where possible. Fox predation is recognised as a major threatening process to shorebirds and native wildlife.

Garden bed along Skeleton Creek path

The Friends of Skeleton Creek with the help of the Parks and Conservation teams have been refurbishing a degraded garden bed along the Skeleton Creek path adjoining Point Cook Road. The weeds have been removed and ornamental rocks and mulch have been distributed over the site. 200 indigenous herbs and grasses have also been planted throughout.

Conservation events

On 4 September, the Truganina Explosives Reserve Preservation Society and Conservation rangers led tours of the Explosives Reserve. Visitors had the opportunity to satisfy their curiosity about the area behind the fence and learn about the conservation and historical values of the reserve.

On 9 September Zoos Victoria Education coordinated a school event titled 'Love your Locals'. This is a program designed to raise awareness amongst schools of our many endangered native animals. Schools across Wyndham, Brimbank and Hobsons Bay were involved.

Better Places Project

The Better Places model is focused on a design-led and place-based approach to projects. It helps provide a clear vision and understanding of the elements required to make better places and therefore provides better outcomes for the community.

It is about an approach where the whole “place” is considered and driven by a community vision for the suburb.

The Better Places Project is a unique program which provides an opportunity for the community to actively participate in helping shape the future direction of their suburb. To date, two Place Guides for Laverton and Spotswood / South Kingsville have been completed and are progressively being implemented.

Laverton

Laverton was the first suburb to experience the Better Places model.

The **Laverton Place Guide** was endorsed by Council in September 2020. The Place Guide provides a summary of the visioning process undertaken, the community input/key findings and sets out the projects and improvements that will be undertaken into the future. The Place Guide is the guiding framework which future projects will evolve and be delivered from.

Recent highlights include:

- **LOVE LAVERTON FOCUS GROUP** - The key focus of this group is to foster local energy and leadership within the Laverton community and to help deliver the Laverton Vision and Place Guide projects. Meeting six occurred on Monday 3 October 2022 which was the first face to face meeting as we emerge out of the pandemic.
 - **Project 1, LOOKING GOOD LAVERTON** – working with State Government to beautify the gateway roads to the Laverton community. These roadways are managed by VicRoads/Department of Transport. An advocacy letter signed by group members has been sent to local MPs seeking their support and requesting their help to raise concerns with the Minister for Roads & Road Safety, The Honourable Ben Carroll MP.
- **LOVE LAVERTON PARKS** - Works are now complete at Frank Gibson, Beverly Anton, Bladin Street, Whittaker Avenue and Dick Murdoch Reserves. Works are due for completion this month at Henderson Reserve (see before and after photos below). Six of the eight park upgrades have occurred over 2021 and 2022.
- **HOUSING CHOICE** - In response to community feedback, [revised design guidelines](#) have been prepared and subsequently endorsed at the Council Meeting on Tuesday 9 August 2022. The design guidelines will inform any future development at the Epsom Street site and will be included in any application for government funding to progress the project.



Above: (before) Henderson Reserve Laverton



Above: (after) Henderson Reserve now includes a new BBQ area, shelter, seating, play equipment including climbing, baskets, slide + new paths, gates and native planting



Above: Henderson Reserve upgrade

Spotswood and South Kingsville Place Projects

The [Better Places Spotswood + South Kingsville Place Guide](#) was endorsed by Council on 12 October 2021.

Recent highlights include:

- **Project 1, A GUIDING VISION** – recent feedback is currently being reviewed regarding the [Draft Spotswood Activity Centre Structure Plan](#) – a long term plan to guide land use, built form, public space, and infrastructure.

The Draft Structure Plan gives shape to the Better Places Spotswood + South Kingsville community vision by outlining key directions, future land use and built form, and improvement projects for the Spotswood activity centre and surrounds over the next 15 - 20 years.

- **Project 10, LOVE OUR PARKS** - [Mary Street Reserve Landscape Improvement Plan](#), community drop-in sessions are occurring throughout October to provide opportunities for community to talk with Council directly about the park design.
- **Project 15, LOCAL LEADERS FOCUS GROUP** – meeting four occurred on Monday 10 October 2022. Agenda items discussed were:
 - **Project 5 STREETS FOR PEOPLE** – Issues, opportunities and constraints discussion regarding a Spotswood overarching plan.
 - Brainstorming Place Guide community led project opportunities, highlighting cross overs between multiple projects listed below:
 - **Project 1, A GUIDING VISION** – draft Spotswood Activity Centre Structure Plan
 - **Project 9.2, COMMUNITY GREENING EVENTS**
 - **Project 11, THE POP-UP PROJECT / “THE IDEAS FACTORY”**
 - **Project 13, BETTER VILLAGES**



Brooklyn & Altona North

Nine Community Ideas helping create Better Places in Brooklyn and Altona North

Safer and more accessible spaces for young people, a new 'heart' for Altona North and Oxygen Forests are some of the ideas proposed in the draft Better Places Brooklyn and Altona North Place Guide.

The projects listed in the draft Place Guide aim to improve the liveability and amenity, making Brooklyn and Altona North more walkable, and bike-friendly, providing opportunities to celebrate and strengthen the cultural diversity of the area whilst bringing the different parts of the community closer together.

The draft Place Guide focuses on three themes based on feedback from previous stages of community consultation:

Key Themes

| | | |
|--|--|--|
| <p>THEME ONE</p> <p>Improving the liveability and amenity of the area.</p>  <p>Liveability and Amenity</p> <p>For many residents in the local area, their first priority is to reduce air, noise, and rubbish pollution, and focus on making the area a healthier, cleaner and greener place to live.</p> | <p>THEME TWO</p> <p>A place that is easier and safer to move around.</p>  <p>Move with safety</p> <p>Making Brooklyn and Altona North more walkable and bike-friendly, and developing new initiatives and projects that will promote a shift towards public transport and active transport into the future.</p> | <p>THEME THREE</p> <p>Bringing the community closer together.</p>  <p>Closer Community</p> <p>Continuing to celebrate and strengthen the diversity and different characters Brooklyn and Altona North while finding new ways to bring the community closer together</p> |
|--|--|--|

The [Draft Better Places Brooklyn and Altona North Place Guide](#) is planned to be on a four-week public exhibition/ community feedback period throughout September and October 2022.



Better Places Seabrook and Altona Meadows

The [Better Places Seabrook + Altona Meadows](#) Stage 1 consultation recently concluded where community shared what they LOVE, what they want to CHANGE and what their IDEAS are for these two suburbs in the future. Feedback was gathered from a household survey that was delivered to all residents in Seabrook + Altona Meadows, plus an online survey was available and drop-in sessions were held at Bruce Comben Reserve and Homestead Run Reserve.

- Stage 1 community consultation received over 3,600 pieces of feedback from community which has now been collated to inform a draft vision, themes and principles.
- Stage 2 consultation on the draft vision and principles is underway and included the FREE, 'Out & About Festival' community event that was held on Saturday 17 September at Bruce Comben Reserve, Altona Meadows. An online survey is also available via the Participate Hobsons Bay website for community to provide feedback until mid-October 2022.

Out and About Festival

The Out and About Festival was held at Bruce Comben Reserve on Saturday, 17 September. The event was well attended with locals and visitors enjoying the live music, kids activities and giveaways.

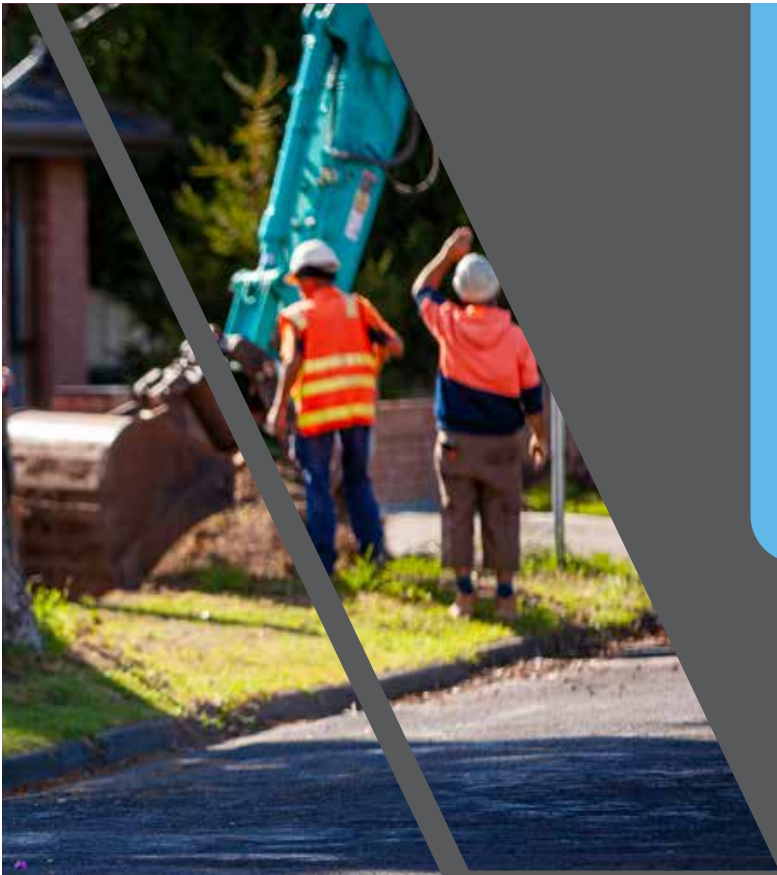
Visitors also visited the marquees to provide feedback on the three key themes and guiding principles:

- Pride of Place and Local Identity
- Bringing The Community Closer Together
- A Place That is Easier and Safer to Move Around



Hobsons Bay City Council

Report of Operations Annual Report 2021-22





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Welcome

The Annual Report is the primary means of informing the community about Council's activities, achievements, challenges and financial performance during the financial year 1 July 2021 to 30 June 2022, assessed against the Council Plan 2021–25 and the Budget 2021–22.

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

The Annual Report was prepared to meet the operational and financial reporting requirements under the *Local Government Act 2020* and the Local Government (Planning and Reporting) Regulations 2020.

Acknowledgement of Country

Council acknowledges the Bunurong People of the Kulin Nation as the Traditional Owners of these municipal lands and waterways, and pay our respects to Elders past and present.

Our mission

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

Our values

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

Respectful

Treating everyone fairly and respecting different views.

Community driven and focused

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

Trusted and reliable

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

Efficient and responsible

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

Bold and innovative

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

Accountable and transparent

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

Recognised

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



The year in review

A word from the Mayor



On behalf of my fellow Councillors, it is my pleasure to present the 2021–22 Annual Report, which highlights the incredible work of your Council and its wonderful employees in the face of the ongoing COVID-19 pandemic.

I'm proud of the way we have continued to work well together through challenging times. We conducted entirely virtual Council meetings throughout the lockdowns to keep everyone involved safe, and to ensure Council business continued uninterrupted so we could keep working for our residents and planning for the future.

As part of the 2021–22 budget, Council released a fifth community support package including a range of financial assistance measures aimed at helping businesses and sporting groups recover from the effects of the pandemic. This package brings Council's total investment in COVID-19 support for the community to \$10.8 million, including grants for community groups and businesses through the Make it Happen and Hobsons Bay Business has Heart grant programs.

While responding to the pandemic required significant focus and resources, Council continued to plan for the future. Significant community consultation resulted in the development of the Council Plan 2021–25. This is our strategic roadmap to guide the planning, development and provision of services for the municipality, and allocation of resources for our community whose population is expected to reach 107,031 by 2025. Impressively, our community shared over 4,800 ideas to help guide the development of the plan.

For the first time, the plan also incorporated the Municipal Public Health and Wellbeing Plan which details five key objectives – community; environment; place, recreation and economy; community infrastructure; and organisation. Increasing community connection and reducing greenhouse gas emissions were among the priorities of the plan.

Community feedback was also sought on the Council's 10-year financial plan which aims to provide long-term, high-quality, targeted, and value for money services that are accessible and equitable to all members of the Hobsons Bay community.

Key objectives of the Financial Plan for the next 10 years include financial sustainability, managing community infrastructure, making informed decisions, and identifying new and different ways of generating revenue sources.

During the 2021–22 financial year, 168 capital works projects were delivered, including 106 projects involving road resurfacing and kerb and channel replacement, 29 involving just road rehabilitation, and 21 parks, open space and foreshore projects.

Among the highlights of our capital works program were:

- upgrade of GJ Hosken Reserve, Altona North
- refurbishment of Altona Tennis Club courts
- redevelopment of Brooklyn Hall
- progressing JT Gray Reserve pavilion, Williamstown
- rehabilitation of Aloha Street, South Kingsville
- bicycle connectivity and pedestrian facilities improvements on Mason Street, Newport
- sport facilities at HD Graham Reserve, Altona Meadows

During the year, Council also completed the refurbishment of the Hobsons Bay Civic Centre in Altona. This redevelopment used local materials to highlight our enviable history, producing aesthetically pleasing office spaces for Council staff and the community. Costing \$10 million, this was tens of millions of dollars less than previous proposals for renewal of the building.

As the closest level of government to the community, a key aspect for any council is backing the key projects its people need and want. As Hobsons Bay grows and changes, so do our needs. Our advocacy strategy sets out the framework that will guide Council in determining and actioning its advocacy priorities, and lists the key advocacy projects Council will review annually.

Continuing to advocate to state and federal governments for funding for the Hobsons Bay Wetlands Centre and Western Aquatic and Early Years Centre is one the focuses of my Mayoral Program. In a double election year, it is important we put forward our city's priorities to candidates at both levels of government.

A great example of the importance of advocating for the community came in federal Labor's pre-election promise to fund a solar battery, which will enable the benefits of our city's industry-leading Virtual Energy Network to be shared across more sites in the community by providing access to on-demand solar electricity.

Advocating to state and federal governments for a large-scale battery to enhance the benefits of the Virtual Energy Network was a key environmental priority in my Mayoral Program.

The Altona Civic Centre, Newport Community Hub and the Laverton building that houses social enterprise Mesh Mash joined more than 40 other local buildings in being fitted with solar panels as part of Council's large-scale virtual power plant and solar panel rollout.

The completed project will generate almost four megawatts of solar power across the network, which is equivalent to enough energy to power about 1,000 average Victorian households. The Civic Centre's 402kW system will supply about 80 per cent of the building's energy needs, preventing the release of an estimated 642 tonnes of carbon dioxide into our environment annually.

Council is also delivering the Urban Forest Strategy, another key environmental aspect of my Mayoral Program. This strategy has seen the engagement of the community in the renewal of street trees and introduced a live online tree planting dashboard to enable the community to monitor planting progress against the strategy's goal.

We have also invited the community to help identify the areas of Hobsons Bay that need more trees. The draft Urban Canopy Delivery Plan maps out trees to be planted over the next 10 years and prioritises areas that currently have a minimal tree canopy, high heat vulnerability, and high pedestrian activity. High priority suburbs include Altona Meadows, Laverton, Seabrook, Altona North and Brooklyn.

Our community identified 654 locations that need a tree, while key areas identified for Council to focus on include industrial areas, open space along our foreshore, carparks, and the grass areas in Laverton.

One of the key priorities during my term as Mayor is to safeguard the character and heritage of our community with stronger protections for sites of significance and opportunities to educate our community about the rich history of their streets and suburbs.

The three heritage initiatives as part of my Mayoral Program are to ensure the train heritage groups remain at the Newport Railway Workshops, expanding the Hobsons Bay Heritage Street Sign program to Spotswood, and installing heritage interpretive signage along the new Altona Pier which is being delivered by Parks Victoria.

The final part of my Mayoral Program centres around community building. I am delighted to be supporting Hobsons Bay Citizen and Young Citizen of the Year, Kate De Marco and Tahlia Kotiau, with their work in community development.

We have achieved a lot in the past 12 months in both implementing plans and putting new strategies in place for the future. We have shown our resilience as a community in difficult circumstances and there is a lot to be excited about as we look ahead.

Cr Peter Hemphill

Mayor
Hobsons Bay City Council



A word from the Chief Executive Officer



The 2021–22 financial year has been a great demonstration of what our community and our Council is capable of doing. Despite ongoing challenges brought about by the COVID-19 pandemic, we should all be proud of the way we have supported each other during this time.

Lockdowns and pandemic-related staff shortages posed challenges for service delivery for our community. And this was no different for any other municipality throughout our state. Through resilience, determination and thorough service planning, we continued to deliver the services our residents need and expect. In particular, our maternal and child health team was generally able to offer appointments to all families from birth to pre school age.

The way we deliver Council services has taken a great step forward in the past year with the adoption in late 2021 of a Community Experience 2.0 (CX2.0) transformation plan. The focus of CX2.0 is to make it easier for the Hobsons Bay community to access Council services and interact with Council. Commencing in 2022 and delivered over four years, key areas covered by the plan include information, communication channels and process.

One of the projects under way is our Council+ program, revitalising Council's approach to service delivery. The program saw Williamstown, Altona North and Altona Meadows libraries become Council+ service centres in April 2022. Staff at those centres are now able to assist the community with queries ranging from Council rates and parking to waste and planning, as well as providing library services. Access to Council services is now easier and more convenient.

We have also progressed plans to establish six Centres of Excellence in our libraries. Each Centre of Excellence will have a unique theme and focus – heritage, writing and publishing; art and music; STEAM (Science, Technology, Engineering, Arts and Mathematics); video games and board games; environment and sustainability; and business, entrepreneurship and innovation. Programs, activities, specialist equipment and collections will be delivered around the theme.

Not only is access to Council services improving, but so are the areas we spend our lives in. Our Better Places program is a place-based approach for how Council designs and delivers projects by actively involving the community to help shape the places they live, visit and play in. The result is the identification and delivery of projects the community wants and needs to enhance their suburbs.

In 2021–22, we continued to deliver on the projects identified in the Better Places Laverton and Spotswood/South Kingsville place guides. One major highlight was the completion of neighbourhood park upgrades at Frank Gibson Reserve and the commencement of works at Dick Murdoch and Whittaker Avenue Reserves.

We also completed the first two stages of community consultation for Better Places Brooklyn/Altona North and the first stage for Better Places Seabrook/Altona Meadows. These consultations will inform the development of a place guide for each area which include practical on-the-ground projects and initiatives contributed by the community.

Council is also reimagining its industrial precincts as we move towards a more sustainable and resilient economy. Globalisation, technological advancements and climate change, as well as the COVID-19 pandemic, have significantly transformed Melbourne's economy. Hobsons Bay has an opportunity to take advantage of this shift towards a more "knowledge-based" economy and attract industry sectors that employ specialist skills and innovation.

Advanced manufacturing, new energy, digital, and the circular economy are four industry sectors that could play a key role in our future economy. The Reimagining our Industrial Areas project will be guided by four objectives: increasing local jobs and diversifying our industry sectors, becoming an environmental leader, balancing job growth with community impacts, and continuing to be a major force in the Victorian economy.

Community consultation in late 2021 from existing industry representatives and potential new businesses saw the addition of a “Why Williamstown North” and “Why Brooklyn” section to the project to identify the opportunity that exists in these key industrial precincts.

The past 12 months has seen incredible progress of our capital works agenda. In the 2021–22 financial year, we achieved 86 per cent completion of our work program, a remarkable achievement given the circumstances in which we have worked.

As part of Council’s capital works program, we invited a group of residents to be part of the Asset Plan Focus Group, representing a cross-section of the community and helping to shape Council’s first Asset Plan. The feedback from the focus group informed the intervention levels that trigger Council undertaking works to renew an asset; assisted in the development of an action plan that will inform the 10-year maintenance and capital renewal of the assets; and shaped the overarching Asset Plan.

There has also been further development and improvement of our waste management and recycling programs with the trialling of recycling bins in open spaces. It takes the principles of our kerbside service to popular spaces throughout Hobsons Bay. The three-bin system - general rubbish, mixed recycling and glass recycling bins – was installed in 13 locations. This system has particularly helped to recycle drink containers which make up most of the waste collected in open spaces. The next stage of the bin rollout program is to install these bins in retail centres.

A great project over 2021–22 that benefitted our residents and the environment was the reusable nappies trial. The project saw parents receive up to \$75 off the purchase price of reusable nappies thanks to an initiative suggested by resident Deborah Frenkel via our Pitch Your Idea program.

The creative sector has been one of the hardest hit over the past couple of years. To support our creative community through the lockdowns we consulted with them to fund and deliver a range of programs. Click & Connect put local artists in the spotlight to talk about their practice in online networking sessions; a series of online concerts were filmed at Williamstown Town Hall under the banner of Home Delivery; and venue vouchers were created to enable use of community space. A hallmark of our program was the highly successful Live & Local performance series, creating paid opportunities for our city’s musicians and bringing live music to the streets of Hobsons Bay with over 190 performances.

Despite the challenges of the past 12 months, we have worked hard to make sure our residents, businesses and organisations have been supported, and to put plans in place to make sure the areas we live, work and play in are getting better all the time.

Aaron van Egmond
Chief Executive Officer
Hobsons Bay City Council

Highlights of the year

Corporate Services

Council continues to make improvements in its processes and the way services are delivered to the community.

Corporate Integrity

Risk management

Council approved the new Hobsons 2.0 Risk Management Framework and established the new Risk Management Strategy 2021-25, which applied lessons from the COVID-19 pandemic. A review of the Risk Management Policy was also undertaken in conjunction with the development of the Risk Management Strategy.

Property Strategy 2021-30

The Property Strategy was adopted by Council in November 2021, followed by the adoption of Council's Leasing and Licensing Policy 2022-30 in June 2022. The Property Strategy provides a set of principles, objectives and actions focused on improvements to the overall management and performance of Council's property portfolio in the short, medium and long term.

An action plan has been developed to guide the implementation of the 16 actions arising from the Property Strategy over the next five years.

Citizenship ceremonies

During the 2020-21 period, citizenship ceremonies and Council meetings successfully transitioned to being held virtually. Council held ten virtual citizenship ceremonies and conferred citizenship upon 373 residents.



The Mayor and Councillors with new citizens at the Australia Day virtual citizenship ceremony

Information Management

Council also implemented an electronic outgoing mail system which enabled staff to successfully send mail while working from home and resulted in significant financial savings.

Community Safety and Compliance

The main objectives of the teams within Community Safety and Compliance (including Animal Management) in 2021-22 was to continue to provide a high level of customer service, improve compliance rates and manage increasing community expectations. This has been successfully achieved while also increasing efficiency and developing an ongoing culture of continuous improvement within the unit.

The implemented service improvements and strategic rostering around parking enforcement, with a focus of 10 per cent of infringements as warnings and zero tolerance for illegal parking around schools, has resulted in the community being better educated on illegal parking.

People and Culture

The 2021-22 year has seen Council focus on the development and delivery of key strategies and policies, including the People and Culture Strategy, Occupational Health and Safety Strategy, the Recruitment and Selection Policy and the inaugural Gender Equality Action Plan.

People and Culture Strategy

The People and Culture Strategy has been developed to steer Council's workforce planning and ensure Council meets its legislative obligations, and supports many of the core actions within the Hobsons Bay 2030 Community Vision and the Council Plan 2021-25.

The strategy outlines five key theme areas:

- Culture and Leadership
- Safety and Wellbeing
- Organisational Development and Learning
- Workforce Planning and Performance
- Diversity and Equity

Recruitment and Selection Policy

The Recruitment and Selection Policy provides a sound framework for the recruitment, selection and promotion of new and existing Council employees.

Council is committed to attracting and retaining skilled, motivated and high performing employees. Our employees are fundamental to our success.

The policy provides a simplified process for both the candidate and hiring manager. The recruitment and selection process is merit-based and to be conducted in a timely and efficient manner. The process allows for more flexibility in our approach and the tools used to attract and retain the top talent.

OHS Strategy

The safety and wellbeing of staff is paramount in all that we do. The Occupational Health and Safety Strategy has been developed to promote sustainable safe practices and a healthy work environment and culture.

The strategy focuses on injury and incident prevention and encourages input from staff to identify hazards, assess risks and help find solutions to safety issues.

Gender Equality Action Plan

Gender Equality is about recognising and valuing differences and providing tools and support to ensure everyone has an opportunity to succeed.

The Gender Equality Action Plan is Council's strategic plan to promote workplace gender equality as required by the *Gender Equality Act 2020*. It expresses Council's commitment to enabling a gender equitable, safe, inclusive and respectful workplace for all staff. It sets out actions Council will take to address structural gender inequality and cultural inequality. There is an increase in organisational understanding of and commitment to addressing intersectional gender inequality, particularly the way in which identity characteristics such as culture, Aboriginality, age, sexuality and disability can exacerbate gender inequality.

COVID-19 safety

Council continued to work within the safety initiatives introduced over the 2020-21 year to ensure staff felt safe and supported during the uncertain times of COVID-19. We continued to keep our staff informed of the changing landscape of the pandemic and followed the Victorian Government mandates. Staff were provided with Personal Protective Equipment and training to keep themselves, their colleagues and the community safe.

Community Learning and Service Centres

Community Experience 2.0

In late 2021 Council adopted a Community Experience 2.0 (CX2.0) transformation plan to revitalise Council's approach to service delivery, which included a suite of community-focused projects and process changes to be rolled out over the next four years. The focus of CX2.0 is to make it easier for the Hobsons Bay community to access Council services and interact with Council. Key areas covered by CX2.0 include information, communication channels and process.



Council+

Increasing the number of customer service centres across the municipality to promote more convenient face-to-face access to Council's services was identified as a priority in the Council Plan 2021-25. To deliver on this, in May 2022 Council launched a new enhanced and integrated customer service model called Council+ at Williamstown, Altona North and Altona Meadows Libraries.

Council+ is an initiative that allows community members to access many Council services at their local library, making it easier for the community to access the breadth of Council's services and functions from more locations. Community launch events featured free food and coffee, fun family activities and information about Council services. More than 2,500 community members joined the celebrations.



Cr Jonathon Marsden at the Council+ launch event at Williamstown Library.

Digital Services

The 2021-22 financial year presented Council's Digital Services Department (the IT team) with numerous opportunities to improve Council operations and better serve the community.

Supporting Council+

The IT team played a critical role supporting the Council+ initiative through the delivery of video conferencing technology at the libraries and community hubs. This new technology provides community members with the ability to easily book rooms and speak face-to-face with Council staff (such as Town Planning Officers).

The IT team also delivered critical hardware such as PCs, phones and EFTPOS machines to support the integration of Customer Service into the Library spaces, enabling more points of access for community members.

Network security

Network security improvement is an ongoing activity within Council. The IT team have continued to fortify the network and protect Council information through the rollout of multifactor authentication across all IT accounts and a major upgrade to Council's software patch management capability. The IT team also finalised the rollout of the NBN to key Council buildings (such as Maternal Child Health offices), improving internet connectivity at these sites.

Performance dashboards

To further support public transparency and trust within the Hobsons Bay community, the IT Team and key staff from across Council have delivered a series of reporting dashboards that provide key insights into Council's operational performance and accountability for public service delivery. The performance dashboards feature 22 information-rich dashboards across nine themes (Capital Works, Waste and Recycling, Public Facilities, Sustainability, Urban Forest, Public Health, Planning and Building, Customer Service and Council Plan) with a total of 22 information-rich dashboards.



Dashboards providing a snapshot view of Council's service performance.

Business Transformation

In 2021-22, Business Transformation projects focused on making processes and services more efficient and easier for the community, strengthening Council's integrated performance system H2.0 Performance and assessing opportunities for additional revenue streams.

Digital transformation projects

A number of digital transformation projects were delivered that enhance how Council services the community. Some highlights included:

- a digital management system for the paper bag trial, which enabled over 7,000 residents to easily access paper bags for their kitchen caddies and Council to obtain valuable feedback on their experience throughout the trial
- a new Call Back Register system which transforms how Council internally tracks and manages requests for information from the public
- an overhaul of the weekly CEO News updates for Councillors to simplify and streamline content creation, approval and delivery
- expansion of The Knowledge database to incorporate an easy-to-use library that facilitates the management of Council policies, procedures and other critical documents

H2.0 Performance

H2.0 Performance was further enhanced to improve transparency, accountability and collaboration across a vast number of projects and governance responsibilities. The projects were aligned to the new Council Plan 2021-25 and teams undertook another round of Business Planning reviews to confirm priority projects. Once again, about 500 staff undertook goal setting, mid-year check-ins and end of year reviews in the H2.0 Performance system, which focuses the organisation on delivering its priorities.

H2.0 Performance was recognised at the Local Government Professionals' Awards for Excellence 2022, where it won the award for Innovative Management Initiative for its ease of use and integrated organisation management. The system has transformed how Council actively monitors delivery and responds to changing needs.

Business Services Transformation and Efficiencies Program

Since the adoption of the Financial Plan in 2021, Council has been evaluating a range of opportunities to use money more effectively in delivering services and to generate income from alternate sources. In this regard, the team has undertaken the following projects in the last year:

- Roads and Drainage Maintenance Service Review, which proposed a redesigned service model that could result in 11 per cent annual cost savings whilst improving service delivery and customer service
- feasibility assessment of delivering an electric vehicle charging network in the municipality
- feasibility assessment of implementing commercial advertising on Council-managed land

Community Relationship Management system

Detailed planning has progressed for a new Community Relationship Management system to be implemented in 2022-23 that will transform how Council receives, manages and responds to community enquiries.



The Executive Leadership Team and Business Transformation Team at the Local Government Professionals' Awards for Excellence 2022

Finance

Annual Budget 2022-23

Council adopted its Annual Budget 2022-23 on 28 June 2022. The development of the Annual Budget takes over six months and commenced in late 2021. The development process has been refined over the past few years, highlighted by a total of 11 briefings held with Councillors including detailed discussions on the Capital Works Program, Financial Plan outlook, fees and charges, Valuation and Rating Discussion Paper (including rate modelling), community consultation process and operational budget.

Financial Plan 2021-22 to 2030-31

Council adopted its first Financial Plan for the period 2021-22 to 2030-31. The plan was developed to meet new legislative requirements under the *Local Government Act 2020*, but Council had already begun to develop a strategic long term financial plan prior to the introduction of the Act, and was able to integrate this work into the required Financial Plan. The six key objectives that underpin the Financial Plan are: financial sustainability, comprehensive financial inclusion, informed decision making, contained operational expenditure, exploration of all funding sources and provision of community infrastructure.

The plan includes the following Policy Statements (Strategic Actions):

- achieve strong operational surpluses to ensure that there is adequate funding available for current and future capital works as well as other ongoing and future commitments
- consider all funding sources to reduce the high dependence on rates and become more financially self-reliant by prioritised pursuit of own source revenue opportunities
- improve employee productivity, as labour costs are the biggest discretionary operating expenditure item for Council
- ensure enough cash is being generated from operations to fund new assets
- ensure sufficient spending on asset renewal and Council's asset base
- increase the amount of funding currently available for capital works
- ensure there are no immediate issues with repaying short-term liabilities as they fall due
- ensure loan commitments can be repaid from own source revenue, including interest and principal, as they fall due

Each Policy Statement includes a number of performance measures and targets. The plan provides 10-year forecasts for each of the performance measures, based on the assumptions described in the plan and minimal changes to the way Council currently operates. Some of the targets are aspirational “calls to action” that challenge the status quo and encourage Council to review the way it operates by investigating different approaches that could lead to improved financial performance.

The strategic actions provide direction to Council on improving performance measures where current forecasts are not meeting targets. The strategic actions are expected to improve financial performance and the forecasts outlined in the plan.

Financial hardship relief

The 2021-22 budget included targeted rate relief of \$1.35 million as part of Council’s fifth COVID-19 Community Support Package, which was developed by the Community Support Package Focus Group.

As a result, the rates team assisted about 500 businesses and 1,500 residential property owners in dealing with financial hardship throughout the year, including continuing with interest free rate deferrals at an estimated cost to Council of \$450,000.

The Community Support Package Focus Group also determined that upfront waivers of interest on rates since 1 July 2019 be applied to ratepayers with a good payment history. This was included on about 6,650 rate notices, amounting to \$359,000 waived.

Ratepayers could also seek rate waivers via application. Throughout the financial year, 347 applications were assessed by the team and 190 ratepayers have had a total of \$243,000 rates waived.

Procurement Policy 2021

Council’s first Procurement Policy under the *Local Government Act 2020* was adopted on 14 December 2021. The key changes to the policy under the new legislation are that Council is able to determine its own public tender threshold and exemptions for going to public tender, although Council is still required to ensure the highest level of procurement integrity and value for money, and that a comparative process is applied.

Infrastructure and City Services

Strategic Projects

Level crossing removal projects

Council, together with the local community, has been involved in the planning and delivery of the level crossing removal projects in Aviation Road, Laverton and Ferguson Street, Williamstown North."

The Aviation Road level crossing project is complete and includes a central plaza with accessible connections between Aircraft Station and Aviation Road. The Ferguson Street level crossing project is also complete with a new station and a community plaza space providing access through the precinct.

West Gate Tunnel Project

Council continues to be actively involved in the West Gate Tunnel Project, including advocating for outcomes and improvements. Council has partnered with the West Gate Tunnel Project to plan and implement the Sports and Open Space Enhancement Package and the West Gate Neighbourhood Fund, supporting many local community projects and organisations.

Active Communities and Assets

Asset Plan 2022-32

Council adopted the new Asset Plan 2022-32 in June 2022, meeting the legislative requirements of section 92 of the *Local Government Act 2020*. The Asset Plan provides a long-term strategic planning and financial view of the infrastructure assets owned or controlled by Council over the next 10 years, and guides the way Council protects public assets to lengthen their lifespan.

Open Space and Recreation Assets Audit

In April 2022, a condition audit was completed of Council’s 22,623 open space and recreation assets, which include sports fields, fences, playgrounds, seawalls, irrigation and park furniture. This is the first time Council has completed a condition audit of all its open space and recreation assets. The result shows that majority of Council’s assets are in excellent to average condition.

Infrastructure Asset Renewal Program

During 2021-22, Council completed five-year asset renewal programs for its \$1.2 billion of infrastructure assets, including roads, buildings, bridges, footpaths, car parks, drainage, and open space and recreation assets.

Road Management Plan compliance inspection

Throughout 2021-22, Council completed 16,958 inspections of road and footpath assets as required under Council's Road Management Plan 2021.

Funding

During 2021-22, Council partnered with external agencies to acquire funding that supports key sport and recreation projects being delivered through the Capital Works Program. The following funding was received through Sport and Recreation Victoria and national sporting associations:

- Bryan Martyn Oval Pavilion – \$290,000 from Sport and Recreation Victoria
- JK Grant Reserve Cricket Nets – \$90,000 from Sport and Recreation Victoria and \$30,000 from Cricket Australia
- Donald McLean Reserve Open Space Upgrades – \$200,000 from Sport and Recreation Victoria

Better Places Program

Throughout 2021-22, the Better Places Brooklyn and Altona North process commenced with a key opportunity for community input at the Out and About Festival in March 2022. This was a targeted event for the local community that hired in food trucks and entertainers to create a festival atmosphere. The development of a place guide for Seabrook and Altona Meadows also commenced, with the first stage of consultation closing on 30 June 2022. In total, approximately 3,500 items of feedback were received that will help inform upcoming stages in the process.

The delivery of projects from the Laverton and Spotswood/South Kingsville Place Guides continued. In Laverton, playgrounds as part of the Love Laverton Parks project were completed at Frank Gibson Reserve and Bladin Street Reserve, while works at Dick Murdoch Reserve, Beverly Anton Reserve and Henderson Street Reserve commenced. Community consultation commenced on key projects from the Spotswood/South Kingsville Place Guide, including the GreenLine, Mary Street Reserve Master Plan and the Streets for People project.

City Services

Biodiversity and conservation achievements

- 32,633 indigenous tubestock plantings in conservation reserves during the 2021 planting season
- four ecological burns conducted at Horsburgh Drive, Maidstone Street and Truganina Explosives Reserve in Altona, and Emu-foot Grassland in Altona Meadows
- two rounds of the Habitat Gardens Program provided tubestock plants for residential gardens
- 1,186 volunteers were engaged for conservation events
- 33 "Friends of" group activities were held
- two major events delivered: Caring for Local Wildlife event and World Environment Day

Conservation projects for 2021-22

- 28 interpretation/wayfinding signs installed and renewed across four conservation reserves: four at Altona Coastal Park, 20 at Truganina Park, two at Skeleton Creek, and two at Rifle Range Reserve
- 1,916 metres of habitat fencing installed at Altona Coastal Park and Truganina Park to provide controlled access, reduce disturbance to wildlife and protect vegetation
- the upgraded construction of a 278-metre post, rail and mesh fencing along Maddox Road at Paisley Challis Wetland, facilitated in partnership with the Friends of Williamstown Wetlands and funded through an EPA prosecution grant
- 1,315 metres of new and upgraded gravel pathways at Truganina Park and Altona Coastal Park

Urban Forest Strategy

- 8,423 semi-advanced trees planted in streets, parks, and reserves during the 2021 planting season as part of the Urban Forest Strategy implementation
- Council's Tree Policy updated and a Park Tree Management Plan developed
- online interactive map created to allow the community to see the location of trees being planted

Capital Works

- completed 86 per cent of the Capital Works Program, with \$58.315 million of the capital works budget expended as at the end of June 2022
- completion of 168 projects, including 106 road resurfacing and kerb and channel, 29 road rehabilitation and 21 parks, open space and foreshore projects
- Council has received \$13.96 million in grants from various funding partners

Capital Works Key Projects – Cherry Lake Ward

- Altona Tennis Club court refurbishment
- GJ Hosken Reserve upgrade
- Altona Foreshore seawall, shared trail and pedestrian access
- Brooklyn Community Hall redevelopment
- Weaver Reserve and Pier Street streetscape improvements

GJ Hosken Reserve

The upgrade at GJ Hosken Reserve includes a new adventure playground, fitness equipment, footpath networks, new park furniture, a multi-use court with a basketball hoop and tree planting throughout the reserve. The western part of the reserve has been fenced to create a dog off-lead precinct, with new seating and bins.



GJ Hosken Reserve

Altona Tennis Club courts refurbishment

Works on the newly redeveloped Altona Tennis Club courts are complete. The upgrade includes 11 courts (five new classic clay profile synthetic courts and surface renewal of six En Tout Cas courts), new floodlighting, fencing and a new Book-a-court system.



Altona Tennis Club courts

Capital Works Key Projects – Strand Ward

- JT Gray Reserve Pavilion
- Blenheim Road rehabilitation (Mason to Woods Street, Newport)
- Aloha Street, South Kingsville road rehabilitation
- Blenheim Road drainage upgrade (Mason Street from Hansen Street to Graham Street, Newport)
- Mason Street bicycle connectivity and pedestrian facilities improvement project

Aloha Street rehabilitation works

Rehabilitation works on Aloha Street, South Kingsville from New Street to Stephenson Street are complete. The upgrade includes new footpaths, drainage, kerb and channel and asphaltting. The upgrade has resulted in improved safety and usability for road users in the area.

Mason Street Bicycle Connectivity and Pedestrian Facilities Improvement Project

Construction works on Mason Street commenced in early March 2022. The scope of the project includes modification of various existing intersections and roundabouts to provide a safer environment for cyclists and pedestrians.

Capital Works Key Projects – Wetlands Ward

- Altona Sports Centre extension
- HD Graham Reserve, Altona Meadows sports facilities
- Shane Avenue, Seabrook traffic works
- new footpaths in Altona Meadows

HD Graham Reserve

The facility is due for completion in September 2022 and will provide four change rooms, an umpire change room, multi-purpose room, kitchen and amenities. The floodlighting works at HD Graham Reserve are complete.



HD Graham Reserve floodlighting

Floodlight Renewal Program

New floodlights were installed at AB Shaw Reserve in May 2022 to meet AFL Victoria's floodlighting standards for community football.

Sustainable Communities

Arts, Culture and Community

Make it Happen - Hobsons Bay Recovery and Reconnection Grants

Council's Make it Happen grants program is designed to add value across all sectors of community life. The grants

have enabled more than 100 groups and organisations to be supported to plan and deliver initiatives. Make it Happen grant recipients contribute to strengthening our community and boosting opportunities for people to participate.

Snapshot of Make It Happen 2021-22

- opened for applications February 2022 to May 2022
- monthly workshops and planning sessions held, attended by 78 people
- 125 applications received, 101 supported
- \$672,000 distributed (including \$40,000 contributed by Toyota Australia)
- estimated number of participants across the proposed activities: more than 50,000 people
- estimated number of volunteer hours invested: over 25,000 hours
- estimated co-contribution, new value created by applicants: \$1.2 million



Hobsons Bay COVID-19 support, Creative City and Live & Local



New programs were delivered through Council's Community Support Package, working with the creative sector, one of the sectors most impacted by the pandemic. Council surveyed the local creative community and funded programs in response. During periods of lockdown they included Click & Connect, putting local artists in the spotlight to talk about their practice in online networking sessions, and Home Delivery, delivering online concerts filmed at the Williamstown Town Hall. Once lockdowns were lifted, New Art grants commissioned works to activate

spaces and precincts, venue vouchers enabled use of community space, and Live & Local, a COVID-safe and resilient program, enabled people to enjoy live music across the city while creating paid opportunities for Hobsons Bay musicians.

Snapshot of Live & Local

- presented from 19 November 2021 to 29 January 2022 on Fridays and Saturdays
- 104 musicians engaged; 38 music acts in total
- 22 locations in the city, enlivening parks, shopping strips and precincts
- 190 outdoor shows programmed – 165 for musicians, 25 as creative activations



Live & Local performances across Hobsons Bay

Traditional owners announced for Hobsons Bay

The Bunorong Land Council Aboriginal Council (BLCAC) was confirmed as the Traditional Owner of lands including Hobsons Bay, with the determination effective from 1 July 2021.

Council commenced engagement with BLCAC with a commitment to being a strong partner, reinforced through a meeting between the Chief Executive Officers of both organisations.

Officers were able to connect new processes and ways to work with BLCAC, with outcomes including ceremonial work, referrals made for community groups and cultural heritage assessments.

Community Life

Community Child health

The Hobsons Bay Maternal and Child Health unit provided regional support to neighbouring councils during the “Code Brown” over January and February 2022 at the peak COVID-19 wave. During this time, 40 families from Wyndham received face-to-face consultations from Hobsons Bay nurses to ensure appropriate support, information and health checks could occur for families living in outer municipalities.

The immunisation service continued to deliver immunisation sessions throughout the COVID-19 period in addition to meeting increased demand for the flu vaccination. An additional 1,000 flu vaccines were administered throughout 2021-22 compared to the previous year.



Early Years

Negotiations with the Victorian Government have resulted in the commitment of over \$5 million in funding for Early Years infrastructure to enable Council to continue to deliver kindergarten programs to the local community. The Early Years team was able to adapt the supported playgroups and Pre School Field Officer services to ensure that families could be supported by delivering group sessions and activities via virtual platforms.



Youth Services

Following the delivery of youth programs and youth counselling via online platforms, face-to-face engagement with young people recommenced in February 2022. Increasing numbers of young people are engaging with the Youth Services team to seek support, counselling, information, and ongoing engagement activities.



Community Support

Throughout the COVID-19 period, Community Support services have continued to deliver meals and social support programs to over 400 community members. Although some programs ceased operating due to lockdowns, ongoing welfare checks and the doorstep delivery of meals enabled clients to feel supported and receive the services they needed during this time.



Community Connector

From March to June 2022, the Community Connector program supported 65 vulnerable or isolated community members to receive COVID-19 vaccinations in their own homes. This program also provided emergency food and medical relief to community members who were in isolation due to a COVID-19 diagnosis. The promotion of this program enabled many community members to receive support, information and referrals for ongoing care and support where required.

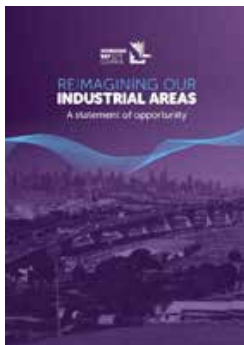
Strategy, Economy and Sustainability

Virtual power

Council's ambitious rollout of rooftop solar power continued during 2021-22. A total of 1,383 kW of solar panels were installed across Council's building portfolio, bringing Council's total solar assets to 1,940 kW. These sites will all be connected via a Virtual Energy Network which will allow excess renewable energy from individual sites to be allocated to other sites that use more electricity at different times of the day. Council also engaged with the community to seek feedback on options to support residents and businesses to increase their access to renewable energy.

Land use visioning

Visioning and preparation of planning guidance that directs future land use across Hobsons Bay has been undertaken. New residential zones have been introduced across residential areas of Hobsons Bay to ensure Council meets the housing needs of existing and future residents and to provide more transparency on where new housing development is expected. Planning controls to implement the Newport Structure Plan and heritage study have been developed. Planning guidance for Precinct 16 West in South Kingsville has been completed which rezones land from industrial to residential use to integrate with surrounding residential areas. A statement of opportunity titled Reimagining our Industrial Areas has been prepared detailing the future vision for the municipality's industrial land areas.



Social and affordable housing

Increasing the availability of social and affordable housing across the municipality is a priority for Council, and the Epsom Street Affordable Housing project is a key project to deliver this priority. Community consultation on draft design guidelines has been undertaken.

Kerbside waste and recycling

As part of Council's ongoing review of kerbside waste and recycling collection, a new collection service was introduced in November 2021. The changes followed a review of the first year of the four-bin service, which considered operational data and community feedback.

Council continues to work with the community on projects to reduce landfill and make it easier to separate food for composting. A six-month supply of paper bags has been provided free of charge to all households involved in the paper bag trial. More than 10 per cent of households have been part of the trial to use paper bags and 70 per cent of participants reported the bags made collecting food waste easier.



Response to Climate Change Action Plan

Council adopted its Response to Climate Change Action Plan which outlines key actions to increase the resilience of people, homes, businesses and infrastructure across our community. The plan will support Council to reduce greenhouse gas emissions from Council operations and community use, increase water use sourced from alternative sources, increase tree canopy and increase waste diversion from landfill rate.

Business support

To support businesses through the transition to the new “COVID-normal” phase, a COVID-19 Business Concierge team was established and visited all businesses with a premises in the business precincts across Hobsons Bay. A quick response grants program was established to support businesses in the sectors hardest hit by COVID-19 with over 70 grants provided. A precinct grant program provided six grants to activate and promote the business precincts. The outdoor trading program continued, with a framework developed to continue the future of the program and ensure businesses can continue to trade with extended outdoor areas.



The outdoor trading precinct in Pier Street, Altona.

Planning, Building and Health

Council's Planning, Building and Health department has focused on improving the timeliness of decision making and increased its presence by inspecting more food and health premises and construction sites.

Council approved an estimated \$715 million worth of planning permits within the municipality for the financial year, significantly up on the previous year and the Melbourne metropolitan average.

In the 2021–22 financial year, the Planning, Building and Health department oversaw:

- 952 planning permit decisions, with the majority made within the statutory timeframes
- 3,413 building permits issued within the municipality (by both Council and private building surveyors)
- 947 food and health inspections

Online lodgement services have also been enhanced by investing in user-friendly online platforms and improving the customer experience.

Air quality advocacy

Following endorsement of a broad range of advocacy actions by Council, letters were sent to various stakeholders, including Chair of the EPA, Professor Kate Auty and Minister for Transport Infrastructure the Hon Jacinta Allan MP urging action on key priority areas highlighted in the Victorian Government's report, including the permanent placement of the temporary air quality monitoring stations beyond the completion of the WGTP.

Council has subsequently received correspondence from the Chief Executive Officer of the Major Transport Infrastructure Authority confirming that there is a willingness to discuss the ongoing use of the air quality monitoring stations after the project is completed. This presents a significant achievement in our ongoing advocacy efforts for improved air quality in Melbourne's Inner West and Council thanks the Major Transport Infrastructure Authority for its response and looks forward to continuing its discussions with key stakeholders.

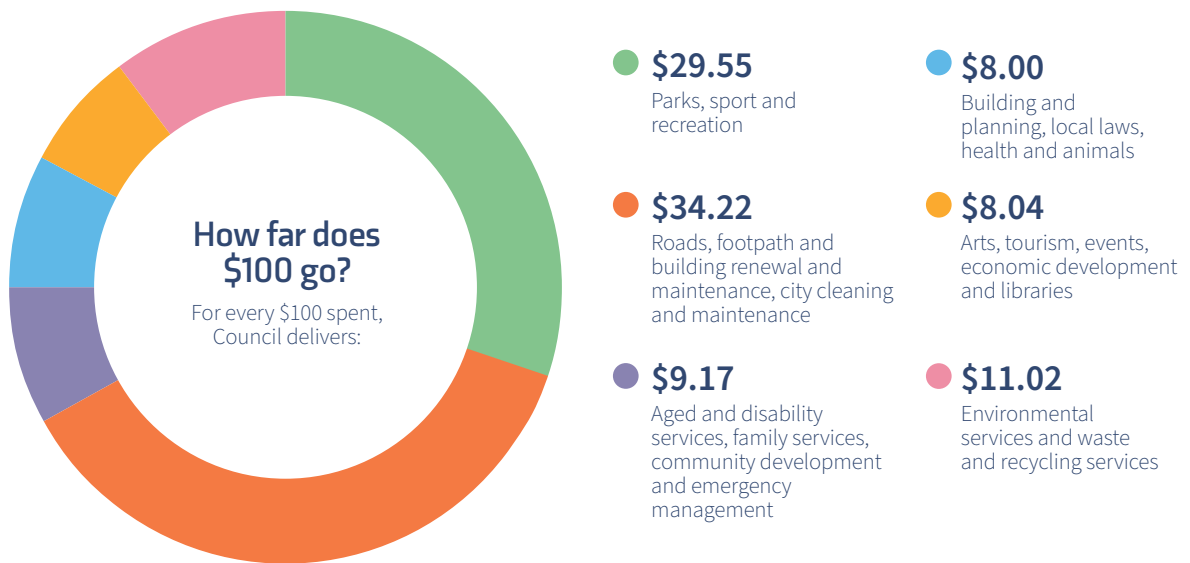
Council was also a keynote speaker at the Breath Melbourne Citizen Science Project led by Deakin University, which is a first of its kind initiative aimed at bringing together all levels of government, academic and community stakeholders to drive improvements in air quality and help children learn about air quality and how they can contribute to improving it for future generations.



Financial summary

Council's financial performance in 2021–22 was strong despite the ongoing impact of the COVID-19 pandemic, while Council's financial position at 30 June 2022 is sound.

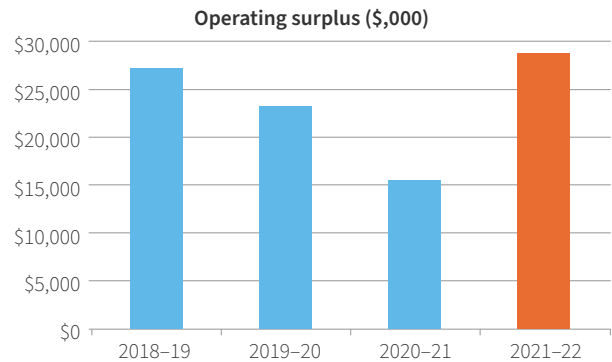
A summary of our financial performance and position is outlined below. Further detailed information relating to Council's finances is included within the Annual Financial Report.



Operating performance and position

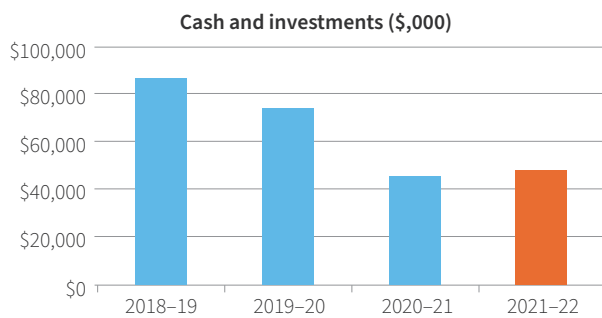
In 2021–22, Council achieved a surplus of \$28.72 million, an increase of \$13.435 million when compared to the prior year's surplus of \$15.356 million. The surplus is a reduction when compared to the original budget in 2021–22 of \$31.201 million as the ongoing impact of COVID-19 has been greater than anticipated.

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

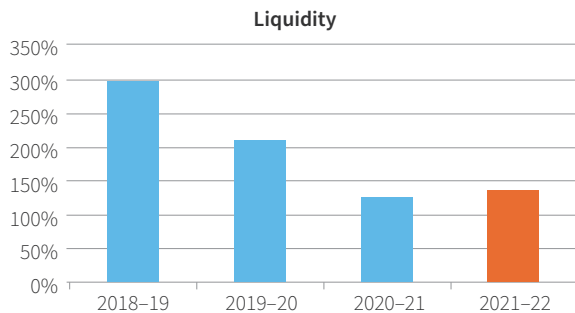


Cash and liquidity

Cash and investments increased by \$855,000 from the prior year. The end of year cash result was higher than budgeted mainly due to capital works expenditure that will be completed next financial year (\$10.614 million); increases to liabilities in the balance sheet including trade and other payables (\$5.921 million), trust funds and deposits (\$3.202 million) and unearned income (\$4.693 million); offset against an increase to the asset item trade and other receivables (\$5.125 million).



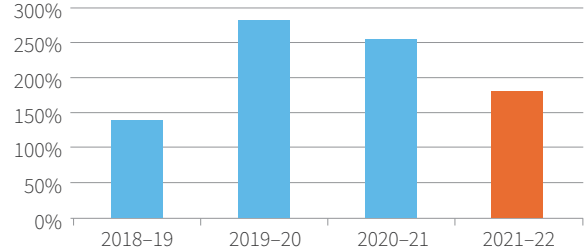
The liquidity (working capital) ratio assesses Council's ability to meet current commitments. It is calculated by measuring Council's current assets as a percentage of current liabilities. Council's result of 135 per cent at 30 June 2022 indicates a reasonable financial position.



Obligations

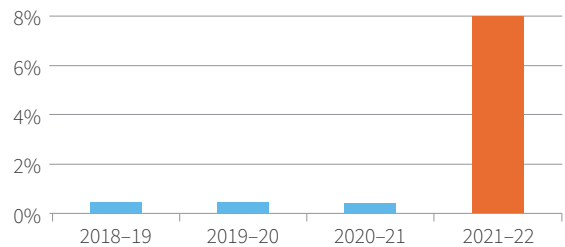
Council aims to maintain its infrastructure assets at expected levels while continuing to deliver the services needed by the community. Council invested \$54.744 million in capital works, including \$17.783 million in renewal works and \$26.396 million in upgrade works during 2021-22 to bridge the infrastructure gap. Council's asset renewal and upgrade ratio is measured by comparing asset renewal and upgrade expenditure to depreciation and was 182 per cent during 2021-22.

Asset renewal ratio



At the end of the 2020-21 Council owed \$12 million in loan borrowings after paying off a loan of \$9.2 million and drawing down a new loan of \$7 million. Council's debt commitment ratio is measured by comparing interest costs and principal repayments to rate revenue. The significant increase of this ratio to 8 per cent during 2021-22 reflects the \$9.2 million loan repayment that occurred during the financial year. It should be remembered that borrowing money does not increase the amount of money available to spend. It may allow a higher level of expenditure in a given year, but as the borrowed money must be repaid with interest it requires reductions in expenditure in future years.

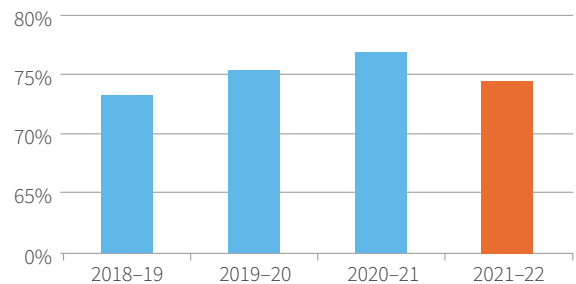
Debt commitment ratio



Stability and efficiency

Council raises a wide range of revenues including rates, user fees, fines, grants and contributions. Despite this, Council's rates concentration, which compares rate revenue to total revenue, was 74 per cent during 2021-22. This is towards the top end, so Council is considering options to broaden its revenue base.

Rates concentration ratio





Our Council



Our place

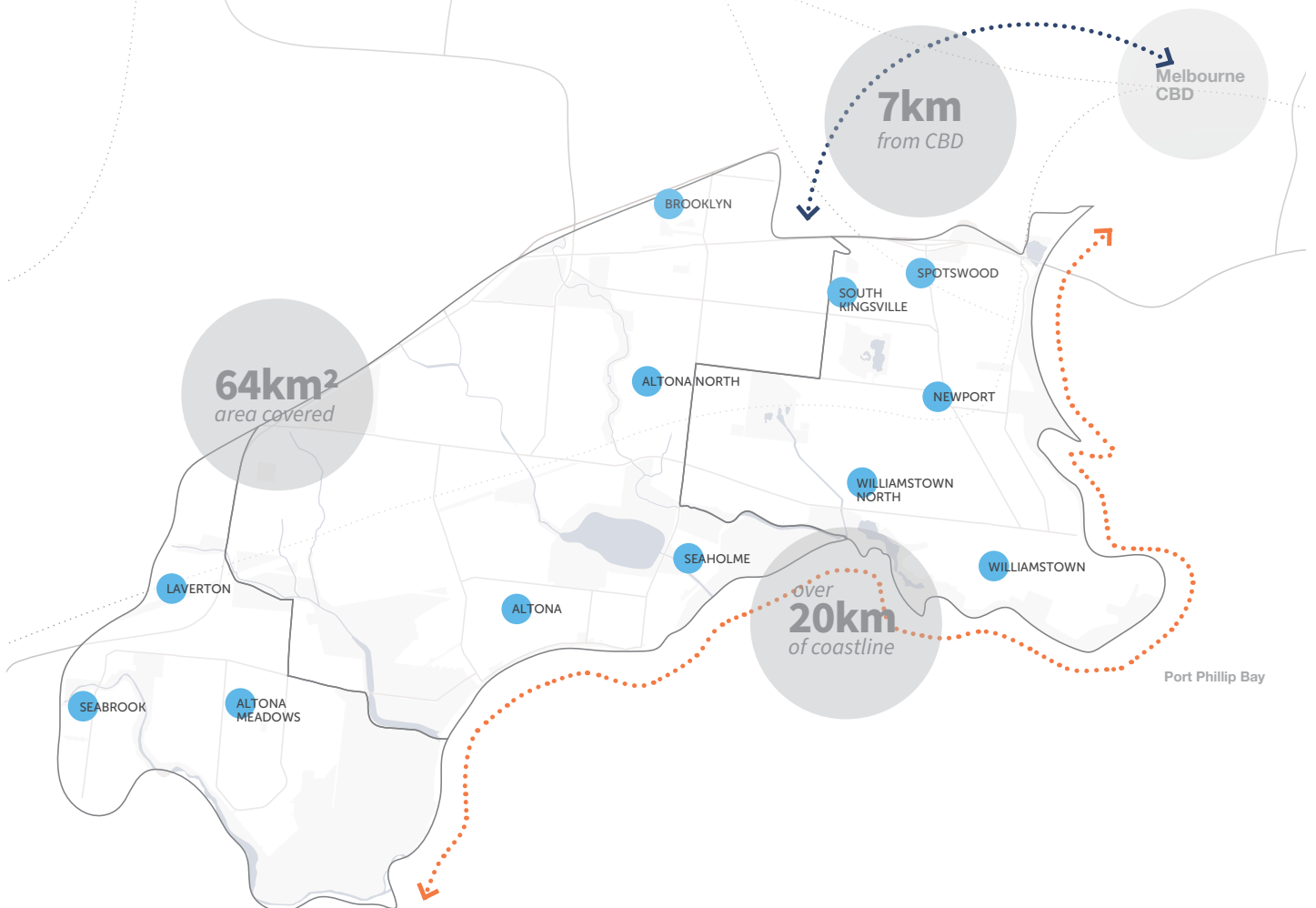
The Yalukit Willam clan of the Bunurong People were the first people lived in the area now known as Hobsons Bay and had strong connections to land and sea. A number of sites of significance to the Aboriginal community are located throughout the municipality, particularly along the coastal trail.

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

Hobsons Bay's rich natural environment is one of its greatest assets. Open space contributes significantly to the quality of life of Hobsons Bay residents, covering 24 per cent of the municipality's land area. Hobsons Bay has over 20 kilometres of coastline and is home to significant coastal wetlands, five creek systems, remnant native grasslands, and important flora and fauna habitats.

Hobsons Bay is home to diverse industries that contribute significantly to the economy of Victoria.

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



Our people

92,275

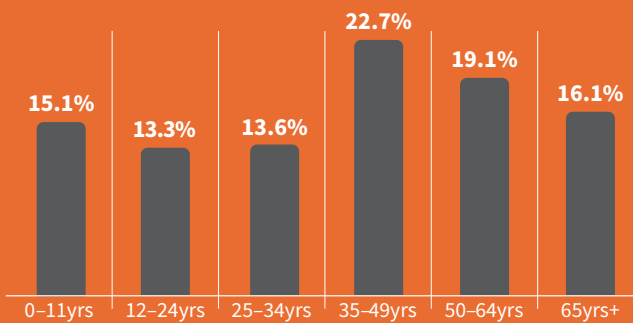
estimated residential population in 2021

51%
Female

49%
Male



Population by age group, 2021



We are a diverse community

628

people identify as Aboriginal and or Torres Strait Islander

30%

born overseas

27%

speak a language other than English at home

55%

have a religious affiliation

18%

have a disability

7%

identify as LGBTIQA+

Economic participation



8,143

businesses in Hobsons Bay in 2021

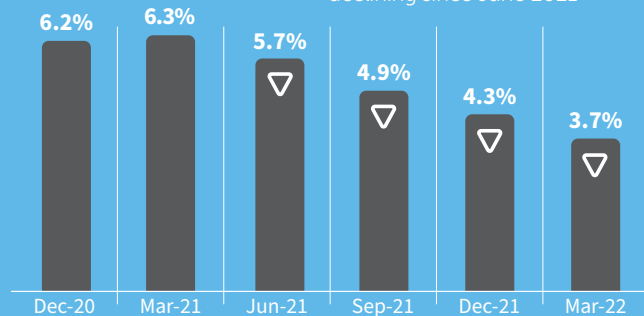
4% of people aged 15-64 received Job Seeker or Youth Allowance (May 2022)

12% spent time doing voluntary work through an organisation or group

81% of people who did 30 or more hours of unpaid domestic work were female

Unemployment rate

Unemployment rate has been declining since June 2021

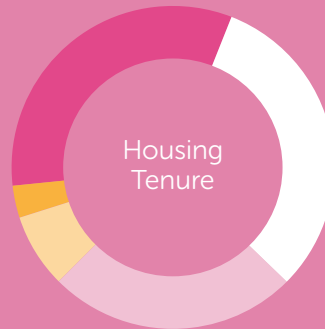


Housing

Housing stress

29% of renter households are experiencing rental stress

13% of mortgage households are experiencing mortgage stress



33% fully owned

33% mortgage

26% renting private housing

3% renting social housing

5% other tenure or not stated

Health and wellbeing



Long-term health conditions

31%

of the Hobsons Bay population has at least one long-term health condition

Top long-term health condition by age group:

0-14 years
asthma

15-54 years
mental health

55+ years
arthritis

NOTE: Most of the information presented in this community profile is sourced from the 2021 Census of Population and Housing. A full list of sources is provided on page 116 of this report.

Mental health and wellbeing

26%

have high levels of psychological distress

12%

never or do not often feel valued by society

Food security

6%

ran out of money to buy food in last 12 months

Physical health

49%

overweight or obese (Body Mass Index greater or equal to 25)

Smoking

22%

are current smokers



Family violence

1,027

incidents of family violence in the year ending June 2022 (down by 5.4% from the previous year)

75.2%

of affected family members are female

Gambling harm

\$129,479

lost every day on electronic gaming machines in Hobsons Bay

Greenhouse emissions

1,191,000

tonnes of greenhouse emissions in 2019-20

Trees

7.5% 8,423

canopy cover overall in Hobsons Bay

advanced trees planted in 2021-22



Our Councillors



MAYOR
CR PETER HEMPHILL



DEPUTY MAYOR
CR DIANA GRIMA



CR MATT TYLER



CR ANTOINETTE
(TONY) BRIFFA JP



CR DARIA KELLANDER



CR JONATHON MARSDEN



CR PAMELA
SUTTON-LEGAUD

WETLANDS WARD

Altona Meadows, Laverton,
Seabrook

DEPUTY MAYOR CR DIANA GRIMA
Wetlands Ward Councillor

MOBILE NUMBER: 0499 600 476
TELEPHONE: 9932 1044
EMAIL: dgrima@hobsonsabay.vic.gov.au

CR MATT TYLER
Wetlands Ward Councillor

MOBILE NUMBER: 0407 748 235
TELEPHONE: 9932 1044
EMAIL: mtyler@hobsonsabay.vic.gov.au

CHERRY LAKE WARD

Altona, Altona Meadows,
Altona North, Brooklyn, Seaholme

CR ANTOINETTE (TONY) BRIFFA JP
Cherry Lake Ward Councillor

MOBILE NUMBER: 0418 398 906
TELEPHONE: 9932 1044
EMAIL: tbriffa@hobsonsabay.vic.gov.au

CR DARIA KELLANDER
Cherry Lake Ward Councillor

MOBILE NUMBER: 0499 600 438
TELEPHONE: 9932 1044
EMAIL: dkellander@hobsonsabay.vic.gov.au

STRAND WARD

Altona North, Newport,
South Kingsville, Spotswood,
Williamstown North, Williamstown

MAYOR CR PETER HEMPHILL
Strand Ward Councillor

MOBILE NUMBER: 0419 762 266
TELEPHONE: 9932 1044
EMAIL: phemphill@hobsonsabay.vic.gov.au

CR JONATHON MARSDEN
Strand Ward Councillor

MOBILE NUMBER: 0419 868 009
TELEPHONE: 9932 1044
EMAIL: jmarsden@hobsonsabay.vic.gov.au

CR PAMELA SUTTON-LEGAUD
Strand Ward Councillor

MOBILE NUMBER: 0499 600 834
TELEPHONE: 9932 1044
EMAIL: pslegaud@hobsonsabay.vic.gov.au

The Council is elected to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. On 24 October 2020 the residents and ratepayers of Hobsons Bay elected this Council for a four-year term.

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

Council and community committees

In addition to Council meetings of the Delegated Planning Committee, Councillors are also appointed to a range of committees as shown in the table below:

| Councillor | Committee |
|------------------|--|
| Cr Hemphill | Audit and Risk Committee, M9, Mobile Altona Refinery Community Information Sessions, Substation Committee of Management Proxy Delegate – Municipal Association of Victoria |
| Cr Grima | RoadSafe Westgate Community Road Safety Council Proxy Delegate – Hobsons Bay Community Fund, LeadWest Joint Delegated Committee, Truganina Explosives Reserve Advisory Committee |
| Cr Briffa | Brooklyn Community Representative Group, Women's Charter Champion Proxy Delegate – RoadSafe Westgate Community Road Safety Council |
| Cr Kellander | Brooklyn Community Representative Group, Mobil Altona Refinery Community Information Sessions, Women's Charter Champion Proxy Delegate – Metropolitan Local Government Waste Forum (discontinued) |
| Cr Marsden | Audit and Risk Committee, Metropolitan Transport Forum |
| Cr Sutton-Legaud | Audit and Risk Committee, Hobsons Bay Community Fund, Truganina Explosives Reserve, Western Melbourne Tourism Board, Women's Charter Champion |
| Cr Tyler | LeadWest Joint Delegated Committee, Metropolitan Local Government Waste Forum (discontinued), Municipal Association of Victoria Proxy Delegate – Western Melbourne Tourism Board |



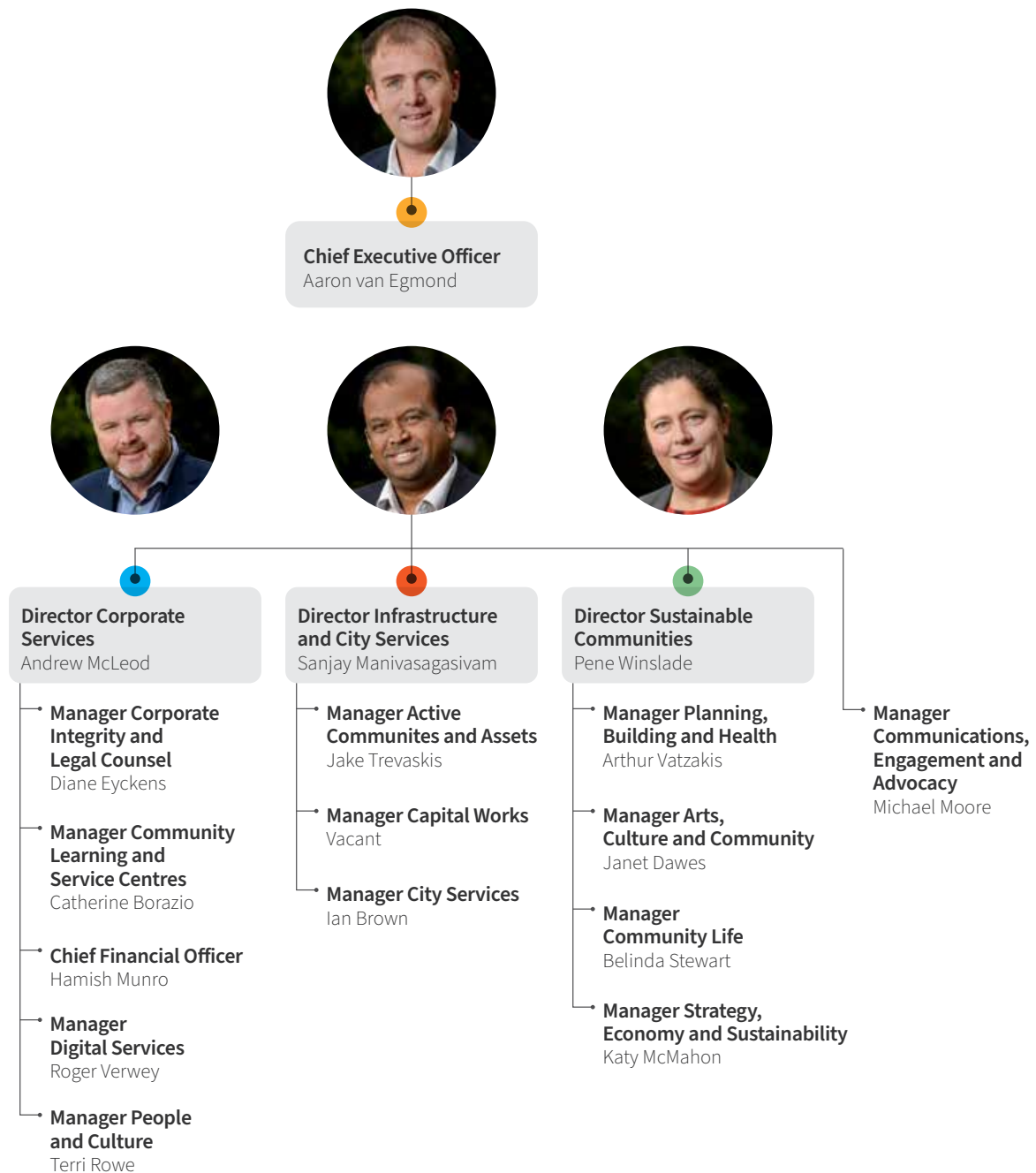


Our staff



Organisational structure

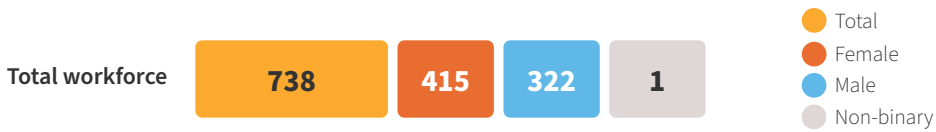
Council is the governing body that appoints a Chief Executive Officer. The Chief Executive Officer has responsibility for the day-to-day management of operations in accordance with the strategic directions of the Council Plan. Three Directors and the Chief Executive Officer form the Executive Leadership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



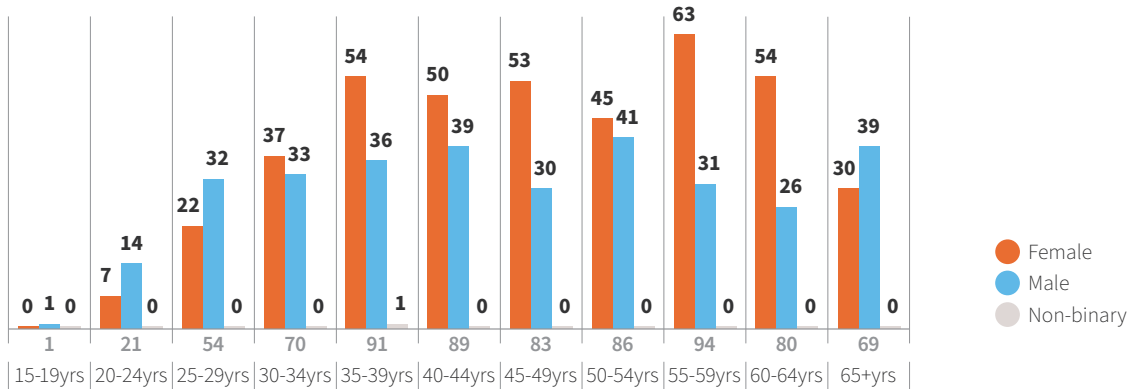
Staff profile

As at 30 June 2022 Council operates with 738 employees, equating to 462.17 full time equivalent (FTE) positions. A total of 31 per cent (or 235 people) of the workforce has worked at Council for 10 years or more.

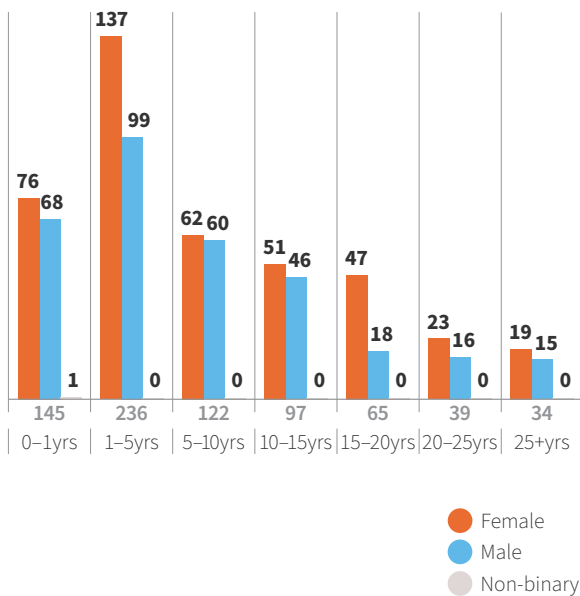
The breakdown of the numbers is set out below.



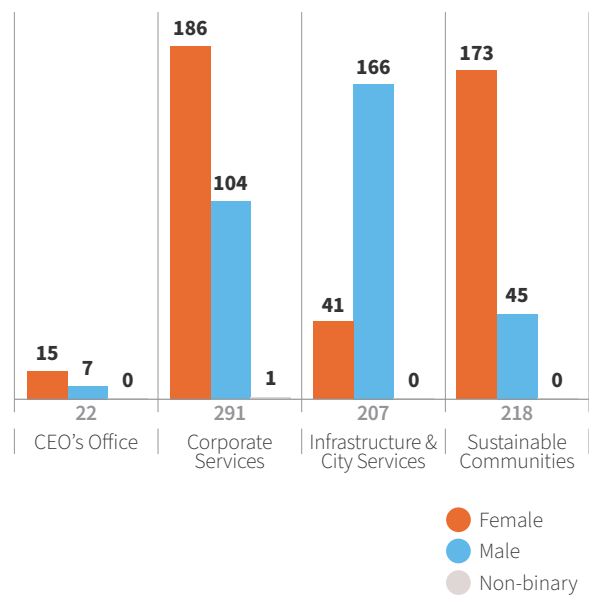
Council staff by age



Council staff by length of service



Council staff by directorate



Full Time Equivalent positions (FTE) by employment classification

| | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 | Band 8 | Other | TOTAL |
|--------------------------------|-------------|-------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|---------------|
| Permanent Full Time Female | 0 | 0 | 9 | 23 | 25 | 44 | 16 | 13 | 17 | 147 |
| Permanent Full Time Male | 0 | 0 | 53 | 20 | 29 | 40 | 31 | 13 | 11 | 197 |
| Permanent Full Time Non-binary | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Permanent Part Time Female | 1.71 | 0 | 5.97 | 17.82 | 19.03 | 22.71 | 2.4 | 1.6 | 10.94 | 82.18 |
| Permanent Part Time Male | 0.2 | 0.4 | 2.9 | 1.39 | 2.46 | 3.57 | 0.84 | 0.95 | 0 | 12.71 |
| Permanent Part Time Non-binary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Casual Female | 4.65 | 2.35 | 0.74 | 3.23 | 0.17 | 0 | 0 | 0 | 1.69 | 12.83 |
| Casual Male | 3.2 | 0.86 | 4.03 | 0.61 | 0 | .75 | 0 | 0 | 0 | 9.45 |
| Casual Non-binary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 9.76 | 3.61 | 75.64 | 66.05 | 76.66 | 111.03 | 50.24 | 28.55 | 40.63 | 462.17 |

Equal employment opportunity

Council's Equal Employment Opportunity: Discrimination, Bullying and Harassment Policy supports a commitment to the principles of equal employment opportunity and to providing a safe and productive work environment free of harassment for all.

To ensure employees are aware of the Equal Employment Opportunity (EEO) principles and their obligations, Council provides a mandatory EEO course for all new employees, refresher mandatory EEO training every two years for existing employees, and support via a network of Contact Officers. The EEO Contact Officer program provides confidential assistance and advice to employees, who feel they may be subject to discrimination, bullying or harassment.

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

Council aims to do this by:

- providing opportunities for women in management and senior management positions
- supporting people across the organisation to champion and demonstrate gender equity e.g. men taking parental leave and having access to children's spaces

- continuing the commitment to flexible workforce arrangements, including flexible parental leave and support for working from home, along with places to cater for breastfeeding, children's space, and the provision of baby change tables in unisex toilets
- ensuring position descriptions articulate how the role includes consideration of gender equity
- delivering internal staff training to ensure staff understand gender equity, why it is important, and what it means within their role
- continuing to ensure that pay equity is achieved between women, men and gender-diverse individuals
- reviewing roles within the organisation to understand gender balances
- working towards supporting opportunities to strengthen gender equity within roles traditionally dominated by a single gender such as maternal and child health (MCH) and engineering

In December 2021 Council met its obligations under the *Gender Equality Act 2020* by drafting and submitting Council's first Gender Equality Action Plan to the Gender Equality Commission.



Our performance



Integrated strategic planning and reporting framework

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

Part 4 of the *Local Government Act 2020* requires councils to prepare the following:

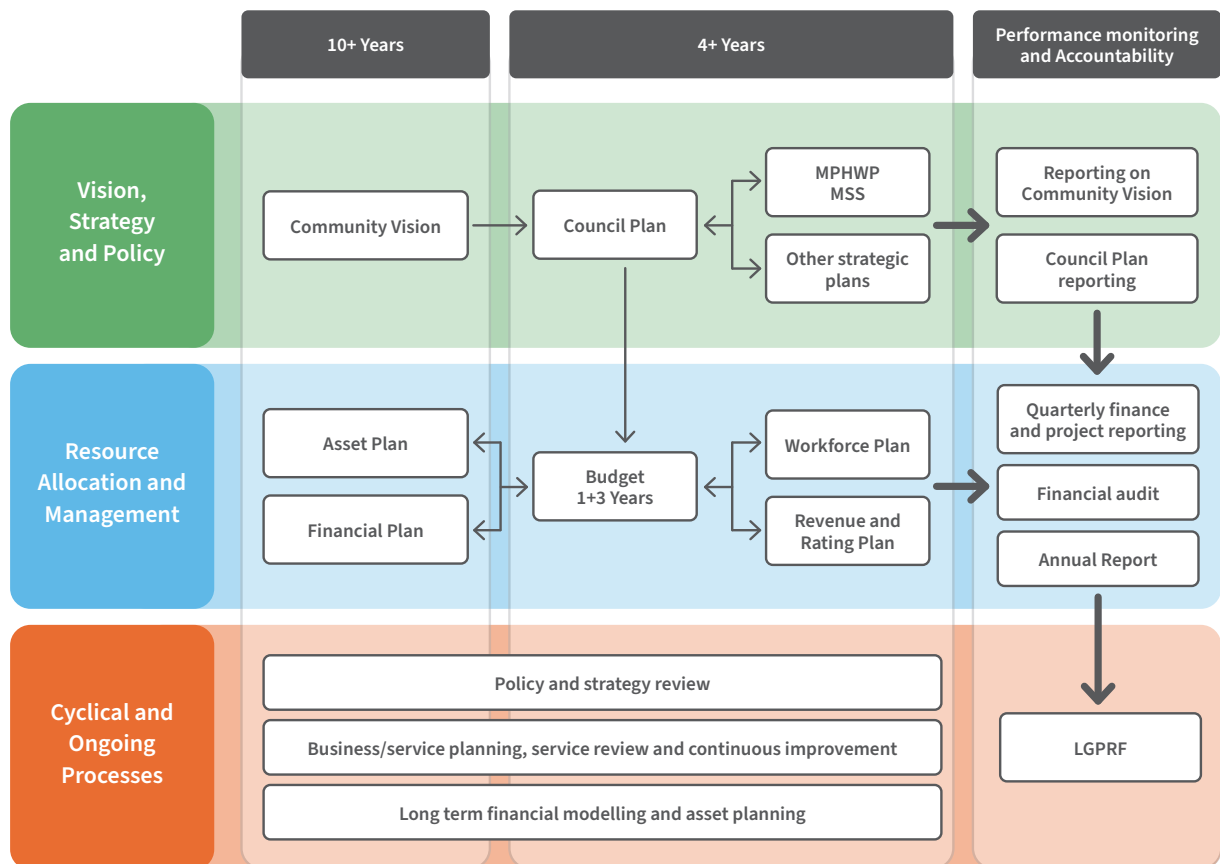
- a Community Vision (for at least the next 10 financial years)
- a Council Plan (for at least the next four financial years)
- a Financial Plan (for at least the next 10 financial years)
- an Asset Plan (for at least the next 10 financial years)
- a Revenue and Rating Plan (for at least the next four financial years)

- an Annual Budget (for the next four financial years)
- a Quarterly Budget Report
- an Annual Report (for each financial year)
- Financial policies

The Act also requires councils to prepare:

- a Workforce Plan (including projected staffing requirements for at least four years)

The following diagram shows the relationships between the key planning and reporting documents that make up the integrated strategic planning and reporting framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback.



Hobsons Bay 2030 Community Vision

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

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

Further details of the Community Vision can be found on Council's website at www.hobsonsabay.vic.gov.au/Council/Hobsons-Bay-2030

Council Plan 2021–25

The Council Plan is developed every four years in accordance with legislative requirements and is based on the integrated strategic planning and reporting framework that aligns the Hobsons Bay 2030 Community Vision to Council's planning, resource allocation and service provision to the Hobsons Bay community. The Council Plan sets the strategic direction and objectives for Council's work.

Following an extensive community engagement campaign between January and September 2021, the Council Plan 2021-25 was adopted at the Council Meeting on Tuesday 12 October 2021, replacing the previous plan, Council Plan 2017-21. The campaign involved a wide range of media and engagement activities to encourage as many members of the community as possible to participate. Over 1,400 people from the community were engaged and Council received over 4,800 ideas about what Council should focus on over the next four years.

The Council Plan 2021-25 consists of five strategic objectives that covers the areas of work that Council will be delivering. Each objective is broken down into strategies and priorities for Council to focus on.

- Objective 1: Community – Healthy, equitable and thriving communities**
- Objective 2: Environment – Valuing our environment**
- Objective 3: Place, Recreation and Economy – Vibrant place and economy**
- Objective 4: Community Infrastructure – Visionary community infrastructure**
- Objective 5: Organisation – A high performing organisation**

The Council Plan 2021-25 also incorporates the Municipal Public Health and Wellbeing Plan, which outlines the four areas of priorities for Council to focus on in order to support the health and wellbeing of the Hobsons Bay community. This complies with Council's obligations under the *Public Health and Wellbeing Act 2008*. The health and wellbeing priorities are integrated throughout the Council Plan and are identified with icons.



Active living

Council can plan, develop and manage the connectivity, crossings and use of local roads and paths, as well as design of public spaces to encourage more active living. However, Council does not have jurisdiction on all roads and public spaces and therefore must work with other levels of government and agencies to influence areas beyond Council's control.



Tackling climate change and its impact on health

Council has a role in managing its resources, facilities, services and urban planning to improve sustainability and increase the resilience of the community. Council advocates and works in partnership with the community, agencies and other levels of government to plan, adapt and mitigate the impacts of climate change.



Increasing participation in the community

Council can facilitate opportunities for the community to participate in the services, events and programs Council delivers, as well as partnering and connecting community to relevant agencies.



A safe, healthy and equitable society

Council can improve the perception of safety through activation of spaces. Council has a role in addressing gender equality in the workplace and in the community through its policies, programs and services. Council delivers services to the community and acts as a community connector to other services. Council seeks to partner with agencies to raise awareness and to advocate for better access to local services and supports. Through planning and advocacy, Council can also have an influence on access to affordable housing.

Further details of the Council Plan 2021-25 can be downloaded from Council's website at www.hobsonsabay.vic.gov.au/Council/Strategy-Planning/Council-Plan

Performance measures

Council's performance for 2021-22 has been reported against each strategic objective, strategy and priority to demonstrate how Council is performing in delivering the Council Plan. Performance has been measured as follows:

1. Progress in relation to the initiatives identified in the 2021-22 budget

Initiatives are programs or projects that have been included in the Annual Budget to support Council in delivering the Council Plan, where major initiatives are the initiatives identified as priorities. The progress in the delivery of the initiatives is reported against the Council Plan objectives.

2. Results achieved in relation to the indicators in the Council Plan

Several indicators have been nominated to provide measures of achievement against each strategic objective in the Council Plan, as required under the *Local Government Act 2020*. The results are calculated from various data sources, such as the Annual Community Survey results and Council's operational data.

3. Results against the Local Government Performance Reporting Framework indicators

The Local Government Performance Reporting Framework (LGPRF) is a mandatory reporting framework requiring all councils to report on services and core functions that the community expects from Council in a consistent format as a part of its Annual Report. Performance measurement can be more meaningful when appropriate comparisons are developed and provided over a number of years. Council utilises these indicators to measure performance against the strategic objectives within the Council Plan, on top of the other measures mentioned above.

More details on Council's LGPRF indicator results and past results can be found on the *Know Your Council* website¹. Know Your Council and the LGPRF have been developed by Local Government Victoria within the Department of Jobs, Precincts and Regions.

4. Progress in relation to the projects in delivering each objective, strategy and priority

In addition to delivering the ongoing core services, Council also delivers projects and actions to improve the services and create more value for the community. The projects are delivered in line with the Council Plan's objectives, strategies and priorities.

¹ <https://knowyourcouncil.vic.gov.au>



OBJECTIVE 1 – COMMUNITY



Healthy, Equitable and Thriving Communities

“ Be a city where all members of the community can participate equitably, feel safe, connected and achieve good health and social wellbeing. ”

Initiatives

Major Initiative — Newport Gardens Early Years Centre expansion

| Description | Status | Progress |
|--|-----------------|--|
| Extension of the Newport Gardens Early Years Centre to provide an additional 66 kindergarten places in 2022. | Complete | The additional children's room and external play area has been completed and received occupancy permit. The new facility has been handed over to the Centre. |

Major Initiative — Altona Meadows Library refurbishment

| Description | Status | Progress |
|--|----------------|--|
| Building renewal works, including acoustic treatment, HVAC and improved space utilisation, to enhance customer experience. | On plan | Design development drawings are under final review and the project is planned to go out to tender in mid-August 2022 |

Initiative — Co-design, plan and deliver a Creative Technology Hub at Seaworks

| Description | Status | Progress |
|---|-----------------|---|
| A STEAM makerspace providing opportunities for the community to upskill, reskill and obtain new employment opportunities. | Complete | The hub was launched on 1 March 2022 and is now open to the public on Thursdays and Fridays from 2pm to 6pm and Saturdays from 10am to 2pm. Learning programs and workshops are delivered weekly. |

Initiative — Establishment of an Affordable Housing Trust

| Description | Status | Progress |
|---|----------------|--|
| The Trust will provide housing to low-income households with a connection to Hobsons Bay. | On plan | Final steps to be completed to formally establish the Hobsons Bay Affordable Housing Trust. Housing Choices Australia (HCA) has previously been appointed as the Trustee of the Hobsons Bay Affordable Housing Trust following a public tender process. During 2021-22, Council and HCA worked closely to develop and finalise the key Trust documents, including the Trust Deed and Financial and Services Agreement. Next steps include the development of a Trust Business Plan to support the ongoing work of the trust, and developing a funding application to support the delivery of the Epsom Street Affordable Housing Project. |

Initiative — Community Learning and Service Centres Strategy

| Description | Status | Progress |
|---|----------------|--|
| A strategic plan for the future management of Council's community learning and service centres across the municipality. | On plan | Consultation on the proposed learning themes for Council's Community Learning and Service Centres was carried out between May and July 2022 and is currently under review. |

Council Plan Indicators

| Indicator | Result |
|--|---|
| All residents seeking to access key Council social services do so (kindergarten, health and wellbeing supports, youth counselling, delivered meals) | 90% of residents were able to access social services according to the 2022 Annual Community Survey |
| Annual participation increase at all Council customer service centres and libraries | 14,446 active members (50% increase on the previous year) |
| The availability of social and affordable housing including in new developments and attracting Big Housing Build investment | <p>Affordable housing contributions have been negotiated for new precincts, including as part of the Precinct 16 West (Amendment C114) which includes a requirement for a 5% affordable housing contribution at a 25% discount to market rate.</p> <p>Council has also undertaken an extensive community consultation process to seek feedback on the draft Design Guidelines for the Epsom Street Affordable Housing Project. The design guidelines have been subsequently revised and will be included in a proposed application by the Hobsons Bay Affordable Housing Trust for Victorian Government funding to progress the project</p> |
| The number and diversity of community organisations accessing Council grants and support programs | |
| Number | 163 organisations/groups |
| Diversity by type | 19 sectors represented |
| Diversity by place | 13 suburbs represented |

Local Government Performance Reporting Framework

Service performance indicators

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|--|-------------|--------|--------|----------------|---|
| Animal Management | | | | | |
| Timeliness | | | | | |
| <i>Time taken to action animal management requests</i> | | | | | |
| [Number of days between receipt and first response action for all animal management requests / Number of animal management requests] | 1.64 | 1.56 | 2.59 | 2.14 | An overall improvement in the time taken to action requests resulted from increased resources which assisted in reaching internal targets. |
| Service standard | | | | | |
| <i>Animals reclaimed</i> | | | | | |
| [Number of animals reclaimed / Number of animals collected] x 100 | 37.84% | 56.52% | 41.22% | 48.86% | The percentage of animals collected by Council was comparable to previous years. Financial hardship during the pandemic contributed to a small percentage of animals remaining unclaimed from Council. |
| <i>Animals rehomed</i> | | | | | |
| [Number of animals rehomed / Number of animals collected] x 100 | New in 2020 | 5.90% | 4.76% | 25.34% | The increase of the number of animals rehomed was related to success of Council's kitten adoption program and the pound service's rehoming program that has seen an increase in the number of people getting a pet. |
| Service cost | | | | | |
| <i>Cost of animal management service per population</i> | | | | | |
| [Direct cost of the animal management service / Population] | New in 2020 | \$4.79 | \$5.93 | \$6.55 | Increased costs were associated with holding animals for court prosecutions and an increase in the costs for impound services at the Lost Dogs' Home. |
| Health and safety | | | | | |
| <i>Animal management prosecutions</i> | | | | | |
| [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100 | New in 2020 | 93.75% | 87.50% | 100.00% | Improvement in Council's investigation and case management process resulted in a higher percentage of cases won. |

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|--|----------|----------|----------|-----------------|--|
| Food Safety | | | | | |
| <p>Timeliness <i>Time taken to action food complaints</i></p> <p>[Number of days between receipt and first response action for all food complaints / Number of food complaints]</p> | 2.95 | 1.72 | 1.21 | 2.26 | <p>Although Council has streamlined its existing processes, response times have increased due to implementation of risk-based assessments as recommended by the Department of Health.</p> <p>Risk-based inspections are more resource intensive and occur more frequently as a direct response to manage risks associated with food complaints. While this thoroughly manages the risks associated with each complaint, it continues to put underlying pressure on this measure.</p> |
| <p>Service standard <i>Food safety assessments</i></p> <p>[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the <i>Food Act 1984</i> / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the <i>Food Act 1984</i>] x 100</p> | 68.57% | 80.57% | 82.74% | 101.04% | <p>Council continues to implement risk-based assessments as recommended by the Department of Health.</p> <p>The implementation of risk-based assessments in conjunction with operating constraints associated with a shortage of Environmental Health Officers and COVID-19 restrictions continue to place pressure on the service.</p> |
| <p>Service cost <i>Cost of food safety service</i></p> <p>[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the <i>Food Act 1984</i>]</p> | \$444.05 | \$648.58 | \$536.56 | \$461.02 | <p>The cost of the service reflects its approach to delivery and ongoing work in streamlining processes and rationalising costs to achieve the required outcomes</p> |
| <p>Health and safety <i>Critical and major non-compliance outcome notifications</i></p> <p>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x 100</p> | 90.95% | 81.70% | 79.52% | 87.36% | <p>Council continues to implement risk-based assessments as recommended by the Department of Health.</p> <p>Risk-based assessments are more resource intensive and occur more frequently as a direct response to manage risks associated with critical and major non-compliance notifications. While this thoroughly manages the risks associated with each notification, it continues to put underlying pressure on the service.</p> |

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|--|-------------|---------|---------|----------------|--|
| Libraries | | | | | |
| Utilisation <i>Physical library collection usage</i> [Number of physical library collection item loans / Number of physical library collection items] | 4.84 | 3.82 | 2.19 | 2.61 | Turnover of physical items remain lower than expected due to recurrent branch closures in response to the COVID-19 pandemic. This was partially offset by the delivery of a "Click and Collect" service. |
| Resource standard <i>Recently purchased library collection</i> [Number of library collection items purchased in the last five years / Number of library collection items] x 100 | 65.17% | 67.33% | 68.98% | 75.25% | Recently purchased collections have improved as a result of a collection renewal project and increased focus on data driven collection management. |
| Participation <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x 100 | 20.36% | 19.46% | 16.53% | 13.72% | There was a reduction in active borrower numbers as a result of successive COVID-19 lockdowns restricting branch operations across two of the three financial years measured. However, the number of active borrowers has actually increased from 2020-21. |
| Service cost <i>Cost of library service per population</i> [Direct cost of the library service / Population] | New in 2020 | \$52.75 | \$41.04 | \$55.19 | Cost of library service per population has returned to pre-pandemic levels, adjusting the temporary decrease from the previous period that resulted from successive COVID-19 lockdowns restricting branch operations. |

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|---|-------------|----------|---------|----------------|--|
| Maternal and Child Health (MCH) | | | | | |
| <p>Service standard <i>Infant enrolments in the MCH service</i></p> <p>[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x 100</p> | 100.78% | 100.16% | 101.15% | 100.70% | <p>All infants born in Hobsons Bay were enrolled in the Maternal and Child Health Service.</p> <p>A result of more than 100% can occur when birth and first home visit / enrolment occur in different financial years.</p> |
| <p>Service cost <i>Cost of the MCH service</i></p> <p>[Cost of the MCH service / Hours worked by MCH nurses]</p> | \$97.01 | \$101.37 | \$85.55 | \$81.32 | <p>Cost per hour of direct Maternal and Child Health provision has decreased slightly compared with the previous 12 months. This can be attributed to exclusion of indirect administration costs plus additional funding to support missed appointments during the pandemic.</p> |
| <p>Participation <i>Participation in the MCH service</i></p> <p>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100</p> | 73.21% | 72.94% | 70.46% | 67.41% | <p>The additional support given to neighbouring councils during the six-week "COVID-19 Maternal and Child Health Surge Response" contributed to a slight reduction in overall participation rates this past financial year, in addition to the impacts of COVID-19 on local community members in being able to attend services provided by the Maternal and Child Health unit.</p> |
| <p>Participation <i>Participation in the MCH service by Aboriginal children</i></p> <p>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x 100</p> | 62.50% | 71.88% | 68.18% | 83.65% | <p>An increase of participation in the Maternal and Child Health Service by Aboriginal children can be attributed to an improvement in identification and engagement of Aboriginal families in Hobsons Bay.</p> |
| <p>Satisfaction <i>Participation in 4-week Key Age and Stage visit</i></p> <p>[Number of 4-week key age and stage visits / Number of birth notifications received] x 100</p> | New in 2020 | 95.54% | 95.63% | 97.81% | <p>Participation of 4 week old babies increased slightly over the previous year, in line with expected results.</p> |

Services linked to the strategic objective

| Service area | Description of services provided | Net Cost Actual Budget Variance \$'000 |
|--|--|--|
| Community Support | Provides social support and activity options for older residents and respite for carers through centre-based activities, recreational and social events and outings 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. | (358) 456 98 |
| Early Years | Provides access to affordable and high-quality children's services for people who live or work in Hobsons Bay as well as providing support, mentoring, management and advocacy for local early years service providers. | (671) 661 (10) |
| Community Child Health | Provides a universal primary health and immunisation service available to all Hobsons Bay families with children from birth to school age. | (1,805) 1,911 106 |
| Youth Services | Provides generalist support services available for young people in Hobsons Bay including a range of high-quality support, information, referral, educational, social and recreational services for local young people aged 12 to 25 years. | (1,232) 1,229 (3) |
| Community Learning and Service Centres | Manages service centres, library branches and community centres that provide customer services and facilitate and guide access to information, programs, lifelong learning, reading and recreation. | (5,996) 5,715 (281) |
| Community Development | Generates key community projects and builds internal and external capacity to deliver inclusive, responsive services that meet the needs of diverse and disadvantaged communities. | (2,214) 2,968 754 |
| Community Safety and Compliance | Enforces parking regulations, implements local laws, provides animal control service for residents, assists in protecting the community from the threat of wildfire and ensures that all school crossings are staffed by school crossing supervisors. | 199 19 218 |
| Public Health | Ensures the public health of the community by undertaking the responsibilities outlined in the relevant legislation. 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. | (811) 390 (421) |
| Municipal Building Surveyor | Promotes the safety and compliance of buildings by controlling building permits and carrying out mandated responsibilities in accordance with the relevant laws and regulations. | (146) 129 (17) |
| Planning Investigations | Ensures compliance of development to planning and building requirements by conducting investigations and taking compliance and enforcement actions. | (354) 451 97 |
| Social Planning | Investigates and expands Council's understanding of current and future population needs and inequities within and between population groups, develops Council positions to inform high level strategic decisions and whole of government responses, and supports community and stakeholders to undertake collaborative action. | (284) 555 271 |
| Planning Operations | Provides front-end customer service with regard to planning issues, administrative support, systems and improvements support to the Planning, Building and Health Service areas. | (196) 189 (7) |

Strategy 1.1 - Celebrate the diversity of our community and provide equitable opportunities for all

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | |
|-------|--|-------------|---------------|--|
| 1.1a) | Implement A Fair Hobsons Bay for All 2019-23 | Completed 1 | In Progress 1 | |
| 1.1b) | Strengthen and promote First Nations culture, identity and opportunities in Hobsons Bay | | In Progress 1 | |
| 1.1c) | Deliver more social and affordable housing | | In Progress 2 | |
| 1.1d) | Enhance library physical and digital collections that reflect diversity of the changing community — incorporating collections of things beyond books | | | |



Increasing participation in the community



A safe, healthy and equitable society

Strategy 1.2 - Improve the health and wellbeing of our community - particularly our young, vulnerable and older community members

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | |
|-------|--|--|---------------|--|
| 1.2a) | Expand the range of mental health, employment preparedness, life skills services and opportunities available to Hobsons Bay young people | | In Progress 4 | |
| 1.2b) | Increase the breadth and depth of Council's service offerings for vulnerable and older residents through the attraction of additional Commonwealth and State resources | | In Progress 3 | |



Increasing participation in the community





A safe, healthy and equitable society


Strategy 1.3 - Foster community safety including family violence prevention

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | |
|-------|---|-------------|---------------|--|
| 1.3a) | Strengthen Council's strategy to improve community safety through enhanced passive surveillance, better design and place activation | Completed 2 | In Progress 2 |  |
| 1.3b) | Increase public safety through enhanced domestic animal management in our public open spaces | | In Progress 1 | |
| 1.3c) | Strengthen Council's regulatory and enforcement focus on public health, environment and buildings | Completed 3 | In Progress 1 | |
| 1.3d) | Deliver family violence prevention, referral and response initiatives and actions to raise awareness and promote gender equity | Completed 1 | |  |

 A safe, healthy and equitable society

Strategy 1.4 - Enable participation and contribution to community life, learning and inter-connection

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | |
|-------|---|--|---------------|---|
| 1.4a) | Expand the active and engaged community groups in Hobsons Bay including continuing to improve the value from Council grants, events and funding support | | In Progress 1 |  |
| 1.4b) | Boost the profile and awareness of opportunities for people to participate and contribute to community life | | In Progress 1 |  |
| 1.4c) | Increase customer service centres and libraries participation through establishing centres of excellence in different lifelong learning skills | | In Progress 2 |  |

 Increasing participation in the community

Other interesting statistics from our services in this objective

Immunisation

14,050 individual immunisations given (2,615 more than previous year) to **8,740** members of the community including schools

7,586 doses of childhood scheduled immunisations

4,201 doses of flu vaccine given (1,000 more than previous year)

743 doses of Meningococcal B – Bexsero (optional) vaccine (170 more than previous year)

770 doses of HPV Gardasil9 Vaccine given to Year 7 students

750 doses of Meningococcal ACWY Nimenrix Vaccine given to Year 10 students

Immunisation rates:

12-15 months **94.11%**
(1.67% lower than previous year)

24-27 months **92.99%**
(1.67% lower than previous year)

60-63 months **95.72%**
(0.37% higher than previous year)

Hobsons Bay Youth services

155 youth programs were delivered either online or face-to-face, with 2,007 young people contacts

37 youth-focused capacity-building programs were run either online or face-to-face with 670 parent or stakeholder contacts

523 generalist youth counselling sessions were provided to 79 young people via telehealth or in a face-to-face capacity

Community centres

1,921 activities and programs delivered at the Laverton Community Hub (41% more than previous year)

343 activities and programs delivered at the Seabrook Community Centre (12% more than previous year)

Early years and family services

123 facilitated playgroup sessions provided to vulnerable families in nine neighbourhoods across the municipality including kindergartens, schools, early years hubs and community centres

7 virtual playgroups delivered via Microsoft Teams

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

80 children assisted by the Preschool Field Officer Program

80 kindergarten committee members attended four online training opportunities: Starting from the Beginning, Financial Management, Developing Positive Working Relationships, The Role of Government in the Early Years

339 families attended seven Parent Education Forums: Managing Screen Time, School Readiness, School Preparation & Transition, ASD & Behaviour Support, Parenting Children Who Worry, Raising an Emotionally Intelligent Child, Understanding Children's Behaviour

502 occasional care individual bookings provided in a community centre located in Altona Meadows

1,471 children accepted kindergarten places through Council's Central Registration Scheme for three-year-old and four-year-old kindergarten for 2022

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

773 assessments were undertaken to assist and refer residents for support services

10,686 hours of group social activities delivered

3,638 hours of centre-based and overnight respite delivered

4,386 trips of transport provided

861 hours of home maintenance and modifications delivered

28,878 meals provided

1,714 hours of welfare phone calls and deliveries made to vulnerable residents during the pandemic

50 vulnerable residents listed on the Community Register received monthly phone calls

16 seniors groups supported to maximise social and well-being opportunities at seniors facilities

Maternal and child health

1,150 birth notifications received (77 fewer than previous year)

9,169 Maternal and Child Health key ages and stages sessions provided (653 fewer than previous year)

217 families received the Enhanced Maternal and Child Health service (19 more than previous year)

79 families participated in the Sleep and Settling outreach program (new service for 2021-22)

124 family violence consultations (53 more than previous year)

4 Circle of Security programs delivered (new service for 2021-22)

9 Baby Makes 3 programs delivered (6 more than previous year)

49 sleep support groups delivered (new service for 2021-22)

Library service

200,895 total library visitors (39% more than previous year)

381,543 total library loans (4% more than previous year)

184,567 hours of internet usage provided in the libraries (48% more than previous year)

414 programs delivered at the libraries (26% less than previous year)

14,305 participants in library programs (32% more than previous year)

4,113 new library borrowers



OBJECTIVE 2 – ENVIRONMENT



Valuing our Environment

“ Foster a sustainable way of living in response to climate change through active involvement in alternative energy use, reduction of waste, enhancement and conservation of our natural environment ”

Initiatives

| Major Initiative — Tree Planting - Urban Forest Program | | |
|---|----------------|--|
| Description | Status | Progress |
| Tree planting and establishment maintenance along streets, pathways and in public open space, aiming to plant between 8,000 and 8,500 semi-advanced trees per year to achieve 30% canopy cover by 2040. | On plan | Street tree planting is currently under way in Altona Meadows and Altona North. Over 1,500 street trees and more than 2,000 reserve trees have been planted across Hobsons Bay. Street tree planting will continue until early October 2022 as Council targets 8,000 plantings for 2022. |

| Initiative — The Solar Program | | |
|--|----------------|---|
| Description | Status | Progress |
| Large scale solar program across multiple sites to reduce emissions and result in operational savings. | On plan | Solar installation at Loft Reserve and JK Grant Reserve has been completed. Continuation of solar installations on remaining four sites within Phase 1. |

| Initiative — Wetlands Centre | | |
|---|----------------|--|
| Description | Status | Progress |
| Development of concept, detail design and contract documentation, including stakeholder engagement, for a state-of-the-art sustainability-focused Wetlands Centre in Hobsons Bay to increase community education and participation in preserving the local environment. | On plan | Continued advocacy seeking funding of the centre including an open day held by Wetlands Centre Inc. on 7 May 2022 at the Truganina Explosives Reserve. Advocacy for funding of the Centre will continue. |

Council Plan Indicators

| Indicator | Result |
|---|--------|
| Volume of waste diverted away from landfill | 57.76% |

| Indicator | Result |
|--|--|
| Number of trees planted in the municipality relative to Urban Forest Strategy goal | 8,423 semi-advanced trees planted in parks and streets in the 2021 planting season |

| Indicator | Result |
|--|--------|
| Percentage of Council's energy consumption generated from renewables | 26% |

Local Government Performance Reporting Framework

Service performance indicators

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|--|---------|---------|----------|-----------------|---|
| Waste Collection | | | | | |
| <p>Satisfaction <i>Kerbside bin collection requests</i></p> <p>[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x 1000</p> | 172.17 | 411.55 | 395.90 | 468.29 | <p>Council implemented a change to the frequency of collection of both the garbage and Food Organics and Garden Organics (FOGO) bins. This has resulted in an increase in enquiries from the community compared with last year.</p> <p>Council delivers waste and recycling services across four streams, resulting in more enquiries compared to councils with fewer waste streams in their service offering.</p> |
| <p>Service standard <i>Kerbside collection bins missed</i></p> <p>[Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000</p> | 6.18 | 18.36 | 22.04 | 16.78 | <p>The improved result this year reflects that residents are now more familiar with their collection timetables and are returning to pre-COVID-19 household behaviours.</p> <p>Council's four-bin service results in a higher number of missed bins in total, compared to councils with fewer waste streams in their service offering.</p> |
| <p>Service cost <i>Cost of kerbside garbage bin collection service</i></p> <p>[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]</p> | \$95.20 | \$88.91 | \$159.40 | \$179.75 | <p>In 2021-22, Council implemented a change to the frequency of FOGO and general garbage bin collections which has resulted in a small increase of waste to landfill and associated landfill costs. All landfill was also impacted by the annual increase in landfill levy.</p> <p>Council provides both a general garbage and a FOGO bin to each household, resulting in increased collection costs compared to councils with fewer waste streams in their service offering.</p> |

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|--|---------|---------|---------|----------------|--|
| <p>Service cost <i>Cost of kerbside recyclables collection service</i></p> <p>[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]</p> | \$34.17 | \$26.82 | \$36.52 | \$40.87 | Council provides both a comingled recycling and a glass recycling bin to each household, resulting in increased collection costs compared to councils with fewer waste streams in their service offering. Council also incurred increased short-term costs due to contamination of the comingled stream with non-recyclables, which is now being managed through different contractual arrangements. |
| <p>Waste diversion <i>Kerbside collection waste diverted from landfill</i></p> <p>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x 100</p> | 40.84% | 45.37% | 58.45% | 57.76% | Council's four-bin waste and recycling service continues to produce excellent results when it comes to diversion from landfill. A recent change to the frequency of general garbage and FOGO collection has impacted the percentage of waste diverted. Council is delivering a range of programs to encourage residents to continue to use their comingled recycling, FOGO and glass recycling bins. |

Services linked to the strategic objective

| Service area | Description of services provided | Net Cost Actual Budget Variance \$000 |
|---------------------------------|---|---|
| Environment and Sustainability | Delivers municipal waste and recycling services to the Hobsons Bay community; develops and delivers waste, litter and sustainability policy, strategy, programs and events; and provides oversight on Council's response to climate change. | (13,140) <u>13,939</u> 799 |
| Parks, Gardens and Conservation | 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. | (12,319) <u>10,933</u> (1,386) |

Strategy 2.1 - Increase resource recovery and reducing landfill across Council's waste services and improve the customer experience of waste services

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | |
|-------|---|-------------|---------------|
| 2.1a) | Improve customer experience in waste services across the municipality including reliability, quality and responsiveness | Completed 1 | |
| 2.1b) | Increase resource recovery and reduce the volume of waste to landfill year on year | Completed 3 | In Progress 1 |
| 2.1c) | Optimise Council's public realm bin services to minimise visible litter and increase public amenity | | In Progress 1 |



Strategy 2.2 - Enhance protection, preservation and promotion of our coastal environment and wetlands/waterways, biodiversity and natural areas

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | |
|-------|---|---------------|---|
| 2.2a) | Foreshore and riverine assets are upgraded to meet predicted impacts of climate change, maintain existing recreational uses while improving conservation values | In Progress 1 |   |
| 2.2b) | Advocate to relevant stakeholders and land managers to develop a partnership approach to foreshore management | In Progress 1 |  |
| 2.2c) | Foster increased community engagement with world class environmental areas across the municipality including through supporting the work of community organisations | In Progress 1 |  |
| 2.2d) | Advocate for the establishment of a wetlands centre, promoting environment and tourism at the Hobsons Bay Ramsar rated wetlands | In Progress 1 | |

 Active living  Tackling climate change and its impact on health

Strategy 2.3 - Increase tree canopy cover within Hobsons Bay to reduce the urban heat island effect, improve air quality and enhance general amenity

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | |
|-------|---|-------------|---|--|
| 2.3a) | Deliver increased tree canopy outcomes across the municipality within streets, open space reserves and appropriate public realm locations | In Progress | 3 | |
| 2.3b) | Deliver improved amenity outcomes across Council's open space and parks for increased usage at these facilities | In Progress | 1 | |

Active living Tackling climate change and its impact on health

Strategy 2.4 - Continue to reduce Council's greenhouse gas emissions by increasing the use of renewable energy, increasing energy efficiency and implementing Council's zero net emissions strategy

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | |
|-------|---|-------------|---|--|
| 2.4a) | Deliver the endorsed solar program across the municipality for increased renewable energy consumption | In Progress | 1 | |
| 2.4b) | Reduce energy consumption across key asset classes including street lighting and major buildings | Completed | 1 | |
| 2.4c) | Increase uptake and use of electric vehicles across the municipality | In Progress | 1 | |

Tackling climate change and its impact on health

Other interesting statistics from our services in this area

My Smart Garden

2,159 people were hosted by Hobsons Bay as part of the My Smart Garden program, five times the pre-pandemic participation rate

9.5 out of 10 was the average participant satisfaction rating for workshops

Participants reported significant extra benefits from involvement in the program:

43% reported learning skills or knowledge that will help them manage the psychological impact of the pandemic

23% reported learning skills or knowledge that will help them manage the economic impact of the pandemic

66% reported feeling more connected to their local gardening community environment

58% reported feeling more connected to their environment

141,000 YouTube views of a My Smart Garden segment featured on ABC's Gardening Australia program

Environmental sustainability

1,383 kW of solar panels were installed and connected through the Virtual Power Project, resulting in an estimated reduction of **995** tonnes of CO₂-e for the year. Council now has **1,940** kW of solar across its building portfolio

26% of Council's electricity use in buildings and public lighting is now generated by solar power

3,015 tonnes of CO₂-e was emitted from electricity, gas, fleet and public lighting

32,633 tree seedlings and tubestock planted

384.8 million litres of potable water used

40 million litres of stormwater harvested and used for irrigation

1 additional electric vehicle purchased

28% of Council's passenger fleet is now electric

\$8,331 was awarded to support community environmental projects across four Community Environment Grants

140 participants in World Environment Day and schools' sustainability events

565 subscribers to the Living Green sustainability newsletter

554 residents provided feedback to inform the development of the Hobsons Bay Response to Climate Change Action Plan and new community renewable energy and energy efficiency programs

Recycling and Waste Management

37,104 tonnes of garbage, recycling, glass, garden and food waste was collected from Hobsons Bay residents and participating non-residential properties

58% of material collected was from the recycling, glass, garden and food waste bins

42% of material collected was disposed of in the general garbage bin and sent to landfill. This totalled 15,672 tonnes and is an increase of 1,869 tonnes to landfill compared with last year.

26% of the comingled recycling bin contents were contaminated with non-recyclable items – an improvement from 33% in the previous year

1,621 tonnes of waste including household items, mattresses and bulky green waste was collected through the hard waste booked service

6,576 waste service management requests (58% decrease from previous year) with 85% attended to within business timeframes

4,348 residents participated in the free paper bags for food waste trial. 70% reported that using the bags made recycling food waste easier

Over **600** community members participated in Clean Up Australia Day activities, collecting over 30 cubic metres of litter – a 50% increase from the previous year when participation was impacted by COVID-19 restrictions

151 Hobsons Bay households claimed a reusable nappy rebate. It is estimated that over 12 months this initiative will save 142,350 disposable nappies or 42.7 tonnes from landfill



OBJECTIVE 3 – PLACE, RECREATION AND ECONOMY



Vibrant Place and Economy

“ Support a resilient local economy that facilitates job growth and retention, promoting Hobsons Bay as a place to live, work, invest, recreate and visit ”

Initiatives

| Initiative — Altona Tennis Club Precinct development | | |
|---|-----------------|---|
| Description | Status | Progress |
| Reconstruction of five synthetic courts and six en-tout-cas courts, construction of new irrigation, fencing upgrades, minor pavilion renewal works and change of floodlighting to a more sustainable LED model that meets Tennis Australia standards for competition. | Complete | Stage 2 of the project is now complete and the courts were officially opened by the Minister for Sport on 19 May 2022. Lighting lux levels were tested by an independent tester and exceeded requirements. |

| Initiative — HD Graham Reserve, Altona Meadows Sport Facility Development | | |
|---|----------------|--|
| Description | Status | Progress |
| Implementation of formal sporting facilities as identified in the HD Graham Master Plan, including construction of the sportsground, sports pavilion, shared pathway network and landscaping; BMX and skate park upgrades; a new play space; water sensitive urban design initiatives and site remediation. | On plan | Glazing installed, electrical rough-in completed, joinery ordered and bricks completed for the pavilion. Plumbing, mechanical and other rough-ins to be completed, plasterboard installation to begin. |

| Initiative — Creative City - Creative Spaces | | |
|---|---------------------|--|
| Description | Status | Progress |
| Audit and mapping of existing creative spaces across the city and identification of opportunities to improve their use. | Discontinued | Preparation and research has commenced to inform a new Creative City Arts and Culture Plan positioned to align with Creative Victoria. |

| Initiative — Creative City – Public Art Strategy 2021-25 | | |
|--|----------------|---|
| Description | Status | Progress |
| A strategy providing the direction and an overview of opportunities for public art within Hobsons Bay. | On plan | An expert consultant has been appointed to review the existing policy and Public Art Strategy 2016 and create new Developers and Government Agencies guidelines, for which engagement with developers has been undertaken. Council will further consult with developers once the draft guidelines are complete. The draft policy and new guidelines are due for completion in August 2022. Public Art Strategic Actions will form part of the Creative City Arts and Culture Plan 2023-27. |

| Initiative — Better Places City Image and place making program, Paine Reserve | | |
|---|-----------------|--|
| Description | Status | Progress |
| A program to improve access to and the functionality and presentation of Paine Reserve, Newport, to promote economic and community activity at the reserve. | Complete | Works are complete as of the conclusion of the maintenance period on 18 December 2021. |

| Initiative — Develop the new Hobsons Bay Economic Development Strategy | | |
|--|----------------|---|
| Description | Status | Progress |
| A strategy to guide Council in supporting the short and long-term growth of the economy. | On plan | Project planning to inform the scope of work has commenced. |

| Initiative — COVID-19 Recovery Support | | |
|--|-----------------|--|
| Description | Status | Progress |
| Delivered through the Hobsons Bay Business has Heart program, which forms part of Council's overall community support package and aims to promote the many local businesses operating across Hobsons Bay and support them to survive, recover and thrive during and beyond COVID-19. | Complete | The project is complete with 1,000 poster packs delivered to businesses, 2,000 kids' local passports distributed to 62 businesses, \$243,000 business grants awarded to 58 businesses across 20 projects, marketing and communications support provided to 37 businesses, footpath decals installed in all business precincts, and six precinct videos launched. |

| Initiative —Implementation of the Digman Reserve Master Plan | | |
|--|----------------|---|
| Description | Status | Progress |
| Implementation of works identified in the Digman Reserve Master Plan, including construction of a new pavilion and play area and upgrades to the playing fields, floodlighting and car park. | On plan | Construction of the north-west car park is nearing completion and processes are under way to appoint contractors for play space improvements and northern path. |

| Initiative — WLJ Crofts Reserve Master Plan | | |
|---|----------------|---|
| Description | Status | Progress |
| Implementation of works identified in the WLJ Crofts Reserve Master Plan, including construction of a new sports pavilion, car parks and cricket practice nets. | On plan | Works on the pavilion are nearing completion. |

| Initiative — Open Space Enhancement and Access Package at Donald McLean Reserve, Spotswood | | |
|--|----------------|--|
| Description | Status | Progress |
| Implementation of works identified in the Donald McLean Reserve Improvement Plan, including redevelopment of ovals, new floodlighting and new multi-lined courts, and upgrades to the pavilion, playground and car park. | On plan | Installation of a half basketball court and new BBQ shelter is complete and ground works have been undertaken for the new pump track. Pavilion works are scheduled for completion in August 2022. External car parking works will commence in July 2022 and open space works, including the pump track works and installation of playground equipment, are ongoing. |

Council Plan Indicators

| Indicator | Result |
|---|---|
| Use of Council space (collaboration) by start-ups | Council facilitated a range of networking and training events and workshops for our business community including start-up businesses. However, given lockdowns and social distancing requirements for part of the year a number of these events were virtual. Five in person events, including one at the Civic Centre, and a tech connect event were held. 12 virtual workshops were also held |

| Indicator | Result |
|--|--|
| Number of events and attendees at Council run and auspiced / funded events | 36,500 attendees across 36 events 39 business development activities delivered with a combined total of 299 attendees |

| Indicator | Result |
|---|--|
| Statutory planning processing times (statutory measures from the LGPRF) | 129 days (median number) between receipt of a planning application and a decision on the application |

| Indicator | Result |
|--|--|
| Number of initiatives/projects delivered in accordance with Better Places action plans | |
| Better Places Laverton | 1 out of 12 projects completed, 11 in progress |
| Better Places Spotswood and South Kingsville | 8 of 16 projects in progress |

Local Government Performance Reporting Framework

Service performance indicators

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|--|------------|------------|------------|-------------------|---|
| Statutory Planning | | | | | |
| <p>Timeliness <i>Time taken to decide planning applications</i></p> <p>[The median number of days between receipt of a planning application and a decision on the application]</p> | 114.00 | 91.00 | 105.00 | 129.00 | <p>The median timeframe for decisions on planning applications is generally consistent with previous years despite disruptions caused by the COVID-19 pandemic.</p> <p>The slight increase in timeframes is attributable to a major update of the Hobsons Bay Planning Scheme and an increase in complex planning application within the strategic redevelopment areas of the municipality.</p> |
| <p>Service standard <i>Planning applications decided within required time frames</i></p> <p>[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x 100</p> | 46.92% | 53.71% | 58.29% | 53.57% | <p>The number of applications decided within the required timeframes remains generally consistent with previous years despite disruptions caused by the COVID-19 pandemic.</p> <p>The slight increase in timeframes is attributable to the major update of the Hobsons Bay Planning scheme and an increase in complex planning applications within the strategic redevelopment areas of the municipality.</p> |
| <p>Service cost <i>Cost of statutory planning service</i></p> <p>[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]</p> | \$4,222.51 | \$4,670.29 | \$3,813.34 | \$3,491.58 | <p>The cost of Council's statutory planning service has substantially decreased from 2019-20 and 2020-21, representing a significant improvement.</p> |
| <p>Decision making <i>Council planning decisions upheld at VCAT</i></p> <p>[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] x 100</p> | 53.06% | 61.54% | 62.50% | 45.71% | <p>A large percentage of Council planning decisions continue to be upheld at VCAT, despite a slight decline from the previous year.</p> <p>A higher number of matters have been decided by consent orders, resulting in improved outcomes for the community.</p> |

Services linked to the strategic objective

| Service area | Description of services provided | Net Cost Actual Budget Variance \$'000 |
|-----------------------------|---|--|
| Economic Development | Provides business development, investment attraction and facilitation, training workshops and programs, support to the business community, industry partnerships, tourism and sister cities. | (1,002) <u>1,230</u> 228 |
| Events and Visitor Services | 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. | (611) <u>791</u> 180 |
| Venues | Manages Council-owned venues, coordination of functions and bookings, performing arts program, support to local theatre companies and heritage conservation management. | (410) <u>614</u> 204 |
| Arts and Culture | Provides visual arts, public art, cultural development, heritage, Indigenous culture, cultural collections, festival and events, arts spaces, policy and strategy development. | (1,073) <u>1,253</u> 180 |
| Sport and Recreation | Manages and optimises the use of Council's sport, recreation and community facilities and increases participation in sport and recreation. | (1,029) <u>884</u> (145) |
| Strategic Planning | Considers planning scheme amendments, works through planning projects and develops policy that directs future land use outcomes within the municipality. | (1,244) <u>1,628</u> 383 |
| Statutory Planning | Assesses and provides advice in relation to planning application approvals under the Hobsons Bay Planning Scheme and the related legislations. | (1,681) <u>2,250</u> 569 |
| Open Space and City Design | Develops and leads the implementation of key open space and urban strategies and actions, including planning, costing, consulting and designing for the implementation of capital works program for passive open space and other public spaces including retail, streetscapes and other civic spaces. | (1,198) <u>1,048</u> (150) |



Strategy 3.1 - Support diversification and growth of our local economy in response to significant changes in land use and the ongoing impacts of the COVID-19 pandemic

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy



| | | | | | |
|-------|---|-------------|---|-------------|---|
| 3.1a) | New investment and job creation opportunities flow from a major update to the Hobsons Bay Industrial Land Management Strategy | In Progress | 1 | | |
| 3.1b) | Support existing and emerging local businesses through activation, promoting buying local and local business-to-business activity | Completed | 1 | In Progress | 3 |
| 3.1c) | Encourage local start-ups to use collaboration spaces and public facilities in Council buildings and service centres | | | | |

Strategy 3.2 - Increase economic and tourism opportunities that capitalise on our cultural and creative strengths

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | | | |
|-------|--|-------------|---|-------------|---|---|
| 3.2a) | Implement the Experience Hobsons Bay Tourism Strategy 2019-24 | In Progress | 1 | | | |
| 3.2b) | Increase participation in Council's year-round events and festivals calendar | Completed | 1 | In Progress | 4 |  |
| 3.2c) | Increase opportunities for people to experience the arts in diverse and accessible ways in the Hobsons Bay Creative City | In Progress | 5 | |  | |

 Increasing participation in the community

Strategy 3.3 - Continued commitment to the delivery of the Better Places program

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy





| | | | |
|-------|--|-------------|----------------|
| 3.3a) | Deliver neighbourhood scale placemaking with projects identified within each of the Better Places Place Guides | Completed 2 | In Progress 35 |
|-------|--|-------------|----------------|

Strategy 3.4 - Increase participation in recreation activities across the community

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | |
|-------|--|---------------|---|
| 3.4a) | Implement the Experience Hobsons Bay Tourism Strategy 2019-24 | In Progress 2 |  |
| 3.4b) | Increase participation in Council's year-round events and festivals calendar | In Progress 1 |  |
| 3.4c) | Increase opportunities for people to experience the arts in diverse and accessible ways in the Hobsons Bay Creative City | Completed 1 | In Progress 6   |



Increasing participation in the community



Active living

Strategy 3.5 - Ensure land use and development supports high amenity, sustainability, exemplary design and responds to neighbourhood context

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | |
|-------|---|-------------|---------------|
| 3.5a) | Deliver major updates to the Planning Scheme which support the achievement of this strategic objective – including New Zones and key Precinct Structure Plans | Completed 1 | In Progress 5 |
| 3.5b) | Significantly uplift processing times and customer service in statutory planning functions while maintaining consistent, strategic and efficient standards | | In Progress 1 |

Other interesting statistics from our services in this area

Events and festivals

36 events and festivals were produced, funded or supported by Council in 2021-22

20 events, including the Maopoopo Mai Expo, Monster Mayhem in the Meadows, the Holi Festival and the Newport Lake Bush Dance, helped foster connections between people and enabled participation in community life

10 events, including the Speedcubing Australia Competition, Jamaican Music and Food Festival, Williamstown Literary Festival and the Melbourne Celtic Festival, had direct economic or tourism outcomes

Events and activities were unable to take place between July and November 2021 due to COVID-related restrictions and lockdown periods, impacting both the number of events and event attendance rates

Arts projects

3 partnerships were established with major metropolitan festivals: Midsumma, which included the installation of Rainbow Road at the front of the Hobsons Bay Civic Centre; an online presentation of Open House Melbourne including virtual tours of venues; and the delivery of Heritage Hobsons Bay as part of the National Trust Heritage Festival

3 significant art projects were commissioned to be delivered in 2023 through *New Art*, part of Council's COVID-19 Community Support Package for the creative sector

4 *Airtime* rotations were delivered, showcasing the art of young people at the Altona Meadows Skate Park

2 exhibitions were delivered at *Orbital* in Altona Meadows, including *Caring for Skeleton Creek* by Altona Meadows Primary School

1 street art project was delivered, called *Colours of Seabrook* in Seabrook

6 sessions of *Home Delivery*, and an online program which enabled local artists to share their practice and stay connected through COVID-19 impacts

Hosted a workshop and exhibition program in partnership with Arts Access for people living with a disability

Partnered with Greater Western Water, RMIT University, Deakin University for the *Dear Agnes* exhibition program planned for 2023, which responds to the work *A Forest for Australia* by Agnes Denes

Woods Street Arts Space, Laverton

70% capacity, an increase on the previous year as the community regains confidence following COVID-19 restrictions

200 creative sessions hosted by diverse groups

140 creative dance sessions for culturally diverse (Pacific Islander) communities

30 all-inclusive visual arts sessions

20 creative workshops for children

6 *Laneway* exhibitions on the billboards at Woods Street Arts Space, including five public programs

A series of masterclasses with Hobsons Bay Arts Society

6 professional development sessions for *Creative Exchange Lab*

1 mentored exhibition program hosted by Wundergym for Cultural Diversity week

Hosted the annual Block Party community event

Economic development

Over **800** businesses across Hobsons Bay received face-to-face visits as part of the COVID-19 business support initiative

1,864 businesses were directly engaged with during 2021-22 in addition to the face-to-face COVID-19 business support visits

40 activities were delivered to almost 300 attendees through a program of networking events and workshops

115 new members in the Hobsons Bay Business Network Facebook Group established in response to COVID-19, bringing the total membership to 775

3,329 new readers of monthly newsletters, increasing total readership to 10,787

20 businesses participated in an eight-week dedicated business program

90 businesses across the municipality featured in Council's Christmas Gift and Event Guide, with 4,473 impressions for the issue

70+ businesses received quick response grants (totalling \$190,000 in grants) or one of six precinct grants provided to activate and promote business precincts in the second year of the Hobsons Bay Business has Heart program

6 precinct videos were created promoting Hobsons Bay's diverse business precincts

21 additional outdoor trading areas were implemented

A range of activation programs to enhance visitation to local businesses were delivered including "Live & Local" music performances

Telling Our Stories – Heritage Hobsons Bay

3 heritage renewal projects: conservation work on the Tide Gauge House, works on the HMAS Yarra Memorial and restoration of the Town Hall lamps

4 new cultural heritage interpretation projects: Williamstown Bowling Club interpretation installation, the Laverton Old School interpretation installation, the Laverton Old School plaques recognising the Rotary Club of Laverton Point Cook, and heritage bridges research for the Kororoit Creek Shared Trail

A number of cultural heritage interpretation renewal projects including **10** Bay Trail Heritage marker replacements and the replacement of the 100 Steps Truganina plaque

22 heritage events including Sons of Williamstown – A Labour of Love, Alfred Graving Dock tours, Williamstown Town Hall Tours, an Old Laverton School Heritage Talk, Truganina Explosives Day Open Tour, Sounds of Silent and the Open House Melbourne Weekend



OBJECTIVE 4 – COMMUNITY INFRASTRUCTURE



Visionary Community Infrastructure

“ Develop and maintain infrastructure to promote liveability, planning for the future need and growth of the community, while preserving heritage, environment and neighbourhood character ”

Initiatives

| Major Initiative — Footpath Renewal Program | | |
|--|-----------------|--|
| Description | Status | Progress |
| Renewal of existing footpaths in road reserves and parks that are in poor condition and no longer meet Council's minimum level of service. | Complete | All identified footpaths have been completed. There is a long list of minor replacements which are completed annually based on risk data collated from Council's Road Management Plan inspections program. |

| Major Initiative — Altona Foreshore Seawall and Shared Trail | | |
|--|----------------|---|
| Description | Status | Progress |
| Construction of over 600m of seawall to protect assets from erosion, including widening of the shared trail to 6m and construction of a new pedestrian access ramp and viewing platform. | On plan | Bulk of seawall foundation is in place (390m), upstanding seawall block is in place (320m). Construction and pour of concrete to seawall foundation is ongoing. |

| Initiative — Open Space Strategy Implementation | | |
|---|----------------|---|
| Description | Status | Progress |
| A number of strategic projects identified in the Open Space Strategy, including a review of dog off-lead areas, a review of public lighting and the Developer Contribution Framework. | On plan | 80% of municipality-wide short-term actions have been completed, including completion of 75% of short-term parks and playground upgrades. |

| Initiative — Queen Street Bridge Advocacy | | |
|--|----------------|--|
| Description | Status | Progress |
| Advocacy to the Victorian Government for a footbridge to be built to allow pedestrians to cross safely. Following upgrade works to the Queen Street Bridge by the Department of Transport, pedestrians are required to either detour 2km or continue to cross adjacent to 60k/h traffic. | On plan | The detailed design and cost estimate are complete and have been provided to the Department of Transport, which will consider this information in its annual budgeting process to obtain potential funding for construction of the bridge. |

Council Plan Indicators

| Indicator | Result |
|--|---|
| Percentage of capital works delivery against 5-year capital works plan | As at the end of June 2022, \$58.346 million of the capital works budget has been expended. This represents 86% expenditure against the \$68.108 million Capital Works Program budget |
| Kilometres of local roads, footpaths and active transport delivered | 30.2km |
| Percentage of assets renewed within designated intervention levels | 75% |



Local Government Performance Reporting Framework

Service performance indicators

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|---|----------|----------|----------|-----------------|--|
| Roads | | | | | |
| Satisfaction of use | | | | | |
| <i>Sealed local road requests</i> | | | | | |
| [Number of sealed local road requests / Kilometres of sealed local roads] x 100 | 147.90 | 165.97 | 163.11 | 196.07 | The increase reflects a rise in requests related to potholes and damaged roads as the community resumes commuting to work. |
| Condition | | | | | |
| <i>Sealed local roads maintained to condition standards</i> | | | | | |
| [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x 100 | 97.60% | 92.03% | 95.59% | 97.46% | The increase in the sealed local roads maintained to condition standards can be attributed to programmed works and an increase in funding. |
| Service cost | | | | | |
| <i>Cost of sealed local road reconstruction</i> | | | | | |
| [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed] | \$159.75 | \$404.38 | \$227.02 | \$158.91 | Engaging the construction contractors at an early stage in the year has resulted in a lower unit cost. |
| Service Cost | | | | | |
| <i>Cost of sealed local road resealing</i> | | | | | |
| [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed] | \$25.24 | \$24.71 | \$22.55 | \$22.64 | The result is attributable to contract efficiencies and a continued approach to pre-planning with an early start to the sealing program. |
| Satisfaction | | | | | |
| <i>Satisfaction with sealed local roads</i> | | | | | |
| [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads] | 63.00 | 56.00 | 61.00 | 59.00 | Satisfaction has decreased slightly on the previous year. Council aims to improve this by addressing future funds and resources for maintaining local roads. |

Services linked to the strategic objective




| Service area | Description of services provided | Net Cost Actual Budget Variance \$'000 |
|--|---|--|
| Works and Operation | Provides infrastructure maintenance services including fleet maintenance and city maintenance, ensuring street and park furniture and signage are maintained to an appropriate standard, as well as home maintenance services to residents who qualify. | 724 <u>(160)</u> 564 |
| Roads and Drainage | Ensures roads, drainages and pathways are in safe and usable condition for all residents and visitors. | (4,532) <u>4,523</u> (9) |
| Facilities Maintenance | Ensures all Council buildings and facilities are maintained, cleaned and secured in accordance with both legislative requirements and residential expectations, including sports clubs, community centres, activity halls, public toilets, kindergartens, corporate buildings and the operations centre. | (6,385) <u>6,138</u> (247) |
| Capital Works | Project manages the development, renewal and upgrade of community infrastructure. | (173) <u>165</u> (9) |
| Engineering Services | Provides a range of civil engineering services from community engagement, concept plans to final construction. | (273) <u>1,476</u> 1,203 |
| Transport and Engineering Developments | Plans and provides technical guidance on transport and parking management and drainage infrastructure to the community, internal stakeholders and external government agencies. | (2,796) <u>1,554</u> (1,242) |
| Renewal and Programming | Supports the preparation of the forward capital program including the development of a detailed five-year capital works program, plans and facilitates the capital works program budgeting process, and delivers the assigned capital works projects. | (383) <u>730</u> 347 |
| Assets | 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. | (1,150) <u>914</u> (236) |
| Strategic Projects | Leads and delivers major capital projects, service improvement projects and Council's advocacy on the Victorian Government's infrastructure projects. | (175) <u>(73)</u> (248) |
| City Amenity | Manages the ongoing presentation of public and open space areas of the municipality which includes ensuring litter and waste in the public areas are appropriately captured and disposed of and public facilities such as public toilets, beaches, streets and footpaths are also kept clean and tidy. | (5,052) <u>4,200</u> (852) |

Strategy 4.1 - Ensure the transport network is safe and efficient for all users with a focus on pedestrians and cyclists

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | |
|-------|--|--------------------|----------------------|---|
| 4.1a) | Deliver improved cycling and walking infrastructure outcomes across the municipality along key strategic routes for improved safety and connectivity | Completed 1 | In Progress 7 |  |
| 4.1b) | Advocate to State Government for improvements works on Millers Road, Melbourne Road, Central Avenue/Queen Street and Point Cook Road | | In Progress 1 | |
| 4.1c) | Advocate to State Government for delivery of key public transport improvements such as Melbourne Metro 2 delivery, new train station in Altona North, full bus review for entire municipality and improved services at existing train stations | | |  |
| 4.1d) | Advocate to reduce dangerous driving and speeding behaviour in local streets for improved safety for all road users | | In Progress 1 | |
| 4.1e) | Optimise the balance between encouraging active transport and facilities to support car users | Completed 1 | |  |



Active living



A safe, healthy and equitable society

Strategy 4.2 - Ensure that our assets are properly maintained now and into the future at the most economical cost to the community and the environment

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | |
|-------|---|--------------------|-----------------------|
| 4.2a) | Reduce the asset renewal demand gap for key assets including roads, footpaths, buildings, recreation and community facilities | Completed 6 | In Progress 6 |
| 4.2b) | Increase value for money when delivering projects within the capital works program | Completed 2 | In Progress 3 |
| 4.2c) | Improve customer satisfaction with quality of sealed local roads and footpaths across the network | Completed 5 | In Progress 10 |

Other interesting statistics from our services in this area

Key capital works projects

Multi-year major projects in progress:

- Donald McLean Reserve – Master Plan Implementation
- Digman Reserve – Master Plan Implementation
- Renewable Energy – Solar Photovoltaic Rollout
- HD Graham Reserve – Sports Facility Development
- JT Gray Reserve – New Pavilion
- Dennis Reserve – Master Plan Implementation
- Brooklyn Community Hall – Redevelopment
- WLJ Crofts Reserve – Master Plan Implementation

Major projects completed:

- Altona Sports Centre Extension – Building upgrade





OBJECTIVE 5 – ORGANISATION



A High Performing Organisation

“ Delivering value for money through efficient processes, digital transformation and continuous improvement with a willingness to try new approaches as to how we do, what we do. We will be transparent and responsive to the needs of the community through meaningful connection, communication and engagement ”

Initiatives

| Initiative — Implementation of the new Learning Management System (LMS) | | |
|---|-----------------|---|
| Description | Status | Progress |
| Recording of organisational learning and development activities | Complete | Corporate Professional Development Calendar can now be accessed via the new Learning Management System. |

| Initiative — Develop and implement new Risk Management Framework | | |
|--|-----------------|--|
| Description | Status | Progress |
| To ensure a consistent approach to the management of risk. | Complete | Council is currently reviewing best practice to ensure we meet the appropriate Risk Management Standards. Council will continue to monitor the risks through the framework which will be reviewed twice annually and is also reviewed by the Audit and Risk committee. |

| Initiative — Implementation of the Customer Relationship Management system | | |
|--|---------------|---|
| Description | Status | Progress |
| To improve customer experience and management. | Behind | First round of tender responses received and evaluated. Re-tender to be published in July 2022 with the aim of appointing a successful vendor in Q2 2022-23 and commencing implementation by November 2022. |

| Initiative — Replacement of the Enterprise Document and Records Management system | | |
|---|----------------|--|
| Description | Status | Progress |
| To improve efficiency of Council operations. | On plan | Meeting completed with all 17 stakeholder groups that have been identified. First round of engagements is complete. Proposed architecture and specification complete. Tender documents complete. A Request for Proposal document submitted. Responses received and currently being evaluated. Shortlist to a single vendor. Negotiate scope and contract terms (to reduce price and optimise outcomes). |

| Initiative — Customer Experience Transformation | | |
|--|----------------|---|
| Description | Status | Progress |
| To improve processes and interactions between Council and its Community ensuring processes are simple, transparent and accessible. | On plan | Consolidation of service delivery at Williamstown, Altona North and Altona Meadows libraries is under way. Data collection through feedback forms and Net Promotor Survey will assist with refining service delivery before the launch of the subsequent sites. Review of feedback received from feedback and Net Promotor Survey to gauge customer satisfaction with service and provide direction on service adjustments. |

| Initiative — Property Strategy Implementation | | |
|---|----------------|--|
| Description | Status | Progress |
| To implement the action points of the approved Property Strategy, to inform the optimum use of Council's assets and provide optimum benefit to the community. | On plan | After extensive consultation, the Property Strategy has been adopted by Council and will be used to inform the optimum use of Council's assets to provide optimum benefit to the community. The next stage of the Property Strategy implementation will be putting in place appropriate plans to action the objectives detailed in the Strategy. |

Council Plan Indicators

| Indicator | Result |
|--|---|
| Customer service call centre satisfaction rating | An index score of 66 was returned in the 2022 Annual Community Survey |

| Indicator | Result |
|--|--|
| Percentage of Council decisions made in public | 97.69% of Council decisions are made in public at Council Meetings |

| Indicator | Result |
|--|---|
| Number of services that meet established service standards | 47,998 (86%) of service requests completed within agreed timeframes |

| Indicator | Result |
|--|--|
| Grant funding as a percentage of total revenue | Grant funding was 15.6% of total revenue |

Local Government Performance Reporting Framework

Service performance indicators

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|---|-------|-------|-------|--------------|--|
| Governance | | | | | |
| Transparency <i>Council decisions made at meetings closed to the public</i> [Number of Council resolutions made at meetings of Council, or at meetings of a delegated committee consisting only of Councillors, closed to the public / Number of Council resolutions made at meetings of Council or at meetings of a delegated committee consisting only of Councillors] x 100 | 4.42% | 3.21% | 2.62% | 2.31% | Council decisions made at meetings closed to the public are comparable with previous years. Matters dealt with at meetings closed to the public are always made in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> . The low rate of decisions made at meetings closed to the public reflects Council's commitment to transparency. |

| Service / indicator / measure | 2019 | 2020 | 2021 | 2022 | Comments |
|--|-------------|-------------|-------------|--------------------|--|
| <p>Consultation and engagement <i>Satisfaction with community consultation and engagement</i></p> <p>[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]</p> | 63.00 | 57.00 | 61.00 | 60.00 | This year's result is 1 point lower than last year, but is higher than similar councils and state-wide results. To continue to empower the community to influence Council decisions and outcomes, Council is now undertaking the review of its 2021 Engagement Policy. |
| <p>Attendance <i>Councillor attendance at council meetings</i></p> <p>[The sum of the number of Councillors who attended each Council meeting / (Number of Council meetings) × (Number of Councillors elected at the last Council general election)] x 100</p> | 85.71% | 79.59% | 97.96% | 97.96% | Councillors have continued to maintain a high level of attendance through the conduct of meetings in virtual and hybrid formats in accordance with the provisions of the Hobsons Bay Governance Rules. |
| <p>Service Cost <i>Cost of elected representation</i></p> <p>[Direct cost of the governance service / Number of Councillors elected at the last Council general election]</p> | \$40,393.29 | \$40,459.00 | \$41,241.71 | \$45,738.86 | The cost of elected representation is in line with the Determination made by the Victorian Independent Remuneration Tribunal on 18 December 2022, which sets a base allowance for Councillors and the Mayor and Deputy Mayor in accordance with the <i>Local Government Act 2020</i> . |
| <p>Satisfaction <i>Satisfaction with council decisions</i></p> <p>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p> | 63.00 | 58.00 | 58.00 | 59.00 | Satisfaction with Council decisions has increased slightly from the previous year. This result is comparable to similar councils and higher than the state-wide results. |

Retired indicators

| Service / indicator / measure | Results | |
|--|---------|--|
| | 2019 | Comments |
| Animal Management | | |
| Service cost Cost of animal management service [Direct cost of the animal management service / Number of registered animals] | \$31.64 | This measure was replaced by <i>Cost of animal management service per population</i> for 2020. |
| Health and safety Animal management prosecutions [Number of successful animal management prosecutions] | 0 | This measure was replaced by <i>Animal management prosecutions (%)</i> for 2020. |
| Libraries | | |
| Service cost Cost of library service [Direct cost of the library service / Number of visits] | \$8.06 | This measure was replaced by <i>Cost of library service per population</i> for 2020. |
| Maternal and Child Health (MCH) | | |
| Satisfaction Participation in first MCH home visit [Number of first MCH home visits / Number of birth notifications received] x 100 | 99.5% | This measure was replaced by <i>Participation in four-week Key Age and Stage visit</i> for 2020. |



Sustainable capacity indicators

| Indicator / measure / [formula] | Results | | | | Comments |
|--|------------|------------|------------|-------------------|---|
| | 2019 | 2020 | 2021 | 2022 | |
| <p>Population Expenses per head of municipal population [Total expenses / Municipal population]</p> | \$1,240.29 | \$1,275.25 | \$1,335.93 | \$1,429.03 | The increased indicator in 2021-22 is caused by a decrease in the population figure. Expenditure levels in 2021-22 are reasonably consistent when compared to the previous year. |
| <p>Infrastructure per head of municipal population [Value of infrastructure / Municipal population]</p> | \$6,617.93 | \$7,065.66 | \$7,695.70 | \$9,161.18 | The increase in 2021-22 is due to the significant increase in the value of Council's infrastructure due to asset revaluations that occurred during the financial year. |
| <p>Population density per length of road [Municipal population / Kilometres of local roads]</p> | 223.64 | 226.59 | 227.82 | 213.11 | The indicator reduced slightly in 2021-22 due to a slight increase in the road length combined with a decrease in the population figure. |
| <p>Own-source revenue Own-source revenue per head of municipal population [Own-source revenue / Municipal population]</p> | \$1,288.47 | \$1,266.77 | \$1,247.70 | \$1,416.48 | The increased indicator reflects the increase in own-source revenue, as fees were reintroduced including Council's reimbursement of fees through its COVID-19 Community Support Package during 2020-21. |
| <p>Recurrent grants Recurrent grants per head of municipal population [Recurrent grants / Municipal population]</p> | \$133.64 | \$140.83 | \$91.17 | \$113.07 | The significant increase during 2021-22 is due to the increased recurrent grants received in 2021-22 compared to the previous year combined with a reduction in the population level. It should be noted that the decrease in total operating grants is a result of a significant decrease in non-recurrent operational grants in relation to one-off funding received in 2020-21 for the Working For Victoria program. |
| <p>Disadvantage Relative Socio-Economic Disadvantage [Index of Relative Socio-Economic Disadvantage by decile]</p> | 7.00 | 7.00 | 7.00 | 7.00 | The Socio-Economic Disadvantage indicator remains consistent. |
| <p>Workforce turnover Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x 100</p> | 28.7% | 15.3% | 16.1% | 25.8% | The increase in staff turnover is consistent with the current state-wide trend and highlights the difficulties being encountered by all organisations in retaining staff due to the extremely competitive current job market. |

Financial performance indicators

| Dimension / Indicator / measure | Results | | | | Material Variations and Comments |
|---|-------------|------------|------------|-------------------|--|
| | 2019 | 2020 | 2021 | 2022 | |
| Efficiency | | | | | |
| Expenditure level | | | | | |
| <i>Expenses per property assessment</i> | \$2,828.70 | \$2,927.72 | \$3,032.14 | \$3,009.07 | The slight reduction in 2021-22 compared to the previous year reflects reasonably consistent operational expenditure in 2021-22 compared to the previous year, combined with a gradual increase in the number of assessable properties. |
| [Total expenses / Number of property assessments] | | | | | |
| Revenue level | | | | | |
| <i>Average rate per property assessment</i> | New in 2020 | \$2,371.57 | \$2,360.01 | \$2,461.45 | The increase in 2021-22 is a result of the removal of the Rate Adjustment, which was applied in the previous year to support rate payers through Council's COVID-19 Community Support Package. |
| [Total rate revenue (general rates and municipal charges) / Number of property assessments] | | | | | |
| Liquidity | | | | | |
| Working capital | | | | | |
| <i>Current assets compared to current liabilities</i> | 295.64% | 208.57% | 123.02% | 135.46% | The decreases over the past three years are consistent with the decreased levels of cash resulting from Council utilising its cash reserves to fund its increased capital works program. The increase in 2021-22 compared to the previous year is mainly due to an increase in cash resulting from capital works being carried over to be completed in the next financial year. |
| [Current assets / Current liabilities] x 100 | | | | | |
| Unrestricted cash | | | | | |
| <i>Unrestricted cash compared to current liabilities</i> | -108.78% | -40.13% | -17.11% | -29.98% | The negative results since 2018-19 are offset by other financial assets (investments) of \$35 million in 2021-22, which are investments held for periods over 90 days. These investments are not included in the unrestricted cash figure, but they are used to fund Council's ongoing operations and liabilities. |
| [Unrestricted cash / Current liabilities] x 100 | | | | | |
| Obligations | | | | | |
| Loans and borrowings | | | | | |
| <i>Loans and borrowings compared to rates</i> | 13.15% | 12.71% | 12.59% | 10.03% | The reduction to the ratio in 2021-22 is due to the net reduction in outstanding loans of \$2.2 million during the financial year. The increased forecasts to this ratio over the next four years is a result of additional loan borrowings projected over this period. These forecast loans are expected to be used to fund an increased Capital Works Program, where some projects forecast for delivery in later years have been brought forward. |
| [Interest bearing loans and borrowings / Rate revenue] x 100 | | | | | |

Results

| Dimension / Indicator / measure | 2019 | 2020 | 2021 | 2022 | Material Variations and Comments |
|---|-------------|---------|---------|----------------|---|
| <p><i>Loans and borrowings repayments compared to rates</i></p> <p>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x 100</p> | 0.58% | 0.56% | 0.56% | 8.00% | <p>The increase in 2021-22 reflects the bullet principal repayment of \$9.2 million to finalise one of the two loans held with the Local Government Funding Vehicle. Increased forecasts to this ratio over the next four years is a result of additional loan borrowings projected over this period. Principle and interest is expected to be repaid each year on these loans, rather than the interest only loans previously drawn down by Council.</p> |
| <p>Indebtedness</p> <p><i>Non-current liabilities compared to own source revenue</i></p> <p>[Non-current liabilities / Own source revenue] x 100</p> | 12.03% | 12.49% | 4.94% | 9.53% | <p>The indicator reduced significantly in 2020-21 to reflect \$9.2 million worth of borrowings being regarded as a current liability. This amount was repaid in 2021-22. The indicator increased again in 2021-22, reflecting a further \$7 million borrowed during the financial year. The increased forecasts to this ratio over the next four years is a result of additional loan borrowings projected over this period.</p> |
| <p>Asset renewal and upgrade</p> <p><i>Asset renewal and upgrade compared to depreciation</i></p> <p>[Asset renewal and asset upgrade expense / Asset depreciation] x 100</p> | New in 2020 | 280.37% | 253.43% | 182.46% | <p>The results in 2019-20 and 2020-21 reflect Council's significant investment and ongoing commitment to capital works. The result has reduced in 2020-21 due to an increase in depreciation and a decrease in capital works expenditure resulting from works being carried over until next financial year.</p> |
| <p>Operating position</p> <p>Adjusted underlying result</p> <p><i>Adjusted underlying surplus (or deficit)</i></p> <p>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x 100</p> | 15.88% | 11.56% | 7.19% | 10.22% | <p>The decreases in 2019-20 and 2020-21 are consistent with the reduction in the operational surplus, impacted by COVID-19. The indicator improved in 2021-22, consistent with a gradual recovery of Council's income generating capacity, after the COVID-19 pandemic.</p> |

| Results | | | | | |
|---|--------|--------|--------|---------------|---|
| Dimension / Indicator / measure | 2019 | 2020 | 2021 | 2022 | Material Variations and Comments |
| Stability | | | | | |
| Rates concentration <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x 100 | 75.90% | 79.29% | 79.80% | 81.47% | This indicator continues to gradually increase as a result of rate income (including supplementary growth) increasing at a greater rate than other own-source revenue. |
| Rates effort <i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x 100 | 0.29% | 0.30% | 0.30% | 0.32% | Rates compared to property values in 2021-22 increased slightly over the previous two years due to a small increase in property values during the 2021 revaluation. Future forecasts reflect increases to rates consistent with predicted rate caps and minimal increases to property values. |

Retired indicators

| Results | | |
|--|------------|--|
| Service / indicator / measure | 2019 | Comments |
| Animal Management | | |
| Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions] | 0 | This measure was replaced by <i>Animal management prosecutions (%)</i> for 2020. |
| Efficiency | | |
| Revenue level <i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments] | \$1,935.15 | This measure was replaced by <i>Average rate per property assessment</i> for 2020. |
| Obligations | | |
| Asset renewal <i>Asset renewal compared to depreciation</i> [Asset renewal expense / Asset depreciation] x 100 | 123.53% | This measure was replaced by <i>Asset renewal and upgrade compared to depreciation</i> for 2020. |

Services linked to the strategic objective

| Service area | Description of services provided | Net Cost Actual Budget Variance \$'000 |
|--|---|--|
| Risk, Audit and Emergency Management | Facilitates Council's risk management, emergency planning, preparedness, response and recovery in accordance with the Emergency Management Acts as detailed in the Emergency Management Manual of Victoria. | (387) <u>602</u> 214 |
| Strategic Communications | Provides all communications and community relations advice, policy, protocol and delivery. | (1,030) <u>1,021</u> (9) |
| Community Engagement and Advocacy | 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. | (535) <u>564</u> 29 |
| Finance | 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 Executive Leadership Team, annual budget processes and maintenance of Council's general ledger. | (1,073) <u>1,056</u> (17) |
| Revenue | Oversees Council rates, ensuring that the correct rates are raised, and the charges are effectively collected. | (547) <u>506</u> (41) |
| Procurement and Contracts | Coordinates the delivery of Council's procurement to ensure compliance with best value principles, Council's 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. | (567) <u>622</u> 55 |
| 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. | (810) <u>907</u> 98 |
| Digital Operations and Transformation | Provides a cost-effective, secure, and robust Information and Communication Technology (ICT) platform that supports Council's business needs as well as innovative digital solutions to support business transformation for Council and the community. | (4,502) <u>4,587</u> 86 |
| Human Resources | Supports the adherence to legislative requirements and the provision of best practice, proactive, high-quality human resources management, payroll and industrial/employee relations support, advice, recommendations, services, systems and programs. | (1,846) <u>1,954</u> 108 |
| Occupational Health and Safety | Supports the organisation to drive a proactive approach to Occupational Health and Safety (OHS) risk management and hazard identification through the provision of high quality OHS and injury management advice and a purposeful health and wellbeing program. | (49) <u>30</u> (19) |
| 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. | (255) <u>498</u> 243 |
| 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. | (416) <u>505</u> 89 |
| 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. | (3,659) <u>2,928</u> (731) |
| Property and Insurance | Manages all current and future physical property assets owned, managed, controlled, leased, or licensed by Council. This includes Council Freehold Land, Crown Land under Committee of Management, discontinued roads and rights of way, property that is leased, licensed or otherwise occupied by third parties. | 200 <u>(641)</u> (441) |

Strategy 5.1 - Improving the quality of our communication and engagement to ensure that our community is informed of and encouraged to contribute to issues in a diversity of ways most suited to them and to advocate for the areas of greatest need

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | |
|-------|---|---|
| 5.1a) | Implement interactive platforms that enable access to services, show where events and points of interest are located and raise community awareness of Council's projects and delivery timelines | |
| 5.1b) | Increase targeted and relevant community engagement on key projects and initiatives of Council that will significantly impact the community | |
| 5.1c) | Deliver improved advocacy outcomes through the development and delivery of a prioritised advocacy strategy | <div style="display: flex; align-items: center;"> <div style="background-color: #333; color: white; padding: 2px 5px; border-radius: 5px;">In Progress</div> <div style="margin-left: 5px; background-color: #ccc; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">1</div> </div> <div style="margin-left: 20px;"></div> |

Increasing participation in the community A safe, healthy and equitable society




Strategy 5.2 - Transform residents' experience across all Council services through simplifying our processes, fostering a customer first culture and enhancing digital services

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | | | |
|-------|---|-----------|-------------|-------------|---|---|
| 5.2a) | Enhance Council's online services to enable community access to easy user-centric self-service options, status and information updates, service performance reporting and more | | In Progress | 1 | | |
| 5.2b) | Increase the number of customer service centres across the municipality to promote more convenient face to face access to Council's services | | In Progress | 3 | | |
| 5.2c) | Implement Council's customer experience enhancement program across all areas of Council, including the Customer Relationship Management system (CRM) to ensure an enhanced customer experience, accountability and communication around Council service provision | Completed | 1 | In Progress | 2 | |
| 5.2d) | Implement the Digital Strategy 2018-22 to leverage the best digital technology to deliver a high-quality public service experience | Completed | 2 | In Progress | 1 |  |
| 5.2e) | Develop a Smart City project plan to identify high value Internet of Things (IoT) initiatives to intelligently automate applicable Council functions | Completed | 1 | | | |


 Increasing participation in the community

Strategy 5.3 - Deliver value for money – continuous improvement while safeguarding the long-term financial sustainability of Council

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | | |
|-------|--|-----------|-------------|-------------|---|
| 5.3a) | Secure alternative funding streams and partnerships to support environmental protection, capital works projects, sustainability initiatives and other Council projects | | In Progress | 1 |  |
| 5.3b) | Implement the Property Strategy and establish a Property Development Fund to generate future revenue streams for Council | Completed | 1 | In Progress | 3 |
| 5.3c) | Develop and implement a variety of strategies to increase Council's own source revenue | | In Progress | 2 | |
| 5.3d) | Deliver the business services transformation and efficiency program | Completed | 1 | In Progress | 6 |




Tackling climate change and its impact on health

Strategy 5.4 - Enhance transparency, accountability and good governance practice

Progress of total number of projects under this Strategy



Progress of specific projects to deliver the Priorities under this Strategy

| | | | | | | |
|-------|--|-----------|---|-------------|---|---|
| 5.4a) | Implement recent changes to legislation (such as the <i>Local Government Act 2020</i> , <i>Gender Equality Act 2020</i> , <i>Child Safe Standards</i>) to improve democracy, accountability, gender equality and service delivery for Hobsons Bay | Completed | 2 | In Progress | 5 |  |
| 5.4b) | Establish publicly accessible dashboards and reports to enable real time access to service performance, enquiry progress, scheduled works and services and updates on events | Completed | 2 | In Progress | 2 | |



A safe, healthy and equitable society

Other interesting statistics from our services in this area

Customer service

194,117 customer enquiries received, including 107,138 telephone calls (2,257 more than previous year)

8,942 payment processed made via the service desk (1,009 less than previous year)

62,980 online enquiries including Snap Send Solve, web forms or live chat (6,701 more than previous year)

6:33 seconds average wait period for a call to be answered (1:59 seconds more than previous year)

Learning and development

85% compliance with compulsory induction training

48 learning and development sessions were delivered in total with 551 participants:

6 Diversity and Inclusion sessions with 68 participants

29 professional development sessions with 274 participants

5 discipline-specific sessions with 115 participants

8 technical information sessions with 94 participants

Occupational health and safety

10 safety walks were completed across all Council sites

100% of scheduled OHS committee meetings held

273 OHS incidents/hazards/near misses were reported by staff

15 WorkCover claims were submitted (2 more than previous year), with staff reporting 85 workplace injuries

Governance

100% of returns for register of personal interests were completed within legislative timeframe

100% achievement of all *Local Government Act 2020* implementation deliverables

373 residents gained their citizenship in Hobsons Bay in 2021-22 in ten virtual ceremonies held on 28 September 2021, 14 October 2021, 21 October 2021, 26 October 2021, 28 October 2021, 4 November 2021, 30 November 2021, 26 January 2022, 22 February 2022 and 26 April 2022

LinkedIn Learning statistics

180 people viewed 341 hours of content

225 course completions

6873 video completions





Corporate governance and other information



Council meetings and attendance

Hobsons Bay City Council is constituted under the *Local Government Act 2020* to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. In performing its role, Council gives effect to overarching governance principles by:

- making decisions and taking actions in accordance with the relevant law
- giving priority to achieving the best outcomes for the municipal community, including future generations
- promoting the economic, social and environmental sustainability of the municipal district, including mitigating and planning for climate change risks
- engaging the municipal community in strategic planning and strategic decision-making
- pursuing innovation and continuous improvement
- collaborating with other councils, governments and statutory bodies
- ensuring Council's ongoing financial viability
- taking into account regional, state and national plans and policies in its strategic planning and decision-making
- ensuring transparency of Council decisions, actions and information

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

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

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

In 2021–22, Council held the following Council meetings, including Unscheduled and Urgent Council meetings:

| | |
|------------------|-------------------|
| 8 July 2021 | 13 July 2021 |
| 10 August 2021 | 14 September 2021 |
| 12 October 2021 | 12 November 2021 |
| 16 November 2021 | 14 December 2022 |
| 8 February 2022 | 8 March 2022 |
| 12 April 2022 | 10 May 2022 |
| 31 May 2022 | 28 June 2022 |

The following table provides a summary of Councillor attendance at Council meetings during 2021–22.

| Councillor | Attendance |
|-----------------------------|------------|
| Cr Peter Hemphill | 14/14 |
| Cr Diana Grima | 14/14 |
| Cr Jonathon Marsden | 14/14 |
| Cr Pamela Sutton-Legaud | 14/14 |
| Cr Antoinette (Tony) Briffa | 12/14 |
| Cr Daria Kellander | 14/14 |
| Cr Matt Tyler | 14/14 |

Councillor Code of Conduct

The Hobsons Bay Councillor Code of Conduct 2021 is made under section 139 of the *Local Government Act 2020*. It includes the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions as Councillors.

The code was most recently updated on 22 February 2021 and is scheduled for review in 2025.

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

Councillor allowances and expenses

Section 39 of the *Local Government Act 2020* provides for the payment of an annual allowance to the Mayor, the Deputy Mayor and Councillors.

On 7 March 2022, the Victorian Independent Remuneration Tribunal made a Determination that applies to all Mayors, Deputy Mayors and Councillors (Council members) in all Victorian councils. The Determination took effect from 18 December 2021 and the next increase will take effect on 18 December 2022.

The Determination sets a base allowance for each Council member which varies depending on the role (Mayor, Deputy Mayor or Councillor) and the Council allowance category assigned to the Council as specified in the Determination. The Determination set the allowance for the Mayor at \$96,470, for the Deputy Mayor at \$48,235 and Councillors at \$30,024 (for the period after 18 December 2021 until 17 December 2022).

Consistent with sections 40 and 42 of the *Local Government Act 2020*, Councillors are provided with administrative support, resources and facilities to assist in performing their duties as elected representatives. They are also reimbursed for certain expenses as required by sections 40 and 42 of the Act and specified in the Councillor Support and Expenses Policy. The Councillor Support and Expenses Policy is published on Council's website, along with a list of expenses incurred.



Allowances received by Councillors for the 2021-22 period are detailed in the following table.

| Councillor | Total allowance payment |
|-----------------------------|-------------------------|
| Cr Peter Hemphill | \$76,354* |
| Cr Diana Grima | \$41,874* |
| Cr Jonathon Marsden | \$53,103* |
| Cr Pamela Sutton-Legaud | \$31,104 |
| Cr Antoinette (Tony) Briffa | \$31,104 |
| Cr Daria Kellander | \$31,104 |
| Cr Matt Tyler | \$31,104 |
| Total | \$295,747 |

* Includes payments relating to period as Mayor 2020-21 (Cr Jonathon Marsden) and 2021-22 (Cr Peter Hemphill) and Deputy Mayor 2021-22 (Cr Diana Grima)



The following Councillor expenses were incurred during the 2021-22 period.

| Councillor | Mobile phone | iPad/data | Vehicle/travel expenses | Training and conferences | Childcare expenses | Total |
|-----------------------------|-------------------|-------------------|-------------------------|--------------------------|--------------------|--------------------|
| Cr Peter Hemphill* | \$366.01 | \$281.17 | | | | \$647.18 |
| Cr Diana Grima* | \$369.33 | \$191.10 | | | \$1,486 | \$2,046.43 |
| Cr Jonathon Marsden* | | \$335.97 | \$1,358.15 | \$590 | \$921.76 | \$3,205.88 |
| Cr Pamela Sutton-Legaud | \$366.03 | \$191.47 | | | | \$557.50 |
| Cr Antoinette (Tony) Briffa | \$362.70 | \$200.79 | | | | \$563.49 |
| Cr Daria Kellander | \$366.69 | \$191.25 | | | \$3,836.61 | \$4,394.55 |
| Cr Matt Tyler | \$366.03 | \$190.23 | | | | \$556.26 |
| Total | \$2,196.79 | \$1,581.98 | \$1,358.15 | \$590 | \$6,244.37 | \$11,971.29 |

* Mayor 2020-21 (Cr Jonathon Marsden) and 2021-22 (Cr Peter Hemphill) and Deputy Mayor 2021-22 (Cr Diana Grima)

Managing conflicts of interest

A conflict of interest arises when a Councillor has an interest that is in conflict with his or her duty as a Councillor. A conflict of interest exists even if no improper act results from it.

It is the personal responsibility of the individual Councillor to decide if they have an interest.

The penalties for failing to disclose a conflict of interest are significant.

The *Local Government Act 2020* distinguishes between general conflicts of interest (section 127) and material conflicts of interest (section 128). The conflict provisions also apply to members of delegated committees and members of Council staff.

A Councillor who has a conflict of interest in a matter being considered by Council, a delegated committee or a community asset committee must disclose the conflict of interest in the manner required by Council's Governance Rules. They must also exclude themselves from the decision-making process in relation to that matter, including any discussion or vote on the matter at any Council meeting or delegated committee and any action in relation to the matter. Any disclosure must be recorded in the minutes of the meeting.

The requirement to disclose a conflict of interest in a matter extends to meetings conducted under the auspices of Council, such as a Councillor briefing.

The Hobsons Bay City Council Governance Rules require Council to maintain a conflict of interest register.

Audit and Risk Committee

In line with good governance practices and in accordance with the relevant legislation, Council has operated an Audit Committee since 2001. From 1 September 2020 the Audit Committee was formally renamed the Audit and Risk Committee, in accordance with section 53 of the *Local Government Act 2020*.

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

The Audit and Risk Committee operates under a charter which was endorsed by Council on 8 February 2022 and focuses on monitoring Council's risk management, control framework, external accountability, legislative compliance, internal audit and external audit.

The Audit Committee consists of:

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

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

Independent members are appointed for a term of three years. At the conclusion of the independent members' first three-year term, existing members will be eligible to apply to be reappointed at the discretion of Council for a second three-year term. Independent members can only serve for two consecutive terms unless otherwise determined by Council resolution.



Membership

Lisa Tripodi (Chair)

Ms Tripodi is the Chair of the Audit and Risk Committee and was first appointed to the committee in May 2019. At the expiration of her first term, Ms Tripodi sought reappointment as an independent member of the committee. Council endorsed the reappointment of Ms Tripodi as an independent member for a second three year term on 9 August 2022. Council further endorsed the appointment of Ms Tripodi as the Chair of the Audit and Risk Committee until the end of 2022.

Ms Tripodi is a Certified Practising Accountant with over 25 years of experience in state and local governments and was previously an Accounting and Assurance Partner at Oakton (NTT). Ms Tripodi's areas of expertise include internal audit, risk management, governance, probity, financial management and digital transformation. Ms Tripodi has several appointments as an independent Chair or Member of Audit and Risk Committees across local and state government. Ms Tripodi is also a Non-Executive Director on the Board of Greyhound Racing Victoria.

John Watson

Mr Watson was appointed as an independent member of the Audit and Risk Committee in November 2019 and draws on more than four decades of experience across local and state governments. Mr Watson is a former Executive Director of Local Government Victoria and has served as the Chair of the Victorian Local Government Grants Commission (VLGGC) since 2012. The VLGGC allocates more than \$700 million annually in financial assistance grants to Victoria's councils.

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

Terry Richards

Mr Richards was appointed as an independent member to the Audit and Risk Committee in May 2019. Mr Richards did not seek reappointment to the committee at the end of his term, which concluded in May 2022.

Iqbal Halim

Mr Halim joined the Audit and Risk Committee as a new independent member in May 2022 following endorsement by Council. Mr Halim brings a wealth of experience in the areas of risk management, internal audit, governance and compliance having worked across Melbourne and Sydney for a variety of organisations including ASX listed and public sector entities, as well as global consulting firms. In his prior consulting roles he worked primarily with local government and public health clients across regional and inner-city Victoria.

Mr Halim is a Fellow member of the Governance Institute of Australia and currently leads the risk, internal audit and governance function of a leading Victorian TAFE. His passion is collaborating with senior stakeholders on topical areas such as risk appetite and risk culture while adding strategic value to organisations that serve a larger purpose to their members and communities.

Audit and Risk Committee meetings

The Audit and Risk Committee met on four occasions during 2021–22. It has provided constructive advice to Council and its management team on a broad range of issues, including:

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

Audit and Risk Committee Meeting Attendance

| | 25 August 2021 | 24 November 2021 | 23 February 2022 | 25 May 2022 |
|-------------------|----------------|------------------|------------------|-------------|
| Ms Lisa Tripodi | ✓ | ✓ | ✓ | ✓ |
| Mr Terry Richards | ✓ | ✓ | ✓ | — |
| Mr John Watson | ✓ | ✓ | ✓ | ✓ |
| Mr Iqbal Halim | — | — | — | ✓ |

✓ In attendance — Not a member

Internal audit

The internal audit assists the organisation in maintaining strong corporate governance, risk management and internal controls.

Council's contract with Crowe Australasia for the provision of internal audit services ended and Council engaged the services of Pitcher Partners in November 2021.

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

- Business Function Risk Assurance Map (BFRAM)
- Statutory Planning

External audit

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

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

Risk management

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

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

Fraud risk management

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

Newly adopted policies and strategies

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

During the 2021–22 period, Council adopted a number of significant policies, strategies and plans including:

- Advocacy Priorities 2021-22
- Advocacy Strategy 2021-25
- Annual Budget 2022-23
- Asset Plan 2022-32
- Council Plan 2021-25
- Domestic Animal Management Plan 2021-25
- Hobsons Bay Chief Executive Officer Employment and Remunerations Policy 2021
- Hobsons Bay Citizenship Ceremony Dress Code 2022
- Hobsons Bay Coastal and Marine Management Plan
- Hobsons Bay Complaints Handling Policy 2021
- Hobsons Bay Landscape Design Guidelines
- Hobsons Bay Leasing and Licensing Policy 2022-30
- Hobsons Bay Memorial Plaques, Commemorative Trees and Scattering of Cremated Remains Policy 2022
- Hobsons Bay Mobile Vendor Policy 2022
- Hobsons Bay Planning Enforcement Policy 2022
- Hobsons Bay Procurement Policy 2021
- Hobsons Bay Property Strategy 2021-30
- Hobsons Bay Response to Climate Change Action Plan 2022
- Hobsons Bay Risk Management Policy 2022
- Financial Plan 2021-22 to 2030-31
- Newport Lakes Conservation and Improvement Plan 2022
- Northern Local Area Movement Plan – Brooklyn and Altona North
- Northern Local Area Movement Plan – Newport and Williamstown North
- Northern Local Area Movement Plan – Spotswood and South Kingsville
- Place Guide for Better Places Spotswood and South Kingsville
- Social Impact Assessment Residential Guidelines 2022
- Social Impact Assessment Electronic Gaming Machines Guidelines 2022
- Social Impact Assessment Licensed Venues Guidelines 2022

Community Engagement Policy

In February 2021, Council revised and adopted the Hobsons Bay Community Engagement Policy in consideration of changes in the *Local Government Act 2020*. This updated policy articulates the principles, commitments, and levels of engagement that Council will deliver in its decision-making process. The policy influences all aspects of Council's work, from day-to-day activities and service provision, to overarching organisational policies and strategic directions.

Across 2021-22, Council ran 71 engagement processes using its Participate Hobsons Bay website and, depending on the COVID-19 restrictions at the time, at least one face-to-face component.

In line with the *Local Government Act 2020* and Council's own commitment to engaging its community, several deliberative engagement processes were undertaken. These included the development of Council's Financial Plan and Asset Plan, the Brooklyn Community Hall redevelopment, and the Dennis Reserve Stage 3 Master Plan implementation projects.

Use of Council's Participate website increased over 2021-22, as demonstrated in the table below.

| Activity | Number | Percentage increase from previous year |
|---------------|---------|--|
| Views | 115,909 | 16.72% |
| Visits | 72,409 | 19.89% |
| Visitors | 61,425 | 19.12% |
| Contributions | 7,229 | 3.9% |
| Contributors | 6,023 | 13.43% |
| Followers | 908 | 17.73% |

To read more about the Community Engagement Policy, visit Council's website at https://www.hobsonsbay.vic.gov.au/files/assets/public/documents/council/policies/community/community_engagement_framework_policy.pdf



A Fair Hobsons Bay for All

Council is committed to providing activities, services, facilities and places that enable our community to access resources, be valued, contribute and belong. A Fair Hobsons Bay for All 2019-23 aims to increase fairness and equity for people who live, work, learn and play in Hobsons Bay, and prioritises populations who may be more likely to experience disadvantage.

Project Highlights

Theme 1: Designing and building for fair access

- Council commenced preparations for a Universal Design Manual to ensure that universal design principles translate to relevant features for new and upgraded Council facilities
- extensive community consultation was undertaken on the draft design guidelines for the Epsom Street Affordable Housing Project, a proposed development to be led by the Hobsons Bay Affordable Housing Trust (subject to Victorian Government funding)
- Council continues to monitor the incidence and impact of “housing stress” and homelessness in Hobsons Bay

Theme 2: An inclusive and equitable place

- while cultural and social connection events were affected by the COVID-19 pandemic, some were able to proceed including the Telangana (Hindu) Festival; Melbourne Celtic Festival; Pacific Island Maopopo Mai Expo; Jamaican Music and Food Festival; Seabreeze Quilters Quilt; Sea Flowers and Sea Stories; Newport Jazz Festival; Newport Jazz Festival; Williamstown Literary Festival; and Midsumma Festival
- a “navigator” role has been established within Council to assist and support older people, people with a disability, and carers to understand what care services are available and how to access government-funded support services
- Council delivered a range of activities for older people, including an online seniors’ festival and “Confident Living for Seniors” presentation (in partnership with Victoria Police). Ongoing support is also provided to range of local seniors’ groups
- Council’s Maternal and Child Health team continues to conduct screening for family violence and supports safety planning using processes established in recent years
- as part of International Day of People with Disability, materials were developed and promoted to Council staff to better support people with disability participate in online meetings.



Theme 3: Fair opportunities for participation in the economic environment

- The Creative Technology Hub (located at Seaworks Maritime Precinct) delivers a range of programming and workshops, including weekly sessions for older people and after school and holiday sessions for young people. Participants experience cutting edge technology in their local neighbourhood, including virtual reality, 3D printing and laser cutting.
- A COVID-19 Support team was established to support business owners who speak English as a second language. Workshops used a hybrid model (mix of online and face-to-face contact), allowing for greater participation from residents and businesses.
- Council continues to support and promote “Start, Now”, a free online program that supports emerging entrepreneurs to turn their new ideas into sustainable business models.

Theme 4: A natural environment that can be accessed and enjoyed by all

- The Bunurong Land Council Aboriginal Corporation (BLCAC) was formally identified as the Recognised Aboriginal Party for Hobsons Bay. This recognition defines a formal relationship regarding land management and heritage assessments, naming rights and processes, and opportunities for consultation, community cultural education and participation in ceremonies. Council is proactively working with the BLCAC to build relationships and operationalise our shared responsibilities through policies, projects, consultation, and events.

- Better Places Spotswood + South Kingsville Place Guide was finalised in September 2021 and includes 16 projects ranging from “Love Our Parks” to a “Better Villages” program. Additionally, public consultation was held on the Spotswood Structure Plan, and initial consultation stages were undertaken to inform draft Place Guides for Better Places Brooklyn + Altona North and Better Places Seabrook + Altona Meadows. Implementation has also continued on projects from the Better Places Laverton Place Guide.
- Council supported advocacy for improvements to air quality in the inner west.
- The long-standing My Smart Garden program transitioned to online delivery, resulting in significantly increased participation and use of translation tools and self-paced learning. Planning has commenced for promotion with priority groups in underrepresented areas.

Theme 5: Leadership as a socially just organisation

- Council’s recruitment and selection practices were updated, including the introduction of a new recruitment platform, and new policy and procedure to apply a “diversity lens” to strengthen existing practices.
- A Gender Equality Action Plan was drafted to plan and implement actions to achieve gender equality in the workplace, and subsequently submitted for approval to the Commission for Gender Equality in the Public Sector.
- Training courses were provided to Council staff on a range of key topics, including family violence awareness and response, diversity and inclusion, Acknowledgement of Country, cultural competency, equal employment opportunities, and child safety.

Governance management checklist

The following are the results of Council's assessment against the prescribed governance and management checklist. "The Act" in the following table refers to the *Local Government Act 2020*.

| Governance and Management Items | | Assessment | |
|---------------------------------|---|--|---|
| 1 | Community Engagement Policy (policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest) | Adopted in accordance with section 55 of the Act Hobsons Bay Community Engagement Policy 2021 adopted by Council on 9 February 2021 | ✓ |
| 2 | Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community) | Date of operation: 9 February 2021 | ✓ |
| 3 | Financial Plan (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years) | Adopted in accordance with section 91 of the Act Financial Plan 2021-22 to 2030-31 adopted by Council on 12 October 2021 | ✓ |
| 4 | Asset Plan (plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years) | Adopted in accordance with section 92 of the Act Asset Plan 2022-32 adopted by Council on 28 June 2022 | ✓ |
| 5 | Revenue and Rating Plan (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges) | Adopted in accordance with section 93 of the Act Revenue and Rating Plan 2021-22 to 2024-25 adopted by Council on 29 June 2021 | ✓ |
| 6 | Annual Budget (plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required) | Adopted in accordance with section 94 of the Act Date of adoption: 28 June 2022 | ✓ |
| 7 | Risk Policy (policy outlining council's commitment and approach to minimising the risks to council's operations) | Risk Policy endorsed by Council on 28 June 2022 | ✓ |
| 8 | Fraud Policy (policy outlining council's commitment and approach to minimising the risk of fraud) | Fraud Risk Management Policy Due for Review in 2022-23 | ✓ |

| Governance and Management Items | | Assessment | |
|---------------------------------|---|--|---|
| 9 | Municipal Emergency Management Plan (plan under section 60ADB of the <i>Emergency Management Act 2013</i> for emergency mitigation, response and recovery) | Prepared and maintained in accordance with section 60ADB of the <i>Emergency Management Act 2013</i> Date of endorsement: 21 October 2020 | ✓ |
| 10 | Procurement Policy (policy under section 108 of the Act outlining the principles, processes and procedures that will apply to the purchase of goods and services by the Council) | Adopted in accordance with section 108 of the Act Hobsons Bay Procurement Policy 2021 adopted by Council on 14 December 2021 | ✓ |
| 11 | Business Continuity Plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster) | Date of operation: 24 January 2022 | ✓ |
| 12 | Disaster Recovery Plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster) | Information and Communications Technology Recovery Plan Date of operation: 17 June 2022 | ✓ |
| 13 | Risk Management Framework (framework outlining council's approach to managing risks to the council's operations) | Risk Management Strategy Date of commencement of current framework: 6 April 2022 | ✓ |
| 14 | Audit and Risk Committee (see sections 53 and 54 of the Act) | Established in accordance with section 53 of the Act Date of establishment: 25 August 2020 | ✓ |
| 15 | Internal audit (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls) | Engaged Pitcher Partners Date of engagement of current provider: 30 November 2021 | ✓ |
| 16 | Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act 2020) | Performance Reporting Policy and Guidelines Date of adoption of current framework: 22 July 2016 | ✓ |
| 17 | Council Plan report (report reviewing the performance of the council against the council plan, including the results in relation to the strategic indicators, for the first six months of the financial year) | Council Plan Initiatives Progress Updates to Council meetings on 16 November 2021, 8 February 2022, 10 May 2022 Proposed date to go to Council Meeting: 11 October 2022 | ✓ |

| Governance and Management Items | | Assessment | |
|---------------------------------|--|--|---|
| 18 | <p>Financial reporting</p> <p>(quarterly statements to the Council under section 97(1) of the Act 2020, comparing actual and budgeted results and an explanation of any material variations)</p> | <p>Financial reports presented to the Council in accordance with section 97(1) of the Act 2020</p> <p>Quarterly financial reports to Council meetings on 16 November 2021, 8 February 2022, 10 May 2022</p> <p>Proposed date to go to Council Meeting: 13 September 2022</p> | ✓ |
| 19 | <p>Risk reporting</p> <p>(six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)</p> | <p>Risk Reports presented to the Audit and Risk Committee Meetings on 25 August 2021, 24 November 2021, 23 February 2022, 25 May 2022</p> | ✓ |
| 20 | <p>Performance reporting</p> <p>(six-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act 2020)</p> | <p>Half Year Local Government Performance Reporting Framework results presented to Council on 8 February 2022</p> <p>End of Year (second instalment) report to be presented to 11 October 2022 Council Meeting</p> | ✓ |
| 21 | <p>Annual Report</p> <p>(annual report under sections 98, 99 and 100 of the Act 2020 containing a report of operations and audited financial and performance statements)</p> | <p>Presented to a Council meeting in accordance with section 100 of the Act</p> <p>Annual Report to be presented to 11 October 2022 Council Meeting</p> | ✓ |
| 22 | <p>Councillor Code of Conduct</p> <p>(Code under section 139 of the Act setting out the standards of conduct to be followed by Councillors and other matters)</p> | <p>Reviewed and adopted in accordance with section 139 of the Act</p> <p>Councillor Code of Conduct adopted by Council on 22 February 2021</p> | ✓ |
| 23 | <p>Delegations</p> <p>(documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff, in accordance with sections 11 and 47 of the Act))</p> | <p>Reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act</p> <p>Section 5 Instrument of Delegation to the Chief Executive Officer and Section 6 Instrument of Delegation Council to Members of Council Staff were adopted by 8 February 2022</p> | ✓ |
| 24 | <p>Meeting procedures</p> <p>(Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)</p> | <p>Governance Rules adopted in accordance with section 60 of the Act</p> <p>Governance Rules adopted by Council on 20 August 2020</p> | ✓ |



I certify that this information presents fairly the status of Council's governance and management arrangements for the period 1 July 2021 to 30 June 2022.

Aaron van Egmond
Chief Executive Officer
Dated: 07 October 2022

Cr Peter Hemphill
Mayor
Dated: 07 October 2022

Statutory information

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

Documents available for inspection

Section 57 of the *Local Government Act 2020* requires Council to adopt and maintain a Public Transparency Policy. The Hobsons Bay Public Transparency Policy identifies that Council will make the following information publicly available:

- Register of Delegations made by Council
- Council and Delegated Committee Meeting Agendas and Minutes (unless designated as confidential under the *Local Government Act 2020* or Governance Rules)
- Local Laws and any documents incorporated
- Council Plan
- Strategic Resource Plan
- Budget
- Annual Report
- Councillor Code of Conduct
- Procurement Policy
- Summary of Personal Interests
- Reappointment of Chief Executive Officer without advertisement
- Differential Rates
- Summary of Election Campaign Donation Returns
- Submissions received under section 223 of the *Local Government Act 1989*
- All Council adopted policies, plans and strategies
- Governance Rules
- Code of Conduct for Council Staff
- Register of Delegations made by the Chief Executive Officer
- Register of Authorised Officers
- Register of Interstate and Overseas Travel by Councillors and Staff
- Register of Land Leases entered into by Council
- Register of Donations and Grants made by Council Register of Gifts, Benefits and Hospitality received by Councillors and Council staff
- Register of Contracts awarded by Council
- Planning Permits and Endorsed Plans
- Planning Permit Delegate Reports
- Terms of Reference of Advisory Committees

Domestic Animal Management Plan

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

Council's Domestic Animal Management Plan 2021–25 aims to improve control of animals in the municipality. Highlights and achievements in relation to the implementation of this plan during 2021–22 are as follows.

Animal management services

- In 2021-22 Council is supporting an additional Parking, Local Laws and Animal Management Officer in completing their studies in Certificate IV in Government Compliance and Animal Management.
- Council has continued to prioritise return of animals found wandering to their owners.
- Council facilitated rescue or adoption of 39 kittens that would have otherwise been transported to The Lost Dogs' Home (TLDH)
- Council redeveloped off-leash dog areas including PA Burns Reserve and Doug Grant Reserve fenced off-leash area, to protect the nearby conservation areas

Encouraging responsible pet ownership – community education

- a range of community education techniques social media companies regarding the importance of registration resulted in over 75% of registration payments being made on time during 2021–22
- a presentation to Junior Council has been developed and scheduled for presenting

Identification and registration

- annual registration renewal notices were issued in March 2022
- the annual registration follow-up program scheduled for 2021 was postponed due to COVID-19 restrictions
- 10,941 dogs and 4,098 cats were registered in 2021-22

Compliance and enforcement – local laws and orders

- routine activities continued, including investigation of dog attacks, barking complaints, off-lead offences, dogs at large and nuisance and feral cat issues and trapping program for instances of hoarding or colonies
- the cat trapping service continued and was expanded with average wait times less than two weeks in 2021-22
- 2021–25 Domestic Animal Management Plan adopted by Council November 2021

Domestic animal businesses

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

Declared dogs

- annual inspections occurred to ensure compliance with “declared dog” requirements of the *Domestic Animals Act 1994*
- four restricted breed dogs are currently registered
- four declared dangerous dogs are currently registered
- one guard dog is currently registered
- four declared menacing dogs are currently registered

| 2021-22 | Dog | Cat | Other |
|------------|-----|-----|-------|
| Impounded | 95 | 343 | 2 |
| Reclaimed | 174 | 40 | 0 |
| Euthanised | 3 | 177 | 0 |
| Rehomed | 16 | 95 | 2 |

Road Management Act Ministerial Direction

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

During the 2021–22 period no ministerial directions were received.

Disability Action Plan

In accordance with section 38 of the *Disability Act 2006*, as Council has prepared a Disability Action Plan it must report on the implementation of the Disability Action Plan in its annual report.

The Disability Action Plan is integrated in A Fair Hobsons Bay for All 2019-23.

Contracts

Council adopted its Procurement Policy on 14 December 2021, in line with section 108 of the *Local Government Act 2020*.

1 July – 14 December 2021

Prior to the adoption of Council’s Procurement Policy, Council entered into the following contracts (all of which are sole suppliers) valued at \$150,000 or more for goods or services, or \$200,000 or more for works without engaging in a competitive process:

- Australia Post (postal services)
- City West Water (utilities)
- Powercor (utilities)

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

15 December 2021 – 30 June 2022

The Local Government Act 2020 authorised Council to determine its own public tender threshold within its Procurement Policy. This was set at \$300,000 (including GST) and above for goods, services or works. The Procurement Policy also includes exemptions from public tender requirements to address areas where it is difficult or not practical for a public tender process to be used.

Since the adoption of the Procurement Policy, Council did not enter into any contracts valued at \$300,000 or more (that were not exempt from public tender requirements) without engaging in a competitive process.

Food Act Ministerial Direction

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

During the 2021–22 period no ministerial directions were received.

Public Interest Disclosures Act 2012

The purpose of the *Public Interest Disclosures Act 2012* is to promote openness and accountability in government by encouraging and facilitating disclosures and investigations of improper conduct.

Council is committed to the aims and objectives of the *Public Interest Disclosures Act 2012*. Council does not tolerate improper conduct by its employees or Councillors and will not accept reprisals against those who come forward to disclose such conduct.

Council endorsed the Hobsons Bay Public Interest Disclosures Policy and Procedures on 25 August 2020.

During the 2021–22 period, one complaint was notified to the Independent Broad-based Anti-corruption Commission (IBAC).

Privacy and Data Protection Act 2014 and Health Records Act 2001

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

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

During the 2021–22 period 10 privacy enquiries were received from the public.

Freedom of Information Act 1982

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

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

During the 2021–22 period, Council received 25 freedom of information requests.

Charter of Human Rights and Responsibilities Act 2006

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

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

Child safe standards

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

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

Council's *Child Safety Policy 2020* reflects Council's legislative responsibility in meeting the requirements of the Child Safe Standards and our commitment to the community to create and sustain an environment where children are safe and protected from abuse. The policy meets Council's obligations under Standard 2 of the Child Safe Standards – "*Child safety and wellbeing is embedded in organisational leadership, governance and culture*".

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

Development contributions

Development contributions are payments or works-in-kind towards the provision of infrastructure made by the proponent of a new development. Council has two Development Contributions Plan Overlays: the Altona North Development Contributions Plan (DCP02) and the Former Port Phillip Woollen Mill Development Contributions Plan (DCP01).

Altona North Development Contributions Plan

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

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

\$1,272,107 in contributions were received within the 2021–22 financial year with no works in kind undertaken as yet.

Former Port Phillip Woollen Mill Development Contributions Plan

The plan covers land generally bounded by:

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

In the 2021–22 financial year no contributions were received under this plan with no works-in-kind delivered.

The table below provides a breakdown of the projects that have been identified within the Former Port Phillip Woollen Mill Development Contributions Plan, and how much has been delivered and contributed towards these projects in the 2021–22 financial year.

| Project description | DCP fund expended (\$) | Council's contribution (\$) | Total project expenditure (\$) | Percentage of item delivered |
|---|------------------------|-----------------------------|--------------------------------|------------------------------|
| Dennis Reserve, Williamstown | \$730 | \$194,270 | \$1,500,000 | 13% |
| JT Gray Reserve | \$936 | \$249,064 | \$2,500,000 | 10% |
| Williamstown Mechanics Institute | \$0 | \$0 | \$5,760,000 | 0% |
| Aitken Street, Williamstown | \$0 | \$0 | \$274,154 | 0% |
| Hanmer Street, Williamstown | \$0 | \$0 | \$401,643 | 0% |
| Williamstown Heritage Elm Trees | \$269 | \$60,231 | \$605,000 | 10% |
| Park and Street Trees | \$223 | \$49,777 | \$500,000 | 10% |
| Fearon Reserve, Williamstown | Completed in 2019-20 | | \$1,030,000 | 0% |
| Williamstown Town Hall | Completed in 2018-19 | | \$3,000,000 | 0% |
| Ann Street, Williamstown | Completed in 2015-16 | | \$625,000 | 0% |
| Cecil Street, Williamstown | Completed in 2015-16 | | \$402,920 | 0% |
| Cole Street/Parker Street, Williamstown | Completed in 2018-19 | | \$1,234,035 | 0% |
| Electra Street, Williamstown | Completed in 2018-19 | | \$962,903 | 0% |
| Coastal Trail | Completed in 2018-19 | | \$500,000 | 0% |
| Preparation of Development Contributions Plan | Completed in 2015-16 | | \$10,000 | 0% |
| Total | \$2,158 | \$508,800 | \$19,305,655 | |

Grants

Council facilitated four grant programs through the year, targeting a range of outcomes and population groups across the municipality. The Community Grants, Events and Festivals funding and Environment Grants were combined into a COVID-19 recovery grants program, the Make it Happen – Hobsons Bay Recovery and Reconnection Grants, with additional funding from Community Support Package Five in the 2021-22 budget. A further two programs were funded through the Community Support Packages budget process – the New Art grants and Business Grants. Council received funding to support Culturally and Linguistically Diverse (CALD) Communities in their recovery from COVID-19 lockdowns.

Make it Happen – Hobsons Bay Recovery and Reconnection Grants

Council conducted grants to support local activities that met community need and allowed groups and organisations to provide important services, events, festivals and programs to connect and support the community.

As the COVID-19 impact continued, the Hobsons Bay Recovery and Reconnection grant program provided funding to support our community to “make things happen” as we learned about, worked through and adapted to the impacts experienced in Hobsons Bay as a result of COVID-19. The Make it Happen – Hobsons Bay Recovery and Reconnection Grants provided support across all sectors including environment, sustainability, sport and recreation, arts and culture, health and wellbeing, multicultural, community and neighbourhood development, technology, projects for young people and more.

The program operated for four months from February to May 2022, with monthly assessments to distribute funds.

Make It Happen - Hobsons Bay Recovery and Reconnection Grants co-investing with community

NB: information provided by the applicant

| Estimate of group investment & other funding sources | Total participation numbers | Total volunteer numbers | Total volunteer hours |
|--|-----------------------------|-------------------------|-----------------------|
| \$1,233,790 | 51,549 | 1,920 | 25,747 |

Application summary

- 125 applications received across four rounds
- 101 applications approved
- 24 applications not recommended, including some redirected to other grant programs
- 78 residents attended the grant information, grant writing and grant planning sessions that were held each month to support grant applicants

| Grant type | Number | Amount |
|--|------------|------------------|
| Toyota equipment and/or resources [#] | 21 | \$39,788 |
| Equipment and/or resources | 12 | \$31,423 |
| Event or festival | 23 | \$258,999 |
| Project | 45 | \$341,790 |
| Total | 101 | \$672,000 |

[#] Toyota Australia sponsored \$40,000 for local equipment and resources through the Make it Happen grant program

Small group operating grant

Council provided a small group operating grant of \$500 to local groups and clubs. These these included seniors clubs, environment friends groups and local interest groups.

Application summary

- 49 applications received
- 49 applications approved

| Grant type | Number | Amount |
|-----------------------------|-----------|-----------------|
| Small group operating grant | 49 | \$24,500 |
| Total | 49 | \$24,500 |



Recipient Summary

Make It Happen - Hobsons Bay Recovery and Reconnection Grants

| Round 1 - February 2022 | | |
|---|--|----------|
| Recipient | Project | Amount |
| Better West Inc | Spotswood Festival | \$25,000 |
| Diesel Electric Rail Motor Preservation Association of Victoria Inc | Tooling To Complete Our Machinery | \$2,996 |
| Friends of Market Street Reserve | Market Street Reserve 2022 | \$1,000 |
| Hobsons Bay Men's Shed Network Inc | Custom, Classic Car Bike Show | \$3,500 |
| Laverton Community Children's Centre | Open play day | \$2,160 |
| Newport Fiddle and Folk Club | Newport Lakes Bush Dance | \$3,500 |
| Q Community Music Inc (trading as Melbourne Jazz Jammers) | Newport Jazz Festival Australia | \$14,397 |
| Robina Scott Kindergarten | Building Blocks for Resilience | \$3,000 |
| Speedcubing Australia | Speedcubing Competition Wonderful Williamstown 2022 | \$6,500 |
| Tarxien Social Club Inc | Feast of the Annunciation | \$2,000 |
| Waterfront West Group | Williamstown Beer and Cider Festival | \$2,500 |
| Williamstown Community and Education Centre Inc | Funding Migrant Support | \$10,000 |
| Williamstown Literary Festival | Williamstown Literary Festival 2022 | \$22,000 |
| Toyota Equipment and Resources Grants | | |
| Rotary Club of Altona City Inc | Purchase Audio Visual (AV) Equipment | \$2,988 |
| Victoria State Emergency Service Hobsons Bay Unit | Mule Stretcher Carrier | \$2,515 |
| Williamstown Seagulls FIDA Football Club | Mandatory Headwear Protection Project (SRC) | \$3,000 |
| Round 2 - February 2022 | | |
| Recipient | Project | Amount |
| Altona Junior Football Club | Website upgrade | \$1,200 |
| Altona Kindergarten | Quiet Spaces, Calm Minds | \$2,770 |
| Altona North Cricket Club Inc | Production of Centenary Book | \$3,000 |
| Altona Roosters Cricket Club | Roosters Growing | \$2,000 |
| Australian Greek Welfare Society LTD (trading as PRONIA) | Click and Connect, digital literacy program | \$10,000 |
| Coastal Rowing Williamstown (CReW) | Support to keep CReW "Afloat" | \$2,000 |

Round 2 - February 2022

| Recipient | Project | Amount |
|--|--|----------|
| Hobsons Bay Art Society | Free Little Art Galleries (FLAGs) | \$8,113 |
| Hobsons Bay Community Walking Group | Community walking supporting Hobsons Bay | \$1,500 |
| Laverton Magpies Football Club | Laverton Magpies community renewal project | \$23,275 |
| Louis Joel Arts & Community Centre | Community connections for wellness | \$23,636 |
| Melbourne City Football Club | Latina festival for football | \$2,000 |
| Newport Calisthenics Club Inc | Welcome Newport Calisthenics Home | \$3,000 |
| Orioz Inc | Funding for "Raja Parba" Festival | \$6,670 |
| ParKanDo | ParKanDo's Community Expo | \$3,999 |
| Royal Yacht Club of Victoria | International Cadet Class World Championship | \$25,000 |
| Sacred Heart Primary School | Sacred Heart Wellbeing Dog Education | \$3,000 |
| South Kingsville Community Centre Childcare | Childcare equipment | \$3,000 |
| South Kingsville Preschool | Exploration, Investigation and Connections | \$3,000 |
| SUP Melbourne | SUP Safe Altona | \$5,000 |
| The Edwards Trust (trading as Stick Mareebo Productions) | Jamaican Music and Food Festival | \$8,000 |
| The Pier Festival | The Pier Festival | \$18,000 |
| The Victorian Council of African Australian Seniors | VCAAS lived experience 2022-23 | \$5,000 |
| Training Ship Voyager Unit Support Committee | Suiting Up | \$2,967 |
| U3A Hobsons Bay/Williamstown Inc | Never too old to start | \$2,500 |
| Williamstown Community and Education Centre – Altona North location | Altona North's new community house | \$7,480 |
| Williamstown Little Theatre Inc | Williamstown Wellness | \$2,500 |
| Williamstown Magic Basketball Club | Training Only Squad Under 10s | \$2,400 |
| Willin Wimmin | Our community sings | \$8,600 |
| Toyota Equipment and Resources Grants | | |
| Altona Senior Citizens Centre | Food replacement - seniors lunch program | \$1,000 |
| Association Islamic Dakwah In Australia (Victoria) Inc | Increase participation in Kids' Soccer | \$2,930 |
| BayWest BUG | Sports Jerseys Grant | \$781 |
| Hobsons Bay City Band | Band performance shirts | \$800 |
| Seaworks Foundation | Uniform for volunteers | \$1,000 |
| Williamstown Sailing Club | Junior Sailing Rescue Boat | \$3,000 |

Round 3 - April 2022

| Recipient | Project | Amount |
|--|---|----------|
| Agility Dog Club of Victoria Inc | Equipment for training/competition | \$2,590 |
| Altona Hockey Club | Walking Hockey | \$3,498 |
| Altona Meadows Community Association | Monster Mayhem 2023 | \$25,000 |
| Australia Telangana Association Inc | ATAI Bathukamma 2022 | \$10,000 |
| Bronwen Gray & Alan Young | Changing face changing place | \$19,000 |
| Laverton Community Centre | Community Wellbeing Workshops | \$5,000 |
| Laverton Community Education Centre | Light Ability at Laverton | \$24,880 |
| Laverton Festival | Laverton Festival | \$25,000 |
| Laverton Youth Foundation | Youth Leadership program - Western Bulldogs Community Foundation | \$8,000 |
| Life Saving Victoria | Connecting Diverse groups through Aquatics | \$20,000 |
| Mental Health First Aid (auspiced by Laverton Youth Foundation) | Mental Health First Aid school training | \$22,950 |
| Multicultural Women Victoria | Sacred Plants, Our Ancestors' Legacy | \$15,500 |
| Network West | First Nations Solidarity Action Project | \$5,000 |
| Probus Club of Williamstown | Reconnect with our members | \$500 |
| Seven-O-Seven Operations Inc | Professional photography for online display | \$1,000 |
| SoundStep Studios | Community Music Showcase | \$20,960 |
| Telugu Association of Australia Inc | Grant for Abhinandanamala | \$1,000 |
| Vietnamese Association in Hobsons Bay | Mentalwealth – Paths to recovery | \$5,338 |
| Walker Close and Brooklyn Hall Association Inc | Granny Square Christmas Tree | \$10,000 |
| Toyota Equipment and Resources Grants | | |
| Newport Storm Football Club | Purchase of portable MiniRoos Goals | \$3,000 |
| Outlets Co-operative Neighbourhood House Ltd | Women Empowerment through Images | \$3,000 |
| Robina Scott Kindergarten | Go out & play! | \$2,964 |
| Williamstown Community and Education Centre - Altona North location | Fridge for new community house | \$649 |

Round 4 - May 2022

| Recipient | Project | Amount |
|--|---|----------|
| Anderson Street Community Group | Anderson Play Street | \$6,632 |
| Australian Jigsaw Puzzle Association | National Jigsaw Puzzle Competition 2022 | \$8,500 |
| Bipolar Life Victoria Inc | Living Bipolar | \$3,299 |
| Laverton Community Integrated Services Inc | Cafe Cook up 2 | \$17,000 |
| Love Seabrook | Seabrook Diwali Festival | \$10,000 |
| Maritime Trust of Australia Inc | HMAS Castlemaine 80th anniversary | \$5,000 |
| Newport Fiddle and Folk Club | Newport Choir: Developing Capability | \$500 |
| Newport Power Netball Club | Confident communication workshop | \$3,000 |
| OzHarvest | Nutrition Education Skills Training (NEST) | \$8,400 |
| Seabreeze Quilters Inc | The Threads of Community Connection | \$3,500 |
| South Kingsville Community Centre Inc | Soil improvement, compost and you | \$4,000 |
| Speedcubing Australia | Speedcubing Competition Wonderful Williamstown 2023 | \$6,500 |
| St Leo the Great Primary | Unity is strength Community Spectacular | \$1,000 |
| The Equality Project | Rainbow Celebration and Leadership Seminar | \$13,000 |
| The Finnish Society of Melbourne Inc | 55th Finnish Festival | \$11,300 |
| Western Suburbs Badminton Association Inc | Youth of all Abilities Badminton | \$480 |
| Willi Tigers Netball Club Inc | Club Reconnection Day | \$3,000 |
| Williamstown Baseball Club | Baseball Recruitment and Training Program | \$8,322 |
| Williamstown Imperial Cricket Club | Online Scoring | \$2,400 |
| Williamstown Superules Football Club | Men's Mental Health Round | \$3,000 |
| Toyota Equipment and Resources Grants | | |
| Alle Munchkins Inc | Library Books Update | \$995 |
| Altona Community Gardens Inc | Ponderful: a meditative community mural | \$1,331 |
| Altona Little Athletics Centre | Altona LAC Sun Smart Initiative | \$3,000 |
| Crashendo | Crashendo Woodwind & Strings Project | \$1,000 |
| Hobsons Bay Toy Library | Hobsons Bay Toy Library Signage | \$840 |
| Laverton Community Garden Inc | Prepare the Garden for Growth | \$3,000 |
| Seaholme Kindergarten Inc | Equipment for Nurturing Resilience | \$995 |
| Williamstown Junior Football Club Inc | Replacement footballs – restarting the game | \$1,000 |

New Art Grants

New Art is a new funding stream aimed at celebrating and supporting the local arts – our creatives, artists and the community – by creatively activating spaces and precincts across the city.

New Art – Creative Industries Support Package

The first New Art round opened in December 2021 for local producers to apply for funding to present work.

| Round 1 - February 2022 | | |
|-------------------------|---|----------|
| Recipient | Project | Amount |
| Born In A Taxi | The Cube (Altona, December 2022) | \$30,000 |
| Carlos Almenar Diaz | A Visual Journey in Chromatic Rhythms (various locations, 2022) | \$30,000 |
| Kinetic Theatre | The Snail's Trail (the Bay Trail, March 2023) | \$16,000 |

Business Grants

The Hobsons Bay Business has Heart Grants 2.0 Program provided support to businesses across Hobsons Bay that have been particularly hard hit by the COVID-19 pandemic and comprised two streams:

Stream 1 – Quick Response Grants (up to \$1,500 per business)

Council offered a grant of up to \$1,500 per individual small business within sectors that were largely or entirely unable to operate during the 2021 lockdown including health and personal services, recreation, tourism and the creative industries.

Grants were provided for marketing and promotion, business mentoring, financial planning, upskilling and training and online/e-commerce services.

Application summary

- 88 applications received
- 72 applications approved

Stream 2 – Business Precinct Activation Grants (Up to \$5,000/\$10,000)

Council offered trader associations or groups of businesses a business precinct activation grants to enable promotions and/or activations. There were two funding tiers:

Tier 1 – up to \$5,000

Available for neighbourhood activity centres, providing benefit to at least 10 businesses.

Tier 2 – up to \$10,000

Available for Traders Associations or groups of businesses, providing benefit to at least 20 businesses.

Quick Response Grants

| Grant type | Number | Amount |
|----------------------|-----------|------------------|
| Quick Response Grant | 72 | \$1,500 |
| Total | 72 | \$108,000 |

Business Precinct Activation Grants

| Recipient | Project | Amount |
|---|--|----------|
| Eat, Drink, Pier Street 3018 | A group of Altona-based businesses | \$5,000 |
| Westgate Referral Network, a business network operating out of Hobsons Bay for 16 years | Boosting Networking and Business Locally | \$5,000 |
| A group of South-Kingsville-based businesses | Welcome to Vernon Street | \$5,000 |
| Spotswood Traders Association | Spotswood Traders Association Website | \$10,000 |
| Williamstown Chamber of Commerce | I am Williamstown Part Two | \$10,000 |
| Newport Traders Association | Newport Think Local | \$10,000 |

Victorian State Government DFFH CALD COVID-19 Partnership grant

The Department of Families, Fairness and Housing (DFFH) provided Council with targeted engagement and support for local priority CALD communities in response to the COVID-19 pandemic. This included supporting improved access to accurate information about COVID-19 health information and directions with a focus on the vaccination rollout and available health, social and economic supports. The below table outlines the direct partnership grants to local and CALD organisations within Hobsons Bay, as distributed by 30 June 2022.

DFFH-funded CALD COVID-19 Partnership grant

| Recipient | Project | Amount |
|--|--|----------|
| Centre for Multicultural Youth | Youth COVID-19 engagement awareness project | 120,000 |
| Louis Joel Arts & Community Centre and Walker Close Community Centre | Link to wellness – Community Wellbeing through Social Prescribing in Hobsons Bay | \$22,197 |
| Williamstown Community & Education centre Inc | Community garden and social revitalisation | \$25,452 |
| Small community group grants | | |
| Al-Asr Society of Australia | Faith programs with COVID-19 messaging | \$2,500 |
| Maltese Association Hobsons Bay | Altona North Seniors COVID-19 information and reconnection | \$6,360 |
| Sri Lankan Cultural Foundation | Community gathering | \$2,500 |
| West Melbourne Marathi Inc. | Ganapati / Ganesh Festival | \$5,000 |
| Western Happy Families Group | Eid Al-Adha celebration | \$1,000 |
| Women of Kapa Haka Inc. | Wahine Whakamanawa Ladies Day 2022 | \$8,500 |



Sources (community profile)

Australian Bureau of Statistics (2018) *Disability, Ageing and Carers*, Australia: Victoria
Australian Bureau of Statistics (2022) *Census of Population and Housing 2021*
Australian Bureau of Statistics (2021) *Business register 2021*
Crime Statistics Agency (2022) *Victoria Police Family incidents by Local Government Area - June 2022*
Department of Social Services (2022) *Job Seeker recipients* – May 2022, data presented and compiled by profile.id
National Skills Commission (2022) *Small Area Labour Markets* – March 2022 Quarter
Snapshot climate (2022) *Hobsons Bay 2019/20 municipal emissions snapshot*
Victorian Agency for Health Information (2020) *The health and wellbeing of the lesbian, gay, bisexual, transgender, intersex and queer population in Victoria*, Findings from the 2017 Victorian Population Health Survey
Victorian Agency for Health Information (2022) *Victorian Population Health Survey 2020*
Victorian Gambling and Casino Control Commission (2022) *Gambling expenditure by local area*
Victorian Government (2018) *Urban Vegetation Cover Reports: Western Region*





Hobsons Bay City Council

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HOBSONS BAY LANGUAGE LINE

9932 1212

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|----------|------------|------------|
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- downloading a digital copy from Council's website www.hobsonsbay.vic.gov.au
- requesting a copy by email to customerservice@hobsonsbay.vic.gov.au
- requesting a printed copy by calling 1300 179 944. A limited number of printed copies are available

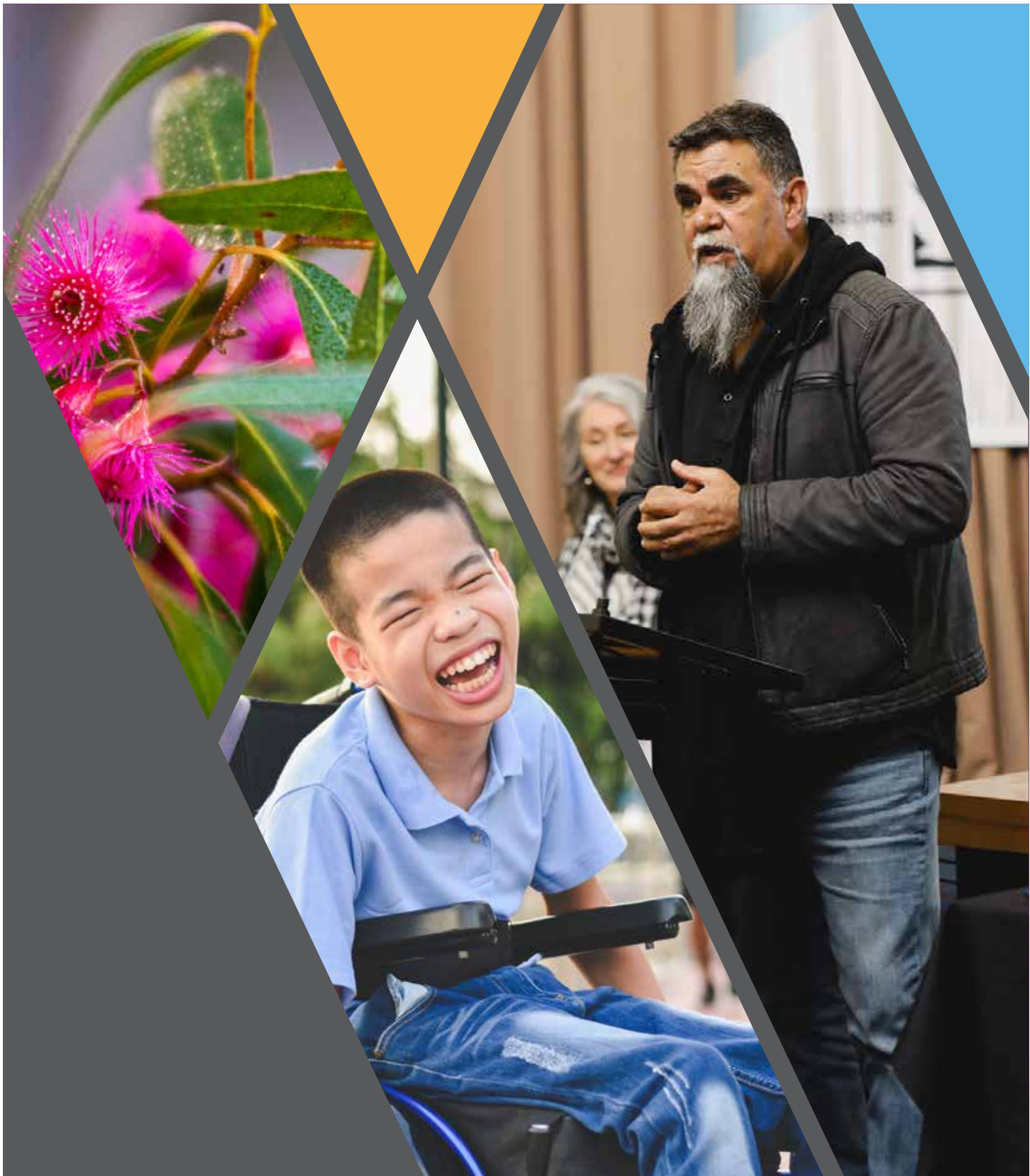


Hobsons Bay City Council

Annual Financial Report

For the year ended 30 June 2022





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Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

Hamish Munro, CPA
Principal Accounting Officer

Date : 13 September 2022
Altona

In our opinion, the accompanying financial statements present fairly the financial transactions of the Hobsons Bay City Council for the year ended 30 June 2022 and the financial position of the Council as at that date.

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

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Peter Hemphill
Mayor
Date : 13 September 2022
Altona

Pamela Sutton-Legaud
Councillor
Date : 13 September 2022
Altona

Aaron van Egmond
Chief Executive Officer
Date : 13 September 2022
Altona

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Comprehensive Income Statement For the Year Ended 30 June 2022

| | Note | 2022 \$'000 | 2021 \$'000 |
|--|------|----------------|----------------|
| Income | | | |
| Rates and charges | 3.1 | 119,661 | 112,795 |
| Statutory fees and fines | 3.2 | 4,900 | 3,610 |
| User fees | 3.3 | 3,199 | 2,848 |
| Grants - operating | 3.4 | 11,388 | 14,746 |
| Grants - capital | 3.4 | 13,729 | 5,534 |
| Contributions - monetary | 3.5 | 4,538 | 3,739 |
| Contributions - non monetary | 3.5 | 295 | - |
| Fair value adjustments for investment property | 6.3 | - | 780 |
| Other income | 3.7 | 2,945 | 2,477 |
| Total income | | 160,655 | 146,529 |
| Expenses | | | |
| Employee costs | 4.1 | 55,384 | 56,598 |
| Materials and services | 4.2 | 49,410 | 47,123 |
| Depreciation | 4.3 | 24,214 | 22,055 |
| Net loss on disposal of property, infrastructure, plant and equipment | 3.6 | 165 | 2,694 |
| Amortisation - right of use assets | 4.4 | 340 | 781 |
| Bad and doubtful debts | 4.5 | 936 | 370 |
| Borrowing costs | 4.6 | 372 | 627 |
| Finance costs - leases | 4.7 | 16 | 49 |
| Other expenses | 4.8 | 1,026 | 876 |
| Total expenses | | 131,863 | 131,173 |
| Surplus for the year | | 28,792 | 15,356 |
| Other comprehensive income | | | |
| Items that will not be reclassified to surplus or deficit in future periods | | | |
| Net asset revaluation increment | 6.2 | 117,041 | 62,954 |
| Total other comprehensive income | | 117,041 | 62,954 |
| Total comprehensive result | | 145,832 | 78,310 |

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

**Balance Sheet
As at 30 June 2022**

| | Note | 2022 \$'000 | 2021 \$'000 |
|--|------|------------------|------------------|
| Assets | | | |
| Current assets | | | |
| Cash and cash equivalents | 5.1 | 10,922 | 5,067 |
| Trade and other receivables | 5.1 | 18,565 | 16,882 |
| Other financial assets | 5.1 | 35,000 | 40,000 |
| Inventories | 5.2 | 19 | 16 |
| Other assets | 5.2 | 860 | 882 |
| Total current assets | | 65,366 | 62,847 |
| Non-current assets | | | |
| Trade and other receivables | 5.1 | 193 | 228 |
| Other financial assets | 5.1 | 1 | 1 |
| Non-current assets classified as held for sale | 6.1 | 1,854 | - |
| Property, infrastructure, plant and equipment | 6.2 | 1,504,781 | 1,355,489 |
| Right-of-use assets | 5.8 | 84 | 340 |
| Investment property | 6.3 | 14,565 | 14,565 |
| Total non-current assets | | 1,521,477 | 1,370,623 |
| Total assets | | 1,586,843 | 1,433,470 |
| Liabilities | | | |
| Current liabilities | | | |
| Trade and other payables | 5.3 | 20,422 | 13,895 |
| Trust funds and deposits | 5.3 | 10,068 | 7,426 |
| Unearned income/revenue | 5.3 | 4,693 | 7,388 |
| Provisions | 5.5 | 12,305 | 12,861 |
| Interest-bearing liabilities | 5.4 | 588 | 9,200 |
| Lease liabilities | 5.8 | 179 | 317 |
| Total current liabilities | | 48,255 | 51,087 |
| Non-current liabilities | | | |
| Provisions | 5.5 | 1,016 | 978 |
| Interest-bearing liabilities | 5.4 | 11,412 | 5,000 |
| Lease liabilities | 5.8 | 22 | 79 |
| Total non-current liabilities | | 12,450 | 6,057 |
| Total liabilities | | 60,704 | 57,144 |
| Net assets | | 1,526,138 | 1,376,326 |
| Equity | | | |
| Accumulated surplus | | 598,763 | 561,052 |
| Reserves | 9.1 | 927,375 | 815,274 |
| Total Equity | | 1,526,139 | 1,376,326 |

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

**Statement of Changes in Equity
For the Year Ended 30 June 2022**

| | Note | Total \$'000 | Accumulated Surplus \$'000 | Revaluation Reserve \$'000 | Other Reserves \$'000 |
|---|------|-------------------------|----------------------------------|----------------------------------|-----------------------------|
| 2022 | | | | | |
| Balance at beginning of the financial year | | 1,376,325 | 561,052 | 784,704 | 30,569 |
| Opening balance adjustment | 9.4 | 3,981 | 3,981 | - | - |
| Adjusted opening balance | | <u>1,380,306</u> | <u>565,033</u> | <u>784,704</u> | <u>30,569</u> |
| Surplus for the year | | 28,792 | 28,792 | - | - |
| Net asset revaluation increment | 6.2 | 117,041 | - | 117,041 | - |
| Transfers to other reserves | 9.1 | - | (13,818) | - | 13,818 |
| Transfers from other reserves | 9.1 | - | 18,756 | - | (18,756) |
| | | <u>1,526,138</u> | <u>598,763</u> | <u>901,745</u> | <u>25,630</u> |
| Balance at end of the financial year | | <u>1,526,138</u> | <u>598,763</u> | <u>901,745</u> | <u>25,630</u> |

| | | Total \$'000 | Accumulated Surplus \$'000 | Revaluation Reserve \$'000 | Other Reserves \$'000 |
|---|-----|-------------------------|----------------------------------|----------------------------------|-----------------------------|
| 2021 | | | | | |
| Balance at beginning of the financial year | | 1,294,645 | 525,316 | 721,750 | 47,579 |
| Opening balance adjustment | 10 | 3,370 | 3,370 | - | - |
| Adjusted opening balance | | <u>1,298,015</u> | <u>528,686</u> | <u>721,750</u> | <u>47,579</u> |
| Surplus for the year | | 15,356 | 15,356 | - | - |
| Net asset revaluation increment | 6.2 | 62,954 | - | 62,954 | - |
| Transfers to other reserves | 9.1 | - | (5,059) | - | 5,059 |
| Transfers from other reserves | 9.1 | - | 22,069 | - | (22,069) |
| | | <u>1,376,325</u> | <u>561,052</u> | <u>784,704</u> | <u>30,569</u> |
| Balance at end of the financial year | | <u>1,376,325</u> | <u>561,052</u> | <u>784,704</u> | <u>30,569</u> |

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

**Statement of Cash Flows
For the Year Ended 30 June 2022**

| | Note | 2022 Inflows/ (Outflows) \$'000 | 2021 Inflows/ (Outflows) \$'000 |
|---|------|--|--|
| Cash flows from operating activities | | | |
| Rates and charges | | 117,520 | 110,554 |
| Statutory fees and fines | | 4,128 | 3,388 |
| User fees | | 5,614 | 5,848 |
| Grants - operating | | 11,388 | 16,593 |
| Grants - capital | | 11,034 | 10,366 |
| Contributions - monetary | | 4,541 | 3,739 |
| Interest received | | 108 | 821 |
| Trust funds and deposits paid | | 3,323 | 221 |
| Other receipts | | 3,443 | (113) |
| Net GST refund | | 8,329 | 10,814 |
| Employee costs | | (55,903) | (55,199) |
| Materials and services | | (56,199) | (62,809) |
| Short-term, low value and variable lease payments | | - | (39) |
| Trust funds and deposits repaid | | (698) | (873) |
| Net cash provided by operating activities | | 56,628 | 43,311 |
| Cash flows from investing activities | | | |
| Payments for property, infrastructure, plant and equipment | 6.2 | (53,049) | (71,707) |
| Proceeds from sale of property, infrastructure, plant and equipment | | 59 | 400 |
| Proceeds from sale of investments | | 5,000 | 29,000 |
| Net cash used in investing activities | | (47,990) | (42,307) |
| Cash flows from financing activities | | | |
| Finance costs | | (372) | (627) |
| Proceeds from borrowings | | 7,000 | - |
| Repayment of borrowings | | (9,200) | - |
| Interest paid - lease liability | | (16) | (49) |
| Repayment of lease liabilities | | (195) | (732) |
| Net cash used in financing activities | | (2,783) | (1,408) |
| Net increase (decrease) in cash and cash equivalents | | 5,855 | (404) |
| Cash and cash equivalents at the beginning of the financial year | | 5,067 | 5,471 |
| Cash and cash equivalents at the end of the financial year | | 10,922 | 5,067 |
| Financing arrangements | 5.6 | | |
| Restrictions on cash assets | 5.1 | | |

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

**Statement of Capital Works
For the Year Ended 30 June 2022**

| | 2022 \$'000 | 2021 \$'000 |
|--|----------------|----------------|
| Property | | |
| Buildings | 13,976 | 23,773 |
| Heritage buildings | 165 | 239 |
| Total buildings | <u>14,141</u> | <u>24,012</u> |
| Total property | <u>14,141</u> | <u>24,012</u> |
| Plant and equipment | | |
| Heritage plant and equipment | 5 | 9 |
| Plant, machinery and equipment | 1,219 | 2,464 |
| Fixtures, fittings and furniture | 1,818 | 2,504 |
| Computers and telecommunications | 823 | 1,430 |
| Library books | 893 | 670 |
| Total plant and equipment | <u>4,758</u> | <u>7,077</u> |
| Infrastructure | | |
| Roads | 10,806 | 7,732 |
| Bridges | 256 | 316 |
| Footpaths and cycleways | 3,812 | 2,555 |
| Drainage | 1,678 | 3,301 |
| Recreational, leisure and community facilities | 7,276 | 7,283 |
| Waste management | 276 | 81 |
| Parks, open space and streetscapes | 9,886 | 11,671 |
| Off street car parks | 271 | 1,375 |
| Other infrastructure | 1,585 | 1,302 |
| Total infrastructure | <u>35,845</u> | <u>35,616</u> |
| Total capital works expenditure | <u>54,744</u> | <u>66,705</u> |
| Represented by: | | |
| New asset expenditure | 10,565 | 10,810 |
| Asset renewal expenditure | 17,783 | 19,492 |
| Asset upgrade expenditure | 26,396 | 36,403 |
| Total capital works expenditure | <u>54,744</u> | <u>66,705</u> |

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

Note 1 OVERVIEW

Introduction

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

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

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

Significant accounting policies

(a) Basis of accounting

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

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

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

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

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

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 *Revenue from Contracts with Customers* or AASB 1058 *Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with AASB 16 *Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not AASB 1059 *Service Concession Arrangements: Grantors* is applicable
- other areas requiring judgements

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

(b) Impact of COVID-19

During 2021-22 the COVID-19 pandemic continued to impact on Council's operations. Council has noted the following impacts on its financial operations:

User fees waived under COVID-19 Community Support Package 5 included food permits (\$491,000), footpath and furniture trading permits (\$116,000) and health permits (\$39,000). Parking meter income was reduced due to ongoing COVID-19 restrictions (\$190,000) and debt recovery did not proceed (\$107,000).

Operating grants increased from one off COVID-19 funding received for outdoor activation programs (\$330,000).

Other income was under budget as a result of extended COVID-19 restrictions for sports facility rental (\$70,000).

Employee costs increased from the COVID-19 business concierge and hospitality program (\$261,000) which was funded by a grant, cleaning of COVID-19 high touch points such as playgrounds and shopping strips (\$343,000) and staff relief and overtime for the immunisation program as a result of COVID-19 restrictions (\$80,000).

There were employee cost savings from reduced Hall keeper hours for venues due to COVID-19 restrictions (\$104,000). Materials increases related to COVID-19 cleaning (\$375,000) and Sport and Recreation facilities asset maintenance and electricity costs (\$109,000).

The provision for Doubtful debts also rose in response to property debtors impacted by COVID-19 (\$284,000).

Note 2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of ten percent or one million where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

2.1.1 Income and expenditure

| | Budget 2022 \$'000 | Actual 2022 \$'000 | Variance \$'000 | Variance % | Ref |
|---|--------------------------|--------------------------|--------------------|---------------|-----|
| Income | | | | | |
| Rates and charges | 117,352 | 119,661 | 2,309 | 2.0% | 1 |
| Statutory fees and fines | 4,378 | 4,900 | 522 | 11.9% | 2 |
| User fees | 3,863 | 3,199 | (664) | (17.2%) | 3 |
| Grants - operating | 10,338 | 11,388 | 1,050 | 10.2% | 4 |
| Grants - capital | 17,184 | 13,729 | (3,455) | (20.1%) | 5 |
| Contributions - monetary | 4,598 | 4,538 | (60) | (1.3%) | |
| Contributions - non monetary | - | 295 | 295 | 0.0% | |
| Other income | 2,979 | 2,945 | (34) | (1.1%) | |
| Total income | 160,692 | 160,655 | (37) | (0.0%) | |
| Expenses | | | | | |
| Employee costs | 55,226 | 55,384 | (158) | (0.3%) | |
| Materials and services | 49,099 | 49,410 | (311) | (0.6%) | |
| Depreciation | 22,998 | 24,214 | (1,216) | (5.3%) | 6 |
| Loss on disposal of property, infrastructure, plant and equipment | (50) | 165 | (215) | 430.3% | 7 |
| Amortisation - right of use assets | 474 | 340 | 134 | 28.3% | 8 |
| Bad and doubtful debts | 219 | 936 | (717) | (327.6%) | 9 |
| Borrowing costs | 568 | 372 | 196 | 34.5% | 10 |
| Finance costs - leases | 39 | 16 | 23 | 57.9% | 11 |
| Other expenses | 918 | 1,026 | (108) | (11.7%) | |
| Total expenses | 129,491 | 131,863 | (2,372) | (1.8%) | |
| Surplus for the year | 31,201 | 28,792 | (2,409) | (7.7%) | |

(i) Explanation of material variations

- 1 Rates and charges were \$2.309 million over budget due to an increase in the amount originally raised due to a delay in raising rates and greater than expected property development (\$1.621 million). Rate waivers were less than budgeted (\$298,000), while there was also increased income for interest on rates (\$251,000), waste charges (\$73,000), supplementary rates (\$58,000) and payments in lieu of rates (\$10,000).
- 2 Statutory fees and fines were \$522,000 over budget due to increased planning application fees due to market recovery (\$352,000), an increase in parking infringements issued (\$114,000), unbudgeted election management fines (\$56,000), additional land information certificates issued (\$40,000) and an increase in animal registrations (\$26,000). The most significant decrease was for pool registrations as a result of statutory changes to registration due dates.

- 3 User fees were \$664,000 under budget mainly due to fees waived under COVID-19 Community Support Package 5 for food permits (\$491,000), footpath and furniture trading permits (\$116,000) and health permits (\$39,000). Parking meter income was reduced due to ongoing COVID-19 restrictions (\$190,000), debt recovery did not proceed (\$107,000), Westgate Tunnel license fees were removed (\$50,000). The most significant increases were reimbursements from tenants for building information fees (\$81,000), road opening/reinstatement fees (\$76,000), property insurance premiums (\$55,000), engineering services fees (\$62,000) and venue facilities fees (\$58,000).
- 4 Operating grants were \$1.050 million over budget. The most significant increases relate to Federal Financial Assistance Grant funding where an additional quarter of the 2022-23 funding was bought forward (\$683,000), one off COVID-19 funding received for outdoor activation programs (\$330,000) business concierge and hospitality (\$290,000) and Culturally And Linguistically Diverse local partnership projects (\$219,000), increased income for boat ramps (\$142,000) and Recycling 2.0 (\$116,000), renewed income for school focus youth services (\$104,000), additional one off funding for maternal child and health (\$102,000) and additional funding for arboriculture training (\$80,000). The most significant decreases relate to the unsuccessful West Gate Neighbourhood application towards the Urban Forest implementation (\$500,000) and the level crossing removal project (\$320,000).
- 5 Capital grants were under budget by \$3.455 million due to income carried over to next year's program (\$3.835 million) and income budgeted to be received in 2021-22 that was received in the prior year (\$157,000). These are offset against additional grants received (\$537,000).
- 6 Depreciation costs were over budget by \$1.216 million from 2021/22 capital additions and 2022 revaluations of the following asset classes: - Bridges, Footpaths & Cycleways, Drainage, Roads, Off Street Car Parks and Parks, Open Space and Streetscapes.
- 7 There was a net loss on the disposal of property, infrastructure, plant and equipment of \$165,000 during the financial year.
- 8 Amortisation costs were under budget by \$134,000 due to leases which reached the end of their term and were not renewed.
- 9 Bad and doubtful debts were over budget by \$717,000. This relates to the continued collection delays at Fines Victoria for unpaid parking fines (\$616,000) and property debtors (\$284,000) impacted by COVID-19.
- 10 Borrowing costs were under budget by \$196,000 from taking out new borrowings at a later than budgeted date in 2021-22.
- 11 Finance lease interest costs were under budget by \$23,000 due to leases which had reached the end of their term and were not renewed.

2.1.2 Capital works

| | Budget 2022 \$'000 | Actual 2022 \$'000 | Variance \$'000 | Variance % | Ref |
|--|--------------------------|--------------------------|--------------------|----------------|-----|
| Property | | | | | |
| Buildings | 23,015 | 13,976 | (9,039) | (39.3%) | 1 |
| Heritage buildings | 30 | 165 | 135 | 451.5% | 2 |
| Total buildings | 23,045 | 14,141 | (8,904) | (38.6%) | |
| Total property | 23,045 | 14,141 | (8,904) | (38.6%) | |
| Plant and equipment | | | | | |
| Heritage plant and equipment | - | 5 | 5 | - | |
| Plant, machinery and equipment | 1,636 | 1,219 | (417) | (25.5%) | 3 |
| Fixtures, fittings and furniture | - | 1,818 | 1,818 | - | 4 |
| Computers and telecommunications | 700 | 823 | 123 | 17.5% | 5 |
| Library books | 960 | 893 | (67) | (6.9%) | |
| Total plant and equipment | 3,296 | 4,758 | 1,462 | 44.3% | |
| Infrastructure | | | | | |
| Roads | 13,556 | 10,806 | (2,750) | (20.3%) | 6 |
| Bridges | 60 | 256 | 196 | 326.6% | 7 |
| Footpaths and cycleways | 1,637 | 3,812 | 2,175 | 132.8% | 8 |
| Drainage | 2,307 | 1,678 | (629) | (27.3%) | 9 |
| Recreational, leisure and community facilities | 5,890 | 7,276 | 1,386 | 23.5% | 10 |
| Waste management | 575 | 276 | (299) | (52.0%) | 11 |
| Parks, open space and streetscapes | 11,228 | 9,886 | (1,342) | (12.0%) | 12 |
| Off street car parks | 145 | 271 | 126 | 87.1% | 13 |
| Other infrastructure | 350 | 1,585 | 1,235 | 353.0% | 14 |
| Total infrastructure | 35,748 | 35,845 | 97 | 0.3% | |
| Total capital works expenditure | 62,089 | 54,744 | (7,345) | (11.8%) | |
| Represented by: | | | | | |
| New asset expenditure | 13,515 | 10,565 | (2,950) | (21.8%) | 15 |
| Asset renewal expenditure | 21,037 | 17,783 | (3,254) | (15.5%) | 15 |
| Asset expansion expenditure | 27,537 | 26,396 | (1,141) | (4.1%) | 15 |
| Total capital works expenditure | 62,089 | 54,744 | (7,345) | (11.8%) | |

(i) Explanation of material variations

| Variance Ref | Item | Explanation |
|-----------------|----------------------------------|--|
| 1 | Buildings | Buildings are under budget by \$9.039 million. This is due to underspend on H.D. Graham Reserve \$3.588 million, J.T. Gray Reserve \$2.023 million, Brooklyn Hall \$1.359 million, Dennis Reserve Pavilion \$992,000 and Altona Sports Centre \$974,000, Altona Tennis Club \$650,000, Renewable Energy \$600,000 and Donald MacLean Reserve Pavilion \$588,000. This was offset by over expenditure on W.L.J. Croft Reserve Pavilion (\$1.195 million), Russell Court Kindergarten (\$535,000), the Civic Centre (\$345,000) and South Kingsville Community Centre (\$281,000). |
| 2 | Heritage buildings | Heritage buildings were over budget due to works at the Tidal Gauge House (\$67,000) and Williamstown Mechanics Institute (\$76,000). |
| 3 | Plant, machinery and equipment | Plant, Machinery and Equipment is under budget due to Plant replacement expenditure under \$ 494,000 offset by end of Lease Vehicle purchases (\$70,000). |
| 4 | Fixtures, fittings and furniture | Fixtures, Furniture and Fittings includes expenditure of \$1.352 million on the Solar photovoltaic rollout, which was budgeted under buildings, and Building renewal works (\$148,000) and Bayfit (\$188,000). |

| | | |
|----|--|--|
| 5 | Computers and telecommunications | Information Technology overspend of \$123,000 from Library IT equipment upgrades (\$60,000) and digital signage (\$32,000) and Civic Centre upgrade (\$29,000). |
| 6 | Roads | Road expenditure was under budget by \$2.750 million. Under budget items include the Stitch in Time program (\$1.517 million), Truman Street South Kingsville to Aloha Street (\$641,000), Merton Street (\$598,000), Pier St Altona (\$550,000), Railway Avenue Laverton blackspot funding (\$453,000), Ferguson St Williamstown blackspot funding bicycle (\$310,000). These are offset by overspend on Aloha Street South Kingsville (\$613,000), Mason Street Altona North Blackspot funding (\$534,000) and the Altona Activity Centre (\$462,000). |
| 7 | Bridges | Bridges were over budget as a result of expenditure on the Queen Street footbridge (\$228,000) and Skeleton Creek Trail upgrade (\$24,000) offset by Bridge renewal underspend (\$48,000). |
| 8 | Footpaths and cycleways | Footpaths and cycleways were over budget by \$2.754 million as a result of Altona foreshore upgrade expenditure allocated to footpaths and Cycleways (\$1.754million), Kororoit Creek Trail (\$243,000), Williamstown Primary Schools Safe travel program \$185,000, Keen Street Newport (\$143,000), MacLean Reserve (\$108,000). |
| 9 | Drainage | Drainage was under budget by \$629,000 from Drainage Renewal Program (\$313,000), Central Avenue (\$520,000), Blenheim Road Newport (\$309,000), A.B. Shaw Reserve (\$210,000). Offset by overspends at Digman Reserve (\$138,000) Truman Street (\$124,000), John Street Williamstown laneway (\$88,000). |
| 10 | Recreational, leisure and community facilities | Recreation, Leisure and Community Facilities were over budget by \$1.386 million as a result of H.D. Graham (\$1.487 million), Cricket practice nets (\$482,000), Tennis needs (\$340,000, Westgate Tunnel (\$231,000) and Dennis Reserve (\$216,000). This was offset by Digman Reserve (\$746,000) and Bio-diversity strategy (\$200,000), Sporting Ground Floodlighting (\$198,000) and Hard Courts (\$185,000). |
| 11 | Waste management | Waste management was under budget on Public Bin Standardisation (\$269,000) and Borrack Square (\$30,000). |
| 12 | Parks, open space and streetscapes | Parks, Open Space and Streetscapes is under budget by \$ 1.342 million as a result of Foreshore remedial program (\$2.013 million) expenditure allocated to other asset categories, Blenheim Road Open Space \$562,000, Open space renewals and upgrades (\$537,000), Dennis Reserve \$531,000, Sporting ground redevelopments \$370,000. Offset by Westgate tunnel open space \$1.713 million, Hosken Reserve (\$543,000) and Vibrant Villages (\$419,000) overspends. |
| 13 | Off street car parks | Off Street Car Parks were over budget by \$126,000 from Digman Reserve (\$169,000), Altona Boat Ramp Car Park (\$101,000) which were offset by underspends on Altona North Bowling Club (\$135,000). |
| 14 | Other infrastructure | Other infrastructure assets were over spent by \$ 1.235 million. This includes Seabrook West LAMP implementation (\$240,000), Safe travel to schools program (\$189,000), May & Cresser Street Altona North (\$178,000), Altona North LAMP (\$146,000), Seabrook Boulevard LATM (\$140,000) & Ferguson St Williamstown (\$100,000). |
| 15 | New, renewal and upgrade expenditure | Variations to the budget are the result of the above changes and the classification of asset expenditure to the appropriate category. |

Note 2.2 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

2 (a) Corporate Services

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

Sustainable Communities

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

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

Infrastructure and City Services

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

2.2.2 Summary of income, expenses, assets and capital expenses by program

| | Income | Expenses | Surplus | Grants included in income | Total assets |
|--------------------------------|----------------|----------------|---------------|---------------------------|------------------|
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| 2022 | | | | | |
| Corporate Services | 39,122 | 32,372 | 6,750 | 1,818 | 47,395 |
| Sustainable Communities | 52,031 | 45,005 | 7,026 | 6,214 | 17,333 |
| Infrastructure & City Services | 69,502 | 54,486 | 15,016 | 17,085 | 1,522,115 |
| | 160,655 | 131,863 | 28,792 | 25,117 | 1,586,843 |

| | Income | Expenses | Surplus | Grants included in income | Total assets |
|--------------------------------|----------------|----------------|---------------|---------------------------|------------------|
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| 2021 | | | | | |
| Corporate Services | 46,561 | 38,166 | 8,395 | 8,926 | 50,253 |
| Sustainable Communities | 44,962 | 42,452 | 2,510 | 3,751 | 16,245 |
| Infrastructure & City Services | 55,006 | 50,555 | 4,451 | 7,603 | 1,366,972 |
| | 146,529 | 131,173 | 15,356 | 20,280 | 1,433,470 |

| Note 3 Funding for the delivery of our services | 2022 | 2021 |
|--|----------------|----------------|
| 3.1 Rates and charges | \$'000 | \$'000 |
| Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the sum which the property might be expected to realise at the time of valuation if offered for sale on any reasonable terms and conditions. | | |
| The valuation base used to calculate general rates for 2021/22 was \$37,699 million (2020/21 \$37,811 million). The 2021/22 residential rate in the dollar was 0.2222 cents (0.2190 cents 2020/21). Differential rating factors are used for the purpose of applying variable rates according to land use. | | |
| General rates | 107,408 | 101,821 |
| Waste management charge | 10,740 | 9,641 |
| Supplementary rates and rate adjustments | 458 | 353 |
| Interest on rates and charges | 701 | 628 |
| Revenue in lieu of rates | 354 | 352 |
| Total rates and charges | 119,661 | 112,795 |

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2022, and the valuation will be first applied in the rating year commencing 1 July 2022.

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

3.2 Statutory fees and fines

| | | |
|---------------------------------------|--------------|--------------|
| Infringements and costs | 2,078 | 1,207 |
| Court recoveries | 7 | 14 |
| Town planning fees | 1,966 | 1,567 |
| Land information certificates | 123 | 97 |
| Permits | 726 | 725 |
| Total statutory fees and fines | 4,900 | 3,610 |

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

3.3 User fees

| | | |
|---|--------------|--------------|
| Aged and health services | 438 | 424 |
| Roads and drains | 405 | 575 |
| Leisure centre and recreation | 137 | 425 |
| Child care/children's programs | 48 | 46 |
| Parking | 753 | 536 |
| Registration and other permits* | 47 | (36) |
| Building services | 475 | 352 |
| Town planning | 235 | 168 |
| Facilities | 292 | 144 |
| Other fees and charges | 369 | 214 |
| Total user fees | 3,199 | 2,848 |
| User fees by timing of revenue recognition | | |
| User fees recognised over time | - | - |
| User fees recognised at a point in time | 3,199 | 2,848 |
| Total user fees | 3,199 | 2,848 |

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

*The 2021 balance of Registration and other permits is a result of refunds for food safety and other Council permits.

3.4 Funding from other levels of government

Grants were received in respect of the following :

| Summary of grants | | |
|------------------------------|---------------|---------------|
| Commonwealth funded grants | 8,304 | 6,333 |
| State funded grants | 16,813 | 13,946 |
| Total grants received | 25,117 | 20,279 |

(a) Operating Grants

Recurrent - Commonwealth Government

| | | |
|------------------------------|-------|-------|
| Financial Assistance Grants | 3,817 | 2,796 |
| Aged home and community care | 1,562 | 1,314 |
| Food services | 345 | 341 |
| Recreation | 30 | - |

Recurrent - State Government

| | | |
|---|---------------|--------------|
| Family Youth and children | 1,847 | 1,550 |
| Infrastructure | 280 | 680 |
| Aged home and community care | 41 | 70 |
| School crossing supervisors | 14 | 320 |
| Libraries | 1,020 | 638 |
| Recreation | 728 | 502 |
| Food Services | 123 | - |
| Public health | 115 | 130 |
| Beach cleaning | 95 | 110 |
| Recycling | - | 25 |
| Total recurrent operating grants | 10,017 | 8,476 |

| | 2022 | 2021 |
|--|---------------|---------------|
| | \$'000 | \$'000 |
| Non-recurrent - Commonwealth Government | | |
| Family Youth and Children | 154 | - |
| Other | 33 | - |
| Infrastructure | 80 | - |
| Non-recurrent - State Government | | |
| Working for Victoria | - | 5,969 |
| Aged care | 79 | 130 |
| Recreation | - | 93 |
| Other | 656 | 68 |
| Public Health | 66 | - |
| Family Youth and Children | 44 | - |
| Recycling | 116 | 10 |
| Recreation | 143 | - |
| Total non-recurrent operating grants | 1,371 | 6,270 |
| Total operating grants | 11,388 | 14,746 |
| (b) Capital Grants | | |
| Recurrent - Commonwealth Government | | |
| Roads to recovery | 477 | 477 |
| Total recurrent capital grants | 477 | 477 |
| Non-recurrent - Commonwealth Government | | |
| Buildings | - | 718 |
| Recreation | 1,023 | 688 |
| Infrastructure | 783 | - |
| Non-recurrent - State Government | | |
| Infrastructure | 968 | 1,040 |
| Libraries | 76 | - |
| Recreation | 10,402 | 2,611 |
| Total non-recurrent capital grants | 13,252 | 5,057 |
| Total capital grants | 13,729 | 5,534 |

(c) Unspent grants received on condition that they be spent in a specific manner

| Operating | | |
|---|--------------|--------------|
| Balance at start of year | 2,362 | 1,544 |
| Received during the financial year and remained unspent at balance date | 851 | 1,134 |
| Received in prior years and spent during the financial year | (530) | (316) |
| Balance at year end | 2,683 | 2,362 |
| Capital | | |
| Balance at start of year | 4,784 | 223 |
| Received during the financial year and remained unspent at balance date | 475 | 4,784 |
| Received in prior years and spent during the financial year | (4,142) | (223) |
| Balance at year end | 1,117 | 4,784 |

(d) Recognition of grant income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 Revenue from Contracts with Customers. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies AASB 1058 Income for Not-for-Profit Entities.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

| Income recognised under AASB 1058 Income of Not-for-Profit Entities | | |
|---|---------------|---------------|
| General purpose | 3,817 | 2,796 |
| Specific purpose grants to acquire non-financial assets | 13,729 | 5,056 |
| Other specific purpose grants | 2,782 | 2,402 |
| Revenue recognised under AASB 15 Revenue from Contracts with Customers | | |
| Specific purpose grants | 4,789 | 10,025 |
| | 25,117 | 20,279 |

| | 2022 | 2021 |
|----------------------------|--------------|--------------|
| | \$'000 | \$'000 |
| 3.5 Contributions | | |
| Monetary | 4,538 | 3,739 |
| Non-monetary | 295 | - |
| Total contributions | 4,833 | 3,739 |

Contributions of non monetary assets were received in relation to the following asset classes.

| | | |
|---|------------|----------|
| Drainage | 292 | - |
| Footpaths and Cycleways | 3 | - |
| Total non-monetary contributions | 295 | - |

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

| | 2022 | 2021 |
|--|--------------|----------------|
| | \$'000 | \$'000 |
| 3.6 Net (loss) on disposal of property, infrastructure, plant and equipment | | |
| Proceeds of sales | 59 | 400 |
| <i>Written down value of assets disposed</i> | | |
| Plant & Equipment | (117) | (67) |
| Other infrastructure | (93) | (347) |
| Property | (14) | (1,299) |
| Open space & Streetscape | - | (426) |
| Recreation leisure and Community Facilities | - | (458) |
| Roads | - | (497) |
| Total net (loss) on disposal of property, infrastructure, plant and equipment | (165) | (2,694) |

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

| | 2022 | 2021 |
|----------------------------|--------------|--------------|
| | \$'000 | \$'000 |
| 3.7 Other income | | |
| Interest | 151 | 361 |
| Investment property rental | 2,794 | 2,039 |
| Other rent | - | 77 |
| Total other income | 2,945 | 2,477 |

Interest is recognised as it is earned.

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

Note 4 The cost of delivering services

| | 2022 | 2021 |
|-------------------------------|---------------|---------------|
| | \$'000 | \$'000 |
| 4.1 (a) Employee costs | | |
| Wages and salaries | 48,417 | 50,509 |
| Casual and agency staff | 1,239 | 1,042 |
| WorkCover | 715 | 526 |
| Superannuation | 4,573 | 4,408 |
| Fringe benefits tax | 11 | 10 |
| Other | 429 | 103 |
| Total employee costs | 55,384 | 56,598 |

(b) Superannuation

Council made contributions to the following funds:

Defined benefit fund

| | | |
|--|------------|------------|
| Employer contributions to Local Authorities Superannuation Fund (Vision Super) | 161 | 178 |
| Employer contributions - other funds | - | - |
| | <u>161</u> | <u>178</u> |

Employer contributions payable at reporting date.

Accumulation funds

| | | |
|--|--------------|--------------|
| Employer contributions to Local Authorities Superannuation Fund (Vision Super) | 2,165 | 2,144 |
| Employer contributions - other funds | 2,461 | 2,458 |
| | <u>4,626</u> | <u>4,602</u> |

Employer contributions payable at reporting date.

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

4.2 Materials and services

| | | |
|--|---------------|---------------|
| Contracts | 9,300 | 9,984 |
| Building maintenance | 2,665 | 6,400 |
| General maintenance | 16,600 | 10,705 |
| Utilities | 2,786 | 2,777 |
| Office administration | 1,493 | 1,237 |
| Information technology | 2,155 | 2,456 |
| Recycling, tipping and refuse collection | 5,501 | 4,706 |
| Community grants | 1,830 | 2,092 |
| Other | 784 | 720 |
| Materials and supplies | 1,619 | 1,762 |
| Insurance | 1,392 | 1,277 |
| Consultants | 3,285 | 3,007 |
| Total materials and services | 49,410 | 47,123 |

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

4.3 Depreciation

| | | |
|---------------------------|---------------|---------------|
| Property | 3,675 | 3,657 |
| Plant and equipment | 3,963 | 3,294 |
| Infrastructure | 16,576 | 15,104 |
| Total depreciation | 24,214 | 22,055 |

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

4.4 Amortisation - Right of use assets

| | | |
|---|------------|------------|
| Office equipment | 232 | 470 |
| Vehicles | 108 | 311 |
| Total Amortisation - Right of use assets | 340 | 781 |

| 4.5 Bad and doubtful debts | 2022 | 2021 |
|-------------------------------------|------------|------------|
| | \$'000 | \$'000 |
| Parking fine debtors | 661 | 325 |
| Other debtors | 275 | 45 |
| Total bad and doubtful debts | 936 | 370 |

Movement in provisions for doubtful debts

| | | |
|---|--------------|--------------|
| Balance at the beginning of the year | 3,547 | 3,187 |
| New provisions recognised during the year | 936 | 371 |
| Amounts already provided for and written off as uncollectible | (2) | (11) |
| Amounts provided for but recovered during the year | - | - |
| Balance at end of year | <u>4,481</u> | <u>3,547</u> |

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

4.6 Borrowing costs

| | | |
|------------------------------|------------|------------|
| Interest - Borrowings | 372 | 627 |
| Total borrowing costs | 372 | 627 |

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

4.7 Finance Costs - Leases

| | | |
|------------------------------|-----------|-----------|
| Interest - Lease Liabilities | 16 | 49 |
| Total finance costs | 16 | 49 |

4.8 Other expenses

| | | |
|---|--------------|------------|
| Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals | 68 | 68 |
| Auditors' remuneration - Internal Audit | 54 | 70 |
| Councillors' allowances | 296 | 249 |
| Others | 608 | 489 |
| Total other expenses | 1,026 | 876 |

Note 5 Our financial position

| 5.1 Financial assets | 2022 | 2021 |
|--|---------------|---------------|
| | \$'000 | \$'000 |
| (a) Cash and cash equivalents | | |
| Cash on hand | 4 | 4 |
| Cash at bank | 908 | 1,123 |
| Term deposits | 10,010 | 3,940 |
| Total cash and cash equivalents | 10,922 | 5,067 |
| (b) Other financial assets | | |
| Current | | |
| Term deposits | 35,000 | 40,000 |
| Non-current | | |
| Procurement Australasia Ltd. - At fair value | 1 | 1 |
| Total other financial assets | 35,001 | 40,001 |
| Total financial assets | 45,923 | 45,068 |

Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

| | | |
|---|---------------|---------------|
| - Trust funds and deposits (Note 5.3(b)) | 6,587 | 5,527 |
| Total restricted funds | <u>6,587</u> | <u>5,527</u> |
| Total unrestricted cash and cash equivalents | <u>4,335</u> | <u>(460)</u> |
| Other financial assets - term deposits Note 5.1 (b) | <u>35,001</u> | <u>40,001</u> |
| | 39,336 | 39,541 |

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

| | | |
|---|---------------|---------------|
| - cash held to fund carried forward capital works | 7,181 | 11,108 |
| - cash held to fund recreation land works | 3,608 | 5,769 |
| - cash held to fund future loan repayments | 3,500 | 11,175 |
| - Cash held to fund unexpected grants | - | 7,338 |
| - Cash held to fund car park reserves | 222 | 222 |
| - Cash held to fund street tree planting works | 129 | 124 |
| - Cash held to fund Hobsons Bay Caravan Park works | - | 92 |
| - Cash held to fund Precinct 15 works | 1,321 | 49 |
| - Cash held to fund Port Phillip Woollen Mill Works | 578 | 580 |
| Total funds subject to intended allocations | <u>16,539</u> | <u>36,457</u> |

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

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

| | 2022 \$'000 | 2021 \$'000 |
|---|----------------------|----------------------|
| (c) Trade and other receivables | | |
| Current | | |
| <i>Statutory receivables</i> | | |
| Rates debtors | 13,505 | 11,364 |
| Infringement debtors | 4,830 | 4,059 |
| Provision for doubtful debts - infringements | (3,922) | (3,262) |
| Net GST receivable | 2,393 | 1,690 |
| <i>Non statutory receivables</i> | | |
| Loans and advances to community organisations | 42 | 42 |
| Other debtors | 2,277 | 3,274 |
| Provision for doubtful debts - other debtors | (560) | (285) |
| Total current trade and other receivables | <u>18,565</u> | <u>16,882</u> |
| Non-current | | |
| <i>Non statutory receivables</i> | | |
| Other debtors | 122 | 115 |
| Loans and advances to community organisations | 71 | 113 |
| Total non-current trade and other receivables | <u>193</u> | <u>228</u> |
| Total trade and other receivables | <u>18,758</u> | <u>17,110</u> |

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of Receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

| | | |
|-----------------------------------|--------------|--------------|
| Current (not yet due) | 225 | 294 |
| Past due by up to 30 days | 1,531 | 2,428 |
| Past due between 31 and 180 days | 482 | 418 |
| Past due between 181 and 365 days | 129 | 110 |
| Past due by more than 1 year | 32 | 10 |
| Total trade and other receivables | <u>2,399</u> | <u>3,260</u> |

(e) Ageing of individually impaired Receivables

At balance date, other debtors representing financial assets with a nominal value of \$2.399 million (2021: \$3.260 million) were impaired. The amount of the provision raised against these debtors was \$560,000 (2021: \$285,000). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors, are on payment arrangements or being negotiated.

The ageing of receivables that have been individually determined as impaired at reporting date was:

| | | |
|-----------------------------------|------------|------------|
| Current (not yet due) | - | - |
| Past due by up to 30 days | 9 | 13 |
| Past due between 31 and 180 days | 2 | 37 |
| Past due between 181 and 365 days | 361 | 132 |
| Past due by more than 1 year | 188 | 103 |
| Total trade & other receivables | <u>560</u> | <u>285</u> |

| 5.2 Non-financial assets | 2022 | 2021 |
|-----------------------------------|-----------|-----------|
| (a) Inventories | \$'000 | \$'000 |
| Inventories held for distribution | 19 | 16 |
| Total inventories | 19 | 16 |

Inventories held for distribution are measured at cost, adjusted when applicable for any loss of service potential. All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition.

(b) Other assets

| | | |
|---------------------------|------------|------------|
| Prepayments | 793 | 859 |
| Accrued income | 67 | 23 |
| Total other assets | 860 | 882 |

| 5.3 Payables, trust funds and deposits and unearned income/revenue | 2022 | 2021 |
|--|--------|--------|
| (a) Trade and other payables | \$'000 | \$'000 |

(a) Trade and other payables

Non-statutory payables

| | | |
|---------------------------------------|---------------|---------------|
| Trade payables | 19,252 | 11,885 |
| Accrued expenses | 1,170 | 2,010 |
| Total trade and other payables | 20,422 | 13,895 |

(b) Trust funds and deposits

| | | |
|---------------------------------------|---------------|--------------|
| Refundable deposits | 6,587 | 5,527 |
| Fire services levy | 2,207 | 1,020 |
| Other refundable deposits | 1,274 | 879 |
| Total trust funds and deposits | 10,068 | 7,426 |

(c) Unearned income/revenue

| | | |
|--|--------------|--------------|
| Grants received in advance - operating | 3,618 | 2,333 |
| Grants received in advance - capital | 1,075 | 5,055 |
| Total unearned income/revenue | 4,693 | 7,388 |

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

| 5.4 Interest-bearing liabilities | 2022 | 2021 |
|---|---------------|---------------|
| | \$'000 | \$'000 |
| Current | | |
| Treasury Corporation of Victoria borrowings - | 588 | - |
| Other borrowings - secured | - | 9,200 |
| | <u>588</u> | <u>9,200</u> |
| Non-current | | |
| Treasury Corporation of Victoria borrowings - | 6,412 | - |
| Other borrowings - secured | 5,000 | 5,000 |
| | <u>11,412</u> | <u>5,000</u> |
| Total | <u>12,000</u> | <u>14,200</u> |

Borrowings are secured against the rates of the municipality.

(a) The maturity profile for Council's borrowings is:

| | | |
|---|---------------|---------------|
| Not later than one year | 588 | 9,200 |
| Later than one year and not later than five years | 5,000 | 5,000 |
| Later than five years | 6,412 | - |
| | <u>12,000</u> | <u>14,200</u> |

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

| 5.5 Provisions | Employee | Total |
|---|---------------|---------------|
| | \$ '000 | \$ '000 |
| 2022 | | |
| Balance at beginning of the financial year | 13,839 | 13,839 |
| Additional provisions | 3,914 | 3,914 |
| Amounts used | (3,787) | (3,787) |
| Service transfers | (499) | (499) |
| Change in the discounted amount arising because of time and the effect of any change in the discount rate | (146) | (146) |
| Balance at the end of the financial year | <u>13,321</u> | <u>13,321</u> |
| 2021 | | |
| Balance at beginning of the financial year | 12,440 | 12,440 |
| Additional provisions | 5,019 | 5,019 |
| Amounts used | (3,326) | (3,326) |
| Service transfers | (292) | (292) |
| Change in the discounted amount arising because of time and the effect of any change in the discount rate | (2) | (2) |
| Balance at the end of the financial year | <u>13,839</u> | <u>13,839</u> |

| | 2022 | 2021 |
|---|---------------|---------------|
| | \$'000 | \$'000 |
| (a) Employee provisions | | |
| Current provisions expected to be wholly settled after 12 months | | |
| Annual leave | 3,714 | 3,956 |
| Time in lieu | 52 | 59 |
| End of band leave | 122 | 140 |
| Long service leave | 5,616 | 5,766 |
| | 9,504 | 9,921 |
| Current provisions expected to be wholly settled after 12 months | | |
| Annual leave | 929 | 1,018 |
| Long service leave | 1,872 | 1,922 |
| | 2,801 | 2,940 |
| Total current employee provisions | 12,305 | 12,861 |
| Non-current | | |
| Long service leave | 1,016 | 978 |
| Annual leave | - | - |
| Total non-current employee provisions | 1,016 | 978 |
| Aggregate carrying amount of employee provisions: | | |
| Current | 12,305 | 12,861 |
| Non-current | 1,016 | 978 |
| Total aggregate carrying amount of employee provisions | 13,321 | 13,839 |

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

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

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

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key assumptions:

| | | |
|-----------------|----------------|-------------------|
| - discount rate | 2.38% to 3.51% | (0.015)% to 1.10% |
| - index rate | 1.5% | 1.5% |

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30 June 2022.

| | | |
|---|---------------|---------------|
| Bank overdraft | 700 | 700 |
| Credit card facilities | 300 | 300 |
| Treasury Corporation of Victoria facilities | 7,000 | - |
| Other facilities | 5,000 | 14,200 |
| Total facilities | 13,000 | 15,200 |
| Used facilities | 12,156 | 14,343 |
| Unused facilities | 844 | 857 |

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

(a) Commitments for expenditure

| 2022 | Not later than 1 | Later than 1 | Later than 2 | Later than 5 | Total |
|--|------------------|---------------------------------|----------------------------------|--------------|---------------|
| | year | year and not later than 2 years | years and not later than 5 years | years | |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| Operating | | | | | |
| Garbage collection | 5,441 | 5,441 | 15,466 | 9,187 | 35,535 |
| Open space management | 2,078 | 1,911 | 1,911 | - | 5,900 |
| Building facilities | 1,601 | - | - | - | 1,601 |
| Cleaning contracts for council buildings | 1,091 | - | - | - | 1,091 |
| Other | 651 | 145 | 73 | - | 869 |
| Meals for delivery | 468 | - | - | - | 468 |
| Roads and footpaths | 330 | 167 | - | - | 497 |
| Recycling | 319 | - | - | - | 319 |
| Total | 11,979 | 7,664 | 17,450 | 9,187 | 46,280 |
| Capital | | | | | |
| Buildings | 14,035 | 34 | - | - | 14,069 |
| Roads | 707 | 180 | - | - | 887 |
| Drainage | 227 | - | - | - | 227 |
| Other | 75 | 28 | - | - | 103 |
| Total | 15,044 | 242 | - | - | 15,286 |
| 2021 | | | | | |
| | Not later than 1 | Later than 1 | Later than 2 | Later than 5 | Total |
| | year | year and not later than 2 years | years and not later than 5 years | years | \$'000 |
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| Operating | | | | | |
| Garbage collection | 2,656 | - | - | - | 2,656 |
| Building facilities | 1,350 | 1,276 | 3 | - | 2,629 |
| Open space management | 1,715 | 1,911 | 2,108 | - | 5,734 |
| Cleaning contracts for council buildings | 784 | 784 | - | - | 1,568 |
| Recycling | 739 | - | - | - | 739 |
| Meals for delivery | 737 | 515 | - | - | 1,252 |
| Other | 671 | 66 | 54 | - | 791 |
| Roads and footpaths | 300 | 300 | 152 | - | 752 |
| Utilities | 221 | - | - | - | 221 |
| Total | 9,173 | 4,852 | 2,317 | - | 16,342 |
| Capital | | | | | |
| Buildings | 20,540 | 13,617 | - | - | 34,157 |
| Sport and recreation | 8,334 | - | - | - | 8,334 |
| Open space management | 2,496 | - | - | - | 2,496 |
| Other | 2,030 | 64 | 15 | - | 2,109 |
| Roads | 707 | 707 | 178 | - | 1,592 |
| Drainage | 517 | 45 | - | - | 562 |
| Total | 34,624 | 14,433 | 193 | - | 49,250 |

(b) Operating lease receivables

Operating lease receivables

The Council has entered into commercial property leases on its investment property, consisting of surplus freehold office complexes. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 10 years. All leases include a CPI based revision of the rental charge annually.

Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:

| | 2022 | 2021 |
|---|---------------|---------------|
| | \$'000 | \$'000 |
| Not later than one year | 2,218 | 2,373 |
| Later than one year and not later than five years | 6,282 | 7,203 |
| Later than five years | 8,415 | 9,711 |
| Total | 16,915 | 19,287 |

5.8 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

- Information about the entity's reliance on peppercorn leases.

- Nature and term of leases such as any qualitative information about restrictions on use of asset, information about lease term, description of underlying assets.

| Right-of-Use Assets | Vehicles | Other, etc. | Total |
|----------------------------|-----------|-------------|-----------|
| | \$'000 | \$'000 | \$'000 |
| Balance at 1 July 2021 | 134 | 206 | 340.0 |
| Additions | - | 84 | 84 |
| Amortisation charge | (108) | (232) | (340) |
| Balance at 30 June 2022 | <u>26</u> | <u>58</u> | <u>84</u> |

| Lease Liabilities | 2022 | 2021 |
|---|------------|------------|
| | \$'000 | \$'000 |
| Maturity analysis - contractual undiscounted cash flows | | |
| Less than one year | 179 | 401 |
| One to five years | 22 | 79 |
| More than five years | - | - |
| Total undiscounted lease liabilities as at 30 June: | <u>201</u> | <u>480</u> |

Lease liabilities included in the Balance Sheet at 30 June:

| | | |
|-------------------------|------------|------------|
| Current | 179 | 317 |
| Non-current | 22 | 79 |
| Total lease liabilities | <u>201</u> | <u>396</u> |

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

| Expenses relating to: | 2022 | 2021 |
|--|----------|-----------|
| | \$'000 | \$'000 |
| Short-term leases | - | 32 |
| Leases of low value assets | - | 7 |
| Total | <u>-</u> | <u>39</u> |
| Variable lease payments (not included in measurement of lease liabilities) | - | - |

Non-cancellable lease commitments - Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:

| | | |
|---|----------|----------|
| Within one year | - | 2 |
| Later than one year but not later than five years | - | - |
| Total lease commitments | <u>-</u> | <u>2</u> |

| Note 6 Assets we manage | 2022 | 2021 |
|---|--------------|----------|
| 6.1 Non current assets classified as held for sale | \$'000 | \$'000 |
| Land at fair value | 1,854 | - |
| Total non current assets classified as held for sale | 1,854 | - |

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

| | Carrying amount 30 June 2021 \$'000 | Opening balance adjustment \$'000 | Additions \$'000 | Contributions | Revaluation \$'000 | Depreciation \$'000 | Transfer | Disposal \$'000 | Write-off \$'000 | WIP Transfers \$'000 | Carrying amount 30 June 2022 \$'000 |
|---------------------|---|---|---------------------|---------------|-----------------------|------------------------|----------|--------------------|---------------------|-------------------------|---|
| Property | 767,646 | 1,024 | 6,539 | - | 60,407 | (3,675) | (1,854) | (15) | - | 19,919 | 849,991 |
| Plant and equipment | 16,287 | - | 4,745 | - | - | (3,964) | - | (116) | - | 1,516 | 18,467 |
| Infrastructure | 526,392 | 2,957 | 20,130 | 295 | 56,633 | (16,575) | - | (93) | - | 10,442 | 600,181 |
| Work in progress | 45,164 | - | 23,330 | - | - | - | - | - | (477) | (31,876) | 36,141 |
| | 1,385,489 | 3,981 | 54,744 | 295 | 117,040 | (24,214) | (1,854) | (224) | (477) | - | 1,504,781 |

Summary of Work in Progress

| | Opening WIP \$'000 | Additions \$'000 | Write-off \$'000 | Transfers \$'000 | Closing WIP \$'000 |
|---------------------|-----------------------|---------------------|---------------------|---------------------|-----------------------|
| Property | 26,397 | 7,602 | (2,219) | (19,919) | 11,862 |
| Plant and equipment | 503 | 13 | 1,073 | (1,516) | 73 |
| Infrastructure | 18,264 | 15,715 | 669 | (10,442) | 24,206 |
| Total | 45,164 | 23,330 | (477) | (31,876) | 36,141 |

(a) Property

| | Land - specialised | Total Land | Heritage buildings | Buildings - specialised | Buildings - non specialised | Total Buildings | Work In Progress | Total Property |
|--|--------------------|------------|--------------------|-------------------------|-----------------------------|-----------------|------------------|----------------|
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| At fair value 1 July 2021 | 599,856 | 599,856 | 22,425 | 195,573 | 41,794 | 259,792 | 26,397 | 886,045 |
| Accumulated depreciation at 1 July 2021 | - | - | (11,258) | (80,742) | - | (92,000) | - | (92,000) |
| | 599,856 | 599,856 | 11,167 | 114,831 | 41,794 | 167,792 | 26,397 | 794,045 |
| Movements in fair value | | | | | | | | |
| Additions | - | - | 90 | 6,450 | - | 6,539 | 7,602 | 14,141 |
| Discovered | 1,024 | 1,024 | - | - | - | - | - | 1,024 |
| Revaluation | 60,407 | 60,407 | - | - | - | - | - | 60,407 |
| Disposal | - | - | - | (114) | - | (114) | - | (114) |
| WIP transfers | - | - | - | 19,919 | - | 19,919 | (22,138) | (2,219) |
| Transfers | (1,854) | (1,854) | - | - | - | - | - | (1,854) |
| | 59,577 | 59,577 | 90 | 26,255 | - | 26,344 | (14,535) | 71,386 |
| Movements in accumulated depreciation | | | | | | | | |
| Depreciation and amortisation | - | - | (145) | (3,530) | - | (3,675) | - | (3,675) |
| Accumulated depreciation of disposals | - | - | - | 99 | - | 99 | - | 99 |
| | - | - | (145) | (3,431) | - | (3,576) | - | (3,576) |
| At fair value 30 June 2022 | 659,433 | 659,433 | 22,515 | 221,828 | 41,794 | 286,137 | 11,862 | 957,431 |
| Accumulated depreciation at 30 June 2022 | - | - | (11,403) | (84,173) | - | (95,576) | - | (95,576) |
| Carrying amount | 659,433 | 659,433 | 11,112 | 137,655 | 41,794 | 190,561 | 11,862 | 861,855 |

(b) Plant and Equipment

| | Heritage plant and equipment | Plant machinery and equipment | Fixtures fittings and furniture | Computers and telecomms | Library books | Work In Progress | Total plant and equipment |
|--|------------------------------|-------------------------------|---------------------------------|-------------------------|---------------|------------------|---------------------------|
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| At fair value 1 July 2021 | 1,660 | 11,732 | 11,504 | 8,787 | 13,126 | 503 | 47,312 |
| Accumulated depreciation at 1 July 2021 | - | (6,244) | (6,609) | (6,293) | (11,377) | - | (30,523) |
| | 1,660 | 5,488 | 4,895 | 2,494 | 1,749 | 503 | 16,789 |
| Movements in fair value | | | | | | | |
| Additions | - | 1,219 | 1,809 | 823 | 893 | 13 | 4,758 |
| Disposal | - | (264) | (36) | - | - | - | (301) |
| WIP transfers | - | - | 1,515 | - | - | (442) | 1,073 |
| | - | 955 | 3,288 | 823 | 893 | (429) | 5,530 |
| Movements in accumulated depreciation | | | | | | | |
| Depreciation and amortisation | - | (1,604) | (640) | (1,059) | (660) | - | (3,964) |
| Accumulated depreciation of disposals | - | 148 | 36 | - | - | - | 184 |
| | - | (1,456) | (604) | (1,059) | (660) | - | (3,780) |
| At fair value 30 June 2022 | 1,660 | 12,687 | 14,792 | 9,610 | 14,020 | 74 | 52,843 |
| Accumulated depreciation at 30 June 2022 | - | (7,700) | (7,214) | (7,353) | (12,037) | - | (34,303) |
| Carrying amount | 1,660 | 4,987 | 7,579 | 2,257 | 1,983 | 74 | 18,540 |

(c) Infrastructure

| | Roads | Bridges | Footpaths and cycleways | Drainage | Recreational, leisure and community facilities | Waste Management | Parks open space and streetscapes | Off street car parks | Other Infrastructure | Work In Progress | Total Infrastructure |
|--|-----------|----------|-------------------------|----------|--|------------------|-----------------------------------|----------------------|----------------------|------------------|----------------------|
| | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 | \$'000 |
| At fair value 1 July 2021 | 416,075 | 27,906 | 89,999 | 243,115 | 36,243 | 6,351 | 54,804 | 21,448 | 13,289 | 18,264 | 927,494 |
| Accumulated depreciation at 1 July 2021 | (211,201) | (13,893) | (39,039) | (86,882) | (8,116) | (2,878) | (8,116) | (6,776) | (5,938) | - | (382,839) |
| | 204,874 | 14,013 | 50,960 | 156,233 | 28,127 | 3,473 | 46,688 | 14,672 | 7,351 | 18,264 | 544,655 |
| Movements in fair value | | | | | | | | | | | |
| Additions | 4,775 | 25 | 1,755 | 878 | 5,503 | 25 | 5,662 | 17 | 1,490 | 15,715 | 35,845 |
| Contributions/Gifted | - | - | 4 | 292 | - | - | - | - | - | - | 295 |
| Revaluation | 22,239 | 2,816 | 3,613 | 21,584 | 8,264 | - | 50,540 | (612) | - | - | 108,444 |
| Discovered | - | 774 | 91 | - | 34,531 | - | 26,930 | - | - | - | 62,326 |
| Disposal | - | - | - | - | - | - | - | - | (127) | - | (127) |
| Opening balance adjustment | (3,310) | (1,900) | (655) | (403) | (19,467) | - | (28,375) | (89) | - | - | (54,199) |
| WIP transfers | 1,682 | - | 449 | 1,585 | 2,931 | 7 | 1,061 | 2,304 | 422 | (10,442) | (0) |
| Transfers | - | - | - | - | - | - | - | - | - | 669 | 669 |
| | 25,386 | 1,715 | 5,257 | 23,936 | 31,762 | 32 | 55,818 | 1,620 | 1,785 | 5,942 | 153,253 |
| Movements in accumulated depreciation | | | | | | | | | | | |
| Depreciation and amortisation | (6,740) | (348) | (1,883) | (2,860) | (1,900) | (248) | (1,877) | (402) | (317) | - | (16,575) |
| Accumulated depreciation of disposals | - | - | - | - | - | - | - | - | 33 | - | 33 |
| Opening balance adjustment | 2,810 | 977 | 406 | 234 | 4,111 | - | 4,198 | 65 | - | - | 12,802 |
| discovered | - | (155) | (58) | - | (8,748) | - | (9,011) | - | - | - | (17,972) |
| Revaluation | (12,400) | (1,147) | (1,881) | (9,024) | (3,633) | - | (23,349) | (377) | - | - | (51,810) |
| | (16,330) | (673) | (3,416) | (11,650) | (10,170) | (248) | (30,039) | (714) | (284) | - | (73,523) |
| At fair value 30 June 2022 | 441,461 | 29,621 | 95,256 | 267,051 | 68,005 | 6,383 | 110,622 | 23,068 | 15,074 | 24,205 | 1,080,747 |
| Accumulated depreciation at 30 June 2022 | (227,531) | (14,566) | (42,455) | (98,532) | (18,286) | (3,126) | (38,155) | (7,490) | (6,222) | - | (456,361) |
| Carrying amount | 213,930 | 15,055 | 52,801 | 168,519 | 49,720 | 3,257 | 72,467 | 15,578 | 8,852 | 24,205 | 624,386 |

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

| | Depreciation Period | Threshold Limit \$'000 |
|--|------------------------|---------------------------|
| <i>Asset recognition thresholds and depreciation periods</i> | | |
| Land & land improvements | | |
| land | - | 1 |
| Buildings | | |
| buildings | 50 years | 2,000 |
| heritage buildings | 150 years | 2,000 |
| Plant and Equipment | | |
| heritage plant and equipment | - | 1 |
| plant, machinery and equipment | 3 - 10 years | 500 |
| computers and telecommunications | 3 - 5 years | 1 |
| furniture, fixtures and fittings | 5 - 20 years | 1,000 |
| library books | 5 years | 1 |
| Infrastructure | | |
| roads - pavements, substructure, formation and earthworks | 70 years | 5,000 |
| roads - kerb, channel and minor culverts and other | 70 years | 5,000 |
| roads - surface | 30 years | 5,000 |
| bridges - deck and substructure | 50 - 100 years | 5,000 |
| footpaths and cycleways | 20 - 60 years | 5,000 |
| drainage | 50 - 100 years | 2,000 |
| recreational, leisure and community facilities | 10 - 50 years | 2,000 |
| waste management | 5 - 50 years | 5,000 |
| off street car parks | 30 - 70 years | 5,000 |
| Other infrastructure | 5 - 50 years | 1,000 |
| Parks open space and streetscapes | 10 - 50 years | 1,000 |

Land under roads

Land under roads acquired after 30 June 2008 is brought to account using the cost method. The Council does not recognise land under roads that it controlled prior to that period in its financial report.

Depreciation and amortisation

Buildings, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Valuation of land and buildings were undertaken by a qualified independent valuer Liam McNamara, AAPI, CPV, valuer registration no: 63119. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2022 are as follows:

| | Level 1 | Level 2 | Level 3 | Date of Valuation |
|--------------------|---------|---------|---------|-------------------|
| Land | - | - | 659,433 | June 2022 |
| Heritage buildings | - | 705 | 10,407 | June 2020 |
| Buildings | - | 53,419 | 96,097 | June 2020 |
| Total | - | 54,124 | 765,937 | |

Valuation of infrastructure

Valuation of infrastructure assets has been determined in accordance with a valuation undertaken by the Council's asset management team as at 30 June 2022, supervised by Matthew Irving B.Eng (Civil) based on current replacement cost less accumulated depreciation as at the date of valuation.

The dates of current valuations are detailed in the following table and the valuations were based on current supply unit rates.

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2022 are as follows:

| | Level 1 | Level 2 | Level 3 | Date of Valuation |
|--|---------|---------|---------|-------------------|
| Roads | - | - | 213,932 | June 2022 |
| Bridges | - | - | 15,056 | June 2022 |
| Off street car parks | - | - | 15,579 | June 2022 |
| Footpaths and cycleways | - | - | 52,801 | June 2022 |
| Drainage | - | - | 168,519 | June 2022 |
| Recreational, leisure and community facilities | - | - | 49,725 | June 2022 |
| Parks, open space and streetscapes | - | - | 72,458 | June 2022 |
| Other infrastructure | - | - | 8,857 | At cost |
| Waste management | - | - | 3,258 | At cost |
| Total | - | - | 600,185 | |

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$7.46 and \$6,361.78 per square metre.

Specialised buildings are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$50 to \$20,000 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 0 years to 50 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 7 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

| | 2022 | 2021 |
|---|----------------|----------------|
| | \$'000 | \$'000 |
| Reconciliation of specialised land | | |
| Community facilities | 44,796 | 43,041 |
| Parks and reserves | 590,834 | 537,924 |
| Other | 23,801 | 18,891 |
| Total specialised land | 659,431 | 599,856 |

| | 2022 \$'000 | 2021 \$'000 |
|--|----------------|----------------|
| 6.3 Investment property | | |
| Balance at beginning of financial year | 14,565 | 13,785 |
| Fair value adjustments | - | 780 |
| Balance at end of financial year | <u>14,565</u> | <u>14,565</u> |

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise.

Valuation of investment property

Valuation of investment property has been determined in accordance with an independent valuation by Liam McNamara, AAPI, CPV, valuer registration no: 63119 of Opteon Property Group who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property as at 30 June 2022.

| | 2022 | 2021 |
|--|--------------|--------------|
| | No. | No. |
| Note 7 People and relationships | | |
| 7.1 Council and key management remuneration | | |
| (a) Related Parties | | |
| <i>Parent entity</i> | | |
| Hobsons Bay City Council is the parent entity. | | |
| (b) Key Management Personnel | | |
| Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Hobsons Bay City Council. The Councillors, Chief Executive Officer and Directors are deemed KMP. | | |
| Details of KMP at any time during the year are: | | |
| Councillors | | |
| Councillor Peter Hemphill (Mayor) | | |
| Councillor Diana Grima (Deputy Mayor) | | |
| Councillor Jonathon Marsden | | |
| Councillor Daria Kellander | | |
| Councillor Tony Briffa | | |
| Councillor Pamela Sutton-Legaud | | |
| Councillor Matt Tyler | | |
| Chief Executive Officer Aaron van Egmond | | |
| Director - Corporate Services Andrew McLeod | | |
| Director - Infrastructure and City Services Sanjay Manivasagasivam | | |
| Director - Sustainable Communities Penelope Winslade | | |
| Acting Director - Diane Eyckens | | |
| Acting Director - Matthew Irving | | |
| Total Number of Councillors | 7 | 11 |
| Total of Chief Executive Officer and other Key Management Personnel | 6 | 4 |
| Total Number of Key Management Personnel | <u>13</u> | <u>15</u> |
| (c) Remuneration of Key Management Personnel | 2022 | 2021 |
| | \$ | \$ |
| Total remuneration of key management personnel was as follows: | | |
| Short-term benefits | 1,616 | 1,294 |
| Long-term benefits | 39 | 27 |
| Post employment benefits | 145 | 99 |
| Termination benefits | - | - |
| Total | <u>1,800</u> | <u>1,420</u> |
| The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands: | | |
| | 2022 | 2021 |
| | No. | No. |
| \$0 - \$9,999 | - | 3 |
| \$10,000 - \$19,999 | - | 4 |
| \$20,000 - \$29,999 | - | 3 |
| \$30,000 - \$39,999 | 4 | - |
| \$40,000 - \$49,999 | 1 | - |
| \$50,000 - \$59,999 | 1 | - |
| \$60,000 - \$69,999 | - | 1 |
| \$70,000 - \$79,999 | 1 | - |
| \$220,000 - \$229,999 | 1 | - |
| \$230,000 - \$239,999 | 1 | - |
| \$250,000 - \$259,999 | 1 | 1 |
| \$260,000 - \$269,999 | - | 1 |
| \$270,000 - \$279,999 | - | 1 |
| \$280,000 - \$289,999 | 1 | - |
| \$290,000 - \$299,999 | 2 | - |
| \$360,000 - \$369,999 | - | 1 |
| | <u>13</u> | <u>15</u> |

(d) Senior Officer Remuneration

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

a) has management responsibilities and reports directly to the Chief Executive; or

b) whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

| Income Range: | 2022 No. | 2021 No. |
|-----------------------|-------------|-------------|
| \$151,000 - \$159,999 | 2 | 4 |
| \$160,000 - \$169,999 | - | 5 |
| \$170,000 - \$179,999 | 1 | 3 |
| \$180,000 - \$189,999 | 7 | 5 |
| \$190,000 - \$199,999 | 2 | 2 |
| \$200,000 - \$209,999 | 1 | 1 |
| | <u>13</u> | <u>20</u> |

| | | |
|--|-------|-------|
| Total Remuneration for the reporting year for Senior Officers included above, amounted to: | 2,498 | 3,513 |
|--|-------|-------|

7.2 Related party disclosure

Related parties include all key management personnel and their close family members and personal business interests (controlled entities, joint ventures and entities that they have significant influence over).

Given the breadth and depth of Council's activities, related parties may transact with the Council in a manner consistent with other members of the public (e.g. fees and charges).

Outside of normal citizen type transactions with Council, there were no material related party transactions that involved key management personnel or their close family members that would require disclosure in these financial statements.

(a) Transactions with related parties

| | | |
|--|---|---|
| During the period Council entered into no transactions with related parties. | - | - |
|--|---|---|

(b) Outstanding balances with related parties

| | | |
|--|---|---|
| There were no outstanding balances at the end of the reporting period in relation to transactions with related parties | - | - |
|--|---|---|

(c) Loans to/from related parties

| | | |
|--|---|---|
| There were no loans in existence at balance date that have been made, guaranteed or secured by the council to a related party. | - | - |
|--|---|---|

(d) Commitments to/from related parties

| | | |
|--|---|---|
| There were no commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party. | - | - |
|--|---|---|

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.
At balance date the Council are not aware of any contingent assets.

(b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

At Balance date the Council are not aware of any contingent liabilities.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Insurance claims

Council has no major insurance claims that could have a material impact on future operations.

Legal matters

Council has no major legal matters that could have a material impact on future operations.

Building cladding

Council has no potential contingents that may exist in relation to rectification works or other matters associated with building cladding that may have the potential to adversely impact on Council.

(c) Guarantees for loans to other entities

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

| | 2022 | 2021 |
|---------------------------------------|---------------|---------------|
| | \$'000 | \$'000 |
| Altona Sports Centre - Loan guarantee | 1,500 | 1,500 |

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2022 reporting period. Council assesses the impact of these new standards. As at 30 June 2022 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2023 that are expected to impact Council.

8.3 Financial instruments

(a) Objectives and policies

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

(b) Market risk

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

Interest rate risk

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

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

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

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

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
 - council may require collateral where appropriate; and
 - council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.
- Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

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

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

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

(d) Liquidity risk

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

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

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

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

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

(e) Sensitivity disclosure analysis

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

- A parallel shift of + 1.5% and -0.5% in market interest rates (AUD) from year-end rates of 1.44%.

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

8.4 Fair value measurement

Fair value hierarchy

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

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from one to four years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

Note 9 Other matters

| 9.1 Reserves | Balance at beginning of reporting period | Increment (decrement) | Balance at end of reporting period |
|--|--|-----------------------|------------------------------------|
| (a) Asset revaluation reserves | \$'000 | \$'000 | \$'000 |
| 2022 | | | |
| Property | | | |
| Land | 500,778 | 60,407 | 561,185 |
| Heritage buildings | (5,982) | | (5,982) |
| Buildings | 20,610 | - | 20,610 |
| | 515,406 | 60,407 | 575,813 |
| Infrastructure | | | |
| Roads | 157,167 | 9,840 | 167,007 |
| Bridges | (1,358) | 1,669 | 311 |
| Footpaths and cycleways | 35,998 | 1,732 | 37,730 |
| Drainage | 77,492 | 12,560 | 90,052 |
| Recreational, leisure and community facilities | - | 4,630 | 4,630 |
| Parks, open space and streetscapes | - | 27,192 | 27,192 |
| Off street car parks | - | (989) | (989) |
| | 269,299 | 56,634 | 325,932 |
| Total asset revaluation reserves | 784,705 | 117,041 | 901,745 |
| 2021 | | | |
| Property | | | |
| Land | 458,684 | 42,094 | 500,778 |
| Heritage buildings | (5,982) | - | (5,982) |
| Buildings | 20,610 | - | 20,610 |
| | 473,312 | 42,094 | 515,406 |
| Infrastructure | | | |
| Roads | 157,167 | - | 157,167 |
| Bridges | (1,358) | - | (1,358) |
| Footpaths and cycleways | 15,138 | 20,860 | 35,998 |
| Drainage | 77,492 | - | 77,492 |
| | 248,439 | 20,860 | 269,299 |
| Total asset revaluation reserves | 721,751 | 62,954 | 784,705 |

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

| (b) Other reserves | Balance at beginning of reporting period | Transfer from accumulated surplus | Transfer to accumulated surplus | Balance at end of reporting period |
|--------------------------------------|--|-----------------------------------|---------------------------------|------------------------------------|
| | \$'000 | \$'000 | \$'000 | \$'000 |
| 2022 | | | | |
| Car Park reserve | 222 | - | - | 222 |
| Infrastructure reserve | 11,108 | - | (3,927) | 7,181 |
| Recreation land fund reserve | 5,769 | 2,949 | (5,110) | 3,608 |
| Street tree planting reserve | 124 | 5 | - | 129 |
| Capital works carryover reserve | - | 6,780 | - | 6,780 |
| Discretionary loan repayment reserve | 11,175 | 500 | (8,175) | 3,500 |
| Grants commission reserve | 1,450 | 2,312 | (1,450) | 2,312 |
| Port Phillip Woollen Mill reserve | 580 | - | (2) | 578 |
| Precinct 15 (Altona North) reserve | 49 | 1,272 | - | 1,321 |
| Hobsons Bay Caravan Park reserve | 92 | - | (92) | - |
| Total Other reserves | 30,569 | 13,818 | (18,756) | 25,630 |
| 2021 | | | | |
| Car Park reserve | 222 | - | - | 222 |
| Infrastructure reserve | 23,409 | - | (12,301) | 11,108 |
| Recreation land fund reserve | 10,558 | 3,258 | (8,047) | 5,769 |
| Street tree planting reserve | 136 | 83 | (95) | 124 |
| Capital works carryover reserve | 1,619 | - | (1,619) | - |
| Discretionary loan repayment reserve | 9,650 | - | 1,525 | 11,175 |
| Grants commission reserve | 1,479 | 1,450 | (1,479) | 1,450 |
| Port Phillip Woollen Mill reserve | 414 | 219 | (53) | 580 |
| Precinct 15 (Altona North) reserve | - | 49 | - | 49 |
| Hobsons Bay Caravan Park reserve | 92 | - | - | 92 |
| Total Other reserves | 47,579 | 5,059 | (22,069) | 30,569 |

| | 2022 \$'000 | 2021 \$'000 |
|--|----------------|----------------|
| 9.2 Reconciliation of cash flows from operating activities to surplus | | |
| Surplus for the year | 28,792 | 15,356 |
| Loss on disposal of property, infrastructure, plant and equipment | 165 | 2,694 |
| Impairment losses | 935 | 359 |
| Fair value adjustments for investment property | - | (780) |
| Contributions - Non-monetary assets | (292) | - |
| Depreciation / amortisation | 24,554 | 22,836 |
| <i>Change in assets and liabilities:</i> | | |
| Increase in trade and other receivables | (2,583) | (3,660) |
| (Increase)/decrease in prepayments | 66 | (17) |
| Increase/(decrease) in accrued income | (43) | 460 |
| Increase/(decrease) in trade and other payables | 5,626 | (1,376) |
| (Decrease)/increase in deferred income | (2,695) | 6,679 |
| (Decrease)/increase in trust funds and deposits | 2,626 | (652) |
| (Increase)/decrease in inventories | (3) | 13 |
| (Decrease)/increase in provisions | (520) | 1,399 |
| Net cash provided by operating activities | 56,628 | 43,311 |

9.3 Superannuation

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

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2022, this was 10.0% as required under Superannuation Guarantee (SG) legislation (2021: 9.5%)).

Defined Benefit

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

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

Funding arrangements

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

As at 30 June 2021, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category.

The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 109.8%. The financial assumptions used to calculate the VBI were:

Net investment returns 4.75% pa

Salary information 2.75% pa

Price inflation (CPI) 2.25% pa.

As at 30 June 2022, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2022.

Vision Super has advised that the VBI at 30 June 2022 was 102.2%. Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021). The financial assumptions used to calculate this VBI were:

Net investment returns 5.5% pa

Salary information 2.5% pa to June 2023, and 3.5% thereafter

Price inflation (CPI) 3.0% pa.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2021 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years

Employer contributions

(a) Regular contributions

On the basis of the results of the 2021 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2022, this rate was 10.0% of members' salaries (9.5% in 2020/21). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

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

(b) Funding calls

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

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

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

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

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

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

The 2021 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2021 and the last full investigation was conducted as at 30 June 2020.

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

| | 2021 (Interim) \$m | 2020 (Triennial) \$m |
|---|--------------------------|----------------------------|
| - A VBI Surplus | 214.7 | 100 |
| - A total service liability surplus | 270.3 | 200 |
| - A discounted accrued benefits surplus | 285.2 | 217.8 |

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2021.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2021.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2021.

Council was notified of the 30 June 2021 VBI during August 2021 (2020: August 2020).

The 2022 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2022 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2022. Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2022 are detailed below:

| Scheme | Type of Scheme | Rate | 2022 \$'000 | 2021 \$'000 |
|--------------|------------------|----------------------|----------------|----------------|
| Vision super | Defined benefits | 10.0% (2021:9.5%) | 164 | 178 |
| Vision super | Accumulation | 10.0% (2021:9.5%) | 2,165 | 2,144 |

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2022.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2023 is \$160,000.

9.4 Prior period adjustments

Council has conducted initial valuations and audits of Open Space and Streetscape assets and Recreation, Leisure and Community Facility assets. This has allowed Council to identify assets in each class which have not previously been recognised and assets which are no longer available for use. In addition, assets in Bridges, Footpaths and Cycleways, Drainage, Roads and Off Street Car Parks which were previously recognised have now been determined to be errors as a result of historical data collection methods resulting in the incorrect recognition of assets. These errors have been corrected by restating each affected financial statement line item at 1 July 2021.

| | At 30 June 2021 \$'000 | Prior period adjustments \$'000 | At 1 July 2021 as restated \$'000 |
|---|---------------------------|------------------------------------|--------------------------------------|
| Property, infrastructure, plant and equipment | 1,355,489 | 3,981 | 1,359,470 |
| Total non-current assets | <u>1,359,471</u> | <u>3,981</u> | <u>1,363,452</u> |
| Total assets | <u>1,359,471</u> | <u>3,981</u> | <u>1,363,452</u> |
| Net assets | <u>1,352,953</u> | <u>3,981</u> | <u>1,356,934</u> |
| Equity | | | |
| Accumulated surplus | 561,052 | 3,981 | 565,033 |
| Total Equity | <u>561,052</u> | <u>3,981</u> | <u>565,033</u> |

10 Change in accounting policy

There have been no changes to accounting policies in the 2021-22 year.

There are no pending accounting standards that are likely to have a material impact on council.





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- downloading a digital copy from Council's website www.hobsonsbay.vic.gov.au
- requesting a copy by email to customerservice@hobsonsbay.vic.gov.au
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Hobsons Bay City Council

Performance Statement

For the year ended 30 June 2022



HOBSONS
BAY CITY
COUNCIL





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Insert Certification of the Performance Statement

Insert VAGO report

Insert VAGO report

Performance Statement

For the year ended 30 June 2022

Hobsons Bay is situated at the northern end of Port Phillip Bay, about 10km west of central Melbourne and includes the suburbs of Altona, Altona Meadows, Altona North, Brooklyn, Laverton, Newport, Seabrook, Seaholme, South Kingsville, Spotswood, Williamstown and Williamstown North. Each suburb has its own unique character, from the historic seaport of Williamstown with its range of heritage buildings, to the more recently developed residential areas of Altona Meadows and Seabrook. Hobsons Bay also has a range of major industrial complexes, which contribute significantly to the economy of Victoria.

It covers an area of approximately 66 square kilometres with over 20 kms of coastline. It is also home to significant coastal wetlands, five creek systems, remnant native grasslands, and important flora and fauna habitats, which makes up 24 per cent of the city's total land area.

The city is located between seven and 20 kilometres from the CBD and has good access to regional transport facilities such as the West Gate Freeway, the Western Ring Road, CityLink, the National Rail Line, together with the ports and airports of Melbourne and Avalon.

In 2021, Hobsons Bay had an estimated resident population of 92,275 (ABS Estimated Resident Population 2021) people. Thirty per cent of our residents were born overseas, 27 per cent speak a language other than English at home and 55 per cent have a religious affiliation.

These features contribute to the City's culture, which is strongly linked to its maritime heritage, rich natural environment, industry and lifestyle.

Sustainable Capacity Indicators

For the year ended 30 June 2022

| Results | | | | | |
|--|------------|------------|------------|------------|---|
| Indicator / measure [formula] | 2019 | 2020 | 2021 | 2022 | Comment |
| C1 <i>Population Expenses per head of municipal population</i> [Total expenses / Municipal population] | \$1,240.29 | \$1,275.25 | \$1,335.93 | \$1,429.03 | The increased indicator in 2021-22 is caused by a decrease in the population figure. Expenditure levels in 2021-22 are reasonably consistent when compared to the previous year. |
| C2 <i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population] | \$6,617.93 | \$7,065.66 | \$7,695.70 | \$9,161.18 | The increase in 2021-22 is due to the significant increase in the value of Council's infrastructure due to asset revaluations that occurred during the financial year. |
| C3 <i>Population density per length of road</i> [Municipal population / Kilometres of local roads] | 223.64 | 226.59 | 227.82 | 213.11 | The indicator reduced slightly in 2021-22 due to a slight increase in the road length combined with a decrease in the population figure. |
| C4 <i>Own-source revenue Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population] | \$1,288.47 | \$1,266.77 | \$1,247.70 | \$1,416.48 | The increased indicator reflects the increase in own-source revenue, as fees were reintroduced including Council's reimbursement of fees through its COVID-19 Community Support Package during 2020-21. |

| Results | | | | | |
|--|----------|----------|---------|----------|---|
| <i>Indicator / measure [formula]</i> | 2019 | 2020 | 2021 | 2022 | Comment |
| C5 <i>Recurrent grants Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population] | \$133.64 | \$140.83 | \$91.17 | \$113.07 | The significant increase during 2021-22 is due to the increased recurrent grants received in 2021-22 compared to the previous year combined with a reduction in the population level. It should be noted that the decrease in total operating grants is a result of a significant decrease in non-recurrent operational grants in relation to one-off funding received in 2020-21 for the Working For Victoria program. |
| C6 <i>Disadvantage Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile] | 7.00 | 7.00 | 7.00 | 7.00 | The Socio-Economic Disadvantage indicator remains consistent. |
| C7 <i>Workforce turnover Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100 | 28.7% | 15.3% | 16.1% | 25.8% | The increase in staff turnover is consistent with the current state-wide trend and highlights the difficulties being encountered by all organisations in retaining staff due to the extremely competitive current job market. |

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

For the year ended 30 June 2022

| Results | | | | | |
|---|-------------|------|------|------|---|
| Service/indicator/measure [formula] | 2019 | 2020 | 2021 | 2022 | Comment |
| Aquatic Facilities Utilisation AF6 Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population] | 0.00 | 0.00 | 0.00 | 0.00 | Council does not have operational control of the aquatic facilities in its municipality and therefore the indicators are not reported on. |
| Animal Management Health and safety AM7 Animal management prosecutions [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100 | New in 2020 | 94% | 88% | 100% | Improvement in Council's investigation and case management process resulted in a higher percentage of cases won. |

| Results | | | | | |
|--|--------|--------|--------|--------|---|
| Service/indicator/measure [formula] | 2019 | 2020 | 2021 | 2022 | Comment |
| Food Safety Health and safety FS4 Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100 | 90.95% | 81.70% | 79.52% | 87.36% | Council continues to implement risk-based assessments as recommended by the Department of Health. Risk-Based Assessments are more resource intensive and occur more frequently as a direct response to manage risks associated with critical and major non-compliance notifications. While this thoroughly manages the risks associated with each notification, it continues to put underlying pressure on the service. |
| Governance Satisfaction G5 Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community] | 63 | 58 | 58 | 59 | Satisfaction with Council decisions has increased slightly from the previous year. This result is comparable to similar councils and higher than the state-wide results. |

| Results | | | | | |
|--|--------|--------|--------|--------|---|
| Service/indicator/measure [formula] | 2019 | 2020 | 2021 | 2022 | Comment |
| Libraries Participation LB4 Active library borrowers in municipality [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100 | 20.36% | 19.46% | 16.53% | 13.72% | There was a reduction in active borrower numbers as a result of successive Covid-19 lockdowns restricting branch operations across two of the three financial years measured. However, the number of active borrowers has actually increased from 2020-21. |
| Maternal and Child Health (MCH) Participation MC4 Participation 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 | 73.21% | 72.94% | 70.46% | 67.41% | The additional support given to neighbouring councils during the six-week "COVID-19 Maternal and Child Health Surge Response" contributed to a slight reduction in overall participation rates this past financial year, in addition to the impacts of COVID-19 on local community members in being able to attend services provided by the Maternal and Child Health unit. |

| Results | | | | | |
|--|--------|--------|--------|--------|--|
| Service/indicator/measure [formula] | 2019 | 2020 | 2021 | 2022 | Comment |
| Maternal and Child Health (MCH) MC5 <i>Participation</i> <i>Participation in the MCH service by Aboriginal children</i> [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 | 62.50% | 71.88% | 68.18% | 83.65% | An increase of participation in the Maternal and Child Health Service by Aboriginal children can be attributed to an improvement in identification and engagement of Aboriginal families in Hobsons Bay. |
| Roads R5 <i>Satisfaction</i> <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads] | 63 | 56 | 61 | 59 | Satisfaction has decreased slightly on the previous year. Council aims to improve this by addressing future funds and resources for maintaining local roads. |

| Results | | | | | |
|--|--------|--------|--------|--------|--|
| Service/indicator/measure [formula] | 2019 | 2020 | 2021 | 2022 | Comment |
| Statutory Planning Decision making SP4 Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100 | 53.06% | 61.54% | 62.50% | 45.71% | A large percentage of Council planning decisions continue to be upheld at VCAT, despite a slight decline from the previous year. A higher number of matters have been decided by consent orders, resulting in improved outcomes for the community. |
| Waste Collection Waste diversion WC5 Kerbside collection waste 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 | 40.84% | 45.37% | 58.45% | 57.76% | Council's four-bin waste and recycling service continues to produce excellent results when it comes to diversion from landfill. A recent change to the frequency of general garbage and FOGO collection has impacted the percentage of waste diverted. Council is delivering a range of programs to encourage residents to continue to use their comingled recycling, FOGO and glass recycling bins. |

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under section 98 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

Financial Performance Indicators

For the year ended 30 June 2022

| Dimension/ <i>indicator/measure</i> | Results | | | | Forecasts | | | | Material Variations and Comments |
|---|------------|------------|------------|------------|------------|------------|------------|------------|---|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Efficiency | | | | | | | | | |
| <i>Expenditure level</i> | | | | | | | | | |
| E2 <i>Expenses per property assessment</i> | \$2,828.70 | \$2,927.72 | \$3,032.14 | \$3,009.07 | \$3,058.41 | \$3,086.72 | \$3,168.28 | \$3,229.18 | The slight reduction in 2021-22 compared to the previous year reflects reasonably consistent operational expenditure in 2021-22 compared to the previous year, combined with a gradual increase in the number of assessable properties. |
| [Total expenses / Number of property assessments] | | | | | | | | | |

| Dimension/ <i>indicator/measure</i> | Results | | | | Forecasts | | | | Material Variations and Comments |
|---|-------------|------------|------------|------------|------------|------------|------------|------------|--|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | |
| <i>Revenue level</i> | | | | | | | | | |
| E4 <i>Average rate per property assessment</i> | New in 2020 | \$2,371.57 | \$2,360.01 | \$2,461.45 | \$2,531.46 | \$2,564.18 | \$2,597.40 | \$2,631.12 | The increase in 2021-22 is a result of the removal of the Rate Adjustment, which was applied in the previous year to support rate payers through Council's COVID-19 Community Support Package. |
| [Total rate revenue (general rates and municipal charges) / Number of property assessments] | | | | | | | | | |

| | | Results | | | | Forecasts | | | | |
|---|---------|---------|---------|---------|---------|-----------|---------|---------|---|--|
| Dimension/ <i>indicator/measure</i> | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Material Variations and Comments | |
| Liquidity | | | | | | | | | | |
| <i>Working capital</i> | | | | | | | | | | |
| L1 <i>Current assets compared to current liabilities</i> | 295.64% | 208.57% | 123.02% | 135.46% | 124.99% | 131.08% | 125.43% | 134.41% | The decreases over the past three years are consistent with the decreased levels of cash resulting from Council utilising its cash reserves to fund its increased capital works program. The increase in 2021-22 compared to the previous year is mainly due to an increase in cash resulting from capital works being carried over to be completed in the next financial year. | |
| [Current assets / Current liabilities] x100 | | | | | | | | | | |

| | | Results | | | | Forecasts | | | | |
|---|----------|---------|---------|---------|---------|-----------|---------|---------|--|--|
| Dimension/indicator/measure | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Material Variations and Comments | |
| <i>Unrestricted cash</i> | | | | | | | | | | |
| L2 <i>Unrestricted cash compared to current liabilities</i> | -108.78% | -40.13% | -17.11% | -29.98% | -32.86% | -38.07% | -41.24% | -41.62% | The negative results since 2018-19 are offset by other financial assets (investments) of \$35 million in 2021-22, which are investments held for periods over 90 days. These investments are not included in the unrestricted cash figure, but they are used to fund Council's ongoing operations and liabilities. | |
| [Unrestricted cash / Current liabilities] x100 | | | | | | | | | | |

| Dimension/ <i>indicator/measure</i> | Results | | | | Forecasts | | | | Material Variations and Comments |
|---|---------|--------|--------|--------|-----------|--------|--------|--------|---|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | |
| Obligations | | | | | | | | | |
| <i>Loans and borrowings</i> | | | | | | | | | |
| O2 <i>Loans and borrowings compared to rates</i> | 13.15% | 12.71% | 12.59% | 10.03% | 15.58% | 24.88% | 25.97% | 21.43% | <p>The reduction to the ratio in 2021-22 is due to the net reduction in outstanding loans of \$2.2 million during the financial year. The increased forecasts to this ratio over the next four years is a result of additional loan borrowings projected over this period. These forecast loans are expected to be used to fund an increased Capital Works Program, where some projects forecast for delivery in later years have been brought forward.</p> |
| [Interest bearing loans and borrowings / Rate revenue] x100 | | | | | | | | | |

| Dimension/ <i>indicator measure</i> | Results | | | | Forecasts | | | | Material Variations and Comments |
|--|---------|-------|-------|-------|-----------|-------|-------|-------|--|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | |
| O3 <i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100 | 0.58% | 0.56% | 0.56% | 8.00% | 1.04% | 1.91% | 2.93% | 6.95% | The increase in 2021-22 reflects the bullet principal repayment of \$9.2 million to finalise one of the two loans held with the Local Government Funding Vehicle. Increased forecasts to this ratio over the next four years is a result of additional loan borrowings projected over this period. Principle and interest is expected to be repaid each year on these loans, rather than the interest only loans previously drawn down by Council. |

| Dimension/ <i>indicator/measure</i> | Results | | | | Forecasts | | | | Material Variations and Comments |
|---|---------|--------|-------|-------|-----------|--------|--------|--------|---|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | |
| <i>Indebtedness</i> | | | | | | | | | |
| O4 <i>Non-current liabilities compared to own source revenue</i> | 12.03% | 12.49% | 4.94% | 9.53% | 14.02% | 21.55% | 18.76% | 17.92% | The indicator reduced significantly in 2020-21 to reflect \$9.2 million worth of borrowings being regarded as a current liability. This amount was repaid in 2021-22. The indicator increased again in 2021-22, reflecting a further \$7 million borrowed during the financial year. The increased forecasts to this ratio over the next four years is a result of additional loan borrowings projected over this period. |
| [Non-current liabilities / Own source revenue] x100 | | | | | | | | | |

| | | Results | | | | Forecasts | | | | |
|---|---|---------|---------|---------|---------|-----------|---------|---------|--|--|
| Dimension/indicator/measure | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Material Variations and Comments | |
| <i>Asset renewal and upgrade</i> | | | | | | | | | | |
| O5 <i>Asset renewal and upgrade compared to depreciation</i> | New in 2020 | 280.37% | 253.43% | 182.46% | 212.41% | 218.69% | 213.82% | 186.26% | The results in 2019-20 and 2020-21 reflect Council's significant investment and ongoing commitment to capital works. The result has reduced in 2020-21 due to an increase in depreciation and a decrease in capital works expenditure resulting from works being carried over until next financial year. | |
| | [Asset renewal and asset upgrade expense / Asset depreciation] x100 | | | | | | | | | |

| Dimension/ <i>indicator/measure</i> | Results | | | | Forecasts | | | | Material Variations and Comments |
|---|---------|--------|--------|--------|-----------|--------|--------|--------|---|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | |
| <p>Operating position</p> <p><i>Adjusted underlying result</i></p> <p>OP1 <i>Adjusted underlying surplus (or deficit)</i></p> <p>[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100</p> | 15.88% | 11.56% | 7.19% | 10.22% | 13.34% | 13.59% | 13.32% | 11.77% | <p>The decreases in 2019-20 and 2020-21 are consistent with the reduction in the operational surplus, impacted by COVID-19. The indicator improved in 2021-22, consistent with a gradual recovery of Council's income generating capacity, after the COVID-19 pandemic.</p> |
| <p>Stability</p> <p><i>Rates concentration</i></p> <p>S1 <i>Rates compared to adjusted underlying revenue</i></p> <p>[Rate revenue / Adjusted underlying revenue] x100</p> | 75.90% | 79.29% | 79.80% | 81.47% | 79.89% | 80.44% | 80.14% | 81.57% | <p>This indicator continues to gradually increase as a result of rate income (including supplementary growth) increasing at a greater rate than other own-source revenue.</p> |

| Dimension/ <i>indicator/measure</i> | Results | | | | Forecasts | | | | Material Variations and Comments |
|---|---------|-------|-------|-------|-----------|-------|-------|-------|---|
| | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | |
| <i>Rates effort</i> | | | | | | | | | |
| S2 <i>Rates compared to property values</i> | 0.29% | 0.30% | 0.30% | 0.32% | 0.30% | 0.31% | 0.31% | 0.32% | Rates compared to property values in 2021-22 increased slightly over the previous two years due to a small increase in property values during the 2021 revaluation. Future forecasts reflect increases to rates consistent with predicted rate caps and minimal increases to property values. |
| [Rate revenue / Capital improved value of rateable properties in the municipality] x100 | | | | | | | | | |

| Retired indicators <i>Service / indicator / measure</i> | Results 2019 | Comment |
|--|-------------------------------|--|
| AM4 Animal Management <i>Health and safety</i> Animal management prosecutions [Number of successful animal management prosecutions] | 0 | This measure was replaced by <i>Animal management prosecutions (%)</i> for 2020. |
| E1 Efficiency <i>Revenue level</i> Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments] | \$1,935.15 | This measure was replaced by <i>Average rate per property assessment</i> for 2020. |
| O1 Obligations <i>Asset renewal</i> Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100 | 123.53% | This measure was replaced by <i>Asset renewal and upgrade compared to depreciation</i> for 2020. |

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Other Information

For the year ended 30 June 2022

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. *The Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its Annual Budget 2022-23 on 28 June 2022 and which forms part of the council plan. The financial plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The financial plan can be obtained by contacting council.





Hobsons Bay City Council

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HOBSONS BAY LANGUAGE LINE

9932 1212

INTERPRETER SERVICE FOR ALL LANGUAGES

Your Council in your language

You can view a hard copy of this report at the Hobsons Bay Civic Centre or at any of Council's library branches. Additional copies or a copy of the report in an alternative format are available by:

- downloading a digital copy from Council's website www.hobsonsbay.vic.gov.au
- requesting a copy by email to customerservice@hobsonsbay.vic.gov.au
- requesting a printed copy by calling 1300 179 94. A limited number of printed copies are available

HOBSONS
BAY CITY
COUNCIL



Instrument of Delegation

to

The Chief Executive Officer

Instrument of Delegation

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020* (**the Act**) and all other powers enabling it, Hobsons Bay City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer (**the Delegate**), the powers set out in Schedule 1 to this Instrument of Delegation (**Delegation**).

COUNCIL declares that this Delegation:

1. is authorised by a resolution of Council passed on 11 October 2022;
2. comes into force immediately once this Delegation is executed by the Mayor;
3. is subject to any conditions and limitations set out in Schedules 1 and 2;
4. must be exercised in accordance with any Guidelines or Policies which Council from time to time adopts;
5. provides the Chief Executive Officer with the delegated authority to make decisions on any matter to be dealt with by the Delegated Planning Committee; and
6. remains in force until 13 October 2023, when this Delegation will be reviewed by Council, or sooner if Council resolves to vary or revoke it.

Executed by the Mayor, Cr Peter Hemphill on behalf of the Hobsons Bay City Council pursuant to a resolution of Council adopted at its meeting on 11 October 2022

.....

Dated:.....

SCHEDULE 1

This Delegation provides the Delegate with the power to -

1. determine any issue;
2. take any action; or
3. do any act or thing -

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act, subject to the following conditions and limitations in addition to the matters noted in Schedule 2.

Conditions and Limitations

1. The Delegate must not determine the issue, take the action or do the act or thing if the issue, action, act or thing involves -
 - a) awarding a contract exceeding the value of \$1,000,000 (including GST);
 - b) entering into a contract or the expenditure of Council funds exceeding \$1,000,000 (inclusive of GST), with the exception of insurance premiums, Workcover premiums and employee superannuation payments
 - c) approval to write off, cancel or set aside outstanding debts to Council not exceeding the value of \$100,000 for each occurrence;
 - d) appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - e) the election of a Mayor or Deputy Mayor;
 - f) granting of a reasonable request for leave under section 35 of the Act;
 - g) making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - h) approving or amending the Council Plan;
 - i) adoption or amendment of any policy that Council is required to adopt under the Act;
 - j) adopting or amending of the Governance Rules;
 - k) appointing of the chair or the members to a delegated committee;
 - l) making, amending or revoking a local law;
 - m) approving the Budget or Revised Budget;
 - n) borrowing money; or
 - o) subject to section 181H(1)(b) of the *Local Government Act* 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges.
2. The Delegate must not determine the issue, take the action or do the act or thing –
 - a) is an issue, action, act or thing that is required by law to be done by Council resolution;
 - b) is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - c) involves taking of the action or doing of the act or thing which would be likely to involve a decision which is inconsistent with a policy or strategy adopted by Council;
 - d) involves the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise; or

Instrument of Delegation to the Chief Executive Officer
Adopted by Council: **11 October 2022**

- e) is already the subject of an exclusive delegation to another member of Council staff.
3. The Delegate must not determine the issue, take the action or do the act or thing if the issue, action, act or thing relates to a power that is listed in Schedule 2 as a power determined as appropriate to remain exercisable by Council.

SCHEDULE 2

Powers and actions determined as appropriate to remain with Council.

| FOOD ACT 1984 | | |
|----------------------|---|-------------------------------------|
| PROVISION | POWER | CONDITIONS & LIMITATIONS |
| s.38(3) | power to exempt any food premises or class of food premises from registration with the council. | |

| LOCAL GOVERNMENT ACT 1989 | | |
|----------------------------------|---|-------------------------------------|
| PROVISION | POWER | CONDITIONS & LIMITATIONS |
| s.204(2) | power to declare a road to be open to public traffic | |
| Schedule 10 cl.5 (1)(a) | power to approve, assign or change the name of a road | |
| Schedule 11 cl.13 | power to determine speed limits | |

| LOCAL GOVERNMENT ACT 2020 | | |
|----------------------------------|---|-------------------------------------|
| PROVISION | POWER | CONDITIONS & LIMITATIONS |
| s.115 | power to lease land where there is no requirement to undertake a community engagement process in accordance with the Council's community engagement policy in respect of the proposal before entering into the lease. | |

| PLANNING AND ENVIRONMENT ACT 1987 | | |
|--|---|-------------------------------------|
| PROVISION | POWER | CONDITIONS & LIMITATIONS |
| s.4B | power to prepare an amendment to the Victoria Planning Provisions | |
| s.9(2) and (3) | power to apply to the Minister to prepare an amendment to the planning scheme | |
| s.12(3) | power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of the planning scheme with these persons | |
| s.19 | power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme | |
| s.20(1) | power to apply to the Minister for exemption from the requirements of section 19 | |

| PLANNING AND ENVIRONMENT ACT 1987 | | |
|--|--|-------------------------------------|
| PROVISION | POWER | CONDITIONS & LIMITATIONS |
| s.23(2) | power to refer submissions to a panel | |
| s.27 (2) | power to apply for exemption if the panel's report is not received | |
| s.46N(2)(d) | power to enter into an agreement with the applicant regarding payment of a development infrastructure levy | |
| s.46O(1)(d) & (2)(d) | power to enter into agreement with the applicant regarding payment of a community infrastructure levy | |
| s.46P(2) | power to accept provision of land, works, services or facilities in part or full payment of levy payable | |
| s.96G | power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>) | |
| s.97C | power to request the Minister to decide the application | |
| s.178 | power to amend a section 173 agreement | |

| ROAD MANAGEMENT ACT 2004 | | |
|---------------------------------|---|--|
| PROVISION | POWER | CONDITIONS & LIMITATIONS |
| s11 | power to declare a road | obtain consent in circumstances specified in section 11(2) where the land is reserved or administered under other Acts |
| s11(8) | power to change the name of a road | |
| s12(2) | power to discontinue a road or part of a road | |
| s17(3) | power to decide that a road is reasonably required for general public use | power of the coordinating road authority |
| s17(4) | power to decide that a road is no longer reasonably required for general public use | power of the coordinating road authority |
| s42(1) | power to declare a public road as a controlled access road | power of the coordinating road authority and Schedule 2 also applies |
| s42(2) | power to amend or revoke declaration under section 42(1) | power of the coordinating road authority and Schedule 2 also applies |
| Schedule 2 Clause 3(1) | power to make policy about controlled access roads | |
| Schedule 2 Clause 3(2) | power to amend, revoke or substitute policy about controlled access roads | |

| VALUATION OF LAND ACT 1960 | | |
|-----------------------------------|---|-------------------------------------|
| PROVISION | POWER | CONDITIONS & LIMITATIONS |
| s.13DC(1) | power to require a valuation on the basis of site value | where Council is rating authority |

| WATER ACT 1989 | | |
|-----------------------|---|-------------------------------------|
| PROVISION | POWER | CONDITIONS & LIMITATIONS |
| s.179 | power to submit a proposal to the Minister for declaration of a sewerage district | |

**HOBSONS
BAY CITY
COUNCIL**



S6 Instrument of Delegation

to

Members of Council Staff

11 October 2022

Instrument of Delegation

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that references in the Schedule are the officer titles as listed:

| Title | Position |
|-------|--|
| CCS&C | Coordinator Community Safety and Compliance |
| CCW | Coordinator Capital Works |
| CEO | Chief Executive Officer |
| CFO | Chief Financial Officer |
| CGIM | Coordinator Governance and Information Management |
| CMP | Coordinator Major Projects |
| CPH | Coordinator Public Health |
| CPI | Coordinator Property and Insurance |
| CPO | Coordinator Planning Operations |
| CRDM | Coordinator Roads and Drainage Maintenance |
| CSAM | Coordinator Strategic Asset Management |
| CSSP | Coordinator Social and Strategic Planning |
| CSTP | Coordinator Statutory Planning (Coordinator Statutory Town Planning) |
| CTED | Coordinator Transport and Engineering Developments |
| DCS | Director Corporate Services |
| DI&CS | Director Infrastructure and City Services |
| DSC | Director Sustainable Communities |
| EHO | Environmental Health Officer |
| EHT | Environmental Health Technician |
| GLA | Greenlight Administrator |
| MACA | Manager Active Communities and Assets |
| MBS | Municipal Building Surveyor |
| MCI | Manager Corporate Integrity and Legal Counsel |
| MCS | Manager City Services |

| Title | Position |
|---------------|--|
| MCW | Manager Capital Works |
| MPBHS | Manager Planning, Building and Health Services |
| MSES | Manager Strategy, Economy and Sustainability |
| Not Delegated | Not Delegated |
| PAO | Planning Administration Officer |
| PA | Planning Assistant |
| PIO | Planning Investigations Officer |
| PPIO | Principal Planning Investigations Officer |
| PPMP | Principal Planner Major Projects |
| PSP | Principal Strategic Planner |
| SO | Subdivision Officer |
| SSO | Senior Subdivision Officer |
| SP | Strategic Planner |
| SUP | Senior Urban Planner |
| SUPCL | Senior Urban Planner Customer Liaison |
| SUPCP | Senior Urban Planner Commercial Priority |
| TLPH | Team Leader Public Health |
| TLPLL | Team Leader Parking and Local Laws |
| TLSP | Team Leader Strategic Planning |
| TLTP | Team Leader Town Planning |
| UP | Urban Planner |
| UPCL | Urban Planner Customer Liaison |

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 11 October 2022; and

3.2 the delegation:

3.2.1 comes into force immediately this Instrument of Delegation is executed by the Mayor;

3.2.2 remains in force until 13 October 2023, when the delegation will be reviewed by Council, or sooner if Council resolves to vary or revoke it;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and

- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategyadopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

**Executed by the Mayor Cr Peter Hemphill
on behalf of Hobsons Bay City Council pursuant
to a resolution of Council adopted the Council
Meeting held on 11 October 2022**

.....
Cr Peter Hemphill

Delegation Sources

- Domestic Animals Act 1994
- Food Act 1984
- Heritage Act 2017
- Local Government Act 1989
- Local Government Act 2020
- Planning and Environment Act 1987
- Residential Tenancies Act 1997
- Residential Tenancies Regulations 2021
- Road Management Act 2004
- Planning and Environment Regulations 2015
- Planning and Environment (Fees) Regulations 2016
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015

S6 Instrument of Delegation - Members of Staff

| Domestic Animals Act 1994 | | | |
|---------------------------|---|-----------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 41A(1) | Power to declare a dog to be a menacing dog | CCS&C, DCS, MCI | Council may delegate this power to a Council authorised officer |

| Food Act 1984 | | | |
|---------------|---|----------------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 19(2)(a) | Power to direct by written order that the food premises be put into a clean and sanitary condition | CPH, DSC, EHO, MPBHS, TLPH | If s 19(1) applies |
| s 19(2)(b) | Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable | CPH, DSC, EHO, MPBHS, TLPH | If s 19(1) applies |
| s 19(3) | Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process | CPH, DSC, EHO, MPBHS, TLPH | If s 19(1) applies Only in relation to temporary food premises or mobile food premises |

| Food Act 1984 | | | |
|---------------|--|----------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 19(4)(a) | Power to direct that an order made under s 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise | CPH, DSC, MPBHS | If s 19(1) applies |
| s 19(6)(a) | Duty to revoke any order under section 19 if satisfied that an order has been complied with | CPH, DSC, EHO, MPBHS, TLPH | If s 19(1) applies |
| s 19(6)(b) | Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with | CPH, DSC, EHO, MPBHS, TLPH | If s 19(1) applies |
| s 19AA(2) | Power to direct, by written order, that a person must take any of the actions described in (a)-(c). | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 19AA(4)(c) | Power to direct, in an order made under s 19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises | CPH, DSC, EHO, MPBHS, TLPH | Note: the power to direct the matters under s 19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution |
| s 19AA(7) | Duty to revoke order issued under s 19AA and give written notice of revocation, if satisfied that that order has been complied with | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |

| Food Act 1984 | | | |
|-------------------|---|---------------------------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 19CB(4)(b) | Power to request copy of records | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 19E(1)(d) | Power to request a copy of the food safety program | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 19GB | Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 19M(4)(a) & (5) | Power to conduct a food safety audit and take actions where deficiencies are identified | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 19NA(1) | Power to request food safety audit reports | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 19U(3) | Power to waive and vary the costs of a food safety audit if there are special circumstances | DSC, MPBHS | |
| s 19UA | Power to charge fees for conducting a food safety assessment or inspection | CPH, DSC, EHO, EHT, MPBHS, TLPH | Except for an assessment required by a declaration under s 19C or an inspection under ss 38B(1)(c) or 39. |

| Food Act 1984 | | | |
|---------------|--|---------------------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 19W | Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 19W(3)(a) | Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 19W(3)(b) | Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| | Power to register, renew or transfer registration | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see s 58A(2)) |
| S 36A | Power to accept an application for registration or notification using online portal | CPH, MPBHS | Where Council is the registration authority |
| S 36B | Duty to pay the charge for use of online portal | CPH, MPBHS | Where Council is the registration authority |
| s 38AA(5) | Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is the registration authority |

| Food Act 1984 | | | |
|---------------|--|---------------------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 38AB(4) | Power to fix a fee for the receipt of a notification under s 38AA in accordance with a declaration under s 38AB(1) | DSC, MPBHS | Where Council is the registration authority |
| s 38A(4) | Power to request a copy of a completed food safety program template | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 38B(1)(a) | Duty to assess the application and determine which class of food premises under s 19C the food premises belongs | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 38B(1)(b) | Duty to ensure proprietor has complied with requirements of s 38A | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is the registration authority |
| s 38B(2) | Duty to be satisfied of the matters in s 38B(2)(a)-(b) | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 38D(1) | Duty to ensure compliance with the applicable provisions of s 38C and inspect the premises if required by s 39 | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is the registration authority |

| Food Act 1984 | | | |
|---------------|--|---------------------------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 38D(2) | Duty to be satisfied of the matters in s 38D(2)(a)-(d) | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 38D(3) | Power to request copies of any audit reports | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| s 38E(2) | Power to register the food premises on a conditional basis | DSC, MPBHS, CPH, TLPH | Where Council is the registration authority not exceeding the prescribed time limit defined under s 38E(5) |
| s 38E(4) | Duty to register the food premises when conditions are satisfied | DSC, MPBHS | Where Council is the registration authority |
| s 38F(3)(b) | Power to require proprietor to comply with requirements of this Act | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is the registration authority |
| s 38G | Power to require notification of change of the food safety program type used for the food premises | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |
| S 38G | Power to require the proprietor of the food premises to comply with any requirement of the Act | CPH, DSC, EHO, MPBHS, TLPH | Where Council is the registration authority |

| Food Act 1984 | | | |
|---------------|--|---------------------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 39A | Power to register, renew or transfer food premises despite minor defects | CPH, DSC, MPBHS, TLPH, EHO | Where Council is the registration authority Only if satisfied of matters in s 39A(2)(a)-(c) |
| s 40(2) | Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the Public Health and Wellbeing Act 2008 | CPH, DSC, MPBHS | |
| s 40C(2) | Power to grant or renew the registration of food premises for a period of less than 1 year | CPH, DSC, MPBHS, TLPH, EHO | Where Council is the registration authority |
| s 40D(1) | Power to suspend or revoke the registration of food premises | DSC, MPBHS, CPH | Where Council is the registration authority |
| s 40F | Power to cancel registration of food premises | DSC, MPBHS, CPH | Where Council is the registration authority |
| s 43F(6) | Duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is the registration authority |
| s 43F(7) | Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is the registration authority |

| Food Act 1984 | | | |
|---------------|---|---------------------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 46(5) | Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is the registration authority |

| Heritage Act 2017 | | | |
|-------------------|--|----------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 116 | Power to sub-delegate Executive Director's functions, duties or powers | CEO | Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation |

| Local Government Act 1989 | | | |
|---------------------------|---|----------|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 185L(4) | Power to declare and levy a cladding rectification charge | CEO | |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|---|-------------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 4B | Power to prepare an amendment to the Victorian Planning Provisions | DSC, MSES | If authorised by the Minister |
| s 4G | Function of receiving prescribed documents and a copy of the Victorian Planning Provisions from the Minister | DSC, MSES | |
| s 4H | Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements | CSSP, DSC, MPBHS, MSES, PSP, TLSP, SP | |
| s 4I | Duty to keep Victorian Planning Provisions and other documents available in accordance with public availability requirements | CSSP, , DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 8A(2) | Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A | CSSP, DSC, MPBHS, MSES | |
| s 8A(3) | Power to apply to Minister to prepare an amendment to the planning scheme | CSSP, DSC, MPBHS, MSES | |
| s 8A(5) | Function of receiving notice of the Minister's decision | CSSP, DSC, MPBHS, MSES | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| s 8A(7) | Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days | CSSP, DSC, MPBHS, MSES | |
| s 8B(2) | Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district | CSSP, DSC, MPBHS, MSES | |
| s 12(3) | Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| | | | |
| s 12B(1) | Duty to review planning scheme | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 12B(2) | Duty to review planning scheme at direction of Minister | CSSP, , DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s.12B(5) | Duty to report findings of review of planning scheme to Minister without delay | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 14 | Duties of a Responsible Authority as set out in s 14(a) to (d) | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, PIO, PPIO, PSP, SO, SSO, SP, SUP, SUPCL, SUPCP, TLSP, TLTP, UP, PPMP, UPCL, GLA, PAO | |
| s 17(1) | Duty of giving copy amendment to the planning scheme | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 17(2) | Duty of giving copy s 173 agreement | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 17(3) | Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 18 | Duty to make amendment etc. available in accordance with public availability requirements | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 19 | Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s 19 to a planning scheme | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 19 | Function of receiving notice of preparation of an amendment to a planning scheme | CSSP, DSC, MPBHS, MSES, SP, TLSP | Where Council is not the planning authority and the amendment affects land within Council's municipal district; or |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------|--|---------------------------------------|--|
| | | | Where the amendment will amend the planning scheme to designate Council as an acquiring authority. |
| s 20(1) | Power to apply to Minister for exemption from the requirements of s 19 | DSC | |
| s 21(2) | Duty to make submissions available in accordance with public availability requirements | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 21A(4) | Duty to publish notice | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 22 | Duty to consider all submissions | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | Except submissions which request a change to the items in s 22(5)(a) and (b) |
| s 23(1)(b) | Duty to refer submissions which request a change to the amendment to a panel | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 23(2) | Power to refer to a panel submissions which do not require a change to the amendment | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |

| Planning and Environment Act 1987 | | | |
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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 24 | Function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D) | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 26(1) | Power to make report available for inspection in accordance with the requirements set out in s197B of the Act | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 26(2) | Duty to keep report of panel available for inspection in accordance with public availability requirements | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 27(2) | Power to apply for exemption if panel's report not received | CSSP, DSC, MPBHS, MSES, | |
| s 28 | Duty to notify the Minister if abandoning an amendment | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | Note: the power to make a decision to abandon an amendment cannot be delegated |
| S 28(2) | Duty to publish notice of the decision on Internet site | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| S 28(4) | Duty to make notice of the decision available on Council's Internet site for a period of at least 2 months | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 30(4)(a) | Duty to say if amendment has lapsed | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|--|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 30(4)(b) | Duty to provide information in writing upon request | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 32(2) | Duty to give more notice if required | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 33(1) | Duty to give more notice of changes to an amendment | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 36(2) | Duty to give notice of approval of amendment | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 38(5) | Duty to give notice of revocation of an amendment | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 39 | Function of being a party to a proceeding commenced under s 39 and duty to comply with determination by VCAT | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES | |
| s 40(1) | Function of lodging copy of approved amendment | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |

| Planning and Environment Act 1987 | | | |
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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 41(1) | Duty to make a copy of an approved amendment available in accordance with the public availability requirements during inspection period | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| S 41(2) | Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in s 197B of the Act after the inspection period ends | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 42(2) | Duty to make copy of planning scheme available in accordance with the public availability requirements | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 46AAA | Duty to prepare an amendment to a planning scheme that relates to Yarra River land that is not inconsistent with anything in a Yarra Strategic Plan which is expressed to be binding on the responsible public entity | This section came into force on 24 February 2022 | Where Council is a responsible public entity and is a planning authority |
| s 46AW | Function of being consulted by the Minister | DSC, MPBHS, MSES | Where Council is a responsible public entity |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|---------------------------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 46AX | Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy | DSC, MPBHS, MSES | Where Council is a responsible public entity |
| s 46AZC(2) | Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity | DSC, MPBHS, MSES | Where Council is a responsible public entity |
| s 46AZK | Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | DSC, MPBHS, MSES | Where Council is a responsible public entity |
| s 46GI(2)(b)(i) | Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction | DSC, MPBHS, MSES | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency |
| s 46GJ(1) | Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans | DSC, MPBHS, MSES | |
| s 46GK | Duty to comply with a Minister's direction that applies to Council as the planning authority | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 46GN(1) | Duty to arrange for estimates of values of inner public purpose land | DSC, MPBHS, MSES | |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|---------------------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 46GO(1) | Duty to give notice to owners of certain inner public purpose land | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 46GP | Function of receiving a notice under s 46GO | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | Where Council is the collecting agency |
| s 46GQ | Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 46GR(1) | Duty to consider every submission that is made by the closing date for submissions included in the notice under s 46GO | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 46GR(2) | Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 46GS(1) | Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s 46GQ | DSC, MPBHS, MSES | |
| s 46GS(2) | Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general | DSC, MPBHS, MSES | |
| s 46GT(2) | Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference | DSC, MPBHS, MSES | |

| Planning and Environment Act 1987 | | | |
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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 46GT(4) | Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land | DSC, MPBHS, MSES | |
| s 46GT(6) | Function of receiving, from the valuer-general, written notice of a determination under s 46GT(5) | DSC, MPBHS, MSES | |
| s 46GU | Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s 46GU(1)(a) and (b) are met | DSC, MPBHS, MSES | |
| s 46GV(3) | Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made | DSC, MPBHS, MSES | Where Council is the collecting agency |
| s 46GV(3)(b) | Power to enter into an agreement with the applicant | DSC, MPBHS, MSES | Where Council is the collecting agency |
| s 46GV(4)(a) | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6) | DSC, MPBHS, MSES | Where Council is the development agency |
| s 46GV(4)(b) | Function of receiving the inner public purpose land in accordance with s 46GV(5) and (6) | DSC, MPBHS, MSES | Where Council is the collecting agency |
| s 46GV(7) | Duty to impose the requirements set out in s 46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area | DSC, MPBHS, MSES | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|------------------|---|
| s 46GV(9) | Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction | DSC, MPBHS, MSES | Where Council is the collecting agency |
| s 46GX(1) | Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable | DSC, MPBHS, MSES | Where Council is the collecting agency |
| s 46GX(2) | Duty, before accepting the provision of works, services or facilities by an applicant under s 46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | DSC, MPBHS, MSES | Where Council is the collecting agency |
| s 46GY(1) | Duty to keep proper and separate accounts and records | DSC, MPBHS, MSES | Where Council is the collecting agency |
| s 46GY(2) | Duty to keep the accounts and records in accordance with the Local Government Act 2020 | DSC, MPBHS, MSES | Where Council is the collecting agency |
| s 46GZ(2)(a) | Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is that planning authority |
| s 46GZ(2)(a) | Function of receiving the monetary component | DSC, MPBHS, MSES | Where the Council is the planning authority |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|--------------|--|------------------|---|
| | | | This duty does not apply where Council is also the collecting agency |
| s 46GZ(2)(b) | Duty to forward any part of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in the plan as responsible for those works, services or facilities | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency |
| s 46GZ(2)(b) | Function of receiving the monetary component | DSC, MPBHS, MSES | Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|------------------|---|
| s 46GZ(4) | Duty to use any land equalisation amounts to pay land credit amounts under s 46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s 46GZ(5) | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZ(5) | Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency |
| s 46GZ(5) | Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land | DSC, MPBHS, MSES | Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency |
| s 46GZ(7) | Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s 46GW | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------|---|------------------|--|
| s 46GZ(9) | Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land | DSC, MPBHS, MSES | <p>If any inner public purpose land is vested in Council under the Subdivision Act 1988 or acquired by Council before the time it is required to be provided to Council under s 46GV(4)</p> <p>Where Council is the collecting agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the development agency</p> |
| s 46GZ(9) | Function of receiving the fee simple in the land | DSC, MPBHS, MSES | <p>Where Council is the development agency under an approved infrastructure contributions plan</p> <p>This duty does not apply where Council is also the collecting agency</p> |
| s 46GZA(1) | Duty to keep proper and separate accounts and records | DSC, MPBHS, MSES | Where Council is the development agency under an approved infrastructure contributions plan |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 46GZA(2) | Duty to keep the accounts and records in accordance with the Local Government Act 2020 | DSC, MPBHS, MSES | Where Council is a development agency under an approved infrastructure contributions plan |
| s 46GZB(3) | Duty to follow the steps set out in s 46GZB(3)(a) – (c) | DSC, MPBHS, MSES | Where Council is a development agency under an approved infrastructure contributions plan |
| s 46GZB(4) | Duty, in accordance with requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA | DSC, MPBHS, MSES | If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan |
| s 46GZD(2) | Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZD(2)(a) and (b) | DSC, MPBHS, MSES | Where Council is the development agency under an approved infrastructure contributions plan |
| s 46GZD(3) | Duty to follow the steps set out in s 46GZD(3)(a) and (b) | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZD(5) | Duty to make payments under s 46GZD(3) in accordance with ss 46GZD(5)(a) and 46GZD(5)(b) | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|------------------|---|
| s 46GZE(2) | Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | DSC, MPBHS, MSES | Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency |
| s 46GZE(2) | Function of receiving the unexpended land equalisation amount | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency |
| s 46GZE(3) | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s 46GZE(3)(a) and (b) | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZF(2) | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land | DSC, MPBHS, MSES | Where Council is the development agency under an approved infrastructure contributions plan |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s.46GZF(3) | Duty, if land is sold under s.46GZF(2)(b), to follow the steps in s.46GZF(3)(a) and (b) | DSC, MPBHS, MSES | Where Council is the development agency under an approved infrastructure contributions plan |
| s 46GZF(3) | s 46GZF(3)(a) function of receiving proceeds of sale | DSC, MPBHS, MSES | Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency |
| s 46GZF(4) | Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s 46GZF(5) | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZF(6) | Duty to make the payments under s 46GZF(4) in accordance with s 46GZF(6)(a) and (b) | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZH | Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction | DSC, MPBHS, MSES | Where Council is the collecting agency under an approved infrastructure contributions plan |
| s 46GZI | Duty to prepare and give a report to the Minister at the times required by the Minister | DSC, MPBHS, MSES | Where Council is a collecting agency or development agency |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 46GZK | Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council | DSC, MPBHS, MSES | Where Council is a collecting agency or development agency |
| s 46LB(3) | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s 46LB (2) | DSC, MPBHS, MSES | |
| s 46N(1) | Duty to include condition in permit regarding payment of development infrastructure levy | DSC, MPBHS, MSES | |
| s 46N(2)(c) | Function of determining time and manner for receipt of development contributions levy | DSC, MPBHS, MSES | |
| s 46N(2)(d) | Power to enter into an agreement with the applicant regarding payment of development infrastructure levy | DSC, MPBHS, MSES | |
| s 46O(1)(a) & (2)(a) | Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit | DSC, MPBHS, MSES | |
| s 46O(1)(d) & (2)(d) | Power to enter into agreement with the applicant regarding payment of community infrastructure levy | DSC, MPBHS, MSES | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|------------------|---|
| | | | |
| s 46P(1) | Power to require payment of amount of levy under s 46N or s 46O to be satisfactorily secured | DSC, MPBHS, MSES | |
| s 46P(2) | Power to accept provision of land, works, services or facilities in part or full payment of levy payable | DSC, MPBHS, MSES | |
| s 46Q(1) | Duty to keep proper accounts of levies paid | DSC, MPBHS, MSES | |
| s 46Q(1A) | Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency or plan preparation costs incurred by a development agency | DSC, MPBHS, MSES | |
| s 46Q(2) | Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc | DSC, MPBHS, MSES | |
| s 46Q(3) | Power to refund any amount of levy paid if it is satisfied the development is not to proceed | DSC, MPBHS, MSES | Only applies when levy is paid to Council as a 'development agency' |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| | | | |
| s 46Q(4)(c) | Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s 46Q(4)(a) | DSC, MPBHS, MSES | Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister |
| s 46Q(4)(d) | Duty to submit to the Minister an amendment to the approved development contributions plan | DSC, MPBHS, MSES | Must be done in accordance with Part 3 |
| s46Q(4)(e) | Duty to expend that amount on other works etc. | DSC, MPBHS, MSES | With the consent of, and in the manner approved by, the Minister |
| s 46QC | Power to recover any amount of levy payable under Part 3B | DSC, MPBHS, MSES | |
| s 46QD | Duty to prepare report and give a report to the Minister | DSC, MPBHS, MSES | Where Council is a collecting agency or development agency |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|---|--|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 46V(3) | Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available | DSC, MPBHS, MSES | |
| s 46Y | Duty to carry out works in conformity with the approved strategy plan | DSC, MPBHS, MSES | |
| s 47 | Power to decide that an application for a planning permit does not comply with that Act | CSSP, CMP, CPO, CSTP, DSC, MPBHS, MSES, PSP, SP, GLA, PA, PAO, PIO, PPIO, SO, SSO, SUP, SUPCL, SUPCP, TLSP, TLTP, UP, UPCL, PPMP | |
| s 49(1) | Duty to keep a register of all applications for permits and determinations relating to permits | CMP, CPO, CSTP, DSC, MPBHS, MSES, GLA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, UPMPP | |
| s 49(2) | Duty to make register available for inspection in accordance with the public availability requirements | CMP, CPO, CSTP, DSC, MPBHS, MSES, GLA, PA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 50(4) | Duty to amend application | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| s 50(5) | Power to refuse to amend application | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 50(6) | Duty to make note of amendment to application in register | CMP, CPO, CSTP, DSC, MPBHS, MSES, GLA, PA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 50A(1) | Power to make amendment to application | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 50A(3) | Power to require applicant to notify owner and make a declaration that notice has been given | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 50A(4) | Duty to note amendment to application in register | CMP, CPO, CSTP, DSC, GLA, MSES, PA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 51 | Duty to make copy of application available for inspection in accordance with the public availability requirements | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, GLA, PA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 52(1)(a) | Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 52(1)(b) | Duty to give notice of the application to other municipal council where appropriate | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 52(1)(c) | Duty to give notice of the application to all persons required by the planning scheme | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 52(1)(ca) | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 52(1)(cb) | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 52(1)(d) | Duty to give notice of the application to other persons who may be detrimentally effected | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s.52(1AA) | Duty to give notice of an application to remove or vary a registered restrictive covenant | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 52(3) | Power to give any further notice of an application where appropriate | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 53(1) | Power to require the applicant to give notice under s 52(1) to persons specified by it | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 53(1A) | Power to require the applicant to give the notice under s 52(1AA) | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 54(1) | Power to require the applicant to provide more information | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 54(1A) | Duty to give notice in writing of information required under s 54(1) | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 54(1B) | Duty to specify the lapse date for an application | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 54A(3) | Power to decide to extend time or refuse to extend time to give required information | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 54A(4) | Duty to give written notice of decision to extend or refuse to extend time under s 54A(3) | CMP, CPO, CSTP, DSC, MPBHS, MSES, GLA, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 55(1) | Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme | CMP, CPO, CSTP, DSC, MPBHS, MSES, GLA, PA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 57(2A) | Power to reject objections considered made primarily for commercial advantage for the objector | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 57(3) | Function of receiving name and address of persons to whom notice of decision is to go | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 57(5) | Duty to make available for inspection copy of all objections in accordance with the public availability requirements | CMP, CPO, CSTP, DSC, MPBHS, MSES, GLA, PA, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 57A(4) | Duty to amend application in accordance with applicant's request, subject to s 57A(5) | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 57A(5) | Power to refuse to amend application | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 57A(6) | Duty to note amendments to application in register | CMP, CPO, CSTP, DSC, MPBHS, MSES, GLA, PA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 57B(1) | Duty to determine whether and to whom notice should be given | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 57B(2) | Duty to consider certain matters in determining whether notice should be given | CMP, CPO, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 57C(1) | Duty to give copy of amended application to referral authority | CMP, CPO, CSTP, DSC, MPBHS, MSES, GLA, PA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 58 | Duty to consider every application for a permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 58A | Power to request advice from the Planning Application Committee | CMP, CPO, CSTP, DSC, MPBHS, MSES, TLTP | |
| s 60 | Duty to consider certain matters | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 60(1A) | Duty to consider certain matters | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 60(1B) | Duty to consider number of objectors in considering whether use or development may have significant social effect | CMP, CPO, CSTP, DSC, MPBHS, MSES, SUPCL, SUPCP, TLTP, PPMP | |
| s 61(1) | Power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application | CMP, CPO, CSTP, DSC, MPBHS, MSES, SUPCL, SUPCP, TLTP, PPMP | The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006 |
| s 61(2) | Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, SUPCL, SUPCP, TLTP, PPMP | |
| s 61(2A) | Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, SUPCL, SUPCP, TLTP, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|-----------------------------------|
| s 61(3)(a) | Duty not to decide to grant a permit to use coastal Crown land without Minister's consent | CMP, CPO, CSTP, DSC, MPBHS, MSES, SUPCL, SUPCP, TLTP, PPMP | |
| s 61(3)(b) | Duty to refuse to grant the permit without the Minister's consent | CMP, CPO, CSTP, DSC, MPBHS, MSES, SUPCL, SUPCP, TLTP, PPMP | |
| s 61(4) | Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant | CMP, CPO, CSTP, DSC, MPBHS, MSES, SUPCL, SUPCP, TLTP, PPMP | |
| s 62(1) | Duty to include certain conditions in deciding to grant a permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUPCL, SUPCP, SUP, TLTP, UP, UPCL, PPMP | |
| s 62(2) | Power to include other conditions | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUPCL, SUPCP, SUP, TLTP, UP, UPCL, PPMP | |
| s 62(4) | Duty to ensure conditions are consistent with paragraphs (a),(b) and (c) | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 62(5)(a) | Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUPCL, SUPCP, SUP, TLTP, UP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 62(5)(b) | Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s 173 agreement | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 62(5)(c) | Power to include a permit condition that specified works be provided or paid for by the applicant | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 62(6)(a) | Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with ss 46N(1), 46GV(7) or 62(5) | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 62(6)(b) | Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s 62(1)(a) | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 63 | Duty to issue the permit where made a decision in favour of the application (if no one has objected) | CMP, CPO, CSTP, DSC, MPBHS, MSES, SUP, SO, SSO, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 64(1) | Duty to give notice of decision to grant a permit to applicant and objectors | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | This provision applies also to a decision to grant an amendment to a permit - see s 75 |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 64(3) | Duty not to issue a permit until after the specified period | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | This provision applies also to a decision to grant an amendment to a permit - see s 75 |
| s 64(5) | Duty to give each objector a copy of an exempt decision | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | This provision applies also to a decision to grant an amendment to a permit - see s 75 |
| s 64A | Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, , SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | This provision applies also to a decision to grant an amendment to a permit - see s 75A |
| s 65(1) | Duty to give notice of refusal to grant permit to applicant and person who objected under s 57 | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 66(1) | Duty to give notice under s 64 or s 65 and copy permit to relevant determining referral authorities | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 66(2) | Duty to give a recommending referral authority notice of its decision to grant a permit | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 66(4) | Duty to give a recommending referral authority notice of its decision to refuse a permit | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit |
| s 66(6) | Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under s 64 or 65 | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit |
| s 69(1) | Function of receiving application for extension of time of permit | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PA, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 69(1A) | Function of receiving application for extension of time to complete development | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 69(2) | Power to extend time | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 70 | Duty to make copy permit available for inspection in accordance with the public availability requirements | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 71(1) | Power to correct certain mistakes | CMP, COP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 71(2) | Duty to note corrections in register | CMP, CPO, CSTP, DSC, MPBHS, GLA, MSES, PAO, PASO, SSO, SUP, SUPCL, SUPCL, TLTP, UP, UPCL, PPMP | |
| s 73 | Power to decide to grant amendment subject to conditions | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 74 | Duty to issue amended permit to applicant if no objectors | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 76 | Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 76A(1) | Duty to give relevant determining referral authorities copy of amended permit and copy of notice | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 76A(2) | Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| | | | recommended by the recommending referral authority |
| s 76A(4) | Duty to give a recommending referral authority notice of its decision to refuse a permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit |
| s 76A(6) | Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under s 64 or 76 | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit |
| s 76D | Duty to comply with direction of Minister to issue amended permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, PSP, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, TLSP, UP, UPCL, PPMP | |
| s 83 | Function of being respondent to an appeal | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, PSP, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, TLSP, UP, UPCL, PPMP | |
| s 83B | Duty to give or publish notice of application for review | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, GA, PAO, PA, PSP, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, TLSUP, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 84(1) | Power to decide on an application at any time after an appeal is lodged against failure to grant a permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, PSP, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, TLSUP, PPMP | |
| s 84(2) | Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, PSP, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 84(3) | Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, PSP, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, TLSP, UP, UPCL, PPMP | |
| s 84(6) | Duty to issue permit on receipt of advice within 3 working days | CMP, CPO, CSTP, DSC, MPBHS, MSES, PSP, SO, SSO, SP, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 84AB | Power to agree to confining a review by the Tribunal | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES | |
| s 86 | Duty to issue a permit at order of Tribunal within 3 working days | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 87(3) | Power to apply to VCAT for the cancellation or amendment of a permit | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|-----------------------------------|
| | | SUPCP, TLTP, UP, UPCL, PPMP, PLO, PPIO | |
| s 90(1) | Function of being heard at hearing of request for cancellation or amendment of a permit | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, PIO, PPIO, PSP, SO, SSO, SP, SUPCL, SUP, SUPCP, TLTP, TLSP, UP, UPCL, PPMP | |
| s 91(2) | Duty to comply with the directions of VCAT | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, PIO, PPIO, PSP, SO, SSO, SP, SUPCL, SUP, SUPCP, TLTP, TLSP, UP, UPCL, PPMP | |
| s 91(2A) | Duty to issue amended permit to owner if Tribunal so directs | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUPCL, SUP, SUPCP, TLTP, TLSP, UP, UPCL, PPMP | |
| s 92 | Duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s 90 | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 93(2) | Duty to give notice of VCAT order to stop development | CMP, CPO, CSTP, DSC, MPBHS, MSES, PIO, PPIO, SUP, SUPCL, SUPCP, TLTP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
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| s 95(3) | Function of referring certain applications to the Minister | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 95(4) | Duty to comply with an order or direction | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 96(1) | Duty to obtain a permit from the Minister to use and develop its land | DSC, MPBHS, MSES | |
| s 96(2) | Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land | CMP, CPO, CSTP, DSC, MPBHS, MSES, | |
| s 96A(2) | Power to agree to consider an application for permit concurrently with preparation of proposed amendment | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 96C | Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C | CSSP, DSC, MPBHS, MSES, SP, PSP, TLSP | |
| s 96F | Duty to consider the panel's report under s 96E | DSC, MPBHS, MSES | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 96G(1) | Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996) | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 96H(3) | Power to give notice in compliance with Minister's direction | DSC | |
| s 96J | Power to issue permit as directed by the Minister | DSC | |
| s 96K | Duty to comply with direction of the Minister to give notice of refusal | CSSP, DSC, MPBHS, MSES, PSP, SP, TLSP | |
| s 96Z | Duty to keep levy certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, | |
| s 97C | Power to request Minister to decide the application | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES | |
| s 97D(1) | Duty to comply with directions of Minister to supply any document or assistance relating to application | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

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| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 97G(3) | Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 97G(6) | Duty to make a copy of every permit issued under s 97F available in accordance with public availability requirements | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 97L | Duty to include Ministerial decisions in a register kept under s 49 | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 97MH | Duty to provide information or assistance to the Planning Application Committee | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 97MI | Duty to contribute to the costs of the Planning Application Committee or subcommittee | DSC, MPBHS, MSES, SSOTLTP | |
| s 97O | Duty to consider application and issue or refuse to issue certificate of compliance | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 97P(3) | Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 97Q(2) | Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| s 97Q(4) | Duty to comply with directions of VCAT | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 97R | Duty to keep register of all applications for certificate of compliance and related decisions | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL PPMP | |
| s 98(1)&(2) | Function of receiving claim for compensation in certain circumstances | CMP, CPO, CSTP, DSC, MPBHS, MSES | |
| s 98(4) | Duty to inform any person of the name of the person from whom compensation can be claimed | CMP, CPO, CSTP, DSC, MPBHS, MSES | |
| s 101 | Function of receiving claim for expenses in conjunction with claim | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES | |
| s 103 | Power to reject a claim for compensation in certain circumstances | DSC | |
| s.107(1) | function of receiving claim for compensation | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES | |
| s 107(3) | Power to agree to extend time for making claim | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES | |
| s 114(1) | Power to apply to the VCAT for an enforcement order | CMP, CPO, CSTP, DSC, MPBHS, MSES, PIO, PPIO | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| s 117(1)(a) | Function of making a submission to the VCAT where objections are received | CMP, CPO, CSTP, DSC, MPBHS, MSES, SO, SSOTLTP, PPMP | |
| s 120(1) | Power to apply for an interim enforcement order where s 114 application has been made | CMP, CPO, CSTP, DSC, MPBHS, MSES, PIO, PPIO | |
| s 123(1) | Power to carry out work required by enforcement order and recover costs | DSC, MPBHS, MSES | |
| s 123(2) | Power to sell buildings, materials, etc salvaged in carrying out work under s 123(1) | DSC | Except Crown Land |
| s 129 | Function of recovering penalties | CMP, CPO, CSTP, DSC, MPBHS, MSES, PIO, PPIO | |
| s 130(5) | Power to allow person served with an infringement notice further time | CMP, CPO, CSTP, DSC, MPBHS, MSES, PIO, PPIO | |
| s 149A(1) | Power to refer a matter to the VCAT for determination | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, PIO, PPIO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 149A(1A) | power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|--|
| s 156 | Duty to pay fees and allowances (including a payment to the Crown under s 156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s 156(2B) power to ask for contribution under s 156(3) and power to abandon amendment or part of it under s 156(4) | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES | Where Council is the relevant planning authority |
| s 171(2)(f) | Power to carry out studies and commission reports | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES | |
| s 171(2)(g) | Power to grant and reserve easements | DSC, MPBHS, MSES | |
| s 172C | Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan | DSC, MPBHS, MSES | Where Council is a development agency specified in an approved infrastructure contributions plan |
| s 172D(1) | Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s 46GV(4) | DSC, MPBHS, MSES | Where Council is a collecting agency specified in an approved infrastructure contributions plan |
| s 172D(2) | Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s 46GV(4) | DSC, MPBHS, MSES | Where Council is the development agency specified in an approved infrastructure contributions plan |
| s 173(1) | Power to enter into agreement covering matters set out in s 174 | DSC, MBS, MPBHS, MSES | |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|--|---|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 173(1A) | Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing | DSC, MPBHS, MSES | Where Council is the relevant responsible authority |
| s 173 s 181 s 188 | Power to execute s173 Agreement that binds Council | DSC, MPBHS, MSES | S173 Agreement was required pursuant to a planning scheme amendment or condition of a current planning permit |
| | Power to decide whether something is to the satisfaction of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires something to be to the satisfaction of Council or Responsible Authority | CMP, CPO, CSTP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, | |
| | Power to give consent on behalf of Council, where an agreement made under s 173 of the Planning and Environment Act 1987 requires that something may not be done without the consent of Council or Responsible Authority | CMP, CPO, CSTP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 177(2) | Power to end a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | DSC, MPBHS, MSES | |
| s 178 | power to amend a s 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | DSC | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|---|-----------------------------------|
| s 178A(1) | Function of receiving application to amend or end an agreement | CMP, CPO, CSSP, CSTP, DSC, GLA, MPBHS, MSES, PAO, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, | |
| s 178A(3) | Function of notifying the owner as to whether it agrees in principle to the proposal under s 178A(1) | CMP, CPO, CSSP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 178A(4) | Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal | CMP, CPO, CSSP, DSC, MPBHS, MSES, , PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 178A(5) | Power to propose to amend or end an agreement | DSC, MPBHS, MSES | |
| s 178B(1) | Duty to consider certain matters when considering proposal to amend an agreement | DSC, MPBHS, MSES | |
| s 178B(2) | Duty to consider certain matters when considering proposal to end an agreement | DSC, MPBHS, MSES | |

| Planning and Environment Act 1987 | | | |
|-----------------------------------|---|--|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 178C(2) | Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end | CMP, CPO, CSSP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 178C(4) | Function of determining how to give notice under s 178C(2) | CMP, CPO, CSSP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 178E(1) | Duty not to make decision until after 14 days after notice has been given | DSC, MPBHS, MSES | |
| s.178E(2)(a) | Power to amend or end the agreement in accordance with the proposal | DSC, MPBHS, MSES | If no objections are made under s 178D Must consider matters in s 178B |
| s 178E(2)(b) | Power to amend or end the agreement in a manner that is not substantively different from the proposal | DSC, MPBHS, MSES | If no objections are made under s 178D Must consider matters in s 178B |
| s 178E(2)(c) | Power to refuse to amend or end the agreement | DSC, MPBHS, MSES | If no objections are made under s 178D Must consider matters in s 178B |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|---|
| s 178E(3)(a) | Power to amend or end the agreement in accordance with the proposal | DSC, MPBHS, MSES | After considering objections, submissions and matters in s 178B |
| s 178E(3)(b) | Power to amend or end the agreement in a manner that is not substantively different from the proposal | DSC, MPBHS, MSES | After considering objections, submissions and matters in s 178B |
| s.178E(3)(c) | power to amend or end the agreement in a manner that is substantively different from the proposal | DSC, MPBHS, MSES | After considering objections, submissions and matters in s.178B |
| s 178E(3)(d) | Power to refuse to amend or end the agreement | DSC, MPBHS, MSES | After considering objections, submissions and matters in s 178B |
| s 178F(1) | Duty to give notice of its decision under s 178E(3)(a) or (b) | CMP, CPO, CSSP, DSC, MPBHS, MSES PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 178F(2) | Duty to give notice of its decision under s 178E(2)(c) or (3)(d) | CMP, CPO, CSSP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 178F(4) | Duty not to proceed to amend or end an agreement under s 178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn | DSC, MPBHS, MSES | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---|-----------------------------------|
| s 178G | Duty to sign amended agreement and give copy to each other party to the agreement | DSC, MPBHS, MSES | |
| s 178H | Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement | CMP, CPO, CSSP, DSC, MPBHS, MSES PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 178I(3) | Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land | CMP, CPO, CSSP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 179(2) | Duty to make copy of each agreement available in accordance with the public availability requirements | CMP, CPO, CSSP, CSTP, DSC, GLA, PAO, PA, MPBHS, MSES, SO, SSO, SUP, SUPCL, TLTPPPMP, UPMPP | |
| s 181 | Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General | CMP, CPO, CSSP, CSTP, DSC, MBS, MPBHS, MSES, PPMP, PSP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, TLSP, UP, | |
| s 181(1A)(a) | Power to apply to the Registrar of Titles to record the agreement | CMP, CPO, CSSP, CSTP, DSC, MBS, MPBHS, MSES, PPMP, PSP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, TLSP, UP, | |
| s 181(1A)(b) | Duty to apply to the Registrar of Titles, without delay, to record the agreement | CMP, CPO, CSSP, CSTP, DSC, MBS, MPBHS, MSES, PPMP, PSP, | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|--|-----------------------------------|
| | | SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, TLSP | |
| s 182 | Power to enforce an agreement | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, PIO, PPIO | |
| s 183 | Duty to tell Registrar of Titles of ending/amendment of agreement | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 184F(1) | Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision | DSC, MPBHS, MESSO, SSOTLTP | |
| s 184F(2) | Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 184F(3) | Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 184F(5) | Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|-----------------------------------|
| | | SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 184G(2) | Duty to comply with a direction of the Tribunal | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, UPMPP | |
| s 184G(3) | Duty to give notice as directed by the Tribunal | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 198(1) | Function to receive application for planning certificate | CMP, CPO, CSSP, CSTP, DSC, GLA, MPBHS, MSES, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 199(1) | Duty to give planning certificate to applicant | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, UPMPP | |
| s 201(1) | Function of receiving application for declaration of underlying zoning | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |
| s 201(3) | Duty to make declaration | CMP, CPO, CSTP, DSC, MPBHS, MSES | |

Planning and Environment Act 1987

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|--|-----------------------------------|
| | Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council | CMP, CSSP, CPO, CSTP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| | Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council | CMP, CPO, CSTP, DSC, MPBHS, MSES, PPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| | Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit | CMP, CPO, CSTP, DSC, MPBHS, MSESPPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| | Power to give written authorisation in accordance with a provision of a planning scheme | CMP, CPO, CSTP, DSC, MPBHS, MSESPPMP, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL | |
| s 201UAB(1) | Function of providing the Victoria Planning Authority with information relating to any land within municipal district | DSC, MPBHS, MSES | |
| s 201UAB(2) | Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible | DSC, MPBHS, MSES | |

| Residential Tenancies Act 1997 | | | |
|--------------------------------|---|---------------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 91ZU(1) | Power to give a renter a notice to vacate rented premises | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is a public statutory authority engaged in the provision of housing |
| s 91ZZC(1) | Power to give a renter a notice to vacate rented premises | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes |
| s 91ZZE(1) | Power to give a renter a notice to vacate rented premises | CPH, DSC, EHO, EHT, MPBHS, TLPH | Where Council is a public statutory authority engaged in the provision of housing |
| s 91ZZE(3) | Power to publish Council's criteria for eligibility for the provision of housing | DSC, MPBHS, MSES | Where Council is a public statutory authority engaged in the provision of housing |
| s 142D | Function of receiving notice regarding an unregistered rooming house | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| s 142G(1) | Duty to enter required information in Rooming House Register for each rooming house in municipal district | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| s 142G(2) | Power to enter certain information in the Rooming House Register | CPH, DSC, EHO, EHT, MPBHS, TLPH | |

Residential Tenancies Act 1997

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|---------------------------------|-----------------------------------|
| s 142(2) | Power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| s 206AZA(2) | Function of receiving written notification | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| s 207ZE(2) | Function of receiving written notification | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| | | | |
| | | | |
| s 518F | Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| s 522(1) | Power to give a compliance notice to a person | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| s 525(2) | Power to authorise an officer to exercise powers in s 526 (either generally or in a particular case) | DSC, MPBHS | |

| Residential Tenancies Act 1997 | | | |
|--------------------------------|---|---------------------------------|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 525(4) | Duty to issue identity card to authorised officers | DSC, MPBHS, | |
| s 526(5) | Duty to keep record of entry by authorised officer under s 526 | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| s 526A(3) | Function of receiving report of inspection | CPH, DSC, EHO, EHT, MPBHS, TLPH | |
| s 527 | Power to authorise a person to institute proceedings (either generally or in a particular case) | CPH, DSC, EHO, EHT, MPBHS, TLPH | |

| Road Management Act 2004 | | | |
|--------------------------|--|-----------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 11(1) | Power to declare a road by publishing a notice in the Government Gazette | CSAM, DI&CS, MACA, MCW, MCS | Obtain consent in circumstances specified in s 11(2) |
| s 11(8) | Power to name a road or change the name of a road by publishing notice in Government Gazette | CPI, DCS, MCI | |

| Road Management Act 2004 | | | |
|--------------------------|---|---------------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 11(9)(b) | Duty to advise Registrar | CPI, DCS, DI&CS, MCI, MCW | |
| s 11(10) | Duty to inform Secretary to Department of Environment, Land, Water and Planning of declaration etc. | CPI, DCS, DI&CS, MCI, MCW | Subject to s 11(10A) |
| s 11(10A) | Duty to inform Secretary to Department of Environment, Land, Water and Planning or nominated person | CPI, DCS, DI&CS, MCI, MCW | Where Council is the coordinating road authority |
| s 12(2) | Power to discontinue road or part of a road | DCS, DI&CS | Where Council is the coordinating road authority |
| s 12(4) | Power to publish, and provide copy, notice of proposed discontinuance | DCS, DI&CS | Power of coordinating road authority where it is the discontinuing body Unless s 12(11) applies |
| s 12(5) | Duty to consider written submissions received within 28 days of notice | DCS, DI&CS | Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies |

| Road Management Act 2004 | | | |
|--------------------------|--|-----------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 12(6) | Function of hearing a person in support of their written submission | DCS, DI&CS | Function of coordinating road authority where it is the discontinuing body Unless s 12(11) applies |
| s 12(7) | Duty to fix day, time and place of meeting under s 12(6) and to give notice | DCS, DI&CS | Duty of coordinating road authority where it is the discontinuing body Unless s 12(11) applies |
| s 12(10) | Duty to notify of decision made | CPI, DCS, DI&CS, MCI, MCW | Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the Minister |
| s 13(1) | Power to fix a boundary of a road by publishing notice in Government Gazette | CPI, DCS, DI&CS, MCI, MCW | Power of coordinating road authority and obtain consent under s 13(3) and s 13(4) as appropriate |
| s 14(4) | Function of receiving notice from the Head, Transport for Victoria | CCW, CSAM, DI&CS, MACA, MCW | |
| s 14(7) | Power to appeal against decision of the Head, Transport for Victoria | DI&CS, MCW | |

| Road Management Act 2004 | | | |
|--------------------------|--|-----------------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 15(1) | Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport | DI&CS, MCW | |
| s 15(1A) | Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority | DI&CS, MCW | |
| s 15(2) | Duty to include details of arrangement in public roads register | CCW, CSAM, DI&CS, MACA, MCW | |
| s 16(7) | Power to enter into an arrangement under s 15 | DI&CS, MACA, MCW | |
| s 16(8) | Duty to enter details of determination in public roads register | CCW, CSAM, DI&CS, MACA, MCW | |
| s 17(2) | Duty to register public road in public roads register | CCW, CSAM, DI&CS, MACA, MCW | Where Council is the coordinating road authority |
| s 17(3) | Power to decide that a road is reasonably required for general public use | DI&CS, MACA, MCW | Where Council is the coordinating road authority |

| Road Management Act 2004 | | | |
|--------------------------|---|-----------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 17(3) | Duty to register a road reasonably required for general public use in public roads register | CCW, CSAM, DI&CS, MACA, MCW | Where Council is the coordinating road authority |
| s 17(4) | Power to decide that a road is no longer reasonably required for general public use | DI&CS, MACA, MCW | Where Council is the coordinating road authority |
| s 17(4) | Duty to remove road no longer reasonably required for general public use from public roads register | CCW, CSAM, DI&CS, MACA, MCW | Where Council is the coordinating road authority |
| s 18(1) | Power to designate ancillary area | DI&CS, MCS | Where Council is the coordinating road authority, and obtain consent in circumstances specified in s 18(2) |
| s 18(3) | Duty to record designation in public roads register | CCW, CSAM, DI&CS, MACA, MCW | Where Council is the coordinating road authority |
| s 19(1) | Duty to keep register of public roads in respect of which it is the coordinating road authority | CCW, CSAM, DI&CS, MACA, MCW | |
| s 19(4) | Duty to specify details of discontinuance in public roads register | CCW, CSAM, DI&CS, MACA, MCW | |

| Road Management Act 2004 | | | |
|--------------------------|--|-----------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 19(5) | Duty to ensure public roads register is available for public inspection | CCW, CSAM, DI&CS, MACA, MCW | |
| s 21 | Function of replying to request for information or advice | DI&CS, MCW | Obtain consent in circumstances specified in s 11(2) |
| s 22(2) | Function of commenting on proposed direction | DI&CS, MCW | |
| s 22(4) | Duty to publish a copy or summary of any direction made under s 22 by the Minister in its annual report. | DI&CS, MCW | |
| s 22(5) | Duty to give effect to a direction under s 22 | DI&CS, MCW | |
| s 40(1) | Duty to inspect, maintain and repair a public road. | CCW, CRDM, DI&CS, MCW, MCS | |
| s 40(5) | Power to inspect, maintain and repair a road which is not a public road | CCW, CRDM, DI&CS, MCW, MCS | |
| s 41(1) | Power to determine the standard of construction, inspection, maintenance and repair | DI&CS, MCW | |

| Road Management Act 2004 | | | |
|--------------------------|--|------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 42(1) | Power to declare a public road as a controlled access road | DI&CS, MCW | Power of coordinating road authority and sch 2 also applies |
| s 42(2) | Power to amend or revoke declaration by notice published in Government Gazette | DI&CS, MCW | Power of coordinating road authority and sch 2 also applies |
| s 42A(3) | Duty to consult with Head, Transport for Victoria and Minister for Local Government before road is specified | DI&CS, MCW | Where Council is the coordinating road authority If road is a municipal road or part thereof |
| s 42A(4) | Power to approve Minister's decision to specify a road as a specified freight road | DI&CS, MCW | Where Council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road |
| s 48EA | Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport) | DI&CS, MCW | Where Council is the responsible road authority, infrastructure manager or works manager |
| s 48M(3) | Function of consulting with the relevant authority for purposes of developing guidelines under s 48M | DI&CS, MCW | |
| s 49 | Power to develop and publish a road management plan | DI&CS, MCW | |

| Road Management Act 2004 | | | |
|--------------------------|--|------------------|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 51 | Power to determine standards by incorporating the standards in a road management plan | DI&CS, MCW | |
| s 53(2) | Power to cause notice to be published in Government Gazette of amendment etc of document in road management plan | DI&CS, MCW, MACA | |
| s 54(2) | Duty to give notice of proposal to make a road management plan | DI&CS, MACA, MCW | |
| s 54(5) | Duty to conduct a review of road management plan at prescribed intervals | DI&CS, MACA, MCW | |
| s 54(6) | Power to amend road management plan | DI&CS, MACA, MCW | |
| s 54(7) | Duty to incorporate the amendments into the road management plan | DI&CS, MACA, MCW | |
| s 55(1) | Duty to cause notice of road management plan to be published in Government Gazette and newspaper | DI&CS, MACA, MCW | |

Road Management Act 2004

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|----------------------------|--|
| s 63(1) | Power to consent to conduct of works on road | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| s 63(2)(e) | Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the infrastructure manager |
| s 64(1) | Duty to comply with cl 13 of sch 7 | CCW, CRDM, DI&CS, MCW | Where Council is the infrastructure manager or works manager |
| s 66(1) | Power to consent to structure etc | CCW, CRDM, DI&CS, MCW | Where Council is the coordinating road authority |
| s 67(2) | Function of receiving the name & address of the person responsible for distributing the sign or bill | CCW, CRDM, DI&CS, MCW | Where Council is the coordinating road authority |
| s 67(3) | Power to request information | CCW, CRDM, DI&CS, MCW | Where Council is the coordinating road authority |
| s 68(2) | Power to request information | CCW, CRDM, DI&CS, MCW | Where Council is the coordinating road authority |
| s 71(3) | Power to appoint an authorised officer | CEO | |

| Road Management Act 2004 | | | |
|--------------------------|---|---------------------------------|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| s 72 | Duty to issue an identity card to each authorised officer | DI&CS, MCW | |
| s 85 | Function of receiving report from authorised officer | DI&CS, MCW | |
| s 86 | Duty to keep register re s 85 matters | DI&CS, MCW | |
| s 87(1) | Function of receiving complaints | DI&CS, MCW | |
| s 87(2) | Duty to investigate complaint and provide report | DI&CS, MCW | |
| s 112(2) | Power to recover damages in court | DI&CS, MCW | |
| s 116 | Power to cause or carry out inspection | CCW, CRDM, DI&CS, MCW, WI | |

| Road Management Act 2004 | | | |
|--------------------------|--|-----------------------|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| s 119(2) | Function of consulting with the Head, Transport for Victoria | DI&CS, MCW | |
| s 120(1) | Power to exercise road management functions on an arterial road (with the consent of the Head, Transport for Victoria) | DI&CS, MCW | |
| s 120(2) | Duty to seek consent of the Head, Transport for Victoria to exercise road management functions before exercising power in s 120(1) | CCW, CRDM, DI&CS, MCW | |
| s 121(1) | Power to enter into an agreement in respect of works | DI&CS, MCW | |
| s 122(1) | Power to charge and recover fees | DI&CS, MCW | |
| s 123(1) | Power to charge for any service | DI&CS, MCW | |
| sch 2 cl 2(1) | Power to make a decision in respect of controlled access roads | DI&CS, MCW | |
| sch 2 cl 3(1) | Duty to make policy about controlled access roads | DI&CS, MCW | |

| Road Management Act 2004 | | | |
|--------------------------|--|----------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| sch 2 cl 3(2) | Power to amend, revoke or substitute policy about controlled access roads | DI&CS, MCW | |
| sch 2 cl 4 | Function of receiving details of proposal from the Head, Transport for Victoria | DI&CS, MCW | |
| sch 2 cl 5 | Duty to publish notice of declaration | DI&CS, MCW | |
| sch 7 cl 7(1) | Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the infrastructure manager or works manager |
| sch 7 cl 8(1) | Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the infrastructure manager or works manager |
| sch 7 cla 9(1) | Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the infrastructure manager or works manager responsible for non-road infrastructure |

| Road Management Act 2004 | | | |
|--------------------------|---|----------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| sch 7 cl 9(2) | Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the infrastructure manager or works manager |
| sch 7 cl 10(2) | Where Sch 7 cl 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the infrastructure manager or works manager |
| sch 7 cl 12(2) | Power to direct infrastructure manager or works manager to conduct reinstatement works | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 12(3) | Power to take measures to ensure reinstatement works are completed | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 12(4) | Duty to ensure that works are conducted by an appropriately qualified person | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 12(5) | Power to recover costs | CFO, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 13(1) | Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to sch 7 cl 13(2) | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the works manager |

| Road Management Act 2004 | | | |
|--------------------------|---|----------------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| sch 7 cl 13(2) | Power to vary notice period | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 13(3) | Duty to ensure works manager has complied with obligation to give notice under sch 7 cl 13(1) | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the infrastructure manager |
| sch 7 cl 16(1) | Power to consent to proposed works | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 16(4) | Duty to consult | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority, responsible authority or infrastructure manager |
| sch 7 cl 16(5) | Power to consent to proposed works | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 16(6) | Power to set reasonable conditions on consent | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 16(8) | Power to include consents and conditions | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |

| Road Management Act 2004 | | | |
|--------------------------|--|----------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| sch 7 cl 17(2) | Power to refuse to give consent and duty to give reasons for refusal | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl18(1) | Power to enter into an agreement | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch7 cl 19(1) | Power to give notice requiring rectification of works | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 19(2) & (3) | Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7 cl 20(1) | Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure | CCW, CRDM, DI&CS, MCW, MCS | Where Council is the coordinating road authority |
| sch 7A cl 2 | Power to cause street lights to be installed on roads | CTED, DI&CS, MCW | Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road |
| sch 7A cl 3(1)(d) | Duty to pay installation and operation costs of street lighting - where road is not an arterial road | CTED, DI&CS, MCW | Where Council is the responsible road authority |

| Road Management Act 2004 | | | |
|--------------------------|---|------------------|---|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |
| sch 7A cl 3(1)(e) | Duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas | CTED, DI&CS, MCW | Where Council is the responsible road authority |
| sch 7A cl (3)(1)(f) | Duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with cls 3(2) and 4 | CTED, DI&CS, MCW | Duty of Council as responsible road authority that installed the light (re: installation costs) and where Council is relevant municipal council (re: operating costs) |

| Planning and Environment Regulations 2015 | | | |
|---|---|--|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| r.6 | function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme | CSSP, DSC, MPBHS, MSES, PSP, , SP, TLSP | where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority. |
| r.21 | power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, PA, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

| Planning and Environment Regulations 2015 | | | |
|---|---|---|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| r.25(a) | duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge | CMP, CPO, CSSP, CSTP, DSC, GLA, MPBHS, MSES, PA, PAO, SO, SSO, SUP, SUPCL, TLTP, UP, UPCL, PPMP | where Council is the responsible authority |
| r.25(b) | function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge | CMP, CPO, CSSP, CSTP, DSC, GLA MPBHS, MSES, PA, PAO, SO, SSO, SUP, SUPCL, TLTP, UP, UPCL, PPMP | where Council is not the responsible authority but the relevant land is within Council's municipal district |
| r.42 | function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application | CMP, CPO, CSSP, CSTP, DSC, MPBHS, MSES, SO, SSO, SUP, SUPCL, TLTP, UP, UPCL, PPMP | where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority. |

| Planning and Environment (Fees) Regulations 2016 | | | |
|--|--|------------------------|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| r 19 | Power to waive or rebate a fee relating to an amendment of a planning scheme | CSSP, DSC, MPBHS, MSES | |

| Planning and Environment (Fees) Regulations 2016 | | | |
|---|--|--|-----------------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| r 20 | Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme | CMP, CPO, CSTP, CSSP, DSC, MPBHS, MSES | |
| r 21 | Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r 19 or 20 | CMP, CPO, CSTP, DSC, GLA, MPBHS, MSES, PAO, SO, SSO, SUP, SUPCL, SUPCP, TLTP, UP, UPCL, PPMP | |

| Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020 | | | |
|--|--|----------------------------|-----------------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| r 7 | Function of entering into a written agreement with a caravan park owner | CPH, EHO, MPBHS, TLPH, EHT | |
| r 10 | Function of receiving application for registration | CPH, EHO, MPBHS, TLPH, EHT | |
| r 11 | Function of receiving application for renewal of registration | CPH, EHO, MPBHS, TLPH, EHT | |
| r 12(1) | Duty to grant the registration if satisfied that the caravan park complies with these regulations | CPH, EHO, MPBHS, TLPH, EHT | |
| r 12(1) | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations | CPH, EHO, MPBHS, TLPH, EHT | |

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|----------------------------|-----------------------------------|
| r 12(2) | Duty to renew the registration if satisfied that the caravan park complies with these regulations | CPH, EHO, MPBHS, TLPH, EHT | |
| r 12(2) | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations | CPH, EHO, MPBHS, TLPH, EHT | |
| r 12(3) | Duty to have regard to matters in determining an application for registration or an application for renewal of registration | CPH, EHO, MPBHS, TLPH, EHT | |
| r 12(4) & (5) | Duty to issue certificate of registration | CPH, EHO, MPBHS, TLPH, EHT | |
| r 14(1) | Function of receiving notice of transfer of ownership | CPH, EHO, MPBHS, TLPH, EHT | |
| r 14(3) | Power to determine where notice of transfer is displayed | CPH, EHO, MPBHS, TLPH, EHT | |
| r 15(1) | Duty to transfer registration to new caravan park owner | CPH, EHO, MPBHS, TLPH, EHT | |
| r 15(2) | Duty to issue a certificate of transfer of registration | CPH, EHO, MPBHS, TLPH, EHT | |
| r 16(1) | Power to determine the fee to accompany applications for registration or applications for renewal of registration | CPH, MPBHS, TLPH | |
| r 17 | Duty to keep register of caravan parks | CPH, MPBHS, TLPH | |

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|----------------------------|-----------------------------------|
| r 18(4) | Power to determine where the emergency contact person's details are displayed | CPH, EHO, MPBHS, TLPH, EHT | |
| r 18(6) | Power to determine where certain information is displayed | CPH, EHO, MPBHS, TLPH, EHT | |
| r 22(1) | Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner | CPH, EHO, MPBHS, TLPH, EHT | |
| r 22(2) | Duty to consult with relevant emergency services agencies | CPH, EHO, MPBHS, TLPH, EHT | |
| r 23 | Power to determine places in which caravan park owner must display a copy of emergency procedures | CPH, EHO, MPBHS, TLPH, EHT | |
| r 24 | Power to determine places in which caravan park owner must display copy of public emergency warnings | CPH, EHO, MPBHS, TLPH, EHT | |
| r 28(c) | Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling | CPH, EHO, MPBHS, TLPH, EHT | |
| r 25(3) | Duty to consult with relevant floodplain management authority | CPH, EHO, MPBHS, TLPH, EHT | |
| r 40 | Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe | CPH, EHO, MPBHS, TLPH, EHT | |

Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|----------------------------|-----------------------------------|
| | | | |
| r 26 | Duty to have regard to any report of the relevant fire authority | CPH, EHO, MPBHS, TLPH, EHT | |
| r 40(b) | Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe | CPH, EHO, MPBHS, TLPH, EHT | |
| r 41(4) | Function of receiving installation certificate | CPH, EHO, MPBHS, TLPH, EHT | |
| r 43 | Power to approve use of a non-habitable structure as a dwelling or part of a dwelling | CPH, EHO, MPBHS, TLPH, EHT | |
| sch 3 cl 4(3) | Power to approve the removal of wheels and axles from unregistrable movable dwelling | CPH, EHO, MPBHS, TLPH, EHT | |

| Residential Tenancies Regulations 2021 | | | |
|--|--------------------------------|----------|----------------------------|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| | | | |

| Road Management (General) Regulations 2016 | | | |
|--|--|------------------------|--|
| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
| r 8(1) | Duty to conduct reviews of road management plan | DI&CS, MACA, MCW | |
| r 9(2) | Duty to produce written report of review of road management plan and make report available | CSAM, DI&CS, MACA, MCW | |
| r 9(3) | Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required) | CSAM, DI&CS, MACA, MCW | Where Council is the coordinating road authority |
| r.10 | Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under s 41 of the Act | DI&CS, MCW, MACA | |

Road Management (General) Regulations 2016

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|-----------|--|---|--|
| r 13(1) | Duty to publish notice of amendments to road management plan | CSAM, DI&CS, MACA, MCW | where Council is the coordinating road authority |
| r 13(3) | Duty to record on road management plan the substance and date of effect of amendment | CSAM, DI&CS, MACA, MCW | |
| r 16(3) | Power to issue permit | DI&CS | Where Council is the coordinating road authority |
| r 18(1) | Power to give written consent re damage to road | CCW, MCW | Where Council is the coordinating road authority |
| r 23(2) | Power to make submission to Tribunal | CCW, MCW | Where Council is the coordinating road authority |
| r 23(4) | Power to charge a fee for application under s 66(1) Road Management Act | CCW, MCW | Where Council is the coordinating road authority |
| r 25(1) | Power to remove objects, refuse, rubbish or other material deposited or left on road | CCS&C, DCS, DI&CS, MCI, MCS, MCW, TLPLL | Where Council is the responsible road authority |
| r 25(2) | Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3)) | CCS&C, DCS, DI&CS, MCI, MCS, MCW, TLPLL | Where Council is the responsible road authority |
| r 25(5) | Power to recover in the Magistrates' Court, expenses from person responsible | CCS&C, DCS, DI&CS, MCI, MCS, MCW, TLPLL | |

Road Management (Works and Infrastructure) Regulations 2015

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|---|-----------------|---|
| r 15 | Power to exempt a person from requirement under cl 13(1) of sch 7 of the Act to give notice as to the completion of those works | DI&CS, MCW | Where Council is the coordinating road authority and where consent given under s 63(1) of the Act |
| r 22(2) | Power to waive whole or part of fee in certain circumstances | DI&CS, MCW | Where Council is the coordinating road authority |

Hobsons Bay Governance Rules

| Provision | Powers and Functions Delegated | Delegate | Conditions and Limitations |
|------------------|--|-------------------|--|
| s 18 | Function of affixing Council's common seal to any document which evidences or gives effect to any decision already made by Council or a member of Council staff in the exercise of delegated power | DCS, MCI, CGIM | The document to which the common seal is affixed must relate to a decision of Council or a decision made under delegation. |

**Meeting held on Wednesday 31 August 2022 at 10:45am
via Teams meeting**

Voting Members:

| | |
|-------------------------|--------------------|
| Lisa Tripodi | Chair |
| John Watson | Independent member |
| Iqbal Halim | Independent Member |
| Cr Pamela Sutton-Legaud | Councillor |
| Cr Jonathon Marsden | Councillor |

In Attendance:

| | |
|-------------------|---|
| Cr Peter Hemphill | Mayor |
| Aaron van Egmond | Chief Executive Officer |
| Diane Eyckens | Acting Director Corporate Services |
| Julie Brne | Coordinator Governance and Information Management |
| Hamish Munro | Chief Financial Officer |
| David Hayden | Financial Accountant |
| Magali Theunissen | Risk and Emergency Management Adviser (Item 10.1.2) |
| Helen Bouniotis | Coordinator Property and Insurance (Item 10.1.2) |
| Laura Murphy | Acting Manager City Services (Item 10.1.3) |
| Michael Kennedy | Senior Coordinator City Services (Item 10.1.3) |
| Graham Noriskin | Executive Director – Pitcher Partners (Item 9) |
| Richard Wilson | Senior Manager – Pitcher Partners (Item 9) |
| Mark Peters | Partner – HLB Mann Judd (Item 5) |
| Tania Yeung | Manager – HLB Mann Judd (Item 5) |
| Irene Hills-Jones | Governance and Business Support Officer (Minutes) |

1. WELCOME AND ACKNOWLEDGEMENT

The Chair welcomed all those present and acknowledged the Bunurong People of the Kulin Nation as the Traditional Owners of these municipal lands and waterways, paying our respects to Elders past, present and emerging.

It was noted that an in-camera session was held with the external auditors and internal auditors prior to the commencement of the meeting.

2. APOLOGIES

Andrew McLeod, Director Corporate Services

3. LEGISLATIVE COMPLIANCE

3.1 Conflicts of Interest

Nil items

4. CONFIRMATION OF MINUTES

The minutes of the meeting held on 25 May 2022 were confirmed by the Audit and Risk Committee with no amendments.

John Watson requested that the Audit and Risk Committee Charter be circulated to Members as agreed at the last meeting in May.

| Action Required | By |
|---|------------|
| Audit and Risk Committee Charter (Word version) to be circulated to Members for input. To be discussed at the next meeting in November. | Julie Brne |

5. EXTERNAL AUDIT

5.1.1 VAGO Interim Management Letter 2021-22

5.1.2 VAGO Interim Management Letter for the year ended 30 June 2022

The report was taken as read. Mark Peters noted that a series of issues raised in the previous year have now been resolved. Although a number of issues are still in progress, none of these are rated as 'high' or 'extreme'.

The Chair queried why the finding 'No formal ICT Steering Committee in place' is identified as being unresolved, but the implementation date is noted as 'NA'. Mark Peters explained that management are keen to continue their current practice of this role being carried out by the Executive Leadership Team (ELT) and while this acceptable it is important to point out from a risk management perspective as it may be worth seeking independent advice outside the ELT in future.

The Audit and Risk Committee noted the VAGO Interim Management Letter for the financial year ended 30 June 2022.

5.2.1 Draft Annual Financial Report 2021-22

5.2.2 Draft Financial Report for the year ended 30 June 2022

Hamish Munro introduced the report, noting that the audit is not as far advanced as we would have liked, as further information needs to be provided to the auditors. However, both the financial and performance statements are close to being finalised and there have been no real surprises.

David Hayden highlighted the key points from the report. Minor updates to the library and population figures within the Performance Statement are to be added, otherwise no changes have been advised by the auditors at this time. The population figures are currently based on an estimate and not from the recent census, to ensure consistency with the Annual Report commentary.

The Chair raised the following points:

- Page 35, Note 1 (b): Reference is made to 'COVID' and 'COVID-19' interchangeably. This should be amended to ensure consistency. Clarification was also sought in relation to the 'immunisation relief due to Covid restrictions (\$80,000)'. This was explained as being due to additional staff costs arising from the implementation of COVID-19 protocols.
- Page 37, point 9: The amount against property debtors needs a \$ sign.
- Page 38, 2.1.2 Capital works: 'Heritage plant and equipment' indicates an amount of \$5,000 unbudgeted expenditure. David Hayden confirmed this relates to Works in Progress.

- Page 38, Variance Ref 3 - Plant, machinery and equipment: This is noted as being under budget. Hamish Munro explained this was partly due to carry over of items to the next financial year and partly due to supply chain issues arising from the COVID-19 pandemic.
- Page 43: 'Infrastructure' is written in italics. This needs to be amended.
- Page 46, (e) Ageing of individually impaired Receivables: The last sentence doesn't read well and needs to be revised to say 'lodged and are being negotiated'.
- Page 53: A query was raised as to whether the amounts under Work in Progress should have been capitalised. David Hayden explained these amounts relate to works that have commenced, but are not yet complete, so remain as Work in Progress in case there is a need to write off anything.
- Page 58, Valuation of infrastructure: The year 2020 needs to be updated to 2022.

John Watson commented that overall the papers are good and the points being raised are mostly formatting issues. The following observations were made:

- Page 37, point 4: The Victorian Grants Commission does not provide funding. This should be amended to state 'Federal Financial Assistance Grants'. Hamish Munro pointed out this will also need to be adjusted in the Quarterly Report.
- Page 47, 5.3: The word 'revenue' is cut off at the end and needs to be adjusted. With regards to Trade payables, David Hayden explained that a significant amount relates to Capital Works that have carried over to the next year.
- Pages 63-65, Heading: Should read 'Notes to the Financial Report' and '... 30 June 2022'.

Iqbal Halim added the following comments:

- The positive uplift in cash position at the end of financial year was noted and a query raised as to whether the Council has a set cash position where it wants to land at year end. Hamish Munro responded that the cash position is kept higher at year end to meet the influx of payments that often occurs at this time. During the year this would normally be around \$5 - 10 million. It was also noted that the Cash Flow Statement doesn't include investments as these are set out in the Balance Sheet.
- Page 45, Bad and doubtful debts: The main drivers behind the figures was queried. David Hayden explained that Fines Victoria is experiencing issues with increased uncollected debts across the local government sector. Another reason is the increase in property debtors. Repayment schemes have been set up with solicitors for the most significant debts.

It was noted that consideration needs to be given to the quality assurance process prior to submitting these papers to the Audit and Risk Committee in future. This should be reflected in the lessons learned process following completion of the reports.

The Audit and Risk Committee noted the Draft Annual Financial Report.

| Action Required | By |
|--|--------------|
| Update the Draft Annual Financial Report to address the issues raised in the August 2022 Audit and Risk Committee meeting. | Hamish Munro |
| Review the quality assurance process for the Financial Reports. | Hamish Munro |

5.2.3 Draft Performance Statement for the year ended 30 June 2022

Page 72, paragraph 4: Following discussion of the population figures and dates, it was agreed that the fourth paragraph should be rewritten to ensure it reads well and the figures are accurate.

Page 74, C7: The Chair noted the increase in workforce turnover to 25.8 per cent and queried whether this is a concern for the organisation. In particular, if any business areas have been affected and if there is a risk to delivery of services. The CEO acknowledged this presents some challenges from a business continuity perspective, but noted the whole sector is experiencing similar levels of staff transition. Recruiting to these positions has become harder in terms of available talent however it is important to focus on getting the right people rather than filling roles.

Iqbal Halim asked if there is any correlation between staff turnover and staff satisfaction. The CEO strongly believed that internal causes are a minority and that most people are looking for a change in career or environment after the last two years, although its important not to get complacent about this.

Cr Jonathon Marsden commented on the recent refurbishment of the Civic Centre creating a nice environment to work in and the Chair asked if this has assisted in staff returning to work. The CEO confirmed that this, and the future direction of the Council, have been cited anecdotally as positive reasons for new staff applying to work at the Council. However a bigger factor is remuneration levels as we have lost some staff to other Councils that offer higher salaries. Although we need to keep pace with the market, our main focus is to attract staff based on other factors such as autonomy, mastery and purpose, rather than remuneration.

Page 76 Aquatic Facilities: Although the Council owns the properties, these are leased out and therefore the performance indicators are stated as 0.00. A comment will be added to the report to clarify this for readers.

Page 78, MC4 and MC5: The commentary needs to be revised to make it easier for the reader to understand. With regards to the 16 per cent increase in Aboriginal children, John Watson requested that actual numbers be added to provide context.

The Chair suggested that consideration be given to inviting officers involved in the preparation of information for this report to the meeting next year.

Mark Peters noted that a review of the report by non-accountants may be useful from a quality assurance perspective. However, the report is subject to significant rigour prior to publication, as the external auditors on behalf of VAGO will go through the report line by line, and VAGO will also carry out their own review.

The Audit and Risk Committee noted the Draft Performance Statement.

| Action Required | By |
|--|--------------|
| Update the Performance Statement to address the issues raised in the August 2022 Audit and Risk Committee meeting. | Hamish Munro |

5.3.1 VAGO Closing Report and Recommendation to Council 2021-22

The Closing Report was not available prior to the date of the meeting. The Audit and Risk Committee therefore amended the statements under the 'Suggested Direction / Future Action' before agreeing to approve in principle the Annual Financial Report and the Performance Statement for the year ended 30 June 2022.

Subject to there being no significant issues or changes identified in the draft Closing Report yet to be received, the Audit and Risk Committee recommends:

1. That Council record its approval in principle to the Annual Financial Report and Performance Statement for the year ended 30 June 2022.
2. That subject to the review of the final version of the Annual Financial Report and the Performance Statement, Council:
 - Authorise the Chief Executive Officer, Chief Financial Officer (Principal Accounting Officer), the Mayor, Cr Peter Hemphill and another Councillor to certify the final versions;
 - Authorise the Chief Executive Officer to send the Annual Financial Report and Performance Statement to the Auditor-General;
 - Authorise the Chief Financial Officer to implement any non-material changes as recommended by the Auditor-General, and provide a summary of such changes to the Audit and Risk Committee at its next meeting; and
 - Authorise the Chief Financial Officer to make any material changes requested by the Auditor-General after discussion with the Chair of the Audit and Risk Committee before reporting to Council.
3. That the Committee record its appreciation and congratulations to all staff involved in the preparation of the annual statements for the clear presentation and clarity of the notes; and
4. That the Committee also record its appreciation to the external auditors, HLB Mann Judd for their contribution to the finalisation of the year end and acknowledge the end of their five year contract.

The motion was moved by John Watson and seconded by Cr Jonathon Marsden.

All Members voted in favour of the above recommendation to Council.

The Audit and Risk Committee noted that if any further material changes are made, then the revised report needs to be endorsed by the Audit and Risk Committee Chair and re-submitted to Council for approval. Mark Peters confirmed the final deadline is 31 October 2022.

| Action Required | By |
|--|--------------|
| Circulate the draft VAGO Closing Report to the Committee after it is received from the Auditors. | Hamish Munro |
| Provide final VAGO Closing Report and Management Letter to the Committee at the November 2022 meeting. | Hamish Munro |

5.4.1 Management Representation Letter to VAGO (HLB Mann Judd)

The Management Representation Letter to VAGO was not available prior to the date of the meeting. Hamish Munro presented a copy of the letter during the meeting and agreed to circulate this to members via email.

The Chair commented that it is very difficult for the Audit and Risk Committee to make recommendations to Council when it has not received all the reports prior to this meeting. Hamish Munro agreed to review the process with the ELT to ensure all relevant staff are aware of the priority of the external audit and the impact delays have in relation to getting papers ready for this meeting. Clarification of Audit and Risk Committee expectations of what papers are required in advance of the meeting will also help to ensure a smoother process.

The Committee thanked Hamish Munro and David Hayden, and acknowledged their appreciation of all staff who contributed to the preparation of these reports, noting the challenges faced particularly in terms of staff resource. The Committee also acknowledged the contribution from the external auditors HLB Mann Judd, noting that this is their final year of the contract.

Mark Peters and Tania Yeung left the meeting at 12.17pm.

| Action Required | By |
|--|--------------|
| Management Representation Letter to be circulated to Audit and Risk Committee Members via email. | Hamish Munro |

6. ACTION ITEMS

The Audit and Risk Committee reviewed and noted the Action Item listing.

| Action Required | By |
|--|-------------------|
| Action items listing to be updated prior to the next Audit and Risk Committee meeting. | Irene Hills-Jones |

7. AUDIT AND RISK COMMITTEE WORK PLAN

The Committee Work Plan was taken as read.

The Audit and Risk Committee noted the Work Plan.

8. CONTROL FRAMEWORK

8.1 Chief Executive Officer's update and statement of any breaches of legislation

The report was taken as read.

The Audit and Risk Committee noted the CEO's update.

The CEO indicated that he would present some highlights to the Audit and Risk Committee Members after the meeting.

8.2.1 Outstanding Audit Recommendations

The report was taken as read.

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.

8.2.2 Outstanding Audit Recommendations – Statistical Data August 2022

The report was taken as read.

8.2.3 Outstanding Audit Recommendations – Closed Items August 2022

The report was taken as read.

8.2.4 Outstanding Audit Recommendations – Open Items August 2022

The report was taken as read.

8.3 Implementation of the *Local Government Act 2020*

The report was taken as read.

The Audit and Risk Committee noted the Implementation of the *Local Government Act 2020* progress update.

8.4.1 Enterprise Digital Strategy – Covering report

The report was taken as read.

The Audit and Risk Committee noted the Enterprise Digital Strategy progress update.

8.4.2 Enterprise Digital Strategy – Presentation

The presentation report was taken as read.

8.5.1 Audit and Risk Committee Biannual Report to Council – Covering report

8.5.2 Audit and Risk Committee Biannual Report (January 2022 – August 2022)

The report was taken as read. John Watson requested that a summary table be added to highlight the progress made by management during the reporting period. This should include the following:

- Number of recommendations rated as High/ Medium/ Low;
- Number of recommendations added during the period;
- Number of recommendations closed during the period; and
- Number of recommendations open at the end of the period.

John Watson noted that under Table 1 the Mayor is listed as a non-voting Member. This line should be removed as the Mayor is invited to these meetings in the capacity of a non-voting attendee (not a member), in line with the Audit and Risk Committee Charter and legislative requirements.

Richard Wilson indicated that the Data Analytics audit should be removed from the list under 4.1 as this has not yet been reported to the Audit and Risk Committee.

The Audit and Risk Committee endorsed the Bi-Annual Report (January 2022 - August 2022) to be presented at the next available Council Meeting.

| Action Required | By |
|---|--------------|
| Summary table to be added to the Audit and Risk Committee Biannual Report. | Lisa Tripodi |
| Reference to the Mayor as a 'non-voting member' should be removed from Table 1 of the Audit and Risk Committee Biannual Report. | Lisa Tripodi |
| Reference to the Data Analytics audit to be removed from 4.1 of the Audit and Risk Committee Biannual Report. | Lisa Tripodi |

8.6 Governance and Management Checklist

The updated Governance and Management Checklist was not available prior to the date of the meeting. Diane Eyckens agreed to circulate the updated Checklist to members after the meeting.

John Watson noted the Audit and Risk Committee Charter states that the Mayor is a non-voting Member of the Committee. This does not align with legislative requirements and the Charter should be updated to reflect the Mayor’s position as an Attendee.

| Action Required | By |
|---|---------------|
| Governance and Management Checklist to be circulated to Audit and Risk Committee Members via email. | Diane Eyckens |

9. INTERNAL AUDIT

9.1.1 Internal Audit Program – update

The report was taken as read.

9.1.2 Internal Audit Status Report

The report was taken as read.

9.1.3 Recent Issues Brief

The report was taken as read. The Chair thanked the Internal Auditors for this useful report and acknowledged the time taken by management to provide comments against each integrity finding. The additional assurance provided in this report was much appreciated by the Committee.

The Audit and Risk Committee noted the Internal Audit Progress Report and the Recent Reports and Publications of Interest.

9.2.1 Internal Audit Program – Completed reports

The Chair noted this agenda item should reflect that internal audit scopes are being presented today instead of completed reports.

| Action Required | By |
|--|-------------------|
| Update the covering report template for Internal Audit reports and scopes. | Irene Hills-Jones |

9.2.2 Project management internal audit scope

John Watson queried whether there should be some reference to the link with Finance so works can be capitalised in a timely fashion. Richard Wilson confirmed that the audit will include a review of this area as part of the project completion.

9.2.3 Data Analytics internal audit scope

The scope was taken as read.

The Audit and Risk Committee noted the Internal Audit scopes.

10. RISK MANAGEMENT

10.1.1 Risk Management update

10.1.2 Risk and Insurance Report

Iqbal Halim expressed thanks to the Risk and Emergency Management Advisor for sending him the Risk Management Policy, noting the organisation is heading in the right direction. Reflecting on the relationship between the Council’s risk appetite and the risk treatments

identified in the risk register, he agreed to share some templates that may be useful. Diane Eyckens noted that the risk register is currently being reviewed and updated. She added that the risk register is reviewed by the Senior Leadership Team at their fortnightly meetings and that Strategic Risks are also reviewed by the Executive Leadership Team.

John Watson queried the rating of risk 240: *Cyber security and ICT recovery to address ongoing risks of disaster, disruption and denial of service*. This is identified as having moderate current and residual risk ratings. Other Councils generally rate this area as high, even after controls have been implemented. Diane Eyckens undertook to review the risk.

Referring to the Cyber Security statistics on page 181, Iqbal Halim queried whether the Council conducts annual penetration testing. Diane Eyckens confirmed that an annual review is performed with the last tests completed in June 2022.

The Chair noted the insurance premiums outlined on Page 188 of the report appear to have increased considerably. Helen Bouniotis confirmed that overall premiums have increased and the number of claims has also increased. The CEO noted that where relevant, staff have undertaken various training workshops recently, covering aspects such as defensive driving.

The Audit and Risk Committee noted the Risk Management update and the Risk and Insurance report.

| Action Required | By |
|------------------------------------|---------------|
| Rating of risk 240 to be reviewed. | Diane Eyckens |

10.1.3 Risk owners – Top risks

Laura Murphy and Michael Kennedy presented an overview of risk 208: *Injury to City Services employees due to hazardous manual handling*. A lot of work has been done to mitigate this risk, including recent staff training. However, this still remains one of the higher risks, especially given the high volume of manual tasks and the fact that many staff are no longer young or fit. WorkSafe have conducted several visits and are satisfied with our documentation and training.

The Chair thanked Laura Murphy and Michael Kennedy for taking time to attend the meeting.

10.2.1 Occupational Health and Safety update

The report was taken as read.

10.2.2 Occupational Health and Safety Report – FY 2021-22 Q4

The report was taken as read.

The Audit and Risk Committee noted the Occupational Health and Safety report.

11. EXTERNAL ACCOUNTABILITY

11.1.1 Interim Financial Report – Covering report

11.1.2 Interim Financial Report – Year Ended 30 June 2022

The report was taken as read.

The Audit and Risk Committee noted the Interim Financial Report for the year ended 30 June 2022.

11.2.1 Cash and Investment Balances

The report was taken as read.

11.2.2 Appendix 1 – Investments

The report was taken as read.

The Audit and Risk Committee noted the Cash and Investment Balances as at 31 July 2022.

11.3.1 Capital Works Quarterly Report – Covering report

The report was taken as read.

11.3.2 Capital Works Quarterly Report – FY 2021-22 Q4

The report was taken as read.

The Audit and Risk Committee noted the Capital Works Q4 Quarterly Financial Report.

12. OTHER BUSINESS

In the covering reports for agenda papers, John Watson requested that the Audit and Risk Committee receive 'Recommendations' rather than 'Suggested Directions / Future Actions'.

Following the Audit and Risk Committee in May 2022, a report was presented to Council. The Independent Committee Members requested a copy of this report and any other reports to Council moving forward.

The Chair thanked all involved in preparing the papers for this meeting. In particular to Gina Cleminson (Executive Assistant Corporate Support) and Anna Scott (Executive Assistant to the Mayor and Councillors) who organised the agenda papers.

| Action Required | By |
|---|-------------------|
| Change 'Suggested Direction / Future Action' to 'Recommendations' in future agenda papers. | Irene Hills-Jones |
| Circulate a copy of the report presented to Council following the May 2022 Audit and Risk Committee meeting, and any other reports to Council moving forward. | Diane Eyckens |

13. NEXT MEETING

The next meeting will be held on 23 November 2022.

The meeting will be a face to face meeting.

The meeting closed at 12.53pm.

Audit and Risk Committee

Biannual Report

February - August 2022

**HOBSONS
BAY CITY
COUNCIL**



EXECUTIVE SUMMARY

In accordance with Section 54(5) of the *Local Government Act 2020*, an Audit and Risk Committee must:

- (a) Prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes its findings and recommendations; and
- (b) provide a copy of the biannual audit and risk report to the Chief Executive Officer for tabling at the next Council meeting.

The Biannual Report (1 February 2022 – 31 August 2022) will be presented to Council in September 2022.

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1. Background and purpose of this report

The Audit and Risk Committee (the Committee) was established in accordance with sections 53 and 54 of the *Local Government Act 2020* (the Act) to assist Hobsons Bay City Council in fulfilling its responsibilities relating to external financial and performance reporting, risk and financial management, corporate governance, internal control systems and providing advice to drive continuous improvement.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to facilitate decision making by Council in relation to the discharge of its responsibilities.

This report meets the reporting requirements to Council as mandated by the Act pursuant to section 54(5) and importantly provides Council with a summary of the matters that the Committee has addressed in the reporting period in discharging its responsibilities under its Charter.

The Audit and Risk Committee Charter (endorsed by Council on 25 August 2020) was reviewed in conjunction with the Annual Work Plan in November 2021, with the Committee recommending minor updates to the Charter. An amended Audit and Risk Committee Charter – November 2021 was subsequently endorsed by Council on 8 February 2022.

At the Audit and Risk Committee meeting on 25 May 2022, an amendment to the Charter (endorsed by Council on 8 February 2022) was recommended and subsequently approved by Council on 9 August 2022.

2. Period of reporting

This report covers the's activity from 1 February 2022 to 31 August 2022.

In that period the Committee has met on three occasions: 23 February 2022, 25 May 2022 and 31 August 2022.

3. Committee Membership and Meetings

The composition of the Committee in accordance with its Charter is three independent members and two Council representatives.

Mr Terry Richard's three year term as an independent member concluded and his last meeting was on 23 February 2022. The Hobsons Bay City Council and fellow Committee members thank Mr Richards for his invaluable contribution over the past three years.

On 10 May 2022, Council approved the appointment of Mr Iqbal Halim as a new independent member to the Committee for a period of three years and also reappointed me as an independent member to the Committee for a further period of three years.

Also, on 10 May 2022, Council resolved to extend my appointment as an Independent Member of the Audit and Risk Committee for a further three years.

On 9 August 2022, Council approved an amendment to the Audit and Risk Committee Charter to enable me to assume the position as Chair of the Committee for the period August 2022 to December 2022.

The Mayor, Chief Executive Officer and senior management representatives attended meetings of the Committee, by invitation, to assist in meeting discussions and procedures. Representatives from the internal and external auditors also attend to present on matters related to internal and external audit activities.

The following table provides details of the Committee members and meeting attendance during the reporting period.

Table 1: Membership, meeting dates and attendance

| Attendee | Role | 23/02/2022 Quarterly | 25/05/2022 Quarterly | 31/08/2022 Quarterly |
|-------------------------|--------------------|-------------------------|-------------------------|-------------------------|
| Ms Lisa Tripodi | Independent Chair | ✓ | ✓ | ✓ |
| Mr Terry Richards | Independent Member | ✓ | ⊘ | ⊘ |
| Mr John Watson | Independent Member | ✓ | ✓ | ✓ |
| Mr Iqbal Halim | Independent Member | ⊘ | ✓ | ✓ |
| Cr Pamela Sutton-Legaud | Council Member | X | ✓ | ✓ |
| Cr Jonathon Marsden | Council Member | ✓ | ✓ | ✓ |

✓ = In attendance X = Apology ⊘ = Not a member at that time

The Committee's Annual Work Plan

The Committee has an Annual Work Plan (the Work Plan) which includes all matters required to be covered by the Committee Charter. The Committee can confirm that all Committee obligations required under the Charter were addressed during the reporting period. The Work Plan is reviewed annually in November.

As the Audit and Risk Committee Charter is the basis in which the Work Plan is developed, the Charter was reviewed in conjunction with the Work Plan; with feedback sought from all Committee members.

The revised Work Plan was endorsed by the Committee at its meeting of 24 November 2021. As noted in Item 1, the draft Audit and Risk Committee Charter – November 2021 was presented to Council and endorsed at the February 2022 Council meeting.

4. Committee Responsibilities

4.1 Internal Audit

The Strategic four-year Internal Audit Plan for the period 2022 – 2025 was reviewed and endorsed at the 25 May 2022 meeting. In accordance with the adopted Strategic Internal Audit Plan, the following reports were presented by Pitcher Partners internal audit during the period:

- Business Function Risk Assurance Map May 2022
- Statutory Planning May 2022

The recommendations contained within the report were accepted by Management for implementation over the next 12 months.

Implementation of agreed actions to address findings from internal audit reports is closely monitored by the Committee and reviewed at each meeting. Management are progressing the completion of outstanding audit actions as expected.

Table 2: Outstanding Internal Audit Actions

| Actions | High | Medium | Low | Total |
|------------------------------|------|--------|-----|-------|
| Open Actions 1 February 2022 | 2 | 7 | 6 | 15 |
| New Actions | 2 | 6 | 1 | 9 |
| Less Actions Closed | 2 | 7 | 1 | 10 |
| Open Actions 31 August 2022 | 2 | 6 | 6 | 14 |

4.2 External Audit

Council's Financial Report and Performance Statement for the year ended 30 June 2022 were audited by HLB Mann Judd on behalf of the Victorian Auditor-General's Office (VAGO).

At the February meeting the Committee received and considered the External Audit Strategy Memorandum in relation to the external audit.

The Committee met with HLB Mann Judd in the absence of management prior to the Audit and Risk Committee meeting held on 31 August 2022.

Draft versions of Council's Annual Financial Report and Performance Statement for the year ended 30 June 2022 were then presented to the August Committee meeting, along with the Interim Management Letter. The Closing Report for 30 June 2022 was unavailable at the time of the meeting, so was circulated to the Committee members when it became available shortly after. Management's key focus after the Committee meeting was to close out and resolve all outstanding audit actions which was achieved.

Recommendation to Council

Subject to there being no significant issues or changes identified in the draft Closing Report yet to be received, the Audit and Risk Committee recommended:

1. That Council record its approval in principle to the Annual Financial Report and Performance Statement for the year ended 30 June 2022.
2. That subject to the review of the final version of the Annual Financial Report and the Performance Statement, Council:
 - Authorise the Chief Executive Officer, Chief Financial Officer (Principal Accounting Officer), the Mayor, Cr Peter Hemphill and another Councillor to certify the final versions;
 - Authorise the Chief Executive Officer to send the Annual Financial Report and Performance Statement to the Auditor-General;
 - Authorise the Chief Financial Officer to implement any non-material changes as recommended by the Auditor-General, and provide a summary of such changes to the Audit and Risk Committee at its next meeting; and
 - Authorise the Chief Financial Officer to make any material changes requested by the Auditor-General after discussion with the Chair of the Audit and Risk Committee before reporting to Council.
3. That the Committee record its appreciation and congratulations to all staff involved in the preparation of the annual statements for the clear presentation and clarity of the notes; and
4. That the Committee also record its appreciation to the external auditors, HLB Mann Judd for their contribution to the finalisation of the year end and acknowledge the end of their five year contract.

4.3 Financial and Performance Reporting

The Committee receives and considers financial reports at the end of the September, December (Mid-Year Budget Review), March and June (year-end) financial periods. The Committee provides financial

guidance and input into continually improving the content of the quarterly financial reports presented to Council under section 97 of the *Local Government Act 2020*.

The Committee also considers reports on Cash and Investments as well as the Capital Works Program.

4.4 Compliance Management and Internal Control Environment

Informing areas of focus by the Committee are reports and publications from other jurisdictions and external bodies e.g.: VAGO, Independent Broad-Based Anti-Corruption Commission (IBAC), Independent Commission Against Corruption (ICAC), The Local Government Inspectorate, Victorian Ombudsman and the Institute of Internal Auditors.

As part of its Control Framework, the Committee received quarterly update reports from the Chief Executive Officer. There were no breaches of legislation, statutory non-compliance, or protected disclosures in relation to any matter during the reporting period.

The Chief Executive Officer also reported on:

- Social Housing and Change to Legislation
- Community Pitch 2022/23
- Staff Return to Work
- Panademic Financial Impacts
- Budget Update
- Community Experience Transformation (CX 2.0)
- COVID-19 impact Update
- Audit and Risk Committee Membership
- Council + Update
- Policy framework and review
- Quarterly updates on compliance with implementation of the *Local Government Act 2020*
- Quarterly updates on the implementation of the Enterprise Digital Strategy

4.5 Fraud Prevention systems and controls

There were no material matters of fraud, corruption, ethics or code of conduct reported to the Committee during the reporting period.

4.6 Risk Management

The Committee has continued its focus on risk management during the reporting period and in doing so has received reports and updates in relation to:

- Enterprise Risk Register
- Strategic Risk Management
- Strategic Risks and Treatment Plans
- High Operational Risks

- Focus on the ongoing changing COVID-19 environment
- Insurances, insurance policies and indemnity limits
- Quarterly Occupational Health and Safety reports

A snapshot of the risks during the reporting period are as follows:

- February 2022 (180 risks in total): 4 high risks/58 moderate risks/118 low risks
- August 2022 (174 risks in total): 1 high risk/57 moderate risks/116 low risks
- 0 risks added to the register during the reporting period
- 6 risks archived during the period
- 174 risks active in the risk register at the end of the reporting period

5. Reporting to Council

The Committee reports formally to Council at least twice per annum. Minutes of Committee meetings are provided to Council as soon as practical after each meeting.

6. Officer Support

The Committee fulfils its responsibilities outlined in the Committee Charter guided by its Annual Work Plan. The success of its work requires significant commitment from many senior officers in developing meeting agendas, assembling reports and other information, preparing minutes of meetings and disseminating information to Committee members between meetings. The Committee acknowledges these efforts and the strong support it receives from the officers involved. I would like to record my appreciation of the work undertaken by staff in supporting the Committee, particularly regular attendees and presenters at Committee meetings.

7. Conclusion

This is the Committee's third report to Council under the new reporting regime. The Committee welcomes feedback as to whether this report meets Council's expectations. If Council wishes to be briefed by the Committee on any matters raised in this report, I would be delighted to attend as required.

The Committee benefits from the combined knowledge of Councillor and independent members in many areas including high standards of governance, risk, financial management and financial reporting.

As Chairperson, I would like to acknowledge the contribution of all members who perform their responsibilities with diligence and professionalism. I also acknowledge the contribution of our audit representatives from HLB Mann Judd and Pitcher Partners.

Lisa Tripodi

Chair on behalf of the Audit and Risk Committee

31 August 2022