



**GREATER  
DANDENONG**  
*City of Opportunity*

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**TUESDAY 11 JUNE 2019**  
Commencing at 7:00 PM

**COUNCIL CHAMBERS**  
225 Lonsdale Street, Dandenong VIC 3175

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
<b>1</b>	<b>MEETING OPENING .....</b>	<b>18149</b>
<b>1.1</b>	<b>ATTENDANCE .....</b>	<b>18149</b>
<b>1.2</b>	<b>OFFERING OF PRAYER .....</b>	<b>18149</b>
<b>1.3</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>18150</b>
<b>1.4</b>	<b>ASSEMBLIES OF COUNCIL .....</b>	<b>18151</b>
<b>1.5</b>	<b>DISCLOSURES OF INTEREST .....</b>	<b>18153</b>
<b>2</b>	<b>OFFICERS' REPORTS .....</b>	<b>18154</b>
<b>2.1</b>	<b>DOCUMENTS FOR TABLING .....</b>	<b>18154</b>
2.1.1	Documents for Tabling .....	18154
2.1.2	Petitions and Joint Letters .....	18156
<b>2.2</b>	<b>STATUTORY PLANNING APPLICATIONS .....</b>	<b>18161</b>
2.2.1	Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) .....	18161
<b>2.3</b>	<b>FINANCE AND BUDGET .....</b>	<b>18193</b>
2.3.1	Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 .....	18193
2.3.2	Adoption of the 2019-20 Annual Budget .....	18299
<b>2.4</b>	<b>POLICY AND STRATEGY .....</b>	<b>18508</b>
2.4.1	Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 .....	18508
2.4.2	Review of Council Policies - Disaster Assistance Policy .....	18570
<b>2.5</b>	<b>OTHER .....</b>	<b>18586</b>
2.5.1	Extension of YMCA Contract .....	18586
2.5.2	Review of Meeting Procedure Local Law No. 1 .....	18591

2.5.3	List of Registered Correspondence to Mayor and Councillors .....	18651
2.5.4	Community Partnership Funding - use of unallocated funds 2019-20 .....	18654
2.5.5	Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 13 & 20 May 2019 .....	18662
<b>3</b>	<b>NOTICES OF MOTION .....</b>	<b>18666</b>
<b>3.1</b>	<b>Notice of Motion No. 70 - Chapel Road and Dandenong Bypass, Keysborough-Intersection Review .....</b>	<b>18666</b>
<b>4</b>	<b>REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS .....</b>	<b>18667</b>
<b>5</b>	<b>QUESTION TIME - PUBLIC .....</b>	<b>18687</b>
<b>6</b>	<b>URGENT BUSINESS .....</b>	<b>18689</b>

---

## **1 MEETING OPENING**

### **1.1 ATTENDANCE**

#### **Apologies**

Cr Jim Memeti (Leave of Absence)

#### **Councillors Present**

Cr Roz Blades AM (Chairperson)

Cr Youhorn Chea, Cr Tim Dark, Cr Matthew Kirwan, Cr Angela Long, Cr Zaynoun Melhem, Cr Sean O'Reilly, Cr Maria Sampey, Cr Sophie Tan, Cr Loi Truong

#### **Officers Present**

John Bennie PSM, Chief Executive Officer; Jody Bosman, Director City Planning, Design and Amenity; Martin Fidler, Director Community Services; Mick Jaensch, Director Corporate Services; Julie Reid, Director Engineering Services, Paul Kearsley, Group Manager Greater Dandenong Business

### **1.2 OFFERING OF PRAYER**

As part of Council's commitment to recognising the cultural and spiritual diversity of our community, the prayer this evening will be offered by Shamim Navidi from the Spiritual Assembly of the Baha'is, a member of the Greater Dandenong Interfaith Network.

"O Thou compassionate Lord, Thou Who art generous and able! We are servants of Thine sheltered beneath Thy providence. Cast Thy glance of favour upon us. Give light to our eyes, hearing to our ears and understanding and love to our hearts. Render our souls joyous and happy through Thy glad tidings. O Lord! Point out to us the pathway of Thy kingdom and resuscitate all of us through the breaths of the Holy Spirit. Bestow upon us life everlasting and confer upon us never-ending honour. Unify mankind and illumine the world of humanity. May we all follow Thy pathway, long for Thy good pleasure and seek the mysteries of Thy kingdom. O God! Unite us and connect our hearts with Thy indissoluble bond. Verily, Thou art the Giver, Thou art the Kind One and Thou art the Almighty.



### **1.3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Ordinary Meeting of Council held 27 May 2019.

#### **Recommendation**

**That the minutes of the Ordinary Meeting of Council held 27 May 2019 be confirmed.**

#### **MINUTE 1069**

Moved by: Cr Sophie Tan  
Seconded by: Cr Zaynoun Melhem

**That the minutes of the Ordinary Meeting of Council held 27 May 2019 be confirmed.**

**CARRIED**

## 1.4 ASSEMBLIES OF COUNCIL

The following assemblies of Council occurred in the period 23 May to 5 June 2019:

Date	Meeting Type	Councillors Attending	Councillors Absent	Topics Discussed & Disclosures of Conflict of Interest
27/05/19	Pre-Council Meeting	Roz Blades AM, Youhorn Chea, Tim Dark (part), Matthew Kirwan, Angela Long, Zaynoun Melhem, Jim Memeti, Sean O'Reilly, Maria Sampey (part), Sophie Tan, Loi Truong	Nil.	<ul style="list-style-type: none"><li>- Social media training session for Councillors held prior to this pre-Council meeting.</li><li>- Budget submissions received.</li><li>- Council's ALGA motion in relation to SSRS funding cuts has been received but altered slightly.</li><li>- Section 173 agreement in relation to application to move electronic gaming machines from one venue within Greater Dandenong to another.</li><li>- Open space acquisitions update (Confidential) - Cr Dark disclosed a Conflict of Interest in this item and left the room during discussion.</li><li>- Agenda items for the Council Meeting of 27 May 2019.</li></ul>

---

ORDINARY COUNCIL MEETING - MINUTES

---

**1.4 ASSEMBLIES OF COUNCIL (Cont.)**

<b>Date</b>	<b>Meeting Type</b>	<b>Councillors Attending</b>	<b>Councillors Absent</b>	<b>Topics Discussed &amp; Disclosures of Conflict of Interest</b>
3/06/19	Councillor Briefing Session	Roz Blades AM, Youhorn Chea, Tim Dark, Matthew Kirwan, Angela Long (part), Sean O'Reilly, Maria Sampey, Sophie Tan	Zaynoun Melhem, Jim Memeti, Loi Truong	<ul style="list-style-type: none"><li>- Community funding program Round 1. (Cr Chea disclosed a conflict of interest in part of this item and left the room during discussion regarding that part of the item).</li><li>- Services reviews' proposals for costs savings and efficiencies.</li><li>- Agenda items for the Council Meeting of 11 June 2019.</li></ul>

---

**Recommendation**

**That the assemblies of Council listed above be noted.**

**MINUTE 1070**

Moved by: Cr Sophie Tan

Seconded by: Cr Youhorn Chea

**That the assemblies of Council listed above be noted.**

**CARRIED**

## **1.5 DISCLOSURES OF INTEREST**

Nil.

## **2 OFFICERS' REPORTS**

### **2.1 DOCUMENTS FOR TABLING**

#### **2.1.1 Documents for Tabling**

File Id:	qA228025
Responsible Officer:	Director Corporate Services

---

#### **Report Summary**

Council receives various documents such as annual reports and minutes of committee meetings that deal with a variety of issues that are relevant to the City.

These reports are tabled at Council Meetings and therefore brought to the attention of Council.

#### **Recommendation Summary**

This report recommends that the listed items be received.

---

**2.1.1 Documents for Tabling (Cont.)**

**List of Reports**

Author	Title
Service to Youth Council Incorporated	Annual Report 2018

A copy of each report is made available at the Council meeting or by contacting the Governance Unit on telephone 8571 5235.

**Recommendation**

**That the listed items be received.**

**MINUTE 1071**

Moved by: Cr Loi Truong  
Seconded by: Cr Youhorn Chea

**That the listed items be received.**

**CARRIED**

### 2.1.2 Petitions and Joint Letters

File Id:	qA228025
Responsible Officer:	Director Corporate Services
Attachments:	Petitions and Joint Letters

---

### Report Summary

Council receives a number of petitions and joint letters on a regular basis that deal with a variety of issues which have an impact upon the City.

Issues raised by petitions and joint letters will be investigated and reported back to Council if required.

A table containing all details relevant to current petitions and joint letters is provided in Attachment 1. It includes:

1. the full text of any petitions or joint letters received;
2. petitions or joint letters still being considered for Council response as pending a final response along with the date they were received; and
3. the final complete response to any outstanding petition or joint letter previously tabled along with the full text of the original petition or joint letter and the date it was responded to.

**Note: On occasions, submissions are received that are addressed to Councillors which do not qualify as petitions or joint letters under Council's current Meeting Procedure Local Law. These are also tabled.**

### **2.1.2 Petitions and Joint Letters (Cont.)**

#### **Petitions and Joint Letters Tabled**

Council received no new petitions, no joint letters and no petition updates prior to the Council Meeting of 11 June 2019.

***N.B: Where relevant, a summary of the progress of ongoing change.org petitions and any other relevant petitions/joint letters/submissions will be provided in the attachment to this report.***

#### **Recommendation**

**That the listed items detailed in Attachment 1, and the current status of each, be received and noted.**

#### **MINUTE 1072**

Moved by: Cr Sean O'Reilly  
Seconded by: Cr Zaynoun Melhem

**That the listed items detailed in Attachment 1, and the current status of each, be received and noted.**

**CARRIED**



**2.1.2 Petitions and Joint Letters (Cont.)**

**DOCUMENTS FOR TABLING**

**PETITIONS AND JOINT LETTERS**

**ATTACHMENT 1**

**PETITIONS AND JOINT LETTERS**

**PAGES 3 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 1000.*

## ORDINARY COUNCIL MEETING - MINUTES

**2.1.2 Petitions and Joint Letters (Cont.)**

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
22 May 2019	<p><b>To: Dandenong Council</b></p> <p>Request for 60 minutes (from 6am-5pm) parking limit in front of Keysborough Kebab Shop at 599 Chandler Road, Keysborough.</p>	20	New	<p>Tabled at Council Meeting 27 May 2019.</p> <p>Referred to Engineering Services 22 May 2019.</p> <p><b>Petition Update as at 28/5/19:</b></p> <p>Shortly prior to the petition being received, Council's Traffic Engineers were separately made aware of the parking issues and had begun consultation to introduce short term 1/4P (15 minute) bays immediately in front of 599 Chandler Road. The consultation was already underway when the petition was received for the same issue. As such, the matter identified in the petition is being addressed, albeit not with the 1P (60 minute) restriction as the petition requests.</p> <p>To make changes to existing parking restrictions Council requires a majority support from responses to the consultation. We will be able to identify any necessary further actions once the consultation period closes on Friday 7 June 2019.</p> <p>The customer who raised this matter separately (prior to the petition) has been informed of the above and will be advised of the outcomes once they are determined. As the lead petitioner is unknown at this time, we are unable to share this information with them.</p>

*If the details of the attachment are unclear please contact Governance on 8571 1000.*

**2.1.2 Petitions and Joint Letters (Cont.)**

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

*If the details of the attachment are unclear please contact Governance on 8571 1000.*

## 2.2 STATUTORY PLANNING APPLICATIONS

### 2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01)

File Id:

Responsible Officer:

Director City Planning Design & Amenity

Attachments:

Planning Permit  
Endorsed Plans

---

#### Application Summary

Applicant:	Bojack Brewing Pty Ltd
Proposal:	Amendment to Planning Permit PLN17/0608 to amend Planning Permit Conditions 2; 10 and 11.
Zone:	Industrial 1 Zone
Overlay:	No Overlays applicable
Ward:	Red Gum

The application is being brought before Council as delegation policy requires that all liquor licence applications (with the exception of a liquor licence for a food and drink premises) are determined at a Council meeting.

Planning Permit PLN17/0608 was granted at the 26 March 2018 Council meeting for the use and development of land for Industry (Microbrewery) and Manufacturing Sales, the sale and consumption of liquor, and to provide car parking spaces on another site.

The applicant has applied for an amendment to Planning Permit PLN17/0608 under Section 72 of the *Planning and Environment Act 1987*. Pursuant to Section 72(1) *a person who is entitled to use or develop land in accordance with a permit may apply to the responsible authority for an amendment to the permit.*

Pursuant to Section 73(1) and (1)(a) an amendment to the permit is treated *as if the application were an application for a permit*. As such, all third party rights apply.

Specifically, the amendment application seeks the following:

- To amend Condition 11 to allow extended hours of operation from 9pm to 11pm on Thursday; and 6pm to 11pm on Saturday and Sunday;
- To amend Condition 10 to allow the separate consumption of food and alcoholic beverages;

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- To amend the legal description of the site and adjoining site at 1 Bennet Street within Condition 2; and
- To amend Condition 2 to allow necessary changes to occur for the registration of the Section 173 Agreement.

These items will be further addressed in the proposal section of this report.

**Objectors Summary**

The application was advertised to the surrounding area through the erection of a notice on-site notices and the mailing of notices to adjoining and surrounding owners and occupiers. No objections were received to the application.

**Assessment Summary**

This amendment seeks to make changes to a Planning Permit that was previously approved at a Council meeting for the use of the land as a Microbrewery. This report is limited to the amendments sought under the 'Proposal' section of this application.

The amendments sought to the permit conditions relate primarily to the extension of trading hours on Thursday, Saturday and Sunday. Overall, the amendment to the trading hours would result in improved business operations that have flow on effects to the site and surrounding area with respect to safety, passive surveillance and economic viability. Council officers recommend that an amended permit be granted subject to existing and altered permit conditions.

In addition to the extension of trading hours, there are other minor amendments sought which seek to make corrections to the permit to facilitate the overall use. These will be discussed in the assessment section of this report.

**Recommendation Summary**

As assessed, the proposal is consistent with and appropriately responds to the provisions of the Greater Dandenong Planning Scheme with this report recommending that the application be supported, and that an **Amended Permit** be granted subject to conditions as set out in the recommendation.

**Subject Site and Surrounds****Subject Site**

- The subject site is located on Bennet Street, Dandenong within an established industrial area. The site is irregular in shape, with an east-west orientation. The subject site is relatively flat.
- The existing building is of standard proportions, with an adequate front setback, consistent with those along Bennet Street. The existing building has a total area of approximately 770sqm.
- The existing building is currently used as a microbrewery as stipulated under the permit approval granted for the site.
- The subject site is currently accessed via a single 6.4m wide crossover, providing access to four (4) existing car parking spaces on the site with a further nine (9) spaces available on the adjoining site.

---

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- There is no significant vegetation on the subject land, with the exception of some low level planting within the front setback area.

**Surrounding Area**

- The broader surrounding area is characterised by a mixture of residential development to the north, industrial to the west and south and public recreation to the west.
- The industrial land is of an older stock, with a mixture of building sizes, mostly of standard building proportions.
- The subject site is located opposite the Bennet Street reserve, used for public recreation.
- The subject site is located nearby to a number of transportation links, including bus routes along Bennet Street and railway stations at Dandenong and Yarraman.
- The abutting allotment at No. 1 Bennet Street is under the same ownership of the subject site, and used for warehouse purposes.

**Locality Plan**



### 2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)

## Background

### Previous Applications

A search of Council records revealed that Council has previously considered the following planning applications for the site:

- 1996/466: A permit was granted on 23/10/1996 for automotive dismantling and salvaging.
- PLN07/0615: An application for a take away food van was withdrawn on 12/10/2007
- PLN17/0608: A permit was granted on 28/03/2018 for the use and development of land for Industry (Microbrewery) and Manufacturing Sales, the sale and consumption of liquor, and to provide car parking spaces on another site.

## Proposal

This application proposes to amend Planning Permit PLN17/0608 under Section 72 of the Planning and Environment Act 1987, by way of the following:

- To amend Condition 11 to allow extended hours of operation from 9pm to 11pm on Thursday; and from 6pm to 11pm on Saturday and Sunday;
- To amend Condition 10 to allow the separate consumption of food and alcoholic beverages;
- To amend the legal description of the site and adjoining site at 1 Bennet Street within Condition 2; and
- To amend Condition 2 to allow necessary changes to occur for the registration of the Section 173 Agreement.

The applicant has requested the changes ultimately to improve ongoing business operations. Whilst the changes to Condition 11 are quite clear, the change to Condition 10 would allow the separate consumption of food and alcoholic beverages to benefit any persons on the site who do not wish to consume alcohol on site.

In addition, the changes to the permit legal descriptions and Condition 2 are effectively administrative changes for consistency purposes and to allow the registration of the requested Section 173 Agreement.

The table below clearly demonstrates the changes between the existing hours of operation and the proposed hours of operation:

	Current hours of operation	Proposed hours of operation
<b>Thursday</b>	3:00pm to 9:00pm	3:00pm to 11:00pm
<b>Friday</b>	1:00pm to 11:00pm	No change proposed
<b>Saturday</b>	1:00pm to 6:00pm	1:00pm to 11:00pm
<b>Sunday</b>	1:00pm to 6:00pm	1:00pm to 11:00pm



---

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

<b>ANZAC Day</b>	12:00pm to 6:00pm	No change proposed
------------------	-------------------	--------------------

*A copy of the Planning Permit and Endorsed Plans are included as Attachment 1 and Attachment 2.*

**Victorian Charter of Human Rights and Responsibilities**

The Victorian Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to its contents.

**Financial Implications**

No financial resources are impacted by this report.

**Planning Scheme and Policy Frameworks**

**Zoning Controls**

The subject site is located within the Industrial 1 Zone, as is the surrounding area. The purpose of the Industrial 1 Zone outlined at Clause 33.01 is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.*

**Overlay Controls**

No overlays affect the subject site or surrounding area.

**State Planning Policy Framework**

The **Operation of the State Planning Policy Framework** outlined at Clause 10 seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development. The objectives of Planning in Victoria are noted as:

- *To provide for the fair, orderly, economic and sustainable use, and development of land.*
- *To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity.*
- *To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.*
- *To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.*
- *To protect public utilities and other facilities for the benefit of the community.*
- *To facilitate development in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e).*



---

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- *To balance the present and future interests of all Victorians.*

In order to achieve those objectives, there are a number of more specific objectives contained within the State Planning Policy Framework that need to be considered under this application.

**Clause 11 Settlement**

Clause 11 states that planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.

**Clause 17 Economic Development**

Under this Clause, it notes that planning is to provide for a strong and innovative economy, where all sectors of the economy are critical to economic prosperity, and planning is to contribute to the economic well-being of communities and the State as a whole by supporting and fostering economic growth and development by providing land, facilitating decisions, and resolving land use conflicts so that each district may build on its strengths and achieve its economic potential.

Clause 17.01-1 (Business) has the objective to encourage development which meets the community's needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

**Local Planning Policy Framework**

The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies. The following local planning policies are relevant to this application.

The MSS is contained within Clause 21 of the Scheme. The MSS at Clause 21.02 focuses on the Municipal Profile, within which the following is noted:

*Greater Dandenong has a broad and robust economic base. Reported annual construction costs in the industrial/commercial/retail sector, exceeded \$190 million in the year to June 2006. In 2006, 48,000 residents of Greater Dandenong were in paid work, with manufacturing.*

*Industry ranges from small-scale light industries in older established areas, to newer, general industrial estates, with large allotments and purpose-built factories. Key industries located in Greater Dandenong include advanced manufacturing in automotive, plastics and scientific equipment, as well as food processing and distribution, and metal fabrication. Greater Dandenong's large industrial areas house some key national and international organisations. New 'high tech' industry is steadily replacing the traditional heavy industry upon which the region depended in the post-war period.*

**Clause 21.04 Land Use**

---

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

*“Economic issues – Greater Dandenong’s retail, commercial, industrial and entertainment uses provide a range of jobs. Strengthening these assets will attract visitors from outside the municipality and improve employment opportunities. With suitable promotion, they could realise increased economic benefits for the City.”*

*“Social issues – Local retail centres can act as a focus for local communities helping strengthen local connections. Entertainment and associated uses are important in maintaining local cultural vitality but need to be managed to avoid late night disturbances to surrounding residents, and inadequate provision of car parking.”*

**Clause 21.05 Built form.** Clause 21.05-1 urban design, character, streetscapes and landscapes is of relevance to the application which incorporates the following objectives:

- *To facilitate high quality building design and architecture.*
- *To facilitate high quality development which has regard for the surrounding environment and built form.*
- *To protect and improve streetscapes.*
- *To ensure landscaping that enhances the built environment.*

**Clause 22.03 Built form.** Clause 23.03 Urban design in commercial and industrial areas is of relevance to the application which incorporates the following objectives:

*To improve the appearance of all commercial and industrial areas, and particularly development along main roads and at identified gateway sites.*

**Particular Provisions**

**Clause 52.27 Licensed Premises**

The purposes of this provision are:

- *To ensure that licensed premises are situated in appropriate locations.*
- *To ensure that the impact of the licensed premises on the amenity of the surrounding area is considered.*

A planning permit is required to use land to sell or consume liquor.

**General Provisions**

Clause 65 Decision Guidelines needs to be considered, as is the case with all applications. For this application the requirements of Clause 65.01 for the approval of an application or plan is of relevance. This Clause outlines the requirements that the responsible authority must consider when determining the application.

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)****Restrictive Covenants**

The site is not encumbered by any Restrictive Covenants, Section 173 Agreements or other relevant title instruments. However, as noted above in the body of this report, Condition 2 of the permit seeks the implementation of an Agreement to ensure car parking can be provided in perpetuity on the adjoining site at 1 Bennet Street.

**Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans**

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. In accordance with the commitment in Council's Annual Plan, all applications are considered on their merits.

**Diversity (Access & Equity)**

It is not considered that the proposal raises any diversity issues affecting the planning assessment of this application.

**Community Safety**

It is considered that there would be no adverse community safety implications in permitting the proposal.

**Safe Design Guidelines**

Consideration of the relevant requirements of these Guidelines has been undertaken within the Assessment of this application.

**Referrals**

The application was not required to be referred to any external referral authorities pursuant to Section 55 of the Planning and Environment Act 1987.

**Internal**

The application was internally referred to Council's Community Services department for their consideration. No concerns have been raised subject to necessary permit conditions.

**Advertising**

The application has been advertised pursuant to Section 52 of the Planning and Environment Act 1987, by:

- Sending notices to the owners and occupiers of adjoining land.
- Placing a sign on the site facing Bennet Street.

The notification has been carried out correctly and a statutory declaration has been received. Council has received no objections to date.

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)****Assessment**

The following assessment of each amendment is provided below:

**To amend Condition 11 to allow extended hours of operation from 9pm to 11pm on Thursday; and 6pm to 11pm on Saturday and Sunday.**

The applicant seeks to amend Condition 11 of the permit to extend the hours of operation for the use.

Council officers consider that the current trading hours are relatively conservative. The extension of trading hours would only further improve the ongoing viability and operation of a local business and it is policy to support local business long-term, where appropriate. These hours are consistent with other similar business within the municipality.

The extension of both Thursday and Saturday and Sunday to 11:00pm is not considered to be of any further detriment to the surrounding area, noting that the proposed hours are after typical business trading in the immediate area, and in addition provide opportunities for improved night time safety in the immediate area with passive surveillance opportunities from the site. Whilst the site is within 120 metres of residential land to the north, it is buffered by the railway line and Railway Parade which reduces any noise impacts. Council's Community Service department have not raised any concerns with the extension to the trading hours.

As such, Council officers recommend an extension to the trading hours as detailed in the table below:

	<b>Current hours of operation</b>	<b>Proposed hours of operation</b>
<b>Thursday</b>	3:00pm to 9:00pm	3:00pm to 11:00pm
<b>Saturday</b>	1:00pm to 6:00pm	1:00pm to 11:00pm
<b>Sunday</b>	1:00pm to 6:00pm	1:00pm to 11:00pm

**To amend Condition 10 to allow the separate consumption of food and alcoholic beverages.**

The applicant has requested that the existing condition 10 be amended to provide greater flexibility in food service. The current condition reads as follows:

*Food may only be served in conjunction with the tasting, and must not be served separately to the tastings, to the satisfaction of the Responsible Authority.*

Council officers are satisfied that the primary use of the land is for Industry (microbrewery) and Manufacturing sales on the land. This is based on the existing conditions of the site, which contains significant plant and equipment for brewing as well as the setup of the bar and kitchen which presents mostly as a microbrewery.

---

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

Overall, the service of food (which is mostly light snacks) could be undertaken separate to the consumption of alcohol in an ancillary capacity for the main use. This would be of benefit to people who do not wish to consume alcohol on site in large groups. The amended condition 10 will read as follows:

*The predominant activity carried out on the premises must be the manufacturing and retailing of liquor (beer). Food (including without liquor) may be served to patrons for consumption on the land but must not be the primary activity carried out on the premises, to the satisfaction of the Responsible Authority.*

**To amend Condition 2 to allow necessary changes to occur for the registration of the Section 173 Agreement**

The application sought the preparation of a Section 173 Agreement under Condition 2 of the permit. The agreement was required to ensure that ten (10) car parking spaces on the adjoining land at 1 Bennet Street (under same ownership by related parties) were maintained in perpetuity for the use at 5 Bennet Street.

The following changes are recommended to correct Condition 2 of the Permit to allow the agreement to be completed:

- Widen the definition of 'common ownership' to cover the current land holding; and
- Amend the permit to require that the Section 173 Agreement be registered over both 1 and 5 Bennet Street, and register it over both.

These outcomes ensure that the car parking spaces at 1 Bennet Street would be maintain long term and be made available for the proposed use.

The changes are necessary to ensure that the Section 173 Agreement that was requested can be registered to the Title with no ongoing legal issues. The changes made will be reflected within the recommended permit conditions.

**To amend the legal description of the site and adjoining site at 1 Bennet Street within Condition 2.**

The applicant seeks to amend the legal descriptions of the subject site and adjoining site at 1 Bennet Street, ensuring that they are clearly and consistently nominated on the planning permit. The following table demonstrates the existing permit legal description and the proposed updated legal description:

Address	Current legal descriptions	Proposed legal descriptions
1 Bennet Street	Lot 3 PS066772	Lot 1 TP 145027G
5 Bennet Street	Lot 4 LP 66772; 1 TP 145027; and Lot 4 PS066772	Lot 4 PS066772

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

The amendments to the legal descriptions of the land are minor administrative changes due to a clerical error on the original planning permit and have no consequence to the approved use of the site.

**Conclusion**

As discussed within the Assessment section of this report, the planning permit amendments seeking to amend conditions of permit are generally considered acceptable for the ongoing improvement and economic viability of the business. The proposed amendments are recommended to be approved as sought by the applicant.

Overall, the following changes to the planning permit are recommended:

- Amendment to the permit address via Section 72 of the *Planning and Environment Act 1987*.
- Amendment to permit conditions 2, 10 and 11 via Section 72 of the *Planning and Environment Act 1987*.

There are no changes to the endorsed plans as a result of this amendment.

**Recommendation**

**That Council resolves to Grant an Amended Planning Permit in respect of the land known and described as 5 Bennet Street, DANDENONG VIC 3175 for the use and development of land for Industry (Microbrewery) and Manufacturing Sales, the sale and consumption of liquor, and to provide car parking spaces on another site in accordance with the plans submitted with the application subject to the following conditions:**

1. **Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended plans must be drawn to scale with dimensions and 3 copies must be provided. The amended plans must be generally in accordance with the plans submitted and assessed with the application but modified to show:**
  - 1.1. **A revised red line area to exclude all toilet areas.**
  - 1.2. **The point-of-sale location/s for off-premises alcohol sale within the red line area.**
  - 1.3. **A revised car parking allocation plan (including the table descriptions) to only allow the allocation of ten (10) car parking spaces to the land at 1 Bennet Street for the approved use of land. Any reference to Manufacturing Sales (Taverns and Restaurants) must be deleted.**
2. **Within two months of the date of the amended planning permit (PLN17/0608.01), the owner must enter into an agreement under section 173 of the Planning and Environment Act 1987 with the Responsible Authority to provide for the following:**
  - 2.1. **The use of land at 5 Bennet Street, DANDENONG VIC 3175 (Lot 4 PS066772) may only be used for a microbrewery as detailed within PLN17/0608 so long as the following requirements are met:**

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 2.1.1. The registered proprietors of 1 Bennet Street, DANDENONG VIC 3175 (Lot 1 TP145027G) and 5 Bennet Street, DANDENONG VIC 3175 (Lot 4 PS066772) are Related Persons**

**Related Persons means a person who is related to another person in accordance with any of the following provisions:**

- a. Natural persons are related persons if one of them is a relative of the other;**
- b. Companies are related persons if a director of the company is also a director of the other company, or is a relative of a director of the other company;**
- c. A natural person and a company are related persons if the natural person is a director of the company or a relative of the natural person is a director of the company;**
- d. Persons are related persons if one of those persons is a related person of a person of whom the other of those persons is a related persons.**

**'Relative' means the spouse, de facto partner, parent or remoter lineal ancestor, child or remoter issue, or brother or sister of the person.**

- 2.1.2. 1 Bennet Street, DANDENONG VIC 3175 (Lot 1 TP 145027G) is utilised for a warehouse or other such use which generates a car parking requirement equal to or less than the statutory rate of a warehouse as detailed within the Greater Dandenong Planning Scheme.**

- 2.1.3. The ten (10) car parking spaces as detailed within the endorsed plans of Planning Permit PLN17/0608 remain available during the operating hours of microbrewery.**

- 2.2. The agreement referred to in Condition 2 of this Planning Permit under section 173 of the Planning and Environment Act 1987 must be recorded on the Certificates of Title to both 1 Bennet Street, DANDENONG VIC 3175 (Lot 1 TP145027G) and 5 Bennet Street, DANDENONG VIC 3175 (Lot 4 PS066772)**

**The owner must pay for all reasonable costs (including legal costs) associated with preparing, reviewing, executing and registering the agreement on the certificate of title to the land (including those incurred by the Responsible Authority).**

- 3. Before the approved development is occupied, a Waste Management Plan (WMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The WMP must include details of the collection and disposal of waste and recyclables associated with the land to the satisfaction of the Responsible Authority. The WMP must provide for the following:**



**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 3.1. The collection of waste associated with the uses on the land, including the provision of bulk waste collection bins or approved alternative, recycling bins, the storage of other refuse and solid wastes in bins or receptacles within suitable screened and accessible areas to the satisfaction of the Responsible Authority.
- 3.2. Commercial waste bins being placed or allowed to remain not in view of the public, and receptacles not emitting any adverse odours.
- 3.3. Designation of methods of collection including the need to provide for private services or utilisation of council services.
- 3.4. Appropriate areas of bin storage on site and areas of waste bin storage on collection days;
- 3.5. Details for best practice waste management once operating.  
When approved, the WMP will be endorsed and will form part of this permit. The provisions, requirements and recommendations of the endorsed WMP must be implemented and complied with to the satisfaction of the Responsible Authority.
4. Except with the prior written consent of the Responsible Authority, the layout of the use, buildings and works permitted must always accord with the endorsed plan and must not be altered or modified.
5. Once the approved development has started, it must be continued and completed in accordance with the endorsed plan/s, to the satisfaction of the Responsible Authority.
6. Except with the prior written consent of the Responsible Authority, the approved use must not commence and the land must not be occupied until all buildings and works and conditions of this permit have been complied with.
7. Malt must not be manufactured on site at any time to the satisfaction of the Responsible Authority.
8. The outdoor seating area must be located internally at all times during Industry hours of operation.
9. Operation of the outdoor seating area must comply with all Council by-laws.
10. The predominant activity carried out on the premises must be the manufacturing and retailing of liquor (beer). Food (including without liquor) may be served to patrons for consumption on the land but must not be the primary activity carried out on the premises, to the satisfaction of the Responsible Authority.
11. Except with the prior written consent of the Responsible Authority, the sale of liquor may only occur between the following hours:
  - 11.1. 3:00pm to 11:00pm: Thursday
  - 11.2. 1:00pm to 11:00pm: Friday
  - 11.3. 12:00pm to 11:00pm: Saturday and Sunday
  - 11.4. 12:00pm to 6:00pm: ANZAC day
12. Except with the prior written consent of the Responsible Authority, no more than seventy five (75) seats (internal and external seating) may be made available at any one time to patrons.
13. The use must comply with the endorsed Alcohol Management Plan at all times.
14. The operator or security staff of the premises must take reasonable steps to ensure that patrons leaving the premises act in an orderly manner and to the extent reasonably practicable must discourage patrons from loitering within the vicinity of surrounding residences.



**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

15. External sound amplification equipment and loud speakers must not be used for the purpose of announcement, broadcast, playing of music or similar purpose.
16. All rubbish from the premises must be immediately collected and disposed of in an appropriate receptacle to the satisfaction of the Responsible Authority.
17. The amenity of the area must not be detrimentally affected by the use of land, including through the:
  - 17.1. Transportation of materials, goods or commodities to or from the land
  - 17.2. Appearance of any building, works or materials
  - 17.3. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, girt or oil
  - 17.4. Presence of vermin
  - 17.5. Adverse behaviour of patrons to or from the land; or
  - 17.6. In any other way.
18. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.
19. Except with the prior written consent of the Responsible Authority, gaming machines, amusement machines, or similar must not be installed or used on the premises.
20. The licensed area shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority and VCGLR (Victorian Commission for Gambling and Liquor Regulation).
21. The provisions, requirements and recommendations of the endorsed Alcohol Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.
22. Provision must be made for the drainage for proposed development including landscaped and paved areas, all to the satisfaction of the Responsible Authority.
23. The connection of the internal drainage infrastructure to the Legal Point of Discharge must be to the satisfaction of the Responsible Authority.
24. A directional sign to the satisfaction of the Responsible Authority must be provided directing drivers to the areas set aside for car parking. The sign must be clearly visible and at all times maintained to the satisfaction of the Responsible Authority.
25. The loading and unloading of goods from vehicles must only be carried out on the land within the designated loading bay(s) and must not disrupt the circulation and parking of vehicles on the land.
26. The site operator must endeavour to prevent site bound commercial vehicles queuing on arrival along the public access road. Accordingly, access driveways/roadways/aisles providing access to loading areas on-site must not be gated during operating hours or feature control points (i.e. boom gates, guardhouse or similar) without suitable queuing space on site, all to the satisfaction of the Responsible Authority.
27. Loading and unloading on the site must be in accordance with the endorsed Traffic and Parking Management Plan.
28. At all times, the landscaping must be maintained to the satisfaction of the Responsible Authority.
29. The car parking area must be lit if in use during hours of darkness. All lights must be designed, fitted with suitable baffles and located to prevent any adverse effect outside the boundaries of the land to the satisfaction of the Responsible Authority.

EPA Conditions 30-35

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 30. Effective noise levels from the use of the premises must comply with the requirements of the *State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1* and the requirements of the *State Environment Protection Policies (Control of Music Noise from Public Premises) No. N-2*.
- 31. Offensive odour must not be discharged beyond the boundaries of the premises.
- 32. Stormwater contaminated with liquor or solid waste, must not be discharged beyond the boundary of the premises.
- 33. Wastewater generated at the premises must be connected to a reticulated sewer under a Trade Waste Agreement.
- 34. No litter is to be deposited beyond the boundary of the premises.
- 35. A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the *EPA Publication 347.1 Bunding Guidelines 2015* or as amended.

**EPA Conditions End**

- 36. This permit will expire if one of the following circumstances applies:-
  - 36.1. the development or any stage of it does not start within two (2) years of the date of this permit, or
  - 36.2. the development or any stage of it is not completed within four (4) years of the date of this permit, or
  - 36.3. the use does not start within one (1) year of the completion of the development, or
  - 36.4. The use is discontinued for a period of two (2) years.

**MINUTE 1073**

Moved by: Cr Matthew Kirwan

Seconded by: Cr Angela Long

**That Council resolves to Grant an Amended Planning Permit in respect of the land known and described as 5 Bennet Street, DANDENONG VIC 3175 for the use and development of land for Industry (Microbrewery) and Manufacturing Sales, the sale and consumption of liquor, and to provide car parking spaces on another site in accordance with the plans submitted with the application subject to the following conditions:**

- 1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended plans must be drawn to scale with dimensions and 3 copies must be provided. The amended plans must be generally in accordance with the plans submitted and assessed with the application but modified to show:
  - 1.1. A revised red line area to exclude all toilet areas.
  - 1.2. The point-of-sale location/s for off-premises alcohol sale within the red line area.
  - 1.3. A revised car parking allocation plan (including the table descriptions) to only allow the allocation of ten (10) car parking spaces to the land at 1 Bennet Street for the approved use of land. Any reference to Manufacturing Sales (Taverns and Restaurants) must be deleted.

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 2. Within two months of the date of the amended planning permit (PLN17/0608.01), the owner must enter into an agreement under section 173 of the Planning and Environment Act 1987 with the Responsible Authority to provide for the following:**

- 2.1. The use of land at 5 Bennet Street, DANDENONG VIC 3175 (Lot 4 PS066772) may only be used for a microbrewery as detailed within PLN17/0608 so long as the following requirements are met:**

- 2.1.1. The registered proprietors of 1 Bennet Street, DANDENONG VIC 3175 (Lot 1 TP145027G) and 5 Bennet Street, DANDENONG VIC 3175 (Lot 4 PS066772) are Related Persons**

**Related Persons means a person who is related to another person in accordance with any of the following provisions:**

- a. Natural persons are related persons if one of them is a relative of the other;**
- b. Companies are related persons if a director of the company is also a director of the other company, or is a relative of a director of the other company;**
- c. A natural person and a company are related persons if the natural person is a director of the company or a relative of the natural person is a director of the company;**
- d. Persons are related persons if one of those persons is a related person of a person of whom the other of those persons is a related persons.**

**'Relative' means the spouse, de facto partner, parent or remoter lineal ancestor, child or remoter issue, or brother or sister of the person.**

- 2.1.2. 1 Bennet Street, DANDENONG VIC 3175 (Lot 1 TP 145027G) is utilised for a warehouse or other such use which generates a car parking requirement equal to or less than the statutory rate of a warehouse as detailed within the Greater Dandenong Planning Scheme.**

- 2.1.3. The ten (10) car parking spaces as detailed within the endorsed plans of Planning Permit PLN17/0608 remain available during the operating hours of microbrewery.**

- 2.2. The agreement referred to in Condition 2 of this Planning Permit under section 173 of the Planning and Environment Act 1987 must be recorded on the Certificates of Title to both 1 Bennet Street, DANDENONG VIC 3175 (Lot 1 TP145027G) and 5 Bennet Street, DANDENONG VIC 3175 (Lot 4 PS066772)**

**The owner must pay for all reasonable costs (including legal costs) associated with preparing, reviewing, executing and registering the agreement on the certificate of title to the land (including those incurred by the Responsible Authority).**

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

3. Before the approved development is occupied, a Waste Management Plan (WMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The WMP must include details of the collection and disposal of waste and recyclables associated with the land to the satisfaction of the Responsible Authority. The WMP must provide for the following:
  - 3.1. The collection of waste associated with the uses on the land, including the provision of bulk waste collection bins or approved alternative, recycling bins, the storage of other refuse and solid wastes in bins or receptacles within suitable screened and accessible areas to the satisfaction of the Responsible Authority.
  - 3.2. Commercial waste bins being placed or allowed to remain not in view of the public, and receptacles not emitting any adverse odours.
  - 3.3. Designation of methods of collection including the need to provide for private services or utilisation of council services.
  - 3.4. Appropriate areas of bin storage on site and areas of waste bin storage on collection days;
  - 3.5. Details for best practice waste management once operating.When approved, the WMP will be endorsed and will form part of this permit. The provisions, requirements and recommendations of the endorsed WMP must be implemented and complied with to the satisfaction of the Responsible Authority.
4. Except with the prior written consent of the Responsible Authority, the layout of the use, buildings and works permitted must always accord with the endorsed plan and must not be altered or modified.
5. Once the approved development has started, it must be continued and completed in accordance with the endorsed plan/s, to the satisfaction of the Responsible Authority.
6. Except with the prior written consent of the Responsible Authority, the approved use must not commence and the land must not be occupied until all buildings and works and conditions of this permit have been complied with.
7. Malt must not be manufactured on site at any time to the satisfaction of the Responsible Authority.
8. The outdoor seating area must be located internally at all times during Industry hours of operation.
9. Operation of the outdoor seating area must comply with all Council by-laws.
10. The predominant activity carried out on the premises must be the manufacturing and retailing of liquor (beer). Food (including without liquor) may be served to patrons for consumption on the land but must not be the primary activity carried out on the premises, to the satisfaction of the Responsible Authority.
11. Except with the prior written consent of the Responsible Authority, the sale of liquor may only occur between the following hours:
  - 11.1. 3:00pm to 11:00pm: Thursday
  - 11.2. 1:00pm to 11:00pm: Friday
  - 11.3. 12:00pm to 11:00pm: Saturday and Sunday
  - 11.4. 12:00pm to 6:00pm: ANZAC day
12. Except with the prior written consent of the Responsible Authority, no more than seventy five (75) seats (internal and external seating) may be made available at any one time to patrons.

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

13. The use must comply with the endorsed Alcohol Management Plan at all times.
14. The operator or security staff of the premises must take reasonable steps to ensure that patrons leaving the premises act in an orderly manner and to the extent reasonably practicable must discourage patrons from loitering within the vicinity of surrounding residences.
15. External sound amplification equipment and loud speakers must not be used for the purpose of announcement, broadcast, playing of music or similar purpose.
16. All rubbish from the premises must be immediately collected and disposed of in an appropriate receptacle to the satisfaction of the Responsible Authority.
17. The amenity of the area must not be detrimentally affected by the use of land , including through the:
  - 17.1. Transportation of materials, goods or commodities to or from the land
  - 17.2. Appearance of any building, works or materials
  - 17.3. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, girt or oil
  - 17.4. Presence of vermin
  - 17.5. Adverse behaviour of patrons to or from the land; or
  - 17.6. In any other way.
18. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.
19. Except with the prior written consent of the Responsible Authority, gaming machines, amusement machines, or similar must not be installed or used on the premises.
20. The licensed area shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority and VCGLR (Victorian Commission for Gambling and Liquor Regulation).
21. The provisions, requirements and recommendations of the endorsed Alcohol Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.
22. Provision must be made for the drainage for proposed development including landscaped and paved areas, all to the satisfaction of the Responsible Authority.
23. The connection of the internal drainage infrastructure to the Legal Point of Discharge must be to the satisfaction of the Responsible Authority.
24. A directional sign to the satisfaction of the Responsible Authority must be provided directing drivers to the areas set aside for car parking. The sign must be clearly visible and at all times maintained to the satisfaction of the Responsible Authority.
25. The loading and unloading of goods from vehicles must only be carried out on the land within the designated loading bay(s) and must not disrupt the circulation and parking of vehicles on the land.
26. The site operator must endeavour to prevent site bound commercial vehicles queuing on arrival along the public access road. Accordingly, access driveways/roadways/aisles providing access to loading areas on-site must not be gated during operating hours or feature control points (i.e. boom gates, guardhouse or similar) without suitable queuing space on site, all to the satisfaction of the Responsible Authority.
27. Loading and unloading on the site must be in accordance with the endorsed Traffic and Parking Management Plan.

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

28. At all times, the landscaping must be maintained to the satisfaction of the Responsible Authority.
29. The car parking area must be lit if in use during hours of darkness. All lights must be designed, fitted with suitable baffles and located to prevent any adverse effect outside the boundaries of the land to the satisfaction of the Responsible Authority.

**EPA Conditions 30-35**

30. Effective noise levels from the use of the premises must comply with the requirements of the *State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1* and the requirements of the *State Environment Protection Policies (Control of Music Noise from Public Premises) No. N-2*.
31. Offensive odour must not be discharged beyond the boundaries of the premises.
32. Stormwater contaminated with liquor or solid waste, must not be discharged beyond the boundary of the premises.
33. Wastewater generated at the premises must be connected to a reticulated sewer under a Trade Waste Agreement.
34. No litter is to be deposited beyond the boundary of the premises.
35. A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the *EPA Publication 347.1 Bunding Guidelines 2015* or as amended.

**EPA Conditions End**

36. This permit will expire if one of the following circumstances applies:-
- 36.1. the development or any stage of it does not start within two (2) years of the date of this permit, or
- 36.2. the development or any stage of it is not completed within four (4) years of the date of this permit, or
- 36.3. the use does not start within one (1) year of the completion of the development, or
- 36.4. The use is discontinued for a period of two (2) years.

**CARRIED**

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 5 BENNET STREET, DANDENONG  
(PLANNING APPLICATION NO. PLN17/0608.01)**

**ATTACHMENT 1**

**CURRENT PLANNING PERMIT**

**PAGES 7 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*



## ORDINARY COUNCIL MEETING - MINUTES

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

**Permit No:** PLN17/0608  
**Planning Scheme:** Greater Dandenong Planning Scheme  
**Responsible Authority:** Greater Dandenong City Council

**ADDRESS OF THE LAND:** 5 Bennet Street DANDENONG VIC 3175  
(Lot 4 LP 66772)

**THE PERMIT ALLOWS:** The use and development of land for Industry (Microbrewery) and Manufacturing Sales, the sale and consumption of liquor, and to provide car parking spaces on another site

**THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:**

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended plans must be drawn to scale with dimensions and 3 copies must be provided. The amended plans must be generally in accordance with the plans submitted and assessed with the application but modified to show:
  - 1.1. A revised red line area to exclude all toilet areas.
  - 1.2. The point-of-sale location/s for off-premises alcohol sale within the red line area.
  - 1.3. A revised car parking allocation plan (including the table descriptions) to only allow the allocation of ten (10) car parking spaces to the land at 1 Bennet Street for the approved use of land. Any reference to Manufacturing Sales (Taverns and Restaurants) must be deleted.
2. Before the use and/or development starts, the owner must enter into an agreement under section 173 of the Planning and Environment Act 1987 with the Responsible Authority to provide for the following:
  - 2.1. The use of land at 5 Bennet Street, DANDENONG VIC 3175 (Lot 1 TP 145027) may only be used for a microbrewery as detailed within PLN17/0608 so long as the following requirements are met:
    - 2.1.1. 1 Bennet Street, DANDENONG VIC 3175 (Lot 3 PS066772) and 5 Bennet Street, DANDENONG VIC 3175 (Lot 4 PS066772) are in common ownership.
    - 2.1.2. 1 Bennet Street, DANDENONG VIC 3175 (Lot 3 PS066772) is utilised for a warehouse or other such use which generates a car parking requirement equal to or less than the statutory rate of a warehouse as detailed within the Greater Dandenong Planning Scheme.

Continued.....

Date Issued 28 March 2018Signature for and on behalf  
of the Responsible Authority



## ORDINARY COUNCIL MEETING - MINUTES

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 2 -

**PLANNING PERMIT NO. PLN17/0608**

## Conditions Continued

- 2.1.3. The ten (10) car parking spaces as detailed within the endorsed plans of Planning Permit PLN17/0608 remain available during the operating hours of microbrewery.

The owner must pay for all reasonable costs (including legal costs) associated with preparing, reviewing, executing and registering the agreement on the certificate of title to the land (including those incurred by the Responsible Authority).

3. Before the approved development is occupied, a Waste Management Plan (WMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The WMP must include details of the collection and disposal of waste and recyclables associated with the land to the satisfaction of the Responsible Authority. The WMP must provide for the following:
- 3.1. The collection of waste associated with the uses on the land, including the provision of bulk waste collection bins or approved alternative, recycling bins, the storage of other refuse and solid wastes in bins or receptacles within suitable screened and accessible areas to the satisfaction of the Responsible Authority.
  - 3.2. Commercial waste bins being placed or allowed to remain not in view of the public, and receptacles not emitting any adverse odours.
  - 3.3. Designation of methods of collection including the need to provide for private services or utilisation of council services.
  - 3.4. Appropriate areas of bin storage on site and areas of waste bin storage on collection days;
  - 3.5. Details for best practice waste management once operating.
- When approved, the WMP will be endorsed and will form part of this permit. The provisions, requirements and recommendations of the endorsed WMP must be implemented and complied with to the satisfaction of the Responsible Authority.
4. Except with the prior written consent of the Responsible Authority, the layout of the use, buildings and works permitted must always accord with the endorsed plan and must not be altered or modified.
  5. Once the approved development has started, it must be continued and completed in accordance with the endorsed plan/s, to the satisfaction of the Responsible Authority.
  6. Except with the prior written consent of the Responsible Authority, the approved use must not commence and the land must not be occupied until all buildings and works and conditions of this permit have been complied with.
  7. Malt must not be manufactured on site at any time to the satisfaction of the Responsible Authority.
  8. The outdoor seating area must be located internally at all times during Industry hours of operation.
  9. Operation of the outdoor seating area must comply with all Council by-laws.

Continued.....

Date Issued 28 March 2018Signature for and on behalf  
of the Responsible Authority

## ORDINARY COUNCIL MEETING - MINUTES

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 3 -

**PLANNING PERMIT NO. PLN17/0608**

## Conditions Continued

10. Food may only be served in conjunction with the tastings, and must not be served separately to the tastings, to the satisfaction of the Responsible Authority.
11. Except with the prior written consent of the Responsible Authority, the sale of liquor may only occur between the following hours:
  - 11.1. 3:00pm to 9:00pm: Thursday
  - 11.2. 1:00pm to 11:00pm: Friday
  - 11.3. 12:00pm to 6:00pm: Saturday and Sunday
  - 11.4. 12:00pm to 6:00pm: ANZAC day
12. Except with the prior written consent of the Responsible Authority, no more than seventy five (75) seats (internal and external seating) may be made available at any one time to patrons.
13. The use must comply with the endorsed Alcohol Management Plan at all times.
14. The operator or security staff of the premises must take reasonable steps to ensure that patrons leaving the premises act in an orderly manner and to the extent reasonably practicable must discourage patrons from loitering within the vicinity of surrounding residences.
15. External sound amplification equipment and loud speakers must not be used for the purpose of announcement, broadcast, playing of music or similar purpose.
16. All rubbish from the premises must be immediately collected and disposed of in an appropriate receptacle to the satisfaction of the Responsible Authority.
17. The amenity of the area must not be detrimentally affected by the use of land, including through the:
  - 17.1. Transportation of materials, goods or commodities to or from the land
  - 17.2. Appearance of any building, works or materials
  - 17.3. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, girt or oil
  - 17.4. Presence of vermin
  - 17.5. Adverse behaviour of patrons to or from the land; or
  - 17.6. In any other way.
18. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.
19. Except with the prior written consent of the Responsible Authority, gaming machines, amusement machines, or similar must not be installed or used on the premises.
20. The licensed area shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority and VCGLR (Victorian Commission for Gambling and Liquor Regulation).

Continued.....

Date Issued 28 March 2018Signature for and on behalf  
of the Responsible Authority

## ORDINARY COUNCIL MEETING - MINUTES

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 4 -

PLANNING PERMIT NO. PLN17/0608

Conditions Continued

21. The provisions, requirements and recommendations of the endorsed Alcohol Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.
22. Provision must be made for the drainage for proposed development including landscaped and paved areas, all to the satisfaction of the Responsible Authority.
23. The connection of the internal drainage infrastructure to the Legal Point of Discharge must be to the satisfaction of the Responsible Authority.
24. A directional sign to the satisfaction of the Responsible Authority must be provided directing drivers to the areasset aside for car parking. The sign must be clearly visible and at all times maintained to the satisfaction of the Responsible Authority.
25. The loading and unloading of goods from vehicles must only be carried out on the land within the designated loading bay(s) and must not disrupt the circulation and parking of vehicles on the land.
26. The site operator must endeavour to prevent site bound commercial vehicles queuing on arrival along the public access road. Accordingly, access driveways/roadways/aisles providing access to loading areas on-site must not be gated during operating hours or feature control points (i.e. boom gates, guardhouse or similar) without suitable queuing space on site, all to the satisfaction of the Responsible Authority.
27. Loading and unloading on the site must be in accordance with the endorsed Traffic and Parking Management Plan.
28. At all times, the landscaping must be maintained to the satisfaction of the Responsible Authority.
29. The car parking area must be lit if in use during hours of darkness. All lights must be designed, fitted with suitable baffles and located to prevent any adverse effect outside the boundaries of the land to the satisfaction of the Responsible Authority.

## EPA Conditions 30-35

30. Effective noise levels from the use of the premises must comply with the requirements of the State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1 and the requirements of the State Environment Protection Policies (Control of Music Noise from Public Premises) No. N-2.
31. Offensive odour must not be discharged beyond the boundaries of the premises.
32. Stormwater contaminated with liquor or solid waste, must not be discharged beyond the boundary of the premises.
33. Wastewater generated at the premises must be connected to a reticulated sewer under a Trade Waste Agreement.
34. No litter is to be deposited beyond the boundary of the premises.

Continued.....

Date Issued 28 March 2018Signature for and on behalf  
of the Responsible Authority



## ORDINARY COUNCIL MEETING - MINUTES

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 5 -

**PLANNING PERMIT NO. PLN17/0608**

## Conditions Continued

35. A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the EPA Publication 347.1 Bunding Guidelines 2015 or as amended.

## EPA Conditions End

36. This permit will expire if one of the following circumstances applies:-
- 36.1. the development or any stage of it does not start within two (2) years of the date of this permit, or
  - 36.2. the development or any stage of it is not completed within four (4) years of the date of this permit, or
  - 36.3. the use does not start within one (1) year of the completion of the development, or
  - 36.4. the use is discontinued for a period of two (2) years.

Planning Permit Notes:

- A Building Approval may be required prior to the commencement of the approved use and/or development/works.
- Any works undertaken within the road reservation and easements will require the developer to obtain a Civil Works Permit from Council.
- Premises used for the sale or storage of food in any manner whatsoever are to be registered under the Food Act and require Council approval via the Chief Environmental Health Officer before occupation.
- The applicant must obtain the relevant licence from the Liquor Licensing unit of Consumer Affairs Victoria prior to the sale and/or consumption of liquor from the premises.

EPA Notes:

- In accordance with the Environment Protection (Scheduled Premises and Exemptions) Regulations 2017 -D09 - Beverage Manufacturing, all beverage manufacturing or processing works; except wineries processing less than 300 tonnes per year of grapes and retaining all wastes onsite, require a works approval to be issued by EPA before works can commence.
- EPA is able to grant works approval exemptions for some activities that are eligible for an exemption under the Environment Protection (Scheduled Premises) Regulations 2017. EPA may also grant a works approval exemption under the Environment Protection Act 1970 in certain circumstances.
- The proponent will need to complete the 'Pathways' form found on EPA's website (<http://www.epa.vic.gov.au/business-and-industry/forms/licence-and-works-approval-forms>) and discuss the proposal with our Development Assessment Unit to determine the appropriate approvals pathway.

Continued.....

Date Issued 28 March 2018Signature for and on behalf  
of the Responsible Authority

Planning and Environment Regulations 2015 Form 4

ORDINARY COUNCIL MEETING - MINUTES

---

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

- 6 -

**PLANNING PERMIT NO. PLN17/0608**

Conditions Continued

- Should the proponent have any queries with respect to works approvals or the 'Pathways' form they should contact the EPA Development Assessment Unit.

End of Permit Conditions

Under Division 1A of Part 4 of the **Planning and Environment Act 1987** a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.

Date Issued 28 March 2018

Signature for and on behalf  
of the Responsible Authority



Planning and Environment Regulations 2015 Form 4

**2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 5 BENNET STREET, DANDENONG  
(PLANNING APPLICATION NO. PLN17/0608.01)**

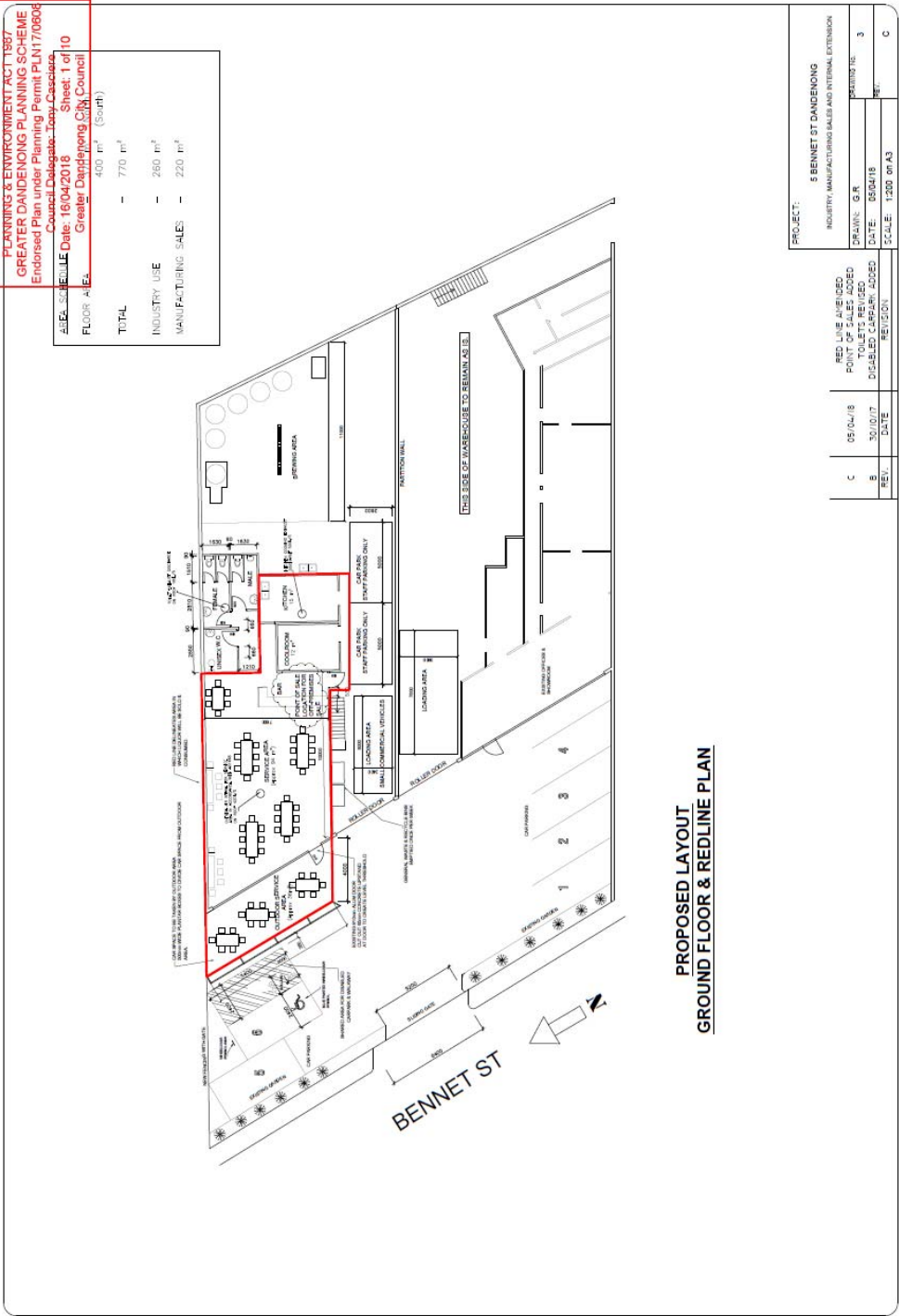
**ATTACHMENT 2**

**CURRENT ENDORSED PLANS**

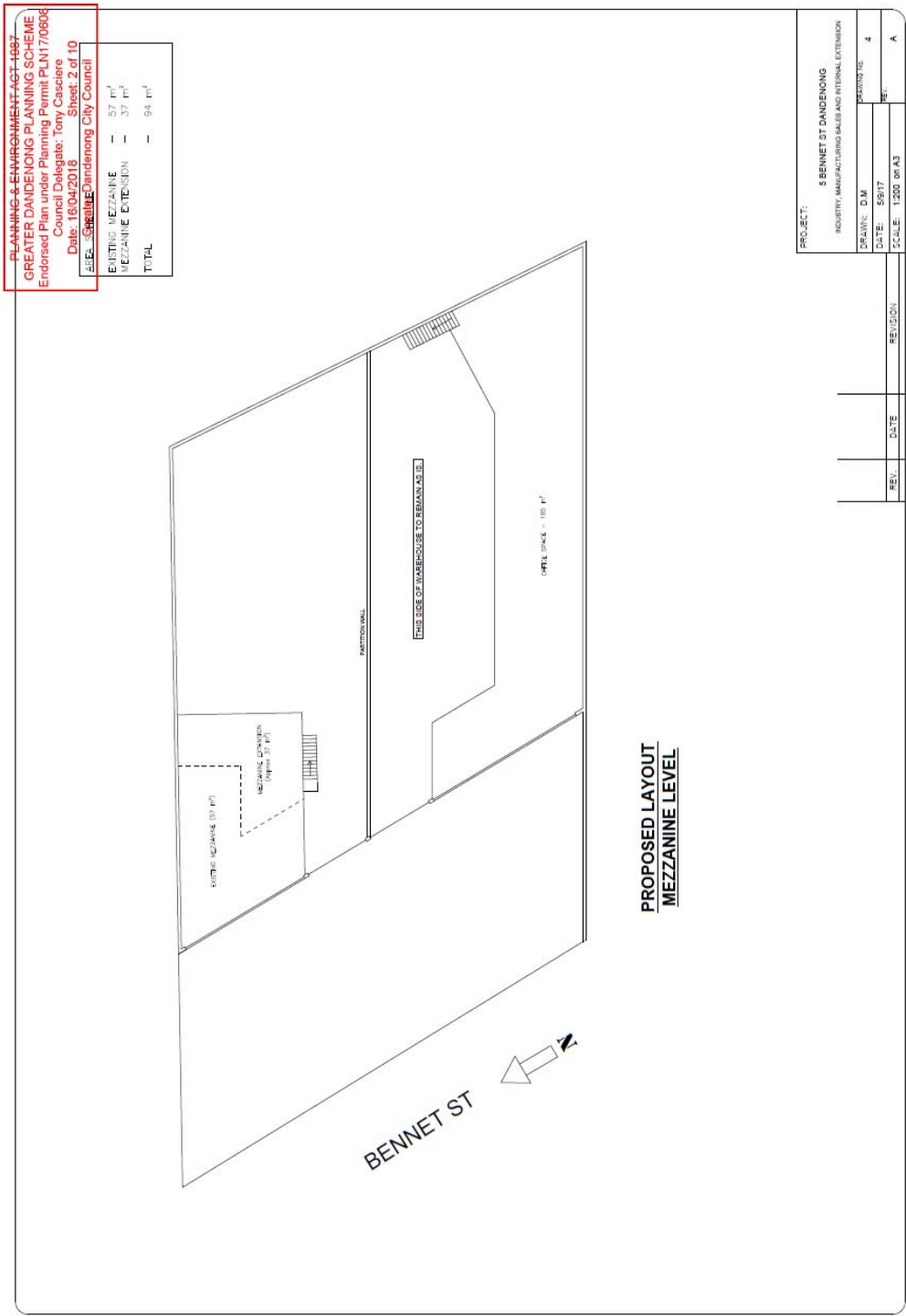
**PAGES 6 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*

2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)

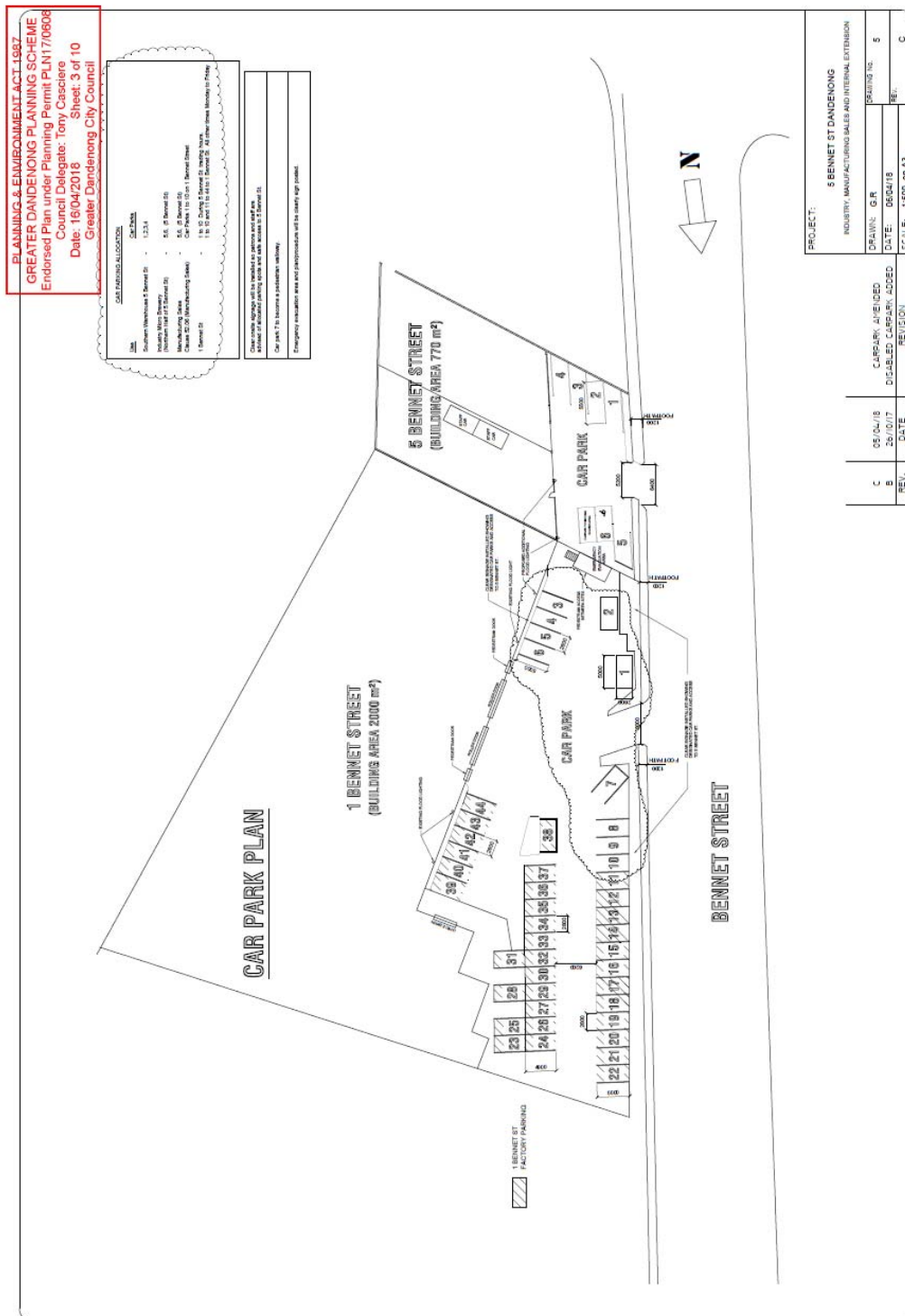


2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)

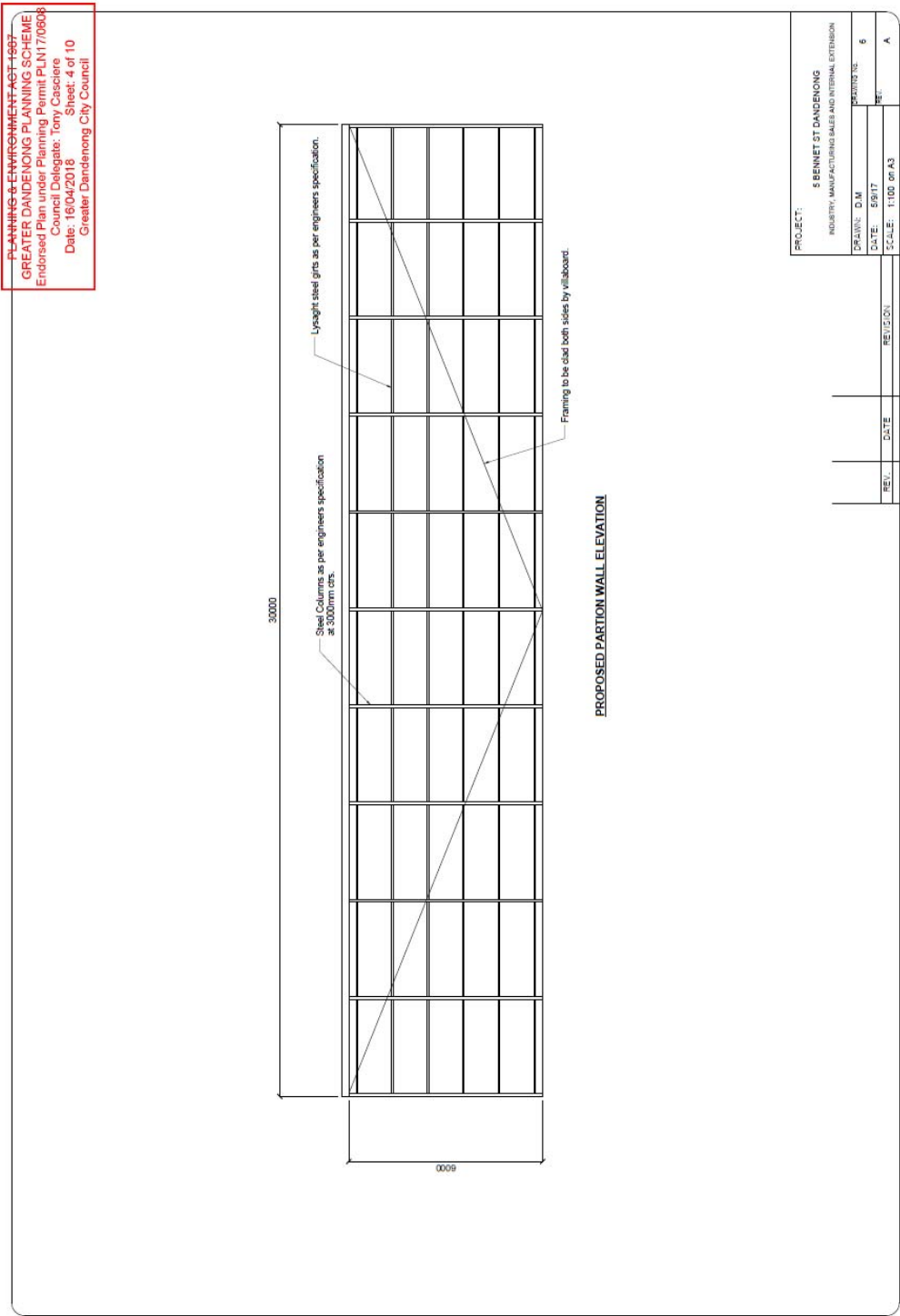




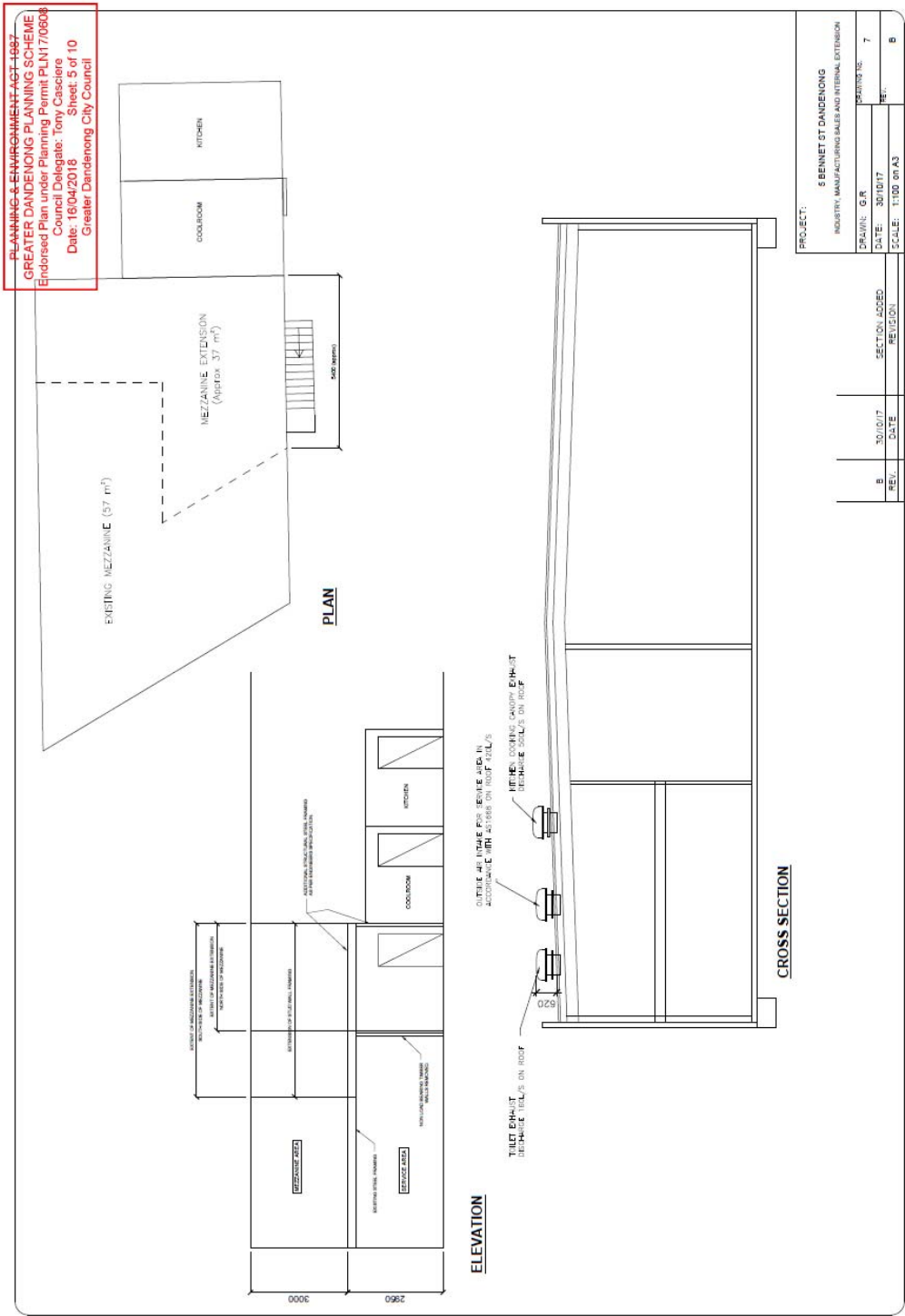
2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)



2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)



2.2.1 Town Planning Application - No. 5 Bennet Street, Dandenong (Planning Application No. PLN17/0608.01) (Cont.)



## **2.3 FINANCE AND BUDGET**

### **2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24**

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Long Term Financial Strategy 2019-20 to  
2023-24

---

#### **Report Summary**

The Long Term Financial Strategy (LTFS) establishes a financial blueprint for Council's management of its financial resources ensuring that the City of Greater Dandenong remains a sustainable Council in the longer term. The LTFS is subject to annual reviews to ensure the financial projections remain current. This report recommends Council adopt the revised LTFS.

#### **Recommendation Summary**

This report recommends that Council adopts the 2019-20 to 2023-24 Long Term Financial Strategy.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****Background**

This revision of the LTFS represents a critical document for the Council in terms of its future financial direction. Council continues to strive to provide high quality operational services for all residents including many disadvantaged sections of the community whilst at same point generally recovering lower levels of fees and charges in comparison to other municipalities.

At the same point Council is currently considering a range of options in terms of the future of parking fees, which has the potential to significantly lower revenue, and will shortly take on board the ongoing operational costs of the newly developed Springvale Community Precinct which is expected to add in excess of \$1.4 million per annum in net costs to the Budget.

These decisions, combined with the ongoing implementation of capped rates are resulting in a squeeze on Council's ability to continue to grow available funding for capital works and in particular the several major projects that Council still faces in the coming five year period.

Whilst Council has largely been protected from the impacts of rate capping to this point due to higher levels of supplementary rates the time is soon approaching where Council will either have to make significant changes to its operational services or accept that timelines for new projects will face longer term delays in order to be affordable for Council.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****Capping of council rates**

The introduction of rate capping from 2016-17 restricts Council from increasing rate income in a year. Each year the Minister for Local Government (the Minister) will set the rate cap that will specify the maximum increase in councils' rates and charges for the forthcoming financial year. In circumstances where the rate cap is insufficient for a specific council's needs, Council can apply to the Essential Services Commission for a higher cap.

On the 20 December 2018 The Minister for Local Government announced that Victorian council rate rises would be capped at the forecast rate of inflation of 2.50 per cent in the 2019-20 financial year. Annual rate increases from 2020-21 are assumed at a forecast Consumer Price Index (CPI) of 2.25 per cent.

**Forecast rate increases**

	Actual 2018-19	Budget 2019-20	Strategic Resource Plan Projections			
			2020-21	2021-22	2022-23	2023-24
Rate increase	2.25%	2.50%	2.25%	2.25%	2.25%	2.25%

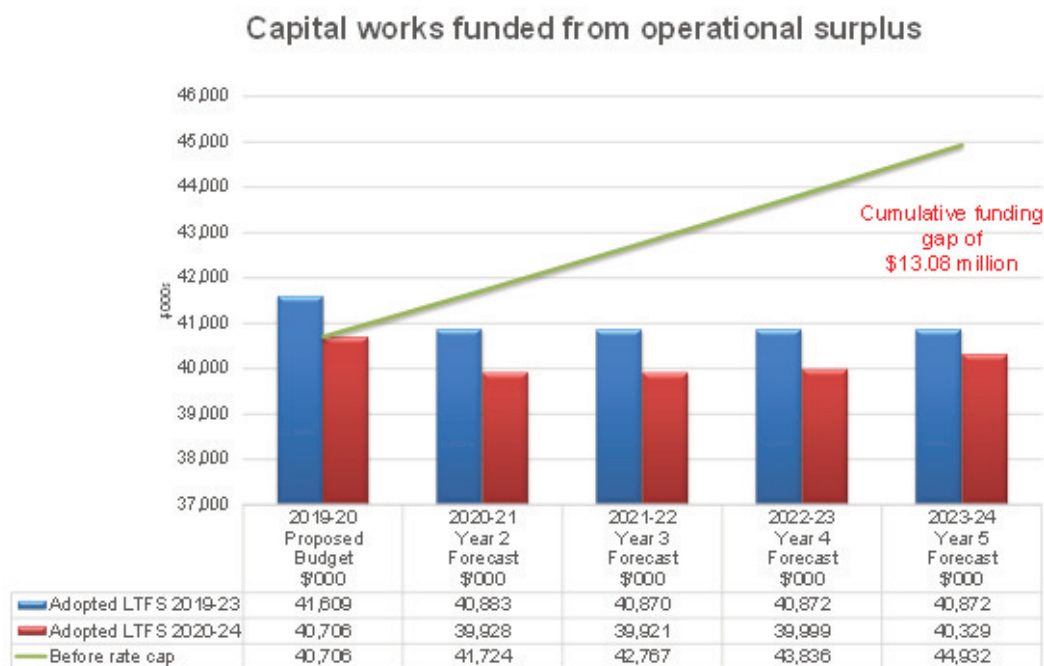
For the 2018-19 financial year the Essential Services Commission (ESC) recommended to the Minister a rate cap of 2.25 per cent which included an efficiency factor of 0.10 per cent in the calculation of the rate cap. The Minister set this as the rate cap. In March 2018, the ESC announced it would no longer use an efficiency factor. Instead, it will gradually increase the weighting that it places on the Consumer Price Index and decrease the weighting on the Wage Price Index in its calculation providing further inherent risk in future capped rates.

**Council's Long Term Financial Strategy and impact of rate capping**

Despite Council being in a healthy financial position with satisfactory liquidity requirements; cash flow, reserve balances and base asset renewal requirements being met, rates capping presents a significant challenge to Council's longer term financial sustainability.

Continuing to grow our capital expenditure is critical for Council to continue to meet its annual asset renewal targets as well as providing a funding base that would allow Council to deliver major new infrastructure to the Greater Dandenong community. Whilst the funding base for capital expenditure (from Council operations) has been maintained at similar levels as the previous LTFS, the following graph highlights the plateau to available capital works funding from 2020-21 as a result of rate capping restrictions. This means that in REAL terms Council's funding for capital expenditure is actually falling over this five year period and by the final year the cumulative gap between ongoing growth of 2.50 per cent per annum and the forecast funding amount is \$13.08 million.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)



*NB: The actual amount of capital expenditure will vary significantly from year to year depending on capital grant revenue, loan funds and use of Council reserves. It is important to note that this graph is based on the amount of funding that Council can apply to capital expenditure from its operating result.*

The development of this LTFS has also seen a focus on the expenditure assumptions.

Items creating a flow on impact (favourable and unfavourable) across the LTFS include:

- The Enterprise Agreement 2018 commenced 1 July 2018 for a four year term. This agreement provides for a minimum of 2.25 percent or the rate cap whichever is higher.

Employee costs for 2019-20 will match the forecast rate cap of 2.50 per cent with remaining years of the LTFS set at forecast rate cap of 2.25 per cent plus salary band step increases.

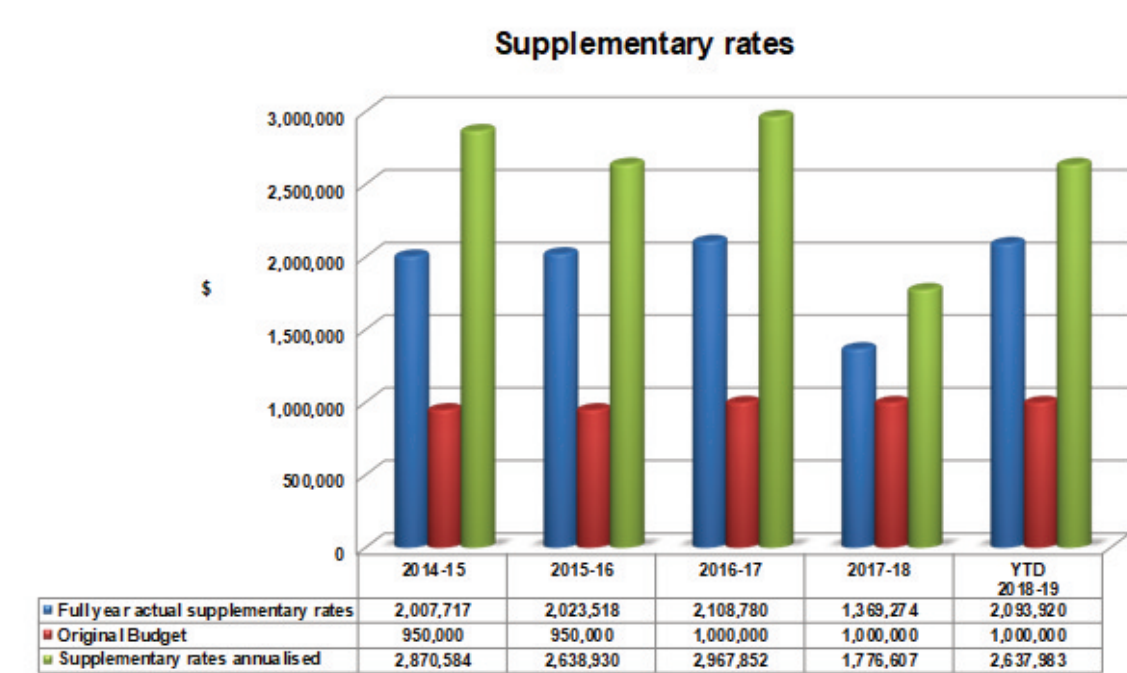
Superannuation guarantee charge increases were announced as part of the 2014 Federal Budget and this LTFS assumes that the superannuation will increase progressively from 9.5 per cent in 2019-20 to 11 per cent by 2023-24 adding an additional \$2 million in employee costs over the 2021-22 to 2023-24 years.

Future changes to the superannuation legislation are outside the term of this LTFS however the current projected trajectory is 12.0 per cent by 2025-26.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

- Material costs match the forecast increase in Council rates. The forecast for 2019-20 is set at the rate cap of 2.50 per cent.
- Forecast increase in the contract for the management of Council's leisure centres which is due for renewal.
- The consequential operational servicing expenditure for the Springvale Community Precinct which is due for completion in 2019-20 has been factored into this LTFS revision. A pro rata amount of \$550,000 has been included in 2019-20 reaching an estimated \$1.4 million annually for the life of the LTFS. This has been funded via a reduction in the forward capital works program.
- A significant restructure in last financial year (2017-18) relating to the Aged Care Reform Agenda has seen the State and Federal Governments now undertaking separate responsibilities for In Home Support Programs depending on the age of the client. This has been a huge undertaking with unintended consequences resulting in a movement from a predominantly integrated block funded program to separate programs where funding is based almost solely on the achievement of targets. The increase since 2017-18 to the forecast 2019-20 year has seen nearly \$1.8 million added to the net cost of the Community Care services (aged care) (2017-18 Adopted Budget to forecast 2019-20 year with flow on effect).
- Financial Assistance Grants (FAGS) via the Victoria Grants Commission were restored from indexation freezing in 2017-18. Whilst the freeze has permanently reduced the base level of the Financial Assistance Grants payments, it has been positive in the 2018-19 financial year receiving an additional \$700,000 or around 6 per cent increase in funding compared to the prior year. The 2019-20 forecast is set at a conservative economic outlook.
- Significant supplementary rate growth over the past five years. The base level of rates that Council will commence the rate capped 2019-20 financial year are higher than forecast due to significantly higher than forecast supplementary rate revenue in recent years.





**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

While the annual decision on the rates has a material impact on Council's finances, the growth in the overall rate base through supplementary rates has been of significant importance. The last five years in supplementary rates growth has been extraordinary. They do not form part of the rate cap – but instead are built into the base for the future year's calculation. Average annual dwelling growth has been in excess of 1,000 over the past three years.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Capital Investment

Council forecasts a strong financial position for the 2019-20 financial year. Beyond this period, however, the ongoing challenges will begin to become more difficult. New facilities such as the Springvale Library and Community Hub will add considerable costs (estimated to be \$1.4 million annually) to Council's operational budgets without the ability to offset this via increased rates. Council's forward capital investment decisions and their consequential operational and infrastructure servicing expenditure (whole of life costing) will necessitate a shift in strategic thinking in the medium to long term.

#### Service levels

To maintain financial sustainability in the face of the above challenge, Council needs to fundamentally review its approach to service delivery. Council will need to assess what levels of services can be provided for a given maximum rate rise under rate capping. The primary outcome from the LTFS is the quantification of the cost of existing service requirements and the associated long term cash flow implications to maintain those service levels. This allows for the ongoing review of the affordability of existing service levels and their priority relative to emerging service demands and the capacity and willingness to pay of the community.

#### Recurrent grant funding

Recurrent grants (inclusive of the Financial Assistance grants funding received via the Victoria Grants Commission (VGC)) form around 13-14 per cent of Council's total underlying operational revenue and hence are an important source of revenue for Council.

Recurrent grant revenue however has consistently failed to keep pace with the cost of providing these same services that the grant supports, therefore requiring Council to continue to 'top-up' the State and Federal government shortfall with rate funding in order to continue to provide the current level of services to the community.

The table below highlights the current projected recurrent grant level funding over the life of this LTFS.

	Budget	Strategic Resource Plan Projections			
	2019-20	2020-21	2021-22	2022-23	2023-24
Operating grants	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Recurrent</b>					
Commonwealth Government	21,638	21,592	21,797	22,034	22,163
State Government	7,601	7,396	7,463	6,820	6,888
<b>Subtotal grants - operating (recurrent)</b>	<b>29,239</b>	<b>28,988</b>	<b>29,260</b>	<b>28,854</b>	<b>29,051</b>
<b>% increase (decrease)</b>	<b>3.6%</b>	<b>-0.9%</b>	<b>0.9%</b>	<b>-1.4%</b>	<b>0.7%</b>

*Notes: The 3.6 per cent increase in recurrent operating grant funding from the 2018-19 Original Budget (adjusted for Financial Assistance Grants 2018-19 actual outcomes) is due to higher grant funding expected to be received, mainly in the areas of Maternal and Child Health and Family and Children. A 1 per cent indexation on the actual 2018-19 Financial Assistance grants funding is included in the 2019-20 Budget.*

---

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

Strategic Major Projects

There have been enormous strides in the past five years and significant investment in the infrastructure of our City including:

- \$65 million Dandenong Civic Centre and Library.
- \$26 million redevelopment of the Dandenong Market.
- \$21 million construction of Noble Park Aquatic Centre.
- \$12 million construction of Tatterson Park Community Sports Complex.

The past several years have seen facilities in the Council improve markedly and contribute towards making the Council a better place for its residents to live, work and enjoy. Council retains a strong focus on the future needs for this Council and there are a number of key projects that need to be considered. These include:

- Continuing to deliver the master plan outcomes for the Springvale Community Precinct including the library and town hall revitalisation (\$51.41 million total estimate) – with \$19.14 million to be sourced from Council rates and/or reserve funds.
- The development of critical community infrastructure in the newly developed residential areas of Keysborough (\$10-15 million).
- Redeveloping or replacing the Dandenong Oasis (\$40-50 million).
- Expansion of the Noble Park Aquatic Centre (\$20 million).
- Determining a forward master plan and implementing it in relation to the current Dandenong Civic Precinct in Clow Street, Dandenong (\$15-20 million).

Each of these projects to deliver involve capital expenditure in the tens of millions. In many cases these facilities also involve significant additions in terms of ongoing costs to operate and as noted the Springvale Community Precinct which is due for completion in February 2020 is likely to require an additional \$1.4 million per annum to be allocated for operational requirements.

This has been funded by a corresponding reduction in the capital works program for the years 2020-21 to 2023-24. It is important to note that these projects and others derived from Strategies and Plans also create an additional maintenance requirement going forward, increasing operational costs into the future.

*Springvale Community Precinct - Stage 1 and 2*

The full cost of the Springvale Community Precinct is estimated to be \$51.41 million.

---

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Funding sources	\$
View Road sale of land	11,000,000
Grants	1,263,442
Loan funds	20,000,000
Council capital contribution	19,142,254
<b>Grand total funding sources</b>	<b>51,405,696</b>

The majority of the Council capital contribution from rates has been made in the preceding three years (2016-17 to 2018-19), so that only \$2.41 million is forecast to be required from rates in 2019-20. Total project expenditure of \$22.11 million is expected in 2019-20 and the majority of this will be funded by new borrowings and a transfer from the Major Projects Reserve.

Whilst funding major projects like Springvale Community Precinct, Council must also maintain its existing assets and meet the asset renewal challenges, continue to provide a strong suite of operational services to its residents and provide for the ongoing capital development of Council across a broad range of items in addition to the major projects listed above.

#### Outcomes of the LTFS

The purpose of the LTFS is to therefore provide a financial framework to Council in terms of what can be prudently achieved over this period and whilst this document has a strong focus on a five-year time horizon, the work that sits behind the final document has a longer focus in terms of capital planning.

In preparing the 2019-20 to 2023-24 LTFS, the State Government capping of council rates at the CPI will impact the finances of Council and have been included in the preparation of this strategy.

The key outputs included in the LTFS are:

- The achievement of an ongoing underlying operational surplus throughout the life of the LTFS.
- A plateau out of capital works investment funded from Council's operations from \$40.71 million in 2019-20 to \$40.33 million in 2023-24 (*noting that this may be subject to future reductions due to the future impacts of rate capping*).
- Funding for asset renewal ranging from \$19.79 million to \$25.74 million (excluding major projects) over the life of the LTFS (*again noting this is subject to future review as a result of rate capping*).
- The achievement of a financial structure, where annual asset renewal needs are met from the base operating outcome of Council, and non-renewable sources of funds such as reserves and asset sales are used to fund new or significantly upgraded facilities.
- Retention of service provision at present levels for 2019-20 (*noting that this is subject to future review as a result of rate capping*).

In terms of the inputs required to achieve the above outcomes, the LTFS is based on the following:

- A rate increase of 2.50 per cent for the 2019-20 financial year as directed by the Minister for Local Government. A rate cap at CPI (based on a future CPI projection of 2.25 per cent) has

---

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

been applied for the remaining years of the LTFS (2020-21 to 2023-24). Waste charges have been included on a full cost recovery basis as they are currently excluded from the rate cap.

- The LTFS includes an assumption of new borrowings of \$10 million in 2019-20 with a with loan term of 10 years (second tranche of borrowings to fund the Springvale Community Precinct project – 2018-19 included borrowings of \$10 million).

In summary, the 2019-20 to 2023-24 LTFS highlights the considerable challenges faced by Council over the coming five-year period and beyond, in order for Council to remain a viable and sustainable Council and at the same time endeavouring to deliver on key infrastructure projects that are critical to our community.

### Proposal

It is proposed that Council adopt the revised Long Term Financial Strategy.

### Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

#### Community Plan 'Imagine 2030'

##### Opportunity

- *Leadership by the Council* – The leading Council

#### Council Plan 2017-2021

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. This report is consistent with the following goals:

##### Opportunity

- An open and effective Council

The strategies and plans that contribute to these outcomes are as follows:

- Annual Budget

### Related Council Policies

Financial Management Policy.

### Financial Implications

The parameters established in the Long Term Financial Strategy have been utilised by Council in preparing the proposed 2019-20 Annual Budget.

---

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

**Consultation**

The draft Long Term Financial Strategy was presented to Council at its strategic retreat and formed the base framework upon which the 2019-20 Annual Budget was prepared.

**Conclusion**

The Long Term Financial Strategy forms an essential element of Council's overall planning framework and is vital in ensuring the long term financial health of this Council. Strong improvements have been achieved in the financial position of Greater Dandenong City Council over the past five years. The 2019-20 to 2023-24 LTFS highlights the considerable challenges faced by Council over the coming five year period and beyond, in order for Council to remain a viable and sustainable Council and at the same time endeavouring to deliver on key infrastructure projects that are critical to our community.

**Recommendation**

**That Council adopts the 2019-20 to 2023-24 Long Term Financial Strategy.**

**MINUTE 1074**

Moved by: Cr Sean O'Reilly  
Seconded by: Cr Youhorn Chea

**That Council adopts the 2019-20 to 2023-24 Long Term Financial Strategy.**

**CARRIED**

---

For the Motion: Cr Roz Blades AM, Cr Youhorn Chea, Cr Matthew Kirwan, Cr Angela Long, Cr Zaynoun Melhem, Cr Sean O'Reilly, Cr Maria Sampey, Cr Sophie Tan, Cr Loi Truong

Against the Motion: Cr Tim Dark (called for the division)

---

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

**FINANCE AND BUDGET**

**ADOPTION OF THE LONG TERM FINANCIAL STRATEGY 2019-20 TO  
2023-24**

**ATTACHMENT 1**

**LONG TERM FINANCIAL STRATEGY  
2019-20 – 2023-24**

**PAGES 95 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*

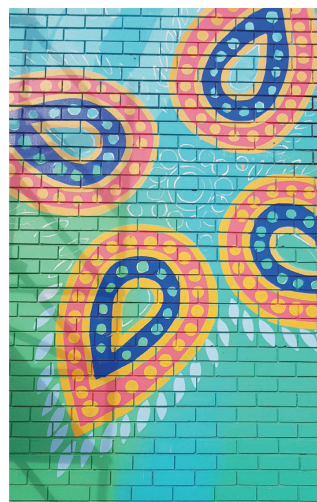


**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**



# Long Term Financial Strategy 2019-20 – 2023-24

Adopted by Council  
11 June 2019





**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

This page has been left blank intentionally.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****Table of Contents**

1	Executive summary .....	1
1.1	Purpose of the Long Term Financial Strategy (LTFS) .....	1
1.2	Objectives of the Long Term Financial Strategy .....	2
1.3	Key outcomes/challenges of this LTFS .....	3
2	Link between LTFS and Council's Planning Framework .....	12
3	Macro view of Council's financial position .....	13
4	Capital works forward plan and funding sources .....	33
4.1	Level and nature of the capital works in the LTFS .....	34
4.2	Capital funding sources .....	35
5	Long term borrowing strategies .....	36
5.1	Background to Council's current debt portfolio .....	36
5.2	Future loan strategies .....	36
5.3	Future loan requirements .....	39
6	Long term reserve usage strategies .....	41
6.1	Nature and purpose of current reserves .....	41
6.1.1	Open space – planning, development and improvements .....	41
6.1.2	Open space – acquisitions .....	42
6.1.3	General reserves (major projects) .....	42
6.1.4	Development Contribution Plans (DCP) – Council funded .....	43
6.1.5	Self insurance reserve fund .....	44
6.1.6	Native re-vegetation funds .....	44
6.1.7	Keysborough maintenance levy .....	45
6.1.8	Spring Valley landfill reserve .....	45
6.1.9	Local Government Funding Vehicle (sinking fund) reserve .....	45
6.1.10	Springvale Activity Precinct parking and development reserve .....	46
6.1.11	Dandenong Activity Precinct parking and development reserve .....	46
6.1.12	General reserve (aged care) .....	47
6.1.13	Grants in advance reserve .....	47
6.2	Long term summary of projected reserve funds .....	48
6.3	Discretionary funds or restricted assets .....	51
7	Rating and other revenue strategies .....	52
7.1	Assessment of current rating levels .....	52
7.2	Rating strategy for the future .....	55
7.3	Grant revenues .....	56
7.4	Fees and charges revenue .....	58
8	Asset Management .....	60
8.1	Council's total asset portfolio as at 30 June 2018 .....	60
8.2	Summary of Council's fixed assets .....	61
8.3	Managing Council's assets for the future .....	62
8.3.1	Council's current Asset Management gaps .....	64
8.3.2	Key outcomes of the Asset Management Plans .....	65
	Appendix A - Financial key performance indicator analysis .....	67

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

This page has been left blank intentionally.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

## 1 Executive summary

### 1.1 Purpose of the Long Term Financial Strategy (LTFS)

The Long Term Financial Strategy (LTFS) exists primarily to provide the following outcomes for the City of Greater Dandenong (Council):

1. Establish a prudent and sound financial framework, combining and integrating financial strategies to achieve a planned outcome.
2. Establish a financial framework against which Council's strategies, policies and financial performance can be measured against.
3. Ensure that Council complies with sound financial management principles, as required by the Local Government Act (1989) and plan for the long-term financial sustainability of Council (Section 136).
4. Allow Council to meet the objectives of the Local Government Act (1989) to promote the social, economic and environmental viability of the municipal district and its role in maintaining the viability of Council to ensure that resources are managed in a responsible manner (Sections 3C (2)(a) and 3D (2)(c)).

This LTFS represents a comprehensive approach to document and integrate the various strategies (financial and other) of Council. The development of the long-term financial projections represents the output of several strategy areas, that when combined, produce the financial direction of Council as shown below:



### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

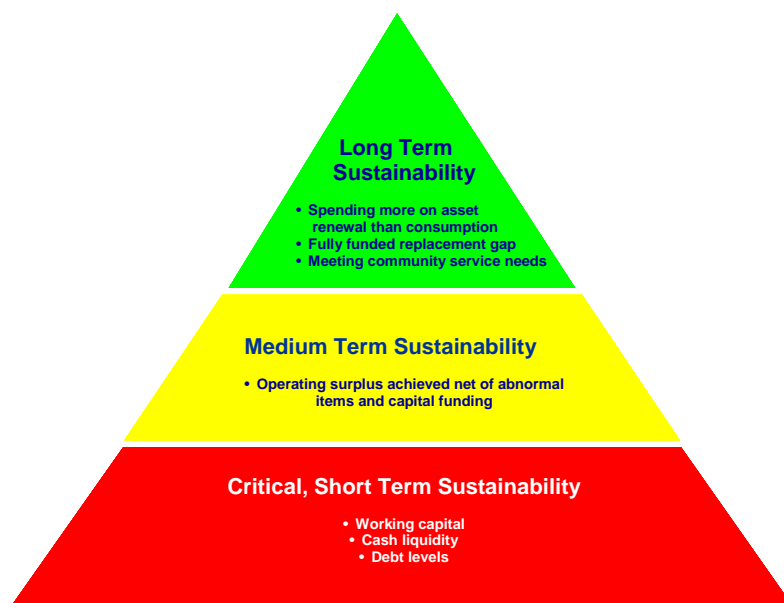
#### Long Term Financial Strategy 2019-20 – 2023-24

##### 1.2 Objectives of the Long Term Financial Strategy

The objectives of this LTFS (not prioritised) are as follows:

- The achievement of a prudent balance between meeting the service needs of our community (both now and future) and remaining financially sustainable for future generations.
- An increased ability to fund both capital works in general and meet the asset renewal requirements as outlined in asset management planning.
- Endeavouring to maintain a sustainable Council in an environment where Council must either constrain its net operational costs or reduce funds available to capital expenditure due to the capping of council rates and low increases in government grant funding.

For the purposes of this strategy, financial sustainability is defined in the below diagram, modelled essentially on a hierarchy of needs approach.



It could readily be argued that over the past five years, the Council has reached a position as outlined in the Long Term Sustainability section of the triangle. The challenge for Council will be, however, to avoid an outcome where it gradually drops through the sections back into the red zone over the next five years on the back of capped revenue capacity and rising costs.

To avoid this outcome, Council will have to critically evaluate all of its current service provision and may have to make a series of difficult decisions, particularly where costs in services part funded by State and Federal Government increase by an amount greater than Council's ability to increase general revenues.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 1.3 Key outcomes/challenges of this LTFS

This revision of the LTFS represents a critical document for the Council in terms of its future financial direction. Council continues to strive to provide high quality operational services for all residents including many disadvantaged sections of the community whilst at same point generally recovering lower levels of fees and charges in comparison to other municipalities.

At the same point Council is currently considering a range of options in terms of the future of parking fees, which has the potential to significantly lower revenue, and will shortly take on board the ongoing operational costs of the newly developed Springvale Community Precinct which is expected to add in excess of \$1.4 million per annum in net costs to the Budget.

These decisions, combined with the ongoing implementation of capped rates are resulting in a squeeze on Council's ability to continue to grow available funding for capital works and in particular the several major projects that Council still faces in the coming five year period.

Whilst Council has largely been protected from the impacts of rate capping to this point due to higher levels of supplementary rates the time is soon approaching where Council will either have to make significant changes to its operational services or accept that timelines for new projects will face longer term delays in order to be affordable for Council.

##### Capping of council rates

The introduction of rate capping from 2016-17 restricts Council from increasing rate income in a year. Each year the Minister for Local Government (the Minister) will set the rate cap that will specify the maximum increase in councils' rates and charges for the forthcoming financial year. In circumstances where the rate cap is insufficient for a specific council's needs, Council can apply to the Essential Services Commission for a higher cap.

On the 20 December 2018 The Minister for Local Government announced that Victorian council rate rises would be capped at the forecast rate of inflation of 2.50 per cent in the 2019-20 financial year. Annual rate increases from 2020-21 are assumed at a forecast Consumer Price Index (CPI) of 2.25 per cent.

##### Forecast rate increases

	Actual	Budget	Strategic Resource Plan			
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Rate increase	2.25%	2.50%	2.25%	2.25%	2.25%	2.25%

For the 2018-19 financial year the Essential Services Commission (ESC) recommended to the Minister a rate cap of 2.25 per cent which included an efficiency factor of 0.10 per cent in the calculation of the rate cap. The Minister set this as the rate cap. In March 2018, the ESC announced it would no longer use an efficiency factor. Instead, it will gradually increase the weighting that it places on the Consumer Price Index and decrease the weighting on the Wage Price Index in its calculation providing further inherent risk in future capped rates.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

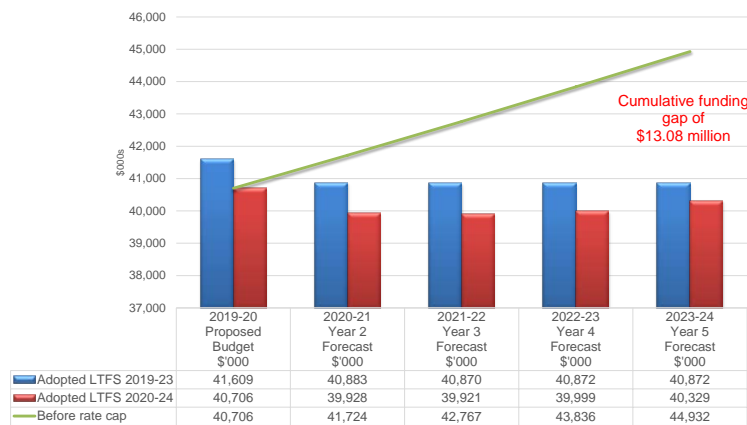
#### Long Term Financial Strategy 2019-20 – 2023-24

##### Council's Long Term Financial Strategy and impact of rate capping

Despite Council being in a healthy financial position with satisfactory liquidity requirements; cash flow, reserve balances and base asset renewal requirements being met, rates capping presents a significant challenge to Council's longer term financial sustainability.

Continuing to grow our capital expenditure is critical for Council to continue to meet its annual asset renewal targets as well as providing a funding base that would allow Council to deliver major new infrastructure to the Greater Dandenong community. Whilst the funding base for capital expenditure (from Council operations) has been maintained at similar levels as the previous LTFS, the following graph highlights the plateau to available capital works funding from 2020-21 as a result of rate capping restrictions. This means that in REAL terms Council's funding for capital expenditure is actually falling over this five year period and by the final year the cumulative gap between ongoing growth of 2.5 per cent per annum and the forecast funding amount is \$13.08 million.

Capital works funded from operational surplus



NB: The actual amount of capital expenditure will vary significantly from year to year depending on capital grant revenue, loan funds and use of Council reserves. It is important to note that this graph is based on the amount of funding that Council can apply to capital expenditure from its operating result.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**Long Term Financial Strategy 2019-20 – 2023-24

The development of this LTFS has also seen a focus on the expenditure assumptions.

Items creating a flow on impact (favourable and unfavourable) across the LTFS include:

- The Enterprise Agreement 2018 commenced 1 July 2018 for a four year term. This agreement provides for a minimum of 2.25 percent or the rate cap whichever is higher.  
Employee costs for 2019-20 will match the forecast rate cap of 2.50 per cent with remaining years of the LTFS set at forecast rate cap of 2.25 per cent plus salary band step increases.  
Superannuation guarantee charge increases were announced as part of the 2014 Federal Budget and this LTFS assumes that the superannuation will increase progressively from 9.5 per cent in 2019-20 to 11 per cent by 2023-24 adding an additional \$2 million in employee costs over the 2021-22 to 2023-24 years.  
Future changes to the superannuation legislation are outside the term of this LTFS however the current projected trajectory is 12.0 per cent by 2025-26.
- Material costs match the forecast increase in Council rates. The forecast for 2019-20 is set at the rate cap of 2.50 per cent.
- Forecast increase in the contract for the management of Council's leisure centres which is due for renewal.
- The consequential operational servicing expenditure for the Springvale Community Precinct which is due for completion in 2019-20 has been factored into this LTFS revision. A pro rata amount of \$550,000 has been included in 2019-20 reaching an estimated \$1.4 million annually for the life of the LTFS. This has been funded via a reduction in the forward capital works program.
- A significant restructure in last financial year (2017-18) relating to the Aged Care Reform Agenda has seen the State and Federal Governments now undertaking separate responsibilities for In Home Support Programs depending on the age of the client. This has been a huge undertaking with unintended consequences resulting in a movement from a predominantly integrated block funded program to separate programs where funding is based almost solely on the achievement of targets. The increase since 2017-18 to the forecast 2019-20 year has seen nearly \$1.6 million added to the net cost of the Community Care services (aged care) (2017-18 Adopted Budget to forecast 2019-20 year with flow on effect).
- Financial Assistance Grants (FAGS) via the Victoria Grants Commission were restored from indexation freezing in 2017-18. Whilst the freeze has permanently reduced the base level of the Financial Assistance Grants payments, it has been positive in the 2018-19 financial year receiving an additional \$700,000 or around 6 per cent increase in funding compared to the prior year. The 2019-20 forecast is set at a conservative economic outlook.

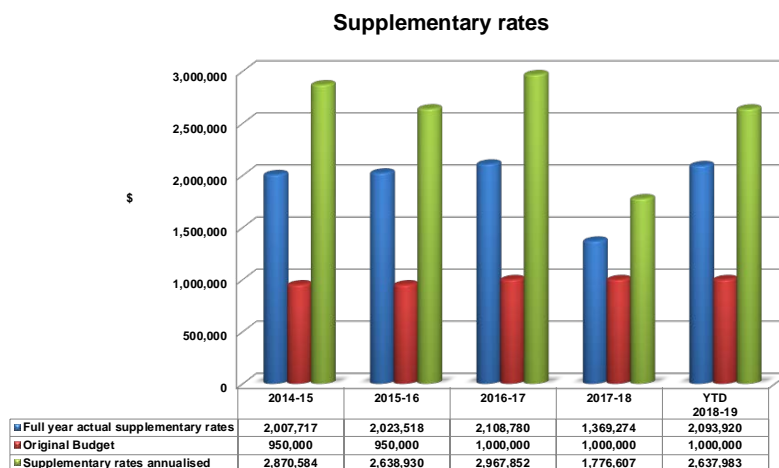


### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

- Significant supplementary rate growth over the past five years. The base level of rates that Council will commence the rate capped 2019-20 financial year are higher than forecast due to significantly higher than forecast supplementary rate revenue in recent years.



While the annual decision on the rates has a material impact on Council's finances, the growth in the overall rate base through supplementary rates has been of significant importance. The last five years in supplementary rates growth has been extraordinary. They do not form part of the rate cap – but instead are built into the base for the future year's calculation. Average annual dwelling growth has been in excess of 1,000 over the past three years.

#### Capital Investment

Council forecasts a strong financial position for the 2019-20 financial year. Beyond this period, however, the ongoing challenges will begin to become more difficult. New facilities such as the Springvale Library and Community Hub will add considerable costs (estimated to be \$1.4 million annually) to Council's operational budgets without the ability to offset this via increased rates. Council's forward capital investment decisions and their consequential operational and infrastructure servicing expenditure (whole of life costing) will necessitate a shift in strategic thinking in the medium to long term.

#### Service levels

To maintain financial sustainability in the face of the above challenge, Council needs to fundamentally review its approach to service delivery. Council will need to assess what levels of services can be provided for a given maximum rate rise under rate capping. The primary outcome from the LTFS is the quantification of the cost of existing service requirements and the associated long term cash flow implications to maintain those service levels. This allows for the ongoing review of the affordability of existing service levels and their priority relative to emerging service demands and the capacity and willingness to pay of the community.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

# LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

### Long Term Financial Strategy 2019-20 – 2023-24

#### Recurrent grant funding

Recurrent grants (inclusive of the Financial Assistance grants funding received via the Victoria Grants Commission (VGC)) form around 13-14 per cent of Council's total underlying operational revenue and hence are an important source of revenue for Council.

Recurrent grant revenue however has consistently failed to keep pace with the cost of providing these same services that the grant supports, therefore requiring Council to continue to 'top-up' the State and Federal government shortfall with rate funding in order to continue to provide the current level of services to the community.

The table below highlights the current projected recurrent grant level funding over the life of this LTFS.

	Budget	Strategic Resource Plan Projections			
	2019-20	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating grants</b>					
<b>Recurrent</b>					
Commonwealth Government	21,638	21,592	21,797	22,034	22,163
State Government	7,601	7,396	7,463	6,820	6,888
<b>Subtotal grants - operating (recurrent)</b>	<b>29,239</b>	<b>28,988</b>	<b>29,260</b>	<b>28,854</b>	<b>29,051</b>
<b>% increase (decrease)</b>	<b>3.6%</b>	<b>-0.9%</b>	<b>0.9%</b>	<b>-1.4%</b>	<b>0.7%</b>

Notes: The 3.6 per cent increase in recurrent operating grant funding from the 2018-19 Original Budget (adjusted for Financial Assistance Grants 2018-19 actual outcomes) is due to higher grant funding expected to be received, mainly in the areas of Maternal and Child Health and Family and Children. A 1 per cent indexation on the actual 2018-19 Financial Assistance grants funding is included in the 2019-20 Budget.

#### Strategic Major Projects

There have been enormous strides in the past five years and significant investment in the infrastructure of our City including:

- \$65 million Dandenong Civic Centre and Library.
- \$26 million redevelopment of the Dandenong Market.
- \$21 million construction of Noble Park Aquatic Centre.
- \$12 million construction of Tatterson Park Community Sports Complex.

The past several years have seen facilities in the Council improve markedly and contribute towards making the Council a better place for its residents to live, work and enjoy. Council retains a strong focus on the future needs for this Council and there are a number of key projects that need to be considered. These include:

- Continuing to deliver the master plan outcomes for the Springvale Community Precinct including the library and town hall revitalisation (\$51.41 million total estimate) – with \$19.14 million to be sourced from Council rates and/or reserve funds.
- The development of critical community infrastructure in the newly developed residential areas of Keysborough (\$10-15 million).
- Redeveloping or replacing the Dandenong Oasis (\$40-50 million).
- Expansion of the Noble Park Aquatic Centre (\$20 million).
- Determining a forward master plan and implementing it in relation to the current Dandenong Civic Precinct in Clow Street, Dandenong (\$15-20 million).

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

## Long Term Financial Strategy 2019-20 – 2023-24

Each of these projects to deliver involve capital expenditure in the tens of millions. In many cases these facilities also involve significant additions in terms of ongoing costs to operate and as noted the Springvale Community Precinct which is due for completion in February 2020 is likely to require an additional \$1.4 million per annum to be allocated for operational requirements.

This has been funded by a corresponding reduction in the capital works program for the years 2020-21 to 2023-24. It is important to note that these projects and others derived from Strategies and Plans also create an additional maintenance requirement going forward, increasing operational costs into the future.

*Springvale Community Precinct - Stage 1 and 2*

The full cost of the Springvale Community Precinct is estimated to be \$51.41 million.

Funding sources	\$
View Road sale of land	11,000,000
Grants	1,263,442
Loan funds	20,000,000
Council capital contribution	19,142,254
<b>Grand total funding sources</b>	<b>51,405,696</b>

The majority of the Council capital contribution from rates has been made in the preceding three years (2016-17 to 2018-19), so that only \$2.41 million is forecast to be required from rates in 2019-20. Total project expenditure of \$22.11 million is expected in 2019-20 and the majority of this will be funded by new borrowings and a transfer from the Major Projects Reserve.

Whilst funding major projects like Springvale Community Precinct, Council must also maintain its existing assets and meet the asset renewal challenges, continue to provide a strong suite of operational services to its residents and provide for the ongoing capital development of Council across a broad range of items in addition to the major projects listed above.

## Outcomes of the LTFS

The purpose of the LTFS is to therefore provide a financial framework to Council in terms of what can be prudently achieved over this period and whilst this document has a strong focus on a five-year time horizon, the work that sits behind the final document has a longer focus in terms of capital planning.

In preparing the 2019-20 to 2023-24 LTFS, the State Government capping of council rates at the CPI will impact the finances of Council and have been included in the preparation of this strategy.

The key outputs included in the LTFS are:

- The achievement of an ongoing underlying operational surplus throughout the life of the LTFS.
- A plateau out of capital works investment funded from Council's operations from \$40.71 million in 2019-20 to \$40.33 million in 2023-24 (*noting that this may be subject to future reductions due to the future impacts of rate capping*).

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**Long Term Financial Strategy 2019-20 – 2023-24

- Funding for asset renewal ranging from \$19.79 million to \$25.74 million (excluding major projects) over the life of the LTFS (*again noting this is subject to future review as a result of rate capping*).
- The achievement of a financial structure, where annual asset renewal needs are met from the base operating outcome of Council, and non-renewable sources of funds such as reserves and asset sales are used to fund new or significantly upgraded facilities.
- Retention of service provision at present levels for 2019-20 (*noting that this is subject to future review as a result of rate capping*).

In terms of the inputs required to achieve the above outcomes, the LTFS is based on the following:

- A rate increase of 2.50 per cent for the 2019-20 financial year as directed by the Minister for Local Government. A rate cap at CPI (based on a future CPI projection of 2.25 per cent) has been applied for the remaining years of the LTFS (2020-21 to 2023-24). Waste charges have been included on a full cost recovery basis as they are currently excluded from the rate cap.
- The LTFS includes an assumption of new borrowings of \$10 million in 2019-20 with a with loan term of 10 years (second tranche of borrowings to fund the Springvale Community Precinct project – 2018-19 included borrowings of \$10 million).

In summary, the 2019-20 to 2023-24 LTFS highlights the considerable challenges faced by Council over the coming five-year period and beyond, in order for Council to remain a viable and sustainable Council and at the same time endeavouring to deliver on key infrastructure projects that are critical to our community.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

## Long Term Financial Strategy 2019-20 – 2023-24

The below table highlights the strategic outcomes contained in the LTFS.

**LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**

Section	Strategic Directions Outcomes:
<b>Section 3:</b> Macro view of Council's financial position	<ol style="list-style-type: none"> <li>1. That Council revise its five-year forward financial plan on an annual basis.</li> <li>2. That Council maintains an underlying operational surplus (in the Income Statement) prior to the recognition of capital income over the life of the LTFS.</li> <li>3. That Council seek to increase its capital works investment, funded from operational sources to a sufficient level that allows it to adequately fund its asset renewal requirements and continue to deliver major project funding (<i>subject to the impacts of rate capping being fully assessed</i>).</li> <li>4. That the asset renewal requirements identified in asset management plans be funded over the period of this LTFS (<i>subject to the impacts of rate capping being fully assessed</i>).</li> <li>5. That Council endorse through this LTFS, the principle that ongoing asset renewal requirements must be funded from ongoing operational funding sources and that non-renewable funding sources such as asset sales, reserve funds or loan funds not be used to address these needs.</li> <li>6. That Council conduct during the 2019-20 financial year a detailed review of all current service provision.</li> </ol>
<b>Section 4:</b> Capital works forward plan and funding sources	<ol style="list-style-type: none"> <li>1. That Council note the forecast level of capital expenditure over the five year period of the LTFS.</li> </ol>
<b>Section 5:</b> Long term borrowing strategies	<ol style="list-style-type: none"> <li>1. That Council continues the use of loan funding as a viable and equitable mechanism of funding new/significantly upgraded major assets that provide a broad community benefit (when required).</li> <li>2. That Council endorse a strategy of setting a target of 40 per cent indebtedness to rates ratio as an ideal financial outcome and where new borrowings are sought, set a ceiling level of 60 per cent with reduction targets to reduce to 40 per cent within a five year period.</li> </ol>
<b>Section 6:</b> Long term reserve usage strategies	<ol style="list-style-type: none"> <li>1. That Council endorse the continued use of the reserve funds noted in this section.</li> </ol>

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**

## Long Term Financial Strategy 2019-20 – 2023-24

Section	Strategic Directions Outcomes:
<b>Section 7:</b> Rating and other revenue strategies	<ol style="list-style-type: none"> <li>1. That Council note the rate cap of 2.50 per cent for 2019-20 as per the Minister Local Government directive under the rate capping framework.</li> <li>2. That Council note for the years 2020-21 to 2023-24, rates income is estimated to be capped at a forecast CPI of 2.25 per cent.</li> <li>3. That Council note for the years 2019-20 to 2023-24, waste income is forecast at full cost recovery as it is not currently subject to the rate cap of the FGRS.</li> <li>4. That Council consider on an annual basis whether to make application to the ESC for a variation to the rate capping framework based on the outcomes contained in the LTFS and future infrastructure requirements.</li> <li>5. That Council further advocate that all recurrent State Government funding be linked annually to an index that ensures funding is not below the amount set as the rate cap.</li> <li>6. That this LTFS apply the annual cost escalation factor as the index to all discretionary fees and charges and Council seek to maximise revenue from fees during the Annual Budget processes.</li> </ol>
<b>Section 8:</b> Asset management	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Continues to enhance existing asset management planning to further enhance the knowledge of future asset renewal and maintenance requirements, including reviewing the service potential of the existing asset infrastructure and how this matches the current community needs.</li> <li>2. Endorse an in-principle strategy of allocating funds to meet asset renewal and maintenance requirements as a priority in the development of annual Capital Improvement Program and recurrent programs.</li> </ol>

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

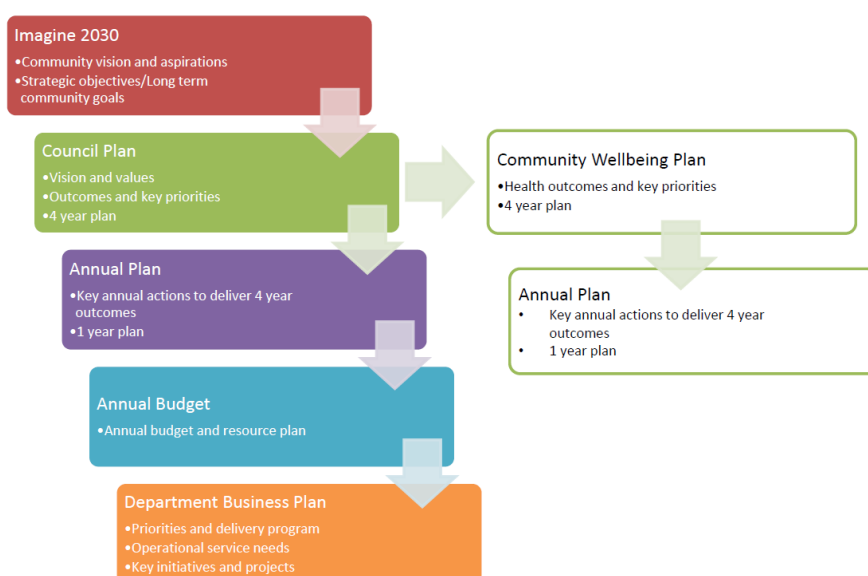
## 2 Link between LTFS and Council's Planning Framework

The purpose of the LTFS is to ensure the financial soundness of Council and to provide appropriate levels of resources to meet Council's future needs in providing services and facilities to the community.

The LTFS fits into an overall Strategic Planning framework as outlined below:

# LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

### Integrated Planning Framework



## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

# LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

Long Term Financial Strategy 2019-20 – 2023-24

### 3 Macro view of Council's financial position

The following financial statements portray the projected financial position of Council over the next five years.

The following financial statements are presented:

- Income Statement by line item including conversion to cash outcome
- Income Statement by Directorate
- Cash Flow Statement
- Balance Sheet
- Statement of Capital Works.

The statements are prepared based on current knowledge and service levels and will no doubt be affected by various events which will occur in future years. It is important that the long-term financial outlook be revisited and updated on an annual basis. It should be noted that final decisions on the allocation of funds are undertaken through Council's Annual Budget process in accordance with the Local Government Act (1989) (Section 137).

#### *Modelling methodology*

Following each statement are notes on the assumptions specifically applied to produce the long-term outlook. The notes are referenced in the financial statements. A commentary is also provided on the information relayed by the Statements and what they mean for Council.

In a more global sense however, it is worthwhile detailing the approach to the modelling process as broad percentages have not been universally applied. The model has been prepared at the lowest accounting level within Council's general ledger system being "sub activity (program and account) level". At this level, certain accounts were coded for manual adjustment rather than broad percentage increases (e.g. election expenses, property revaluation costs and one-off projects). It is therefore not possible to simply multiply the previous year's base by a percentage and achieve the same outcomes as presented.

The base point used for modelling has largely been the 2018-19 Original Budget with the 2018-19 Mid Year Budget review being used where it is more appropriate.

#### *Achieving cost savings*

The LTFS is a high level strategic plan that acts as a framework for future annual budgets. Whilst this plan is based on the premise of continuing to deliver all present day operational services, it must be highlighted that Council continues to institute a number of processes that have delivered considerable savings against the framework, and will continue to identify savings in the future.

#### *Identifying operational savings*

Whilst the LTFS establishes a framework for the Annual Budget, Council thoroughly reviews all draft operational budgets on an annual basis and seeks to achieve savings against this framework wherever possible. Beyond the Annual Budget process, Council's Executive Management continues to seek further operational efficiencies and continuous improvement on an ongoing basis.



### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### *Parameters used in developing this LTFS*

The table highlights the broader parameters used in the calculation of the LTFS. These parameters are discussed in more detail under each of the respective notes following the Income Statement.

##### *Summary of forecast parameters*

Description	Notes	Year 1 2019-20	Year 2 2020-21	Year 3 2021-22	Year 4 2022-23	Year 5 2023-24
CPI forecast	1	2.50%	2.25%	2.25%	2.25%	2.25%
Rate revenue cap	2	2.50%	2.25%	2.25%	2.25%	2.25%
Fees and charges - Council	3	3.00%	2.75%	2.75%	2.75%	2.75%
Fees and fines - statutory	4	2.00%	2.00%	2.00%	2.00%	2.00%
Financial Assistance Grants funding	5	1.00%	1.00%	1.00%	1.00%	1.00%
Grants and subsidies	5	1.00%	1.00%	1.00%	1.00%	1.00%
Employee costs	6	2.50%	2.25%	2.25%	2.25%	2.25%
Employee costs (incremental costs)	6	0.50%	0.50%	0.50%	0.50%	0.50%
Electricity	7	10.00%	5.00%	5.00%	5.00%	5.00%
Water	8	10.00%	5.00%	5.00%	5.00%	5.00%
Gas	9	5.00%	5.00%	5.00%	5.00%	5.00%
Fuel	10	5.00%	5.00%	5.00%	5.00%	5.00%

##### *Sources:*

1. The forecast CPI is 2.50 per cent for 2019-20 and 2.25 per cent thereafter.
2. Rates in the 2019-20 year are based on the forecast CPI of 2.50 per cent as directed by the Minister Local Government under the State Government Fair Go Rates System. The remaining years (2020-21 to 2023-24) are based on a forecast CPI of 2.25 per cent.
3. Fee revenue is estimated to increase by 3.00 per cent in 2019-20 and 2.75 per cent thereafter. Fees and charges are generally linked to labour cost increases as most services provided by Council have a significant labour component. Where services do not include a labour cost component the inflation rate may be used instead. In addition, considerations of community factors are required such as encouraging use of a service and ability to pay.
4. Statutory fees are set by legislation and are frequently not indexed on an annual basis. An estimated increase of 2.00 per cent per annum has been allowed in the LTFS model to account for an increase in volume. However, the actual statutory fee charged will comply with the relevant regulatory framework.
5. Grants and subsidies have been budgeted with a conservative economic outlook at 1 per cent. The Financial Assistance grants funding allocation has also been conservatively increased by 1 per cent.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**

---

Long Term Financial Strategy 2019-20 – 2023-24

---

6. The employee cost increase for 2019-20 is 2.50 per cent as per the Enterprise Agreement (EA) 2018 which expires 30 June 2022). Employee costs will further grow by the cost of movement along bands and in relation to areas where Council inherits new service requirements such as areas of parklands handed from developers to Council. The employee cost parameter used for the remaining four years of the LTFS is forecast at 2.25 per cent (plus incremental movements) to align with the minimum rate in the EA and the forecast rate cap.
7. Electricity - an estimate of 10 per cent has been allowed for in the 2019-20 financial year to reflect the uncertainty and recent price escalation in the electricity market. The parameter reduces to 5.00 per cent for the remaining four years of the LTFS. These costs will be closely monitored.
8. Water - an estimate of 5.00 per cent has been allowed for to reflect anticipated increases in Government investment in water infrastructure. These costs will be closely monitored.
9. Similar to electricity, gas costs are estimated to increase by around 10.00 per cent in 2019-20 due to the nature of the market, driven primarily by the international price pressures. A parameter of 5 per cent has been applied for the remaining four years of the LTFS.
10. Fuel cost increases are expected to increase by 5.00 per cent across the LTFS in line with the recent market price increases.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### Budgeted Comprehensive Income Statement

	Notes	Forecast	Budget	Strategic Resource Plan			
		Actual	2019-20	Projections			
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Income</b>							
Rates and charges	1	140,786	145,942	150,713	155,627	160,528	166,866
Statutory fees and fines	2	9,022	9,333	9,185	9,249	9,431	9,606
User fees	2	8,229	8,435	9,247	9,418	9,669	9,847
Grants - operating	3	24,912	29,453	28,988	29,260	28,854	29,051
Grants - capital	3	4,319	2,794	1,308	1,141	1,057	-
Contributions - monetary	4	3,530	2,829	2,001	2,001	2,001	2,001
Contributions - non-monetary	5	15,000	15,000	15,000	15,000	15,000	15,000
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	6	621	317	340	330	330	320
Other income	7	10,325	10,623	8,432	8,666	8,927	9,138
<b>Total income</b>		<b>216,744</b>	<b>224,726</b>	<b>225,214</b>	<b>230,692</b>	<b>235,797</b>	<b>241,829</b>
<b>Expenses</b>							
Employee costs	8	79,067	80,417	82,564	84,362	85,842	88,396
Materials and services	9	64,406	67,851	65,572	67,553	69,461	72,145
Bad and doubtful debts	10	1,239	1,299	1,364	1,432	1,504	1,579
Depreciation	11	29,159	29,816	30,486	31,172	31,874	32,591
Borrowing costs	12	3,171	3,414	3,652	3,473	3,277	3,076
Other expenses	13	8,088	5,009	5,961	5,166	5,271	5,380
<b>Total expenses</b>		<b>185,130</b>	<b>187,806</b>	<b>189,599</b>	<b>193,158</b>	<b>197,229</b>	<b>203,167</b>
<b>Surplus for the year</b>		<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>
<b>Other comprehensive income</b>							
<i>Items that will not be reclassified to surplus or deficit in future periods:</i>							
Other		-	-	-	-	-	-
<b>Total comprehensive result</b>		<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>

#### Adjusted underlying result

	Forecast	Budget	Strategic Resource Plan			
	Actual 2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Operating</b>						
Total income	216,744	224,726	225,214	230,692	235,797	241,829
Total expenses	(185,130)	(187,806)	(189,599)	(193,158)	(197,229)	(203,167)
<b>Surplus for the year</b>	<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>
<b>Less non-operating income and expenditure</b>						
Grants - capital (non-recurrent)	(4,319)	(2,230)	-	-	-	-
Contributions - non-monetary	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Capital contributions - other sources	(3,530)	(2,829)	(2,001)	(2,001)	(2,001)	(2,001)
<b>Adjusted underlying surplus (deficit)</b>	<b>8,765</b>	<b>16,861</b>	<b>18,614</b>	<b>20,533</b>	<b>21,567</b>	<b>21,661</b>

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Conversion to cash rates

	Notes	Forecast	Budget	Strategic Resource Plan Projections			
		Actual 2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Net operating result</b>		<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>
<b>Less cash costs not included in operating result</b>							
Capital expenditure	14	79,979	69,289	42,236	42,062	42,056	41,329
Loan repayments	15	3,301	8,496	2,894	3,081	3,270	3,467
Loan proceeds	16	(10,000)	(10,000)	-	-	-	-
Transfer from reserves	17	(15,988)	(22,049)	(2,618)	(2,672)	(2,714)	(2,753)
Transfer to reserves	17	16,129	6,300	8,889	11,535	13,130	14,510
<b>Sub total</b>		<b>73,421</b>	<b>52,036</b>	<b>51,401</b>	<b>54,006</b>	<b>55,742</b>	<b>56,553</b>
<b>Plus non-cash costs included in operating result</b>							
Depreciation		29,159	29,816	30,486	31,172	31,874	32,591
Written down value of assets sold		246	300	300	300	300	300
Contributions - non-monetary assets		(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
<b>Sub total</b>		<b>14,405</b>	<b>15,116</b>	<b>15,786</b>	<b>16,472</b>	<b>17,174</b>	<b>17,891</b>
<b>Surplus (deficit) for the year</b>		<b>(27,402)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Accumulated surplus brought forward</b>		<b>28,220</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Accumulated surplus brought forward</b>		<b>818</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

##### Operational income

###### 1 Rate income

The rate increase in 2019-20 has been based on a rate cap (CPI) of 2.50 per cent. The rate increase in the remaining years of the LTFS are based on a forecast rate cap/CPI of 2.25 per cent.

There remains significant growth forecast within Council in relation to the industrial and residential components of the two large development areas south of Dandenong. Forecasts for supplementary rates will be further considered in future revisions of the LTFS. For the purposes of this LTFS, the forecast has been kept stable at \$1 million per annum.

Council will apply its policy of 'full cost recovery' in determining the waste charge for residents in all years of this LTFS. Waste costs are forecast to increase on average around 5 per cent over five years of the LTFS

The LTFS assumes the continuation of the Keysborough Maintenance Levy. All funds derived from these maintenance levies are fully reserved and do not form part of Council's general discretionary income.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

The table below highlights the various rating components upon which the LTFS has been based.

	Forecast		Strategic Resource Plan			
	Actual 2018-19 \$'000	Budget 2019-20 \$'000	Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
General rates	117,448	123,089	127,091	131,177	135,356	139,628
Supplementary rates	2,080	1,000	1,000	1,000	1,000	1,000
Waste charges	19,457	20,049	20,818	21,646	22,368	24,434
Keysborough Maintenance Levy	1,497	1,500	1,500	1,500	1,500	1,500
Interest on rates	414	414	414	414	414	414
Less rates abandoned	(110)	(110)	(110)	(110)	(110)	(110)
<b>Total rates and charges</b>	<b>140,786</b>	<b>145,942</b>	<b>150,713</b>	<b>155,627</b>	<b>160,528</b>	<b>166,866</b>

#### 2 Statutory fees, fines and user fees

Fees, charges and fines include services where Council has the discretion to determine the fee amount and statutory fees where the level is prescribed by the Commonwealth or State Governments.

Also included under this heading is income received from recoveries of Infringement Court costs (relating to parking infringements).

The LTFS is based on statutory fees increasing by 2.00 per cent per annum, whereas the discretionary fees have been indexed at 3.00 per cent in 2019-20 and 2.75 per cent thereafter, which is more in line with the cost of providing the services. Discretionary fees include the hire of Council's many building, sports and recreational facilities.

#### 3 Grants – operating and capital (recurrent and non-recurrent)

Council currently receives approximately \$28.15 million (2018-19 Original Budget) in operating grants, including the un-tied Financial Assistance grant funding received via the Victoria Grants Commission (VGC). This is Council's major operating grant. From 2019-20, a cautious increase of 1 per cent per annum for these grants has been applied, which seldom increase at an equivalent rate to the cost of providing the subsidised services.

Council relies on grant income for delivering a range of services to the diverse community of the city. Greater Dandenong has a large migrant population, from a wide socio economic spectrum which places significant demands on Council in the delivery of services in language, literacy and social integration.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Operating grants

The major types of operating grants Council receives are summarised by:

- Source (federal, state and other)
- Type (services)
- Recurrent and non-recurrent

	Forecast Actual 2018-19	Budget 2019-20	Strategic Resource Plan Projections			
Operating grants	\$'000	\$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Recurrent</b>						
<b>Commonwealth Government</b>						
Financial Assistance Grant	5,955	12,038	12,159	12,280	12,403	12,527
Family Day Care	3,641	3,273	3,307	3,339	3,373	3,406
Home and community care	5,252	6,218	6,027	6,087	6,147	6,209
Family and children	120	90	80	70	90	-
Community health	17	20	20	21	21	21
<b>State Government</b>						
Home and community care	2,499	2,124	2,282	2,304	2,327	2,351
Maternal and child health	2,099	2,043	2,017	2,038	2,058	2,079
Family and children	1,677	1,865	1,543	1,551	849	857
Libraries	1,012	999	1,019	1,029	1,040	1,050
School crossings	416	419	423	428	432	436
Community health	157	110	111	113	114	115
Emergency management	40	40	-	-	-	-
<b>Total recurrent operating grants</b>	<b>22,885</b>	<b>29,239</b>	<b>28,988</b>	<b>29,260</b>	<b>28,854</b>	<b>29,051</b>
<b>Non recurrent</b>						
<b>Commonwealth Government</b>						
Family and children	330	-	-	-	-	-
Home and community care	150	-	-	-	-	-
Libraries	152	-	-	-	-	-
Community health	46	6	-	-	-	-
Other	15	-	-	-	-	-
<b>State Government</b>						
Community health	305	-	-	-	-	-
Education and employment	307	10	-	-	-	-
Maternal and child health	222	-	-	-	-	-
Environment	166	140	-	-	-	-
Waste and recycling	124	-	-	-	-	-
Family and children	100	38	-	-	-	-
Home and community care	84	-	-	-	-	-
Libraries	20	20	-	-	-	-
Sport and recreation	6	-	-	-	-	-
<b>Total non-recurrent operating</b>	<b>2,027</b>	<b>214</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total operating grants</b>	<b>24,912</b>	<b>29,453</b>	<b>28,988</b>	<b>29,260</b>	<b>28,854</b>	<b>29,051</b>

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Capital grants

Capital grants have been forecast in conjunction with the estimates provided on specific capital projects. There are no capital grants able to be forecast with certainty over the life of the LTFS.

The major type of capital grants Council receives are summarised by:

- Source (federal, state and other)
- Type (services)
- Recurrent and non-recurrent

	Forecast		Strategic Resource Plan Projections			
	Actual 2018-19	Budget 2019-20	2020-21	2021-22	2022-23	2023-24
Capital grants	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Recurrent</b>						
<b>Commonwealth Government</b>						
Roads to Recovery *	-	564	1,308	1,141	1,057	-
<b>Total recurrent capital grants</b>	-	564	1,308	1,141	1,057	-
<b>Non-recurrent</b>						
<b>Commonwealth Government</b>						
Sport and recreation	283	-	-	-	-	-
Roads	417	-	-	-	-	-
<b>State Government</b>						
Roads	900	300	-	-	-	-
Sport and recreation	1,912	1,930	-	-	-	-
Family and children	650	-	-	-	-	-
Community safety	30	-	-	-	-	-
Streetscapes	27	-	-	-	-	-
<b>Other</b>						
Sport and recreation	100	-	-	-	-	-
<b>Total non-recurrent capital grants</b>	4,319	2,230	-	-	-	-
<b>Total capital grants</b>	4,319	2,794	1,308	1,141	1,057	-

\* The Commonwealth Government provides Roads to Recovery (R2R) funding to the local government sector. Council has received its full entitlement at the conclusion of 2017-18 under the current program, so no funding is currently included in the forecast for 2018-19. The next R2R program commences 1 July 2019 through to 30 June 2024. Council's life of program allocation for the period 1 July 2019 to 30 June 2024 is a confirmed \$4,071,227. Certain conditions must be followed and annual reports must be submitted.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**

## Long Term Financial Strategy 2019-20 – 2023-24

**4 Contributions – monetary**

Depending on the amount of development activity in progress, Council receives contributions from developers. These contributions represent funds to enable Council to provide the necessary integrated infrastructure for new developments. They are for very specific purposes and often require Council to outlay funds for infrastructure works some time before receipt of these contributions. These contributions are statutory contributions and are transferred to a statutory reserve until utilised for a complying purpose through the Capital Works Program.

**5 Contributions – non-monetary**

Contributions non-monetary represent fixed assets that are 'gifted' by developers as developments progress. Council will see an increase in 'gifted assets' arising from the major Development Contribution Plans (DCP). Whilst these assets add to Council's overall asset base, they also add to the future obligations to maintain and replace these assets at the end of their useful lives. They therefore impact on Council's depreciation levels and required capital and maintenance spending in the future.

**6 Net gain (or loss) on disposal of property, infrastructure, plant and equipment**

Net gain (or loss) on disposal of fixed assets is the net result of the proceeds received from the sale of assets compared to their book value (written down value) held by Council.

Proceeds from sale of assets are mainly attributed to the asset classes of land and plant and equipment. Plant and equipment sales are determined by an annual replacement program of Council's fleet of vehicles and major plant used for street cleaning, parks maintenance and other asset management functions.

The premise in the strategy for land sales is that proceeds are transferred to the Major Projects reserve and are not utilised for operational purposes.

Written down values mainly relate to plant sold as part of the plant replacement program and the estimated book value of land earmarked for sale.

**7 Other income (including interest)**

Interest income will average around \$2.10 million per annum over the five years of the LTFS, and comprises interest earned from cash invested with financial institutions.

Also included under this heading is recovery income from a variety of sources and rental income received from the hire of Council buildings.



### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Operational expenditure

###### 8 Employee costs

Salaries are the largest component of Council's operating budget, representing around 52 per cent of operating expenses (excluding depreciation). The current Enterprise Agreement 2018 (EA) has a four year term and expires on 30 June 2022. Employee costs under this agreement are over a four year term and increase at a minimum of 2.25 per cent or the gazetted rate cap whichever is greater. Therefore in 2019-20 employee costs increase at the confirmed rate cap of 2.50 percent with the remaining years set at the forecast rate cap of 2.25 per cent. The LTFS assumes base salary increases of 2.25 per cent beyond the expiry of the EA.

In the 2014 Federal Budget, the Treasurer announced important changes to the Superannuation Guarantee Scheme (SGC). The SGC rate will now remain at 9.5 per cent until 30 June 2021. It will then increase to 10 per cent in 2021-22, 10.50 per cent in 2022-23 and 11 per cent in 2023-24 adding an additional \$2 million to employee costs over the period of increase in SGC. Beyond that point, it will continue to increase to 12.00 per cent by 2025-26. Should the Government revise the planned superannuation increases, the LTFS will be amended at that point.

In addition to the base wage increase assumptions, Council has to provide funding for annual increments in employee banding. This generally equates to an additional 0.50 per cent (approximately) in employee costs.

###### 9 Materials and services

The broad assumption in materials and services is for an increase matching the forecast CPI (2.50 per cent in 2019-20 and 2.25 per cent thereafter). Council has significant ongoing contracts for delivery of services such as waste management and maintenance of parks and gardens. Council also engages contractors for building maintenance and supplementary valuations. All these contracts are negotiated at near CPI levels as far as possible.

Material costs include items required for the maintenance and repairs of Council buildings, roads, drains and footpaths which are more governed by market forces based on availability than CPI. Council's payments to family day carers are also included under this category.

Other associated costs included under this category are utilities, materials for the supply of meals on wheels and consumable items for a range of services. Council also utilises external expertise on a range of matters, including legal services and audit. These costs are kept to within CPI levels year on year.

Costs of materials and services remain at approximately 35 per cent of total operating expenditure over the five years of the LTFS.

###### 10 Bad and doubtful debts

Bad and doubtful debts are expected to increase marginally over the life of the LTFS and primarily relates to parking fines forwarded to the Infringements Court for collection and a consequent reduction in collection rates.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 11 Depreciation

Depreciation estimates have been based on the projected capital spending contained within this LTFS document. Depreciation has been further increased by the indexing of the replacement cost of Council's fixed assets in order to recognise the impact of rising replacement costs in accordance with Australian Accounting Standard requirements. Depreciation estimates may be influenced by future recognition and disposal of assets and how Council expends its capital works program.

##### 12 Borrowing costs

Council's projected loan indebtedness at 30 June 2019 is \$60.03 million. The Local Government Funding Vehicle (LGFV) is expected to be repaid in full in 2019-20. Finance costs (interest on borrowings) are estimated to increase slightly to \$3.65 million in 2020-21 and reduce to \$3.08 million in 2023-24 reflecting the repayment of existing debt and the proposed drawdown of \$20 million over the 2018-19 and 2019-20 financial years which will part fund significant infrastructure works associated with the Springvale Community Precinct project.

##### 13 Other expenses

Other expenses include administration costs such as Councillor allowances, election costs, sponsorships, partnerships, community grants, lease expenditure, fire services property levy, audit costs and other costs associated with the day to day running of Council.

#### Cash surplus revenue and expenditure

##### 14 Capital expenditure

Capital expenditure amounts included in this LTFS are in accordance with the proposed works forecast in the Capital Works section of this strategy (refer **Section 4**).

##### 15 Loan repayments

Loan repayments are forecast in accordance with the agreed repayment schedules for existing loans.

The 2019-20 financial year includes the repayment of the \$4.90 million Local Government Funding Vehicle (LGFV) facility. At maturity (the end of the five year bond), Council can elect to either repay the loan, refinance or a combination thereof. The LTFS at this point assumes a repayment in full of \$4.90 million (funded by a transfer from the LGFV sinking fund).

##### 16 Loan proceeds

Proposed loan borrowing proceeds of \$10 million are forecast for both 2018-19 and 2019-20 and are to part fund significant infrastructure works at the Springvale Community Precinct. These loans are assumed to have a term of 10 years.

---

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

---

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

---

#### Long Term Financial Strategy 2019-20 – 2023-24

---

##### 17 *Transfers to and from reserves*

A full listing of the reserve funds and the proposed transfers to and from these reserves is contained in **Section 6** of this LTFS.

##### *Key information relayed by the Budgeted Comprehensive Income Statement and Conversion to Cash Result*

There are a number of features that are relayed by the statements on pages 15 and 16:

- Council's underlying operational result (net surplus or deficit from operations) remains in surplus over the life of the LTFS. This is an extremely positive step in terms of maintaining Council's financial sustainability.
- Capital works funding fluctuates over the five-year period due to rises and falls in capital revenue, loan proceeds and the utilisation of Council reserve funds. The key measure however is the amount of capital funds that Council is able to allocate from its operating result.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Comprehensive Income Statement by Directorate

	Notes	Forecast	Budget	Strategic Resource Plan			
		Actual		Projections			
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Income</b>							
Rates and charges		140,786	145,942	150,713	155,627	160,528	166,866
Chief Executive Office	1	-	-	-	-	-	-
Greater Dandenong Business	2	683	128	63	64	66	67
City Planning, Design and Amenity	3	14,368	14,362	14,964	15,334	15,681	16,036
Community Services	4	21,730	20,867	20,522	20,778	20,360	20,544
Corporate Services	5	4,196	4,253	4,385	4,531	4,683	4,805
Engineering Services	6	3,331	4,696	2,250	2,137	2,175	2,091
Non Directorate	7	11,129	16,154	16,309	16,377	16,547	16,719
Capital works funding		5,766	3,622	1,308	1,141	1,057	-
Contributions - non-monetary		15,000	15,000	15,000	15,000	15,000	15,000
<b>Total income</b>		<b>216,989</b>	<b>225,024</b>	<b>225,514</b>	<b>230,989</b>	<b>236,097</b>	<b>242,128</b>
<b>Expenditure</b>							
Chief Executive Office	1	657	668	675	690	706	722
Greater Dandenong Business	2	4,788	3,588	3,386	3,348	3,282	3,356
City Planning, Design and Amenity	3	16,540	17,228	17,539	17,956	18,434	18,994
Community Services	4	50,063	45,673	45,867	46,984	47,457	48,635
Corporate Services	5	21,214	22,290	22,825	23,435	24,100	24,731
Engineering Services	6	57,717	63,483	62,174	63,952	65,918	68,844
Non Directorate	7	4,991	5,058	6,647	5,618	5,458	5,293
Written down value of assets sold/disposed		246	300	300	300	300	300
Depreciation		29,159	29,816	30,486	31,172	31,874	32,591
<b>Total expenses</b>		<b>185,375</b>	<b>188,104</b>	<b>189,899</b>	<b>193,455</b>	<b>197,529</b>	<b>203,466</b>
<b>Surplus for the year</b>		<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>

Note: Total Income and expenditure amounts differ to the income statement on page 15 due to the classification of asset proceeds.

##### Income Statement by Directorate (net)

	Notes	Forecast	Budget	Strategic Resource Plan			
		Actual		Projections			
		2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
Rates and charges		140,786	145,942	150,713	155,627	160,528	166,866
Chief Executive Office	1	(657)	(668)	(675)	(690)	(706)	(722)
Greater Dandenong Business	2	(4,105)	(3,460)	(3,323)	(3,284)	(3,216)	(3,289)
City Planning, Design and Amenity	3	(2,172)	(2,866)	(2,575)	(2,622)	(2,753)	(2,958)
Community Services	4	(28,333)	(24,806)	(25,345)	(26,206)	(27,097)	(28,091)
Corporate Services	5	(17,018)	(18,037)	(18,440)	(18,904)	(19,417)	(19,926)
Engineering Services	6	(54,386)	(58,787)	(59,924)	(61,815)	(63,743)	(66,753)
Non Directorate	7	6,138	11,096	9,662	10,759	11,089	11,426
Capital works funding		5,766	3,622	1,308	1,141	1,057	0
Contributions - non-monetary		15,000	15,000	15,000	15,000	15,000	15,000
Written down value of assets		(246)	(300)	(300)	(300)	(300)	(300)
Depreciation		(29,159)	(29,816)	(30,486)	(31,172)	(31,874)	(32,591)
Net surplus for the year		31,614	36,920	35,615	37,534	38,568	38,662

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Notes:

Without repeating the information from the previous section, this view of the Income Statement highlights a few points.

##### 1 CEO

The CEO's Directorate incorporates the functions of providing strategic leadership for the entire organisation, including support and advice to Council and Councillors.

##### 2 Greater Dandenong Business

The Greater Dandenong Business Group includes the resources necessary in providing leadership in, and advocacy for, enhanced business relations and opportunities in the City. It also includes the functions of Business Networking, Economic Development and Activity Centres Revitalisation.

##### 3 City Planning, Design and Amenity

The City Planning, Design and Amenity Directorate incorporate the functions of providing management and administration of building, planning, local laws and environmental sustainability. City Planning, Design and Amenity expenditure is stable at around 9.21 per cent of total Council expenditure over the term of the LTFS.

##### 4 Community Services

The Community Services directorate provides a broad range of family and children, aged care, recreation, libraries and culture, health and community wellbeing services to the community. Operational expenditure for the directorate represents around 25 per cent of Council's expenditure budget with revenue comprising around 9 per cent of the total income budget. In respect to the revenue, the Community Services directorate rely on an average of 35 per cent grant funding with the balance from rates and fees for service. The major component of costs in Community Services is in salaries (and related costs), which account for around 73 per cent of Community Services total operating expenditure.

The net cost to Council in providing Community Services is forecast to grow from \$24.81 million in 2019-20 to \$28.09 million in 2023-24. This net cost is largely funded by rate revenue.

##### 5 Corporate Services

The Corporate Services directorate incorporates Governance, Finance and Information Technology, Communications and Customer Service, People and Procurement Services. Governance looks after Council matters such as meeting procedures, Council elections and commercial property matters and sale of Council properties. Finance and Information Technology incorporates rates and valuations, financial planning, accounting and IT management and support. People and Procurement Services includes contract and risk management, human resources and occupational health and safety. The directorate's operating expenditure increments from \$17.23 million in 2019-20 to \$18.99 million in 2023-24.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**Long Term Financial Strategy 2019-20 – 2023-24**6**     *Engineering Services*

The Engineering Services directorate incorporates three management functions including Infrastructure Services and Planning, City Projects and Asset Improvement and Transport and Civil Development.

This is the second largest directorate in Council with the net proportion of the operating expenditure budget being around 22 per cent (including waste income). It delivers some of the major services through external contractors with waste management being the most significant. The directorate is also responsible for maintaining the numerous parks and gardens and the road network. The responsibilities will grow over the next few years as the city grows through the various new developments, particularly in Dandenong South and Keysborough.

**7**     *Non Directorate*

Non Directorate includes non-attributable items such as finance costs (interest on loan borrowings), Financial Assistance grants funding received via the Victoria Grants Commission, open space contributions, interest on investments, and other minor expenditure items.

Also included are estimated costs associated with the fire services property levy on Council owned properties (\$250,000 estimated for 2019-20). As per recent advice received, \$110,000 in recoveries from the State Government associated with the ongoing collection of the State Government Fire Services Property Levy has been included in the 2019-20 budget.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Balance Sheet

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual		Projections		
		2018-19	2019-20	2020-21	2021-22	2022-23
		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents	1	129,894	119,349	122,256	133,394	146,113
Trade and other receivables	2	19,350	20,092	20,798	21,533	22,290
Other assets	3	2,274	2,320	2,366	2,413	2,462
<b>Total current assets</b>		<b>151,518</b>	<b>141,761</b>	<b>145,420</b>	<b>157,340</b>	<b>170,865</b>
<b>Non-current assets</b>						
Trade and other receivables	2	325	325	325	325	325
Property, infrastructure, plant and equipment	4	2,226,316	2,280,489	2,306,939	2,332,529	2,357,411
Investment property	5	11,330	11,330	11,330	11,330	11,330
Other financial assets	6	230	230	230	230	230
<b>Total non-current assets</b>		<b>2,238,201</b>	<b>2,292,374</b>	<b>2,318,824</b>	<b>2,344,414</b>	<b>2,369,296</b>
<b>Total assets</b>		<b>2,389,719</b>	<b>2,434,135</b>	<b>2,464,244</b>	<b>2,501,754</b>	<b>2,540,161</b>
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables	7	20,936	24,822	19,513	19,840	20,185
Trust funds and deposits	8	42,013	44,013	46,013	48,013	50,013
Provisions	9	16,897	17,016	17,723	18,466	19,238
Interest-bearing loans and borrowings	10	8,496	2,894	3,081	3,270	3,467
<b>Total current liabilities</b>		<b>88,342</b>	<b>88,745</b>	<b>86,330</b>	<b>89,589</b>	<b>92,903</b>
<b>Non-current liabilities</b>						
Trust funds and deposits	8	1,287	1,287	1,287	1,287	1,287
Provisions	9	859	846	836	824	815
Interest-bearing loans and borrowings	10	50,029	57,135	54,054	50,783	47,317
<b>Total non-current liabilities</b>		<b>52,175</b>	<b>59,268</b>	<b>56,177</b>	<b>52,894</b>	<b>49,419</b>
<b>Total liabilities</b>		<b>140,517</b>	<b>148,013</b>	<b>142,507</b>	<b>142,483</b>	<b>142,322</b>
<b>Net assets</b>		<b>2,249,202</b>	<b>2,286,122</b>	<b>2,321,737</b>	<b>2,359,271</b>	<b>2,397,839</b>
<b>Equity</b>						
Accumulated surplus	11	888,431	941,100	970,444	999,115	1,027,267
Asset revaluation reserve		1,290,865	1,290,865	1,290,865	1,290,865	1,290,865
Reserves		69,906	54,157	60,428	69,291	79,707
<b>Total equity</b>		<b>2,249,202</b>	<b>2,286,122</b>	<b>2,321,737</b>	<b>2,359,271</b>	<b>2,397,839</b>

##### Notes:

##### 1 Cash and cash equivalents

Cash and investments are forecast to remain at adequate levels throughout the five year forecast. Council's working capital ratio (current assets/current liabilities) is expected to remain steady during the period of this LTFS. The ratio is forecast to be 1.60 in 2019-20 and future years are approximately 1.80 on average which is in excess of the minimum prudential ratio of 1.00. Council will need to maintain the level of reserve funds proposed into the future to keep this ratio to acceptable levels.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 2 *Trade and other receivables*

Other receivables include payments outstanding from rates and other services such as parking and animal infringements, sporting clubs, monies owed from development contribution plans for works completed and community aged care services. The only trend available continually shows that parking infringements remain difficult to collect and the receivable in this area has been estimated to increase. Initiatives by the State Government are continually aimed at reducing this issue.

The non-current trade and other receivables are made up of refundable deposits that are not expected to be repaid in the next 12 months and Council's financial contribution in a closed landfill (Narre Warren landfill).

##### 3 *Other assets*

Other assets comprise accrued income and prepayments.

##### 4 *Property, infrastructure, plant and equipment*

Represent Council's fixed assets, including infrastructure assets such as roads, drainage and buildings. These assets are shown at their depreciated values. The increase in value of these assets over the term of the LTFS indicates that Council is investing more in capital than the rate of depreciation.

##### 5 *Investment property*

Investment property represents land and building assets that generate long term rental yields.

##### 6 *Other financial assets*

Financial assets represent unlisted shares in Regional Kitchen Pty Ltd (non-current).

##### 7 *Trade and other payables*

Represent the accounts unpaid as at the end of June of each year. Council follows a 30 day credit policy for payment of invoices for most of the goods and services received. The increase in balances over the years reflects general growth in volume and prices of services received.

##### 8 *Trust funds and deposits*

Amounts received as tender deposits, bonds and retention monies are recognised as trust monies until they are refunded or forfeited. The largest component is amounts received from developers relating to the Development Contribution Plans (DCP) which are held as deposits and are a surety for the construction of DCP infrastructure. Upon completion of the infrastructure, Council will refund the developer the deposit.



### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 9 Provisions

Represent the combination of employee entitlement and landfill restoration provisions.

Employee entitlement provisions comprise annual leave, long service leave and rostered day off (RDO) entitlements for staff. The current provision includes all of the annual leave liability and long service leave liability in accordance with Australian Accounting Standards, although they are not expected to be paid within twelve months. The balance of the liability is reflected in the non-current section.

The landfill restoration provision relates to the Spring Valley closed landfill on Council land. Council shares responsibility for the after care management plan of this closed landfill with three member councils.

##### 10 Interest-bearing loans and borrowings

Represent long-term borrowings outstanding at balance date. Further borrowings are proposed over the 2018-19 (\$10 million) and 2019-20 financial years (\$10 million) to part fund the Springvale Community Precinct project (over loan terms of 10 years).

##### 11 Accumulated surplus

The accumulated equity of Council (excluding reserve funds) continues to increase during the life of the LTFS.

#### Key information relayed by the Balance Sheet

The Balance Sheet highlights a number of key points:

- Council's cash balances remain at healthy levels over the period of the forecast, although a component of it will be "restricted" to fund statutory obligations such as repayments of trust monies.
- Council's working capital ratio throughout the LTFS remains at a level in excess of 100 per cent, an indicator that shows Council's ability to service its creditors and loan obligations.
- Council continues to grow its equity and fixed asset levels.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Cash Flow Statement

	Forecast	Budget	Strategic Resource Plan			
	Actual	2019-20	Projections			
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>						
Rates and charges	140,760	145,643	150,469	155,376	160,277	166,542
Statutory fees and fines	7,783	7,731	7,501	7,478	7,568	7,647
User fees	9,052	9,129	10,021	10,205	10,479	10,671
Grants - operating	26,808	31,195	30,671	30,958	30,499	30,703
Grants - capital	4,319	2,794	1,308	1,141	1,057	-
Contributions - monetary	3,530	2,829	2,001	2,001	2,001	2,001
Interest received	2,900	2,001	2,044	2,092	2,138	2,187
Trust funds and deposits taken	34,000	34,500	35,000	35,500	36,000	36,500
Other receipts	8,255	9,541	7,084	7,289	7,524	7,703
Net GST refund	11,699	10,705	8,067	8,118	8,326	8,492
Employee costs	(79,031)	(79,714)	(81,829)	(83,594)	(85,039)	(87,557)
Materials and services	(77,278)	(78,307)	(81,731)	(78,257)	(80,340)	(83,211)
Trust funds and deposits repaid	(32,000)	(32,500)	(33,000)	(33,500)	(34,000)	(34,500)
Other payments	(8,897)	(5,510)	(6,557)	(5,683)	(5,798)	(5,918)
<b>Net cash provided by operating activities</b>	<b>51,900</b>	<b>60,037</b>	<b>51,049</b>	<b>59,124</b>	<b>60,692</b>	<b>61,260</b>
<b>Cash flow from investing activities</b>						
Payments for property, infrastructure, plant and equipment	(79,979)	(69,289)	(42,236)	(42,062)	(42,056)	(41,329)
Proceeds from sale of property, plant and equipment	867	617	640	630	630	620
<b>Net cash used in investing activities</b>	<b>(79,112)</b>	<b>(68,672)</b>	<b>(41,596)</b>	<b>(41,432)</b>	<b>(41,426)</b>	<b>(40,709)</b>
<b>Cash flow from financing activities</b>						
Finance costs	(3,171)	(3,414)	(3,652)	(3,473)	(3,277)	(3,076)
Proceeds from borrowings	10,000	10,000	-	-	-	-
Repayment of borrowings	(3,301)	(8,496)	(2,894)	(3,081)	(3,270)	(3,467)
<b>Net cash provided by (used in) financing activities</b>	<b>3,528</b>	<b>(1,910)</b>	<b>(6,546)</b>	<b>(6,554)</b>	<b>(6,547)</b>	<b>(6,543)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(23,684)</b>	<b>(10,545)</b>	<b>2,907</b>	<b>11,138</b>	<b>12,719</b>	<b>14,008</b>
<b>Cash and cash equivalents at beginning of the financial year</b>	<b>153,578</b>	<b>129,894</b>	<b>119,349</b>	<b>122,256</b>	<b>133,394</b>	<b>146,113</b>
<b>Cash and cash equivalents at end of the financial year</b>	<b>129,894</b>	<b>119,349</b>	<b>122,256</b>	<b>133,394</b>	<b>146,113</b>	<b>160,121</b>

##### Key information relayed by Statement of Cash Flows

The key information from the Statement of Cash Flows is that Council maintains a solid cash balance that sufficiently funds its reserve funds and restricted assets (eg. leave entitlements and trust deposits).

##### Notes:

The Cash Flow Statement illustrated above is drawn directly from the cash based transactions shown in the Income Statement with the addition of estimated movements in working capital. It should be noted that the cash flow amounts are disclosed on a GST inclusive basis.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

## Long Term Financial Strategy 2019-20 – 2023-24

**LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**

Section	Strategic Directions Outcomes:
<b>Section 3:</b> Macro view of Council's financial position	<ol style="list-style-type: none"> <li>1. That Council revise its five-year forward financial plan on an annual basis.</li> <li>2. That Council maintains an underlying operational surplus (in the Income Statement) prior to the recognition of capital income over the life of the LTFS.</li> <li>3. That Council seek to increase its capital works investment, funded from operational sources to a sufficient level that allows it to adequately fund its asset renewal requirements (<i>subject to the impacts of rate capping</i>).</li> <li>4. That the asset renewal requirements identified in asset management plans be funded over the period of this LTFS (<i>subject to the impacts of rate capping</i>).</li> <li>5. That Council endorse through this LTFS, the principle that ongoing asset renewal requirements must be funded from ongoing operational funding sources and that non-renewable funding sources such as asset sales, reserve funds or loan funds not be used to address these needs.</li> <li>6. That Council conduct during the 2019-20 financial year a detailed review of all current service provision.</li> </ol>

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 4 Capital works forward plan and funding sources

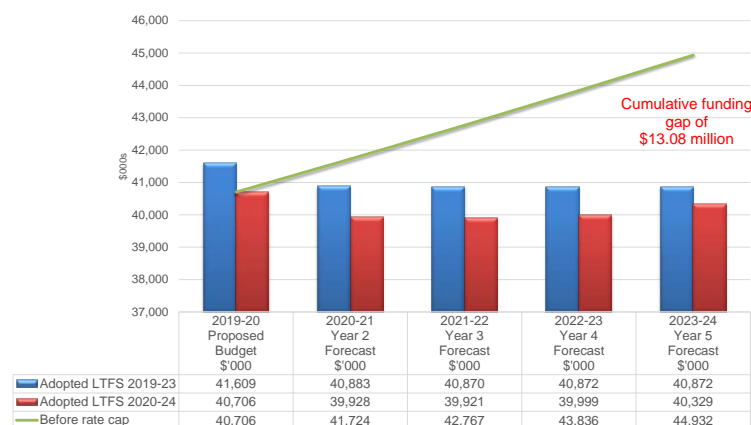
The purpose of this section is to outline:

- The forecast capital works by asset class and category that are included in this LTFS in accordance with regulations and the local government model financial report.
- The proposed funding sources to be applied to the achievement of the works in the LTFS.

It should be noted that the proposed program of works illustrated below is indicative at this point and will not be formally resolved upon until Council considers each Annual Budget in turn.

The below graph highlights the projected funding from operational surplus for capital expenditure. Whilst the graph shows the funding levels as being maintained at a plateau of \$40.6 million, in real terms Council's ability to fund capital is actually falling. The gap between Council's ability to grow its capital funding by 2.5 per cent per annum and the projected amount in year five of this plan is \$4.60 million. Further the accumulated funding over the five year period that would not be invested in capital works is \$13.08 million.

Capital works funded from operational surplus



NB: Reductions in the capital works funded from the operational surplus since the Adopted LTFS 2019-2023 of around \$845,000 on average per year (yearly amounts ranging from \$543,000 to \$954,000) are due to various transfers from the capital expenditure program to the operating expenditure budget. These transfers are to fund a number of operating items such as annual subscription based library resources, building renewal works under \$5,000, street lighting LED replacement program and ongoing maintenance of Glasscocks Road. These amounts have been transferred to the Income Statement as they do not meet asset capitalisation criteria.

As noted in the Executive Summary, an environment of rate capping at CPI will significantly lessen the amount of funds at Council's disposal to complete capital projects.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 4.1 Level and nature of the capital works in the LTFS

The table below highlights the indicative forward five-year capital works program by asset grouping.

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Property</b>						
Land	4,248	-	-	-	-	-
<b>Total land</b>	<b>4,248</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Buildings	30,529	33,850	11,745	12,503	13,858	13,352
Leasehold improvements	147	100	-	-	-	-
<b>Total buildings</b>	<b>30,676</b>	<b>33,950</b>	<b>11,745</b>	<b>12,503</b>	<b>13,858</b>	<b>13,352</b>
Investment property	2,337	-	-	-	-	-
<b>Total investment property</b>	<b>2,337</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total property</b>	<b>37,261</b>	<b>33,950</b>	<b>11,745</b>	<b>12,503</b>	<b>13,858</b>	<b>13,352</b>
<b>Plant and equipment</b>						
Plant, machinery and equipment	3,078	2,274	3,111	3,120	3,134	3,123
Fixtures, fittings and furniture	202	100	234	237	253	242
Computers and	130	1,847	149	152	168	156
Library books	976	974	995	1,002	1,009	1,041
<b>Total plant and equipment</b>	<b>4,386</b>	<b>5,195</b>	<b>4,489</b>	<b>4,511</b>	<b>4,564</b>	<b>4,562</b>
<b>Infrastructure</b>						
Roads	10,170	8,660	8,308	8,140	8,415	7,210
Bridges	687	20	232	233	233	233
Footpaths and cycleways	2,065	1,750	1,549	1,552	1,568	1,556
Drainage	4,756	1,985	1,501	1,526	1,203	1,524
Recreational, leisure and community facilities	2,819	4,883	4,192	4,320	4,561	4,559
Parks, open space and	15,106	10,825	9,932	8,980	7,341	8,027
Off street car parks	2,729	2,021	288	297	313	306
<b>Total infrastructure</b>	<b>38,332</b>	<b>30,144</b>	<b>26,002</b>	<b>25,048</b>	<b>23,634</b>	<b>23,415</b>
<b>Total capital works expenditure</b>	<b>79,979</b>	<b>69,289</b>	<b>42,236</b>	<b>42,062</b>	<b>42,056</b>	<b>41,329</b>
<b>Represented by:</b>						
New asset expenditure	36,649	21,777	9,274	9,525	10,560	9,800
Asset renewal expenditure	24,404	29,793	25,741	25,364	23,849	25,009
Asset upgrade expenditure	18,926	17,098	7,221	7,173	7,647	6,520
Asset expansion expenditure	-	621	-	-	-	-
<b>Total capital works expenditure</b>	<b>79,979</b>	<b>69,289</b>	<b>42,236</b>	<b>42,062</b>	<b>42,056</b>	<b>41,329</b>

Note: The Capital Works Program figures above are indicative and subject to Annual Budget allocation. Capital works expenditure associated with Development Contribution Plans has been excluded from the above. Scheduling of designated projects within in the DCP is subject to available Council funding (reserve funds are allocated to a reserve annually). Infrastructure works to be undertaken are currently being reviewed.

The key points from the table are:

- The LTFS provides funding for asset renewal purposes which averages \$23.95 million for the LTFS (excluding the renewal expenditure in 2019-20 relating to the Springvale Civic Precinct major project). This funds the known asset renewal requirements but it should be noted that asset management modelling remains incomplete and this requirement can be expected to change as more data is obtained.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

#### 4.2 Capital funding sources

In terms of the funding sources currently applied in the LTFS, the below table highlights these outcomes:

Capital expenditure funding sources	Original Budget 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
Capital grants	1,256	2,794	1,308	1,141	1,057	-
Capital contributions	398	828	-	-	-	-
Transfer from reserves	10,159	14,961	1,000	1,000	1,000	1,000
Loan proceeds	10,000	10,000	-	-	-	-
Funded from operational surplus	38,099	40,706	39,928	39,921	39,999	40,329
<b>Total capital works funding</b>	<b>59,912</b>	<b>69,289</b>	<b>42,236</b>	<b>42,062</b>	<b>42,056</b>	<b>41,329</b>

The table highlights the plateau of the level of operational funds devoted to capital purposes across the LTFS, due to ongoing impacts of rate capping restrictions, transfer of various non-capital expenditure items to the Income Statement and the impact of the ongoing operational and maintenance costs of the Springvale Community Hub. Loan proceeds total \$20 million over the 2018-19 to 2019-20 years and will part fund significant works associated with the Springvale Community Precinct project.

#### Strategic Directions Outcomes:

That Council note the forecast level of capital expenditure over the five year period of the LTFS.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

## 5 Long term borrowing strategies

The areas covered by the Strategic Plan in this section area as follows:

- Background to Council's current level of indebtedness.
- Future loan strategies.
- Future loan requirements.

### 5.1 Background to Council's current debt portfolio

The below table highlights Council's current position in respect of all interest-bearing liabilities and the movements that have occurred during the past three financial years.

	Balance 30 June 2016 \$'000	Balance 30 June 2017 \$'000	Balance 30 June 2018 \$'000
Interest bearing loans and borrowings	58,032	54,912	51,826

### 5.2 Future loan strategies

#### *What is Council's philosophy on debt?*

Many Victorian councils are debt averse and view the achievement of a low level of debt or even debt free status as a primary goal. Others see the use of loan funding as being a critical component of the funding mix to deliver much needed infrastructure to the community.

The use of loans to fund capital expenditure can be an effective mechanism of linking the payment for the asset (via debt redemption payments) to the successive Council populations who receive benefits over the life of that asset. This matching concept is frequently referred to as 'inter-generational equity'.

Council has accessed debt funding in the past years to complete a range of major infrastructure projects including the construction of the Dandenong Civic Centre and Library, redevelopment of the Drum Theatre, Dandenong Market and Noble Park Aquatic Centre that will be enjoyed by the populations of the future (refer table below).

Project	Total cost (\$ million)	Loan funds used (\$ million)
Drum Theatre	13.0	9.0
Dandenong Market	26.0	20.0
Noble Park Aquatic Centre	21.0	5.0
Dandenong Civic Centre	65.5	47.2
<b>Total</b>	<b>125.5</b>	<b>81.2</b>

One of the key considerations for Council in the application of future loan borrowing is the premise that its long-term financial strategies should strive for a financial structure where its annual operational and asset renewal needs can be met from annual funding sources. That is, Council does not have to access funding from non-renewable sources such as loans, asset sales or reserves to meet its annual expenditure needs.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

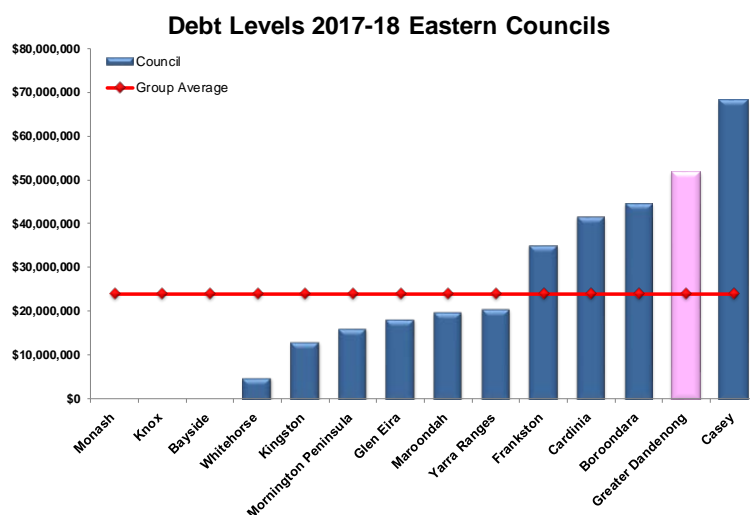
### Long Term Financial Strategy 2019-20 – 2023-24

#### Measuring what level of debt is appropriate

The maximum levels of indebtedness are prescribed for Council by way of prudential limits established by the State Government. The three principle prudential limits are:

- Debt servicing (interest repayments) as a percentage of total revenue should not exceed five per cent.
- Total indebtedness as a percentage of rate revenue should not exceed 80 per cent (with this latter prudential limit – where ratios exceed 60 per cent, councils are required to demonstrate long-term strategies to reduce indebtedness prior to undertaking further borrowings).
- Working capital ratio (current assets/current liabilities) to remain in excess of 1.00.

Local Government as an industry has been relatively debt averse over the past decade with several councils seeking debt free status. The following graph highlights the pure dollar value of indebtedness of councils within the Eastern Melbourne metropolitan grouping, which provides an indication on Greater Dandenong's debt in relation to other councils.



As presented in the above graph, Council completed 2017-18 with the second highest level of indebtedness of all Eastern Melbourne Metropolitan councils in pure dollar terms.

The more meaningful comparison is however gained by using the dollar indebtedness, contrasted against other measures (e.g. rate revenue) that account for the varying financial sizes of councils in the group.



## ORDINARY COUNCIL MEETING - MINUTES

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

## Long Term Financial Strategy 2019-20 – 2023-24

The below table highlights the outcomes of a debt level review based on the figures to 30 June 2018.

Council	Debt Servicing / Total Revenue	Debt Commitment / Rates	Total Debt / Rate Revenue	Total Liabilities / Realisable Assets	Debt Commitment / Own Source Revenue	Total Debt / Own Source Revenue
Monash	0.00%	0.00%	0.00%	1.71%	0.00%	0.00%
Whitehorse	0.12%	0.51%	4.55%	1.48%	0.34%	3.05%
Casey	0.61%	2.75%	31.89%	7.43%	2.33%	27.08%
Bayside	0.09%	2.51%	0.00%	0.71%	1.97%	0.00%
Knox	0.00%	0.00%	0.00%	2.96%	0.00%	0.00%
Kingston	0.21%	4.63%	9.74%	2.51%	3.66%	7.69%
Glen Eira	0.39%	3.84%	17.56%	3.56%	2.75%	12.56%
Mornington Peninsula	0.45%	5.16%	10.00%	4.45%	4.30%	8.34%
Yarra Ranges	0.61%	3.12%	15.11%	9.40%	2.83%	13.70%
Frankston	1.08%	2.26%	29.98%	6.47%	1.75%	23.20%
Maroondah	0.80%	2.71%	23.56%	4.00%	2.00%	17.39%
Boroondara	1.04%	3.83%	25.99%	2.69%	3.11%	21.12%
<b>Greater Dandenong</b>	<b>1.72%</b>	<b>4.84%</b>	<b>38.99%</b>	<b>7.97%</b>	<b>3.98%</b>	<b>32.11%</b>
Cardinia	2.63%	10.13%	49.51%	8.62%	8.69%	42.51%
Median Eastern Councils	0.53%	2.93%	16.34%	3.78%	2.54%	13.13%
Average Eastern Councils	0.70%	3.31%	18.35%	4.57%	2.69%	14.91%
Greater Dandenong Council Ranking	13	12	13	12	12	13

(Note regarding ranking - 1 is the lowest debt outcome, 14 is the highest debt outcome).

The table highlights the following points:

- Council's current indebtedness ratios place it generally as the second highest indebted Council of the group across a range of ratios.

Council's level of indebtedness has reduced from the prior year and remains within the prudential limits. Council's debt servicing/total revenue ratio is 1.72 per cent (prudential limit 5 per cent) and indebtedness/rate revenue ratio is 38.99 per cent (prudential limit 80 per cent).

As outlined above, a certain level of debt can be viewed as a positive mechanism in financing infrastructure within Council. The key is ensuring that Council does not rely so strongly on debt funding that it increases the level of debt (and therefore annual debt servicing and redemption costs) beyond a prudent level or which unduly impacts on Council's ability to fund capital works on an annual basis.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 5.3 Future loan requirements

In terms of highlighting the impact of Council's current borrowings portfolio on Council's indebtedness to rates ratio, the below table provides these outcomes.

Financial year ending	New/ refinance borrowings \$'000	Principal paid \$'000	Interest expense (b) \$'000	Balance 30 June \$'000	Liquidity (Current assets/ current liabilities)	Debt mgmt (Debt/ Total rates and charges)	Debt mgmt (Serv Costs/ Total revenue)
2019	10,000	3,301	3,171	58,525	176%	41.8%	1.5%
(a) 2020	10,000	8,496	3,414	60,029	167%	41.3%	1.5%
2021	-	2,894	3,652	57,135	175%	38.0%	1.6%
2022	-	3,081	3,473	54,053	182%	34.8%	1.5%
2023	-	3,270	3,277	50,784	190%	31.7%	1.4%
2024	-	3,467	3,076	47,317	198%	28.4%	1.3%

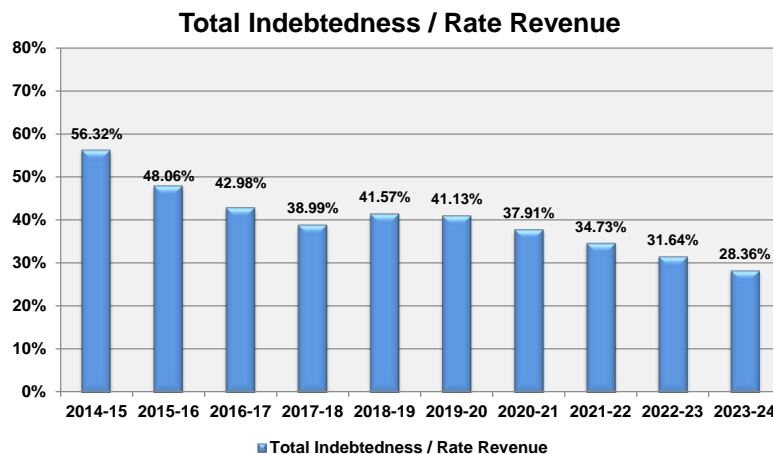
  

Prudential ratio limits: Risk assessment criteria	High	Below 110%	Above 80%	Above 10%
	Medium	110% - 120%	60% - 80%	5% - 10%
	Low	Above 120%	Below 60%	Below 5%

Note:

- a) 2020 includes the proposed repayment of the Local Government Funding Vehicle (\$4.90 million) which matures in November 2019.

Further illustrating the outcomes contained in the above table, the graph below charts the movement in the principle debt indicator (indebtedness to rate revenue) over the past four years, the projections for the current financial year (2018-19) and the following five year period of this LTFS.



The LTFS includes a total of \$20 million in proposed new borrowings split evenly over the 2018-19 and 2019-20 financial years for the purpose of completing the Springvale Community Precinct Master Plan. These funds will combine with proceeds from the sale of the former View Road depot and rate funding to complete this project.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24****Long Term Financial Strategy 2019-20 – 2023-24**

Council previously relied upon a strategy of ensuring it reduced its 'Indebtedness to Rate Revenue' ratio to below 40 per cent prior to undertaking any further borrowing. As depicted in the graph on the previous page, at 30 June 2018, Council's debt to rate revenue ratio fell to 38.99 per cent.

With the active approach to paying out the \$4.90 million LGFV loan in 2019-20, the debt ratios again fall quite quickly even with the assumed \$20 million in new borrowings and Council's ratio returns to 37.91 per cent by June 2021 – and will once again allow Council to consider future borrowings from that point.

At 30 June 2021, the residual loan capacity available to Council whilst remaining below the 60 per cent threshold is around \$33 million. Council must however note that borrowing these funds will require additional annual funding for debt servicing and principal repayments to be included in annual budgets in an environment that may remain subject to rate capping.

Council will consider debt for major community assets in accordance with the above guidelines. Some future major projects include significant infrastructure works associated with the redevelopment and/or replacement of Oasis Aquatic Centre and the Keysborough Community Hub. All projects are subject to community consultation, Council review and funding. Council will also seek to maximise external funding opportunities having regard to the financial impacts and outcomes for the community.

**Strategic Directions Outcomes**

1. That Council continues the use of loan funding as a viable and equitable mechanism of funding new/significantly upgraded major assets that provide a broad community benefit (when required).
2. That Council endorse a strategy of setting a target of 40 per cent indebtedness to rates ratio as an ideal financial outcome and where new borrowings are sought, set a ceiling level of 60 per cent with reduction targets to reduce to 40 per cent within a five year period.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

## 6 Long term reserve usage strategies

Victorian local government councils have traditionally operated with reserve funds that are amounts of money set aside for specific purposes in later years. In general these funds do not have bank accounts of their own but are a theoretical split up of the cash surplus that Council has on hand. The following sections provide a picture of what reserve funds Council holds and their purpose.

### 6.1 Nature and purpose of current reserves

The following summary outlines the purpose of each current reserve and its typical inflows and outflows. The current reserve funds utilised by Council are:

	Section
▪ Open space – planning, development and improvements.....	6.1.1
▪ Open space – acquisitions.....	6.1.2
▪ Major projects reserve .....	6.1.3
▪ Development Contribution Plans – Council funded .....	6.1.4
▪ Self-insurance.....	6.1.5
▪ Native revegetation funds .....	6.1.6
▪ Keysborough maintenance levy .....	6.1.7
▪ Spring Valley landfill .....	6.1.8
▪ Local Government Funding Vehicle (sinking fund) .....	6.1.9
▪ Springvale Activity Precinct parking and development .....	6.1.10
▪ Dandenong Activity Precinct parking and development.....	6.1.11
▪ General reserve (aged care) .....	6.1.12
▪ Grants in advance.....	6.1.13

*Please note that the following projected balances have been updated to reflect 2018-19 current forecast movements.*

#### 6.1.1 Open space – planning, development and improvements

##### **Purpose**

The open space – planning, development and improvements reserve holds funds contributed by developers for works associated with developing and improving open space and recreational facilities within Council. Funds are contributed in accordance with Section 18 of the Subdivision Act and transfers are restricted to the purpose of creating or enhancing open space such as parks, playgrounds, pavilions and other such items.

##### **Typical sources of inflows and outflows**

Inflows are solely composed of contributions from subdividers in lieu of the five per cent public open space requirement.

Outflows from this reserve in 2018-19 include the following:

- Parkfield Reserve Master Plan implementation (\$450,000).
- Burden Park Master Plan implementation (\$450,000)
- Dandenong Park Master Plan implementation (\$421,000).
- Tatterson Park Stage 1A Implementation Playground Upgrade (\$200,000).

*Projected balance as at 30 June 2019*                      *\$9.70 million*

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 6.1.2 Open space – acquisitions

###### **Purpose**

The open space – acquisitions reserve was established in 2016-17 to initially hold \$6 million in funds contributed by developers for works associated with developing improved open space and recreational facilities within Council for the specific purpose of open space acquisitions. Transfers from this reserve are restricted to the purpose of acquiring open space land sites.

It should be noted that Council has recently adopted a Notice of Motion requiring annual asset acquisition proposals to be brought before Council for consideration and as such it is likely that the below funds will be consumed to some degree. When consumed the current Council Policy is that this Reserve will then be re-supplied by funding from the Open Space – Planning, Developments and Improvements Reserve Fund.

###### **Typical sources of inflows and outflows**

Inflows may occur from time to time as a transfer from the open space – planning, development and improvements reserve as approved by Council. In terms of outflows, Council will consider the allocation of reserve funds to appropriate open space acquisitions on an annual basis.

Projected balance as at 30 June 2019 \$6.0 million

##### 6.1.3 General reserves (major projects)

###### **Purpose**

This reserve has been established to provide a source of funding for major infrastructure projects.

###### **Typical sources of inflows and outflows**

Inflows to this reserve will typically be from the sale of Council land. Further inflows may occur periodically if Council achieves a surplus outcome at the conclusion of the financial year and resolves to transfer surplus funds into this reserve.

Projected inflows into this reserve in 2018-19 are derived from the following funding:

- Surplus funds from Mid-Year Budget, LTFS and Annual Budget (\$7.25 million).
- Keysborough South Community Hub – building design costs delayed to 2019-20 (\$1.00 million).
- Annual funding previously transferred to the DCP reserve (\$800,000).

Outflows from this reserve in 2018-19 include the following:

- Land acquisition for Keysborough South Community Hub (\$3.00 million).
- Strategic property acquisitions at 266-270 Lonsdale Street, Dandenong (\$2.34 million) and 275 Lonsdale Street, Dandenong (\$1.12 million)
- Springvale Boulevard project (\$1.10 million).
- VicTrack/Metro 3175 car park project (\$130,000).

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

The following funding is quarantined in the reserve for future use (primarily in 2019-20):

<b>Forecast closing balance 30 June 2019</b>	<b>30,033</b>
<b>Transfers out forecast for 2019-20 (quarantined):</b>	
Keysborough South Community Hub building design (delayed to 2019-20)	(1,000)
Greater Dandenong Gallery of Art	(1,500)
Springvale Community Precinct (remaining sale proceeds from View Road and reserve transfer not used in prior years)	(9,691)
<b>Revised forecast closing balance 30 June 2019</b>	<b>17,842</b>

In the future, outflows are anticipated to be for the funding of major capital works projects or where Council is required to source major funding where there is no option but to utilise cash reserves. Whilst the current LTFS framework does not assume any funding allocations, it is likely that significant funding from this Reserve will be required to deliver the Keysborough Community Hub.

*Projected balance as at 30 June 2019 (after above quarantined) \$17.84 million*

### 6.1.4 Development Contribution Plans (DCP) – Council funded

#### Purpose

The purpose of this reserve is to hold funds for Council's contribution to the construction of infrastructure related to the two major development overlays in accordance with the terms and conditions of the published plans. Council is committed to contributing rate funding to 11 projects in the Dandenong South Industrial DCP (industrial).

#### Typical sources of inflows and outflows

Based on revised estimates, Council's contribution amount decreases over the life of the LTFS. A review of the infrastructure costs associated with Council's contribution has determined a reduction in this contribution over the remaining years of the LTFS will occur. The estimated value of works yet to be completed is forecast at \$13.8 million at 30 June 2019.

In 2018-19, \$1.19 million will be transferred into this reserve comprising:

- \$1.00 million financed from Council rates.
- \$190,000 contribution to be received from the Victoria School Building Authority for capital works scheduled in 2019-20 at Chapel Road and Homeleigh Road.

Outflows from this reserve will be for nominated capital works in accordance with the published plans. In 2018-19, this reserve will fund the design for Perry Road South Upgrade (\$859,000). Expenditure incurred by Council on the provision of infrastructure is capitalised upon completion, there is no discretion in terms of how funds are applied.

Other than the \$190,000 transfer from reserve in 2019-20 relating to Chapel Road and Homeleigh Road, the LTFS framework does not assume any outflows over the five year period. However, it is likely that major funding from this Reserve will be required to fund the development of Perry Road, Keysborough. The timing of this funding is still being determined but is likely within a two-three year timeframe which will significantly reduce funding held.

*Projected balance as at 30 June 2019 \$13.02 million*

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 6.1.5 Self insurance reserve fund

###### **Purpose**

The purpose of this reserve is to set aside funds that allow Council to access low insurance premiums through opting to 'self-insure' against lower level insurance claims.

###### **Typical sources of inflows and outflows**

Inflows are generally derived from savings made on insurance costs. Lower than budgeted insurance claims create surplus funds in insurance excess contributions. During 2018-19, \$172,000 was transferred to this reserve due to a Workcover premium saving.

Outflows from this reserve will generally be in the form of Council's contribution to any major insurance claims received or funding allocated to improve Council's Workcover performance. Transfers from this reserve in 2018-19 of \$83,000 represent funding for the second year of a three year contract term for an Occupational Health and Safety Administration Officer position.

Projected balance as at 30 June 2019                      \$965,000

##### 6.1.6 Native re-vegetation funds

###### **Purpose**

The purpose of these reserves are to set aside contributions received for the revegetation of the triangle land (Pellicano/National Drive) and other native revegetation funds.

###### **Typical sources of inflows and outflows**

Inflows to this reserve are typically from contributions. No inflows are projected in the LTFS at this stage.

Outflows from this reserve will be in the form of agreed works relating the revegetation of this subject land. No outflows are projected in the LTFS at this stage.

Projected balance as at 30 June 2019                      \$317,000

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 6.1.7 Keysborough maintenance levy

###### **Purpose**

Properties within the Keysborough and Somerfield Estates are levied an additional \$350 per annum to reflect the costs of maintaining an additional 15 per cent in open space beyond that of traditional estates. This reserve fund was established to ensure that there is full accountability in how these funds are applied.

###### **Typical sources of inflows and outflows**

Inflows into this reserve will be derived from the rate levy and outflows will be in the form of either operational costs to maintain the estate or capital funding. Forecast outflows in this LTFS are projected to be between \$1.48 million and \$1.70 million annually.

Projected balance as at 30 June 2019                      \$1.61 million

##### 6.1.8 Spring Valley landfill reserve

###### **Purpose**

The purpose of this reserve is to rehabilitate the Spring Valley landfill site at Clarke Road, Springvale South.

###### **Typical sources of inflows and outflows**

Inflows in the past have generally related to distributions of Council's share of the assurance fund monies held by Metropolitan Waste and Resource Recovery Group (MWRRG) for the rehabilitation of the former landfill at Spring Valley Reserve or savings in waste expenditure. However, this assurance fund has now been wound up.

Outflows will be in the form of Council's share of operational costs to rehabilitate the landfill site (\$231,000 forecast in 2018-19).

Projected balance as at 30 June 2019                      \$833,000

##### 6.1.9 Local Government Funding Vehicle (sinking fund) reserve

###### **Purpose**

The purpose of this reserve is to provide for the \$4.90 million principal repayment required on maturity of the interest-only Local Government Funding Vehicle (LGFV) in 2019-20 and to provide future borrowing capacity for major infrastructure projects.

###### **Typical sources of inflows and outflows**

Inflows comprise of savings derived from annual loan repayments and interest savings compared to the original budget provisions of these items.

There will be no outflows until 2019-20, at the time the LGFV matures in November 2019. The LTFS assumes at that point, a proposed full repayment of \$4.90 million.

Projected balance as at 30 June 2019                      \$4.90 million



### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 6.1.10 Springvale Activity Precinct parking and development reserve

###### **Purpose**

The purpose of this reserve was to fund development in the Springvale Activity Centre.

###### **Typical sources of inflows and outflows**

Inflows previously comprised parking fee income derived annually in the Springvale Precinct. A Council decision in February 2017 to abolish a 'pay and display' parking fee system in the areas of the Springvale Central Activity District means that no further inflows are expected to this reserve from 2018-19. There was also a one off inflow relating to a contribution 'in lieu of parking requirement' in Springvale.

Outflows scheduled in 2018-19 will only occur to the extent of funds available and relate to operating project delivery costs associated with the development of the Springvale Activity Precinct (\$70,000). The remaining balance of \$96,000 in the reserve at 30 June 2019 relates to the contribution in lieu of parking and is restricted to parking works in Springvale.

Projected balance as at 30 June 2019	\$96,000
--------------------------------------	----------

##### 6.1.11 Dandenong Activity Precinct parking and development reserve

###### **Purpose**

The purpose of this reserve is to fund development in the Dandenong Activity Centre.

###### **Typical sources of inflows and outflows**

Inflows comprise \$1 million of parking fee income derived annually in the Dandenong Activity Precinct (commenced in 2017-18).

Outflows from this reserve in 2018-19 relate to capital project delivery costs associated with the development of the Dandenong Activity Precinct:

- Walker Street streetscape improvements (\$1.07 million)

Projected balance as at 30 June 2019	\$ 383,000
--------------------------------------	------------

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 6.1.12 General reserve (aged care)

###### **Purpose**

The purpose of this reserve is to fund potential home and community care grant income returns and the impact of reforms in the aged care sector.

###### **Typical sources of inflows and outflows**

Inflows comprise the 2016-17 favourable year end result in the Community Care department relating to unspent grant funding combined with the estimated unspent grant funding in 2017-18.

In recent years, the State Government provided advice that unspent home care grant funding relating to targets not achieved would be required to be refunded. This is due mainly to the Aged Care Reform Agenda, which has seen the State and Federal Governments undertaking separate responsibilities for In Home Support Programs depending on the age of the client. This reform has resulted in a movement from a predominantly integrated block funded program to separate programs where funding is based almost solely on the achievement of targets. During the 2016-17 and 2017-18 financial years, it was expected that grant funding would be required to be returned/refunded. Estimated amounts were transferred to reserves.

Council recently received advice (January 2019) from the Australian Department of Health that \$3.04 million relating to the funding period 1 July 2017 – 30 June 2018 is required to be returned. The payment of \$3.04 million has been reflected in the 2018-19 forecast and will be funded from reserves.

It is expected that further amounts will also be required to be returned in relation to the current 2018-19 financial year (currently totalling \$1.11 million at 31 March 2019). Most of this amount has been factored into the 2018-19 forecast result.

*Projected balance as at 30 June 2019* *\$840,000*

##### 6.1.13 Grants in advance reserve

###### **Purpose**

The purpose of this reserve is to quarantine grant funding received in advance of capital project expenditure requirements.

###### **Typical sources of inflows and outflows**

Inflows in 2018-19 relate to grant funding received for the Ross Reserve Upgrade project.

This capital improvement project is expected to commence in 2019-20. The expenditure relating to this project will be funded from this reserve on a quarterly basis as the expenditure is incurred.

*Projected balance as at 30 June 2019* *\$1.22 million*

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

#### 6.2 Long term summary of projected reserve funds

The table below highlights the projected reserve fund balances over the next five years.

Reserves	Forecast Actual 2018-19	Budget 2019-20	Strategic Resource Plan Projections			
	\$'000	\$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Major Projects</b>						
Opening balance	28,663	30,033	18,643	22,331	28,866	37,097
Transfer to reserve	9,050	800	3,689	6,535	8,230	9,610
Transfer from reserve	(7,680)	(12,191)	0	0	0	0
Closing balance	30,033	18,643	22,331	28,866	37,097	46,706
<b>Local Government Funding Vehicle (sinking fund)</b>						
Opening balance	4,900	4,900	0	0	0	0
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	0	(4,900)	0	0	0	0
Closing balance	4,900	0	0	0	0	0
<b>Open space - planning, developments and improvements</b>						
Opening balance	9,220	9,699	11,019	13,019	15,019	17,019
Transfer to reserve	2,000	2,000	2,000	2,000	2,000	2,000
Transfer from reserve	(1,521)	(680)	0	0	0	0
Closing balance	9,699	11,019	13,019	15,019	17,019	19,019
<b>Open space - acquisitions</b>						
Opening balance	6,000	6,000	6,000	6,000	6,000	6,000
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	0	0	0	0	0	0
Closing balance	6,000	6,000	6,000	6,000	6,000	6,000
<b>Development Contribution Plans Council funded</b>						
Opening balance	12,702	13,015	13,807	14,489	14,971	15,353
Transfer to reserve	1,190	1,000	700	500	400	400
Transfer from reserve	(877)	(208)	(18)	(18)	(18)	(18)
Closing balance	13,015	13,807	14,489	14,971	15,353	15,735
<b>Keysborough maintenance levy</b>						
Opening balance	1,508	1,605	1,622	1,587	1,470	1,315
Transfer to reserve	1,497	1,500	1,500	1,500	1,500	1,500
Transfer from reserve	(1,400)	(1,483)	(1,534)	(1,617)	(1,656)	(1,695)
Closing balance	1,605	1,622	1,587	1,470	1,315	1,119
<b>Self insurance reserve</b>						
Opening balance	876	965	875	847	847	847
Transfer to reserve	172	0	0	0	0	0
Transfer from reserve	(83)	(91)	(27)	0	0	0
Closing balance	965	875	847	847	847	847

\* Note: The transfer from **Major Projects** reserve in 2019-20 includes \$1 million for the Keysborough South Community Hub building design, \$1.5 million for Greater Dandenong Gallery of Art and \$9.69 million for the Springvale Community Precinct.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

#### Reserve funds – continued

Reserves	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Spring Valley landfill assurance fund</b>						
Opening balance	1,064	833	237	198	161	121
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	(231)	(596)	(38)	(37)	(40)	(39)
<b>Closing balance</b>	<b>833</b>	<b>237</b>	<b>198</b>	<b>161</b>	<b>121</b>	<b>82</b>
<b>Springvale Activity Precinct Parking and Development</b>						
Opening balance	166	96	96	96	96	96
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	(70)	0	0	0	0	0
<b>Closing balance</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>	<b>96</b>
<b>Dandenong Activity Precinct Parking and Development</b>						
Opening balance	452	383	583	583	583	583
Transfer to reserve	1,000	1,000	1,000	1,000	1,000	1,000
Transfer from reserve	(1,069)	(800)	(1,000)	(1,000)	(1,000)	(1,000)
<b>Closing balance</b>	<b>383</b>	<b>583</b>	<b>583</b>	<b>583</b>	<b>583</b>	<b>583</b>
<b>General Reserve (Aged Care)</b>						
Opening balance	3,880	840	840	840	840	840
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	(3,040)	0	0	0	0	0
<b>Closing balance</b>	<b>840</b>	<b>840</b>	<b>840</b>	<b>840</b>	<b>840</b>	<b>840</b>
<b>Grants in Advance</b>						
Opening balance	0	1,220	120	120	120	120
Transfer to reserve	1,220	0	0	0	0	0
Transfer from reserve	0	(1,100)	0	0	0	0
<b>Closing balance</b>	<b>1,220</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>
<b>Native revegetation - Souffi Place</b>						
Opening balance	14	14	14	14	14	14
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	0	0	0	0	0	0
<b>Closing balance</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>Native revegetation - Pelacano</b>						
Opening balance	77	61	61	61	61	61
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	(16)	0	0	0	0	0
<b>Closing balance</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>
<b>Native revegetation - Pound Road</b>						
Opening balance	124	124	124	124	124	124
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	0	0	0	0	0	0
<b>Closing balance</b>	<b>124</b>	<b>124</b>	<b>124</b>	<b>124</b>	<b>124</b>	<b>124</b>

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### Reserve funds – continued

Reserves	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Native revegetation - Dingley Arterial</b>						
Opening balance	28	28	28	28	28	28
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	0	0	0	0	0	0
<b>Closing balance</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>
<b>Native revegetation - Bowmans Redgum</b>						
Opening balance	45	45	45	45	45	45
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	(0)	0	0	0	0	0
<b>Closing balance</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>
<b>Native revegetation - Australand Perry Road</b>						
Opening balance	46	45	45	45	45	45
Transfer to reserve	0	0	0	0	0	0
Transfer from reserve	(1)	0	0	0	0	0
<b>Closing balance</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>
<b>Reserve summary</b>						
Opening balance	69,765	69,906	54,157	60,428	69,291	79,707
Transfer to reserve	16,129	6,300	8,889	11,535	13,130	14,510
Transfer from reserve	(15,988)	(22,049)	(2,618)	(2,672)	(2,714)	(2,753)
<b>Closing balance</b>	<b>69,906</b>	<b>54,157</b>	<b>60,428</b>	<b>69,291</b>	<b>79,707</b>	<b>91,464</b>

Please note that the above figures have been rounded to the nearest thousand (\$'000).

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

#### 6.3 Discretionary funds or restricted assets

There are two types of reserve funds. A discretionary cash fund represents monies held in a reserve that can in reality be used for any purpose Council desires, irrespective of the reserve title. A restricted asset is a reserve that is comprised of funds, which Council is legally obliged to apply to a certain purpose.

The following table summarises the nature of each reserve.

Reserve	Nature	Statutory?
Open space – planning, development and improvements	Restricted asset	Yes
Open space – acquisitions	Restricted asset	Yes
Development Contribution Plans (Council funded)	Restricted asset	No
Native revegetation reserves	Restricted asset	No
Keysborough maintenance levy	Restricted asset	No
General reserve (aged care)	Restricted asset	No
Grants in advance reserve	Restricted asset	No
Major projects	Discretionary fund	No
Self insurance	Discretionary fund	No
Spring Valley landfill	Discretionary fund	No
Local Government Funding Vehicle (sinking fund)	Discretionary fund	No
Springvale Activity Precinct parking and development	Discretionary fund	No
Dandenong Activity Precinct parking and development	Discretionary fund	No

#### Strategic Direction Outcomes

1. That Council endorse the continued use of the reserve funds noted in this section.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

## 7 Rating and other revenue strategies

The topics addressed in this section are:

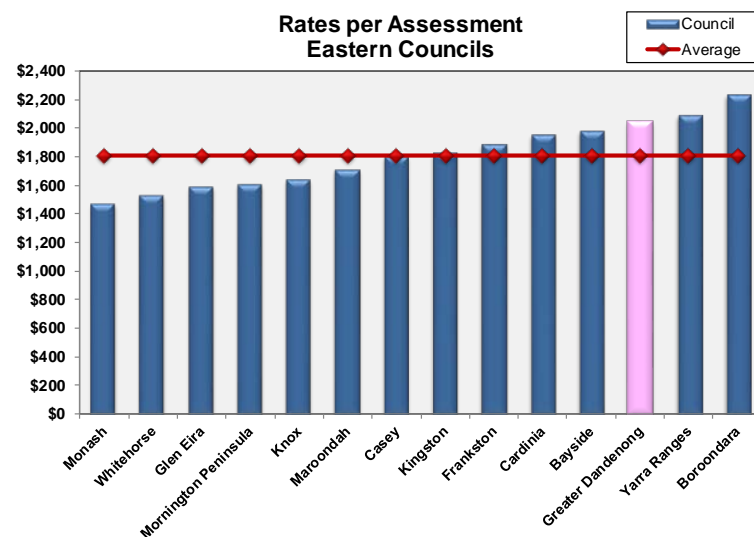
- Assessment of current rating levels
- Rating strategy for the future
- Grant revenues
- Approach to fees and charges revenue

### 7.1 Assessment of current rating levels

Comparing the relativity of rating levels between councils can be a difficult exercise with each Council employing a differing rating strategy. The various approaches include the use of differential rating, and the various options that councils have in respect of municipal charges and waste charges.

The most commonly accepted measure of rating levels is the total amount of rate revenue compared to the number of rateable assessments within the municipality.

The table below highlights that using this measure, Council is the third highest in the Eastern Melbourne grouping of fourteen councils. This data has been drawn from the 2017-18 Annual Reports.



The chart highlights that in total, Council's rating level is slightly above average, indicating that Council has achieved a strong financial position in terms of this very important revenue source. It is important to note however that the above graph is not an accurate portrayal of residential rating levels.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**Long Term Financial Strategy 2019-20 – 2023-24

The Council is very cognisant of the comparative low level of income received by its residential communities compared to that of other municipalities.

Accordingly Council has structured its approach to rating to raise a higher proportion of its rate revenue from its industrial and commercial sector and its residential rates are among the lowest in Eastern Metropolitan Melbourne.

The tables below highlight the various rating differentials that are currently applied by the Council.

Rating category	Rate in the \$ 2018-19	Variance to general rate
General	0.0015667	
Commercial	0.0033683	215.0%
Industrial	0.0051700	330.0%
Vacant residential	0.0021933	140.0%
Farm	0.0013317	85.0%

With the higher differentials applied to commercial and industrial properties and the strength of these sectors within Greater Dandenong, significant Council rate revenue is derived from these sources as compared to our residential sector.

Rating category	Number of assessments 2018-19	Rates levied \$ 2018-19	Total rates levied % 2018-19
General rate	54,755	53,216,008	45.3%
Commercial rate	3,278	13,111,599	11.2%
Industrial rate	6,108	49,219,963	41.9%
Vacant residential rate	778	1,467,820	1.2%
Farm rate	57	433,596	0.4%
<b>Total</b>	<b>64,976</b>	<b>117,448,985</b>	<b>100.0%</b>

The above table highlights that 53.1 per cent of Council budgeted rate income is provided by the Commercial and Industrial sectors.

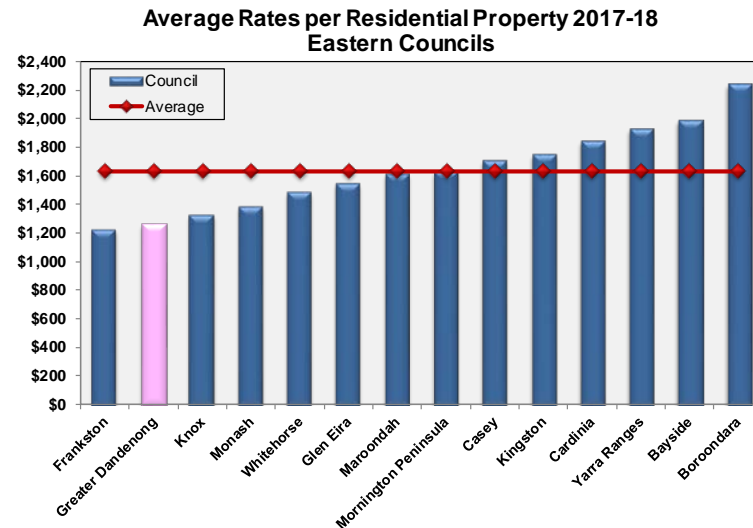


### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

A benchmark exercise of residential rating levels can be conducted using the 'Know Your Council' website. The below chart highlights the average level of rates and charges per residential property across the Eastern Metropolitan councils.

The chart highlights that Council's average rates per residential property were the second lowest of the benchmark group of 14 councils.



Source: Know Your Council website – 2017-18 data

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

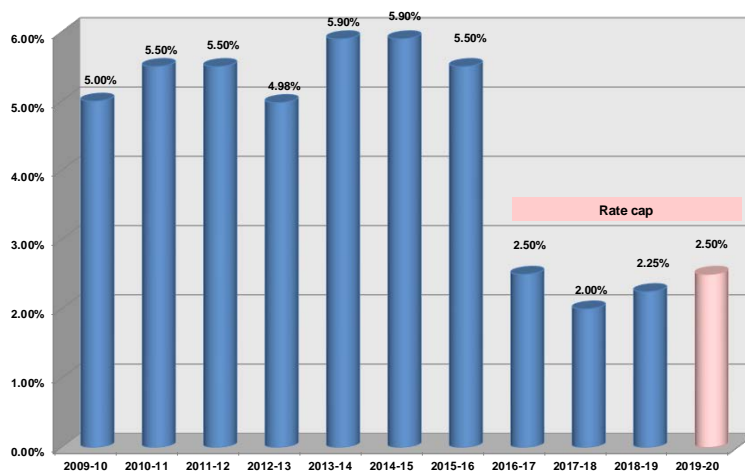
#### 7.2 Rating strategy for the future

Council's rating strategy for the future will be restricted to the rate cap set by the Minister for Local Government. For the 2019-20 year, the rate cap is the forecast CPI of 2.50 per cent.

Where the rate income generated under the rate cap is insufficient, Council has the option of applying for a variation to the rate cap.

The below graph highlights the percentage rate increases that have been applicable at Council over the past ten years.

Rate percentage increases 2009-10 to 2019-20



Council's historical record portrays a reasonable approach in ensuring a stable outcome in terms of rating levels. This stability has been crucial in achieving prudent financial management and the concern will be how this is then impacted upon in a rate capped environment. Historically, the period for many councils following the end of the rate capped environment in the late 1990's, led to councils having to significantly increase rates to deal with organisations with low financial capacity to meet community needs for infrastructure.

The requirement for Council rate revenue is further heavily linked to asset renewal and accordingly, this section of the LTFS must be read in conjunction with the following section dealing with Asset Management. Council has significant challenges in terms of meeting the asset renewal requirements of a vast range of infrastructure that was established in the 1960's-70's and which over the next decade will reach the end of its useful life.

It will be difficult however to meet this challenge with rate increases linked solely to the CPI. With Council dealing with grant revenues that do not keep pace with CPI and the cost of providing Council services escalating at a rate higher than the CPI, this approach is not sustainable.

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## Long Term Financial Strategy 2019-20 – 2023-24

## 7.3 Grant revenues

Operating grant revenue is an extremely important source of revenue for Council, contributing 14.84 per cent of the total revenue in 2017-18. Whilst being essential to Council, it is frequently unpredictable and movements in grants (above and below the annual cost escalation in delivering the services related to the grants) has a direct impact on the level of funds Council requires from rate revenue and fees.

The table below summarises the key grants that Council expects to receive. The 2019-20 budget for Financial Assistance grant funding received via the Victoria Grants Commission was incremented by a conservative 1.00 per cent – the actual percentage increase has not yet been confirmed. The forecast 2018-19 for Financial Assistance grants is lower due to 50 per cent being received early in 2017-18. Family and Children grants are forecast to decrease in future years due to the uncertainty of Child First funding.

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Operating grants</b>						
<b>Recurrent</b>						
<b>Commonwealth Government</b>						
Financial Assistance Grant	5,955	12,038	12,159	12,280	12,403	12,527
Family Day Care	3,641	3,273	3,307	3,339	3,373	3,406
Home and community care	5,252	6,218	6,027	6,087	6,147	6,209
Family and children	120	90	80	70	90	-
Community health	17	20	20	21	21	21
<b>State Government</b>						
Home and community care	2,499	2,124	2,282	2,304	2,327	2,351
Maternal and child health	2,099	2,043	2,017	2,038	2,058	2,079
Family and children	1,677	1,865	1,543	1,551	849	857
Libraries	1,012	999	1,019	1,029	1,040	1,050
School crossings	416	419	423	428	432	436
Community health	157	110	111	113	114	115
Emergency management	40	40	-	-	-	-
<b>Total recurrent operating grants</b>	<b>22,885</b>	<b>29,239</b>	<b>28,988</b>	<b>29,260</b>	<b>28,854</b>	<b>29,051</b>
<b>Non recurrent</b>						
<b>Commonwealth Government</b>						
Family and children	330	-	-	-	-	-
Home and community care	150	-	-	-	-	-
Libraries	152	-	-	-	-	-
Community health	46	6	-	-	-	-
Other	15	-	-	-	-	-
<b>State Government</b>						
Community health	305	-	-	-	-	-
Education and employment	307	10	-	-	-	-
Maternal and child health	222	-	-	-	-	-
Environment	166	140	-	-	-	-
Waste and recycling	124	-	-	-	-	-
Family and children	100	38	-	-	-	-
Home and community care	84	-	-	-	-	-
Libraries	20	20	-	-	-	-
Sport and recreation	6	-	-	-	-	-
<b>Total non-recurrent operating</b>	<b>2,027</b>	<b>214</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total operating grants</b>	<b>24,912</b>	<b>29,453</b>	<b>28,988</b>	<b>29,260</b>	<b>28,854</b>	<b>29,051</b>

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

Operational grants on average increase only slightly or either decrease on an annual basis compared to the cost of providing these same services supported by the grants. As a result Council's funding share of these services continues to increase every year.

	Forecast		Strategic Resource Plan Projections			
	Actual 2018-19	Budget 2019-20	2020-21	2021-22	2022-23	2023-24
Capital grants	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Recurrent</b>						
<b>Commonwealth Government</b>						
Roads to Recovery *	-	564	1,308	1,141	1,057	-
<b>Total recurrent capital grants</b>	-	564	1,308	1,141	1,057	-
<b>Non-recurrent</b>						
<b>Commonwealth Government</b>						
Sport and recreation	283	-	-	-	-	-
Roads	417	-	-	-	-	-
<b>State Government</b>						
Roads	900	300	-	-	-	-
Sport and recreation	1,912	1,930	-	-	-	-
Family and children	650	-	-	-	-	-
Community safety	30	-	-	-	-	-
Streetscapes	27	-	-	-	-	-
<b>Other</b>						
Sport and recreation	100	-	-	-	-	-
<b>Total non-recurrent capital grants</b>	4,319	2,230	-	-	-	-
<b>Total capital grants</b>	4,319	2,794	1,308	1,141	1,057	-

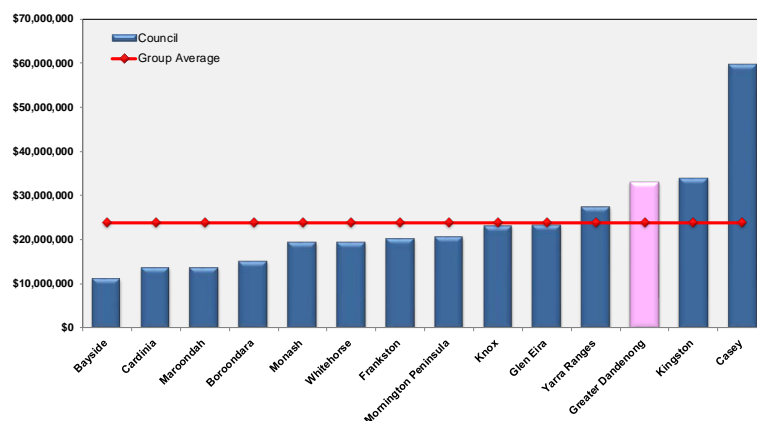
\* The Commonwealth Government provides Roads to Recovery (R2R) funding to the local government sector. Council has received its full entitlement at the conclusion of 2017-18 under the current program, so no funding is currently included in the forecast for 2018-19. The next R2R program will commence from 1 July 2019 through to 30 June 2024. Council's life of program allocation for the period 1 July 2019 to 30 June 2024 is a confirmed \$4,071,227. Certain conditions must be followed and annual reports must be submitted.

Council's performance in attracting grant revenue has been very positive compared to the Eastern Melbourne Group of councils with Council ranking third of the fourteen councils in attracting grant revenue. It is recommended that Council strive to continue to maximise the revenues it receives from government grants.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

**Grants & Reimbursements 2017-18 Eastern Councils**



#### 7.4 Fees and charges revenue

The final major source of revenue for Council is that gained from statutory fees and fines and user fees contributing 13.16 per cent of the adjusted total revenue received in 2017-18.

Fees and charges come in two broad categories. A number of Council fees and charges are statutory in nature in that the amount levied is fixed by statute and can only be increased in line with the annual increases announced by State Government. The balance of fees and charges are discretionary in that Council can levy the amount it believes is equitable for each service/item.

In a similar fashion to grant revenue, the amount of revenue that Council obtains directly from the users of Council services has a direct impact on the residual amount required to be obtained from rate revenue.

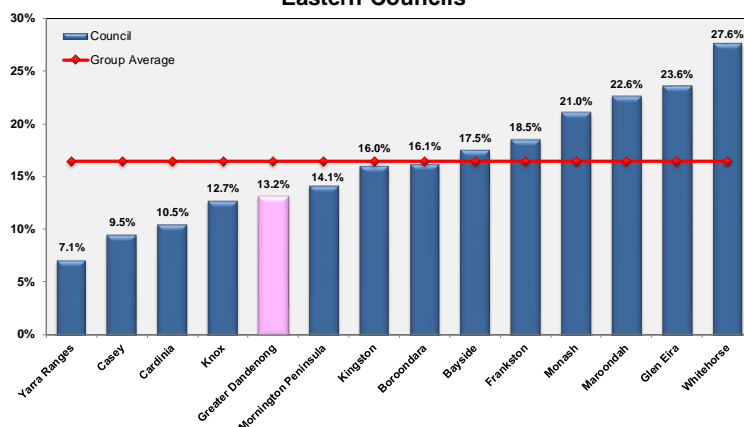
As highlighted in **Appendix A**, Section 2.2 and in the graph below, Council is lower than the average benchmark in terms of the fee revenue it collects in comparison to other Eastern Melbourne councils.

LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

**Fees & Charges as % of Total Revenue 2017-18  
Eastern Councils**



In terms of other fees and charges, over which Council has discretion in setting, this LTFS includes the assumption that these fees will be increased by the cost escalation factor closely linked to employee cost increases in providing these services on an annual basis. Through the adoption of this approach, Council is endeavouring to ensure that greater pressure is not placed on annual rate increases to offset shortfalls in fee revenue. It is further recommended that Council seek to maximise its fee revenue through its review of annual fees and charges in the annual budget process.

#### Strategic Direction Outcomes

1. That Council note the rate cap of 2.50 per cent for 2019-20 as per the Minister Local Government directive under the State Government Fair Go Rates System (FGRS).
2. That Council note for the years 2020-21 to 2023-24, rates income is forecast to be capped at a CPI forecast of 2.25 per cent.
3. That Council note for the years 2019-20 to 2023-24, waste income is forecast at full cost recovery as it is not currently subject to the rate cap of the FGRS.
4. That Council consider on an annual basis whether to make application to the ESC for a variation to the rate capping framework based on the outcomes contained in the LTFS and future infrastructure requirements.
5. That Council further advocate that all recurrent State Government funding be linked annually to an index that ensures funding is not below the amount set as the rate cap.
6. That this LTFS apply the annual cost escalation factor as the index to all discretionary fees and charges and Council seek to maximise revenue from fees during the Annual Budget processes.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

## 8 Asset Management

Asset Management is an essential component of the LTFS as it provides an indicator of the necessary financial commitment which would adequately sustain Council's asset base in future years. To achieve long-term financial sustainability, effective asset management processes are essential.

This topic covers the following areas of discussion:

- Council's total asset portfolio as at 30 June 2018
- Summary of Council's fixed assets
- Managing Council's assets for the future

### 8.1 Council's total asset portfolio as at 30 June 2018

Council's total asset portfolio is made up of both current and non-current assets.

Current assets include cash or assets which may be readily convertible to cash. This grouping includes cash at bank, investment funds, stock on hand, debtors, non-current assets classified as held for sale and prepayments. The balance of current assets held by Council at 30 June 2018 was \$176.63 million.

Non-current assets incorporate trade and other receivables and other financial assets not due in the next 12 months, investment property and Council's fixed assets. Fixed assets include land, buildings, plant, furniture, roads, drainage, playgrounds and other infrastructure assets. The total value of fixed assets as at 30 June 2018 was \$2.16 billion (written down value).

It is the sound management and financial planning for the eventual renewal of the \$2.16 billion worth of fixed assets that is the prime consideration in this section of the LTFS.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

#### 8.2 Summary of Council's fixed assets

The following table highlights the various fixed assets.

Asset category	Fair Value / Cost 30-Jun-18 \$'000	Accumulated Depreciation 30-Jun-18 \$'000	Written Down Value 30-Jun-18 \$'000
<b>Property</b>			
Land	1,192,732	-	1,192,732
Buildings	387,834	139,544	248,290
Leasehold improvements	2,001	1,154	847
Work in progress	9,045	-	9,045
	<b>1,591,612</b>	<b>140,698</b>	<b>1,450,914</b>
<b>Plant and equipment</b>			
Plant, machinery and equipment	15,301	8,953	6,348
Fixtures, fittings and furniture	6,969	5,792	1,177
Computers and telecommunications	6,560	5,562	998
Library books	7,163	4,073	3,090
Work in progress	44	-	44
	<b>36,037</b>	<b>24,380</b>	<b>11,657</b>
<b>Infrastructure <sup>(1)</sup></b>			
Roads	473,159	201,248	271,911
Bridges	64,272	17,346	46,926
Footpaths and cycleways	79,256	21,436	57,820
Drainage	400,377	141,269	259,108
Recreational, leisure and community facilities	38,259	18,069	20,190
Parks, open space and streetscapes	43,303	25,772	17,531
Off street car parks	16,276	5,514	10,762
Works in progress	13,923	-	13,923
	<b>1,128,825</b>	<b>430,654</b>	<b>698,171</b>
<b>Total</b>	<b>2,756,474</b>	<b>595,732</b>	<b>2,160,742</b>

<sup>(1)</sup> – Infrastructure assets generally represent non-realizable assets.

The following assets are managed within the Greater Dandenong municipality:

- Open space – 764 hectares
- Local roads – 687 kilometres
- Drainage pipes – 931 kilometres
- Drainage pits – 35,125
- Kerb and channel – 1,329 kilometres
- Footpaths – 1,100 kilometres
- Bike/shared paths – 61 kilometres
- Playgrounds – 155
- Buildings – 405
- Car parks – 0.24 square kilometres
- Bridges – 88
- Bus shelters – 61 (Council owned)
- Bus shelters – 61 (Council managed)
- Bus shelters – 147 (Non Council)



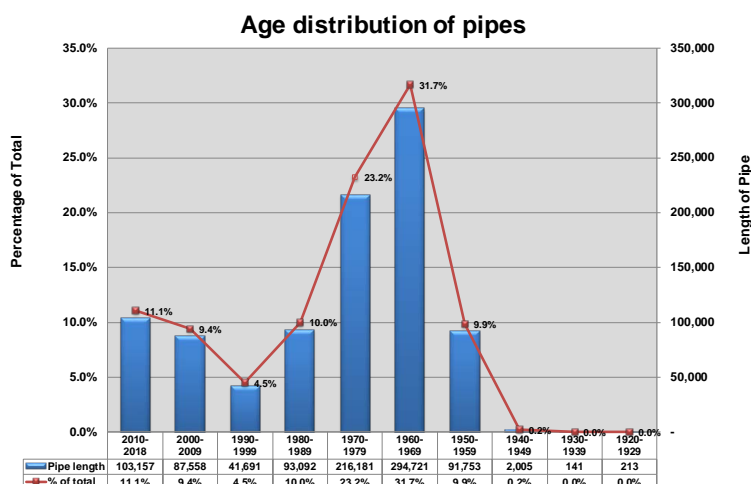
## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 8.3 Managing Council's assets for the future

Effective management of Council's fixed assets is critical to ensure that these assets deliver a service into the future. The table in 8.2 indicates that Council's asset base is ageing, with 22 per cent (by asset value) of the useful life already utilised. As these assets move into the latter part of their lives, strategic maintenance and timely replacement of these assets becomes essential if effective service for the community is to be maintained.

One of the challenges for Council is the fact that a substantial portion of its assets were constructed in the period between 1960 and 1980. As a consequence, the majority of the infrastructure assets are now approaching an age of 38 to 58 years old, and in many cases will become a renewal issue over the coming two decades. The below chart provides an example of this showing the age distribution of Council's drainage pipe network.



The wear and tear is particularly noticeable on Council's building infrastructure which typically has a shorter useful life expectation than drains. The table on the following page highlights the current condition of Council buildings, with the majority at a condition rating of 'moderate' or 'good'.

Council needs to commit significant funding to asset renewal in this category, in conjunction with reviewing the functional use requirements of these buildings. There are a number of buildings that were built for a purpose that are no longer relevant to meet today's needs. Further, Council in many instances is achieving significant service delivery benefits through the combination of current buildings into integrated service hubs.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)**

Long Term Financial Strategy 2019-20 – 2023-24

Building type	No.	OVERALL CONDITION RATING				
		Very good	Good	Moderate	Poor	Very poor
Aged care	2	0%	50%	50%	0%	0%
Aquatic and leisure	6	33%	50%	17%	0%	0%
Children's services	31	13%	55%	32%	0%	0%
Civic facilities	12	8%	50%	42%	0%	0%
Club rooms	1	0%	0%	100%	0%	0%
Commercial	12	17%	75%	8%	0%	0%
Community facilities	13	0%	46%	54%	0%	0%
Library, arts and heritage	10	0%	30%	60%	0%	0%
Market	6	17%	67%	17%	0%	0%
Operations centre	6	0%	83%	17%	0%	0%
Out buildings	25	20%	24%	56%	0%	0%
Public conveniences	35	40%	26%	34%	0%	0%
Shelters	63	46%	40%	14%	0%	0%
Sports and recreation	88	8%	35%	57%	0%	0%
<b>TOTAL</b>	<b>310</b>	<b>21%</b>	<b>40%</b>	<b>38%</b>	<b>0%</b>	<b>0%</b>

It is essential that any approach towards strategic financial planning be linked closely with asset management plans developed by Council. This will ensure that future funding is allocated in a manner that supports service delivery in terms of the plans and the effective management of Council's assets into the future.

The Asset Management Plans identify the operational and strategic practices which will ensure that Council manages assets across their life cycle in a financially sustainable manner. Implicit in the delivery of these plans is an understanding that the best available data be used to interpret current performance of Council's asset base and develop financial projections for future service delivery.

Council's approach to Asset Management Plans (AMP) is progressing in line with its Corporate Asset Management Program.

AMP's are in place for Roads, Stormwater and Buildings.

New AMP's are in draft form or are currently being prepared for the following asset classes:

- Buildings
- Fleet
- Land
- Multimedia and broadcast
- Public art
- Safety barriers
- Sports fencing
- Sports lighting
- Unsealed footpaths
- Computers and telecommunications
- Kerb and channel
- Local area traffic management
- Playgrounds
- Public lighting
- Scoreboards
- Sports grounds
- Traffic signals

Ten year plans covering renewal, capital, acquisition and disposal requirements, are in place for Buildings, Furniture and Fittings, Fleet, Roads, Paths, Bridges, Stormwater, Recreation Leisure and Community Facilities and Parks Open Space and Streetscapes.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

As Council further refines its Asset Management approaches and reviews Asset Management Plans, it is probable that further gaps in required funding to adequately plan and renew existing assets will be identified. This LTFS is based on addressing the current known gaps and will need to be re-considered in light of the further refined information as it becomes available.

Council has been meeting the challenge to align its future capital improvement programs to address these funding gaps. The strategy has been funded through CIP renewal programs via the Annual Budget process. However, given a new rate capped environment, the funding strategy will have to be reviewed.

#### 8.3.1 Council's current Asset Management gaps

In terms of considering the full extent of Council's asset management funding gap, it is essential that Council ultimately consider both the renewal funding gap and the maintenance funding gap as shortfalls in maintenance funding actually accelerates the need to renew assets. Work is still being carried out on the full assessment of maintenance gaps and future versions of the LTFS will reflect these outcomes.

The table included below highlights the estimated annual renewal requirements (excluding major projects) based on information obtained from asset management data base.

ASSET GROUP	2018-19 Adopted Budget	2019-20 Adopted Budget	2020-21 Year 2 Forecast	2021-22 Year 3 Forecast	2022-23 Year 4 Forecast	2023-24 Year 5 Forecast	2024-25 to 2028-29 Years 6-10 Forecast	2029-30 to 2038-39 Years 11-20 Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	4,857	3,430	4,849	5,440	6,088	6,132	27,538	63,974
Plant and equipment	3,619	3,940	4,042	4,054	4,061	4,094	21,435	49,796
Infrastructure	12,825	12,423	16,850	15,870	13,700	14,783	78,162	181,575
<b>Total renewal</b>	<b>21,301</b>	<b>19,793</b>	<b>25,741</b>	<b>25,364</b>	<b>23,849</b>	<b>25,009</b>	<b>127,135</b>	<b>295,344</b>

The allocation of renewal requirements across the three assets groups - property, plant and equipment and infrastructure, can change from year to year depending on the inclusion of specific projects.

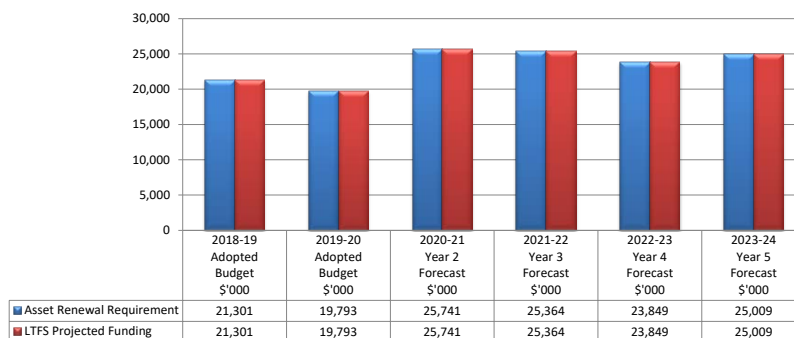
It must be noted however that these figures will be reviewed annually as Council progresses with the implementation of the Corporate Asset Management Program and Improvement Plans.

The graph below contrasts the required level of spending to appropriately renew Council's assets with the current spending levels. The LTFS has been based substantially on providing funding that equates to the renewal needs.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

**Asset Renewal Gap 2018-19 - 2023-24**



The only caution to the graph above is that asset management planning has modelled the future requirements of the major sub-groups under each of the above categories. There remain some sub-groups that the predictive modelling is still general in nature and will be iteratively developed as the information improves. The above estimates are likely to increase further as a result.

Additional notes regarding the chart on the previous page:

- Council asset renewal funding aligns with the asset renewal requirements.
- The amounts in this graph may differ to those presented in the capital works information presented in Section 4.1, as the asset renewal requirements disclosed here relates to base renewal funding and does not include renewal amounts relating to foreshadowed major projects.

### 8.3.2 Key outcomes of the Asset Management Plans

Council's asset management planning provides Council with a sound base to understand and manage the risk associated with managing its assets for the community's benefit. A further refinement of the process for establishing standards of service to deliver to the community will be undertaken. This will include the incorporation of specific refinements to the levels of service after community consultation. These revised levels of service will need to be based around Council's assessment of risk and affordability and policy in this regard will guide funding decisions into the long term.

Sound asset management practices will ensure that Council continues to meet the needs of current and future generations in a sustainable manner. Funding will need to be continually provided into the future to improve data collection and enable better understanding of asset performance. This will place Council in a position to move to a more proactive strategy, built around agreed service levels and risk management.

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24****Long Term Financial Strategy 2019-20 – 2023-24**

Each of the individual asset plans to be delivered by Council will detail a methodology for responsible management of that asset class, incorporate knowledge of the condition of the asset group, risk assessment issues, establishment of intervention and service levels, and the identification of renewal, replacement and disposal, backlog and maintenance funding requirements projected over a period not less than 20 years through the establishment and understanding of each asset's whole of life costing.

The challenges in managing infrastructure assets may differ as each group is reassessed, however, common themes are expected to be present across all groupings.

These issues include:

- Collection and management of data
- Understanding the relationship between maintenance and renewal works
- Quantifying the backlog
- Lifecycle costing
- Accurately projecting future renewal, replacement and disposal requirements and updating Council's LTFS to reflect these.

The objectives for the next five years are to continue to strive for a sustainable asset base in future years. To achieve this, the following actions should be considered:

- Implement the Corporate Asset Management Program that aims to refine existing as well as develop asset management plans for all asset groupings.
- Allocate more funds to asset renewal and maintenance as more funds become available for capital works and consider loan borrowings as a source of funds for major projects.
- Target the allocation of funds to managing existing assets rather than the construction of new assets, which will increase Council's liability.

The intent of these points on asset management is to highlight that whilst Council's short-term financial issues have been addressed, the journey that remains is still a considerable one. The outcomes of this component of the LTFS link closely with that of the Rates/Revenue section where rating decisions and legislation such as rate capping (given rates are the most significant funding source) will have a major impact on Council's ability to achieve the targets established above.

**Strategic Direction Outcomes**

That Council:

1. Continues to enhance existing asset management planning to further enhance the knowledge of future asset renewal and maintenance requirements, including reviewing the service potential of the existing asset infrastructure and how this matches the current community needs.
2. Endorse an in-principle strategy of allocating funds to meet asset renewal and maintenance requirements as a priority in the development of the annual Capital Improvement Program and recurrent programs.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

#### Long Term Financial Strategy 2019-20 – 2023-24

### Appendix A - Financial key performance indicator analysis

The purpose of utilising financial key performance data analysis is to gain knowledge on how Greater Dandenong performs comparative to like councils and the wider metropolitan area and therefore understand areas where Council performs well and where there are opportunities for Council to seek improvement.

**Financial key performance indicators (KPI's) by themselves do not provide definitive answers. Frequently there may be very valid reasons for councils varying from the 'norm'. What KPI's do, however, is to generate questions that need to be answered and ensure that variances are planned with knowledge rather than by accident.**

The financial data that comprises this analysis has been drawn from the 30 Melbourne metropolitan municipal councils audited Annual Reports for the 2017-18 financial year. In all, some 40 different sets of data have been collated from each report and converted into the financial ratios that are illustrated in this chapter.

Given the basis of data collection, it should be noted that the financial statistics contained in this report do not attempt to contain any measures of what services are provided, and to what level, within Council in comparison to other municipalities. This information is not typically available in comparable forms in Annual Reports.

The performance of Council has been contrasted against both the average for the grouping of Eastern Metropolitan councils and the average for the Developed Metropolitan Council's category as established by the Essential Services Commission. Whilst State averages are also available, the sheer difference in size makes comparisons on this broad level less useful.

The Eastern region has been chosen as the benchmark grouping on the basis of regional association rather than necessarily being a collective of like-sized, demographically similar councils. Councils that comprise the Eastern Metropolitan grouping are:

Bayside	Boroondara	Cardinia
Casey	Frankston	Glen Eira
<b>Greater Dandenong</b>	Kingston	Maroondah
Mornington Peninsula	Monash	Whitehorse
Yarra Ranges		

Please note that the figures for the Council used to calculate the key performance indicators in this Appendix do not include the consolidation of Dandenong Market Pty Ltd and the 2018-19 estimates provided represent the approved Mid-Year Budget 2018-19.

Some key points from the analysis are:

- Council's reliance on rate revenue increased from the prior year due in the main to the timing of Financial Assistance grant funding payments – refer details in third dot point below. Council's reliance falls midway in the comparative grouping. Rates in straight dollar terms grew 4.04 per cent in 2017-18 assisted by very positive growth in supplementary rate revenue.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)****LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24**

## Long Term Financial Strategy 2019-20 – 2023-24

- Council's rates per assessment outcome is above the average result of the fourteen council grouping, placing Council as the third highest result for the Eastern Melbourne Metropolitan group. It must be noted however that this ratio is not an indication of residential rate affordability and Council in particular, offsets residential rates through significantly higher differential rates on industrial and commercial properties in comparison to other municipalities. Council's average rates per residential property are the second lowest in the Eastern group of municipalities.
- Recurrent grant levels rank Council as the second highest Council in terms of the percentage grant revenue forms of adjusted total revenue. The recurrent grant revenue ratio result exhibits an up and down trend, primarily due to the timing of advance payments for Financial Assistance grants funding via the Victoria Grants Commission (VGC) over the past three years, as highlighted in the table below. Recurrent grant levels will also frequently be tied to the mix of services Council provides.

FAR financial year funding allocation	Financial Year Received by Council			
	2015-16	2016-17	2017-18	2018-19
2015-16	50%			
2016-17		100%		
2017-18		50%	50%	
2018-19			50%	50%
<b>Total</b>	<b>50%</b>	<b>150%</b>	<b>100%</b>	<b>50%</b>

- Council fees and charges revenue increased by \$1.16 million (4.74 per cent) in 2017-18. Council is the fifth lowest fee raising Council in the comparative grouping (in terms of percentage of adjusted total revenue) placing increased emphasis on rate and grant income.
- Council's net operational surplus (as measured by operating revenue less operational expenditure – not including depreciation) per assessment is historically higher than the average of the Eastern group of councils. The exception to this trend is when part of the Financial Assistance grants funding allocation is distributed early in the preceding financial year (as occurred in 2015-16). Given the limited ability to raise rate revenue, continuing to perform well in this indicator is essential.
- Council's total debt to total rate revenue continues to record a decreasing trend as annual loan repayments continue and no new borrowings were entered into in 2017-18. Another measure of Council's capacity to meet long term obligations is non-current liabilities divided by own source revenue. Council's ratio was 31.67 per cent for 2017-18 which is within the permissible range of (0-50 per cent) as defined in the Local Government Performance Reporting Framework Better Practice Guide. This placed Council with the second highest ratio of the benchmark group and is directly influenced by the debt strategy Council uses to fund major capital projects.
- Council continued a healthy liquidity trend as measured by Council's working capital ratio of 219.30 per cent (current assets/current liabilities). A ratio of 120 per cent is considered to be sufficient.
- Capital works renewal and upgrade expenditure was below the group average in 2017-18 and the desired level of over 100 per cent. Historically, Council has been reliant on substantial external funding to achieve average capital works spending (capital grants, loans and asset sales) and one of its challenges will be to grow the amount of capital spending from its own source revenue (rates, fees).

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 1. Rating key performance indicators

##### 1.1 Rate Revenue / Adjusted Total Revenue

###### Explanation

This ratio shows revenue raised by way of general rates, expressed as a percentage of total revenue as adjusted by removal of abnormal items.

###### Warning trend

Rate income is a secure and predictable source of revenue. A low ratio can warn of undue reliance on forms of revenue, which may or may not be sustainable – such as Government grants. A high ratio may, however, indicate that Council has not pursued alternative revenue forms effectively.

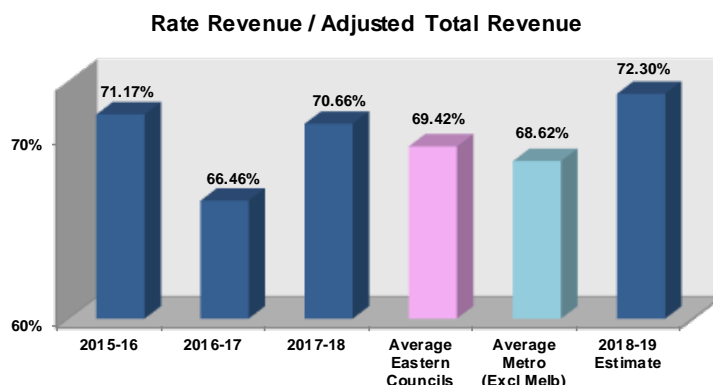
###### Factors influencing the indicator

A strong revenue base from sources such as grants (recurrent) and fees and charges will lower the outcome.

**Council's ratio at 30 June 2018: 70.66 per cent**

**Council's group ranking: Seventh highest of the 14 councils**

###### Graphical presentation



###### Commentary on ratio

Council's 2017-18 rate income ratio is mid-range (slightly above average) when compared to the fourteen Eastern Melbourne Metropolitan councils.

The graph shows a fluctuating trend, however, this is primarily due to the timing of the distribution of Financial Assistance Grants funding over the past three financial years (50 per cent of the full year funding allocation was received in 2015-16, 150 per cent in 2016-17 and 100 per cent in 2017-18). These movements demonstrate that Council's reliance on rate revenue decreases in years where recurrent grant funding is higher. If the effect of the early Financial Assistance grants funding distributions was removed from the ratio calculation – the ratio result would have been fairly consistent at 68.99 per cent (2015-16), 68.39 per cent (2016-17) and 68.36 per cent (2017-18).



### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

##### 1.2 Rates per assessment

###### Explanation

This ratio highlights the average rates per assessment calculated by dividing rate revenue by the number of rateable assessments.

###### Warning trend

Low rates per assessment may indicate Council is rating at below its capacity compared to other like councils.

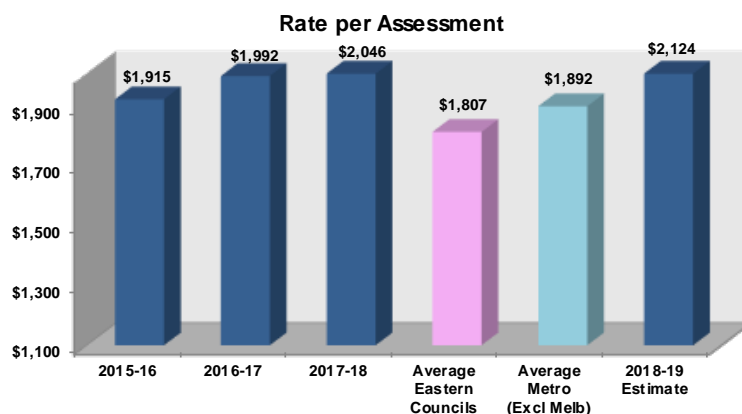
###### Factors influencing the indicator

Councils who have a large industry within their boundaries may find the average rate per assessment more appropriate than Rates per Capita as a meaningful measure. Essentially however all councils need to derive a level of funds per assessment to operate and large industries can operate to lower the residential rate and still produce a comparable indicator for benchmark purposes.

**Council's result at 30 June 2018: \$2,046**

**Council's group ranking: Third highest of the 14 councils**

###### Graphical presentation



###### Commentary on ratio

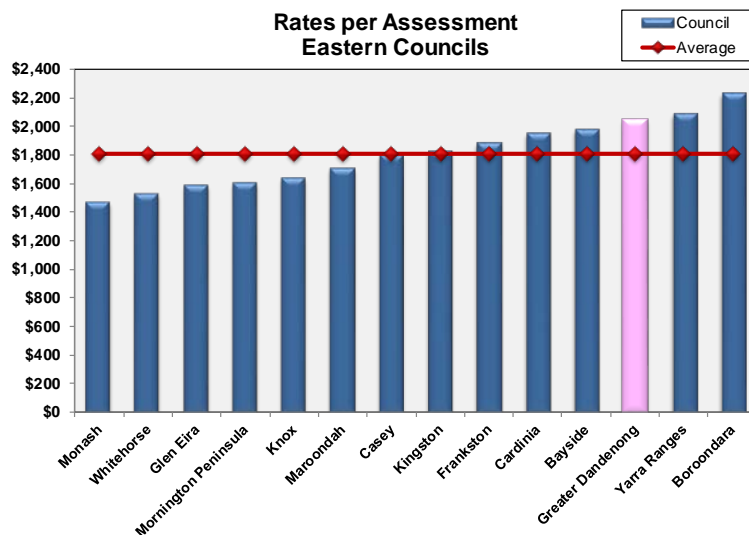
Rates per assessment is the most accurate way to gauge rating levels in comparison to the other Eastern Melbourne Metropolitan councils and in this measure, Dandenong is the third highest rating Council, rating at \$239 per assessment higher than the average outcome for the group.

As highlighted over the page, however, this does not translate into Council's residential rates being higher than average. In fact the reverse is true with Council's residential rates being amongst the lowest in the benchmark group with a strong cross subsidy provided by the industrial and commercial sector.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24



The above chart highlights rates per assessment and is not reflective of the average residential rate given the impact of industrial/commercial ratepayers. This is particularly relevant for Council where the rating burden is spread quite differently to the majority of metropolitan councils with industrial and commercial assessments paying a significantly higher rate differential as detailed in the below table.

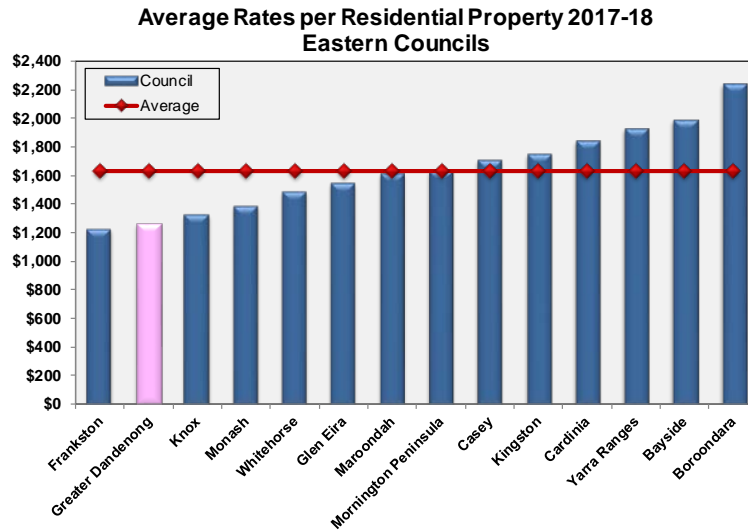
Rating category	Rate in the \$ 2018-19	Variance to general rate
General	0.0015667	
Commercial	0.0033683	215.0%
Industrial	0.0051700	330.0%
Vacant residential	0.0021933	140.0%
Farm	0.0013317	85.0%

The graph on the following page illustrates Council's position as the second lowest median rates and charges per residential property.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24



Source – 'Know your Council' website 2017-18

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

### 2. Other revenue key performance indicators

#### 2.1 Recurrent Grant Revenue / Adjusted Total Revenue

##### Explanation

This ratio compares the amount received from recurrent grants to the adjusted total revenue figure.

##### Warning trend

A decreasing trend may indicate a reduced level of financial commitment from other tiers of government, thereby increasing pressure on local councils.

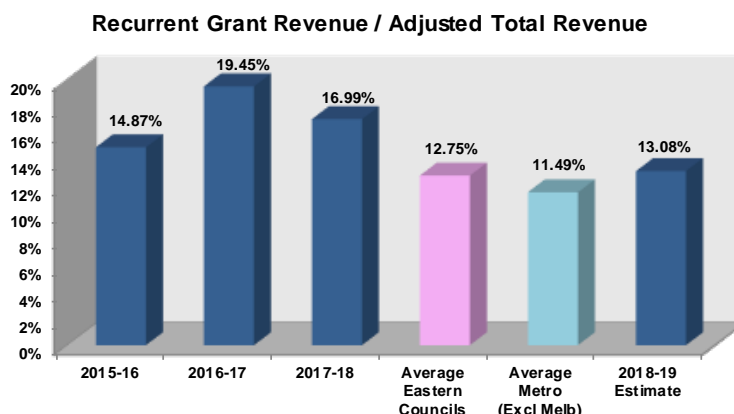
##### Factors influencing the indicator

Surges in either rate revenue or fees and charges can impact on this outcome. Further, councils may receive large grants to deliver one-off operational expenditure and these are frequently recorded as recurrent grant revenue as they are not capital in nature.

**Council's ratio at 30 June 2018: 16.99 per cent**

**Council's group ranking: Second highest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

Dandenong's recurrent grant income is the second highest as a percentage of total revenue in respect to the benchmark group, indicating a higher reliance on recurrent grant funding for the mix of services provided by Council and the demographics of the population which Council services.

The fluctuating trend in the graph over the three years to 2017-18 is again due primarily to the timing of the distribution of Financial Assistance Grants funding over the past three financial years (50 per cent of the full year funding allocation was received in 2015-16, 150 per cent in 2016-17 and 100 per cent in 2017-18). If the effect of the early Financial Assistance grants funding was removed, the ratio results would be 17.48 per cent (2015-16), 17.11 per cent (2016-17) and 16.99 per cent (2017-18).

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

#### 2.2 Fees and Charges Revenue / Adjusted Total Revenue

##### Explanation

This ratio compares the amount received from fees and charges to the adjusted total revenue figure.

##### Warning trend

A decreasing trend may put pressure on Council's ability to continue to provide both operational services and capital works. It may require Council to source income from rates or loan borrowings.

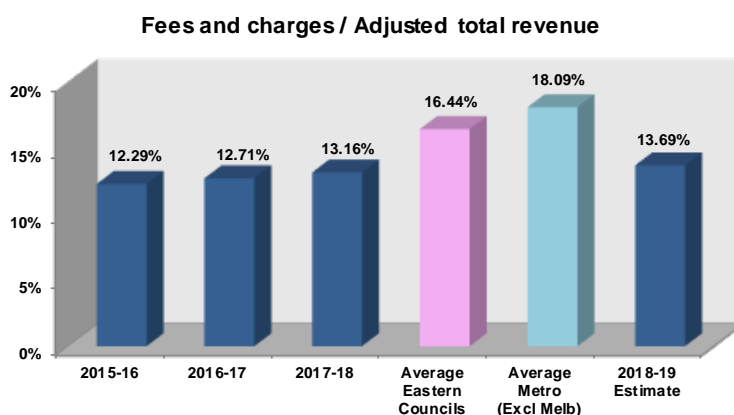
##### Factors influencing the indicator

Spikes in grant income may boost adjusted total revenue from year to year distorting the ratio.

**Council's ratio at 30 June 2018: 13.16 per cent**

**Council's group ranking: Fifth lowest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

Council's fees and charges income increased by \$1.16 million (4.74 per cent) and adjusted total revenue increased by 1.15 per cent in 2017-18, resulting in a slight increase in the ratio result in 2017-18.

Council remains the fifth lowest fee raising Council in the comparative grouping (in terms of percentage of adjusted total revenue). Again fee revenue outcomes will be closely linked to the mix of services provided by Council.

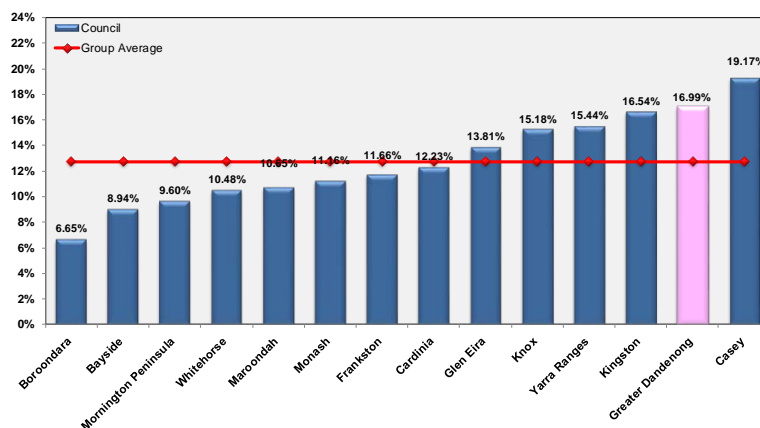
### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

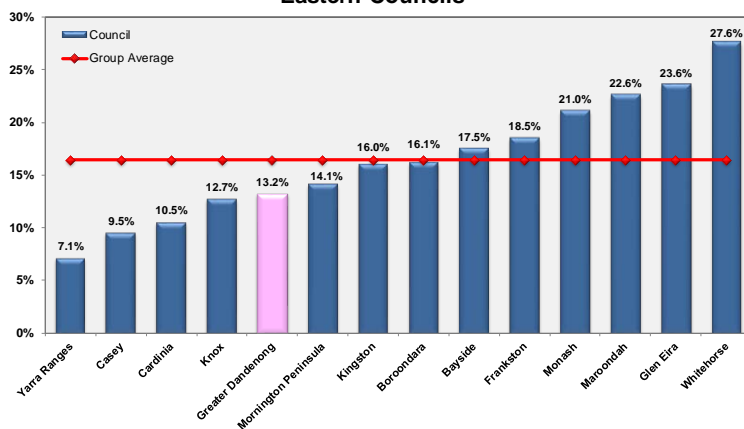
The two graphs below highlight Dandenong's comparative performance in attracting grant income and fees and charges income.

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24

**Grants & Reimbursements as % of Total Revenue 2017-18  
Eastern Councils**



**Fees & Charges as % of Total Revenue 2017-18  
Eastern Councils**



## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

### 3. Efficiency key performance indicators

#### 3.1 Total Expenses (excluding depreciation) / Assessments

##### Explanation

This ratio shows the average operating expense (net of depreciation) outlay for each rateable property. It should be noted however that this is purely financially based and doesn't account for relative service levels.

##### Warning trend

It is expected that operating expenses will grow annually in line with the escalating costs of service provision. An increasing cost per assessment, beyond this normal escalation, may indicate inefficiencies in service delivery or reflect decisions on service levels. Falling trends may conversely indicate efficiencies or falling service levels.

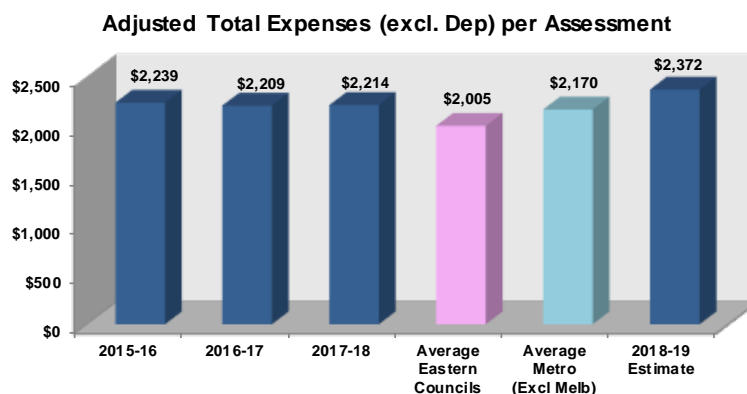
##### Factors influencing the indicator

The policy that each council adopts on exactly what expenditure is expensed (operating) and what is treated as capital expenditure affects this indicator. Other factors are large grant programs that affect both the expenditure levels and revenue amounts can also affect the amount of total operating expenses.

**Council's result at 30 June 2018: \$2,214**

**Council's group ranking: Third highest of the 14 councils**

**Graphical presentation**



##### Commentary on ratio

This ratio highlights that Council's operational expenses are \$209 per assessment higher than the group average and ranks Council as the third highest of the 14 councils. The outcome for revenue per assessment is also higher than average, but it is the net operational result (revenue less expenses) in section 3.3 that is the measure of Council's ability to provide surplus operational funding for capital expenditure.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

#### 3.2 Adjusted Total Revenue / Assessments

##### Explanation

This ratio shows the average revenue that Council receives for each rateable property.

##### Warning trend

The warning trend for this indicator must be read in conjunction with the trends in operational spending. Council must be mindful to continue to provide operational services that meet the needs of their communities whilst keeping an appropriate balance of funds available to complete capital works. A sharply rising trend in revenue (as compared to expenses) will indicate that Council is increasing its operational surplus and therefore ability to complete capital requirements. Conversely a revenue trend that is growing less than expenses will indicate a declining ability to dedicate funds to capital.

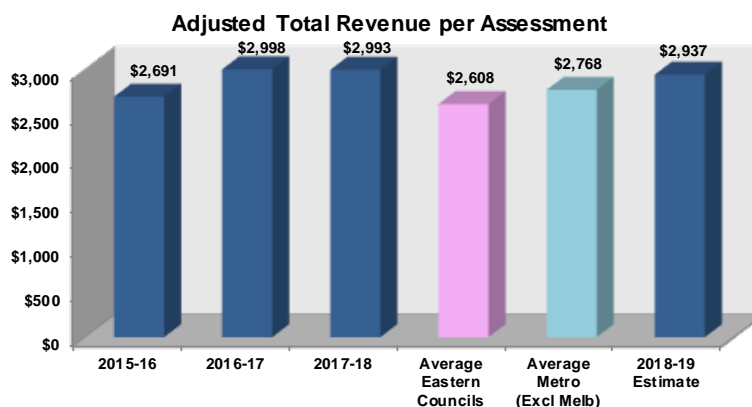
##### Factors influencing the indicator

Large operational grant programs will influence this result on a year to year basis. (Note: capital grants are excluded from this ratio). Increases in rate revenue will strengthen the result.

**Council's result at 30 June 2018: \$2,993**

**Council's group ranking: Highest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

Council recorded the highest revenue per assessment and is \$385 more than the group average. The ratio result is consistent with the prior year (0.17 per cent decrease) due to the increase in rates income being offset by the timing of Financial Assistance grants funding. If the effect of the early distribution of Financial Assistance grant funding was removed, the ratio results would have been \$2,776 (2015-16), \$2,913 (2016-17) and \$2,993 (2017-18).



### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

#### 3.3 Net operational surplus per assessment

##### Explanation

This ratio shows the net operational position per assessment, combining the outcomes of the ratio's presented in 3.1 and 3.2. The net operational position is an indicator that highlights to Council whether it has the balance correct between operational service provision and the retention of a sufficient operational surplus to complete capital spending.

##### Warning trend

An increasing net outcome will highlight that Council's ability to complete capital works is strengthening but may also indicate that it has altered its commitment to providing operational services to the community. A decreasing trend will highlight that the cost of providing operational services is consuming a greater proportion of the surplus funds available to fund capital works.

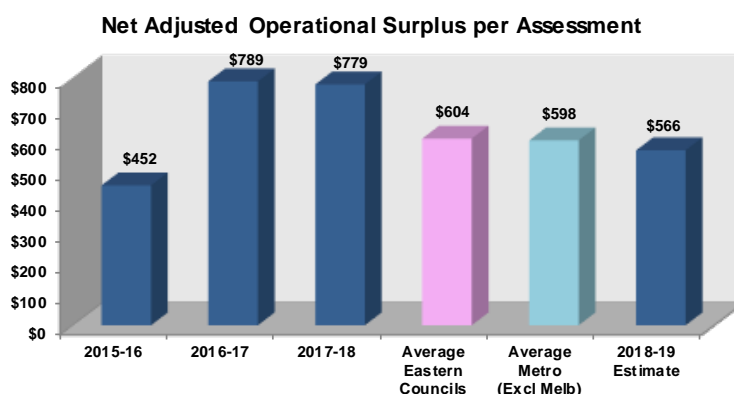
##### Factors influencing the indicator

Councils with large operational revenues (e.g. parking) that do not necessarily have matching expenditure will typically be strong in this ratio. Council's philosophy towards service provision will have a large bearing on the ratio outcome. Those councils committed to providing strong operational services to the community, as compared to physical infrastructure, will typically have a lower result.

**Council's result at 30 June 2018: \$779**

**Council's group ranking: Fourth highest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

Council achieved a net adjusted operational surplus per assessment of \$779 which is greater than the group average outcome. The main factor contributing to the fluctuating trend relates to the timing of the distribution of the Financial Assistance grant funding. If the effect of these early Financial Assistance grants funding distributions was removed from the ratio above, the ratio results would be \$537 (2015-16), \$704.24 (2016-17) and \$779 (2017-18). The consistency in the ratio result is due to a similar increase in adjusted total expenditure and adjusted total income, combined with only a minor increase in assessments.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

### 4. Debt key performance indicators

#### 4.1 Total Indebtedness / Total Rate Revenue

##### Explanation

This ratio measures the level of indebtedness compared to the rate base that supports it.

##### Warning trend

An increasing trend may indicate an over-reliance on loan funding for capital works. A decreasing trend may indicate redemption of loans.

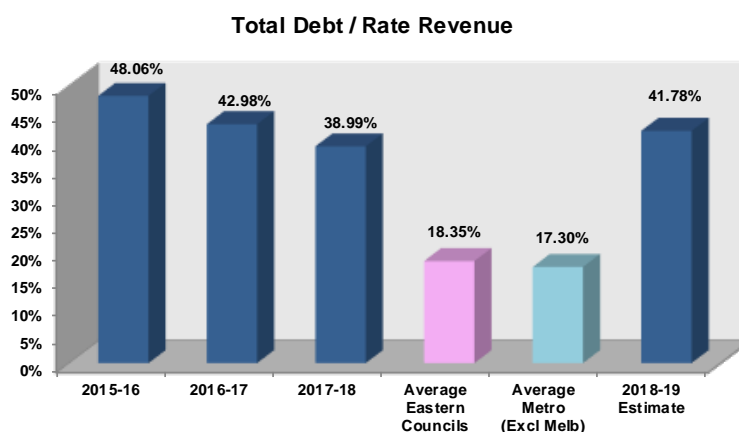
##### Factors influencing the indicator

Increases in rate revenue either through percentage increases to ratepayers or through growth in the municipality will affect this ratio.

**Council's ratio at 30 June 2018: 38.99 per cent**

**Council's group ranking: Second highest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

This ratio is perhaps the most used debt indicator and is applied by the Victorian State Government in order to set prudential guidelines for councils to follow. The prudential guideline set by the state government is for ratios to be below 80 per cent, with council's whose ratios exceed 60 per cent being required to evidence long term planning to reduce debt before having new borrowings approved.

As highlighted in the graph above, indebtedness decreased in 2017-18 due to the repayment of borrowings during the financial year (\$3.09 million). This ratio is estimated to increase in 2018-19 (to 41.78 per cent) as new borrowings of \$10 million will be drawn down in June 2019.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 4.2 Debt commitment ratio (Principal + Interest payments / Rate revenue)

##### Explanation

This ratio expresses the percentage of rate revenue utilised to pay interest and redeem debt principal.

##### Warning trend

An increasing trend may indicate that the level of interest bearing loans and borrowings is not appropriate to the size and nature of Council's activities.

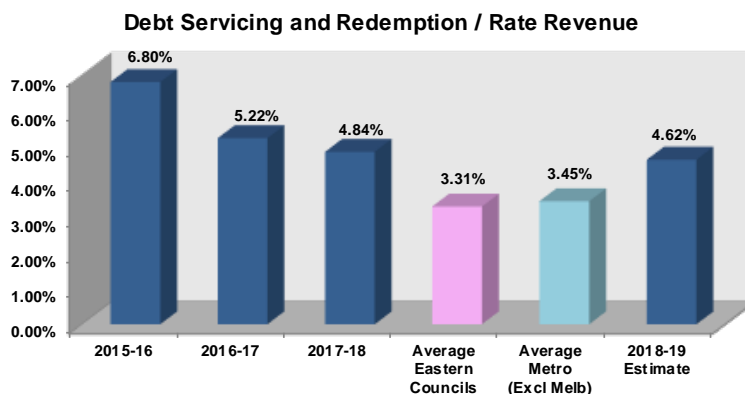
##### Factors influencing the indicator

Increases in rate revenue either through percentage increases to ratepayers or through growth in the municipality will affect this ratio. Refinancing of current debt may also distort the ratio result.

**Council's ratio at 30 June 2018: 4.84 per cent**

**Council's group ranking: Third highest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

The decreasing trend in this ratio result since 2015-16 highlights the ongoing repayment of existing loans. The 2018-19 ratio result is estimated to drop slightly from 2017-18 as the principal repayment on new borrowings of \$10 million anticipated to be drawn down in June 2019, will not occur until 2019-20. In general, Council's ratio result is higher than the average of the benchmarked councils, due to the conservative debt strategy of no or minimal borrowings adopted by a number of councils in the group.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 4.3 Non-current liabilities / Own source revenue

##### Explanation

This ratio measures the level of long term liabilities compared to own source revenue.

##### Warning trend

An increasing trend may indicate that the level of long term liabilities is not appropriate to the size and nature of Council's activities. A high or increasing level of long term liabilities suggests a decline in the capacity of Council to meet long term obligations.

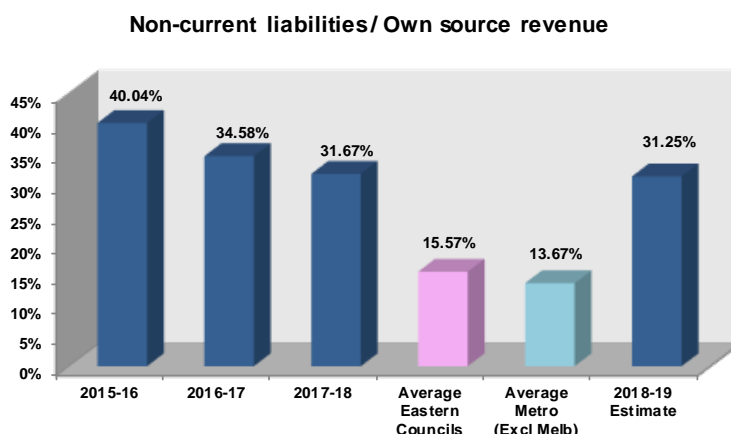
##### Factors influencing the indicator

Changes in revenue from rates, fees and charges or interest will affect this ratio.

**Council's ratio at 30 June 2018: 31.67 per cent**

**Council's group ranking: Second highest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

Council's ratio of non-current liabilities to own source revenue is significantly higher than the average of the fourteen benchmarked councils. This is mainly due to the high level of borrowings that Council has entered into as part of its borrowings strategy.

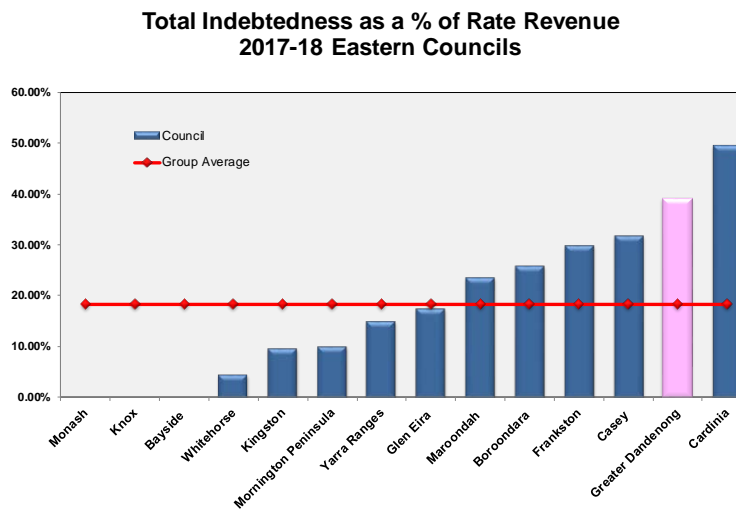
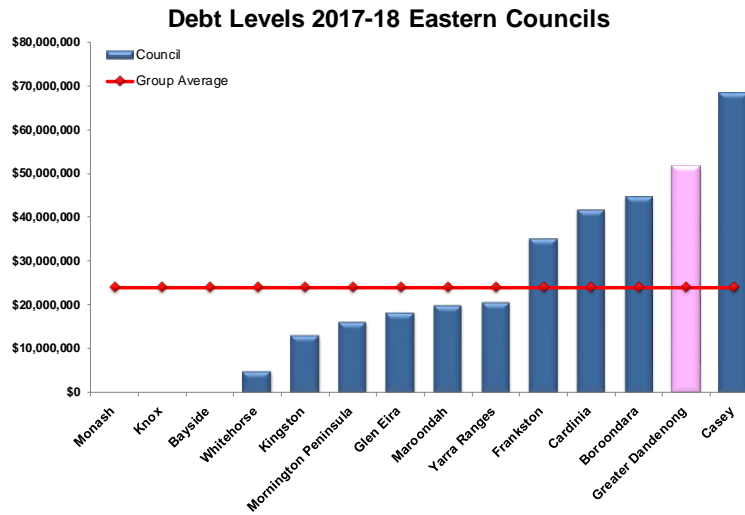
The 31.67 per cent result in 2017-18 is due to a decrease in non-current liabilities relating to the repayment of borrowings and an increase in own sourced revenue (mainly rates).

The ratio results for the past three years have been within the permissible range of 0 per cent to 50 per cent as defined in the Local Government Performance Reporting Framework Better Practice Guide May 2018. As annual loan repayments continue in 2018-19, the forecast ratio estimate is expected to reduce further to 31.25 per cent, prior to the drawdown of \$10 million in new borrowings anticipated to be drawn down in June 2019.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24



## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

### 5. Liquidity key performance indicators

#### 5.1 Current assets / Current liabilities

##### Explanation

This ratio is the traditional Working Capital Ratio that is widely used in private enterprises and is a mandatory performance measurement for Local Government.

##### Warning trend

A decreasing trend, and in particular a ratio below 100 per cent, may indicate Council cannot meet its current debt obligations (i.e. debts that will be due within the current twelve month period).

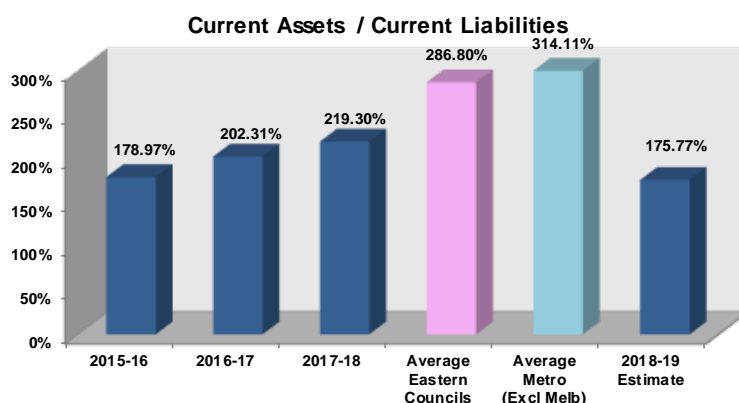
##### Factors influencing the indicator

The level of cash funds held in reserve funds will influence this ratio.

**Council's ratio at 30 June 2018: 219.30 per cent**

**Council's group ranking: Fourth lowest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

Council's outcome of 219.30 per cent in 2017-18 indicates a more than adequate level of current assets to meet current liabilities (\$2.19 of current assets to every \$1.00 of current liabilities). A ratio of 120 per cent is considered to be sufficient.

The working capital result for 2018-19 is expected to remain at a sufficient level (175.77 per cent) indicating healthy liquidity. The reason for the decrease in the ratio result from 2017-18 to 2018-19 is due to a lower cash balance estimated for 30 June 2019 caused mainly by high anticipated capital expenditure of \$77.43 million in 2018-19.

## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 5.1 Unrestricted cash / Current liabilities

##### Explanation

This ratio is an indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due.

##### Warning trend

A low or decreasing level of unrestricted cash suggests a decline in liquidity.

##### Factors influencing the indicator

Unrestricted cash is all cash and cash equivalents (including financial assets) other than restricted cash. Therefore, the definition of restricted cash is important. Council has assumed that restricted cash includes cash and cash equivalents that are not available for use other than for the purpose for which it is restricted, and includes:

- Cash held to fund carry forward capital works.
- Conditional grants unspent.
- Trust funds and deposits.
- Statutory reserve funds (such as public open space reserve).

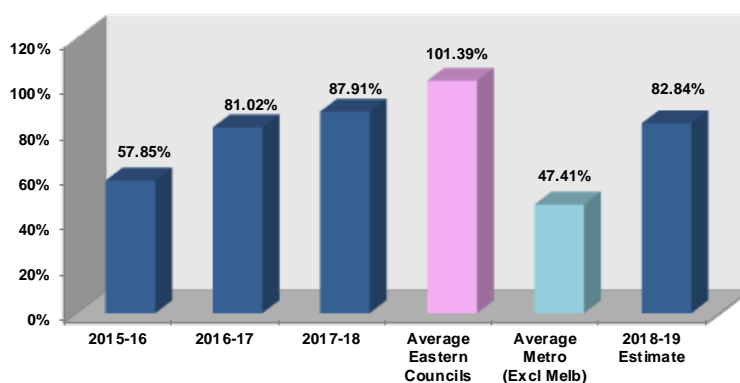
Any change in the above factors will influence the indicator result.

**Council's ratio at 30 June 2018: 87.91 per cent**

**Council's group ranking: Fifth highest of the 14 councils**

##### Graphical presentation

Unrestricted cash / Current liabilities



##### Commentary on ratio

The ratio result in 2017-18 increased due mainly to a higher level of cash and cash equivalents at year end than expected. This was due mainly to a delay in capital expenditure combined with the early distribution of 50 per cent of the 2018-19 Financial Assistance grants funding in June 2018. Refer to the table on the following page for a breakdown of the items included in this ratio calculation.

The forecast 2018-19 ratio result is expected to reduce slightly to 82.84 per cent, due to lower anticipated cash and cash equivalents offset by no carry over's or unexpended grants having been forecast for 2018-19 at this point.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

The table below presents a breakdown of Council's cash assets, restricted and unrestricted.

#### Restricted and unrestricted cash

(per the Local Government Performance Reporting Framework definitions)

	2015-16 \$'000	2016-17 \$'000	2017-18 \$'000	Estimate 2018-19 \$'000
Cash assets	\$88,075	\$125,304	\$153,578	\$129,894
<u>Less</u>				
Reserve funds - statutory (a)	(\$9,754)	(\$12,642)	(\$15,220)	(\$15,699)
Trust funds	(\$30,592)	(\$35,371)	(\$41,300)	(\$43,300)
Unexpended grants	(\$1,713)	(\$7,330)	(\$9,597)	\$0 (b)
Carry forward funding (net)	(\$7,728)	(\$10,848)	(\$16,659)	\$0 (b)
<b>Total unrestricted cash</b>	<b>\$38,288</b>	<b>\$59,113</b>	<b>\$70,802</b>	<b>\$70,895</b>
<b>Current liabilities</b>	<b>\$66,181</b>	<b>\$72,962</b>	<b>\$80,539</b>	<b>\$88,342</b>
<b>Unrestricted cash / Current liabilities</b>	<b>57.85%</b>	<b>81.02%</b>	<b>87.91%</b>	<b>80.25%</b>

(a) Statutory reserve funds relate to the open space reserves.

(b) No carry over's or unexpended grants have been forecast at this point for 2018-19. This will be reviewed at 30 June 2019 as part of the year end statutory accounts.

Please note that the above analysis of restricted and unrestricted cash is in accordance with the definitions of those terms in the Local Government Performance Reporting Framework (LGPRF). However, Council has further restrictions on its cash balance in respect to employee provisions and non-statutory reserves. The table below depicts Council's unrestricted cash balance after considering these additional restrictions.

	2015-16 \$'000	2016-17 \$'000	2017-18 \$'000	Estimate 2018-19 \$'000
<b>Total unrestricted cash per the Local Government Performance Reporting Framework (LGPRF)</b>	<b>\$38,288</b>	<b>\$59,113</b>	<b>\$70,802</b>	<b>\$70,895</b>
<u>Less Council restricted funds:</u>				
Employee provisions	(\$17,093)	(\$17,024)	(\$16,779)	(\$16,815)
Non-statutory reserves	(\$22,702)	(\$43,844)	(\$54,545)	(\$54,207)
<b>Unrestricted Council cash</b>	<b>(\$1,507)</b>	<b>(\$1,755)</b>	<b>(\$522)</b>	<b>(\$127)</b>



## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

Long Term Financial Strategy 2019-20 – 2023-24

### 6. Asset key performance indicators

#### 6.1 Adjusted operating surplus (deficit) / Total assets

##### Explanation

This ratio indicates the proportion of total revenue that is retained as operating profit.

##### Warning trend

An inability to record a positive ratio may indicate long-term sustainability issues for Council to address. A negative ratio indicates the asset base is being eroded.

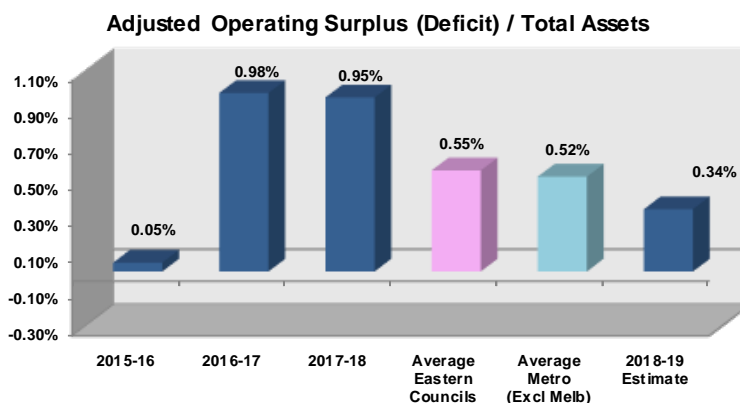
##### Factors influencing the indicator

In calculating the performance of Council, the Operating Statement result disclosed in the Annual Report has been adjusted to discount the effect of sale of assets, assets contributed by developers, capital income and the net effect of any asset revaluation or write off. The adjusted outcome is therefore a true reflection of the Council's performance.

**Council's ratio at 30 June 2018: 0.95 per cent**

**Council's group ranking: Second highest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

Underlying operational outcome is an important measure of long-term financial sustainability and one which the Auditor-General pays particular attention to (although using a slightly different methodology to that applied above).

Council's ratio result in this regard has fluctuated year to year, due mainly to the timing of Financial Assistance grants funding payments. If the effects of the timing of these grant funding payments is excluded, the ratio result would be 0.31 per cent (2015-16), 0.74 per cent (2016-17) and 0.95 per cent (2017-18).

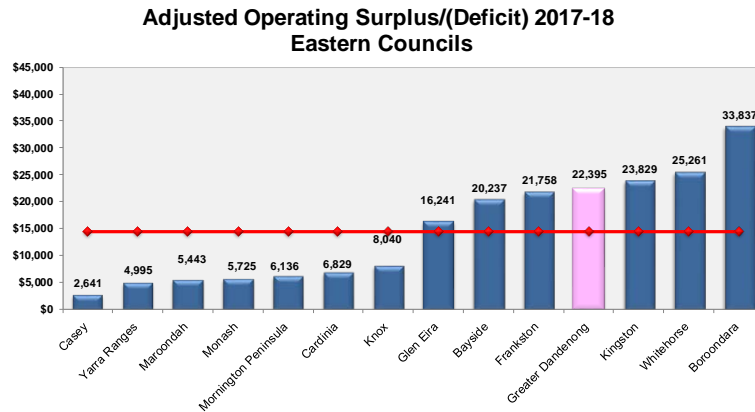
Overall, except for the effect of the timing of the Financial Assistance grants funding payments, Council's operational performance is functioning in a sustainable fashion in the long term.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

The graph presented below highlights in straight dollar terms the various underlying operating results recorded by the Eastern Melbourne Metropolitan Council grouping in 2016-17.

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24



## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 6.2 Total Capital Outlays / Own Source Revenue

##### Explanation

This ratio presents the total capital outlays as a percentage of own source funding. Own source revenue is adjusted underlying revenue excluding revenue which is not under the control of Council (including government grants).

##### Warning trend

A decreasing trend may indicate an inability to renew assets as they reach the end of their useful lives. This indicator measures the total capital spend and includes funding of new assets in addition to asset renewal.

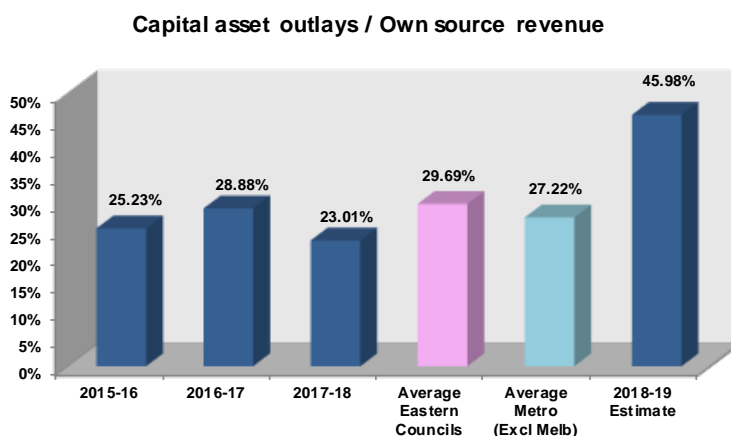
##### Factors influencing the indicator

Major projects that occur periodically and attract external funding will cause spikes in this ratio.

**Council's ratio at 30 June 2018: 23.01 per cent**

**Council's group ranking: Third lowest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

This ratio is one of the most critical in the data-set in terms of Council being in a position to both provide adequately from own source funding for the renewal of its existing assets and meet community expectations in regard to new assets.

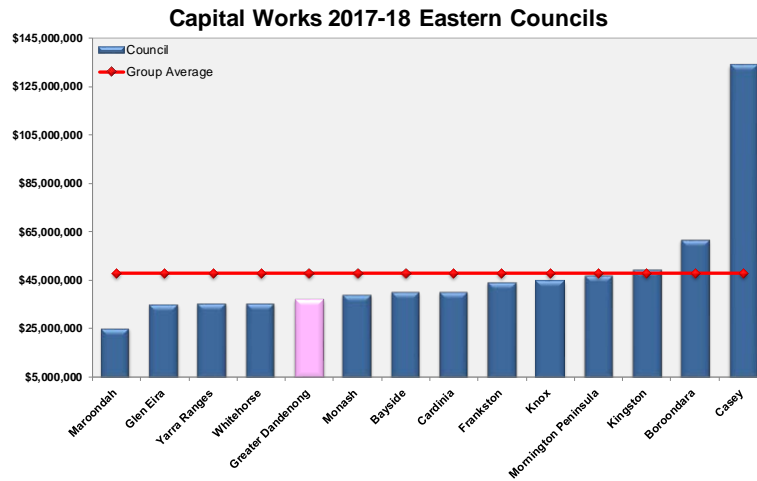
The lower ratio result in 2017-18 is due to lower than anticipated capital expenditure resulting from a significant amount of capital carry overs (\$19.16 million with \$2.51 million funded from reserves or income) to 2018-19, which in turn, is the cause of the increase in the estimated ratio result in 2018-19.

### 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

#### Long Term Financial Strategy 2019-20 – 2023-24

The graph presented below highlights in straight dollar terms the various capital expenditure results recorded by the Eastern Melbourne Metropolitan Council grouping in 2017-18.

## LONG TERM FINANCIAL STRATEGY 2019-20 – 2023-24



## 2.3.1 Adoption of the Long Term Financial Strategy 2019-20 to 2023-24 (Cont.)

### Long Term Financial Strategy 2019-20 – 2023-24

#### 6.3 Capital Expenditure on Renewal and Upgrade / Total Depreciation

##### Explanation

This ratio presents the total capital expenditure on asset renewal and asset upgrade as a percentage of total depreciation.

##### Warning trend

An indicator of less than 100 per cent may indicate that Council is not sustaining its asset base.

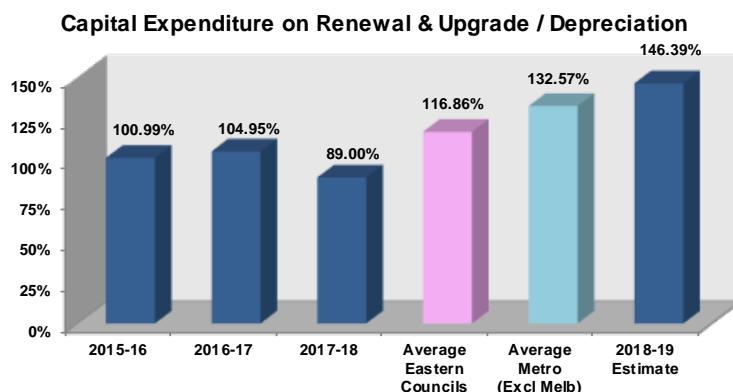
##### Factors influencing the indicator

The influencing factors for this ratio are quite varied. All of the issues relating to capital funding outlined in the previous two sections are applicable as are those relating to depreciation rates, assumptions on useful lives of assets and what represents capital spending. Further, several councils have not separated asset upgrade expenditure from new asset expenditure. All those issues aside, the ratio still presents a useful snapshot of Council's performance.

**Council's ratio 30 June 2018: 89.00 per cent**

**Council's group ranking: Third lowest of the 14 councils**

##### Graphical presentation



##### Commentary on ratio

Council's ratio for 2017-18 decreased to 89.00 per cent primarily due to \$6.67 million of upgrade expenditure in 2016-17 in relation to refurbishment of the Springvale Town Hall. The ratio result is expected to increase above the average of the benchmarked councils in 2018-19, due mainly to carry overs (\$3.13 million) from the prior financial year.

A ratio result over 100 per cent positions Council well in terms of replacing assets as they fall due for replacement, so the 2017-18 ratio result is lower than desired. This ratio does not however, provide for backlog of works which have accumulated over years of not meeting replacement needs and this result should be read in conjunction with information from the various asset management plans on the infrastructure renewal gap.

### **2.3.2 Adoption of the 2019-20 Annual Budget**

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Budget 2019-20

---

### **Report Summary**

At its meeting on 23 April 2019, Council resolved to adopt the Proposed 2019-20 Budget for public notice and comment.

The Proposed Budget was placed on public exhibition on the 26 April 2019 for 28 days in accordance with the formal submission process under Section 223 of the Local Government Act 1989. Five submissions were received during the public exhibition period, four of these related to the Proposed Budget 2019-20 and one referred to the Annual Plan 2019-20. Submissions closed on 24 May 2019.

This report recommends that Council adopts the 2019-20 Budget, declares the rates and charges for the 2019-20 financial year and that public notice be given of the decision in accordance with the Local Government Act 1989 (the Act). The Budget will form the basis for monitoring Council's financial performance over the 2019-20 financial year.

### **Recommendation Summary**

This report recommends that Council adopt the 2019-20 Budget noting;

- that Council having considered Friends of Refugees in regard to supporting the urgent needs of refugees, wishes to allocate a further \$62,000 to this community group; and
- the allocation of \$74,000 to a program of community consultation and/or concept design for the development of open space at 6-8 Fifth Avenue and 90 Gove Street,

Both the above items will be allocated from 1 July 2019 with the funding source to be provided via the 2019-20 Mid-Year Budget Review.

### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

#### **Background**

Council must prepare a Budget for each financial year and adopt its Annual Budget including declaration of rates and charges by 30 June each year in accordance with the Act. The 2019-20 Annual Budget was presented to Council on 23 April 2019, and it was resolved to place it on public notice as required by the Act and seek public submissions from any person or organisation.

In respect of the 2019-20 Annual Budget, Council received a total of four submissions for consideration.

*Submission 1 Aloma Davis, 'Pocket' park – Dandenong*

*Submission 2 Vikki Noisette, Future of land in Fifth Avenue, Dandenong*

*Submission 3 Peta Rose, Fifth Avenue, Dandenong – future of park*

*Submission 4 Binay Prasad, redevelopment of land Fifth Avenue.*

Submission 1- 4 above have been grouped and summarised as all four submissions seek Council funding to transform the former Dandenong West Kindergarten site (6-8 Fifth Avenue, Dandenong) into a usable local park, including a community consultation and design process.

#### *Council response*

Council has considered the allocation of funding to a program of community consultation and/or concept design for the development of the open space with priority given to 6-8 Avenue and 90 Gove Street for the benefits of the local community.

#### **Proposal**

This report recommends that Council adopt the 2019-20 Budget, noting:

- that Council having considered Friends of Refugees in regard to supporting the urgent needs of refugees, wishes to allocate a further \$62,000 to this community group; and
- the allocation of \$74,000 to a program of community consultation and/or concept design for the development of open space at 6-8 Fifth Avenue and 90 Gove Street,

Both the above items will be allocated from 1 July 2019 with the funding source to be provided via the 2019-20 Mid-Year Budget Review.

#### **Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans**

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

#### **Community Plan 'Imagine 2030'**

##### **Opportunity**

- *Leadership by the Council* – The leading Council

#### **Council Plan 2017-2021**

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. This report is consistent with the following goals:

##### **Opportunity**

- A diverse and growing economy
- An open and effective Council

The strategies and plans that contribute to these outcomes are as follows:

- Rating Strategy
- Long Term Financial Strategy

#### **Related Council Policies**

Financial Management Policy

#### **Financial Implications**

The proposed 2019-20 Annual Budget provides the financial framework against which Council's financial performance will be measured during the coming financial year. The Budget represents a prudent financial approach which maintains funding for capital works and asset renewal spending.

As is the current practice, quarterly financial reports highlighting Council's progression against the Adopted Budget will be made available to Councillors and the community for their information.

#### **Consultation**

As required under Section 129 of the Local Government Act 1989, public notice of the 2019-20 Budget for the Greater Dandenong City Council was given on 26 April 2019. The Budget was further advertised on Council's website and displayed at Council's customer service centres and libraries. Submissions were invited from the community in respect of the Budget and four submissions were received.

#### **Conclusion**

The 2019-20 Annual Budget represents a prudent financial approach and forms the first year of Council's Long Term Financial Strategy.



**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****Recommendation****That:**

1. Council adopts the 2019-20 Budget in accordance with Section 127 of the Act noting that Council, having considered:
  - the needs of the Friends of Refugees in regard to supporting the urgent needs of refugees, wishes to allocate a further \$62,000 to this community group; and
  - the allocation of \$74,000 to a program of community consultation and/or concept design for the development of open space at 6-8 Fifth Avenue and 90 Gove Street.

Both the above items will be allocated from 1 July 2019 with the funding source to be provided via the 2019-20 Mid-Year Budget Review.

2. Declaration of rates and charges

- 2.1. Amount intended to be raised

An amount of \$143,137,978 (or such other amount as is lawfully raised as a consequence of this Resolution) be declared as the amount which Council intends to raise by general rates and the annual service charge (described later in this Resolution), which amount is calculated as follows:

General rates \$123,089,142 (excludes supplementary rates)

Annual service charges \$20,048,836

- 2.2. General rates

- 2.3. A general rate be declared in respect of the 2019-20 financial year. It be further declared that the general rate be raised by the application of differential rates.

- 2.4. A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:

- 2.4.1 Residential (refer to Schedule A)

---

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**Any land which does not have the characteristics of Commercial, Industrial, Residential Vacant or Farm Land.**

**2.4.2 Commercial Land (refer to Schedule B)**

**Any land which is primarily used for commercial purposes.**

**2.4.3 Industrial Land (refer to Schedule C)**

**Any land which is primarily used for industrial purposes.**

**2.4.4 Residential Vacant Land (refer to Schedule D)**

**Any land which is vacant residential land.**

**2.4.5 Farm Land (refer to Schedule E)**

**Any land which is primarily used for the purposes of farming.**

- 2.5. Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in paragraph 2.4 of this Resolution) by the relevant percentages indicated in the following table:**

<b>Category</b>	<b>Cents in the dollar (\$)</b>
<b>Commercial</b>	<b>0.0032303658 (of Capital Improved Value)</b>
<b>Industrial</b>	<b>0.0046755294 (of Capital Improved Value)</b>
<b>Residential vacant</b>	<b>0.0024652791 (of Capital Improved Value)</b>
<b>Farm land</b>	<b>0.0013601540 (of Capital Improved Value)</b>
<b>Residential (general)</b>	<b>0.0017001925 (of Capital Improved Value)</b>

- 2.6. It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:**

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

- 2.6.1. the respective objectives of each differential rate be those specified in the Schedule to this Resolution;**
- 2.6.2. the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution;**
- 2.6.3. the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution; and**
- 2.6.4 the relevant**
  - (a) uses of;**
  - (b) geographical locations of; and**
  - (c) planning scheme zonings of; and**
  - (d) types of buildings on****the respective types or classes of land be those identified in the Schedule to this Resolution;**
- 2.7. No municipal charge to be declared in respect of the 2019-20 financial year.**
- 2.8. An annual service charge be declared in respect of the 2019-20 financial year for the collection and disposal of refuse.**
- 2.9. The annual service charge be in the sum of, and be based on the criteria specified below:**
  - Option A: 120 litre waste, 240 litre recycling, 240 litre garden bin \$347.00**
  - Option B: 80 litre waste, 240 litre recycling, 240 litre garden bin \$316.00**
  - Option C: 120 litre waste, 240 litre recycling, 120 litre garden bin \$330.00**
  - Option D: 80 litre waste, 240 litre recycling, 120 litre garden bin \$299.00**
  - Option E: 120 litre waste, 240 litre recycling, no garden bin \$281.00**
  - Option F: 80 litre waste, 240 litre recycling, no garden bin \$251.00**

### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**\$39.00 per service for each land that utilise either domestic waste bin size for the collection of landfill levies associated with the disposal of refuse.**

**\$251.00 minimum waste charge for each residential property.**

#### **Additional bin services:**

**\$17.50 = bin option change of selection charge**

**\$181.00 = 120 litre waste bin service**

**(Plus a “one off” fee for the purchase of the bin \$37.00)**

**\$45.00 = 240 litre recycling bin service**

**(Plus a “one off” fee for the purchase of the bin \$44.00)**

**\$94.00 = 240 litre garden bin service**

**(Plus a “one off” fee for the purchase of the bin \$44.00)**

**\$97.00 = Recycling bin option - upgrade of 240 litre to 360 litre**

**\$16.00 = Bin delivery**

### **3. Rebates and Concessions**

**Council has entered into agreements with the Ministry of Housing to assess 50% of the general rate for certain purpose built units for older persons.**

**Council also provides concessions of 10% and 40% of the relevant rate for qualifying properties under the Cultural and Recreational Lands Act.**

### **4. Incentives**

**No incentive be declared for early payment of the general rates and annual service charge previously declared.**

### **5. Consequential**

**5.1. It be recorded that Council requires any person to pay interest on any amount of rates and charges to which:**

**5.1.1. that person is liable to pay; and**

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**5.1.2.** have not been paid by the date specified for their payment.

**5.2.** The Chief Executive Officer be authorised to levy and recover the general rates and annual service charge in accordance with the Local Government Act, 1989.

**6. Payment method**

In accordance with Section 167 *Local Government Act 1989*, Council declares that Council rates will be payable by four quarterly instalments on or before the following dates:

**Instalment 1 - 30 September 2019**

**Instalment 2 - 30 November 2019**

**Instalment 3 - 28 February 2020**

**Instalment 4 - 31 May 2020.**

Where the payment due date falls on a weekend or public holiday, the payment date will be the next business day.

or

Ratepayers also have the option of paying by nine instalments (direct debit only). The first instalment is due by 30 September 2019 with the second and ninth instalments due at end of each month until 31 May 2020.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**MINUTE 1075**

Moved by: Cr Sean O'Reilly  
Seconded by: Cr Matthew Kirwan

**That:**

- 1. Council adopts the 2019-20 Budget in accordance with Section 127 of the Act noting that Council, having considered:**
  - the needs of the Friends of Refugees in regard to supporting the urgent needs of refugees, wishes to allocate a further \$62,000 to this community group; and
  - the allocation of \$74,000 to a program of community consultation and/or concept design for the development of open space at 6-8 Fifth Avenue and 90 Gove Street.

Both the above items will be allocated from 1 July 2019 with the funding source to be provided via the 2019-20 Mid-Year Budget Review.

**2. Declaration of rates and charges**

**2.1. Amount intended to be raised**

An amount of \$143,137,978 (or such other amount as is lawfully raised as a consequence of this Resolution) be declared as the amount which Council intends to raise by general rates and the annual service charge (described later in this Resolution), which amount is calculated as follows:

General rates \$123,089,142 (excludes supplementary rates)

Annual service charges \$20,048,836

**2.2. General rates**

- 2.3. A general rate be declared in respect of the 2019-20 financial year. It be further declared that the general rate be raised by the application of differential rates.**

- 2.4. A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:**

---

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**2.4.1 Residential (refer to Schedule A)**

Any land which does not have the characteristics of Commercial, Industrial, Residential Vacant or Farm Land.

**2.4.2 Commercial Land (refer to Schedule B)**

Any land which is primarily used for commercial purposes.

**2.4.3 Industrial Land (refer to Schedule C)**

Any land which is primarily used for industrial purposes.

**2.4.4 Residential Vacant Land (refer to Schedule D)**

Any land which is vacant residential land.

**2.4.5 Farm Land (refer to Schedule E)**

Any land which is primarily used for the purposes of farming.

- 2.5. Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in paragraph 2.4 of this Resolution) by the relevant percentages indicated in the following table:**

Category	Cents in the dollar (\$)
Commercial	0.0032303658 (of Capital Improved Value)
Industrial	0.0046755294 (of Capital Improved Value)
Residential vacant	0.0024652791 (of Capital Improved Value)
Farm land	0.0013601540 (of Capital Improved Value)
Residential (general)	0.0017001925 (of Capital Improved Value)

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

- 2.6. It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions, and that:**
- 2.6.1. the respective objectives of each differential rate be those specified in the Schedule to this Resolution;**
  - 2.6.2. the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution;**
  - 2.6.3. the respective uses and levels of each differential rate in relation to those respective types or classes of land be those described in the Schedule to this Resolution; and**
  - 2.6.4 the relevant**
    - (a) uses of;**
    - (b) geographical locations of; and**
    - (c) planning scheme zonings of; and**
    - (d) types of buildings on****the respective types or classes of land be those identified in the Schedule to this Resolution;**
- 2.7. No municipal charge to be declared in respect of the 2019-20 financial year.**
- 2.8. An annual service charge be declared in respect of the 2019-20 financial year for the collection and disposal of refuse.**
- 2.9. The annual service charge be in the sum of, and be based on the criteria specified below:**
- Option A: 120 litre waste, 240 litre recycling, 240 litre garden bin \$347.00**
  - Option B: 80 litre waste, 240 litre recycling, 240 litre garden bin \$316.00**
  - Option C: 120 litre waste, 240 litre recycling, 120 litre garden bin \$330.00**
  - Option D: 80 litre waste, 240 litre recycling, 120 litre garden bin \$299.00**



### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**Option E: 120 litre waste, 240 litre recycling, no garden bin \$281.00**

**Option F: 80 litre waste, 240 litre recycling, no garden bin \$251.00**

**\$39.00 per service for each land that utilise either domestic waste bin size for the collection of landfill levies associated with the disposal of refuse.**

**\$251.00 minimum waste charge for each residential property.**

#### **Additional bin services:**

**\$17.50 = bin option change of selection charge**

**\$181.00 = 120 litre waste bin service**

**(Plus a “one off” fee for the purchase of the bin \$37.00)**

**\$45.00 = 240 litre recycling bin service**

**(Plus a “one off” fee for the purchase of the bin \$44.00)**

**\$94.00 = 240 litre garden bin service**

**(Plus a “one off” fee for the purchase of the bin \$44.00)**

**\$97.00 = Recycling bin option - upgrade of 240 litre to 360 litre**

**\$16.00 = Bin delivery**

### **3. Rebates and Concessions**

**Council has entered into agreements with the Ministry of Housing to assess 50% of the general rate for certain purpose built units for older persons.**

**Council also provides concessions of 10% and 40% of the relevant rate for qualifying properties under the Cultural and Recreational Lands Act.**

### **4. Incentives**

**No incentive be declared for early payment of the general rates and annual service charge previously declared.**

### **5. Consequential**

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**5.1. It be recorded that Council requires any person to pay interest on any amount of rates and charges to which:**

**5.1.1. that person is liable to pay; and**

**5.1.2. have not been paid by the date specified for their payment.**

**5.2. The Chief Executive Officer be authorised to levy and recover the general rates and annual service charge in accordance with the Local Government Act, 1989.**

**6. Payment method**

**In accordance with Section 167 *Local Government Act 1989*, Council declares that Council rates will be payable by four quarterly instalments on or before the following dates:**

**Instalment 1 - 30 September 2019**

**Instalment 2 - 30 November 2019**

**Instalment 3 - 28 February 2020**

**Instalment 4 - 31 May 2020.**

**Where the payment due date falls on a weekend or public holiday, the payment date will be the next business day.**

**or**

**Ratepayers also have the option of paying by nine instalments (direct debit only). The first instalment is due by 30 September 2019 with the second and ninth instalments due at end of each month until 31 May 2020.**

**CARRIED**

---

For the Motion: Cr Roz Blades AM, Cr Youhorn Chea, Cr Matthew Kirwan, Cr Angela Long, Cr Zaynoun Melhem, Cr Sean O'Reilly, Cr Maria Sampey, Cr Sophie Tan, Cr Loi Truong

Against the Motion: Cr Tim Dark (called for the division)

### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

#### **SCHEDULE A**

#### **RESIDENTIAL (General)**

##### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure.
2. Development and provision of health and community services.
3. Provision of general support services.
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

##### **Types and classes:**

Any land which does not have the characteristics of Commercial, Industrial, Residential Vacant or Farm Land.

##### **Use and level of differential rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

##### **Geographic location:**

Wherever located within the municipal district.

##### **Use of land:**

Any use permitted under the relevant Planning Scheme.

##### **Planning scheme zoning:**

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

##### **Types of buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-19 financial year.

### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

#### **SCHEDULE B**

#### **COMMERCIAL LAND**

##### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure related to the commercial sector.
2. Enhancement of the economic viability of the commercial sector through targeted programs and projects.
3. Encouragement of employment opportunities.
4. Promotion of economic development.
5. Requirement to ensure that streetscaping and promotional activity is complementary to the achievement of commercial objectives.

##### **Types and classes:**

Any land which is primarily used for commercial purposes.

##### **Use and level of differential rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

##### **Geographic location:**

Wherever located within the municipal district.

##### **Use of land:**

Any use permitted under the relevant Planning Scheme.

##### **Planning scheme zoning:**

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

##### **Types of buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-19 financial year.

### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

#### **SCHEDULE C**

#### **INDUSTRIAL LAND**

##### **Objective:**

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure related to the industrial sector.
2. Enhancement of the economic viability of the industrial sector through targeted programs and projects.
3. Encouragement of employment opportunities.
4. Promotion of economic development.
5. Requirement to ensure that street scaping and promotional activity is complementary to the achievement of industrial objectives.

##### **Types and classes:**

Any land which is used primarily for industrial purposes.

##### **Use and level of differential rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

##### **Geographic location:**

Wherever located within the municipal district.

##### **Use of land:**

Any use permitted under the relevant Planning Scheme.

##### **Planning scheme zoning:**

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

##### **Types of buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-19 financial year.

### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

#### **SCHEDULE D**

#### **RESIDENTIAL VACANT LAND**

##### **Objective:**

To provide an economic incentive for the development of residential vacant land and a disincentive for residential land-banking in order that all rateable land makes an equitable contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure.
2. Development and provision of health and community services.
3. Provision of general support services.
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

##### **Types and classes:**

Any land which is vacant residential land.

##### **Use and level of differential rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

##### **Geographic location:**

Wherever located within the municipal district.

##### **Use of land:**

Any use permitted under the relevant Planning Scheme.

##### **Planning scheme zoning:**

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

### **2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

#### **SCHEDULE E**

#### **FARM LAND**

##### **Objective:**

To provide a financial subsidy to rateable farm land to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure.
2. Development and provision of health and community services.
3. Provision of general support services.
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

##### **Types and classes:**

Any land which is primarily used for the purposes of farming.

##### **Use and level of differential rate:**

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

##### **Geographic location:**

Wherever located within the municipal district.

##### **Use of land:**

Any use permitted under the relevant Planning Scheme.

##### **Planning scheme zoning:**

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

##### **Types of buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-19 financial year.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**FINANCE AND BUDGET**

**ADOPTION OF THE 2019-20 ANNUAL BUDGET**

**ATTACHMENT 1**

**BUDGET 2019-20  
ADOPTED BY COUNCIL 11 JUNE 2019**

**PAGES 191 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*



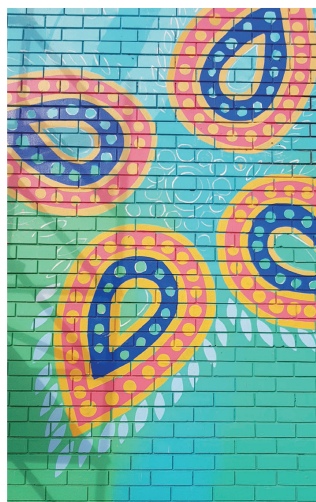
**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**



[www.greaterdandenong.com](http://www.greaterdandenong.com)

## Budget 2019-20

Adopted by Council  
11 June 2019



**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

---

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

## Contents

Executive summary .....	1
Budget processes .....	6
1. Linkage to Council Plan.....	8
2. Budget influences.....	10
3. Services, initiatives and service performance indicators .....	15
4. Analysis of operating budget .....	26
5. Analysis of capital budget.....	38
6. Analysis of budgeted cash position .....	43
7. Analysis of budgeted financial position .....	47
8. Impact of current year (2018-19) on the 2019-20 Budget .....	49
Long term strategies.....	51
9. Strategic resource plan and financial performance indicators .....	51
10. Rating Strategy .....	58
11. Debt Strategy .....	62
12. Infrastructure Strategy.....	65

## Appendices

Appendix A – Financial statements
Appendix B – Statutory disclosures
Appendix C – Capital works program
Appendix D – Operating initiatives
Appendix E – Fees and charges schedule
Appendix F – Performance indicators
Appendix G – Glossary of terms

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### Executive summary

It is with pleasure that the 2019-20 Greater Dandenong City Council Budget, be submitted for the consideration of Councillors and the community.

The 2019-20 Council Budget forms an integral part of Council's overall strategic planning framework. This budget will deliver on current commitments and Council's investment in new priorities and directions established in the Council Plan 2017-21 (Revised 2019).

The past several years have seen strong capital investment in the city including the Dandenong Civic Centre and Library, redevelopment of the Dandenong Market, construction of the Noble Park Aquatic Centre and more recently the construction of Tattersson Park Community Sports Complex. The 2019-20 Budget builds on that strong investment with an extensive capital works program which will deliver more than \$69 million in capital works. This includes more than \$29 million on asset renewal in the city. The most significant project is the Springvale Community Precinct of which \$22.1 million is allocated in this budget and it is expected to open in early to mid 2020. A further \$5 million will see the commencement of Stage 1 construction of the Dandenong Art Gallery in the historic Masonic Hall and \$2 million for the construction of the All Abilities Playground at Ross Reserve (funded by grants).

Council remains in a healthy financial position for 2019-20 through sound and prudent leadership by Council and its staff, although this will continue to be tested by the compounding effect of rate capping and vagaries of external influences. Council has largely been protected from the impacts of rate capping to this point due to higher levels of supplementary rates. The time is soon approaching where Council will either have to make significant changes to its operational services or accept that timelines for new projects will face longer term delays in order to be affordable for Council.

New facilities such as the Springvale Community Precinct will add considerable costs (estimated to be \$1.4 million annually with a pro rata amount included in 2019-20) to Council's operational budgets without the ability to offset this via increased rates. Council's forward capital investment decisions and their consequential operational and infrastructure servicing expenditure (whole of life costing) will necessitate a shift in strategic thinking in the medium to long term.

#### Property Revaluations and the Rate Rise

Average rates in 2019-20 will increase by 2.50 per cent, in line with the rate cap set by the Victorian Government under the Fair Go Rates System.

The City of Greater Dandenong has moved from biennial to annual valuations in line with the state government changes introduced from 1 July 2018. The valuation function is now centralised with the Valuer-General of Victoria. Valuation figures used in this 2019-20 adopted budget report are final certified valuations provided by the Valuer General's office, which will be reported to the Minister for Planning.

It should be noted that since the introduction of rate capping it is important for residents to understand that these two matters are quite independent of each other. The rate cap is applied to the total rates that Council can raise and not to individual properties. A resident's rate bill may vary by more or less than the rate cap due to the relative property valuation, the type of property classification (residential, commercial, industrial, etc) and other charges not subject to the rate cap (for example, the waste charge). This means that ratepayers will experience changes to their rates that vary from the standard increase of 2.50 per cent (both higher and lower). In practice, the total Council rates collected will increase by 2.50 per cent while individual property movements may vary greatly.

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



The following table highlights that overall Council properties have decreased marginally by 0.80 per cent from the 2018-19 Forecast valuations, however, the various classes of land have experienced substantially different movements compared to the overall average outcome. For example, industrial properties increased by over 13 per cent, residential fell by 5.55 per cent and vacant residential dropped by 10.14 per cent.

Type or class of land	Budget 2018-19 \$	Forecast 2018-19 \$	Budget 2019-20 \$	Change
General	33,967,880,000	34,493,346,000	32,577,413,000	-5.55%
Commercial	3,892,632,000	3,931,879,000	4,167,525,000	5.99%
Industrial	9,520,362,600	9,889,690,100	11,239,176,000	13.65%
Vacant residential	669,223,000	572,553,000	514,483,000	-10.14%
Farm	325,606,000	314,476,000	309,668,000	-1.53%
<b>Total value of land</b>	<b>48,375,703,600</b>	<b>49,201,944,100</b>	<b>48,808,265,000</b>	<b>-0.80%</b>

By way of example the table below highlights the rating impact on various rating types should Council retain the current rate differential structure (outcomes are based on an annual increase in rates of 2.50 per cent).

Type or class of land	Proposed 2019-20 rates	% increase 2018-19 to 2019-20
General	50,369,393	-6.79%
Commercial	13,853,732	4.61%
Industrial	57,345,393	12.16%
Vacant residential	1,113,651	-11.32%
Farm	406,973	-2.82%
<b>Total</b>	<b>123,089,142</b>	<b>2.50%</b>

As shown in the above table, the rating experiences between rating groups is reasonably dynamic with residential properties on average decreasing by 6.79 per cent and industrial increasing by 12.16 per cent.

Council has sought a rating model that more evenly applies the proposed rate increase to each of the major rating sectors (General, Commercial and Industrial) per the table below.

Type or class of land	Existing rating differential 2018-19	Proposed rating differential 2019-20	% increase 2018-19 to 2019-20
General	100%	100%	2.50%
Commercial	215%	190%	1.65%
Industrial	330%	275%	2.78%
Vacant residential	140%	145%	1.00%
Farm	85%	80%	0.58%
			<b>2.50%</b>

With these proposed changes to the differential rates to be applied, all of the major rating categories will pay close to the average rate increase of 2.50 per cent or less. On this basis, it is recommended that the existing differential rating structures be amended to take account of the impacts of the 2019 Council revaluation.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Waste charges

The 2019-20 Budget proposes an \$8.00 (or 2.12 per cent) increase in the default annual waste charge (inclusive of the State Government landfill levy) which is linked directly to the cost of providing the waste services, priced on a cost recovery basis.

As documented in the past two years, the recycling industry has been through some challenging moments and events that are disrupters on a global scale. These challenging events are still foreseeable into the future. The 2019-20 budget allows for the costs associated with continuing Council's current recycling contract while continuing to be sustainably responsible in the process.

Residential rate in the dollar	Forecast 2018-19	Budget 2019-20	% Variance	\$ Variance
Median residential valuation in Greater Dandenong	\$ 635,250	\$ 600,000		
Residential rate in the dollar	0.0015667	0.0017002		
General rates	\$ 995.22	\$ 1,020.12	2.50%	\$ 24.90
Waste charge including State landfill levy	\$ 378.00	\$ 386.00	2.12%	\$ 8.00
<b>Total rates and charges median residential property</b>	<b>\$ 1,373.22</b>	<b>\$ 1,406.12</b>	<b>2.40%</b>	<b>\$ 32.90</b>

Overall, the increase in general rates and charges for the median residential valued property is 2.40 per cent. The total annual impact is \$32.90 or \$0.63 cents per week.

### Investing in infrastructure and meeting the asset renewal challenge

Council retains a strong focus on the future needs for this municipality. The 2019-20 Budget continues with significant investment in the infrastructure of our city, despite the constraints imposed by rate capping. An extensive Capital Works Program totalling \$69.29 million will be undertaken in 2019-20. This capital investment includes Council funding from rate revenue of \$40.71 million building on that delivered in 2018-19 (\$38.10 million).

The challenge to fund the appropriate replacement of existing assets (roads, drains, buildings, etc) is one that City of Greater Dandenong shares with many other municipalities. In our particular case, the challenge is beginning to become urgent as much of our key infrastructure was built in the 1960's and 1970's and will soon reach the end of their useful lives.

The 2019-20 Council Budget continues to address the asset renewal challenge. A total of \$29.79 million has been allocated in the 2019-20 Budget to renewing our assets (includes \$10 million for the Springvale Community Precinct major project).

In order to achieve Council's objectives of meeting the asset renewal challenge whilst at the same point delivering key new infrastructure, it is essential that Council strongly scrutinise its operational budgets annually and look to achieve efficiencies. Improvement has been achieved in this regard in 2019-20 with Council turning a high percentage of its capped rate revenue into capital works for the community.

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



Capital expenditure funding sources	Original Budget 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
Capital grants	1,256	2,794	1,308	1,141	1,057	-
Capital contributions	398	828	-	-	-	-
Transfer from reserves	10,159	14,961	1,000	1,000	1,000	1,000
Loan proceeds	10,000	10,000	-	-	-	-
Funded from operational surplus	38,099	40,706	39,928	39,921	39,999	40,329
<b>Total capital works funding</b>	<b>59,912</b>	<b>69,289</b>	<b>42,236</b>	<b>42,062</b>	<b>42,056</b>	<b>41,329</b>

Note: future years may be subject to heavy reductions due to the impacts of rate capping under the Fair Go Rates System. The investment in 2023-24 is retained at similar levels as 2020-21 to 2022-23.

The table highlights a slight increase from \$38.10 million of operational funds devoted to capital purposes in 2018-19 to \$40.33 million estimated in 2023-24. Loan proceeds totalling \$20.00 million over the 2018-19 to 2019-20 years will part fund significant works associated with the Springvale Community Precinct major project.

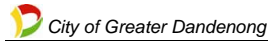
## Key capital projects included in the 2019-20 Budget

The 2019-20 Council Budget provides funding for a range of key capital projects that are worthy of particular highlight and include:

- \$22.11 million Springvale Community Precinct – construction of the Library/Community Hub (partly funded from new borrowings of \$10 million and a \$9.69 million transfer from reserves being the remaining View Road asset sale proceeds and State Government grant funding).
- \$5.00 million Greater Dandenong Gallery of Art – 5 Mason Street – construction stage one of two (partly funded by a \$1.5 million transfer from the Major Projects Reserve).
- \$4.43 million Road renewal program.
- \$3.43 million Ross Reserve – Master Plan implementation and construction of an All Abilities Playground (partly funded by State Government grant funding of \$1.83 million and a transfer from the Grants in Advance Reserve of \$1.10 million which relates to grant funding forecast to be received in 2018-19).
- \$2.91 million Building renewal program.
- \$2.65 million Tatterson Park - Master Plan implementation and car park enhancement construction (part one of two).
- \$2.15 million Sports lighting plan.
- \$1.89 million Drainage upgrade and renewal program.
- \$1.75 million Footpath renewal program and Active Transport Infrastructure Priority Program.
- \$1.50 million Dandenong Park - Master Plan implementation (stage four).
- \$1.22 million Chapel Road – Traffic Lights and Road upgrade (partly funded by a \$140,000 transfer from Council's Development Contribution Plan (DCP) Reserve which relates to a contribution received in 2018-19, DCP contribution income of \$747,000 and Roads to Recovery grant funding of \$167,000).
- \$1.20 million Dandenong Market – back of house upgrade.
- \$1.06 million Sports Facilities Plan.
- \$1.00 million Keysborough South Community Hub – building design (stage 2) (funded by a transfer from the Major Projects Reserve).
- \$1.00 million Springvale Road Boulevard Project – implementation (stage two).
- \$1.00 million Frederick Wachter Reserve – Master Plan implementation.



## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

A number of new operating initiatives totalling \$1.08 million (net) have also been included in the 2019-20 Budget (refer **Appendix D** for details). Items of note include:

- \$320,000      \$400,000 for street lighting – continuing the replacement of lights with energy efficient luminaires, partly offset by \$80,000 energy savings.
- \$170,000      Building disposal program (demolition of Dandenong West Kindergarten, Sandown Park Kindergarten and Springvale Reserve Scoreboard Garage).
- \$150,000      Three feasibility studies (new library in Noble Park/Keysborough, Dandenong Community Hub and Yarraman Railway Station shared path).
- \$135,000      'Greening Our City' – Tree Strategy.
- \$100,000      Continuation of the Employee Partnership project.

In summary the 2019-20 Budget is one that strikes a good balance between ensuring Council continues to provide operational services and support to the community and a strong capital spending program to provide much needed local infrastructure, whilst at the same time complying with the 2.50 per cent CPI cap on rate income.

I commend the 2019-20 Budget to Council and the community.

**John Bennie PSM**  
Chief Executive Officer

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Budget processes

#### Council Plan outcomes

The Council Plan sets out the key activities that the Council will undertake during the year to implement the strategic four-year directions established in the Plan, which in turn progresses Council towards contributing to outcomes as detailed in Imagine 2030. The Annual Budget converts these actions into financial terms to ensure that there are sufficient resources for their achievement.

#### Basis of budget preparation

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the *Local Government Act 1989* (the Act) and *Local Government (Planning and Reporting) Regulations 2014* (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Regulations which support the Act.

The 2019-20 Budget, which is included in this report, is for the year 1 July 2019 to 30 June 2020 and is prepared in accordance with the Act and Regulations. The budget includes financial statements being a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ending 30 June 2020 in accordance with the Act and Regulations, and are consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order to make an informed decision about the adoption of the budget.

The 2019-20 budget has been prepared based on the accounting standards applicable at the date of preparation. This means that pending accounting standards that will be in effect from the 2019-20 financial year have not been considered in the development of the budget.

#### *Pending Accounting Standards*

Standards that are likely to impact on the 2019-20 financial statements, not considered in the preparation of the budget include:

- AASB 16 Leases
- AASB 15 Revenue from Contracts with Customers, and
- AASB 1058 Income of Not for Profit Entities.

While it is not possible to determine the precise impact of these standards at this time, the broad impact on Council is estimated to be as follows:

- AASB 16 Leases – introduces a single lessee accounting model whereby the Council will be required to recognise a right of use asset and associated liability for leases longer than 12 months, except those considered to be of low value.
- AASB 15 Revenue from Contracts with Customers and AASB 1058 Income of Not for Profit Entities – will change the way that Council recognises income and addresses matters such as grant funding, contribution of assets and volunteer services. A key change is replacement for some transactions of the criteria of control as a determinant of the timing of income recognition, with the criteria of satisfying performance obligations in an enforceable agreement.

These new standards have the potential to impact the timing of how the Council recognises income.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

## CITY OF GREATER DANDENONG 2019-20 BUDGET



In advance of preparing the budget, officers firstly review and update Council's long term financial projections. Financial projections for at least four years are ultimately included in Council's Strategic Resource Plan, which is the key medium-term financial plan produced by Council on a rolling basis. The preparation of the budget, within this broader context, begins with officers preparing the operating and capital components of the annual budget during January and February. A draft budget is then prepared and various iterations are considered by Council at informal briefings during April. A 'proposed' budget is prepared in accordance with the Act and submitted to Council in April for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give 28 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices and on its web site. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council.

The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister within 28 days after adoption.

The budget includes consideration of a number of long-term strategies to assist Council in considering the budget in a proper financial management context.

Key dates for the Annual Budget process:

Budget process	Timing
Budget submitted to Council for approval "in principle"	23 April
Public notice advising of intention to adopt Budget	24 April
Budget available for public inspection and comment	26 April – 24 May
Public submission process undertaken	April/May
Submissions period closes (28 days)	24 May
Submissions considered by Council/Committee	30 May
Budget and submissions presented to Council for adoption	11 June
Copy of adopted Budget submitted to the Minister	Prior to 30 June

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 1. Linkage to Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning framework. This framework guides the Council in identifying community needs and aspirations over the long term (Imagine 2030), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Audited Statements).

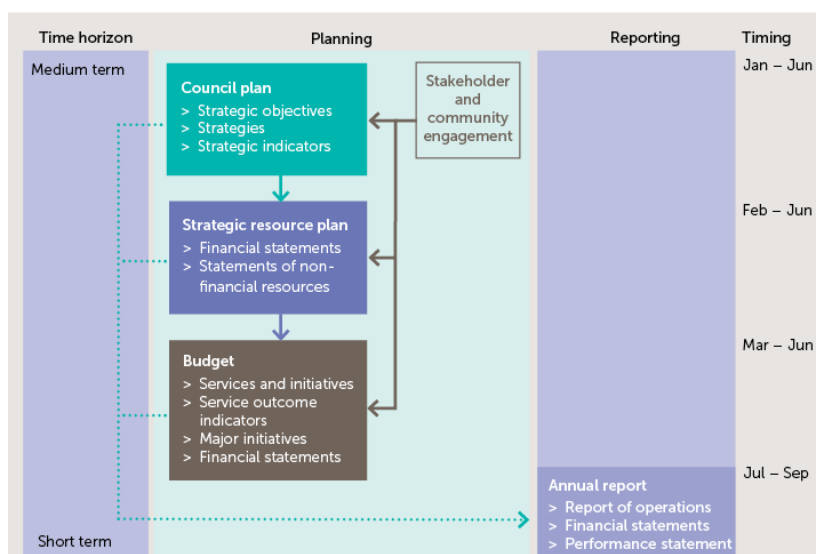
#### 1.1 Planning and accountability framework

In reading the 2019-20 Annual Budget it is important to note that the document forms part of an overall planning framework that exists at the City of Greater Dandenong.

Council prepared its first Community Plan in February 2009, which describes the vision held by the community for the future of this City (Imagine 2030). It is a long term plan which incorporates a range of aspirations, some of which are in the domain of Council to address whilst others require Council to lobby on behalf of their constituents.

In terms of a shorter time frame, the Council Plan 2017-21 expresses Council's four year strategic objectives and these are aligned to the Strategic Resource Plan in terms of financial resources.

The Strategic Resource Plan, included in the Council Plan, is a rolling five year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The Annual Budget is then framed within the Strategic Resource Plan, taking into account the services and initiatives included in the Annual Budget which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning (formerly Department of Transport, Planning and Local Infrastructure)

In addition to the above, Council has a long term plan (Imagine 2030) which articulates the community's vision, mission and values. The Council Plan is prepared with reference to Council's long term community plan and an Annual Plan is developed each financial year which highlights key activities for the twelve month period. These activities provide specific information on how Council will deliver on its four year priorities.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

The timing of each component of the planning framework is critical to the successful achievement of the planned outcomes. The Council Plan, including the Strategic Resource Plan, is required to be completed by 30 June following a general election and is reviewed each year in advance of the commencement of the Annual Budget process.

**1.2 Our purpose****Our vision**

Greater Dandenong is a safe, vibrant city of opportunity for all – to visit, work, live and play.

**Our values**

At the City of Greater Dandenong we have adopted a set of values we call 'REACH' which define who we are and how we interact with each other and our community. REACH stands for:

- Respectful
- Engaged
- Accountable
- Creative
- Honest

**Our strategic objectives**

Theme	Strategic objectives
<b>People</b>	A vibrant, connected and safe community. A creative city that respects and embraces its diversity.
<b>Place</b>	A healthy, liveable and sustainable city. A city planned for the future.
<b>Opportunity</b>	A diverse and growing economy. An open and effective Council.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



## 2. Budget influences

### 2.1 Greater Dandenong – snapshot

#### People

Greater Dandenong has a population of approximately 174,000 (2019 estimate). This is forecast to increase to an estimated total of 205,000 by 2028, largely as a result of residential developments in the area generally referred to as Keysborough South, central Dandenong and dispersed construction across the city.

There were 2,408 births to Greater Dandenong residents in 2017-18, with 82 per cent of these being to residents born overseas, from countries such as Vietnam, India, Cambodia, Sri Lanka, Afghanistan and China.

The Greater Dandenong population total includes an estimated 32,000 children and adolescents aged 0-14 years, 22,000 young people aged 15-24 years, 95,000 people aged 25-64 years and 25,000 over 64 years of age.

Nearly two-thirds of the residents of Greater Dandenong were born overseas, making this the most culturally diverse municipality in Victoria, with residents from 157 different birthplaces.

Reflecting its cultural diversity Greater Dandenong also has a wide diversity of spoken languages, with two-thirds of residents speaking languages other than English in their homes. Among the languages widely spoken in this community are Vietnamese, Khmer, Mandarin, Cantonese, Greek, Punjabi and Sinhalese.

#### Place

Greater Dandenong encompasses an area of 129 square kilometres in Melbourne's south-east, approximately 35 kilometres from the central business district. It is bounded by Police Road in the north, Dandenong Creek and South Gippsland Freeway to the east, Thompson Road in the south, and by Westall and Springvale Roads to the west.

The suburbs of Greater Dandenong are: Dandenong, Dandenong South, Bangholme, Springvale, Springvale South, Noble Park, Noble Park North, and Keysborough.

#### Housing

In 2016, 54 per cent of residents own or are purchasing their homes and 32 per cent of residents rent their accommodation, similar to the metropolitan level.

Rises in the cost of housing over recent years have exceeded the rates in income growth, placing additional pressure on the local rental markets.

Though housing costs in Greater Dandenong are lower than the metropolitan average, the cost of purchasing a home in this city has trebled in the past two decades, placing financial strain on many families.

#### Parks and reserves

Greater Dandenong maintains over 35 sports reserves, 61 kilometres of bike and shared paths, 1,084 kilometres of footpaths, 127 playgrounds, 197 parks and 33 bushland areas.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****Opportunity****Employment within Greater Dandenong**

Greater Dandenong provides 22,694 jobs in manufacturing for the region. This represents a 23 per cent share of all jobs in the city, which is renowned as the manufacturing hub of Victoria.

The following sectors also provide a significant proportion of jobs: wholesale trade at 7900, health care and social assistance at 9200, transport, postal and warehousing at 6900 and retail trade at 8700.

**Education**

While the level of participation by young people in university is slightly lower than the metropolitan average, attendance at TAFE is substantially higher than the Victorian level.

The 2016 Census revealed that of residents aged 25-44 years, 33 per cent hold a degree qualification, with 38 per cent having no post-school qualifications at all.

**Employment and income rates of Greater Dandenong residents**

In 2016, 60,000 residents were in paid work, a third of them employed within the city, while the others journeyed outside the city to work. Manufacturing is the largest industry accounting for 17 per cent of employment among residents, followed by health care and social assistance at 12 per cent, retail trade at 11 per cent and wholesale trade at four per cent.

In 2016, the median weekly income in Greater Dandenong was the lowest across the state and less than two thirds of the metropolitan average.

Comprehensive demographic information about the City of Greater Dandenong is available on Council's website [www.greaterdandenong.com](http://www.greaterdandenong.com).

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****2.2 External influences**

In preparing the 2019-20 Budget, a number of external influences have been taken into consideration. These include:

- The Victorian State Government cap on the average property rate increase for 2019-20 has been set at 2.50 per cent (2018-19 2.25 per cent).
- Consumer Price Index – Melbourne All Groups (CPI) increases on goods and services of 2.0 per cent through the year to the December quarter 2018 (ABS). State-wide CPI is forecast to be 2.5 per cent for the 2019-20 year (Victorian Budget Papers 2018-19).
- The Victorian Wage Price index is projected to be 2.75 per cent in 2019-20 increasing to 3.0 per cent and 3.25 per cent in the subsequent two years (Victorian Budget papers 2018-19).
- The Valuer General of Victoria taking over the rateable property general valuation process changing to once a year rather than every two years, impacting Council's supplementary valuation process timing compared to past years and creates valuation changes.
- A continuation of cost shifting where Federal and State government grants do not increase by the same percentage as Council's cost of providing these services.
- Increase in maintenance costs of parks and gardens due to continued trend of receiving gifted open space assets from developers.
- Over the last 30 years, recycling has been considered a critical service experienced by all. As documented in the past two years, the recycling industry has been through some challenging moments and events that are disrupters on the global scale. These challenging events are still foreseeable into the future, however, Greater Dandenong will continue to work closely with the State and Federal Governments to make inroads in the recycling sector. The waste service charge for 2019-20, incorporating kerbside collection and recycling, will increase by an average 2.12 per cent or \$8.00 (default waste charge).
- The Aged care sector continues to experience significant change. A significant restructure in 2017-18 relating to the Aged Care Reform Agenda has seen the State and Federal Governments now undertaking separate responsibilities for In Home Support Programs depending on the age of the client. This has been a huge undertaking with unintended consequences resulting in a movement from a predominantly integrated block funded program to separate programs where funding is based almost solely on the achievement of targets. The net cost of Community Care has increased by more than \$1.6 million from 2017-18 to the 2019-20 Budget.
- Since 2014-15, Greater Dandenong has benefited from \$6.17 million in Roads to Recovery (R2R) funding improving road safety and undertaking local road upgrades. The Commonwealth Government provides R2R funding to the local government sector. The next R2R program will commence from 1 July 2019 through to 30 June 2024. Council's life of program allocation for the period 1 July 2019 to 30 June 2024 is a confirmed \$4,071,227. A total amount of \$564,000 has been allocated in 2019-20.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government in accordance with the Fire Services Property Levy Act 2012.

**2.3 Internal influences**

In addition to the external factors noted, there are a number of internal factors which also impact on the setting of the 2019-20 Council Budget. These include the following:

- Council is committed to maintaining services to current standards (as a minimum) in the areas of parks, roads and drainage maintenance. This will require Council to make a higher investment in the ongoing renewal of these assets through its Capital Works Program.
- The Enterprise Agreement 2018 commenced 1 July 2018 for a four year term. This agreement provides for a minimum of 2.25 percent or the rate cap whichever is higher.



## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

- Waste costs will increase on average by 2.12 per cent or **\$8.00 (default waste charge)** for residents in 2019-20.
- Financial Assistance Grants (FAGS) via the Victoria Grants Commission were restored from indexation freezing in 2017-18. Whilst the freeze has permanently reduced the base level of the Financial Assistance Grants payments, it has been positive in the 2018-19 financial year, with an additional \$700,000 or around 6 per cent increase in funding compared to the prior year. The 2019-20 forecast is set at a conservative economic outlook.
- The consequential operational servicing expenditure for the Springvale Community Precinct which is due for completion early to mid 2020 has been factored into this Budget. A pro rata amount of \$550,000 has been included in 2019-20 reaching an estimated \$1.4 million annually thereafter. This has been funded via a reduction in the forward capital works program.

**2.4 Budget principles**

The 2019-20 Budget aims to meet the objectives of Council's Long Term Financial Strategy which are:

- The maintenance of an ongoing underlying operational surplus.
- An increase in capital works investment funded from Council's operations.
- Increased funding for asset renewal.
- The achievement of a financial structure where annual asset renewal needs are met from the base operating outcome of Council and non-renewable sources of funds such as reserves and asset sales are used to fund new or significantly upgraded facilities.
- The retention of service provision at present levels in preparing the 2019-20 Council Budget. All operational budgets are reviewed by the Executive Management Team and Council and are subjected to scrutiny and justification. Focus on using fewer resources with an emphasis on innovation and efficiency.
- New revenue sources to be identified where possible.

In terms of the direct parameters upon which the 2019-20 Budget is based, the below table highlights the broad escalation percentages in respect of key areas.

Description	2019-20
CPI forecast	2.50%
Rate revenue cap	2.50%
Fees and charges - Council *	3.00%
Fees and fines - statutory	2.00%
Financial Assistance Grants funding	1.00%
Grants and subsidies	1.00%
Employee costs **	2.50%
Employee costs (incremental costs)	0.50%
Electricity	10.00%
Electricity (public street lighting)	10.00%
Water	10.00%
Gas	5.00%
Fuel	5.00%

\* Council fees and charges are fully documented in **Appendix E**.

\*\* As per the Enterprise Agreement (EA) 2018 which expires 30 June 2022. A 2.50 per cent salary increment applies in the 2019-20 financial year (plus an allowance for salary relativities). The 2.50 per cent is per the declared rate cap which is higher than the nominated minimum of 2.25 per cent in the EA.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****2.5 Major 2019-20 Budget outcomes**

The major outcomes of the 2019-20 Council Budget are:

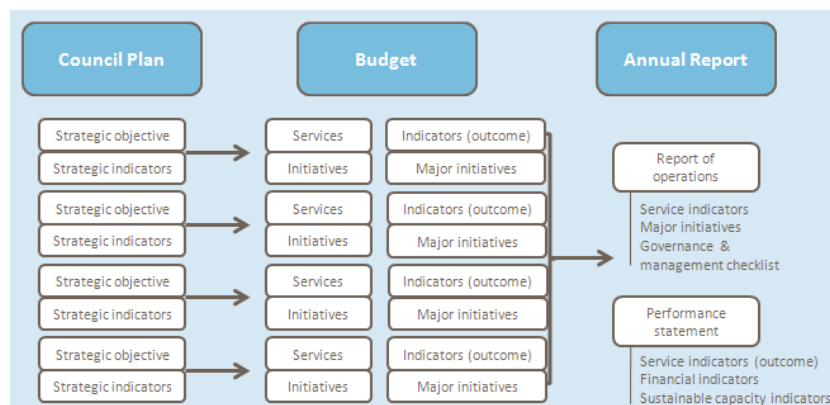
- Council rates are capped to 2.50 per cent as per the Fair Go Rates System.
- The default residential waste charge (including State Government landfill levy) will increase by \$8.00 (or 2.12 per cent) from \$378.00 to \$386.00.
- Council's total capital expenditure in 2019-20 is estimated to be \$69.29 million with \$40.71 million being funded from Council rate revenue.
- New borrowings in 2019-20 will be \$10 million for works associated with the Springvale Community Precinct (the final of two tranches of borrowings to be taken out over the 2018-19 and 2019-20 financial years).
- Council will repay \$8.50 million in loan redemption during 2019-20 and includes the repayment of the Local Government Funding vehicle which matures in November 2019 (\$4.9 million).
- Council will maintain funding for road asset renewal with funds of \$5.32 million budgeted for in 2019-20.
- Council continues to record an underlying operational surplus in terms of the accounting result.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 3. Services, initiatives and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2019-20 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes a number of major initiatives, initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Environment, Land, Water and Planning (formerly Department of Transport, Planning and Local Infrastructure).

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### Theme : People

##### Strategic Objective 1: A vibrant, connected and safe community

Council acknowledges that creating a healthy and safe community is at the core of everything we do. We make a commitment to the social model of health as a framework to inform our policy making, our service planning and delivery. These principles are also reflected in our Community Wellbeing Plan.

##### Strategic Objective 2: A creative city that respects and embraces its diversity

The cultural diversity of Greater Dandenong is the defining point of difference for this city. There are many aspects of diversity in addition to multiculturalism. Diversity of culture, ability, age, gender, faith and sexuality are all acknowledged and considered in the development and delivery of our services.

#### Services (operating budget)

Service category	Description	Net cost \$'000
<b>Community Services Executive</b>	This function provides the oversight and leadership of the provision of Community Services to the municipality.	\$543
<b>Community Arts, Cultural and Libraries</b>	The Arts, Culture and Libraries business unit supports the management of cultural venues, the Drum Theatre, festivals and events, public art, cultural development and cultural planning. Library services provide access to a wide range of information for all ages and cultures in a range of formats and locations and are committed to lifelong learning and self-improvement opportunities. Branches include Springvale, Dandenong and online.	\$8,351
<b>Community Wellbeing</b>	This department focuses on developing and supporting a range of initiatives and services to enhance the health and wellbeing of families. This includes family day care, family support services, kindergarten and child care committee support, preschool field officer program, 'Best Start' and early years projects, immunisation, maternal and child health, parenting programs and youth services.	\$5,798
<b>Community Development, Sport and Recreation</b>	This department focuses on community advocacy, leisure planning, sport and recreation programs and community grant funding.	\$6,328
<b>Community Care</b>	Community Care provides services and programs to assist older people and people with a disability to remain living in the community. These include home based and centre based services, specialised community transport and support for clubs and groups within the city.	\$3,843
<b>Regulatory Services</b>	Provides compliance, education and enforcement functions related to environmental health, animal management, fire prevention, local laws, parking management, planning compliance, public safety and security, litter prevention and school crossings.	(\$1,565)
<b>Total PEOPLE</b>		<b>\$23,298</b>

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Strategic Objective 1: A vibrant, connected and safe community

#### Major Initiatives

- 1) Implement the Domestic Animal Management Plan 2017-20.
- 2) Development of a new Reconciliation Plan.
- 3) Provide ongoing funds for road treatments via the Local Area Traffic Management prioritisation program for road safety.
- 4) Maintain the Safe City CCTV system.
- 5) Manage the new permanent Pop-Up Park.

#### Initiatives

- 6) Host the 2019 Walk Against Family Violence.
- 7) Develop a new Youth and Family Plan.
- 8) Maintain eSmart libraries accreditation.
- 9) Deliver a program of festivals and events which are accessible and inclusive and financially and environmentally sustainable.

### Strategic Objective 2: A creative city that respects and embraces its diversity

#### Major Initiatives

- 10) Host the 2019 Children's Forum.
- 11) Deliver the Home exhibition featuring artists of Refugee and Asylum Seeker backgrounds.
- 12) Host a Disability Expo to promote opportunities for engagement in sport and recreation.

#### Initiatives

- 13) Implement Year Three of the Positive Ageing Strategy.
- 14) Implement Year Three of the Disability Action Plan.
- 15) Deliver at least 12 arts and cultural heritage exhibitions across Council's cultural facilities.

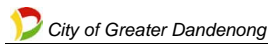
#### Service Performance Outcome Indicators

Service	Indicator	Performance measure	Computation
Maternal and Child Health (MCH)	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100
		Participation in the MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x 100
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

## CITY OF GREATER DANDENONG 2019-20 BUDGET



Service	Indicator	Performance measure	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (The number of visits to pool facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Animal Management	Health and Safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Food Safety	Health and Safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x 100

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

# CITY OF GREATER DANDENONG 2019-20 BUDGET



### Theme : Place

#### Strategic Objective 3: A healthy, liveable and sustainable city

Council is committed to a proactive and collaborative approach to climate change. We have prepared a new Sustainability Strategy that provides guidance on many key priorities, such as reducing waste, increasing transport options, improving our built environment and protecting our natural environment.

#### Strategic Objective 4: A city planned for the future

The appearance and amenity of the city defines its space. Council strives for best practice urban design and planning to create a city for the future that has high quality amenity for current and future residents, and appropriate levels of development. Planning and development within the city is regulated through the Greater Dandenong Planning Scheme which sets out the vision for the city through zoning, style and type of development, and regulatory functions.

### Services (operating budget)

Service category	Description	Net cost \$'000
<b>Engineering Services Executive</b>	This directorate is focused on the built and natural environment and provides the oversight of the engineering and infrastructure functions of Council.	\$418
<b>Infrastructure Services and Planning *</b>	Responsible for: <ul style="list-style-type: none"> <li>Maintenance of the city's road, drainage, and footpath network.</li> <li>Maintenance of the city's parks, recreational and sporting facilities.</li> <li>Fleet and waste collection services.</li> <li>Long term asset planning.</li> </ul> <i>* Please note this net cost excludes \$20.05 million in waste income (included in rates and charges income total).</i>	\$29,435
<b>Roads</b>	Road maintenance is a key function of Council, funding the ongoing upkeep of local roads.	\$5,930
<b>Parks</b>	The Parks Service unit maintains the City of Greater Dandenong's parks and public open spaces in order to: <ul style="list-style-type: none"> <li>Improve the health and wellbeing of the community.</li> <li>Provide accessible, usable open spaces for residents.</li> <li>Improve the value of assets within the municipality.</li> </ul>	\$12,872
<b>Building Maintenance</b>	Building Maintenance services cover everyday building issues and helps maintain other Council properties and structures, including: bus shelters, Council building and land fencing and Council building lighting.	\$7,719
<b>Transport and Civil Development</b>	This unit is responsible for the long term planning and advocacy of Council's transport network, asset protection and civil development and design. The unit provides engineering input to planning and development and civil work applications.	\$837

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET



Service category	Description	Net cost \$'000
<b>City Planning Design and Amenity Executive</b>	This function provides the oversight of the planning, development, building and regulatory services activities.	\$472
<b>Building Services</b>	Building Services maintain standards of amenity, habitation and safety in buildings. The unit provides services including building inspections, enforcement of safety standards, advice and consultation on building regulations issues and issuing of building permits. Building Services also provides activity reports to the Building Commission and variations to regulatory citing requirements.	\$636
<b>Planning and Design</b>	This unit provides statutory, strategic, design and sustainability planning services to the city as well as monitoring and enforcement of planning legislation and permissions.	\$3,322
<b>City Projects and Asset Improvement</b>	The project delivery team performs a project management function with the primary purpose of delivering Council's Capital Works program associated with its roads, drains, facilities and open space.	\$2,195
<b>Total PLACE</b>		<b>\$63,836</b>

#### Strategic Objective 3: A healthy, liveable and sustainable city

##### Major Initiatives

- 16) Develop the draft Climate Change Strategy.
- 17) Undertake the major stormwater renewal projects program.
- 18) Develop and deliver a 2019-20 Waste Education Program.
- 19) Undertake Dandenong Park improvements.
- 20) Commence the development of the Urban Forest Strategy.

##### Initiatives

- 21) Undertake the annual Sustainability Festival and awards.
- 22) Implement year two of the Urban Tree Strategy 2018-23.
- 23) Deliver Graffiti Clean Up Day.

##### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill  (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100



### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### Strategic Objective 4: A city planned for the future

##### Major Initiatives

- 24) Implement staged delivery of the Afghan Bazaar Cultural Precinct streetscape.
- 25) Undertake the Walker Street streetscape stage two construction.
- 26) Undertake phase two of the Revitalising Central Dandenong project.
- 27) Redevelop the Masonic Hall Art Gallery.
- 28) Develop the Sandown Master Plan in conjunction with the Victorian Planning Authority (VPA) and Melbourne Racing Club (MRC).
- 29) Deliver the second part of stage two of the Springvale Community Precinct project.

##### Initiatives

- 30) Complete the revised Open Space Strategy.
- 31) Implement the Indian Cultural Precinct Framework.
- 32) Develop a Multi Modal Transport Infrastructure Plan for Noble Park Activity Centre.

##### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory Planning	Decision making	Council planning decisions upheld at Victorian Civic and Administrative Tribunal (VCAT)  (Percentage of planning application decisions subject to review by VCAT that were upheld in favour of Council)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100
Roads	Satisfaction	Satisfaction with sealed local roads  (Community satisfaction rating out of 100 with how Council has performed on the condition of local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

## CITY OF GREATER DANDENONG 2019-20 BUDGET



#### Theme : Opportunity

##### Strategic Objective 5: A diverse and growing economy

As outlined in Council's long term strategy "Achieving Greater Dandenong's Potential - A Local Economic and Employment Development Strategy for our City": Greater Dandenong will be a place where people of all ages and backgrounds can reach their potential, gain the skills and education they need for success in life, and be part of a prosperous economy where all trade, manufacturing and business activity flourishes.

##### Strategic Objective 6: An open and effective Council

Council is committed to proactive engagement with residents to ensure that communication about all of council's services, planning activities and decisions are accessible to everyone. Community input into decision making is actively encouraged through a range of consultation opportunities throughout the year.

#### Services (operating budget)

Service category	Description	Net cost \$'000
<b>Office of the Chief Executive</b>	The Office of the Chief Executive has overall responsibility for the operations of the organisation, and carriage of the Strategic Risk Register. Each member of the executive management team reports to the CEO.	\$668
<b>Corporate Services Executive</b>	Corporate Services is responsible for Council business, financial planning, budgets, rates, and the systems used to manage and administer the organisation. Another key role is to provide Councillor support and governance services for Council decision making and representation. Communications, community consultation and corporate planning are also coordinated by the directorate.	\$597
<b>Media and Communications, Customer Service, Civic Facilities</b>	The Media and Communications unit is responsible for all media management, marketing and communications campaigns and activities, web management, print shop services, community engagement and corporate planning and reporting.  The Customer Service unit is responsible for the corporate call centre and three face to face customer service centres.  The Civic and Community Facilities unit manages a diverse range of facilities for use or hire by Council and the community.	\$5,129
<b>Governance</b>	Governance and Commercial Property is responsible for the overall governance of the organisation and the management of Council's commercial property portfolio.  The unit is also responsible for the management, storage and disposal of corporate records to support business transactions and for evidentiary purposes.  Also includes return from Dandenong Market.	(\$1)

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET



Service category	Description	Net cost \$'000
<b>Information Technology</b>	The Information Technology unit is responsible for the provision of cost effective information and telecommunication solutions to staff and councillors.	\$4,974
<b>People and Procurement Services</b>	People and Procurement Services is responsible for supporting the human resource capital within the organisation.  This function also includes: <ul style="list-style-type: none"> <li>• Occupational health and safety</li> <li>• Purchasing and procurement systems</li> <li>• Industrial relations</li> <li>• Professional development</li> <li>• Payroll</li> <li>• Contract management</li> <li>• Insurance and risk management</li> <li>• Continuous improvement.</li> </ul>	\$4,834
<b>Greater Dandenong Business Executive</b>	The Greater Dandenong Business Group is responsible for Council's major activity centres, economic development, investment attraction and future growth. The directorate consists of the Economic Development, South East Business Networks, and Activity Centres Revitalisation units.	\$345
<b>Economic Development</b>	The Economic Development team markets the city as a business destination, facilitates business attraction, investment and employment creation, supports existing businesses and measures and monitors the local and regional economy to enhance the economic prosperity of the city. This area also promotes the city's cultural precincts and coordinates the cultural tours.	\$1,420
<b>South East Business Networks (SEBN)</b>	Through its unique and collaborative network models, SEBN brings people and companies together to protect the economic viability of the region by ensuring a stronger, more resilient and globally engaged business community. SEBN promotes the role of women in business and the development and integration of our diverse community into the workplace.	\$680
<b>Activity Centres Revitalisation</b>	The department leads and coordinates the revitalisation of the Dandenong, Springvale and Noble Park activity centres through the stewardship of property development, infrastructure planning, stakeholder engagement and place making.	\$957
<b>Financial Services</b>	Financial Services exists to enable Council to comply with statutory requirements, provide strategic financial direction, undertake essential business processes and support the organisation with financial assistance and advice. Property Revenue includes the administration of rates and valuation services.	\$2,505
<b>Total OPPORTUNITY</b>		<b>\$22,108</b>

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### Strategic Objective 5: A diverse and growing economy

##### Major Initiatives

- 33) Implement the One Percent project and focus on continuing to develop the capacity of the disadvantaged/disengaged jobseekers in our community.
- 34) Host the Real Estate and Developer annual forum.

##### Initiatives

- 35) Host 15 food and cultural tours across Dandenong and Springvale.
- 36) Implement a Visitor attraction marketing program.
- 37) Deliver a minimum of eight events as part of a small business workshop series.
- 38) Deliver a minimum of five food events as part of the food manufacturer collaborative network.
- 39) Deliver a Social Enterprise development program.
- 40) Publish four editions of 'Talking Business' magazine.

#### Strategic Objective 6: An open and effective Council

##### Major Initiatives

- 41) Continue to implement the Digital Strategy.
- 42) Develop a Revenue and Rating Strategy.
- 43) Complete a Workforce Management Plan.
- 44) Complete Stage 3 of Council's intranet and corporate website redevelopment.
- 45) Deliver a second Urban Screen as part of the Springvale Community Precinct Project.

##### Initiatives

- 46) Undertake community consultation for the Annual Budget 2020-21.
- 47) Implement and promote the new Community Engagement Framework.
- 48) Manage the effective leasing of Council's commercial property portfolio.
- 49) Continue planning for the 2020 Council election.

##### Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 3.1 Performance statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the year as required by section 132 of the Act and included in the 2019-20 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 9) and sustainable capacity, which are not included in this budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

### 3.2 Reconciliation with budgeted operating result

	2019-20 Net cost \$'000
People	23,298
Place	63,836
Opportunity	22,108
<b>Total services and initiatives</b>	<b>109,242</b>
<b>Non-attributable expenditure</b>	
Depreciation	29,816
Written down value of assets sold/scrapped	300
Borrowing costs	3,414
Other non attributable *	1,534
<b>Total non-attributable expenditure</b>	<b>35,064</b>
<b>Deficit before funding sources</b>	<b>144,306</b>
<b>Funding sources</b>	
Rates and charges	145,942
Financial Assistance Grants (via Victoria Grants Commission)	12,038
Interest earnings	2,006
Asset sales	617
Contributions non-monetary	15,000
Contributions - monetary	2,829
Capital grant funding	2,794
<b>Total funding sources</b>	<b>181,226</b>
<b>Surplus for the year</b>	<b>36,920</b>

\* Other non-attributable includes bank charges, external audit fees, annual leave and long service leave provisions and fire services levy payable on Council owned properties.

CITY OF GREATER DANDENONG 2019-20 BUDGET

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 4. Analysis of operating budget

This section of the Annual Budget analyses the expected revenues and expenses of the Council for the 2019-20 year.

#### 4.1 Budgeted income statement

	Ref	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
<b>Operating</b>				
Total income	4.2	216,744	224,726	7,982
Total expenses	4.3	(185,130)	(187,806)	(2,676)
<b>Surplus for the year</b>		<b>31,614</b>	<b>36,920</b>	<b>5,306</b>
<b>Less non-operating income and expenditure</b>				
Grants - capital non-recurrent	4.2.5	(4,319)	(2,230)	2,089
Contributions - non-monetary	4.2.7	(15,000)	(15,000)	-
Capital contributions - other sources	4.2.6	(3,530)	(2,829)	701
<b>Adjusted underlying surplus (deficit)</b>		<b>8,765</b>	<b>16,861</b>	<b>8,096</b>

##### 4.1.1 Adjusted underlying result (\$8.10 million increase)

The adjusted underlying result is the net surplus or deficit for the year adjusted for non-recurrent capital grants, non-monetary asset contributions, and capital contributions from other sources. It is a measure of financial sustainability and Council's ability to achieve its service delivery objectives as it is not impacted by capital income items which can mask the operating result.

The adjusted result for the 2019-20 year is a surplus of \$16.86 million which is an increase of \$8.10 million from the 2018-19 Forecast. The increase is mostly attributable to the 2.50% increase in rate revenue and higher operating grant income resulting from the timing of Financial Assistance grant funding distributions (refer to section 4.2.4 for further details). In calculating the underlying result, Council has excluded grants received for capital purposes which are non-recurrent and capital contributions from other sources. Contributions of non-monetary assets are excluded as the value of assets assumed by Council is dependent on the level of development activity each year.

#### 4.2 Income

Income types	Ref	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
Rates and charges	4.2.1	140,786	145,942	5,156
Statutory fees and fines	4.2.2	9,022	9,333	311
User fees	4.2.3	8,229	8,435	206
Grants - operating	4.2.4	24,912	29,453	4,541
Grants - capital	4.2.5	4,319	2,794	(1,525)
Contributions - monetary	4.2.6	3,530	2,829	(701)
Contributions - non-monetary	4.2.7	15,000	15,000	-
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	4.2.8	621	317	(304)
Other income	4.2.9	10,325	10,623	298
<b>Total income</b>		<b>216,744</b>	<b>224,726</b>	<b>7,982</b>

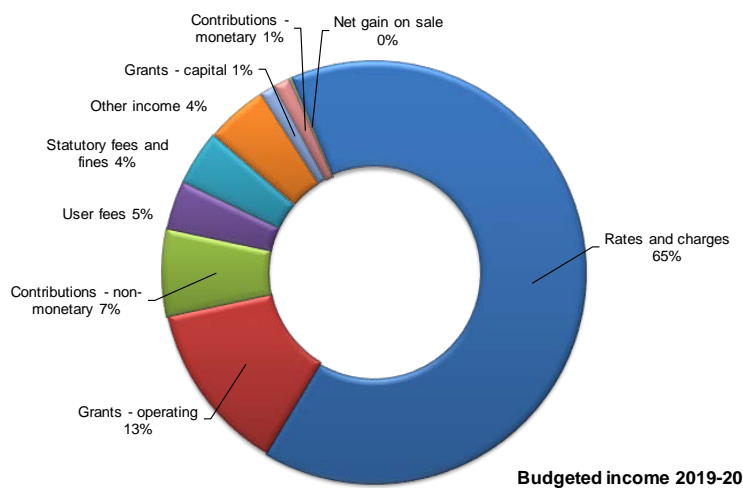
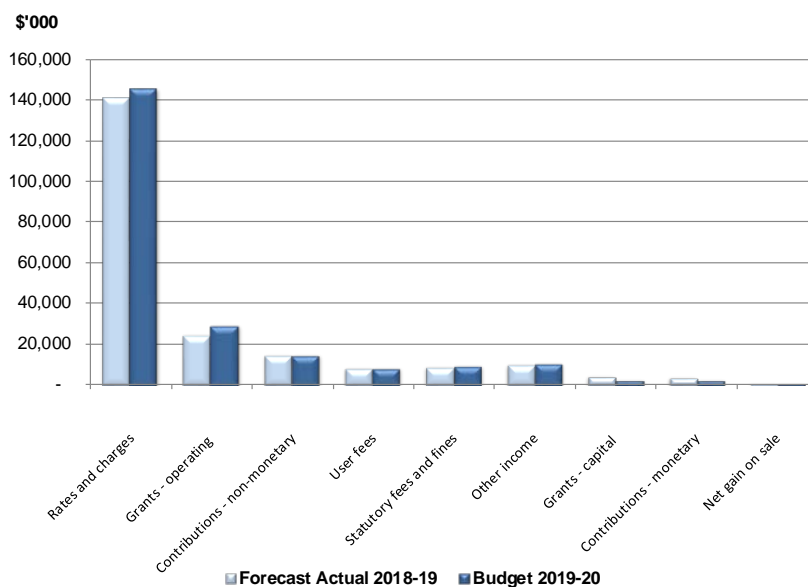
Source: **Appendix A - Financial Statements**

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

## CITY OF GREATER DANDENONG 2019-20 BUDGET



#### Income



## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 4.2.1 Rates and charges (\$5.16 million increase)

Council's rate revenue of \$145.94 million is made up using the following assumptions:

- An average increase in rates across all property types of 2.50 per cent.
- Residential waste charge of \$386.00 per annum for the Option A standard service charge 120 litre bin (an increase of \$8.00 or 2.12 per cent). The waste charge fee is based on full cost recovery. The waste charge includes a fortnightly garden waste and recycling service, and an annual hard waste collection. These charges also include the landfill levy imposed by the State Government of \$39.00 per household.
- \$1.00 million is estimated to be derived from supplementary rates (from new developments and improvements to existing properties).
- An estimated \$1.50 million is expected to be collected from the Keysborough Maintenance Levy at a rate of \$350 per household. These funds will be transferred to a reserve and fully expended on costs relating to this area.

The below table highlights the impacts of the rate increase on the average residential property in City of Greater Dandenong.

Residential rate in the dollar	Forecast 2018-19	Budget 2019-20	% Variance	\$ Variance
Median residential valuation in Greater Dandenong	\$ 635,250	\$ 600,000		
Residential rate in the dollar	0.0015667	0.0017002		
General rates	\$ 995.22	\$ 1,020.12	2.50%	\$ 24.90
Waste charge including State landfill levy	\$ 378.00	\$ 386.00	2.12%	\$ 8.00
<b>Total rates and charges median residential property</b>	<b>\$ 1,373.22</b>	<b>\$ 1,406.12</b>	<b>2.40%</b>	<b>\$ 32.90</b>

### 4.2.2 Statutory fees and fines (\$311,000 increase)

A detailed schedule of fees and charges is contained in **Appendix E**. This schedule highlights the GST status of each fee category and whether the fee is determined by Council or is fixed by State Government legislation.

The table below shows the statutory fees and fines received by Council with the primary source from infringements and costs of \$4.59 million plus \$1.53 million in Infringement Court recoveries expected to be received. Parking infringements make up \$3.78 million of the infringements and costs in the 2019-20 Budget with the balance relating to other fines including local laws, litter, animal control and food and health. Building and town planning fees represent another major source of statutory fees (\$2.31 million). Refer to **Appendix E - Fees and charges** for further details.

Statutory fees and fines type	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
Infringements and costs	4,332	4,591	259
Court recoveries	1,680	1,528	(152)
Building and town planning fees	2,091	2,310	219
Land information certificates	104	109	5
Sub-division fees	441	509	68
Permits	374	286	(88)
<b>Total statutory fees and fines</b>	<b>9,022</b>	<b>9,333</b>	<b>311</b>

*Note – Sub-division fees have been reclassified from User Fees to Statutory Fees and Fines during 2018-19.*



## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 4.2.3 User fees (\$206,000 increase)

Council derives user fees from a number of sources including on-street parking, multi-deck car parks, aged care services, family day care, hire of Council halls, meeting rooms (Drum Theatre, The Castle) and community facilities (Dandenong Basketball Stadium, sportsgrounds).

User fees are projected to increase by \$206,000 in 2019-20 from the 2018-19 forecast due to a combination of lower fee income expected in the 2018-19 forecast from the Drum Theatre combined with new sport and recreation fee income budgeted in 2019-20 (for Tatterson Park synthetic pitch and pre-season allocation fees). The 2019-20 Budget also includes the trial removal of paid parking along Lonsdale Street in Dandenong (between Foster and Clow Streets) resulting in a \$350,000 reduction in fee income.

A detailed schedule of fees and charges is contained in **Appendix E**.

User fees type	Forecast	Budget 2019-20 \$'000	Variance \$'000
	Actual 2018-19 \$'000		
Aged and health services	1,096	1,068	(28)
Child care/children's programs	1,033	1,115	82
Parking	3,386	3,238	(148)
Registration and other permits	1,826	1,912	86
Asset protection fees	408	472	64
Other fees and charges	480	630	150
<b>Total user fees</b>	<b>8,229</b>	<b>8,435</b>	<b>206</b>

*Note – Sub-division fees have been reclassified from User Fees to Statutory Fees and Fines during 2018-19.*

### 4.2.4 Grants - operating (\$4.54 million increase)

Operating grants include all monies received from State and Commonwealth sources, as well as some grants from other organisations, for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants are projected to increase by \$4.54 million compared to 2018-19 due mainly to the early distribution of Financial Assistance grant funding in 2017-18 resulting in only 50% being included in the 2018-19 Forecast. A full year's allocation (100%) of Financial Assistance grant funding is included in the 2019-20 Budget (further details regarding grant category movements are provided on the following page). Operating grants are listed below by type and source, classified into recurrent and non-recurrent.

Operating grants	Forecast	Budget 2019-20 \$'000	Variance \$'000
	Actual 2018-19 \$'000		
<b>Recurrent</b>			
<b>Commonwealth Government</b>			
Financial Assistance Grant	5,955	12,038	6,083
Family Day Care	3,641	3,273	(368)
Home and community care	5,252	6,218	966
Family and children	120	90	(30)
Community health	17	20	3
<b>State Government</b>			
Home and community care	2,499	2,124	(375)
Maternal and child health	2,099	2,043	(56)
Family and children	1,677	1,865	188
Libraries	1,012	999	(13)
School crossings	416	419	3
Community health	157	110	(47)
Emergency management	40	40	-
<b>Total recurrent operating grants</b>	<b>22,885</b>	<b>29,239</b>	<b>6,354</b>

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET



	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
<b>Operating grants</b>			
<b>Non recurrent</b>			
<b>Commonwealth Government</b>			
Family and children	330	-	(330)
Home and community care	150	-	(150)
Libraries	152	-	(152)
Community health	46	6	(40)
Other	15	-	(15)
<b>State Government</b>			
Community health	305	-	(305)
Education and employment	307	10	(297)
Maternal and child health	222	-	(222)
Environment	166	140	(26)
Waste and recycling	124	-	(124)
Family and children	100	38	(62)
Home and community care	84	-	(84)
Libraries	20	20	-
Sport and recreation	6	-	(6)
<b>Total non-recurrent operating grants</b>	<b>2,027</b>	<b>214</b>	<b>(1,813)</b>
<b>Total operating grants</b>	<b>24,912</b>	<b>29,453</b>	<b>4,541</b>

#### Recurrent operating grants

Total recurrent operating grants are estimated to increase by \$6.35 million compared to the 2018-19 forecast mainly due to:

- The early distribution of 50% of Council's 2018-19 Financial Assistance Grant funding allocation in June 2018 (2017-18), resulting in only 50% being included in the 2018-19 Forecast. \$12.04 million or 100% of the estimated 2019-20 Financial Assistance grant funding allocation has been included in the 2019-20 Budget. Excluding the effect of the timing of Financial Assistance grants, the movement in operating grant income is actually a \$1.38 million decrease (5.55 per cent) due primarily to the decrease in non-recurrent operating grants detailed below. The amount included in the 2019-20 Budget for Financial Assistance Grant funding is based on the actual 2018-19 Financial Assistance grant funding received with a conservative increase of 1.00 per cent. This grant is a general purpose grant that is not tied to specific programs, and includes a component for roads maintenance.
- A net increase of \$591,000 in Home and Community Care (HACC) grant funding (7.62 per cent) from both Commonwealth and State Governments, due mainly to a reduction in the HACC grant income included in the 2018-19 Forecast, based on the target levels expected to be achieved in the 2018-19 financial year.

Partly offset by:

- Lower grant funding expected for the Family Day Care (FDC) program (\$368,000 decrease) mainly in relation to FDC growth funding received in 2018-19, not expected to continue in 2019-20.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Non-recurrent operating grants

The reduction in non-recurrent operating grant funding of \$1.81 million is due mainly to grant funding or grant funded programs that will conclude in 2018-19:

- New Directions – Mothers and Babies - \$330,000
- Right @ Home - \$222,000
- Immunisation projects (Noble Park English Language School, South Eastern Melbourne Primary Health Network and Refugee Immunisation projects) - \$215,000
- Community Revitalisation - \$160,000
- Let's Read - \$152,000
- Drug Strategy - \$130,000
- Waste (recycling) - \$124,000

### 4.2.5 Grants - capital (\$1.53 million decrease)

Capital grants include all monies received from State, Commonwealth and community sources for the purposes of funding the capital works program. Overall, the level of capital grants has decreased by \$1.53 million compared to 2018-19. Section 5 "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2019-20 year. A list of capital grants by type and source, classified into recurrent and non-recurrent, is included below.

	Forecast Actual 2018-19	Budget 2019-20	Variance
Capital grants	\$'000	\$'000	\$'000
<b>Recurrent</b>			
<b>Commonwealth Government</b>			
Roads to Recovery *	-	564	564
<b>Total recurrent capital grants</b>	-	564	564
<b>Non-recurrent</b>			
<b>Commonwealth Government</b>			
Sport and recreation	283	-	(283)
Roads	417	-	(417)
<b>State Government</b>			
Roads	900	300	(600)
Sport and recreation	1,912	1,930	18
Family and children	650	-	(650)
Community safety	30	-	(30)
Streetscapes	27	-	(27)
<b>Other</b>			
Sport and recreation	100	-	(100)
<b>Total non-recurrent capital grants</b>	<b>4,319</b>	<b>2,230</b>	<b>(2,089)</b>
<b>Total capital grants</b>	<b>4,319</b>	<b>2,794</b>	<b>(1,525)</b>

\* Note – Council has been allocated \$4.07 million in Roads to Recovery grant funding over the period 2019-20 to 2023-24, with \$564,000 to be received in 2019-20. Certain conditions must be followed and annual reports submitted.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



The capital grants forecast in 2019-20 include:

- \$1.83 million Ross Reserve Upgrade – State Government grant funding.
- \$564,000 Roads to Recovery – Federal Government grant funding (year one).
- \$300,000 Local Area Traffic Management (LATM) program – VicRoads grant funding in relation to the Safe Travel in Local Streets program.
- \$100,000 Springvale Reserve Cricket Net replacement – State Government grant funding.

#### 4.2.6 Contributions - monetary (\$701,000 decrease)

Depending on the amount of development activity in progress, Council receives contributions from developers. These represent funds to enable Council to improve the necessary integrated infrastructure for new developments. They are for very specific purposes and often require Council to outlay funds for infrastructure works some time before the receipt of these contributions. These contributions are statutory contributions and are transferred to reserves until utilised for a complying purpose through the capital works program. The 2019-20 Budget estimates that the level of open space contributions will be around \$2.00 million.

#### 4.2.7 Contributions - non-monetary (No movement)

These contributions (non-cash) primarily relate to the Development Contribution Plan's in Dandenong South and Keysborough, and will be in the form of infrastructure assets (gifted assets). Non-monetary assets are difficult to budget and cannot be accurately predicted. This is a non-cash accounting entry.

#### 4.2.8 Net gain (loss) on disposal of property, infrastructure, plant and equipment (\$304,000 decrease)

Net gain/(loss) on the disposal of property, infrastructure, plant and equipment assets represents the net sale proceeds after deducting the written down value (WDV) of the assets being sold. The 2019-20 Budget represents the net gain on sale of Council's program of fleet replacement: \$617,000 proceeds less \$300,000 WDV, resulting in \$317,000 net gain on sale. The 2018-19 Forecast anticipates a higher level of asset sale proceeds than 2019-20.

#### 4.2.9 Other income (\$298,000 increase)

The major sources of other income include:

- Interest income on investments.
- Drum Theatre recoveries and other income.
- Rental income from commercial properties.
- Asset protection reinstatements.
- Supplementary valuation recoveries from South East Water.

The increase in other income of \$298,000 in 2019-20 compared to the 2018-19 forecast is due to a number of factors:

##### *Favourable*

- Higher recovery income (\$1.95 million) in relation to works required at Spring Valley Landfill to comply with the Pollution Abatement Notice (PAN) issued by the Environment Protection Authority (EPA) which will now occur in 2019-20. The increase in the cost of these works is offset by higher recovery income from partner councils (80.12 per cent is recovered) and a transfer from reserves for Council's share.
- Higher rental income - new property leased and theatre venue rent at the Drum Theatre.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### Unfavourable

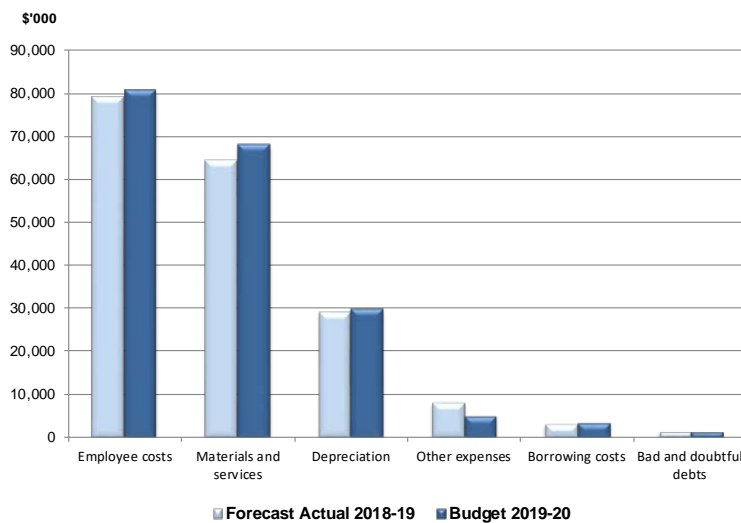
- Interest income is anticipated to return to normal expectations of around \$2.01 million annually in 2019-20. The higher 2018-19 Forecast is due mainly to higher opening cash balances at the start of the 2018-19 financial year, resulting from the timing and delay of operating and capital cash outflows in 2017-18.
- A reduction in recovery income in 2019-20 of \$458,000 due to two projects which concluded in 2018-19 (Level Crossing Removal Authority and Team 11).
- One off developer handover works contribution income not expected to occur again in 2019-20 and offset by associated costs (\$277,000).

#### 4.3 Operating expenditure

Expenses type	Ref	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
Employee costs	4.3.1	79,067	80,417	1,350
Materials and services	4.3.2	64,406	67,851	3,445
Bad and doubtful debts	4.3.3	1,239	1,299	60
Depreciation	4.3.4	29,159	29,816	657
Borrowing costs	4.3.5	3,171	3,414	243
Other expenses	4.3.6	8,088	5,009	(3,079)
<b>Total expenses</b>		<b>185,130</b>	<b>187,806</b>	<b>2,676</b>

Source: **Appendix A Financial Statements**

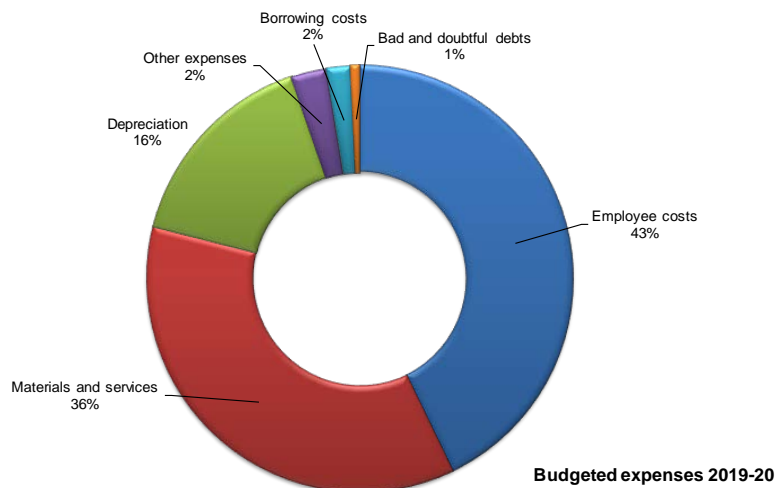
#### Expenses



## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### CITY OF GREATER DANDENONG 2019-20 BUDGET



#### 4.3.1 Employee costs (\$1.35 million increase)

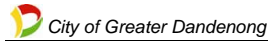
Employee costs include salaries and Council's statutory obligations in providing WorkCover insurance, employer superannuation, leave entitlements including leave loading and long service leave as well as staff development and training costs. These costs are largely driven by Council's Enterprise Agreement (EA). The Enterprise Agreement 2018 expires on 30 June 2022. The EBA increase for 2019-20 is 2.50 per cent in line with the rate cap. Annual award increases for banded staff also contribute to an increase in employee costs. Increase in resources in relation to areas where Council annually inherits new service requirements such as areas of parklands handed from developers has also been provided for. The compulsory Superannuation Guarantee Scheme rate is expected to remain at 9.50 per cent in 2019-20.

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

Directorate	Budget 2019-20 \$'000	Comprises	
		Permanent Full time \$'000	Permanent Part time \$'000
Chief Executive	557	557	-
City Planning, Design and Amenity	12,327	10,986	1,341
Community Services	31,422	16,392	15,030
Corporate Services	12,269	9,658	2,611
Engineering Services	16,529	16,255	274
Greater Dandenong Business	2,154	1,722	432
<b>Total permanent staff expenditure</b>	<b>75,258</b>	<b>55,570</b>	<b>19,688</b>
<b>Casuals and other expenditure</b>	<b>5,159</b>		
<b>Total employee cost expenditure</b>	<b>80,417</b>		

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



A summary of the number of full time equivalent (FTE) Council staff in relation to the employee cost expenditure in 2019-20 is included below.

Directorate	Budget 2019-20 FTE	Comprises	
		Permanent Full time	Permanent Part time
		FTE	FTE
Chief Executive	2.0	2.0	-
City Planning, Design and Amenity	116.2	99.0	17.2
Community Services	318.6	154.9	163.7
Corporate Services	110.1	82.0	28.1
Engineering Services	158.1	155.0	3.1
Greater Dandenong Business	15.7	12.0	3.7
<b>Total permanent staff expenditure</b>	<b>720.7</b>	<b>504.9</b>	<b>215.8</b>
Casuals and other expenditure	11.2		
<b>Total employee cost expenditure</b>	<b>731.9</b>		

Note - FTE: Full time equivalent

## 4.3.2 Materials and services (\$3.45 million increase)

Materials and services represents the materials and consumables required for maintenance and repair of Council buildings, roads, drains, footpaths, playground equipment and occupancy costs including utilities. Other costs included are a range of expert services to assist in systems related advice and support, audit services, debt collection, and legal services. It also includes the cost of materials used in providing home based community care and food services to the elderly people.

The majority of materials and services costs were increased by the forecast CPI (2.50 per cent) in the 2019-20 Budget, except for contract costs which are based on prevailing contract conditions, electricity and water costs (10 per cent) and gas and fuel costs (5 per cent).

Materials and services	Forecast		
	Actual 2018-19	Budget 2019-20	Variance
	\$'000	\$'000	\$'000
Contract payments	39,683	45,189	5,506
Materials and services	6,050	5,924	(126)
Office administration	4,870	4,610	(260)
Consultants and professional services	5,594	3,663	(1,931)
Utilities	4,462	4,209	(253)
Information technology	2,727	3,208	481
Insurance	1,020	1,048	28
<b>Total</b>	<b>64,406</b>	<b>67,851</b>	<b>3,445</b>

Overall, there is an increase in the materials and services category of \$3.45 million as a result of:

- Contract payments (increase of \$5.51 million)
  - Increase of \$2.43 million due to works required at Spring Valley Landfill to comply with the Pollution Abatement Notice (PAN) issued by the Environment Protection Authority (EPA) which will now occur in 2019-20. This increase in contract payment costs is offset by higher recovery income from partner councils (80.12 per cent is recovered) and a transfer from reserves for Council's share.
  - Anticipated adjustment to the management costs of Council's leisure centres.
  - An increase of \$1.17 million in waste management costs namely garden waste disposal, tipping fees and domestic waste costs. This increase in waste management costs is recovered via the waste charge, which is based on full cost recovery.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



- Information Technology (increase of \$481,000)
  - Due to increase in Microsoft Licensing and Enterprise Agreement costs (\$92,000), greater investment in digital transformation (\$55,000), scheduled upgrade costs for Council's finance system (\$65,000) and Dial Before You Dig subscription (\$50,000).

Partly offset by the following favourable variance:

- Consultants and professional services (decrease of \$1.93 million)

Due to a number of factors:

- Lower consultants, legal and professional services costs (\$705,000) due to grant funded programs that are either due to cease at 30 June 2019 or that have reduced service delivery requirements in 2019-20. Examples include Connectivity Centre project, Kitchen Challenge, Career Education, LaunchVic, Indian Cultural Precinct, Living Rivers, Child First, Market Street Occasional Care Centre, Drug Strategy, Learning Driver Mentor program, Community Hub Early Years, Neighbourhood House and Free from Family Violence.
- Lower consultants, legal and professional services costs (\$520,000) for three projects that have concluded in 2018-19 relating to the Team 11 bid, Status Resolution Support Services and the Level Crossing Removal Authority.
- A reduction in costs due to a number of one off initiatives (\$451,000) in 2018-19 including Oasis feasibility study, Chapel Road traffic study, Leisure Facilities review, Lyndale Secondary College Master Plan development, Sport and Recreation strategy, Barry Powell Reserve Master Plan development, Wal Turner Reserve Master Plan development and JC Mills Reserve (Oasis) Master Plan development.
- Higher than anticipated professional services and consultant costs (\$165,000) in 2018-19 in Cultural Development and Maternal and Child Health due to external recruitment services, workforce resolution matters and risk assessment services.
- Higher than expected legal costs in Statutory Planning in 2018-19 (\$46,000) due to required legal support for a large advisory committee hearing for the proposed Bangholme Market and a significant Victorian Civil and Administrative Tribunal (VCAT) hearing at 220 Chapel Road, Keysborough, which are not expected to occur in 2019-20.

Partly offset by two unfavourable variances:

- A building disposal program in 2019-20 (\$170,000) which is a one off and relates to the demolition of Dandenong West Kindergarten, Sandown Park Kindergarten and Springvale Reserve Scoreboard Garage.
- Three feasibility studies in 2019-20 (\$150,000) relating to a new library in Noble Park/Keysborough, Dandenong Community Hub and Yarraman Railway Station shared path.

#### 4.3.3 Bad and doubtful debts (\$60,000 increase)

Bad and doubtful debts are expected to increase slightly compared to the 2018-19 forecast and primarily relates to parking fines forwarded to the Infringements Court for collection and a consequent reduction in collection rates.

#### 4.3.4 Depreciation (\$657,000 increase)

Depreciation measures the allocation of the value of an asset over its useful life for Council's property, plant and equipment, including infrastructure assets such as roads and drains, from delivering services to the community. The increase of \$657,000 for 2019-20 is based on a revised estimate considering a number of factors including the current property, infrastructure, plant and equipment balances in the asset register and the anticipated impact of the capital works program.



## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****4.3.5. Borrowing costs (\$243,000 increase)**

Borrowing costs relate to interest charged by financial institutions on funds borrowed. Interest expense is budgeted to increase by \$243,000 compared to 2018-19 due mainly to new borrowings of \$10 million to be drawn down in June 2019 to fund works at Springvale Community Precinct, partly offset by the repayment of the \$4.9 million Local Government Funding Vehicle in November 2019.

**4.3.6 Other expenses (\$3.08 million decrease)**

This expenditure category includes other expenses such as lease rentals, audit costs, accommodation costs, councillor allowances and Council election costs. The community grants program which funds diverse community groups towards promoting sporting, religious, cultural and leisure activities within the city is also provided for under this category. Costs associated with the Fire Services Property Levy on Council owned properties are also included in this category.

The decrease in other expenses of \$3.08 million from the 2018-19 Forecast to the 2019-20 Budget is due to the return of \$3.04 million unspent Home and Community Care grant funding expected to occur in 2018-19. This return of unspent grant funding is the consequence of the recent Aged Care Reform Agenda which has seen the State and Federal Governments now undertaking separate responsibilities for In Home Support Programs depending on the age of the client. This has meant a change from a predominantly integrated block funded program to separate programs where funding is based almost solely on the achievement of targets. The State Government has previously provided advice that unspent home care grant funding relating to targets not achieved would be required to be refunded. As a result, Council transferred the anticipated amount of grant funding to be returned to reserves. The payment of \$3.04 million will be funded by a transfer from reserves.

It is expected that further amounts will also be required to be returned in relation to the current 2018-19 financial year (currently totalling \$1.11 million). The majority of this amount has been factored into the 2018-19 forecast result.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



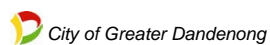
### 5. Analysis of capital budget

#### 5.1 Capital works expenditure

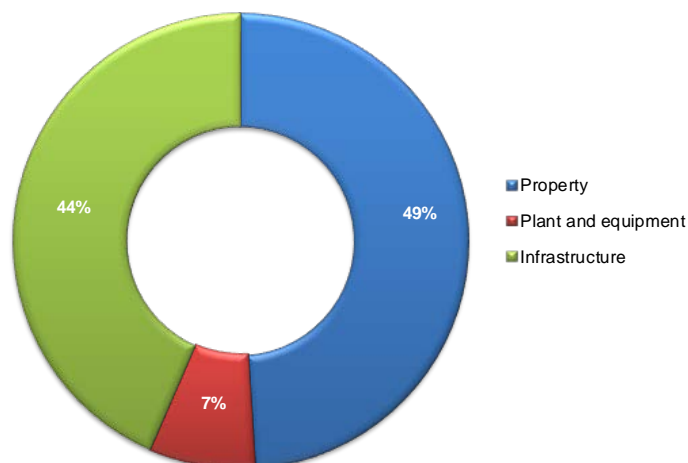
This section of the report analyses the planned capital expenditure budget for the 2019-20 year and the sources of funding for the capital budget. Further detail on the capital works program can be found in **Appendix C**.

	Ref	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
<b>Property</b>				
Land		4,248	-	(4,248)
<b>Total land</b>		<b>4,248</b>	<b>-</b>	<b>(4,248)</b>
Buildings		30,529	33,850	3,321
Leasehold improvements		147	100	(47)
<b>Total buildings</b>		<b>30,676</b>	<b>33,950</b>	<b>3,274</b>
Investment property		2,337	-	(2,337)
<b>Total investment property</b>		<b>2,337</b>	<b>-</b>	<b>(2,337)</b>
<b>Total property</b>	<b>5.1.1</b>	<b>37,261</b>	<b>33,950</b>	<b>(6,622)</b>
<b>Plant and equipment</b>				
Plant, machinery and equipment		3,078	2,274	(804)
Fixtures, fittings and furniture		202	100	(102)
Computers and telecommunications		130	1,847	1,717
Library books		976	974	(2)
<b>Total plant and equipment</b>	<b>5.1.2</b>	<b>4,386</b>	<b>5,195</b>	<b>809</b>
<b>Infrastructure</b>				
Roads		10,170	8,660	(1,510)
Bridges		687	20	(667)
Footpaths and cycleways		2,065	1,750	(315)
Drainage		4,756	1,985	(2,771)
Recreational, leisure and community facilities		2,819	4,883	2,064
Parks, open space and streetscapes		15,106	10,825	(4,281)
Off street car parks		2,729	2,021	(708)
<b>Total infrastructure</b>	<b>5.1.3</b>	<b>38,332</b>	<b>30,144</b>	<b>(8,188)</b>
<b>Total capital works expenditure</b>		<b>79,979</b>	<b>69,289</b>	<b>(10,690)</b>
<b>Represented by:</b>				
New asset expenditure		36,649	21,777	(14,872)
Asset renewal expenditure		24,404	29,793	5,389
Asset upgrade expenditure		18,926	17,098	(1,828)
Asset expansion expenditure		-	621	621
<b>Total capital works expenditure</b>		<b>79,979</b>	<b>69,289</b>	<b>(10,690)</b>

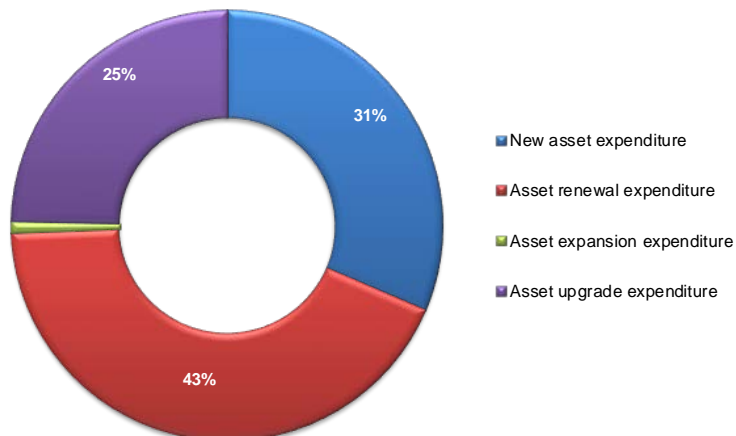
### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### Budgeted capital works 2019-20 (by asset category)



#### Budgeted capital works 2019-20 (by asset expenditure type)



Source: **Appendix A**. A more detailed listing of the capital works program is included in **Appendix C**.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****5.1.1. Property - \$33.95 million**

The property class comprises land acquisitions, building and building improvements including community facilities, sports facilities and pavilions.

The more significant projects in 2019-20 include:

- \$22.11 million Springvale Community Precinct – construction of the Library/Community Hub *(partly funded from \$10 million borrowings and a \$9.69 million transfer from the Major Projects reserves being the remaining View Road asset sale proceeds and State Government grant funding).*
- \$5.00 million Greater Dandenong Gallery of Art – 5 Mason Street – construction stage one of two *(partly funded by \$1.5 million transfer from the Major Projects Reserve).*
- \$2.91 million Building renewal program.
- \$1.20 million Dandenong Market – back of house upgrade.
- \$1.00 million Keysborough South Community Hub – building design (stage 2) *(funded by a transfer from the Major Projects Reserve).*

**5.1.2 Plant and equipment - \$5.20 million**

The plant and equipment category includes the ongoing replacement program of Council's heavy plant (trucks, sweepers, etc.) and motor vehicle fleet (\$2.26 million). It also includes expenditure on computer and telecommunications (\$1.85 million), fixtures, fittings and furniture (\$100,000) and library resources (\$974,000).

The \$1.72 million increase in computers and telecommunications relates to a greater investment in technology in 2019-20 particularly in relation to a new Asset Management System (\$821,000), digital infrastructure for the website (\$256,000), Wi-Fi infrastructure and connections (\$230,000), security software (\$200,000) and multi-media and broadcast program (\$196,000).

**5.1.3 Infrastructure - \$30.14 million**

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

The majority of expenditure in this category is critical in terms of meeting Council's asset renewal challenge and ensuring a high level of amenity to the residents of City of Greater Dandenong.

Significant projects in 2019-20 include:

*Roads, bridges, drainage, footpaths and cycle ways, off street car parks*

- \$4.43 million Road renewal program.
- \$1.89 million Drainage upgrade and renewal program.
- \$1.84 million Tattersson Park - car park enhancement construction (part one of two).
- \$1.75 million Footpath renewal program and Active Transport Infrastructure Priority Program.
- \$1.22 million Chapel Road – Traffic Lights and Road upgrade *(partly funded by a \$140,000 transfer from Council's DCP Reserve which relates to a contribution received in 2018-19, DCP contribution income of \$747,000 and Roads to Recovery grant funding of \$167,000).*
- \$845,000 Homeleigh Road – Reconstruction *(partly funded by a \$50,000 DCP reserve transfer which represents a contribution received in 2018-19 and \$397,000 Roads to Recovery grant funding).*
- \$800,000 Kerb and Channel renewal program (including re-surfacing).
- \$750,000 Local Area Traffic Management (LATM) Program *(partly funded by a \$300,000 VicRoads grant for 'Safe Travel in Local Streets' program).*

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Recreational, leisure and community facilities and Parks, open space and streetscapes

- \$3.43 million Ross Reserve – Master Plan implementation and construction of an All Abilities Playground (partly funded by State Government grant funding of \$1.83 million and a transfer from the Grants in Advance Reserve of \$1.10 million which relates to grant funding received in 2018-19).
- \$2.15 million Sports lighting plan.
- \$1.50 million Dandenong Park - Master Plan implementation (stage four).
- \$1.06 million Sports Facilities Plan.
- \$1.00 million Springvale Road Boulevard Project – implementation (stage two).
- \$1.00 million Frederick Wachter Reserve – Master Plan implementation.
- \$860,000 Activity Centres Strategic Plan – Dandenong and Noble Park.
- \$810,000 Tatterson Park – Master Plan implementation.

## 5.2 Capital works funding sources

Council's capital expenditure program for 2019-20 will be funded as follows:

Sources of funding	Ref	Original Budget 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
<b>External</b>				
Capital grants	5.2.1	1,256	2,794	1,538
Capital contributions	5.2.1	398	828	430
Borrowings	5.2.2	10,000	10,000	-
<b>Total external</b>		<b>11,654</b>	<b>13,622</b>	<b>1,968</b>
<b>Internal</b>				
Transfer from reserves	5.2.3	10,159	14,961	4,802
Council cash	5.2.4	38,099	40,706	2,607
<b>Total internal</b>		<b>48,258</b>	<b>55,667</b>	<b>7,409</b>
<b>Total capital works</b>		<b>59,912</b>	<b>69,289</b>	<b>9,377</b>

A detailed listing of all projects that comprise the above totals of expenditure for the various asset groupings is included as **Appendix C**. Whilst the total expenditure is noteworthy, the table above highlights the source of funds for the various total expenditure amounts. Funding from rate revenue for capital expenditure in 2019-20 is estimated at \$40.71 million, which represents a \$2.61 million increase from the 2018-19 Original Budget.

### 5.2.1 Capital grants and contributions (non-recurrent) (\$3.62 million)

Capital grants and contributions funding includes:

- \$1.83 million Ross Reserve Upgrade – State Government grant funding.
- \$747,000 DCP contribution for Chapel Road – Traffic lights and road upgrade.
- \$564,000 Roads to Recovery – Federal Government grant funding (year one).
- \$300,000 Local Area Traffic Management (LATM) program – VicRoads grant funding in relation to the Safe Travel in Local Streets program.
- \$100,000 Springvale Reserve Cricket Net replacement – State Government grant funding.
- \$81,000 Contribution to Optic Wi-Fi connection in the Noble Park Civic space.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 5.2.2 Borrowings (\$10.00 million)

New borrowings of \$10.00 million will be drawn down in June 2019 for a term of 10 years to part fund major project works at the Springvale Community Precinct.

### 5.2.3 Reserve funds (\$14.96 million)

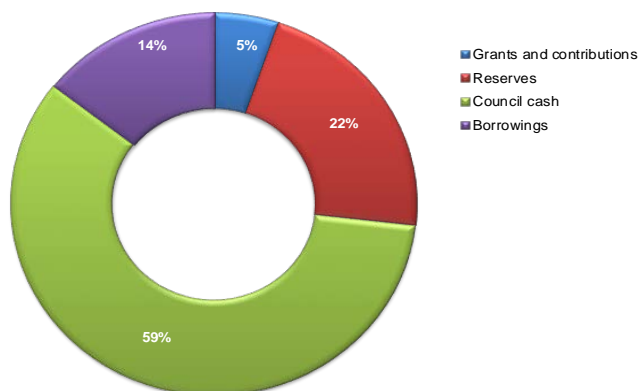
The transfer from reserves of \$14.96 million comprises:

- Major projects reserve funds of \$12.19 million for:
  - \$9.69 million – Springvale Community Precinct – Library / Community Hub.
  - \$1.50 million – Greater Dandenong Gallery of Art (5 Mason Street)
  - \$1.00 million – Keysborough South Community Hub – building (design).
- Dandenong Activity Centre parking and development reserve funds of \$800,000 for:
  - \$500,000 – Activity Centres Strategic Plan (Dandenong)
  - \$300,000 – Mason/Robinson Street road realignment
- DCP reserve funds of \$190,000 for a contribution received from the Victorian School Building Authority in 2018-19 and transferred to the DCP reserve for:
  - \$140,000 – Chapel Road – Traffic lights and road upgrade
  - \$50,000 – Homeleigh Road – road reconstruction
- Grants in Advance reserve funds of \$1.10 million for:
  - \$1.10 million – Ross Reserve All Abilities Playground construction
- Open space reserve funds of \$680,000 for:
  - \$450,000 – Burden Park – North West car park construction and Master Plan implementation
  - \$230,000 – Wal Turner Reserve – Master Plan implementation

### 5.2.4 Rate funding applied to capital works

The 2019-20 Budget provides for \$40.71 million of works funded by Council rates which represents an increase of \$2.61 million (6.84 per cent) from the 2018-19 Adopted Budget (\$38.10 million).

**Budgeted total funding sources 2019-20**



## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



## 6. Analysis of budgeted cash position

This section analyses the expected cash flows from the operating, investing and financing activities of Council. Budgeting cash flows for Council is a key factor in setting the level of rates and providing a guide to the level of capital expenditure that can be sustained with or without using existing cash reserves to provide operational cash flow.

The analysis is based on three main categories of cash flows:

- **Operating activities** – refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services for the community may be available for investment in capital works or repayment of debt.
- **Investing activities** – refers to cash generated or used in the enhancement or creation of infrastructure or other assets. These activities also include the acquisition and sale of other assets such as vehicles, property, plant and equipment.
- **Financing activities** – refers to cash generated or used in the financing of Council functions and include borrowings from financial institutions and advancing of repayable loans to other organisations. These activities also include repayment of the principal component of loan requirements for the year.

### 6.1 Budgeted Cash Flow Statement (inclusive of GST)

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
Ref	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>			
Rates and charges	140,760	145,643	4,883
Statutory fees and fines	7,783	7,731	(52)
User fees	9,052	9,129	77
Grants - operating	26,808	31,195	4,387
Grants - capital	4,319	2,794	(1,525)
Contributions - monetary	3,530	2,829	(701)
Interest received	2,900	2,001	(899)
Trust funds and deposits taken	34,000	34,500	500
Other receipts	8,255	9,541	1,286
Net GST refund	11,699	10,705	(994)
Employee costs	(79,031)	(79,714)	(683)
Materials and services	(77,278)	(78,307)	(1,029)
Trust funds and deposits repaid	(32,000)	(32,500)	(500)
Other payments	(8,897)	(5,510)	3,387
<b>Net cash provided by operating activities</b>	<b>6.1.1 51,900</b>	<b>60,037</b>	<b>8,137</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	(79,979)	(69,289)	10,690
Proceeds from sale of property, infrastructure, plant and equipment	867	617	(250)
<b>Net cash used in investing activities</b>	<b>6.1.2 (79,112)</b>	<b>(68,672)</b>	<b>10,440</b>
<b>Cash flows from financing activities</b>			
Finance costs	(3,171)	(3,414)	(243)
Proceeds from borrowings	10,000	10,000	-
Repayment of borrowings	(3,301)	(8,496)	(5,195)
<b>Net cash provided by (used in) financing activities</b>	<b>6.1.3 3,528</b>	<b>(1,910)</b>	<b>(5,438)</b>
Net increase (decrease) in cash and cash equivalents	(23,684)	(10,545)	13,139
Cash and cash equivalents at beginning of financial year	153,578	129,894	(23,684)
<b>Cash and cash equivalents at end of financial year</b>	<b>6.1.4 129,894</b>	<b>119,349</b>	<b>(10,545)</b>

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****6.1.1 Cash flows from operating activities (increase of \$8.14 million)**

Council is estimating to generate a net cash surplus of \$60.04 million from its operations in 2019-20, an increase of \$8.14 million compared to the 2018-19 forecast. The increase is due to the following factors:

- Higher expected cash inflows relating to rate revenue consistent with the 2.50 per cent rate cap (\$4.88 million).
- An increase in operating grant income (\$4.39 million) primarily due to the timing of Financial Assistance grant funding (refer to section 4.2.4 for further details)
- A reduction in cash outflows for other payments due to the return of \$3.04 million in unspent Home and Community Care grant funding in 2018-19 (refer to section 4.3.6 for further details).
- An increase in other receipts of \$1.29 million primarily due to recovery income expected from member councils in relation to works at the closed Spring Valley landfill (refer to section 4.2.9 for further details).

These favourable variances are partly offset by:

- A reduction in capital grants income (\$1.53 million) due to the non-recurrent nature of such funding (refer to section 4.2.5 for further details)

It is noted that GST on capital expenditure is also included in the operating activities section.

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

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
<b>Surplus for the year</b>	<b>31,614</b>	<b>36,920</b>	<b>5,306</b>
Depreciation	29,159	29,816	657
(Gain)/loss on sale of assets	(621)	(317)	304
Contributions non-monetary	(15,000)	(15,000)	-
Borrowing costs	3,171	3,414	243
Net movement in other assets and liabilities	3,577	5,204	1,627
<b>Cash flows available from operating activities</b>	<b>51,900</b>	<b>60,037</b>	<b>8,137</b>

**6.1.2 Cash flows used in investing activities (\$10.44 million decrease)**

Investing activities comprise cash inflows from sale of assets and outflows from expenditure on purchasing and constructing assets (capital works).

Council will have a net outflow from investing activities of \$68.67 million, made up of cash outflows from investment in capital works of \$69.29 million. No major asset sales are forecast in 2019-20.

**6.1.3 Cash flows from/(used in) financing activities (\$5.44 million decrease)**

Financing activities relate to cash inflows from any new borrowings and outflows from repayments of loan principal and interest.

The net cash outflow in financing activities is mainly due to the normal repayment of existing borrowings, ongoing interest commitments on existing borrowings combined with the full repayment of the \$4.90 million Local Government Funding Vehicle in November 2019 (funded from reserves). These outflows are partly offset by the draw down of \$10 million new borrowings in June 2019 for a term of 10 years to fund works at Springvale Community Precinct.



## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****6.1.4 Cash and cash equivalents at the end of the year (\$10.55 million decrease)**

Council is projected to have cash and cash equivalents of \$119.35 million at 30 June 2020. This balance includes cash that is "restricted" from being applied for the general operations of Council.

**6.2 Unrestricted and unrestricted cash and investments**

Cash and cash equivalents held by Council are restricted in part, and not fully available for Council's operations. The budgeted cash flow statement at section 6.1 indicates that Council is estimating at 30 June 2020 it will have cash and investments of \$119.35 million, which has been restricted as follows:

*Statutory reserves (\$17.02 million)*

These funds comprise open space contributions. They must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds earn interest revenues for Council, they are not available for other purposes.

*Discretionary reserves (\$37.14 million)*

Discretionary reserves are funds set aside by Council for a specific purpose but are not protected by statute. The 2019-20 forecast balance comprises:

- \$18.64 million – Major projects reserve
- \$13.81 million - Developer Contribution Plans – Council funded works reserve
- \$1.62 million - Keysborough maintenance levy reserve
- \$874,000 – Self-insurance reserve
- \$840,000 – General reserve (aged care)
- \$583,000 – Dandenong Activity Precinct parking and development reserve
- \$317,000 - Native revegetation funds
- \$237,000 – Spring Valley Landfill reserve
- \$120,000 – Grants in Advance reserve
- \$96,000 – Springvale Activity Precinct parking and development reserve

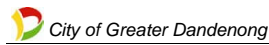
*Employee entitlements (\$17.52 million)*

Includes amounts required to meet Council's long service leave, annual leave and rostered day off liabilities.

*Trust funds and deposits (\$45.30 million)*

Represent monies held in trust to be refunded and mainly constitute developer monies relating to the two major Developer Contribution Plans which are refunded upon the completion of capital works.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****6.2 Reserve fund balances**

The table below highlights Council's reserve funds and the projected balance at 30 June 2020.

Reserve	Opening balance 2019-20 \$'000	Transfer to reserves \$'000	Transfer from reserves \$'000	Closing balance 2019-20 \$'000
Major projects reserve	30,033	800	12,191	18,642
Open space reserve - planning, developments and improvements	9,699	2,000	680	11,019
Open space reserve - acquisitions	6,000	-	-	6,000
Development Contribution Plan - Council funded	13,015	1,000	208	13,807
Keysborough Maintenance Levy	1,605	1,500	1,483	1,622
Local Government Funding Vehicle reserve	4,900	-	4,900	-
Self insurance	965	-	91	874
Spring Valley Landfill reserve	833	-	596	237
Springvale Activity Precinct parking and development	96	-	-	96
Dandenong Activity Precinct parking and development	383	1,000	800	583
General reserve (aged care)	840	-	-	840
Grants in advance reserve	1,220	-	1,100	120
Native revegetation reserves	317	-	-	317
<b>Total reserves</b>	<b>69,906</b>	<b>6,300</b>	<b>22,049</b>	<b>54,157</b>

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 7. Analysis of budgeted financial position

#### 7.1 Budgeted balance sheet

This section of the Annual Budget report analyses the movements in assets, liabilities and equity between the 2018-19 Forecast and the 2019-20 Budget.

	Ref	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
<b>Assets</b>				
<b>Current assets</b>				
Cash and cash equivalents		129,894	119,349	(10,545)
Trade and other receivables		19,350	20,092	742
Other assets		2,274	2,320	46
<b>Total current assets</b>	<b>7.1.1</b>	<b>151,518</b>	<b>141,761</b>	<b>(9,757)</b>
<b>Non-current assets</b>				
Trade and other receivables		325	325	-
Property, infrastructure, plant and equipment		2,226,316	2,280,489	54,173
Investment property		11,330	11,330	-
Other financial assets		230	230	-
<b>Total non-current assets</b>	<b>7.1.2</b>	<b>2,238,201</b>	<b>2,292,374</b>	<b>54,173</b>
<b>Total assets</b>		<b>2,389,719</b>	<b>2,434,135</b>	<b>44,416</b>
<b>Liabilities</b>				
<b>Current liabilities</b>				
Trade and other payables		20,936	24,822	(3,886)
Trust funds and deposits		42,013	44,013	(2,000)
Provisions		16,897	17,016	(119)
Interest-bearing loans and borrowings		8,496	2,894	5,602
<b>Total current liabilities</b>	<b>7.1.3</b>	<b>88,342</b>	<b>88,745</b>	<b>(403)</b>
<b>Non-current liabilities</b>				
Trust funds and deposits		1,287	1,287	-
Provisions		859	846	13
Interest-bearing loans and borrowings		50,029	57,135	(7,106)
<b>Total non-current liabilities</b>	<b>7.1.4</b>	<b>52,175</b>	<b>59,268</b>	<b>(7,093)</b>
<b>Total liabilities</b>		<b>140,517</b>	<b>148,013</b>	<b>(7,496)</b>
<b>Net assets</b>		<b>2,249,202</b>	<b>2,286,122</b>	<b>36,920</b>
<b>Equity</b>				
Accumulated surplus		888,431	941,100	52,669
Asset revaluation reserve		1,290,865	1,290,865	-
Reserves		69,906	54,157	(15,749)
<b>Total equity</b>	<b>7.1.5</b>	<b>2,249,202</b>	<b>2,286,122</b>	<b>36,920</b>

Source: **Appendix A-Financial Statements**

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 7.1.1 Current assets (\$9.76 million decrease)

Current assets include cash and investments and receivables, which include outstanding rate arrears. The decrease between the two years is primarily due to a reduction in cash and cash equivalent balances of \$10.55 million partly offset by an increase of \$742,000 in trade and other receivables.

### 7.1.2 Non-current assets (\$54.17 million increase)

Non-current assets represent Council's fixed assets such as land, buildings, roads, drains and footpaths. The \$54.17 million increase is due to property, infrastructure, plant and equipment as a result of \$69.29 million in capital expenditure (refer **Appendix C – Capital Works Program** for a detailed listing of projects) combined with the receipt of assets primarily from developers through their obligations under the two Development Contribution Plans (\$15.00 million). This increase is offset by \$29.82 million in depreciation expenditure.

### 7.1.3 Current liabilities (\$403,000 increase)

Current liabilities represent obligations that Council must pay within the next year and include borrowings, annual leave and long service leave entitlements, trust monies and payables to suppliers. The increase in current liabilities in 2018-19 is due to higher trade and other payables (\$3.89 million) and trust funds and deposits (\$2.00 million) partly offset by a reduction in interest-bearing loans and borrowings of \$5.60 million due to the repayment of the \$4.90 million Local Government Funding Vehicle (LGFV) loan in November 2019.

### 7.1.4 Non-current liabilities (\$7.09 million increase)

Non-current liabilities include long term borrowings and long service leave entitlements for staff. This increase of \$7.09 million reflects the \$10 million in new borrowings to be drawn down in June 2019 to fund works at Springvale Community Precinct partly offset by the ongoing repayment and reduction of existing interest bearing liabilities and borrowings during 2019-20.

### 7.1.5 Equity (\$36.92 million increase)

Council's equity represents the difference between assets and liabilities which has grown by \$36.92 million.

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



## 8. Impact of current year (2018-19) on the 2019-20 Budget

This section of the report highlights the impact that outcomes in 2018-19 have had on the 2019-20 Budget. The figures utilised in this section adjust the net operating result calculated in accordance with accounting standards to include cash costs such as capital works and exclude non-cash transactions such as depreciation, non-cash contributions and book value of assets sold to reach a management accounting result.

The table below illustrates that Council is currently forecasting to complete 2018-19 with an accumulated surplus outcome of \$818,000. The 2018-19 forecast is subject to ongoing review through to the end of the financial year and it is anticipated the final forecast will result in an outcome that is a surplus result.

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Variance \$'000
<b>Net operating result</b>	<b>31,614</b>	<b>36,920</b>	<b>5,306</b>
<b>Add (less) cash costs not included in operating result</b>			
Capital expenditure	79,979	69,289	(10,690)
Loan repayments	3,301	8,496	5,195
Loan proceeds	(10,000)	(10,000)	-
Transfer from reserves	(15,988)	(22,049)	(6,061)
Transfer to reserves	16,129	6,300	(9,829)
<b>Sub total</b>	<b>73,421</b>	<b>52,036</b>	<b>(21,385)</b>
<b>Add (less) non-cash costs included in operating result</b>			
Depreciation	29,159	29,816	657
Written down value of assets sold	246	300	54
Contributions - non-monetary	(15,000)	(15,000)	-
<b>Sub total</b>	<b>14,405</b>	<b>15,116</b>	<b>711</b>
<b>Surplus (deficit) for the year</b>	<b>(27,402)</b>	<b>-</b>	
<b>Accumulated surplus brought forward</b>	<b>28,220</b>	<b>-</b>	
<b>Accumulated surplus brought forward</b>	<b>818</b>	<b>-</b>	

The below highlights some of the emerging trends in the 2018-19 forecast result:

### Favourable

- Higher interest on investment income \$1.11 million due to a higher opening cash balance for the financial year as a result of carry forward funding from the prior year and slower capital and operating expenditure outflows during the current financial year compared to budget. This favourable variance has been transferred to the Major Projects reserve.
- Additional supplementary rates income of \$567,000 forecast (also transferred to the Major Projects reserve).
- Employee costs savings in Engineering Services (\$382,000), City Planning, Design and Amenity (\$377,000) and Corporate Services (\$164,000) due to vacancies, positions not filled and staff on unpaid leave.
- Waste Management (\$495,000) – primarily due to favourable supplementary waste and additional services income (\$107,000) and lower schedule of rate costs for garden and hard waste disposal (\$356,000).

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)***Unfavourable*

- The Community Services directorate net cost is forecast to increase by \$3.62 million in 2018-19. This is due mainly to the Aged Care Reform Agenda, which has seen the State and Federal Governments undertaking separate responsibilities for In Home Support Programs depending on the age of the client. This reform has resulted in a movement from a predominantly integrated block funded program to separate programs where funding is based almost solely on the achievement of targets. During the 2016-17 and 2017-18 financial years, it was expected that grant funding would be required to be returned/refunded. Estimated amounts were transferred to reserves.

Council received advice in January 2019 from the Australian Department of Health that \$3.04 million relating to the funding period 1 July 2017 - 30 June 2018 is required to be returned. The payment of \$3.04 million will be funded from reserves.

It is expected that further amounts will also be required to be returned in relation to the current 2018-19 financial year (currently totalling \$1.11 million). The majority of this amount has been factored into the 2018-19 forecast result.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****Long term strategies****9. Strategic resource plan and financial performance indicators**

The Act requires a Strategic Resource Plan (SRP) to be prepared describing both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the strategic objectives in the Council Plan. In preparing the SRP, Council must take into account all other plans and strategies in regard to services and initiatives which commit financial and non-financial resources for the period of the SRP.

Council has prepared a Strategic Resource Plan (SRP) for the five years 2019-20 to 2023-24 as part of its ongoing financial planning to assist in adopting a budget within a longer term framework. The SRP takes the strategic objectives and strategies as specified in the Council Plan and expresses them in financial terms for the next five years.

The key objective, which underlines the development of the SRP, is financial sustainability in the medium to long term, while still achieving Council's strategic objectives as specified in the Council Plan.

*Capital expenditure funding*

This LTFS is based on an increase in capital works investment funded from Council's operations from \$38.10 million in 2018-19 to \$40.33 million in 2023-24. Whilst this is a slightly increasing trend in the current LTFS 2020-24, it represents a reduction in capital works funded from the operational surplus from the prior LTFS 2019-23.

From 2019-20 to 2023-24, a reduction of \$845,000 on average per year (yearly amounts ranging from \$543,000 to \$954,000) has occurred due to various transfers from the capital expenditure program to the operating expenditure budget. These transfers are to fund a number of operating items such as annual subscription based library resources, building renewal works under \$5,000, street lighting LED replacement program (non-Council assets) and ongoing maintenance of Glasscocks Road.

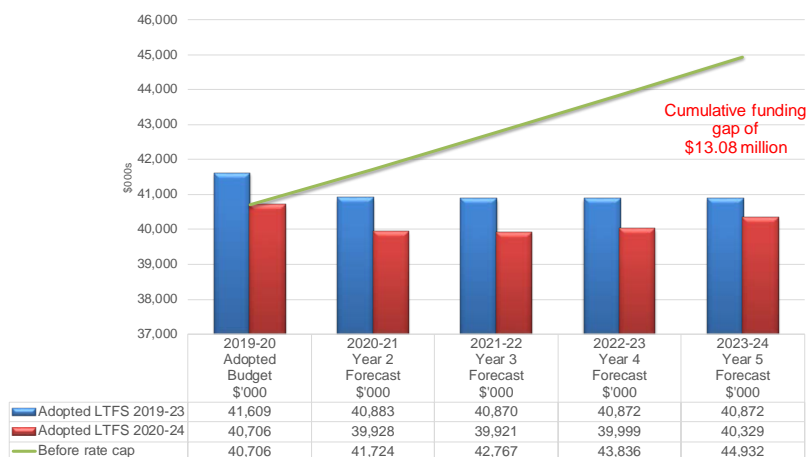
Whilst the funding base for capital expenditure (from Council operations) has been maintained at the same levels as the previous LTFS, the following graph highlights the plateau to available capital works funding from 2020-21 as a result of rate capping restrictions. This means that in REAL terms Council's funding for capital expenditure is actually falling over this five year period and by the final year the cumulative gap between ongoing growth of 2.5 per cent per annum and the forecast funding amount is \$13.08 million.

It should be noted that the actual amount of capital expenditure will vary significantly from year to year depending on capital grant revenue, loan funds and use of Council reserves. It is important to note that the following graph is based on the amount of funding that Council can apply to capital expenditure from its operating result. The above figures are further subject to Council achieving savings targets or successfully applying for a variation to the rate cap in future years.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



Capital works funded from operational surplus



#### Impact on future years

A number of factors have now been built into the current proposed budget 2018-19 which have a flow on impact into future years: These include:

- The Enterprise Agreement 2018 approved by Fair Work, commenced on 1 July 2018 for a four year term. This agreement provides for a minimum of 2.25 per cent or the rate cap whichever is higher.  
Employee costs for 2019-20 will match the forecast rate cap of 2.50 per cent with remaining years of the LTFS set at a forecast rate cap of 2.25 per cent plus salary band step increases.  
Superannuation guarantee charge (SGC) increases were announced as part of the 2014 Federal Budget and this LTFS assumes that the SGC rate will increase progressively from 9.5 per cent in 2019-20 to 11 per cent by 2023-24, adding an additional \$2 million in employee costs over the 2021-22 to 2023-24 years.  
Future changes to the superannuation legislation are outside the term of this LTFS, however the current projected trajectory is 12.0 per cent by 2025-26.
- Material costs match the forecast increase in Council rates. The forecast for 2019-20 is set at the rate cap of 2.50 per cent.
- Forecast adjustment to the management contract of Council's leisure centres which is due for renewal.
- The consequential operational servicing expenditure for the Springvale Community Precinct which is due for completion in February 2020 has been factored into this LTFS revision. A pro rata amount of \$550,000 has been included in 2019-20 reaching an estimated \$1.4 million annually for the life of the LTFS. This has been funded via a reduction in the forward capital works program.



## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

City of Greater Dandenong

- A significant restructure in the 2017-18 financial year relating to the Aged Care Reform Agenda has seen the State and Federal Governments now undertaking separate responsibilities for In Home Support Programs depending on the age of the client. This has been a huge undertaking with unintended consequences resulting in a movement from a predominantly integrated block funded program to separate programs where funding is based almost solely on the achievement of targets. The increase since 2017-18 to the forecast 2019-20 year has seen nearly \$1.8 million added to the net cost of Community Care services (aged care) (2017-18 Adopted Budget to forecast 2019-20 year with flow on effect).
- Financial Assistance Grants via the Victoria Grants Commission were restored from indexation freezing in 2017-18. Whilst the freeze has permanently reduced the base level of the Financial Assistance Grants payments, it has been positive in the 2018-19 financial year, with an additional \$700,000 or around 6 per cent increase in funding compared to the prior year. The 2019-20 forecast is set at a conservative economic outlook.
- Significant supplementary rate growth over the past three years. The base level of rates that Council will commence the rate capped 2019-20 financial year are higher than forecast due to higher supplementary rate revenue in recent years.

The rate capping challenge in the medium to long term will require Council to fundamentally review the sustainability of its operations. A 'business as usual' approach will not be sufficient to meet the challenge into the future. It will be necessary for Council to undertake an annual review of all services in line with community expectations and Council's resource availability. Council is committed to annual reviews of the LTFS and, particularly, the assumptions which underpin the strategy. It will be necessary for Council to undertake a review of all services in line with community expectations and council's resource availability.

**9.1 Plan development**

City of Greater Dandenong annually prepares a Long Term Financial Strategy (LTFS) that addresses Council's long term financial outcomes and establishes a financial framework that moves Council towards a position of financial sustainability.

Council annually publishes a LTFS that addresses the Council's operational and capital works plans for the next five years. These plans were developed with due regard to the service delivery, asset maintenance and capital works implications from the future growth of the city. The 2019-20 Budget reflects the first year of the LTFS.

The main objective of the LTFS is to ensure that Council is financially sustainable to be able to deliver services to the community and keep the city's infrastructure assets renewed on a regular basis.

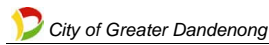
The key financial objectives of the LTFS are:

- The achievement of a prudent balance between meeting the service needs of our community (both now and in the future) and remaining financially sustainable for future generations.
- An increased ability to fund both capital works in general and meet the asset renewal requirements as outlined in the asset management planning
- Endeavouring to maintain a sustainable Council in an environment where Council's costs in delivering services are increasing at a higher rate than its revenue capacity due to capping of Council rates and low increases in government grant funding.

In preparing its LTFS, Council has also been mindful of the need to comply with the following principles of sound financial management as outlined in the *Local Government Act 1989* which requires Council to:

- Prudently manage the financial risks relating to debt, assets and liabilities.
- Provide reasonable stability in the level of rate burden.
- Consider the financial effects of Council decisions on future generations.
- Provide full, accurate and timely disclosure of financial information.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

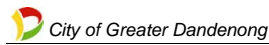


#### 9.2 Financial resources

The following table summarises the key indicative financial results for the next five years 2019-20 to 2023-24. **Appendix A** of the Budget contains the key financial statements.

Indicator	Forecast	Budget	Strategic Resource Plan				Trend
	Actual		Projections				
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Result for the year	31,614	36,920	35,615	37,534	38,568	38,662	+
Adjusted underlying result	8,765	16,861	18,614	20,533	21,567	21,661	+
Cash and investments balance	129,894	119,349	122,256	133,394	146,113	160,121	+
Cash flows from operations	51,900	60,037	51,049	59,124	60,692	61,260	+
Capital works expenditure	79,979	69,289	42,236	42,062	42,056	41,329	-

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 9.3 Financial performance indicators

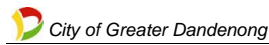
The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

## CITY OF GREATER DANDENONG 2019-20 BUDGET

Indicator	Measure	Notes	Actual 2017-18	Forecast Actual 2018-19	Budget 2019-20	Strategic Resource Plan Projections				Trend
						2020-21	2021-22	2022-23	2023-24	
Operating position										
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	10.88%	4.52%	8.24%	8.94%	9.61%	9.86%	9.63%	0
<b>Liquidity</b>										
Working capital	Current assets compared to current liabilities [Current assets / current liabilities] x 100	2	219.30%	171.51%	159.74%	168.45%	175.62%	183.92%	192.98%	+
Unrestricted cash	Unrestricted cash compared to current liabilities [Unrestricted cash / current liabilities] x 100		86.14%	80.25%	64.26%	64.79%	70.40%	77.28%	84.97%	+
<b>Obligations</b>										
Loans and borrowings	Loans and borrowings compared to rates [Interest-bearing loans and borrowings / rate revenue] x 100	3	39.60%	42.02%	41.56%	38.29%	35.07%	31.93%	28.61%	+
Loans and borrowings	Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / rate revenue] x 100		4.99%	4.65%	8.25%	4.39%	4.25%	4.12%	3.96%	+

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



## Financial performance indicators (continued)

## CITY OF GREATER DANDENONG 2019-20 BUDGET

Indicator	Measure	Notes	Forecast		Budget	Strategic Resource Plan Projections				Trend
			Actual 2017-18	Actual 2018-19		2019-20	2020-21	2021-22	2022-23	
Indebtedness	Non-current liabilities compared to own source revenue [Non-current liabilities / own source revenue] x 100		31.45%	30.88%	33.94%	31.57%	28.86%	26.16%	23.36%	+
	Asset renewal compared to depreciation [Asset renewal expenditure / asset depreciation] x100	4	66.03%	83.69%	99.92%	84.44%	81.37%	74.82%	76.74%	o
Stability										
Rates concentration	Rates compared to adjusted underlying revenue [Rate revenue / adjusted underlying revenue] x 100	5	66.44%	71.84%	70.57%	71.66%	72.13%	72.68%	73.55%	o
Rates effort	Rates compared to property values [Rate revenue / capital improved value of rateable properties in the municipality] x 100		0.33%	0.29%	0.30%	0.29%	0.29%	0.28%	0.28%	o
Efficiency										
Expenditure level	Expenses per property assessment Total expenses / no. of assessments]		\$2,701.55	\$3,335.75	\$3,407.93	\$3,374.40	\$3,415.53	\$3,450.25	\$3,497.57	-
Revenue level	Average residential rate per residential property assessment [Residential rate revenue / no. of residential assessments]		\$1,258.93	\$1,306.75	\$1,339.41	\$1,355.93	\$1,373.50	\$1,389.27	\$1,427.69	-
Workforce turnover	Resignations and terminations compared to average staff [No. of permanent staff resignations and terminations / average number of staff for the financial year] x 100		9.83%	8.00%	10.00%	10.00%	10.00%	10.00%	10.00%	o
Key to forecast trend										
+ Forecasts improvement in Council's financial performance/position indicator										
o Forecasts that Council's financial performance/financial position indicator will be steady										
- Forecasts deterioration in Council's financial performance/financial position indicator										

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Notes to indicators

- Adjusted underlying result** – Council's underlying operational surplus is steady, which means that Council's overall asset base is not being eroded over the period of the strategy. An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance is expected over the period, although continued losses means reliance on Council's cash reserves or increased debt to maintain services.
- Working capital** – The proportion of current liabilities represented by current assets. Current assets to liabilities remain at a healthy level across all years indicating strong liquidity.
- Debt compared to rates** - Trend indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt and remains within prudential guidelines.
- Asset renewal** - This percentage indicates the extent of Council's renewals against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Asset renewal expenditure remains at a level which is forecast to fund the known asset renewal requirements from asset management planning.
- Rates concentration** - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

### 9.4 Non-financial resources

In addition to the financial resources to be consumed over the planning period, Council will also consume non-financial resources, in particular human resources. A summary of Council's anticipated human resource requirements for the years 2019-20 to 2023-24 is shown below and further detail is included in **Appendix A**.

	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
		2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Staff expenditure</b>					
Employee costs - operating	80,417	82,564	84,362	85,842	88,396
<b>Total staff expenditure</b>	<b>80,417</b>	<b>82,564</b>	<b>84,362</b>	<b>85,842</b>	<b>88,396</b>
<b>Staff numbers</b>					
Employees	731.9	725.6	722.6	714.9	714.9
<b>Total staff numbers</b>	<b>731.9</b>	<b>725.6</b>	<b>722.6</b>	<b>714.9</b>	<b>714.9</b>

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 10. Rating Strategy

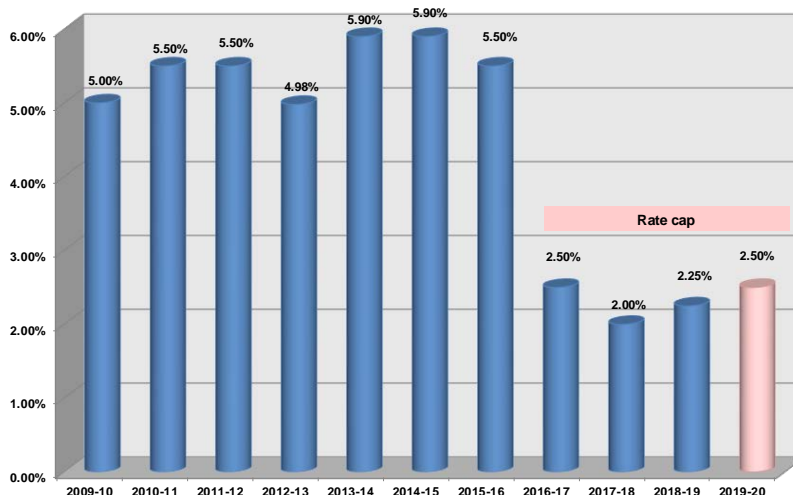
#### 10.1 Strategy development

Council's rating strategy for the future should essentially be based on meeting two core principles:

- 1 Ensuring that the rating strategy is consistent with the principles of sound financial management as espoused in the Local Government Act (1989) in that Council must "pursue spending and rating policies that are consistent with a reasonable degree of stability in the level of the rates burden".
- 2 Dealing with the financial pressures established under a rate capped environment whilst also ensuring that Council's financial decisions in the present day prudently account for both existing needs and those of future generations in terms of both accessing services and providing the appropriate facilities and infrastructure.

In terms of the first principle, the below graph highlights the percentage rate increases that have been applicable at Greater Dandenong City Council over the past ten years.

Rate percentage increases 2009-10 to 2019-20



Council's historical record portrays a reasonable approach in ensuring a stable outcome in terms of rating levels. This stability has been crucial in achieving prudent financial management and the concern will be how this is then impacted upon in a rate capped environment. Historically, the period for many councils following the end of the rate capped environment in the late 1990's, led to councils having to significantly increase rates to deal with organisations with low financial capacity to meet community needs for infrastructure.

Council has significant challenges in terms of meeting the asset renewal requirements of a vast range of infrastructure that was established in the 1960's-70's and which over the next decade will reach the end of its useful life. It will not be possible to meet this challenge with rate increases linked solely to CPI. With Council dealing with grant revenues that do not keep pace with CPI and the cost of providing Council services escalating at a rate higher than the CPI, this approach is not sustainable.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Rate Capping

Council has established the rating increase for 2019-20 at 2.50 per cent in line with the rate cap set by the Minister of Local Government. Beyond this period, the rating strategy is based on rates to be set at the CPI in accordance with the State Government rate capping policy with the current forecast being based on 2.25 per cent per annum for the remaining life of the LTFS. The forward four years of the plan (2020-21 to 2023-24) are indicative rate increases only and will be subject to the rate cap set by the Minister of Local Government.

#### Proposed future rate increases in LTFS

	Actual 2018-19	Budget 2019-20	Strategic Resource Plan Projections			
			2020-21	2021-22	2022-23	2023-24
Rate increase	2.25%	2.50%	2.25%	2.25%	2.25%	2.25%

### 10.1.1 Basis of rating

Council rates are levied on the Capital Improved Value (CIV) of properties as determined by and certified by the Valuer General of Victoria. The Valuer General of Victoria has taken over the rateable property general valuation process from 1 July 2018 changing it to once a year rather than every two years.

Council establishes a general rate in the dollar to be applied to the valuation of all residential assessments in order to levy rates. Council also adopts differential rating against this general rate to the other property categories in order to distribute the rate burden equitably across different property types.

### 10.1.2 Impact of the 2019 Revaluation

During the 2018-19 year, a revaluation of all properties within the municipality was carried out and will apply from 1 July 2019 for the 2019-20 year. Overall, property valuations across the Municipal District have decreased by 0.80 per cent from the 2018-19 Forecast valuations. Of this increase, residential properties have decreased by 5.55 per cent.

The table below highlights the movements in property valuations by rating type over the past 12 months.

Type or class of land	Budget 2018-19 \$	Forecast 2018-19 \$	Budget 2019-20 \$	Change
General	33,967,880,000	34,493,346,000	32,577,413,000	-5.55%
Commercial	3,892,632,000	3,931,879,000	4,167,525,000	5.99%
Industrial	9,520,362,600	9,889,690,100	11,239,176,000	13.65%
Vacant residential	669,223,000	572,553,000	514,483,000	-10.14%
Farm	325,606,000	314,476,000	309,668,000	-1.53%
<b>Total value of land</b>	<b>48,375,703,600</b>	<b>49,201,944,100</b>	<b>48,808,265,000</b>	<b>-0.80%</b>

The table highlights that overall, Council properties have decreased marginally by 0.80 per cent from the 2018-19 Forecast valuations. Vacant residential has dropped by over 10 per cent and industrial properties have increased by 13.65 per cent.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in Councils rates remain affordable and that the rating "shocks" are mitigated to some degree.

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



By way of example the table below highlights the rating impact on the various rating types should Council retain the current rate differential structure (outcomes based on an annual increase in rates of 2.50 per cent).

Type or class of land	Proposed 2019-20 rates	% increase 2018-19 to 2019-20
General	50,369,393	-6.79%
Commercial	13,853,732	4.61%
Industrial	57,345,393	12.16%
Vacant residential	1,113,651	-11.32%
Farm	406,973	-2.82%
<b>Total</b>	<b>123,089,142</b>	<b>2.50%</b>

As shown in the table the rating experiences between rating groups is reasonably dynamic with residential properties on average decreasing by 6.79 per cent and industrial increasing by 12.16 per cent.

Council has sought a rating model that more evenly applies the proposed rate increase to each of the major rating sectors (General, Commercial and Industrial).

On this basis, the Rating Strategy recommends the following differential rates be applied.

Type or class of land	Existing rating differential 2018-19	Proposed rating differential 2019-20	% increase 2018-19 to 2019-20
General	100%	100%	2.50%
Commercial	215%	190%	1.65%
Industrial	330%	275%	2.78%
Vacant residential	140%	145%	1.00%
Farm	85%	80%	0.58%
			<b>2.50%</b>

Applying these proposed changes to the differential rates, all of the major rating categories will pay close to the average rate increase of 2.50 percent or lower. On this basis, it is recommended that the existing differential rating structure be amended to take account of the impacts of the 2019 Council revaluation.

The following table highlights the impact of the revaluation by suburb.

Residential Neighbourhoods	No of assessments	2018-19 CIV	2019-20 New CIV	% Increase/ (decrease) in Valuations	% Increase/ (decrease) in Rates
Bangholme	106	161,448,000	169,443,000	4.95%	13.90%
Dandenong	11,193	5,227,238,000	5,102,006,000	(2.40%)	5.92%
Dandenong North	8,332	5,083,315,000	4,767,920,000	(6.20%)	1.79%
Dandenong South (industrial zoned)	18	17,427,000	17,742,000	1.81%	10.49%
Keysborough	9,268	7,633,484,000	7,007,490,000	(8.20%)	(0.38%)
Lyndhurst	7	8,215,000	8,559,000	4.19%	13.07%
Noble Park	12,129	6,621,399,000	6,340,003,000	(4.25%)	3.91%
Noble Park North	2,774	1,740,975,000	1,587,980,000	(8.79%)	(1.01%)
Springvale	7,717	5,324,460,000	5,023,995,000	(5.64%)	2.40%
Springvale South	4,024	2,675,385,000	2,552,275,000	(4.60%)	3.53%
<b>Totals</b>	<b>55,568</b>	<b>34,493,346,000</b>	<b>32,577,413,000</b>	<b>(5.55%)</b>	<b>2.50%</b>



## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 10.1.3 Summary of rate income 2019-20

The table below provides a summary of the forecast rate revenue in 2019-20 highlighting that Council's total rate revenue will grow by 2.50 per cent.

Type or class of land	No of assessments	Annualised revenue 2018-19 \$	Rate revenue 2019-20 \$	Increase in rates %
General rate	55,568	54,039,233	55,387,874	2.50%
Commercial rate	3,321	13,243,795	13,462,630	1.65%
Industrial rate	6,244	51,129,374	52,549,098	2.78%
Vacant residential rate	753	1,255,792	1,268,344	1.00%
Farm rate	56	418,775	421,196	0.58%
<b>Total rate revenue</b>	<b>65,942</b>	<b>120,086,968</b>	<b>123,089,142</b>	<b>2.50%</b>

*Note: The rates for 2019-20 have been adjusted for the supplementary rates received during 2018-19 on a full year rate yield basis (i.e. whilst properties subjected to supplementary rates have received pro-rata rate accounts – the above rate figures are based on the income that would have been received if the accounts were for a full twelve month period). Forecast supplementary rates in 2018-19 are estimated at \$2.08 million.*

### 10.1.4 Rate payment options

Greater Dandenong will maintain the mandatory instalment payment system for 2019-20. Ratepayers can elect to pay whatever number of payments that best meets their individual needs on the proviso that as a minimum, they remain ahead of the payments amounts that would fall due under the quarterly payment methodology.

The following instalment dates apply in 2019-20:

- 30 September 2019
- 30 November 2019
- 28 February 2020
- 31 May 2020

Ratepayers also have the option of paying by nine instalments (direct debit only). The first instalment is due by 30 September 2019 with the second and ninth instalments due at the end of each month until 31 May 2020.

Due dates for the payment of rates will be detailed on the annual rate notice. Reminder notices will be sent to ratepayers who opt to pay by instalments prior to each instalment.

### 10.1.5 Financial Hardship Policy

Council has adopted a Financial Hardship Policy which provides ratepayers who encounter difficulties with alternative payment arrangements. These arrangements include deferral of rates or smaller payment instalments at more frequent intervals. In extreme cases Council may waive interest or rate, subject to sighting proof of financial hardship from certified financial counsellors.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 11. Debt Strategy

#### 11.1 Current borrowings

The below table shows information on borrowings specifically required by the Local Government (Planning and Reporting) Regulations.

	2018-19	2019-20
	\$	\$
Total amount borrowed as at 30 June of the prior year	51,826,000	58,525,000
Total amount to be borrowed and/or refinanced	10,000,000	10,000,000
Total amount projected to be redeemed	(3,301,000)	(8,496,000)
Total amount proposed to be borrowed as at 30 June	<b>58,525,000</b>	<b>60,029,000</b>

#### 11.2 Council philosophy on using loan borrowings

Many Victorian Councils are debt averse and view the achievement of a low level of debt or even debt free status as a primary goal. Others see the use of loan funding as being a critical component of the funding mix to deliver much needed infrastructure to the community.

The use of loans to fund capital expenditure can be an effective mechanism of linking the payment for the asset (via debt redemption payments) to the successive Council populations who receive benefits over the life of that asset. This matching concept is frequently referred to as 'inter-generational equity'.

Greater Dandenong City Council has accessed debt funding in the past years to complete a range of major infrastructure projects including the construction of the Dandenong Civic Centre and Library, redevelopment of the Drum Theatre, Dandenong Market and Noble Park Aquatic Centre that will be enjoyed by the populations of the future (refer table below).

Project	Total cost (\$ million)	Loan funds used (\$ million)
Drum Theatre	13.0	9.0
Dandenong Market	26.0	20.0
Noble Park Aquatic Centre	21.0	5.0
Dandenong Civic Centre	65.5	47.2
<b>Total</b>	<b>125.5</b>	<b>81.2</b>

One of the key considerations for Council in the application of future loan borrowing is the premise that its long-term financial strategies should strive for a financial structure where its annual operational and asset renewal needs can be met from annual funding sources. That is, Council does not have to access funding from non-renewable sources such as loans, asset sales or reserves to meet its annual expenditure needs.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 11.3 Establishing prudential debt limits

Utilisation of debt funding is an appropriate means of funding capital projects, particularly in a low interest rate environment. It is crucial however that Council remain within prudential debt limits.

The maximum levels of indebtedness are prescribed for Council by way of prudential limits established by the State Government. The three principle prudential limits are:

- Debt servicing (interest repayments) as a percentage of total revenue should not exceed 5 per cent.
- Total indebtedness as a percentage of rate revenue should not exceed 80 per cent (with this latter prudential limit – where ratios exceed 60 per cent, councils are required to demonstrate long-term strategies to reduce indebtedness prior to undertaking further borrowings).
- Working capital ratio (current assets/current liabilities) to remain in excess of 1.0.

### 11.4 Proposed future borrowings

The Long Term Financial Strategy includes a total of \$20 million in proposed new borrowings split evenly over the 2018-19 and 2019-20 financial years for the purposes of completing the Springvale Community Precinct project. These funds will combine with remaining proceeds from the sale of the former View Road depot and Council CIP funding to complete this project.

Council previously relied upon a strategy of ensuring Council reduced its Indebtedness to Rate Revenue ratio to below 40 per cent prior to undertaking any further borrowing. As noted in the table on the following page, at the 30 June 2019, Council's debt ratio will increase to 41.6 per cent due to the draw down of \$10 million in new borrowings in June 2019.

With the active approach to paying out the \$4.90 million LGFV loan in 2019-20, the debt ratios again fall quite quickly even with the assumed \$20 million new borrowings and Council's ratio returns to 37.9 per cent by June 2021 – and will once again allow Council to consider future borrowings from that point.

At 30 June 2021, the residual loan capacity available to Council whilst remaining below the 60 per cent threshold is \$33 million. Council must however note that borrowing these funds will require additional annual funding for debt servicing and principal repayments to be included in annual budgets in potentially an environment that may remain subject to rate capping.

Greater Dandenong Council will consider debt for major community assets in accordance with the above guidelines. Some future major projects include significant infrastructure works associated with the redevelopment and/or replacement of Oasis Aquatic Centre and the Keysborough Community Hub. All projects are subject to community consultation, Council review and funding. Council will also seek to maximise external funding opportunities having regard to the financial impacts and outcomes for the community.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 11.5 Impact of future borrowings on prudential limits

In terms of highlighting the impact of these borrowings on Council's Indebtedness to rates ratio, the below table provides these outcomes. Projected future borrowings have been structured to ensure at no point does Council exceed the prudential limit of an indebtedness level in excess of 80 per cent of annual rate revenue.

Financial year ending	New/ refinance borrowings \$'000	Principal paid \$'000	Interest expense (b) \$'000	Balance 30 June \$'000	Liquidity (Current assets/ current liabilities)	Debt mgmt (Debt/ Total rates and charges)	Debt mgmt (Serv Costs/ Total revenue)
2019	10,000	3,301	3,171	58,525	175%	41.6%	1.5%
(a) 2020	10,000	8,496	3,414	60,029	162%	41.1%	1.5%
2021	-	2,894	3,652	57,135	171%	37.9%	1.6%
2022	-	3,081	3,473	54,053	178%	34.7%	1.5%
2023	-	3,270	3,277	50,784	186%	31.6%	1.4%
2024	-	3,467	3,076	47,317	195%	28.4%	1.3%

Prudential ratio limits: Risk assessment criteria	High	Below 110%	Above 80%	Above 10%
	Medium	110% - 120%	60% - 80%	5% - 10%
	Low	Above 120%	Below 60%	Below 5%

- (a) 2020 includes the proposed repayment of the Local Government Funding Vehicle (\$4.9 million) which is expected to mature in November 2019.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 12. Infrastructure Strategy

#### 12.1 Strategic infrastructure challenges

A significant infrastructure challenge included as an integral component of Council's Long Term Financial Strategy (LTFS), is the management of a relatively large and ageing infrastructure asset base. The LTFS deals with a funding approach for efficiently managing the preservation of these assets so that they continue delivering acceptable service into the future.

Council further has challenges in improving its asset management planning and in the matching of future asset capability with changing community needs for facilities and the capping of rate funding.

#### 12.2 Planning for meeting community needs

Council's broad approach in fulfilling its long-term obligations to facilitate acceptable services for the community is to plan and develop service strategies. These strategies:

- Describe the nature and extent of existing service and the infrastructure presently facilitating the delivery of service.
- Identify plausible scenarios that could impact on service delivery.
- Establish key issues/challenges.
- Develop/review goals and objectives.
- Formulate and assess alternative strategic and policy responses.
- Evaluate and recommend preferred strategy and policy.
- Formulate action plans and programs to implement preferred strategy including proposals for funding.
- Feed into the Asset Management Plan for the infrastructure group(s) that facilitates service delivery.

Typical strategies include: Arts and Cultural Heritage Strategy, Regional Food Strategy, Sustainability Strategy, Digital Strategy, Greater Dandenong Housing Strategy, Tourism Strategy and Action Plan, Road Management Plan, Road Safety Strategy, Open Space Strategy, Sports Facility Plan, Active Sport and Active Recreation Strategy, Playground Strategy, Economic Development Strategy, Waste and Litter Strategy, Walking Strategy, Cycling Strategy and Ageing is About Living Strategy and Action Plan.

#### 12.3 Infrastructure Asset Management Strategy and Plans

Council has an Asset Management Policy that sets the corporate frameworks for managing the City's assets by implementing best-practice asset management methodology across its infrastructure asset portfolio to ensure they are usable, accessible and safe.

New AMP's are in draft form or are currently being prepared for the following asset classes:

- |                            |                                    |
|----------------------------|------------------------------------|
| • Buildings                | • Computers and telecommunications |
| • Fleet                    | • Kerb and channel                 |
| • Land                     | • Local area traffic management    |
| • Multimedia and broadcast | • Playgrounds                      |
| • Public art               | • Public lighting                  |
| • Safety barriers          | • Scoreboards                      |
| • Sports fencing           | • Sports grounds                   |
| • Sports lighting          | • Traffic signals                  |
| • Unsealed footpaths       |                                    |

Ten year plans covering renewal, capital, acquisition and disposal requirements, are in place for Buildings, Furniture and Fittings, Fleet, Roads, Paths, Bridges, Stormwater, Recreation Leisure and Community Facilities and Parks Open Space and Streetscapes.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### 12.4 Asset valuation

Council's assets, comprising roads, bridges, paths, buildings, drains and other infrastructure assets were valued at \$2.76 billion as at 30 June 2018. The written down value of these assets after deducting accumulated depreciation was \$2.16 billion.

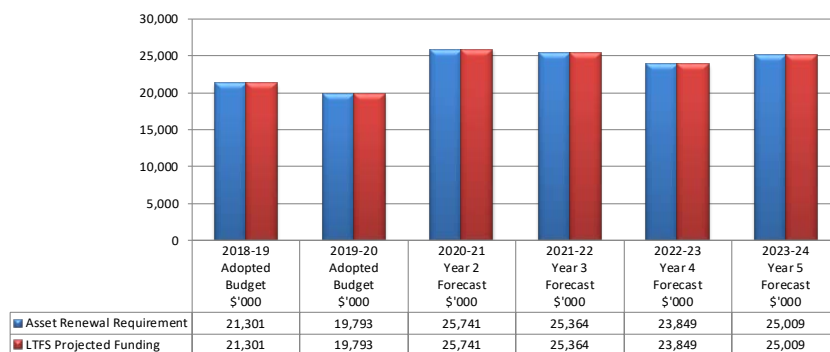
The following assets are managed within the Greater Dandenong municipality:

- Open space – 764 hectares
- Local roads – 687 kilometres
- Drainage pipes – 931 kilometres
- Drainage pits – 35,125
- Kerb and channel – 1,329 kilometres
- Footpaths – 1,100 kilometres
- Bike/shared paths – 61 kilometres
- Playgrounds – 155
- Buildings – 405
- Car parks – 0.24 square kilometres
- Bridges – 88
- Bus shelters – 61 (Council owned)
- Bus shelters – 61 (Council managed)
- Bus shelters – 147 (Non Council)

### 12.5 Future funding challenge to sustain infrastructure assets

One of the main challenges for City of Greater Dandenong is the fact that a substantial portion of its assets were constructed in the period between 1960 and 1980. As a consequence, the majority of its infrastructure assets are now approaching 40 to 60 years of age and in many cases will become a renewal issue over the coming 10 to 20 year period.

**Asset Renewal Gap 2018-19 - 2023-24**



*Note: The above amounts may differ to those presented in the capital works information in **Appendix A** and **C**. The above asset renewal requirement relates to base renewal funding and does not include renewal amounts relating to foreshadowed major projects.*

Based on Council's current asset management information, Council is fully funding the asset renewal requirements of its assets. The 2019-20 Budget amount for asset renewal requirements is in line with LTFS projected funding.

---

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**



City of Greater Dandenong  
Budget 2019-20

## Appendices

The following appendices include voluntary and statutory disclosures of information, which provide support for the analysis contained in Sections 1-12 of this report:

Appendix A	Financial Statements
Appendix B	Statutory disclosures
Appendix C	Capital Works Program
Appendix D	Operating Initiatives
Appendix E	Fees and Charges
Appendix F	Performance indicators
Appendix G	Glossary of terms

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.



### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Budget 2019-20

## Appendix A Financial Statements

This appendix presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the years 2019-20 to 2023-24 has been extracted from the Strategic Resource Plan.

Section 127 of the Act requires that the Budget contain financial statements in the form containing the matters required by the Regulations. Regulation 9 of the Regulations requires that the financial statements must be in the form set out in the Local Government Model Financial Report.

The appendix includes the following budgeted information:

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

In addition to the financial statements, there are two further disclosures which are specific to the preparation of the strategic resource plan (included in this appendix) being:

- Summary of planned capital works expenditure
- Summary of planned human resource expenditure.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Appendix A – Financial Statements

City of Greater Dandenong  
Comprehensive Income Statement  
For the five years ending 30 June 2024

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Income</b>						
Rates and charges	140,786	145,942	150,713	155,627	160,528	166,866
Statutory fees and fines	9,022	9,333	9,185	9,249	9,431	9,606
User fees	8,229	8,435	9,247	9,418	9,669	9,847
Grants - operating	24,912	29,453	28,988	29,260	28,854	29,051
Grants - capital	4,319	2,794	1,308	1,141	1,057	-
Contributions - monetary	3,530	2,829	2,001	2,001	2,001	2,001
Contributions - non-monetary	15,000	15,000	15,000	15,000	15,000	15,000
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	621	317	340	330	330	320
Other income	10,325	10,623	8,432	8,666	8,927	9,138
<b>Total income</b>	<b>216,744</b>	<b>224,726</b>	<b>225,214</b>	<b>230,692</b>	<b>235,797</b>	<b>241,829</b>
<b>Expenses</b>						
Employee costs	79,067	80,417	82,564	84,362	85,842	88,396
Materials and services	64,406	67,851	65,572	67,553	69,461	72,145
Bad and doubtful debts	1,239	1,299	1,364	1,432	1,504	1,579
Depreciation	29,159	29,816	30,486	31,172	31,874	32,591
Borrowing costs	3,171	3,414	3,652	3,473	3,277	3,076
Other expenses	8,088	5,009	5,961	5,166	5,271	5,380
<b>Total expenses</b>	<b>185,130</b>	<b>187,806</b>	<b>189,599</b>	<b>193,158</b>	<b>197,229</b>	<b>203,167</b>
<b>Surplus for the year</b>	<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>
<b>Other comprehensive income</b>						
<i>Items that will not be reclassified to surplus or deficit in future periods:</i>						
Other	-	-	-	-	-	-
<b>Total comprehensive result</b>	<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>

*Note: The amount indicated for rates and charges includes an estimate of income from supplementary rates (i.e. properties newly subdivided or improved upon during the year) and therefore does not balance to the amounts indicated in Section 10 and the Declaration of Rates and Charges in **Appendix B**.*

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Conversion to cash result  
For the five years ending 30 June 2024

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
Net operating result	31,614	36,920	35,615	37,534	38,568	38,662
Add (less) cash costs not included in operating result						
Capital expenditure	79,979	69,289	42,236	42,062	42,056	41,329
Loan repayments	3,301	8,496	2,894	3,081	3,270	3,467
Loan proceeds	(10,000)	(10,000)	-	-	-	-
Transfer from reserves	(15,988)	(22,049)	(2,618)	(2,672)	(2,714)	(2,753)
Transfer to reserves	16,129	6,300	8,889	11,535	13,130	14,510
Sub total	73,421	52,036	51,401	54,006	55,742	56,553
Add (less) non-cash costs included in operating result						
Depreciation	29,159	29,816	30,486	31,172	31,874	32,591
Written down value of assets sold	246	300	300	300	300	300
Contributions - non-monetary	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Sub total	14,405	15,116	15,786	16,472	17,174	17,891
Surplus (deficit) for the year	(27,402)	-	-	-	-	-
Accumulated surplus brought forward	28,220	-	-	-	-	-
Accumulated surplus brought forward	818	-	-	-	-	-

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Balance Sheet  
For the five years ending 30 June 2024

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents	129,894	119,349	122,256	133,394	146,113	160,121
Trade and other receivables	19,350	20,092	20,798	21,533	22,290	23,144
Other assets	2,274	2,320	2,366	2,413	2,462	2,511
<b>Total current assets</b>	<b>151,518</b>	<b>141,761</b>	<b>145,420</b>	<b>157,340</b>	<b>170,865</b>	<b>185,776</b>
<b>Non-current assets</b>						
Trade and other receivables	325	325	325	325	325	325
Property, infrastructure, plant and equipment	2,226,316	2,280,489	2,306,939	2,332,529	2,357,411	2,380,849
Investment property	11,330	11,330	11,330	11,330	11,330	11,330
Other financial assets	230	230	230	230	230	230
<b>Total non-current assets</b>	<b>2,238,201</b>	<b>2,292,374</b>	<b>2,318,824</b>	<b>2,344,414</b>	<b>2,369,296</b>	<b>2,392,734</b>
<b>Total assets</b>	<b>2,389,719</b>	<b>2,434,135</b>	<b>2,464,244</b>	<b>2,501,754</b>	<b>2,540,161</b>	<b>2,578,510</b>
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables	20,936	24,822	19,513	19,840	20,185	20,539
Trust funds and deposits	42,013	44,013	46,013	48,013	50,013	52,013
Provisions	16,897	17,016	17,723	18,466	19,238	20,027
Interest-bearing loans and borrowings	8,496	2,894	3,081	3,270	3,467	3,688
<b>Total current liabilities</b>	<b>88,342</b>	<b>88,745</b>	<b>86,330</b>	<b>89,589</b>	<b>92,903</b>	<b>96,267</b>
<b>Non-current liabilities</b>						
Trust funds and deposits	1,287	1,287	1,287	1,287	1,287	1,287
Provisions	859	846	836	824	815	826
Interest-bearing loans and borrowings	50,029	57,135	54,054	50,783	47,317	43,629
<b>Total non-current liabilities</b>	<b>52,175</b>	<b>59,268</b>	<b>56,177</b>	<b>52,894</b>	<b>49,419</b>	<b>45,742</b>
<b>Total liabilities</b>	<b>140,517</b>	<b>148,013</b>	<b>142,507</b>	<b>142,483</b>	<b>142,322</b>	<b>142,009</b>
<b>Net assets</b>	<b>2,249,202</b>	<b>2,286,122</b>	<b>2,321,737</b>	<b>2,359,271</b>	<b>2,397,839</b>	<b>2,436,501</b>
<b>Equity</b>						
Accumulated surplus	888,431	941,100	970,444	999,115	1,027,267	1,054,172
Asset revaluation reserve	1,290,865	1,290,865	1,290,865	1,290,865	1,290,865	1,290,865
Reserves	69,906	54,157	60,428	69,291	79,707	91,464
<b>Total equity</b>	<b>2,249,202</b>	<b>2,286,122</b>	<b>2,321,737</b>	<b>2,359,271</b>	<b>2,397,839</b>	<b>2,436,501</b>

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Statement of Changes in Equity  
For the five years ending 30 June 2024

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Total \$'000	Accumulated surplus \$'000	Revaluation reserve \$'000	Other reserves \$'000
<b>2019</b>				
Balance at beginning of the financial year	2,217,588	856,958	1,290,865	69,765
Surplus/(deficit) for the year	31,614	31,614	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(16,129)	-	16,129
Transfers from other reserves	-	15,988	-	(15,988)
<b>Balance at end of the financial year</b>	<b>2,249,202</b>	<b>888,431</b>	<b>1,290,865</b>	<b>69,906</b>
<b>2020</b>				
Balance at beginning of the financial year	2,249,202	888,431	1,290,865	69,906
Surplus/(deficit) for the year	36,920	36,920	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	22,049	-	(22,049)
<b>Balance at end of the financial year</b>	<b>2,286,122</b>	<b>941,100</b>	<b>1,290,865</b>	<b>54,157</b>
<b>2021</b>				
Balance at the beginning of the financial year	2,286,122	941,100	1,290,865	54,157
Surplus/(deficit) for the year	35,615	35,615	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(8,889)	-	8,889
Transfers from other reserves	-	2,618	-	(2,618)
<b>Balance at end of the financial year</b>	<b>2,321,737</b>	<b>970,444</b>	<b>1,290,865</b>	<b>60,428</b>
<b>2022</b>				
Balance at the beginning of the financial year	2,321,737	970,444	1,290,865	60,428
Surplus/(deficit) for the year	37,534	37,534	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(11,535)	-	11,535
Transfers from other reserves	-	2,672	-	(2,672)
<b>Balance at end of the financial year</b>	<b>2,359,271</b>	<b>999,115</b>	<b>1,290,865</b>	<b>69,291</b>
<b>2023</b>				
Balance at the beginning of the financial year	2,359,271	999,115	1,290,865	69,291
Surplus/(deficit) for the year	38,568	38,568	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(13,130)	-	13,130
Transfers from other reserves	-	2,714	-	(2,714)
<b>Balance at end of the financial year</b>	<b>2,397,839</b>	<b>1,027,267</b>	<b>1,290,865</b>	<b>79,707</b>
<b>2024</b>				
Balance at the beginning of the financial year	2,397,839	1,027,267	1,290,865	79,707
Surplus/(deficit) for the year	38,662	38,662	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(14,510)	-	14,510
Transfers from other reserves	-	2,753	-	(2,753)
<b>Balance at end of the financial year</b>	<b>2,436,501</b>	<b>1,054,172</b>	<b>1,290,865</b>	<b>91,464</b>

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Statement of Cash Flows  
For the five years ending 30 June 2024

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Forecast	Budget	Strategic Resource Plan			
	Actual		Projections			
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows	Inflows	Inflows	Inflows	Inflows	Inflows
	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)	(Outflows)
<b>Cash flows from operating activities</b>						
Rates and charges	140,760	145,643	150,469	155,376	160,277	166,542
Statutory fees and fines	7,783	7,731	7,501	7,478	7,568	7,647
User fees	9,052	9,129	10,021	10,205	10,479	10,671
Grants - operating	26,808	31,195	30,671	30,958	30,499	30,703
Grants - capital	4,319	2,794	1,308	1,141	1,057	-
Contributions - monetary	3,530	2,829	2,001	2,001	2,001	2,001
Interest received	2,900	2,001	2,044	2,092	2,138	2,187
Trust funds and deposits taken	34,000	34,500	35,000	35,500	36,000	36,500
Other receipts	8,255	9,541	7,084	7,289	7,524	7,703
Net GST refund	11,699	10,705	8,067	8,118	8,326	8,492
Employee costs	(79,031)	(79,714)	(81,829)	(83,594)	(85,039)	(87,557)
Materials and services	(77,278)	(78,307)	(81,731)	(78,257)	(80,340)	(83,211)
Trust funds and deposits repaid	(32,000)	(32,500)	(33,000)	(33,500)	(34,000)	(34,500)
Other payments	(8,897)	(5,510)	(6,557)	(5,683)	(5,798)	(5,918)
<b>Net cash provided by operating activities</b>	<b>51,900</b>	<b>60,037</b>	<b>51,049</b>	<b>59,124</b>	<b>60,692</b>	<b>61,260</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment	(79,979)	(69,289)	(42,236)	(42,062)	(42,056)	(41,329)
Proceeds from sale of property, infrastructure, plant and equipment	867	617	640	630	630	620
<b>Net cash used in investing activities</b>	<b>(79,112)</b>	<b>(68,672)</b>	<b>(41,596)</b>	<b>(41,432)</b>	<b>(41,426)</b>	<b>(40,709)</b>
<b>Cash flows from financing activities</b>						
Finance costs	(3,171)	(3,414)	(3,652)	(3,473)	(3,277)	(3,076)
Proceeds from borrowings	10,000	10,000	-	-	-	-
Repayment of borrowings	(3,301)	(8,496)	(2,894)	(3,081)	(3,270)	(3,467)
<b>Net cash provided by (used in) financing activities</b>	<b>3,528</b>	<b>(1,910)</b>	<b>(6,546)</b>	<b>(6,554)</b>	<b>(6,547)</b>	<b>(6,543)</b>
Net increase (decrease) in cash and cash equivalents	(23,684)	(10,545)	2,907	11,138	12,719	14,008
Cash and cash equivalents at beginning of financial year	153,578	129,894	119,349	122,256	133,394	146,113
<b>Cash and cash equivalents at end of financial year</b>	<b>129,894</b>	<b>119,349</b>	<b>122,256</b>	<b>133,394</b>	<b>146,113</b>	<b>160,121</b>

Note: Figures for future years are likely to be amended due to the impact of rate capping.

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Statement of Capital Works  
For the five years ending 30 June 2024

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Property</b>						
Land	4,248	-	-	-	-	-
<b>Total land</b>	<b>4,248</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Buildings	30,529	33,850	11,745	12,503	13,858	13,352
Leasehold improvements	147	100	-	-	-	-
<b>Total buildings</b>	<b>30,676</b>	<b>33,950</b>	<b>11,745</b>	<b>12,503</b>	<b>13,858</b>	<b>13,352</b>
Investment property	2,337	-	-	-	-	-
<b>Total investment property</b>	<b>2,337</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total property</b>	<b>37,261</b>	<b>33,950</b>	<b>11,745</b>	<b>12,503</b>	<b>13,858</b>	<b>13,352</b>
<b>Plant and equipment</b>						
Plant, machinery and equipment	3,078	2,274	3,111	3,120	3,134	3,123
Fixtures, fittings and furniture	202	100	234	237	253	242
Computers and telecommunications	130	1,847	149	152	168	156
Library books	976	974	995	1,002	1,009	1,041
<b>Total plant and equipment</b>	<b>4,386</b>	<b>5,195</b>	<b>4,489</b>	<b>4,511</b>	<b>4,564</b>	<b>4,562</b>
<b>Infrastructure</b>						
Roads	10,170	8,660	8,308	8,140	8,415	7,210
Bridges	687	20	232	233	233	233
Footpaths and cycleways	2,065	1,750	1,549	1,552	1,568	1,556
Drainage	4,756	1,985	1,501	1,526	1,203	1,524
Recreational, leisure and community facilities	2,819	4,883	4,192	4,320	4,561	4,559
Parks, open space and streetscapes	15,106	10,825	9,932	8,980	7,341	8,027
Off street car parks	2,729	2,021	288	297	313	306
<b>Total infrastructure</b>	<b>38,332</b>	<b>30,144</b>	<b>26,002</b>	<b>25,048</b>	<b>23,634</b>	<b>23,415</b>
<b>Total capital works expenditure</b>	<b>79,979</b>	<b>69,289</b>	<b>42,236</b>	<b>42,062</b>	<b>42,056</b>	<b>41,329</b>
<b>Represented by:</b>						
New asset expenditure	36,649	21,777	9,274	9,525	10,560	9,800
Asset renewal expenditure	24,404	29,793	25,741	25,364	23,849	25,009
Asset upgrade expenditure	18,926	17,098	7,221	7,173	7,647	6,520
Asset expansion expenditure	-	621	-	-	-	-
<b>Total capital works expenditure</b>	<b>79,979</b>	<b>69,289</b>	<b>42,236</b>	<b>42,062</b>	<b>42,056</b>	<b>41,329</b>

Note: Figures for future years are likely to be amended due to the impact of rate capping.



### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Statement of Human Resources  
For the five years ending 30 June 2024

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
		2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Staff expenditure</b>					
Employee costs - operating	80,417	82,564	84,362	85,842	88,396
<b>Total staff expenditure</b>	<b>80,417</b>	<b>82,564</b>	<b>84,362</b>	<b>85,842</b>	<b>88,396</b>
<b>Staff numbers</b>					
Employees	731.9	725.6	722.6	714.9	714.9
<b>Total staff numbers</b>	<b>731.9</b>	<b>725.6</b>	<b>722.6</b>	<b>714.9</b>	<b>714.9</b>

*Note: Figures for future years are likely to be amended due to the impact of rate capping.*

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### Other information For the five years ended 30 June 2024

##### 1. Summary of planned capital works expenditure

## CITY OF GREATER DANDENONG 2019-20 BUDGET

	Asset expenditure type				Funding sources					Reserves
	Total	New	Renewal	Upgrade	Expansion	Total	Grants	Contributions	Council cash	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2019-20</b>										
<b>Property</b>										
Land	-	-	-	-	-	-	-	-	-	-
Total land	-	-	-	-	-	-	-	-	-	-
Buildings	33,850	13,375	13,429	7,046	-	33,850	-	-	11,659	10,000
Leasehold improvements	100	100	-	-	-	100	-	-	100	-
Total buildings	33,950	13,475	13,429	7,046	-	33,950	-	-	11,759	10,000
<b>Total property</b>	<b>33,950</b>	<b>13,475</b>	<b>13,429</b>	<b>7,046</b>	<b>-</b>	<b>33,950</b>	<b>-</b>	<b>-</b>	<b>11,759</b>	<b>10,000</b>
<b>Plant and equipment</b>										
Plant, machinery and equipment	2,274	-	2,274	-	-	2,274	-	-	2,274	-
Fixtures, fittings and furniture	100	-	100	-	-	100	-	-	100	-
Computers and telecommunications	1,847	476	592	522	257	1,847	-	81	1,766	-
Library books	974	-	974	-	-	974	-	-	974	-
<b>Total plant and equipment</b>	<b>5,195</b>	<b>476</b>	<b>3,940</b>	<b>522</b>	<b>257</b>	<b>5,195</b>	<b>-</b>	<b>81</b>	<b>5,114</b>	<b>-</b>
<b>Infrastructure</b>										
Roads	8,660	3,065	5,315	280	-	8,660	864	747	6,559	490
Bridges	20	-	20	-	-	20	-	-	20	-
Footpaths and cycle ways	1,750	350	1,400	-	-	1,750	-	-	1,750	-
Drainage	1,985	-	1,268	717	-	1,985	-	-	1,985	-
Recreational, leisure and community facilities	4,883	2,483	1,393	1,007	-	4,883	1,000	-	2,783	1,100
Parks, open space and streetscapes	10,825	1,928	2,863	5,670	364	10,825	930	-	8,715	1,180
Off street car parks	2,021	-	165	1,856	-	2,021	-	-	2,021	-
<b>Total infrastructure</b>	<b>30,144</b>	<b>7,826</b>	<b>12,424</b>	<b>9,530</b>	<b>364</b>	<b>30,144</b>	<b>2,794</b>	<b>747</b>	<b>23,833</b>	<b>2,770</b>
<b>Total capital works expenditure</b>	<b>69,289</b>	<b>21,777</b>	<b>29,793</b>	<b>17,098</b>	<b>621</b>	<b>69,289</b>	<b>2,794</b>	<b>828</b>	<b>40,706</b>	<b>14,961</b>

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



**Other information** For the five years ended 30 June 2024

1. Summary of planned capital works expenditure (continued)

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Asset expenditure type				Funding sources				Reserves
	Total	New	Renewal	Upgrade	Expansion	Total	Grants	Contributions	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2020-21</b>									
Property	-	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-	-
Total land	-	-	-	-	-	-	-	-	-
Buildings	11,745	5,496	4,849	1,400	-	11,745	-	-	11,745
Leasehold improvements	-	-	-	-	-	-	-	-	-
Total buildings	11,745	5,496	4,849	1,400	-	11,745	-	-	11,745
<b>Total property</b>	<b>11,745</b>	<b>5,496</b>	<b>4,849</b>	<b>1,400</b>	-	<b>11,745</b>	-	-	<b>11,745</b>
Plant and equipment									
Plant, machinery and equipment	3,111	149	2,962	-	-	3,111	-	-	3,111
Fixtures, fittings and furniture	234	149	85	-	-	234	-	-	234
Computers and telecommunications	149	30	-	119	-	149	-	-	149
Library books	995	-	995	-	-	995	-	-	995
<b>Total plant and equipment</b>	<b>4,489</b>	<b>328</b>	<b>4,042</b>	<b>119</b>	-	<b>4,489</b>	-	-	<b>4,489</b>
Infrastructure									
Roads	8,308	1,410	4,027	2,871	-	8,308	1,308	-	7,000
Bridges	232	-	232	-	-	232	-	-	232
Footpaths and cycle ways	1,549	149	1,400	-	-	1,549	-	-	1,549
Drainage	1,501	119	937	445	-	1,501	-	-	1,501
Recreational, leisure and community facilities	4,192	717	2,730	745	-	4,192	-	-	4,192
Parks, open space and streetscapes	9,932	906	7,385	1,641	-	9,932	-	-	1,000
Off street car parks	288	149	139	-	-	288	-	-	288
<b>Total infrastructure</b>	<b>26,002</b>	<b>3,450</b>	<b>16,850</b>	<b>5,702</b>	-	<b>26,002</b>	<b>1,308</b>	-	<b>23,694</b>
<b>Total capital works expenditure</b>	<b>42,236</b>	<b>9,274</b>	<b>25,741</b>	<b>7,221</b>	-	<b>42,236</b>	<b>1,308</b>	-	<b>39,928</b>
									<b>1,000</b>

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



**Other information** For the five years ended 30 June 2024

1. Summary of planned capital works expenditure (continued)

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Asset expenditure type				Funding sources			
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000
<b>2021-22</b>								
<b>Property</b>								
Land	-	-	-	-	-	-	-	-
Total land	-	-	-	-	-	-	-	-
Buildings	12,503	5,629	5,440	1,434	-	12,503	-	12,503
Leasehold improvements	-	-	-	-	-	-	-	-
Total buildings	12,503	5,629	5,440	1,434	-	12,503	-	12,503
<b>Total property</b>	<b>12,503</b>	<b>5,629</b>	<b>5,440</b>	<b>1,434</b>	-	<b>12,503</b>	-	<b>12,503</b>
<b>Plant and equipment</b>								
Plant, machinery and equipment	3,120	153	2,967	-	-	3,120	-	3,120
Fixtures, fittings and furniture	237	152	85	-	-	237	-	237
Computers and telecommunications	152	30	-	122	-	152	-	152
Library books	1,002	-	1,002	-	-	1,002	-	1,002
<b>Total plant and equipment</b>	<b>4,511</b>	<b>335</b>	<b>4,054</b>	<b>122</b>	-	<b>4,511</b>	-	<b>4,511</b>
<b>Infrastructure</b>								
Roads	8,140	1,444	3,954	2,742	-	8,140	1,141	6,999
Bridges	233	-	233	-	-	233	-	233
Footpaths and cycle ways	1,552	152	1,400	-	-	1,552	-	1,552
Drainage	1,526	121	948	457	-	1,526	-	1,526
Recreational, leisure and community facilities	4,320	763	2,795	762	-	4,320	-	4,320
Parks, open space and streetscapes	8,980	929	6,395	1,656	-	8,980	-	7,980
Off street car parks	297	152	145	-	-	297	-	297
<b>Total infrastructure</b>	<b>25,048</b>	<b>3,561</b>	<b>15,870</b>	<b>5,617</b>	-	<b>25,048</b>	<b>1,141</b>	<b>22,907</b>
<b>Total capital works expenditure</b>	<b>42,062</b>	<b>9,525</b>	<b>25,364</b>	<b>7,173</b>	-	<b>42,062</b>	<b>1,141</b>	<b>39,921</b>
								<b>1,000</b>

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



**Other information** For the five years ended 30 June 2024

1. Summary of planned capital works expenditure (continued)

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Asset expenditure type				Funding sources			
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000
<b>2022-23</b>								
Property	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Total land	13,858	6,194	6,089	1,575	-	13,858	-	13,858
Buildings	-	-	-	-	-	-	-	-
Leasehold improvements	-	-	-	-	-	-	-	-
Total buildings	13,858	6,194	6,089	1,575	-	13,858	-	13,858
<b>Total property</b>	<b>13,858</b>	<b>6,194</b>	<b>6,089</b>	<b>1,575</b>	-	<b>13,858</b>	-	<b>13,858</b>
Plant and equipment	3,134	168	2,966	-	-	3,134	-	3,134
Plant, machinery and equipment	253	168	85	-	-	253	-	253
Fixtures, fittings and furniture	168	34	-	134	-	168	-	168
Computers and telecommunications	1,009	-	1,009	-	-	1,009	-	1,009
Library books	-	-	-	-	-	-	-	-
<b>Total plant and equipment</b>	<b>4,564</b>	<b>370</b>	<b>4,060</b>	<b>134</b>	-	<b>4,564</b>	-	<b>4,564</b>
Infrastructure	8,415	1,599	3,999	2,817	-	8,415	1,057	7,358
Roads	233	-	233	-	-	233	-	233
Bridges	1,568	168	1,400	-	-	1,568	-	1,568
Footpaths and cycle ways	1,203	134	533	536	-	1,203	-	1,203
Drainage	4,561	838	2,885	838	-	4,561	-	4,561
Recreational, leisure and community facilities	7,341	1,089	4,505	1,747	-	7,341	-	6,341
Parks, open space and streetscapes	313	168	145	-	-	313	-	313
Off street car parks	-	-	-	-	-	-	-	-
<b>Total infrastructure</b>	<b>23,634</b>	<b>3,996</b>	<b>13,700</b>	<b>5,938</b>	-	<b>23,634</b>	<b>1,057</b>	<b>21,577</b>
<b>Total capital works expenditure</b>	<b>42,056</b>	<b>10,560</b>	<b>23,849</b>	<b>7,647</b>	-	<b>42,056</b>	<b>1,057</b>	<b>39,999</b>
								<b>1,000</b>

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



**Other information** For the five years ended 30 June 2024

1. Summary of planned capital works expenditure (continued)

CITY OF GREATER DANDENONG 2019-20 BUDGET

	Asset expenditure type				Funding sources			
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000
<b>2023-24</b>								
<b>Property</b>								
Land	-	-	-	-	-	-	-	-
Total land	-	-	-	-	-	-	-	-
Buildings	13,352	5,754	6,132	1,466	-	13,352	-	13,352
Leasehold improvements	-	-	-	-	-	-	-	-
Total buildings	13,352	5,754	6,132	1,466	-	13,352	-	13,352
<b>Total property</b>	<b>13,352</b>	<b>5,754</b>	<b>6,132</b>	<b>1,466</b>	-	<b>13,352</b>	-	<b>13,352</b>
<b>Plant and equipment</b>								
Plant, machinery and equipment	3,123	156	2,967	-	-	3,123	-	3,123
Fixtures, fittings and furniture	242	156	86	-	-	242	-	242
Computers and telecommunications	156	31	-	125	-	156	-	156
Library books	1,041	-	1,041	-	-	1,041	-	1,041
<b>Total plant and equipment</b>	<b>4,562</b>	<b>343</b>	<b>4,094</b>	<b>125</b>	-	<b>4,562</b>	-	<b>4,562</b>
<b>Infrastructure</b>								
Roads	7,210	1,473	4,100	1,637	-	7,210	-	7,210
Bridges	233	-	233	-	-	233	-	233
Footpaths and cycle ways	1,556	156	1,400	-	-	1,556	-	1,556
Drainage	1,524	125	900	499	-	1,524	-	1,524
Recreational, leisure and community facilities	4,559	780	3,000	779	-	4,559	-	4,559
Parks, open space and streetscapes	8,027	1,013	5,000	2,014	-	8,027	-	7,027
Off street car parks	306	156	150	-	-	306	-	306
<b>Total infrastructure</b>	<b>23,415</b>	<b>3,703</b>	<b>14,783</b>	<b>4,929</b>	-	<b>23,415</b>	-	<b>22,415</b>
<b>Total capital works expenditure</b>	<b>41,329</b>	<b>9,800</b>	<b>25,009</b>	<b>6,520</b>	-	<b>41,329</b>	-	<b>40,329</b>

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Other information For the five years ended 30 June 2024

#### 2. Summary of planned human resources and expenditure

	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
		2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Chief Executive</b>					
Permanent full time	557	563	578	594	609
Permanent part time	-	-	-	-	-
<b>Total Chief Executive</b>	<b>557</b>	<b>563</b>	<b>578</b>	<b>594</b>	<b>609</b>
<b>City Planning, Design and Amenity</b>					
Permanent full time	10,986	11,263	11,522	11,798	12,171
Permanent part time	1,341	1,375	1,406	1,440	1,485
<b>Total City Planning, Design and Amenity</b>	<b>12,327</b>	<b>12,638</b>	<b>12,928</b>	<b>13,238</b>	<b>13,656</b>
<b>Community Services</b>					
Permanent full time	16,392	16,862	17,349	17,515	18,068
Permanent part time	15,030	15,461	15,907	16,060	16,567
<b>Total Community Services</b>	<b>31,422</b>	<b>32,323</b>	<b>33,256</b>	<b>33,575</b>	<b>34,635</b>
<b>Corporate Services</b>					
Permanent full time	9,658	9,952	10,249	10,582	10,917
Permanent part time	2,611	2,690	2,770	2,861	2,951
<b>Total Corporate Services</b>	<b>12,269</b>	<b>12,642</b>	<b>13,019</b>	<b>13,443</b>	<b>13,868</b>
<b>Engineering Services</b>					
Permanent full time	16,255	16,492	16,562	17,001	17,537
Permanent part time	274	278	279	287	296
<b>Total Engineering Services</b>	<b>16,529</b>	<b>16,770</b>	<b>16,841</b>	<b>17,288</b>	<b>17,833</b>
<b>Greater Dandenong Business</b>					
Permanent full time	1,722	1,638	1,597	1,534	1,581
Permanent part time	432	411	401	385	397
<b>Total Greater Dandenong Business</b>	<b>2,154</b>	<b>2,049</b>	<b>1,998</b>	<b>1,919</b>	<b>1,978</b>
Total casuals and other	5,159	5,579	5,742	5,785	5,817
<b>Total staff expenditure</b>	<b>80,417</b>	<b>82,564</b>	<b>84,362</b>	<b>85,842</b>	<b>88,396</b>

Note: Figures for future years are likely to be amended due to the impact of rate capping.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Other information For the five years ended 30 June 2024

#### 2. Summary of planned human resources and expenditure (continued)

	Budget	Strategic Resource Plan Projections			
	2019-20 FTE	2020-21 FTE	2021-22 FTE	2022-23 FTE	2023-24 FTE
<b>Chief Executive</b>					
Permanent full time	2.0	2.0	2.0	2.0	2.0
Permanent part time	-	-	-	-	-
<b>Total Chief Executive</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>City Planning, Design and Amenity</b>					
Permanent full time	99.0	98.0	97.0	96.0	96.0
Permanent part time	17.2	17.2	17.2	17.2	17.2
<b>Total City Planning, Design and Amenity</b>	<b>116.2</b>	<b>115.2</b>	<b>114.2</b>	<b>113.2</b>	<b>113.2</b>
<b>Community Services</b>					
Permanent full time	154.9	153.9	153.9	152.9	152.9
Permanent part time	163.7	163.1	163.1	163.1	163.1
<b>Total Community Services</b>	<b>318.6</b>	<b>317.0</b>	<b>317.0</b>	<b>316.0</b>	<b>316.0</b>
<b>Corporate Services</b>					
Permanent full time	82.0	81.0	81.0	81.0	81.0
Permanent part time	28.1	27.4	27.4	27.4	27.4
<b>Total Corporate Services</b>	<b>110.1</b>	<b>108.4</b>	<b>108.4</b>	<b>108.4</b>	<b>108.4</b>
<b>Engineering Services</b>					
Permanent full time	155.0	154.0	153.0	150.0	150.0
Permanent part time	3.1	3.1	3.1	2.3	2.3
<b>Total Engineering Services</b>	<b>158.1</b>	<b>157.1</b>	<b>156.1</b>	<b>152.3</b>	<b>152.3</b>
<b>Greater Dandenong Business</b>					
Permanent full time	12.0	11.0	10.0	9.0	9.0
Permanent part time	3.7	3.7	3.7	2.9	2.9
<b>Total Greater Dandenong Business</b>	<b>15.7</b>	<b>14.7</b>	<b>13.7</b>	<b>11.9</b>	<b>11.9</b>
Total casuals and other	11.2	11.2	11.2	11.2	11.2
<b>Total staff numbers</b>	<b>731.9</b>	<b>725.6</b>	<b>722.6</b>	<b>714.9</b>	<b>714.9</b>

Note: Figures for future years are likely to be amended due to the impact of rate capping.  
FTE: Full time equivalent.



### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Budget 2019-20

## Appendix B Statutory disclosures

### Purpose of Statutory Disclosures

This appendix presents information about rates and charges which the Act and the regulations require to be disclosed in Council's Annual Budget. The Regulations require certain information to be disclosed within the budget and some of these disclosures relating to rates and charges are made in the Appendix.

The appendix includes the following budget information:

- Rates and charges
- Differential rates

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



### Appendix B - Statutory disclosures

#### Section 127, Regulations 10 (2)(a) – (r)

##### 1. Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's annual budget.

##### 1.1 The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Change \$'000	Change %
General rates *	\$ 117,448,985	\$ 123,089,142	\$ 5,640,157	4.80%
Waste management charge	\$ 19,457,995	\$ 20,048,836	\$ 590,841	3.04%
Supplementary rates and rate adjustments	\$ 2,080,076	\$ 1,000,000	\$ -1,080,076	-51.92%
Keysborough Maintenance Levy	\$ 1,496,726	\$ 1,500,000	\$ 3,274	0.22%
Interest on rates and charges	\$ 414,000	\$ 414,000	\$ -	0.00%
Less abandoned rates	-\$ 112,243	-\$ 110,000	\$ 2,243	-2.00%
<b>Total rates and charges</b>	<b>\$ 140,785,539</b>	<b>\$ 145,941,978</b>	<b>\$ 5,156,439</b>	<b>3.66%</b>

\* - General rates are subject to the rate cap established under the Fair Go Rates System (FGRS). For 2019-20, the FGRS cap has been set at 2.50%. Forecast Actual 2018-19 for General Rates does not reflect the annualisation of supplementary rates received during the financial year therefore the percentage change will not equate to the rate cap of 2.50%. To comply with the rate cap of 2.50%, the base rate must include the annualisation of supplementary rate income received during the year (see 1.3 below).

##### 1.2 The rate in the dollar to be levied as general rates under Section 158 of the Act for each type or class of land compared with the previous financial year.

Type or class of land	Budget 2018-19 cents/\$CIV	Budget 2019-20 cents/\$CIV	Change
General	0.0015666567	0.0017001925	8.52%
Commercial	0.0033683120	0.0032303658	-4.10%
Industrial	0.0051699672	0.0046755294	-9.56%
Vacant residential	0.0021933194	0.0024652791	12.40%
Farm	0.0013316582	0.0013601540	2.14%

##### 1.3 The estimated total amount to be raised by general rates in relation to each type or class of land and the estimated total amount to be raised by general rates, compared with the previous financial year.

Type or class of land	Budget 2018-19 \$	Annualised rates levied 2018-19 \$	Budget 2019-20 \$	Change
General	53,216,008	54,039,233	55,387,874	2.50%
Commercial	13,111,599	13,243,795	13,462,630	1.65%
Industrial	49,219,963	51,129,374	52,549,098	2.78%
Vacant residential	1,467,820	1,255,792	1,268,344	1.00%
Farm	433,596	418,775	421,196	0.58%
<b>Total amount to be raised by general rates</b>	<b>117,448,986</b>	<b>120,086,968</b>	<b>123,089,142</b>	<b>2.50%</b>

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



1.4 The numbers of assessments in relation to each type of class of land and the total number of assessments compared with the previous financial year.

Type or class of land	Budget 2018-19 Number	Budget 2019-20 Number	Change
General	54,755	55,568	1.48%
Commercial	3,278	3,321	1.31%
Industrial	6,108	6,244	2.23%
Vacant residential	778	753	-3.21%
Farm	57	56	-1.75%
<b>Total number of assessments</b>	<b>64,976</b>	<b>65,942</b>	<b>1.49%</b>

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

1.6 The estimated total value of each type or class of land and the estimated total value of land, compared with the previous financial year.

Type or class of land	Budget 2018-19 \$	Forecast 2018-19 \$	Budget 2019-20 \$	Change
General	33,967,880,000	34,493,346,000	32,577,413,000	-5.55%
Commercial	3,892,632,000	3,931,879,000	4,167,525,000	5.99%
Industrial	9,520,362,600	9,889,690,100	11,239,176,000	13.65%
Vacant residential	669,223,000	572,553,000	514,483,000	-10.14%
Farm	325,606,000	314,476,000	309,668,000	-1.53%
<b>Total value of land</b>	<b>48,375,703,600</b>	<b>49,201,944,100</b>	<b>48,808,265,000</b>	<b>-0.80%</b>

1.7 The proposed unit amount to be levied for each type of service rate or charge under section 162 of the Act compared with the previous financial year.

Type of charge	Per rateable property 2018-19 \$	Per rateable property 2019-20 \$	Change %
<b>Option A:</b> 120 litre waste, 240 litre recycling, 240 litre garden bin	339.00	347.00	2.36%
<b>Option B:</b> 80 litre waste, 240 litre recycling and 240 litre garden bin	308.00	316.00	2.60%
<b>Option C:</b> 120 litre waste, 240 litre recycling and 120 litre garden bin	322.00	330.00	2.48%
<b>Option D:</b> 80 litre waste, 240 litre recycling and 120 litre garden bin	292.00	299.00	2.40%
<b>Option E:</b> 120 litre waste, 240 litre recycling and no garden bin	274.00	281.00	2.55%
<b>Option F:</b> 80 litre waste, 240 litre recycling and no garden bin	245.00	251.00	2.45%
Minimum waste charge for each residential property	245.00	251.00	2.45%
State Government landfill levy	39.00	39.00	0.00%
Bin change of selection charge	17.10	17.50	2.34%
<b>Additional bin services</b>			
120 litre waste bin service	177.00	181.00	2.26%
(Plus a "one off" fee for the purchase of the bin)	36.00	37.00	2.78%
240 litre recycling bin service	44.00	45.00	2.27%
(Plus a "one off" fee for the purchase of the bin)	43.00	44.00	2.33%
240 litre garden bin service	92.00	94.00	2.17%
(Plus a "one off" fee for the purchase of the bin)	43.00	44.00	2.33%
Bin delivery	15.60	16.00	2.56%
Recycling bin option - upgrade of 240 litre to 360 litre	94.60	97.00	2.54%

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



1.8 The estimated total amount to be raised by each type of service rate or charge and the estimated total amount to be raised by services rates and charges compared with the previous financial year.

Type of charge	Budget 2018-19 \$	Budget 2019-20 \$	Change
Option A: 120 litre waste, 240 litre recycling, 240 litre garden bin	\$ 8,725,521	\$ 8,965,786	2.75%
Option B: 80 litre waste, 240 litre recycling and 240 litre garden bin	\$ 1,550,780	\$ 1,607,808	3.68%
Option C: 120 litre waste, 240 litre recycling and 120 litre garden bin	\$ 2,491,314	\$ 2,673,330	7.31%
Option D: 80 litre waste, 240 litre recycling and 120 litre garden bin	\$ 1,776,528	\$ 1,820,312	2.46%
Option E: 120 litre waste, 240 litre recycling and no garden bin	\$ 1,720,172	\$ 1,752,597	1.88%
Option F: 80 litre waste, 240 litre recycling and no garden bin	\$ 690,410	\$ 718,362	4.05%
State Government landfill levy	\$ 2,093,949	\$ 2,114,346	0.97%
Supplementary and additional services *	\$ 302,863	\$ 396,295	30.85%
<b>Total</b>	<b>\$ 19,351,537</b>	<b>\$ 20,048,836</b>	<b>3.60%</b>

\* Note – Supplementary and additional services vary from year to year and are estimates only.

1.9 The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	Budget 2018-19 \$	Budget 2019-20 \$	Change
General rates	\$ 117,448,985	\$ 123,089,142	4.80%
Waste charges	\$ 19,351,537	\$ 20,048,836	3.60%
<b>Rates and charges</b>	<b>\$ 136,800,522</b>	<b>\$ 143,137,978</b>	<b>4.63%</b>

## 1.10 Fair Go Rates System Compliance

The City of Greater Dandenong is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the FGRS.

	Budget 2018-19 \$	Budget 2019-20 \$
Total rates (including supplementary rates income)	\$ 114,864,533	\$ 120,086,968
Number of rateable properties	64,976	65,942
Base average rate	\$ 1,767.80	\$ 1,821.10
Maximum rate increase (set by the State Government)	<b>2.25%</b>	<b>2.50%</b>
Capped average rate	\$ 1,807.57	\$ 1,866.63
Maximum general rates and charges revenue	\$ 117,448,985	\$ 123,089,142
<b>Budgeted</b>		
General rates	\$ 117,448,985	\$ 123,089,142

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



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

- The making of supplementary valuations (2018-19 forecast \$2.09 million, 2019-20 forecast \$1 million).
- The variation of returned levels of value (e.g. valuation appeals).
- Changes of use of land such that rateable land becomes non-rateable land and vice versa.
- Changes of use of land such that residential land becomes business land and vice versa.

**2. Differential rates**

**2.1 Rates to be levied**

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

- A general rate of 0.17001925% (0.0017001925 cents in the dollar of capital improved value) for all rateable residential (general).
- A general rate of 0.32303658% (0.0032303658 cents in the dollar of capital improved value) for all rateable commercial land.
- A general rate of 0.46755294% (0.0046755294 cents in the dollar of capital improved value) for all rateable industrial land.
- A general rate of 0.24652791% (0.0024652791 cents in the dollar of capital improved value) for all rateable residential vacant land.
- A general rate of 0.13601540% for (0.0013601540 cents in the dollar of capital improved value) rateable farm land.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above. Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out on the following pages.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### SCHEDULE A

##### RESIDENTIAL (General)

###### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure.
2. Development and provision of health and community services.
3. Provision of general support services.
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

###### Types and classes:

Any land which does not have the characteristics of Commercial, Industrial, Residential Vacant or Farm Land.

###### Use and level of differential rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

###### Geographic location:

Wherever located within the municipal district.

###### Use of land:

Any use permitted under the relevant Planning Scheme.

###### Planning scheme zoning:

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

###### Types of buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-19 financial year.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### SCHEDULE B

##### COMMERCIAL LAND

###### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure related to the commercial sector.
2. Enhancement of the economic viability of the commercial sector through targeted programs and projects.
3. Encouragement of employment opportunities.
4. Promotion of economic development.
5. Requirement to ensure that streetscaping and promotional activity is complementary to the achievement of commercial objectives.

###### Types and classes:

Any land which is primarily used for commercial purposes.

###### Use and level of differential rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

###### Geographic location:

Wherever located within the municipal district.

###### Use of land:

Any use permitted under the relevant Planning Scheme.

###### Planning scheme zoning:

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

###### Types of buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-19 financial year.



### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### SCHEDULE C

##### INDUSTRIAL LAND

###### Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure related to the industrial sector.
2. Enhancement of the economic viability of the industrial sector through targeted programs and projects.
3. Encouragement of employment opportunities.
4. Promotion of economic development.
5. Requirement to ensure that street scaping and promotional activity is complementary to the achievement of industrial objectives.

###### Types and classes:

Any land which is used primarily for industrial purposes.

###### Use and level of differential rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

###### Geographic location:

Wherever located within the municipal district.

###### Use of land:

Any use permitted under the relevant Planning Scheme.

###### Planning scheme zoning:

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

###### Types of buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-19 financial year.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### SCHEDULE D

##### RESIDENTIAL VACANT LAND

###### Objective:

To provide an economic incentive for the development of residential vacant land and a disincentive for residential land-banking in order that all rateable land makes an equitable contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure.
2. Development and provision of health and community services.
3. Provision of general support services.
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

###### Types and classes:

Any land which is vacant residential land.

###### Use and level of differential rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

###### Geographic location:

Wherever located within the municipal district.

###### Use of land:

Any use permitted under the relevant Planning Scheme.

###### Planning scheme zoning:

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

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### SCHEDULE E

##### FARM LAND

###### Objective:

To provide a financial subsidy to rateable farm land to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

1. Construction and maintenance of public infrastructure.
2. Development and provision of health and community services.
3. Provision of general support services.
4. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

###### Types and classes:

Any land which is primarily used for the purposes of farming.

###### Use and level of differential rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

###### Geographic location:

Wherever located within the municipal district.

###### Use of land:

Any use permitted under the relevant Planning Scheme.

###### Planning scheme zoning:

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

###### Types of buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2018-19 financial year.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



City of Greater Dandenong  
Budget 2019-20

## Appendix C Capital Works Program

This appendix presents a listing of the Capital Works projects that will be undertaken for the 2019-20 year.

The appendix includes the following budget information:

- Detailed capital works program grouped by asset class and type.

Regulation 10 (a) and (b) require that the budget contain a detailed list of capital works expenditure in relation to non-current assets by class according to the Local Government Model Financial Report, classified separately as to asset expenditure type (ie. renewal, new, upgrade and expansion). The budget must also contain a summary of funding sources in relation to the capital works expenditure, classified separately as to grants, contributions, Council cash and borrowings. The disclosure in Appendix C reflects these requirements.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET  
CAPITAL WORKS PROGRAM

Item no. Project name		Asset expenditure type					Funding sources					
Total		New	Renewal	Upgrade	Expansion	Total	Grants *	Contrib'n's	Council cash	Loans	Reserves	
\$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
PROPERTY												
Buildings												
1	Dandenong Market - 10 Year Plan	70,000	-	60,000	10,000	-	70,000	-	-	70,000	-	
2	Building Renewal Program	2,908,175	-	2,733,188	174,988	-	2,908,175	-	-	2,908,175	-	
3	Springvale Library - New Building (Design and Construct)	22,105,652	12,105,652	10,000,000	-	-	22,105,652	-	-	2,414,977	9,690,675	
4	Keysborough South Community Hub Development - Design (Stage 2)	1,000,000	-	-	-	-	1,000,000	-	-	-	1,000,000	
5	Building Capital Program - CCTV	106,000	10,000	19,000	77,000	-	106,000	-	-	106,000	-	
6	Municipal Early Years Infrastructure Plan	65,000	40,000	-	25,000	-	65,000	-	-	65,000	-	
7	Building Energy Management Program	235,218	177,224	57,994	-	-	235,218	-	-	235,218	-	
8	Building Capital Program - Minor Works (Under \$100,000)	160,000	42,000	-	118,000	-	160,000	-	-	160,000	-	
9	Dandenong North Senior Citizens Centre - Latham Crescent Works and Security Update	500,000	-	100,000	400,000	-	500,000	-	-	500,000	-	
10	Greater Dandenong Gallery of Art - 5 Mason Street (Construction Stage 1 of 2)	5,000,000	-	-	5,000,000	-	5,000,000	-	-	3,500,000	1,500,000	
11	Warner Reserve Toilet Block (North) - Replacement	200,000	-	160,000	40,000	-	200,000	-	-	200,000	-	
12	Dandenong Market - Back of House Upgrade	1,200,000	-	-	1,200,000	-	1,200,000	-	-	1,200,000	-	
13	Dandenong Oasis and Noble Park Aquatic Centres - Design Development Phase and Business Case	300,000	-	300,000	-	-	300,000	-	-	300,000	-	
Sub-total buildings		33,850,045	13,374,876	13,430,182	7,044,988	-	33,850,045	-	-	11,659,370	12,190,675	
Leasehold improvements												
66	Police Paddocks Reserve - Construction of Grandstand (Stage 2)	100,000	100,000	-	-	-	100,000	-	-	100,000	-	
Sub-total leasehold improvements		100,000	100,000	-	-	-	100,000	-	-	100,000	-	
TOTAL PROPERTY		33,950,045	13,474,876	13,430,182	7,044,988	-	33,950,045	-	-	11,759,370	12,190,675	

Appendix C - Capital Works Program Regulation 10(a) and (b) - detailed list of capital works expenditure  
\* Grant funding is subject to review and funding body approval

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET  
CAPITAL WORKS PROGRAM

Item Project name		Asset expenditure type					Funding sources					
Item no.	Project name	Total	New	Renewal	Upgrade	Expansion	Total	Grants *	Contrib'n's	Council cash	Loans	Reserves
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
PLANT AND EQUIPMENT												
Plant, machinery and equipment												
63	Fleet Renewal Program	2,262,000	-	2,262,000	-	-	2,262,000	-	-	2,262,000	-	-
64	Drum Theatre - Replace Manlifter	12,000	-	12,000	-	-	12,000	-	-	12,000	-	-
Sub-total plant, machinery and equipment		2,274,000	-	2,274,000	-	-	2,274,000	-	-	2,274,000	-	-
Fixtures, fittings and furniture												
61	Civic Facilities Furniture Renewal Program	100,000	-	100,000	-	-	100,000	-	-	100,000	-	-
Sub-total fixtures, fittings and furniture		100,000	-	100,000	-	-	100,000	-	-	100,000	-	-
Computers and telecommunications												
51	Security software (priority 1 and 2)	200,000	200,000	-	-	-	200,000	-	-	200,000	-	-
52	Wi-Fi (Dandenong Stadium)	10,000	10,000	-	-	-	10,000	-	-	10,000	-	-
53	Optic Wi-Fi Connection (Noble Park Civic Space - Stage 2)	220,000	220,000	-	-	-	220,000	-	81,000	139,000	-	-
54	People Counters Installation	46,000	46,000	-	-	-	46,000	-	-	46,000	-	-
55	Asset Management System (Stage 1 of 3)	820,735	-	410,367	410,367	-	820,735	-	-	820,735	-	-
56	MCH upgrade from ADSL to Radio	28,000	-	-	28,000	-	28,000	-	-	28,000	-	-
57	Multi-media and Broadcast Program	196,458	-	173,613	21,977	868	196,458	-	-	196,458	-	-
58	Replacement of Procurement (IT)	40,000	-	8,000	32,000	-	40,000	-	-	40,000	-	-
59	Drum Theatre - Ticketing System	30,000	-	-	30,000	-	30,000	-	-	30,000	-	-
60	Digital Infrastructure for the Website	256,000	-	-	-	256,000	256,000	-	-	256,000	-	-
Sub-total computers and telecom.		1,847,193	476,000	591,981	522,344	256,868	1,847,193	-	81,000	1,766,193	-	-
Library books												
62	Library Strategy	973,828	-	973,828	-	-	973,828	-	-	973,828	-	-
Sub-total library books		973,828	-	973,828	-	-	973,828	-	-	973,828	-	-
TOTAL PLANT AND EQUIPMENT		5,195,021	476,000	3,939,809	522,344	256,868	5,195,021	-	81,000	5,114,021	-	-

Appendix C - Capital Works Program Regulation 10(a) and (b) - detailed list of capital works expenditure

\* Grant funding is subject to review and funding body approval



## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET  
CAPITAL WORKS PROGRAM

Item		Project name	Asset expenditure type					Funding sources					
no.			Total	New	Renewal	Upgrade	Expansion	Total	Grants *	Contrib'n's	Council cash	Loans	Reserves
INFRASTRUCTURE													
Roads													
41	Homeleigh Road - Reconstruction	844,838	844,838	-	-	-	-	844,838	397,419	-	397,419	-	50,000
42	Glasscocks Road - Rehabilitation and Sealing (Design)	30,000	-	-	30,000	-	-	30,000	-	-	30,000	-	-
43	Local Area Traffic Management (LATM) Program	750,000	750,000	-	-	-	-	750,000	300,000	-	450,000	-	-
44	Mason/Robinson Street - Road Realignment	300,000	-	90,000	210,000	-	-	300,000	-	-	-	-	300,000
45	Kerb and Channel Program	500,000	-	500,000	-	-	-	500,000	-	-	500,000	-	-
46	Kerb and Channel Resurfacing Program	300,000	-	300,000	-	-	-	300,000	-	-	300,000	-	-
47	Roads Renewal Program	4,425,000	-	4,425,000	-	-	-	4,425,000	-	-	4,425,000	-	-
48	Chapel Road - Traffic Lights and Road Upgrade (Part DCP Funded)	1,220,597	1,220,597	-	-	-	-	1,220,597	166,757	747,083	166,757	-	140,000
49	Disabled Parking Infrastructure Upgrade Program	40,000	-	-	40,000	-	-	40,000	-	-	40,000	-	-
50	Cheltenham Road/Chandler Road - Road Solution	250,000	250,000	-	-	-	-	250,000	-	-	250,000	-	-
Sub-total roads			8,660,435	3,065,435	5,315,000	280,000	-	8,660,435	864,176	747,083	6,559,176	-	490,000
Bridges													
14	Bridge Renewal Program	20,000	-	20,000	-	-	-	20,000	-	-	20,000	-	-
Sub-total bridges			20,000	-	20,000	-	-	20,000	-	-	20,000	-	-
Footpaths and cycleways													
18	Footpath Renewal Works - Municipal Wide	1,400,000	-	1,400,000	-	-	-	1,400,000	-	-	1,400,000	-	-
19	Active Transport Infrastructure Priority Program (ATIPP)	350,000	350,000	-	-	-	-	350,000	-	-	350,000	-	-
Sub-total footpaths and cycleways			1,750,000	350,000	1,400,000	-	-	1,750,000	-	-	1,750,000	-	-
Drainage													
15	Drainage Renewal Program	450,000	-	450,000	-	-	-	450,000	-	-	450,000	-	-
16	Pit Lid Replacement Program	100,000	-	100,000	-	-	-	100,000	-	-	100,000	-	-
17	Drainage Upgrade Program	1,435,000	-	717,500	717,500	-	-	1,435,000	-	-	1,435,000	-	-
Sub-total drainage			1,985,000	-	1,267,500	717,500	-	1,985,000	-	-	1,985,000	-	-

Appendix C - Capital Works Program Regulation 10(a) and (b) - detailed list of capital works expenditure

\* Grant funding is subject to review and funding body approval

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET  
CAPITAL WORKS PROGRAM

Item no. Project name		Asset expenditure type					Funding sources					
		Total	New	Renewal	Upgrade	Expansion	Total	Grants *	Contrib'n's	Council cash	Loans	Reserves
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
36	Recreational, leisure & community facilities											
36	Active Reserves Program	555,000	25,000	484,000	46,000	-	555,000	100,000	-	455,000	-	-
37	Sports Facilities Plan	1,058,000	358,000	560,000	140,000	-	1,058,000	-	-	1,058,000	-	-
38	Ross Reserve - All Abilities Playground (Construct)	2,000,000	2,000,000	-	-	-	2,000,000	900,000	-	-	-	1,100,000
39	Tattersall Park - Master Plan	810,000	-	25,000	785,000	-	810,000	-	-	810,000	-	-
40	Playground Strategy Action Plan	360,000	-	324,000	36,000	-	360,000	-	-	360,000	-	-
89	Chandler Road Reserve - Installation of Exercise Equipment	50,000	50,000	-	-	-	50,000	-	-	50,000	-	-
90	Rowley Allan Reserve - Netball Court 2 Earthworks and Encroachment on Melbourne Water Drain (Design)	50,000	50,000	-	-	-	50,000	-	-	50,000	-	-
Sub-total recreational, leis & comm facilities		4,883,000	2,483,000	1,393,000	1,007,000	-	4,883,000	1,000,000	-	2,783,000	-	1,100,000
Parks, open space and streetscapes												
23	Activity Centres Strategic Plan - Dandenong	500,000	25,000	430,000	45,000	-	500,000	-	-	-	-	500,000
24	Activity Centres Strategic Plan - Noble Park	360,000	-	90,000	270,000	-	360,000	-	-	360,000	-	-
25	Ross Reserve - Master Plan	1,430,000	416,000	188,000	676,000	150,000	1,430,000	930,000	-	500,000	-	-
26	Frederick Wachtler Reserve - Master Plan	1,000,000	210,000	70,000	510,000	210,000	1,000,000	-	-	1,000,000	-	-
27	Guardrail Upgrade Program	200,000	-	50,000	150,000	-	200,000	-	-	200,000	-	-
28	Infrastructure Renewal Program - Open Space	292,500	-	292,500	-	-	292,500	-	-	292,500	-	-
29	Sports Lighting Plan	2,150,000	780,000	682,000	684,000	4,000	2,150,000	-	-	2,150,000	-	-
30	Signage Renewal Program	180,000	35,000	145,000	-	-	180,000	-	-	180,000	-	-
31	Dandenong Park - Master Plan Implementation (Stage 4)	1,500,000	-	450,000	1,050,000	-	1,500,000	-	-	1,500,000	-	-
32	Springvale Road Boulevard Project - Implementation (Stage 2)	1,000,000	-	-	1,000,000	-	1,000,000	-	-	1,000,000	-	-
33	Implement Parking Sensors (Stage 1 of 3)	345,000	345,000	-	-	-	345,000	-	-	345,000	-	-
34	Public Place Recycling (PPR) - Bin Installations (Stage 1)	117,000	117,000	-	-	-	117,000	-	-	117,000	-	-
22 & Burden Park - Master Plan		450,000	-	-	450,000	-	450,000	-	-	-	-	450,000
35	Implementation											
70	Parkfield Reserve - Master Plan Implementation	200,000	-	60,000	140,000	-	200,000	-	-	200,000	-	-
71	Hemmings Street Shopping Precinct - Streetscape Upgrade (Stage 1 - Documentation and Construction)	300,000	-	210,000	90,000	-	300,000	-	-	300,000	-	-

Appendix C - Capital Works Program Regulation 10(a) and (b) - detailed list of capital works expenditure

\* Grant funding is subject to review and funding body approval

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET  
CAPITAL WORKS PROGRAM

Item no.	Project name	Asset expenditure type					Funding sources					Reserves
		Total	New	Renewal	Upgrade	Expansion	Total	Grants *	Contrib'n's	Council cash	Loans	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
72	Wal Turner Reserve - Master Plan Implementation	500,000	-	150,000	350,000	-	500,000	-	-	270,000	-	230,000
73	Barry Powell Reserve - Master Plan Implementation	100,000	-	30,000	70,000	-	100,000	-	-	100,000	-	-
74	Glendale Reserve - Landscaping	150,000	-	-	150,000	-	150,000	-	-	150,000	-	-
76	Spring Valley Reserve - Master Plan Implementation (Stage 1)	50,000	-	15,000	35,000	-	50,000	-	-	50,000	-	-
	Sub-total parks, open space & streetscapes	10,824,500	1,928,000	2,862,500	5,670,000	364,000	10,824,500	930,000	-	8,714,500	-	1,180,000
	Off street car parks											
20	Car Park Renewal Program	185,000	-	165,000	20,000	-	185,000	-	-	185,000	-	-
21	Tatterson Park Stage 3A Construction Works - Car Park Enhancements (Part 1 of 2)	1,836,094	-	-	1,836,094	-	1,836,094	-	-	1,836,094	-	-
	Sub-total off street car parks	2,021,094	-	165,000	1,856,094	-	2,021,094	-	-	2,021,094	-	-
	<b>TOTAL INFRASTRUCTURE</b>	<b>30,144,029</b>	<b>7,826,435</b>	<b>12,423,000</b>	<b>9,530,594</b>	<b>364,000</b>	<b>30,144,028</b>	<b>2,794,176</b>	<b>747,083</b>	<b>23,832,770</b>	<b>-</b>	<b>2,770,000</b>
	<b>GRAND TOTAL</b>	<b>69,289,094</b>	<b>21,777,311</b>	<b>29,792,990</b>	<b>17,097,925</b>	<b>620,868</b>	<b>69,289,094</b>	<b>2,794,176</b>	<b>828,083</b>	<b>40,706,160</b>	<b>10,000,000</b>	<b>14,960,675</b>

Appendix C - Capital Works Program Regulation 10(a) and (b) - detailed list of capital works expenditure

\* Grant funding is subject to review and funding body approval

5 of 5

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**



City of Greater Dandenong  
Budget 2019-20

## **Appendix D**

### Operating Initiatives

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

CITY OF GREATER DANDENONG 2019-20 BUDGET  
OPERATING INITIATIVES

Item no.	Operating initiative name and description	Duration	Operating expenditure	Savings in expenditure	Net operating expenditure funded by rates
<b>Greater Dandenong Business</b>					
1.1	Employee Partnership project	1 year	100,000	0	100,000
			100,000	0	100,000
<b>Community Services</b>					
2.1	Feasibility Study - New Library in Noble Park/Keysborough	1 year	50,000	0	50,000
2.2	Short Cuts Film Festival - Expanded Community Engagement	1 year	24,500	0	24,500
2.3	Feasibility Study - Dandenong Community Hub	1 year	50,000	0	50,000
			124,500	0	124,500
<b>Engineering Services</b>					
3.1	Greening Our City' - Tree Strategy	1 year	135,000	0	135,000
3.2	Public Lighting LED Upgrade Program partly offset by energy savings	4 years	400,000	(80,000)	320,000
3.3	Building Disposal Program (Dandenong West Kindergarten, Sandown Park Kindergarten and Springvale Reserve Scoreboard Garage)	1 year	170,000	0	170,000
3.4	Aboriginal Scar Tree - Stabilisation	1 year	15,000	0	15,000
3.5	Feasibility Study - Yarraman Railway Station shared path	1 year	50,000	0	50,000
			770,000	(80,000)	690,000
<b>City Planning, Design and Amenity</b>					
4.1	Reconciliation of existing Master Plans - Greaves Reserve	1 year	20,000	0	20,000
4.2	Events and Engagement Officer position partly offset by consultant savings	3 years	90,382	(30,000)	60,382
			110,382	(30,000)	80,382
<b>Corporate Services</b>					
5.1	Dandenong Night Market	2 years	87,000	0	87,000
			87,000	0	87,000
<b>TOTAL OPERATING INITIATIVES INCLUDED IN 2019-20 BUDGET</b>			<b>1,191,882</b>	<b>(110,000)</b>	<b>1,081,882</b>

Appendix D - Operating Initiatives included in 2019-20 Budget

1 of 1

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.



**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**



City of Greater Dandenong  
Budget 2019-20

## **Appendix E**

### **Fees and charges**

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



## Fees and charges index

<b>Introduction – general notes</b> .....	(ii)
<b>Corporate Services</b>	
Freedom of Information .....	1
Land Information Certificates.....	1
Halls and Meeting Rooms .....	1
Public Liability Insurance Cover .....	10
Urban Screen .....	10
<b>Engineering Services</b>	
Asset Protection .....	11
Community Signage.....	13
Sportsgrounds (casual hire) .....	13
Passive open space .....	13
Subdivision and Other Fees (including Vehicular Crossing Permit) .....	14
Waste Management Services .....	14
Traffic Management .....	15
<b>City Planning, Design and Amenity</b>	
Building Permits .....	16
Healthwise – Environmental Health .....	18
Parking.....	19
Local Laws Permits .....	20
Animal registrations and other fees .....	20
Multi-Deck Car Parks .....	21
Planning Compliance .....	22
Planning and Design Services .....	22
<b>Community Services</b>	
Aged and Disability Services (Community Care) .....	27
Library Services .....	28
Family Day Care .....	28
Immunisation.....	28
Walker Street Gallery and Dandenong Community Arts Centre .....	28
The Drum Theatre .....	29
Heritage Hill (Benga and Laurel Lodge) and Historic Gardens .....	31
Cultural Facilities Staff Charges Schedule.....	32
Sportsgrounds and Pavilions .....	32
Festivals and Events .....	36
<b>Greater Dandenong Business</b>	
Cultural Tours.....	38

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

---

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



---

## Fees and charges

### Introduction

The City of Greater Dandenong provides a range of services to the community. Some of these services have an associated fee or charge levied. Services funded by fees and charges provide enhanced community wellbeing.

### Goods and Services Tax (GST)

The current GST status of goods and services provided by Council is shown in this Schedule against each item. It is indicated in the right-most column on each page, as follows:

- **Y** - GST applies and is included in the amount shown
- **N** - GST does not apply to this good or service

### Changes to GST Status

For GST purposes Council's fees and charges are subject to the following Australian Taxation Office (ATO) determination: *A New Tax System (Goods and Services Tax) (Exempt Taxes, Fees and Charges) Determination 2011 (No. 1)*.

The GST legislation deems that Council's fees and charges are to include GST (taxable supply) unless they are identified for specific exemption from GST.

This determination under section 81-5 of the GST Act identifies those Council fees and charges that are exempted from GST. The application of GST to the Fees and Charges schedule is therefore based on current Australian Taxation Office (ATO) legislation including this determination.

Council may be required to further amend the GST status of specific fees and charges when the ATO approves and issues further legislation or regulations. The impact of further ATO amendments may therefore require Council to alter prices in this Schedule to reflect changes in the GST status of particular goods or services.

### Deposits and GST

Deposits, when initially paid, do not attract GST. If part or all of a deposit is retained, due to damage to a hall, for example, GST is then applicable. If the deposit does not cover the full (GST-inclusive) charge, the extra amount will be requested of the hirer.

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



#### Basis of fee

While many of the fees and charges in the Schedule are set at Council's discretion, a number are established by a range of external bodies such as Government Departments or professional organisations. In the column headed "Basis of Fee", an indication is given of the body responsible for determining the price. The following legend explains the abbreviations:

- CNCL - Greater Dandenong Council
- REG - Regulation associated with the relevant Act, or the Act itself

#### Fees not within Council's discretion (Regulatory Fees)

Where fees are set by Government statute, Council has no ability to alter the fee. The statutory fees and charges disclosed in the following schedule are current at the time of preparing this report, however, they are subject to change during the financial year. Council is required to apply the revised statutory fees and charges from the advised effective date. Where relevant, prior year comparative statutory fees have been updated to reflect the correct statutory fee for the 2018-19 financial year.

#### Refund policy

Refund of the following fees and charges are subject to conditions as detailed below:

##### Pet registration (for fees set out under the heading 'Pet registration')

1. Subject to Clause 5 below, refunds are only available within the first six months of the registration year.
2. For a deceased animal – 50% of the fee paid.
3. Where registration has already been paid and an animal has subsequently been de-sexed, microchipped or trained in accordance with the requirements of the Domestic Animals Act Regulations – difference between full fee and reduced fee.
4. Refunds are only available if the amount to be refunded is more than \$10.00.
5. Should a person pay a registration fee prior to commencement of the registration period for a given year and the subject animal subsequently dies before that period commences, a full refund of the fee shall be made. The refund shall be subject to provision of evidence of the animal's death e.g. a vet report, or the provision of an appropriate Statutory Declaration.

##### Local Laws Permit fees (only applies to fees set out under the heading 'Local Laws Permits')

1. If a permit fee is paid at the time of the application and the application is then refused, the full fee will be refunded.
2. Permit fees will only be refunded if the amount to be refunded is \$30.00 or more.
3. No refund is available if the permit fee was less than \$100.00 except as set out in item 1 above.
4. A maximum of 50% of the permit fee may be refunded except as set out in item 1 above.
5. Fees (other than set out in item 1 above) will only be refunded in the following circumstances:
  - i) Single event permits – if the request is made at least seven days prior to the event date.
  - ii) Annual or short term permits (e.g. less than 12 months) – if the request is made prior to 50% of the permit period elapsing.

ORDINARY COUNCIL MEETING - MINUTES

---

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

6. If the conditions set out in Clause 5 are met, 50% of the fee may be refunded, subject to Clauses 2 and 3 above.

**Food and Health related Business registration**

Food and health related business registration fees are set at rates aimed at recovering Council's costs in administering and enforcing the Food Act, Public Health and Wellbeing Act and Residential Tenancies Act .

Refund of business registration fees is therefore subject to the following conditions:

1. No refund is available for business operating in their first year of trading
2. 50% of the renewal fee paid will be refunded to a business that is closing or ceasing to trade within the first 6 months of the registration period that has not received an annual inspection.
3. Full fee refunded where no service has been provided (e.g request for a presale inspection)
4. In all cases, the refund shall be subject to provision of evidence of the business's closure or change of services.

**Building permits (applies to fees set out under this heading)**

1. Cancellation of application for permit when no work has been carried out on plans. Refund 50% of building fee plus all levies, subject to holding minimum of \$30.00 administration fee.
2. Cancellation of application for permit where assessment has commenced but not issued. Refund 35% of building fee plus all levies.
3. Cancellation of permit when no inspection has been carried out. Refund 25% of building fee, subject to holding minimum of \$30.00 administration fee.
4. Report and consent fees where process commenced - no refund.
5. Refund on miscellaneous fees discretionary - subject to Manager's approval.

**Asset protection permits (applies to fees set out under this heading)**

1. This permit is non-refundable.

---

### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)



---

#### Community Facility Management Policy

Fees and charges for the use or hire of community facilities have been set in line with the Community Facility Management Policy. Use of community facilities has been divided into the following categories for the purpose of charging fees:

<b>Community group</b>	All not for profit groups/organisations who provide local benefit.
<b>General</b>	All private use/functions.
<b>Commercial</b>	For-profit businesses and commercial enterprises.
<b>Council funded</b>	Subsidised groups and programs that are conducted by Council.



### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

#### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Freedom of Information</b>							
Application fee	Per application	\$ 28.90	\$ 29.60	\$ 0.70	2.4%	REG	N
Photocopying fees - per A4 black & white	Per page	\$ 0.20	\$ 0.20	\$ -	0.0%	REG	N
Search fees (calculated per hour or part of an hour rounded to the nearest 10 cents)	Per hour or part	\$ 21.70	\$ 22.20	\$ 0.50	2.3%	REG	N
Supervision of inspection (per hour to be calculated per quarter hour or part of a quarter hour, rounded to the nearest 10 cents).	Per hour or part	\$ 21.70	\$ 22.20	\$ 0.50	2.3%	REG	N
Other charges may apply - these are set out in the Freedom of Information (Access Charges) Regulation 2014. Please refer to <a href="http://www.foi.vic.gov.au">www.foi.vic.gov.au</a> for up to date information on the Application Fee and Access Charges.							
<b>Land Information Certificates</b>							
Land Information Certificates	Per certificate	\$ 26.30	\$ 26.30	\$ -	0.0%	REG	N
<b>Halls and Meeting Rooms</b>							
<b>Note #: Community Groups (non-profit)</b>							
Groups/organisations seeking the not for profit community rate must either be an incorporated association or auspiced by an Incorporated Association. Such groups must provide their Incorporation number as it appears on the Certificate of incorporation from Consumer Affairs Victoria. Those who fail to provide the incorporation number of the group or auspicing body (or equivalent) will be ineligible for the community rates.							
Hire rates may vary depending on booking requirements. All cancellation and booking variations will incur a fee.							
<b>Springvale City Hall - Main Hall</b>							
<b>General</b>							
Monday to Thursday - to 6pm *	Per hour	\$ 262.00	\$ 270.00	\$ 8.00	3.1%	CNCL	Y
Monday to Thursday - after 6pm *	Per hour	\$ 333.00	\$ 343.00	\$ 10.00	3.0%	CNCL	Y
Friday - to 6pm *	Per hour	\$ 385.00	\$ 396.50	\$ 11.50	3.0%	CNCL	Y
Friday - after 6pm *	Per hour	\$ 505.00	\$ 520.00	\$ 15.00	3.0%	CNCL	Y
Saturday - day and night *	Per hour	\$ 617.00	\$ 635.50	\$ 18.50	3.0%	CNCL	Y
Sunday - day and night *	Per hour	\$ 617.00	\$ 635.50	\$ 18.50	3.0%	CNCL	Y
Minimum charge *							
Monday to Thursday - to 6pm	Minimum 3 hour block	\$ 786.00	\$ 810.00	\$ 24.00	3.1%	CNCL	Y
Monday to Thursday - after 6pm	Minimum 3 hour block	\$ 999.00	\$ 1,029.00	\$ 30.00	3.0%	CNCL	Y
Friday - to 6pm	Minimum 5 hour block	\$ 1,925.00	\$ 1,982.50	\$ 57.50	3.0%	CNCL	Y
Friday - after 6pm	Minimum 5 hour block	\$ 2,525.00	\$ 2,600.00	\$ 75.00	3.0%	CNCL	Y
Saturday - day and night	Minimum 5 hour block	\$ 3,085.00	\$ 3,177.50	\$ 92.50	3.0%	CNCL	Y
Sunday - day and night	Minimum 5 hour block	\$ 3,085.00	\$ 3,177.50	\$ 92.50	3.0%	CNCL	Y
<b>Community group (note # page 1)</b>							
Monday to Thursday - to 6pm *	Per hour	\$ 179.00	\$ 184.50	\$ 5.50	3.1%	CNCL	Y
Monday to Thursday - after 6pm *	Per hour	\$ 227.00	\$ 233.50	\$ 6.50	2.9%	CNCL	Y
Friday - to 6pm *	Per hour	\$ 259.00	\$ 266.50	\$ 7.50	2.9%	CNCL	Y
Friday - after 6pm *	Per hour	\$ 373.00	\$ 384.00	\$ 11.00	2.9%	CNCL	Y
Saturday - day and night *	Per hour	\$ 437.00	\$ 450.00	\$ 13.00	3.0%	CNCL	Y
Sunday - day and night *	Per hour	\$ 437.00	\$ 450.00	\$ 13.00	3.0%	CNCL	Y
Minimum charge *							
Monday to Thursday - to 6pm	Minimum 3 hour block	\$ 537.00	\$ 553.50	\$ 16.50	3.1%	CNCL	Y
Monday to Thursday - after 6pm	Minimum 3 hour block	\$ 681.00	\$ 700.50	\$ 19.50	2.9%	CNCL	Y
Friday - to 6pm	Minimum 5 hour block	\$ 1,295.00	\$ 1,332.50	\$ 37.50	2.9%	CNCL	Y
Friday - after 6pm	Minimum 5 hour block	\$ 1,865.00	\$ 1,920.00	\$ 55.00	2.9%	CNCL	Y
Saturday - day and night	Minimum 5 hour block	\$ 2,185.00	\$ 2,250.00	\$ 65.00	3.0%	CNCL	Y
Sunday - day and night	Minimum 5 hour block	\$ 2,185.00	\$ 2,250.00	\$ 65.00	3.0%	CNCL	Y
* Time limits apply - Monday to Thursday (1.00am), Friday (2.00am), Saturday (1.00am) and Sunday (midnight)							

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**City of Greater Dandenong  
2019-20 Fees and Charges**

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Springvale City Hall - Main Hall (continued)</b>							
<b>Commercial</b>							
Monday to Thursday - to 6pm *	Per hour	\$ 308.00	\$ 317.00	\$ 9.00	2.9%	CNCL	Y
Monday to Thursday - after 6pm *	Per hour	\$ 380.00	\$ 391.50	\$ 11.50	3.0%	CNCL	Y
Friday - to 6pm *	Per hour	\$ 420.00	\$ 432.50	\$ 12.50	3.0%	CNCL	Y
Friday - after 6pm *	Per hour	\$ 574.00	\$ 591.00	\$ 17.00	3.0%	CNCL	Y
Saturday - day and night *	Per hour	\$ 696.00	\$ 717.00	\$ 21.00	3.0%	CNCL	Y
Sunday - day and night *	Per hour	\$ 696.00	\$ 717.00	\$ 21.00	3.0%	CNCL	Y
<b>Minimum charge *</b>							
Monday to Thursday - to 6pm	Minimum 3 hour block	\$ 924.00	\$ 951.00	\$ 27.00	2.9%	CNCL	Y
Monday to Thursday - after 6pm	Minimum 3 hour block	\$ 1,140.00	\$ 1,174.50	\$ 34.50	3.0%	CNCL	Y
Friday - to 6pm	Minimum 5 hour block	\$ 2,100.00	\$ 2,162.50	\$ 62.50	3.0%	CNCL	Y
Friday - after 6pm	Minimum 5 hour block	\$ 2,870.00	\$ 2,955.00	\$ 85.00	3.0%	CNCL	Y
Saturday - day and night	Minimum 5 hour block	\$ 3,480.00	\$ 3,585.00	\$ 105.00	3.0%	CNCL	Y
Sunday - day and night	Minimum 5 hour block	\$ 3,480.00	\$ 3,585.00	\$ 105.00	3.0%	CNCL	Y
* Time limits apply - Monday to Thursday (1.00am), Friday (2.00am), Saturday (1.00am) and Sunday (midnight)							
<b>Other fees and charges</b>							
Balcony	Charge	\$ 170.00	\$ 175.00	\$ 5.00	2.9%	CNCL	Y
Rehearsals (deb balls/school concerts)	Maximum 3 hour block	\$ 328.00	\$ 338.00	\$ 10.00	3.0%	CNCL	Y
Evening	Maximum 3 hour block	\$ 410.00	\$ 422.00	\$ 12.00	2.9%	CNCL	Y
Setting up - additional charge (covers 3 hours and is the minimum)	Minimum 3 hour block	\$ 336.00	\$ 345.00	\$ 9.00	2.7%	CNCL	Y
Setting up - additional time per hour thereafter	Per hour	\$ 112.00	\$ 115.00	\$ 3.00	2.7%	CNCL	Y
Additional cleaning - charge per hour	Per hour	\$ 205.00	\$ 211.00	\$ 6.00	2.9%	CNCL	Y
<b>Bond</b>							
Security bond (high risk events will incur double bond)	Per function	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%	CNCL	N
<b>Springvale City Hall - Supper Room</b>							
<b>General</b>							
Monday to Thursday - to 6pm *	Per hour	\$ 133.00	\$ 137.00	\$ 4.00	3.0%	CNCL	Y
Monday to Thursday - after 6pm *	Per hour	\$ 176.00	\$ 181.00	\$ 5.00	2.8%	CNCL	Y
Friday - to 6pm *	Per hour	\$ 141.00	\$ 145.00	\$ 4.00	2.8%	CNCL	Y
Friday - after 6pm *	Per hour	\$ 183.00	\$ 188.50	\$ 5.50	3.0%	CNCL	Y
Saturday - day and night *	Per hour	\$ 218.00	\$ 261.00	\$ 43.00	19.7%	CNCL	Y
Sunday - day and night *	Per hour	\$ 254.00	\$ 261.00	\$ 7.00	2.8%	CNCL	Y
<b>Minimum charge *</b>							
Monday to Thursday - to 6pm	Minimum 3 hour block	\$ 400.00	\$ 411.00	\$ 11.00	2.8%	CNCL	Y
Monday to Thursday - after 6pm	Minimum 3 hour block	\$ 530.00	\$ 543.00	\$ 13.00	2.5%	CNCL	Y
Friday - to 6pm	Minimum 5 hour block	\$ 705.00	\$ 725.00	\$ 20.00	2.8%	CNCL	Y
Friday - after 6pm	Minimum 5 hour block	\$ 920.00	\$ 942.50	\$ 22.50	2.4%	CNCL	Y
Saturday - day and night	Minimum 5 hour block	\$ 1,090.00	\$ 1,305.00	\$ 215.00	19.7%	CNCL	Y
Sunday - day and night	Minimum 5 hour block	\$ 1,270.00	\$ 1,305.00	\$ 35.00	2.8%	CNCL	Y
* Time limits apply - Monday to Thursday (1.00am), Friday (2.00am), Saturday (1.00am) and Sunday (midnight)							

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Springvale City Hall - Supper Room (continued)</b>							
<b>Community group (note # page 1)</b>							
Monday to Thursday - to 6pm *	Per hour	\$ 105.00	\$ 108.00	\$ 3.00	2.9%	CNCL	Y
Monday to Thursday - after 6pm *	Per hour	\$ 142.00	\$ 146.00	\$ 4.00	2.8%	CNCL	Y
Friday - to 6pm *	Per hour	\$ 112.00	\$ 115.00	\$ 3.00	2.7%	CNCL	Y
Friday - after 6pm *	Per hour	\$ 147.00	\$ 151.00	\$ 4.00	2.7%	CNCL	Y
Saturday - day and night *	Per hour	\$ 177.00	\$ 209.00	\$ 32.00	18.1%	CNCL	Y
Sunday - day and night *	Per hour	\$ 203.00	\$ 209.00	\$ 6.00	3.0%	CNCL	Y
<b>Minimum charge *</b>							
Monday to Thursday - to 6pm	Minimum 3 hour block	\$ 320.00	\$ 324.00	\$ 4.00	1.3%	CNCL	Y
Monday to Thursday - after 6pm	Minimum 3 hour block	\$ 425.00	\$ 438.00	\$ 13.00	3.1%	CNCL	Y
Friday - to 6pm	Minimum 5 hour block	\$ 560.00	\$ 575.00	\$ 15.00	2.7%	CNCL	Y
Friday - after 6pm	Minimum 5 hour block	\$ 735.00	\$ 755.00	\$ 20.00	2.7%	CNCL	Y
Saturday - day and night	Minimum 5 hour block	\$ 885.00	\$ 1,045.00	\$ 160.00	18.1%	CNCL	Y
Sunday - day and night	Minimum 5 hour block	\$ 1,015.00	\$ 1,045.00	\$ 30.00	3.0%	CNCL	Y
* Time limits apply - Monday to Thursday (1.00am), Friday (2.00am), Saturday (1.00am) and Sunday (midnight)							
<b>Commercial</b>							
Monday to Thursday - to 6pm *	Per hour	\$ 169.00	\$ 174.00	\$ 5.00	3.0%	CNCL	Y
Monday to Thursday - after 6pm *	Per hour	\$ 211.00	\$ 217.00	\$ 6.00	2.8%	CNCL	Y
Friday - to 6pm *	Per hour	\$ 177.00	\$ 182.00	\$ 5.00	2.8%	CNCL	Y
Friday - after 6pm *	Per hour	\$ 221.00	\$ 227.50	\$ 6.50	2.9%	CNCL	Y
Saturday - day and night *	Per hour	\$ 263.00	\$ 312.00	\$ 49.00	18.6%	CNCL	Y
Sunday - day and night *	Per hour	\$ 303.00	\$ 312.00	\$ 9.00	3.0%	CNCL	Y
<b>Minimum charge *</b>							
Monday to Thursday - to 6pm	Minimum 3 hour block	\$ 507.00	\$ 522.00	\$ 15.00	3.0%	CNCL	Y
Monday to Thursday - after 6pm	Minimum 3 hour block	\$ 633.00	\$ 651.00	\$ 18.00	2.8%	CNCL	Y
Friday - to 6pm	Minimum 5 hour block	\$ 885.00	\$ 910.00	\$ 25.00	2.8%	CNCL	Y
Friday - after 6pm	Minimum 5 hour block	\$ 1,105.00	\$ 1,137.00	\$ 32.00	2.9%	CNCL	Y
Saturday - day and night	Minimum 5 hour block	\$ 1,315.00	\$ 1,560.00	\$ 245.00	18.6%	CNCL	Y
Sunday - day and night	Minimum 5 hour block	\$ 1,515.00	\$ 1,560.00	\$ 45.00	3.0%	CNCL	Y
* Time limits apply - Monday to Thursday (1.00am), Friday (2.00am), Saturday (1.00am) and Sunday (midnight)							
<b>Springvale City Hall - Supper Room - half room only ^</b>							
<b>General</b>							
Monday to Thursday - up to 6pm (minimum block)	3 hours	N/A	\$ 570.00	New fee		CNCL	Y
Monday to Thursday - up to 6pm (additional hours)	Per hour	N/A	\$ 190.00	New fee		CNCL	Y
Monday to Thursday - after 6pm (minimum block)	3 hours	N/A	\$ 690.00	New fee		CNCL	Y
Monday to Thursday - after 6pm (additional hours)	Per hour	N/A	\$ 230.00	New fee		CNCL	Y
Friday - up to 6pm (minimum block)	5 hours	N/A	\$ 1,350.00	New fee		CNCL	Y
Friday - up to 6pm (additional hours)	Per hour	N/A	\$ 270.00	New fee		CNCL	Y
<b>Community group (note # page 1)</b>							
Monday to Thursday - up to 6pm (minimum block)	3 hours	N/A	\$ 378.00	New fee		CNCL	Y
Monday to Thursday - up to 6pm (additional hours)	Per hour	N/A	\$ 126.00	New fee		CNCL	Y
Monday to Thursday - after 6pm (minimum block)	3 hours	N/A	\$ 477.00	New fee		CNCL	Y
Monday to Thursday - after 6pm (additional hours)	Per hour	N/A	\$ 159.00	New fee		CNCL	Y
Friday - up to 6pm (minimum block)	5 hours	N/A	\$ 910.00	New fee		CNCL	Y
Friday - up to 6pm (additional hours)	Per hour	N/A	\$ 182.00	New fee		CNCL	Y
Note ^ - Supper Room (half room only) is not available Friday nights after 6pm, Saturday or Sunday.							

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Springvale City Hall - Supper Room - half room only ^</b>							
<b>Commercial</b>							
Monday to Thursday - up to 6pm (minimum block)	3 hours	N/A	\$ 648.00		New fee	CNCL	Y
Monday to Thursday - up to 6pm (additional hours)	Per hour	N/A	\$ 216.00		New fee	CNCL	Y
Monday to Thursday - after 6pm (minimum block)	3 hours	N/A	\$ 798.00		New fee	CNCL	Y
Monday to Thursday - after 6pm (additional hours)	Per hour	N/A	\$ 266.00		New fee	CNCL	Y
Friday - up to 6pm (minimum block)	5 hours	N/A	\$ 1,470.00		New fee	CNCL	Y
Friday - up to 6pm (additional hours)	Per hour	N/A	\$ 294.00		New fee	CNCL	Y
<i>Note ^ - Supper Room (half room only) is not available Friday nights after 6pm, Saturday or Sunday.</i>							
<b>Springvale City Hall - Supper Room</b>							
<b>Other fees and charges</b>							
Setting up - additional charge (covers 3 hours and is the minimum)	Per set up	\$ 336.00	\$ 345.00	\$ 9.00	2.7%	CNCL	Y
Setting up - additional time per hour thereafter	Per hour	\$ 112.00	\$ 115.00	\$ 3.00	2.7%	CNCL	Y
Additional cleaning - charge per hour	Per hour	\$ 180.00	\$ 185.00	\$ 5.00	2.8%	CNCL	Y
<b>Bond</b>							
Security bond (high risk events will incur double bond)	Per function	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	N
<b>Other Halls and Meeting Rooms</b>							
<b>Edinburgh Hall (capacity 100)</b>							
<b>Community group (note # page 1)</b>							
Monday to Sunday	Per hour	\$ 47.50	\$ 29.00	-\$ 18.50	-38.9%	CNCL	Y
Friday, Saturday and Sunday	Per hour	\$ 62.00	N/A		Discontinued fee	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	\$ 310.00	\$ 145.00	-\$ 165.00	-53.2%	CNCL	Y
<b>General</b>							
Monday to Sunday	Per hour	\$ 62.50	\$ 50.00	-\$ 12.50	-20.0%	CNCL	Y
Friday to Sunday	Per hour	\$ 79.00	N/A		Discontinued fee	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	\$ 395.00	\$ 250.00	-\$ 145.00	-36.7%	CNCL	Y
<b>Commercial</b>							
Monday to Sunday	Per hour	N/A	\$ 60.00		New fee	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	N/A	\$ 300.00		New fee	CNCL	Y
<b>Bond</b>							
Security bond (high risk events will incur double bond)	Per function	\$ 300.00	\$ 300.00	\$ -	0.0%	CNCL	N
<b>Menzies Avenue (capacity 300)</b>							
<b>Community group (note # page 1)</b>							
Monday to Thursday	Per hour	\$ 60.00	\$ 60.00	\$ -	0.0%	CNCL	Y
Friday to Sunday	Per hour	\$ 72.00	\$ 74.00	\$ 2.00	2.8%	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	\$ 360.00	\$ 370.00	\$ 10.00	2.8%	CNCL	Y
Saturday 5.30pm onwards (minimum charge)	Minimum charge	\$ 558.00	\$ 575.00	\$ 17.00	3.0%	CNCL	Y
<b>General</b>							
Monday to Thursday	Per hour	\$ 71.00	\$ 73.00	\$ 2.00	2.8%	CNCL	Y
Friday to Sunday	Per hour	\$ 90.00	\$ 92.00	\$ 2.00	2.2%	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	\$ 450.00	\$ 460.00	\$ 10.00	2.2%	CNCL	Y
Saturday 5.30pm onwards (minimum charge)	Minimum charge	\$ 670.00	\$ 690.00	\$ 20.00	3.0%	CNCL	Y

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Menzies Avenue (continued) (capacity 300)</b>							
<b>Commercial</b>							
Monday to Thursday	Per hour	N/A	\$ 75.00		New fee	CNCL	Y
Friday to Sunday	Per hour	N/A	\$ 110.00		New fee	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	N/A	\$ 550.00		New fee	CNCL	Y
Saturday 5.30pm onwards (minimum charge)	Minimum charge	N/A	\$ 720.00		New fee	CNCL	Y
<b>Bond</b>							
Security bond (high risk events will incur double bond)	Per function	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
<b>Springvale Reserve Hall 1 ** (capacity 110)</b>							
<b>Community group (note # page 1)</b>							
Monday to Thursday	Per hour	\$ 39.00	\$ 40.00	\$ 1.00	2.6%	CNCL	Y
<b>General</b>							
Monday to Thursday	Per hour	\$ 59.00	\$ 50.00	-\$ 9.00	-15.3%	CNCL	Y
<b>Commercial</b>							
Monday to Thursday	Per hour	N/A	\$ 60.00		New fee	CNCL	Y
<b>Springvale Reserve Hall 2 ** (capacity 50)</b>							
<b>Community group (note # page 1)</b>							
Monday to Thursday	Per hour	\$ 28.50	\$ 40.00	\$ 11.50	40.4%	CNCL	Y
<b>General</b>							
Monday to Thursday	Per hour	\$ 39.00	\$ 50.00	\$ 11.00	28.2%	CNCL	Y
<b>Commercial</b>							
Monday to Thursday	Per hour	N/A	\$ 60.00		New fee	CNCL	Y
<b>Springvale Reserve Hall 1 &amp; 2 ** (includes kitchen/capacity 165)</b>							
<b>Community group (note # page 1)</b>							
Friday to Sunday	Per hour	\$ 30.00	\$ 60.00	\$ 30.00	100.0%	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	\$ 554.00	\$ 300.00	-\$ 254.00	-45.8%	CNCL	Y
<b>General</b>							
Friday to Sunday	Per hour	\$ 40.50	\$ 90.00	\$ 49.50	122.2%	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	\$ 667.00	\$ 450.00	-\$ 217.00	-32.5%	CNCL	Y
<b>Commercial</b>							
Friday to Sunday	Per hour	N/A	\$ 110.00		New fee	CNCL	Y
Friday to Sunday (minimum charge)	Minimum 5 hour block	N/A	\$ 550.00		New fee	CNCL	Y
<i>Note ** - Springvale Reserve Hall 1 and Hall 2 can be added as one space Monday to Thursday. A combined rate will apply.</i>							
<b>Full kitchen commercial hire (Monday to Thursday - day time only to 5pm)</b>							
Community group (note # page 1)	Per hour	\$ 67.50	\$ 30.00	-\$ 37.50	-55.6%	CNCL	Y
General	Per hour	\$ 67.50	\$ 45.00	-\$ 22.50	-33.3%	CNCL	Y
Commercial	Per hour	N/A	\$ 63.00		New fee	CNCL	Y
<b>Springvale Reserve - Meeting Room 1 (capacity 16)</b>							
Community group (note # page 1)	Per hour	\$ 23.50	\$ 20.00	-\$ 3.50	-14.9%	CNCL	Y
General	Per hour	\$ 31.00	\$ 25.00	-\$ 6.00	-19.4%	CNCL	Y
Commercial	Per hour	N/A	\$ 30.00		New fee	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Springvale Reserve - Meeting Room 2 (capacity 8)</b>							
Community group (note # page 1)	Per hour	\$ 19.50	\$ 15.00	-\$ 4.50	-23.1%	CNCL	Y
General	Per hour	\$ 25.50	\$ 20.00	-\$ 5.50	-21.6%	CNCL	Y
Commercial	Per hour	N/A	\$ 25.00		New fee	CNCL	Y
<b>Bond</b>							
Security bond (high risk events will incur double bond)	Per function	\$ 300.00	\$ 300.00	\$ -	0.0%	CNCL	N
<b>Palm Plaza - Meeting Rooms</b>							
Community group (note # page 1)	Per hour	\$ 30.00	\$ 25.00	-\$ 5.00	-16.7%	CNCL	Y
General	Per hour	\$ 37.00	\$ 40.00	\$ 3.00	8.1%	CNCL	Y
Commercial	Per hour	N/A	\$ 50.00		New fee	CNCL	Y
<b>Dandenong Office (Level 2)</b>							
<b>Community group (note # page 1)</b>							
Council Chamber (limited availability)	Per hour	\$ 67.50	\$ 69.50	\$ 2.00	3.0%	CNCL	Y
Formal Meeting Room	Per hour	\$ 67.50	\$ 69.50	\$ 2.00	3.0%	CNCL	Y
Board Room 1	Per hour	\$ 33.00	\$ 34.00	\$ 1.00	3.0%	CNCL	Y
Board Room 2	Per hour	\$ 33.00	\$ 34.00	\$ 1.00	3.0%	CNCL	Y
Board Rooms 1 and 2 (combined)	Per hour	\$ 51.00	\$ 52.50	\$ 1.50	2.9%	CNCL	Y
Board Rooms 1 and 2, and Formal Room (combined) before 6pm	Per hour	\$ 101.50	\$ 104.50	\$ 3.00	3.0%	CNCL	Y
Board Rooms 1 and 2, and Formal Room (combined) after 6pm	Per hour	\$ 163.00	\$ 168.00	\$ 5.00	3.1%	CNCL	Y
Board Rooms 1 and 2, Formal Room and Council Chamber (combined) before 6pm	Per hour	\$ 174.00	\$ 179.00	\$ 5.00	2.9%	CNCL	Y
Board Rooms 1 and 2, Formal Room and Council Chamber (combined) after 6pm	Per hour	\$ 220.00	\$ 226.50	\$ 6.50	3.0%	CNCL	Y
Kitchen	Per hour	\$ 36.00	\$ 37.00	\$ 1.00	2.8%	CNCL	Y
<b>General</b>							
Council Chamber (limited availability)	Per hour	\$ 84.50	\$ 87.00	\$ 2.50	3.0%	CNCL	Y
Formal Meeting Room	Per hour	\$ 84.50	\$ 87.00	\$ 2.50	3.0%	CNCL	Y
Board Room 1	Per hour	\$ 48.50	\$ 50.00	\$ 1.50	3.1%	CNCL	Y
Board Room 2	Per hour	\$ 48.50	\$ 50.00	\$ 1.50	3.1%	CNCL	Y
Board Rooms 1 and 2 (combined)	Per hour	\$ 72.50	\$ 74.50	\$ 2.00	2.8%	CNCL	Y
Board Rooms 1 and 2, and Formal Room (combined) before 6pm	Per hour	\$ 135.00	\$ 139.00	\$ 4.00	3.0%	CNCL	Y
Board Rooms 1 and 2, and Formal Room (combined) after 6pm	Per hour	\$ 192.50	\$ 198.00	\$ 5.50	2.9%	CNCL	Y
Board Rooms 1 and 2, Formal Room and Council Chamber (combined) before 6pm	Per hour	\$ 209.00	\$ 215.00	\$ 6.00	2.9%	CNCL	Y
Board Rooms 1 and 2, Formal Room and Council Chamber (combined) after 6pm	Per hour	\$ 225.50	\$ 232.00	\$ 6.50	2.9%	CNCL	Y
Kitchen	Per hour	\$ 49.50	\$ 51.00	\$ 1.50	3.0%	CNCL	Y
<b>Springvale Office (Meeting rooms 1 &amp; 2)</b>							
<b>Community group (note # page 1)</b>							
Monday to Friday - before 5pm	Per hour	\$ 46.50	\$ 48.00	\$ 1.50	3.2%	CNCL	Y
Monday to Friday - after 5pm	Per hour	\$ 72.50	\$ 74.50	\$ 2.00	2.8%	CNCL	Y
Weekends - before 6pm only	Per hour	\$ 83.50	\$ 86.00	\$ 2.50	3.0%	CNCL	Y
<b>General</b>							
Monday to Friday - before 5pm	Per hour	\$ 60.50	\$ 62.00	\$ 1.50	2.5%	CNCL	Y
Monday to Friday - after 5pm	Per hour	\$ 96.50	\$ 99.50	\$ 3.00	3.1%	CNCL	Y
Weekends - before 6pm only	Per hour	\$ 101.50	\$ 104.50	\$ 3.00	3.0%	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Senior Citizens Centres</b> <i>(includes Dandenong Central, Dandenong North, Latham Crescent and Springvale)</i>							
<b>Bonds</b>							
Standard Bond - Community group (note # page 1)	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - General	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - Commercial	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Community group (note # page 1)	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - General	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Commercial	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	N
<b>Room set up and pack up - Monday to Friday</b>							
Standard hours (9am - 5pm)	Per booking	\$ 25.00	\$ 26.00	\$ 1.00	4.0%	CNCL	Y
After-hours (after 5pm)	Per booking	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
Additional cleaning fee	Per hour	Commercial rate + 20%	Commercial rate + 20%	N/A	N/A	CNCL	Y
<b>Dandenong North Seniors Centre, Dandenong Central Seniors Centre - Memorial.</b>							
Community group (note # page 1)	Per hour	\$ 23.50	\$ 29.00	\$ 5.50	23.4%	CNCL	Y
General	Per hour	\$ 41.00	\$ 55.00	\$ 14.00	34.1%	CNCL	Y
Commercial	Per hour	\$ 56.00	\$ 65.00	\$ 9.00	16.1%	CNCL	Y
<b>Latham Crescent Seniors Centre</b>							
Community group (note # page 1)	Per hour	\$ 23.00	\$ 25.00	\$ 2.00	8.7%	CNCL	Y
General	Per hour	\$ 40.00	\$ 50.00	\$ 10.00	25.0%	CNCL	Y
Commercial	Per hour	\$ 55.00	\$ 60.00	\$ 5.00	9.1%	CNCL	Y
<b>Springvale Senior Citizen Centre (Main Hall)</b>							
Community group (note # page 1)	Per hour	\$ 23.50	\$ 29.00	\$ 5.50	23.4%	CNCL	Y
General	Per hour	\$ 41.00	\$ 50.00	\$ 9.00	22.0%	CNCL	Y
Commercial	Per hour	\$ 56.00	\$ 60.00	\$ 4.00	7.1%	CNCL	Y
<b>Springvale Senior Citizen Centre (Multi Purpose Room)</b>							
Community group (note # page 1)	Per hour	\$ 12.50	\$ 12.90	\$ 0.40	3.2%	CNCL	Y
General	Per hour	\$ 18.50	N/A	Discontinued fee		CNCL	Y
Commercial	Per hour	\$ 24.60	N/A	Discontinued fee		CNCL	Y
<i>Minimum 5 hour block booking required for private functions on a Friday, Saturday and Sunday.</i>							
<b>Jan Wilson Community Centre</b>							
<b>Bonds</b>							
Standard Bond - Community group (note # page 1)	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - General	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - Commercial	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Community group (note # page 1)	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - General	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Commercial	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	N
<b>Room set up and pack up - Monday to Friday</b>							
Standard hours (9am - 5pm)	Per booking	\$ 25.00	\$ 26.00	\$ 1.00	4.0%	CNCL	Y
After-hours (after 5pm)	Per booking	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
<b>Multi Purpose Room (previously Rooms 1 and 2)</b>							
Community group (note # page 1)	Per hour	\$ 25.50	\$ 30.00	\$ 4.50	17.6%	CNCL	Y
General	Per hour	\$ 41.00	\$ 50.00	\$ 9.00	22.0%	CNCL	Y
Commercial	Per hour	\$ 62.00	\$ 65.00	\$ 3.00	4.8%	CNCL	Y
<b>Training / Meeting Room</b>							
Community group (note # page 1)	Per hour	\$ 12.00	\$ 20.00	\$ 8.00	66.7%	CNCL	Y
General	Per hour	\$ 19.50	\$ 25.00	\$ 5.50	28.2%	CNCL	Y
Commercial	Per hour	\$ 28.00	\$ 30.00	\$ 2.00	7.1%	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Jan Wilson Community Centre (continued)</b>							
<b>Main Hall (previously Multi Purpose Room)</b>							
Community group (note # page 1)	Per hour	\$ 33.50	\$ 40.00	\$ 6.50	19.4%	CNCL	Y
General	Per hour	\$ 51.00	\$ 90.00	\$ 39.00	76.5%	CNCL	Y
Commercial	Per hour	\$ 82.00	\$ 110.00	\$ 28.00	34.1%	CNCL	Y
<b>Kitchen</b>							
Community group (note # page 1)	Per hour	\$ 12.50	\$ 30.00	\$ 17.50	140.0%	CNCL	Y
General	Per hour	\$ 20.00	\$ 45.00	\$ 25.00	125.0%	CNCL	Y
Commercial	Per hour	\$ 35.00	\$ 63.00	\$ 28.00	80.0%	CNCL	Y
<b>All Rooms</b>							
Additional cleaning fee	Per hour	Commercial rate + 20%	Commercial rate + 20%	N/A	N/A	CNCL	Y
<i>Minimum 5 hour block booking required for private functions on a Friday, Saturday and Sunday.</i>							
<b>Tatterson Park</b>							
<b>Bonds</b>							
Standard Bond - Community group (note # page 1)	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
Standard Bond - General	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	N
Standard Bond - Commercial	Per event	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Community group (note # page 1)	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - General	Per event	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Commercial	Per event	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%	CNCL	N
<b>Room set up and pack up - Monday to Friday</b>							
Community group (note # page 1)	Per booking	\$ 22.50	\$ 23.00	\$ 0.50	2.2%	CNCL	Y
General	Per booking	\$ 39.00	\$ 40.00	\$ 1.00	2.6%	CNCL	Y
Commercial	Per booking	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
<b>Function Room 1 (capacity 80)</b>							
Community group (note # page 1)	Per hour	\$ 53.00	\$ 54.00	\$ 1.00	1.9%	CNCL	Y
General	Per hour	\$ 72.00	\$ 74.00	\$ 2.00	2.8%	CNCL	Y
Commercial	Per hour	\$ 110.00	\$ 113.00	\$ 3.00	2.7%	CNCL	Y
<b>Function Room 2 (capacity 80)</b>							
Community group (note # page 1)	Per hour	\$ 53.00	\$ 54.00	\$ 1.00	1.9%	CNCL	Y
General	Per hour	\$ 72.00	\$ 74.00	\$ 2.00	2.8%	CNCL	Y
Commercial	Per hour	\$ 110.00	\$ 113.00	\$ 3.00	2.7%	CNCL	Y
<b>Function Rooms 1 and 2 (capacity 160)</b>							
Community group (note # page 1)	Per hour	\$ 95.00	\$ 95.00	\$ -	0.0%	CNCL	Y
General	Per hour	\$ 140.00	\$ 140.00	\$ -	0.0%	CNCL	Y
Commercial	Per hour	\$ 185.00	\$ 185.00	\$ -	0.0%	CNCL	Y
<b>Meeting Room 1 (Ground Floor)</b>							
Community group (note # page 1)	Per hour	\$ 20.50	\$ 21.00	\$ 0.50	2.4%	CNCL	Y
General	Per hour	\$ 31.00	\$ 32.00	\$ 1.00	3.2%	CNCL	Y
Commercial	Per hour	\$ 41.00	\$ 42.00	\$ 1.00	2.4%	CNCL	Y
<b>Meeting Room 2 (Level One)</b>							
Community group (note # page 1)	Per hour	\$ 23.00	\$ 24.00	\$ 1.00	4.3%	CNCL	Y
General	Per hour	\$ 34.00	\$ 35.00	\$ 1.00	2.9%	CNCL	Y
Commercial	Per hour	\$ 46.00	\$ 47.00	\$ 1.00	2.2%	CNCL	Y
<b>Meeting Room 3 (Level One)</b>							
Community group (note # page 1)	Per hour	\$ 23.00	\$ 24.00	\$ 1.00	4.3%	CNCL	Y
General	Per hour	\$ 34.00	\$ 35.00	\$ 1.00	2.9%	CNCL	Y
Commercial	Per hour	\$ 46.00	\$ 47.00	\$ 1.00	2.2%	CNCL	Y
<b>Meeting Rooms 2 and 3 (Level One)</b>							
Community group (note # page 1)	Per hour	\$ 41.00	\$ 42.00	\$ 1.00	2.4%	CNCL	Y
General	Per hour	\$ 64.00	\$ 66.00	\$ 2.00	3.1%	CNCL	Y
Commercial	Per hour	\$ 87.00	\$ 90.00	\$ 3.00	3.4%	CNCL	Y



2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Tatterson Park (continued)</b>							
<b>Commercial Kitchen (Level One)</b>							
Community group (note # page 1)	Per hour	\$ 41.00	\$ 30.00	-\$ 11.00	-26.8%	CNCL	Y
General	Per hour	\$ 51.00	\$ 45.00	-\$ 6.00	-11.8%	CNCL	Y
Commercial	Per hour	\$ 61.50	\$ 63.00	\$ 1.50	2.4%	CNCL	Y
<b>Setting up charge:</b>							
- additional charge (covers 3 hours and is the minimum)	Per set up	\$ 336.00	\$ 345.00	\$ 9.00	2.7%	CNCL	Y
- additional time per hour thereafter	Per hour	\$ 112.00	\$ 115.00	\$ 3.00	2.7%	CNCL	Y
<b>Additional cleaning:</b>							
Additional charge per hour	Per hour	\$ 180.00	\$ 185.40	\$ 5.40	3.0%	CNCL	Y
<i>Minimum 5 hour block booking required for private functions on a Friday, Saturday and Sunday</i>							
<b>Paddy O'Donoghue Centre</b>							
<b>Bonds</b>							
Standard Bond - Community group (note # page 1)	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - General	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - Commercial	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Community group (note # page 1)	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - General	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Commercial	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	N
<b>Room set up and pack up - Monday to Friday</b>							
Standard hours (9am - 5pm)	Per booking	\$ 25.00	\$ 26.00	\$ 1.00	4.0%	CNCL	Y
After-hours (after 5pm)	Per booking	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
<b>Rooms 1 or 2</b>							
Community group (note # page 1)	Per hour	\$ 17.00	\$ 24.50	\$ 7.50	44.1%	CNCL	Y
General	Per hour	\$ 24.50	N/A	Discontinued fee		CNCL	Y
Commercial	Per hour	\$ 41.00	\$ 41.00	\$ -	0.0%	CNCL	Y
<b>Rooms 3 or 4</b>							
Community group (note # page 1)	Per hour	\$ 12.00	\$ 19.50	\$ 7.50	62.5%	CNCL	Y
General	Per hour	\$ 19.50	N/A	Discontinued fee		CNCL	Y
Commercial	Per hour	\$ 28.00	\$ 28.00	\$ -	0.0%	CNCL	Y
<b>Main Hall</b>							
Community group (note # page 1)	Per hour	\$ 28.50	\$ 39.00	\$ 10.50	36.8%	CNCL	Y
General	Per hour	\$ 39.00	N/A	Discontinued fee		CNCL	Y
Commercial	Per hour	\$ 66.00	\$ 66.00	\$ -	0.0%	CNCL	Y
<b>General Office 1 or 2</b>							
Community group (note # page 1)	Per hour	\$ 12.00	\$ 19.50	\$ 7.50	62.5%	CNCL	Y
General	Per hour	\$ 19.50	N/A	Discontinued fee		CNCL	Y
Commercial	Per hour	\$ 28.00	\$ 28.00	\$ -	0.0%	CNCL	Y
<b>Room 5 or 6</b>							
Community group (note # page 1)	Per hour	\$ 12.00	\$ 19.50	\$ 7.50	62.5%	CNCL	Y
General	Per hour	\$ 19.50	N/A	Discontinued fee		CNCL	Y
Commercial	Per hour	\$ 28.00	\$ 28.00	\$ -	0.0%	CNCL	Y
<b>Kitchens</b>							
Community group (note # page 1)	Per hour	\$ 17.00	\$ 17.50	\$ 0.50	2.9%	CNCL	Y
General	Per hour	\$ 30.50	N/A	Discontinued fee		CNCL	Y
Commercial	Per hour	\$ 41.00	\$ 41.00	\$ -	0.0%	CNCL	Y
<b>All Rooms and Halls</b>							
Additional cleaning fee	Per hour	Commercial rate + 20%	Commercial rate + 20%	N/A	N/A	CNCL	Y
<i>Minimum 5 hour block booking required for private functions on a Friday, Saturday and Sunday</i>							

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>The Castle</b>							
<b>Security Bond</b>							
Standard Bond - Community group (note # page 1)	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - General	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - Commercial	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Community group (note # page 1)	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - General	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Commercial	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	N
<b>Room set up Monday to Friday</b>							
Standard hours (9am - 5pm)	Per booking	\$ 25.00	\$ 26.00	\$ 1.00	4.0%	CNCL	Y
After-hours (after 5pm)	Per booking	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
<b>Technical Staff (to operate sound and lighting system for events and functions, etc)</b>							
Community group (note # page 1)	Per hour	\$ 83.00	\$ 85.50	\$ 2.50	3.0%	CNCL	Y
General and Commercial	Per hour	\$ 100.00	\$ 103.00	\$ 3.00	3.0%	CNCL	Y
<b>Main Hall, Balcony &amp; Lounge (includes Kitchen)</b>							
Community group (note # page 1)	Per hour	\$ 41.00	\$ 50.00	\$ 9.00	22.0%	CNCL	Y
General	Per hour	\$ 61.00	\$ 75.00	\$ 14.00	23.0%	CNCL	Y
Commercial	Per hour	\$ 92.00	\$ 100.00	\$ 8.00	8.7%	CNCL	Y
<b>Other fees</b>							
Additional cleaning fee	Per hour	Commercial rate + 20%	Commercial rate + 20%	N/A	N/A	CNCL	Y
Security guard - Monday to Sunday, Public Holiday (minimum 4 hours, 1 guard per 50 people)	Per hour	Commercial rate	Commercial rate	N/A	N/A	CNCL	Y
<b>Frederick Wachter Reserve</b>							
<b>Function Room 1 (capacity 80)</b>							
Community group (note # page 1)	Per hour	N/A	\$ 30.00		New fee	CNCL	Y
General	Per hour	N/A	\$ 45.00		New fee	CNCL	Y
Commercial	Per hour	N/A	\$ 55.00		New fee	CNCL	Y
<b>Public liability insurance cover</b>							
Terms and conditions apply to Council's public liability insurance coverage, including a \$1,000 excess on any one claim. A certificate of currency (\$20 million) is required to avoid the following charges:							
<b>Single Event</b>							
1-50 people (no alcohol)	Per hire	\$ 52.80	\$ 54.40	\$ 1.60	3.0%	CNCL	Y
1-50 people (with alcohol)	Per hire	\$ 73.80	\$ 76.00	\$ 2.20	3.0%	CNCL	Y
51-300 (no alcohol)	Per hire	\$ 73.80	\$ 76.00	\$ 2.20	3.0%	CNCL	Y
51-300 (with alcohol)	Per hire	\$ 115.80	\$ 119.25	\$ 3.45	3.0%	CNCL	Y
301-1000 (no alcohol)	Per hire	\$ 94.80	\$ 97.65	\$ 2.85	3.0%	CNCL	Y
301-1000 (with alcohol)	Per hire	\$ 157.80	\$ 162.55	\$ 4.75	3.0%	CNCL	Y
Meetings 1-50 people	Per hire	\$ 31.25	\$ 32.20	\$ 0.95	3.0%	CNCL	Y
Meetings 51-300 people	Per hire	\$ 42.00	\$ 43.25	\$ 1.25	3.0%	CNCL	Y
Stallholders, performers & others (1-50 attendees)	Per hire	\$ 31.25	\$ 32.20	\$ 0.95	3.0%	CNCL	Y
Stallholders, performers & others (51-300 attendees)	Per hire	\$ 42.00	\$ 43.25	\$ 1.25	3.0%	CNCL	Y
Stallholders, performers & others (301-1000 attendees)	Per hire	\$ 52.80	\$ 54.40	\$ 1.60	3.0%	CNCL	Y
<b>Multi Event</b>							
1-50 people (meeting/exhibition)	Per hire	\$ 73.80	\$ 76.00	\$ 2.20	3.0%	CNCL	Y
51-300 people (meeting/exhibition)	Per hire	\$ 137.00	\$ 141.10	\$ 4.10	3.0%	CNCL	Y
300 + people (meeting/exhibition)	Per hire	\$ 200.00	\$ 206.00	\$ 6.00	3.0%	CNCL	Y
Stallholders, performers & others (1-50 attendees)	Per hire	\$ 73.80	\$ 76.00	\$ 2.20	3.0%	CNCL	Y
Stallholders, performers & others (51-300 attendees)	Per hire	\$ 137.00	\$ 141.10	\$ 4.10	3.0%	CNCL	Y
Stallholders, performers & others (301-1000 attendees)	Per hire	\$ 200.00	\$ 206.00	\$ 6.00	3.0%	CNCL	Y
<b>Urban Screen</b>							
<b>Commercial Advertising</b>							
Low rotation (minimum 4 times per day)	Per month	\$ 1,500.00	\$ 1,500.00	\$ -	0.0%	CNCL	Y
High rotation (minimum 6 times per day)	Per month	\$ 2,000.00	\$ 2,000.00	\$ -	0.0%	CNCL	Y
Education sector rate (minimum 4 times per day)	Per month	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	Y

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Asset Protection</b>							
<b>Asset protection permits</b> (Note 1)							
<b>Building</b>							
Building fee - inclusive of up to three inspections and administrative costs	Per property	\$ 295.00	N/A		Discontinued fee (refer new fee structure below)	CNCL	N
Single residential (single or corner street frontage)	Per permit	N/A	\$ 295.00		New fee structure	CNCL	N
Multi-unit residential (single or corner street frontage):							
- 2 units	Per permit	N/A	\$ 425.00		New fee structure	CNCL	N
- 3 units	Per permit	N/A	\$ 555.00			CNCL	N
- 4 units	Per permit	N/A	\$ 685.00			CNCL	N
- 5 units	Per permit	N/A	\$ 815.00			CNCL	N
- 6 units	Per permit	N/A	\$ 945.00			CNCL	N
- 7 units	Per permit	N/A	\$ 1,075.00			CNCL	N
- 8 units	Per permit	N/A	\$ 1,205.00			CNCL	N
- 9 units	Per permit	N/A	\$ 1,335.00			CNCL	N
- 10 units	Per permit	N/A	\$ 1,465.00			CNCL	N
- 11 units	Per permit	N/A	\$ 1,595.00			CNCL	N
- 12 units	Per permit	N/A	\$ 1,725.00			CNCL	N
- 13 units	Per permit	N/A	\$ 1,855.00			CNCL	N
- 14 units	Per permit	N/A	\$ 1,985.00			CNCL	N
- 15 units	Per permit	N/A	\$ 2,115.00			CNCL	N
- 16 units	Per permit	N/A	\$ 2,245.00			CNCL	N
- 17 units	Per permit	N/A	\$ 2,375.00			CNCL	N
- 18 units	Per permit	N/A	\$ 2,505.00			CNCL	N
- 19 units	Per permit	N/A	\$ 2,635.00			CNCL	N
- 20 units +	Per permit	N/A	\$ 2,765.00			CNCL	N
Industrial (single or corner street frontage)	Per permit	N/A	\$ 360.00		New fee structure	CNCL	N
Commercial (single or corner street frontage):							
- Less than \$1 million	Per permit	N/A	\$ 425.00		New fee structure	CNCL	N
- \$1 million to \$5 million	Per permit	N/A	\$ 850.00		New fee structure	CNCL	N
- \$5 million +	Per permit	N/A	\$ 2,765.00		New fee structure	CNCL	N
<b>Demolition</b>							
Demolition fee - inclusive of up to two inspections and administrative costs	Per property	\$ 209.35	N/A		Discontinued fee structure (new fee structure below)	CNCL	N
Single residential (single or corner street frontage)	Per permit	N/A	\$ 295.00		New fee structure	CNCL	N
<b>Other</b>							
Additional inspection - resulting from a contractor's failure to comply with Council permit requirements or a permit holder's decision for Council to manage the repair of any damages on their behalf	Per inspection	\$ 71.90	\$ 74.05	\$ 2.15	3.0%	CNCL	N
Administration fee - resulting from a permit holder's decision for Council to manage the repair of any damages on their behalf (does not include the actual cost of reinstatement)	Per property	\$ 112.10	\$ 115.45	\$ 3.35	3.0%	CNCL	N
<b>Note 1: On 23 July 2018, Council approved a new fee structure for Asset Protection Permit fees and bonds effective from 1 January 2019.</b>							

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Asset protection bonds</b> (Note 1 & 2)							
Residential properties	Per application	\$ 2,000.00	N/A		Discontinued bond (refer new bond structure below)	CNCL	N
Commercial / industrial properties	Per application	\$ 2,500.00	N/A		Discontinued bond (refer new bond structure below)	CNCL	N
<b>Building</b>							
Single residential:							
- Single street frontage	Per permit	N/A	\$ 2,500.00		New bond structure	CNCL	N
- Corner street frontage	Per permit	N/A	\$ 5,000.00			CNCL	N
Multi-unit residential (2 to 5 units):							
- Single street frontage	Per permit	N/A	\$ 3,000.00		New bond structure	CNCL	N
- Corner street frontage	Per permit	N/A	\$ 6,000.00			CNCL	N
Multi-unit residential (6 to 20 + units):							
- Single street frontage	Per permit	N/A	\$ 7,500.00		New bond structure	CNCL	N
- Corner street frontage	Per permit	N/A	\$ 15,000.00			CNCL	N
Industrial: (building works carried out on land zoned Industrial, ie. IN1Z, IN2Z or IN3Z)							
- Single street frontage	Per property	N/A	\$ 3,000.00		New bond structure	CNCL	N
- Corner street frontage	Per property	N/A	\$ 6,000.00			CNCL	N
Commercial: (all other building works not classified as residential, apartments or industrial)							
Commercial (less than \$1 million):							
- Single street frontage	Per property	N/A	\$ 3,000.00		New bond structure	CNCL	N
- Corner street frontage	Per property	N/A	\$ 6,000.00			CNCL	N
Commercial (\$1 million to \$5 million):							
- Single street frontage	Per property	N/A	\$ 5,000.00		New bond structure	CNCL	N
- Corner street frontage	Per property	N/A	\$ 10,000.00			CNCL	N
Commercial (\$5 million +):							
- Single street frontage	Per property	N/A	\$ 7,500.00		New bond structure	CNCL	N
- Corner street frontage	Per property	N/A	\$ 15,000.00			CNCL	N
<b>Demolition</b>							
- Single street frontage	Per property	N/A	\$ 4,000.00		New bond structure	CNCL	N
- Corner street frontage	Per property	N/A	\$ 8,000.00			CNCL	N
<b>Asset protection pre-commencement inspections</b>							
Proposed fee for inspection	Per application	\$ 200.00	N/A		Discontinued fee (refer new fee structure above)	CNCL	N
<b>Note 1:</b> On 23 July 2018, Council approved a new fee structure for Asset Protection Permit fees and bonds effective from 1 January 2019.							
<b>Note 2:</b> The full cost of any reinstatement works carried out by Council as a result of contractors failure to comply, will be recovered by Council from the permit holder. This will include the administration fee, plus additional inspection fee and the actual cost of the reinstatement.							

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Community Signage</b>							
Administration fee	Per application	\$ 54.30	\$ 55.95	\$ 1.65	3.0%	CNCL	N
Sign on existing pole	Per permit	\$ 153.75	\$ 158.35	\$ 4.60	3.0%	CNCL	N
Sign and new pole	Per permit	\$ 259.30	\$ 267.10	\$ 7.80	3.0%	CNCL	N
<b>Notes on Community Signage</b> 1) The sign is to conform to Australian Standard AS1742 and is to be supplied to Council for installation. 2) If the position of the sign requires closing part of a roadway, an additional Traffic Control charge will be applied (notified in advance). 3) If the installation requires use of a "cherry-picker", an additional charge will be applied depending on the current hire rates (notified in advance). 4) If the installation involves fixing to High Voltage (HV) assets, a charge will be applied to cover third party Contractor costs (notified in advance).							
<b>Sportsgrounds (casual hire)</b>							
Sporting Facilities - e.g. Greaves Reserve, Police Paddocks, Booth Reserve, etc							
<b>Casual hire fee:</b>							
Government Schools (within City of Greater Dandenong (CGD))	Per day	\$ 61.50	\$ 63.35	\$ 1.85	3.0%	CNCL	Y
Non Government Schools	Per day	\$ 123.00	\$ 126.70	\$ 3.70	3.0%	CNCL	Y
Government Schools (from outside CGD)	Per day	\$ 92.25	\$ 95.00	\$ 2.75	3.0%	CNCL	Y
District School Event Bookings (if more than 50% of participants are from outside CGD)	Per day	\$ 123.00	\$ 126.70	\$ 3.70	3.0%	CNCL	Y
Community group (local) - standard booking	Per day	\$ 123.00	\$ 126.70	\$ 3.70	3.0%	CNCL	Y
Community group (local) - junior team booking	Per day	\$ 61.50	\$ 63.35	\$ 1.85	3.0%	CNCL	Y
Community group (from outside CGD) - standard booking	Per day	\$ 246.00	\$ 253.40	\$ 7.40	3.0%	CNCL	Y
Commercial organisation - standard booking	Per day	\$ 246.00	\$ 253.40	\$ 7.40	3.0%	CNCL	Y
<b>Other fees:</b>							
Ross Reserve Athletic Track - schools within CGD (minimum 2 hours)	Per hour	\$ 41.00	\$ 42.25	\$ 1.25	3.0%	CNCL	Y
Ross Reserve Athletic Track - schools outside CGD (minimum 2 hours)	Per hour	\$ 61.50	\$ 63.35	\$ 1.85	3.0%	CNCL	Y
Softball / Baseball Diamonds	Per day	\$ 153.75	\$ 158.35	\$ 4.60	3.0%	CNCL	Y
<b>Passive Open Space</b>							
Passive Reserves - e.g. Dandenong Park, Burden Park, Hemmings Park, Tirhatuan Park, etc							
<b>Daily casual hire fee * (applicable bond below)</b>							
201 – 500 people	Per day	\$ 410.00	\$ 422.30	\$ 12.30	3.0%	CNCL	Y
501 – 1000 people	Per day	\$ 1,025.00	\$ 1,055.75	\$ 30.75	3.0%	CNCL	Y
1001 – 1500 people	Per day	\$ 1,973.10	\$ 2,032.30	\$ 59.20	3.0%	CNCL	Y
1500+ people	Per day	To be negotiated	To be negotiated	N/A	N/A	CNCL	Y
* Daily casual hire - Passive open space hire fees override the sportsground hire charge, when the overall numbers exceed 200 people. Booking fee applies to exclusive booking with formal group activity. Incorporated Greater Dandenong Community Groups are entitled to a 50% discount. Registered Charities - no charge. Copy of Australian Charity Not For Profit Commission (ACNC) registration required.							
<b>Security bond (applicable to hire fee above)</b>							
201 – 500 people	Per hire	\$ 639.75	\$ 639.75	\$ -	0.0%	CNCL	N
501 – 1000 people	Per hire	\$ 1,279.45	\$ 1,279.45	\$ -	0.0%	CNCL	N
1001 – 1500 people	Per hire	\$ 1,919.30	\$ 1,919.30	\$ -	0.0%	CNCL	N
1500+ people	Per hire	To be negotiated	To be negotiated	N/A	N/A	CNCL	N
<b>Tatterson Park - Casual floodlighting hire</b>							
Casual evening use - minimum two hour hire	Minimum 2 hour block	\$ 91.75	\$ 94.50	\$ 2.75	3.0%	CNCL	Y
Casual evening use - thereafter every hour	Per hour	\$ 61.15	\$ 63.00	\$ 1.85	3.0%	CNCL	Y
<b>Pre-season training casual hire</b>							
Pre-season training for seasonally allocated CGD Sporting Clubs per ground. Two hour session (minimum charge and maximum time allocation)	Per hour	\$ 60.00	\$ 61.80	\$ 1.80	3.0%	CNCL	Y
<b>Ancillary charges and discounts:</b> Full cost recovery for additional waste/cleaning services in addition to standard service levels in accordance with approved Events Application form. Registered charities are eligible to a discount of 100% and incorporated community groups may be eligible to a 50% discount for special events.							

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Subdivision and Other Fees (including Vehicular Crossing Permits)</b>							
<b>Subdivision charges</b>							
Supervision of works (maximum fee)	Per request	2.5% of estim. cost of works	2.5% of estim. cost of works	N/A	N/A	REG	N
Checking of engineering plans (maximum fee)	Per request	0.75% of estim. cost of works proposed in eng. plan	0.75% of estim. cost of works proposed in eng. plan	N/A	N/A	REG	N
<b>Other fees</b>							
Civil works permit (works within road reserves permit)	Per permit	\$ 157.00	\$ 159.50	\$ 2.50	1.6%	REG	N
Vehicular crossing permit (works within road reserves permit)	Per permit	\$ 157.00	\$ 159.50	\$ 2.50	1.6%	REG	N
Minor works (works within road reserves permit)	Per permit	\$ 157.00	\$ 159.50	\$ 2.50	1.6%	REG	N
Drainage plan approval and supervision for multi unit, commercial and industrial development	Per application	\$ 487.50	\$ 502.15	\$ 14.65	3.0%	CNCL	N
<b>Notes:</b> 1. Subdivisions of three lots or more will generally require a Public Open Space contribution. 2. The subdivision charges and other fees above with a fee basis of REG are set under state legislation, which is a set fee per unit. The dollar value of the set fee per unit has now been indexed by State Government and is subject to annual review.							
<b>Waste Management Services</b>							
<b>Kerbside Waste and Recycling Collection</b>							
<b>Option A</b> - 1 X 120 litre Garbage Bin, 1 x 240 litre Recycling Bin & 1 x 240 litre Garden Bin *	Per service	\$ 378.00	\$ 386.00	\$ 8.00	2.1%	CNCL	N
<b>Option B</b> - 1 X 80 litre Garbage Bin, 1 x 240 litre Recycling Bin & 1 x 240 litre Garden Bin *	Per service	\$ 347.00	\$ 355.00	\$ 8.00	2.3%	CNCL	N
<b>Option C</b> - 1 X 120 litre Garbage Bin, 1 x 240 litre Recycling Bin & 1 x 120 litre Garden Bin *	Per service	\$ 361.00	\$ 369.00	\$ 8.00	2.2%	CNCL	N
<b>Option D</b> - 1 X 80 litre Garbage Bin, 1 x 240 litre Recycling Bin & 1 x 120 litre Garden Bin *	Per service	\$ 331.00	\$ 338.00	\$ 7.00	2.1%	CNCL	N
<b>Option E</b> - 1 X 120 litre Garbage Bin, 1 x 240 litre Recycling Bin and NO Garden Bin *	Per service	\$ 313.00	\$ 320.00	\$ 7.00	2.2%	CNCL	N
<b>Option F</b> - 1 X 80 litre Garbage Bin, 1 x 240 litre Recycling Bin and NO Garden Bin *	Per service	\$ 284.00	\$ 290.00	\$ 6.00	2.1%	CNCL	N
Minimum waste charge for each residential property *	Per year	\$ 284.00	\$ 290.00	\$ 6.00	2.1%	CNCL	N
* State Government Landfill Levy of \$39 is included in 2018-19 (\$39 in 2017-18)							
New services after the commencement of the financial year will be charged pro-rata for the period remaining in the financial year. For a change to a different service model, a pro-rata payment adjustment will apply to the new service option charge.							
<b>Additional bin services</b>							
Additional garbage bin service (120 litre) – issued subject to condition	Per service	\$ 177.00	\$ 181.00	\$ 4.00	2.3%	CNCL	N
Supply of garbage bin (120 litre) **	Per bin	\$ 36.00	\$ 37.00	\$ 1.00	2.8%	CNCL	N
Additional domestic recycling collection service - fortnightly (240 litre)	Per service	\$ 44.00	\$ 45.00	\$ 1.00	2.3%	CNCL	N
Supply of recycling bin (240 litre) **	Per bin	\$ 43.00	\$ 44.00	\$ 1.00	2.3%	CNCL	N
Additional garden waste collection service - fortnightly (240 litre)	Per service	\$ 92.00	\$ 94.00	\$ 2.00	2.2%	CNCL	N
Supply of garden bin (240 litre) **	Per bin	\$ 43.00	\$ 44.00	\$ 1.00	2.3%	CNCL	N
** The 'one off' charge for the supply of bins applies when a resident requests an additional bin.							
<b>Other bin charges</b>							
Bin option change of selection (bin changeover)	Per bin	\$ 17.10	\$ 17.50	\$ 0.40	2.4%	CNCL	N
Recycling bin option - upgrade of 240 litre recycling bin to a 360 litre recycling bin	Per bin	\$ 94.60	\$ 97.00	\$ 2.40	2.5%	CNCL	N
Hard waste collection – one free "at call", per year	Per year	One free "at call"	One free "at call"	N/A	N/A	CNCL	N
Bin delivery	Per bin	\$ 15.60	\$ 16.00	\$ 0.40	2.5%	CNCL	N

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**City of Greater Dandenong  
2019-20 Fees and Charges**

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Traffic Management</b>							
<b>Traffic Management Plans</b>							
<i>Works (other than minor works conducted by person referred to in Regulation 10(2) of the Road Management (Works and Infrastructure) Regulations 2015 that are traffic impact works):</i>							
Municipal road where <b>speed limit &gt; 50 kilometres per hour</b> [conducted on any part of the roadway, shoulder or pathway]	Per assessment	\$ 612.90	\$ 622.80	\$ 9.90	1.6%	REG	N
Municipal road where <b>speed limit does not exceed 50 kilometres per hour</b> [conducted on any part of the roadway, shoulder or pathway]	Per assessment	\$ 334.20	\$ 339.60	\$ 5.40	1.6%	REG	N
Municipal road where <b>speed limit &gt; 50 kilometres per hour [NOT]</b> conducted on any part of the roadway, shoulder or pathway]	Per assessment	\$ 334.20	\$ 339.60	\$ 5.40	1.6%	REG	N
Municipal road where <b>speed limit does not exceed 50 kilometres per hour [NOT]</b> conducted on any part of the roadway, shoulder or pathway]	Per assessment	\$ 85.30	\$ 86.70	\$ 1.40	1.6%	REG	N
<i>Minor works (other than minor works conducted by person referred to in Regulation 10(2) of the Road Management (Works and Infrastructure) Regulations 2015 that are traffic impact works):</i>							
Municipal road where <b>speed limit &gt; 50 kilometres per hour</b> [conducted on any part of the roadway, shoulder or pathway]	Per assessment	\$ 132.20	\$ 134.40	\$ 2.20	1.7%	REG	N
Municipal road where <b>speed limit does not exceed 50 kilometres per hour</b> [conducted on any part of the roadway, shoulder or pathway]	Per assessment	\$ 132.20	\$ 134.40	\$ 2.20	1.7%	REG	N
Municipal road where <b>speed limit &gt; 50 kilometres per hour [NOT]</b> conducted on any part of the roadway, shoulder or pathway]	Per assessment	\$ 85.30	\$ 86.70	\$ 1.40	1.6%	REG	N
Municipal road where <b>speed limit does not exceed 50 kilometres per hour [NOT]</b> conducted on any part of the roadway, shoulder or pathway]	Per assessment	\$ 85.30	\$ 86.70	\$ 1.40	1.6%	REG	N
<b>Other</b>							
Additional traffic survey	Per assessment	\$ 47.05	\$ 50.00	\$ 2.95	6.3%	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Building Permits</b>							
Includes examination and surveying of plans and specifications, mandatory inspection of building work during course of construction and issuance of relevant certificates. The fees are payable upon lodgement of the building application. The fee schedule indicates the basis for charging in most instances. Fees are set to reflect the cost of performing the service. Checking of specialist system designs (structural, mechanical, electrical and hydraulic), where necessary and/or where an appropriate design compliance certificate is not provided, is charged on a cost recovery basis.							
<b>The following costs apply in addition to the basic fee schedule:</b> - Special performance based assessments and applications for reporting authority consents are charged on a cost recovery basis. - Base fee allows for a standard number of inspections per project. Additional inspection fees apply for additional inspections.							
<b>Class 1 and Class 10</b>							
<b>Minor work</b>							
- masonry fence, non masonry garages, verandahs and carports (previously carports, fences, masonry garage and carports (previously garage and carports))	Per permit	\$ 661.10	\$ 680.95	\$ 19.85	3.0%	CNCL	Y
- masonry garage and carports (previously garage and carports)	Per permit	\$ 729.30	\$ 751.20	\$ 21.90	3.0%	CNCL	Y
- above ground swimming pools/spas and associated fencing (previously swimming pools)	Per permit	\$ 832.05	\$ 857.00	\$ 24.95	3.0%	CNCL	Y
<b>All other works</b>							
- alterations, additions to \$78,409 (min) - registered builder (\$60,000 in 2018-19)	Per permit	\$ 1,015.00	\$ 1,045.45	\$ 30.45	3.0%	CNCL	Y
- alterations, additions over \$78,409 - registered builder (\$60,000 in 2018-19)	Per permit	Cost/75	Cost/75	N/A	N/A	CNCL	Y
- alterations, additions to \$76,305 (min) - owner/builder (\$60,000 in 2018-19)	Per permit	\$ 1,255.65	\$ 1,293.30	\$ 37.65	3.0%	CNCL	Y
- alterations, additions over \$76,305 - owner/builder (\$60,000 in 2018-19)	Per permit	Cost/59	Cost/59	N/A	N/A	CNCL	Y
<b>Dwellings</b>							
Construction cost to \$197,056 - registered builder (\$165,000 in 2018-19)	Per permit	\$ 1,530.55	\$ 1,576.45	\$ 45.90	3.0%	CNCL	Y
Construction cost over \$197,056 - registered builder (\$165,000 in 2018-19)	Per permit	Cost/125	Cost/125	N/A	N/A	CNCL	Y
Construction cost to \$210,255 - owner/builder (\$165,000 in 2018-19)	Per permit	\$ 1,775.05	\$ 1,828.30	\$ 53.25	3.0%	CNCL	Y
Construction cost over \$210,255 - registered builder (\$165,000 in 2018-19)	Per permit	Cost/115	Cost/115	N/A	N/A	CNCL	Y
<b>Class 2 to Class 9</b>							
<b>Commercial works</b>							
Up to \$30,000	Per permit	\$ 643.20	\$ 662.50	\$ 19.30	3.0%	CNCL	Y
\$30,000 - \$100,000	Per permit	Value x 1.1% + \$330	Value x 1.1% + \$330	N/A	N/A	CNCL	Y
\$100,000 - \$500,000	Per permit	Value x 0.275% + \$1,215	Value x 0.275% + \$1,215	N/A	N/A	CNCL	Y
\$500,000 - \$2,000,000	Per permit	Value x 0.1375% + \$2,200	Value x 0.1375% + \$2,200	N/A	N/A	CNCL	Y
Over \$2,000,000	Per permit	Value x 0.22% + \$470	Value x 0.22% + \$470	N/A	N/A	CNCL	Y
<b>Demolition permits</b>							
Any Class 1 Building	Per dwelling	\$ 687.25	\$ 707.85	\$ 20.60	3.0%	CNCL	Y
Multiple Class 1	Per unit	\$ 459.65	\$ 473.45	\$ 13.80	3.0%	CNCL	Y
<b>Variations to permits</b>							
Changes not requiring additional inspection	Per request	\$ 257.25	\$ 264.95	\$ 7.70	3.0%	CNCL	Y
Changes requiring up to two additional inspections	Per request	\$ 452.85	\$ 466.45	\$ 13.60	3.0%	CNCL	Y



## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Extending the time of permits</b>							
Class 1 and 10	Per request	\$ 383.75	\$ 395.25	\$ 11.50	3.0%	CNCL	N
Class 2 to 9 (min or as assessed)	Per request	\$ 447.85	\$ 461.30	\$ 13.45	3.0%	CNCL	N
<b>Hoarding permits</b>							
Precautions erected over the street - application fee (statutory fee)	Per application	\$ 283.40	\$ 283.40	\$ -	0.0%	REG	N
Precautions erected over the street (council set fee)	Per permit	Minimum of \$197.00/mth or \$8.00/m2 per mth or part thereof	Minimum of \$197.00/mth or \$8.00/m2 per mth or part thereof	N/A	N/A	CNCL	N
<b>Inspections</b>							
Removals - inspection of buildings to be removed from within the Municipal District	Per inspection	\$ 643.20	N/A	Discontinued fee		CNCL	Y
Retentions - for the purpose of obtaining Council consent for the retention of illegal buildings	Per request	\$550.00 to \$1,100.00	\$550.00 to \$1,100.00	N/A	N/A	CNCL	Y
Swimming pools - inspection of pool safety barrier under relevant legislation and letter to applicant	Per inspection	\$ 366.80	\$ 377.80	\$ 11.00	3.0%	CNCL	Y
Outside business hours - mandatory building inspections (minimum charge)	Per inspection	\$ 122.30	\$ 125.95	\$ 3.65	3.0%	CNCL	Y
Mandatory inspections for building permits (additional to those specified within the permit)	Per inspection	\$ 122.30	\$ 125.95	\$ 3.65	3.0%	CNCL	Y
<b>Other services</b> (any service/permit not otherwise provided for)							
Class 1 to 10 (including Section 173 agreement)	Minimum	\$ 367.95	\$ 379.00	\$ 11.05	3.0%	CNCL	Y
Class 1 to 10 (additional hourly rate where required)	Per hour and part	\$ 181.10	\$ 186.55	\$ 5.45	3.0%	CNCL	Y
File/plan search request - Class 1 or 10 (includes copy of plans if required)	Per request	\$ 113.25	\$ 116.65	\$ 3.40	3.0%	CNCL	Y
File/plan search requests - Class 2 to 9 (includes copy of plans if required)	Per request	\$ 135.85	\$ 139.95	\$ 4.10	3.0%	CNCL	Y
Copy of plans (all classes):							
- A4 size	Per copy	\$ 1.70	\$ 1.75	\$ 0.05	2.9%	CNCL	Y
- A3 size	Per copy	\$ 2.85	\$ 2.95	\$ 0.10	3.5%	CNCL	Y
- A2 size	Per copy	\$ 5.65	\$ 5.80	\$ 0.15	2.7%	CNCL	Y
- A1 size	Per copy	\$ 8.50	\$ 8.75	\$ 0.25	2.9%	CNCL	Y
- Larger than A1 size	Per copy	\$ 11.40	\$ 11.75	\$ 0.35	3.1%	CNCL	Y
Providing a CD for any plans or documents	Per CD	\$ 11.40	N/A	Discontinued fee		CNCL	Y
Providing a USB for any plans or documents	Per USB	N/A	\$ 66.00	New fee		CNCL	Y
Preparation of protection works notices or other necessary building orders or notices	Per hour	\$ 100.00	\$ 103.00	\$ 3.00	3.0%	CNCL	Y
<b>Regulatory Building fees and charges</b> - The following fees with a basis of REG are set under state legislation, which is a set fee per unit. The dollar value of the set fee per unit has now been indexed by State Government and is subject to annual review. Council is not able to accurately predict the fee unit amounts. These fees will be published on Council's website when gazetted by the State Government.							
<b>Building permit levy</b>							
Section 205G (Building Act 1993). This levy is passed directly to the State Government (previously Section 201).	Per permit	0.0064% of cost of works	0.00128% of cost of works	N/A	N/A	REG	N
<b>Lodgement fees</b>							
Class 1 to 10	Per lodgement	\$ 118.90	\$ 118.90	\$ -	0.0%	REG	N
<b>Dispensation or permit to build over easement</b>							
Class 1 to 10	Per permit	\$ 283.40	\$ 283.40	\$ -	0.0%	REG	N
<b>Requests for information</b>							
Property information priority fee	Per request	N/A	\$ 181.10	New fee		REG	N
Regulation 51 (formerly 326) of the Building Regulations 2018	Per request	\$ 52.20	\$ 46.10	\$ -6.10	-11.7%	REG	N
Requests for heritage information	Per request	\$ 65.40	\$ 83.10	\$ 17.70	27.1%	REG	N
Copy of any building certificate - residential (search fee, not refundable)	Per information	\$ 110.20	\$ 113.50	\$ 3.30	3.0%	CNCL	N
Copy of any building certificate - commercial (search fee, not refundable)	Per information	\$ 131.70	\$ 135.65	\$ 3.95	3.0%	CNCL	N

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Stormwater information requests</b>							
Single occupancy (including outbuildings or extensions)	Per request	\$ 65.40	N/A		Discontinued fee	REG	N
Dual or multiple occupancy	Per request	\$ 65.40	N/A		Discontinued fee	REG	N
Commercial and/or industrial property	Per request	\$ 65.40	N/A		Discontinued fee	REG	N
Legal point of discharge (LPD)	Per request	N/A	\$ 141.20		New fee	REG	N
Location of adjoining Council drains (LDI)	Per request	N/A	\$ 141.20		New fee	REG	N
Flood area, floor level information (request for comment)	Per request	\$ 106.50	\$ 106.50	\$ -	0.0%	REG	N
Landfill information	Per request	\$ 65.40	N/A		Discontinued fee	REG	N
<b>Regulatory Services &amp; Local Laws Healthwise - Environmental Health</b>							
<b>Registration – Health Services (Public Health Wellbeing Act (PHWA))</b>							
Hairdressing - registration and plans assessment	Once off	\$ 310.00	\$ 320.00	\$ 10.00	3.2%	CNCL	N
Ear piercing	Yearly	\$ 180.00	\$ 185.00	\$ 5.00	2.8%	CNCL	N
Beauty parlours	Yearly	\$ 180.00	\$ 185.00	\$ 5.00	2.8%	CNCL	N
Tattooists	Yearly	\$ 410.00	\$ 420.00	\$ 10.00	2.4%	CNCL	N
Skin penetration	Yearly	\$ 410.00	\$ 420.00	\$ 10.00	2.4%	CNCL	N
<b>Registration – Prescribed Accommodation (PHWA)</b>							
All prescribed accommodation excluding rooming houses	Yearly	\$ 410.00	\$ 420.00	\$ 10.00	2.4%	CNCL	N
Rooming house	Yearly	\$ 512.50	\$ 530.00	\$ 17.50	3.4%	CNCL	N
Transfer of registration - Health Services Low Risk	Per transfer	\$ 180.00	\$ 185.00	\$ 5.00	2.8%	CNCL	N
Transfer of registration - Health Services High Risk	Per transfer	\$ 410.00	\$ 420.00	\$ 10.00	2.4%	CNCL	N
Transfer of registration - Prescribed Accommodation - excluding rooming houses	Per transfer	\$ 410.00	\$ 420.00	\$ 10.00	2.4%	CNCL	N
Transfer of registration - Rooming Houses	Per transfer	\$ 510.00	\$ 525.00	\$ 15.00	2.9%	CNCL	N
Community group / Charity / Not-for-profit	Yearly	No charge	No charge	N/A	N/A	CNCL	N
Assessment of plans (All new PHWA applications - except hairdressing)	Per assessment	\$ 295.00	\$ 305.00	\$ 10.00	3.4%	CNCL	N
<b>Registration – 'Streatrader' (mobile/temporary food trading)</b>							
Class 1 or 2	Yearly	\$ 710.00	\$ 730.00	\$ 20.00	2.8%	CNCL	N
Class 1 or 2 (linked to a City of Greater Dandenong Food Act Class 1 or 2 fixed food premises registration)	Yearly	\$ 250.00	\$ 260.00	\$ 10.00	4.0%	CNCL	N
Class 3	Yearly	\$ 250.00	\$ 260.00	\$ 10.00	4.0%	CNCL	N
Community group / charity	Yearly	No charge	No charge	N/A	N/A	CNCL	N
Initial registration of mobile food vehicle (linked to a City of Greater Dandenong Food Act registration)	Once off	N/A	\$ 260.00		New fee	CNCL	N
<b>Registration – food premises</b>							
<b>Class 1:</b>							
Registration renewal	Yearly	\$ 710.00	\$ 730.00	\$ 20.00	2.8%	CNCL	N
Initial registration	Once off	\$ 1,080.00	\$ 1,110.00	\$ 30.00	2.8%	CNCL	N
<b>Class 2:</b>							
Registration renewal (standard)	Yearly	\$ 710.00	\$ 730.00	\$ 20.00	2.8%	CNCL	N
Registration renewal (large)	Yearly	\$ 1,080.00	\$ 1,110.00	\$ 30.00	2.8%	CNCL	N
Initial registration	Once off	\$ 1,080.00	\$ 1,110.00	\$ 30.00	2.8%	CNCL	N
<b>Class 3:</b>							
Registration renewal (standard)	Yearly	\$ 250.00	\$ 260.00	\$ 10.00	4.0%	CNCL	N
Registration renewal (large)	Yearly	\$ 465.00	\$ 480.00	\$ 15.00	3.2%	CNCL	N
Initial registration	Once off	\$ 465.00	\$ 480.00	\$ 15.00	3.2%	CNCL	N
<b>Other:</b>							
Seasonal Sporting Clubs Registration Renewal	Yearly	N/A	\$ 260.00		New fee	CNCL	N
Community group / charity / not for profit	Yearly	No charge	No charge	N/A	N/A	CNCL	N

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Other food services</b>							
Section 19UA - hourly rate - premises assessment (Inspection other than under section 38B(1)(c))	Per hour	\$ 300.00	\$ 310.00	\$ 10.00	3.3%	CNCL	N
Request for inspection (5 working days)	Per request	\$ 300.00	\$ 310.00	\$ 10.00	3.3%	CNCL	N
Priority inspection (3 working days guarantee)	Per request	\$ 460.00	\$ 475.00	\$ 15.00	3.3%	CNCL	Y
Transfer of registration Class 1 and Class 2	Per transfer	\$ 415.00	\$ 425.00	\$ 10.00	2.4%	CNCL	N
Transfer of registration Class 2 (large)	Per transfer	\$ 475.00	\$ 490.00	\$ 15.00	3.2%	CNCL	N
Transfer of registration Class 3	Per transfer	\$ 250.00	\$ 258.00	\$ 8.00	3.2%	CNCL	N
Transfer of registration Class 3 (large)	Per transfer	\$ 465.00	\$ 480.00	\$ 15.00	3.2%	CNCL	N
Failed food sample	Per unit	\$ 150.00	\$ 155.00	\$ 5.00	3.3%	CNCL	Y
<b>Miscellaneous Fees</b>							
Caravan parks*	Yearly	\$ 14.45	\$ 14.45	\$ -	0.0%	REG	N
Septic tank permit to install (previously Septic tank)	Per permit	\$ 510.00	\$ 525.00	\$ 15.00	2.9%	CNCL	N
Septic tank permit to alter	Per permit	N/A	\$ 250.00		New fee	CNCL	N
* These fees are now set under state legislation, which is a set fee unit. The dollar value of the set fee unit has now been indexed by State Government and is subject to annual review. Council is not able to accurately predict the fee unit amounts and therefore the fee for 2019-20 is based on the current statutory fee at the time of preparing this report. The renewal fee for caravan parks is updated every three years by State Government.							
<b>Parking</b>							
<b>Parking fees - Dandenong</b>							
On-street ticket machines - Red Zones*	Per hour	\$ 1.90	\$ 1.90	\$ -	0.0%	CNCL	Y
On-street ticket machines - Yellow Zones*	Per hour	\$ 1.00	\$ 1.00	\$ -	0.0%	CNCL	Y
On-street ticket machines - Green Zones*	Per hour	\$ 0.50	\$ 0.50	\$ -	0.0%	CNCL	Y
Off-street ticket machines - Red Zones*	Per hour	\$ 1.50	\$ 1.50	\$ -	0.0%	CNCL	Y
Off-street ticket machines - Green Zones*	Per hour	\$ 0.50	\$ 0.50	\$ -	0.0%	CNCL	Y
Off-street ticket machines - Red Zones*	Per day	\$ 9.80	\$ 9.80	\$ -	0.0%	CNCL	Y
Off-street ticket machines early bird rate - Yellow Zones* in before 8:30am, at following car parks: McCrae Street, Robinson Street and Oldham Lane.	Per day	\$ 6.20	\$ 6.20	\$ -	0.0%	CNCL	Y
Off-street ticket machines rate - Green Zones* at following car parks: Hemmings Street, Rodd Street, Cnr Lonsdale/Thomas Street.	Per day	\$ 4.20	\$ 4.20	\$ -	0.0%	CNCL	Y
* The red, yellow and green zones will be published on Council's website. Please note that rates per hour may vary from time to time.							
Dandenong Market car park	Per hour	\$ 0.50	\$ 0.50	\$ -	0.0%	CNCL	Y
Carroll Lane car park permit	Quarterly	\$ 200.00	\$ 205.00	\$ 5.00	2.5%	CNCL	Y
Carroll Lane car park permit	Six monthly	\$ 350.00	\$ 360.00	\$ 10.00	2.9%	CNCL	Y
Carroll Lane car park permit	Yearly	\$ 500.00	\$ 515.00	\$ 15.00	3.0%	CNCL	Y
<b>Parking bays</b>							
Shopping precincts (1 to 4 consecutive days)	Per space/day	\$ 51.00	\$ 53.00	\$ 2.00	3.9%	CNCL	N
Shopping precincts - weekly (5 or more consecutive days)	Per week/bay or part thereof	\$ 245.00	\$ 252.00	\$ 7.00	2.9%	CNCL	N
Residential/industrial precincts (1 to 4 consecutive days)	Per space/day	\$ 26.00	\$ 27.00	\$ 1.00	3.8%	CNCL	N
Residential/industrial precincts - weekly (5 or more consecutive days)	Per week/bay or part thereof	\$ 123.00	\$ 127.00	\$ 4.00	3.3%	CNCL	N
Works zones * - small (up to 16 metres in length)	0-3 months	N/A	\$ 300.00		New fee	CNCL	N
Works zones * - medium (up to 16 metres in length)	0-6 months	N/A	\$ 480.00		New fee	CNCL	N
Works zones * - large (up to 16 metres in length)	6 months +	N/A	\$ 600.00		New fee	CNCL	N
* - Works zones - signs installed by Council for long-term construction projects.							
<b>Parking fines - Council has elected to set the penalty for this offence at the maximum allowable under state legislation, which is 0.5 penalty units. The dollar value of a penalty unit has now been indexed by State Government and is subject to annual review. Council is not able to accurately predict the penalty amounts and therefore no longer publishes them in this document. Current information can be obtained from the Department of Justice - Infractions Oversight Unit.</b>							

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Local Laws Permits</b>							
Activities in reserves	Per event	\$ 45.00	\$ 46.00	\$ 1.00	2.2%	CNCL	N
Advertising signs (annual)	Yearly	\$ 252.00	\$ 260.00	\$ 8.00	3.2%	CNCL	N
Advertising signs (short term, per day, maximum 7 days)	Per day	\$ 22.00	\$ 23.00	\$ 1.00	4.5%	CNCL	N
Advertising signs - Real Estate	Yearly	\$ 280.00	\$ 288.00	\$ 8.00	2.9%	CNCL	N
Animal numbers *	On application	\$ 84.00	\$ 87.00	\$ 3.00	3.6%	CNCL	N
Busking (any 4 dates in a calendar month) *	Per event	\$ 21.00	\$ 22.00	\$ 1.00	4.8%	CNCL	N
Camping/caravans	Per event	\$ 41.00	\$ 42.00	\$ 1.00	2.4%	CNCL	N
Interference with Council assets	Per event	\$ 41.00	\$ 42.00	\$ 1.00	2.4%	CNCL	N
Display merchandise/goods	Yearly	\$ 252.00	\$ 260.00	\$ 8.00	3.2%	CNCL	N
Display merchandise/goods (short term per day, maximum 7 days)	Per day	\$ 21.00	\$ 22.00	\$ 1.00	4.8%	CNCL	N
Fires *	Per event	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CNCL	N
Fireworks display	Per event	\$ 150.00	\$ 155.00	\$ 5.00	3.3%	CNCL	Y
Handbills (free to community non-profit organisations)	Per event	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CNCL	N
Heavy vehicles	Yearly	\$ 84.00	\$ 87.00	\$ 3.00	3.6%	CNCL	N
Liquor – consumption/possession *	Per event	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CNCL	N
Mobile crane (\$500 refundable security deposit required with application)	First day	\$ 250.00	\$ 258.00	\$ 8.00	3.2%	CNCL	N
Mobile crane - subsequent days	Per day	\$ 120.00	\$ 124.00	\$ 4.00	3.3%	CNCL	N
Motor vehicle/machinery and second hand goods storage	Yearly	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CNCL	N
Motor vehicle repair *	Per event	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CNCL	N
Outdoor eating facilities (first table free) per table	Yearly	\$ 253.00	\$ 261.00	\$ 8.00	3.2%	CNCL	N
Plant vegetation on Council land *	Per event	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CNCL	N
Public space event approvals - up to 200 people attending (free to charitable and non-profit community groups)	Per event	\$ 150.00	\$ 155.00	\$ 5.00	3.3%	CNCL	N
Public space event approvals - 201-500 people attending (free to charitable and non-profit community groups)	Per event	\$ 400.00	\$ 412.00	\$ 12.00	3.0%	CNCL	N
Public space event approvals - more than 500 people attending (free to charitable and non-profit community groups)	Per event	\$ 1,000.00	\$ 1,030.00	\$ 30.00	3.0%	CNCL	N
Roadside vending - mobile only	Yearly	\$ 2,553.00	\$ 2,630.00	\$ 77.00	3.0%	CNCL	N
Roadside closures/hoardings (\$500 refundable security deposit required with application)	First seven days	\$ 250.00	\$ 258.00	\$ 8.00	3.2%	CNCL	N
Roadside closures/hoardings - second and subsequent weeks or part there-of	Per week	\$ 120.00	\$ 124.00	\$ 4.00	3.3%	CNCL	N
Skip bins (bulk rubbish containers)	First 3 days	\$ 111.00	\$ 114.00	\$ 3.00	2.7%	CNCL	N
Skip bins - fourth and subsequent days	Per day	\$ 15.00	\$ 16.00	\$ 1.00	6.7%	CNCL	N
Skip bins annual permit, bin companies only	Yearly	\$ 252.00	\$ 260.00	\$ 8.00	3.2%	CNCL	N
Soliciting trade (per day max 30 consecutive days)	Per event	\$ 21.00	\$ 22.00	\$ 1.00	4.8%	CNCL	N
Street trading/stalls - (free to charitable & non-profit community groups)	Per event	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CNCL	N
Street collecting, door to door	N/A	No charge	No charge	N/A	N/A	CNCL	N
Street parties/festivals/processions permit fee (free to charitable and non-profit community groups)	Per event	\$ 529.00	\$ 545.00	\$ 16.00	3.0%	CNCL	N
Street parties/festivals/processions security deposit (refundable)	Per event	\$ 500.00	\$ 515.00	\$ 15.00	3.0%	CNCL	N
* 50% reduction for pensioners							
For Council's Refund Policy in relation to permit fees, please see the notes pages at the beginning of this schedule.							
<b>Animal registrations and other fees</b>							
<b>Pet registration</b>							
<b>Full fees (annual fee)</b>							
Dog registration	Per animal	\$ 153.00	\$ 158.00	\$ 5.00	3.3%	CNCL	N
Declared dangerous dog	Per animal	\$ 392.00	\$ 404.00	\$ 12.00	3.1%	CNCL	N
Declared menacing dog	Per animal	\$ 236.00	\$ 243.00	\$ 7.00	3.0%	CNCL	N
Declared restricted breed dog	Per animal	\$ 392.00	\$ 404.00	\$ 12.00	3.1%	CNCL	N
Dog reduced fee (does not apply to dangerous / menacing / restricted breed dogs)	Per animal	\$ 50.00	\$ 52.00	\$ 2.00	4.0%	CNCL	N
Cat registration	Per animal	\$ 105.00	\$ 108.00	\$ 3.00	2.9%	CNCL	N
Cat reduced fee	Per animal	\$ 32.00	\$ 33.00	\$ 1.00	3.1%	CNCL	N

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Concession fees (annual fee)</b>							
Dog registration	Per animal	\$ 64.00	\$ 66.00	\$ 2.00	3.1%	CNCL	N
Declared dangerous dog	Per animal	\$ 392.00	\$ 404.00	\$ 12.00	3.1%	CNCL	N
Declared menacing dog	Per animal	\$ 236.00	\$ 243.00	\$ 7.00	3.0%	CNCL	N
Declared restricted breed dog	Per animal	\$ 392.00	\$ 404.00	\$ 12.00	3.1%	CNCL	N
Dog reduced fee (does not apply to dangerous/menacing and restricted breed dogs)	Per animal	\$ 21.00	\$ 22.00	\$ 1.00	4.8%	CNCL	N
Cat registration	Per animal	\$ 48.00	\$ 49.00	\$ 1.00	2.1%	CNCL	N
Cat reduced fee	Per animal	\$ 15.00	\$ 16.00	\$ 1.00	6.7%	CNCL	N
<b>State Government levy (applies <i>in addition</i> to the relevant pet registration fee above)</b>							
Cat	Per animal	\$ 2.50	\$ 4.00	\$ 1.50	60.0%	REG	N
Dog	Per animal	\$ 3.50	\$ 4.00	\$ 0.50	14.3%	REG	N
<b>Other animal fees</b>							
Deposit for cat traps (refundable)	Per trap	\$ 144.00	\$ 148.00	\$ 4.00	2.8%	CNCL	N
Domestic animal business registration	Yearly	\$ 255.00	\$ 263.00	\$ 8.00	3.1%	CNCL	N
<i>For Council's refund policy in relation to pet fees, please see the Notes pages at the beginning of this schedule.</i>							
<b>Impounding fees</b>							
<b>Animal release fees</b>							
- Pigs/goats/sheep	Per animal	\$ 175.00	\$ 180.00	\$ 5.00	2.9%	CNCL	N
- Cattle/horses	Per animal	\$ 175.00	\$ 180.00	\$ 5.00	2.9%	CNCL	N
- Dogs (1-2 days)	Per animal	\$ 133.00	\$ 137.00	\$ 4.00	3.0%	CNCL	N
- Dogs (3-5 days)	Per animal	\$ 170.00	\$ 175.00	\$ 5.00	2.9%	CNCL	N
- Dogs (6-8 days)	Per animal	\$ 195.00	\$ 201.00	\$ 6.00	3.1%	CNCL	N
- Seized dogs holding fees (per day)	Per animal	\$ 41.00	\$ 42.00	\$ 1.00	2.4%	CNCL	N
- Cats (1-2 days)	Per animal	\$ 133.00	\$ 137.00	\$ 4.00	3.0%	CNCL	N
- Cats (3-5 days)	Per animal	\$ 169.00	\$ 174.00	\$ 5.00	3.0%	CNCL	N
- Cats (6-8 days)	Per animal	\$ 195.00	\$ 201.00	\$ 6.00	3.1%	CNCL	N
- Seized cats holding fees (per day)	Per animal	\$ 41.00	\$ 42.00	\$ 1.00	2.4%	CNCL	N
- Poultry	Per animal	\$ 21.50	\$ 22.00	\$ 0.50	2.3%	CNCL	N
<b>Other release fees</b>							
Release of impounded vehicle	Per vehicle	\$ 415.00	\$ 427.00	\$ 12.00	2.9%	CNCL	N
Release of impounded signs	Per sign	\$ 82.00	\$ 84.00	\$ 2.00	2.4%	CNCL	N
Release of impounded shopping trolleys	Per trolley	\$ 91.00	\$ 100.00	\$ 9.00	9.9%	CNCL	N
Release of impounded containers and other large items (this fee plus transport cost to pound)	Per item	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
<b>Other</b>							
Removal of fire hazard (contractor fees for removal are additional to this fee and calculated on a site by site basis)	Per property	\$ 189.00	\$ 195.00	\$ 6.00	3.2%	CNCL	Y
Hard copy of local laws documents	Per printed set	\$ 21.50	\$ 22.00	\$ 0.50	2.3%	CNCL	Y
Inspection of Domestic Animal Register	Per inspection	\$ 50.00	\$ 52.00	\$ 2.00	4.0%	CNCL	N
Copy of record of animal registration	Per animal	\$ 10.00	\$ 10.00	\$ -	0.0%	CNCL	N
<b>Multi-Deck Car Parks</b>							
<b>Thomas Street</b>							
<b>Parking fees</b>							
- General (hourly)	Hourly	\$ 1.60	\$ 1.60	\$ -	0.0%	CNCL	Y
- General (daily - 7 hours +)	Daily	\$ 10.30	\$ 10.50	\$ 0.20	1.9%	CNCL	Y
- After 6.00pm	N/A	No charge	No charge	N/A	N/A	CNCL	Y
<b>Parking permits</b>							
- General (includes 10% discount)	Yearly	\$ 1,072.00	\$ 1,100.00	\$ 28.00	2.6%	CNCL	Y
<b>Walker Street</b>							
<b>Parking fees</b>							
- General (hourly)	Hourly	\$ 1.60	\$ 1.60	\$ -	0.0%	CNCL	Y
- General (daily)	Daily	\$ 10.30	\$ 10.50	\$ 0.20	1.9%	CNCL	Y
- after 6.00pm	N/A	No charge	No charge	N/A	N/A	CNCL	Y
<b>Parking permits</b>							
- General	Quarterly	\$ 298.00	\$ 307.00	\$ 9.00	3.0%	CNCL	Y
- Reserved	Quarterly	\$ 482.00	\$ 496.00	\$ 14.00	2.9%	CNCL	Y
- General (includes 5% discount)	Half yearly	\$ 564.00	\$ 581.00	\$ 17.00	3.0%	CNCL	Y
- Reserved (includes 5% discount)	Half yearly	\$ 912.00	\$ 939.00	\$ 27.00	3.0%	CNCL	Y
- General (includes 10% discount)	Yearly	\$ 1,072.00	\$ 1,104.00	\$ 32.00	3.0%	CNCL	Y
- Reserved (includes 10% discount)	Yearly	\$ 1,732.00	\$ 1,784.00	\$ 52.00	3.0%	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>No. 8 Balmoral Avenue</b>							
<b>Parking fees</b>							
- First hour	First hour	\$ 0.50	\$ 0.50	\$ -	0.0%	CNCL	Y
- 1 to 2 hours	2 hours	\$ 1.00	\$ 1.00	\$ -	0.0%	CNCL	Y
- 2 to 3 hours	3 hours	\$ 3.00	\$ 3.00	\$ -	0.0%	CNCL	Y
- 3 to 4 hours	4 hours	\$ 4.00	\$ 4.00	\$ -	0.0%	CNCL	Y
- 4 to 5 hours	5 hours	\$ 8.00	\$ 8.00	\$ -	0.0%	CNCL	Y
- 5 to 6 hours	6 hours	\$ 16.00	\$ 17.00	\$ 1.00	6.3%	CNCL	Y
- Maximum daily	> 6 hours	\$ 16.00	\$ 17.00	\$ 1.00	6.3%	CNCL	Y
- Early bird rate - in before 8:30am	Daily	\$ 4.00	\$ 4.00	\$ -	0.0%	CNCL	Y
<b>Parking permits</b>							
- General	Monthly	\$ 80.00	\$ 80.00	\$ -	0.0%	CNCL	Y
- Reserved	Monthly	\$ 100.00	\$ 100.00	\$ -	0.0%	CNCL	Y
- Trader/Worker Permit (2 years)	Per bay	\$ 100.00	\$ 100.00	\$ -	0.0%	CNCL	Y
<b>Planning Compliance</b>							
<b>Planning infringements</b>							
Planning Compliance Officers issue on-the-spot fines for breaches of the planning scheme offences against the Planning & Environment Act:							
- Individual person or company	Per breach	Refer note @ below		N/A	N/A	REG	N
Note @: The penalty attached to Planning Infringement notices is set by State Government and is expressed as Penalty Units, rather than as a dollar amount. The dollar value of a Penalty Unit has now been indexed by State Government and is subject to annual review. Council is not able to accurately predict the penalty amounts and therefore no longer publishes them in this document. Current information can be obtained from the Department of Justice – Infringements Oversight Unit.							
<b>Planning and Design Services</b>							
<b>Council charges for Planning considerations and services</b>							
Statutory Planning Advice - Counter Service	Per service	No charge	No charge	N/A	N/A	CNCL	Y
Copy of planning permit and/or endorsed plans - Residential (includes historic file search and retrieval request).	Per permit	\$ 125.00	\$ 130.00	\$ 5.00	4.0%	CNCL	N
Copy of planning permit and/or endorsed plans - non-residential (includes historic file search and retrieval request).	Per permit	\$ 175.00	\$ 180.00	\$ 5.00	2.9%	CNCL	N
Application for all written Planning advice.	Per property	\$ 145.00	\$ 150.00	\$ 5.00	3.4%	CNCL	Y
Application to propose to extend the expiry date of an existing planning permit.	Per application	\$ 265.00	\$ 275.00	\$ 10.00	3.8%	CNCL	N
Application under 'Secondary Consent' to propose minor changes to a plan(s) which are endorsed to an existing planning permit.	Per application	\$ 370.00	\$ 380.00	\$ 10.00	2.7%	CNCL	N
Providing a printed (paper) copy of any Advertised Material (plans or other documents) for a current planning application, or a Greater Dandenong Planning Scheme Incorporated Document, Reference Document, Approved Development Plan or other Planning Strategy/document.	Per application	\$ 41.00	\$ 42.00	\$ 1.00	2.4%	CNCL	Y
<b>Pre-application discussion service</b>							
Average proposal - initial pre-application service. One written document.	Per initial service	\$ 265.00	\$ 275.00	\$ 10.00	3.8%	CNCL	Y
Average proposal - additional pre-application service. For any meeting(s) and/or written document(s) after the initial service.	Per additional service	\$ 115.00	\$ 120.00	\$ 5.00	4.3%	CNCL	Y
Complex proposal - initial pre-application service. One written document.	Per initial service	\$ 370.00	\$ 380.00	\$ 10.00	2.7%	CNCL	Y
Complex proposal - additional pre-application service. For any meeting(s) and/or written document(s) after the initial service.	Per additional service	\$ 215.00	\$ 220.00	\$ 5.00	2.3%	CNCL	Y
State or city significant proposal - initial pre-application service. One written document.	Per initial service	\$ 470.00	\$ 485.00	\$ 15.00	3.2%	CNCL	Y
State or city significant proposal - additional pre-application service. For any meeting(s) and/or written document(s) after the initial service.	Per additional service	\$ 320.00	\$ 330.00	\$ 10.00	3.1%	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Priority Paid Assessment Service Fee.</b> Note: The 'Priority Paid' Fast Track Assessment Service Fee is payable in addition to any applicable Prescribed Planning and Environment Act fee(s).	Per application	\$3,000 min fee or 0.15% of total dev't cost whichever is the greater	\$3,000 min fee or 0.15% of total dev't cost whichever is the greater	N/A	N/A	CNCL	N
<b>Public Notification Fees - 'Advertising'</b>							
Public notification of a planning application or planning scheme amendment, 1-10 notifications and/or one (1) A1 Site Notice.	Up to 10 names	\$ 130.00	\$ 135.00	\$ 5.00	3.8%	CNCL	N
Public notification of a planning application or planning scheme amendment, 11 or more notifications and/or per additional site notice(s).	Per name or per addit. site notice	\$ 13.00	\$ 13.50	\$ 0.50	3.8%	CNCL	N
Public notification of a planning application or planning scheme amendment in a newspaper and/or Government Gazette (administration fee in addition to the recovery of all costs incurred by Council in placing an advertisement in a newspaper and/or Government Gazette).	Per application/ amendment	\$ 113.00	\$ 115.00	\$ 2.00	1.8%	CNCL	N
Planning Scheme Amendment - cost recovery.	Case by case basis	Cost recovery	Cost recovery	N/A	N/A	CNCL	N
<b>Fees under Planning and Environment (Fees) Regulations 2016</b>							
<i>Important note - The following fees with a basis of REG are set under state legislation. The regulations set fees in fee units. The fee units have been converted to dollar value on the basis of the value of a fee unit as it is set for the financial year. A fee unit value is adjusted on 1 July each year by the Treasurer's amount and is published in the Government Gazette. Changes to these fees will be published on Council's website when gazetted by the State Government. These fees are correct at the date the Council budget was prepared.</i>							
<b>Amendments To Planning Schemes - Regulation 6</b>							
<b>Stage 1 - for:</b>	Per application	\$ 2,976.70	\$ 2,976.70	\$ -	0.0%	REG	N
(a) considering a request to amend a planning scheme, and							
(b) taking action required by Division 1 of Part 3 of the Act; and							
(c) considering any submissions which do not seek a change to the amendment; and							
(d) if applicable, abandoning the amendment in accordance with section 28 of the Act.							
<b>Stage 2 - for:</b>							
(a) considering;							
(i) up to and including 10 submissions which seek a change to an amendment and where necessary referring submissions to a panel; or	Per application	\$ 14,753.50	\$ 14,753.50	\$ -	0.0%	REG	N
(ii) 11 to (and including) 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; or	Per application	\$ 29,478.00	\$ 29,478.00	\$ -	0.0%	REG	N
(iii) submissions that exceed 20 submissions which seek a change to an amendment and where necessary referring the submissions to a panel; and	Per application	\$ 39,405.20	\$ 39,405.20	\$ -	0.0%	REG	N
(b) providing assistance to a panel in accordance with section 158 of the Act, and							
(c) making a submission in accordance with section 24(b) of the Act; and							
(d) considering the Panel's report in accordance with section 27 of the Act; and							
(e) after considering submissions and the Panel's report, abandoning the amendment.							
<b>Stage 3 - for:</b>	Per application	\$ 469.60	\$ 469.60	\$ -	0.0%	REG	N
(a) adopting the amendment or a part of the amendment in accordance with section 29 of the Act; and							
(b) submitting the amendment for approval by the Minister in accordance with section 31 of the Act; and							
(c) giving the notice of approval of the amendment required by section 36(2) of the Act.							
<i>Note - \$nil fee if Minister is the planning authority.</i>							



2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Stage 4 - for:</b>							
(a) consideration by the Minister of a request to approve the amendment in accordance with section 35 of the Act; and	Per application	\$ 469.60	\$ 469.60	\$ -	0.0%	REG	N
(b) giving notice of approval of the amendment in accordance with section 36(1) of the Act.							
<i>Note - \$nil fee if Minister is the planning authority.</i>							
<b>Amendments To Planning Schemes</b>							
Regulation 7 - For requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act.	Per application	\$ 3,901.50	\$ 3,901.50	\$ -	0.0%	REG	N
Regulation 8 - For requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act.	Per application	\$ 939.30	\$ 939.30	\$ -	0.0%	REG	N
<b>Applications for permits - Regulation 9</b>							
Class 1 - A permit relating to use of land (previously Class 1 - Use only)	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 2 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 7 permit or a permit to subdivide or consolidate land) if the estimated cost of development is \$10,000 or less.	Per application	\$ 195.10	\$ 195.10	\$ -	0.0%	REG	N
Class 3 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$10,000 but not more than \$100,000.	Per application	\$ 614.10	\$ 614.10	\$ -	0.0%	REG	N
Class 4 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 but not more than \$500,000.	Per application	\$ 1,257.20	\$ 1,257.20	\$ -	0.0%	REG	N
Class 5 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$500,000 but not more than \$1,000,000.	Per application	\$ 1,358.30	\$ 1,358.30	\$ -	0.0%	REG	N
Class 6 - To develop land for a single dwelling per lot or use and develop land for a single dwelling per lot and undertake development ancillary to the use of land for a single dwelling per lot included in the application (other than a class 8 permit or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 but not more than \$2,000,000.	Per application	\$ 1,459.50	\$ 1,459.50	\$ -	0.0%	REG	N
Class 7 - VicSmart application if the estimated cost of development is \$10,000 or less.	Per application	\$ 195.10	\$ 195.10	\$ -	0.0%	REG	N
Class 8 - 8 VicSmart application if the estimated cost of development is more than \$10,000.	Per application	\$ 419.10	\$ 419.10	\$ -	0.0%	REG	N
Class 9 - VicSmart application to subdivide or consolidate land.	Per application	\$ 195.10	\$ 195.10	\$ -	0.0%	REG	N
Class 10 - VicSmart application (other than a class 7, class 8 or class 9 permit).	Per application	N/A	\$ 195.10	New fee		REG	N



## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**City of Greater Dandenong  
2019-20 Fees and Charges**

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
Class 11 - To develop land (other than a class 2, class 3, class 7 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is less than \$100,000.	Per application	\$ 1,119.90	\$ 1,119.90	\$ -	0.0%	REG	N
Class 12 - To develop land (other than a class 4, class 5, or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$100,000 and not more than \$1,000,000.	Per application	\$ 1,510.00	\$ 1,510.00	\$ -	0.0%	REG	N
Class 13 - To develop land (other than a class 6 or class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$1,000,000 and not more than \$5,000,000.	Per application	\$ 3,330.70	\$ 3,330.70	\$ -	0.0%	REG	N
Class 14 - To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$5,000,000 and not more than \$15,000,000.	Per application	\$ 8,489.40	\$ 8,489.40	\$ -	0.0%	REG	N
Class 15 - To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$15,000,000 and not more than \$50,000,000.	Per application	\$ 25,034.60	\$ 25,034.60	\$ -	0.0%	REG	N
Class 16 - To develop land (other than a class 8 or a permit to subdivide or consolidate land) if the estimated cost of development is more than \$50,000,000.	Per application	\$ 56,268.30	\$ 56,268.30	\$ -	0.0%	REG	N
Class 17 - To subdivide an existing building (other than a class 9 permit).	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 18 - To subdivide land into 2 lots (other than a class 9 or class 16 permit).	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 19 - To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a class 9 permit).	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 20 - Subdivide land (other than a class 9, class 16, class 17 or class 18 permit) - per 100 lots created.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 21 - To: a) create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b) create or remove a right of way; or c) create, vary or remove an easement other than a right of way; or d) vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 22 - A permit not otherwise provided for in the regulation.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
<b>Applications to amend permits - Regulation 11</b>							
Class 1 - Amendment to a permit to change the use of land allowed by the permit or allow a new use of land.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 2 - Amendment to a permit (other than a permit to develop land for a single dwelling per lot or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of land for a single dwelling per lot) to change the statement of what the permit allows or to change any or all of the conditions which apply to the permit.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 3 - Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the cost of any additional development permitted by the amendment is \$10,000 or less.	Per application	\$ 195.10	\$ 195.10	\$ -	0.0%	REG	N
Class 4 - Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the cost of any additional development permitted by the amendment is more than \$10,000 but not more than \$100,000.	Per application	\$ 614.10	\$ 614.10	\$ -	0.0%	REG	N
Class 5 - Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the cost of any additional development permitted by the amendment is more than \$100,00 but not more than \$500,000.	Per application	\$ 1,257.20	\$ 1,257.20	\$ -	0.0%	REG	N

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
Class 6 - Amendment to a class 2, class 3, class 4, class 5 or class 6 permit, if the cost of any additional development permitted by the amendment is more than \$500,000.	Per application	\$ 1,358.30	\$ 1,358.30	\$ -	0.0%	REG	N
Class 7 - Amendment to a permit that is the subject of VicSmart application, if the estimated cost of the additional development is \$10,000 or less.	Per application	\$ 195.10	\$ 195.10	\$ -	0.0%	REG	N
Class 8 - Amendment to a permit that is the subject of VicSmart application, if the estimated cost of the additional development is more than \$10,000.	Per application	\$ 419.10	\$ 419.10	\$ -	0.0%	REG	N
Class 9 - Amendment to a class 9 permit.	Per application	\$ 195.10	\$ 195.10	\$ -	0.0%	REG	N
Class 10 - Amendment to a class 10 permit.	Per application	N/A	\$ 195.10	New fee		REG	N
Class 11 - Amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of the additional development to be permitted by the amendment is \$100,000 or less.	Per application	\$ 1,119.90	\$ 1,119.90	\$ -	0.0%	REG	N
Class 12 - Amendment to a class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of any additional development to be permitted by the amendment is more than \$100,000 but not more than \$1,000,000.	Per application	\$ 1,510.00	\$ 1,510.00	\$ -	0.0%	REG	N
Class 13 - Amendment to a class 11, class 12, class 13, class 14, class 15 or class 16 permit * if the estimated cost of any additional development to be permitted by the amendment is more than \$1,000,000.	Per application	\$ 3,330.70	\$ 3,330.70	\$ -	0.0%	REG	N
Class 14 - Amendment to a class 17 permit.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 15 - Amendment to a class 18 permit.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 16 - Amendment to a class 19 permit.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 17 - Amendment to a class 20 permit (per 100 lots created).	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 18 - Amendment to a class 21 permit.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
Class 19 - Amendment to a class 22 permit.	Per application	\$ 1,286.10	\$ 1,286.10	\$ -	0.0%	REG	N
<b>For combined permit applications - Regulation 10</b> Sum of the highest of the fees which would have applied if separate applications were made <u>and</u> 50 per cent of each of the other fees which would have applied if separate applications were made.							
<b>Certificates of compliance - Regulation 15</b>	Per application	\$ 317.90	\$ 317.90	\$ -	0.0%	REG	N
<b>Amend or End Agreement under Section 173 - Regulation 16</b>	Per application	\$ 643.00	\$ 643.00	\$ -	0.0%	REG	N
<b>Satisfaction Matters - Regulation 18</b>							
Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council.	Per application	\$ 317.90	\$ 317.90	\$ -	0.0%	REG	N
<b>Fees under Subdivision (Fees) Regulations 2016</b>							
Regulation 6 - For certification of a plan of subdivision.	Per application	\$ 170.50	\$ 170.50	\$ -	0.0%	REG	N
Regulation 7 - Alteration of plan under section 10(2) of the Act.	Per application	\$ 108.40	\$ 108.40	\$ -	0.0%	REG	N
Regulation 8 - Amendment of certified plan under section 11(1) of the Act.	Per application	\$ 137.30	\$ 137.30	\$ -	0.0%	REG	N

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Aged and Disability Services (Community Care)</b>							
<b>Community transport services</b>							
Client transport for shopping, access to Oasis and Library	One way trip	\$ 2.10	\$ 2.15	\$ 0.05	2.4%	CNCL	N
<b>Social support - centre-based group activity – Planned Activity Group (per day)</b>							
Low fee *	Per hour	\$ 17.60	\$ 18.15	\$ 0.55	3.1%	CNCL	N
Medium fee *	Per hour	\$ 17.60	\$ 18.15	\$ 0.55	3.1%	CNCL	N
High fee *	Per hour	\$ 44.75	\$ 46.10	\$ 1.35	3.0%	CNCL	N
Commercial fee	Per hour	\$ 81.55	\$ 84.00	\$ 2.45	3.0%	CNCL	Y
<b>Property maintenance (any materials used are charged at cost)</b>							
Low fee *	Per hour	\$ 12.70	\$ 13.10	\$ 0.40	3.1%	CNCL	N
Medium fee *	Per hour	\$ 19.05	\$ 19.60	\$ 0.55	2.9%	CNCL	N
High fee *	Per hour	\$ 71.35	\$ 73.50	\$ 2.15	3.0%	CNCL	N
Commercial fee	Per hour	\$ 90.60	\$ 93.30	\$ 2.70	3.0%	CNCL	Y
<b>Home care</b>							
Low fee (single) *	Per hour	\$ 6.95	\$ 7.15	\$ 0.20	2.9%	CNCL	N
Medium fee *	Per hour	\$ 16.25	\$ 16.75	\$ 0.50	3.1%	CNCL	N
High fee *	Per hour	\$ 48.80	\$ 50.25	\$ 1.45	3.0%	CNCL	N
Commercial fee	Per hour	\$ 53.15	\$ 54.75	\$ 1.60	3.0%	CNCL	Y
<b>Personal care</b>							
Low fee *	Per hour	\$ 5.00	\$ 5.15	\$ 0.15	3.0%	CNCL	N
Medium fee *	Per hour	\$ 9.90	\$ 10.20	\$ 0.30	3.0%	CNCL	N
High fee *	Per hour	\$ 48.80	\$ 50.25	\$ 1.45	3.0%	CNCL	N
Commercial fee	Per hour	\$ 56.90	\$ 58.60	\$ 1.70	3.0%	CNCL	Y
<b>Respite care</b>							
Low fee *	Per hour	\$ 4.20	\$ 4.35	\$ 0.15	3.6%	CNCL	N
Medium fee *	Per hour	\$ 6.15	\$ 6.35	\$ 0.20	3.3%	CNCL	N
High fee *	Per hour	\$ 50.40	\$ 51.90	\$ 1.50	3.0%	CNCL	N
Commercial fee	Per hour	\$ 60.65	\$ 62.45	\$ 1.80	3.0%	CNCL	Y
<b>Travel incurred for client outings, shopping and appointments:</b>							
Low fee *	Per km	\$ 1.10	\$ 1.15	\$ 0.05	4.5%	CNCL	N
Medium fee *	Per km	\$ 1.10	\$ 1.15	\$ 0.05	4.5%	CNCL	N
High fee *	Per km	\$ 1.30	\$ 1.35	\$ 0.05	3.8%	CNCL	N
Commercial fee	Per km	\$ 1.40	\$ 1.45	\$ 0.05	3.6%	CNCL	Y
<b>Food services (Meals On Wheels) - single meal</b>							
Low fee *	Per meal	\$ 9.65	\$ 9.95	\$ 0.30	3.1%	CNCL	N
Medium fee *	Per meal	\$ 9.65	\$ 9.95	\$ 0.30	3.1%	CNCL	N
High fee *	Per meal	\$ 14.10	\$ 14.50	\$ 0.40	2.8%	CNCL	N
Commercial fee	Per meal	\$ 16.90	\$ 17.40	\$ 0.50	3.0%	CNCL	Y
<b>Food Services (Meals On Wheels) - bulk meals</b>							
<i>Soup/main/side and sweet</i>							
CHSP fee *	Per 4 serves	\$ 38.50	\$ 39.65	\$ 1.15	3.0%	CNCL	N
Commercial fee	Per 4 serves	\$ 67.70	\$ 69.75	\$ 2.05	3.0%	CNCL	Y
<i>Soup and sandwich</i>							
CHSP fee *	Per 4 serves	\$ 23.90	\$ 24.60	\$ 0.70	2.9%	CNCL	N
Commercial fee	Per 4 serves	\$ 41.95	\$ 43.20	\$ 1.25	3.0%	CNCL	Y
<p><b>* Note</b>  <b>Commonwealth Home Support Program (CHSP)</b> - Funded by the Commonwealth Department of Health for people over the age of 65 - these fees are set by Council based on the CHSP fee principles issued by the Department of Health.  <b>Home and Community Care - Program for Younger People (HACC-PYP)</b> - Services for people under the age of 65 funded by the Victorian Department of Health &amp; Human Services - these fees are set by Council based on the Victorian fees schedule.</p>							

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Library Services</b>							
<b>City of Greater Dandenong Libraries</b>							
Overdue item charge (per item per day up to the cost of the item)	Per item/ Per day	\$ 0.20	\$ 0.20	\$ -	0.0%	CNCL	Y
Lost or damaged items replacement fees	Cost of the item	Cost of the item	Cost of the item	N/A	N/A	CNCL	Y
Lost or damaged item replacement processing charge	Per item	\$ 7.00	\$ 7.20	\$ 0.20	2.9%	CNCL	N
Replacement of Radio Frequency Identification (RFID) tag	Per tag	\$ 6.20	\$ 6.40	\$ 0.20	3.2%	CNCL	Y
Fee to recover long overdue materials - per account (50 days or more overdue)	Per account	\$ 18.10	\$ 18.10	\$ -	0.0%	CNCL	Y
Inter library loan charge (per inter-library loan where the lending library charges the Australian Council of Libraries and Information Services (ACLIS) fee)	Per loan	\$ 17.20	\$ 17.20	\$ -	0.0%	REG	Y
Library bag	Per bag	\$ 2.10	\$ 2.10	\$ -	0.0%	CNCL	Y
Ear buds	Each	\$ 2.00	\$ 2.10	\$ 0.10	5.0%	CNCL	Y
USB memory stick	Each	\$ 11.10	\$ 11.10	\$ -	0.0%	CNCL	Y
Lost or damaged Lending iPads replacement fee	Per iPad	\$ 785.00	\$ 785.00	\$ -	0.0%	CNCL	Y
<b>Photocopying</b>							
A4 (Black and White)	Per copy	\$ 0.25	\$ 0.25	\$ -	0.0%	CNCL	Y
A3 (Black and White)	Per copy	\$ 0.35	\$ 0.35	\$ -	0.0%	CNCL	Y
A4 (Colour)	Per copy	\$ 1.10	\$ 1.10	\$ -	0.0%	CNCL	Y
A3 (Colour)	Per copy	\$ 1.80	\$ 1.80	\$ -	0.0%	CNCL	Y
A4 (Black and White Duplex)	Per copy	\$ 0.48	\$ 0.48	\$ -	0.0%	CNCL	Y
A3 (Black and White Duplex)	Per copy	\$ 0.67	\$ 0.67	\$ -	0.0%	CNCL	Y
A4 (Colour Duplex)	Per copy	\$ 2.09	\$ 2.09	\$ -	0.0%	CNCL	Y
A3 (Colour Duplex)	Per copy	\$ 3.42	\$ 3.42	\$ -	0.0%	CNCL	Y
Facsimile in Australia (first page)	First page	\$ 3.70	\$ 3.80	\$ 0.10	2.7%	CNCL	Y
Facsimile international (first page)	First page	\$ 8.80	\$ 9.00	\$ 0.20	2.3%	CNCL	Y
Facsimile additional pages, anywhere	Per page	\$ 1.10	\$ 1.20	\$ 0.10	9.1%	CNCL	Y
Replacing lost membership card	Per card	\$ 4.00	\$ 4.00	\$ -	0.0%	CNCL	Y
<b>Family Day Care</b>							
<b>Administration levy *</b>							
- Per hour maximum	Per hour maximum	\$ 1.50	\$ 1.60	\$ 0.10	6.7%	CNCL	N
* The Administration Levy assists in meeting the operational costs of the scheme, the employment of qualified staff and the provision and maintenance of resources and enrichment activities to children, families and educators.							
<b>Immunisation</b>							
<b>Fee for service immunisation (Influenza)</b>							
Influenza	Per client	\$ 36.10	\$ 37.20	\$ 1.10	3.0%	CNCL	Y
Heptatis A and B	Per client	\$ 107.10	\$ 110.30	\$ 3.20	3.0%	CNCL	Y
Cold chain fee	Per client	\$ 22.00	\$ 22.65	\$ 0.65	3.0%	CNCL	Y
Boostrix	Per client	\$ 62.00	\$ 63.85	\$ 1.85	3.0%	CNCL	Y
Immunisation Record Search Fee	Per record	\$ 22.35	\$ 23.80	\$ 1.45	6.5%	CNCL	Y
<b>Walker Street Gallery and Community Arts Centre</b>							
Note: The Walker Street Gallery and Community Arts Centre may require suitable staff to set up or be present at your event. This cost will be charged on to you. A technician will be required for operation of venue's lighting and sound equipment.							
<b>Security Bond (after hours)</b>							
Community Group	Per event	\$ 100.00	\$ 100.00	\$ -	0.0%	CNCL	N
General	Per event	\$ 120.00	\$ 120.00	\$ -	0.0%	CNCL	N
Commercial	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
<b>Walker Street Gallery - Room Hire</b>							
<b>Large Rooms (Band Room, Performing Arts Theatre, Gallery 1)</b>							
Community Group	Per hour	\$ 25.00	\$ 25.00	\$ -	0.0%	CNCL	Y
General	Per hour	\$ 30.00	\$ 30.00	\$ -	0.0%	CNCL	Y
Commercial	Per hour	\$ 40.00	\$ 40.00	\$ -	0.0%	CNCL	Y
Theatre seats	Per booking	\$ 69.00	\$ 69.00	\$ -	0.0%	CNCL	Y
Technical box	Per booking	\$ 40.00	\$ 40.00	\$ -	0.0%	CNCL	Y

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Medium Rooms (Studio)</b>							
Community Group	Per hour	\$ 18.00	\$ 18.00	\$ -	0.0%	CNCL	Y
General	Per hour	\$ 20.00	\$ 20.00	\$ -	0.0%	CNCL	Y
Commercial	Per hour	\$ 30.00	\$ 30.00	\$ -	0.0%	CNCL	Y
<b>White Walls Hire</b>							
Community Group	Per hour	N/A	\$ 37.00		New fee	CNCL	Y
General	Per hour	N/A	\$ 42.50		New fee	CNCL	Y
Commercial	Per hour	N/A	\$ 60.00		New fee	CNCL	Y
<b>Walker Street Gallery - Exhibition Hire</b>							
<b>Large Gallery (Gallery 1)</b>							
Community Group	Per week	\$ 153.00	\$ 157.60	\$ 4.60	3.0%	CNCL	Y
General	Per week	\$ 205.00	\$ 211.15	\$ 6.15	3.0%	CNCL	Y
Commercial	Per week	\$ 256.00	\$ 263.70	\$ 7.70	3.0%	CNCL	Y
<b>Small Gallery (Gallery 2)</b>							
Community Group	Per week	\$ 30.00	\$ 30.90	\$ 0.90	3.0%	CNCL	Y
General	Per week	\$ 40.00	\$ 41.20	\$ 1.20	3.0%	CNCL	Y
Commercial	Per week	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
Commission on Artwork Sales	%	25.00%	25.00%	0.0%	0.0%	CNCL	Y
<b>The Drum Theatre</b>							
<b>THEATRE SERVICES</b>							
<b>Performance fee: for full theatre service</b> (including lighting and theatrical stage set up)							
Community Group (first five hours)	First 5 hrs	\$ 797.00	\$ 820.90	\$ 23.90	3.0%	CNCL	Y
Community Group (per hour- additional)	Per hour (2 hr min)	\$ 164.00	\$ 168.90	\$ 4.90	3.0%	CNCL	Y
General and Dance Schools (first five hours)	First 5 hrs	\$ 889.70	\$ 916.40	\$ 26.70	3.0%	CNCL	Y
General and Dance Schools (per hour - additional hours)	Per hour (2 hr min)	\$ 179.00	\$ 184.35	\$ 5.35	3.0%	CNCL	Y
Commercial (per day)	Per day	\$ 2,315.00	\$ 2,384.45	\$ 55.00	2.4%	CNCL	Y
<b>For keynote address or presentation</b>							
Community Group	Per hour	\$ 284.90	\$ 293.45	\$ 8.55	3.0%	CNCL	Y
General	Per hour	\$ 293.00	\$ 301.80	\$ 8.80	3.0%	CNCL	Y
Commercial	Per hour	\$ 414.00	\$ 426.40	\$ 12.40	3.0%	CNCL	Y
<b>Rehearsal room (theatre company/groups rehearsals)</b>							
Community Group	Per day	\$ 52.80	\$ 54.40	\$ 1.60	3.0%	CNCL	Y
General	Per day	\$ 52.80	\$ 54.40	\$ 1.60	3.0%	CNCL	Y
Commercial	Per day	\$ 137.20	\$ 141.30	\$ 4.10	3.0%	CNCL	Y
<b>Rehearsal room (in conjunction with theatre hire)</b>							
Community Group	Per day	complimentary with theatre hire	complimentary with theatre hire	N/A	N/A	CNCL	Y
General	Per day	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
Commercial	Per day	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
<b>Exhibition space</b>							
Community Group	Per 4 weeks	\$ 110.70	\$ 114.00	\$ 3.30	3.0%	CNCL	Y
General	Per 4 weeks	\$ 163.50	\$ 168.40	\$ 4.90	3.0%	CNCL	Y
Commercial	Per 4 weeks	\$ 232.10	\$ 239.05	\$ 6.95	3.0%	CNCL	Y
<b>Additional cleaning</b>							
Community Group	Per hour	\$ 81.50	\$ 83.95	\$ 2.45	3.0%	CNCL	Y
General	Per hour	\$ 92.25	\$ 95.00	\$ 2.75	3.0%	CNCL	Y
Commercial	Per hour	\$ 105.55	\$ 108.70	\$ 3.15	3.0%	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Full service box office</b>							
Community Group	Per ticket	\$ 1.90	\$ 2.15	\$ 0.25	13.2%	CNCL	Y
General							
- Per ticket	Per ticket	\$ 2.25	\$ 2.55	\$ 0.30	13.3%	CNCL	Y
- Complimentary tickets	Per ticket	\$ 1.15	\$ 1.30	\$ 0.15	13.0%	CNCL	Y
Commercial							
- Per ticket	Per ticket	\$ 3.85	\$ 4.35	\$ 0.50	13.0%	CNCL	Y
- Complimentary tickets	Per ticket	\$ 1.15	\$ 1.30	\$ 0.15	13.0%	CNCL	Y
Allocation of tickets for hirer to sell	Per ticket	\$ 1.65	\$ 1.30	-\$ 0.35	-21.2%	CNCL	Y
Ticket transaction fee	Per ticket	\$ 1.15	\$ 1.20	\$ 0.05	4.3%	CNCL	Y
<b>Debit/Credit card</b>							
Hirer transaction service fee	Value of ticket sales	2.00%	2.00%	0.0%	0.0%	CNCL	Y
<b>FUNCTION ROOMS</b>							
<b>Magistrates room, Reading room or Committee room</b>							
Community Group	Per hour	\$ 31.70	\$ 32.65	\$ 0.95	3.0%	CNCL	Y
General	Per hour	\$ 42.00	\$ 43.25	\$ 1.25	3.0%	CNCL	Y
Commercial	Per hour	\$ 63.00	\$ 64.90	\$ 1.90	3.0%	CNCL	Y
<b>Rehearsal room for function hire</b>							
Community Group	Per hour	\$ 42.00	\$ 43.25	\$ 1.25	3.0%	CNCL	Y
General	Per hour	\$ 63.00	\$ 64.90	\$ 1.90	3.0%	CNCL	Y
Commercial	Per hour	\$ 105.50	\$ 108.65	\$ 3.15	3.0%	CNCL	Y
<b>Foyer - function hire</b>							
Community Group	Per hour	\$ 42.00	\$ 43.25	\$ 1.25	3.0%	CNCL	Y
General	Per hour	\$ 63.00	\$ 64.90	\$ 1.90	3.0%	CNCL	Y
Commercial	Per hour	\$ 105.50	\$ 108.65	\$ 3.15	3.0%	CNCL	Y
With theatre hire	Per day	complimentary with theatre hire	complimentary with theatre hire	N/A	N/A	CNCL	Y
<b>EQUIPMENT HIRE - All hirers</b>							
Theatre data projector	Per day	\$ 350.00	\$ 350.00	\$ -	0.0%	CNCL	Y
Laptop	Per day	N/A	\$ 50.00		New fee	CNCL	Y
Lectern and microphone (Commercial)	Per day	N/A	\$ 50.00		New fee	CNCL	Y
Portable PA system	Per day	N/A	\$ 150.00		New fee	CNCL	Y
Scrim (white)	Per day	N/A	\$ 70.00		New fee	CNCL	Y
Scrim (black)	Per day	N/A	\$ 70.00		New fee	CNCL	Y
Scrim (both)	Per day	N/A	\$ 100.00		New fee	CNCL	Y
Hazer	Per day	N/A	\$ 66.00		New fee	CNCL	Y
Smoke machine	Per day	N/A	\$ 33.00		New fee	CNCL	Y
Data projector and screen (meeting rooms)	Per item	complimentary with meeting room hire	complimentary with meeting room hire	N/A	N/A	CNCL	Y
Electronic whiteboard	Per day			N/A	N/A	CNCL	Y
Whiteboards and flipchart stand	Per item			N/A	N/A	CNCL	Y
Catering	Per event	as quoted per event	as quoted per event	N/A	N/A	CNCL	Y
<b>OTHER FEES AND CHARGES (cost recovery)</b>							
Gaffer tape	Per roll	N/A	\$ 22.00		New fee	CNCL	Y
Electrical tape	Per roll	N/A	\$ 1.80		New fee	CNCL	Y
Mark up tape	Per roll	N/A	\$ 8.00		New fee	CNCL	Y
Hazard tape	Per roll	N/A	\$ 15.40		New fee	CNCL	Y
AAA batteries	Each	N/A	\$ 1.40		New fee	CNCL	Y
AA batteries	Each	N/A	\$ 1.60		New fee	CNCL	Y
9V batteries	Each	N/A	\$ 6.00		New fee	CNCL	Y
Clear tarkett tape	Per roll	N/A	\$ 36.00		New fee	CNCL	Y
Traffic management	Per event	N/A	as quoted per event		New fee	CNCL	Y
<b>50% discount for Community group rate on total charge when 2 or more rooms are booked for a single 4 hour event/meeting.</b> Additional fees may apply for public holidays, weekends and after hours. Drum Theatre welcomes your business and is happy to discuss your groups needs with a quote. Please contact the Box Office for further information. Discount available for use of multiple rooms: 2 rooms - 10%, 3 rooms - 15%, 4 rooms - 20%.							

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Heritage Hill (Benga and Laurel Lodge) and Historic Gardens</b>							
<b>Security Bond (after hours)</b>							
Community Group	Per event	\$ 100.00	\$ 100.00	\$ -	0.0%	CNCL	N
General	Per event	\$ 120.00	\$ 120.00	\$ -	0.0%	CNCL	N
Commercial	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
<b>Heritage Hill - Room hire</b>							
<b>Large Rooms (Langley Gallery - Benga, Dining Room - Laurel Lodge, Gardens)</b>							
Community Group	Per hour	\$ 25.00	\$ 25.75	\$ 0.75	3.0%	CNCL	Y
General	Per hour	\$ 30.00	\$ 30.90	\$ 0.90	3.0%	CNCL	Y
Commercial	Per hour	\$ 40.00	\$ 41.20	\$ 1.20	3.0%	CNCL	Y
<b>Medium Rooms (Sunroom - Benga)</b>							
Community Group	Per hour	\$ 18.00	\$ 18.55	\$ 0.55	3.1%	CNCL	Y
General	Per hour	\$ 20.00	\$ 20.60	\$ 0.60	3.0%	CNCL	Y
Commercial	Per hour	\$ 30.00	\$ 30.90	\$ 0.90	3.0%	CNCL	Y
<b>Small Rooms (Dining Room - Laurel Lodge, Bedrooms - Benga)</b>							
Community Group	Per hour	\$ 12.00	\$ 12.35	\$ 0.35	2.9%	CNCL	Y
General	Per hour	\$ 15.00	\$ 15.45	\$ 0.45	3.0%	CNCL	Y
Commercial	Per hour	\$ 20.00	\$ 20.60	\$ 0.60	3.0%	CNCL	Y
<b>Heritage Hill - Exhibitions</b>							
<b>Medium Gallery (Langley Gallery - Benga, Laurel Lodge)</b>							
Community Group	Per week	\$ 60.00	\$ 61.80	\$ 1.80	3.0%	CNCL	Y
General	Per week	\$ 100.00	\$ 103.00	\$ 3.00	3.0%	CNCL	Y
Commercial	Per week	\$ 140.00	\$ 144.20	\$ 4.20	3.0%	CNCL	Y
<b>Small Gallery (Master Bedroom - Benga, Sunroom - Benga)</b>							
Community Group	Per week	\$ 30.00	\$ 30.90	\$ 0.90	3.0%	CNCL	Y
General	Per week	\$ 40.00	\$ 41.20	\$ 1.20	3.0%	CNCL	Y
Commercial	Per week	\$ 50.00	\$ 51.50	\$ 1.50	3.0%	CNCL	Y
Commission on sale of artwork	%	25.00%	25.00%	0.0%	0.0%	CNCL	Y
<b>Heritage Hill - Studio Hire</b>							
School house	Per week	\$ 70.00	\$ 72.10	\$ 2.10	3.0%	CNCL	Y
Coach house	Per week	\$ 70.00	\$ 72.10	\$ 2.10	3.0%	CNCL	Y
<b>Workshop programs</b>							
School Holiday Workshop Fees	Per person	From \$5.00 to \$25.00	From \$5.00 to \$25.00	N/A	N/A	CNCL	Y
Workshop Fees (adult workshops)	Per person	From \$10.00 to \$35.00	From \$10.00 to \$35.00	N/A	N/A	CNCL	Y
<b>Heritage Tour (minimum 10 people)</b>							
Heritage Hill Museum & Historic Gardens	Per person	\$ 9.00	\$ 9.25	\$ 0.25	2.8%	CNCL	Y
Heritage Hill Museum & Historic Gardens - Seniors	Per person	\$ 6.50	\$ 6.70	\$ 0.20	3.1%	CNCL	Y
<b>Education Tour</b>	Per person	\$ 6.50	\$ 6.70	\$ 0.20	3.1%	CNCL	Y
<b>General Visitation</b>							
Adults / concession / student / seniors	Per person	Gold coin	Gold coin	N/A	N/A	CNCL	N
Staff charges - refer Cultural Facilities Staff Charges Schedule							

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Cultural Facilities Staff Charges Schedule</b>							
<b>Technical and Front of House Supervisors</b>							
<b>Community Group</b>							
- Monday to Friday 7.00am to 7.00pm	Per hour	\$ 59.90	\$ 61.70	\$ 1.80	3.0%	CNCL	Y
- Monday to Friday after 7.00pm.	Per hour	\$ 89.70	\$ 92.40	\$ 2.70	3.0%	CNCL	Y
- Saturday and Sunday	Per hour	\$ 89.70	\$ 92.40	\$ 2.70	3.0%	CNCL	Y
- After 9 hrs Monday to Sunday	Per hour	\$ 121.40	\$ 125.05	\$ 3.65	3.0%	CNCL	Y
<b>General and Commercial Rate</b>							
- Monday to Sunday	Per hour	\$ 89.70	\$ 92.40	\$ 2.70	3.0%	CNCL	Y
- After 9 hrs Monday to Sunday	Per hour	\$ 121.40	\$ 125.05	\$ 3.65	3.0%	CNCL	Y
<b>Technicians and Front of House Officers</b>							
<b>Community Group</b>							
- Monday to Friday 7.00am to 7.00pm	Per hour	\$ 55.40	\$ 57.05	\$ 1.65	3.0%	CNCL	Y
- Monday to Friday after 7.00pm.	Per hour	\$ 81.40	\$ 83.85	\$ 2.45	3.0%	CNCL	Y
- Saturday and Sunday	Per hour	\$ 81.40	\$ 83.85	\$ 2.45	3.0%	CNCL	Y
- After 9 hrs Monday to Sunday	Per hour	\$ 110.90	\$ 114.25	\$ 3.35	3.0%	CNCL	Y
<b>General and Commercial Rate</b>							
- Monday to Sunday	Per hour	\$ 81.40	\$ 83.85	\$ 2.45	3.0%	CNCL	Y
- After 9 hrs Monday to Sunday	Per hour	\$ 110.90	\$ 114.25	\$ 3.35	3.0%	CNCL	Y
<b>Sportsgrounds and Pavilions</b>							
<b>RESERVES</b>							
<b>Category 1</b>							
<b>Summer</b>	Per season	\$ 1,905.05	\$ 1,962.20	\$ 57.15	3.0%	CNCL	Y
<b>Winter</b>	Per season	\$ 2,867.70	\$ 2,953.75	\$ 86.05	3.0%	CNCL	Y
<i>Applicable to:</i>							
Shepley Reserve							
Springvale Reserve							
Noble Park Reserve							
Ross Reserve Athletics Track and Infield							
Ross Reserve Main Soccer Pitch							
Mills Reserve Synthetic Pitch							
Tatterson Park Synthetic Pitch							
<b>Category 2</b>							
<b>Summer</b>	Per season	\$ 1,154.10	\$ 1,188.70	\$ 34.60	3.0%	CNCL	Y
<b>Winter</b>	Per season	\$ 1,753.25	\$ 1,805.85	\$ 52.60	3.0%	CNCL	Y
<i>Applicable to:</i>							
Alex Nelson Reserve							
Thomas Carroll West or East Oval							
Coomoora Oval 1 or Oval 2							
Edinburgh Reserve							
Fotheringham Reserve							
George Andrews Soccer Pitch 1							
Greaves Reserve Oval 1							
Greaves Reserve Soccer Pitch							
Keysborough Reserve							
Lois Twohig Oval 1, Oval 2 or Soccer Pitch							
Norman Luth Reserve Soccer Pitch 1 or Soccer Pitch							
Dandenong Park Oval							
Dandenong Park Wilson Oval							
Parkfield Reserve							
Police Paddocks Soccer Pitch 1 or Softball							
Barry Powell Oval 1 (lower Oval)							
Ross Reserve Soccer/Cricket							
Ross Reserve P O'Donoghue Oval							
Tatterson Park Soccer Pitch 1 or 2							
Tatterson Park Soccer Oval 1, 2 or 3							
Warner Reserve Soccer Pitch 1 or 2							
Warner Reserve Cricket Pitch							
Wachter Reserve Oval 1							
Robert Booth Reserve Athletics Track							



## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

**City of Greater Dandenong  
2019-20 Fees and Charges**

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Category 3</b>							
<b>Summer</b>	Per season	\$ 812.05	\$ 836.40	\$ 24.35	3.0%	CNCL	Y
<b>Winter</b>	Per season	\$ 1,215.25	\$ 1,251.70	\$ 36.45	3.0%	CNCL	Y
<i>Applicable to:</i>							
Robert Booth Baseball							
Coomoora Pitch 3							
Greaves Reserve Oval 2, 3 or 4							
WJ Turner							
Keysborough Parish Reserve							
Mills Reserve Grass Pitch							
Barry Powell Reserve Oval 2							
Wachter Reserve Oval 2							
George Andrews Pitch 2							
Police Paddocks Soccer Pitch 2 or 3							
<b>Category 4</b>							
<b>Summer</b>	Per season	\$ 351.10	\$ 361.65	\$ 10.55	3.0%	CNCL	Y
<b>Winter</b>	Per season	\$ 522.15	\$ 537.80	\$ 15.65	3.0%	CNCL	Y
<i>Applicable to:</i>							
Keysborough College Chandler Campus							
Noble Park Secondary College							
Lyndale Secondary College Soccer Pitch 1 or 2							
Yarraman Primary School							
Police Paddocks Oval 1 or 2							
Keysborough Banksia College							
<b>All Sports Reserves</b>							
Pre-season allocation - ground only (only available January to March):							
- 1 month	Per allocation	\$ 280.00	\$ 288.40	\$ 8.40	3.0%	CNCL	Y
- 2 months		\$ 540.00	\$ 556.20	\$ 16.20	3.0%	CNCL	Y
- 3 months		\$ 800.00	\$ 824.00	\$ 24.00	3.0%	CNCL	Y
<b>Mills Reserve Pavilion</b>							
<b>Bond</b>							
Standard Bond - Community Group	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - General	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - General	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
High Risk Event Bond - Commercial	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	N
<b>Hire fees</b>							
Community Group	Per hour	\$ 43.65	\$ 44.95	\$ 1.30	3.0%	CNCL	Y
General	Per hour	\$ 56.75	\$ 58.45	\$ 1.70	3.0%	CNCL	Y
Commercial	Per hour	\$ 82.95	\$ 85.45	\$ 2.50	3.0%	CNCL	Y
Hire of Synthetic pitch (without floodlights)	Per hour	\$ 101.55	\$ 104.60	\$ 3.05	3.0%	CNCL	Y
Hire of Synthetic pitch (without floodlights) > 50 hrs	Per hour	\$ 75.65	\$ 77.90	\$ 2.25	3.0%	CNCL	Y
Hire of Synthetic pitch (with floodlights)	Per hour	\$ 127.95	\$ 131.80	\$ 3.85	3.0%	CNCL	Y
Hire of Mini Synthetic pitch	Per hour	\$ 35.10	\$ 36.15	\$ 1.05	3.0%	CNCL	Y
Hire of Synthetic pitch - 4 hours (without floodlights)	Per event	\$ 320.00	\$ 329.60	\$ 9.60	3.0%	CNCL	Y
Hire of Synthetic pitch - 4 hours (with floodlights)	Per event	\$ 370.00	\$ 381.10	\$ 11.10	3.0%	CNCL	Y
Hire of Synthetic pitch - 8 hours (without floodlights)	Per event	\$ 600.00	\$ 618.00	\$ 18.00	3.0%	CNCL	Y
Hire of Synthetic pitch - 8 hours (with floodlights)	Per event	\$ 650.00	\$ 669.50	\$ 19.50	3.0%	CNCL	Y
<b>TATTERSON PARK SYNTHETIC PITCH</b>							
<b>Community Group (includes CGD clubs and schools)</b>							
Full pitch - without lights	Per hour	\$ 60.00	\$ 61.80	\$ 1.80	3.0%	CNCL	Y
Full pitch - with lights	Per hour	\$ 70.00	\$ 72.10	\$ 2.10	3.0%	CNCL	Y
Half pitch - without lights	Per hour	\$ 35.00	\$ 36.05	\$ 1.05	3.0%	CNCL	Y
Half pitch - with lights	Per hour	\$ 40.00	\$ 41.20	\$ 1.20	3.0%	CNCL	Y
Full pitch - without lights	Half day	N/A	\$ 180.00		New fee	CNCL	Y
Full pitch - with lights	Half day	N/A	\$ 210.00		New fee	CNCL	Y
Half pitch - without lights	Half day	N/A	\$ 105.00		New fee	CNCL	Y
Half pitch - with lights	Half day	N/A	\$ 120.00		New fee	CNCL	Y
Full pitch - without lights	Full day	N/A	\$ 300.00		New fee	CNCL	Y
Full pitch - with lights	Full day	N/A	\$ 350.00		New fee	CNCL	Y
Half pitch - without lights	Full day	N/A	\$ 175.00		New fee	CNCL	Y
Half pitch - with lights	Full day	N/A	\$ 200.00		New fee	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

### City of Greater Dandenong 2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Community Group (non-CGD clubs and schools)</b>							
Full pitch - without lights	Per hour	\$ 90.00	\$ 92.70	\$ 2.70	3.0%	CNCL	Y
Full pitch - with lights	Per hour	\$ 110.00	\$ 113.30	\$ 3.30	3.0%	CNCL	Y
Half pitch - without lights	Per hour	\$ 55.00	\$ 56.65	\$ 1.65	3.0%	CNCL	Y
Half pitch - with lights	Per hour	\$ 70.00	\$ 72.10	\$ 2.10	3.0%	CNCL	Y
Full pitch - without lights	Half day	N/A	\$ 270.00		New fee	CNCL	Y
Full pitch - with lights	Half day	N/A	\$ 300.00		New fee	CNCL	Y
Half pitch - without lights	Half day	N/A	\$ 165.00		New fee	CNCL	Y
Half pitch - with lights	Half day	N/A	\$ 210.00		New fee	CNCL	Y
Full pitch - without lights	Full day	N/A	\$ 450.00		New fee	CNCL	Y
Full pitch - with lights	Full day	N/A	\$ 550.00		New fee	CNCL	Y
Half pitch - without lights	Full day	N/A	\$ 275.00		New fee	CNCL	Y
Half pitch - with lights	Full day	N/A	\$ 350.00		New fee	CNCL	Y
<b>General</b>							
Full pitch - without lights	Per hour	\$ 70.00	\$ 72.10	\$ 2.10	3.0%	CNCL	Y
Full pitch - with lights	Per hour	\$ 80.00	\$ 82.40	\$ 2.40	3.0%	CNCL	Y
Half pitch - without lights	Per hour	\$ 40.00	\$ 41.20	\$ 1.20	3.0%	CNCL	Y
Half pitch - with lights	Per hour	\$ 45.00	\$ 46.35	\$ 1.35	3.0%	CNCL	Y
Full pitch - without lights	Half day	N/A	\$ 210.00		New fee	CNCL	Y
Full pitch - with lights	Half day	N/A	\$ 240.00		New fee	CNCL	Y
Half pitch - without lights	Half day	N/A	\$ 120.00		New fee	CNCL	Y
Half pitch - with lights	Half day	N/A	\$ 135.00		New fee	CNCL	Y
Full pitch - without lights	Full day	N/A	\$ 350.00		New fee	CNCL	Y
Full pitch - with lights	Full day	N/A	\$ 400.00		New fee	CNCL	Y
Half pitch - without lights	Full day	N/A	\$ 200.00		New fee	CNCL	Y
Half pitch - with lights	Full day	N/A	\$ 225.00		New fee	CNCL	Y
<b>Commercial</b>							
Full pitch - without lights	Per hour	\$ 110.00	\$ 113.30	\$ 3.30	3.0%	CNCL	Y
Full pitch - with lights	Per hour	\$ 140.00	\$ 144.20	\$ 4.20	3.0%	CNCL	Y
Half pitch - without lights	Per hour	\$ 70.00	\$ 72.10	\$ 2.10	3.0%	CNCL	Y
Half pitch - with lights	Per hour	\$ 85.00	\$ 87.55	\$ 2.55	3.0%	CNCL	Y
Full pitch - without lights	Half day	N/A	\$ 330.00		New fee	CNCL	Y
Full pitch - with lights	Half day	N/A	\$ 420.00		New fee	CNCL	Y
Half pitch - without lights	Half day	N/A	\$ 210.00		New fee	CNCL	Y
Half pitch - with lights	Half day	N/A	\$ 255.00		New fee	CNCL	Y
Full pitch - without lights	Full day	N/A	\$ 550.00		New fee	CNCL	Y
Full pitch - with lights	Full day	N/A	\$ 700.00		New fee	CNCL	Y
Half pitch - without lights	Full day	N/A	\$ 350.00		New fee	CNCL	Y
Half pitch - with lights	Full day	N/A	\$ 425.00		New fee	CNCL	Y
<b>TURF WICKETS</b>							
<b>Category 1 - Applicable to:</b>	Per season	\$ 14,138.80	\$ 14,562.95	\$ 424.15	3.0%	CNCL	Y
Shepley Oval							
<b>Category 2 - Applicable to:</b>	Per season	\$ 8,414.00	\$ 8,666.40	\$ 252.40	3.0%	CNCL	Y
Noble Park Reserve							
<b>Category 3 - Applicable to:</b>	Per season	\$ 5,601.80	\$ 5,769.85	\$ 168.05	3.0%	CNCL	Y
Carroll Reserve (East)							
Coomoora Reserve							
Fotheringham Reserve							
Greaves Reserve							
Keysborough Reserve							
Alex Nelson Reserve							
Park Oval							
Powell Reserve							
Ross Reserve							
Springvale Reserve							
Lois Twohig Reserve							
Wachter Reserve							
Warner Reserve							
Wilson Oval							
<b>TENNIS COURTS - Casual Hire</b>							
Tennis court (per court)	Per hour	\$ 22.20	N/A		Discontinued fee	CNCL	Y
Tennis court (per court) with floodlights	Per hour	\$ 30.70	N/A		Discontinued fee	CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

**City of Greater Dandenong  
2019-20 Fees and Charges**

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>PAVILIONS (seasonal)</b>							
<b>Category 1</b>	Per season	\$ 1,545.95	\$ 1,592.35	\$ 46.40	3.0%	CNCL	Y
Bond	Per season	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
<i>Applicable to:</i>							
Shepley Reserve (2 Pavilions)							
Police Paddocks Frank Holohan Soccer							
Warner Reserve							
Georges Andrews Whittle Pavilion							
Greaves Reserve – Alan Carter							
Coomoora Reserve							
Alex Nelson Reserve							
Tatterson Park Community Sports Complex (East Pavilion, changeroom 5-8)							
Tatterson Park Community Sports Complex (West Pavilion, changeroom 1-4)							
<b>Category 2</b>	Per season	\$ 1,030.70	\$ 1,061.60	\$ 30.90	3.0%	CNCL	Y
Bond	Per season	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
<i>Applicable to:</i>							
Thomas Carroll – Crowe							
Lois Twohig – Gerry Sweeting							
Police Paddocks – Softball							
Keysborough Reserve							
Barry Powell – Multi Use							
Greaves Reserve – Monohan							
Lyndale Secondary College							
WJ Turner							
Parkfield Reserve							
Ross Reserve - Social Pavilion							
Mills Reserve Pavilion							
Norman Luth Reserve							
Edinburgh Reserve							
Robert Booth – Baseball							
<b>Category 3</b>	Per season	\$ 515.90	\$ 531.40	\$ 15.50	3.0%	CNCL	Y
Bond	Per season	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
<i>Applicable to:</i>							
Robert Booth – Little Athletics							
Lois Twohig - Soccer or Little Athletics							
Fotheringham Reserve							
Ross Reserve - Little Athletics, Soccer (small) or Football							
Wilson Oval – Greg Dickson							
Wachter Reserve - northern pavilion (previously small pavilion)							
Wachter Reserve - southern pavilion							
Springvale Reserve Club pavilion							
Heatherhill Secondary College							
<b>Category 4 - Basic Pavilion</b>	Per season	\$ 258.20	\$ 265.95	\$ 7.75	3.0%	CNCL	Y
Bond	Per season	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
<i>Applicable to:</i>							
Burden Park							
Shepley Umpires Room							
<b>All Pavilions</b>							
<b>PAVILIONS (Casual)</b>							
<i>Bond</i>							
Standard Bond - Community Group	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - General	Per event	\$ 200.00	\$ 200.00	\$ -	0.0%	CNCL	N
Standard Bond - Commercial	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	N
<i>Casual hire fee</i>							
Community Group (daily rate)	Per day	\$ 95.20	\$ 98.05	\$ 2.85	3.0%	CNCL	Y
Community Group (hourly rate)	Per hour	\$ 23.05	N/A	Discontinued fee		CNCL	Y
General	Per hour	\$ 36.40	N/A	Discontinued fee		CNCL	Y
Commercial	Per hour	\$ 48.70	N/A	Discontinued fee		CNCL	Y
Additional cleaning fee	Per hour	Commercial rate +20%	Commercial rate +20%	Discontinued fee		CNCL	Y

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**City of Greater Dandenong  
2019-20 Fees and Charges**

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Offices</b>							
Category 1 - Shepley Reserve	Per season	\$ 639.95	\$ 659.15	\$ 19.20	3.0%	CNCL	Y
Category 2 - Greg Dickson Board Room	Per season	\$ 448.50	\$ 461.95	\$ 13.45	3.0%	CNCL	Y
Category 3 - Warner Reserve	Per season	\$ 320.50	\$ 330.10	\$ 9.60	3.0%	CNCL	Y
Category 4 - Ross Reserve Athletics	Per season	\$ 175.60	\$ 180.85	\$ 5.25	3.0%	CNCL	Y
<b>Sportsground flood light maintenance</b>							
Sportsground flood light maintenance	Per season	50% of real cost of works by Council	50% of real cost of works by Council	N/A	N/A	CNCL	Y
<b>TENNIS CLUB ROOMS</b>							
Includes Lois Twohig, George Andrews, Heritage, Rosswood and Fotheringham Reserve.							
Community Group	Per week	\$ 87.65	\$ 90.30	\$ 2.65	3.0%	CNCL	Y
General	Per week	\$ 131.20	\$ 135.15	\$ 3.95	3.0%	CNCL	Y
Commercial	Per week	\$ 174.75	\$ 180.00	\$ 5.25	3.0%	CNCL	Y
<b>SCOUT HALLS</b>							
Scout Hall (per hall)	Per annum	\$ 149.50	N/A	Discontinued fee		CNCL	Y
<b>Festivals and Events</b>							
<b>Stallholder charges at Council events</b>							
Food stall: event 0 - 1,500 people	Per stall (3x3m)	\$ 164.00	\$ 168.90	\$ 4.90	3.0%	CNCL	Y
Food stall: event 0 - 1,500 people (coffee vendors only)	Per stall (3x3m)	\$ 82.00	\$ 84.45	\$ 2.45	3.0%	CNCL	Y
Food stall: event 1,501 - 5,000 people	Per stall (3x3m)	\$ 223.00	\$ 229.70	\$ 6.70	3.0%	CNCL	Y
Food stall: event 1,501 - 5,000 people (coffee vendors only)	Per stall (3x3m)	\$ 111.50	\$ 114.85	\$ 3.35	3.0%	CNCL	Y
Food stall: event 5,001 - 10,000 people	Per stall (3x3m)	\$ 275.00	\$ 283.25	\$ 8.25	3.0%	CNCL	Y
Food stall: event 5,001 - 10,000 people (coffee vendors only)	Per stall (3x3m)	\$ 137.50	\$ 141.65	\$ 4.15	3.0%	CNCL	Y
Food stall: event 10,001 - 20,000 people	Per stall (3x3m)	\$ 397.00	\$ 408.90	\$ 11.90	3.0%	CNCL	Y
Food stall: event 10,001 - 20,000 people (coffee vendors only)	Per stall (3x3m)	\$ 198.50	\$ 204.45	\$ 5.95	3.0%	CNCL	Y
Market stall: event 0 - 10,000 people	Per stall (3x3m)	\$ 32.00	\$ 32.95	\$ 0.95	3.0%	CNCL	Y
Market stall: event 10,001 - 20,000 people	Per stall (3x3m)	\$ 160.00	\$ 164.80	\$ 4.80	3.0%	CNCL	Y
Corporate/promotion stall: 0 - 5,000 people	Per stall (3x3m)	\$ 106.00	\$ 109.20	\$ 3.20	3.0%	CNCL	Y
Corporate/promotion stall: 5,001 - 10,000 people	Per stall (3x3m)	\$ 212.00	\$ 218.35	\$ 6.35	3.0%	CNCL	Y
Corporate/promotion stall: 10,001 - 20,000 people	Per stall (3x3m)	\$ 425.00	\$ 437.75	\$ 12.75	3.0%	CNCL	Y
Community stall without an interactive activity, if a marquee is supplied	Per stall (3x3m)	\$ 32.00	\$ 32.95	\$ 0.95	3.0%	CNCL	Y
Marquee Supplied 3x3 m (cost recovery)	3x3m	\$ 195.00	\$ 198.00	\$ 3.00	1.5%	CNCL	Y
Marquee Supplied 6x3 m (cost recovery)	6x3m	\$ 390.00	\$ 396.00	\$ 6.00	1.5%	CNCL	Y
Trestle and chairs (x 2)	Per stall	\$ 28.00	\$ 20.00	\$ -8.00	-28.6%	CNCL	Y
Powered site per stall	Per stall	\$ 55.00	\$ 35.00	\$ -20.00	-36.4%	CNCL	Y
<b>Major events: 20,000 plus people</b>							
Food stalls	Per stall (3x3m)	\$ 722.00	\$ 743.65	\$ 21.65	3.0%	CNCL	Y
Food stalls (coffee vendors only)	Per stall (3x3m)	\$ 361.00	\$ 371.85	\$ 10.85	3.0%	CNCL	Y
Market stalls	Per stall (3x3m)	\$ 503.00	\$ 518.10	\$ 15.10	3.0%	CNCL	Y
Corporate stalls	Per stall (3x3m)	\$ 873.00	\$ 899.20	\$ 26.20	3.0%	CNCL	Y

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Fees and Charges

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Healthy Bites Program*</b>							
Food stalls	Per stall	15% discount	20% discount	N/A	N/A	CNCL	Y
<i>* Healthy Bites Program participation discounts at 20% per stall for 2019-20</i>							
<b>Harmony Square</b>							
<b>Events up to 2,000 people</b>							
Refundable deposit (bond)	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CNCL	Y
Organiser to provide security (licenced staff), bins (standard and recycling) and cleaning staff **							
<b>Events 2,000-3,000 people</b>							
Refundable deposit (bond)	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CNCL	Y
Organiser to provide security (licenced staff), bins (standard and recycling) and cleaning staff **							
<b>Harmony Square additional costs</b>							
Umbrellas/chairs - 2 contractors to put up and bring in umbrellas/chairs	Per installation	\$ 817.95	\$ 842.50	\$ 24.55	3.0%	CNCL	Y
<i>** Bins, security and cleaning to be provided at the organiser's expense</i>							
<b>Urban Screen - staffing</b>							
Screen technician for after hours events - first two hours	Per hour	\$ 76.90	\$ 79.20	\$ 2.30	3.0%	CNCL	Y
Screen technician for after hours events - additional hour (after first two hours)	Per hour	\$ 102.50	\$ 105.60	\$ 3.10	3.0%	CNCL	Y

---

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**City of Greater Dandenong  
2019-20 Fees and Charges**

Type of fees and charges	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Fee increase \$	Fee increase %	Basis of Fees	GST applied at 10%
<b>Cultural tours</b>							
Cultural and food tours	Per participant	\$ 51.25	\$ 50.00	-\$ 1.25	-2.4%	CNCL	Y

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**



City of Greater Dandenong  
Budget 2019-20

Appendix E  
Fees and charges  
(subject to contract agreement)

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.



---

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**



---

## Contract fees index

<b>Introduction – general notes</b> .....	(ii)
<b>Leisure and Aquatic Centres</b> .....	1
Springers Leisure Centre .....	1
Noble Park Aquatic Centre .....	2
Dandenong Oasis .....	4
<b>Dandenong Stadium</b> .....	6
<b>Dandenong Netball Complex</b> .....	7

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

## Fees and Charges Subject to Contract Agreement

### Introduction

The City of Greater Dandenong provides a range of services to the community. Some of these services have an associated fee or charge levied. Services funded by fees and charges provide enhanced community wellbeing.

### Goods and Services Tax (GST)

The current GST status of goods and services provided by Council is shown in this Schedule against each item. It is indicated in the right-most column on each page, as follows:

- **Y** - GST applies and is included in the amount shown
- **N** - GST does not apply to this good or service

### Changes to GST Status

For GST purposes Council's fees and charges are subject to the following Australian Taxation Office (ATO) determination: *A New Tax System (Goods and Services Tax) (Exempt Taxes, Fees and Charges) Determination 2011 (No. 1)*

### Deposits and GST

Deposits, when initially paid, do not attract GST. If part or all of a deposit is retained, due to damage to a hall, for example, GST is then applicable. If the deposit does not cover the full (GST-inclusive) charge, the extra amount will be requested of the hirer.

### Basis of fee

The following fees and charges are determined based on the requirements of the specific management/contract arrangements in place between Council and the Managing Agency. The Management Agreements that exist between Council and the managing body state that the pricing policies and fees charged for the facility will be developed and agreed between Council and the Managing Agency, and will form part of their business plan.

As the fees and charges are under a contract arrangement, they are subject to change during the financial year.

In the column headed "Basis of Fee", an indication is given of the body responsible for determining the price. The following legend explains the abbreviations.

CON – Fees determined based on the requirements of Contract Agreements

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****Community Facility Management Policy**

Fees and charges for the use or hire of community facilities have been set in line with the Community Facility Management Policy. Use of community facilities has been divided into the following categories for the purpose of charging fees:

<b>Community group</b>	All not for profit groups/organisations who provide local benefit.
<b>General</b>	All private use/functions.
<b>Commercial</b>	For-profit businesses and commercial enterprises.

2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Contract Fees

Type of contract fees	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Contract Fee increase \$	Contract Fee increase %	Basis of Fees	GST applied at 10%
<b>Leisure and Aquatic Centres</b>							
<b>Full access memberships (direct debit)</b>							
Full access membership - fortnightly fee	Per fortnight	\$ 44.40	\$ 45.50	\$ 1.10	2.5%	CON	Y
Full access membership - (concession - individual) fortnightly fee	Per fortnight	\$ 35.75	\$ 36.40	\$ 0.65	1.8%	CON	Y
Full access membership - (family & concession - two or more individuals) fortnightly fee	Per fortnight	\$ 28.30	\$ 29.80	\$ 1.50	5.3%	CON	Y
Full access membership - joining fee	Per membership	\$ 99.00	\$ 99.00	\$ -	0.0%	CON	Y
Full access membership - (concession) joining fee	Per membership	\$ 83.00	N/A	Discontinued fee		CON	Y
Full access membership joining fee (family)	Per membership	\$ 55.00	N/A	Discontinued fee		CON	Y
Full access membership joining fee (family + concession)	Per membership	\$ 45.00	N/A	Discontinued fee		CON	Y
<b>Full access memberships (paid upfront)</b>							
Full access upfront 3 month membership	Per term	N/A	\$ 295.80	New fee structure		CON	Y
Full access upfront 3 month membership (concession)	Per term	N/A	\$ 236.60	New fee structure		CON	Y
Full access upfront 6 month membership	Per term	N/A	\$ 591.50	New fee structure		CON	Y
Full access upfront 6 month membership (concession)	Per term	N/A	\$ 473.20	New fee structure		CON	Y
Full access upfront 12 month membership	Per term	N/A	\$ 1,183.00	New fee structure		CON	Y
Full access upfront 12 month membership	Per term	N/A	\$ 946.40	New fee structure		CON	Y
Full access upfront joining fee	Per membership	N/A	\$ 99.00	New fee structure		CON	Y
<b>Springers Leisure Centre</b>							
<b>Main Hall and Minor Hall</b>							
Court hire for basketball and netball and futsal (community group)	Per court per hour	\$ 44.00	\$ 44.80	\$ 0.80	1.8%	CON	Y
Court hire for basketball and netball and futsal (general)	Per court per hour	\$ 46.00	\$ 47.60	\$ 1.60	3.5%	CON	Y
Court hire for basketball and netball and futsal (commercial)	Per court per hour	\$ 53.00	\$ 56.00	\$ 3.00	5.7%	CON	Y
Court hire for Volleyball (community groups)	Per court per hour	\$ 35.25	\$ 36.10	\$ 0.85	2.4%	CON	Y
Court hire for Volleyball (general)	Per court per hour	\$ 37.40	\$ 38.30	\$ 0.90	2.4%	CON	Y
Court hire for Volleyball (commercial)	Per court per hour	\$ 43.80	\$ 45.10	\$ 1.30	3.0%	CON	Y
Table tennis	Per hour	\$ 12.20	N/A	Discontinued fee		CON	Y
<b>Direct programs</b>							
Junior program	Per session	\$ 7.80	\$ 8.20	\$ 0.40	5.1%	CON	Y
Junior program	Per term	\$ 74.00	N/A	Discontinued fee		CON	Y
<b>Team registration</b>							
Senior team - Basketball	Per registration	\$ 175.00	\$ 180.00	\$ 5.00	2.9%	CON	Y
Senior team - Netball	Per registration	\$ 164.00	\$ 180.00	\$ 16.00	9.8%	CON	Y
Junior team	Per registration	\$ 63.60	\$ 65.00	\$ 1.40	2.2%	CON	Y
<b>Games fees</b>							
Senior team - Basketball and Netball	Per registration	\$ 70.50	\$ 72.50	\$ 2.00	2.8%	CON	Y
Junior team	Per registration	\$ 57.00	\$ 50.00	-\$ 7.00	-12.3%	CON	Y
Day time competitions	Per match	\$ 51.00	N/A	Discontinued fee		CON	Y
<b>Casual fees</b>							
Badminton court/hour (peak times)	Per court/ per hour	\$ 24.30	\$ 25.00	\$ 0.70	2.9%	CON	Y
Badminton court/hour (off peak times)	Per court/ per hour	\$ 16.60	\$ 17.00	\$ 0.40	2.4%	CON	Y
Badminton court/hour (weekend)	Per court/ per hour	\$ 19.00	\$ 19.50	\$ 0.50	2.6%	CON	Y
Individual - Badminton all abilities	Per person	N/A	\$ 5.00	New fee		CON	Y
Individual - Basketball	Per person	\$ 5.30	\$ 5.40	\$ 0.10	1.9%	CON	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

**City of Greater Dandenong  
2019-20 Contract Fees**

Type of contract fees	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Contract Fee increase \$	Contract Fee increase %	Basis of Fees	GST applied at 10%
Basketball super pass	Ten visit per pass	\$ 42.40	\$ 43.50	\$ 1.10	2.6%	CON	Y
Schools mega sports day	Per student	\$ 9.00	\$ 9.20	\$ 0.20	2.2%	CON	Y
Group fitness (day time)	Per class	\$ 8.10	\$ 8.30	\$ 0.20	2.5%	CON	Y
Group fitness (evening time)	Per class	\$ 9.00	\$ 9.00	\$ -	0.0%	CON	Y
Group fitness (multi visit pass)	Ten visit per pass	\$ 74.00	\$ 76.20	\$ 2.20	3.0%	CON	Y
Group fitness membership	Per fortnight	\$ 27.80	\$ 28.50	\$ 0.70	2.5%	CON	Y
Group fitness membership (concession)	Per fortnight	\$ 22.20	\$ 22.80	\$ 0.60	2.7%	CON	Y
Racquet hire	Per hire	\$ 4.20	\$ 4.30	\$ 0.10	2.4%	CON	Y
Locker hire	Per hire	\$ 3.90	\$ 3.00	\$ -0.90	-23.1%	CON	Y
Crèche/child	Per child/ per hour	\$ 5.40	\$ 5.50	\$ 0.10	1.9%	CON	N
Occasional care	Per child/ per hour	\$ 6.60	\$ 6.80	\$ 0.20	3.0%	CON	N
<b>Hire fees</b>							
Room/foyer hire - Community group	Per hour	\$ 33.00	\$ 34.00	\$ 1.00	3.0%	CON	Y
Room/foyer hire - General	Per hour	\$ 41.20	\$ 42.40	\$ 1.20	2.9%	CON	Y
Room/foyer hire - Commercial	Per hour	\$ 51.50	\$ 53.00	\$ 1.50	2.9%	CON	Y
Meeting room - Community groups	Per hour	\$ 33.00	\$ 32.00	\$ -1.00	-3.0%	CON	Y
Meeting room - General	Per hour	\$ 39.15	\$ 34.00	\$ -5.15	-13.2%	CON	Y
Meeting room - Commercial	Per hour	\$ 49.45	\$ 40.00	\$ -9.45	-19.1%	CON	Y
Birthday Party - self run	Per child	\$ 10.80	\$ 11.00	\$ 0.20	1.9%	CON	Y
Birthday Party - self catering	Per child	\$ 17.00	\$ 17.50	\$ 0.50	2.9%	CON	Y
Birthday Party - full catering	Per child	\$ 22.80	\$ 23.40	\$ 0.60	2.6%	CON	Y
Office 1, 2 and 3 - Community group	Per month	\$ 125.60	\$ 129.50	\$ 3.90	3.1%	CON	Y
Office 1, 2 and 3 - General	Per month	\$ 136.60	\$ 140.50	\$ 3.90	2.9%	CON	Y
Office 1, 2 and 3 - Commercial	Per month	\$ 153.00	\$ 157.50	\$ 4.50	2.9%	CON	Y
Office 4 - Community group	Per month	\$ 142.00	\$ 146.00	\$ 4.00	2.8%	CON	Y
Office 4 - General	Per month	\$ 153.00	\$ 157.50	\$ 4.50	2.9%	CON	Y
Office 4 - Commercial	Per month	\$ 174.50	\$ 179.50	\$ 5.00	2.9%	CON	Y
Kitchen hire	Per session	\$ 74.20	\$ 76.45	\$ 2.25	3.0%	CON	Y
Kitchen hire (midweek per hour - min 2 hour booking)	Per hour	\$ 15.90	\$ 16.00	\$ 0.10	0.6%	CON	Y
<b>Function Hire</b>							
Main hall (commercial only)	Per hour	N/A	\$ 160.00		New fee	CON	Y
Minor hall (commercial only)	Per hour	N/A	\$ 105.00		New fee	CON	Y
<b>Bond</b>							
Function bond (minor event 1-50 people)	Per event	N/A	\$ 250.00		New bond	CON	Y
Function bond (minor events - 51-150 people)	Per event	\$ 500.00	\$ 500.00	\$ -	0.0%	CON	Y
Function bond (major events - 151+ people)	Per event	\$ 1,000.00	\$ 1,000.00	\$ -	0.0%	CON	Y
<b>Notes</b>							
1) Function is any event in nature of or similar to birthday party, christening, wedding, special celebrations, festivals, exhibitions.							
2) Bookings of any nature for less than 50 people which involve alcohol will be charged the minor event bond.							
3) There will be a 10% surcharge fee for functions and hire on public holidays.							
4) Multi visit pass available for Badminton, buy 9 get tenth free for off peak, casual or weekend rates.							
5) Cleaning fees may apply for major events							
<b>Noble Park Aquatic Centre</b>							
Adult recreational swim	Per session	\$ 6.90	\$ 7.10	\$ 0.20	2.9%	CON	Y
Concession swim	Per session	\$ 5.60	\$ 5.70	\$ 0.10	1.8%	CON	Y
Child swim	Per session	\$ 5.60	\$ 5.70	\$ 0.10	1.8%	CON	Y
Family swim	Per session	\$ 19.60	\$ 18.00	\$ -1.60	-8.2%	CON	Y
Spectator	Per session	\$ 2.70	\$ 2.80	\$ 0.10	3.7%	CON	Y
Squad swim	Per session	\$ 2.80	\$ 2.90	\$ 0.10	3.6%	CON	Y
Indoor pool hire	Per hour	\$ 56.25	\$ 58.00	\$ 1.75	3.1%	CON	Y
Cost per student - 1:10 ratio (indoor pool charges also apply)	Per participant	\$ 7.00	\$ 7.20	\$ 0.20	2.9%	CON	Y
Cost per student - 1:9 ratio (indoor pool charges also apply)	Per participant	\$ 7.30	\$ 7.50	\$ 0.20	2.7%	CON	Y
Cost per student - 1:8 ratio (indoor pool charges also apply)	Per participant	\$ 7.70	\$ 7.90	\$ 0.20	2.6%	CON	Y
Cost per student - 1:7 ratio (indoor pool charges also apply)	Per participant	\$ 8.20	\$ 8.40	\$ 0.20	2.4%	CON	Y
Cost of additional instructor	Per instructor	\$ 43.70	\$ 45.00	\$ 1.30	3.0%	CON	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

**City of Greater Dandenong  
2019-20 Contract Fees**

Type of contract fees	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Contract Fee increase \$	Contract Fee increase %	Basis of Fees	GST applied at 10%
<b>Schools</b>							
Lane hire	Per hour	\$ 43.00	\$ 44.30	\$ 1.30	3.0%	CON	Y
School lane hire (lane hire charges also apply)	Per student	\$ 2.80	\$ 2.90	\$ 0.10	3.6%	CON	Y
Pool hire - carnival	Per hour	\$ 291.65	\$ 300.00	\$ 8.35	2.9%	CON	Y
Swim lesson (school instructor)	Per participant	\$ 4.65	\$ 4.80	\$ 0.15	3.2%	CON	N
Aquatic adventure	Per participant	\$ 12.90	\$ 13.20	\$ 0.30	2.3%	CON	Y
<b>Multi visit passes</b>							
Multi visit pass swim adults	x10 pass	\$ 62.10	\$ 63.90	\$ 1.80	2.9%	CON	Y
Multi visit pass swim concession	x10 pass	\$ 50.40	\$ 51.30	\$ 0.90	1.8%	CON	Y
Multi visit pass group exercise/aqua aerobics	x10 pass	\$ 147.15	\$ 151.20	\$ 4.05	2.8%	CON	Y
Multi visit pass group exercise/aqua aerobics concession	x10 pass	\$ 117.45	\$ 121.00	\$ 3.55	3.0%	CON	Y
Multi visit PrYme movers - Aqua movers	x10 pass	\$ 89.10	\$ 91.80	\$ 2.70	3.0%	CON	Y
Multi visit - Aquatic squad pass	x25 pass	\$ 68.95	\$ 71.00	\$ 2.05	3.0%	CON	Y
Multi visit - Aquatic squad pass	x50 pass	\$ 137.90	\$ 142.00	\$ 4.10	3.0%	CON	Y
<b>Programs</b>							
Aqua aerobics	Per session	\$ 16.35	\$ 16.80	\$ 0.45	2.8%	CON	Y
Aqua aerobics concession	Per session	\$ 13.05	\$ 13.40	\$ 0.35	2.7%	CON	Y
Group fitness	Per session	\$ 16.35	\$ 16.80	\$ 0.45	2.8%	CON	Y
Group fitness concession	Per session	\$ 13.05	\$ 13.40	\$ 0.35	2.7%	CON	Y
Aqua movers	Per session	\$ 9.90	\$ 10.20	\$ 0.30	3.0%	CON	Y
<b>Birthday parties</b>							
Birthday parties uncatered	Per session	\$ 21.50	\$ 22.00	\$ 0.50	2.3%	CON	Y
Birthday parties catering	Per person	\$ 12.45	\$ 12.80	\$ 0.35	2.8%	CON	Y
<b>Water slide</b>							
Water slide	Per slide	\$ 2.25	\$ 2.30	\$ 0.05	2.2%	CON	Y
Water slide	x 5 pass	\$ 8.80	\$ 9.00	\$ 0.20	2.3%	CON	Y
Water slide (school and user groups only)	Per hour	\$ 100.90	\$ 104.00	\$ 3.10	3.1%	CON	Y
Water slide daily pass	Per day	N/A	\$ 15.00		New fee	CON	Y
<b>Community rooms</b>							
Community room hire - Community group	Per hour	\$ 36.30	\$ 37.40	\$ 1.10	3.0%	CON	Y
Community room hire - General	Per hour	\$ 36.30	\$ 37.40	\$ 1.10	3.0%	CON	Y
Community room hire - Commercial	Per hour	\$ 46.75	\$ 48.00	\$ 1.25	2.7%	CON	Y
Community room hire - Outside operational hours	Per hour	\$ 93.45	N/A		Discontinued fee	CON	Y
<b>Memberships</b>							
<b>NPAC membership (direct debit)</b>							
NPAC health and wellness	Per fortnight	\$ 31.50	\$ 32.40	\$ 0.90	2.9%	CON	Y
NPAC health and wellness (concession/family)	Per fortnight	\$ 25.10	\$ 25.90	\$ 0.80	3.2%	CON	Y
NPAC health and wellness (start up fee)	Joining	\$ 73.10	\$ 99.00	\$ 25.90	35.4%	CON	Y
NPAC aquatic access	Per fortnight	\$ 25.10	\$ 25.80	\$ 0.70	2.8%	CON	Y
NPAC aquatic membership (concession/family)	Per fortnight	\$ 19.95	\$ 20.60	\$ 0.65	3.3%	CON	Y
NPAC aquatic membership start up fee	Joining	\$ 50.00	\$ 65.00	\$ 15.00	30.0%	CON	Y
Swimming lesson membership	Per fortnight	\$ 38.20	\$ 38.00	\$ -0.20	-0.5%	CON	N
Swimming lesson membership (concession)	Per fortnight	\$ 30.40	\$ 30.40	\$ -	0.0%	CON	N
<b>NPAC memberships (paid upfront)</b>							
<i>NPAC health and wellness</i>							
Membership - general	3 months	N/A	\$ 210.60		New fee	CON	Y
Membership - concession	3 months	N/A	\$ 168.50		New fee	CON	Y
Membership - general	6 months	N/A	\$ 421.20		New fee	CON	Y
Membership - concession	6 months	N/A	\$ 337.00		New fee	CON	Y
Membership - general	12 months	N/A	\$ 842.40		New fee	CON	Y
Membership - concession	12 months	N/A	\$ 673.90		New fee	CON	Y
Joining fee	Per membership	N/A	\$ 99.00		New fee	CON	Y
<i>NPAC aquatic</i>							
Membership - general	3 months	N/A	\$ 167.70		New fee	CON	Y
Membership - concession	3 months	N/A	\$ 134.20		New fee	CON	Y
Membership - general	6 months	N/A	\$ 335.40		New fee	CON	Y
Membership - concession	6 months	N/A	\$ 268.30		New fee	CON	Y
Membership - general	12 months	N/A	\$ 670.80		New fee	CON	Y
Membership - concession	12 months	N/A	\$ 536.60		New fee	CON	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

**City of Greater Dandenong  
2019-20 Contract Fees**

Type of contract fees	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Contract Fee increase \$	Contract Fee increase %	Basis of Fees	GST applied at 10%
<i>NPAC prYme movers</i>							
Membership	3 months	N/A	\$ 133.25		New fee	CON	Y
Membership	6 months	N/A	\$ 266.50		New fee	CON	Y
Membership	12 months	N/A	\$ 533.00		New fee	CON	Y
Joining fee	Per membership	N/A	\$ 50.00		New fee	CON	Y
<b>Locker hire</b>							
Locker hire	3 hours	\$ 3.00	\$ 3.00	\$ -	0.0%	CON	Y
Locker hire	6 hours	\$ 5.00	\$ 5.00	\$ -	0.0%	CON	Y
<b>Dandenong Oasis</b>							
<b>Facility hire</b>							
Function room hire - Community group	Per hour	\$ 41.20	\$ 42.40	\$ 1.20	2.9%	CON	Y
Function room hire - General	Per hour	\$ 41.20	\$ 42.40	\$ 1.20	2.9%	CON	Y
Function room hire - Commercial	Per hour	\$ 47.00	\$ 48.40	\$ 1.40	3.0%	CON	Y
Crèche room hire - Community group	Per hour	\$ 41.20	\$ 42.40	\$ 1.20	2.9%	CON	Y
Crèche room hire - General	Per hour	\$ 41.20	\$ 42.40	\$ 1.20	2.9%	CON	Y
Crèche room hire - Commercial	Per hour	\$ 47.00	\$ 48.40	\$ 1.40	3.0%	CON	Y
<b>Locker hire</b>							
Locker hire	3 hours	\$ 3.00	\$ 3.00	\$ -	0.0%	CON	Y
Locker hire	6 hours	\$ 5.00	\$ 5.00	\$ -	0.0%	CON	Y
<b>Casual swim</b>							
Adult recreational swim	Per session	\$ 6.90	\$ 7.10	\$ 0.20	2.9%	CON	Y
Child recreational swim	Per session	\$ 5.60	\$ 5.70	\$ 0.10	1.8%	CON	Y
Concession recreational swim	Per session	\$ 5.60	\$ 5.70	\$ 0.10	1.8%	CON	Y
Family recreational swim	Per session	\$ 19.60	\$ 18.00	\$ -1.60	-8.2%	CON	Y
Spectator	Per session	\$ 2.70	\$ 2.80	\$ 0.10	3.7%	CON	Y
Splash zone	Per session	\$ 3.30	\$ 3.40	\$ 0.10	3.0%	CON	Y
Swim / sauna / spa	Per session	\$ 10.00	\$ 10.30	\$ 0.30	3.0%	CON	Y
Swim / sauna / spa (concession)	Per session	\$ 7.70	\$ 7.90	\$ 0.20	2.6%	CON	Y
Multi visit pass swim adults	10 visits	\$ 62.10	\$ 63.90	\$ 1.80	2.9%	CON	Y
Multi visit pass swim adults	10 visits	\$ 50.40	\$ 51.30	\$ 0.90	1.8%	CON	Y
Multi visit pass swim sauna spa hydro adult	10 visits	\$ 90.00	\$ 92.70	\$ 2.70	3.0%	CON	Y
Multi visit pass swim sauna spa hydro concession	10 visits	\$ 69.30	\$ 71.10	\$ 1.80	2.6%	CON	Y
<b>Group fitness</b>							
Aqua aerobics	Per session	\$ 16.40	\$ 16.80	\$ 0.40	2.4%	CON	Y
Aqua aerobics (concession)	Per session	\$ 13.10	\$ 13.40	\$ 0.30	2.3%	CON	Y
Group fitness	Per session	\$ 16.40	\$ 16.80	\$ 0.40	2.4%	CON	Y
Group fitness (concession)	Per session	\$ 13.10	\$ 13.40	\$ 0.30	2.3%	CON	Y
Multi visit pass group fitness	10 visits	\$ 147.60	\$ 151.20	\$ 3.60	2.4%	CON	Y
Multi visit pass group fitness concession	10 visits	\$ 117.90	\$ 121.00	\$ 3.10	2.6%	CON	Y
Multi visit pass aqua movers	10 visits	\$ 89.10	\$ 91.80	\$ 2.70	3.0%	CON	Y
<b>Boot camp</b>							
Boot camp (non-members)	3 sessions/ per week	\$ 130.00	\$ 134.00	\$ 4.00	3.1%	CON	Y
Boot camp (members)	3 sessions/ per week	\$ 109.00	\$ 112.00	\$ 3.00	2.8%	CON	Y
<b>Older adults programs</b>							
Aqua movers	Per session	\$ 9.90	\$ 10.20	\$ 0.30	3.0%	CON	Y
Gentle exercise	Per session	\$ 9.90	\$ 10.20	\$ 0.30	3.0%	CON	Y
<b>Health club</b>							
Casual health club – adult	Per session	\$ 27.70	\$ 25.00	\$ -2.70	-9.7%	CON	Y
Casual health club – concession	Per session	\$ 22.00	\$ 20.00	\$ -2.00	-9.1%	CON	Y
Personal training – member	Half hour	\$ 38.80	\$ 40.00	\$ 1.20	3.1%	CON	Y
Personal training – non-member	Half hour	\$ 43.00	\$ 44.00	\$ 1.00	2.3%	CON	Y
<b>Childcare</b>							
Childcare – members	Per hour	\$ 5.20	\$ 5.30	\$ 0.10	1.9%	CON	N
Childcare – casuals	Per hour	\$ 6.20	\$ 6.30	\$ 0.10	1.6%	CON	N
<b>Birthday party</b>							
Birthday party - non-catering	Per child	\$ 21.50	\$ 22.00	\$ 0.50	2.3%	CON	Y
<b>Squash hire</b>							
	Per hour	\$ 25.00	\$ 25.75	\$ 0.75	3.0%	CON	Y



2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

City of Greater Dandenong  
2019-20 Contract Fees

Type of contract fees	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Contract Fee increase \$	Contract Fee increase %	Basis of Fees	GST applied at 10%
<b>Memberships</b>							
Full membership results plus fortnightly fee	Per fortnight	\$ 58.40	N/A	Discontinued fee structure (refer to new fee structure under Oasis membership (paid upfront))		CON	Y
Full membership results plus fortnightly fee (concession)	Per fortnight	\$ 49.70	N/A			CON	Y
Full membership results plus fortnightly family and concession	Per fortnight	\$ 42.30	N/A			CON	Y
<b>Oasis memberships (direct debit)</b>							
Personal training membership (2 per fortnight)	Per fortnight	\$ 77.60	\$ 80.00	\$ 2.40	3.1%	CON	Y
Personal training membership (4 per fortnight)	Per fortnight	\$ 155.00	\$ 160.00	\$ 5.00	3.2%	CON	Y
Personal training membership (8 per fortnight)	Per fortnight	\$ 310.00	\$ 320.00	\$ 10.00	3.2%	CON	Y
Aquatic membership - joining fee	Per membership	\$ 63.00	\$ 65.00	\$ 2.00	3.2%	CON	Y
Aquatic membership joining fee (concession)	Per membership	\$ 50.00	N/A	Discontinued fee		CON	Y
Aquatic membership - fortnightly fee	Per fortnight	\$ 26.10	\$ 26.80	\$ 0.70	2.7%	CON	Y
Aquatic membership - fortnightly fee (concession/family)	Per fortnight	\$ 21.40	\$ 21.40	\$ -	0.0%	CON	Y
Aquatic membership - fortnightly fee (family concession - 2 or more members join together)	Per fortnight	\$ 16.90	\$ 17.10	\$ 0.20	1.2%	CON	Y
Swim School plus membership - fortnightly fee	Per fortnight	\$ 38.00	\$ 38.00	\$ -	0.0%	CON	N
Swim School plus membership - fortnightly fee (concession or family)	Per fortnight	\$ 30.40	\$ 30.40	\$ -	0.0%	CON	N
<b>Oasis memberships (paid upfront)</b>							
Oasis aquatic membership	3 months	N/A	\$ 174.20	New fee structure		CON	N
Oasis aquatic membership (concession)	3 months	N/A	\$ 139.40			CON	N
Oasis aquatic membership	6 months	N/A	\$ 348.40			CON	N
Oasis aquatic membership (concession)	6 months	N/A	\$ 278.70			CON	N
Oasis aquatic membership	12 months	N/A	\$ 696.80			CON	N
Oasis aquatic membership (concession)	12 months	N/A	\$ 557.40			CON	N
Oasis aquatic membership - joining fee	Per membership	N/A	\$ 65.00			CON	N
<b>Pool hire</b>							
1/2 Hydro	1/2 hour	\$ 41.80	\$ 43.00	\$ 1.20	2.9%	CON	Y
1/2 Hydro	1 hour	\$ 83.70	\$ 86.20	\$ 2.50	3.0%	CON	Y
Hydro full pool	1/2 hour	\$ 84.90	\$ 87.40	\$ 2.50	2.9%	CON	Y
Hydro full pool	1 hour	\$ 171.00	\$ 176.10	\$ 5.10	3.0%	CON	Y
50 metre lane hire (per hour)	Per lane	\$ 58.80	\$ 60.50	\$ 1.70	2.9%	CON	Y
50 metre lane hire (per half hour)	Per lane	\$ 38.70	\$ 39.80	\$ 1.10	2.8%	CON	Y
50m pool hire all 8 lanes	Per hour	\$ 376.00	\$ 387.00	\$ 11.00	2.9%	CON	Y
Entry per participant (pool hire charges also apply)	Per person	\$ 3.40	\$ 3.40	\$ -	0.0%	CON	Y
<b>Swim squad</b>							
Aquatic squads	Per fortnight	\$ 44.50	\$ 45.50	\$ 1.00	2.2%	CON	N
<b>School - Aquatic</b>							
Cost per student 1 - 10 ratio	Per student	\$ 7.00	\$ 7.20	\$ 0.20	2.9%	CON	N
Cost per student 1 - 9 ratio	Per student	\$ 7.30	\$ 7.50	\$ 0.20	2.7%	CON	N
Cost per student 1 - 8 ratio	Per student	\$ 7.70	\$ 7.90	\$ 0.20	2.6%	CON	N
Cost per student 1 - 7 ratio	Per student	\$ 8.20	\$ 8.40	\$ 0.20	2.4%	CON	N
Cost per student - school instructors	Per student	\$ 4.65	N/A	Discontinued fee		CON	N
Cost of additional instructors	Per instructor	\$ 43.70	\$ 45.00	\$ 1.30	3.0%	CON	N
Aquatic adventure	Per participant	\$ 12.75	\$ 13.10	\$ 0.35	2.7%	CON	Y

## ORDINARY COUNCIL MEETING - MINUTES

## 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

**City of Greater Dandenong  
2019-20 Contract Fees**

Type of contract fees	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Contract Fee increase \$	Contract Fee increase %	Basis of Fees	GST applicd at 10%		
Dandenong Stadium									
Entry fees (junior competition) *	Per child	\$ 3.00	\$ 3.00	\$ -	0.0%	CON	Y		
Entry fee (senior competition) *	Per adult	\$ 3.00	\$ 3.00	\$ -	0.0%	CON	Y		
* Free entry for spectators under 12 years									
Entry fee - concession (all competitions)	Per adult	\$ 2.40	\$ 2.40	\$ -	0.0%	CON	Y		
Entry fee - family (all competitions)	Per family (2 adults, 2 children)	\$ 10.00	\$ 10.00	\$ -	0.0%	CON	Y		
5 Visit multi-pass	Per person	\$ 15.00	\$ 15.00	\$ -	0.0%	CON	Y		
5 Visit multi-pass - concession	Per person	\$ 12.00	\$ 12.00	\$ -	0.0%	CON	Y		
10 Visit multi-pass (incl. +1 free visit)	Per person	\$ 30.00	\$ 30.00	\$ -	0.0%	CON	Y		
10 Visit multi-pass - concession (incl. +1 free visit)	Per person	\$ 24.00	\$ 24.00	\$ -	0.0%	CON	Y		
20 Visit multi-pass (incl. +2 free visits)	Per person	\$ 60.00	\$ 60.00	\$ -	0.0%	CON	Y		
20 Visit multi-pass - concession (incl. +2 free visits)	Per person	\$ 48.00	\$ 48.00	\$ -	0.0%	CON	Y		
Casual Court hire	Per person	\$ 5.45	\$ 5.50	\$ 0.05	0.9%	CON	Y		
Court hire - per hour									
Show court	Per hour	\$ 81.10	\$ 83.00	\$ 1.90	2.3%	CON	Y		
Basketball court- Community group	Per hour	\$ 41.20	\$ 42.00	\$ 0.80	1.9%	CON	Y		
Basketball court- General	Per hour	\$ 41.20	\$ 42.00	\$ 0.80	1.9%	CON	Y		
Basketball court - Commercial	Per hour	\$ 68.05	\$ 69.50	\$ 1.45	2.1%	CON	Y		
Volleyball hard court - Community group	Per hour	\$ 41.20	\$ 42.00	\$ 0.80	1.9%	CON	Y		
Volleyball hard court - General	Per hour	\$ 41.20	\$ 42.00	\$ 0.80	1.9%	CON	Y		
Volleyball hard court - Commercial	Per hour	\$ 68.05	\$ 69.50	\$ 1.45	2.1%	CON	Y		
Volleyball beach court	Per hour	\$ 45.00	\$ 46.00	\$ 1.00	2.2%	CON	Y		
Volleyball split court (V3/V4)	Per hour	\$ 35.05	\$ 35.75	\$ 0.70	2.0%	CON	Y		
Function hire									
Meeting room - Community group	Per hour	\$ 29.50	\$ 30.10	\$ 0.60	2.0%	CON	Y		
Meeting room - General	Per hour	\$ 34.35	\$ 35.05	\$ 0.70	2.0%	CON	Y		
Meeting room - Commercial	Per hour	\$ 39.75	\$ 40.55	\$ 0.80	2.0%	CON	Y		
Function room - Community group	Per hour	\$ 56.35	\$ 57.50	\$ 1.15	2.0%	CON	Y		
Function room - General	Per hour	\$ 62.00	\$ 63.25	\$ 1.25	2.0%	CON	Y		
Function room - Commercial	Per hour	\$ 67.65	\$ 69.00	\$ 1.35	2.0%	CON	Y		
Upper meeting room - Community group	Per hour	\$ 11.40	\$ 11.65	\$ 0.25	2.2%	CON	Y		
Upper meeting room - General	Per hour	\$ 17.00	\$ 17.35	\$ 0.35	2.1%	CON	Y		
Upper meeting room - Commercial	Per hour	\$ 22.75	\$ 23.20	\$ 0.45	2.0%	CON	Y		
Equipment charges									
Data Projector - downstairs meeting room	Per hire	\$ 62.30	\$ 63.55	\$ 1.25	2.0%	CON	Y		
Data Projector (dual projectors) - function room	Per hire	\$ 93.60	\$ 95.50	\$ 1.90	2.0%	CON	Y		
TV/DVD player	Per hire	\$ 25.00	\$ 25.50	\$ 0.50	2.0%	CON	Y		
Microphone & PA system (function room)	Per hire	\$ 65.00	\$ 66.30	\$ 1.30	2.0%	CON	Y		
Carpet (floor protection)	Per hire	\$ 998.35	\$ 990.00	-\$ 8.35	-0.8%	CON	Y		
Catering		Starting from:							
Tea/coffee/biscuits package	Per person	\$ 4.70	N/A	Discontinued fees		CON	Y		
Morning/afternoon tea package - under 50 people	Per person	\$ 12.50	N/A			CON	Y		
Morning/afternoon tea package - over 50 people	Per person	\$ 10.15	N/A			CON	Y		
Basic finger food menu - less than 50 people	Per person	\$ 17.55	N/A			CON	Y		
Basic finger food menu - more than 50 people	Per person	\$ 15.05	N/A			CON	Y		
Gourmet finger food menu - less than 50 people	Per person	\$ 23.90	N/A			CON	Y		
Gourmet finger food menu - more than 50 people	Per person	\$ 21.20	N/A			CON	Y		
Buffet menu (2 courses) - less than 50 people	Per person	\$ 35.05	N/A			CON	Y		
Buffet menu (2 courses) - more than 50 people	Per person	\$ 32.70	N/A			CON	Y		
Buffet menu (3 courses) - less than 50 people	Per person	\$ 41.30	N/A			CON	Y		
Buffet menu (3 courses) - more than 50 people	Per person	\$ 38.75	N/A			CON	Y		
Sandwich platter (various platters are available)	Per platter	\$ 59.95	N/A			CON	Y		
Cake platter	Per platter	\$ 46.25	N/A			CON	Y		
Cheese and fruit platter	Per platter	\$ 46.25	N/A			CON	Y		
*Hire rates may vary dependant on booking requirements.									
Catering options are available, please contact Elite Stadium Manaaement and Events on 9794 7192 to discuss.									

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

**City of Greater Dandenong  
2019-20 Contract Fees**

Type of contract fees	Unit	2018-19 GST inclusive fee \$	2019-20 GST inclusive fee \$	Contract Fee increase \$	Contract Fee increase %	Basis of Fees	GST applied at 10%
<b>Dandenong Netball Complex</b>							
<b>Stadium</b>							
Court hire - Schools	Per court per hour	\$ 12.70	\$ 12.90	\$ 0.20	1.6%	CON	Y
Court hire - Community group	Per court per hour	\$ 23.55	\$ 24.00	\$ 0.45	1.9%	CON	Y
Court hire - General	Per court per hour	\$ 35.90	\$ 36.50	\$ 0.60	1.7%	CON	Y
Court hire - Commercial	Per court per hour	\$ 48.15	\$ 48.70	\$ 0.55	1.1%	CON	Y
Day hire (8:00am to 4:00pm)	4 courts	\$ 589.40	\$ 595.00	\$ 5.60	1.0%	CON	Y
Evening hire (6:00pm to 10:00pm)	4 courts	\$ 353.60	\$ 360.00	\$ 6.40	1.8%	CON	Y
<b>Skating</b>							
Court hire - Community group	4 courts per hour	\$ 56.00	\$ 57.00	\$ 1.00	1.8%	CON	Y
Court hire - General	4 courts per hour	\$ 67.65	\$ 68.50	\$ 0.85	1.3%	CON	Y
Court hire - Commercial	4 courts per hour	\$ 112.75	\$ 115.00	\$ 2.25	2.0%	CON	Y
<b>Direct programs</b>							
Night netball - Door charge	Per person	\$ 1.00	\$ 1.00	\$ -	0.0%	CON	Y
Night netball - Team registration	Per team per season	\$ 70.00	\$ 70.00	\$ -	0.0%	CON	Y
Night team - Game fee	Per team per season	\$ 49.00	\$ 49.00	\$ -	0.0%	CON	Y
Junior team (17 and under, 15 and under)	Per team per season	\$ 245.00	\$ 245.00	\$ -	0.0%	CON	Y
Junior team (13 and under, 11 and under)	Per team per season	\$ 245.00	\$ 245.00	\$ -	0.0%	CON	Y
Net Set Go	Per person per season	\$ 5.00	\$ 5.00	\$ -	0.0%	CON	Y
<b>Outdoor courts</b>							
Schools / skating	Per day	\$ 130.00	\$ 130.00	\$ -	0.0%	CON	Y
Others	Per day	\$ 620.15	\$ 625.00	\$ 4.85	0.8%	CON	Y
<b>Meeting rooms</b>							
Meeting room - Community Group	Per hour	\$ 20.00	\$ 20.00	\$ -	0.0%	CON	Y
Meeting room - General	Per hour	\$ 31.75	\$ 32.00	\$ 0.25	0.8%	CON	Y
Meeting room - Commercial	Per hour	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CON	Y
Small meeting room - Community Group	Per hour	\$ 20.50	\$ 20.50	\$ -	0.0%	CON	Y
Small meeting room - General	Per hour	\$ 31.75	\$ 32.00	\$ 0.25	0.8%	CON	Y
Small meeting room - Commercial	Per hour	\$ 42.00	\$ 43.00	\$ 1.00	2.4%	CON	Y

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**



City of Greater Dandenong  
Budget 2019-20

## **Appendix F**

### **Performance indicators**

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****Appendix F – Performance Indicators**

In accordance with the *Local Government Act 1989* Section 131(4), Council is required to report on its performance against a common suite of indicators. The measures included in the Service Performance, Financial Performance and Sustainable Capacity Indicator tables below will be reported upon in Council's Annual Report. These indicators will form Council's Performance Statement and are required to be audited under Section 132 of this Act.

**Local Government Performance Measures  
For the year ending 30 June 2020**

**Service Performance Indicators**

Indicator	Description	Measure
<b>Governance</b>		
Satisfaction	Councils make and implement decisions in the best interests of the community.	Satisfaction with Council decisions (community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community).
<b>Statutory Planning</b>		
Decision making	Planning application processing and decisions are consistent with the local planning scheme.	Council planning decisions upheld at VCAT (percentage of planning application decisions subject to review by VCAT and that were not set aside).
<b>Roads</b>		
Satisfaction	Sealed local road network is maintained and renewed to ensure that it is safe and efficient.	Satisfaction with sealed local roads (community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads).
<b>Libraries</b>		
Participation	Library resources are free, accessible and well utilised.	Active library members (percentage of the municipal population that are active library members).
<b>Waste Collection</b>		
Waste diversion	Amount of waste diverted from landfill is maximised.	Kerbside collection waste diverted from landfill (percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill).
<b>Aquatic Facilities</b>		
Utilisation	Aquatic facilities are safe, accessible and well utilised.	Utilisation of aquatic facilities (number of visits to aquatic facilities per head of municipal population).

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

Indicator	Description	Measure
<b>Animal management</b>		
Health and safety	Animal management service protects the health and safety of animals, humans and the environment.	Animal management prosecutions (number of successful animal management prosecutions).
<b>Food safety</b>		
Health and safety	Food safety service protects public health by preventing the sale of unsafe food.	Critical and major non-compliance notifications (percentage of critical and major non-compliance outcome notifications that are followed up by Council).
<b>Maternal and Child Health</b>		
Participation	Councils promote healthy outcomes for children and their families.	Participation in the MCH service (percentage of children enrolled who participate in the MCH service).
		Participation in the MCH service by Aboriginal children (percentage of Aboriginal children enrolled who participate in the MCH service).



### 2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)

#### Financial Performance Indicators

Indicator	Description	Measure
<b>Operating position</b>		
Adjusted underlying result	An adjusted underlying surplus is generated in the ordinary course of business.	Adjusted underlying surplus (or deficit) (adjusted underlying surplus (or deficit) as a percentage of underlying revenue).
<b>Liquidity</b>		
Working capital	Sufficient working capital is available to pay bills as and when they fall due.	Current assets compared to current liabilities (current assets as a percentage of current liabilities).
Unrestricted cash	Sufficient cash that is free of restrictions is available to pay bills as and when they fall due.	Unrestricted cash compared to current liabilities (unrestricted cash as a percentage of current liabilities).
<b>Obligations</b>		
Loans and borrowings	Level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities.	Loans and borrowings compared to rates (interest bearing loans and borrowings as a percentage of rate revenue).
		Loans and borrowings repayments compared to rates (interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue).
Indebtedness	Level of long term liabilities is appropriate to the size and nature of a Council's activities.	Non-current liabilities compared to own source revenue (non-current liabilities as a percentage of own-source revenue).
Asset renewal	Assets are renewed as planned.	Asset renewal compared to depreciation (asset renewal expenses as a percentage of depreciation).
<b>Stability</b>		
Rates concentration	Revenue is generated from a range of sources.	Rates compared to adjusted underlying revenue (rate revenue as a percentage of adjusted underlying revenue).
Rates effort	Rating level is set based on the community's capacity to pay.	Rates compared to property values (rate revenue as a percentage of the capital improved value of rateable properties in the municipality).
<b>Efficiency</b>		
Expenditure level	Resources are used efficiently in the delivery of services.	Expenses per property assessment (total expenses per property assessment).
Revenue level	Resources are used efficiently in the delivery of services.	Average residential rate per residential property assessment (residential rate revenue per residential property assessment).

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

---

Indicator	Description	Measure
Workforce turnover	Resources are used efficiently in the delivery of services.	Resignations and terminations compared to average staff (number of permanent staff resignations and terminations as a percentage of average number of permanent staff).

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)****Sustainable Capacity Indicators**

Indicator	Description	Measure
Own-source revenue	Revenue is generated from a range of sources in order to fund the delivery of Council services to the community.	Own-source revenue per head of municipal population (own-source revenue per head of municipal population).
Recurrent grants	Revenue is generated from a range of sources in order to fund the delivery of Council services to the community.	Recurrent grants per head of municipal population (recurrent grants per head of municipal population).
Population	Population is a key driver of a Council's ability to fund the delivery of services to the community.	Expenses per head of municipal population (total expenses per head of municipal population).
		Infrastructure per head of municipal population (value of infrastructure per head of municipal population).
		Population density per length of road (municipal population per kilometre of local road).
Disadvantage	Disadvantage is a key driver of a Council's ability to fund the delivery of services to the community.	Relative socio-economic disadvantage (relative Socio-economic Disadvantage of the municipality).

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**



City of Greater Dandenong  
Budget 2019-20

## **Appendix G**

### **Glossary of terms**

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

This page has been left blank intentionally.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

## Appendix G – Glossary of terms

Term	Definition
Accounting Standards	Australian accounting standards are set by the Australian Accounting Standards Board (AASB) and have the force of law under s 296 of the <i>Corporations Act 2001</i> . They must also be applied to all other general purpose financial reports of reporting entities in the public and private sectors.
Act	<i>Local Government Act 1989</i>
Adjusted underlying revenue	The adjusted underlying revenue means total income other than non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. Local Government (Planning and Reporting) Regulations 2014 - Schedule 3.
Adjusted underlying surplus (or deficit)	The adjusted underlying surplus (or deficit) means adjusted underlying revenue less total expenditure. It is a measure of financial sustainability of the Council which can be masked in the net surplus (or deficit) by capital-related items. Local Government (Planning and Reporting) Regulations 2014 - Schedule 3.
Annual budget	Plan under Section 127 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required.
Annual report	The annual report prepared by Council under sections 131, 132 and 133 of the Act. The annual report to the community contains a report of operations and audited financial and performance statements.
Annual reporting requirements	Annual reporting requirements include the financial reporting requirements of the Act, Accounting Standards and other mandatory professional reporting requirements.
Asset expansion expenditure	Expenditure that extends the capacity of an existing asset to provide benefits to new users at the same standard as is provided to existing beneficiaries Local Government (Planning and Reporting) Regulations 2014 – Section 5.
Asset renewal expenditure	Expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability. Local Government (Planning and Reporting) Regulations 2014 – Section 5.
Asset upgrade expenditure	Expenditure that: (a) enhances an existing asset to provide a higher level of service, or (b) increases the life of the asset beyond its original life. Local Government (Planning and Reporting) Regulations 2014 – Section 5.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

Term	Definition
Balance sheet	The balance sheet shows the expected net current asset, net non-current asset and net asset positions in the forthcoming year compared to the forecast actual in the current year.  The balance sheet should be prepared in accordance with the requirements of AASB 101 - Presentation of Financial Statements and the Local Government Model Financial Report.
Borrowing strategy	A borrowing strategy is the process by which the Council's current external funding requirements can be identified, existing funding arrangements managed and future requirements monitored.
Budget preparation requirement	Under the Act, a Council is required to prepare and adopt an annual budget by 30 June each year.  The Local Government Amendment (Performance Reporting and Accountability) Bill 2013 amends the date the budget must be adopted to 30 June each year – refer section 11(1) of the Bill. This amends section 130 (3) of the Act.
Capital expenditure	Capital expenditure is relatively large (material) expenditure that produces economic benefits expected to last for more than 12 months. A pre-determined 'threshold' may be used which indicates the level of expenditure deemed to be material in accordance with Council's policy. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and upgrade expenditures, the total project cost needs to be allocated accordingly.
Capital works program	A detailed list of capital works expenditure that will be undertaken during the budget financial year. Regulation 10 requires that the budget contains a detailed list of capital works expenditure and sets out how that information is to be disclosed by reference to asset categories, asset expenditure type and funding sources.
Carry forward capital works	Carry forward capital works are those that are incomplete in the current budget year and will be completed in the following budget year.
Community plan / vision	A 'community owned' document or process which identifies the long term needs and aspirations of the Council, and the medium and short term goals and objectives which are framed within the long term plan.
Comprehensive income statement	The comprehensive income statement shows the expected operating result in the forthcoming year compared to the forecast actual result in the current year. The income statement should be prepared in accordance with the requirements of AASB101 Presentation of Financial Statements and the Local Government Model Financial Report.
Council plan	Means a Council Plan prepared by the Council under Section 125 of the Local Government Act 1989. This document sets out the strategic objectives of the Council and strategies for achieving the objectives as part of the overall strategic planning framework required by the Act.



## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

Term	Definition
Department of Environment, Land, Water and Planning (DELWP)	Local Government Victoria is part of the Department of Environment, Land, Water and Planning (DELWP). It was previously part of the former: <ul style="list-style-type: none"> <li>• Department of Transport, Planning and Local Infrastructure (DTPLI).</li> <li>• Department of Planning and Community Development (DPCD).</li> <li>• Department of Victorian Communities (DVC).</li> </ul>
Differential rates	When a Council intends to declare a differential rate (eg business and residential), information prescribed by the Act under section 161 must be disclosed in the Council budget.
Discretionary reserves	Discretionary reserves are funds earmarked by Council for various purposes. Councils can by resolution change the purpose of these reserves.
External influences in the preparation of a budget.	Matters arising from third party actions over which Council has little or no control e.g. change in legislation.
Financial Statements	Section(s) 126(2)(a), 127(2)(a) and / or 131(1)(b) of the Act require the following documents to include financial statements: <ul style="list-style-type: none"> <li>• Strategic resource plan</li> <li>• Budget</li> <li>• Annual report</li> </ul> The financial statements to be included in the Budget comprise: <ul style="list-style-type: none"> <li>• Comprehensive Income Statement</li> <li>• Balance Sheet</li> <li>• Statement of Changes in Equity</li> <li>• Statement of Cash Flows</li> <li>• Statement of Capital Works</li> </ul> The financial statements must be in the form set out in the Local Government Model Financial Report.
Financial sustainability	A key outcome of the strategic resource plan. Longer term planning is essential in ensuring that a Council remains financially sustainable in the long term.
Financing activities	Financing activities means those activities which relate to changing the size and composition of the financial structure of the entity, including equity, and borrowings not falling within the definition of cash.
Four way budgeting methodology ( <i>Strategic resource plan</i> )	The linking of the income statement, balance sheet, cash flow statement and capital works statement to produce forecast financial statements based on assumptions about future movements in key revenues, expenses, assets and liabilities.
Infrastructure	A category of non-current fixed assets comprising a number of asset classes including roads, drains, footpaths and cycleways, bridges, off-street car parks, recreational, leisure and community facilities and parks, open space and streetscapes.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

Term	Definition
Infrastructure strategy	An infrastructure strategy is the process by which current infrastructure and ongoing maintenance requirements can be identified, budgeted capital works implemented and future developments monitored. The key objective of an infrastructure strategy is to maintain or preserve Council's existing assets at desired condition levels. If sufficient funds are not allocated to asset preservation then Council's investment in those assets will reduce, along with the capacity to deliver services to the community.
Internal influences in the preparation of a budget	Matters arising from Council actions over which there is some element of control (e.g. approval of unbudgeted capital expenditure).
Investing activities	Investing activities means those activities which relate to acquisition and disposal of non-current assets, including property, plant and equipment and other productive assets, and investments not falling within the definition of cash.
Investment property	Land and building assets generating long-term rental yields.
Key assumptions	When preparing a budgeted balance sheet of financial position, key assumptions upon which the statement has been based should be disclosed in the budget to assist the reader when comparing movements in assets, liabilities and equity between budget years.
Legislative framework	The Act, Regulations and other laws and statutes under which set a Council's governance and reporting requirements.
Local Government Model Financial Report	Local Government Model Financial Report published by the Department from time to time including on the Department's Internet website.
Local Government (Planning and Reporting) Regulations 2014	Regulations, made under Section 243 of the Local Government Act 1989 which prescribe: (a) The content and preparation of the financial statements of a Council. (b) The performance indicators and measures to be included in a budget, revised budget and annual report of a Council. (c) The information to be included in a Council Plan, Strategic Resource Plan, budget, revised budget and annual report. (d) Other matters required to be prescribed under Parts 6 and 7 of the Act.
Long Term Financial Strategy	A Long Term Financial Strategy is a key component of the Strategic Resource Plan and is a separate document to the annual budget, setting the future financial direction of the Council. Longer term planning is essential in ensuring that an organisation remains financially sustainable in the long term. The annual budget should be consistent with the first projected year of a Long Term Financial Strategy.  An extract of the Long Term Financial Strategy is included in the budget report to provide information about the long term financial sustainability of the Council and how the budget for the forthcoming year fits with in that framework.  It also demonstrates the linkage with the Council plan objectives, goals and desired outcomes by including a summary of these short and long term objectives. Reference to the Long Term Financial Strategy in an annual budget should include as a minimum, plan development and key outcomes.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

Term	Definition
New asset expenditure	Expenditure that creates a new asset that provides a service that does not currently exist. Local Government (Planning and Reporting) Regulations 2014 – Section 5.
Non-financial resources	Resources of a non-financial nature (such as human resources, information systems and processes, asset management systems) which are consumed by a Council in the achievement of its strategic resource plan goals.
Non-recurrent grant	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.
Operating activities	Operating activities means those activities that relate to the provision of goods and services.
Operating expenditure	Operating expenditure is defined as consumptions or losses of future economic benefits, in the form of reductions in assets or increases in liabilities; and that result in a decrease in equity during the reporting period.
Operating performance (Impact of current year on budget year)	This statement shows the expected operating result as compared to the budget result in the current year separating operating and capital components of revenue and expenditure.
Operating revenue	Operating revenue is defined as inflows or other enhancements or savings in outflows of future economic benefits in the form of increases in assets or reductions in liabilities and that result in an increase in equity during the reporting period.
Own-source revenue	Adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). Local Government (Planning and Reporting) Regulations 2014 – Regulation 5.
Performance statement	Performance statement prepared by a Council under Section 131 of the Act. A performance statement must be included in the annual report of a Council and include the results of the prescribed service outcome indicators, financial performance indicators and sustainable capacity indicators for the financial year.
Rate structure (Rating information)	Site value (SV), capital improved value (CIV) or net annual value (NAV) are the main bases upon which rates will be levied. These should be detailed in the budget statement.
Rating strategy	A rating strategy is the process by which the Council's rate structure is established and how the total income generated through rates and charges is allocated across properties in the municipality. Decisions regarding the quantum of rate levels and increases from year to year are made as part of Council's long term financial planning processes and with consideration of Council's other sources of income and the planned expenditure on services and works to be undertaken for its community.
Recurrent grant	A grant other than a non-recurrent grant.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

Term	Definition
Regulations	Local Government (Planning and Reporting) Regulations 2014.
Restricted cash	Cash and cash equivalents, within the meaning of the Australian Accounting Standards (AAS), that are not available for use other than a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year.
Revised budget	The revised budget prepared by a Council under Section 128 of the Act. Section 128 of the Act permits a Council to prepare a revised budget if circumstances arise which cause a material change in the budget and which affects the financial operations and position of the Council.
Road Management Act	The purpose of this Act which operates from 1 July 2004 is to reform the law relating to road management in Victoria and to make relating amendments to certain Acts, including the local Government Act 1989.
Service delivery (in strategic resource plan)	A key outcome of a strategic resource plan, service delivery must be linked with performance strategies in order to assess the adequacy of service delivery and the impact on long term budget preparation.
Services, initiatives, major initiatives and commitments	<p>Section 127 of the Act requires a budget to contain a description of the services and initiatives to be funded by the budget, along with a statement as to how they will contribute to the achievement of the Council's strategic objectives as specified in the Council Plan.</p> <p>The budget must also include major initiatives, being initiatives identified by the Council as priorities to be undertaken during the financial year.</p> <p>The services delivered by Council means assistance, support, advice and other actions undertaken by a council for the benefit of the local community.</p> <p>Initiatives mean actions that are once-off in nature and/or lead to improvements in service.</p> <p>Major initiatives means significant initiatives that will directly contribute to the achievement of the council plan during the current year and have a major focus in the budget.</p>
Statement of capital works	<p>The statement of capital works shows the expected internal and external funding for capital works expenditure and the total proposed capital works expenditure for the forthcoming year with a comparison with forecast actual for the current year. The statement of capital works should be prepared in accordance with Regulation 9 and the Local Government Model Financial Report.</p> <p>Local Government (Planning and Reporting) Regulations 2014 – Section 9. Refer also Financial Statements Appendix A.</p>
Statement of cash flows	The statement of cash flows shows the expected net cash inflows and outflows in the forthcoming year in the form of reconciliation between opening and closing balances of total cash and investments for the year. Comparison is made to the current year's expected inflows and outflows. The cash flow statement should be prepared in accordance with the requirements of AASB 107 Statement of Cash Flows and the Local Government Model Financial Report.

## ORDINARY COUNCIL MEETING - MINUTES

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

Term	Definition
Statement of changes in equity	The statement of changes in equity shows the expected movement in Accumulated Surplus and reserves for the year. The statement of changes in equity should be prepared in accordance with the requirements of AASB 101 - Presentation of Financial Statements and the Local Government Model Financial Report.
Statement of human resources	Means a statement which shows all Council staff expenditure and the number of full time equivalent Council staff. Refer also Financial Statements Appendix A.
Statutory reserves	Statutory reserves are funds set aside for specified statutory purposes in accordance with various legislative requirements. These reserves are not available for other purposes.
Strategic planning framework	A "community owned" document or process which identifies the long term needs and aspirations of the Council, and the medium and short term goals and objectives which are framed within the long term plan.
Strategic resource plan (SRP)	<p>Section 125(2) (d) of the Act requires that a Council must prepare and approve a Council Plan that must include a strategic resource plan containing the matters specified in Section 126.</p> <p>Section 126 of the Act states that.</p> <ul style="list-style-type: none"> <li>the strategic resource plan is a plan of the resources required to achieve the council plan strategic objectives</li> <li>the strategic resource plan must include the financial statements describing the financial resources in respect of at least the next four financial years</li> <li>the strategic resource plan must include statements describing the non-financial resources including human resources in respect of at least the next four financial years</li> <li>the strategic resource plan must take into account services and initiatives contained in any plan adopted by council and if the council proposes to adopt a plan to provide services or take initiatives, the resources required must be consistent with the strategic resource plan</li> <li>council must review their strategic resource plan during the preparation of the council plan</li> <li>council must adopt the strategic resource plan not later than 30 June each year and a copy must be available for public inspection at the council office and internet website.</li> </ul> <p>In preparing the strategic resource plan, councils should comply with the principles of sound financial management (Section 136) as prescribed in the Act being to:</p> <ul style="list-style-type: none"> <li>prudently manage financial risks relating to debt, assets and liabilities</li> <li>provide reasonable stability in the level of rate burden</li> <li>consider the financial effects of council decisions on future generations</li> <li>provide full, accurate and timely disclosure of financial information.</li> </ul> <p>In addition to Section 126 of the Act, parts 2 and 3 of the Regulations also prescribe further details in relation to the preparation of a strategic resource plan.</p>

**2.3.2 Adoption of the 2019-20 Annual Budget (Cont.)**

Term	Definition
Unrestricted cash	Unrestricted cash represents all cash and cash equivalents other than restricted cash.
Valuations of Land Act 1960	The Valuations of Land Act 1960 requires a Council to revalue all rateable properties every year. Valuations of Land Act 1960 – Section 11.

## **2.4 POLICY AND STRATEGY**

### **2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20**

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Council Plan 2017-21 (Revised 2019)  
Annual Plan 2019-20

---

### **Report Summary**

This report presents the Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 for final adoption by Council. Both plans were placed on public exhibition for 28 days in accordance with the formal submission process under Section 223 of the Local Government Act 1989. Five submissions were received during the public exhibition period, one of these related to the Annual Plan 2019-20 and four referred to the Proposed Budget 2019-20.

### **Recommendation Summary**

This report recommends that the Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 be adopted by Council.

---

#### **2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)**

### **Background**

As part of its legislative requirements, Council must review its Council Plan each year. The revised Council Plan must be lodged with the Minister by 30 June 2019, after a 28 day formal submission process and adoption by Council.

The Act further provides that the Council Plan must include the following:

- the strategic objectives of Council;
- strategies for achieving those objectives for at least the next four years;
- strategic indicators for monitoring the achievement of the objectives; and
- a Strategic Resource Plan

The Council Plan 2017-21 (Revised 2019) essentially represents Council's planned strategies and actions over the four year period to drive Council towards the long-term vision of the community for the City of Greater Dandenong. The Council Plan guides the work of Council and provides the structure for how business plans and budgets are prepared to achieve the Council's longer term goals and strategic objectives.

The Council Plan 2017-21 (Revised 2019) only required minor changes including an update of the city's demographic data, the addition of 2018 results for some performance measures and a new Mayor's message. All strategic objectives and key priorities remained the same. The Annual Plan 2019-20 expands on these four year priorities and provides detail for activities to be undertaken in the coming financial year.

The Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 were placed on public exhibition with the Proposed Budget 2019-20 for a 28 day period from Friday 26 April until Friday 24 May.

Council received one submission for the Council Plan/Annual Plan which related to litter pollutants from stormwater drains including grass cuttings and Council's role in increasing awareness and enforcing penalties. Council is committed to improving the health of our waterways as part of the Waste and Litter Strategy 2015-20. A key priority of Theme 4: Litter prevention and management is to 'Reduce the occurrence of litter entering waterways'. Council's Regulatory Services department also regularly investigates a range of litter based complaints and penalties are enforced through the Environment Protection Act 1970. Delivery of Year Five of the Waste and Litter Strategy is already listed as an action in the Annual Plan 2019-20 so to avoid duplication across Council's key strategic documents an additional action will not be included.

All submissions were considered at a special Submissions Hearing on Thursday 30 May 2019. Each submitter will be advised in writing how their submission points are being dealt with by Council.

### **Proposal**

That Council adopts the Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 as outlined in Attachments One and Two.



---

**2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)**

**Community Plan 'Imagine 2030' and Council Plan 2017-21 – Strategic Objectives, Strategies and Plans**

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

**Community Plan 'Imagine 2030'**

People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Outdoor Activity and Sports* – Recreation for everyone
- *Lifecycle and Social Support* – The generations supported

Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

- *Education, Learning and Information* – Knowledge
- *Jobs and Business Opportunities* – Prosperous and affordable
- *Tourism and visitors* – Diverse and interesting experiences
- *Leadership by the Council* – The leading Council

**Council Plan 2017-21**

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. This report is consistent with the following goals:

People

- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

Place

- A healthy, liveable and sustainable city
- A city planned for the future

Opportunity

- A diverse and growing economy

---

**2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)**

- An open and effective Council

**Victorian Charter of Human Rights and Responsibilities**

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

**Financial Implications**

There are no financial implications associated with this report.

**Consultation**

A range of consultation activities were undertaken for the development of the Council Plan 2017-21 which included on-line forums, electronic surveys, workshops and an activity at the Dandenong Show. Participants in the activities included community, business and industry, Councillors and staff representatives. The outcomes of these consultations influenced the development of the existing plan. No major changes were made to the revised version for 2019 which was placed on public exhibition for final public comment. These outcomes also influenced the development of the Annual Plan 2019-20 with staff across the organisation providing input.

**Conclusion**

It is recommended that Council adopts the Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20.

**Recommendation**

**That Council adopts the Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20.**

**MINUTE 1076**

Moved by: Cr Sean O'Reilly  
Seconded by: Cr Matthew Kirwan

**That Council adopts the Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20.**

**CARRIED**

**2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)**

**POLICY AND STRATEGY**

**COUNCIL PLAN 2017-21 (REVISED 2019) AND ANNUAL PLAN 2019-20**

**ATTACHMENT 1**

**GREATER DANDENONG COUNCIL PLAN  
2017-21 (REVISED 2019)**

**PAGES 45 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*

**2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)**



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



# contents

01	Introduction
02	Mayor's message
03	Council's Vision and Values
04	Imagine 2030
05	Integrated planning framework
06	Snapshot of Council
07	Councillors
08	Our organisation
09	Directorate overviews
10	Our community
14	How was this plan developed?
15	Our key strategic objectives
16	Council priorities
28	Strategic resource plan



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

Introduction

The City of Greater Dandenong is a vibrant, diverse and creative city which continues to grow both in population and economic prosperity. In 2009 our residents developed their vision of Greater Dandenong for 2030, a city focused on people, place and opportunity, and throughout the development of this Council Plan for 2017-21 these themes have been revisited. This plan builds on the considerable amount of work already undertaken since Imagine 2030 with a particular focus on community safety, sustainability, social cohesion, and health and wellbeing. Our community and key stakeholders have provided valuable input into the development of this plan and their vision for our city is reflected in our strategic objectives and the outcomes we hope to achieve over the next four years.

As Victoria's most multicultural municipality Greater Dandenong provides unique cultural opportunities for residents and visitors. The city conducts many festivals and events, supports a variety of faiths and offers a large range of cultural cuisines all of which contribute to the wealth of diversity on offer.

There are also numerous challenges facing the City of Greater Dandenong and the Local Government sector as a whole. The introduction of rate capping provides an opportunity for Council to review its service delivery and how we conduct business however it also has the potential to impact our ability to deliver on key capital projects over the coming years. Council will continue to provide quality services and programs to our community but will be required to regularly review the resources available to deliver these. Ongoing consultation over the life of this plan will ensure the needs of our community and business stakeholders are represented.

Councillors and senior management teams across the organisation have identified the broad objectives and key strategies which will deliver on projects and programs important to our community. These represent Council's strategic direction for the next four years and make up the Council Plan 2017-21. Each year an Annual Plan will also be developed to provide further information on specific activities to be undertaken over the 12 month period.

*"Our community and key stakeholders have provided valuable input into the development of this plan and their vision for our city is reflected in our strategic objectives and the outcomes we hope to achieve over the next four years"*



## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Mayor's message

The City of Greater Dandenong is a vibrant, diverse and engaged city. Council strongly believes the best outcomes are achieved by working together.

We believe involving our local community in our decision making processes achieves positive results that have long term benefits for the Greater Dandenong community.

While the direction moving forward is one driven by Council we are committed to ensuring that what we do encompasses the needs and wants of the local community. This plan was developed with a commitment to combining Council's strategic vision with the needs, wants and aspirations of the community. We consulted widely with residents, businesses, community groups and Council staff to ensure this community plan incorporated the views and addressed the needs of everyone.

The Council Plan 2017-21 identifies six objectives that will guide Council's direction until 2021:

1. A vibrant, connected and safe community
  2. A creative city that respects and embraces its diversity
  3. A healthy, liveable and sustainable city
  4. A city planned for the future
  5. A diverse and growing economy
  6. An open and effective Council
- The City of Greater Dandenong is now recognised as Australia's most culturally diverse community. We have residents who come from more than 150 different countries and we acknowledge that our community is continually evolving and changing.

This plan looks to the future. It addresses everything from education and economic growth to building community pride, respect and tolerance. It also addresses long-term employment solutions, improved transport links, more active and diverse activity centres, better streetscapes, new well-designed public spaces and increased opportunities in the community arts space. The plan also highlights Council's important advocacy

role and the ways Council can enhance the way it engages and communicates effectively with all members of our community.

The Council Plan 2017-21 was developed alongside the Community Wellbeing Plan 2017-21 to ensure the principles and strategic direction of both plans align. The City of Greater Dandenong is a community built on a philosophy that it welcomes all.

Our diversity is something we are immensely proud of and something we actively celebrate. No matter your age, gender or cultural background we want everyone who lives and works in our city to feel part of this community and to actively have a say in its future direction.

I am excited about what the future holds for our community. We are a strong and passionate community united by a vision. We are proud of our city and we are constantly striving to make our city and our community the best it can be.

It is important we share common goals, priorities and plans such as this one to help ensure we are all walking the same path together. The City of Greater Dandenong is a city of

opportunity. It is a city that values its community and it is a city that actively celebrates its successes.

I thank each and every one of you for being part of this important journey and I am excited by what the future holds.



**Cr Roz Blades AM**  
Mayor



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Council's Vision and Values

**Vision**

Greater Dandenong is a safe and vibrant city of opportunity for all – to visit, work, live and play

**Values**
























Council's core values are defined by our REACH principles which outline how we interact with our community.





# Imagine 2030

The following table is a summary of the Imagine 2030 Community Plan:

People		Place		Opportunity	
	Pride		Best Place Best People		Education Learning and Information
	Cultural Diversity		Model Multicultural Community		Jobs and Business Opportunities
	Outdoor Activity and Sports		Recreation for Everyone		Tourism and Visitors
	Lifecycle and Social Support		The Generations Supported		Leadership by the Council
			Travel and Transport		Easy to Get Around
			Appearance of Places		Places and Buildings
			Safety in Streets and Places		Feeling and Being Safe
			Sense of Place		One City Many Neighborhoods
					Knowledge
					Prosperous and Affordable
					Diverse and Interesting Experiences
					The Leading Council

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Integrated planning framework

### Community Plan

Imagine 2030 is the City of Greater Dandenong's community plan which was developed in 2009 after an extensive research and consultation project. This plan outlines the community's long term aspirations for our city and describes the city they want to see in 2030. As part of the development of the Council Plan 2017-21, Imagine 2030 was reviewed and updated to include additional priorities identified by our community. These included tourism and encouraging more visitors to our city to experience the many excellent recreation, food and business opportunities on offer.

### Council Plan

The Council Plan 2017-21 sets the strategic direction of the City of Greater Dandenong and describes how the community's vision of a safe, vibrant city of opportunity for all will be achieved. It outlines Council's key objectives for the next four years and the resources required to achieve them. Council's performance against these objectives is reported to Council and the community each year through the Annual Report.

### Annual Plan and Budget

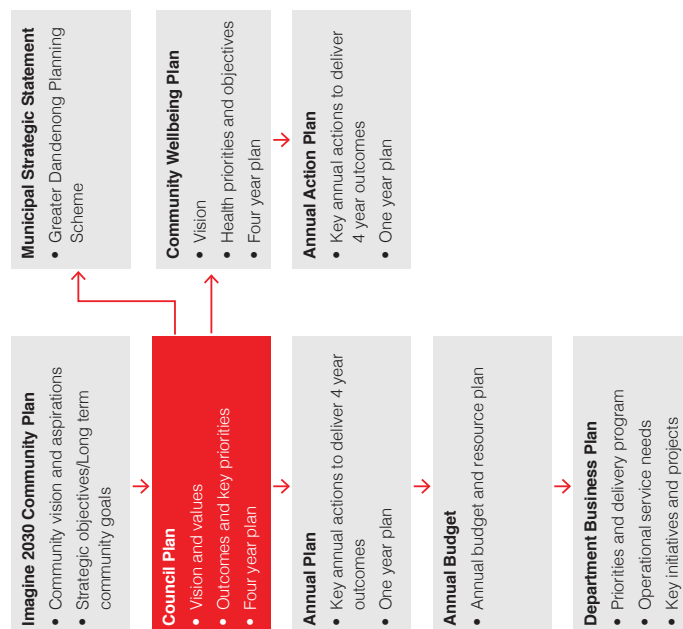
Each year an Annual Plan and Budget are developed to outline the specific actions Council will undertake to deliver on its four year objectives and how these will be funded. Performance reports are provided on a quarterly basis to Council and the community to provide updates on specific projects and overall progress for the year.

### Community Wellbeing Plan

The Community Wellbeing Plan sets Council's health priorities for the next four years. It outlines what we will do to help achieve improved health and wellbeing outcomes so that residents can live rewarding, healthy and socially connected lives. An Annual Action Plan is also developed each financial year to provide specific outcomes for the 12 month period.

### Municipal Strategic Statement

The Municipal Strategic Statement is part of the Victorian Government's Planning Scheme and outlines the key strategic planning, land use and development objectives for Greater Dandenong and the strategies for achieving these objectives.



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

Snapshot of Council



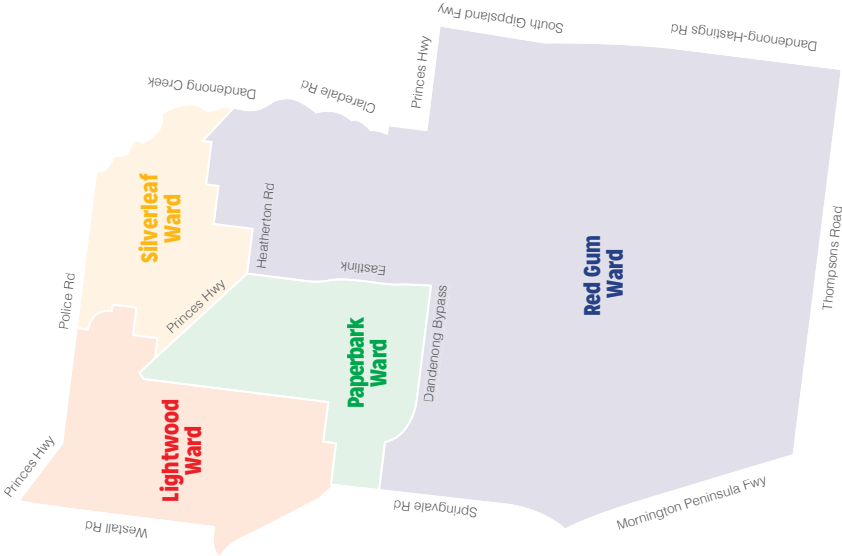
CITY OF GREATER DANDENONG

Councillors are elected to represent the community's needs and make decisions on local issues. They advocate on areas of importance to our community and lead Council's strategic direction.

They deliver on key strategic documents including the Council Plan, Community Wellbeing Plan, Long Term Financial Strategy, Annual Plan and Budget.

The Chief Executive Officer and staff ensure that council decisions and services are implemented, manage day to day Council operations, provide services and programs to the community and deliver local projects and initiatives.

Greater Dandenong Council is represented by 11 Councillors who are elected for a four year term. Each year a Councillor is elected Mayor to lead Council and act as spokesperson for the next 12 months.



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

Councillors

Lightwood Ward



**Youhorn Chea**  
0417 320 645



**Sean O'Reilly**  
0422 523 258



**Loi Truong**  
0466 004 618

Red Gum Ward



**Matthew Kirwan**  
0403 072 295



**Angela Long**  
0466 004 616



**Jim Memeti**  
0434 560 239

Paperbark Ward



**Roz Blades AM (Mayor)**  
0417 053 612



**Tim Dark**  
0466 403 914



**Sophie Tan**  
0466 793 727

Silverleaf Ward



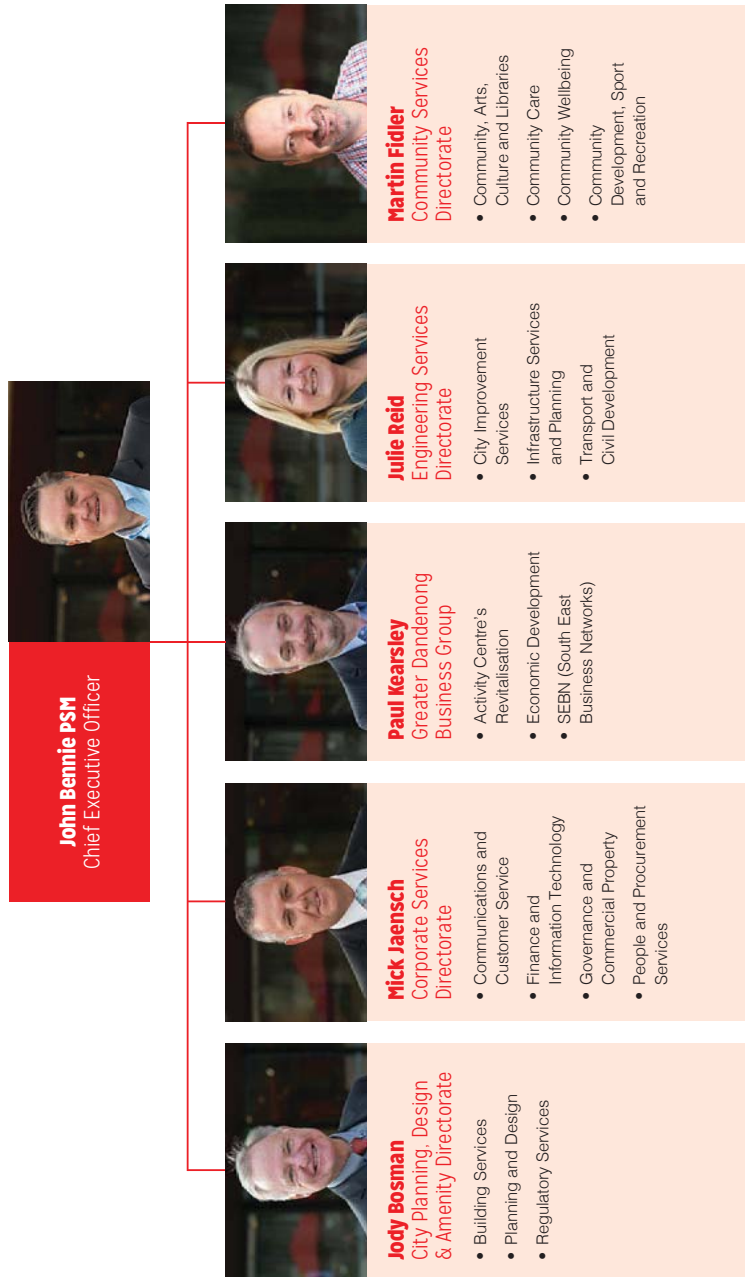
**Zaynoun Melhem**  
0466 518 082



**Maria Sampey**  
0438 800 027

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Our organisation



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

Directorate overviews

City Planning, Design and Amenity

The City Planning, Design and Amenity directorate is focused on the development of our built and natural environments and ensuring that Council's activities match the community's future needs for facilities, housing, and sustainability. It oversees the functions of Building Services, Planning and Design, and Regulatory Services.

Community services

Community Services provides direct services to the community across a wide range of programs such as sport and recreation, libraries, youth and families, children's services, festivals and events, support for older people and community advocacy. This directorate manages Community Care, Community Arts, Culture and Libraries, Community Wellbeing and Community Development, Sport and Recreation.

Corporate Services

The Corporate Services directorate is responsible for a broad range of organisational functions including financial planning, marketing and communications, governance, information and telecommunications, organisational development and corporate planning. The departments which make up this directorate include Financial Services, Information Technology, Governance, Customer Service and Civic Facilities, Media and Communications; and People and Procurement.

Engineering Services

Engineering Services is primarily focused on roads and footpaths, transport, parks and gardens, waste services, recreational and sporting facilities and Council's capital works program. It includes the departments of City Improvement Services, Infrastructure Services and Planning, and Transport and Civil Development.

Greater Dandenong Business

Greater Dandenong Business is responsible for Council's major activity centres, economic development, investment attraction and future growth. Attracting investment and showcasing business are key roles in establishing Greater Dandenong as a regional capital. The departments which make up Greater Dandenong Business include Economic Development, Activity Centres Revitalisation, and South East Business Networks (SEBN).



## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Our community People

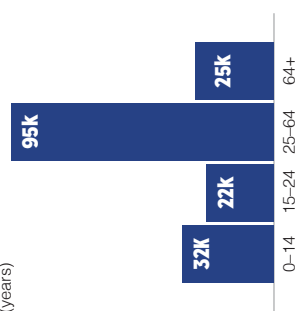


### Population



Greater Dandenong's population is forecast to increase to 205,000 by 2028, largely as a result of residential developments in Keysborough, central Dandenong and dispersed construction across the city.

### Age (years)



10

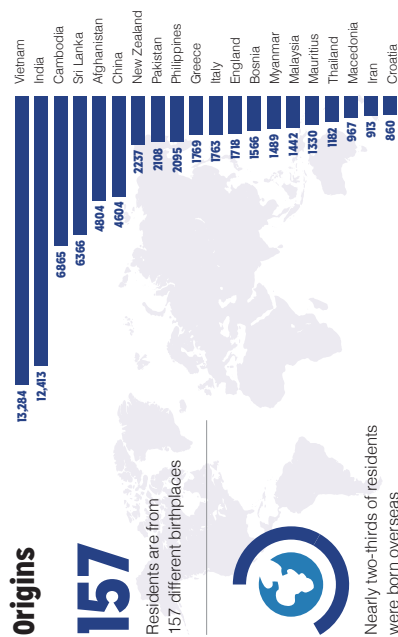
CITY OF GREATER DANDENONG

### Births



### origins

**157**  
Residents are from 157 different birthplaces



Nearly two-thirds of residents were born overseas

Greater Dandenong is the most culturally diverse municipality in Australia.

### Diversity of faith



There are over 100 places of worship across the city.

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



### Settlement



**3,884**

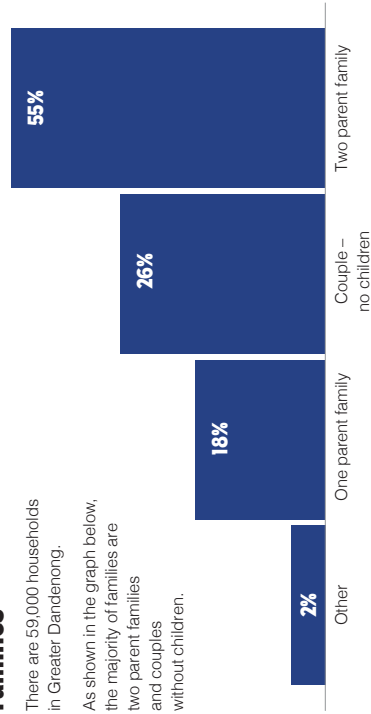
The number of recently arrived migrants settled in 2018 in Greater Dandenong, the fourth highest number of settlers in Victoria.

Approximately one in five are refugees, largely from Afghanistan, Burma, Iran, Pakistan and Thailand. These and other demographics are taken into consideration to inform Council's planning processes for services.

### Families

There are 59,000 households in Greater Dandenong.

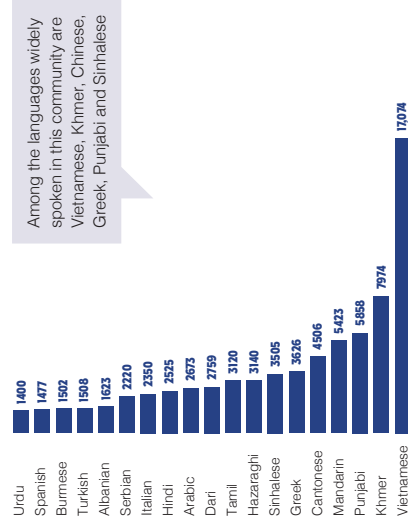
As shown in the graph below, the majority of families are two parent families and couples without children.



### Languages

Reflecting its cultural diversity Greater Dandenong also has a wide diversity of spoken languages, with two-thirds of residents speaking languages other than English in their homes.

Eighteen per cent of residents have limited fluency in the use of spoken English. This is three times the metropolitan level of six per cent. Such limited English fluency is widespread among the Vietnamese, Khmer and Cantonese speaking residents.





## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Our community Place



### Parks and Reserves

Open spaces offer a huge range of things to see and do, for all of the community, including bushwalking, bike riding, recreational areas, picnic areas, local flora and fauna and more.



**35**

Sports reserves



**61km**

Bike and shared paths



**1,084km**

Footpaths



**127**

Playgrounds



**197**

Parks totalling  
523 hectares



**33**

Bushland areas

### Housing

Breakdown of  
housing by type  
(2016)



**70%**

Detached  
houses



**2%**

Flats



**8%**

Semi-  
detached  
housing

**54%**

Of residents own or are  
purchasing their homes

**32%**

Of residents rent their  
accommodation, similar  
to the metropolitan level

**\$614,000**

The median house price  
for Greater Dandenong  
as at June 2017



Rises in the cost of housing over recent years have  
exceeded the rates in income growth, placing  
additional pressure on the local rental markets.

The cost of purchasing a home in this city has trebled  
in the past two decades, placing financial strain on  
many families.

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Our community Opportunity



### Employment Within Greater Dandenong

**98,000**

The approximate number of people employed in the City of Greater Dandenong.

**22,694** Manufacturing

The City of Greater Dandenong is renowned as the manufacturing hub of Victoria with the industry accounting for 30 per cent of all jobs.

The following sectors provide a significant proportion of jobs:

**9200** Health care and Social Assistance

**8700** Retail trade

**7900** Wholesale trade

**6900** Transport, Postal and Warehousing

### Education



Young people in Greater Dandenong experience relatively high rates of early school leaving and unemployment. However recent years have witnessed a rise in the number of young people completing their secondary education.

While the level of participation by young people in university is slightly lower than the metropolitan average, attendance at TAFE is substantially higher than the Victorian level.

**33%** Of residents aged 25-44 years hold a degree qualification

**38%** Have no post school qualifications

### Employment and Income Rates of Greater Dandenong Residents

**60,000**

Residents were in paid work in 2016, a third of them employed within the city, while the others journeyed outside the city to work.



In 2016 the median weekly income in Greater Dandenong was the lowest across the state and less than two thirds of the metropolitan average.

Comprehensive demographic information about the City of Greater Dandenong is available on Council's website:

[www.greaterdandenong.com](http://www.greaterdandenong.com)
















## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# How was this plan developed?

The City of Greater Dandenong undertook an extensive consultation program for the Council Plan 2017-21 from July 2016 until June 2017. The program included a number of activities with the community, key stakeholders, Councillors and staff which have influenced the final priorities set for the next four years.

Our community was invited to get involved and provide their ideas on what Council should prioritise over the next four years through an online forum, workshops, phone and email feedback mechanisms, and the Dandenong Show. Key business stakeholders were also provided the opportunity to contribute through an online survey and face to face workshop. The feedback received was incredibly valuable in developing our new plan and aligns with our existing Community Plan – Imagine 2030.

### The key priorities which were highlighted through the consultation activities included:

	Streetscapes and public places		Safety
	Trees and our natural environment		Parks and reserves
	Roads, traffic and transport		Community hubs
	Arts and cultural heritage		Youth unemployment and education
	Attracting business		Urban planning
	Sustainability		Marketing and promotion of businesses
	Physical activity		Jobs and innovation
	Community participation		

These priority areas have been used to develop four year outcomes for Council and identify the relevant actions to be undertaken to achieve these. Each year Council will also produce an Annual Plan which will outline the specific activities to be undertaken over the current financial year.


## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)


# Our key strategic objectives

The key strategic objectives support Council's vision and the areas of focus for our service delivery:

 <b>People</b>	 <b>Place</b>	 <b>Opportunity</b>
<b>A vibrant, connected and safe community</b> <ul style="list-style-type: none"> <li>• Community safety</li> <li>• Learning and literacy</li> <li>• Community participation</li> <li>• Health and wellbeing</li> </ul>	<b>A healthy, liveable and sustainable city</b> <ul style="list-style-type: none"> <li>• Parks, reserve and sportsgrounds</li> <li>• Environmental sustainability</li> <li>• Roads, traffic and parking</li> <li>• Trees and our natural environment</li> <li>• Streetscapes and public places</li> </ul>	<b>A diverse and growing economy</b> <ul style="list-style-type: none"> <li>• Jobs and business</li> <li>• Tourism and visitation</li> <li>• Activity centre revitalisation</li> <li>• Investment</li> </ul>
<b>A creative city that respects and embraces its diversity</b> <ul style="list-style-type: none"> <li>• Cultural diversity</li> <li>• Community arts</li> <li>• Cultural heritage</li> <li>• Positive ageing</li> <li>• Access and equity</li> </ul>	<b>A city planned for the future</b> <ul style="list-style-type: none"> <li>• Urban design</li> <li>• Asset management</li> <li>• Residential, commercial and industrial development</li> <li>• Place making</li> <li>• Transport advocacy</li> </ul>	<b>An open and effective Council</b> <ul style="list-style-type: none"> <li>• Advocacy and community engagement</li> <li>• Transparency and accountable decision making</li> <li>• Digital innovation and leadership</li> </ul>

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)





STRATEGIC OBJECTIVE 1 PEOPLE

# A vibrant, connected and safe community

**What we hope to achieve**      **How we will measure our progress**

A safe community	<ul style="list-style-type: none"> <li>Community Satisfaction Survey – "How safe do you feel walking alone at night?"</li> </ul>
A city with high community participation	<ul style="list-style-type: none"> <li>% of participation at Council events</li> <li>% of municipality who are active library members (2018 – 19.22%)</li> <li>Number of visits to the Library</li> <li>% of volunteers who are residents (2018 – 80%)</li> </ul>
A well informed and connected community with improved health and wellbeing	<ul style="list-style-type: none"> <li>VIC Health General Wellbeing indicator</li> <li>Number of hours of direct service delivered to residents aged over 65 years and residents with a disability under 65 years (as funded through relevant government programs)</li> </ul>
Enhanced partnerships with agencies and stakeholder groups to deliver quality services	<ul style="list-style-type: none"> <li>Stakeholder and Agency Partnership Satisfaction Survey</li> </ul>

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



PEOPLE A VIBRANT, CONNECTED AND SAFE COMMUNITY

### What we will do over the next four years to achieve our objectives

- Promote gender equity, and support the right of women to engage and participate equally in all aspects of community life
- Support those experiencing family violence and work with agencies and Victoria Police to address the causes
- Provide information on road laws and ensure road safety messages are culturally sensitive and available in languages other than English
- Work in partnership with relevant agencies to raise awareness of the harmful effects of alcohol and other drugs
- Develop safe and well-designed public spaces which encourage public access
- Increase cyber safety awareness in the community
- Advocate for increased police resources for our city to assist with reducing crime
- Increase community participation in physical activity through our leisure, recreation and sports services
- Provide quality and affordable community facilities to enable effective programs and activities for all
- Advocate for increased employment opportunities, particularly for vulnerable community groups
- Deliver a welcoming library service and increase engagement opportunities to enhance learning, reading and literacy at all life stages
- Provide community funding programs to increase capacity of strategic partners and community groups
- Support agencies, schools, neighbourhood houses and community groups to work collaboratively to build resilience and social connectedness
- Support and promote volunteering through the Council volunteer program, Greater Dandenong Volunteer Resource Service and community groups
- Enhance the health and wellbeing of our community through key initiatives of the Community Wellbeing Plan
- Continue to be a leading partner of the Alliance for Gambling Reform
- Implement and promote the Greater Dandenong Charitable Fund
- Improve public lighting at identified key areas to encourage greater use after dark and improve perceptions of safety

#### Supporting strategic documents being implemented over the period of this Council Plan:

- Community Wellbeing Plan 2017-21
- Positive Ageing Strategy 2017-24
- Library Strategy
- Disability Action Plan 2016-23
- Cycling Strategy 2017-21
- Sports Facilities Plan
- Children's Plan 2015-19
- Walking Strategy 2015-23
- Youth Strategy 2016-19
- Activate – Recreation Strategy 2014-19
- Community Safety Plan 2015-22
- Neighbourhood Houses Strategic Directions 2016

These documents are publicly accessible on our website [www.greaterdandenong.com](http://www.greaterdandenong.com)



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)





**STRATEGIC OBJECTIVE 2** PEOPLE

## A creative city that respects and embraces its diversity

What we hope to achieve	How we will measure our progress
A harmonious community that celebrates diversity	<ul style="list-style-type: none"><li>• Number of annual artist opportunities that celebrate diversity and build community cohesion</li><li>• Number of cultural celebrations facilitated by Council</li></ul>
Increased participation in creative and cultural activities	<ul style="list-style-type: none"><li>• Increase in participation for creative and cultural programs and initiatives (2018 – 1,873)</li><li>• Number of arts and heritage exhibitions delivered through cultural facilities</li></ul>
A city well known for working together with its community	<ul style="list-style-type: none"><li>• Number of community advisory groups</li></ul>

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



PEOPLE A CREATIVE CITY THAT RESPECTS AND EMBRACES ITS DIVERSITY

### What we will do over the next four years to achieve our objectives

- Celebrate diversity through a range of activities
- Advocate against all forms of discrimination
- Provide programs and events for people to participate in community activities and civic life
- Provide community members of all abilities and backgrounds with access to community and council information, services and events
- Value and recognise the local Indigenous community through reconciliation initiatives and responsive Council services
- Advocate for and assist Asylum Seekers and Refugees living in the community
- Provide community arts participation for artists, residents and businesses through performances, exhibitions and programs
- Support the role of public art, new installations and maintenance of existing public art assets
- Record, protect and promote local heritage including support of the historical societies and Cultural Heritage Advisory Committee
- Provide opportunities for children and young people to participate in civic and community activities

#### Supporting strategic documents being implemented over the period of this Council Plan:

- Disability Action Plan 2016-23
- Arts and Cultural Heritage Strategy 2016
- Drum Theatre Strategic and Business Plan 2015-19
- Positive Ageing Strategy 2017-24
- People seeking Asylum and Refugees Plan 2018-21
- Refugee and Asylum Seeker Statement
- Community Development Framework

These documents are publicly accessible on our website [www.greaterdandenong.com](http://www.greaterdandenong.com)



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



**STRATEGIC OBJECTIVE 3** PLACE

## A healthy, liveable and sustainable city

**What we hope to achieve** **How we will measure our progress**

A city that delivers a clean and healthy environment for people to enjoy	<ul style="list-style-type: none"><li>• % of kerbside collection waste diverted from landfill (2018 – 46.17%)</li><li>• Number of Indigenous seedlings planted</li><li>• Number of street trees planted</li></ul>
A city that prepares for climate change	<ul style="list-style-type: none"><li>• Completion of Climate Change Strategy</li><li>• Delivery of annual report on the Sustainability Strategy</li></ul>
A network of quality parks, reserves and sportsgrounds	<ul style="list-style-type: none"><li>• Number of upgrades completed</li></ul>
Infrastructure that supports people and business	<ul style="list-style-type: none"><li>• Completion of Capital Works Program</li><li>• Increase in shared path network</li></ul>
A range of quality streetscapes and public places that build pride	<ul style="list-style-type: none"><li>• Kilometres of streetscapes renewed to a high urban design standard</li><li>• Increase of canopy cover within areas of low coverage</li></ul>

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



PLACE A HEALTHY, LIVEABLE AND SUSTAINABLE CITY

What we will do over the next four years  
to achieve our objectives

- Improve diversion from landfill rates
- Increase the length and coverage of the shared path network
- Upgrade Council parks and reserves through the implementation of the Capital Improvement Program
- Provide proactive waste 'pick up' throughout the municipality combined with a public education campaign
- Advocate to the State Government to better manage landfill costs
- Ensure new street plantings are compatible with increasing average temperatures, whilst increasing canopy cover throughout the municipality
- Protect and enhance the ecological value of land within the municipality
- Work regionally with the South East Councils Climate Change Alliance (SECCCA)
- Engage with the community to increase their awareness of the environment and sustainability
- Continue to advocate for the earliest possible closure of the Lyndhurst Landfill Site
- Implement graffiti management and hard rubbish dumping initiatives
- Amend the Greater Dandenong Planning Scheme (GDPS) by introducing a permanent Vegetation Protection Overlay (VPO) across the green wedge to afford permanent protection to its vegetation
- Develop and complete a Climate Change Strategy

Supporting strategic  
documents being  
implemented over the  
period of this Council Plan:


- Sustainability Strategy 2016-30
- Bicycle and Shared Networks Plan
- Urban Tree Strategy 2018-23
- Park Masterplans
- Open Space Strategy
- Green Wedge Management Plan
- Waste and Litter Strategy
- Road Safety Strategy 2016-22
- Cycling Strategy 2017-21
- Walking Strategy 2015-23
- Community Hub Framework


These documents are publicly accessible on our website [www.greaterdandenong.com](http://www.greaterdandenong.com)





2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)





STRATEGIC OBJECTIVE 4 PLACE

# A city planned for the future

**What we hope to achieve** **How we will measure our progress**

An adequate supply of residential, commercial and industrial development	<ul style="list-style-type: none"> <li>Continued growth in development permits and activity across the municipality</li> </ul>
Revitalised activity centres	<ul style="list-style-type: none"> <li>Completion of reviews of Activity Centre Structure Plans for Springvale and Noble Park</li> <li>Completion of Springvale Community Precinct Project</li> </ul>
Assets planned to meet future community needs	<ul style="list-style-type: none"> <li>Number of 10 year capital and renewal plans for major asset classes implemented</li> </ul>
Quality public open space provided across the city	<ul style="list-style-type: none"> <li>4.5ha of open space per 1000 head of population (2018 – 4.02ha)</li> <li>Hectares of public open space acquired, renewed or developed</li> </ul>
Increased sustainability of residential, commercial, industrial and Council developments	<ul style="list-style-type: none"> <li>Sustainable Buildings Policy completed and implemented</li> <li>Greater Dandenong Planning Scheme amended to include sustainability performance requirements for new developments</li> <li>Number of environmentally sustainable design planning policy actions completed</li> </ul>

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



PLACE A CITY PLANNED FOR THE FUTURE

### What we will do over the next four years to achieve our objectives

- Appropriately zone sufficient land for ongoing industrial growth and development in the city
- Undertake a review of the number of dwellings constructed in each residential zone to ensure the aims of the Municipal Housing Strategy are being met
- Complete the survey of stakeholders (including State Government agencies) of industrial land demand and supply to analyse land supply projections for the period ending with the 2028-29 financial year
- Ensure that both private and new developments are site responsive, innovative, and achieve high quality urban design and environmentally sustainable outcomes
- Implement best practice planning systems which consistently achieve Local Government Performance Reporting Framework targets
- Review and update activity centre structure plans for Noble Park and Springvale
- Investigate the development of a municipal wide developer contributions plan for application to new development across the city
- Amend the Greater Dandenong Planning Scheme to include and update policy provisions for Noble Park and Springvale Activity Centres
- Deliver a collaborative approach to creating, enhancing and managing great people focused places that respond to and respect the unique qualities of the activity centres
- Advocate for improved transport options
- Increase supply of open space in areas currently deficient and achieve a policy benchmark of 4.5ha per 1000 head of population for each of the areas outlined in the Greater Dandenong Open Space Strategy

#### Supporting strategic documents being implemented over the period of this Council Plan:

- Municipal Strategic Statement
- Greater Dandenong Planning Scheme
- Housing Strategy
- Open Space Strategy
- Road Management Plan
- Integrated Transport Strategy
- Park Masterplans
- Waste and Litter Strategy
- Municipal Emergency Management Plan
- Green Wedge Management Plan
- Sustainable Stormwater Strategy
- Asset Management Strategy 2015-22

These documents are publicly accessible on our website [www.greaterdandenong.com](http://www.greaterdandenong.com)



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



STRATEGIC OBJECTIVE 5 OPPORTUNITY

## A diverse and growing economy

**What we hope to achieve** **How we will measure our progress**

<p><b>A city that supports the economic contribution, strength and diversity of its industries</b></p>	<ul style="list-style-type: none"> <li>• Number of training and development, networking, and mentoring activities (2018 – 80)</li> </ul>
<p><b>A tourist destination attracting new visitors</b></p>	<ul style="list-style-type: none"> <li>• Number of food and cultural tours conducted (2018 – 12)</li> <li>• Number of advertising opportunities to promote the city to visitors</li> </ul>
<p><b>A resilient employment hub</b></p>	<ul style="list-style-type: none"> <li>• Number of business support services and investment attraction activities that facilitate job sustainability and growth (2018 – 20)</li> </ul>
<p><b>A great place for business</b></p>	<ul style="list-style-type: none"> <li>• 4-10 year city improvement program developed to implement sustainable improvements in each activity centre</li> <li>• Kilometres of commercial centre streetscape refurbished</li> </ul>
<p><b>A city where business and community work together</b></p>	<ul style="list-style-type: none"> <li>• Number of activities supporting social enterprises</li> <li>• Progress on the Community Revitalisation and One Per Cent projects</li> </ul>
<p><b>A city that is connected to the global economy</b></p>	<ul style="list-style-type: none"> <li>• Number of businesses participating in export industry workshops and overseas delegations</li> </ul>

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



**OPPORTUNITY** A DIVERSE AND GROWING ECONOMY

### What we will do over the next four years to achieve our objectives

- Work collectively with and across government, industry, service providers and educational organisations to facilitate long term solutions to both the supply and demand of employment
- Market business and investment success stories
- Provide information on investment options and facilitate streamlined processes for planning and investment
- Explore, facilitate and promote opportunities for more effective and sustainable engagement and collaboration between the commercial and community sectors operating within the city
- Support the economic sustainability of activity centres by attracting appropriate government, business and community investment
- Support businesses through education, awareness, collaboration, networking and trade opportunities
- Undertake effective marketing, events and tourism activities to promote Greater Dandenong
- Support, promote and upgrade the infrastructure of major activity centres and local shopping strips
- Work in partnership to support Greater Dandenong businesses, education and training providers to be more sustainable
- Support, promote and facilitate local social enterprises
- Continue to promote opportunities for businesses to compete and participate in the global economy

#### Supporting strategic documents being implemented over the period of this Council Plan:

- Achieving Greater Dandenong's Potential – A Local Economic and Employment Development Strategy for our city
- Springvale Activity Centre Structure Plan
- Noble Park Activity Centre Structure Plan
- Tourism Strategy 2014-18
- Regional Food Strategy 2015-18

These documents are publicly accessible on our website [www.greaterdandenong.com](http://www.greaterdandenong.com)



**2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)**




**STRATEGIC OBJECTIVE 6** **OPPORTUNITY**

## An open and effective Council

**What we hope to achieve**      **How we will measure our progress**

<b>A Council connected with the community, providing an effective voice on their behalf</b>	<ul style="list-style-type: none"> <li>Community satisfaction survey – satisfaction with lobbying on behalf of the community (advocacy)</li> <li>Community satisfaction survey – satisfaction with community consultation and engagement</li> </ul>
<b>Decision making which is transparent and accountable</b>	<ul style="list-style-type: none"> <li>% of decisions made in Council meetings closed to the public</li> <li>Increase in the amount of residents either attending Council meetings or viewing the meetings online</li> <li>Increase in number of opportunities for residents to participate in community engagement activities</li> </ul>
<b>An innovative and technologically connected Council</b>	<ul style="list-style-type: none"> <li>Increase in the number of registered users accessing the Council digital portal (2018 – 1,582)</li> <li>Increase in the number of residents engaging with Council on social media (2018 – 13.6% increase)</li> <li>\$ amount of Council transactions completed online (2018 – \$12,436,992)</li> </ul>
<b>A well-managed and high performing Council</b>	<ul style="list-style-type: none"> <li>Adoption of a revised Long Term Financial Strategy (LTFS) annually which addresses Council's financial sustainability over a rolling ten year period</li> <li>Capital works funded from operational surpluses in Annual Budgets meet or exceed targets established in LTFS</li> <li>Underlying financial result remains in surplus (as per the Local Government Performance Reporting Framework measurement)</li> </ul>



## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



OPPORTUNITY AN OPEN AND EFFECTIVE COUNCIL

### What we will do over the next four years to achieve our objectives

- Ensure compliance with the Local Government Act and Councillor/Staff Codes of Conduct
- Continue to implement mechanisms that enhance community access and understanding of Council decision making and the role of Council
- Maintain Council as an employer of choice and provide a safe work environment
- Maintain and annually review Council's Long Term Financial Strategy to ensure financial sustainability
- Undertake proactive communication on key issues to foster community understanding
- Continue to be a strong advocate on issues of community importance which are beyond Council authority
- Ensure best practice risk management through the implementation of the Risk Management Strategy
- Provide high quality, timely customer service
- Implement the Digital Strategy
- Continually review service delivery methods and quality incorporating feedback from the community
- Seek to establish and maintain strategic partnerships and alliances which enhance Council performance

#### Supporting strategic documents being implemented over the period of this Council Plan:

- Long Term Financial Strategy 2017-21
- Rating Strategy
- Annual Budget
- Information Technology Strategy 2014-18
- Organisational Development Strategy
- Digital Strategy 2016-20
- Risk Management Strategy 2014-18
- Language and Communications Framework and Action Plan
- Community Engagement Framework and Policy

These documents are publicly accessible on our website [www.greaterdandenong.com](http://www.greaterdandenong.com)





## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Strategic Resource Plan

The Strategic Resource Plan 2019-24 details the financial and non-financial resources required to achieve the Council Plan strategic objectives and deliver on the actions and services listed in this plan.

## Introduction

The City of Greater Dandenong annually reviews its Long Term Financial Strategy which is summarised in this Strategic Resource Plan.

The resources available to Council can be grouped into two major sections:

- Financial resources
- Non-financial resources

## Financial Resources

The financial outcomes and forecast long-term financial statements provided in the Strategic Resource Plan are in accordance with Council's Long Term Financial Strategy, which is reviewed on an annual basis.

This Strategic Resource Plan (SRP) is updated annually with the development of the annual budget and meets the legislative requirements as specified in the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

The key financial objectives of the Strategic Resource Plan are:

- The achievement of a prudent balance between meeting the service needs of our community (both now and in the future) and remaining financially sustainable for future generations.
- An increased ability to fund both capital works in general and meet the asset renewal requirements as outlined in asset management planning.
- Endeavouring to maintain a sustainable Council in an environment where Council's costs in delivering services are increasing at a higher rate than its revenue capacity due to capping of Council rates and low increases in government grant funding.

In preparing the SRP, Council has also been mindful of the need to comply with the following *Principles of Sound Financial Management* as contained in the Act:

- Prudently manage the financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden.
- Consider the financial effects of Council decisions on future generations.
- Provide full and accurate and timely disclosure of financial information.

The Strategic Resource Plan has been prepared on the basis of a number of assumptions and challenges including:

## Financial resource planning assumptions

Rate income has been capped to the Consumer Price Index (CPI) at 2.50% for 2019-20 under the Fair Go Rates System. The forward four years of the Strategic Resource Plan use indicative rate increases only and will be subject to the rate cap set by the Minister for Local Government.

Revenue from government grants falls to increase at the cost of providing services.

Council's costs in providing services have been escalated in line with known estimates for key components such as labour costs.

## Challenges

The State Government's Fair Go Rates System prevents Councils from raising rates above inflation levels from 1 July 2016. Council remains in a healthy financial position, although this will continue to be tested by the compounding effect of rate capping and vagaries of external influences. The challenge will require Council to fundamentally review the sustainability of its operations as the outcomes will have implications in future years.

Council has unique opportunities to address the revitalisation of Dandenong, Springvale and Keysborough with key infrastructure projects. The Strategic Resource Plan needs to recognise and resource these opportunities at the same time as directing greater resources to asset renewal.

Diminishing real contributions from State and Federal Governments in terms of operational funding continues to place greater pressure on Council to finance this difference from rate revenue.

Council has an extremely diverse community with equally diverse service requirements. Council needs to maintain a high focus on meeting the needs of its community in its service provision.

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

### Comprehensive Income Statement

For the five years ending 30 June 2024

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Income</b>						
Rates and charges	140,786	145,942	150,713	155,627	160,528	166,866
Statutory fees and fines	9,022	9,333	9,185	9,249	9,431	9,606
User fees	8,229	8,435	9,247	9,418	9,669	9,847
Grants - operating	24,912	29,453	28,988	29,260	28,854	29,051
Grants - capital	4,319	2,794	1,308	1,141	1,057	-
Contributions - monetary	3,530	2,829	2,001	2,001	2,001	2,001
Contributions - non-monetary	15,000	15,000	15,000	15,000	15,000	15,000
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	621	317	340	330	330	320
Other income	10,325	10,623	8,432	8,666	8,927	9,138
<b>Total income</b>	<b>216,744</b>	<b>224,726</b>	<b>225,214</b>	<b>230,692</b>	<b>235,797</b>	<b>241,829</b>
<b>Expenses</b>						
Employee costs	79,067	80,417	82,564	84,362	85,842	88,396
Materials and services	64,406	67,851	65,572	67,553	69,461	72,145
Bad and doubtful debts	1,239	1,299	1,364	1,432	1,504	1,579
Depreciation	29,159	29,816	30,486	31,172	31,874	32,591
Borrowing costs	3,171	3,414	3,652	3,473	3,277	3,076
Other expenses	8,088	5,009	5,961	5,166	5,271	5,380
<b>Total expenses</b>	<b>185,130</b>	<b>187,806</b>	<b>189,599</b>	<b>193,158</b>	<b>197,229</b>	<b>203,167</b>
<b>Surplus for the year</b>	<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>
<b>Other comprehensive income</b>						
<i>Items that will not be reclassified to surplus or deficit in future periods:</i>						
Other	-	-	-	-	-	-
<b>Total comprehensive result</b>	<b>31,614</b>	<b>36,920</b>	<b>35,615</b>	<b>37,534</b>	<b>38,568</b>	<b>38,662</b>

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

### Balance Sheet

For the five years ending 30 June 2024

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Assets</b>						
<b>Current assets</b>						
Cash and cash equivalents	129,894	119,349	122,256	133,394	146,113	160,121
Trade and other receivables	19,350	20,092	20,798	21,533	22,290	23,144
Other assets	2,274	2,320	2,366	2,413	2,462	2,511
<b>Total current assets</b>	<b>151,518</b>	<b>141,761</b>	<b>145,420</b>	<b>157,340</b>	<b>170,865</b>	<b>185,776</b>
<b>Non-current assets</b>						
Trade and other receivables	325	325	325	325	325	325
Property, infrastructure, plant and equipment	2,226,316	2,280,489	2,306,939	2,332,529	2,357,411	2,380,849
Investment property	11,330	11,330	11,330	11,330	11,330	11,330
Other financial assets	230	230	230	230	230	230
<b>Total non-current assets</b>	<b>2,238,201</b>	<b>2,292,374</b>	<b>2,318,824</b>	<b>2,344,414</b>	<b>2,369,296</b>	<b>2,392,734</b>
<b>Total assets</b>	<b>2,389,719</b>	<b>2,434,135</b>	<b>2,464,244</b>	<b>2,501,754</b>	<b>2,540,161</b>	<b>2,578,510</b>
<b>Liabilities</b>						
<b>Current liabilities</b>						
Trade and other payables	20,936	24,822	19,513	19,840	20,185	20,539
Trust funds and deposits	42,013	44,013	46,013	48,013	50,013	52,013
Provisions	16,897	17,016	17,723	18,466	19,238	20,027
Interest-bearing loans and borrowings	8,496	2,894	3,081	3,270	3,467	3,688
<b>Total current liabilities</b>	<b>88,342</b>	<b>88,745</b>	<b>86,330</b>	<b>89,589</b>	<b>92,903</b>	<b>96,267</b>
<b>Non-current liabilities</b>						
Trust funds and deposits	1,287	1,287	1,287	1,287	1,287	1,287
Provisions	859	846	836	824	815	826
Interest-bearing loans and borrowings	50,029	57,135	54,054	50,783	47,317	43,629
<b>Total non-current liabilities</b>	<b>52,175</b>	<b>59,268</b>	<b>56,177</b>	<b>52,894</b>	<b>49,419</b>	<b>45,742</b>
<b>Total liabilities</b>	<b>140,517</b>	<b>148,013</b>	<b>142,507</b>	<b>142,483</b>	<b>142,322</b>	<b>142,009</b>
<b>Net assets</b>	<b>2,249,202</b>	<b>2,286,122</b>	<b>2,321,737</b>	<b>2,359,271</b>	<b>2,397,839</b>	<b>2,436,501</b>
<b>Equity</b>						
Accumulated surplus	888,431	941,100	970,444	999,115	1,027,267	1,054,172
Asset revaluation reserve	1,290,865	1,290,865	1,290,865	1,290,865	1,290,865	1,290,865
Reserves	69,906	54,157	60,428	69,291	79,707	91,464
<b>Total equity</b>	<b>2,249,202</b>	<b>2,286,122</b>	<b>2,321,737</b>	<b>2,359,271</b>	<b>2,397,839</b>	<b>2,436,501</b>

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Statement of Changes in Equity**  
For the five years ending 30 June 2024

	<b>Total \$'000</b>	<b>Accumulated surplus \$'000</b>	<b>Revaluation reserve \$'000</b>	<b>Other reserves \$'000</b>
<b>2019</b>				
Balance at beginning of the financial year	2,217,588	856,958	1,290,865	69,765
Surplus/(deficit) for the year	31,614	31,614	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(16,129)	-	16,129
Transfers from other reserves	-	15,988	-	(15,988)
<b>Balance at end of the financial year</b>	<b>2,249,202</b>	<b>888,431</b>	<b>1,290,865</b>	<b>69,906</b>
<b>2020</b>				
Balance at beginning of the financial year	2,249,202	888,431	1,290,865	69,906
Surplus/(deficit) for the year	36,920	36,920	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,300)	-	6,300
Transfers from other reserves	-	22,049	-	(22,049)
<b>Balance at end of the financial year</b>	<b>2,286,122</b>	<b>941,100</b>	<b>1,290,865</b>	<b>54,157</b>
<b>2021</b>				
Balance at the beginning of the financial year	2,286,122	941,100	1,290,865	54,157
Surplus/(deficit) for the year	35,615	35,615	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(8,889)	-	8,889
Transfers from other reserves	-	2,618	-	(2,618)
<b>Balance at end of the financial year</b>	<b>2,321,737</b>	<b>970,444</b>	<b>1,290,865</b>	<b>60,428</b>
<b>2022</b>				
Balance at the beginning of the financial year	2,321,737	970,444	1,290,865	60,428
Surplus/(deficit) for the year	37,534	37,534	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(11,535)	-	11,535
Transfers from other reserves	-	2,672	-	(2,672)
<b>Balance at end of the financial year</b>	<b>2,359,271</b>	<b>999,115</b>	<b>1,290,865</b>	<b>69,291</b>
<b>2023</b>				
Balance at the beginning of the financial year	2,359,271	999,115	1,290,865	69,291
Surplus/(deficit) for the year	38,568	38,568	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(13,130)	-	13,130
Transfers from other reserves	-	2,714	-	(2,714)
<b>Balance at end of the financial year</b>	<b>2,397,839</b>	<b>1,027,267</b>	<b>1,290,865</b>	<b>79,707</b>
<b>2024</b>				
Balance at the beginning of the financial year	2,397,839	1,027,267	1,290,865	79,707
Surplus/(deficit) for the year	38,662	38,662	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(14,510)	-	14,510
Transfers from other reserves	-	2,753	-	(2,753)
<b>Balance at end of the financial year</b>	<b>2,436,501</b>	<b>1,054,172</b>	<b>1,290,865</b>	<b>91,464</b>

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Statement of Cash Flows**  
For the five years ending 30 June 2024

	Forecast Actual 2018-19 \$'000 Inflows (outflows)	Budget 2019-20 \$'000 Inflows (outflows)	Strategic Resource Plan Projections			
			2020-21 \$'000 Inflows (outflows)	2021-22 \$'000 Inflows (outflows)	2022-23 \$'000 Inflows (outflows)	2023-24 \$'000 Inflows (outflows)
<b>Cash flows from operating activities</b>						
Rates and charges	140,760	145,643	150,469	155,376	160,277	166,542
Statutory fees and fines	7,783	7,731	7,501	7,478	7,568	7,647
User fees	9,052	9,129	10,021	10,205	10,479	10,671
Grants - operating	26,808	31,195	30,671	30,958	30,499	30,703
Grants - capital	4,319	2,794	1,308	1,141	1,057	-
Contributions - monetary	3,530	2,829	2,001	2,001	2,001	2,001
Interest received	2,900	2,001	2,044	2,092	2,138	2,187
Trust funds and deposits taken	34,000	34,500	35,000	35,500	36,000	36,500
Other receipts	8,255	9,541	7,084	7,289	7,524	7,703
Net GST refund	11,699	10,705	8,067	8,118	8,326	8,492
Employee costs	(79,031)	(79,714)	(81,829)	(83,594)	(85,039)	(87,557)
Materials and services	(77,276)	(78,307)	(81,731)	(78,257)	(80,340)	(83,211)
Trust funds and deposits repaid	(32,000)	(32,500)	(33,000)	(33,500)	(34,000)	(34,500)
Other payments	(8,897)	(5,510)	(6,557)	(5,683)	(5,798)	(5,918)
<b>Net cash provided by operating activities</b>	<b>51,900</b>	<b>60,037</b>	<b>51,049</b>	<b>59,124</b>	<b>60,692</b>	<b>61,260</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment	(79,979)	(69,289)	(42,236)	(42,062)	(42,056)	(41,329)
Proceeds from sale of property, infrastructure, plant and equipment	867	617	640	630	630	620
<b>Net cash used in investing activities</b>	<b>(79,112)</b>	<b>(68,672)</b>	<b>(41,596)</b>	<b>(41,432)</b>	<b>(41,426)</b>	<b>(40,709)</b>
<b>Cash flows from financing activities</b>						
Finance costs	(3,171)	(3,414)	(3,652)	(3,473)	(3,277)	(3,076)
Proceeds from borrowings	10,000	10,000	-	-	-	-
Repayment of borrowings	(3,301)	(8,496)	(2,894)	(3,081)	(3,270)	(3,467)
<b>Net cash provided by (used in) financing activities</b>	<b>3,528</b>	<b>(1,910)</b>	<b>(6,546)</b>	<b>(6,554)</b>	<b>(6,547)</b>	<b>(6,543)</b>
Net increase (decrease) in cash and cash equivalents	(23,684)	(10,545)	2,907	11,138	12,719	14,008
Cash and cash equivalents at beginning of financial year	153,578	129,894	119,349	122,256	133,394	146,113
<b>Cash and cash equivalents at end of financial year</b>	<b>129,894</b>	<b>119,349</b>	<b>122,256</b>	<b>133,394</b>	<b>146,113</b>	<b>160,121</b>

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

### Statement of Capital Works

For the five years ending 30 June 2024

	Forecast Actual 2018-19 \$'000	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
			2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Property</b>						
Land	4,248	-	-	-	-	-
<b>Total land</b>	<b>4,248</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Buildings	30,529	33,850	11,745	12,503	13,858	13,352
Leasehold improvements	147	100	-	-	-	-
<b>Total buildings</b>	<b>30,676</b>	<b>33,950</b>	<b>11,745</b>	<b>12,503</b>	<b>13,858</b>	<b>13,352</b>
Investment property	2,337	-	-	-	-	-
<b>Total investment property</b>	<b>2,337</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total property</b>	<b>37,261</b>	<b>33,950</b>	<b>11,745</b>	<b>12,503</b>	<b>13,858</b>	<b>13,352</b>
<b>Plant and equipment</b>						
Plant, machinery and equipment	3,078	2,274	3,111	3,120	3,134	3,123
Fixtures, fittings and furniture	202	100	234	237	253	242
Computers and telecommunications	130	1,847	149	152	168	156
Library books	976	974	995	1,002	1,009	1,041
<b>Total plant and equipment</b>	<b>4,386</b>	<b>5,195</b>	<b>4,489</b>	<b>4,511</b>	<b>4,564</b>	<b>4,562</b>
<b>Infrastructure</b>						
Roads	10,170	8,660	8,308	8,140	8,415	7,210
Bridges	687	20	232	233	233	233
Footpaths and cycleways	2,065	1,750	1,549	1,552	1,568	1,556
Drainage	4,756	1,985	1,501	1,526	1,203	1,524
Recreational, leisure and community facilities	2,819	4,883	4,192	4,320	4,561	4,559
Parks, open space and streetscapes	15,106	10,825	9,932	8,960	7,341	8,027
Off street car parks	2,729	2,021	288	297	313	306
<b>Total infrastructure</b>	<b>38,332</b>	<b>30,144</b>	<b>26,002</b>	<b>25,048</b>	<b>23,634</b>	<b>23,415</b>
<b>Total capital works expenditure</b>	<b>79,979</b>	<b>69,289</b>	<b>42,236</b>	<b>42,062</b>	<b>42,056</b>	<b>41,329</b>
<b>Represented by:</b>						
New asset expenditure	36,649	21,777	9,274	9,525	10,560	9,800
Asset renewal expenditure	24,404	29,793	25,741	25,364	23,849	25,009
Asset upgrade expenditure	18,926	17,098	7,221	7,173	7,647	6,520
Asset expansion expenditure	-	621	-	-	-	-
<b>Total capital works expenditure</b>	<b>79,979</b>	<b>69,289</b>	<b>42,236</b>	<b>42,062</b>	<b>42,056</b>	<b>41,329</b>

COUNCIL PLAN 2017-21

33

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Statement of Human Resources**  
For the five years ending 30 June 2024

	Budget 2019-20 \$'000	Strategic Resource Plan Projections			
		2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Staff expenditure</b>					
Employee costs - operating	80,417	82,564	84,362	85,842	88,396
<b>Total staff expenditure</b>	<b>80,417</b>	<b>82,564</b>	<b>84,362</b>	<b>85,842</b>	<b>88,396</b>
<b>Staff numbers</b>					
Employees	731.9	725.6	722.6	714.9	714.9
<b>Total staff numbers</b>	<b>731.9</b>	<b>725.6</b>	<b>722.6</b>	<b>714.9</b>	<b>714.9</b>

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Other information**  
For the five years ended 30 June 2024  
**1. Summary of planned capital works expenditure**

2019-20	Asset expenditure type					Funding sources					
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Reserves \$'000	Borrowings \$'000
<b>Property</b>											
Land	-	-	-	-	-	-	-	-	-	-	-
<b>Total land</b>	-	-	-	-	-	-	-	-	-	-	-
Buildings	33,850	13,375	13,429	7,046	-	33,850	-	-	11,659	12,191	10,000
Leasehold improvements	100	100	-	-	-	100	-	-	100	-	-
Total buildings	33,950	13,475	13,429	7,046	-	33,950	-	-	11,759	12,191	10,000
<b>Total property</b>	<b>33,950</b>	<b>13,475</b>	<b>13,429</b>	<b>7,046</b>	-	<b>33,950</b>	-	-	<b>11,759</b>	<b>12,191</b>	<b>10,000</b>
<b>Plant and equipment</b>											
Plant, machinery and equipment	2,274	-	2,274	-	-	2,274	-	-	2,274	-	-
Fixtures, fittings and furniture	100	-	100	-	-	100	-	-	100	-	-
Computers and telecommunications	1,847	476	592	522	257	1,847	-	81	1,766	-	-
Library books	974	-	974	-	-	974	-	-	974	-	-
<b>Total plant and equipment</b>	<b>5,195</b>	<b>476</b>	<b>3,940</b>	<b>522</b>	<b>257</b>	<b>5,195</b>	-	<b>81</b>	<b>5,114</b>	-	-
<b>Infrastructure</b>											
Roads	8,660	3,065	5,315	280	-	8,660	864	747	6,559	490	-
Bridges	20	-	20	-	-	20	-	-	20	-	-
Footpaths and cycle ways	1,750	350	1,400	-	-	1,750	-	-	1,750	-	-
Drainage	1,985	-	1,268	717	-	1,985	-	-	1,985	-	-
Recreational, leisure and community facilities	4,883	2,483	1,393	1,007	-	4,883	1,000	-	2,783	1,100	-
Parks, open space and streetscapes	10,825	1,928	2,863	5,670	364	10,825	930	-	8,715	1,180	-
Off street car parks	2,021	-	165	1,856	-	2,021	-	-	2,021	-	-
<b>Total infrastructure</b>	<b>30,144</b>	<b>7,826</b>	<b>12,424</b>	<b>9,530</b>	<b>364</b>	<b>30,144</b>	<b>2,794</b>	<b>747</b>	<b>23,833</b>	<b>2,770</b>	-
<b>Total capital works expenditure</b>											
	<b>69,289</b>	<b>21,777</b>	<b>29,793</b>	<b>17,098</b>	<b>621</b>	<b>69,289</b>	<b>2,794</b>	<b>828</b>	<b>40,706</b>	<b>14,961</b>	<b>10,000</b>



## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**other information**

For the five years ended 30 June 2024

**1. Summary of planned capital works expenditure (continued)**

2020-21	Asset expenditure type					Funding sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Reserves \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Total land	-	-	-	-	-	-	-	-	-	-
Buildings	11,745	5,496	4,849	1,400	-	11,745	-	-	11,745	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total buildings	11,745	5,496	4,849	1,400	-	11,745	-	-	11,745	-
Total property	11,745	5,496	4,849	1,400	-	11,745	-	-	11,745	-
Plant and equipment										
Plant, machinery and equipment	3,111	149	2,962	-	-	3,111	-	-	3,111	-
Fixtures, fittings and furniture	234	149	85	-	-	234	-	-	234	-
Computers and telecommunications	149	30	-	119	-	149	-	-	149	-
Library books	995	-	995	-	-	995	-	-	995	-
Total plant and equipment	4,489	328	4,042	119	-	4,489	-	-	4,489	-
Infrastructure										
Roads	8,308	1,410	4,027	2,871	-	8,308	1,308	-	7,000	-
Bridges	232	-	232	-	-	232	-	-	232	-
Footpaths and cycle ways	1,549	149	1,400	-	-	1,549	-	-	1,549	-
Drainage	1,501	119	937	445	-	1,501	-	-	1,501	-
Recreational, leisure and community facilities	4,192	717	2,730	745	-	4,192	-	-	4,192	-
Parks, open space and streetscapes	9,932	906	7,385	1,641	-	9,932	-	-	8,932	1,000
Off street car parks	288	149	139	-	-	288	-	-	288	-
Total infrastructure	26,002	3,450	16,850	5,702	-	26,002	1,308	-	23,694	1,000
Total capital works expenditure	42,236	9,274	25,741	7,221	-	42,236	1,308	-	39,928	1,000

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Other information**  
For the five years ended 30 June 2024  
**1. Summary of planned capital works expenditure (continued)**

2021-22	Asset expenditure type					Funding sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Reserves \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Total land	-	-	-	-	-	-	-	-	-	-
Buildings	12,503	5,629	5,440	1,434	-	12,503	-	-	12,503	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total buildings	12,503	5,629	5,440	1,434	-	12,503	-	-	12,503	-
Total property	12,503	5,629	5,440	1,434	-	12,503	-	-	12,503	-
Plant and equipment										
Plant, machinery and equipment	3,120	153	2,967	-	-	3,120	-	-	3,120	-
Fixtures, fittings and furniture	237	152	85	-	-	237	-	-	237	-
Computers and telecommunications	152	30	-	122	-	152	-	-	152	-
Library books	1,002	-	1,002	-	-	1,002	-	-	1,002	-
Total plant and equipment	4,511	335	4,054	122	-	4,511	-	-	4,511	-
Infrastructure										
Roads	8,140	1,444	3,954	2,742	-	8,140	1,141	-	6,999	-
Bridges	233	-	233	-	-	233	-	-	233	-
Footpaths and cycle ways	1,552	152	1,400	-	-	1,552	-	-	1,552	-
Drainage	1,526	121	948	457	-	1,526	-	-	1,526	-
Recreational, leisure and community facilities	4,320	763	2,795	762	-	4,320	-	-	4,320	-
Parks, open space and streetscapes	8,980	929	6,395	1,656	-	8,980	-	-	7,980	1,000
Off street car parks	297	152	145	-	-	297	-	-	297	-
Total infrastructure	25,048	3,561	15,870	5,617	-	25,048	1,141	-	22,907	1,000
Total capital works expenditure	42,062	9,525	25,364	7,173	-	42,062	1,141	-	39,921	1,000

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Other information**  
For the five years ended 30 June 2024  
**1. Summary of planned capital works expenditure (continued)**

2022-23	Asset expenditure type					Funding sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Reserves \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Total land	-	-	-	-	-	-	-	-	-	-
Buildings	13,858	6,194	6,089	1,575	-	13,858	-	-	13,858	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total buildings	13,858	6,194	6,089	1,575	-	13,858	-	-	13,858	-
Total property	13,858	6,194	6,089	1,575	-	13,858	-	-	13,858	-
Plant and equipment										
Plant, machinery and equipment	3,134	168	2,966	-	-	3,134	-	-	3,134	-
Fixtures, fittings and furniture	253	168	85	-	-	253	-	-	253	-
Computers and telecommunications	168	34	-	134	-	168	-	-	168	-
Library books	1,009	-	1,009	-	-	1,009	-	-	1,009	-
Total plant and equipment	4,564	370	4,060	134	-	4,564	-	-	4,564	-
Infrastructure										
Roads	8,415	1,599	3,999	2,817	-	8,415	1,057	-	7,358	-
Bridges	233	-	233	-	-	233	-	-	233	-
Footpaths and cycle ways	1,568	168	1,400	-	-	1,568	-	-	1,568	-
Drainage	1,203	134	533	536	-	1,203	-	-	1,203	-
Recreational, leisure and community facilities	4,561	838	2,885	838	-	4,561	-	-	4,561	-
Parks, open space and streetscapes	7,341	1,089	4,505	1,747	-	7,341	-	-	6,341	1,000
Off street car parks	313	168	145	-	-	313	-	-	313	-
Total infrastructure	23,634	3,996	13,700	5,938	-	23,634	1,057	-	21,577	1,000
Total capital works expenditure	42,056	10,560	23,849	7,647	-	42,056	1,057	-	39,999	1,000

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Other information**  
For the five years ended 30 June 2024  
**1. Summary of planned capital works expenditure** (continued)

2023-24	Asset expenditure type					Funding sources				
	Total \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Reserves \$'000
Property										
Land	-	-	-	-	-	-	-	-	-	-
Total land	-	-	-	-	-	-	-	-	-	-
Buildings	13,352	5,754	6,132	1,466	-	13,352	-	-	13,352	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-
Total buildings	13,352	5,754	6,132	1,466	-	13,352	-	-	13,352	-
Total property	13,352	5,754	6,132	1,466	-	13,352	-	-	13,352	-
Plant and equipment										
Plant, machinery and equipment	3,123	156	2,967	-	-	3,123	-	-	3,123	-
Fixtures, fittings and furniture	242	156	86	-	-	242	-	-	242	-
Computers and telecommunications	156	31	-	125	-	156	-	-	156	-
Library books	1,041	-	1,041	-	-	1,041	-	-	1,041	-
Total plant and equipment	4,562	343	4,094	125	-	4,562	-	-	4,562	-
Infrastructure										
Roads	7,210	1,473	4,100	1,637	-	7,210	-	-	7,210	-
Bridges	233	-	233	-	-	233	-	-	233	-
Footpaths and cycle ways	1,556	156	1,400	-	-	1,556	-	-	1,556	-
Drainage	1,524	125	900	499	-	1,524	-	-	1,524	-
Recreational, leisure and community facilities	4,559	780	3,000	779	-	4,559	-	-	4,559	-
Parks, open space and streetscapes	8,027	1,013	5,000	2,014	-	8,027	-	-	7,027	1,000
Off street car parks	306	156	150	-	-	306	-	-	306	-
Total infrastructure	23,415	3,703	14,783	4,929	-	23,415	-	-	22,415	1,000
Total capital works expenditure	41,329	9,800	25,009	6,520	-	41,329	-	-	40,329	1,000

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Other information**  
For the five years ended 30 June 2024  
**2. Summary of planned human resources and expenditure**

	Budget 2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>Chief Executive</b>					
Permanent full time	557	563	578	594	609
Permanent part time	-	-	-	-	-
<b>Total Chief Executive</b>	<b>557</b>	<b>563</b>	<b>578</b>	<b>594</b>	<b>609</b>
<b>City Planning, Design and Amenity</b>					
Permanent full time	10,986	11,263	11,522	11,798	12,171
Permanent part time	1,341	1,375	1,406	1,440	1,485
<b>Total City Planning, Design and Amenity</b>	<b>12,327</b>	<b>12,638</b>	<b>12,928</b>	<b>13,238</b>	<b>13,656</b>
<b>Community Services</b>					
Permanent full time	16,392	16,862	17,349	17,515	18,088
Permanent part time	15,030	15,461	15,907	16,060	16,567
<b>Total Community Services</b>	<b>31,422</b>	<b>32,323</b>	<b>33,256</b>	<b>33,575</b>	<b>34,635</b>
<b>Corporate Services</b>					
Permanent full time	9,658	9,952	10,249	10,582	10,917
Permanent part time	2,611	2,690	2,770	2,861	2,951
<b>Total Corporate Services</b>	<b>12,269</b>	<b>12,642</b>	<b>13,019</b>	<b>13,443</b>	<b>13,868</b>
<b>Engineering Services</b>					
Permanent full time	16,255	16,492	16,562	17,001	17,537
Permanent part time	274	278	279	287	296
<b>Total Engineering Services</b>	<b>16,529</b>	<b>16,770</b>	<b>16,841</b>	<b>17,288</b>	<b>17,833</b>
<b>Greater Dandenong Business</b>					
Permanent full time	1,722	1,638	1,597	1,534	1,581
Permanent part time	432	411	401	385	397
<b>Total Greater Dandenong Business</b>	<b>2,154</b>	<b>2,049</b>	<b>1,998</b>	<b>1,919</b>	<b>1,978</b>
Total casuals and other	5,159	5,579	5,742	5,785	5,817
<b>Total staff expenditure</b>	<b>80,417</b>	<b>82,564</b>	<b>84,362</b>	<b>85,842</b>	<b>88,396</b>

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Other information**

For the five years ended 30 June 2024

**2. Summary of planned human resources and expenditure (continued)**

	Budget 2019-20 FTE	Strategic Resource Plan Projections			
		2020-21 FTE	2021-22 FTE	2022-23 FTE	2023-24 FTE
<b>Chief Executive</b>					
Permanent full time	2.0	2.0	2.0	2.0	2.0
Permanent part time	-	-	-	-	-
<b>Total Chief Executive</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b>City Planning, Design and Amenity</b>					
Permanent full time	99.0	98.0	97.0	96.0	96.0
Permanent part time	17.2	17.2	17.2	17.2	17.2
<b>Total City Planning, Design and Amenity</b>	<b>116.2</b>	<b>115.2</b>	<b>114.2</b>	<b>113.2</b>	<b>113.2</b>
<b>Community Services</b>					
Permanent full time	154.9	153.9	153.9	152.9	152.9
Permanent part time	163.7	163.1	163.1	163.1	163.1
<b>Total Community Services</b>	<b>318.6</b>	<b>317.0</b>	<b>317.0</b>	<b>316.0</b>	<b>316.0</b>
<b>Corporate Services</b>					
Permanent full time	82.0	81.0	81.0	81.0	81.0
Permanent part time	28.1	27.4	27.4	27.4	27.4
<b>Total Corporate Services</b>	<b>110.1</b>	<b>108.4</b>	<b>108.4</b>	<b>108.4</b>	<b>108.4</b>
<b>Engineering Services</b>					
Permanent full time	155.0	154.0	153.0	150.0	150.0
Permanent part time	3.1	3.1	3.1	2.3	2.3
<b>Total Engineering Services</b>	<b>158.1</b>	<b>157.1</b>	<b>156.1</b>	<b>152.3</b>	<b>152.3</b>
<b>Greater Dandenong Business</b>					
Permanent full time	12.0	11.0	10.0	9.0	9.0
Permanent part time	3.7	3.7	3.7	2.9	2.9
<b>Total Greater Dandenong Business</b>	<b>15.7</b>	<b>14.7</b>	<b>13.7</b>	<b>11.9</b>	<b>11.9</b>
Total casuals and other	11.2	11.2	11.2	11.2	11.2
<b>Total staff numbers</b>	<b>731.9</b>	<b>725.6</b>	<b>722.6</b>	<b>714.9</b>	<b>714.9</b>

FTE: Full time equivalent

**2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)**



---

**2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)**

**POLICY AND STRATEGY**

**COUNCIL PLAN 2017-21 (REVISED 2019) AND ANNUAL PLAN 2019-20**

**ATTACHMENT 2**

**ANNUAL PLAN 2019-20**

**PAGES 13 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*



# Greater Dandenong Annual Plan 2019-20



2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

# Introduction

In 2017 Greater Dandenong Council, in partnership with its community, created a new Council Plan which highlights Council's six strategic objectives for 2017-21:

- 1 A vibrant, connected and safe community
- 2 A creative city that respects and embraces its diversity
- 3 A healthy, liveable and sustainable city
- 4 A city planned for the future
- 5 A diverse and growing economy
- 6 An open and effective Council

Council believes a shared vision is the most effective way to ensure Council and the community achieve the best for the City of Greater Dandenong during the lifetime of the plan.

In order to deliver on these strategic objectives Council must develop an Annual Plan which details the activities

and major works which will occur across the city. These plans are developed in line with the community's priorities and Council's available financial, physical and human resources.

Each year Councilors and senior management teams across the organisation review their activities, identify key areas of focus and create actions which align with the annual budget and the community's vision for the future.

In 2019-20 Council will continue to focus on connecting with the community, celebrating our vibrancy and diversity and improving health and wellbeing. This will be achieved through the delivery of a rich array of festivals and events including a Disability Expo to promote opportunities for sport and physical activity and a new Sports and Active Recreation Strategy.

Sustainability is also a key priority. This year we will be implementing actions from the Urban Forest Strategy, rolling out new waste education programs and presenting the new draft Climate Change Strategy. The implementation of various master plans including Ross Reserve and the All Abilities Playground and Stage 2 of the Frederick Wachter Reserve Master Plan will also be actioned.

Another key focus for the coming year will be providing support to the people in our community who need it the most. Vulnerable families will receive additional assistance through an expanded Maternal and Child Health program, a new Youth and Family Plan will be developed and new immunisation initiatives introduced.

Employment opportunities will be enhanced for disadvantaged and long-term jobseekers through the One Percent Project. Transport will be on the agenda again with the Public Transport Advocacy Statement, as well as new pedestrian and cycling infrastructure.

Council is committed to being transparent and accountable in the delivery of this plan and providing opportunities for the community to not only participate in decision making but to provide feedback on Council's effectiveness. In line with this we will be increasing opportunities for volunteering and implementing a revised Community Engagement Framework which will guide how we engage and consult with the community.

The year ahead promises to be another exciting and productive one and we look forward to seeing the actions outlined in this plan come to fruition.



*Roz Blades*

Cr Roz Blades AM  
Mayor

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



PEOPLE A VIBRANT, CONNECTED AND SAFE COMMUNITY

### Strategic Objective 1: A vibrant, connected and safe community

#### What we hope to achieve 2019-20 Actions

What we hope to achieve	2019-20 Actions	Timeframe/Deadline	Responsibility
A safe community	• Review the Youth Strategy 2016-19 and develop a new Youth and Family Plan	June 2020	Community Wellbeing
	• Deliver support services for vulnerable families, including those experiencing, or at risk of, family violence	June 2020	Community Wellbeing
	• Establish additional working groups to focus on the implementation of actions from the Community Safety Plan 2015-22	June 2020	Community Development, Sport and Recreation
	• In association with RoadSafe South east, continue to advocate for and promote the implementation of programs that address road laws and highlight the impact that alcohol and drugs (legal and illegal), fatigue, speed, hoon behaviour and distractions have on driving abilities	June 2020	Transport and Civil Development
	• Assist Victoria Police with targeted enforcement of speeding and hoon behaviour, through ongoing liaison and data provision	June 2020	Transport and Civil Development
	• Provide ongoing funds for local road safety treatments to address priority locations, where the greatest road safety risks are identified (via Council's Local Area Traffic Management prioritisation program)	June 2020	Regulatory Services
	• Implement the Domestic Animal Management Plan 2017-20	June 2020	Regulatory Services
	• Maintain the Safe City CCTV system in accordance with specified performance standards	June 2020	Regulatory Services
	• Host the 2019 Walk Against Family Violence	November 2019	People and Procurement
	• Review the Municipal Emergency Management Plan as part of ongoing continuous improvement activities	June 2020	City Improvement Services
	• Maintain eSmart Libraries accreditation to equip libraries and connect communities with the skills needed for smart, safe and responsive use of technology	June 2020	Community Arts, Culture and Libraries

ANNUAL PLAN 2019-20

1

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Strategic Objective 1:**

A vibrant, connected and safe community (continued)



PEOPLE A VIBRANT, CONNECTED AND SAFE COMMUNITY

<b>What we hope to achieve</b>	<b>2019-20 Actions</b>	<b>Timeframe/Deadline</b>	<b>Responsibility</b>
A city with high community participation	<ul style="list-style-type: none"> <li>Investigate the gaps and demand for alternative sporting and physical activity opportunities in the City of Greater Dandenong to inform the new Sports and Active Recreation Strategy</li> <li>Implement female physical activities and sporting opportunities as part of the 'Make Your Move' initiative</li> <li>Manage the new permanent Pop Up Park (constructed by Development Victoria)</li> <li>Deliver initiatives which enhance the employment capability of young people</li> <li>Support young people to participate in civic and community activities which enhance leadership and personal development</li> <li>Increase opportunities for volunteering across different programs of Council and through the Greater Dandenong Volunteer Resource Service</li> <li>Develop and deliver a program of festivals and events across the City that are accessible and inclusive, financially and environmentally sustainable and contribute to the creativity and vibrancy of Greater Dandenong</li> <li>Implement the new Community Partnership and Sponsorship Funding Program and review the Community Support and Response Grants policy</li> </ul>	<p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p>	<p>Community Development, Sport and Recreation</p> <p>Community Development, Sport and Recreation</p> <p>Activity Centres Revitalisation</p> <p>Community Wellbeing</p> <p>Community Wellbeing</p> <p>Community Development, Sport and Recreation</p> <p>Community Arts, Culture and Libraries</p> <p>Community Development, Sport and Recreation</p>

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



PEOPLE A VIBRANT, CONNECTED AND SAFE COMMUNITY

### Strategic Objective 1: A vibrant, connected and safe community (continued)

What we hope to achieve	2019-20 Actions	Timeframe/Deadline	Responsibility
A well informed and connected community with improved health and wellbeing	<ul style="list-style-type: none"> <li>In conjunction with Monash Health work with clubs to ensure the provision of healthy club environments through the implementation of programs such as the responsible service of alcohol, healthy eating and the promotion of smoke free environments</li> </ul>	June 2020	Community Development, Sport and Recreation
	<ul style="list-style-type: none"> <li>Review the Reconciliation Action Plan 2017-19 and develop a new four year Action Plan</li> </ul>	June 2020	Community Development, Sport and Recreation
	<ul style="list-style-type: none"> <li>Maintain food safety – inspect all registered food premises annually and report outcomes</li> </ul>	June 2020	Regulatory Services
	<ul style="list-style-type: none"> <li>Maintain food safety and public health standards – interact with other local authorities, Environmental Health Professionals Australia (EHPA), Municipal Association of Victoria (MAV), and State Government departments</li> </ul>	June 2020	Regulatory Services
	<ul style="list-style-type: none"> <li>Report on services and initiatives targeting vulnerable people in the community who may be at risk of being unimmunised or under immunised</li> </ul>	June 2020	Community Wellbeing
	<ul style="list-style-type: none"> <li>Monitor adolescent immunisation rates and report on the number of adolescents immunised according to the National Immunisation Program (NIP) Secondary School Program</li> </ul>	June 2020	Community Wellbeing
	<ul style="list-style-type: none"> <li>Monitor immunisation rates and report on the number of children and adolescents under 20 years of age immunised according to the National Immunisation Program (NIP)</li> </ul>	June 2020	Community Wellbeing
	<ul style="list-style-type: none"> <li>Support vulnerable families and children through the delivery of the expanded Enhanced Maternal and Child Health Program</li> </ul>	June 2020	Community Wellbeing
	<ul style="list-style-type: none"> <li>Assist organisations, funded through the existing Partnership Funding Program, transition to the new grant programs</li> </ul>	June 2020	Community Development, Sport and Recreation
	<ul style="list-style-type: none"> <li>Work with key stakeholders to develop an improved Community Transport Program for older frail residents and residents with a disability to foster greater social connectedness and health and wellbeing</li> </ul>	June 2020	Community Care

ANNUAL PLAN 2019-20

3

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

**Strategic Objective 2:**

A creative city that respects and embraces its diversity



PEOPLE A CREATIVE CITY THAT RESPECTS AND EMBRACES ITS DIVERSITY

<b>What we hope to achieve</b>	<b>2019-20 Actions</b>	<b>Timeframe/Deadline</b>	<b>Responsibility</b>
A harmonious community that celebrates diversity	<ul style="list-style-type: none"> <li>Deliver the Home exhibition and program that features artists from refugee backgrounds including people seeking asylum</li> <li>Provide support and guidance to community organised festivals, events and cultural celebrations</li> <li>Implement Year Two of the Greater Dandenong People Seeking Asylum and Refugee Action Plan 2018-21</li> <li>Continue to review and implement approaches for LGBTIQI inclusion in Council programs and services</li> </ul>	June 2020	Community Arts, Culture and Libraries
		June 2020	Community Arts, Culture and Libraries
		June 2020	Community Development, Sport and Recreation
		June 2020	Community Development, Sport and Recreation
Increased participation in creative and cultural activities	<ul style="list-style-type: none"> <li>Host the 2019 Children's Forum</li> <li>Implement Year Four actions of the Greater Dandenong Arts and Cultural Heritage Strategy 2016-26</li> <li>Provide 20 community arts participation opportunities for artists, residents and businesses through performance and exhibition programs and other projects</li> <li>Deliver at least 12 arts and cultural heritage exhibitions and supporting programs annually through cultural facilities</li> <li>Promote and support artists locally through engagement, networking, residency and development activities</li> <li>Promote greater artist engagement through The Drum's programs, performances and workshops</li> <li>Present a season of professional performances consisting of varied genres for the Encore seniors program, family and children's program as well as general programming with broad appeal</li> <li>Enhance Council's ability to store and protect its heritage collection</li> <li>Publish and launch The History of the City of Greater Dandenong (1994-2019)</li> <li>Deliver the 2019 Short Cuts Film Festival</li> <li>Host a Disability Expo to promote opportunities for engagement in sport and physical activity</li> <li>Continue to prototype collective impact grant program</li> </ul>	December 2019	Community Wellbeing
		June 2020	Community Arts, Culture and Libraries
		June 2020	Community Arts, Culture and Libraries
		June 2020	Community Arts, Culture and Libraries
A city well known for working together with its community		June 2020	Community Arts, Culture and Libraries
		June 2020	Community Arts, Culture and Libraries
		June 2020	Community Arts, Culture and Libraries
		June 2020	Community Arts, Culture and Libraries
	<ul style="list-style-type: none"> <li>Implement Year Three actions of the Disability Action Plan 2017-23</li> <li>Implement Year Three actions of the Positive Ageing Strategy 2017-23</li> <li>Monitor and analyse the recommendations of the Aged Care Quality and Safety Royal Commission to advise Council of the possible impacts for older residents of Greater Dandenong into the future</li> </ul>	June 2020	Community Development, Sport and Recreation
		June 2020	Community Development, Sport and Recreation
		June 2020	Community Care
		June 2020	Community Care

CITY OF GREATER DANDENONG

4

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



PLACE A HEALTHY, LIVEABLE AND SUSTAINABLE CITY

### Strategic Objective 3: A healthy, liveable and sustainable city

What we hope to achieve 2019-20 Actions		Timeframe/Deadline	Responsibility
A city that delivers a clean and healthy environment for people to enjoy	Commence the development of the Urban Forest Strategy	June 2020	Planning and Design
	Undertake the annual Sustainability Festival and awards	June 2020	Planning and Design
	Monitor materials recycling and green waste processing sites across the municipality	June 2020	Regulatory Services
	Develop and deliver a 2019-20 Waste Education Program	June 2020	Infrastructure Services and Planning
	Implement Year Two of the Urban Tree Strategy 2018-23	June 2020	Infrastructure Services and Planning
	Investigate, in conjunction with the Metropolitan Waste and Resource Recovery Group, and report on alternate waste treatments to increase resource recovery and remove the reliance on landfill	June 2020	Infrastructure Services and Planning
	Implement Year Five of the Urban Waste and Litter Strategy 2015-20	June 2020	Infrastructure Services and Planning
	Implement Year Four of the Greater Dandenong Sustainability Strategy 2016-30	June 2020	Infrastructure Services and Planning
	Implement Year Five actions of the Greater Dandenong Green Wedge Management Plan 2015-35	June 2020	Planning and Design
	Finalise the approach for a Community Environment/Sustainability Centre	June 2020	Planning and Design
A city that prepares for climate change	Finalise and implement the Greater Dandenong Plastics Policy	June 2020	Planning and Design
	Develop the draft Climate Change Strategy	June 2020	Planning and Design
	Publish the annual report on the Sustainability Strategy	June 2020	Planning and Design
	Undertake Dandenong Park improvements as per the Dandenong Park Masterplan 2017	June 2020	City Improvement Services
A network of quality parks, reserves and sportsgrounds	Implement the Active Transport Infrastructure Priority Program improving pedestrian and cycling infrastructure	June 2020	Transport and Civil Development
	Develop a policy framework for increased social activity on local streets, for example street parties and temporary playgrounds	June 2020	Transport and Civil Development
	Deliver Council's Capital Works Program	June 2020	City Improvement Services
	Undertake the major stormwater renewal projects program	June 2020	City Improvement Services
	Undertake the road resurfacing program	June 2020	City Improvement Services
A range of quality streetscapes and public places that build pride	Deliver Graffiti Clean Up Day	June 2020	Regulatory Services

ANNUAL PLAN 2019-20

5

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

## Strategic Objective 4: A city planned for the future



PLACE A CITY PLANNED FOR THE FUTURE

What we hope to achieve	2019-20 Actions	Timeframe/Deadline	Responsibility
An adequate supply of residential, commercial and industrial development	<ul style="list-style-type: none"> <li>Support the organisation's town planning activities by dealing with department referrals in a timely manner, in compliance with the Subdivision Act</li> <li>Develop the Sandown Master Plan in conjunction with the Victorian Planning Authority and Melbourne Racing Club</li> <li>Translate the existing Local Planning Policy Framework and Municipal Strategic Statement to the Planning Policy Framework in conjunction with DEWLP</li> </ul>	June 2020  June 2020  June 2020	Transport and Civil Development  Planning and Design Planning and Design
Revitalised activity centres	<ul style="list-style-type: none"> <li>Redevelop the Masonic Hall Art Gallery</li> <li>Implement staged delivery of the Springvale Boulevard project</li> <li>Implement the Indian Cultural Precinct Framework</li> <li>Monitor the 10 year Infrastructure Plan for the Activity Centres</li> <li>Monitor, implement and promote Activity Centre parking changes</li> <li>Advocate for phase two of the Revitalising Central Dandenong project</li> <li>Implement staged delivery of the Afghan Bazaar Cultural Precinct streetscape</li> <li>Complete the Planning Scheme Amendments for Springvale and Noble Park Activity Centre Structure Plans in preparation for public exhibition</li> <li>Finalise the C182 (Residential Zones Review) Part 2</li> </ul>	June 2020 June 2020 June 2020 June 2020 June 2020 June 2020 June 2020 June 2020 June 2020	Activity Centres Revitalisation Activity Centres Revitalisation Activity Centres Revitalisation Activity Centres Revitalisation Activity Centres Revitalisation Activity Centres Revitalisation Activity Centres Revitalisation Activity Centres Revitalisation Planning and Design
Assets planned to meet future community needs	<ul style="list-style-type: none"> <li>Review and implement the Municipal Early Years Infrastructure Plan</li> <li>Launch the Public Transport Advocacy Statement and advocate in accordance with the Statement</li> <li>Finalise a Multi Modal Transport Infrastructure Plan for Dandenong Activity Centre</li> <li>Develop a Multi Modal Transport Infrastructure Plan for Noble Park Activity Centre</li> <li>Deliver the second part of stage two of the Springvale Community Precinct project including the construction of the Springvale Community Hub and Library</li> <li>Finalise the acquisition of land for the Keysborough South Community Hub and undertake detailed design works for the facility</li> <li>Continue advocacy for the proposed 'Team 11' stadium in central Dandenong and an A League team for Dandenong and the south east</li> <li>Finalise the Aquatic Strategy and commence implementation of priority actions, including detailed planning for the replacement of Dandenong Oasis and expansion of NPAC</li> </ul>	June 2020 June 2020 December 2019 June 2020 June 2020 June 2020 June 2020 June 2020 June 2020 June 2020	Planning and Design Community Wellbeing Transport and Civil Development Transport and Civil Development Transport and Civil Development City Improvement Services Community Wellbeing Greater Dandenong Business Executive Community Services
Quality public open space provided across the city	<ul style="list-style-type: none"> <li>Complete the revised Open Space Strategy</li> <li>Implement Open Space Acquisition Targets</li> </ul>	June 2020 June 2020	Planning and Design Planning and Design
Increased sustainability of residential, commercial, industrial and Council developments	<ul style="list-style-type: none"> <li>Meet with social housing providers to investigate and facilitate local opportunities</li> </ul>	June 2020	Community Development, Sport and Recreation

CITY OF GREATER DANDENONG

6



## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



OPPORTUNITY A DIVERSE AND GROWING ECONOMY

### Strategic Objective 5: A diverse and growing economy

#### What we hope to achieve 2019-20 Actions

	Timeframe/Deadline	Responsibility
A city that supports the economic contribution, strength and diversity of its industries	June 2020	Economic Development
	June 2020	Economic Development
	June 2020	Economic Development
	June 2020	Activity Centres Revitalisation
A tourist destination attracting new visitors	June 2020	Economic Development
	June 2020	Economic Development
A resilient employment hub	June 2020	South East Business Networks (SEBN)
	June 2020	SEBN
	June 2020	SEBN
	June 2020	SEBN
A great place for business	June 2020	SEBN
	June 2020	SEBN
A city where business and community work together	June 2020	Economic Development
A city that is connected to the global economy	June 2020	Economic Development
	June 2020	SEBN
	June 2020	SEBN

ANNUAL PLAN 2019-20

7

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)

### Strategic Objective 6: An open and effective Council



OPPORTUNITY AN OPEN AND EFFECTIVE COUNCIL

What we hope to achieve	2019-20 Actions	Timeframe/headline	Responsibility
A Council connected with the community, providing an effective voice on their behalf	<ul style="list-style-type: none"> <li>• Achieve an index score of 62 or higher for community consultation and advocacy (Community Satisfaction Survey)</li> <li>• Grow Council's social media following by 10 per cent from a base figure of 19,000</li> <li>• Maintain a detailed advocacy register on Council's website and prepare an updated advocacy document for distribution to local Members of Parliament</li> <li>• Implement and promote the new Community Engagement Framework</li> <li>• Facilitate Community Forums as requested by Councilors</li> </ul>	June 2020	Communications and Customer Service
		June 2020	Communications and Customer Service
		June 2020	Communications and Customer Service
		June 2020	Communications and Customer Service
		June 2020	Governance
Decision making which is transparent and accountable	<ul style="list-style-type: none"> <li>• Review and continue implementing the Language and Communication Action Plan</li> <li>• Achieve an index score of 61 or higher for making decisions in the interest of the community (Community Satisfaction Survey)</li> <li>• Review the Council Plan 2017-21 and develop the Annual Plan 2020-21</li> <li>• Undertake community consultation for the Annual Budget 2020-21</li> <li>• Finalise the review of the Meeting Procedure Local Law</li> <li>• Continue planning preparations for the 2020 Council election including the completion of an electoral review of Council's ward structure in partnership with the VEC</li> <li>• Produce and adopt the Annual Budget by 30 June 2020 in line with the new requirements of the Local Government Act</li> </ul>	June 2020	Community Wellbeing
		June 2020	Communications and Customer Service
		December 2019	Communications and Customer Service
		June 2020	Governance
		June 2020	Governance
An innovative and technologically connected Council	<ul style="list-style-type: none"> <li>• Complete Stage 3 of Council's intranet and corporate website redevelopment</li> <li>• Continue to implement the Digital Strategy 2016-20 and undertake a review of progress to inform the development of a new strategy in 2020</li> <li>• Deliver a second Urban Screen as part of the Springvale Community Precinct project</li> <li>• Continue to develop on-line digital forms to supplement current manual processes and promote these products to the community</li> </ul>	June 2020	Finance and Information Technology
		June 2020	Communications and Customer Service
		June 2020	Communications and Customer Service
		June 2020	City Improvement Services
		June 2020	Finance and Information Technology

## ORDINARY COUNCIL MEETING - MINUTES

## 2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



**OPPORTUNITY** AN OPEN AND EFFECTIVE COUNCIL

### Strategic Objective 6: An open and effective Council (continued)

#### What we hope to achieve 2019-20 Actions

	Timeframe/Deadline	Responsibility
<ul style="list-style-type: none"> <li>Complete and implement the outcomes of the Council's Service Reviews</li> <li>Achieve an index score of 76 or higher for customer satisfaction (Community Satisfaction Survey)</li> <li>Complete a Workforce Management Plan</li> <li>Complete the development of a CEO remuneration policy</li> <li>Enhance the Pulse risk management system across Council for improved performance reporting, risk identification and mitigation</li> <li>Develop a professional development and training program for Councillors</li> <li>Ensure Local Government Act general compliance across the organisation through the ongoing management of the legislative compliance system</li> <li>Review and update the Audit Advisory Committee Charter</li> <li>Maintain all public registers required in accordance with the Local Government Act and associated regulations</li> <li>Manage the effective leasing of Council's commercial property portfolio including seeking new lease opportunities for spaces which are currently vacant</li> <li>Review the Long Term Financial Strategy and seek Council adoption of the revised framework</li> <li>Maintain sound financial practices by completion of the Annual Financial Statements for the year ended 30 June 2019 and receive full audit clearance by the legislated time frame of 30 September (including compliance with the Model Financial Report)</li> <li>Develop a Revenue and Rating Strategy</li> </ul>	June 2020	Corporate Services Executive
	June 2020	Communications and Customer Service
	June 2020	People and Procurement
	June 2020	People and Procurement
	June 2020	People and Procurement
	June 2020	Governance
	June 2020	Governance
	June 2020	Governance
	June 2020	Governance
	June 2020	Governance
	June 2020	Finance and Information Technology
	June 2020	Finance and Information Technology
	June 2020	Finance and Information Technology
	June 2020	Finance and Information Technology
	June 2020	Finance and Information Technology

ANNUAL PLAN 2019-20

9

2.4.1 Council Plan 2017-21 (Revised 2019) and Annual Plan 2019-20 (Cont.)



#### **2.4.2 Review of Council Policies - Disaster Assistance Policy**

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Disaster Relief Policy – Marked Up  
Disaster Assistance Policy

---

#### **Report Summary**

Council establishes a number of policies and codes of practice to guide the various operations of the Greater Dandenong City Council. Existing policies and codes of practice are subject to an ongoing review process to ensure that they comply with current legislation and adequately reflect Council's operational requirements. Any changes to existing policies are subject to Council approval. Policies and codes of practice that have become superfluous to Council's needs require abolition by Council.

The following policy has been reviewed in detail and is submitted to Council for re-adoption:

- Disaster Assistance Policy (previously titled Disaster Relief Policy)

#### **Recommendation Summary**

This reports recommends that the Disaster Assistance Policy be readopted as per Attachment 2.

---

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)

### Background

Policies establish clear processes and procedures by which Council conducts its business and activities and ensures that the decision making process is consistent.

Council has established a number of policies to guide the various functions of the City. Existing policies are subject to an ongoing review process to ensure they comply with current legislation and adequately reflect Council's operational requirements.

When Council resolves to adopt a policy and/or code of practice, in the absence of a sunset date, the policy or code remains current until Council resolves to abolish it.

It is critical that Council policies and codes of practice fully reflect the principles, values and issues that Council believes are important as outlined in the Council Plan. Following a detailed review of a Council policy or code of practice it will be submitted to Council for either readoption or abolition to ensure all policies and codes of practice remain current.

### Proposal

It is proposed that the Disaster Relief Policy be readopted as the Disaster Assistance Policy with changes to the existing policy as outlined below:

- **Title** be changed from 'Disaster Relief Policy' to 'Disaster Assistance Policy';
- **Scope** amended to further meet operational needs;
- **Definition** to include the meaning of 'Donation' for the purpose of the policy;
- **Council Policy** to include a section on 'Donation recipients' and a section on 'Financial Donation to a Community Group' to cover community groups and determine their eligibility.
- **Responsibilities** includes minor changes to wording;
- **References** updated;
- **Related Documents** updated; and
- **Readoption** for a further four (4) years.

A copy of the policy seeking readoption is provided as Attachment 2. The initial policy is provided in Attachment 1.

### Community Plan 'Imagine 2030' and Council Plan 2017-21 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

#### Community Plan 'Imagine 2030'

##### People

- *Lifecycle and Social Support* – The generations supported

---

#### **2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)**

##### Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe

##### Opportunity

- *Leadership by the Council* – The leading Council

#### **Council Plan 2017-21**

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. This report is consistent with the following goals:

##### People

- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

#### **Victorian Charter of Human Rights and Responsibilities**

The Victorian Charter of Human Rights and Responsibilities has been considered in the preparation of this report but is not relevant to its contents.

#### **Financial Implications**

No financial resources are impacted by this report.

#### **Consultation**

This Policy was referred to the Executive Management Team for review and evaluation prior to reporting to Council.

#### **Conclusion**

The Disaster Assistance Policy detailed in this report has been reviewed and found consistent with current legislation and Council's operational needs and is submitted to Council for re-adoption with a number of changes to better reflect Council's willingness to support other communities in the event of a natural disaster or humanitarian crisis.

#### **Recommendation**

**That the Disaster Assistance Policy be readopted as per Attachment 2 of this report.**

**2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)**

**MINUTE 1077**

Moved by: Cr Youhorn Chea

Seconded by: Cr Sean O'Reilly

**That the Disaster Assistance Policy be readopted as per Attachment 2 of this report.**

**CARRIED**



---

**2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)**

**POLICY AND STRATEGY**

**REVIEW OF COUNCIL POLICIES - DISASTER ASSISTANCE POLICY**

**ATTACHMENT 1**

**DISASTER RELIEF POLICY WITH CHANGES  
MARKED UP**

**PAGES 6 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)



# Greater Dandenong Policy

## ~~Disaster Relief Policy~~ **Disaster Assistance Policy**

Policy Endorsement:	Endorsement required by Council		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Discretionary		
File Number:	A1283788	Version No:	2
1 <sup>st</sup> Adopted by Council	26 September 2011 Minute No. 973	Last Adopted by Council: 11 June 2019	26 September 2011 Minute No. 973
Review Period:	Every 4 Years	Next Review:	March 2023

### 1. Purpose

This Policy has been developed to provide a framework to guide Council's decision to respond to humanitarian crises created by natural and other disasters by way of a financial or in-kind donation to disaster stricken areas, throughout Australia and internationally.

The policy ensures that Council's donations to affected areas are made in a timely and efficient manner and that any donations given are accountable and transparent to the Greater Dandenong community.

### 2. Background

Greater Dandenong City Council believes it has a strong civic duty to support other communities, throughout Australia and internationally in times of humanitarian crises created by natural and other disasters. Greater Dandenong has a diverse community and disasters across the world often affect the families and communities within this City.

In the past, Council has resolved to donate relief funding to communities affected by naturally occurring disasters such as tsunamis, earthquakes, flooding, drought, storms and bushfires be they here or overseas.

The Greater Dandenong community has, throughout each disaster, expressed its significant compassion and support for the victims of disaster stricken areas, and has supported Council's decision to provide financial aid.

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)



# Greater Dandenong Policy

Based on advice from government departments, financial support is often the most immediate and effective way of offering assistance to those affected by disaster. In some instances in-kind aid may also be beneficial to the recovery efforts where skilled staff are able to volunteer their time and knowledge to the affected community.

It is not generally recommended that material aid such as non perishable food items, clothing, medical supplies, etc. are donated as they are often found impractical or inappropriate for the climate and culture and do not meet the priority needs of those affected. Research shows that material aid, unless specifically requested, has proven costly in time, money and labour as it requires sorting, storing and transporting.

### Scope

This policy is only applicable to Council's response to natural and humanitarian crises and excludes events that are covered by Council's Municipal Emergency Management Plan.

Donations will be limited to financial and in-kind aid. Other fundraising events and activities will be dealt with outside of this policy.

In most instances donations will only be made to government or accredited agencies.

Donations should generally be made to aid agencies recognised by the:

- Municipal Association of Victoria (MAV) for local disasters; and
- Department of Human Services (DHS) for national disasters;
- Australian Government Aid program AusAid or Australian Council for International Development (ACFID) for international disasters. ~~The Australian Red Cross and Salvation Army are both members of ACFID.~~

Council will generally resolve to apply this policy at a Council Meeting, however Council is responsible for approving all disaster relief donations. in times of urgency, Council may direct officers to arrange for disaster assistance donations to be made outside of the Council Meeting process.

## 3. Human Rights and Responsibilities Charter – Compatibility Statement

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this policy and are consistent with the standards set by the Charter.

## 4. References

- Originally adopted at the Ordinary Council Meeting of 26 September 2011
- Victorian Charter of Human Rights and Responsibilities 2006
- AusAID (Australian Government Aid program)
- ACFID (Australian Council for International Development)
- MAV (Municipal Association of Victoria)
- Emergency Management Plan

---

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)



# Greater Dandenong Policy

---

## 5. Definitions

**Natural Disaster** is the effect of a natural hazard ie. flood, drought, fire, tsunami, hurricane, earthquake, or tornado, which leads to financial, environmental and/or human losses.

**Humanitarian Crisis** is an event or series of events which represents a critical threat to the health, safety, security or wellbeing of a community or other large group of people, usually over a wide area. Armed conflicts, epidemics, famine, natural disaster and other major emergencies may all involve or lead to a humanitarian crisis.

**Event** for the purpose of this policy, an event will describe a disaster that is so catastrophic that it overwhelms the normal social and material support systems of those affected.

**Donation is a gift or contribution. Donations can be, in-kind or financial.**

## 6. Council Policy

Council may wish to respond to a natural disaster or crisis by making a contribution to a charity or charities which provide humanitarian assistance throughout Australia or internationally to those communities affected.

The amount to be contributed will generally be determined by resolution of Council and will be limited to financial or in-kind aid, unless specifically requested by the relevant aid agency.

An early decision to donate either financial aid or in-kind aid is essential and most effective when made within the immediate stages following a disaster or crisis to assist with rescue efforts and minimise human loss.

### **Determining the Eligibility of a Natural Disaster/Humanitarian Crisis**

Following the immediate occurrence of a natural disaster/humanitarian crisis the Mayor and Chief Executive Officer will make a decision as to whether the event meets the criteria of this policy. Where it is determined that the nature of the event meets the criteria, a discussion item will be brought before the next Council or Councillor Briefing Session for consideration.

### **Funding Resources**

As disastrous events are not foreseeable, donations will be sourced from existing budget allocations in the first instance.

### **Financial Contribution**

Financial donations will be based on the severity of the disaster and at the discretion of Council and will generally range between \$5,000 and \$20,000. The actual amount is to be decided by Council on a case-by-case basis.

---

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)



# Greater Dandenong Policy

---

### In-kind Contribution

Donations of in-kind support will require the resolution of Council and for logistical purposes is best limited, but not restricted to, disasters that occur within metropolitan and regional Victoria.

In-kind support may include time, personal or organisational expertise, advice or other organisational resources.

### Criteria for donation

The following is to be considered when deciding on an appropriate donation:

- the scale of the disaster;
- the capacity of other government agencies and organisations to respond to the disaster;
- the need for ongoing support ie. rebuilding disaster stricken areas once the initial crises has been dealt with;
- the impact of any such crises on our immediate region and community, and
- the affected areas connection to the cultural origin of residents of Greater Dandenong.

### Donation Recipients

Financial donations will be made to government or aid agencies accredited by AusAID, and/or equivalent accrediting agency. Donations may be made to community groups but will not be made to individuals.

~~The preferred charity should be recognised by the MAV, DHS, or AusAID or ACFID to ensure the aid agency's credibility.~~

### Financial Donation to a Community Group

In the absence of accreditation, Council will determine the legitimacy of a community group requesting assistance.

Only City of Greater Dandenong based community groups who have a majority of members who are residents or ratepayers will be eligible for donation.

If a community group is eligible for donation, a signed agreement must be made between the City of Greater Dandenong and the community group stating that the donation will be used strictly for the purpose for which it was donated.

### Responsibilities

**The Mayor and Chief Executive Officer** are responsible for making an initial evaluation, having regard to the nature of the event and the donation criteria, and where required, submitting a discussion item to the next Councillor Briefing Session.

**Council** is responsible for approving all donations generally by resolution however in times of urgency, Council may direct officers to arrange for disaster relief donations to be made outside of the Council Meeting process.

**Media and Communications** will provide a media release to inform the community of Council's donation is responsible for providing a media release to the community informing them of Council's decision to provide financial or in-kind aid, ensuring that community confidence is

---

**2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)**



## Greater Dandenong Policy

---

maintained in the use of community contributions to relief aid, and the provision of regular updates to Council and the community on additional support that can be offered.

### **7. Related Documents**

**Community Funding Program**

Municipal Emergency Management Plan

**Community Consultation Policy**

**2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)**

**POLICY AND STRATEGY**

**REVIEW OF COUNCIL POLICIES - DISASTER ASSISTANCE POLICY**

**ATTACHMENT 2**

**DISASTER ASSISTANCE POLICY**

**PAGES 6 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)



# Greater Dandenong Policy

## Disaster Assistance Policy

Policy Endorsement:	Endorsement required by Council		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Discretionary		
File Number:	A1283788	Version No:	2
1 <sup>st</sup> Adopted by Council	26 September 2011 Minute No. 973	Last Adopted by Council:	26 September 2011 Minute No. 973
Review Period:	Every 4 Years	Next Review:	March 2023

### 1. Purpose

This Policy has been developed to provide a framework to guide Council's decision to respond to humanitarian crises created by natural and other disasters by way of a financial or in-kind donation to disaster stricken areas, throughout Australia and internationally.

The policy ensures that Council's donations to affected areas are made in a timely and efficient manner and that any donations given are accountable and transparent to the Greater Dandenong community.

### 2. Background

Greater Dandenong City Council believes it has a strong civic duty to support other communities, throughout Australia and internationally in times of humanitarian crises created by natural and other disasters. Greater Dandenong has a diverse community and disasters across the world often affect the families and communities within this City.

In the past, Council has resolved to donate relief funding to communities affected by naturally occurring disasters such as tsunamis, earthquakes, flooding, drought, storms and bushfires be they here or overseas.

The Greater Dandenong community has, throughout each disaster, expressed its significant compassion and support for the victims of disaster stricken areas, and has supported Council's decision to provide financial aid.

Based on advice from government departments, financial support is often the most immediate and effective way of offering assistance to those affected by disaster. In some instances in-kind aid may also be beneficial to the recovery efforts where skilled staff are able to volunteer their time and knowledge to the affected community.



---

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)



# Greater Dandenong Policy

---

It is not generally recommended that material aid such as non perishable food items, clothing, medical supplies, etc. are donated as they are often found impractical or inappropriate for the climate and culture and do not meet the priority needs of those affected. Research shows that material aid, unless specifically requested, has proven costly in time, money and labour as it requires sorting, storing and transporting.

### Scope

This policy is only applicable to Council's response to natural and humanitarian crises and excludes events that are covered by Council's Municipal Emergency Management Plan.

Donations will be limited to financial and in-kind aid. Other fundraising events and activities will be dealt with outside of this policy.

In most instances donations will only be made to government or accredited agencies.

Council will generally resolve to apply this policy at a Council Meeting, however in times of urgency, Council may direct officers to arrange for disaster assistance donations to be made outside of the Council Meeting process.

## 3. Human Rights and Responsibilities Charter – Compatibility Statement

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this policy and are consistent with the standards set by the Charter.

## 4. References

- Originally adopted at the Ordinary Council Meeting of 26 September 2011
- Victorian Charter of Human Rights and Responsibilities 2006
- AusAID (Australian Government Aid program)
- Emergency Management Plan

## 5. Definitions

**Natural Disaster** is the effect of a natural hazard ie. flood, drought, fire, tsunami, hurricane, earthquake, or tornado, which leads to financial, environmental and/or human losses.

**Humanitarian Crisis** is an event or series of events which represents a critical threat to the health, safety, security or wellbeing of a community or other large group of people, usually over a wide area. Armed conflicts, epidemics, famine, natural disaster and other major emergencies may all involve or lead to a humanitarian crisis.

**Event** for the purpose of this policy, an event will describe a disaster that is so catastrophic that it overwhelms the normal social and material support systems of those affected.

**Donation** is a gift or contribution. Donations can be, in-kind or financial.

---

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)



# Greater Dandenong Policy

---

## 6. Council Policy

Council may wish to respond to a natural disaster or crisis by making a contribution to a charity or charities which provide humanitarian assistance throughout Australia or internationally to those communities affected.

The amount to be contributed will generally be determined by resolution of Council and will be limited to financial or in-kind aid, unless specifically requested by the relevant aid agency.

An early decision to donate either financial aid or in-kind aid is essential and most effective when made within the immediate stages following a disaster or crisis to assist with rescue efforts and minimise human loss.

### **Determining the Eligibility of a Natural Disaster/Humanitarian Crisis**

Following the immediate occurrence of a natural disaster/humanitarian crisis the Mayor and Chief Executive Officer will make a decision as to whether the event meets the criteria of this policy. Where it is determined that the nature of the event meets the criteria, a discussion item will be brought before the next Council or Councillor Briefing Session for consideration.

### **Funding Resources**

As disastrous events are not foreseeable, donations will be sourced from existing budget allocations in the first instance.

### **Financial Contribution**

Financial donations will be based on the severity of the disaster and at the discretion of Council and will generally range between \$5,000 and \$20,000. The actual amount is to be decided by Council on a case-by-case basis.

---

## 2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)



# Greater Dandenong Policy

---

### **In-kind Contribution**

Donations of in-kind support will require the resolution of Council and for logistical purposes is best limited, but not restricted to, disasters that occur within metropolitan and regional Victoria.

In-kind support may include time, personal or organisational expertise, advice or other organisational resources.

### **Criteria for donation**

The following is to be considered when deciding on an appropriate donation:

- the scale of the disaster;
- the capacity of other government agencies and organisations to respond to the disaster;
- the need for ongoing support ie. rebuilding disaster stricken areas once the initial crises has been dealt with;
- the impact of any such crises on our immediate region and community, and
- the affected areas connection to the cultural origin of residents of Greater Dandenong.

### **Donation Recipients**

Financial donations will be made to government or aid agencies accredited by AusAID, and/or equivalent accrediting agency. Donations may be made to community groups but will not be made to individuals.

### **Financial Donation to a Community Group**

In the absence of accreditation, Council will determine the legitimacy of a community group requesting assistance.

Only City of Greater Dandenong based community groups who have a majority of members who are residents or ratepayers will be eligible for donation.

If a community group is eligible for donation, a signed agreement must be made between the City of Greater Dandenong and the community group stating that the donation will be used strictly for the purpose for which it was donated.

### **Responsibilities**

**The Mayor and Chief Executive Officer** are responsible for making an initial evaluation, having regard to the nature of the event and the donation criteria, and where required, submitting a discussion item to the next Councillor Briefing Session.

**Council** is responsible for approving all donations generally by resolution however in times of urgency, Council may direct officers to arrange for disaster relief donations to be made outside of the Council Meeting process.

**Media and Communications** will provide a media release to inform the community of Council's donation, ensuring that community confidence is maintained in the use of community contributions to relief aid, and the provision of regular updates to Council and the community on additional support that can be offered.

## **2.4.2 Review of Council Policies - Disaster Assistance Policy (Cont.)**



# **Greater Dandenong Policy**

---

## **7. Related Documents**

Municipal Emergency Management Plan

## **2.5 OTHER**

### **2.5.1 Extension of YMCA Contract**

File Id:

Responsible Officer:

Director Community Services

---

### **Report Summary**

This report summarises the outcome of negotiations with the Victorian YMCA Community Programming Pty Ltd (YMCA) and Council regarding Contract No. 1314-68 for the Management and Operation of Dandenong Oasis, Noble Park Aquatic Centre (NPAC) and Springers Leisure Centre by extending the existing contract for a third contract term.

This contract term is consistent with the options outlined within the contract, commencing on 1 July 2019 and concluding on 30 June 2021.

The negotiated outcome and proposed guaranteed lump sum contract price is \$5,359,937.00 inclusive of GST over the two year contract extension term, or \$2,648,241.00 in 2019/20 and \$2,711,696.00 in 2020/21.

### **Recommendation Summary**

This report recommends that Council resolve to extend Contract No. 1314-68 for the Management and Operation of Dandenong Oasis, NPAC and Springers Leisure Centre with the Victorian YMCA Community Programming Pty Ltd for a further two year contract term and for a total guaranteed lump sum contract price of \$5,359,937.00 inclusive of GST.

### **2.5.1 Extension of YMCA Contract (Cont.)**

#### **Background**

Aquatic and leisure centres are important community assets that provide opportunities for people of all ages to participate in a broad range of activities, which has a significant impact on the health and wellbeing of the community.

The YMCA was appointed to manage and operate Council's aquatic and leisure centres - Dandenong Oasis, NPAC and Springers Leisure Centre commencing on 1 October 2014. The initial contract term was for a period of two (2) years and nine (9) months (expiring 30 June 2017) with options for an additional two (2) x two (2) year contract terms.

Collectively, Council's aquatic and leisure centres attracted over 1.13 million attendances in 2017/18, reinforcing the significant impact that the Centres have on the health and wellbeing of the community.

However, whilst attendance levels have continued to rise from previous years, overall attendance and membership numbers have been below projected levels. Consequently, the operational performance of the Centres has been well below budgeted figures and the YMCA has reported financial losses over the initial contract term. Increased utility costs, operational and maintenance requirements have also been observed (associated with ageing infrastructure), which have contributed to the escalating operational costs at the Centres.

The YMCA has worked with Council to address identified issues, whilst working to provide a high level of customer service and program delivery. Ongoing efforts have resulted in continued growth, particularly in the area of health and wellness attendance, which had a positive impact on the operational performance of the Centres in 2017/18. Of note, was the growth in Health and Wellness program attendances at Dandenong Oasis which saw an increase average of 2.5% over the past two years.

In October 2018, the YMCA commenced discussions with Council seeking to extend their partnership with the City of Greater Dandenong by extending the existing contract for a third contract term (from 1 July 2019 to 30 June 2021). Since this time, Council Officers have been negotiating with the YMCA to achieve the best outcome for Council and the Greater Dandenong community.

#### **Proposal**

Following an extensive negotiation process, the proposed guaranteed lump sum contract price for the management and operation of Council's aquatic and leisure centres is recommended as \$2,648,241.00 in 2019/20 and \$2,711,696.00 in 2020/21, totalling \$5,359,937.00 including GST over the two-year contract extension term.

The proposed contract price will therefore require the YMCA to continue to strive for high performance targets, including growth of programs, diversity of opportunities and increased participation / attendance levels across the Centres.

---

### **2.5.1 Extension of YMCA Contract (Cont.)**

The negotiated outcome and contract price are consistent with the scope of the original contract, except for the following negotiated outcomes:

1. Swimming lesson fees have been reduced in line with benchmarking;
2. The repairs and maintenance cap have been increased in line with Council's recommended maintenance program and known maintenance requirements;
3. The utility budget has been increased in line with current consumption costs;
4. Replacement of the pool inflatable at Oasis (once off);
5. Closure of the crèche at Oasis and Springers due to underutilisation; and
6. All previously agreed variations are included in the contract price.

### **Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans**

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

#### **Community Plan 'Imagine 2030'**

##### People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Outdoor Activity and Sports* – Recreation for everyone
- *Lifecycle and Social Support* – The generations supported

##### Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings

##### Opportunity

- *Jobs and Business Opportunities* – Prosperous and affordable
- *Tourism and visitors* – Diverse and interesting experiences

#### **Council Plan 2017-2021**

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. This report is consistent with the following goals:

##### People

- A vibrant, connected and safe community

### **2.5.1 Extension of YMCA Contract (Cont.)**

#### Place

- A healthy, liveable and sustainable city

#### Opportunity

- A diverse and growing economy

The strategies and plans that contribute to these outcomes are as follows:

- Community Wellbeing Plan 2017-2021
- Council Plan 2017-2021
- City of Greater Dandenong 2030 Community Plan
- Activate Sport and Active Recreation Strategy 2014-2019

#### **Related Council Policies**

- Community Facilities Management Policy
- Disability Policy 2017
- Multipurpose use of Community Facilities Policy 2013
- Sustainability Strategy 2016-2030
- Diversity, Access and Equity Policy 2015

#### **Victorian Charter of Human Rights and Responsibilities**

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

#### **Financial Implications**

The resource requirements associated with this report are \$2,648,241.00 in 2019/20 and \$2,711,696.00 in 2020/21. Provision has been made in the 2019/20 formal budget to accommodate year one contract cost. The contract cost for year two (2020/21) of \$2,711,696.00 will need to be considered in Council's LTFS review.

The recommended amounts for 2019/20 and 2020/21 represent an increase from the initial contract term as the result of utility cost increases, rising operating costs over time (labour and consumer price increases) and ageing infrastructure at Oasis.

The recommended lump sum contract amounts for 2019/20 and 2020/21 are based on an assessment of YMCA actual costs over the initial contract term with a requirement for the YMCA to achieve higher participation across the Centres.



---

### **2.5.1 Extension of YMCA Contract (Cont.)**

#### **Consultation**

This report has been prepared following an extensive consultation and negotiation process with the YMCA and Otium Planning Group.

This process is complemented by an independent audit of the performance of the YMCA and technical reviews of the three Centres performed by Otium Planning Group, along with regular meetings conducted with the YMCA and reporting undertaken (including customer feedback) in accordance with the contract requirements.

#### **Conclusion**

Council officers have undertaken an extensive consultation and negotiation process with the YMCA regarding an extension of the existing contract for a third contract term. Council officers are satisfied with the negotiated outcome and the agreed lump sum contract price of \$5,359,937.00 (for two years), in light of the current financial performance of the Centres.

The YMCA has successfully managed to improve the operational performance of the aquatic and leisure centres over the course of the current contract term and has established ambitious but achievable performance targets for the proposed third contract term to guarantee the operational performance of the Centres for Council.

#### **Recommendation**

**That Council resolves to extend Contract No. 1314-68 for the Management and Operation of Dandenong Oasis, Noble Park Aquatic Centre (NPAC) and Springers Leisure Centre with the Victorian YMCA Community Programming Pty Ltd, for a further two year contract term (commencing 1 July 2019), for a total guaranteed lump sum contract price of \$5,359,937.00 inclusive of GST.**

#### **MINUTE 1078**

Moved by: Cr Matthew Kirwan  
Seconded by: Cr Angela Long

**That Council resolves to extend Contract No. 1314-68 for the Management and Operation of Dandenong Oasis, Noble Park Aquatic Centre (NPAC) and Springers Leisure Centre with the Victorian YMCA Community Programming Pty Ltd, for a further two year contract term (commencing 1 July 2019), for a total guaranteed lump sum contract price of \$5,359,937.00 inclusive of GST.**

**CARRIED**

### **2.5.2 Review of Meeting Procedure Local Law No. 1**

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Local Law 1 Meeting Procedure Working Copy  
Draft

---

### **Report Summary**

The Meeting Procedure Local Law (MPLL) 1 provides Council with the governance framework on the conduct of Council meetings. The MPLL was last reviewed by Council in 2013 and in accordance with Council views, a further review has now been sought.

Attached to this report is a revised draft MPLL for Council consideration.

Once adopted in principle the MPLL will be required to be advertised and community submissions sought and considered. Following completion of that process, a final report will be brought back to Council for consideration.

### **Recommendation Summary**

This report recommends that Council adopt in principle the revised Meeting Procedure Local Law 1 and commence the required public consultation phase required under Section 223 of the *Local Government Act 1989*.

---

### **2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

#### **Background**

The current MPLL was previously considered by Council in 2013 and Council has recently sought a review of the Local Law.

A workshop was held with Councillors on April 29, 2019 with a follow up review of the outcomes of that meeting on 20 May, 2019.

Arising from these Briefings, a number of changes to the existing Local Law are proposed. The most significant of these are:

- Moving Public Question Time to a position earlier in the Council Agenda rather than at the end of the meeting where it is at present;
- Placing a time limit on Councillor Questions of eight minutes with the option for the Mayor to further extend this by three minutes.
- Recording a division of votes for all opposed motions
- Requiring a minimum of two Councillors to request a Rescission Motion
- Increasing Councillor Speaking Times for the Seconder, Other Speakers and the Right of Reply.

Attached to this report is a marked-up copy of the revised MPLL with all changes noted in red.

The process to change a Local Law requires Council to publicly advertise the revised Law for a period of 28 days and to seek public submissions on the proposal.

Council will then need to meet and consider community feedback received before a final report is then tabled to a future Council meeting.

#### **Proposal**

This report recommends that Council adopt in principle the revised Meeting Procedure Local Law 1 and commence the required public consultation phase required under Section 223 of the *Local Government Act 1989*.

#### **Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans**

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

##### **Community Plan 'Imagine 2030'**

##### **Opportunity**

- *Leadership by the Council* – The leading Council

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****Council Plan 2017-2021**

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. This report is consistent with the following goals:

**Opportunity**

- An open and effective Council

**Financial Implications**

There are no financial implications associated with this report.

**Consultation**

The process of this review has involved two Council Briefings to consider potential changes to the previous Local Law. This report will now place the revised draft on public display and seek community feedback.

**Conclusion**

Council has considered the current MPLL and has provided input into proposed changes in the revised draft prior to seeking public comment.

**Recommendation**

**That Council adopts in principle the revised Meeting Procedure Local Law 1 (as attached to this report) and commence the required public consultation phase required under Section 223 of the *Local Government Act 1989*.**

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

**MINUTE 1079**

Moved by: Cr Sean O'Reilly  
Seconded by: Cr Zaynoun Melhem

**That Council adopts in principle the revised Meeting Procedure Local Law 1 (as attached to this report) and commence the required public consultation phase required under Section 223 of the *Local Government Act 1989*.**

---

**MINUTE 1080**

Moved by: Cr Tim Dark  
Seconded by: Cr Loi Truong

**That Councillor Matthew Kirwan be granted an extension of time of three (3) minutes to speak against the motion.**

**CARRIED**

---

**MINUTE 1081**

Moved by: Cr Tim Dark  
Seconded by: Cr Zaynoun Melhem

**That Councillor Matthew Kirwan be granted an extension of time of thirty seconds to speak against the motion.**

**CARRIED**

---

**(REFER TO MINUTE NUMBER 1079) CARRIED**

For the Motion: Cr Roz Blades AM, Cr Youhorn Chea, Cr Angela Long, Cr Zaynoun Melhem, Cr Sean O'Reilly, Cr Maria Sampey, Cr Sophie Tan, Cr Loi Truong

Against the Motion: Cr Tim Dark, Cr Matthew Kirwan (called for the division)

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

**OTHER**

**REVIEW OF MEETING PROCEDURE LOCAL LAW NO. 1**

**ATTACHMENT 1**

**LOCAL LAW 1 MEETING PROCEDURE  
WORKING COPY DRAFT**

**PAGES 56 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**



# MEETING PROCEDURE LOCAL LAW

Meeting Procedure Local Law No, 1, 2019

??????? 2019

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**



GREATER DANDENONG CITY COUNCIL

LOCAL LAW NO. 1, 201<sup>9</sup>

---

MEETING PROCEDURE LOCAL LAW

---



## ORDINARY COUNCIL MEETING - MINUTES

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****TABLE OF CONTENTS**

<b>PART 1 - INTRODUCTION.....</b>	<b>5</b>
1. Title.....	5
2. Purpose.....	5
3. Authorising Provision.....	5
4. Operational Date and Area of Operation.....	5
5. Commencement and Revocation Dates.....	5
<b>PART 2 – NOTICES AND AGENDAS.....</b>	<b>6</b>
6. Date, Time and Place of Meetings.....	6
7. Altering Meeting Dates, Time and Venue.....	6
8. Notice of Meeting - Public.....	6
9. Notice of Meeting - Councillors.....	6
10. Meetings Open to the Public.....	6
11. Meetings Closed to the Public.....	7
<b>PART 3 – QUORUM.....</b>	<b>8</b>
12. Quorum – Council Meeting.....	8
13. Quorum – Advisory or Special Committee.....	8
14. Failure to Raise a Quorum.....	8
15. Inability to Maintain a Quorum.....	8
16. Inability to Maintain a Quorum due to Declarations of Interests.....	8
<b>PART 4 – CALL OF THE COUNCIL.....</b>	<b>9</b>
17. Call of the Council.....	9
<b>PART 5 – MINUTES.....</b>	<b>10</b>
18. Keeping of Minutes.....	10
19. Content of Minutes.....	10
20. Confirmation of Minutes.....	10
21. Objection to Confirmation of Minutes.....	11
22. Deferral of Confirmation of Minutes.....	11
<b>PART 6 – BUSINESS OF A MEETING.....</b>	<b>12</b>
23. Order of Business Listed on an Agenda.....	12
24. Attendances/Apologies (including Leave of Absence).....	12
25. Mayoral Presentation.....	13
26. Changes to the Order of Business.....	13
27. Deputations.....	13
28. Conflict of Interests.....	13
29. Correspondence Inward.....	14
30. Presentation of Officer Reports.....	14
31. Reports of Committees.....	14
32. Petitions/Joint Letters.....	14
33. Question Time – Public.....	15
34. Notices of Motion.....	16
35. Reports from Councillors/Delegates & Councillor Questions.....	17

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

36. Urgent Business .....	18
37. Time Limit for Meetings .....	19
<b>PART 7 – ADDRESSING THE MEETING.....</b>	<b>20</b>
38. Addressing the Meeting .....	20
<b>PART 8 – MEETING PROCEDURES.....</b>	<b>21</b>
<b><i>DIVISION 1 – VOTING</i></b>	<b>21</b>
39. Voting - How Determined.....	21
40. Voting - By Show of Hands.....	21
41. Request for a Division Any Motion that is Debated.....	21
42. Procedure for a Division .....	21
43. Between the Original Vote and the Division.....	22
44. Vote to be Taken in Silence.....	22
45. Recount of Vote.....	22
46. Declaration of Vote .....	22
47. Casting Vote .....	22
48. Recording of Opposition to Motion .....	22
49. Motion to be Read Again .....	22
<b><i>DIVISION 2 – MOTIONS &amp; AMENDMENTS</i></b>	<b>22</b>
50. Notice of Motion.....	22
51. Form of Motion .....	22
52. Motion Not to be Withdrawn Without Consent (Leave of Council) .....	23
53. Moving a Motion .....	23
54. Unopposed Motion or Amendment .....	23
55. Course of Debate of Opposed Motion .....	23
56. Right of Reply .....	24
57. Agreed Alterations to a Motion .....	24
58. Moving an Amendment.....	24
59. Who May Debate an Amendment.....	24
60. No Right of Reply for Amendments .....	24
61. Who May Propose an Amendment.....	24
62. How Many Amendments may be proposed .....	25
63. Second or Subsequent Amendments .....	25
64. An Amendment once Carried .....	25
65. Foreshadowing a Motion .....	25
66. Withdrawal of a Motion .....	25
67. Separation of a Motion.....	25
68. Deferral of a Motion.....	25
69. Motions in Writing .....	25
70. Debating a Motion .....	26
71. Debate from the Chair .....	26
72. Adjourned Debate.....	26
73. Resumption of Adjourned Debate.....	26
74. Rescission Motion Notification.....	27
75. When a Resolution is Acted Upon.....	27
<b><i>DIVISION 3 – PROCEDURAL (FORMAL) MOTIONS</i></b>	<b>27</b>
76. Moving a Procedural Motion .....	28
77. Who Can Move a Procedural Motion .....	28

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

78. Debate and Amendments to Procedural Motions .....	28
79. The Previous Question .....	28
80. The Closure (That the motion be put) .....	28
81. Proceed to Next Business .....	28
82. Adjournment of Debate .....	29
83. Adjournment of Meeting .....	29
84. That the Question Lie on the Table .....	29
<b><i>DIVISION 4 – SPEAKING TO THE MEETING</i></b> .....	<b>29</b>
85. Speaking Times .....	29
86. Extension of Speaking Time .....	30
87. Length of Extension .....	30
88. Cases in Which Councillor Must Rise When Speaking .....	30
89. Interruptions, Interjections and Relevance .....	30
90. Priority of Address .....	30
91. Councillors Not to Speak Twice to Same Motion or Amendment .....	30
<b><i>DIVISION 5 – POINTS OF ORDER</i></b> .....	<b>30</b>
92. Points of Order .....	30
93. Consideration of Point of Order .....	32
94. Chairperson to Decide Point of Order .....	32
95. Disagreeing with Chairperson's Ruling .....	32
96. Motion of Dissent .....	32
97. Personal Explanation .....	32
98. Ordering Withdrawal of Remark .....	32
99. Call for Supporting Documentation .....	33
<b><i>DIVISION 6 – SUSPENSION OF STANDING ORDERS</i></b> .....	<b>33</b>
100. Suspension of Standing Orders to Change Order of Business .....	33
101. Suspension of Standing Orders for the Purpose of Discussion .....	33
<b><i>DIVISION 7 – ADJOURNMENTS</i></b> .....	<b>34</b>
102. Adjourning the Meeting .....	34
103. Notice for Adjourned Meeting .....	34
104. Lapsed Meeting .....	34
105. Undisposed Business of a Lapsed Meeting .....	34
<b>PART 9 – BEHAVIOURAL CONDUCT DURING COUNCIL MEETINGS</b> .....	<b>35</b>
106. Conduct - Councillors .....	35
107. Gallery to be Silent .....	35
108. Call to Order/Removal from Council Chamber .....	35
109. Chairperson May Adjourn Disorderly Meeting .....	35
110. Conduct of Public Meeting .....	35
<b>PART 10 – PROCEDURE NOT PROVIDED IN LOCAL LAW</b> .....	<b>36</b>
111. Procedure Not Provided in Local Law .....	36
<b>PART 11 - SUSPENSION OF LOCAL LAW</b> .....	<b>37</b>
112. Suspension of Procedure .....	37
<b>PART 12 – PROVISIONS TO RECORD COUNCIL MEETINGS</b> .....	<b>38</b>
113. Webcasting and Recording Proceedings .....	38

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

<b>PART 13 – OFFENCES AND PENALTIES.....</b>	<b>39</b>
114. Offences .....	39
115. Infringement Notices and Penalties .....	39
<b>PART 14 – SPECIAL MEETINGS .....</b>	<b>40</b>
116. Special Meeting Provisions.....	40
<b>PART 15 - ADVISORY AND SPECIAL COMMITTEES.....</b>	<b>41</b>
117. Establishment of Advisory and Special Committees.....	41
118. Election of Chairperson - Advisory and Special Committees.....	41
119. Application to Committees.....	41
120. Recording Minutes - Advisory or Special Committee.....	41
121. Notices and Agendas – Advisory and Special Committees .....	42
122. Quorum – Advisory and Special Committees .....	42
123. Reports of Committees.....	42
<b>PART 16 – ELECTION OF THE MAYOR .....</b>	<b>43</b>
124. Outgoing Mayor .....	43
125. Eligibility.....	43
126. When Required.....	43
127. Agenda Content.....	43
128. Temporary Chairperson.....	43
129. Returning Officer .....	43
130. Second Temporary Chairperson (Election of Temporary Chairperson).....	43
131. Nominations for the Office of Mayor .....	44
132. Method of Voting .....	44
133. Determining the Election of the Mayor.....	44
134. Determining By Lot .....	44
135. Mayor to Take Chair .....	45
136. Absence of Mayor at Meetings .....	45
137. Election of Deputy Mayor.....	45
<b>PART 17 - THE COMMON SEAL.....</b>	<b>46</b>
138. Use of Common Seal.....	46
139. Signatures to Accompany Common Seal .....	46
140. Authority for Use of Common Seal .....	46
141. Who Keeps the Common Seal .....	46
142. Common Seal Register.....	46
143. Unauthorised Use of the Common Seal .....	46
<b>PART 18 – GLOSSARY OF TERMS.....</b>	<b>47</b>
<b>APPENDIX 1 - FORMAL MOTIONS .....</b>	<b>50</b>

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 1 - INTRODUCTION

#### 1. Title

This Local Law will be known as the Meeting Procedure Local Law No.1, 2013.

#### 2. Purpose

The purpose of Local Law No.1, 2013 is to:

- a) regulate proceedings and provide for orderly and fair conduct at all Council meetings, Special Committee meetings, Advisory Committee meetings, and other meetings conducted by or on behalf of Council where Council has resolved that the provisions of this Local Law are to apply; and
- b) maintain open, efficient and effective processes of the government of the Council and assist with keeping the preparation of the agenda consistent from meeting to meeting; and
- c) regulate proceedings for the election of the Mayor and Chairpersons of various committees; and
- d) regulate the use and prohibit unauthorised use of the common seal; and
- e) revoke Council's Meeting Procedure Local Law No. 1 of 2010.

#### 3. Authorising Provision

This Local Law is made under section 111(1) of the Local Government Act 1989.

#### 4. Operational Date and Area of Operation

This Local Law:

- a) comes into operation on 24 June 2013; and
- b) operates throughout the whole of the municipal district of Council in accordance with section 121 (1) of the Act.

#### 5. Commencement and Revocation Dates

- a) Upon the coming into operation of this Local Law, Council's Meeting Procedure Local Law No. 1 of 2013, is revoked.
- b) This Local Law ceases to operate on xxxx 202x unless revoked sooner by Council resolution.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 2 – NOTICES AND AGENDAS

#### 6. Date, Time and Place of Meetings

Council will fix the dates, times and place of all Council meetings for a twelve month period at the Annual Meeting of Council which is to be held no earlier than the ~~first Saturday in November~~ and no later than the ~~last Saturday in November~~.

The date, time and place of all Council meetings must be made available to the public.

*See clause 8 - Notice of Meeting - Public*

#### 7. Altering Meeting Dates, Time and Venue

Council may, by resolution, at an Ordinary meeting or a Special meeting, alter the day, time and place upon which an Ordinary meeting will be held, and must provide reasonable notice of the change to the public.

*See clause 8 - Notice of Meeting - Public*

#### 8. Notice of Meeting - Public

Reasonable notice of Council meetings must be given to the public by advertising in local newspapers, on Council's website and in Council's publications (including social media).

Advertising can be done as a schedule of meetings either annually, or at various times throughout the year, or just prior to each meeting.

Reasonable notice of Council meetings is considered to be at least ~~72 hours~~ three (3) business days before a scheduled meeting.

#### 9. Notice of Meeting - Councillors

The notice for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by courier, post, electronic medium or otherwise delivered to each Councillor's place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.

A notice of any meeting incorporating or accompanied by an Agenda of the business to be dealt with must be served on every Councillor at least ~~72 hours~~ three (3) business days before the meeting.

It will not be necessary for a notice of a meeting or Agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has requested in writing to the Chief Executive Officer to continue to give notice of any Meeting to be held during the period of his or her absence.

#### 10. Meetings Open to the Public


In accordance with section 89 (1) of the Local Government Act 1989 all meetings of Council must be open to members of the public unless a specific resolution is made to close the meeting to members of the public pursuant to section 89 (2) of the Act.

*See clause 11 - Meetings Closed to the Public*

### **2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

#### **11. Meetings Closed to the Public**

Council may resolve that a Council meeting be closed to members of the public if the meeting is discussing:

- a) personnel matters;
  - b) the personal hardship of any resident or ratepayer;
  - c) industrial matters;
  - d) contractual matters;
  - e) proposed developments;
  - f) legal advice;
  - g) matters affecting the security of Council property;
  - h) any other matter which Council or the Special Committee considers would prejudice Council or any person; or
  - i) a resolution to close the meeting to members of the public.
- 

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 3 – QUORUM

#### 12. Quorum – Council Meeting

The quorum for any Council meeting must be half plus one, which is the majority of the number of Councillors. A quorum is required for the entire meeting.

#### 13. Quorum – Advisory or Special Committee

The quorum for any Advisory or Special Committee must be half plus one, which is the majority of the number of Committee Members with voting rights.

#### 14. Failure to Raise a Quorum

If a quorum is not present within thirty (30) minutes of the time appointed for the commencement of any Meeting or adjournment, those Councillors present, or if there are no Councillors present the Chief Executive Officer or in his or her absence a Senior Officer, must adjourn the Meeting for a period not exceeding seven (7) days from the date of the adjournment.

*See clause 102 & 103– Adjournments*

#### 15. Inability to Maintain a Quorum

If during any Meeting or any adjournment of a Meeting, a quorum cannot be achieved and maintained, those Councillors present or, if there are no Councillors present, the Chief Executive Officer or in his or her absence a Senior Officer, must adjourn the Meeting for a period not exceeding seven (7) days from the date of the adjournment.

*See clause 102 & 103– Adjournments*

#### 16. Inability to Maintain a Quorum due to Declarations of Interests

If during any Meeting it becomes apparent to the Chairperson that it will not be possible to maintain a quorum due to the number of Councillors who have disclosed a conflict of interest in an item of business and will be unable to vote, that item of business will lie on the table and be considered at the next available Meeting when a quorum can be reached or alternatively until the Chief Executive Officer is able to obtain an exemption from the Minister.



ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****PART 4 – CALL OF THE COUNCIL****17. Call of the Council**

If a quorum of Council cannot be formed and maintained due to the absence of Councillors, the Minister or the Chief Executive Officer will require all Councillors to attend a Call of the Council meeting. This is reflected in section 85 of the Local Government Act 1989.

A Call of the Council meeting must be treated as a Special meeting.

The Minister responsible for administering the Act (or a person appointed by the Minister) is entitled to attend and speak at a Call of the Council meeting which he or she has required Councillors to attend.

If a Call of the Council has been required, immediately after the opening of the Meeting:

- a) the Chief Executive Officer must call the name of:
  - i) the Mayor; and
  - ii) each Councillor in alphabetical order;
- b) each person present must answer to his or her name;
- c) all excuses for absence must be considered; and
- d) as to each excuse, the question:

*"Is the excuse of Cr \_\_\_\_\_ a reasonable excuse to the satisfaction of Council?"*

must be put to the vote of Council.

If a Councillor does not attend within 30 minutes after the time fixed for a Call of the Council meeting, or remain at the Meeting, the Chief Executive Officer must immediately advise the Minister in writing. The Minister will then determine whether the Councillor's excuse for not attending is reasonable, and will also determine whether the Councillor is capable of remaining in office.

---

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 5 – MINUTES

#### 18. Keeping of Minutes

The Chief Executive Officer is responsible for arranging the keeping of the minutes on behalf of Council.

Each item in the minutes must be clearly headed with a subject title and allocated a minute number. Minutes must be consecutive~~ly~~, commencing at one (1) at the beginning of each four (4) year cycle of Council.

The minutes must be signed by the Chairperson of the Meeting at which they have been confirmed.

#### 19. Content of Minutes

The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the Meeting and to take the minutes of such meeting) must keep minutes of each Council meeting and those minutes must record:

- a) the date and time the Meeting was commenced, adjourned, resumed and concluded;
- b) the names of Councillors and whether they are PRESENT, an APOLOGY, or LEAVE OF ABSENCE or other details as provided;
- c) the names of members of Council staff in attendance with their organisational titles;
- d) arrivals and departures times (including temporary departures) of Councillors during the course of the Meeting;
- e) each motion and amendment moved, including the mover and seconder of the motion or amendment;
- f) the outcome of every motion and amendment, that is whether it was put to the vote and the result (namely, CARRIED, LOST, WITHDRAWN, LAPSED FOR THE WANT OF A SECONDER, or AMENDED);
- g) where a division is called, a table of the names of every Councillor and the way their vote was cast (either FOR or AGAINST);
- h) details of a failure to achieve or maintain a quorum; and any adjournment whether as a result or otherwise;
- i) a summary of all committee reports and or deputations made to Council;
- j) a summary of reports from Councillors/Delegates and any responses provided at the Meeting  
*see clause 35 - Reports from Councillors and Delegates & Councillor Questions*
- k) the time and reason for any adjournment of the Meeting or suspension of Standing Orders;
- l) closure of the Meeting to members of the public and the reason for such closure;
- m) disclosure of any conflicts of interest made by a Councillor or member of staff; and
- n) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the Meeting or the reading of the minutes.

#### 20. Confirmation of Minutes

During preparation of the Minutes, Council officers may, from time to time, correct minor typographical errors, without changing the intent of those minutes. A Council resolution is not required to correct minor typographical errors.

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

Confirmation of the minutes of a meeting is a formal declaration that the minutes are an accurate record of that meeting.  
Note: Debate on items is not recorded within the minutes but is available via webcast on [www.greaterdandenong.com](http://www.greaterdandenong.com). ~~for one month after each meeting.~~

Advice that the minutes are available must be provided to all Councillors no later than 72 hours before the next scheduled Meeting.

At every meeting of Council the minutes of the preceding meeting(s) must be listed on the Agenda for confirmation.

Minutes must be confirmed by resolution of Council. The motion confirming the minutes can be moved and seconded by any Councillor who was present at the meeting and believes the minutes to be an accurate record of that meeting

Following confirmation of the minutes, with or without amendment, they must be signed by the Chairperson of the Meeting at which they were confirmed.

**21. Objection to Confirmation of Minutes**

If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:

- a) state the item or items with which he or she is dissatisfied;
- b) propose a motion clearly outlining the alternative wording to amend the minutes; and

The item(s) objected to must be considered separately in the order in which it (or they) appear in the minutes.

No discussion or debate on the confirmation of the minutes will be permitted, except where their accuracy as a record of the proceedings of the Meeting to which they relate, is questioned.

**22. Deferral of Confirmation of Minutes**

Council may defer the confirmation of the minutes until later in the Meeting or until the next meeting as appropriate.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 6 – BUSINESS OF A MEETING

#### 23. Order of Business Listed on an Agenda

The **general** order in which business is listed on the Agenda is determined by the Chief Executive Officer and **is generally** kept consistent from meeting to meeting. This should not preclude the Chief Executive Officer from altering the order of business (**in an Agenda**) from time to time to enhance the fluent and open process of the government of Council.

~~See clause 23 – Order of Business listed on Agenda delete~~

The Chief Executive Officer may include any matter on the Agenda that he or she believes should be considered by the Council.

Unless otherwise resolved by Council the **general** order of business at an Ordinary meeting will be listed as follows:

- a) **Meeting opening/Acknowledgement of traditional owners of the land/Attendance/Apologies** (including Leaves of Absence);
- b) Offering of Prayer;
- c) Presentation or Statement by Mayor (Optional) – *see clause 25*
- d) Confirmation of minutes of previous Meetings – *see clause 20*;
- e) Deputations - *see clause 27*;
- f) Disclosure of Conflicts of Interest - *see clauses 28*;
- g) Officers' reports - Planning including: - *see clause 30*
  - i) Documents for Sealing;
  - ii) Documents for Tabling; and
  - iii) Petitions/Joint Letters - *see clause 32*;
- h) **Question Time – Public** - *see clause 33*;
- i) **Officer Reports - Other**
- j) Notices of Motions - *see clause 34*;
- k) Reports from Councillors/Delegates and Councillor Questions - *see clause 35*)
- l) Urgent Business - *see clause 36*.

**Councillors – can we confirm for me that Public Question time either remains where it is or moves to after consideration of planning items. My notes from the night didn't include this.**

#### 24. Attendances/Apologies (including Leave of Absence)

A Councillor is required to seek leave of absence from Council if they will knowingly be absent from a scheduled Ordinary meeting.

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

A request for a leave of absence must be in writing (letter or email) and submitted to the Chief Executive Officer and state the dates of each meeting for which a leave is sought and reason for the leave. In accordance with the Local Government Act (1989), Council must not unreasonably refuse to grant leave.

Requests for leave of absence must be received by 12 noon, at least ~~three (3)~~ ten (10) business days prior to the Council meeting at which leave is sought ~~to ensure it is listed as a general business item within the Agenda.~~

If this is not possible, written apologies should be submitted to the Chief Executive Officer at the earliest possible time before non-attendance at any Council meeting.

A copy of any apology should also be provided to the Mayor, the Executive Assistant to the Mayor and the Governance Unit. Emails and faxes are acceptable.

An appropriate notice would include the following:

I am unable to attend the scheduled Ordinary meeting of Council to be held on {Insert date} and request that my apology be tendered.

Section 69 (1)(g) of the Act states that an extraordinary vacancy will be created if a Councillor is absent from four (4) consecutive Ordinary meetings of Council without leave of absence being granted by ~~obtained from the~~ Council. ~~(Submitting an apology is not obtaining a Leave of Absence from Council.)~~

**25. Mayoral Presentation**

From time to time, the Mayor may give a short presentation or make a statement relating to issues of interest or importance to the City.

**26. Changes to the Order of Business**

Once an Agenda has been prepared and sent to Councillors, the order of the business for that Meeting may only be altered by resolution of Council. This includes the request for an item to be brought forward.

*See clauses 100 & 101 - Suspension of Standing Orders*

**27. Deputations**

A deputation wishing to be heard at a meeting of Council must make a written request to the Chief Executive Officer who will refer the request to Council for consideration.

In order for requests to be considered, they must be submitted ten (10) working days prior to the next Ordinary meeting of Council.

If Council agrees to hear a deputation, it will not hear more than two speakers on behalf of any deputation and time limits will be set as to the length of the address prior to the meeting.

Councillors may question the deputation on matters raised before Council for the purpose of clarification, but no discussion will be entered into.

The Chief Executive Officer must, in writing, advise the signatory of the written request (or, if more than one, the first signatory), of the date, time, venue and time limits applying for Council to hear the deputation.

**28. Conflict of Interests**

Section 77A of the Act defines when a Councillor or Member of a Special Committee will have a conflict of interest. The onus is on the Councillor or Member to identify any conflicts of interest in matters before Council or Special Committee.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

Councillors and Members of Special Committees must comply with the requirements of Section 79 of the Act.

A Councillor or Member of a Special Committee who has a conflict of interest in a matter before Council:

- a) ~~must should~~ complete a 'Disclosure of Conflict of Interest Form' and lodge it with the Chief Executive Officer prior to the commencement of the Meeting;
- b) must disclose any conflict of interest which he/she has in an item of business at the time specified on the Agenda;
- c) must disclose the nature of the conflict of interest immediately before the consideration of the relevant matter;
- d) must leave the Chamber prior to discussion on the matter;
- e) must notify the Chairperson that he/she are leaving the Chamber; and
- f) must remain outside the Chamber or any other area in view or hearing of the Chamber until the vote has been taken.

In the event that the Chairperson has disclosed a conflict of interest he/she must vacate the Chair and a temporary Chairperson must be nominated and elected.

*See clauses 134 Absence of Mayor from Meetings*

Where a Councillor or Member has vacated the room after disclosing a conflict of interest, the Councillor or Member must be called back into the room before the meeting can advance to the next item of business.

A member of Council staff must comply with section 80B and 80C of the Act (as well as section 79 in his or her capacity as a Member of a Special Committee).

### 29. Correspondence Inward

Unless otherwise directed by Council, the Chief Executive Officer ~~must~~ determines what inwards correspondence should be placed before Council for its decision or information.

Correspondence addressed to any Councillor personally which requires a decision of or a direction from Council must be referred by that Councillor to the Chief Executive Officer. *A regular report listing correspondence received by the Mayor and Councillors will be included in Council Meeting Agendas in Officer's Reports.*

No correspondence can be read in full at any Council meeting unless the Chairperson allows that an item or items of correspondence be so read.

### 30. Presentation of Officer Reports

Officer reports will not be read in full at any Council meeting unless Council resolves to the contrary.

### 31. Reports of Committees

Any Report of a Special Committee composed solely of Councillors must contain a recommendation or recommendations to Council and be included in the Agenda for the next convenient meeting of Council.

### 32. Petitions/Joint Letters

Petitions and Joint Letters are regularly received and tabled at Ordinary meetings of Council for noting and:

- a) petitions and joint letters received by Councillors and/or council officers must be lodged with the Chief Executive Officer for inclusion in the Agenda no later than **12 noon** at least three (3) business days before the meeting; and

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

- b) petitions or joint letters received after the deadline will be held over for inclusion in the Agenda of the next Ordinary Meeting of Council.
- c) A petition or joint letter:
  - i). may be submitted either in hard copy or in an on-line format provided that it is legible and contains Names, Addresses and signatures (or email address for on-line submissions)
  - ii) cannot be defamatory, indecent, abusive or objectionable in language or content; and
  - iii) cannot be submitted twice; and
  - iii) cannot relate to matters beyond the powers of Council or matters where Council has previously considered views expressed in a petition and has determined the matter; and
  - iv) must bear the whole of the petition or request upon each page of the petition; and
  - v) if in hard copy, must consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper;
- d) any petitions or joint letters that do not comply with sub-clause (c) or of this Local Law will not be tabled at a Council meeting;
- e) a petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated Council may reply to the first signatory which appears on the petition; and
- f) any person who fraudulently signs a petition or joint letter which is presented to Council is guilty of an offence. See clause 113 & 114 - Offences and Penalties.

The status and progress of petitions and joint letters received will be regularly reported on in the Council Meeting Agenda until they have been responded to by Council officers.

On-line petitions that do not meet the requirements of this clause will be treated as inwards correspondence and brought to Councillors attention through that mechanism.

**33. Question Time – Public**

- a) There must be a question time at every Ordinary meeting to enable members of the public to address questions to Council. Questions are limited to a maximum of three (3) questions per individual.
- b) All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Ordinary meetings of Council. Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be read and answered at the meeting.
- c) All such questions must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:
  - i) ~~fifteen (15) minutes following~~ the commencement time of the Ordinary meeting if questions are submitted in person; or
  - ii) 12 noon on the day of the Ordinary meeting if questions are submitted by electronic medium.
- d) A question will only be read to the meeting if the Chairperson and/or Chief Executive Officer has determined that the question:
  - i) does not relate to a matter of the type described in section 89(2) of the Act;

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

- ii) does not relate to a matter in respect of which Council has no power to act;
  - iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor or Council officer; and
  - iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting). ~~and~~
- e) If the Chairperson and/or Chief Executive Officer has determined that the question shall not be read to the Meeting, then the Chairperson and / or Chief Executive Officer:
- i) must advise the Meeting accordingly; and
  - ii) will make the question available to Councillors upon request.
- f) The Chief Executive Officer or delegate must read to the Meeting the name of the person who has submitted a question.
- g) The Chief Executive Officer or delegate must read the text of the question and the Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff. A maximum of 300 words per question (which includes preamble and question) will be read aloud.
- h) No debate on or discussion of a question or an answer will be permitted other than for the purposes of clarification. A Councillor or member of Council staff nominated to answer a question may:
- i) seek clarification of the question from the person who submitted it;
  - ii) seek the assistance of another person in answering the question; and/or
  - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice).
- j) Question time is limited in duration to not more than sixty (60) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item.

Council may resolve to bring forward the commencement of Question Time – Public so that the item is considered before Officer's Reports. If this occurs, then questions from the public should be submitted no later than the commencement time of the Ordinary meeting if they are being submitted in person or by noon on the day of the Ordinary meeting if being submitted by electronic medium.

**34. Notices of Motion**

- a) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the Chief Executive Officer no later than ~~12~~ noon at least three (3) business days before the meeting.
- b) A Notice of Motion cannot be accepted by the Chairperson unless the full text of motion has been listed on the Agenda for the Council meeting at which it is proposed to be moved.
- c) Where a Notice of Motion seeks to substantially affect the level of Council services, commit Council to expenditure in excess of ~~\$3,000~~ \$5,000 that has not been included in the adopted Budget, commit Council to any contractual arrangement, or is likely to require more than five (5) days work by a member of Council staff, then a formal report must be prepared and presented to Council in response to the Notice of Motion. Where practicable the report should be presented to next Ordinary meeting of Council.
- d) The Chief Executive Officer must cause all Notices of Motion to be numbered sequentially, dated and entered in the Notice of Motion register in the order in which they were received.



ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

- e) Except by leave of Council, Notices of Motion before any Council meeting must be considered in the order in which they were entered in the Notice of Motion register.
- f) If a Councillor who has given a Notice of Motion:
  - i) is absent from the Meeting; or
  - ii) fails to move the motion when called upon by the Chairperson.any other Councillor may himself/herself move the motion. If the Notice of Motion is not moved (and seconded) it lapses.
- g) If a Councillor proposing a Notice of Motion wishes to amend the Notice of Motion he/she may do so by seeking leave of Council to amend the Notice of Motion prior to it being seconded.
- h) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with *clauses 59, 60, 61, 62, 63, 64 and 65* of this local law, except for confirmation of a previous resolution.
- i) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.
- j) A Notice of Motion cannot be submitted in relation to a matter that was the subject of a rescission motion within three (3) calendar months of the rescission motion having been dealt with.
- k) A preamble to a Notice of Motion is an explanatory statement that explains the purpose of the Notice of Motion. A Councillor lodging a Notice of Motion must ensure that the content of any preamble provided remains factual. Reports from Councillors/Delegates & Councillor Questions

**Councillor Reports**

At each Ordinary meeting, Councillors will have the opportunity to speak on any meetings, conferences or events which they have recently attended.

The duration of any report from a Councillor will be limited to four (4) minutes.

If a Councillor chooses to speak, the name of the conference/event and the Councillor will be recorded in the minutes for that Meeting. If a Councillor requires any additional information to be listed in the minutes the Councillor must table the additional information at this point in the Meeting.

Councillors may use this opportunity to table a list of conferences/events that they have attended since the last Ordinary meeting of council for inclusion in the minutes without speaking on the item. **Reports tabled may not be used to document Councillor views on matters discussed under Officer Reports and other Agenda items.**

Any reports that require tabling must be provided to the minute taker at the conclusion of the Meeting in a clear and legible, format.

**Councillor Questions**

There must be a question time at every Ordinary meeting to enable Councillors to address questions to members of Council staff.

**The duration of question time for each Councillor will be limited to eight (8) minutes. The Chair has the discretion to increase this time by a maximum of three (3) minutes in order to seek that any questions asked has the opportunity to be responded to. Councillors may further table any additional questions which have not been asked. Responses to these questions will be included in the minutes of the meeting.**

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

Questions may be asked with or without notice but must not:

- i) relate to a matter of the type described in section 89(2) of the Act;
- ii) relate to a matter in respect of which Council has no power to act;
- iii) be defamatory, indecent, abusive or objectionable in language or substance, or be asked to specifically embarrass another Councillor or Council officer;
- iv) be repetitive of a question already asked or answered (whether at the same or an earlier Meeting); or
- v) raise an issue which might more appropriately be dealt with by way of Notice of Motion.

An answer will only be given if the Chairperson has determined that the relevant question does not breach any of points i)-v) above.

A Councillor may contribute to an answer to a question made by a member of Council staff.

A member of Council staff is not obliged to answer a question without notice.

A member of Council staff who elects to answer a question without notice by indicating that he/she requires further time to research his/her answer must ensure that a response is provided to Councillors within ten (10) working days following the meeting.

Council may:

- i) of its own volition; or
- ii) upon the advice of a member of a council staff;

resolve to close the Meeting to members of the public in order that an answer to a question asked by a Councillor may be given.

Debate or discussion of questions or answers is not permitted and all questions and answers must be as brief as possible.

**35. Urgent Business**

- a) Business which has not been listed on the Agenda may only be raised as urgent by resolution of Council.
- b) Notwithstanding anything to the contrary in this Local Law, a Councillor (with the agreement of the meeting) may at a Council meeting submit or propose an item of business if the matter relates to business which does not:
  - i) substantially affect the levels of Council service or;
  - ii) commit Council to expenditure exceeding ~~\$3,000~~ \$5,000 and not included in the adopted Budget; or
  - iii) establish or amend Council policy; or
  - iv) commit Council to any contractual arrangement; or
  - v) require pursuant to other policy determined by Council from time to time, the giving of prior notice.
- c) Business must not be admitted as urgent business unless it:
  - i) ~~is deemed to be urgent business by Council; and~~

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

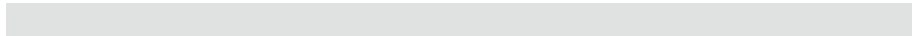
- ii) ~~relates to or arises out of a matter which has arisen since distribution of the Agenda; and~~
- iii) cannot safely or conveniently be deferred until the next Council meeting.

**36. Time Limit for Meetings**

A Council meeting must not continue after 11.00pm unless a majority of Councillors present vote in favour of its continuance. ~~If a vote is taken to continue the meeting after 11.00pm then it will be limited to not more than a 30 minute extension.~~

In the absence of such continuance, the Meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.

*See clause 101 Adjourning the Meeting*



**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

**PART 7 – ADDRESSING THE MEETING**

**37. Addressing the Meeting**

Any Councillor or person who addresses the Meeting must stand to speak and direct all remarks through the Chair.

A Chairperson may address a Meeting, however if the Chairperson wishes to debate a particular motion or move any motion or amendment on any matter under discussion the Chairperson must advise Council of that intention and vacate the Chair on such occasions for the duration of the item under discussion.

If the Chairperson vacates the Chair, a temporary Chairperson must be appointed and take the Chair until the item has been voted on.

*See clause 135 – Absence of Mayor from Meetings*

Any person addressing the Chair must refer to the Chairperson as:

Mayor; or

Mr Mayor; or

Madam Mayor; or

Chair;

Mr Chairperson; or

Madam Chairperson; or

as the case may be.

Councillors and members of Council staff in speaking must address each other by their titles of Councillor or Officer as the case may be.

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 8 – MEETING PROCEDURES

#### *DIVISION 1 – VOTING*

##### 38. Voting - How Determined

To determine an item before a Meeting, the Chairperson will call for any opposition from voting. If there is no opposition then the motion will be deemed as carried. If there is opposition, then debate will ensue as outlined in *clause 55*.

A Councillor has the right to abstain from voting. A Councillor who abstains from voting and remains in the Chamber will be deemed to have voted against the motion. Abstaining from voting does not constitute cause for debate. Any abstention from voting will be recorded in the minutes.

##### 39. Voting - By Show of Hands

Unless Council resolves otherwise, voting on any matter will be by a clear show of hands so that the Chairperson can easily record the count.

##### 40. ~~Request for a Division Any Motion that is Debated~~

~~Immediately after any motion is put to a Meeting and before the next item of business has commenced, a Councillor may call for a division.~~

~~The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.~~

The division of the vote for any motion that is debated, will automatically be recorded in the Minutes. (There is no need for any Councillor to call for a division.)

##### 41. ~~Procedure for a Division~~

~~A Councillor may still call for a division in the instance where there is no debate but it is clear that a vote is not unanimous. In this instance, when a division is called for, the vote already taken must be treated as a nullity and the division will decide the question, motion or amendment.~~

When a division is called for, the Chairperson must:

- ~~a) first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer) must record in the minutes, the names of those Councillors voting in the affirmative; and~~
- ~~b) then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer) must record in the minutes, the names of those Councillors voting in the negative.~~

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### 42. ~~Between the Original Vote and the Division~~

~~No Councillor is prevented from changing his/her original vote at the voting on the division, and the voting by division will determine Council's resolution on the motion.~~

### 43. Vote to be Taken in Silence

~~Except when a Councillor demands a division, Councillors must remain seated in silence while a vote is being taken.~~

### 44. Recount of Vote

The Chairperson may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

### 45. Declaration of Vote

The Chairperson must declare the result of the vote or division as soon as it is taken.

### 46. Casting Vote

In the event of an equality of votes, the Chairperson has a casting vote, except in cases where the Act provides that a matter or amendment is to be determined by lot.

*See clause 133 – Determining by Lot*

### 47. Recording of Opposition to Motion

Any Councillor may ask that his/her opposition to a motion adopted by the Meeting be recorded. It must then be recorded in the minutes of the Meeting.

### 48. Motion to be Read Again

Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.

The Chairperson, without being so requested, may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer) to read the question, motion or amendment to the Meeting before the vote is taken.

## ***DIVISION 2 – MOTIONS & AMENDMENTS***

### 49. Notice of Motion

*See clause 34 – Notices of Motion*

### 50. Form of Motion

A motion or an amendment must:

- a) relate to the powers or functions of Council;
- b) be in writing, if requested by the Chairperson; and
- c) except in the case of urgent business, be relevant to an item of business on the Agenda.

A motion or amendment must not be defamatory or objectionable in language or nature.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

The Chairperson may refuse to accept any motion or amendment which contravenes this clause.

### 51. Motion Not to be Withdrawn Without Consent (Leave of Council)

A motion or amendment cannot be withdrawn without Council consenting to the withdrawal by resolution.

### 52. Moving a Motion

The procedure for any motion or amendment is:

- a) the mover must, state the nature of the motion or amendment, and then move it without speaking to it;
- b) the Chairperson must call for a seconder unless the motion is a call to enforce a Point of Order; and
- c) if the motion is not seconded, the motion will lapse for want of a seconder.

### 53. Unopposed Motion or Amendment

If a motion or an amendment is seconded the Chairperson must first ask if there are any questions and then if there is any opposition. *See clause 39 - Voting.*

If no Councillor indicates opposition, it must be declared to be carried.

The mover of any motion once confirmed may, by leave of the Chairperson, talk to that motion for two (2) minutes. *The Chair may permit other Councillors to speak on a matter after the mover for a maximum of two minutes.*

### 54. Course of Debate of Opposed Motion

If any Councillor indicates opposition to a motion which has been seconded:

- a) the Chairperson must call the mover to address Council upon it;  
*~~Time Limit – five (5) minutes~~*
- b) after the mover has spoken the Chairperson must call upon the seconder to address the Meeting;  
*~~Time Limit – three (3) minutes~~*
- c) after the seconder has addressed the meeting (or after the mover if the seconder does not wish to speak) the Chairperson must call upon the first opposition to address the Meeting;  
*~~Time Limit – three (3) minutes~~*
- d) after the mover, seconder and first opposition have had the opportunity to address the Meeting the Chairperson will call for speakers for and against the motion in alternate sequence until the sequence of speakers is exhausted.  
*~~Time Limit – two (2) minutes~~*
- e) a Councillor may speak once on the motion except for the mover of the motion who has a right of reply after which the motion must be put to the motion to the vote.  
*~~Time Limit – two (2) minutes~~*  
*See clause 56 – Right of Reply*
- f) motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

A Councillor calling the attention of the Chairperson to a Point of Order is not regarded as speaking to the motion.

*See clause 92- Points of Order*

### 55. Right of Reply

The mover of an original motion which has not been amended may, once debate has been exhausted, exercise a right of reply to matters raised during the debate.

After right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

A Councillor must not digress from the subject matter of the motion or business under discussion. No new debate or **subject** matter is to be introduced with a right of reply.

### 56. Agreed Alterations to a Motion

With the leave of the Chairperson, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other Councillor.

This would not then necessitate the recording of an amendment into the minutes of the meeting as the alteration would then form part of the substantive motion.

No notice need be given of any amendment **in this instance**.

### 57. Moving an Amendment

An **original** motion having been moved and seconded may be amended by **any Councillor other than the mover and seconder of the original motion** ~~the minute taker~~ by leaving out, inserting or adding words which must be relevant to the original motion and framed so as to complement it as an intelligible and consistent whole. **(An amendment to an original motion should be designed to improve the original motion without contradicting it.)**

Any Councillor moving an amendment to a recommendation will be allocated thirty (30) seconds to explain the reasons for the amendment.

The statement must be an explanation only and will not entertain the benefits or detriments of the amendment or the **substantive original** motion.

### 58. Who May Debate an Amendment

**Any** Councillor may address the meeting once on any amendment, whether or not they have spoken to, **moved or seconded** the original motion, but debate must be confined **only to the term of** the amendment. **(If the mover or seconder of the original wishes to speak to the amendment, they should indicate that they intend to speak only to the amendment and this does not bar them from the right of reply or debate on the original motion once the amendment is resolved.)**

### 59. No Right of Reply for Amendments

No right of reply is available **to the mover (only) of an amendment when** ~~where~~ an amendment is before Council.

### 60. Who May Propose an Amendment

An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the original motion.



---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### 61. How Many Amendments may be proposed

Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time.

### 62. Second or Subsequent Amendments

A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of.

If any Councillor intends to move a second or subsequent amendment he or she must give notice of that intention prior to the right of reply of the original motion being exercised.

A Councillor cannot move more than two (2) amendments in succession.

### 63. An Amendment once Carried

If an amendment is adopted it becomes the substantive amended motion and, as such, must be put to the vote by the Chairperson but only after Councillors who did not speak to the original motion have exercised their right to do so. (In this instance the mover of the original motion must be offered the right of reply to the original motion.)

### 64. Foreshadowing a Motion

At any time during debate, a Councillor may foreshadow a motion to inform the Council of his or her intention to move a motion at a later stage in the Meeting, but this does not extend any special rights to the foreshadowed motion.

A foreshadowed motion may be prefaced with a statement that in the event a particular motion before the Chair is resolved in a certain way a Councillor intends to move an alternative or additional motion.

A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the Meeting.

The Chief Executive Officer or other person authorised by the Chief Executive Officer would not be expected to record a foreshadowed motion in the minutes until the foreshadowed motion is formally moved, but may do so if thought appropriate.

### 65. Withdrawal of a Motion

Before any motion is put to the vote, it may be withdrawn by the leave of Council.

### 66. Separation of a Motion

Where a motion contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate (several) parts.

Where a motion contains several parts/segments or is complicated, it may be separated to avoid difficulties, particularly if different Councillors have differing views about various parts of the motion.

### 67. Deferral of a Motion

Council may defer an item until later in the Meeting or until another Meeting as appropriate if further consideration or clarification is required prior to a decision being made. The decision to defer a motion is a substantive motion, and may be debated.

### 68. Motions in Writing

If a Councillor is wishing to move an alternate motion, and where the motion is lengthy, complicated or the exact intention of the motion is unclear, the Chairperson may request the Councillor to submit their motion in writing.

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

The Chairperson may suspend the Meeting while the motion is being written or request Council to defer the matter until the motion has been written, allowing the Meeting to proceed uninterrupted.

**69. Debating a Motion**

Debate must always be relevant to the question before the Chair, and if not, the Chairperson must request the speaker to confine debate to the subject matter.

If after being told to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may disallow the speaker any further opportunity to debate or comment in respect to the matter before the Chair.

Adequate debate is required where a matter is contentious in nature. In such a case, every Councillor must be given the opportunity to debate.

*See clause 85 – Speaking Times*

**70. Debate from the Chair**

The Chair of the meeting should seek to refrain from debate on motions. The Chair may however choose to exercise a right to speak in favour or against a motion and where this is the case, the Chair will stand to speak to distinguish between this role and that of the Chair.

Where the Chair wishes to move or second a motion, they must temporarily vacate the Chair before the motion is considered by Council.

**71. Adjourned Debate**

A motion to adjourn debate is a procedural (formal) motion;

“That the debate be adjourned”

The motion may state a date and time for resumption of the debate. Debate can be adjourned indefinitely.

The effect of the motion is that the particular matter being debated is adjourned, but that the Meeting still continues to deal with all other business.

If debate is adjourned indefinitely, some indication must be given to the Chief Executive Officer as to when the matter should be re-listed, otherwise it will be decided at the discretion of the Chief Executive Officer, or upon the subsequent resolution of Council, whichever occurs first.

*See clauses 75, 76, 77, and 81 – Procedural (Formal) Motions*

**72. Resumption of Adjourned Debate**

The business to which the debate relates must be placed on the Agenda of the Meeting to which it is adjourned. Adjourned business should have priority over any other business except formal business.

If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he/she has already spoken to the motion or amendment.

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****73. Rescission Motion Notification**

A Rescission Motion is a motion to reverse a previous decision of Council. *Where a Rescission Motion is put, the Councillor must also include an Alternate Motion that Council will then consider as a second part to the Motion should the primary part (rescission) be passed by Council.*

Any Councillor may propose a Notice of Rescission Motion at the next subsequent meeting provided:

- a) the resolution proposed has not been acted on (*see clause 75*). For this reason, Councillors must foreshadow to the CEO their INTENTION to move a Rescission Motion before 12.00 noon on the day after the original pertaining motion was moved.
- b) the Notice of Rescission Motion, *signed (or emailed) by a minimum of two Councillors*, is received by the Chief Executive Officer in writing no later than 12 noon the Wednesday prior to the next subsequent meeting.
- c) all elected members have had 72 hours prior notice of the notice of rescission.

A Rescission Motion listed on the agenda may be moved by any Councillor present but may not be amended.

A motion to rescind or alter a previous resolution must be passed by a majority of elected members.

A second or subsequent notice to rescind or alter an earlier resolution must not be accepted by the Chief Executive Officer until a period of three (3) months (ninety (90) days) has elapsed since the date of the Meeting at which the original motion of rescission or alteration was dealt with, unless Council resolves that the matter be dealt with at a future meeting.

**74. When a Resolution is Acted Upon**

A resolution, or part thereof, will be considered as having been acted on:

- a) once its details have been formally communicated in writing (which includes electronic communications) to either internal or external parties affected by or reliant on the resolution; or
- b) where a statutory procedure has been carried out, so as to vest enforceable rights in or obligations on Council or any other person.

While the Chief Executive Officer or other relevant member of Council staff may initiate action or cause action to be initiated on any Council resolution, or part thereof, at any time after the close of the Meeting at which it was carried, generally no action will be taken until 12.00 noon following the day of the meeting at which the motion was moved.

However, if an *intention to rescind a motion* is formally foreshadowed to the Chief Executive Officer or other member of Council staff no later than noon on the day following the resolution, then the Chief Executive Officer or relevant member of Council staff will ensure that no action in relation to that resolution, in full or in part, is taken unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

Where a resolution can be broken down into parts and some parts of the resolution have not been acted upon, then any proposed change to those remaining parts is to be treated as an amendment of the resolution unless the substance of the change is to reverse the resolution when considered as a whole.

***DIVISION 3 – PROCEDURAL (FORMAL) MOTIONS***

A procedural motion is one dealing with the conduct of the Meeting itself, and takes precedence of a substantive motion.

The procedure for and result of any procedural motion takes effect in accordance with Appendix 1.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### 75. Moving a Procedural Motion

Unless otherwise prohibited, a procedural motion may be moved at anytime and must be dealt with immediately by the Chairperson.

A Procedural Motion does not require the Chair's call.

### 76. Who Can Move a Procedural Motion

The mover/seconded of a procedural motion must not have moved, seconded or spoken to the question or any amendment of it before the Chair.

A procedural motion cannot be moved by the Chairperson.

### 77. Debate and Amendments to Procedural Motions

Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.

Note: Deferral of a motion is not a procedural (formal) motion and maybe debated – see clause 68

Unless otherwise provided a procedural motion cannot be amended.

### 78. The Previous Question

A Motion 'That the motion now not be put'

- i) *Is a procedural motion which if carried is automatically disposed of (until it is placed on the Agenda for a later meeting) and the Meeting may then proceed to the next business without any further discussion or amendment;*
- ii) *Is prohibited when an amendment is before Council; and*
- iii) *If lost, allows debate to continue unaffected.*

### 79. The Closure (That the motion be put)

A motion 'That the motion be now put'

- i) *Is a procedural motion which if carried, requires that the original motion must be put to the vote immediately, without any further debate, discussion or amendment;*
- ii) *If carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and if lost allows debate on the original motion to continue; and*
- iii) *If lost, allows debate to continue unaffected.*

The Chairperson has the discretion to reject such a motion for closure if the motion proposed has not been sufficiently debated. A Closure motion may not be put until the mover, seconder and first opposition have spoken on the matter. If the Chair rejects that a motion be put, then debate on the motion must continue as it was left (unaffected). ~~A vote should not be taken until after the mover has been given their right of reply.~~

### 80. Proceed to Next Business

A motion 'That the meeting proceed to the next business'

- i) *Is a procedural motion which if carried in respect of an original motion, requires that the Meeting move immediately to the next business without any further debate, discussion, amendment or vote being taken on it;*

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

- ii) *If carried in respect to an amendment, Council considers the motion without reference to the amendment;*
- ii) *If lost, allows debate to continue unaffected.*

### 81. Adjournment of Debate

A motion 'That the motion and amendments now before the meeting be adjourned until *a later hour or date*'

- i) Is a procedural motion which if carried in respect of an original motion or amendment, requires that the Meeting dispose of the matter before the Chair so that debate can resume at a later hour and or date and the meeting move on to the next business; and
- ii) If lost, allows debate to continue unaffected.

### 82. Adjournment of Meeting

A motion 'That the meeting be adjourned until *a later hour or date*'

- i) Is a procedural motion which if carried in respect of an original motion or amendment, requires that the Meeting be adjourned to a later hour and or date; and
- ii) If lost, allows debate to continue unaffected.

### 83. That the Question Lie on the Table

A motion 'That the question lie on the table'

- a) *Is a procedural motion which if carried in respect of an original motion or amendment, ceases any further discussion or voting on the matter until Council either:*
  - i) resolves to take the question from the table at the same Meeting; or
  - ii) places the matter on an Agenda and Council resolves to take the question from the table; and
- b) If lost, allows debate to continue unaffected.

*Refer to Appendix 1 for the procedures for, and effect of, procedural (formal) motions*

## ***DIVISION 4 – SPEAKING TO THE MEETING***

### 84. Speaking Times

A Councillor must not speak longer than the time set out below *with only the stipulated extensions being granted by Council.*  
~~unless granted an extension by the Chairperson.~~

- a) a mover of a motion – ~~five (5) minutes~~ *with only a single two (2) minute extension permitted*
- b) the seconder of a motion – ~~four (4) minutes~~ *with only a single two (2) minute extension permitted*
- c) any other Councillor – ~~four (4) minutes~~ *with only a single two (2) minute extension permitted*
- d) the mover of a motion when exercising their right of reply – ~~two (2) minutes~~ *four (4) minutes (no extensions permitted)*

Following a Council resolution on an unopposed motion, a Councillor may speak for the duration of time set out below:

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

- a) the mover– two (2) minutes
- b) any other Councillor once confirmed – two (2) minutes

### 85. Extension of Speaking Time

An extension of speaking time may be granted by the Chairperson but only one (1) extension is permitted for each speaker on any question.

*Refer also to Clauses 55 and 85*

### 86. Length of Extension

~~Any extension of speaking time must not exceed three (3) minutes.~~ All extensions to speaking time are provided for in Clause 85. The Chair has the discretion to alter an extension to speaking times if they deem it to be necessary to the subject matter.

### 87. Cases in Which Councillor Must Rise When Speaking

Except in the case of sickness or infirmity, a Councillor must rise when speaking at a Council meeting.

The Chairperson may remain seated when speaking at a Council meeting.

It is unnecessary to rise when speaking at a Committee meeting.

### 88. Interruptions, Interjections and Relevance

A Councillor must not be interrupted except by the Chairperson or upon a Point of Order or personal explanation.

If a Councillor is interrupted by the Chairperson or upon a Point of Order or personal explanation when he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.

*See clause 91 – Points of Order and clause 70 – Debating a motion*

### 89. Priority of Address

In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

### 90. Councillors Not to Speak Twice to Same Motion or Amendment

Except that the mover of an unamended motion has the right of reply and that any Councillor may take a Point of Order or offer a personal explanation, a Councillor must not speak more than once to the same motion or amendment.

## ***DIVISION 5 – POINTS OF ORDER***

### 91. Points of Order

A Point of Order is taken when a person formally draws the attention of the Chair of the Meeting to an alleged irregularity in the proceedings such as a speaker's remarks being irrelevant to the subject matter or to an act of disorder or a Councillor allegedly being out of order.

A Councillor who is addressing the Meeting must not be interrupted unless called to order when he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

A Point of Order must be taken by stating 'Point of Order' and the matter complained of. The Point of Order must be taken immediately after it has been brought to the attention of the Chair.

A Point of Order takes precedence over all other business, including procedural motions.

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****92. Consideration of Point of Order**

When called to order, a Councillor must sit down and remain silent until the Point of Order is decided unless he or she is requested by the Chairperson to provide an explanation.

**93. Chairperson to Decide Point of Order**

The Chairperson may adjourn the Meeting to consider a Point of Order but must otherwise rule upon it as soon as it is taken.

All matters before Council are to be suspended until the Point of Order is decided.

**94. Disagreeing with Chairperson's Ruling**

The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present at the Meeting support a motion of dissent.

**95. Motion of Dissent**

When a motion of dissent is moved and seconded, the Chairperson must leave the Chair and a temporary Chairperson must take his or her place.

The temporary Chairperson must invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.

The temporary Chairperson then puts the motion in the following form:

*"That the Chairperson's ruling be upheld".*

- a) If the vote is in the affirmative, the Chairperson resumes the Chair and the meeting proceeds.
- b) If the vote is in the negative, the Chairperson resumes the Chair, reverses his or her previous ruling and then proceeds.

The defeat of the Chairperson's ruling is in no way a motion of censure or non-confidence, and should not be so regarded by the Meeting.

*See clause 134 – Absence of Mayor at Meeting*

**96. Personal Explanation**

A Councillor may, at a time convenient to Council, make a brief personal explanation in respect of any statement (whether made at a Council meeting or not) affecting him or her as a Councillor.

A personal explanation arising out of a statement at a Council meeting must be made as soon as possible after that statement was made.

A personal explanation must not be debated except upon a motion to censure the Councillor who has made it.

**97. Ordering Withdrawal of Remark**

Whenever any Councillor makes use of any expression or remark that is disorderly or capable of being applied offensively to any other Councillor or member of Council staff, the offending Councillor must be required by the Chairperson to withdraw the expression or remark and to make a satisfactory apology to the Meeting.



---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

The Chairperson may require a Councillor to withdraw any remark which is defamatory, indecent, abusive or offensive in language or substance

A Councillor required to withdraw a remark must do so immediately without qualification or explanation.

Any Councillor using defamatory, indecent, abusive or offensive language, and having been twice called to order or to apologise for such conduct and refusing to do so, is guilty of an offence.

*See clause 114 & 115 – Offences and Penalties*

### 98. Call for Supporting Documentation

A Councillor may request at a Council meeting to immediately make available any documents kept in the municipal offices and relevant to the business being considered.

Upon any request being made, the Chief Executive Officer must use his or her best endeavours to make available the documents.

## ***DIVISION 6 – SUSPENSION OF STANDING ORDERS***

### 99. Suspension of Standing Orders to Change Order of Business

The provisions of this Local Law may be suspended for a particular purpose by resolution of Council.

The suspension of Standing Orders should be used to change the order of business and bring items listed in the Agenda forward if required and it is in the best interest of the flow of business for that Meeting.

An appropriate motion would be:

*'That Standing Orders be suspended to bring item\_\_\_ forward'.*

Once the item has been disposed of and before the next item can be heard the resumption of Standing Orders will be necessary. An appropriate motion would be:

*'That Standing Orders be resumed'*

### 100. Suspension of Standing Orders for the Purpose of Discussion

The provisions of this Local Law may be suspended for a particular purpose by resolution of Council.

The suspension of Standing Orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

An appropriate motion would be:

*'That Standing Orders be suspended to enable discussion on\_\_\_\_\_.'*

Once the discussion has taken place and before any motion can be put the resumption of Standing Orders will be necessary.

An appropriate motion would be:

*'That Standing Orders be resumed'*

No motion may be accepted by the Chair or be lawfully dealt with during any suspension of Standing Orders.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### ***DIVISION 7 – ADJOURNMENTS***

#### **101. Adjourning the Meeting**

Once a Meeting is declared open, Council may, from time to time, resolve to adjourn the Meeting if:

- a) a quorum is not present within half an hour after the time appointed for the Meeting or;
- b) if at any time throughout a meeting a quorum is lost or;
- c) if the Meeting becomes excessively disorderly and order cannot be restored or;
- d) to allow for additional information to be present to a Meeting or;
- e) any other situation where an adjournment could aid the progress of the Meeting.

A Meeting cannot be adjourned for a period exceeding seven days from the date of the adjournment.

An appropriate motion would be:

*"That the Meeting be adjourned until a \_\_\_\_" time and date specified, which does not exceed seven (7) days.*

No discussion is allowed on any motion for adjournment of the Meeting, but if on being put the motion is lost, the subject then under consideration of the next on the Agenda or any other matter that may be allowed precedence must be resolved before any subsequent motion for adjournment is made.

#### **102. Notice for Adjourned Meeting**

If a Meeting is adjourned, the Chief Executive Officer must ensure that the agenda for such a meeting is identical to the Agenda for the Meeting which was resolved to be adjourned.

Except where a Meeting is adjourned until later on the same day, the Chief Executive Officer must give all Councillors written notice of a new date for the continuation of the adjourned Meeting and every reasonable attempt must be made to advise the public of the new Meeting date.

Where it is not practical to provide written notice to Councillors because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, by telephone, electronic medium, or in person will be sufficient.

#### **103. Lapsed Meeting**

A Meeting is deemed to have lapsed if a meeting does not commence and therefore no resolution can be carried to adjourn the Meeting.

#### **104. Undisposed Business of a Lapsed Meeting**

If a Council meeting lapses, the undisposed-of business must, unless it has already been disposed of at a Special meeting, be included in the Agenda for the next Ordinary meeting.

The business of the lapsed Meeting must be dealt with prior to any other business, and in the same order as the original Meeting papers.



ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****PART 9 – BEHAVIOURAL CONDUCT DURING COUNCIL MEETINGS****105. Conduct - Councillors**

Councillors must conduct themselves in a courteous, orderly and respectful manner, and must respect the authority of the Chair at all times. Councillors must adhere to the Code of Conduct - Councillors at all times.

**106. Gallery to be Silent**

Visitors must not interject or take part in the debate and silence must be maintained by members of the public in the gallery at all times.

**107. Call to Order/Removal from Council Chamber**

The Chairperson may call to order any person present in the Council Chamber whose actions are disruptive to the business of Council, and are impeding on its orderly conduct. If thereafter a person continues to act in breach of this Local Law, the Chairperson may order him or her to leave the Council Chamber for a period of time or for the remainder of the Meeting.

Any person who refuses to leave the Council Chamber after being ordered to do so by the chairperson is guilty of an offence.

*See Clauses 114 & 115 - Offences and Penalties*

The Chairperson may ask any Authorised Officer or member of the Police Force to remove from the Council Chamber any person who acts in breach of this Local Law or whom the Chairperson has ordered to be removed from the chamber.

**108. Chairperson May Adjourn Disorderly Meeting**

If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Meeting, he or she may adjourn the Meeting to a later time on the same day, or to some later day prior to the next Ordinary meeting.

*See clause 102 - Adjourning the Meeting*

**109. Conduct of Public Meeting**

The provisions of this Local Law applicable to Ordinary meetings apply to meetings of ratepayers, residents and/or citizens and other public meetings called by the Mayor or Council, with appropriate modifications.

This clause does not prevent any person from addressing a meeting if permitted to do so by the Chairperson.

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

**PART 10 – PROCEDURE NOT PROVIDED IN LOCAL LAW**

**110. Procedure Not Provided in Local Law**

In all cases not specifically provided for by this Local Law, resort must be had to the rules, forms and usages of the Legislative Council of the Victorian Parliament so far as the same are capable of being applied to Council or Special, Advisory or other Committee proceedings.

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

**PART 11 - SUSPENSION OF LOCAL LAW**

**111. Suspension of Procedure**

The operation of any clause of this Local Law may be suspended temporarily at a Meeting by a majority of members present resolving to so suspend it, unless such suspension of operation would be inconsistent with the Act.

A reason for the proposed suspension of the operation of a clause must be given in the motion to suspend the operation of the clause.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 12 – PROVISIONS TO RECORD COUNCIL MEETINGS

#### 112. Webcasting and Recording Proceedings

The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may conduct a live webcast of the proceedings of a Council meeting.

The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may also otherwise record all the proceedings of a Council or Special Committee meeting.

Recordings will be retained as a public record of the meeting and are available to the public for viewing on [www.greaterdandenong.com](http://www.greaterdandenong.com) for a period of one (1) month from the date of the Meeting.

Members of the public are to be advised that the Meeting is being filmed and is streamed live and as an archive on Council's website [www.greaterdandenong.com](http://www.greaterdandenong.com). Members of the public are advised by venue signage that while filming, although all care is taken to maintain a person's privacy as an attendee in the gallery, they may be recorded on film.

Media representatives may, with the consent of Council or the Special Committee (as the case may be), be permitted to record any part of the Meetings proceedings. The consent of Council or the Special Committee must not be unreasonably withheld, but may be revoked at any time during the course of the relevant Meeting.

~~Members of the public must not operate recording equipment at any Council or Special Committee meeting without the prior written consent of Council. Such consent may be given only after receipt of a written application and may at any time during the course of such Meeting be revoked by Council or the Special Committee as the case may be.~~

Members of the public should note that webcasts available on [www.greaterdandenong.com](http://www.greaterdandenong.com) are the only official recording of the Greater Dandenong City Council meeting process.

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****PART 13 – OFFENCES AND PENALTIES****113. Offences**

It is an offence:

- a) for any person to fail to comply with a direction or order of the Chairperson in relation to the conduct of the Meeting and the maintenance of order; or
- b) for any person to fail to comply with any provision in this Local Law where it requires that something must be done.

**114. Infringement Notices and Penalties**

Where Council resolves that a person has, in its opinion committed an offence or offences against this Local Law, an Authorised Officer may serve that person an infringement notice in accordance with the *Infringements Act 2006*, as an alternative to prosecution for the offence.

The penalty fixed for an infringement notice for an offence (excluding clause 28) committed against this local law is two (2) Penalty Units.

**~~2 Penalty Units~~**

~~(In 2012-2013, As at 1 July 2018, one penalty unit is equal to \$161.19.84. This amount is subject to indexation every year on 1 July.)~~

---

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 14 – SPECIAL MEETINGS

#### 115. Special Meeting Provisions

The Mayor or at least three (3) Councillors may by a written notice call a Special meeting.

The notice must specify the date, time and place of the Special meeting and the business to be transacted.

The Chief Executive Officer must convene the Special meeting as specified in the notice.

Unless all Councillors are present and unanimously agree to deal with another matter, only the business specified in the notice is to be transacted.

Subject to any resolution providing otherwise, the order of business of any Special meeting must be the order in which such business stands in the Agenda for the meeting.

#### *Exceptions*

Council may hold Special meetings to deal with the following:

- a) Preparing the Council Plan and Annual Budget for public display (including Declaration of Rates and Charges) or for the adoption of these documents following the conclusion of the submission period as specified under section 223 of the Act;
- b) Adoption of Council's Audited Financial Report, Standard Statement and Performance Statement; ~~and~~
- c) Election of the Mayor and appointment of Council representatives; ~~and~~
- d) ~~Review and adoption of Councillor Code of Conduct.~~



ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****PART 15 - ADVISORY AND SPECIAL COMMITTEES****116. Establishment of Advisory and Special Committees**

Council may from time to time establish one or more Advisory Committees comprising the following:

- a) Councillors;
- b) Council staff;
- c) other persons; or
- d) any combination of persons referred to in paragraphs (a), (b) and (c).

to advise it on any of the purposes, functions or powers of Council.

Council may from time to time establish one or more Special Committees comprising the following:

- a) Councillors;
- b) Council staff;
- c) other persons; or
- d) any combination of persons referred to in paragraphs (a), (b) and (c).

**117. Election of Chairperson - Advisory and Special Committees**

The Chairperson of a Special Committee or Advisory Committee may be elected by the members of the committee unless otherwise determined by Council, and such committee may from time to time replace its Chairperson or appoint an acting Chairperson in the manner in which the Chairperson is ordinarily elected or appointed.

The Chairperson or any three (3) members of a Special or Advisory Committee may at any time call a meeting of the committee by giving a notice of business to the Chief Executive Officer in sufficient time to give him or her 48 hours notice of the date and time of the proposed meeting. The Chief Executive Officer must call the meeting as specified in the notice.

**118. Application to Committees**

This Local Law applies to Special Committee meetings, Advisory Committee meetings and other meetings where Council has resolved that the provisions of this Local Law must apply, with any necessary modifications.

**119. Recording Minutes - Advisory or Special Committee**

The Chief Executive Officer (or other person authorised by the Chief Executive Officer) must record the minutes of all meetings of Special Committees of Council.

If the minutes of any meeting of a Special Committee disclose a recommendation to Council, the Chief Executive Officer must ensure that such recommendation is reported to the next convenient meeting of Council for adoption.

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

**120. Notices and Agendas – Advisory and Special Committees**

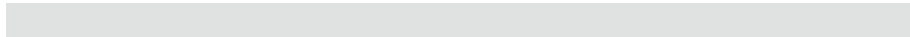
The Notice Paper or Agenda for Advisory and Special Committees will be relevant to the issues, which are to be raised at the meeting and any reference to Councillors extends to non Councillor members of a Advisory or Special Committee under Section 88 of the Act and any reference to the Council is to be read as referring to the Advisory or Special Committee under sections 87 or 88 of the Act.

**121. Quorum – Advisory and Special Committees**

*See clause 13 – Quorum – Advisory and Special Committees*

**122. Reports of Committees**

*See clause 31 – Reports of Committees*



---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 16 – ELECTION OF THE MAYOR

#### 123. Outgoing Mayor

The outgoing Mayor will give an outgoing speech at the last Ordinary Council meeting of the mayoral term. There will be no time provided at the Annual Statutory Meeting for a speech for the outgoing Mayor. The Annual Statutory Meeting will be focused on the new Mayor and the term ahead.

#### 124. Eligibility

Any Councillor is eligible for election or re-election to the office of Mayor.

#### 125. When Required

The Councillors must elect a Councillor annually to be Mayor of the Council at a Special meeting of Council which is to be held ~~no earlier than the last Saturday in November and no later than 31 December in~~ after the fourth Saturday in October but not later than 30 November in each year as set out under section 71 of the Act.

Additional meetings may be required from time to time if the office of the Mayor becomes vacant for reasons set out under section 72 of the Act.

The Mayor is to be elected as soon as possible after any vacancy in the office of Mayor occurs.

#### 126. Agenda Content

The Agenda for the Annual Meeting to elect the Mayor must include:

- a) appointment of temporary Chairperson;
- b) the election of the Mayor;
- c) appointments of Council representatives to Committees, Peak Industry Bodies, regional and community based organisations; and
- d) the fixing of the dates, times and place of all Council meetings for a twelve month period.

#### 127. Temporary Chairperson

The Chief Executive Officer will be the temporary Chairperson of the Special meeting at which the election of the Mayor is to be conducted, but will have no voting rights.

#### 128. Returning Officer

The Chief Executive Officer will be the Returning Officer for the election of the Mayor.

#### 129. Second Temporary Chairperson (Election of Temporary Chairperson)

The Chief Executive Officer must invite nominations for a second temporary Chairperson. If there is only one nomination, the candidate nominated is deemed to have been elected. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates by a show of hands (or by such other method as Council determines), and the candidate receiving a majority of the votes must be declared to have been duly elected.

ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****130. Nominations for the Office of Mayor**

The second temporary Chairperson must invite nominations for the office of Mayor. If there is only one nomination (which must be seconded), the candidate nominated is deemed to be elected Mayor until the next Annual Meeting to elect the Mayor or the next general election (whichever happens sooner).

**131. Method of Voting**

The Election of the Mayor will be carried out by a show of hands.

**132. Determining the Election of the Mayor**

If there is more than one nomination (each of which must be seconded), the Councillors present at the Meeting must vote for one of the candidates by a show of hands. In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.

In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the Meeting must then vote for one of the remaining candidates by a show of hands.

If one (1) of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates by a show of hands must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected.

In the event of two (2) or more candidates having an equality of votes and one (1) of them having to be declared:

- a) a defeated candidate; or
- b) duly elected;

the temporary Chairperson shall have no second or casting vote, and the result will be determined by lot.

*See clause 133 – Determining by Lot*

Any Councillor nominated may refuse nomination.

**133. Determining By Lot**

If a lot is required, the Chief Executive Officer will conduct the lot and the following provisions will apply:

- a) Each candidate shall draw one (1) lot;
- b) The order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors' surnames are identical, the order shall be determined by the alphabetical order of the Councillors' first name;
- c) As many identical pieces of paper as there are Councillors who received an equal number of votes shall be placed in a receptacle provided by the Chief Executive Officer;
- d) If the lot is being conducted to determine which candidate is to be duly elected, the word 'Elected' shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word 'Elected' written on it shall be declared to have been duly elected.

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### 134. Mayor to Take Chair

After the election of the Mayor is determined, the Mayor must take the Chair.

The Mayor must take the Chair at all meetings of Council at which he or she is present unless precluded from doing so because of a conflict of interest.

### 135. Absence of Mayor at Meetings

If the Mayor is absent or incapable of acting or not present within fifteen (15) minutes of the scheduled commencement time of any meeting an acting chairperson is to be elected.

In the first instance the meeting is to be chaired by the immediate past Mayor in line with Council's Mayoral Representation Policy.

In the event that the immediate past Mayor is also absent the Chief Executive Officer will invite nominations for a temporary Chairperson for the period the Mayor is to be absent.

*See clause 129 – Second Temporary Chairperson (Election of Temporary Chairperson)*

In the event that there is prior knowledge that the Mayor will require a leave of absence for a period of time, then a report will be provided to Council for resolution regarding a temporary Chairperson for the duration of that leave of absence.

### 136. Election of Deputy Mayor

Council may at anytime resolve to appoint a Deputy Mayor for a period of time specified by Council.

If Council resolves to appoint a Deputy Mayor the process will be regulated by *clauses 128- 131* of this Local Law.

In the case of any election for Deputy Mayor, the reference in *clauses 129-133* to the:

- a) Chief Executive Officer and Second temporary Chairperson is a reference to the Mayor, and
- b) Mayor is a reference to the Deputy Mayor,

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 17 - THE COMMON SEAL

#### 137. Use of Common Seal

The common seal of Council must:

- a) be in a form specified by Council resolution; and
- b) include the words "Greater Dandenong City Council".

#### 138. Signatures to Accompany Common Seal

Every document to which the common seal is affixed must be signed by one (1) Councillor and the Chief Executive Officer or, in the absence of the Chief Executive Officer, one (1) Councillor and any other member of staff acting as the Chief Executive Officer or authorised by Council.

#### 139. Authority for Use of Common Seal

The common seal must be affixed to a document only for the purpose of giving effect to a decision which has been:

- a) made by Council resolution;
- b) made by resolution of a Special Committee to which the power to use the common seal has been delegated; or
- c) made by the Chief Executive Officer or a Senior Officer to whom power to use the common seal has been delegated.

#### 140. Who Keeps the Common Seal

For security purposes, the Chief Executive Officer or other member of Council staff to whom this duty has been delegated must keep the common seal in safe custody.

#### 141. Common Seal Register

The use of the common seal must be recorded in a register maintained by the Chief Executive Office or a member of Council staff to whom this duty has been delegated.

#### 142. Unauthorised Use of the Common Seal

Any person who uses the common seal or any device resembling the common seal without authority is guilty of an offence.

*See clauses 114 & 115 – Offences and Penalties*

---

---

## 2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)

### PART 18 – GLOSSARY OF TERMS

Unless the contrary intention appears in this Local Law, the following words and phrases are defined to mean:

Act (or “the Act”)	means the Local Government Act 1989.
Advisory Committee	means an advisory committee established by Council under clause 116 of this Local Law.
Agenda	means the notice of a meeting setting out the business to be transacted at the meeting.
Chair	refers to the Chairperson.
Chairperson	refers to the person who chairs a meeting of the Council or Committee of the Council.
Chief Executive Officer	means the Chief Executive Officer of Council, and includes a person acting as Chief Executive Officer.
Clause	means a clause of this Local Law.
Committee Meeting	means a meeting of a Special Committee or an Advisory Committee appointed by Council.
Common Seal	means the common seal of Council.
Council	means GREATER DANDENONG CITY COUNCIL.
Councillor	means an elected representative (Councillor) of Council.
Council Meeting	includes Ordinary and Special meetings of Council.
division	means a formal count and recording of those voting for and those voting against a motion. <i>This is a formal method of voting in which the vote of each member is specifically declared and recorded.</i>
Financial year	has the same meaning as in the Act. <i>Commences 1 July and ends to 30 June each year</i>
lot	means the casting or drawing of objects from a receptacle, to decide something ( <i>e.g. to choose a person by lot</i> ). <i>A procedure used when a deadlock is to be resolved by the drawing of lots.</i>
Mayor	means the Mayor of Council and any person acting as Mayor.
Meeting	means an Ordinary and a Special meeting of Council, a Special Committee meeting or an Advisory Committee meeting.
Member	means a person (ie Councillor) who is entitled to vote at a meeting of Council or a Special Committee or Advisory Committee of the Council.

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

Minister	means the Minister responsible for administering the Act.
minute	means the formal record of proceedings and decisions of a meeting.
motion	means a proposed resolution before it has been adopted (passed or carried) by the meeting.
municipal District	means the area from time to time comprising the municipal district of the Greater Dandenong City Council.
Municipal Offices	means the municipal offices of Council.
Notice of Motion	means a notice giving the precise words of a motion which it is proposed to move at the next relevant meeting.
Ordinary meeting	means an Ordinary meeting of Council at which general business may be transacted.
Penalty Unit	has the meaning set out in section 110 of the <i>Sentencing Act 1991</i> . 1 <i>Penalty Unit (\$100)</i> .
Point of Order	the official bringing to the attention of the Chair of a meeting of some alleged irregularity in the proceedings.
procedural motion	means a motion which relates to a procedural matters only and which is designed to expedite the business of the meeting.
quorum	means the minimum number of members of a Council or of a Special/Advisory Committee required by this local law to be present in order to constitute a valid meeting.
resident	means a person who has a place of residence within the municipal district.
Senior Officer	has the same meaning as stated in section 3 of the Act.
Special Committee	means a special committee established by Council under section 86 of the Act.
Special meeting	means a Special meeting of Council.
substantive motion	a motion dealing with the operational activities of the Council (as distinct from a procedural motion).
Suspension of Standing Orders	means the suspension of the provisions of the Local Law to facilitate full discussion on an issue without formal constraints.
Visitor	means any person (other than a Councillor or member of Council staff acting in an official capacity) who is in attendance at a Council meeting or a Special Committee or an Advisory Committee meeting.
Webcast	means broadcast on Council's internet website.
written	includes duplicated, lithographed, photocopied, photographed, printed and typed.



ORDINARY COUNCIL MEETING - MINUTES

---

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

Resolution for making this Local Law was agreed to by the Council of the City of Greater Dandenong on the 24<sup>th</sup> day of June 2013 and

The Common Seal of the Greater Dandenong  
City Council was hereunto affixed in the  
presence of:



  
\_\_\_\_\_  
  
\_\_\_\_\_

Chief Executive Officer

Mr John Bennie

Councillor

Cr Angela Long (Mayor)

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)****APPENDIX 1 - FORMAL MOTIONS**

The procedure for and effect of formal motions is as follows:

Formal Motion	Form	Mover & Second	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor	Any matter	(a) During the election of a Chairperson; (b) When another Councillor is speaking	Motion and amendments postponed to the stated time and/or date	Debate unaffected  Debate continues
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor	Any matter except: (a) election of a Chairperson; (b) a matter in respect of which a call of the Council has been made for that meeting	(a) During the election of a Chairperson; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the Council has been made	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate unaffected  Debate continues

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

Formal Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
3. The closure	That the motion be now put	A Councillor who has not spoken to the motion or any amendment of it	Any matter	During nominations for Chairperson	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion	Debate continues unaffected
4. Laying question on the table	That the question lie on the table	A Councillor who has not spoken to the motion or amendment of it	Any matter	(a) During the election of a Chairperson; (b) During a meeting which is a call of the Council	Motion and amendments not further discussed or voted on until: (a) Council resolves to take the question from the table at the same meeting; (b) The matter is placed on an agenda and Council resolves to take the question from the table	Debate continues unaffected

Page 51

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

Formal Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
5. Previous question	That the question be not now put	A Councillor who has spoken to the motion or any amendment of it	Any matter except: (a) election of a Chairperson; (b) a matter in respect of which a call of the Council has been made for that meeting	(a) During the election of a Chairperson; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the Council has been made; (d) When an amendment is before Council	(a) No vote or further discussion on the motion until it is placed on an agenda for a later meeting; (b) Proceed to next business	Motion (as amended up to that time) put immediately without further amendment or debate
6. Proceeding to next business	That the meeting proceed to the next business  Note: This Motion: (a) May not be amended (b) May not be debated; (c) Must be put to the vote as soon as seconded	A Councillor who has spoken to the motion or any amendment of it	Any matter except: (a) Election of a Chairperson; (b) A matter in respect of which a call of the Council has been made for that meeting	(a) During the election of a Chairperson; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the Council has been made	If carried in respect of: (a) An amendment, Council considers the motion without reference to the amendment; (b) A motion - no vote or further discussion on the motion until it is placed on an agenda for a later meeting	Debate continues unaffected

Page 52

**2.5.2 Review of Meeting Procedure Local Law No. 1 (Cont.)**

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

### **2.5.3 List of Registered Correspondence to Mayor and Councillors**

File Id:	qA283304
Responsible Officer:	Director Corporate Services
Attachments:	Correspondence Received 6 May – 17 May 2019

---

### **Report Summary**

Subsequent to resolutions made by Council on 11 November 2013 and 25 February 2014 in relation to a listing of incoming correspondence addressed to the Mayor and Councillors, Attachment 1 provides a list of this correspondence for the period 6 May – 17 May 2019.

### **Recommendation**

**That the listed items provided in Attachment 1 for the period 6 May – 17 May 2019 be received and noted.**

### **MINUTE 1082**

Moved by: Cr Youhorn Chea  
Seconded by: Cr Sean O'Reilly

**That the listed items provided in Attachment 1 for the period 6 May – 17 May 2019 be received and noted.**

**CARRIED**

**2.5.3 List of Registered Correspondence to Mayor and Councillors (Cont.)**

**OTHER**

**LIST OF REGISTERED CORRESPONDENCE TO  
MAYOR AND COUNCILLORS**

**ATTACHMENT 1**

**CORRESPONDENCE RECEIVED  
6 MAY – 17 MAY 2019**

**PAGES 2 (including cover)**

*If the details of the attachment are unclear please contact Governance on 8571 5235.*

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.3 List of Registered Correspondence to Mayor and Councillors (Cont.)****Objective**

CONNECTED. COLLABORATIVE. COMMUNITY.

**Correspondences addressed to the Mayor and Councillors received between 6/05/2019 & 17/05/2019 - for information - total = 6**

Correspondence Name	Date Created	Objective ID	User Assigned
A letter of thanks from Marlene Kairouz MP for Council's letter advocating in support of a Review of Responsible Gambling Codes of Conduct.	06-May-19	A5739230	Mayor & Councillors Office
An invitation to participate in a Transport Study Tour of USA and Canada 2019 from the Australian Cycling Promotion Foundation.	07-May-19	A5742097	Mayor & Councillors Office
A letter of thanks for business funding received in 2015 from Melba Support Services.	07-May-19	A5742094	Mayor & Councillors Office
A letter requesting support for helping Australia to Laugh Without Leaking this World Continnence Week 17/06/2019 - 23/06/2019.	08-May-19	A5745858	Mayor & Councillors Office
A letter of thanks from Keysborough Primary School for the Mayors attendance at its recent student plenary.	09-May-19	A5748225	Mayor & Councillors Office
A letter from the Australian War Memorial entitled - Spread the word about your places of pride.	13-May-19	A5757040	Mayor & Councillors Office



#### **2.5.4 Community Partnership Funding - use of unallocated funds 2019-20**

File Id: A5543128  
Responsible Officer: Director Community Services

---

#### **Report Summary**

On 25 March 2019 Council adopted a new Community Partnership Funding Program.

As part of the new program Council has endorsed a transition year for 2019-20 to assist organisations that have received ongoing partnership funding to adapt to the new model.

The total draft budget for the Community Partnership Funding Program 2019-20 is \$1,486,362. Hold-over funding for recipients of ongoing partnership totals \$1,144,213, leaving \$342,149 in unallocated funding available.

Changes to the Federal Government Status Resolution Support Services (SRSS) for people seeking asylum have significantly impacted almost 2,000 people seeking asylum living in Greater Dandenong. On 23 July 2018 Council endorsed pilot of a collective impact grants program to improve coordination and flow of material aid services. It is proposed that this innovative pilot is continued for a second year.

Homelessness and anti-social behaviour is increasingly becoming a community safety issue in the municipality. It is proposed to offer a strategic grant to address this issue, with Council to seek funding from the State government for this initiative.

Council has received a significant number of funding requests to the Community Response Grants Program in 2018-19, with the program being heavily over-subscribed. It is proposed that additional funds be allocated to this budget to ensure year-round availability of this grant.

Council endorsed the Venue Hire Fund as part of the Community Partnership Funding review on 25 March 2019, based on a pilot of the program run during 2018-19. It is proposed that budget be allocated to continue to support this.

Council has demonstrated strong interest in supporting Friends of Refugees (FOR) through the transition period. In adopting the 2019-20 Annual Budget, Council has allocated further funding of \$61,200 for this association with the funding source for this grant to be provided for in the Mid-Year Budget Review.

#### **Recommendation Summary**

This report recommends use of \$342,149 in previously unallocated funds from the Community Partnership Funding Program 2019-20 budget be allocated as:

**2.5.4 Community Partnership Funding - use of unallocated funds 2019-20 (Cont.)**

- \$212,149 for a one year extension of the Material Aid Collective Impact Grant Program. The amount includes extension of a 12 month contract for the Material Aid Facilitation Officer.
- \$80,000 for a Strategic Grant to address homelessness and anti-social behaviour (with more than matching funds sought from State government).
- \$30,000 additional allocation to the Community Response Grants 2019-20 budget.
- \$20,000 for the Venue Hire Fund endorsed as part of the Community Partnership Funding review on 25 March 2019.
- An additional and immediate amount of \$61,200 to Friends of Refugees to provide funding and support during the transition period with this amount addressed and accommodated in the mid-year budget review.

---

#### **2.5.4 Community Partnership Funding - use of unallocated funds 2019-20 (Cont.)**

### **Background**

On 25 March 2019 Council endorsed a new Community Partnership Funding Program.

As part of the new program Council has endorsed a transition year for 2019-20 to assist organisations that have received ongoing partnership funding to adapt to the new model.

Hold-over of these agreements has left \$342,149 in unallocated funding from the Community Partnership Funding Program 2019-20 budget.

### **Extension of Material Aid Collective Impact Grant Program**

On 23 July 2018 Council endorsed a pilot of the Material Aid Collective Impact Grant Program. Since that time Council has progressed the program from inception to effective rollout.

The pilot project addresses an identified community need for additional material aid support and coordination brought about in part as a result of federal governments cost shifting with cuts to the SRSS program.

Large numbers of Greater Dandenong residents have been affected, and will continue to be affected. It is anticipated that there will be continuing need for material aid relief until changes are made to the SRSS program and support obtained through other Federal or State government initiatives.

The Collective Impact Grant Program (recently adopted by Council) is intended to be time limited, up to a maximum of two years for each individual project type. It is not intended that cost shifting by either State or Federal governments be normalised at the municipal level with these type of projects.

Project Inception Phase from July– October 2018 focused on developing key project governance, working documents, legal agreements and tools to rollout the program.

Initial Rollout phase from October 2018 – May 2019 focused on formalising consortium agreements, provision of initial grant funding, building and learning from the shared collective approach.

Demand for material aid services provided by consortium partners is increasing as cuts to the SRSS program continue to affect people seeking asylum. Because of this increasing community demand it is recommended that Council extends the Material Aid Collective Impact Grant program for year two to significantly build on the outcomes that have already been achieved.

A year two action plan has been developed and Council is negotiating with multiple additional agencies to join the consortium at either full or part membership. To gain ongoing sustainability, networking with the business community is taking place to seek external support for the consortium. Ongoing learning from the project will support planning and delivery for future collective impact grant programs.

On 1 April 2019 the Multicultural and People Seeking Asylum Advisory Committee supported the recommendation that Council extend the pilot for a further year.

It is proposed that \$212,149 from the unallocated 2019-20 Community Partnerships Funding be allocated to support year two of the Material Aid Collective Impact Grant program.

---

#### **2.5.4 Community Partnership Funding - use of unallocated funds 2019-20 (Cont.)**

##### **Strategic Grant to Address Homelessness and Anti-Social Behaviour**

Homelessness and anti-social behaviour is increasingly becoming a community safety issue in the municipality.

It is proposed that an \$80,000 grant be offered via an expression of interest process through invitation to agencies with demonstrated experience addressing these issues. Selection will be made through a pilot panel process as identified in the Community Partnership Funding and Sponsorships program endorsed on 25 March 2019.

Council will advocate for and seek more than matching funds from

State government to contribute to this initiative.

##### **Additional allocation to Community Response Grants Program**

Council has received an increase in applications to the Community Response Grants Program.

Whilst the program is currently under review, an additional \$30,000 will be allocated to the 2019-20 program budget to address increased demand for this program and ensure it can continue to support small responsive projects throughout the year.

The additional allocation will increase the total 2019-20 Community Response Grants budget to \$125,077.

##### **Venue Hire Fund**

The Venue Hire Fund grant category was endorsed by Council with the new Community Funding Program on 25 March 2019.

During the transition period \$20,000 will be allocated to this grant category to support hire fees for significant one-off community events that fit outside existing grants.

##### **Funding for Friends of Refugees (FOR)**

FOR provide a range of services including food and material aid for refugees and people seeking asylum from their location at 1D Parsons Avenue, Springvale.

Council has supported FOR as a strategic partner through provision of a range of grant funding, including ongoing organisational support through:

- 2019-20 Additional Partnership Funding round - \$40,000 for general organisation support.
- 2019-20 Budget Submission - \$60,000 for general organisation support.

As with the current recipients of ongoing partnership funding, additional funds will be identified during the mid-year budget review to provide transition support funding to FOR during 2019-20. The 2019-20 funding amount of \$61,200 is indexed to CPI.

---

#### **2.5.4 Community Partnership Funding - use of unallocated funds 2019-20 (Cont.)**

### **Proposal**

The report proposes using \$342,149 in unallocated funds from the Community Partnership Funding Program 2019-20 budget to address these priority opportunities for Council:

- \$212,149 for a one year extension of the Material Aid Collective Impact Grant Program. The amount includes extension of a 12 month contract for the Material Aid Facilitation Officer.
- \$80,000 for a Strategic Grant to address homelessness and anti-social behaviour (with more than matching funds sought from state government).
- \$30,000 additional allocation to the Community Response Grants 2019-20 budget.
- \$20,000 for the Venue Hire Fund endorsed as part of the Community Partnership Funding review on 25 March 2019.
- An additional \$61,200 identified during the mid-year budget review to be allocated to FOR support during the transition period.

### **Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans**

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

#### **Community Plan 'Imagine 2030'**

##### People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Outdoor Activity and Sports* – Recreation for everyone
- *Lifecycle and Social Support* – The generations supported

##### Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe

##### Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

#### **Council Plan 2017-2021**

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. This report is consistent with the following goals:

---

#### **2.5.4 Community Partnership Funding - use of unallocated funds 2019-20 (Cont.)**

##### People

- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

##### Place

- A healthy, liveable and sustainable city

##### Opportunity

- A diverse and growing economy
- An open and effective Council

The strategies and plans that contribute to these outcomes are as follows:

- People Seeking Asylum and Refugee Action Plan 2018-2021
- Community Wellbeing Plan 2017-2021

#### **Related Council Policies**

Community Partnership Funding Policy 2019

#### **Victorian Charter of Human Rights and Responsibilities**

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

#### **Financial Implications**

Recommended allocations associated with this report are in line with the draft budget.

#### **Consultation**

Council officers have consulted extensively with not-for-profit community services and agencies on the development of the Community Partnership Funding review and the transition period for 2019-20.

Council officers have consulted with key external material aid service providers, and with the Multicultural and People Seeking Asylum Advisory Committee.

Councillors have been briefed on the recommendation for use of unallocated funds from the Community Partnerships Funding Program Budget 2019-20 at the Councillor Briefing Session on 6 May 2019.

#### **Conclusion**

This report recommends that Council allocate \$342,149 in unallocated funds from the Community Partnership Funding Program 2019-20 budget to:

- \$212,149 for a one year extension of the Material Aid Collective Impact Grant Program

**2.5.4 Community Partnership Funding - use of unallocated funds 2019-20 (Cont.)**

- \$80,000 for a Strategic Grant to address homelessness and anti-social behaviour (with more than matching funds sought from State government)
- \$30,000 additional allocation to the Community Response Grants 2019-20 budget
- \$20,000 for the Venue Hire Fund
- An additional \$61,200 identified during the mid-year budget review to be allocated to FOR support during the transition period.

**Recommendation**

**That Council endorses the allocation of \$342,149 in funds from the Community Partnership Funding Program 2019-20 budget as follows:**

1. **\$212,149 for a one year extension of the Material Aid Collective Impact Grant Program;**
2. **\$80,000 strategic grant to address Homelessness and Anti-Social Behaviour (with more than matching funds sought from State government);**
3. **\$30,000 additional allocation to the Community Response Grants 2019-20 budget;**
4. **\$20,000 for the Venue Hire Fund; and**
5. **an additional and immediate amount of \$61,200 to Friends of Refugees to provide funding and support during the transition period with this amount addressed and accommodated in the mid-year budget review.**

**MINUTE 1083**

Moved by: Cr Matthew Kirwan

Seconded by: Cr Youhorn Chea

**That Council endorses the allocation of \$342,149 in funds from the Community Partnership Funding Program 2019-20 budget as follows:**

1. **\$212,149 for a one year extension of the Material Aid Collective Impact Grant Program;**
2. **\$80,000 strategic grant to address Homelessness and Anti-Social Behaviour (with more than matching funds sought from State government);**
3. **\$30,000 additional allocation to the Community Response Grants 2019-20 budget;**
4. **\$20,000 for the Venue Hire Fund; and**

**2.5.4 Community Partnership Funding - use of unallocated funds 2019-20 (Cont.)**

5. an additional and immediate amount of \$61,200 to Friends of Refugees to provide funding and support during the transition period with this amount addressed and accommodated in the mid-year budget review.

**CARRIED**

---

**Councillor Loi Truong left the Chamber at 7.57pm.**

---

**Councillor Loi Truong returned to the Chamber at 8.03pm.**

---

**MINUTE 1084**

Moved by: Cr Angela Long

Seconded by: Cr Youhorn Chea

**That Councillor Matthew Kirwan be granted an extension of time of two (2) minutes to speak for the motion.**

**CARRIED**

---

**(REFER TO MINUTE NUMBER 1083) CARRIED**

For the Motion: Cr Roz Blades AM, Cr Youhorn Chea, Cr Matthew Kirwan, Cr Angela Long, Cr Zaynoun Melhem, Cr Sean O'Reilly, Cr Maria Sampey, Cr Sophie Tan, Cr Loi Truong

Against the Motion: Cr Tim Dark (called for the division)



### **2.5.5 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 13 & 20 May 2019**

File Id: fA25545

Responsible Officer: Director Corporate Services

---

#### **Report Summary**

As part of Council's ongoing efforts to improve transparency in Council processes, matters discussed at Councillor Briefing Sessions & Pre-Council Meetings (other than those matters designated to be of a confidential nature) are reported on at ordinary Council meetings.

The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings in May 2019.

#### **Recommendation Summary**

This report recommends that the information contained within it be received and noted.

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.5 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 13 & 20 May 2019 (Cont.)****Matters Presented for Discussion**

Item		Councillor Briefing Session/Pre-Council Meeting
<b>1</b>	<p><b><i>General Discussion</i></b></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) Planning application lodged for 151 Chapel Road, Keysborough.  b) Contractor wage issues at Hume City Council.  c) Appointment of new CEO at Dandenong Basketball Association.  d) Agenda items for Council Meeting of 13 May 2019.</p>	<b><i>13 May 2019</i></b>
<b>2</b>	<p><b><i>Greater Dandenong Volunteer Resource Service</i></b></p> <p>Councillors were briefed on the findings and recommendations from a recent external review of the volunteer service. Councillor direction was sought on the proposed recommendation.</p>	<b><i>20 May 2019</i></b>
<b>3</b>	<p><b><i>Leisure Facilities Contract Update and Future Direction (Confidential)</i></b></p>	<b><i>20 May 2019</i></b>
<b>4</b>	<p><b><i>Springvale Library and Community Hub Update</i></b></p> <p>Councillors were provided with an update on construction of Stage 2 of the Springvale Library and Community Hub project as well as proposed Public Art for the facility.</p>	<b><i>20 May 2019</i></b>
<b>5</b>	<p><b><i>Australia Day Awards Program</i></b></p> <p>Councillors were presented with a summary of the current practice of the program, noting the strengths and challenges of the current format. Improvement recommendations for the program were provided for consideration.</p>	<b><i>20 May 2019</i></b>

## ORDINARY COUNCIL MEETING - MINUTES

**2.5.5 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 13 & 20 May 2019 (Cont.)**

<b>6</b>	<p><b><i>Response to Notice of Motion (NoM) 60 – Use of Consultancies at Greater Dandenong City Council</i></b></p> <p>A presentation was provided to Council in respect to the proposed response to Notice of Motion 60. Following discussions on this item, a Council report responding to the NOM will be prepared to a future Council meeting.</p>	<b>20 May 2019</b>
<b>7</b>	<p><b><i>Meeting Procedure Local Law Review</i></b></p> <p>Confirmation was sought from Councillors to clarify that proposed changes within the Meeting Procedure Local Law are in accordance with Council's views expressed on 29 April 2019. A Council report proposing to advertise the revised MPLL will be presented to the 11 June 2019 Council Meeting.</p>	<b>20 May 2019</b>
<b>8</b>	<p><b><i>General Discussion</i></b></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) Meeting with new CEO at Dandenong Basketball Association.  b) Open Space Acquisition (Confidential).  c) Agenda items for Council Meeting of 27 May 2019.</p>	<b>20 May 2019</b>

**Apologies**

- Councillor Roz Blades, Councillor Angela Long and Councillor Sean O'Reilly submitted apologies for the Pre-Council Meeting on 13 May 2019.
- Councillor Loi Truong did not attend the Pre-Council Meeting on 13 May 2019.
- Councillor Jim Memeti submitted an apology for the Councillor Briefing Session on 20 May 2019.
- Councillor Loi Truong did not attend the Councillor Briefing Session on 20 May 2019.

**2.5.5 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 13 & 20 May 2019 (Cont.)**

**Recommendation**

**That:**

1. the information contained in this report be received and noted; and
2. the information discussed at the above listed Councillor Briefing Sessions that was declared confidential in Items 3 & 8(b) by the Chief Executive Officer under Sections 77 and 89 of the *Local Government Act 1989* remain confidential until further advisement unless that information forms the subject of a subsequent Council report.

**MINUTE 1085**

Moved by: Cr Youhorn Chea

Seconded by: Cr Tim Dark

**That:**

1. the information contained in this report be received and noted; and
2. the information discussed at the above listed Councillor Briefing Sessions that was declared confidential in Items 3 & 8(b) by the Chief Executive Officer under Sections 77 and 89 of the *Local Government Act 1989* remain confidential until further advisement unless that information forms the subject of a subsequent Council report.

**CARRIED**

### **3 NOTICES OF MOTION**

#### **3.1 Notice of Motion No. 70 - Chapel Road and Dandenong Bypass, Keysborough-Intersection Review**

File Id:

Responsible Officer:

Director Engineering Services

Author:

Cr Tim Dark

---

#### **Preamble**

The intersection of Dandenong Bypass and Chapel road has been a significant issue to locals. There have been numerous accidents this year alone. There is an urgent need to get this intersection looked at and whether the state government should supply a red light and speed camera.

#### **Motion**

**That the City of Greater Dandenong contacts all local members of Parliament and also the Minister for Roads to advocate for an urgent review of the intersection of Chapel Road and the Dandenong Bypass including, but not limited to, the light signals and the possibility of a red light and speed camera.**

#### **MINUTE 1086**

Moved by: Cr Tim Dark

Seconded by: Cr Matthew Kirwan

**That the City of Greater Dandenong contacts all local members of Parliament and also the Minister for Roads to advocate for an urgent review of the intersections of Perry Road and Chapel Road and the Dandenong Bypass including, but not limited to, the light signals and the possibility of a red light and speed camera.**

**CARRIED**

## **4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS**

### **Comment**

#### **Cr Sophie Tan**

I would like to report what I have done over the last two weeks.

On 28 May 2019, I attended the Keysborough Football and Netball Club's meeting at the Rowley Allan Reserve in Keysborough. This meeting was to discuss building a new standalone time keeper box for the Football and Cricket clubs with the Mayor, Councillor Roz Blades AM, Councillor Tim Dark and Council officers Tom Cullen, Project Officer, Sport and Recreation, Jim Davine, Manager Community Services, Sport and Recreation as well as the Club's President. We also discussed the future and the Master Plan for the Reserve.

On 30 May 2019, I attended the Public Submissions Hearing for the Proposed 2019/20 Annual Budget and the development of open space at 6-8 Fifth Avenue, Dandenong.

On 1 June 2019, I attended the Dandenong Thunder Soccer Club Cheque Presentation with the Mayor, Councillor Roz Blades AM, Councillor Jim Memeti and Councillor Angela Long.

I want to support the adoption of the Budget tonight by saying we are improving our City of Greater Dandenong. I can see on page 266, as a Paperbark Ward Councillor, there are many things happening in our Ward. Construction for the Ross Reserve All Ability Playground has started with the Budget rollover and the Master Plan as well. There is also some interest in the Chandler Reserve which is insulation and exercise equipment; Netball Court No. 2 at the Rowley Allan Reserve; there will be work on the water drain design as well and it is all in the Paperbark Ward, the Activity Centre Strategy Planning for Noble Park and the Wachter Reserve Master Plan.

---

**Councillor Matthew Kirwan left the Chamber at 8.18pm.**

---

### **Question**

#### **Cr Sophie Tan**

With the Parkfield Reserve Master Plan implementation, I would like to ask a question to Julie Reid, Director Engineering Services. If the Budget is moving forward can the Director give an update for Parkfield after this \$200,000 Budget?

### **Response**

#### **Julie Reid, Director Engineering Services**

We are in the middle of the works at that location and I will obtain for Councillors a further update on progress in the new financial year and expected achievements.

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Question**

**Cr Sophie Tan**

My last question is Mick Jaensch, Director Corporate Services. I know that many residents are concerned about the Council rates starting from July 2019. I would like the Director to explain to residents what the effect will be and the impact of the 2.5 percent rate rise.

**Response**

**Mick Jaensch, Director Corporate Services**

I emailed Councillor Tan this afternoon to try and explain this in simple English and it is always difficult to explain. Council's Budget was based on a two and a half percent increase in our overall rate revenue. Last year we raised \$120.086M in rates. Next year we will raise \$123.089M. That is an increase of two and a half percent overall for Council but for individual ratepayers, the experience will be different. It really will depend on what the movement is in the individual valuations. Last year in our re-evaluation, the residential valuations fell by 6.9 percent so the experience will be depending on how we measure against that average. If your valuation has fallen by more than 6.9 percent, your rates could reduce or they will increase by less than two and a half percent. If your valuation is higher than that, then your experience will be different so it is a little bit different and hard to explain but it really will depend on the individual movement in the valuations.

**Comment**

**Cr Tim Dark**

Along with Councillor Tan and the Mayor, I attended the Keysborough Football and Netball Club meeting with the club officials and also with our Sport and Recreation Department and Mr Davine. We met regarding the issues they are having with their building, particularly around the stairwell and some quite bizarre designs that they have put in place with the stairwell basically wrapping out and around. Discussions also included the future of the club in terms of ensuring that they have got the right facilities in place to be able to boom.

I also attended the Dandenong Thunder Football Club Cheque Presentation with the majority of Councillors here.

I also attended the Chamber of Commerce Networking Night held in Paperbark Ward which was a good surprise at Patterson Cheney Toyota. I did not know that was their head office and they also own Mercedes-Benz Berwick so a whole lot of about 15 to 20 different brands all run out of the one building in Paperbark Ward which is very, very interesting, particularly around the future they are seeing with the electrics, hybrids and dynamics. People are not after so much a sedan as much as people prefer to have a four-wheel drive. It was a very, very interesting night and it was very well-attended. The Chamber of Commerce had 120 people attend their event. When I was first elected, they were getting 30 people turning out to a small event and they were really trying to increase what they were getting but on the night, they had a whole lot of enquiries coming in. Many people were very intrigued to see what they can do with Council particularly around the lighting around accessing business through VicSuper. I know that Paul Kearsley, Group Manager, Greater Dandenong Business has been very, very active in dealing with that. We are having some very, very big opportunities being presented to us in the City of Greater Dandenong.

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

---

---

**Councillor Matthew Kirwan returned to the Chamber at 8.21pm.**

---

**Question**  
**Cr Tim Dark**

Do we have an update on the Keysborough Football Club stairs that they are putting in place?

**Response**  
**Julie Reid, Director Engineering Services**

I will take that question on notice.

**Question**  
**Cr Tim Dark**

There has been a lot of correspondence going on about the Keysborough Community Noticeboard and a couple of other Keysborough pages around the development at Coomoora Road; the Development Victoria site; and also the further site next to the Chinese Aged Care Facility which we approved some time ago. I wanted to get an update on both of those applications if we have received any information or if there is a pre-existing application on the site currently for sale; and if we have received any further planning details on the Coomoora Road site.

**Response**  
**Jody Bosman, Director City Planning, Design and Amenity**

With regards to the Coomoora Road site, we received a revised development plan I think it was on Friday so it is at the very early stages yet. We have not really done a full assessment. As I say, it is only a couple of days old.

With regards to the site next to the Chinese Old Aged Home, that question I will have to take on notice and report back to all Councillors. In respect of both sites, I think a bit more detail can go out to all Councillors by email and I will do that in the course of the coming week.

**Question**  
**Cr Tim Dark**

From the development plan that has been submitted so far, do we know approximately how many townhouses they have put in the development plan at Coomoora Road?



**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)****Response****Jody Bosman, Director City Planning, Design and Amenity**

I had a quick look at the Development Plan and it does not show a subdivision. It has areas within which if you want to call it the 'bubbles' that identify where the residential developments are going or where the roads are going. It is at a very high scale. It does not show the number of units but as I say, we are going to work our way through the Development Plan and ask for further detail where further detail is required but they do not actually show a subdivision type layout as part of this Development Plan.

**Comment****Cr Zaynoun Melhem**

As always, for Councillors, it is always a very busy couple of weeks but one of the major events I attended and I think one that was held very well was the South-East United Football Club Iftar Dinner.

I learned about this club at W J Turner Reserve and I know Councillor Sampey is a major supporter of theirs as well. They were holding Iftar dinners every Tuesday and Thursday night for their boys and girls who were training throughout all of Eid. It was just amazing because all that came out of the generosity of the mums of the clubs or the mums and dads should I say. Every night someone would donate the food for all the players and that was quite amazing. I went with Councillor Memeti to that and they put on quite a show. They had over 100 people attending that Iftar dinner. I also learned that the Club were only registered late last year and they managed to secure W J Turner Reserve, which is quite a small reserve but they are working with Council to make that work. I know Councillor Sampey and I have put in the Budget to hopefully get them a new stadium and that is going to start this year but within a very short period of time, they have two female teams; a junior and a senior female team and they have got three teams for men. It really is a team for young budding soccer players, be it boys or girls.

One thing I saw at that Club was the family environment. It was not just a boys club. It was not a girls club. It was a family club where people came together, felt safe and ate together and we got to enjoy their Iftar dinner. It was a beautiful experience. I really look forward to seeing that Club prosper and hopefully in the City of Greater Dandenong especially in Silverleaf Ward prosper with many more residents, players and teams. Hopefully, through the support of Councillor Sampey and myself and our fellow Councillors, they can get some more funding after this Budget and work towards some really good facilities, like having the girls and guys in different change rooms. Obviously, there are some cultural sensitivities there. I know that was something that Councillor Sampey was pushing very hard for so some exciting times for the Club and exciting times for the families at that Club. I cannot wait to see all the juniors come up throughout the ranks and hopefully we can get a soccer star out of there.

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)****Question****Cr Zaynoun Melhem**

I know Council and Council officers have been working very hard throughout the past couple of months on the off-leash consultation for the dog parks. I just wanted to know if that public consultation has finished. If not, when will it finish or is it still to go out? I have not seen much of it and I just wanted to know where it was in regard to its process.

**Response****Jody Bosman, Director City Planning, Design and Amenity**

I will have a look at what the dates are and reply to Councillor Melhem and include all Councillors in that response and provide Councillors an update as to where we are with regards to the Policy.

**Question****Cr Zaynoun Melhem**

I know we do a lot of advertising of these consultations but can we see how many billboards were posted around and at the designated off-leash areas to see where they were? That can also be included in the same response.

**Response****Jody Bosman, Director City Planning, Design and Amenity**

Yes.

**Question****Cr Maria Sampey**

Councillor Melhem, thank you very much for reminding me about Turner Reserve where there is the children's playground. There is a person there continually coming with his dog and just making it a leash-free zone. Is it possible for Council officers to maybe supervise that playground where the children are playing because it normally happens during the day that this person comes and lets the dog run loose and it is quite a big dog.

**Response****Jody Bosman, Director City Planning, Design and Amenity**

I will ask the Rangers to increase patrols in the short-term in that area.

---

**Councillor Zaynoun Melhem left the Chamber at 8.30pm.**

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)****Question****Cr Maria Sampey**

With regards to Turner Reserve, I thought that where the children's playground is, we were not going to spray Roundup herbicide. It seems that we have got it in the area where the children are playing around a two metre pathway from where the seat is, where the parents and children sit. It has got screenings on the ground and weeds are growing there and they are being sprayed and so it is right next to the seat. The children are coming in contact with it and I saw kids pulling out of these weeds which were yellow, so you could see that they were sprayed. I just said to them, 'Look, do not touch them because they have been sprayed'. I am just wondering whether I could have someone come with me so I could show them what the concern was.

**Response****Julie Reid, Director Engineering Services**

I will ask someone to investigate and report back.

**Question****Cr Maria Sampey**

I have received an email sent to me by a resident who lives in Outlook Drive, Dandenong North. He lives next to the Council Reserve at Outlook Drive. Twelve months ago it was weeded and made nice and he wants to know how often Council maintains that area because it is really looking quite sad at the moment and the weeds are growing.

**Response****Julie Reid, Director Engineering Services**

I will log that as a Merit for follow up.

---

**Councillor Zaynoun Melhem returned to the Chamber at 8.32pm.**

---

**Question****Cr Maria Sampey**

This same resident has a concern because opposite the road where he resides, there is a single white line and there are cars parked on either side of the road. They even park on people's driveways stopping residents from entering their properties. He was wondering whether we could have signs because I do not think people understand that where there is a single white line you cannot park on the other side. Could I have an officer come with me so that I can show what is going on and then observe it and then maybe do something about it?

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Response**

**Julie Reid, Director Engineering Services**

Yes, I believe Outlook Drive has been investigated previously. Certainly, I will send the traffic engineers out there to investigate again and provide advice to Councillors.

---

**Councillor Youhorn Chea left the Chamber at 8.33pm.**

**Question**

**Cr Maria Sampey**

Could someone notify me so that I can attend at the same time?

**Response**

**Julie Reid, Director Engineering Services**

Yes, we will notify Ward Councillors.

**Comment**

**Cr Angela Long**

On 28 May 2019, I attended the National Reconciliation Week celebrations in the Dandenong Library.

On 29 May 2019, I attended the North Dandenong Cricket Club Annual General Meeting.  
Congratulations to Jason Shaw on being elected their President.

On 30 May 2019, I attended the Public Submissions Hearing about the Proposed 2019/2020 Budget.

On 31 May 2019, I attended the soccer match between Dandenong City Soccer Club and the South Melbourne Soccer Club. Dandenong City won 3:0.

On 1 June 2019, I attended the Cheque Presentation for Dandenong Thunder Soccer Club and I stayed to watch their game with Kingston. Kingston won 2:0.

On 11 June 2019, I attended the Greater Dandenong Young Leaders Program where the young leaders had the opportunity to ask Councillors questions and make a presentation to Councillors.

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Question**

**Cr Angela Long**

I have a question tonight with four parts to it. Residents have contacted me about a property in Langhorne Street, Dandenong. The property is in a bad state of disrepair. The owner has decreased the numbers of residents and the vacant units are now being occupied by the homeless. To try and stop this, the owner has removed all the doors and furniture from these units and has stored the furniture at the rear of the property, which is now an eyesore to all the adjacent properties. The owner has told the remaining residents that they will have to move in the near future. My question is and it is in four parts which I will read at the same time:

- 1) If the residents that are still there move out and all the units on the property are left vacant and the property falls into worse situation then it is already in, how long is it before Council can act?
- (2) Can Council order and enforce a demolition order on the owner of the property?
- (3) If Council issues a demolition order, how long does the owner have to demolish the building on the property? and
- (4) If the owner does not comply with the order what are the next steps Council will take?

**Response**

**Jody Bosman, Director City Planning, Design and Amenity**

I will answer them all but given that Councillor Long has broken them up, I will reference back to each as I go along.

In the first question, effectively how long it would take to act in moving the vacant property or to have it acted upon in terms of the building orders, the answer is if the building is a danger to occupants, the Municipal Building Surveyor can issue a building order minor works to make the building safe. That usually entails a site fence and boarding up of all the openings. It usually takes seven days to do this. However, the legislation allows 30 days.

The question as to whether the Council can order and enforce a demolition order on the owner of the property, the answer is yes, only if the building becomes dangerous to life or property.

That part of the question that if the Council issues a demolition order, how long does the owner have to demolish the buildings on the property, the answer to that is 30 days and they have the right to appeal within that period.

The question on if the owner does not comply with the order, what are the next steps that the Council will take, well, the next step would be court action or to take court action for failing to comply with the building order. This can take several months and does not resolve the building issue in the short term.

---

**Councillor Youhorn Chea returned to the Chamber at 8.37pm.**

---

#### 4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)

##### Comment

##### Cr Matthew Kirwan

On Thursday 28 May 2019, I attended along with the Mayor, Councillor Blades and Councillor Long, an excellent National Reconciliation Day event held at this Civic Centre.

On Thursday 30 May 2019, I attended the Budget Submissions Hearing and it is good that in response, we have allocated \$74,000 for Concept Design and Consultation for the two pocket parks at Fifth Avenue and Gove Street.

On Tuesday 4 June 2019, I attended the Arts Advisory Board. Later that evening, I attended the Keysborough South Transport Forum with the Mayor, Councillor Blades. As I mentioned earlier, it was a good news story. We were able to talk about the results of the transport study and also talk about some positive things we are going to be doing in the next 12 months regarding traffic safety in the new estates of Keysborough.

On Saturday 8 June 2019, I attended the Exhibition at the Walker Street Art Gallery that was called 'Only When the Last Tree Has Died Will We Realise We Cannot Eat Money'. It was also attended by our new Member of Parliament for South East Metropolitan region, Dr Tien Kieu. It was an excellent and well attended event and to see 40 people in the Walker Street Art Gallery on a long weekend is really impressive. It was a full room.

The title of this Exhibition is based on the Cree proverb, Cree being an American Indian tribe. The quote which is often repeated but I think it is a quote that is well worth considering. 'Only when the last tree is cut down, the last fish eaten, and the last stream poisoned, will we realise that we cannot eat money'.

It was a joint exhibition by artist Peter Biram and also climate scientist David Karoly and I have to admit, I went to see climate scientist David Karoly. He is a University of Melbourne professor who is a worldwide climate change expert. What was fascinating about this and this might actually interest Mr Bosman, that we are having an amazing coincidence in this area. We have got one of the world leading climate scientists, Dr Graeme Pearman, who lives in Bangholme in our municipality. Talking to Professor David Karoly at the event, he has just moved to Lynbrook so it is almost on the border of the City of Greater Dandenong. I found that out when I said to him, *'You must have travelled a long way to come to Dandenong'*, and he said, *'No, coming to Dandenong is very easy now that I've moved to Lynbrook'*. I knew from talking to other people that he was the drawcard at that event. That was why people came. I think he is someone we should try and get for a Greater Dandenong event because he just lives around the corner now.

I mentioned at the Council meeting on 22 April 2019, where the Budget exhibited what I thought were highlights of the Budget so I will not repeat that here but what I would like to briefly mention tonight is what is great about the Annual Plan that has been endorsed tonight. This structure which we only started adopting a couple of years ago, is just such a fantastic improvement separating the Council Plan and giving it Annual Plan now. It is a really short document. If you want to tell residents what Council is doing this year, you just have to give them the Annual Plan. It is in quite plain English.

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

It talks about the highlights of the things we are doing this year which are linked to the Budget but not are totally clear. It talks about things like the Keysborough South Community Hub, land acquisition and detail design, the development of the Greater Dandenong Art Gallery, the fact that we are going to finalise our Aquatic Strategy, complete our Revised Open Space Strategy, continue development of the Climate Change Strategy and have the development of our first Urban Forest Strategy.

This is only a few weeks away and even though it is in the new Annual Plan and I am looking to Mr Bosman here, the finalisation of our approach for a community environment sustainability centre and the Plexus Policy which was meant to be finished by the end of June 2019. I never reminded Mr Bosman of that but I think it is just an excellent document. It is not something we think a lot about but it is a real clear explanation of what we are going to do and it mentions a lot of mundane things. It talks about our maternal and child health even though they are mundane. It talks about road improvements. It talks about a whole range of things and the day to day things that Council does to improve people's lives as well.

**Question****Cr Matthew Kirwan**

My first question here tonight and I am going to mention four of my questions tonight did come direct from residents. One of the questions will interest residents when I mention it on social media and the other question will be of great benefit to residents. Just to re-iterate my point from the meeting procedure local law - but these questions usually come from residents themselves or are of interest to residents.

My first question is I have had a resident contact me over the weekend about the danger of the Jackson Road and Eloner Road intersection, specifically for motorists turning right into Eloner Road from Jackson's Road and being confronted by fast travelling motorists coming around the blind corner. Can we investigate the safety of that intersection or if we do not have the power to because of the nature of the road, ask VicRoads to?

**Response****Julie Reid, Director Engineering Services**

Council's Traffic Engineers will liaise with VicRoads who are the responsible road authority for the management and operation of this roundabout intersection, requesting an investigation be undertaken to identify any possible safety improvements.

**Comment****Cr Matthew Kirwan**

Councillor Long has just mentioned to me sometimes people go round the roundabout the wrong way as well so that is really quite concerning.



**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)****Question****Cr Matthew Kirwan**

My second question relates to traffic as well. At the Transport Study Forum mentioned earlier, representatives of Sirius College in Keysborough brought up a Traffic Management issue and they have followed me up with that since the meeting. Councillor Blades was there at the time when they were bringing it up. With the growing number of members of the public using Chapel Road in Keysborough and that will increase when there is a government primary school and there is a community hub nearby they are concerned that outside of Sirius College there is a lot of congestion during, before and after peak times, school peak times. The school would like assistance from the Council to minimise the possible negative outcomes due to parents trying to turn right into the school grounds and turning right at the exit. My question is, what solutions have we looked at before and what are we looking at now?

**Response****Julie Reid, Director Engineering Services**

Yes, Council's Traffic Engineers have previously liaised with representatives of Sirius College regarding managing vehicle movements, particularly during drop off and pick up periods. Several options were identified, which included introducing turn bans, alterations to onsite circulation and providing an alternative exit on Stanley Road. These options were provided to the school management for their consideration. Further discussions will occur with the school in the coming months to identify their preferred options and how they might be implemented.

**Question****Cr Matthew Kirwan**

So just to clarify while I still can do that sort of thing at Councillor question time, my question is, of those options that have been provided to the school, did we get any response to those options and whether they are acceptable?

**Response****Julie Reid, Director Engineering Services**

I will have to clarify what response we have received to those but I know that we did put the options to them and we intend to have further discussions.

**Question****Cr Matthew Kirwan**

Residents continue to follow up with me about when the early consultation on the Municipal Strategic Statement review will start as previously promised.

**Response****Jody Bosman, Director City Planning, Design and Amenity**

Councillor Kirwan's question might be short. My answer is long.



**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

Further to the InfoSum article provided to Councillors in January this year, the Department of Environment, Land, Water and Planning (DELWP) officers have advised Council that the translation of the local policies and Municipal Strategic Statement (MSS) for every Council into the new format planning scheme continues to take DELWP longer than initially anticipated. As such, we are yet to receive a firm date from DELWP as to when this work will occur for the Greater Dandenong planning scheme. It is important to note that DELWP are requiring every Council to translate their local policies and MSS into a policy neutral manner meaning the intent of the policies and MSS are not to change and rather the content is simply to be converted into the new format.

Once this is complete, Council will be in a position to then continue its review of the content of the MSS. Council officers have previously enquired with DELWP if they will accept a request to review the content of the MSS prior to the required translation that we did one and then the other. They have advised that this will not be considered. The answer was absolutely not. When DELWP provide Council officers with dates for the translation of the local policies and MSS officers will advise Councillors accordingly.

**Question****Cr Matthew Kirwan**

I understand this question will be different. It will be a very long question but a very short response.

As I often hear and recently learned more at the Municipal Association of Victoria (MAV) social procurement training I received, recently Councils across Victoria recognising the significant impact that their procurement activity can have on local communities. MAV has developed the latest improvement in their LEAP program known as LEAP Social. LEAP Social is a unique tool designed specifically to assist Councils with achieving economic and social objectives in their community through social procurement. The new optional add-in to the LEAP Program will allow Councils to establish and support their social procurement frameworks using a tool to monitor and measure social procurement activity and social impact.

This program was developed through a collaborative partnership of leading social procurement organisations. LEAP Social provides Councils with discounted access to the following services as a bundle: Social Traders, Kinaway, Chamber of Commerce Victoria, Supply Nation. Those last two ones are indigenous social procurement programs and Vendor Panel Procure for Good. Will Council be joining the LEAP Social program to benefit from this bundling and if not why not?

**Response****Mick Jaensch, Director Corporate Services**

As foreshadowed by Councillor Kirwan, my answer will be quite brief and the answer is yes, we will be joining the LEAP Social program and we will do so probably in the next couple of weeks.

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Question**

**Cr Matthew Kirwan**

It was covered in the Herald Sun this morning that the Morrison Government would begin talks within Councils within weeks on a city deal for the South East. This is potentially great news if it brings greater infrastructure and services to the South East. My questions are:

- (a) How will Greater Dandenong residents views be sought?
- (b) When will Councillors be briefed?
- (c) What will be the government's process; i.e. what decisions will come to a Council meeting about the city deal?

**Response**

**John Bennie PSM, Chief Executive Officer**

The short answer to the question is that it is too early to tell. There is a lot that we do not know about a city deal and there are some things that we do know. What we do know of course, that it had been foreshadowed immediately prior to the most recent Federal Election, that a city deal was likely for the South Eastern part of Melbourne but what we do not know is what is in the Federal Government's mind around particular details, save for the fact that it is there to support development and growth in regions such as ours and this region is particularly attractive to the Federal Government as we have learned since the State Government through whom there needs to be a partnership established at the primary level.

What we know though of some of those things is that there is support for this from Alan Tudge, the relevant Minister for Population, Cities and Urban Infrastructure. He is the Member for Aston and therefore a member operating close to this particular region and knows the area very well. The State Government has nominated Steve Dimopoulos, the Member for Oakleigh, who is also very familiar with this particular region as its liaison.

What we are yet to understand though, is of the seven Councils in the south east of Melbourne, is this a city deal to encompass the whole of the region or parts of the region? Our suspicion is all of the region and if that is the case, the questions around governance around a seven Local Government area city deal becomes complex and needs to be considered and advanced accordingly.

I will say in closing that we should be very optimistic about a very positive deal with the Federal and State Government around a city deal because this region has so much to offer, including things like national employment and innovation cluster to the west, south eastern airport to the east, all that Greater Dandenong has to offer in the north, and fantastic tourism opportunities that Mornington Peninsula Shire has in the south. If you add all of those things together it will be a fascinating but complex city deal that we need to do work on and we will respond to those questions once we know more about the detail.

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Question**

**Cr Matthew Kirwan**

What is the latest in terms of execution of notice of motion No.67 to acquire 38-48 Dalgety Street, Dandenong from Melbourne Water unanimously agreed by Councillors on 12 March 2019?

**Comment**

**Cr Roz Blades AM, Mayor**

I signed a letter today and offering to meet with the Minister.

**Question**

**Cr Matthew Kirwan**

That is very helpful Madam Mayor and I thank you for doing that so promptly. I am asking more about what has been the process so far that has led up to the letter.

**Response**

**Jody Bosman, Director City Planning, Design and Amenity**

The Notice of Motion as Councillor Kirwan pointed out, was unanimously agreed to on 12 March 2019. Subsequent to that, the Mayor sent a letter to Minister Neville together with other Ministers and Members of Parliament advocating for the land at 38-48 Dalgety Street, Dandenong to be gifted to or to be in some way retained by Council as public park and recreation zone, that is the zoning of the land. The Minister has responded to that correspondence and advocacy as have a number of others but Minister Neville, being the Minister for Water is the responsible Minister.

In terms of the response from Minister Neville, there are further suggestions and correspondence exchanges that the Mayor has entered into after seeking advice from officers. I do not think I will go into the details of the exchange of those correspondences, probably that is at the stage between the Mayor and Minister Neville but to assure all Councillors and the interested public that we continue to vigorously advocate for the retention of that land in the open space supply.

**Comment**

**Cr Sean O'Reilly**

I attended the Municipal Association of Victoria (MAV) Board meeting where I raised an issue on behalf of this Council on funding for youth services. I just flagged that at the Board meeting and it was a productive Board meeting because we also had a briefing on MAV Insurance and Work Care and the statuses of those programs.

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Question**

**Cr Sean O'Reilly**

I have a question for the Director of Engineering regarding Council's Merit system that logs all the different things that are raised by residents and Councillors and keeps track of them on a daily basis. Normally when I log merits on behalf of residents, I ask that both the resident and I are informed of the outcome. I notice that in some cases this has not happened. Sometimes I receive a phone call back. Sometimes I receive an email. Sometimes nothing. Sometimes I find out the details are still being followed up. Sometimes I have been informed but the resident has not. I just have some questions on how we check consistency with the handling of merits and the questions asked so could the Director please inform me.

- 1) Are merit outcomes peer reviewed?
- 2) Are merit outcomes spot checked by team leaders?
- 3) Is there any way to automate an email and/or sms a customer satisfaction survey to the reporting resident after the merits are finalised?

**Response**

**Julie Reid, Director Engineering Services**

Yes, Council received 38,472 merits for the period between June 2018 and 2019. Of these, 21,628 were managed by the Engineering Services Directorate so Councillors will understand that the workload is pretty significant. Given the sheer volume of merits received annually, merits are not peer reviewed or spot checked by management. However, management do receive weekly reports on the status of merits and the report aims to ensure that the volume of merits that are received are managed within the agreed corporate timelines.

In terms of the manner in which Council officers respond to merits, this can vary depending on the manner in which the enquiry was made and whether in fact, the Councillor wishes to be part of the correspondence. For example, if the Councillor submits a merit on behalf of a resident, then generally speaking, Council officers would respond directly back to the Councillor with the expectation that the Councillor would then advise the resident.

If however, the Councillor then requests that the officer advises the resident directly and assuming that the details have been provided, then the officer will do this.

In some cases, the Councillor is quite happy for officers to deal directly with the resident as they have a high degree of confidence that it will be dealt with in a timely and professional manner.

Council officers will be guided by the Councillor as to whether they wish to be informed of the outcome of the merit in which they submit on behalf of the resident. It is extremely important for Councillors to log merits and we particularly prefer that rather than sending emails and to be clear on how they wish to be informed of the outcome if at all.

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

With regards to Councillor O'Reilly's suggestion to have a customer satisfaction survey performed following the completion of an inquiry, Council officers have investigated this proposal and have found that the current platforms to perform this task is problematic for us. In fact, other Councils have also made similar enquiries and have opted against it due to the complexities, the cost and whether, in fact, it will better inform Council on customer satisfaction levels. Obviously Councillors, we are committed to always improving our processes and certainly take on board what has been mentioned and happy to continue to look at ways in which we can improve our responses to Councillors and to residents in the community.

**Question**  
**Cr Loi Truong**

Some residents seem to always receive infringements for the same problems at the same place repeatedly. I would like to know if Council staff review records for people who repeatedly receive the same infringements and look at ways of educating these people so they will understand the signage and the rules so they will not get fined all the time. For example, some people get fined for double parking but they do not know the meaning of double parking. I think it will be really good if Council staff can look at ways of helping out these residents to understand the reasons why they get fined.

For people who drop off bags of clothes at the charities on Springvale Road, many people get fined because they think it is rubbish. These people come to see me about their fines but because they get caught on the camera with their registration numbers, they have to pay the fines.

Also, people get fined at the front of the No.8 Balmoral Avenue Car Park where the signs indicate the loading zone times. Underneath the same sign, there is another sign which detailing parking hours so people do not understand when they can park there and when they cannot park there.

On Buckingham Avenue, Springvale people slow down or stop the car to let other cars out and they get fined for double parking.

At St Albans Council, they make the road signs very big and explain the signs clearly. I think we should do something similar to let people know what the meaning of double parking is and to educate them.

***This question was noted for further action.***

**Question**  
**Cr Youhorn Chea**

At the roundabout at Buckingham Avenue and Balmoral Avenue in Springvale, can the relevant officer put some markings on the road so pedestrians can cross the road easily, especially along Balmoral Avenue?

In relation to the No.8 Balmoral Avenue Car Park, Springvale. When the car park is full there is congestion at the entry and exit causing delays. Can we do something about that please?

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Response**

**Julie Reid, Director Engineering Services**

Yes, we will have a look at that roundabout and the Car Park and advise Councillors.

**Question**

**Cr Youhorn Chea**

At the No.8 Balmoral Avenue Car Park, Springvale on Sunday parking is free. Is parking free on public holidays?

**Response**

**Jody Bosman, Director City Planning, Design and Amenity**

As far as I know there are no charges on public holidays but I will come back and confirm to Councillors.

**Comment**

**Cr Roz Blades AM, Mayor**

I did not want to report a lot but I did want to thank Edwina Moran, Community Advocacy Officer, for the Mayoral Round Table discussion on increasing social housing stock in the City of Greater Dandenong and for all of the people who attended from the State Government, from all of the housing associations, Ways and from Launch Housing for the way it was run. It was oversubscribed and went very well. I think we are going to achieve some real outcomes from that so I would like to thank everybody for their organisation of that.

I would like to also report that I went to the Chand Raat Eid Festival (CREF) and we were presented with this trophy which is very nice so I would like to present that to Council.

---

**The Mayor, Councillor Roz Blades AM, tabled a trophy from the Chand Raat Eid Festival (CREF) 2019 to the City of Greater Dandenong Council for being their Gold Sponsor and for their support.**

---

We attended an event that was very nice that I like to do, especially given the fact that we had the young leaders. Tonight, I went to the Dandenong High School Careers Expo, where they invited a whole lot of different careers people. I am not sure that they knew what to do with a Mayor because I am sure that they were not expecting me to turn up wearing Mayoral robes but they asked some very interesting questions and I think that was very good for them to have the Council turn up.

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Question**

**Cr Roz Blades AM, Mayor**

I also went to the Keysborough Community Transport Forum which leads me to ask a question. I was speaking to some residents in Noble Park and the area around Allan Street, Noble Street and Leonard Avenue seems to be problematic. Can a traffic study be conducted at that location? I would like for Councillors Dark, Tan and I to meet with traffic officers there to discuss the issues.

**Response**

**Julie Reid, Director Engineering Services**

First of all, I will investigate what has been done in that area in recent times and we can certainly pull together a meeting for Councillor Blades to be briefed about what has already been done there and discuss whether or not there is any need for any further traffic studies.

**Report Tabled**

**Cr Roz Blades AM, Mayor**

**Tuesday, 28 May 2019**

- CGD National Reconciliation Week Celebrations

**Thursday, 30 May 2019**

- CGD Public Submission Hearing – Proposed 2019-20 Annual Budget

**Friday, 31 May 2019**

- Annual Ramadan Iftar hosted by the Emir Sultan Mosque

**Saturday, 1 June 2019**

- Nuer Community Conference

**Sunday, 2 June 2019**

- Chand Raat Eid Festival

**Tuesday, 4 June 2019**

- Dandenong High School Careers Expo
- Keysborough Community Transport Forum

---

**4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)**

**Thursday 6 June 2019**

- Dragon Boat Festival and Arts Festival hosted by the Springvale Mandarin Network

**Friday 7 June 2019**

- Mayoral Round Table Discussion on Increasing Social Housing Stock in CGD

**Saturday 8 June 2019**

- End of Ramadan celebration hosted by the Victorian Afghan Associations Network

**Tuesday 11 June 2019**

- Meeting with the CGD Young Leaders program participants

---

**John Bennie PSM, Chief Executive Officer tabled a listing of responses to questions taken on notice at the previous Council meeting. A copy of the responses is provided as an attachment.**



## ORDINARY COUNCIL MEETING - MINUTES

## 4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS (Cont.)

## COUNCILLOR QUESTIONS TAKEN ON NOTICE

Date of Council Meeting	Question Asked By	Subject & Summary of Question	Responsible Officer	Date of Response	Summary of Response
27/05/19 CQT8	Cr Matthew Kiwan	<b>How Police Address &amp; Monitor Street Issues in the Inner West</b> In reference to Ms Gatliff's answer to question (g) and I may be interpreting her answer incorrectly but she said that they were monitoring the issues and continuing to do daily tasking of that inner west area. Is that any increase in what they were doing late last year? Is there actually any increase in activity and what results is that activity having?	Director Community Services	7/06/2019	Victoria Police advise they are aware that issues have been reported around the Hemming Street area. They further advise that they proactively provide high levels of visibility to this area and have seen a reduction in crime and public order issues in this area. They will continue to maintain a focus around this precinct to ensure the community feel safe and to address any issues as they emerge.
27/05/19 CQT7	Cr Matthew Kiwan	<b>Number of Victoria Police Responding to Dandenong Residents Calls</b> In referring to the answer to question (f), that was exactly the point. Ms Gatliff, Acting Director Community Services, talked about 29 extra officers but for most answers given to the media, I still do not know how many of the existing officers or how many of the new 29 officers are still available to respond to ordinary triple zero calls. Are they refusing to give an answer to that question?	Director Community Services	7/06/2019	All 29 police officers arriving in Greater Dandenong will be assigned to frontline police duties and respond to calls for service.

**At the Ordinary meeting of Council on Monday, 24 March 2014, Council resolved to change the way Councillors and Public questions taken on notice are answered and recorded from 14 April 2014 meeting of Council onwards.**

Reports from Councillors/Delegates & Councillors' Questions – Questions Taken on Notice

1 / 1

## **5 QUESTION TIME - PUBLIC**

### **Question**

**Nina Kelly**

Can Council please confirm when the developer and electricity provider will deliver the following infrastructure to housing developments surrounding the area of Chandler Road and Bend Road, Keysborough? Residents would like to confirm with the relevant third party when the following timelines will be implemented.

(1) Removal of overhead power line to standardise underground as per the rest of the wider development planned on Chandler Road and Bend Road. A resident has reported that a contractor working on building site scaffolding was electricuted on the job prior to Christmas via the overhead power line.

(2) Delivery of the footpath on Chandler Road to Dandenong Bypass.

(3) Consultation on what infrastructure will be delivered in the Parkland Playground on Emily Promenade, Keysborough. Residents have requested a half basketball court.

### **Response**

**Jody Bosman, Director City Planning, Design and Amenity**

Officers have been liaising with the electrical operator and at this time it appears that these overhead lines are still active and are required to provide power to other properties in the electrical distribution network. Officers will continue to liaise with the operator. However, a decision on the removal and the grounding of these lines will ultimately be a matter for the electrical operator.

As to the footpath on Chandler Road, in regards to the delivery of the footpath on Chandler Road, there is a planning permit condition for the development at 619 Chandler Road to construct the infrastructure. The latest update on this is that works are expected to commence in early 2020.

As to that part with regards to the parkland or playground on Emily Promenade, I can advise that Councillor Kirwan has recently asked us about the park that the developer has allegedly promised at the corner of Annabelle Boulevard and Emily Promenade. The approved plans do not include a park in this location. Rather this land is proposed for additional housing. This appears to be something the developer has promised as part of the sales package. I am not sure. It is just my speculation. However, this is not something that officers were ever aware of and was not part of the proposed or approved subdivision of the site.

### **Question**

**Cr Matthew Kirwan**

Could I just clarify something? My understanding of that particular area is that there is a park that is approved further to the east. Is that park going to have playground equipment from the developer or what is the nature of how that park is going to be developed?

---

**5 QUESTION TIME - PUBLIC (Cont.)**

**Response**

**Jody Bosman, Director City Planning, Design and Amenity**

I will liaise directly with Councillor Kirwan. I would hate to give the wrong answer tonight. I think I know which piece of land he is talking about but I would rather be sure before I give an answer. I will liaise and then circulate the answer to Councillors.

**Question**

**Lisa Mock, Springvale**

As a Springvale resident, I am excited at the new library community building being built. Will residents have any say on what it is called?

**Response**

**Julie Reid, Director Engineering Services**

Thank you for showing interest in the new Springvale Library and Community Hub currently under construction. This matter is still to be resolved in discussion and consultation with Councillors on the way forward.

## **6 URGENT BUSINESS**

Nil.

The meeting closed at 9.13PM.

Confirmed: / /

---