

MANNINGHAM

Council Meeting

AGENDA

Date:	Tuesday, 15 September 2020
Time:	7:00pm
Location:	held via Zoom video conferencing in accordance with section 394 of the Local Government Act 2020

This meeting is convened to transact the business listed below.

Andrew Day
Chief Executive Officer

This meeting will be livestreamed. Members of the public who address Council will be heard on the live audio stream, and audio of them speaking will be recorded. All reasonable efforts will be made to avoid capturing live or recorded video footage of public attendees however there might be incidental capture.

INDEX

1	OPENING PRAYER AND STATEMENTS OF ACKNOWLEDGEMENT	2
2	APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE	2
3	PRIOR NOTIFICATION OF CONFLICT OF INTEREST.....	2
4	CONFIRMATION OF MINUTES.....	2
5	PRESENTATIONS.....	2
6	PETITIONS	2
7	PUBLIC QUESTION TIME.....	2
8	ADMISSION OF URGENT BUSINESS	2
9	PLANNING PERMIT APPLICATIONS.....	2
10	CITY PLANNING & COMMUNITY	3
	10.1 Community Relief Grants.....	3
	10.2 Warrandyte River Reserve – change to off leash area	21
	10.3 Heritage Advisory Committee Terms of Reference - Minor rectification.....	27
11	CITY SERVICES	39
12	SHARED SERVICES	40
	12.1 2019/20 Financial Report and Performance Statement: Approval in Principle..	40
	12.2 COVID-19 Community financial relief status and extended relief	116
13	CHIEF EXECUTIVE OFFICER.....	122
	13.1 Instrument of Appointment and Authorisation.....	122
	13.2 Record of Assembly of Councillors	155
	13.3 Documents for Sealing.....	161
14	URGENT BUSINESS	162
15	COUNCILLORS’ QUESTION TIME	162
16	CONFIDENTIAL REPORTS	162
	16.1 CEO Performance Review 2019/20	162

**1 OPENING PRAYER AND STATEMENTS OF
ACKNOWLEDGEMENT**

2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

3 PRIOR NOTIFICATION OF CONFLICT OF INTEREST

4 CONFIRMATION OF MINUTES

Confirmation of the Minutes of the Ordinary Meeting of Council held on 25 August 2020.

5 PRESENTATIONS

6 PETITIONS

7 PUBLIC QUESTION TIME

8 ADMISSION OF URGENT BUSINESS

9 PLANNING PERMIT APPLICATIONS

There are no Planning Permit Applications.

10 CITY PLANNING & COMMUNITY

10.1 Community Relief Grants

File Number:	IN20/566
Responsible Director:	Director City Planning and Community
Attachments:	1 2020 Community Recovery Panel Recommendation Report for Council Report ↓
	2 2020 Neighbourhood Recovery Recommendation Report for Council Report ↓
	3 Grass Roots Recovery Grants 2020 ↓

EXECUTIVE SUMMARY

This report seeks Council's consideration of the proposed recommendations for the 2020 Community Relief Grants Program.

Council's Community Relief Grant Program (the Program) provides funding to not-for-profit community groups and organisations that deliver programs and activities to directly respond to the impacts of the COVID-19 pandemic and subsequent lock downs.

The Program includes the following three categories:

- *Community Recovery;*
- *Neighbourhood Recovery; and*
- *Grass Roots Recovery,*

Grass Root Recovery grants are allocated under delegation and this report focusses on the recommended funding allocations for the Community Recovery and Neighbourhood Recovery grant applications.

Applications for the Community Recovery, Neighbourhood Recovery and Grass Root Recovery grants opened on Monday 6 July. Neighbourhood Recovery and Grass Roots Recovery closed on Monday 3 August 2020. The Community Recovery grants closed on Monday 10 August 2020.

A total of 26 applications were received in the Community Recovery and Neighbourhood Recovery grants, requesting funding of \$631,152.

All applications were assessed and scored by officers against the assessment criteria and reviewed by the Grant Assessment Panel. The Assessment Panel has recommended 10 grant applications to Council for funding totalling \$281,217. In addition 5 grant applications were recommended to be funded through the Grass Roots Recovery grant.

1. RECOMMENDATION

That Council:

- Notes and acknowledges the contribution of the independent panel members and thanks them for their time;**
- Endorses funding allocation for the Community Recovery Grants totalling**

\$150,000 as per the assessment panel's recommendations (Attachment 1);

- C. Endorses the funding allocations for the Neighbourhood Recovery Grants totalling \$131,217 as per the assessment panel's recommendations (Attachment 2);**
- D. Notes the funding allocations for the Grass Roots Recovery Grants totalling \$273,732 as per the officer's recommendations (Attachment 3); and**
- E. Notes that \$145,051 remains unallocated under the Community Relief Fund and that may be considered as part of Council's overall budget response to the COVID-19 pandemic.**

2. BACKGROUND

- 2.1 Council's Community Grant Program provides funding to not-for-profit community groups and organisations to deliver activities that strengthen and support communities that live, work, study and recreate in Manningham.
- 2.2 In April 2020, Council endorsed a Community Relief Package which included an allocation of \$1million for a Community Relief Fund.
- 2.3 In May 2020 Council endorsed an allocation of \$300,000 for immediate relief to community not-for-profit organisations to deliver support to high risk and vulnerable members of the community, to be approved by the CEO under delegated authority from Council. See full list in Table 1 below.

ORGANISATION	Allocation
St Vincent de Paul Society Victoria	\$11,000
Women's Friendship Group Incorporated	\$8,420
Kevin Heinze Grow Incorporated	\$20,000
Living and Learning at Ajani	\$30,000
Haven Home Safe	\$12,500
Park Orchards Community House and Learning Centre	\$5,000
Eastern Community Legal Centre	\$10,000
Women's Health East	\$18,180
VP Community Holdings Ltd	\$30,000
The Onemda Association	\$25,000
Access Health and Community	\$6,500
EACH	\$30,000
Eastern Volunteers	\$17,000
Manningham Uniting Church	\$3,000
Doncare*	\$120,000
Total	\$346,600

Table 1: Immediate relief funding

*Note this includes an allocation from 2020/2021 Small Grants budget.

- 2.4 Council continues to work with the organisations funded under the immediate relief allocation and many of these initiatives are continuing as is the need in the community.
- 2.5 The Community Relief Grant Program was established to distribute the remaining funds (\$700,000) and included three categories:
- 2.5.1 **Community Recovery Grants:** Support post COVID-19 pandemic community wide activities and initiatives, between \$25,001 and \$75,000 that:
- Strengthen community through partnerships;
 - Provide relief services;
 - Enhance quality of life;
 - Improve resilience;
 - Provide access to creative based programs that hasten community recovery; and
 - Provide sustainable health and wellbeing outcomes.
- 2.5.2 **Neighbourhood Recovery Grants:** Support post COVID-19 pandemic neighbourhood based activities and initiatives, between \$10,001 and \$25,000 that:
- Provide support;
 - Celebrate community;
 - Build resilience;
 - Improve quality of life;
 - Encourage participation;
 - Improve access to arts, culture and heritage; and
 - Strengthen neighbourhood connections.
- 2.5.3 **Grass Roots Recovery Grants:** Supports activities and initiatives, between \$3,000 and \$10,000, that focus on assisting small groups recover from the effects from the COVID-19 pandemic.
- 2.6 All applications were asked to demonstrate their need against identified grant objectives. All applicants were required to indicate which objectives were being met and to provide supporting evidence against those objectives. The objectives were:
- 2.6.1 **Community Recovery Grants applicants** must demonstrate how the activity will achieve **at least two** of the following grant objectives:
- Provide projects that strengthen community through partnerships;
 - Provide urgent and necessary relief services to those most affected by the pandemic;
 - Enhance the quality of life of those most at risk due to effects from the pandemic;
 - Improve resilience across the whole community;
 - Provides access to creative based programs that hasten community recovery; and
 - Provide sustainable health and wellbeing initiatives for those most affected by the pandemic.

2.6.2 **Neighbourhood Recovery Grant applicants** must demonstrate how the activity will achieve **at least two** of the following grant objectives:

- Provide immediate support for affected cohorts with an identified need at the neighbourhood level;
- Celebrate community resilience and outcomes of the pandemic using local artists (visual, performing and/or literary artists) and unique locations;
- Strengthen community resilience through structured programs and activities that build on experience from the pandemic;
- Provide improved quality of life for those most affected by the pandemic;
- Provide improved access to arts, culture and heritage post pandemic;
- Strengthen neighbourhood connections with long-term outcomes.

2.6.3 **Grass Roots Recovery Grants applicants** must demonstrate how the initiative or equipment purchase will achieve **at least one** of the following grant objectives:

- Respond to a clearly identified community need resulting from the pandemic;
- Facilitate participation in a range of local initiative and enhance access for all members of the community, including responses that target vulnerable individuals and groups affected by the pandemic;
- Celebrate and gather together as restrictions allow;
- Enhance local network development and partnerships in response to the pandemic; and
- Provide capacity building opportunities including resilience, skills development and life-long learning.

2.7 Applications for the Community Relief Grant Program opened on 6 July 2020. Neighbourhood Recovery and Grass Roots Recovery grants closed on Monday 3 August 2020, and the Community Recovery grants closed on Monday 10 August 2020. The program was advertised across Council's social media platforms and the Council website. In addition, officers directly notified almost 500 community groups and individuals of the fund via direct email databases.

2.8 Throughout the process, Council officers provided advice and assistance to applicants via phone, email and video calls. Applicants for Community Recovery and Neighbourhood Recovery grants were required to discuss their proposed projects and activities with the grants team. This is to ensure that the projects aligned with Council's grant priorities and assessment criteria and to provide assistance with project development.

2.9 Applicants could also access grant writing advice from a pool of grant mentors. These were sourced through the Business Excellence Award mentors via the business support team. These mentors provided assistance to first time applicants and those who required additional support to complete the application. The mentors have had no bearing on the assessment or panel recommendation.

3. DISCUSSION / ISSUE

Applications received and assessment process

- 3.1 The applications recommended for funding represent a diverse range of disciplines including community services, disability, health, multicultural services, disability, gender equity, arts and culture, and sport and recreation with an even spread across the municipality, with 22 community organisations submitting applications for the first time.
- 3.2 The Grant Assessment Panel was approved by the CEO under delegation as per the resolution of Council on 26 May 2020. Membership of the panel included:
- Aaron Farr, Captain, Wonga Park CFA/Bendigo Bank Warrandyte,
 - Irene Goonan, Community Representative, and
 - Tim Sligo, Executive Director Heide Museum of Modern Art.
- 3.3 The panel met on 2 September 2020 and was supported by officers from the Business, Events and Grants team.
- 3.4 Table 2 below provides an overview of the Community Relief Grant applications received:

Category	Applications received	Funding Amount Requested
<i>Community Recovery</i>	8	\$ 499,935.00
<i>Neighbourhood Recovery</i>	18	\$ 316,858.07
<i>Grass Roots Recovery</i>	48	\$ 320,508.65
TOTAL	74	\$ 1,137,301.72

Table 2: Grant application received

- 3.5 The Community Relief Grant program was oversubscribed, with Council receiving 74 applications requesting funding of \$1,137,301.72 against the budget of \$700,000.
- 3.6 While 26 applications were received across the Community Recovery and Neighbourhood Recovery categories, the nature and scale of 5 applications were such that the Grant Assessment Panel recommended these applications be transferred to the Grass Roots Recovery category for consideration.
- 3.7 Where an application was not recommended for funding the panel made a decision based on the basis that the application failed to:
- Address the priorities of the Community Recovery and Neighbourhood Recovery categories;
 - Comply with the funding criteria; or
 - Clearly demonstrate a need in relation to recovery post COVID-19.

- 3.8 Due to the quantum of funding requested, the assessment panel gave consideration to supporting some organisations with less funding than the figure requested in their applications. In the event that partial funding was recommended, the viability of the activity being delivered successfully with reduced funding was confirmed with the applicant.
- 3.9 The Assessment Panel has recommended 10 grant applications to Council for funding totalling \$281,217 (refer Table 3 below).

Proposed Community Recovery grant allocations		Proposed Neighbourhood Recovery grant allocations	
EACH – Manningham Youth Services	\$75,000	Manningham Christian Centre	\$14,939
Eastern Volunteers	\$75,000	SS Peter and Paul's Doncaster East Parish	\$15,280
		Living and Learning at Ajani Inc	\$24,290
		REAL Inc	\$15,500
		Pines Learning	\$18,158
		The Pottery Expo	\$13,200
		Rotary Club of Templestowe Inc	\$10,850
		VP Community Holdings Ltd	\$19,000
Total	\$150,000	Total	\$131,217

Table 3: Proposed Community Recovery and Neighbourhood Recovery grant allocations

- 3.10 In addition to Council's contributions, the applicants are contributing more than \$460,000 of financial and in-kind support towards the projects, with the estimated value of the recommended projects being in excess of \$744,247.
- 3.11 The third tier of grants that were assessed were received as part of the Grass Roots Recovery. Council received 48 grant applications valued at \$320,508.65. The panel recommended that a further five applications received as part of the Community Recovery or Neighbourhood Recovery grants should be transferred to the Grass roots program.
- 3.12 A total of 47 Grants were approved under the Grass Roots Recovery category totally \$272,732. The successful applications will be published on Council's website and all applicants informed of the outcomes of their application.
- 3.13 Across the streams of the Community Relief Grant Program, Council will be supporting 57 organisations who will deliver support to the community as it recovers from the immediate and medium term impacts of the pandemic.
- 3.14 Applications were received from a wide and diverse range of community-based organisations. The projects, initiatives and activities included in the applications showed are being led by the community and reflect a view that our community will recover from the impacts of the pandemic in a variety of ways across many months, as restrictions allow.

- 3.15 Subject to endorsement of the Community Recovery and Neighbourhood Recovery grants by Council, the funding will enable community-based organisations who service a variety of community needs, including:
- Sporting clubs (22 applications)
 - Community/church groups (10)
 - Arts and Learning (5)
 - Older adults (10)
 - Young people (5)
 - Recreation/health (5)
- 3.16 Within the recommended applications, the recommended applications broadly address the following initiatives:
- Physical activity and sport (22 applications)
 - Mental health and wellbeing (12)
 - Transition to online activities (6)
 - COVID-safe activities and spaces (6)
 - Arts and events (5)
 - Food support (6)
- 3.17 In considering the applications Council acknowledges the changing nature of the pandemic and subsequent restrictions and will continue to work with the successful applicants to ensure they can deliver the initiative and activities in accordance to the latest advice and within the current restrictions and any variations in the timelines will be documented through Council's grant process.

4. COUNCIL PLAN / STRATEGY

- 4.1 The Community Grant Program Policy is aligned with the key priorities of the Council Plan 2017-2021, the Generation 2030 Community Plan and the Healthy City Strategy 2017-2021.

5. IMPACTS AND IMPLICATIONS

- 5.1 The Community Relief Grant Program seeks to improve the quality of life of Manningham residents by supporting initiatives and activities that directly respond to the impact of COVID-19 and subsequent lockdowns. The recommended applications are driven by community needs identified by the applicants and supported with evidence and local knowledge by those affected.
- 5.2 Council's endorsement of the panel's recommendation for the Community Relief Grant program will maximise the number of community organisations receiving grant funding and will increase the diversity of stakeholders and participants in these activities.
- 5.3 Applications reflect and respond to unique community needs and by supporting the community through this grant program, Council is acknowledging:
- a) Our most vulnerable community members have been made more vulnerable during the pandemic;
 - b) Community and peer support is vital, especially for young people, through the crisis;
 - c) Volunteering provides both an employment pathway and a sense of connection to the community;

- d) Increased opportunities to access sport, recreation and the arts in everyday life result in better health outcomes;
- e) The community has identified initiatives that seek to reduce social isolation through community connections and participation and by providing a sense of belonging;
- f) The community wants to support community sport, the arts, the creative sectors – all of which are among the hardest hit during the pandemic;
- g) Young people transitioning from education to entry-level employment are made more difficult after economic crises, and the same is expected post-COVID;
- h) Young people with little to no work experience find it difficult to enter the work force;
- i) The mental health and wellbeing of young LGBTIQ people is at higher risk than their heterosexual peers;
- j) The Manningham community has the knowledge, the will and the desire to support one another.

6. IMPLEMENTATION

Finance / Resource Implications

- 6.1 The Community Relief Grant program budget has \$700,000 allocated for the Community Recovery, Neighbourhood Recovery and Grass Root Recovery grants. (refer Table 4 below).

Program	2019/20 budget	Recommended allocations	Unallocated funding
Community Relief Program	\$700,000	\$554,949	\$145,051
Total	\$700,000	\$554,949	\$145,051

Table 4: Proposed grant allocations against Budget

- 6.2 Subject to Council endorsing the panel's recommended grant allocations in Table 2, would leave \$145,051 unallocated that may be considered as part of Council's overall budget response to the COVID-19 pandemic.

Communication and Engagement

- 6.3 Promotion of the Community Relief Grant Program to community groups and organisations was undertaken through a targeted promotion campaign including, referrals, direct email, Council's website and promotion at Council events (virtual meetings).
- 6.4 Officers consulted with community groups and organisations throughout the application and assessment stages, including virtual one-to-one pre-application meetings. During the assessment process, officers and Managers from four Departments across Council provided relevant subject matter expertise.

- 6.5 Officers will contact all unsuccessful applicants to provide feedback on their application.

Timelines

- 6.6 Applicants will be notified of the outcomes of their applications following the Council meeting. Subject to Council's endorsement, a list of successful applicants from all categories will be published on Council's website in October 2020.

7. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Community Recovery 2020 Panel Recommendation Report																
App #	Organization name	Project Title	Brief Project Description	Partners for the delivery of the project and their roles	Activity category	Target age group/rate	Special number participants who will benefit	Percentage participants that may be Aboriginal residents	Location	Project Start Date	Project End Date	Total Project Cost	Total Amount Requested	Panel Recommendation	Proposed funding allocation	Funding Conditions
RECOMMENDED																
03024	EACH - Maningarah Youth Services	LCBTOGA Social Group: Maningarah Rainbow Connection	The Maningarah LCBTOGA Working Group consisting of Maningarah Youth Services (MYS), Access Health & Community, Healthcare Workers, Department of Education and Training - Respectful Relationships, Transgender Victoria, Bisexual Alliance Victoria, TransSafely and Women's Health Spot with the support of MASC and Doncaster, proposes to create, identify and establish the Maningarah LCBTOGA Social Group (Maningarah Rainbow Connection) (MRC). The MRC is a free-line program that combines a series of social connection opportunities for Maningarah's rainbow youth people, empowering community engagement (awareness, activation) and capacity building for local service providers, Maningarah schools and community groups. The MRC will provide rainbow youth people with the opportunity to connect with like-minded people, connect with local professionals, feel valued by the community they live in and have direct access to support services and a breadth of information that address identified issues which have been exacerbated by the COVID-19 pandemic. The MRC encompasses the very essence of COVID-19 responses in that: meaningful services providers to unite and create history by developing Maningarah's first dedicated LCBTOGA support program for young people.	Access, Health and Community will have meeting hosting duties and participate in consultation with the working group to program and monitor the program. Healthcare Workers will support Maningarah Youth Services by providing access to information and resources relevant to LCBTOGA young people. Department of Education and Training will work to support the MRC. Maningarah schools, families and the community to create and maintain partnerships with student needs as the forefront. Part of this work involves supporting community groups to engage with school settings and offer educational perspectives on projects to enhance the outcomes for students, families and community groups alike. Transgender Victoria, Transgender Family & Bisexual Alliance Victoria will actively support the MRC to help create a safe and inclusive space for all LCBTOGA young people that will be beneficial for all and provide connection, leading to improved mental health, self-esteem and achievement of potential in all aspects of life. Women's Health East will be actively involved in the MRC by contributing as a partner (or facilitator) for the information sessions on sexual health.	Other: Community Development, Education, Health, sexual health, gender equity	Girls 12-18, Boys 12-18, Girls 18-24, Boys 18-24, Non Binary	LCBTOGA Social Group: 100 capacity, Community Inclusion: 200 capacity, Community Inclusion building: 1000 capacity.	100% of participants will be connected to the Maningarah community. Law, work, lived, play or otherwise connected.	VC Square One Plaza 647 Doncaster Road, Doncaster, VIC, 3108	01/10/2020	30/06/2021	\$88,575.00	\$75,000.00	It is recommended that Council fund the EACH - Maningarah Youth Services the amount of \$75,000 to deliver the Maningarah Rainbow Connection. The project aligns to the grant's category objectives and will provide crucial connection to health services, safe housing and emotional support for young rainbow people in Maningarah during and after the Covid period. Considering the statistics of LCBTOGA people's rates of self-harm and suicidal ideation and the fact that Maningarah has never had a network like this, this project is widely important to support.	\$75,000.00	Report on reach to attract target group
03027	Eastern Volunteers	Maningarah Youth Employment Pathways Program	A response to the high to youth unemployment as a result of COVID with a personalised mentored support program designed to address the multiple barriers to employment across 3 lines: 1. In-school and 2. Knowledge based workshops, delivered as part of the MYS Brighter Future Series and Gateway LEAP's modules and initial work ready programs; 3. Youth volunteer placements, to provide job readiness experience for young people entering the workforce while supporting and contributing to the Maningarah community including education and support for local organisations and youth care management that provides individualised support for more vulnerable young people and provides direct links to youth friendly employment services and pathways.	Maningarah Youth Services (MYS) will support the program by: • Providing connection of the MRC into the local fabric • Oversee all workshops provided to students • Provide all MYS to make connections through all engagement opportunities • Provide all case management • Connect participants to mentor • Oversee volunteer mentoring The Gateway Local Learning & Employment Network (GLEEN) will: • Coordinate and facilitate the in-school and 2. knowledge development workshops; • Supporting partnership development with local businesses to participate in volunteer placements for young people across the Maningarah community. • Supporting the provision of case management and counselling interventions to those young people who require individualised support by Maningarah Youth Services and; • Supporting the on-going evolution and sustainability of the project in Maningarah.	Education / Training	Girls 12-18, Girls 18-24, Girls 24-30	1000plus	100%	VC Square One Plaza 647 Doncaster Road, Doncaster, VIC, 3108 M13 Office & various schools and organisations	01/10/2020	30/06/2021	\$88,500.00	\$75,000.00	It is recommended that Council fund the program the amount of \$75,000 to deliver the Maningarah Youth Employment Pathways Program (MYEPP). The program aligns to the grant's category objectives and will facilitate social connections and provide young people with personalised support to address the multiple barriers to employment such as qualifications, access and transport, community skills and job readiness. MYEPP will connect with young people, both peer and adult mentors, to build vocational skills and provide employment pathway opportunities through volunteering. Importantly, the program will draw on the reputation of three organisations who have committed to working together to deliver an innovative youth program in Maningarah.	\$75,000.00	Eastern Volunteers to provide a more detailed budget specifically outlining the contributions of each project partner.
TRANSFER TO GRASS ROOTS RECOVERY GRANTS																
03006	Doncaster RSL Subbranch	Health & Wellbeing	To support the health and wellbeing of our Returned Service men and women in providing them with activities that they enjoy, to help them fulfil their needs with things they love and to put a smile on their lovely faces. The Doncaster RSL requires funds to support the club as the COVID-19 pandemic has made fundraising impossible which is the lifeblood of our group remaining open.	Doncaster Rotary Doncaster Football Doncaster Air League Names of partners not provided.	Health and Wellbeing	Girls 12-18, Boys 12-18, Women, Men, Older Adults	70 plus	90%	Doncaster RSL Sub Branch	01/02/2021	31/02/2022	\$25,000.00	\$25,000.00	It is not recommended that Council fund the Doncaster RSL for the Health and Wellbeing project. The application does not align with the Community Recovery Grant objectives and requires further development. It is unclear on what the need is and how this is not being met by other agencies or services. The applicant would benefit from referral to other agencies especially local food banks who they can partner with to deliver some aspects of the need. It is recommended that the Panel support the provision of the safety equipment under the Grass Root Recovery Grant for RSL to support the organisation's operations during the pandemic i.e. PPE, Tempers and legpads.	Grass Roots	
NOT RECOMMENDED																
03028	Project Reach	Supporting young people to thrive through COVID-19	The Maningarah Youth Services and PROJECT REACH partnership will deliver an engaging, high impact program for children in the Maningarah local government area that will empower young people and the whole of local community to challenge (prejudice), build wellbeing and resilience and build positive change through the COVID-19 pandemic.	Maningarah Youth Services (MYS) will co-deliver in this partnership through connecting PROJECT REACH to Maningarah schools and providing the support and activities to schools.	Health and Wellbeing	Girls 12-18, Boys 12-18	This project will reach an estimated 1000+ students in the Maningarah primary and secondary schools, 200+ education, and parents through the contribution of face to face in school workshops and webinars.	100% of the project costs will be covered in this project by schools in the Maningarah region and/or work in Maningarah council.		01/02/2021	27/08/2021	\$158,880.00	\$75,000.00	It is not recommended that Council fund Project Reach for the Supporting young people to thrive through COVID-19. There is little direct connection to COVID and the program is one that can be accessed through existing free resources, whereby the students, parents and education can link into which includes Therapeutic and the Industry Commissioner. While supporting youth people is a good outcome the application has some unanswered questions and could be seen as a core curriculum. It should be noted that EACH and Maningarah Youth Services have a separate application under this category and are partners on other applications.	\$0.00	
03020	Belgrave Foundation	Staying Connected to Stay Healthy and Happy in Maningarah	Free interactive and recorded on-line activities, to be held 6-days weekly, featuring activities suggested by local community members of Maningarah. Activities address the engaged needs and interests of vulnerable groups, providing group exercise, healthy activities, social engagement and learning activities, designed to create participation opportunities, sustainable ways to cope during pandemic and nurture and grow social connections.	Belgrave Leisure - provide access to RFL, host free group fitness sessions and social activities, provide Take Charge programs, provide employment opportunities for eligible youth (see EACH and CVG below) and a member of the project Committee of Management. The Park Learning Centre - host learning and social activities, and a member of the project Committee of Management. Park Outreach Community Centre - host learning and social activities, and a member of the project Committee of Management. Healthline Australia - provide healthy nutrition recorded and live programs through the MFL, resources and healthy habit tips related to nutrition and health/wellbeing. EACH - provide grant based referrals to online Take Charge program for youth living in difficult circumstances. Diogen - supports our mental health initiative through online Take Charge offerings. COVID - provide employment support to youth, referred by EACH and those living in difficult circumstances or with challenging health issues.	Health and Wellbeing	All Ages	1000	100%	homes of residents of Maningarah LGA	01/10/2020	30/06/2021	\$287,117.00	\$74,267.00	It is not recommended that Council fund the Belgrave Foundation for the Stay Connected to Stay Healthy and Happy in Maningarah. While the project is free, and the partnership commits some money, it is not clear how the program is different to the core programs of any of the key project partners, Belgrave Leisure. Numerous items pertaining to job costs in the budget relate to core operational costs that are not eligible. There is also some uncertainty around the sustainability of the program target users.	\$0.00	

App #	Disgregation name	Project Title	Brief Project Description	Partners for the delivery of the project and their roles	Activity category	Target age group (with rationale)	Expected number of participants who will benefit	Percentage of participants that may be Maresfield residents	Location	Project Start Date	Project End Date	Total Project Cost	Total Amount Requested	Panel Recommendation	Proposed funding allocation	Funding Conditions
09003	Doncaster Community Care and Counselling Centre Inc. (Doncare)	Doncare's School as a Community Initiative	Doncare will base a social worker at two local high schools (2.5 days per week in total for a 12 month period) as a contact point for support and case manager for children, youth and families to access community services. This project is specifically aimed at supporting children and families in the school community experiencing hardship and stress due to COVID-19.	Marionette High School Doncaster Secondary School The schools will be to provide a space onsite for the Social Worker to use, and to engage with students, families and the Social Worker, provide guidance as to students in need due to COVID-19 and promote the program internally and also work closely with Welfare co-ordinators. School Focused Youth Service Officer – support engagement with these schools.	Community Development	Girls 12-18, Boys 12-18, Women, then	90	90%	Maresfield High School & Doncaster Secondary College	01/10/2020	30/09/2021	\$74,945.00	\$74,945.00	It is not recommended that Council fund the Doncare for the Doncare's School as a community initiative. Whilst the project aims and Flexible Service delivery model will support community recovery, the program is an extension of their existing contact with Council and into a setting which adds more closely with state government responsibility. The initiative is not able to commence immediately (with current restrictions in place) and the applicant has not fully considered how this program will integrate with existing services such as School Focused Youth Services and Maresfield Youth Services to ensure maximum community benefit.	\$0.00	
09011	Manningham United Church	COVID Community Resilience and Development Facilitation – role and activities	A discrete, time limited development and facilitation role that is a conduit between Manningham United Church (MUC) vision, planning and action groups and the broader community to develop multiple measures and activities for COVID recovery, resilience and general wellbeing, both virtually (e.g. podcasts/podcasts, included as part of the application) and using the new MUC and Community Centre, due for completion early 2021.	Victoria Police – Doncaster Station's new Manningham Station Register – MUC's volunteers to create and provide items / banners / conversation opportunities. Manningham Youth Services (MYS) – MUC's new space (office and youth hub) and team of trained volunteers (specialise about young people) to provide pastoral community / mentoring relationships with young people utilising MYS professional youth workers and counsellors for referral when necessary. Doncare – Doncare offers a suite of professional responses to people facing both disadvantage in Manningham. MUC can offer a safe space and a base of caring people to which to refer and enhance those responses. COVID recovery could also be built into the new Building Bridges Through Unity , first held in October 2020 and partly funded by MUC. Coordinated by MUC, including the MCDW role, and involving many community cohorts, the event was aimed at breaking down the barriers that divide people, in order to build bridges to a more inclusive community that welcomes difference and celebrates diversity. MUC have existing relationships with a large number of organisations that may become involved depending on the need as the project progresses.	Community Development	All Ages	Smaller groups across all ages initially via podcasts/podcasts. Over time the functions will be very significant, both virtually and in place	Endless from virtual activities. Physical use of building activities when open is initially 100% Manningham, and then could have further reach	Manningham United Church and Community Centre	01/01/2021	31/12/2021	\$110,000.00	\$75,000.00	It is not recommended that Council fund Manningham United Church for the COVID Community Resilience and Development Facilitation – role and activities. The purpose is unclear and how this project would support COVID recovery across the community. There is a view that the project is dependent on the construction of the church's new development. The application requires further development and the applicant should be encouraged to apply in a future grant round or seek alternative funding from other sources.	\$0.00	
09008	Maresfield College Foundation	Community Dinner for all Maresfield Clubs, Groups & Centres	A collaborative community dinner for all clubs and associations affiliated with Maresfield Foundation. A four-course dinner with live music from local talent at The Manningham Function Centre to foster the engagement and building of the wider Maresfield community. The event will be an important occasion to reconnect our community and provide positive mental health benefits, especially to those who felt isolated during 2020. Many of our contributors (including those who have an indirect Maresfield connection) are the reason for their involvement in the various Maresfield groups and schemes to feel a sense of connectedness to the local community that they otherwise don't get in their personal or professional lives.	Maresfield Foundation – Coordination All groups will assist with marketing, ticket sales, being ambassadors, social media outreach and assistance on the day. Maresfield Old Collegians Football Club Wald Eagles Football Club Maresfield Old Collegians Soccer Club Maresfield Old Collegians Cricket Club Maresfield Business Network Maresfield Old Collegians Association Maresfield Parents - past and present Maresfield Heritage Group	Community Development	Girls 18-24, Boys 18-24, Older Adults	300	70%	Manningham Function Centre 599 Doncaster Road, Doncaster, VIC, 3108	01/01/2021	29/03/2021	\$48,172.00	\$36,712.00	It is not recommended that Council fund the Maresfield College Foundation. The event does not align to the grant category objectives and does not address community recovery in the wider Manningham context.	\$0.00	
													\$49,957.00	Total proposed allocation	\$110,000.00	

Neighbourhood Recovery 2020 Recommendation Report													
App ID	Organisation name	Project Title	Brief Project Description	Activity category	Target age group multi choice	Expected number participants	Location	Project Start Date	Total Project Cost	Total Amount Requested	Proposed funding allocation	Panel recommendation	Funding Conditions
RECOMMENDED													
NR0018	Manningham Christian Centre	Fighting hunger in Manningham - Addressing Food Insecurity Challenges Together	CareNet provides families who are experiencing hardship with food relief and community connection. With the purchase of an enclosed, 3 door trailer, CareNet aims to combat the transport & isolation barrier by creating a Mobile Food Pantry and improve current operational functioning regarding food order transportation. Partnered with The Food Collective, CareNet aims to build new networks and strengthen existing networks between community groups and services, donation partners and individuals to work together to address food security challenges for vulnerable and disadvantaged community members in the Manningham area.	Community Development	All Ages	Estimated food relief will reach community members on 2000 times. Mobile Food Pantry could reach community members 4200 times.	Manningham Christian Centre, Templestowe	01/10/2020	\$151,356.50	\$14,939.00	\$14,939.00	It is recommended that Council fund Manningham Christian Centre the amount of \$14,939 to deliver the Fighting hunger in Manningham - Addressing Food Insecurity Challenges Together initiative. The initiative aligns with the grant category objectives and will provide immediate support to community and build resilience through a structured program of food relief. This in turn will provide the quality of life for the relief recipients and strengthen connections with partner groups.	
NR0020	SS Peter and Paul's Doncaster East Parish	Community Mental Health First Aid Initiative	To provide Mental Health First Aid Training to the community to assist in coping with and recovering from the covid-19 trauma and restrictions. The sister parishes of St Peter and St Paul, Doncaster East and Our Lady of the Pines, Donvale, is seeking to host a number of Mental Health First Aid (MHFA) seminars (accessible up to 100 participants) within the local community of Manningham. This application is focused on individuals, community groups and families who, due to the impact of mental illness, experience social isolation and disadvantage. The proposal also seeks to increase community capacity building, both current and post COVID 19, where individuals can confidently (through the skills provided through MHFA) reach out to those who demonstrate behaviours suggesting an individual is experiencing or developing a mental health episode, and support them to seek professional support and/or treatment.	Health and Wellbeing	Women, Men, Non Binary, Older, Adults, All Ages	100	SS Peter and Paul's Hall, Doncaster East	01/10/2020	\$16,880.00	\$15,280.00	\$15,280.00	It is recommended that Council fund SS Peter and Paul's Doncaster East Parish the amount of \$15,280 to deliver the Community Mental Health First Aid Initiative. The program aligns with the grant category objectives and will strengthen the community by training up to 100 residents and members of local clubs, groups and organisations in Mental Health First Aid.	
NR0015	Living and Learning at Ajani Inc	Connecting community @ Ajani	Connecting Community @ Ajani will provide the opportunity for local community members to connect with each other in a safe and distanced external environment on the forecourt at Ajani outside the Hub Cafe. Over complimentary morning or afternoon tea, community members will be able to and enjoy light refreshments from the Hub Cafe in a safe, take away method and have the opportunity to sit comfortably while maintaining distancing requirements and catch up with others. During this time a marquee will house an entertainer (employed only from within Manningham), hear about services available in Manningham to assist them, enjoy a cooking demonstration using products from the pantry and fridge, learn to grow their own vegetables at home and a wide variety of both informative and enjoyable entertainment. Small business owners will also have the opportunity to demonstrate their products and services and engage with their local community. A community development staff member will host each session and ensure appropriate referrals are made for assistance by other services as required.	Community Development	Children over 5 years, Girls 12-18, Boys 12-18, Girls 18-24, Boys 18-24, Women, Men, Non Binary, Older, Adults, All Ages	Over 1900 if the proposed activity is offered twice per week across one year as planned. Additional sessions can be added as the demand increases.	Living and Learning at Ajani Forecourt and Hub Cafe, Lower Templestowe	05/10/2020	\$41,809.00	\$24,290.00	\$24,290.00	It is recommended that Council fund Living and Learning @ Ajani to the amount of \$24,290 to deliver Connecting Community @ Ajani. The program aligns with the grant category objectives and will provide an opportunity for residents, users and visitors to access a location to gather and socialise. The program will also offer opportunity to access service providers, entertainment and for local business to engage with a wider range of people.	Must deliver 20 sessions Full communication plan to be developed
NR0022	REAL Inc	REAL Recovery	REAL Recovery is a program that addresses issues of isolation, lack of community involvement and fragmented support through the establishment of interest based virtual communities designed for Manningham adults with intellectual disability. Through regular ZOOM sessions participants can reconnect with friends, be involved in age appropriate on-line group activities, be encouraged to access courses and information to attain new skills and be prepared for the return to the post Covid-19 everyday world. This will be achieved through employing a coordinator for 10 hours per week to contact individuals and community groups to determine what sessions should be established. The coordinator will be able to creatively involve the ZOOM participants to ensure social connection and opportunities for skill development.	Special Needs / Disability	Women, Men, Non Binary	50	Various	01/10/2020	\$20,270.00	\$15,500.00	\$15,500.00	It is recommended that Council fund REAL the amount of \$15,500 to deliver REAL Recovery. The program aligns with the grant category objectives and will benefit participants in connecting via digital platform and prepare them for integration into a post Covid world. The applicant indicated that the full extent of the program (32 weeks) would support the organisation in getting ready for changes to operations due to new requirements. This also included education for volunteers who support members.	Applicant to provide an updated project plan and evaluation framework to reflect the full extent of the program.
NR0014	Pines Learning	Let's get together	To address the mental health crisis we will establish a facilitated COVID-19 support group with access to current professional self care information. In addition we plan to offer a suite of activities including art therapy, laughter and other health and well being workshops. A lunch will be organised to farewell the COVID-19 pandemic and provide a guest speaker to inspire and make us laugh as we look forward to the future.	Health and Wellbeing	Women, Men	550	The Pines Learning and Activity Centre 520 Blackburn Road, Doncaster East, VIC, 3109	26/10/2020	\$20,678.00	\$18,158.00	\$18,158.00	It is recommended that Council fund Pines Learning the amount of \$18,158 to deliver the Let's Get Together initiative. The program aligns to the grant category objectives and will respond to an identified community need to address loneliness and social isolation, which have become heightened as key issues for the community as a direct result of government restrictions due to COVID-19. This project will support improved mental health outcomes, the development of new skills and opportunities for community members to reconnect after the pandemic. The project has a focus on community resilience, which will be of significant importance as restrictions are eased and people are wanting to reengage with their community.	

App ID	Organisation name	Project Title	Brief Project Description	Activity category	Target age group multi choice	Expected number participants	Location	Project Start Date	Total Project Cost	Total Amount Requested	Proposed funding allocation	Panel recommendation	Funding Conditions
NR0021	The Pottery Expo	A Year of Wonders	An outdoor photograph exhibition of large format photos, to be exhibited at Taffy's Hut, Warrandyte and a photo projection on the pillar of the Warrandyte Bridge, along the walking path. Photos to be taken by Manningham residents of their response to Covid 19 and their reflections and responses in their community in 2020. The event will coincide with the opening of Lions Park, creating an opportunity for the community to celebrate life after Covid in a new communal space.	Arts and Cultural	Children over 5 years, Girls 12-18, Boys 12-18, Girls 18-24, Boys 18-24, Women, Men, Non Binary, Older Adults, All Ages	Approx 400	Taffy's Hut, Warrandyte	28/11/2020	\$15,200.00	\$15,200.00	\$15,200.00	It is recommended that Council fund The Pottery Expo the amount of \$15,200 to deliver the 'A Year of Wonders' activity in Warrandyte. The activity aligns to the grant category objectives and is a great example of a community arts project. This type of event will be very well received in Warrandyte and will have a positive impact on tourism, building the arts and the local economy both immediately and long term (with the photo exhibition lasting for 6 months)	Ensure consultation with Council parks team for Lions Park opening date. Consultation with Council Arts and Culture team Ensure event permit for use of public space is sought for both initiatives including the projection event on Warrandyte River Reserve (under the bridge) - ensure application is submitted to the Business, Events and Grants team and all necessary documentation is submitted as part of the event permit approval process. Event permit approval will be subject to COVID-19 restrictions at the time and date may need to be postponed
NR0008	Rotary Club of Templestowe Inc	Connecting Manningham	Connecting Manningham aims to strengthen neighbourhood connection, promote community kindness and encourage participation in local programs and business by use of communication platforms including website, social media and traditional print with the Manningham Community. The project will work in partnership with local business, trade associations and community organisations/clubs in Manningham, to enhance their profile, build community awareness and encourage people to support local. Funding is being sought for Phase 2 of the activity which includes: 1. Neighbourhood Connection and Spreading Kindness - This will include initiatives that connect volunteers to service providers and people in need, connect older people to pen pals in the community, connect people through social activities online, connect people through activation opportunities. 2. Promoting and linking people to local Services and Businesses - Projects will centre on inviting community groups and businesses to showcase their services and programs. These groups will play a lead role and posting directly on the page in the form of social media posts or actual programs within the monthly 'Connecting Manningham Programs'. 3. Connecting to Programs and Activities - Community will be invited through an EOI process to deliver free or low cost activities online via the Connecting Manningham Group. This could be combinations of live streams, zoom meetings, pre-recorded seminars etc.	Health and Wellbeing	Girls 12-18, Boys 12-18, Girls 18-24, Boys 18-24, Women, Men, Non Binary, Older Adults	100000+	Online	01/10/2020	\$31,879.00	\$15,479.00	\$10,850.00	It is recommended that Council fund the Rotary Club of Templestowe for the reduced amount of \$10,850 for the Connecting Manningham project. The project aligns with the grant category objectives and has good potential to reach and connect with a wide cohort of Manningham residents, organisations and businesses.	Hard copy printing and updating the website is not supported.

App ID	Organisation name	Project Title	Brief Project Description	Activity category	Target age group multi choice	Expected number participants	Location	Project Start Date	Total Project Cost	Total Amount Requested	Proposed Funding Allocation	Panel recommendation	Funding Conditions
NR0025	VP Community Holdings Ltd	Enabling recovery from food insecurity in the community	The foodbank program opens access to groceries, fresh food and vegetables for people experiencing food insecurity. It provides opportunities for vulnerable groups and those experiencing isolation in areas of social cohesion and community participation. We are seeking the support from Manningham council for a targeted response while Victorians are facing the pandemic, to alleviate the consequences of food insecurity and provide a sustainable response beyond the recovery process.	Health and Wellbeing	All Ages	525	Vantage Point Church, Donvale	01/11/2020	\$277,300.00	\$25,000.00	\$19,000.00	It is recommended that Council fund VP Holdings Ltd the amount of \$19,000 to deliver the Enabling recovery from food insecurity in the community program. The program aligns with the grant category objectives and will support those most in need to access food.	The funding will support: Employment of an additional person (logistics) 8 hr/week \$8,000 Computer equipment \$3,000 Increase in demand represented by increase in food costs \$5,200 Manual forklift \$4,800
REFER TO GRASS ROOTS RECOVERY GRANTS													
NR0010	Australian-Iranian Society of Victoria (AISOV)	Foundation building COVID19 and Beyond	Over the last 30 years AISOV has played a key role in promoting Iranian community's culture and presence in Victoria, in particular within the City of Manningham. Manningham is home to the largest Iranian community (IC) in Victoria. The Iranian Community has grown in number and as such its needs have also become more complex. As with broader Australian community, COVID 19 has brought about additional challenges which AISOV has had to respond to. As these challenges are likely to leave a lasting impact on the community, AISOV management has embarked on a strategic planning process to better assess, understand and respond to the needs of the Community. AISOV has set up a working group to support this systemic approach with representatives from MOC, the Eastern Community Legal Centre and Eastern Domestic Violence Services. This process is an extensive process which will include among others, governance and risk training, training in relation to elder and domestic violence as well as an extensive strategic planning process.	Community Development	All Ages	18 management and health and well being committee members of AISOV (hereafter the broader Iranian Community member number around 10000)	Online	01/10/2020	\$42,643.86	\$21,845.11	\$ -	It is not recommended that Council fund the Australian-Iranian Society of Victoria (AISOV) through the Neighbourhood Recovery Grants as a major component of the initiative is the development of a strategic plan to navigate the organisation through a new environment during and post COVID-19 pandemic. This is considered a core operational item and therefore ineligible for funding. This application is to be referred to the Grass Roots Recovery Grants at the reduced amount of \$1256.36 to support services from the Eastern Domestic Violence Centre to address the increased incidence of domestic violence.	
NR0003	Doncaster All Abilities Basketball Inc	Appointment of Sports Administrator	Our competition has over 200 players with varying degrees of disabilities and the organisation, which is now the largest basketball competition for children with disabilities in Victoria. The coordination of the competition has simply become beyond the capabilities of the small band of volunteers on the committee mainly comprising of parents. All the administrative work to date has been done on a volunteer basis. The grant will be used to assist us in employing a part time competition administrator. The administrator will be responsible for the coordination of the twenty eight teams and will oversee fixtures, registration, grading of players and match night supervision. This administrator will ensure the ongoing success of a club that provides sporting opportunities for over 200 young men and women with intellectual and physical disabilities. We need to step up our administrative work in order to comply with all the obligations that sporting organisations now face.	Special Needs / Disability	All Ages	350	Mullum Mullum Stadium, Donvale	01/10/2020	\$16,750.00	\$11,500.00	\$ -	It is not recommended that Council fund the Doncaster All Abilities Basketball Inc through the Neighbourhood Recovery Grants the initiative seeks to support club members to participate in the competition and fits within the Grass Roots Grant category. This application is to be referred to the Grass Roots Recovery Grants for the reduced amount of \$9,500 to engage a sports administrator to support the engagement of new and existing members to the competition.	
NR0026	Manningham Business Network Inc.	Providing business networking and business advisory services	To provide equipment to support the the operations of MBN including monthly meetings, public access, professional development advice etc from experts in chosen fields. Our monthly member-only meetings provide business owners the opportunity to share experiences, exchange knowledge and grow within our local community together.	Other: Business Networking	Women, Men	50	Manningham Function Centre 699 Doncaster Road, Doncaster, VIC, 3108	01/10/2020	\$7,906.00	\$7,906.00	\$ -	It is not recommended that Council fund the Manningham Business Network for Providing business networking and business advisory services, as the initiative does not align to the grant category objectives. Due to the funding amount requested this application is to be referred to the Grass Roots category for consideration.	
NR0001	Lions Club of Park Orchards Inc	Community Recovery Wall	Construction of a wall to incorporate the reflections of the Park Orchards Community a they were impacted by the COVID 19 Pandemic. The Community Recovery Wall will incorporate bricks engraved with messages from the residents of Park Orchards and a time capsule containing details and reflections of the residents experiences during the Pandemic. A local artist will be engaged to update the mural on the shop wall and provide a new community inspired piece to be included on the new wall. A planned Street Party to celebrate the dedication of the wall together with a Billy Cart Derby to bring the community together will now be planned at a date to be determined.	Health and Wellbeing	Children under 5 years, Children over 5 years, Girls 12-18, Boys 12-18, Girls 18-24, Boys 18-24, Women, Men, Non Binary, Older Adults, All Ages	800	Mellicium Wall, Park Orchards	01/10/2020	\$26,838.00	\$14,838.00	\$ -	It is not recommended that Council fund The Lions Club of Park Orchards for the Community Recovery Wall. While the program will create an opportunity for the community to celebrate and come together, the Recovery Wall component of the project requires further investigation and approval from the City Design team. The celebration event will be a good way for the community to come together post COVID. The project requires further development to deliver the renewal of the mural (engagement of an artist) and a street party celebration and is referred to the Grass Roots Recovery Grants.	

App ID	Organisation name	Project Title	Brief Project Description	Activity category	Target age group multi choice	Expected number participants	Location	Project Start Date	Total Project Cost	Total Amount Requested	Proposed funding allocation	Panel recommendation	Funding Conditions
NOT RECOMMENDED													
NR004	Donburn Primary School	Donburn Primary School Kitchen Garden Program	<p>Donburn Primary School is seeking funding to implement a Kitchen Garden Program in the school in 2021. The program would employ a Coordinator to provide weekly cooking and garden classes to students across the school, and engage volunteers from the school community in the running of the program.</p> <p>The program will give students, teachers, volunteers and their families the skills, knowledge and confidence to grow and cook healthy food, using resources from the highly regarded Stephanie Alexander Kitchen Garden Classroom Program.</p> <p>It would provide opportunities for the broader school community to connect/reconnect with the school post COVID-19 through volunteer activities. Surplus fresh produce grown by students would be donated to Living and Learning @ Ajani, to be distributed to Manningham community members in need.</p>	Health and Wellbeing	Children over 5 years, All Ages	545 students/teachers/ volunteers + up to 105 Manningham residents who receive donated fresh produce	Donburn Primary School, Doncaster East	19/01/2021	\$32,528.81	\$22,572.96	\$0.00	<p>It is not recommended that Council fund Donburn Primary School for the Kitchen Garden Program, while the program has a clear benefit to the community this application does not align with the grant category objectives.</p> <p>The applicant is encouraged to apply through a future grant round or apply through another source of funding.</p>	
NR0023	3000acres	Olives to Oil Harvest Festival	<p>We will organise a community harvesting event of unused olive trees around Manningham and facilitate residents' involvement from individual streets through to local neighbourhoods. Fruit will be pressed into delicious olive oil which is shared with all who participate as well as supplying the Food Pantry at Living and Learning at Ajani Inc. A Harvest Festival will be held to celebrate the cultural heritage of olive trees in Melbourne and bring people together to share food, learn new skills and gather as neighbours.</p>	Community Development	All Ages	500	Various locations	04/01/2021	\$81,643.00	\$17,143.00	\$0.00	<p>It is not recommended that Council fund 3000 Acres for the Olives to Oil Harvest Festival Initiative. While the initiative has some merit in terms of utilising a natural resource, the demand is unclear especially in regards to demographics and potential local neighbour impact of harvesting street trees. It is also clear that the Olives to Oil program, while a great program, is a stable service program of the applicant organisation. Aside from the connection that community is turning to home produce and harvesting during COVID, it is difficult to see how this initiative is specific to address a neighbourhood recovery need due COVID.</p>	
NR0011	Wonga Park Community Cottage	Snapshot of Recovery at the Cottage	<p>To engage a trainee project worker (pilot program) to provide immediate support for these affected cohorts by providing opportunities with focus groups and neighbourhood based activities and to create an opportunity for our youth to capture their experiences post pandemic through the arts medium of Photography and storytelling. Our youth and families have been significantly impacted within our neighbourhood - additional activities, counselling and drop in sessions to be offered and will provide support, encourage participation and build resilience.</p>	Arts and Cultural	Girls 12-18, Boys 12-18, Girls 18-24, Boys 18-24, Women, Men	300	Wonga Park Community Cottage, Wonga Park	12/10/2020	\$56,965.00	\$24,915.00	\$0.00	<p>It is not recommended the Council fund Wonga Park Community Cottage for the Snapshot of Recovery at the Cottage initiative, as the alignment to the grant category objectives have not clearly been demonstrated. The initiative requires further development and the applicant should be encouraged to apply in a future grant round.</p>	
NR0005	Blame the Shadows Collective	Till We're Together Once More	<p>Begin a series of dialogue with Manningham's senior community, discuss the effects of the pandemic, the enforced isolation, the immense loneliness felt due to the restrictions, past stories of overcoming immense difficulties in life and hopes for the future—when we can be together once more. These conversations will be recorded and used to create a series of podcasts as well as moving-image installations to be shared with the wider community via accessible online platforms and local venues.</p>	Arts and Cultural	Women, Men, Older Adults, All Ages	500+	Manningham Art Gallery, 687 Doncaster Road, Doncaster	09/11/2020	\$39,860.00	\$24,960.00	\$0.00	<p>It is not recommended that Council fund Blame the Shadows Collective for the Till We're Together Once More initiative. While a beneficial initiative, the applicant has not demonstrated connection with the target group given the restrictions and provision of supports if the activity triggers negative experiences. Significant components of the project have not been addressed.</p> <p>The application requires further development and the applicant should be encouraged to apply in the next grant round.</p>	
NR0007	Danvale Football Club Inc	Community Australian Rules Football Club	<p>Funding required to meet the fixed costs of running the Donvale Football Club, both seniors and juniors, for men, women, boys and girls. The grant will be applied to meeting fixed costs only and not towards senior player payments. Players of all abilities are encouraged to pay at the Donvale Football, and the club has recently formed close ties with Sports Inclusion Australia to promote all abilities sports participation.</p>	Health and Wellbeing	All Ages	350	Danvale Reserve	01/10/2020	\$15,582.00	\$14,832.00	\$0.00	<p>It is not recommended that Council fund Donvale Football Club Inc for the Community Australian Rules Football Club initiative. The application does not meet the grant category objectives as it seeks to recover operational costs which is ineligible.</p>	

App ID	Organisation name	Project Title	Brief Project Description	Activity category	Target age group multi choice	Expected number participants	Location	Project Start Date	Total Project Cost	Total Amount Requested	Proposed funding allocation	Panel recommendation	Funding Conditions
NR0006	House of Persia Community and Cultural Centre	HOPE "ART FOR LIFE" PROGRAM	<p>Offering a variety of arts and creative programs to engage interested individuals with the art community, and to enrich the life of people living in Manningham, feeling isolated due to Covid 19 restrictions. Each program will be customised to individual and group interests and will be supported by qualified instructors to achieve the best outcome.</p> <ul style="list-style-type: none"> - Arts projects: Mosaic making, Jewellery making, felt making, painting and drawings, card making, flower arrangements, candle making, LED light sculpture making, COVID19 designer and reusable masks making, etc. - Collaboration with Manningham schools: To connect students with older Manningham citizens by making creative and personalised cards/artwork for the seniors in nursing homes/care centres, to promote community work and caretaker responsibility. - Live musical/dance performances: Organized either at HOPE centre or on-line by the musicians/performers from schools and the community group. - Well-being programs: Meditation, outdoor activities, offering on-line home based exercises, helpline for social services. <p>Art and cultural tours: Visiting different cultural institutions with informed tour guides who speak in different languages.</p> <p>Upon the success of our application, HOPE Art group is to continue the program post pandemic restrictions and for future years to come</p>	Arts and Cultural	All Ages	480	HOPE Community Centre, Doncaster nursing homes, schools, online	01/10/2020	\$25,000.00	\$12,500.00	\$0.00	It is not recommended that Council fund the House of Persia Community and Cultural Centre for the Hope "Art For Life" Program. The applicant has not demonstrated the programs alignment with the grant category objectives to support community through the recovery from the COVID-19 pandemic.	
										\$316,858.07	\$131,217.00		

Community Grant Program Grass Roots Recovery Grants

Organisation Name	Project Description	Allocation
Successful Applications		
1 st Doncaster East Scout Group	Youth Engagement	\$8,512.00
Australian Oriental Martial Arts Tai Chi	Online Charity Tai Chi Fitness	\$5,000.00
Beverley Hills Junior Football Club	Project 4000	\$7,954.00
Beverley Hills Primary School	Younger and Older – Together we Grow and Thrive	\$8,800.00
Combined Pensioners Association of Bulleen & Templestowe	Social Isolation, Get Connected	\$6,280.00
Currawong Tennis Club	Tennis	\$10,000.00
Doncaster Athletic Club	Purchase of additional Athletic Equipment in Response to Covid-19	\$4,863.00
Doncaster Baseball Club	Back to Baseball	\$9,657.00
Doncaster Church of Christ	Meals for School Families and the Disadvantaged within Manningham	\$10,000.00
Doncaster Cricket Club	Cricket Club	\$2,455.00
Doncaster Hockey Club	Connect, Inspire, Empower: Implementing a Wellbeing Strategy – Doncaster Hocket Club	\$4,310.00
Doncaster Masters' Athletics (DMA)	Purchase Athletic Equipment / Sanitiser to Address requirements of Covid-19	\$1,760.00
Donvale Netball Club	Online Pilates to maintain and establish Connection	\$4,800.00
East Doncaster Cricket Club	Reconnecting with No Boundaries after Covid-19	\$7,005.00
FC Bulleen Lions	Minirooms Skills Program	\$9,500.00
Fitzroy Doncaster Cricket Club	Purchase of Equipment for Covid-Compliance	\$4,318.00
Koonung Bushwalking Club	Upgrade Koonung Bushwalking Club Webpage	\$3,520.00
LinC Church Services Network (Trading as LinC Manningham)	An Extra Hand in Extraordinary Times	\$5,000.00
Manningham Juventus Old Boys Social Club	Expansion of the Veterans Cup/Coppa Italia 2020 Tournament	\$5,000.00
Manningham Toy Library	Covid-19 Encouraging Active and Creative Play and Rebuilding Membership	\$7,422.00
Manningham Walking Group for Carers	Developing Skills to Survive for Carers	\$4,141.00
Melbourne Men's Group	Melbourne Men's Group – Manningham Men's Support and Development	\$6,930.00
Old Carey Cricket Club	Thriving through cricket at Old Carey Cricket Club	\$4,690.00
Old Trinity Grammarians Soccer Club	Community Try Out Event and Equipment Funding for New Team	\$4,090.78
Park Orchards BMX Club	Support to Retain and Attract Active Members post Covid-19	\$3,000.00
Park Orchards Cricket Club	Welcome Back to Community Sport through a Social Community Event	\$3,500.00
Park Orchards North Ringwood Parish Junior Football Club	Return to Football for Junior Player	\$9,557.50

Community Grant Program Grass Roots Recovery Grants

Organisation Name	Project Description	Allocation
Probus Club of Templestowe Valley	Craft Group	\$3,600.00
Rotary Club of Manningham (Donvale)	"Rotary Cares – Manningham Shares" Doncare Food Drive Project	\$10,000.00
Serpell Tennis Club	Welcome Back to the Serpell Tennis Club	\$4,190.00
Templestowe Bowling Club	Rolling on after Covid-19 at Templestowe Bowling Club	\$2,800.00
Templestowe Senior Football Club	Rebooting Women's Football – Virtual Boot Camp	\$3,397.00
The Chinese Senior Citizens Club of Manningham	Reconnecting the Community Online	\$7,927.00
Warrandyte Basketball Association	Promotion and Engagement of Children and Youth in Basketball	\$5,857.00
Warrandyte Football Club	Player Welfare Program	\$9,822.00
Warrandyte Mechanics Institute and Arts Association	Warrandyte Arts Expo	\$9,850.00
Warrandyte Neighbourhood House	Adulting 101	\$4,380.00
Warrandyte Scouts	(re)Discover Scouting in Manningham	\$3,000.00
Warrandyte Sporting Group	Providing Support for the Local Community	\$6,480.00
Westerfoldians Inclusive Running Club	Westerfoldians getting back Together	\$3,600.00
Wonga Park Scout Group	Getting Out and About	\$4,500.00
Wonga Park Wizards	Catch up Training and Games	\$3,000.00
Transfers from other Grant Categories		
Australian-Iranian Society of Victoria	Foundation Building Covid-19 and Beyond	\$1,257.00
Doncaster All Abilities Basketball	Appointment of Sports Administrator	\$9,500.00
Doncaster RSL Sub-branch	Health & Wellbeing	\$9,000.00
Manningham Business Network	Providing Business Networking and Business Advisory Services	\$2,244.00
Park Orchards Lions Club	Community Recovery Wall	\$7,262.00
	TOTAL	\$273,731.28
Unsuccessful Applications		
Anglican Church of St Mark	Equipment to allow Streaming of Services	\$0.00
Doncaster Rovers Soccer Club	Skill-Up for Season 2021	\$0.00
International Nature and Forest Therapy Alliance (INFTA)	Forest Therapy	\$0.00
Manningham Chinese Association	Neighbourhood online	\$0.00
Melbourne Chinese Soccer Association	Grass-Roots Football Recovery	\$0.00
Yarra Old Grammarians Football Club	Gym for the Football Club	\$0.00

10.2 Warrandyte River Reserve - change to off leash area

File Number: IN20/555
Responsible Director: Director City Planning and Community
Attachments: 1 Map - off leash and on leash area [↓](#)

EXECUTIVE SUMMARY

The upgrade to the facilities on the land commonly known as Lions Park will present dog owners with challenges in ensuring compliance with the existing dog and cat control order because of the increased number of barbeque facilities proposed, as well as the upgrade to the children's play equipment.

It is anticipated that the revitalisation works will have a significant impact on the usage of this area of the reserve by members of Manningham's community as well as visitors from further afield, creating possible unintended conflict between differing user groups.

The upgrade to this area will also impact on Council officers' ability to enforce the provisions of the Order particularly with regards to the requirement for dogs to be on leash within 15 metres of a permanent barbeque facility or within 15 metres of children's play equipment.

This report recommends that the existing Order (Order No. 3 Dog and Cat Control) that identifies the Municipality's on and off leash areas be revoked and replaced with a new Order that removes the off leash area for a distance of approximately 260 metres, extending west of Kangaroo Ground-Warrandyte Road bridge to the north eastern boundary of 183 Yarra Street, excluding Federation Playground.

The remaining off leash area within the Warrandyte River Reserve is to remain off leash.

1. RECOMMENDATION

That Council:

- A. **Revoke Order No. 3 Dog and Cat Control and endorses a new Order that makes the necessary changes to remove the off leash provision within the Warrandyte River Reserve in the area of land west of Kangaroo Ground-Warrandyte Road bridge to the north eastern boundary of 183 Yarra Street excluding Federation Playground as shown on Attachment 1.**
- B. **Endorses the future children's playground associated with Stage 2 to the river reserve revitalisation works to be a dog prohibited area and supports the introduction of a new Order to reflect this change upon the new playground being publically accessible.**

2. BACKGROUND

- 2.1 The Domestic Animals Act 1994 allows Council by resolution to make an Order that imposes conditions or prohibits dogs and cats in any public area of Manningham. This includes identifying public areas where dogs are permitted to be unrestrained.

- 2.2 Council's current Order (Order No. 3 Dog and Cat Control) identifies Warrandyte River Reserve among other public areas of the Municipality as a leash free area with the exception of Federation Playground where dogs are prohibited. This enables dogs to be off leash along the river reserve provided they are under 'effective control' and not within 15 metres of children's play equipment, a permanent barbeque facility or within 15 metres of a sporting event, function or public meeting.
- 2.3 In lieu of the upgrade to the facilities on the land commonly known as Lions Park, dog owners will face challenges in ensuring compliance with the existing Order because of the increased number of barbeque facilities proposed, as well as the upgrade to the children's play equipment.
- 2.4 It is also anticipated that the upgrade works will have a significant impact on the usage of this area of the reserve by members of Manningham's community as well as visitors from further afield, creating possible unintended conflict between user groups.
- 2.5 The upgrade to this area will also impact on Council officers' ability to enforce the provisions of the Order particularly with regards to the requirement for dogs to be on leash within 15 metres of a permanent barbeque facility or within 15 metres of children's play equipment.
- 2.6 The car park in this area and its anticipated increased usage as a result of the revitalisation works will also increase the risk to dogs who can currently be unrestrained in the car park.

3. DISCUSSION / ISSUE

- 3.1 The Warrandyte River Reserve is a very popular shared space that runs parallel with the southern bank of the Yarra. Though the river reserve is an off leash area with the exception of Federation Playground, dog owners are still obliged to ensure their dogs are under effective control at all times and not within 15 metres of a children's playground, permanent barbeque, sporting event, function or public meeting.
- 3.2 The upgrade to the river reserve to the west of Kangaroo Ground-Warrandyte Road in the area publically known as Lions Park will incorporate three permanent barbeque facilities for the community to use. These together with the playground will impact the ability of dog walkers to walk their dogs off leash which is currently permitted.
- 3.3 It is anticipated that the upgrade will also result in increase in the usage of the area by both dog owners exercising their pets as well as non-dog owners using the upgraded facilities. Though it may be possible to provide fencing or other barriers to prevent dogs entering these sensitive areas, these types of treatments could have unintended consequences, including restricting human access, impact on visual aesthetics and financial costs associated with ongoing maintenance obligations of these barriers.
- 3.4 In response to the challenges facing compliance with the existing Order (Order No. 3 Dog and Cat Control) once the new facilities are constructed and to reduce potential conflict between user groups within the reserve, it is proposed to amend the Order to require dogs to be on leash in the area of the reserve that extends west of Kangaroo Ground-Warrandyte Road for a distance of approximately 260 metres. This area is shown in Attachment 1.

It should be noted that the proposed change will not prohibit dogs in this area (except within Federation Playground) but rather require dogs to be on leash and under effective control.

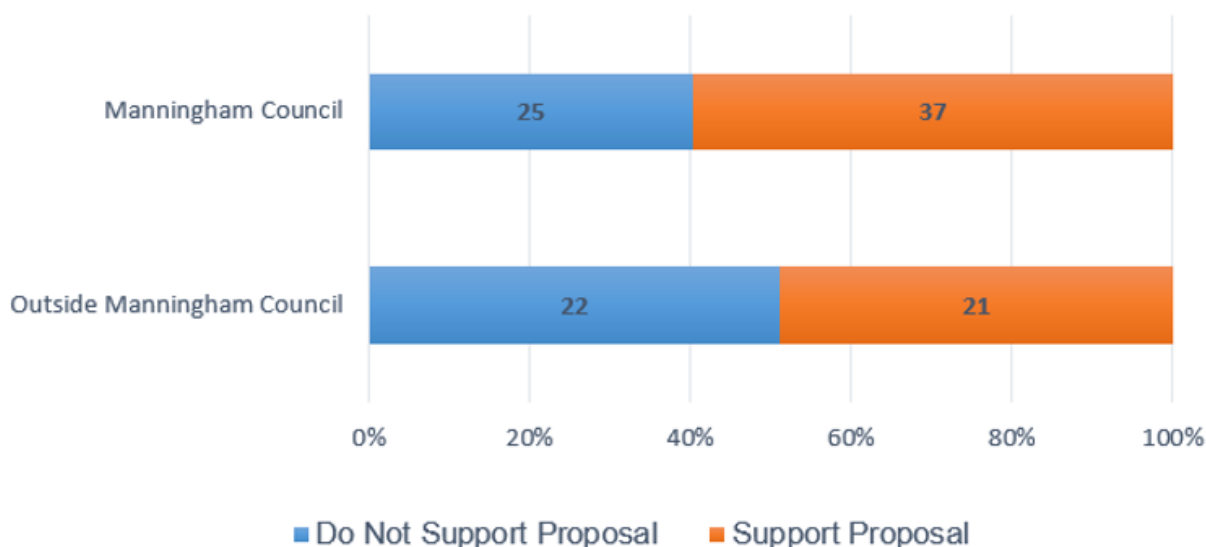
3.5 To advise the community of the proposed change, community notification was undertaken for a period of three weeks.

This was undertaken by:

- The erection of signage in key locations within the reserve;
- The provision of information on Manningham’s Your Say Website;
- Direct notification to a number of Warrandyte interest groups and the Friends of Manningham Cats and Dogs (FOMDAC); and
- Information on Council’s website.

3.6 In response community notification, 105 responses were received from the community. These responses are summarised in the graph below which identifies location of where respondents reside as well as the respondent’s view on the proposal to either support or oppose.

Location of Respondent & View (Oppose/Support)



3.7 As noted in the graph, of the respondents who reside in Manningham, 25 residents oppose the change while 37 residents support the proposed change. Conversely 22 people who reside outside of the municipality oppose the introduction of an on leash area with 21 people supporting the change. Of the 642 signatures on the petition that opposes the proposed change, 42 people identified as living within Manningham with the remainder comprising of people identifying their addresses within other Victorian municipalities, interstate and overseas locations.

3.8 It is clear from the data collected that that there is mixed views in the community concerning the partial removal of the off leash area within the reserve. Supplementary comments provided by the community also indicate that in general, there is divergent views on the provision of on/off leash areas within Manningham.

The review of our on/off leash area will be part of a larger piece of work that will be undertaken next year. However in the meantime, it is the view of officers that the current Order be changed to introduce an on leash area within the Warrandyte River Reserve extending west of *the Kangaroo Ground-Warrandyte Road bridge* to the north eastern boundary of 183 Yarra Street.

- 3.9 It is not the intention that the existing Federation Playground be changed from its current status as a dog prohibited area. Additionally, to accommodate future changes as part of Stage 2 to the revitalisation works associated with the playground, it is also recommended that Council support future administrative changes to the Order to ensure the future playground be a dog prohibited area.

4. COUNCIL PLAN / STRATEGY

- 4.1 The report and action taken is in support of the Council Plan 2017-2021: Liveable Places and Spaces specifically supports Goal 2.1 Inviting, places and spaces Goal: 2.2 Enhanced parks, open space and streetscapes.

5. IMPACTS AND IMPLICATIONS

The amendment to the Order will require dogs to be on leash within the public area extending from the Kangaroo Ground-Warrandyte Road bridge to the north eastern boundary of 183 Yarra Street, excluding Federation Playground which will remain a dog prohibited area.

The remainder of Warrandyte River Reserve that is currently off leash will remain off leash.

6. IMPLEMENTATION

6.1 Finance / Resource Implications

6.1.1 The amended Order will be funded through the existing operational budget.

6.1.2 Additional funding may be required to provide additional surveillance of the area to provide both educational and enforcement activity once the upgraded park is completed and available for use by the public. This will also be funded through operational expenditure.

6.2 Communication and Engagement

6.2.1 Community engagement has been undertaken by:

- The erection of signage in key locations within the reserve;
- The provision of information on Manningham's Your Say Website;
- Direct notification to a number of Warrandyte interest groups and the Friends of Manningham Cats and Dogs (FOMDAC); and
- Information on Council's website.

6.2.2 If Council resolves to support the proposed change, notification of the change will occur in the Government Gazette and via media, including notification in the newspaper and on Council's website.

6.3 Timelines

- 6.3.1 If approved by Council, notification of the change to the Order will be given in the Government Gazette and other media. After which time the change to the off leash area will become operational. It is anticipated that it will occur in November to coincide with the completion of Stage 1 of the upgrade to the reserve

7. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Attachment 1 – Proposed changes to Off Leash area (Federation Playground to remain dog prohibited)



10.3 Heritage Advisory Committee Terms of Reference - Minor rectification

File Number: IN20/554
Responsible Director: Director City Planning and Community
Attachments: 1 Attachment 1 - Amended Terms of Reference [↓](#)

EXECUTIVE SUMMARY

At its meeting of 28 April 2020, Council adopted a revised Terms of Reference (ToR) for the Heritage Advisory Committee (HAC). However, the adopted ToR inadvertently included references and provisions relating to aboriginal heritage. As such, the incorrect version of the ToR were adopted.

This report seeks to rectify this error and recommends that Council adopt the amended ToR for the Committee (Attachment 1), which removes reference to or provisions relating to aboriginal heritage.

1. RECOMMENDATION

That Council:

- A. **Supersede the Terms of Reference of the Heritage Advisory Committee that were adopted by Council at its meeting on 28 April 2020, with the amended Terms of Reference included in Attachment 1 of this report.**
- B. **Advise Council's Heritage Advisory Committee of Council's resolution.**

2. BACKGROUND

- 2.1 At its meeting on 28 April 2020, Council adopted a revised Terms of Reference (ToR) for the Heritage Advisory Committee (the Committee).
- 2.2 At this meeting, Council also considered a request to include Reconciliation Manningham as a Committee Member and align the ToR with the requirements of Council's Advisory Committee Policy.
- 2.3 Council was advised that the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation (the Wurundjeri Corporation) is the sole Registered Aboriginal Party for Manningham under the *Aboriginal Heritage Act* 2006. This registration provides the Wurundjeri Corporation the legal right to provide authoritative advice on aboriginal culture and heritage in Manningham.
- 2.4 At this meeting it was recommended to Council to not support the request to include Reconciliation Manningham as a formal Committee member representing Aboriginal matters. This is based on the advice above regarding the Wurundjeri Corporation rights.
- 2.5 Inadvertently, a copy of the ToR containing provisions relating to the HAC being able to formally consider matters of aboriginal heritage were incorrectly attached to the Council Report, and subsequently endorsed.

3. DISCUSSION / ISSUE

3.1 To correct this oversight, this report now recommends that the ToR that were adopted by Council on 28 April 2020 be superseded by an amended ToR (Attachment 1).

3.2 The following four corrections are proposed in the amended ToR :

- In Purpose (clause 1) – delete the words “*or a place of Aboriginal Heritage*”;
- In Roles and Tasks (clause 2) – delete dot point five, “*Aboriginal heritage*”;
- In Membership (clause 6) – under the heading ‘*The Committee will comprise*’: replace dot point five which read as “*Three community representatives appointed by Council, where one representative provides Aboriginal representation*” to now read as: “*Two community representatives appointed by Council.*”; and
- In Membership Criteria (clause 7) – delete dot point three “*One community representative to have Aboriginal representation.*”

3.3 The proposed corrections are considered to uphold Council’s responsibilities under relevant legislation relating to aboriginal cultural heritage, and respect the objectives of the draft *Manningham Reconciliation Action Plan*.

3.4 The proposed changes to the ToR do not prevent aboriginal cultural heritage matters being raised and discussed by the Committee, however, formal advice regarding such matters must be sought from the *Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation* as the sole Registered Aboriginal Party for Manningham.

4. COUNCIL PLAN / STRATEGY

4.1 This report relates to the Council Plan theme: Healthy Community.

Goal 1.2 – A connected and inclusive community that seeks to respect, support, celebrate Aboriginal people, culture and heritage.

5. IMPACTS AND IMPLICATIONS

5.1 Amending the ToR reinforces the significant role that the *Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation* plays in maintaining and protecting aboriginal culture in Manningham. It also helps to empower Traditional Owners to promote respect for their aboriginal cultural heritage.

6. IMPLEMENTATION

6.1 Finance / Resource Implications

6.1.1 The recommendations of this report do not have any finance resource implications.

6.2 Communication and Engagement

6.2.1 The Heritage Advisory Committee will be advised of Council's resolution, noting that the Committee have since been advised of this proposed change.

6.3 Timelines

6.3.1 The revised ToR will come into effect upon Council's resolution. The life of the ToR is four years from the adopted date of the ToR.

7. DECLARATIONS OF CONFLICT OF INTEREST

7.1 No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Heritage Advisory Committee Terms of Reference

Short Description:	This Terms of Reference applies to Council's Heritage Advisory Committee.
Relevant to:	Councillors, Committee Members and Manningham Council officers
Responsible Officer:	Manager Integrated Planning
Approved by Council:	15 September 2020
Next Scheduled Review Date:	15 September 2024
Reference:	EF10/3804



<p>1. Purpose</p>	<p>To provide advice to Council on the conservation, promotion of, and education about heritage and heritage places within the municipality.</p> <p>A heritage place is defined as a building, garden, landscape or landscape element (e.g. a tree or row of trees), or a place of Aboriginal heritage that has heritage significance to the municipality. This will include all heritage places included on the Schedule to the Heritage Overlay. It may also include other buildings, gardens, landscapes or landscape elements that are not included on the Schedule, but are considered to be of potential heritage value to the municipality.</p>
<p>2. Roles and Tasks</p>	<p>To provide advice and guidance to Council and staff on heritage matters in Manningham, including:</p> <ul style="list-style-type: none"> • Amendments to the Manningham Planning Scheme; • Criteria for appraising applications made under Council's Heritage Restoration Fund; • The exchange of ideas to assist with the ongoing management and enhancement of heritage in Manningham; • On heritage events and community education and programs; • Aboriginal heritage.
<p>3. Chairperson</p>	<p>The position of Chairperson shall be reviewed annually when Council appoints Councillors to advisory committees.</p> <p>The Chairperson will be supported in their role by the relevant officer who will brief the Chairperson prior to the meeting to ensure its efficient and effect conduct.</p> <p>In the event that the Chairperson is absent, the meeting will be chaired by the Chairperson's nominee or representative of Council.</p>
<p>4. Delegated Authority and Decision Making</p>	<p>Advisory committees act in an advisory capacity only and have no delegated authority to make decisions on behalf of Council.</p> <p>Advisory committees provide advice to Council and staff to assist them in their decision making.</p> <p>In accordance with section 76E of the <i>Local Government Act 1989</i>, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in any performance of any duty or function.</p>
<p>5. Meeting Procedures</p>	<p>Meetings will be held four times each year.</p> <p>Additional meetings may be required on an as-needs basis, such as during the development or review of a major strategy. Additional meetings will be subject to approval by both the Chairperson and the Director of City Planning and Community</p> <p>Meetings are closed to the community outside endorsed members and delegates. Guests or subject matter experts may be invited to attend meetings as required.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> • Commence on time and conclude by the stated completion time; • Be scheduled and confirmed in advance with all relevant papers distributed to each member; • Encourage fair and respectful discussion; • Focus on the relevant issues at hand; • Provide advice to Council, as far as practicable, on a consensus basis.

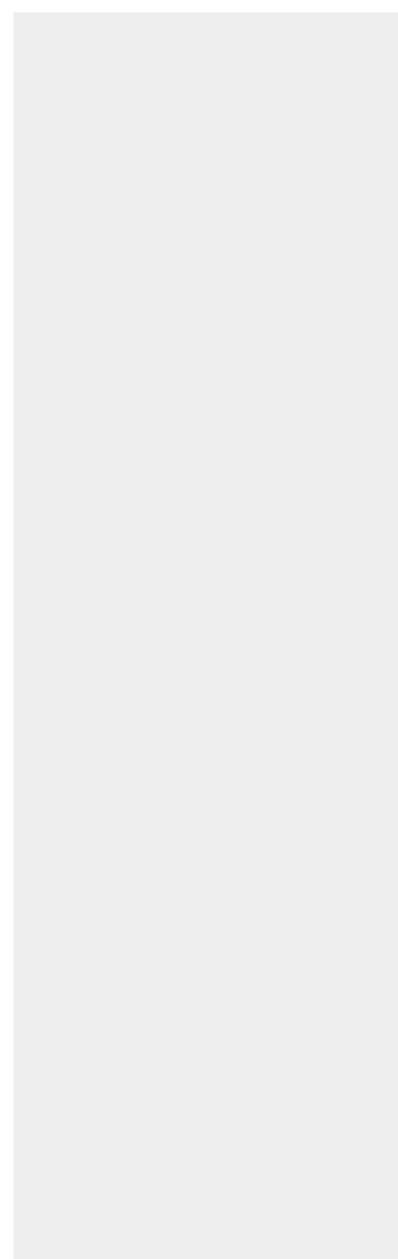
Formatted: Indent: Left: 0.82 cm, No bullets or numbering



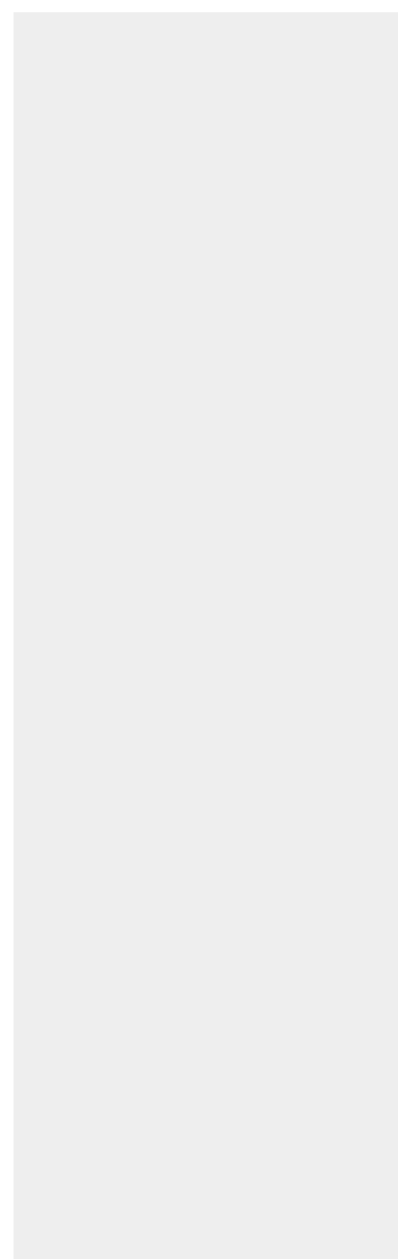
<p>6. Membership</p>	<p>The Committee will comprise:</p> <ul style="list-style-type: none"> • One Councillor appointed annually by Council; • One representative from the Doncaster and Templestowe Historical Society; • One representative from the Warrandyte Historical Society; • One representative from the Wonga Park History Group (subcommittee of Wonga Park Community Cottage Inc) and • Three community representatives appointed by Council, where one representative provides Aboriginal representation. <u>Two community representatives appointed by Council.</u> <p>A quorum for an Advisory Committee meeting is 50% plus one including at least:</p> <ul style="list-style-type: none"> • One Councillor; • Two specialist or community representatives officers in attendance; • Manager Integrated Planning or representative; • Strategic Planner; • Council's Heritage Advisor. <p>With the exception of community representatives, members may nominate a proxy to attend a Heritage Advisory Committee meeting on their behalf.</p>
<p>7. Membership Criteria</p>	<p>Councillors not formally appointed as committee members may attend</p> <p>The following membership criteria will be used in making community appointments to the committee:</p> <ul style="list-style-type: none"> • Live within the municipality; • Have a strong interest in and knowledge of local history, including various aspects of local built history and landscape history. This could include specialist knowledge or interest in local buildings, gardens and landscapes. It could also include specialist knowledge in heritage interpretation and education; • One community representative to have Aboriginal representation; • Have a strong interest or knowledge in differing time periods of importance to the development of the municipality. For example, the early orcharding years or the mid-twentieth suburban development; • Relevant experience in committees / or demonstrated ability to participate in, and constructively contribute to a group, committee, or organisation; • Ability to regularly attend and participate in meetings as scheduled; • A mix of skills and attributes to complement other members of the committee; • Diversity in terms of gender, age and culture; • Linking continuing tenure to performance and contribution; • Performance and contribution of members seeking re-nomination; • Consideration of staggered appointments to ensure a membership that preserves the balance between old and new; • Community representatives are to be appointed for a period of three years (3) years and for a maximum of three terms (9 years).

Formatted: Indent: Left: 0.88 cm, No bullets or numbering

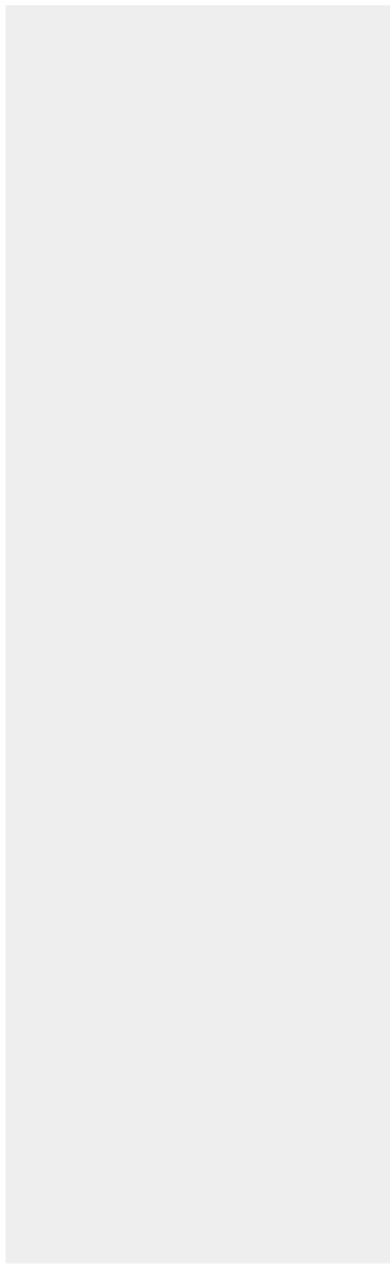
<p>8. Nomination Process</p>	<p>The most appropriate mix of membership will be determined by Council.</p> <p>Community representatives are appointed by Council through an expressions of interest and selection process.</p> <p>Expressions of interest will be sought by public notice in the local media and on the Manningham Council's website or by letter to relevant local or peak agencies or community organisations.</p> <p>Every effort should be made to ensure a representative cross section of people from the municipality and elected to serve on the committee.</p> <p>Membership criteria should consider:</p> <ul style="list-style-type: none"> • The appropriate mix of competencies required to fulfil roles on the committee; • Diversity in terms of gender, age and culture; and • Linking continuing tenure to performance and contribution. <p>Officers will undertake an initial assessment of the applicants to determine compliance with the membership criteria and provide this list to the Chairperson. The recruitment process should consider the implementation of staggered membership appointments to ensure a membership that preserves the balance between old and new.</p> <p>A Councillor committee supported by an officer and comprising the Mayor, committee Chairperson and one other Councillor will rank the applicants and make a recommendation regarding the preferred applicants which will be noted in the officer's report.</p> <p>Council is not bound by the recommendation of the Councillor committee in appointing community representatives.</p> <p>Community representative(s) appointed on behalf of an agency/organisation may be replaced or substituted at any time at the agency/organisation's discretion by notifying the chairperson and responsible officer in writing. Due consideration should be given to ensuring the appointee has the appropriate mix of competencies to undertake the role and refreshing membership on a regular basis.</p> <p>Nominees shall nominate on the appropriate form to Council within the advertised period.</p> <p>Membership will be for a three year period to ensure that the representation is continuously refreshed and that opportunity is provided for new community members to participate.</p> <p>Members can re-nominate after their term ends in accordance with the nomination process and membership criteria.</p>
-------------------------------------	--



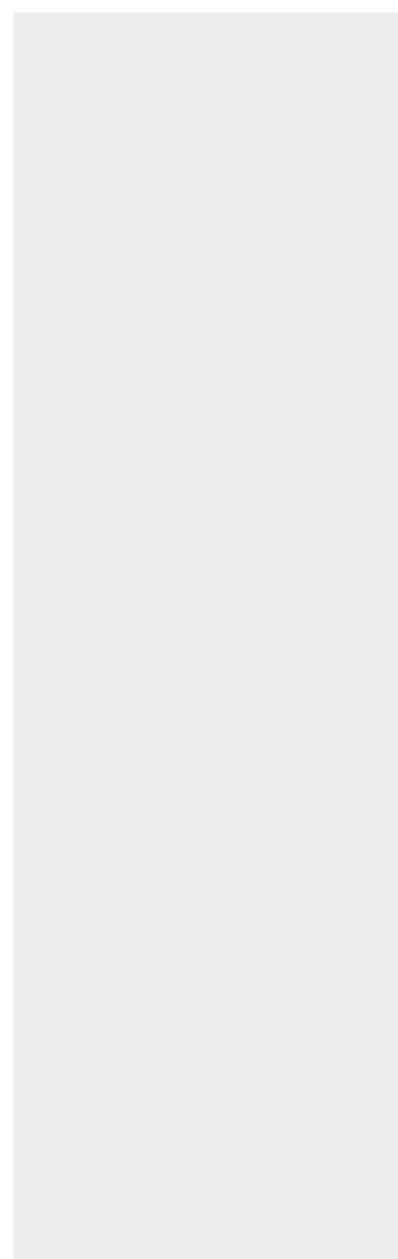
<p>9. Resignation</p>	<p>A member of the Committee may resign at any time.</p> <p>Notice of resignation is to be provided in writing to the Chairperson and the officer responsible for managing the Committee.</p> <p>If a committee member fails to attend 3 consecutive meetings without prior notice, membership is deemed to have lapsed.</p> <p>Casual vacancies that occur due to a community representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent's term.</p> <p>Officers, in consultation with the Councillor committee, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate for the remainder of the previous incumbent's term.</p> <p>Where there are no suitable candidates identified, a formal expression of interest and selection process as set out in the nomination process is required. The outcome of a formal expression of interest process will be presented to Council for determination in accordance with the procedures outlines above.</p> <p>Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, the vacancy will not be filled for the remainder of the term.</p>
<p>10. Conflicts of Interest</p>	<p>Meetings of an Advisory Committee may form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.</p> <p>Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting.</p> <p>Disclosure must include the nature of the interest and be recorded in the minutes of the meeting. The Councillor or officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.</p> <p>Where a community member has a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed.</p> <p>Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.</p>



<p>11. Code of Conduct</p>	<p>As a minimum, to ensure advisory committees are conducted in a respectful and efficient manner, committee members must:</p> <ul style="list-style-type: none"> • Act with integrity; • Impartially exercise their responsibilities in the interests of the local community; • Not improperly seek to confer an advantage or disadvantage on any person, including themselves; • Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, committee members and Council officers; • Commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying; • Take reasonable care of their own health and safety and that of others; • Commit to regular attendance at meetings <p>Committee representatives appointed to advisory committees are expected to abide by the Code of Conduct.</p> <p>Any breach of this Code of Conduct by a community representative may result in termination of membership.</p> <p>Councillors are bound by the Councillor Code of Conduct.</p> <p>Council officers are bound by the Employee Code of Conduct.</p>
<p>12. Media</p>	<p>Contact with the media by committee members will be conducted in accordance with the Manningham City Council Media Policy.</p> <p>Committee members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.</p>
<p>13. Confidential Information</p>	<p>Committee members must not disclose information that they know, or should reasonably have known is confidential information.</p> <p>Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council.</p> <p>Committee members should be mindful of their obligations under the Privacy and Data Protection Act 2014 regarding the use and disclosure of information.</p>

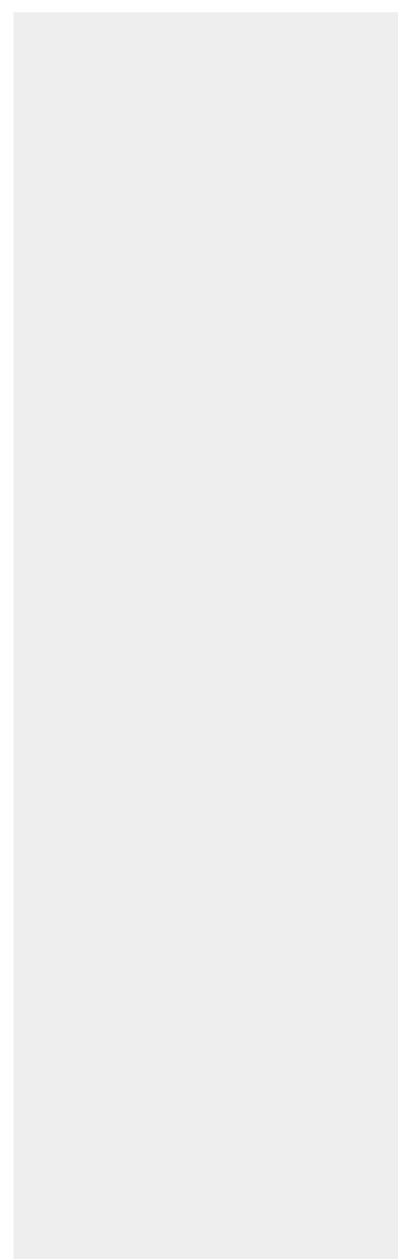


<p>14. Sunset Clause and Review</p>	<p>The term of the Heritage Advisory Committee is four years.</p> <p>Council may, by exception, establish an advisory committee for a period of less than four years.</p> <p>If an advisory committee has a relevant function at the end of the standard four year term, a report must be presented to Council prior to that period ending that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act in an advisory capacity for a further period.</p> <p>A review of the terms of reference and the role, function, membership, and productivity of the committee will be conducted at least once every four years from the date of their adoption by Council to ensure currency and effectiveness.</p> <p>These terms of reference may be revoked at any time by Council.</p>
<p>15. Support</p>	<p>The Council will provide the necessary support to assist the committee to function effectively including:</p> <ul style="list-style-type: none"> • Maintaining contact details of members; • Preparing and distributing agendas and prior reading material; • Preparing and distributing meeting minutes; • Circulating other material to committee members as necessary; • Preparation of an Assembly of Councillors record as required under the Local Government Act 1989.



16. Committee Management	<p>Agendas and minutes must be prepared for each meeting of an advisory committee by the supporting officer in consultation with the Chairperson.</p> <p>The agenda will be supported by accurate and timely information to inform discussion of the issues.</p> <p>The agenda must be provided to members of the committee not less than 7 days before the time fixed for the holding of the meeting.</p> <p>The Chairperson must arrange for minutes of each meeting of the committee to be kept in consultation with the supporting officer.</p> <p>The minutes of a meeting of an Advisory Committee must:</p> <ul style="list-style-type: none"> • Contain details of the proceedings and outcomes for action; • Be clearly expressed; • Be self-explanatory; and • Incorporate any relevant reports or a summary of the relevant information considered in forming any recommendations. <p>Draft minutes of the committee meeting will be circulated to members within two weeks of the meeting and be listed on the agenda for the next meeting for endorsement.</p> <p>The supporting officer will ensure timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.</p> <p>From time to time, the Committee may raise matters of strategic significance relevant to the Terms of Reference for the Committee. Such matters will be referred to the relevant Executive Management Team (EMT) member for consideration to determine an appropriate course of action.</p> <p>The supporting officer will, in consultation with the Chairperson, prepare a briefing memorandum of the Committee's discussion and request to refer the matter, for the benefit of the EMT member.</p> <p>The relevant EMT member may exercise their discretion as to how to respond to the Committee's request. This may include:</p> <ul style="list-style-type: none"> • Responding to the Committee in writing (to be included on the agenda of the next meeting), outlining: <ul style="list-style-type: none"> ○ steps being taken to implement the matter (or part of the relevant matter); or ○ reasons why the matter is not supported; • Where appropriate, referring the matter to a Strategic Briefing Session for discussion by Councillors. <p>The relevant EMT member or their delegate may be invited or choose to attend the next Committee meeting to discuss their response to the matter.</p> <p>Agendas and minutes are to be made available on the Councillor Hub.</p> <p>The Council may determine through the ToR whether minutes are to be made available to the public. As a general rule, advisory committees are encouraged to provide this information to the public, with the exception of reports and attachments that are confidential in nature.</p> <p>Where it is determined that minutes will be made available to the public, a copy should be placed on Manningham Council's website following endorsement by the advisory committee.</p>
---------------------------------	--

	<p>Administrative support and advice will be provided by the directorate whose functions are most aligned to the committee's objectives.</p> <p>At the beginning of each committee term or where there is a change in committee membership, the supporting officer in consultation with the Chairperson will provide a thorough induction program which outlines the various roles and responsibilities of the committee and its members with the new committee or any new members of the committee.</p> <p>Advisory Committees are required to prepare a report on an annual basis which should directly reflect the Terms of Reference and be in line with their stated objectives. The report may include a self-evaluation of the Committee's operations against the objectives and the performance measures of the committee as set out in the Terms of Reference. The report will be presented to Council for noting under the relevant directorate heading. The committee's Terms of Reference may stipulate more frequent reporting.</p>
<p>17. Administrative Updates</p>	<p>From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.</p>



11 CITY SERVICES

There are no City Services reports.

12 SHARED SERVICES

12.1 2019/20 Financial Report and Performance Statement: Approval in Principle

File Number:	IN20/563
Responsible Director:	Director Shared Services
Attachments:	1 2019/20 Financial Report ↓
	2 2019/20 Performance Statement ↓
	3 2019/20 Governance and Management Checklist ↓

EXECUTIVE SUMMARY

The Financial Report and Performance Statement for the year ended 30 June 2020 are presented for consideration and approval in principle.

These have been prepared in accordance with the Australian Accounting Standards and Interpretations, the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The Financial Report and Performance Statement were reviewed by Council's Audit and Risk Committee on Friday 4 September 2020. The Audit and Risk Committee is satisfied that an appropriate external audit process has been undertaken and that the Committee's review did not identify any issues that would prevent Council from approving the Financial Report and Performance Statement "in principle" for submission to the Auditor-General.

A detailed audit of the Financial Report and Performance Statement was undertaken by the Auditor-General during August 2020. The "Draft Closing Report – Manningham City Council for the year ended 30 June 2020" prepared by the Auditor-General and his agent HLB Mann Judd concluded that the 2019/20 Financial Report (Attachment 1) and 2019/20 Performance Statement (Attachment 2) "present fairly".

The Financial Report, Performance Statement and Governance and Management checklist will be reproduced in full in Council's 2019/20 Annual Report.

1. RECOMMENDATION

That Council:

- A. Notes that the Audit and Risk Committee is satisfied that an appropriate external audit process has been undertaken on the 2019/20 Financial Report and 2019/20 Performance Statement.**
- B. Authorises Councillor Paul McLeish and Councillor Mike Zafiropoulos to certify the 2019/20 Financial Report and 2019/20 Performance Statement in their final form. In the event that either Councillor McLeish or Zafiropoulos is not available, then any other Manningham Councillor is authorised to certify the Financial Report and Performance Statement.**

- C. Endorses in principle the 2019/20 Financial Report and 2019/20 Performance Statement.**

- D. Notes the 2019/20 Governance and Management Checklist and authorises Councillor Paul McLeish to certify the 2019/20 Governance and Management Checklist. In the event that Councillor McLeish is not available, then any other Manningham Councillor is authorised to certify the checklist.**

2. BACKGROUND

- 2.1 The Auditor-General's agent (HLB Mann Judd) has completed a review of the attached Financial Report and Performance Statement and all supporting information. It is anticipated that a clear (or unmodified) audit opinion will be issued for the Financial Report and Performance Statement. However, the Financial Report and Performance Statement remain provisional until final signing by the Auditor-General.

- 2.2 The Financial Report, Performance Statement and the Auditor-General's draft closing report of the 2019/20 Audit was presented to the Audit and Risk Committee (the Committee) on 4 September 2020, and the Committee resolved:
 - a) That it is satisfied that an appropriate external audit process has taken place on the proposed financial report and performance statement and is not aware of any issues that would prevent the Council from approving the financial report and performance statement; and*

 - b) To recommend that Council approve the 2019/20 Financial Report and 2019/20 Performance Statement in principle for lodging with the Auditor General.*

- 2.3 The "Approved in Principle" Financial Report and Performance Statement are required to be presented to the Auditor-General following the Council Meeting. The Auditor-General is then expected to issue the final signed audit closing report prior to 30 September 2020.

- 2.4 The Financial Statements and Performance Statement will then be incorporated into Council's Annual Report, which is normally due for lodging with the Minister for Local Government by 30 September, however, due to COVID-19, Councils are permitted to lodge their Annual Report up until 30 November 2020. The Annual Report will then be formally presented to Council as soon as possible after lodgement in accordance with the Local Government Act.

- 2.5 The Financial Report provides comprehensive reporting of the revenue and expenditure of Council for the 2019/20 financial year and the financial position of Council as at 30 June 2020. The notes accompanying the Financial Statements provide information relevant to Council's accountability obligations and additional information to assist users of the report to form an opinion on the financial performance of Council.

- 2.6 The Performance Statement details a range of service and financial performance indicators.

3. DISCUSSION / ISSUE

- 3.1 The Financial Report of Council is a general purpose financial report that consists of the financial statements which include a comprehensive income statement, balance sheet, statement of changes in equity, cash flow statement, statement of capital works and notes accompanying these financial statements. This general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1989* and the Local Government (Planning and Reporting) Regulations 2014.

Financial Summary

- 3.2 Council continued to be in a strong financial position at the end of 2019/20 despite the impact of COVID-19. These results demonstrate our commitment to maintaining long-term financial sustainability while providing cost-effective services and delivering infrastructure projects to meet the needs of our community.
- 3.3 The financial statements present Council in a sound financial position with a low financial sustainability risk.
- 3.4 COVID-19 had a significant financial impact on Council in 2019/20. In response to a decrease in demand and government directives amidst the COVID-19 outbreak, a number of Council services were reduced or closed, including our recreation, leisure and community facilities such as Aquarena, stadiums, pavilions, libraries, community centres, the function centre, the Civic Centre and MC2. These closures resulted in a decrease in Council revenue and other unbudgeted costs. The overall net financial impact on council services of COVID-19 in 2019/20 was \$2.45 million.
- 3.5 In 2019/20 Council also provided a range of COVID-19 community financial relief measures including:
- Fourth quarter rate instalment payment – extension of due date to 30 June 2020, without incurring any penalty interest and the continued ability for ratepayers to apply for special rate repayment arrangements for those qualifying on financial hardship grounds.
 - Introduction of a COVID-19 Community Relief Fund to provide funding to sectors of the community in need.
 - Rent and lease relief, and utility subsidies, for sporting clubs and community groups who use Council facilities.
- The relief measures above amounted to \$0.49 million in 2019/20.
- 3.6 Council continues to closely monitor the impact of the COVID-19 pandemic and work with the community through these challenging times with over \$3.0 million of COVID-19 community financial relief being provided to the community in 2020/21.
- 3.7 Key finance facts:
- \$26.33 million surplus (before asset revaluation decrement)

- \$7.67 million adjusted underlying surplus (after adjusting for open space contributions, developer contributions, capital grant income and other capital contributions income – which are all to be used for specific purposes)
- \$2.14 billion net assets, a decrease of \$35.29 million on 2018/19 values
- \$61.22 million net asset revaluation decrement in 2019/20
- \$86.52 million cash and term deposits

Operating position

- 3.8 An operating surplus of \$26.33 million was achieved in 2019/20, \$9.53 million greater than the adopted budget surplus of \$16.80 million.
- 3.9 This was mainly due to greater than budgeted income relating to contributed assets (the value of land and other infrastructure assets transferred to Manningham by developers totalling \$8.25 million) and the early receipt of 50% of the 2020/21 VGC Financial Assistance Grant (\$1.83 million).
- 3.10 It is important to note that the adjusted underlying surplus, which removes income that is tied to specific purposes, was \$7.67 million for the year. The adjusted underlying surplus excludes open space contributions, developer contributions, capital grant income and other capital contributions income – which are all to be used for specific purposes.

Income

- 3.11 We derived our income from various sources including rates, user fees and charges, grants, interest and other contributions.
- 3.12 Our total income for 2019/20 was \$153.45 million, compared to a budget of \$143.15 million. The increased revenue is mainly due to monetary contributions from developers (\$2.17 million greater than budget), non-monetary contributions from developers (\$7.32 million greater than budget), and operating grants being \$2.49 million greater than budget.

Expenditure

- 3.13 Our total expenditure for 2019/20 was \$127.12 million, compared to a budget of \$126.35 million. The main variances related to materials, services and contracts being \$1.0 million greater than budget due to the financial impact of COVID-19 and costs associated with a significant hail storm in January 2020 and a net loss on disposal of property, infrastructure, plant and equipment being \$1.69 million greater than budgeted. This primarily related to the demolition of some buildings on Council owned land.

Net worth

- 3.14 Our financial strength can be assessed by net assets (what we own less what we owe). As at 30 June 2020, Council's net assets were \$2.14 billion.

Assets

- 3.15 Manningham has total assets of \$2.19 billion. The major components of our assets include infrastructure, property, plant and equipment valued at \$2.08 billion and cash and investments of \$86.52 million.

Liabilities

- 3.16 Our liabilities primarily include amounts owed to suppliers and amounts owed to employees for leave entitlements. Total liabilities at 30 June 2020 were \$54.81 million, an increase of \$7.74 million over the previous year.
- 3.17 At 30 June 2020 Council was debt free having repaid in full \$7.28 million of loan borrowings during the year.

Capital Works

- 3.18 Council aims to maintain its infrastructure assets at expected levels while continuing to deliver services needed by our community. During 2019/20, we invested \$48.44 million in an extensive Capital Works Program to renew and upgrade community assets throughout the municipality. This program was funded primarily through rates, with additional funds provided through grants and contributions.
- 3.19 The major categories of capital works included:
- roads, drainage, footpaths and cycleways \$25.8 million
 - community and council building refurbishment and upgrades \$11.8 million
 - parks, open space and streetscapes \$4.3 million.

Liquidity

- 3.20 Cash and investments at 30 June 2020 were \$86.52 million, a decrease of \$1.52 million from the previous year.
- 3.21 The working capital ratio, which assesses our ability to meet current commitments, is calculated by measuring our current assets as a percentage of current liabilities. Our ratio of 198.3% indicates that for every dollar of short-term liabilities, we have \$1.98 worth of current assets. This is a strong result.

Rate cap

- 3.22 This was the fourth year of the Victorian Government's 'Fair Go Rates' legislation. Manningham complied the 2.50% rate cap for 2019/20. We continued to follow the strategies we set last year to ensure our long-term financial sustainability in a rate capping environment.

Performance Statement

- 3.23 The Performance Statement details a range of service and financial performance indicators. This is also audited by the Victorian Auditor-General. Highlights from the Performance Statement include:

Financial Indicators:

- Working capital ratio of 198.3% in 2020 and averaging 180% in the forward four year forecasts, highlighting a strong liquidity capacity of Council;

- The adjusted underlying result ratio was 5.69% in 2019/20. This is a healthy result despite the financial impact on Council of the COVID-19 pandemic. The forecast levels are expected to remain in a healthy range despite the anticipated ongoing financial impact on Council of the COVID-19 pandemic in 2020/21; and
- The Asset renewal and upgrade ratio was a very strong 161.28% in 2019/20. The 2019/20 result and forecasts from 2020/21 onwards demonstrates Manningham's ongoing commitment to invest in the renewal and upgrade of its existing community infrastructure.

Service Performance Indicators:

The COVID-19 pandemic has impacted on a number of indicators in 2019/20:

- Aquatic Facilities – With the facility closed between March and June due to COVID-19, utilisation of the Aquatic facility was 3.97 visits per resident which was significantly lower than 2018-19. There was a restricted re-opening for a small portion of May/June, however, utilisation during this time was minimal.
- Libraries - Library participation was 14.30% and was impacted by COVID-19 restrictions, with libraries closed from March and reopened with reduced services from mid-June.
- Maternal and Child Health participation was at 76.42% - Council continues to have strong participation in first home visits, however since March, participation rates have decreased due to COVID-19 with limited appointments/staggering for social distancing and appointment delays due to changes in service delivery.
- Waste diversion from landfill continues to be strong with 56.4% diverted. Manningham has seen an increase in tonnages when compared to 2018/19. Garden waste tonnages were significantly higher due to higher than average rainfall resulting in increased foliage growth.

The 2019/20 Annual Report will detail service and financial highlights from the 2019/20 year and also reproduce the Financial Report and Performance Statement in full.

4. COUNCIL PLAN / STRATEGY

- 4.1 The Financial Report and the Performance Statement are a historical reflection of Council's 2019/20 financial performance and performance against key initiatives identified within the 2017-2021 Council Plan.

5. IMPLEMENTATION

- 5.1 Finance / Resource Implications

The outcomes contained in the Financial Report will form the starting basis for the 2020/21 review of Council's 10 Year Long Term Financial Plan.

5.2 Communication and Engagement

The Financial Report, Performance Statement and Governance and Management Checklist will be published in Council's 2019/20 Annual Report. Performance indicators from the Performance Statement will also be published on the Know Your Council website.

5.3 Timelines

Following approval in principle by Council, the Financial Report and Performance Statement will be submitted to the Auditor-General's Office for final audit clearance, which should be received prior to 30 September 2020.

6. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

**MANNINGHAM CITY COUNCIL
ANNUAL FINANCIAL REPORT
For the Year Ended 30 June 2020**

MANNINGHAM CITY COUNCIL

Financial Report

Table of Contents

FINANCIAL REPORT		Page
	Certification of the Financial Statements	1
	Victorian Auditor-General's Office Audit Report	2
Financial Statements		
	Comprehensive Income Statement	4
	Balance Sheet	5
	Statement of Changes in Equity	6
	Statement of Cash Flows	7
	Statement of Capital Works	8
	Overview	9
Notes to Financial Statements		
Note 1	Performance against budget	
	1.1 Income and expenditure	11
	1.2 Capital works	14
Note 2	Analysis of Council results by program	16
Note 3	Funding for the delivery of our services	
	3.1 Rates and charges	17
	3.2 Statutory fees and fines	17
	3.3 User fees and charges	18
	3.4 Grants (Funding from other levels of government)	18
	3.5 Contributions	19
	3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment	20
	3.7 Other income	20
Note 4	The cost of delivering services	
	4.1 Employee costs	20
	4.2 Materials, services and contracts	21
	4.3 Depreciation	21
	4.4 Amortisation - Intangible assets	21
	4.5 Amortisation - Right of use assets	21
	4.6 Bad and doubtful debts	21
	4.7 Borrowing costs	22
	4.8 Finance costs - Leases	22
	4.9 Other expenses	22
Note 5	Our financial position	
	5.1 Financial assets	23
	5.2 Non-Financial assets	25
	5.3 Payables	25
	5.4 Interest bearing liabilities	26
	5.5 Provisions	27
	5.6 Financing arrangements	28
	5.7 Commitments	29
	5.8 Leases	30
Note 6	Assets we manage	
	6.1 Property, infrastructure, plant, equipment and other fixed assets	33
	6.2 Investments in associates	40
Note 7	People and relationships	
	7.1 Council and key management remuneration	41
	7.2 Related party disclosure	43
Note 8	Managing uncertainties	
	8.1 Contingent assets and liabilities	44
	8.2 Change in accounting standards	45
	8.3 Financial instruments	45
	8.4 Fair value measurement	47
	8.5 Events occurring after balance date	48
Note 9	Other matters	
	9.1 Reserves	49
	9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	51
	9.3 Superannuation	51
Note 10	Change in accounting policy	54
Note 11	Impact of COVID-19 pandemic on Council operations and the 2019/20 Financial Report	55

Certification of the Financial Statements

In my opinion, the accompanying financial statements has been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

Jon Gorst (BCom, CPA)
Principal Accounting Officer
15 September 2020
Doncaster

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

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

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

Paul McLeish
Mayor
15 September 2020
Doncaster

Mike Zafiroopoulos AM
Deputy Mayor
15 September 2020
Doncaster

Andrew Day
Chief Executive Officer
15 September 2020
Doncaster

< INSERT VAGO REPORT - PAGE 1 >

< INSERT VAGO REPORT - PAGE 2 >

**Comprehensive Income Statement
For the Year Ended 30 June 2020**

	Note	2020 \$'000	2019 \$'000
Income			
Rates and charges	3.1	105,953	101,979
Statutory fees and fines	3.2	3,389	3,649
User fees and charges	3.3	8,919	10,921
Grants - operating	3.4 (a)	12,257	12,129
Grants - capital	3.4 (b)	1,661	2,043
Contributions - monetary	3.5	10,152	7,037
Contributions - non-monetary	3.5	8,324	7,585
Other income	3.7	2,573	3,083
Share of gain/(loss) from investment in associate	6.2	221	78
Total income		153,449	148,504
Expenses			
Employee costs	4.1	54,120	53,326
Materials, services and contracts	4.2	28,469	23,446
Depreciation	4.3	22,175	20,598
Amortisation - Intangible assets	4.4	1,243	1,042
Amortisation - Right of use assets	4.5	528	-
Bad and doubtful debts	4.6	190	407
Borrowing costs	4.7	109	309
Finance costs - Leases	4.8	73	-
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	3.6	1,595	(96)
Other expenses	4.9	18,619	20,320
Total expenses		127,121	119,352
Surplus for the year		26,328	29,152
Other comprehensive income			
Item that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation decrement	9.1 (a)	(61,217)	(80,187)
Total comprehensive result		(34,889)	(51,035)

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

Balance Sheet
As at 30 June 2020

	Note	2020 \$'000	2019 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1 (a)	65,358	64,342
Trade and other receivables	5.1 (c)	13,463	11,098
Other financial assets	5.1 (b)	21,163	23,700
Other assets	5.2 (a)	1,410	2,803
Total current assets		101,394	101,943
Non-current assets			
Trade and other receivables	5.1 (c)	55	31
Investments in associates	6.2	2,526	2,305
Property, infrastructure, plant, equipment and other fixed assets	6.1	2,078,289	2,109,650
Right-of-use assets	5.8	2,653	-
Intangible assets	5.2 (b)	4,947	3,487
Total non-current assets		2,088,470	2,115,473
Total assets		2,189,864	2,217,416
Liabilities			
Current liabilities			
Trade and other payables	5.3 (a)	21,997	12,621
Trust funds and deposits	5.3 (b)	13,385	12,574
Unearned income	5.3 (c)	2,361	958
Provisions	5.5	12,974	12,279
Interest bearing liabilities	5.4	-	7,279
Lease liabilities	5.8	403	-
Total current liabilities		51,120	45,711
Non-current liabilities			
Provisions	5.5	1,402	1,356
Lease liabilities	5.8	2,283	-
Total non-current liabilities		3,685	1,356
Total liabilities		54,805	47,067
Net Assets		2,135,059	2,170,349
Equity			
Accumulated surplus		759,511	738,643
Reserves	9.1	1,375,548	1,431,706
Total Equity		2,135,059	2,170,349

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

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

2020	Note	Accumulated surplus \$'000	Asset revaluation reserves \$'000	Other reserves \$'000	Total \$'000
Balance at beginning of the financial year		738,643	1,422,479	9,227	2,170,349
Impact of change in accounting policy - AASB 15 Revenue from Contracts with Customers	10	-	-	-	-
Impact of change in accounting policy - AASB 1058 Income of Not-for-Profit Entities	10	(697)	-	-	(697)
Impact of change in accounting policy - AASB 16 Leases	5.8	-	-	-	-
Adjusted opening balance		737,946	1,422,479	9,227	2,169,652
Surplus for the year		26,328	-	-	26,328
Net asset revaluation increment/(decrement)	9.1 (a)	-	(61,217)	-	(61,217)
Transfer to accumulated surplus on realisation of assets	9.1 (a)	296	-	-	296
Transfers from other reserves	9.1 (b)	4,511	-	(4,511)	-
Transfers to other reserves	9.1 (b)	(9,570)	-	9,570	-
Balance at end of the financial year		759,511	1,361,262	14,286	2,135,059

2019	Note	Accumulated surplus \$'000	Asset revaluation reserves \$'000	Other reserves \$'000	Total \$'000
Balance at beginning of the financial year		710,040	1,502,666	5,166	2,217,872
Surplus for the year		29,152	-	-	29,152
Net asset revaluation increment/(decrement)	9.1 (a)	-	(80,187)	-	(80,187)
Transfer to accumulated surplus on realisation of assets	9.1 (a)	3,512	-	-	3,512
Transfers from other reserves	9.1 (b)	2,303	-	(2,303)	-
Transfers to other reserves	9.1 (b)	(6,364)	-	6,364	-
Balance at end of the financial year		738,643	1,422,479	9,227	2,170,349

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

Statement of Cash Flows
For the Year Ended 30 June 2020

	Note	2020 Inflows/(Outflows) \$'000	2019 Inflows/(Outflows) \$'000
Cash flows from operating activities			
Rates and waste charges		103,955	100,836
Statutory fees, fines and user charges		13,171	14,564
Grants - operating		12,614	12,173
Grants - capital		2,142	2,672
Contributions - monetary		10,152	6,387
Interest received		1,554	1,949
Net increase in trust funds and deposits		811	280
Other receipts		1,120	1,138
Total cash inflows from operating activities		145,519	139,999
Net GST refund/(payment)		(357)	(130)
Materials, services and contracts		(45,748)	(46,749)
Short-term, low value and variable lease payments		(379)	-
Employee costs		(52,861)	(53,089)
Total cash outflows from operating activities		(99,345)	(99,968)
Net cash provided by/(used in) operating activities	9.2	46,174	40,031
Cash flows from investing activities			
Payments for property, plant and equipment, infrastructure, and other fixed assets		(39,898)	(24,664)
Proceeds from disposal of property, infrastructure, plant, equipment and other fixed assets	3.6	655	4,584
Receipts/(payments) for other financial assets		2,537	(5,900)
Net cash provided by/(used in) investing activities		(36,706)	(25,980)
Cash flows from financing activities			
Finance costs		(109)	(309)
Repayment of borrowings		(7,279)	-
Interest paid - lease liability		(73)	-
Repayment of lease liabilities		(991)	-
Net cash provided by/(used in) financing activities		(8,452)	(309)
Net increase/(decrease) in cash and cash equivalents		1,016	13,742
Cash and cash equivalents at the beginning of the financial year		64,342	50,600
Cash and cash equivalents at the end of the financial year	5.1 (a)	65,358	64,342
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

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

**Statement of Capital Works
For the Year Ended 30 June 2020**

	2020 \$'000	2019 \$'000
Property		
Land under roads	212	166
Buildings	8,438	3,527
Total property	8,650	3,693
Plant, equipment and other assets		
Plant, machinery and equipment	2,078	1,763
Fixtures, fittings and furniture	153	99
Computers and telecommunications	237	285
Artworks	13	-
Total plant, equipment and other assets	2,481	2,147
Infrastructure		
Roads	15,641	9,091
Bridges	10	192
Footpaths and cycleways	5,506	3,372
Off street car parks	78	98
Drainage	4,652	2,728
Recreational, leisure and community facilities	3,360	876
Parks, open space and streetscapes	4,317	1,573
Total infrastructure	33,564	17,930
Intangible assets		
Software	3,748	3,199
Total intangible assets	3,748	3,199
Total capital works expenditure	48,443	26,969
Represented by:		
New asset expenditure	11,583	4,768
Asset renewal expenditure	31,502	18,016
Asset expansion expenditure	1,097	1,255
Asset upgrade expenditure	4,261	2,930
Total capital works expenditure	48,443	26,969

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

Notes to the Financial Report For the Year Ended 30 June 2020

Overview

Introduction

The City of Manningham was established by an Order of the Governor in Council on 15 December 1994 and is a body corporate. The Council's main office is located at 699 Doncaster Road, Doncaster, Victoria.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.1);
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.1);
- the determination of employee provisions (refer to Note 5.5);
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- other areas requiring judgements.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation (except where transitional requirements of *AASB 15 Revenue from Contracts with Customers*, *AASB 16 Leases* and *AASB 1058 Income of Not-for-Profit Entities* do not require restatement of comparatives under the modified retrospective approach adopted by the Council).

Significant accounting policies (cont.)**(b) Impact of COVID-19 pandemic - significant accounting policies**

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

In response to a decrease in demand and government directives amidst the COVID-19 outbreak, a number of Council services were reduced or temporarily closed. Council also provided a range of COVID-19 community financial relief measures (Note 11).

In immediate response to the pandemic event Council provided relief for rate payers. The fourth quarter rate instalment payment due date was extended to 30 June 2020, without incurring any penalty interest. Council continued to offer the ability for rate payers to apply for special rate repayment arrangements for those qualifying on financial hardship grounds. Deferral of the due date and the financial impact of COVID-19 on rate payers has resulted in the rates debtor balance at 30 June 2020 being \$2.07 million higher compared to last year (Note 5.1(c)).

Council suspended all debt follow up and recovery activities after the Victorian Government declared a State of Emergency in March 2020. Council has increased the provision for doubtful debts (Note 5.1(c)).

Council has provided rent and lease relief for sporting clubs, community groups and commercial tenants who use Council facilities. Council also introduced a COVID-19 Community relief fund to provide funding to sectors of the community in need (Note 11).

Council has maintained cash balances at a financially sustainable level during this time, however is aware of the decreased rate of collection for the fourth quarterly rates instalment (Note 5.1(a), (b) and (c)).

Suppliers continue to be paid within Council terms, with weekly accounts payable payment runs undertaken during this period to ensure that Council is enabling timely cash flows to suppliers during this crises (Note 5.3(a)).

Council's property assets have been valued as at 30 June 2020. At the time of valuation, available market data, including any impact of the COVID-19 pandemic, were considered (Note 6.1).

Council's infrastructure assets have been valued as at 30 June 2020. The market that the infrastructure assets are transacted in is being impacted by the uncertainty that the COVID-19 pandemic has caused (Note 6.1).

Management has reviewed budgets, cash-flows and forecasts in-line with expectations about the future and believes the going concern assumption remains appropriate.

Council has not identified any subsequent events that may impact the organisations ability to continue as a going concern and has determined that the going concern assumption remains the appropriate basis to prepare Council's financial report (Note 8.5).

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of lower of 10% or \$500,000 to budget on a line item basis, or where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

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

1.1 Income and expenditure

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
Income					
Rates and charges	105,813	105,953	140	0.13	
Statutory fees and fines	3,783	3,389	(394)	(10.42)	1
User fees and charges	10,145	8,919	(1,226)	(12.08)	2
Contributions - monetary	7,982	10,152	2,170	27.19	3
Contributions - non-monetary	1,000	8,324	7,324	732.40	4
Grants - operating	9,768	12,257	2,489	25.48	5
Grants - capital	1,892	1,661	(231)	(12.21)	6
Other income	2,762	2,573	(189)	(6.84)	7
Share of gain/(loss) from investment in associate	-	221	221	-	8
Total income	143,145	153,449	10,304		
Expenses					
Employee costs	55,114	54,120	994	1.80	9
Materials, services and contracts	27,470	28,469	(999)	(3.64)	10
Depreciation	21,988	22,175	(187)	(0.85)	
Amortisation - Intangible assets	1,694	1,243	451	26.62	11
Amortisation - Right of use assets	-	528	(528)	-	12
Bad and Doubtful debts	-	190	(190)	-	
Borrowing costs	129	109	20	15.50	
Finance costs - Leases	-	73	(73)	-	
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	(95)	1,595	(1,690)	1,778.95	13
Other expenses	20,047	18,619	1,428	7.12	14
Total expenses	126,347	127,121	(774)		
Surplus for the year	16,798	26,328	9,530	56.73	

Note 1 Performance against budget (cont.)

1.1 Income and expenditure (cont.)

(i) Explanation of material variations

Ref.	Item	Explanation
1	Statutory fees and fines	Outcome: Less than budget \$394,000 or 10.42 % Statutory fees were lower than budget by \$0.39 million mainly due to a reduction in planning permit income (\$0.27 million) as a result of the softening of the development market and a decline in high value applications and lower than expected asset protection permit income (\$0.1 million).
2	User fees and charges	Outcome: Less than budget \$1,226,000 or 12.08 % User fees and charges were lower than budget due to the impact of the COVID-19 pandemic on a number of Council's services. The major contributors were: * Hire income for Community Venues and the Function Centre were unfavourable by \$0.92 million due to the COVID-19 shutdown restrictions; * A loss of \$0.23 million of revenue from Council's Aquatic and Leisure facility (Aquarena) affected by the COVID-19 forced shutdown; and * The Art Studios and Child Care Services income were also affected by the COVID-19 pandemic by \$0.22 million.
3	Contributions - monetary	Outcome: Greater than budget \$2,170,000 or 27.19 % Developers' cash contributions in lieu of public open space and infrastructure requirements were \$1.59 million higher than budget and relate to the level of development in Manningham. These funds are placed into a cash backed reserve to be used to fund recreation and open space improvements for the community.
4	Contributions - non-monetary	Outcome: Greater than budget \$7,324,000 or 732.40 % The value of land under roads, land, building, drainage pipes and pits and other infrastructure assets transferred to Manningham by developers was \$7.25 million higher than originally budgeted. The major contributor relates to the Tullamore Estate residential development and upgrade of the MannaCare accommodation (residential aged care in Manningham).
5	Grants - operating	Outcome: Greater than budget \$2,489,000 or 25.48 % A change in the timing of Financial Assistance Grants resulted in the bringing forward of \$1.39 million of the 2020/21 grant revenue into the 2019/20 year. In addition, Council received \$0.62 million of higher than budgeted grants during the year for Aged & Disability Support Services, Immunisation and School Crossing Supervisor programs.
6	Grants - capital	Outcome: Less than budget \$231,000 or 12.21 % Capital grants from State and Federal for the purpose of funding the Capital Works Program were lower than budgeted by \$1.0 million for works to be undertaken in 2019/20. This is partly offset by earlier than budgeted receipt of half of the 2020/21 Financial Assistance Grant allocation of \$0.45 million and higher than budgeted Roads to Recovery grant of \$0.13 million.
7	Other income	Outcome: Less than budget \$189,000 or 6.84 % Other income is less than budget mainly due to declining interest revenues resulting from lower term deposit interest rates for Council's surplus funds. The Reserve Bank has lowered the official interest rate from 1.25% to the current historical low rate of 0.25%, representing an 80% decline since the budget was adopted in June 2019.
8	Share of gain/(loss) from investment in associate	Outcome: Greater than budget \$221,000 or 100.00 % Council has a 32.61 per cent equity interest in the Whitehorse Manningham Regional Library Corporation (WMRL). During the year Manningham's share of the WMRL increased in value by \$0.22 million.

Note 1 Performance against budget (cont.)

1.1 Income and expenditure (cont.)

Explanation of material variations

Ref.	Item	Explanation
9	Employee costs	Outcome: Less than budget \$994,000 or 1.80 % Employee costs for 2019/20 were \$0.99 million or 1.80 per cent less than budget. This relates to staff salary savings and efficiencies resulting from vacancies and managing the services within existing resources. In addition, higher than budgeted capitalised labour (supervision costs undertaken by staff and charged to the capital works program) attributed to the favourable variance.
10	Materials, services and contracts	Outcome: Greater than budget \$999,000 or 3.64 % Materials, services and contracts were \$1.0 million or 3.64 per cent greater than budget. This is mainly attributable to: * Contract variation expenditure relating to the management of Council's Aquatic facility (Aquarena) and Indoor Stadiums due to the COVID-19 shutdown. The restrictions resulted in the facilities being closed leading to unbudgeted contract variation costs of \$0.62 million; * Unbudgeted expenditure of \$0.32 million towards dealing with the effects of COVID-19. This includes cleaning, software, contractor and materials (purchase of PPEs) and support funding to community organisations funded by the COVID-19 Community Relief Fund; and * Expenses associated with the response and recovery efforts of the January 2020 massive storm event (including extensive hail storm damage) resulting in an unfavourable variance of \$0.31 million.
11	Amortisation - Intangible assets	Outcome: Less than budget \$451,000 or 26.62 % Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's intangible assets (software). The expenses were lower than budget predominately due to timing of projects.
12	Amortisation - Right of use assets	Outcome: Greater than budget \$528,000 or 100.00 % With the introduction of the new Accounting Standard (AASB 16 Leases) effective from July 2019, lease expense associated with IT equipment and buildings has now been classified as finance costs (leases) and amortisation expense.
13	Net (gain)/loss on disposal of property, infrastructure, plant and equipment	Outcome: Less than budget \$1,690,000 or 1778.95 % Net loss on disposal of assets is mainly attributable to the demolition/write-down of four residential dwellings totalling \$1.59 million as part of the proposed Hepburn Road project. This is partly offset by a net gain of \$0.35 million on disposal/replacement of existing assets as part of the ongoing Plant Replacement Program.
14	Other expenses	Outcome: Less than budget \$1,428,000 or 7.12 % Other expenses include a wide range of costs incurred in delivering Council services and include utilities, software licences, legal expenses, consultancy, insurance, postage, telephone and general office expenses. The favourable variance is primarily due to: * Savings in Transformation projects due to some delays and some components of projects being reduced. As some projects were delayed, licence costs were lower than anticipated as the licence fee budget had been premised on a full 12 months; * Expenditures associated with the Tikalara Project were initially budgeted for in the operating budget but were classified as capital expenditure; * Favourable variances in leases and rental accounts were mainly due to the introduction of the new Accounting Standard (AASB 16 Leases) and the new recognition of Right of Use Assets and the associated amortisation expense. The new Accounting Standard has resulted in savings in Other expenses which are offset by unbudgeted expenditure in amortisation expense (refer above); and * Further savings are derived from a wide range of operational accounts (staff training/conferences/travel, catering and general office expenses) which assisted in partially offsetting the financial impact of the COVID-19 pandemic on Council. These savings are partly offset by: * COVID-19 Community Relief funding of \$0.21 million to community organisations to assist the local community during the COVID-19 pandemic; and * Unbudgeted expenditure of \$0.85 million that was originally budgeted in the Capital Works Program but has been classified as non capital in nature and transferred to Other expenses.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 1 Performance against budget (cont.)

1.2 Capital works

	Budget 2020 \$'000	Actual 2020 \$'000	Variance 2020 \$'000	Variance 2020 %	Ref
Property					
Land under roads	-	212	(212)	(100.00)	15
Buildings	6,540	8,438	(1,898)	(29.02)	16
Total property	6,540	8,650	(2,110)		
Plant, equipment and other assets					
Plant, machinery and equipment	2,298	2,078	220	9.57	17
Fixtures, fittings and furniture	69	153	(84)	(121.74)	18
Computers and telecommunications	895	237	658	73.52	19
Artworks	20	13	7		
Total plant, equipment and other assets	3,282	2,481	801		
Infrastructure					
Roads	16,691	15,641	1,050	6.29	20
Bridges	-	10	(10)	(100.00)	
Footpaths and cycleways	3,183	5,506	(2,323)	(72.98)	21
Off street car parks	-	78	(78)	(100.00)	
Drainage	5,750	4,652	1,098	19.10	22
Recreational, leisure and community facilities	6,264	3,360	2,904	46.36	23
Parks, open space and streetscapes	5,428	4,317	1,111	20.47	24
Drainage	37,316	33,564	3,752		
Intangible assets					
Software	3,208	3,748	(540)	(16.83)	25
Total intangible assets	3,208	3,748	(540)		
Total capital works expenditure	50,346	48,443	1,825	3.62	
Represented by:					
New asset expenditure	13,818	11,583	2,235	16.17	
Asset renewal expenditure	28,040	31,502	(3,462)	(12.35)	
Asset expansion expenditure	2,161	1,097	1,064	49.24	
Asset upgrade expenditure	6,327	4,261	2,066	32.65	
Total capital works expenditure	50,346	48,443	1,903		

Note 1 Performance against budget (cont.)

1.2 Capital works (cont.)

(i) Explanation of material variations

Ref.	Item	Explanation
15	Land under roads	Outcome: Greater than budget \$212,000 or 100.00 % Capital expenditure of \$212,000 associated with land under roads was initially budgeted under the roads asset category.
16	Buildings	Outcome: Greater than budget \$1,898,000 or 29.02 % Higher than budgeted expenditure on programmed building projects including works on the Timber Reserve Pavilion, Bulleen Tennis Club and Lower Templestowe Community Centre resulted in an unfavourable variance. In addition to this some unanticipated hail damage renewal work was required.
17	Plant, machinery and equipment	Outcome: Less than budget \$220,000 or 9.57 % Overseas supply chain issues caused by the COVID-19 pandemic resulted in delays in vehicle availability.
18	Fixtures, fittings and furniture	Outcome: Greater than budget \$84,000 or 121.74 % A number of upgrades to fixtures and fittings were carried out to make office spaces more COVID-19 friendly.
19	Computers and telecommunications	Outcome: Less than budget \$658,000 or 73.52 % A number of projects notably "Network Infrastructure", "Public Access Weave" were classified as "Computer and Telecommunications" related when in actuality they had a very large software component. This caused an under-expenditure against "Computers and Telecommunications" and a corresponding over-expenditure against "Software" (refer to over-expenditure in the Software category).
20	Roads	Outcome: Less than budget \$1,050,000 or 6.29 % A number of road projects were delayed, the most significant example being Jumping Creek Road for which funding will be carried forward to 2020/21.
21	Footpaths and cycleways	Outcome: Greater than budget \$2,323,000 or 72.98 % Additional funding was transferred to priority footpath and cycleway projects at the mid-year review when it became apparent expenditure in other areas was falling behind and unlikely to recover by year's end.
22	Drainage	Outcome: Less than budget \$1,098,000 or 19.10 % A number of drainage projects notably Valencia Terrace were delayed and will be completed in 2020/21.
23	Recreational, leisure and community facilities	Outcome: Less than budget \$2,904,000 or 46.36 % A number of major recreation and leisure projects including those at Pettys and Rieschiecks reserves were unable to be completed in 2019/20 for varying reasons, and the funding for these projects has been carried forward to 2020/21.
24	Parks, open space and streetscapes	Outcome: Less than budget \$1,111,000 or 20.47 % A number of parks and open space projects including Lions Park in Warrandyte, the extension of the Main Yarra Trail and Ironbark Reserve were delayed due to a range of reasons including tendering difficulties, resourcing issues and the impact of the COVID-19 pandemic.
25	Software	Outcome: Greater than budget \$540,000 or 16.83 % A number of projects including Network Infrastructure and Public Access Weave were classified as "Computers and Telecommunications" related when in actuality they had a very large software component. This caused an under-expenditure against "Computers and Telecommunications" and a corresponding over-expenditure against "Software" (refer to under-expenditure in Computers and Telecommunications category).

Note 2 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

(a) CEO Office

CEO Office is responsible for providing a range of strategic and operational services including elected representatives, legal, governance and risk, people and communications services.

City Services

City Services is responsible for delivering services to the community centred around sport and recreation, accommodation, drainage amenity, cleanliness, waste management, traffic management and emergency response. It is also responsible for protecting, maintaining and enhancing Manningham's assets and natural environment, including its buildings, roads, car parks, drains, footpaths, parks, bushlands, streetscapes and other infrastructure.

City Planning and Community

The City Planning and Community area includes services relating to strategic land use planning, social planning, transport planning, strategic drainage planning, urban design and open space planning, development approvals and compliance, environmental health, local laws, school crossings, economic development, community development, community and cultural events, community venues, aged and disability support, maternal and child health, kindergartens and libraries.

Shared Services

Shared Services provide a range of support services across council to enable the delivery of council services. The provision of these services includes financial and procurement services, customer service (citizen connect), information technology, and transformation.

Corporate Activities

Corporate activities relates to services to ratepayers, council and executives which are not allocated to individual directorates. This includes general rates revenue, interest on investments, Financial Assistance Grants, asset sales, depreciation and capital grants. The value of Council land and buildings is also retained in the Corporate activities service area.

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

2020	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total capital expenses \$'000	Total assets \$'000
CEO Office	11	7,072	(7,061)	-	-	-
City Services	519	30,338	(29,819)	228	35,642	635,666
City Planning and Community	26,559	39,459	(12,900)	9,195	174	52,480
Shared Services	19,574	51,289	(31,715)	389	3,985	6,419
Corporate Activities	106,786	(1,037)	107,823	4,106	8,642	1,495,299
	153,449	127,121	26,328	13,918	48,443	2,189,864

2019	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total capital expenses \$'000	Total assets \$'000
CEO Office	10	6,819	(6,809)	-	-	-
City Services	20,518	58,607	(38,089)	628	19,693	609,763
City Planning and Community	24,013	41,081	(17,068)	8,887	61	52,466
Shared Services	112	14,653	(14,541)	-	3,484	9,408
Corporate Activities	103,947	(1,712)	105,659	4,657	3,731	1,545,779
	148,600	119,448	29,152	14,172	26,969	2,217,416

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 3 Funding for the delivery of our services		
3.1 Rates and charges		
<p>The Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its land value and the value of improvements such as buildings and other improvements.</p> <p>The CIV used to calculate general rates for 2019/20 was \$52,492 million (2018/19, \$59,710 million). The 2019/20 rate in the CIV dollar was 0.00173238 (2018/19, 0.00146783).</p>		
General rates	90,826	87,567
Supplementary rates	842	750
Recreational land	29	29
Interest on rates and charges	519	507
	92,216	88,853
Waste charges	13,737	13,126
	13,737	13,126
Total rates and charges	105,953	101,979
<p>The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation will be first applied in the rating year commencing 1 July 2020.</p> <p>Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.</p>		
3.2 Statutory fees and fines		
Infringements and costs	1,081	1,395
Town planning fees	1,396	1,543
Land and property information certificates	403	400
Asset protection and other permits	509	311
Total statutory fees and fines	3,389	3,649
<p>Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.</p>		

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 3 Funding for the delivery of our services (cont.)		
3.3 User fees and charges		
Hall hire and function centre charges	1,073	1,683
Social and community services charges	453	617
Town planning fees (non-statutory)	797	606
Aged services fees	798	839
Registration fees	1,310	1,229
Advertising fees	215	794
Culture and recreation fees	157	364
Chargeable works fees	1,044	1,171
Rent and lease charges	1,956	1,880
Other fees and charges	1,116	1,738
Total user fees and charges	8,919	10,921
User fees and charges by timing of revenue recognition		
User fees and charges recognised over time	-	-
User fees and charges recognised at a point in time	8,919	10,921
Total user fees and charges	8,919	10,921
User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.		
3.4 Grants (Funding from other levels of government)		
Grants were received in respect of the following:		
Summary of grants		
Commonwealth funded grants	10,648	10,084
State funded grants	3,270	4,088
Total grants received	13,918	14,172
(a) Operating grants		
Recurrent - Commonwealth Government		
Financial Assistance Grants	2,673	2,613
Aged services	6,276	6,087
Recurrent - State Government		
Aged services	262	791
Economic and environment	48	-
Immunisation	96	92
Maternal and child health	741	777
School crossing supervisors	303	-
Social and community	777	853
Community safety	-	20
Other	392	441
Total recurrent operating grants	11,568	11,674
Non-recurrent - Commonwealth Government		
Aged services	109	-
Non-recurrent - State Government		
Economic and environment	5	34
Community safety	-	9
Social and community	34	30
Other	541	382
Total non-recurrent operating grants	689	455
Total operating grants	12,257	12,129

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 3 Funding for the delivery of our services (cont.)		
3.4 Grants (Funding from other levels of government) (cont.)		
(b) Capital grants		
<i>Recurrent - Commonwealth Government</i>		
Financial Assistance Grants - local roads	869	831
Roads to Recovery	536	368
<i>Recurrent - State Government</i>		
Recreation	-	469
Total recurrent capital grants	<u>1,405</u>	<u>1,668</u>
<i>Non-recurrent - Commonwealth Government</i>		
Other	185	185
<i>Non-recurrent - State Government</i>		
Recreation	28	56
Roads to Recovery	-	26
Other	43	108
Total non-recurrent capital grants	<u>256</u>	<u>375</u>
Total capital grants	<u>1,661</u>	<u>2,043</u>
(c) Unspent grants received on condition that they be spent in a specific manner		
Operating		
Balance at start of year	1,589	1,643
Received during the financial year and remained unspent at balance date	1,858	1,613
Received in prior years and spent during the financial year	(1,588)	(1,667)
Balance at year end	<u>1,859</u>	<u>1,589</u>
Capital		
Balance at start of year	1,323	1,026
Received during the financial year and remained unspent at balance date	1,157	1,120
Received in prior years and spent during the financial year	(855)	(823)
Balance at year end	<u>1,625</u>	<u>1,323</u>
Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.		
3.5 Contributions		
Monetary	10,152	7,037
Non-monetary	8,324	7,585
Total contributions	<u>18,476</u>	<u>14,622</u>
Contributions of monetary assets comprised of:		
Resort and recreation Contributions (Public Open Space contributions)	8,615	6,364
Doncaster Hill activity centre Developers Contributions	955	-
Operating contributions	70	44
Capital contributions	512	629
Total monetary contributions	<u>10,152</u>	<u>7,037</u>
Non-monetary contributions were received in relation to the following categories:		
Land	1,198	-
Land under roads	3,313	-
Buildings	242	5,998
Infrastructure	3,493	1,587
Volunteer Services	78	-
Total non-monetary contributions	<u>8,324</u>	<u>7,585</u>
Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.		

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 3 Funding for the delivery of our services (cont.)		
3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment		
Proceeds from disposal	655	4,584
Written down value of assets disposed	(276)	(3,663)
Written down value of assets scrapped	(1,974)	(825)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	(1,595)	96
The profit or loss on disposal of an asset is determined when control of the asset has passed to the buyer.		
3.7 Other income		
Interest on investments	1,469	1,981
Other	1,104	1,102
Total other income	2,573	3,083
Interest is recognised progressively as it is earned.		
Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.		
Note 4 The cost of delivering services		
4.1 Employee costs		
(a) Wages and salaries	42,102	41,738
Casual staff	4,962	4,288
Salary oncost *	6,665	6,673
Other employee costs	391	627
Total employee costs	54,120	53,326
Engineering design work and capital project supervision completed by employees to the value of \$2.805 million (\$2.704 million 2018/19) is reported in the Statement of Capital Works, and is not included in employee costs.		
* Salary oncost includes annual leave and long service leave provision, Workcover and superannuation costs.		
(b) Superannuation		
Manningham City Council made contributions to the following funds:		
Defined benefit fund		
Employer contributions - Local Authorities Superannuation Fund (Vision Super)	279	304
	279	304
Employer contributions payable as at 30 June	-	-
Accumulation funds		
Employer contributions - Local Authorities Superannuation Fund (Vision Super)	2,265	2,305
Employer contributions - other funds	1,628	1,455
	3,893	3,760
Employer contributions payable as at 30 June	-	-
Refer to note 9.3 for further information relating to Council's superannuation obligations.		

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 4 The cost of delivering services (cont.)		
4.2 Materials, services and contracts		
Materials, services and general maintenance	5,446	4,311
Plant and equipment maintenance	544	601
Contracts and services - community building repairs and maintenance	1,538	1,435
Contracts and services - parks, gardens, sporting reserves and street trees	7,130	4,092
Contracts and services - drains, roads and footpaths	2,929	2,677
Contracts and services - waste collection and disposal services	10,882	10,330
Total materials, services and contracts	28,469	23,446
4.3 Depreciation		
Property	3,931	3,875
Plant, machinery and other assets	1,909	1,677
Infrastructure	16,335	15,046
Total depreciation	22,175	20,598
<i>Refer to note 5.2(b), 5.8 and 6.1 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.</i>		
4.4 Amortisation - Intangible assets		
Software	1,243	1,042
Total amortisation - intangible assets	1,243	1,042
4.5 Amortisation - Right of use assets		
Property	305	-
Equipment	223	-
Total amortisation - right of use assets	528	-
4.6 Bad and doubtful debts		
Parking fine debtors	144	344
Other debtors	46	63
Total bad and doubtful debts	190	407
Movement in provisions for doubtful debts		
Balance at the beginning of the year	1,201	839
New provisions recognised during the year	190	407
Amounts provided for but recovered during the year	(14)	(45)
Balance at end of year	1,377	1,201
Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.		

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 4 The cost of delivering services (cont.)		
4.7 Borrowing costs		
Interest - borrowings	109	309
Total borrowing costs	<u>109</u>	<u>309</u>
Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.		
4.8 Finance costs - Leases		
Interest - Lease liabilities	73	-
Total finance costs	<u>73</u>	<u>-</u>
4.9 Other expenses		
Community grants and contributions		
Community grants	1,237	1,880
Library contributions	3,754	3,695
Total community grants and contributions	<u>4,991</u>	<u>5,575</u>
Utilities		
Utilities, rent, and cleaning	1,508	2,005
Street lighting	835	777
Total utilities	<u>2,343</u>	<u>2,782</u>
Other miscellaneous expenses		
Auditor's remuneration - VAGO - annual financial statement and grant acquittals	63	63
Auditor's remuneration - other parties	21	25
Auditor's remuneration - Internal audit	112	41
Councillors' allowances	316	310
Fire service levy	126	124
Insurance	784	655
Leases	379	590
Consultants - engineering	292	241
Consultants - human resources	37	100
Consultants - economic and environmental	621	429
Consultants - other	356	281
Bank charges	266	280
Catering (including function centre)	321	592
Legal	1,445	1,117
Software licences	2,398	2,032
Telephone	649	479
Postage	406	246
Printing	270	336
Training	344	254
Design fees and maintenance - non capital	848	2,419
Volunteer Services	78	-
Other	1,153	1,349
Total other miscellaneous expenses	<u>11,285</u>	<u>11,963</u>
Total other expenses	<u>18,619</u>	<u>20,320</u>

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 5 Our financial position		
5.1 Financial assets		
(a) Cash and cash equivalents		
Cash on hand	8	8
Cash at bank	850	1,334
Term deposits (with term up to 3 months) and at-call with banks	64,500	63,000
Total cash and cash equivalents	65,358	64,342
(b) Other financial assets		
Term deposits - current	20,663	23,200
Term deposit - refundable Manningham Centre Association bond	500	500
Total other financial assets	21,163	23,700
Total financial assets	86,521	88,042
Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:		
- Trust funds and deposits (Note 5.3(b))	13,385	12,574
- Reserve funds (note 9.1(b))	14,286	9,227
- Waste initiative fund*	9,592	10,624
Total restricted funds	37,263	32,425
Total unrestricted cash and cash equivalents	28,095	31,917
* The Waste initiative fund is the value of waste charges collected under s162 of the <i>Local Government Act 1989</i> , and is to be applied to fund future waste collection and disposal activities.		
Intended allocations		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
- Cash held to fund carried forward capital works	5,762	11,886
- Loan repayment	-	3,640
- Superannuation defined benefit potential future call	6,500	5,000
- Asset sales to fund future capital works program	4,510	5,006
- Grants received in advance	3,484	3,537
- Other intended allocation	724	781
Total funds subject to intended allocations	20,980	29,850
Cash and cash equivalents include cash on hand, deposits at call and other highly liquid investments with maturities of 90 days or less from the date of acquisition, net of outstanding bank overdrafts.		
Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.		

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 5 Our financial position (cont.)		
5.1 Financial assets (cont.)		
(c) Trade and other receivables		
Current		
<i>Statutory receivables</i>		
Rates debtors	9,107	7,040
Infringement debtors	870	847
Special rate schemes	119	129
Net GST receivable	1,440	1,083
<i>Non statutory receivables</i>		
Other debtors	2,022	2,062
Provision for doubtful debts - other debtors	(95)	(63)
Total current trade and other receivables	13,463	11,098
Non-current		
<i>Statutory receivables</i>		
Infringement court	1,282	1,138
Provision for doubtful debts - infringement court	(1,282)	(1,138)
<i>Non statutory receivables</i>		
Other receivables	55	31
Total non-current trade and other receivables	55	31
Total trade and other receivables	13,518	11,129
Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.		
(d) Ageing of receivables		
At balance date other debtors representing financial assets were past due but not impaired. The ageing of the Council's trade and other receivables (excluding statutory receivables) was:		
Current (not yet due)	1,122	1,300
Past due between 31 and 60 days	121	105
Past due between 61 and 90 days	237	197
Past due by more than 91 days	542	460
Total trade and other receivables	2,022	2,062

Notes to the Financial Report
For the Year Ended 30 June 2020MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 5 Our financial position (cont.)		
5.2 Non-Financial assets		
(a) Other assets		
Accrued income - interest	39	124
Accrued income - other	115	1,160
Prepayments	1,094	1,396
Inventories	162	123
Total other assets	1,410	2,803
(b) Intangible assets		
Software	4,947	3,487
Total intangible assets	4,947	3,487
Gross carrying amount		
Balance at 1 July	12,905	11,552
Additions from internal developments	1,184	530
Transfer from work in progress	1,519	823
Balance at 30 June	15,608	12,905
Accumulated amortisation		
Balance at 1 July	(9,418)	(8,376)
Amortisation expense	(1,243)	(1,042)
Balance at 30 June	(10,661)	(9,418)
Net book value at 30 June	4,947	3,487
Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.		
5.3 Payables		
(a) Trade and other payables		
Trade payables	4,086	552
Employee benefits and related costs	2,069	1,553
Accrued expenses	15,842	10,516
Total trade and other payables	21,997	12,621
(b) Trust funds and deposits		
Contract retention	1,295	1,136
Landscape bonds	6,125	5,870
Miscellaneous works deposits	406	208
Asset protection bonds	4,558	4,416
Subdivider deposits	163	163
Refundable Manningham Centre Association bond	500	500
Fire services levy	87	31
Other refundable deposits	251	250
Total trust funds and deposits	13,385	12,574

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 5 Our financial position (cont.)		
(c) Unearned income		
Grants received in advance - operating	357	-
Grants received in advance - capital	1,178	-
Income received in advance - rent	237	428
Income received in advance - rates	589	530
Total unearned income	2,361	958

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Refundable deposits - Deposits are taken by council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

5.4 Interest bearing liabilities

Current

Borrowings - secured	-	7,279
	-	7,279
Total interest-bearing loans and borrowings	-	7,279

The maturity profile for Council's borrowings is:

Not later than one year	-	7,279
	-	7,279

Aggregate carrying amount of interest-bearing loans and borrowings:

Current	-	7,279
	-	7,279

Borrowings were initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 5 Our financial position (cont.)

5.5 Provisions

	Annual leave	Long service leave	Total
	\$ '000	\$ '000	\$ '000
2020			
Balance at beginning of the financial year	4,342	9,293	13,635
Amounts used	(3,002)	(1,518)	(4,520)
Additional provisions	3,616	1,645	5,261
Balance at the end of the financial year	4,956	9,420	14,376
2019			
Balance at beginning of the financial year	4,437	8,922	13,359
Amounts used	(3,650)	(2,134)	(5,784)
Additional provisions	3,555	2,505	6,060
Balance at the end of the financial year	4,342	9,293	13,635
		2020	2019
		\$'000	\$'000
Employee provisions			
Current provisions expected to be wholly settled within 12 months			
Annual leave		3,304	2,956
Long service leave		719	675
		4,023	3,631
Current provisions expected to be wholly settled after 12 months			
Annual leave		1,652	1,386
Long service leave		7,299	7,262
		8,951	8,648
Total current employee provisions		12,974	12,279
Non-current			
Long service leave		1,402	1,356
Total non-current employee provisions		1,402	1,356
Aggregate carrying amount of employee provisions:			
Current		12,974	12,279
Non-current		1,402	1,356
Total aggregate carrying amount of employee provisions		14,376	13,635

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 5 Our financial position (cont.)		
5.5 Provisions (cont.)		
<i>Long service leave</i>		
Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.		
<i>Key assumptions:</i>		
- discount rate	0.60%	1.17%
- index rate	2.25%	3.00%
5.6 Financing arrangements		
The Council has the following funding arrangements in place as at 30 June.		
Bank overdraft	1,000	1,000
Credit card facilities	250	250
Total facilities	<u>1,250</u>	<u>1,250</u>
Used facilities	17	41
Unused facilities	<u>1,233</u>	<u>1,209</u>

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 5 Our financial position (cont.)

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2020	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Operating					
Garbage collection	5,501	5,758	18,934	-	30,193
Meals for delivery	248	253	797	-	1,298
Hard and green waste collection	869	936	3,258	-	5,063
Total	6,618	6,947	22,989	-	36,554
Capital					
Roads & Footpaths	1,951	-	-	-	1,951
Drainage	1,477	-	-	-	1,477
Other - recreation and open space	5,693	-	-	-	5,693
Buildings	1,644	-	-	-	1,644
Plant and equipment	1,206	-	-	-	1,206
Total	11,971	-	-	-	11,971

2019	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Operating					
Garbage collection	5,323	5,570	18,318	-	29,211
Meals for delivery	272	278	875	-	1,425
Hard and green waste collection	909	978	3,407	-	5,294
Total	6,504	6,826	22,600	-	35,930
Capital					
Roads	4,489	-	-	-	4,489
Drainage	770	-	-	-	770
Other - recreation & open space	828	-	-	-	828
Buildings	2,659	-	-	-	2,659
Plant and equipment	770	-	-	-	770
Total	9,516	-	-	-	9,516

Note 5 Our financial position (cont.)**5.8 Leases****Policy applicable before 1 July 2019**

As a lessee, council classifies leases as operating or finance leases based on its assessment of whether the lease transferred significantly all of the risks and rewards incidental to ownership of the underlying asset to council.

Operating lease payments, including any contingent rentals, were recognised as an expense in the comprehensive income statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. The leased asset was not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease are recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives were received to enter into operating leases, the aggregate cost of incentives are recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis is more representative of the time pattern in which economic benefits from the leased asset were consumed.

Policy applicable after 1 July 2019

Council has applied *AASB 16 Leases* using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information. The council applied the approach consistently to all leases in which it is a lessee.

On transition to *AASB 16 Leases*, Council elected to apply the practical expedient to 'grandfather' the assessment of which transactions are leases. The council has applied this practical expedient to all of its contracts and therefore applied *AASB 16 Leases* only to contracts that were previously identified as leases.

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Peppercorn Leases - Council has one peppercorn lease arrangement and has opted not to recognise this as per the moratorium allowed to non-for-profit entities during the 2019/20 financial year under *AASB 16*.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 5 Our financial position (cont.)

5.8 Leases (cont.)

Right-of-Use Assets	Property	Plant and equipment	Total
	\$'000	\$'000	\$'000
Balance at 1 July 2019	2,830	351	3,181
Additions	-	-	-
Amortisation charge	(305)	(223)	(528)
Balance at 30 June 2020	2,525	128	2,653

Lease Liabilities	2020
	\$'000
Maturity analysis - contractual undiscounted cash flows	464
Less than one year	1,263
One to five years	1,262
More than five years	2,989
Total undiscounted lease liabilities as at 30 June:	2,989
Lease liabilities included in the Balance Sheet at 30 June:	
Current	403
Non-current	2,283
Total lease liabilities	2,686

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of plant and equipment that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of \$10,000), including some IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:	2020
	\$'000
Short-term leases	90
Leases of low value assets	289
Total	379
Variable lease payments (not included in measurement of lease liabilities)	

Non-cancellable lease commitments - Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:	
Within one year	248
Later than one year but not later than five years	27
Total lease commitments	275

Leases classified as operating leases under AASB 117 Leases

At transition, lease liabilities were measured at the present value of the remaining lease payments, discounted at Council's incremental borrowing rate as at 1 July 2019. Right-of-use assets are measured at an amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments. Council applied this approach to all applicable leases.

Council used the following practical expedients when applying AASB 16 Leases to leases previously classified as operating leases under AASB 117 Leases.

- Applied a single discount rate to a portfolio of leases with similar characteristics.
- Adjusted the right-of-use assets by the amount of AASB 137 Provisions, Contingent Liabilities and Contingent Assets onerous contract provision immediately before the date of initial application, as an alternative to an impairment review.
- Applied the exemption not to recognise right-of-use assets and liabilities for leases with less than 12 months of lease term.
- Used hindsight when determining the lease term if the contract contains options to extend or terminate the lease.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 5 Our financial position (cont.)

5.8 Leases (cont.)

Impact on financial statement

On transition to AASB 16 Leases, Council recognised an additional \$3.181m of right-of-use assets and \$3.181m of lease liabilities.

When measuring lease liabilities, Council discounted lease payments using its incremental borrowing rate at 1 July 2019. The weighted-average rate applied is 2.26%.

	2019
	\$'000
Operating lease commitment at 30 June 2019 as disclosed in Council's financial statements	4,682
Discounted using the incremental borrowing rate at 1 July 2019	3,850
- Recognition exemption for:	
leases of short-term and/or low-value assets	(669)
- Lease liabilities recognised as at 1 July 2019	3,181

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 6 Assets we manage

6.1 Property, infrastructure, plant, equipment and other fixed assets

Summary of property, infrastructure, plant, equipment and other fixed assets

	At Fair Value 1 July 2019	Acquisitions	Contributions	Revaluation	Depreciation	Disposal	Transfers	Write Offs	At Fair Value 30 June 2020
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Land	1,264,513	212	4,511	(65,702)	-	(11)	8	-	1,203,531
Buildings	224,543	8,194	242	(5,440)	(3,931)	(1,588)	267	-	222,287
Plant, equipment and other fixed assets	11,279	2,285	-	-	(1,909)	(265)	892	-	12,282
Infrastructure	601,493	28,183	3,493	10,221	(16,335)	(386)	1,271	-	627,940
Work in progress	7,822	8,385	-	-	-	-	(3,954)	(4)	12,249
	2,109,650	47,259	8,246	(60,921)	(22,175)	(2,250)	(1,516)	(4)	2,078,289

Summary of work in progress

	Opening WIP 1 July 2019	Additions	Transfers	Write Offs	Closing WIP 30 June 2020
	\$'000	\$'000	\$'000	\$'000	\$'000
Property	1,737	244	(267)	-	1,714
Plant, equipment and other fixed assets	5,081	2,760	(2,406)	-	5,435
Infrastructure	1,004	5,381	(1,281)	(4)	5,100
	7,822	8,385	(3,954)	(4)	12,249

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 6 Assets we manage (cont.)

6.1 Property, infrastructure, plant, equipment and other fixed assets (cont.)

(a) Property

	Land - specialised \$'000	Land - non-specialised \$'000	Land under roads \$'000	Total Land \$'000	Building - specialised \$'000	Building - non-specialised \$'000	Total Buildings \$'000	Total Property \$'000	Work in Progress \$'000
At fair value 1 July 2019	1,253,345	8,591	2,577	1,264,513	372,082	4,921	377,003	1,641,516	1,737
Accumulated depreciation at 1 July 2019	-	-	-	-	(150,614)	(1,846)	(152,460)	(152,460)	-
	1,253,345	8,591	2,577	1,264,513	221,468	3,075	224,543	1,489,056	1,737
Movements in fair value									
Acquisition of assets at fair value	-	-	212	212	8,194	-	8,194	8,406	244
Contributed assets	1,198	-	3,313	4,511	242	-	242	4,753	-
Revaluation increments/decrements	(65,254)	(448)	-	(65,702)	9,110	100	9,210	(56,492)	-
Fair value of assets disposed	(11)	-	-	(11)	-	(2,158)	(2,158)	(2,169)	-
Transfers	-	-	8	8	267	-	267	275	(267)
	(64,067)	(448)	3,533	(60,982)	17,813	(2,058)	15,755	(45,227)	(23)
Movements in accumulated depreciation									
Depreciation and amortisation	-	-	-	-	(3,884)	(47)	(3,931)	(3,931)	-
Accumulated depreciation of disposals	-	-	-	-	-	570	570	570	-
Revaluation increments/decrements	-	-	-	-	(14,558)	(92)	(14,650)	(14,650)	-
	-	-	-	-	(18,442)	431	(18,011)	(18,011)	-
At fair value 30 June 2020	1,189,278	8,143	6,110	1,203,531	389,895	2,863	392,758	1,596,289	1,714
Accumulated depreciation at 30 June 2020	-	-	-	-	(169,056)	(1,415)	(170,471)	(170,471)	-
	1,189,278	8,143	6,110	1,203,531	220,839	1,448	222,287	1,425,818	1,714

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 6 Assets we manage (cont.)

6.1 Property, infrastructure, plant, equipment and other fixed assets (cont.)

(b) Plant, equipment and other fixed assets	Plant, machinery and equipment	Fixtures, fittings and furniture	Computers and telecom- munications	Artworks	Total plant, equipment and other assets	Work in Progress
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2019	14,160	9,464	3,841	1,945	29,410	5,081
Accumulated depreciation at 1 July 2019	(6,894)	(8,236)	(3,001)	-	(18,131)	-
	7,266	1,228	840	1,945	11,279	5,081
Movements in fair value						
Acquisition of assets at fair value	1,900	153	218	14	2,285	2,760
Contributed assets	-	-	-	-	-	-
Revaluation increments/decrements	-	-	-	-	-	-
Fair value of assets disposed	(1,433)	(4)	-	-	(1,437)	-
Transfers	77	4	811	-	892	(2,406)
	544	153	1,029	14	1,740	354
Movements in accumulated depreciation						
Depreciation and amortisation	(1,252)	(260)	(397)	-	(1,909)	-
Accumulated depreciation of disposals	1,168	4	-	-	1,172	-
Revaluation increments/decrements	-	-	-	-	-	-
	(84)	(256)	(397)	-	(737)	-
At fair value 30 June 2020	14,704	9,617	4,870	1,959	31,150	5,435
Accumulated depreciation at 30 June 2020	(6,978)	(8,492)	(3,398)	-	(18,868)	-
	7,726	1,125	1,472	1,959	12,282	5,435

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 6 Assets we manage (cont.)

6.1 Property, infrastructure, plant, equipment and other fixed assets (cont.)

(c) Infrastructure

	Roads \$'000	Bridges \$'000	Footpaths and cycleways \$'000	Off street car parks \$'000	Drainage \$'000	Recreational, leisure and community \$'000	Parks open spaces and streetscapes \$'000	Waste Management \$'000	Total Infrastructure \$'000	Work in Progress \$'000
At fair value 1 July 2019	397,697	22,758	119,741	20,278	400,653	25,309	35,535	5,415	1,027,386	1,004
Accumulated depreciation at 1 July 2019	(199,133)	(7,347)	(53,488)	(8,619)	(132,747)	(9,181)	(14,477)	(901)	(425,893)	-
	198,564	15,411	66,253	11,659	267,906	16,128	21,058	4,514	601,493	1,004
Movements in fair value										
Acquisition of assets at fair value	15,190	10	5,249	79	3,941	1,529	2,185	-	28,183	5,381
Contributed assets	473	-	178	-	2,842	-	-	-	3,493	-
Revaluation increments/decrements	12,844	2,297	4,651	(755)	6,221	-	-	-	25,258	-
Fair value of assets disposed	(599)	-	(315)	-	-	(21)	(40)	-	(975)	-
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-	-	(4)
Transfers	653	-	174	-	256	39	149	-	1,271	(1,281)
	28,561	2,307	9,937	(676)	13,260	1,547	2,294	-	57,230	4,096
Movements in accumulated depreciation										
Depreciation and amortisation	(7,947)	(379)	(1,308)	(291)	(3,331)	(1,197)	(1,521)	(361)	(16,335)	-
Accumulated depreciation of disposals	359	-	189	-	-	10	31	-	589	-
Revaluation increments/decrements	(7,202)	(277)	(4,536)	297	(3,319)	-	-	-	(15,037)	-
	(14,790)	(656)	(5,655)	6	(6,650)	(1,187)	(1,490)	(361)	(30,783)	-
At fair value 30 June 2020	426,258	25,065	129,678	19,602	413,913	26,856	37,829	5,415	1,084,616	5,100
Accumulated depreciation at 30 June 2020	(213,923)	(8,003)	(59,143)	(8,613)	(139,397)	(10,368)	(15,967)	(1,262)	(456,676)	-
	212,335	17,062	70,535	10,989	274,516	16,488	21,862	4,153	627,940	5,100

Note 6 Assets we manage (cont.)**6.1 Property, infrastructure, plant, equipment and other fixed assets (cont.)***Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods

Asset class	Depreciation Period	Threshold limit \$'000
Property		
Land	Infinite life	0
Land under roads	Infinite life	0
Buildings	75 - 100 years	5
Buildings on leased land	Term of lease or 75 years	
Plant, equipment and other assets		
Plant, machinery and equipment	5 - 25 years	1
Fixtures, fittings and furniture	4 - 20 years	1
Computers and telecommunications	4 - 10 years	1
Artworks	Infinite life	1
Infrastructure		
Road - pavement	30 years	10
Road - sub-pavement	120 years	10
Bridges	60 - 100 years	10
Footpaths and cycleways	60 - 100 years	10
Carparks	60 - 100 years	10
Drainage	120 years	10
Recreational, leisure and community facilities	20 years	10
Parks, open space and streetscapes	20 years	10
Waste garbage bins	20 years	0
Intangible assets		
Software	5 years	1

Land under roads

Land under roads acquired after 30 June 2008 is brought to account at cost adjusted for englobo characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. Council does not recognise land under roads that it controlled prior to that period in its financial report.

Depreciation and amortisation

Buildings, infrastructure, plant, equipment, intangible assets, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Note 6 Assets we manage (cont.)**6.1 Property, infrastructure, plant, equipment and other fixed assets (cont.)****Repairs and maintenance**

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Artworks

Artworks are not depreciated.

Valuation of land and buildings

Valuations were completed as at 30 June 2020 for Council. Valuations for 30 June 2020 are at fair value.

Non-specialised land and non-specialised buildings

Non-specialised land and non-specialised buildings are valued using the market based direct comparison method. Under this valuation method, the assets are compared to recent comparable sales or sales of comparable assets which are considered to have nominal or no added improvement value.

For non-specialised land and non-specialised buildings, a valuation was performed by Council's Manager Property Services, Mr Graham Brewer FAPI, Certified Practising Valuer (Registration Number 61916) to determine the fair value using the market based direct comparison method. Valuation of the assets was determined by analysing comparable sales and allowing for share, size, topography, location and other relevant factors specific to the asset being valued. From the sales analysed, an appropriate rate per square metre has been applied to the subject asset. The effective date of the valuation is 30 June 2020.

To the extent that non-specialised land and non-specialised buildings do not contain significant, unobservable adjustments, these assets are classified as Level 2 under the market based direct comparison approach.

Specialised land and specialised buildings

The market based direct comparison method is also used for specialised land but adjusted to reflect the specialised nature of the assets being valued. For Council specialised buildings, the depreciated replacement cost method is used, adjusting for the associated depreciation. Specialised assets contain significant, unobservable adjustments, therefore these assets are classified as Level 3 fair value measurements.

An adjustment is made to reflect a restriction on the sale or use of an asset by Council. The adjustment is an allowance made to reflect the difference in value between unrestricted assets and those held by the Council which are impacted by external restraints on their use.

The valuation of Council's specialised land and specialised buildings was performed by Council's Manager Property Services, Mr Graham Brewer FAPI, Certified Practising Valuer (Registration Number 61916). The valuation was performed using either the market based direct comparison method or depreciated replacement cost, adjusted for restrictions in use. The effective date of the valuation is 30 June 2020.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2020 are as follows:

	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Date of Valuation</i>
	<i>\$'000</i>	<i>\$'000</i>	<i>\$'000</i>	
Land	-	8,143	1,189,278	Jun 2020
Land under roads	-	-	6,110	Jun 2020
Buildings	-	1,448	220,838	Jun 2020
Total	-	9,591	1,416,226	

	<i>2020</i>	<i>2019</i>
	<i>\$'000</i>	<i>\$'000</i>
Reconciliation of specialised land		
Land under roads	6,110	2,577
Parks, reserves and other	1,189,278	1,253,345
Total specialised land	1,195,388	1,255,922

Note 6 Assets we manage (cont.)**6.1 Property, infrastructure, plant, equipment and other fixed assets (cont.)****Valuation of infrastructure assets**

Infrastructure assets (roads, bridges, footpaths and cycleways, off street car parks and drainage) are valued using the written down replacement cost of each asset. The written down replacement cost is calculated based on the remaining life of the asset, which in turn is determined based on the condition of the asset.

Infrastructure assets contain significant unobservable adjustments, therefore these assets are classified as Level 3.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 20 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

A valuation of Council's infrastructure assets was performed by Council's Manager, Infrastructure Services, Mr James Paterson *B.Eng (Civil)*. The valuation was performed based on the depreciated replacement cost of the assets. The effective date of the valuation is 30 June 2020.

There were no changes in valuation techniques throughout the period to 30 June 2020.

For all assets measured at fair value, the current use is considered the highest and best use.

Details of the Council's infrastructure information about the fair value hierarchy as at 30 June 2020 are as follows:

	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Date of Valuation</i>
	\$'000	\$'000	\$'000	
Roads	-	-	212,335	Jun 2020
Bridges	-	-	17,062	Jun 2020
Footpaths and cycleways	-	-	70,535	Jun 2020
Off street car parks	-	-	10,989	Jun 2020
Drainage	-	-	274,516	Jun 2020
Total	-	-	<u>585,437</u>	

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 6 Assets we manage (cont.)		
6.2 Investments in associates		
Whitehorse-Manningham Regional Library Corporation		
<i>Background</i>		
Manningham City Council has a 32.61% equity interest in the Whitehorse Manningham Regional Library Corporation (WMRLC) that was incorporated on 21 December 1995. Council has reported its interest in the WMRLC on the basis of equity accounting principles. Manningham City Council's share of the movement in net assets as at 30 June 2020, per draft WMRLC financial statements, has been taken up as profit of \$221,324 during the year ended 30 June 2020 (profit of \$77,955 in 2018/19). As neither council has a controlling interest, the participating councils show their contributions towards the operating expenditure of the library as an expense.		
Current assets		
Cash and cash equivalents	2,872	2,324
Trade and other receivables	48	66
Other assets	87	101
	<u>3,007</u>	<u>2,491</u>
Non-current assets		
Property & equipment	7,311	6,860
	<u>7,311</u>	<u>6,860</u>
Total assets	<u>10,318</u>	<u>9,351</u>
Current liabilities		
Payables	946	498
Provisions	1,446	1,382
	<u>2,392</u>	<u>1,880</u>
Non-current liabilities		
Provisions	181	230
	<u>181</u>	<u>230</u>
Total liabilities	<u>2,573</u>	<u>2,110</u>
Net assets	<u>7,745</u>	<u>7,241</u>
<i>Movement in carrying value of investment</i>		
Carrying value of investment at start of year	2,305	2,227
Share of surplus/(deficit) for year	221	78
Carrying value of investment at end of year	<u>2,526</u>	<u>2,305</u>

Associates are all entities over which Council has significant influence but not control or joint control. Council's investment in an associate is accounted for by the equity method as the Council has the ability to influence rather than control the operations of the entity. The investment is initially recorded at the cost of acquisition and adjusted thereafter for post-acquisition changes in the Council's share of the net assets of the entity. The Council's share of the financial result of the entity is recognised in the Comprehensive Income Statement.

Note 7 People and relationships**7.1 Council and key management remuneration****(a) Related party***Subsidiaries and Associates*

Interest in associate - Whitehorse Manningham Regional Library Corporation (WMRLC) (Ref Note 6.2)

(b) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

Councillors

Anna Chen	Councillor	(1 July 2019 - 30 June 2020)
Andrew Conlon	Councillor	(1 July 2019 - 30 June 2020)
Sophy Galbally	Councillor	(1 July 2019 - 30 June 2020)
Geoff Gough	Councillor	(1 July 2019 - 30 June 2020)
Dot Haynes	Councillor	(1 July 2019 - 30 June 2020)
Michelle Kleinert	Councillor	(1 July 2019 - 30 June 2020)
Paul McLeish	Councillor	(1 July 2019 - 7 November 2019)
	Mayor	(8 November 2019 - 30 June 2020)
Paula Piccinini	Mayor	(1 July 2019 - 7 November 2019)
	Councillor	(8 November 2019 - 30 June 2020)
Mike Zafiroopoulos AM	Councillor	(1 July 2019 - 30 June 2020)

Chief Executive Officer

Andrew Day	Chief Executive Officer	(1 July 2019 - 30 June 2020)
------------	-------------------------	------------------------------

Other Key Management Personnel

Leigh Harrison	Director City Services	(1 July 2019 - 7 March 2020)
Grant Jack	Acting Director City Services	(10 March 2020 - 29 March 2020)
Rachelle Quattrocchi	Director City Services	(30 March 2020 - 30 June 2020)
Angelo Kourambas	Director City Planning and Community	(1 July 2019 - 30 June 2020)
Philip Lee	Director Shared Services	(1 July 2019 - 30 June 2020)
Andrew McMaster	Corporate Counsel and Group Manager Governance and Risk	(1 July 2019 - 30 June 2020)
Kerryn Paterson	Group Manager People and Communications	(1 July 2019 - 30 June 2020)

	2020	2019
	No.	No.
Total number of Councillors	9	9
Chief Executive Officer and other Key Management Personnel	8	9
Total Key Management Personnel	<u>17</u>	<u>18</u>

(c) Remuneration of Key Management Personnel

	2020	2019
	\$'000	\$'000
Total remuneration of key management personnel was as follows:		
Short-term benefits	1,790	1,817
Long-term benefits	31	22
Termination benefits	-	87
Post employment benefits	136	143
Total	<u>1,957</u>	<u>2,069</u>

Note 7 People and relationships (cont.)

7.1 Council and key management remuneration (cont.)

(c) Remuneration of Key Management Personnel (cont.)

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:	2020	2019
	No.	No.
Less than \$10,000 *	1	-
\$20,000 - \$29,999	7	8
\$40,000 - \$49,999	1	-
\$50,000 - \$59,999	-	2
\$60,000 - \$69,999	1	-
\$70,000 - \$79,999	1	1
\$90,000 - \$99,999	-	1
\$190,000 - \$199,999	-	1
\$200,000 - \$209,999	-	1
\$220,000 - \$229,999	2	-
\$230,000 - \$239,999	1	-
\$240,000 - \$249,999	-	1
\$260,000 - \$269,999	-	1
\$270,000 - \$279,999	-	2
\$280,000 - \$289,999	1	-
\$290,000 - \$299,999	1	-
\$330,000 - \$339,999	1	-
	<u>17</u>	<u>18</u>

* Relates to higher duties payment for acting arrangement

(d) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$151,000.

The number of Senior Officers other than Key Management Personnel, are shown below in their relevant income bands and includes Senior Officers who commenced or retired during the year.

Income Range:	2020	2019
	No.	No.
less than \$151,000	5	10
\$151,000 - \$159,999	6	3
\$160,000 - \$169,999	3	4
\$170,000 - \$179,999	4	4
\$180,000 - \$189,999	5	1
\$190,000 - \$199,999	2	3
\$200,000 - \$209,999	3	3
\$210,000 - \$219,999	2	-
	<u>30</u>	<u>28</u>
	\$'000	\$'000
Total Remuneration, excluding resignation benefits, for the reporting year for Senior Officers	4,939	4,308

Note 7 People and relationships (cont.)**7.2 Related party disclosure****(a) Transactions with related parties**

During the year Manningham City Council provided contributions to Whitehorse Manningham Regional Library Corporation (WMRLC) with the total value of \$3.74m towards running costs as per the agreement. Council also provides accommodation to house libraries within Manningham.

No transactions other than remuneration payments, or the reimbursement of expenses as approved by Council were made with Related Parties during the reporting year (2018/19, nil).

(b) Outstanding balances with related parties

No balances are outstanding at the end of the reporting period in relation to transactions with related parties (2018/19, nil).

(c) Loans to/from related parties

There were no aggregate amount of loans in existence at balance date that have been made, guaranteed or secured by the Council to a responsible person of the Council, or a related party of a responsible person (2018/19, nil).

(d) Commitments to/from related parties

No commitments have been made by the Council to Related Parties during the reporting year 2019/20 (2018/19, nil).

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent assets

Developer contributed assets

Developer contributions to be received in respect of future subdivisions total \$2.179m (2018/19, \$4.728m).

Operating lease receivables

At the reporting date, Council had the following operating leases for the lease of Council owned land and buildings:

These properties held under operating lease have remaining non cancellable lease term of between 1 and 35 years annual rental reviews, either by fixed percentage or CPI annually.

Future minimum rentals receivable under non-cancellable operating lease as the end of year are as follow

	2020 \$'000	2019 \$'000
Not later than one year	1,433	1,671
Later than one year and not later than five years	6,877	7,027
Later than five years	7,629	8,912
	15,939	17,610

(b) Contingent liabilities

General

Council controls large areas of public open space, provides general and personal services to residents, visitors and ratepayers, has responsibilities and regulatory authorities including the issue of permits and approvals, and controls significant buildings and infrastructure assets. Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council's Risk Management Plan includes securing insurance to cover insurable risks to limit exposure to liabilities arising from actions of the Council or its Officers where it is appropriate to do so.

Bank guarantees issues

Council is responsible for the following bank guarantee:

Department of Primary Industries for \$150,000 in connection with Extractive Industry Licence No. 54-1.

Building cladding

The impact on Council for building cladding rectification works on Council's own buildings is being assessed.

Liability mutual insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI's Deed of Establishment allows for a call on each member should there be an insufficiency of capital for an insurance year which has an overall financial deficit. The deficit amount can be collected through this call and each member's liability for the amount is in direct proportion to their contribution for that year against the overall contribution pool. At reporting date Council had not been advised of call.

Superannuation contribution

Council has obligations under a defined benefit superannuation scheme, matters relating to this potential obligation are outlined in Note 9.3. As a result of the volatility in financial markets, the likelihood of making such contributions in future periods exists. At this point in time, it is not known if additional contributions will be required, their timing or potential amount.

Note 8 Managing uncertainties (cont.)**8.2 Change in accounting standards**

The following new Australian Accounting Standards (AAS's) have been issued that are not mandatory for the 30 June 2020 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)

AASB 1059 addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. It requires the grantor to:

- recognise a service concession asset constructed, developed or acquired from a third party by the operator, including an upgrade to an existing asset of the grantor, when the grantor controls the asset;
- reclassify an existing asset (including recognising previously unrecognised identifiable intangible assets and land under roads) as a service concession asset when it meets the criteria for recognition as a service concession asset;
- initially measure a service concession asset constructed, developed or acquired by the operator or reclassified by the grantor at current replacement cost in accordance with the cost approach to fair value in *AASB 13 Fair Value Measurement*. Subsequent to the initial recognition or reclassification of the asset, the service concession asset is accounted for in accordance with *AASB 116 Property, Plant and Equipment* or *AASB 138 Intangible Assets*, as appropriate, except as specified AASB 1059;
- recognise a corresponding liability measured initially at the fair value (current replacement cost) of the service concession asset, adjusted for any other consideration between the grantor and the operator; and
- disclose sufficient information to enable users of financial statements to understand the nature, amount, timing and uncertainty of assets, liabilities, revenue and cash flows arising from service concession arrangements.

Based on the Council's current assessment, there is expected to be no impact on the transactions and balances recognised in the financial statements as the Council is not a grantor in a service concession arrangement.

AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)

The Standard principally amends *AASB 101 Presentation of Financial Statements* and *AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors*. The amendments refine the definition of material in AASB 101. The amendments clarify the definition of material and its application by improving the wording and aligning the definition across AASB Standards and other publications. The impacts on the local government sector are expected to be minimal.

AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)

This Standard sets out amendments to Australian Accounting Standards, Interpretations and other pronouncements to reflect the issuance of the Conceptual Framework for Financial Reporting (Conceptual Framework) by the AASB. The impacts on the local government sector are expected to be minimal.

8.3 Financial instruments**(a) Objectives and policies**

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk is primarily through interest rate risk with insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities. Interest bearing assets are predominantly short term liquid assets. As at 30 June 2020 Council had no long term loans or borrowings and is therefore not exposed to interest rate risk on these classes of financial liabilities.

Interest rate risk on financial assets are managed through Council's investment policy which requires the investment of surplus funds only with financial institutions approved under the section 143 of the Local Government Act 1989. The Council's investment policy provides for investment restrictions such as investment placement with authorised deposit taking institutions (ADIs), placement according to Standard and Poor's credit ratings for investment institutions, staging of investment duration, and for the regular monitoring of investment performance and investment institution credit ratings.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 8 Managing uncertainties (cont.)

8.3 Financial instruments (cont.)

(b) Market risk (cont.)

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on all financial assets included in the balance sheet. The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of that financial asset.

Council manages credit risk exposure through the application of debtor management policies that include arrangement for the timely collection of debts, escalation of recovery actions, and monitoring of debt collection performance. Council also managed credit risk exposure through the application of security bonds and provisions of the Local Government Act 1989 that permit the classification of certain debts as charges against property.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To mitigate liquidity risk the entity has developed long term financial management strategies containing liquidity and cash flow targets, and regularly monitors budget performance and cash flows against forecasts. The entity has established access to overdraft facilities.

Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to any financial guarantees disclosed in Note 8.1(b), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

Council's exposure to liquidity risk is deemed insignificant based on prior periods' data, cash flow and liquidity forecasts, and current assessment of risk.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes a parallel shift of +0.25% and -0.25% in market interest rates from year-end rates of 0.25% are 'reasonably possible' over the next 12 months.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

Note 8 Managing uncertainties (cont.)**8.4 Fair value measurement**

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value.

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities.

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 6.1, Property, infrastructure, plant, equipment and other fixed assets.

In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 1 to 3 years. The valuation is performed either by experienced Council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Value in use is the depreciated replacement cost. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

Note 8 Managing uncertainties (cont.)**8.5 Events occurring after balance date**

The COVID-19 pandemic has created unprecedented economic uncertainty. Actual economic events and conditions in the future may be materially different from those estimated by Manningham City Council at the reporting date. As responses by government continue to evolve, management recognises that it is difficult to reliably estimate with any degree of certainty the potential impact of the pandemic after the reporting date on Manningham City Council, its operations, its future results and financial position.

The Victorian Government announced a State of Disaster on 2 August 2020 and "Stage 4" restrictions were applied to Metropolitan Melbourne, which includes the City of Manningham. This event does not affect amounts recognised in the 2019-20 financial statements.

The introduction of Stage 4 restrictions has had further implications for Council services and facilities beyond those already affected by the previous Stage 3 restrictions. Several of Council's services have now been or continued to be closed including Council's recreation, leisure and community facilities including Aquarena, stadiums, pavilions, libraries, community centres, the function centre, the Civic Centre and MC2.

Council's 2020-21 Adopted Budget includes estimated impacts on revenue and expenditure streams under Stage 3 restrictions for the first quarter of 2020-21. The budgeted financial impact on Council Services is \$2.4 million in 2020-21. The impact is primarily in User Fees and Statutory Fees and Charges and cost increases mainly due to the temporary closure of Council facilities.

As part of Stage 3 restrictions Council developed a targeted COVID-19 Community financial relief package in April 2020 which has effect over both the 2019-20 and 2020-21 financial years. The relief package in 2020-21 is \$3.0 million and is reflected in the 2020-21 budget. The package includes a range of initiatives designed to ease the financial burden on residents, local businesses and community and sporting groups.

Council continues to closely monitor and review the financial impacts of COVID-19 on Council's operating budget.

No other matters or circumstances have arisen since the end of the financial year which have significantly affected or may affect the operations of Manningham City Council, the results of the operations or the state of affairs of Manningham City Council in future financial years.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 9 Other matters

9.1 Reserves

(a) Asset revaluation reserves

2020	Balance at beginning of reporting year \$'000	Increment/ (decrement) \$'000	Realised Revaluation Reserve \$'000	Balance at end of reporting year \$'000
Property				
Land	1,052,469	(65,702)	40	986,807
Buildings	52,847	(5,440)	(336)	47,071
	1,105,316	(71,142)	(296)	1,033,878
Plant, equipment and other fixed assets				
Plant, machinery and equipment	19	-	-	19
Fixtures, fittings and furniture	1,006	-	-	1,006
Computers and telecommunications	75	-	-	75
Artworks	887	-	-	887
	1,987	-	-	1,987
Infrastructure				
Roads	110,473	5,642	-	116,115
Bridges	3,419	2,020	-	5,439
Footpaths and cycleways	28,728	115	-	28,843
Off street car parks	6,312	(458)	-	5,854
Drainage	166,039	2,902	-	168,941
Parks, open space and streetscapes	205	-	-	205
	315,176	10,221	-	325,397
Total	1,422,479	(60,921)	(296)	1,361,262
2019	Balance at beginning of reporting year \$'000	Increment/ (decrement) \$'000	Realised Revaluation Reserve \$'000	Balance at end of reporting year \$'000
Property				
Land	1,163,966	(107,985)	(3,512)	1,052,469
Buildings	50,331	2,516	-	52,847
	1,214,297	(105,469)	(3,512)	1,105,316
Plant, equipment and other fixed assets				
Plant, machinery and equipment	19	-	-	19
Fixtures, fittings and furniture	1,006	-	-	1,006
Computers and telecommunications	75	-	-	75
Artworks	887	-	-	887
	1,987	-	-	1,987
Infrastructure				
Roads	99,959	10,514	-	110,473
Bridges	2,034	1,385	-	3,419
Footpaths and cycleways	27,944	784	-	28,728
Off street car parks	5,291	1,021	-	6,312
Drainage	150,949	15,090	-	166,039
Parks, open space and streetscapes	205	-	-	205
	286,382	28,794	-	315,176
Total	1,502,666	(76,675)	(3,512)	1,422,479

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

Note 9 Other matters (cont.)

9.1 Reserves (cont.)

(b) Other reserves

	Balance at beginning of reporting year \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting year \$'000
2020				
Resort and recreation reserve (a)	9,227	(4,353)	8,615	13,489
Doncaster Hill activity centre reserve (b)	-	(158)	955	797
Family day care workcover levy reserve (c)	-	-	-	-
Total	9,227	(4,511)	9,570	14,286
	Balance at beginning of reporting year \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting year \$'000
2019				
Resort and recreation reserve (a)	4,970	(2,107)	6,364	9,227
Doncaster Hill activity centre reserve (b)	-	-	-	-
Family day care workcover levy reserve (c)	196	(196)	-	-
Total	5,166	(2,303)	6,364	9,227

(a) The Resort and recreation reserve was established to control contributions received from developers that will, upon completion of developments be utilised to develop recreation and other facilities for residents in the respective development areas.

(b) The Doncaster Hill activity centre reserve was established to control contributions levied on developers under the Doncaster Hill Development Contributions Plan Overlay (DCPO) and funds will be utilised to develop social and community infrastructure in accordance with the conditions contained in the DCPO.

(c) The Family day care Workcover levy reserve was established to control funds collected from family day care user charges to assist in defraying the cost of potential claims for Workcover by family day care providers. Council discontinued this service in 2009/10. No claims have been received since the discontinuance of this service in 2009/10. The reserve has been closed.

Notes to the Financial Report
For the Year Ended 30 June 2020

MANNINGHAM CITY COUNCIL
2019/20 Financial Report

	2020 \$'000	2019 \$'000
Note 9 Other matters (cont.)		
9.2 Reconciliation of cash flows		
Surplus for the year	26,328	29,152
Depreciation/amortisation	23,946	21,640
Loss on disposal of property, plant and equipment, infrastructure	1,595	(96)
Contributed assets	(8,324)	(7,585)
Share of gain from associate	(221)	(78)
Adjustment for work in progress write-off to other expenses	5	997
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	(2,279)	(613)
(Increase)/decrease in other assets	2,194	(993)
Increase/(decrease) in income received in advance	1,403	(47)
Increase/(decrease) in trade and other payables	832	(2,931)
(Decrease)/increase in other assets and liabilities	182	309
(Increase)/decrease in provisions	741	276
Adjustment for grant received in prior year spent in current year	(228)	-
Net cash provided by operating activities	<u>46,174</u>	<u>40,031</u>

9.3 Superannuation

Manningham City Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2020 this was 9.5% as required under Superannuation Guarantee legislation) (SG).

Defined Benefit

Manningham City Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Manningham City Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Manningham City Council makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary.

A triennial actuarial review is currently underway for the Defined Benefit category as at 30 June 2020 and is expected to be completed by 31 December 2020.

As at 30 June 2019, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Manningham City Council is a contributing employer was 107.1%. The financial assumptions used to calculate the VBI were:

Net investment returns	6.0% pa
Salary information	3.5% pa
Price inflation (CPI)	2.0% pa

Vision Super has advised that the actual VBI as at 30 June 2020 was 104.6%.

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the actuarial investigation determined the defined benefit category was in a satisfactory financial position and that no change was necessary to the defined benefit category's funding arrangements from prior years.

Note 9 Other matters (cont.)**9.3 Superannuation (cont.)****Employer contributions****Regular contributions**

On the basis of the results of the 2018 interim actuarial investigation conducted by the Fund's Actuary, Manningham City Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2020, this rate was 9.5% of members' salaries (9.5% in 2018/19). This rate will increase in line with any increase to the Superannuation Guarantee (SG) contribution rate.

In addition, Manningham City Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, Manningham City Council are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2019 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Manningham City Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2019 and a full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Manningham City Council is a contributing employer:

	2019	2017
	\$m	\$m
• A VBI surplus	151.3	69.8
• A total service liability surplus	233.4	193.5
• A discounted accrued benefits surplus	256.7	228.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2019.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2019.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2019.

Manningham City Council was notified of the 30 June 2019 VBI during August 2019 (2018: August 2018).

Note 9 Other matters (cont.)**9.3 Superannuation (cont.)****The 2020 triennial actuarial investigation**

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2020. It is anticipated that this actuarial investigation will be completed by 31 December 2020.

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2020 are detailed below:

Scheme	Type of Scheme	Rate	2020 \$'000	2019 \$'000
Vision super	Defined benefit	9.50%	279	304
Vision super	Accumulation fund	9.50%	2,265	2,305
Other Funds	Accumulation fund	9.50%	1,628	1,455

In addition to the above contributions, Manningham City Council has paid unfunded liability payments to Vision Super totalling \$0 during the 2019/20 year (2018/19 \$0).

There were \$0 contributions outstanding and \$0 loans issued from or to the above schemes as at 30 June 2020.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2021 is \$254,000.

Note 10 Change in accounting policy

Council has adopted AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities, from 1 July 2019. This has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements.

Due to the transition methods chosen by Council in applying these standards, comparative information throughout these financial statements has not been restated to reflect the requirements of the new standards except in relation to contracts that were not complete at 1 July 2019. The transition impact of these are detailed below.

a) AASB 15 Revenue from Contracts with Customers - Impact of Adoption

AASB 15 Revenue from Contracts with Customers applies to revenue transactions where Council provides services or goods under contractual arrangements.

Council adopted AASB 15 Revenue from Contracts with Customers using the modified (cumulative catch up) method. Revenue for 2019 as reported under AASB 118 Revenue is not adjusted, because the new standard is only applied from the date of initial application.

AASB 15 Revenue from Contracts with Customers requires revenue from contracts with customers to be recognised as Council satisfies the performance obligations under the contract.

b) AASB 16 Leases

AASB 16 Leases requires right of use assets and related liabilities for all lease agreements to be recognised on the balance sheet. The Statement of Comprehensive Income is to separately recognise the amortisation of the right of use asset, and the finance costs relating to the lease. Council has elected to adopt the modified (cumulative catch up) method under the standard and as such has not adjusted 2019 disclosures. The transition impact of these are detailed below.

c) AASB 1058 Income of Not-for-Profit Entities

AASB 1058 Income of Not-for-Profit Entities applies to income received where no contract is in place. This includes statutory charges (such as rates) as well as most grant agreements.

Council adopted AASB 1058 Income of Not-for-Profit Entities using the modified (cumulative catch up) method. Income for 2019 is not adjusted, because the new standard is only applied from the date of initial application.

AASB 1058 Income of Not-for-Profit Entities requires income to be recognised as Council satisfies the performance obligations under the contract.

d) Transition impacts

The following table summarises the impact of transition to the new standards on retained earnings at 1 July 2019:

	2019 \$'000
Retained earnings at 30 June 2019	738,643
Revenue adjustment - impact of AASB 15 Revenue from Contracts with Customers	-
Income Adjustment - impact of AASB 1058 Income of Not-for-Profit Entities	(697)
Retained earnings at 1 July 2019	<u>737,946</u>

Council adopted the practical expedient of deeming the lease asset to be equal in value to the lease liability at 1 July 2019. As such there was no impact on retained earnings on the adoption of AASB 16 Leases.

The following table summarises the impacts of transition to the new standards on Council's balance sheet for the year ending 30 June 2019.

	As reported 30 June 2019 \$'000	Adjustments \$'000	Post adoption \$'000
Assets			
Right of use assets	-	3,181	3,181
Grants receivable	-	-	-
	<u>-</u>	<u>3,181</u>	<u>3,181</u>
Liabilities			
Unearned income - operating grants	-	-	-
Unearned income - capital grants	-	697	697
Lease liability - current	-	495	495
Lease liability - non-current	-	2,686	2,686
	<u>-</u>	<u>3,878</u>	<u>3,878</u>

Note 11 Impact of COVID-19 pandemic on Council operations and the 2019/20 Financial Report

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

In response to a decrease in demand and government directives amidst the COVID-19 outbreak, a number of Council services were reduced or closed including our recreation, leisure and community facilities including Aquarena, stadiums, pavilions, libraries, community centres, the function centre, the Civic Centre and MC2. These closures resulted in a decrease in Council revenue and other unbudgeted costs. The overall net financial impact on council services of COVID-19 in 2019/20 was \$2.45 million.

In 2019/20 Council also provided a range of COVID-19 community financial relief measures including:

- Fourth quarter rate instalment payment - extension of due date to 30 June 2020, without incurring any penalty interest and the continued ability for rate payers to apply for special rate repayment arrangements for those qualifying on financial hardship grounds. Deferral of the due date and the financial impact of COVID-19 on rate payers has resulted in the rates debtor balance at 30 June 2020 being \$2.07 million higher compared to last year.
- Introduction of a COVID-19 Community Relief Fund to provide funding to sectors of the community in need.
- Rent and lease relief, and utility subsidies, for sporting clubs and community groups who use Council facilities. The relief measures above amounted to \$0.49 million in 2019/20.

Council's property assets have been valued as at 30 June 2020. The state of the property market within the review period is most influenced by the recent COVID-19 pandemic and resulting declaration of a State of Emergency.

Council's certified valuers have placed more weight on the sales that occurred in the most recent months from February to June 2020, when setting the values per square metre for this year as at 30 June 2020. Council's certified valuers have determined that the sales evidence in this period has provided reliable observations on how the property market has performed during the COVID-19 pandemic period.

Council's infrastructure assets have been valued as at 30 June 2020. The market that the infrastructure assets are transacted in is being impacted by the uncertainty that the COVID-19 pandemic has caused.

Council continues to closely monitor the impact of the COVID-19 pandemic and work with the community through these challenging times.

Manningham City Council Performance Statement

For the Year Ended 30 June 2020

Description of municipality

Manningham City Council is located in Melbourne's north-eastern suburbs, commencing with its western boundary in Bulleen, 12 kilometres from the Melbourne CBD and extending to Wonga Park at its eastern extremity, 32 kilometres from the CBD. The City is bounded by the Yarra River, Banyule City and Nillumbik Shire in the north, Yarra Ranges Shire in the east, Koonung Creek, Maroondah City and the Cities of Whitehorse and Boroondara in the south and Banyule City and the Yarra River in the west.

The City encompasses a total land area of 114 square kilometres, including a substantial 17% green open spaces. The nonurban areas include a large tract of the Green Wedge, and are used mainly for rural residential living, conservation and small scale agriculture.

As at 30 June 2020, our estimated population was 127,573 people across the City, including the suburbs of Bulleen, Doncaster, Doncaster East, Donvale, Nunawading (part), Park Orchards, Ringwood North (part), Templestowe, Templestowe Lower, Warrandyte, Warrandyte South and Wonga Park (part).

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

Jon Gorst (BCom, CPA)
Principal Accounting Officer
15 September 2020
Doncaster

In our opinion, the accompanying performance statement of the Manningham City Council for the year ended 30 June 2020 presents fairly the results of Council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.

Paul McLeish
Mayor
15 September 2020
Doncaster

Mike Zafirooulos AM
Deputy Mayor
15 September 2020
Doncaster

Andrew Day
Chief Executive Officer
15 September 2020
Doncaster

Other Information

For the year ended 30 June 2020

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the financial statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the Council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its strategic resource plan on 28 July 2020 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the general purpose financial statements. The strategic resource plan can be obtained by contacting Council.

2. Impact of COVID-19 on Council operations

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

In response to a decrease in demand and government directives amidst the COVID-19 outbreak, a number of Council services were reduced or closed including our recreation, leisure and community facilities including Aquarena, stadiums, pavilions, libraries, community centres, the function centre, the Civic Centre and MC2. These closures resulted in a decrease in Council revenue and other unbudgeted costs. The overall net financial impact on council services of COVID-19 in 2019/20 was \$2.45 million.

In 2019/20 Council also provided a range of COVID-19 community financial relief measures including:

- Fourth quarter rate instalment payment - extension of due date to 30 June 2020, without incurring any penalty interest and the continued ability for rate payers to apply for special rate repayment arrangements for those qualifying on financial hardship grounds.
- Introduction of a COVID-19 Community Relief Fund to provide funding to sectors of the community in need.
- Rent and lease relief, and utility subsidies, for sporting clubs and community groups who use Council facilities.

The relief measures above amounted to \$0.49 million in 2019/20.

Council continues to closely monitor the impact of the COVID-19 pandemic and work with the community through these challenging times. Refer to the Annual Financial Report for further information.

Independent Auditor's Report to come

Independent Auditor's Report to come

Sustainable Capacity Indicators

For the year ended 30 June 2020

Indicator / measure [formula]	2017	2018	2019	2020	Comments - Material Variations
Population					
C1 Expenses per head of municipal population [Total expenses / Municipal population]	\$920.18	\$913.67	\$951.72	\$996.46	Over the period, Council manages to deliver high-quality services within a responsible budget at an average of \$945 per head of municipal population. This demonstrates that Council is committed to provide core services and community facilities in a cost effective way.
C2 Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$6,398.78	\$6,450.99	\$6,802.18	\$6,856.92	Manningham is committed to maintain, renew and upgrade infrastructure assets and each year allocates a minimum of 33% of rate revenue in addition to other funding sources to fund the capital works program.
C3 Population density per length of road [Municipal population / Kilometres of local roads]	201.87	205.81	205.83	209.14	Manningham has a lower population density per km of road than similar councils. The maintenance and upgrade of local road network is funded by an ongoing capital works program and maintenance funds.
Own-source revenue					
C4 Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$918.71	\$910.10	\$954.57	\$948.91	The result reflects Manningham's continual ability to generate revenue from new and different sources to ensure ongoing financial sustainability.
Recurrent grants					
C5 Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$117.47	\$109.33	\$106.30	\$101.69	Over the course of 4 years there is a decrease in average government grants per head of municipal population leaving Council to heavily rely on rates revenue to fund community services and infrastructure needs.
Disadvantage					
C6 Relative Socio-Economic Disadvantage [Index of Relative Socio-Economic Disadvantage by decile]	10.00	9.00	9.00	9.00	Manningham has a low level of socio-economic disadvantage relative to many councils. Data released from the most recent census (2016) indicates that the level of disadvantage has increased in a few areas leading to a reduction in this indicator by 1 decile compared to the last census publication.
Workforce turnover					
C7 Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	11.77%	9.92%	9.62%	11.61%	Workforce turnover of 11.61% represents a small increase on the previous year but is still similar to the longer term average.

Definitions

"adjusted underlying revenue" means total income other than:

(a) non-recurrent grants used to fund capital expenditure; and

(b) non-monetary asset contributions; and

(c) contributions to fund capital expenditure from sources other than those referred to above "infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA "SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Service Performance Indicators

Service/indicator/measure	2017	2018	2019	2020	Comments
Aquatic Facilities					
Utilisation					
AF6 Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	4.56	5.68	5.27	3.97	Utilisation of the Aquatic facility significantly decreased compared to 2018-19 with the facility closed between Mid-March to June due to COVID-19. There was a restricted re-opening for a small portion of May/June however utilisation during this time was minimal.
Animal Management					
Health and safety					
AM7 Animal management prosecutions [Number of successful animal management prosecutions]	New in 2020	New in 2020	New in 2020	100%	Manningham Council pursues prosecutions to ensure responsible pet ownership and community safety. This is a new indicator for 2019-20
Food Safety					
Health and safety					
FS4 Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	100.00%	99.03%	98.40%	97.48%	Manningham is vigilant in ensuring food premises are followed up after a major or critical non-compliance is observed. Seven premises were followed up outside of the reporting period. This is a slight decline from last year where five premises were followed up outside of the reporting period.
Governance					
Satisfaction					
G5 Satisfaction with council decisions [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	58.00	57.00	57.00	57.00	This indicator result is collected through a Community Satisfaction Survey managed by the Victorian Government. Community satisfaction with council decisions was maintained.
Libraries					
Participation					
LB4 Active library borrowers in municipality [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	15.79%	14.89%	14.74%	14.30%	Library participation was impacted by COVID-19 restrictions, with the libraries closed from late March and reopened with reduced services from mid-June. The method of calculation has changed from previous years including the range of electronic collections counted.
Maternal and Child Health (MCH)					
Participation					
MC4 Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	76.39%	74.36%	79.67%	76.42%	Manningham Council continues to have strong participation in first home visits. While every effort is taken to engage new families, being a voluntary service, a very small percentage of families request not to have a home visit or do not to enrol in our service at all. Since March 2020, participation rates have decreased due to COVID-19 with limited appointments / staggering for social distancing and delays with appointments due to changes in service delivery.
MC5 Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	94.59%	85.11%	70.97%	82.14%	Manningham Council has experienced an increase in participation based on the previous year. This indicator has a very low number of participants so a small increase in participation will significantly increase the participation result.
Roads					
Satisfaction					
R5 Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	66.00	64.00	66.00	66.00	Manningham Council has maintained a consistent rate of community satisfaction with sealed roads across the last 2 years. This data is collected annually in a Community Satisfaction Survey by an independent research company on behalf of the State Government.

MANNINGHAM CITY COUNCIL
2019/20 Performance Statement

Service/indicator/measure	2017	2018	2019	2020	Comments
Statutory Planning					
Decision making					
SP4 Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	70.97%	64.71%	52.46%	51.35%	Manningham Council has had a decrease in the number of decisions upheld at the Victorian Civil and Administrative Tribunal (VCAT) from the previous year. In 2019-20, 12 of 18 decisions set aside were successfully negotiated at compulsory conference or through outside negotiations with the permit applicant.
Waste Collection					
Waste diversion					
WC5 Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	53.96%	54.12%	53.24%	56.40%	Manningham has seen an increase in tonnages when compared to 2018/19. Garden waste tonnages were significantly higher due to higher than average rainfall resulting in increased foliage growth.

Definitions

- "Aboriginal child" means a child who is an Aboriginal person
- "Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006
- "active library borrower" means a member of a library who has borrowed a book from the library
- "annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act
- "CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English
- "class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act
- "class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act
- "critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health
- "local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004
- "major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
- "MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
- "population" means the resident population estimated by council
- "WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the Occupational Health and Safety Act 2004

Financial Performance Indicators

For the year ended 30 June 2020

Dimension/indicator/measure	Results				Forecast				Material Variations
	2017	2018	2019	2020	2021	2022	2023	2024	
Efficiency									
Expenditure level									
E2 Expenses per property assessment [Total expenses / Number of property assessments]	\$2,302.24	\$2,308.23	\$2,372.49	\$2,479.25	\$2,575.96	\$2,547.60	\$2,597.15	\$2,671.19	Manningham is continuing to deliver quality services in accordance with its long term plan. The focus continues to be on responsible budgeting while providing cost-effective services and delivering infrastructure projects to meet the needs of our community. The increase in 2019/20 is mainly driven by the increased costs to Council due to the COVID-19 pandemic and costs associated with recovery efforts relating to a significant storm event in January 2020.
Revenue level									
E4 Average rate per property assessment [General rates and Municipal charges / Number of property assessments]	New in 2020	New in 2020	New in 2020	\$1,787.81	\$1,847.66	\$1,871.56	\$1,906.50	\$1,951.39	Manningham's average general rate increase was 2.5 per cent in 2019/20 in line with the Victorian Government's rate cap. Council's forecast future average general rate increases are in line with forecast CPI / rate caps. Rate revenue is a source of funding for a range of Council services and assists in providing funding to maintain and renew over \$2 billion of community assets such as local roads, community buildings, drains, footpaths, playgrounds and sporting facilities.
Liquidity									
Working capital									
L1 Current assets compared to current liabilities [Current assets / Current liabilities] x100	199.23%	215.24%	223.02%	198.35%	186.15%	177.61%	172.81%	181.44%	Manningham can comfortably meet all short term financial commitments as and when they arise and is in a sound financial position. The forward year forecasts also indicate that Manningham is expecting to maintain a strong working capital ratio.
Unrestricted cash									
L2 Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	63.04%	63.67%	37.57%	36.87%	39.68%	45.93%	54.82%	63.89%	Manningham has a strong liquidity position and is able to meet its short and long term commitments as they fall due. The reduction in the unrestricted cash ratio is mainly due to Manningham investing in term deposits with a maturity of greater than 90 days to improve interest revenue. Only term deposits with a maturity of 90 days or less are included in the calculation of cash for this ratio. Without this change the ratio would be similar to previous years. The forward year forecasts assume that all term deposits will have a maturity of 90 days or less.
Obligations									
Loans and borrowings									
O2 Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	7.83%	7.53%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	Manningham is debt free. \$7.28 million of loan borrowings were repaid in full during 2019/20. No future loan borrowings are proposed in the forecast period.

MANNINGHAM CITY COUNCIL
2019/20 Performance Statement

	Dimension/indicator/measure	Results			Forecast				Material Variations	
		2017	2018	2019	2020	2021	2022	2023		2024
O3	Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	0.33%	0.32%	0.30%	6.97%	0.00%	0.00%	0.00%	0.00%	\$7.28 million of loan borrowings were repaid in full during 2019/20. No future loan borrowings are proposed in the forecast period.
O4	Indebtedness Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	7.19%	7.19%	1.13%	3.04%	2.65%	2.31%	1.99%	1.76%	Manningham continues to have a low level of non-current liabilities compared to revenue.
O5	Asset renewal and upgrade Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100	New in 2020	New in 2020	New in 2020	161.28%	147.66%	120.99%	141.35%	126.45%	The 2019/20 result and forecasts from 2020/21 onwards demonstrates Manningham's ongoing commitment to invest in the renewal and upgrade of its existing community infrastructure.
Operating position										
OP1	Adjusted underlying result Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	11.35%	10.49%	10.62%	5.69%	2.52%	5.87%	6.41%	7.10%	The 2019/20 result is a strong result despite the financial impact on Council of the COVID-19 pandemic. The surplus assists in funding the annual capital works program, which brings major community benefit. The forecast levels are expected to remain in a healthy range despite the anticipated ongoing financial impact on Council of the COVID-19 pandemic in 2020/21.
Stability										
S1	Rates concentration Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	74.24%	76.06%	76.30%	78.61%	80.19%	80.13%	80.39%	80.43%	Manningham receives a low level of grants allocation and hence heavily relying on rate revenue for the delivery of high-quality services and infrastructure to the community.
S2	Rates effort Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.20%	0.20%	0.17%	0.20%	0.19%	0.20%	0.20%	0.21%	The ratio highlights Manningham's relative low rate burden on its community when compared to property value.

MANNINGHAM CITY COUNCIL
2019/20 Performance Statement

Retired measures Service / indicator / measure	Results			2020	Comments
	2017	2018	2019		
Animal Management					
Health and safety					
AM4 Animal management prosecutions [Number of successful animal management prosecutions]	17	6	7	Retired in 2020	This measure was replaced by AM7 from 1 July 2019.
Efficiency					
Revenue level					
E1 Average residential rate per residential property assessment [Residential rate revenue / Number of residential property assessments]	\$1,869	\$1,911	\$1,961	Retired in 2020	This measure was replaced by E4 from 1 July 2019.
Obligations					
Asset renewal					
O1 Asset renewal compared to depreciation [Asset renewal expense / Asset depreciation] x100	123.60%	96.53%	87.46%	Retired in 2020	This measure was replaced by O5 from 1 July 2019.

Governance Management Checklist

	Governance and Management Item	2019-20 YES or NO	Date if YES (single item/date)	Date if YES (multiple items/dates)	Reason(s) if answer is No
GC1	Community engagement policy	YES	4/06/2019	Date of operation for policy: 4 June 2019	
GC2	Community engagement guidelines	YES	4/06/2019	Date of operation for guidelines: 4 June 2019	
GC3	Strategic Resource Plan	YES	25/06/2019	Plan adopted in accordance with section 126 of the Act. Date of Adoption: 25 June 2019	
GC4	Annual budget	YES	25/06/2019	Budget adopted in accordance with section 130 of the Act. Date of Adoption: 25 June 2019	
GC5	Asset management plans	YES		Drainage Management Plan 31/07/2007, Roads Management 28/08/2012, Building Management Plan 28/08/2012, Parks Management Plan 28/08/2012	
GC6	Rating strategy	YES	25/06/2019	Date of operation of current strategy: 25 June 2019	
GC7	Risk policy	YES	25/07/2017	Date of operation of policy: 25 July 2017	
GC8	Fraud policy	YES	10/12/2019	Date of operation of current policy: 10 December 2019	
GC9	Municipal emergency management plan	YES	15/03/2016	Prepared and maintained in accordance with Section 20 (1) of the Emergency Management Act 1986. Date of preparation: 15 March 2016	
GC10	Procurement policy	YES	28/07/2020	Prepared and approved in accordance with section 186A of the Local Government Act. Date of approval: 28 July 2020	
GC11	Business continuity plan	YES	13/03/2020	Date of operation of current plan 13 March 2020	
GC12	Disaster recovery plan	YES	16/03/2020	Date of operation of current plan 16 March 2020	
GC13	Risk management framework	YES	25/07/2017	Date of operation of current framework 25 July 2017	
GC14	Audit Committee	YES	13/01/1998	Established in accordance with 139 of the Act. Date of establishment 13 January 1998	
GC15	Internal audit	YES	20/09/2019	Internal Audit date of engagement of current provider: 20 September 2019	
GC16	Performance reporting framework	YES	27/06/2017	Date of operation of current framework 27 June 2017	
GC17	Council Plan reporting	YES	13/03/2020	Current report provided 13 March 2020	
GC18	Financial reporting	YES		Quarterly statements presented to Council in accordance with section 138(1) of the Act Q1 26 November 2019 Q2 25 February 2020 Q3 26 May 2020 Q4 25 August 2020	
GC19	Risk reporting	YES		Report prepared and presented on the 26 November 2019 and the 13 March 2020.	
GC20	Performance reporting	YES		Reports prepared and presented on the 13 March 2020 and 4 September 2020 Quarter 2 Report 13/03/2020, Quarter 4 Report 4/09/2020	
GC21	Annual report	YES	17/09/2019	Annual report considered at a meeting of Council in accordance with section 134 of the Act. Date of consideration 17/09/2019	
GC22	Councillor Code of Conduct	YES	21/02/2017	Reviewed in accordance with section 76C of the Act. Date reviewed: 21/02/2017	
GC23	Delegations	YES		Reviewed in accordance with section 98 (6) of the Act on the 8 April, 17 September 2019 and 24 March 2020 CEO delegations to staff: 8 April 2019 Council delegations to staff : 17 September 2019 Council delegations to CEO: 24 March 2020	
GC24	Meeting procedures	YES	12/12/2017	Meeting procedures local law made in accordance with section 91(1) of the Act Date local law made: 12 December 2017	

12.2 COVID-19 Community Financial Relief Status and Extended Relief

File Number: IN20/565
Responsible Director: Director Shared Services
Attachments: Nil

EXECUTIVE SUMMARY

COVID-19 has highlighted the important role Council plays in our community, to keep people connected, support local businesses, deliver health and wellbeing programs and to protect our local environment and natural resources.

On 28 April 2020, Council approved an extensive \$3.80 million COVID-19 Community financial relief package over two financial years (2019/20 and 2020/21).

In addition to the above, Council also provided \$250,000 of commercial lease relief for Council's commercial tenants for a six month period (March to August 2020).

Since then, Victoria has continued to be impacted by COVID-19 with a recent resurgence in COVID-19 cases. In August 2020, the Victorian Premier announced Stage 4 restrictions for metropolitan Melbourne which includes increased restrictions on movement within the community. In September 2020, the Victorian Premier announced a continuation of Stage 4 restrictions.

To provide continued support to our community during restrictions, officers are recommending extending some of the existing relief measures at an estimated additional cost to Council of \$570,000. The aim is to continue assisting those most in need while maintaining Council's financial sustainability.

With the proposed extended relief measures, Council's total commitment to COVID-19 targeted Community financial relief is \$4.62 million. This equates to approximately 5% of Council's general rate revenue for the year.

The proposed extended relief measures would cover:

- A continuation of rent / outgoings relief to community groups and rent / lease / licence relief for sporting clubs – up to \$250,000 for six months;*
- A continuation of rent / lease relief for commercial tenants – up to \$45,000 per month (for up to six months); and*
- A continuation of offering rate repayment arrangements (and a hold on interest charges) for ratepayers that have formally applied for and been approved on financial hardship grounds up until 31 May 2021 (estimated to be \$50,000).*

This report also provides an update on the current endorsed relief measures along with an update on the financial impacts on Council Services that have been impacted by the COVID-19 outbreak.

1. RECOMMENDATION

That Council:

- A. Notes the current COVID-19 community financial relief measures and the financial impact of COVID-19 on Council's services.**
- B. Endorses the extension of the following relief measures:**
- **rent / outgoings relief to community groups for a further six months (September 2020 to February 2021);**
 - **rent / lease / licence relief to sporting clubs for a further six months (September 2020 to February 2021); and**
 - **rent / lease relief to commercial tenants on a month to month basis while restrictions are in place (September 2020 up until February 2021).**
- C. Delegate to the Chief Executive Officer the power to negotiate and vary leases and licences with Council tenants in accordance with the financial relief measures endorsed by Council, or federal or state legislation as applicable.**
- D. Notes that Council Officers will continue to offer rate repayment arrangements (and a hold on interest charges) for ratepayers that formally apply for and are approved on financial hardship grounds for a further six months to 31 May 2021.**

2. BACKGROUND

- 2.1 The coronavirus pandemic was confirmed to have reached Australia in January 2020. On 15 March 2020, the Victorian Premier declared a State of Emergency in Victoria in response to the COVID-19 outbreak.
- 2.2 The closure of many non-essential businesses in Australia was estimated to result in one million people losing their jobs.
- 2.3 In March 2020, Councillors requested that Officers present a range of options to support and assist the Manningham community during this challenging time.
- 2.4 On 28 April 2020, Council approved an extensive \$3.80 million COVID-19 Community financial relief package over two financial years (2019/20 and 2020/21).
- 2.5 In addition to the above, Council also provided \$250,000 of commercial lease relief for Council's commercial tenants for a six month period (March to August 2020).
- 2.6 With the resurgence of COVID-19 cases in Melbourne, on 2 August 2020, the Victorian Premier announced Stage 4 restrictions for metropolitan Melbourne placing increased restrictions on movement within the community. In September 2020, the Victorian Premier announced a continuation of these restrictions.

2.7 It is estimated that the Stage 4 restrictions in Melbourne will cost the economy billions with a significant increase in unemployment.

3. DISCUSSION / ISSUE

3.1 Each level of Australia's government are providing financial assistance to the individuals and businesses impacted by this outbreak.

FEDERAL GOVERNMENT

3.2 In March and April 2020, The Federal Government released various relief measures totalling \$320 billion to keep Australians in work and businesses in business.

3.3 In July 2020, the Commonwealth Government has acted in the national interest to extend the support measures for households and businesses and to address the significant economic consequences of the Coronavirus.

3.4 On 21 July 2020, the Commonwealth Government announced the extension of the JobKeeper Payment for a further six months until 28 March 2021. The support is targeted to assist the businesses and not-for-profits who continue to be significantly impacted by the current pandemic.

3.5 To support economic recovery, the Government is extending and further tailoring temporary economic measures to support sectors, regions and communities that will continue to face challenges.

VICTORIAN GOVERNMENT

3.6 Similar to the Commonwealth Government, the Victorian Government announced further relief measures in July 2020. This is in addition to the initial announcement of \$1.7 billion economic survival and jobs package to help Victorians business and workers survive the devastating impacts of the coronavirus pandemic.

3.7 The highlights of the additional Victorian Government measures include:

- The Business Support Fund – Expansion program providing a \$10,000 grant to employing businesses in metropolitan Melbourne and Mitchell Shire and \$5,000 grant to employing businesses in regional Victoria (except Mitchell Shire);
- \$30 million dedicated fund for Victoria's night time economy to support the hardest hit businesses in hospitality;
- \$26 million in mental health support to ensure Victorians dealing with the compounding challenges of running a small business can get the support they need as they navigate their way through the crisis;
- \$10 million business mentoring program, pairing small business owners with experienced professionals who can help them navigate their way through the crisis;
- \$40 million capped fund for regional tourism businesses to cover the costs of refunds;

- \$20 million fund to support small businesses in Melbourne's CBD that are faced with a large and sustained shock to their trading environments; and
- Businesses will also benefit from an extended and expanded payroll tax deferral. Eligible businesses with payrolls up to \$10 million can defer their liabilities for the first half of the 2020/21 financial year.

COUNCIL'S RESPONSE

A. Current COVID-19 Community Financial Relief Measures

3.8 On 28 April 2020, Council approved an extensive \$3.80 million COVID-19 Community Financial Relief Package (the Package) over two financial years (2019/20 and 2020/21). The package was based on the following high level principles:

- Targeted relief with a focus on assisting those most in need;
- Balance short term relief with longer term revenue stability; and
- Maintain Council's financial sustainability.

3.9 The \$3.80 million package endorsed by Council in April 2020 included financial relief/support for the following segments of the community:

- Ratepayers (residential and commercial) – up to \$1.60 million relief:
 - No increase in the Waste Service charge;
 - Fourth quarter rates instalment extension; and
 - Repayment arrangements (interest charges relief);
- COVID-19 Community Relief Fund – up to \$1.00 million;
- Local businesses – up to \$330,000:
 - \$100,000 Business development fund;
 - \$230,000 for 50% discounts on Food/Health Registrations, Footpath Trading Permits and Trader Parking Permits; and
- Sporting clubs and community groups – up to \$450,000:
 - Rent/Lease/outgoings waivers for six months; and
- Support for older residents – up to \$380,000.

3.10 Council has also provided \$250,000 of commercial lease relief for Council's commercial tenants for a six month period (March to August 2020). This was in addition to the \$3.80 million of COVID-19 community relief measures.

B. Current Financial Impact on Council's Services

3.11 Like other businesses, COVID-19 has impacted Council services and the operating budget. At this stage, the financial impact is an estimated \$5.0 million over 2019/20 and 2020/21.

3.12 The major contributors to the financial impacts on Council include:

- Contract variation payments and loss of revenue from Council's Aquatic and Leisure facilities (Aquarena and indoor stadiums) - assuming the facilities will remain closed until November 2020;
- Loss of function centre/community venues revenue as a result of COVID-19 restrictions - assuming the Function Centre remains closed until February 2021;
- Decreased volume of other fees and fines resulting in lower revenue – assuming that the lower volume continues until December 2020; and
- Additional cleaning costs, personal protective equipment and other COVID-19 related costs.

C. Proposed Council Extended Relief Measures

3.13 With the resurgence of COVID-19 cases in Melbourne and the announcement of a State of Disaster and Stage 4 restrictions in August 2020, it is anticipated that the COVID-19 pandemic will continue to have an impact on the community.

3.14 To assist the community during this period, officers are recommending to extend some of the existing relief measures:

- Rent / outgoings relief to community groups for a further six months (September 2020 to February 2021). Rent / lease / licence fee relief for sporting clubs for a further six months (September 2020 to February 2021). The cost of these measures is \$250,000 for the six month period;
- Rent/lease relief to commercial tenants on a month to month basis while restrictions are in place – from September 2020 up to February 2021 (cost of \$45,000 per month); and
- Offer a rate repayment arrangement (and a hold on interest charges) to ratepayers who formally apply for and are approved on financial hardship grounds up to 31 May 2021 (estimated to be \$50,000).

3.15 The loss of revenue to Council from the proposed continuation of the rent / lease / outgoings relief and the rate repayment arrangements referred to above, will be managed within the existing adopted 2020/21 budget footprint through reprioritising other expenditure and delaying the timing of some other operational projects where possible.

COMMUNITY GROUPS AND SPORTING CLUBS

3.16 Community agencies and sporting clubs will continue to be impacted by the COVID-19 pandemic and ongoing restrictions. It is proposed to extend their relief arrangements for a further six months (September 2020 to February 2021).

3.17 The relief will cover waiving of:

- rent for community groups and sporting clubs; and
- rent and outgoings for MC² community group tenants.

The proposal is estimated to cost about \$250,000.

COMMERCIAL TENANTS

- 3.18 Commercial tenants including MannaCare, Benevolence Australia, Women's Health East, Montessori Early Education Centre and MC² Café were provided rent / lease relief for a six month period (March 2020 to August 2020) at a cost of \$250,000.
- 3.19 To provide further support during the ongoing restrictions, it is recommended to extend the current relief measures from September 2020 on a month to month basis depending on the extent of restrictions in place at the time (up until February 2021).
- 3.20 This is subject to the commercial tenant providing supporting documentary evidence to Council to satisfy that the business has been significantly financially impacted by the COVID-19 pandemic.
- 3.21 The extended rent relief for MannaCare, Benevolence Australia, Women's Health East, Montessori Early Education Centre and extended rent and outgoings relief for the MC² Café is projected to cost approximately \$45,000 per month.

RATEPAYERS

- 3.22 It is recommended that Council continues to offer rate repayment arrangements (and a hold on interest charges) for ratepayers that formally apply for and are approved on financial hardship grounds for a further six months up until 31 May 2021. The current repayment arrangements offered on the grounds of financial hardship expires at the end of November 2020. This proposal is anticipated to cost \$50,000 and will be funded within the existing 2020/21 adopted budget by reprioritising other expenditure and delaying the timing of delivery of some other operational projects where possible.

4. IMPLEMENTATION**Finance / Resource Implications**

- 4.1 The extended relief measures proposed in this report will be funded within the existing 2020/21 adopted budget footprint by reprioritising other expenditure and delaying the timing of delivery of some other operational projects where possible.
- 4.2 Due to the financial impact of COVID-19 on Council, Council's current 2020/21 adopted budget shows that two of the seven Victorian Auditor-General Office (VAGO) financial sustainability risk indicators are anticipated to move from the "Low Risk" category to the "Medium Risk" category.
- 4.3 Council Officers are continuously monitoring and managing the financial impact of COVID-19 on the organisation in this extremely dynamic environment. Any further financial impacts on Council's adopted 2020/21 budget may potentially move one of the VAGO financial sustainability risk indicators into the "High Risk" category. These indicators are an important measure of ongoing financial sustainability.

5. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

13 CHIEF EXECUTIVE OFFICER

13.1 Instruments of Appointment and Authorisation

File Number: IN20/557
Responsible Director: Chief Executive Officer
Attachments: 1 Instruments of Appointment and Authorisation [↓](#)

EXECUTIVE SUMMARY

The Local Government Act 1989 empowers Council to appoint a person, other than a Councillor, to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.

A person who is appointed to a position has the powers of that position under the legislation which they have been appointed. Authorisations are necessary to facilitate the efficient and effective function of councils as they enable authorised officers to carry out compliance or enforcement under legislation related to the functions and powers of the Council.

Authorised officers will continue to be appointed under s224 of the Local Government Act 1989, as there are no provisions for appointing authorised officers under the new Local Government Act 2020.

All Instruments of Appointment and Authorisation have been updated to incorporate and reflect the administration and enforcement of the Local Government Act 2020.

1. RECOMMENDATION

In the exercise of the powers conferred by section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of appointment and authorisation, Manningham City Council (Council) resolves that:

- 1. the members of Council staff set out in the attached *Instruments of Appointment and Authorisation* shown at Attachment1 be appointed as authorised officers; and**
- 2. the Instruments will come into force immediately upon execution and will remain in force until Council determines to vary or revoke the Instrument or the officer ceases their employment with Council.**

2. BACKGROUND

- 2.1 Authorisations are necessary to facilitate the efficient and effective function of councils as they enable authorised officers to carry out compliance or enforcement under legislation related to the functions and powers of the Council.

- 2.2 Section 224 of the *Local Government Act 1989* provides that a Council may appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council.
- 2.3 A Council must maintain a register that shows the names of all people appointed by it to be authorised officers.
- 2.4 This report presents revised Instruments of Appointment and Authorisation to members of Council staff for consideration.

3. DISCUSSION / ISSUE

- 3.1 The *Planning and Environment Act 1987* (the Act) regulates enforcement of the Act and is reliant on authorised officers acting on behalf of the Responsible Authority which is Council.
- 3.2 The Act, unlike the *Local Government Act 1989*, does not permit appointments to be made by the Chief Executive Officer and therefore in order for the officer to legally undertake the duties of their position under the Act, it is necessary for Council to make appointments by formal resolution.
- 3.3 The Instruments of Appointment and Authorisation shown at Attachment 1 have been prepared based on advice from Council's lawyers and empower the relevant officer to exercise those powers granted in the Instrument.
- 3.4 The appointment will come into force immediately upon its execution under the Seal of Council and will remain in force until varied or revoked by Council or the officer ceases employment with Council.
- 3.5 In undertaking this review, affected departments have also reviewed the Council's Authorised Officers Register prior to referral to Council to ensure the accuracy and appropriateness of the authorised officers' appointments.
- 3.6 Authorised officers will continue to be appointed under s224 of the *Local Government Act 1989*, as there are no provisions for appointing authorised officers under the new *Local Government Act 2020*.
- 3.7 All Instruments of Appointment and Authorisation have been updated to incorporate and reflect the administration and enforcement of the *Local Government Act 2020*.

4. COUNCIL PLAN / STRATEGY

- 4.1 Authorisations support the facilitation of the efficient administration of Council's functions under the Theme – Well Governed Council.

5. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "officer" means -

Paul Bonnici

By this instrument of appointment and authorisation Manningham City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Simone Boyd

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Jonathan Caruso

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Jack Chiodo

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Jeff Gower

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Mark Huntersmith

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Raylene Kalatzis

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
 Manningham City Council)
 was hereunto affixed)
 in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Rowan La'Brooy

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Emma Lawrance

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Stewart Mala

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Julie Mikklesen

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
 Manningham City Council)
 was hereunto affixed)
 in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Scott Morone

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Dean Neofitou

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Matthew O'Meara

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Dylan Pederson

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Justin Richardson

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Glenda Ruggeri

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Niall Sheehy

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Lauren Shelton

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Andrea Theoharakos

By this instrument of appointment and authorisation Manningham City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Sujendran Thevasagayam

By this instrument of appointment and authorisation Manningham City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Jessica Thomas

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Fiona Troise

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Emily Vile

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Jacob Vittorio

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Suchita Vyas

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Alicia Wallace

By this instrument of appointment and authorisation Manningham City Council -

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Robert Wallis

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Michelle West

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Greg Whitehouse

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Daniel Yu

By this instrument of appointment and authorisation Manningham City Council -

- 1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument comes into force immediately upon its execution and remains in force until varied or revoked.

This instrument is authorised by a resolution of the Manningham City Council on 15 September 2020.

The Common Seal of)
Manningham City Council)
was hereunto affixed)
in the presence of:)

Mayor

Chief Executive Officer

Date:

13.2 Record of Assembly of Councillors

File Number:	IN20/545
Responsible Director:	Chief Executive Officer
Attachments:	1 Special Strategic Briefing Session - 18 August 2020 ↓
	2 Healthy City Advisory Committee - 19 August 2020 ↓
	3 Arts Advisory Committee - 25 August 2020 ↓
	4 Strategic Briefing Session - 1 September 2020 ↓

EXECUTIVE SUMMARY

Section 80A of the Local Government Act 1989 requires a record of each meeting that constitutes an Assembly of Councillors to be reported to an ordinary meeting of Council and those records are to be incorporated into the minutes of the Council Meeting.

1. RECOMMENDATION

That Council note the Records of Assemblies for the following meetings and that the records be incorporated into the minutes of this Council Meeting:

- **Special Strategic Briefing Session – 18 August 2020**
- **Healthy City Advisory Committee – 19 August 2020**
- **Arts Advisory Committee – 25 August 2020**
- **Strategic Briefing Session – 1 September 2020**

2. BACKGROUND

2.1 An Assembly of Councillors is defined in the *Local Government Act 1989* as a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of the Council staff which considers matters that are intended or likely to be:-

2.1.1 The subject of a decision of the Council; or

2.1.2 Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation.

2.2 An advisory committee can be any committee or group appointed by council and does not necessarily have to have the term 'advisory committee' in its title.

2.3 Written records of Assemblies are to include the names of all Councillors and members of Council staff attending, a list of matters considered, any conflict of interest disclosures made by a Councillor and whether a Councillor who has disclosed a conflict of interest leaves the meeting.

3. DISCUSSION / ISSUE

3.1 The Assembly records are submitted to Council, in accordance with the requirements of Section 80A of the *Local Government Act 1989*. The details of the following Assemblies are attached to this report.

- Special Strategic Briefing Session – 18 August 2020
- Healthy City Advisory Committee – 19 August 2020
- Arts Advisory Committee – 25 August 2020
- Strategic Briefing Session – 1 September 2020

4. DECLARATIONS OF CONFLICT OF INTEREST

No Officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

Record of an Assembly of Councillors

Manningham City Council

Special Strategic Briefing Session

Meeting Date: 18 August 2020
Venue: via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes, Cr Michelle Kleinert and Cr Paula Piccinini

Apologies from Councillors:

Nil

Executive Officers Present:

Andrew Day, Chief Executive Officer
Niall Sheehy, Acting Director City Planning & Community
Philip Lee, Director Shared Services
Rachelle Quattrocchi, Director City Services
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk

Other Officers in Attendance:

Carrie Bruce, Senior Governance Advisor
Ben Middleton, Management Consultant (Emergency Management)
Helen Napier, Manager City Amenity
Justin Hanrahan, Acting Group Manager Community Programs
Michelle Zemancheff, Acting Manager Economic and Community Wellbeing
Bronwyn Morphet, Coordinator Social Planning and Community
Ben Harnwell, Coordinator Business and Events
Kerryn Paterson, Group Manager People and Communications
Jude Whelan, Manager Communications
Lee Robson, Manager Community Resilience

2. Disclosure of Conflicts of Interest

Nil

3. Items Discussed

- 3.1 Garden Waste Disposal Options for Bushfire Prone Area Residents 2020/21
- 3.2 Carols by Candlelight 2020
- 3.3 Reconciliation Action Plan Draft 2021-23
- 3.4 Manningham Matters and the Annual Calendar
- 3.5 Revised Instruments of Delegation to the Chief Executive Officer and Members of Council Staff
- 3.6 Healthy City Action Plan 2020-2021
- 3.7 Establishment of Audit and Risk Committee - Local Government Act 2020

The meeting ended at 9:31pm

Record of an Assembly of Councillors

Manningham City Council

Healthy City Advisory Committee

Meeting Date: 19 August 2020
Venue: Online via zoom
Starting Time: 3pm

1. Councillors Present:
Cr Paul McLeish (Mayor)

Officers Present:

Justin Hanrahan, Group Manager, Community Programs
Niall Sheehy, Group Manager, Approvals and Compliance
Bronwyn Morphet, Coordinator Social Planning and Community Development
Barb Ryan, Community Planner
James Papadopoulos, Landscape Architect
Georgina Snaddon, Senior Corporate Planning and Performance Advisor
Nina Stephen, Senior Social Planner
Hilary Murchison, Community Development Officer (Social Isolation)

2. Disclosure of Conflicts of Interest
Nil

3. Items Considered

1. Acknowledgement of Country
2. Apologies
3. Confirmation of previous minutes and actions arising
4. Member Wellbeing
5. Macedon Square Consultation
6. Healthy City Strategy 2017 – 2021 Update
7. Development of the Healthy City Strategy 2021-2025
8. Committee Members Update

Finishing time

The meeting ended at 5:00pm

Record of an Assembly of Councillors

Manningham City Council

Arts Advisory Committee

Meeting Date: Tuesday 25 August 2020

Venue: via Zoom

Starting Time: 4pm

1. Councillors Present:

Councillor Paula Piccinini – Heide Ward

Officers Present:

Justin Hanrahan, Acting Group Manager Community Programs

Michelle Zemancheff, Acting Manager Economic & Community Wellbeing

2. Disclosure of Conflicts of Interest

No conflicts of interest declared.

3. Items Considered

3.1. Minutes of the previous meeting

3.2. Business arising

3.2.1. Advisory Committee Annual Review report to Council

3.2.2. Art Collection Policy and Public Art Policy report to Council

3.3. COVID-19 impact on creative industry

3.4. Arts & Culture creative Industry support program

3.5. Arts & Culture 2019/20 annual statistics

3.6. Council election and process for committee membership renewal

Finishing time

The meeting ended at 5.10pm

Record of an Assembly of Councillors

Manningham City Council

Strategic Briefing Session

Meeting Date: 1 September 2020
Venue: via Zoom video conferencing
Starting Time: 6:30pm

1. Councillors Present:

Cr Paul McLeish (Mayor), Cr Mike Zafiroopoulos (Deputy Mayor), Cr Anna Chen, Cr Andrew Conlon, Cr Sophy Galbally, Cr Geoff Gough, Cr Dot Haynes, Cr Michelle Kleinert and Cr Paula Piccinini

Apologies from Councillors:

Nil

Executive Officers Present:

Andrew Day, Chief Executive Officer
Angelo Kourambas, Director City Planning & Community
Andrew McMaster, Corporate Counsel and Group Manager Governance & Risk

Other Officers in Attendance:

Kim Tran, Governance Support Officer
Niall Sheehy, Group Manager Approvals and Compliance
Paul Bonnici, Coordinator of City Compliance

2. Disclosure of Conflicts of Interest

Nil

3. Items Discussed

- 3.1 Local Law Review
- 3.2 Warrandyte River Reserve – change to off leash area
- 3.3 Heritage Advisory Committee Terms of Reference - Minor rectification
- 3.4 Climate Emergency Resolution
- 3.5 Macedon Square concept design

The meeting ended at 8:45pm

13.3 Documents for Sealing

File Number: IN20/550
Responsible Director: Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

The following documents are submitted for signing and sealing by Council.

1. RECOMMENDATION

That the following documents be signed and sealed:

**Deed of Renewal and Variation of Lease
Council and Friends of Manningham Dogs and Cats Inc.
Part 53-55 Aranga Crescent, Donvale**

**Licence
Council and The Secretary to the Department of Transport for the State of
Victoria
Part Kim Reserve, 7A Kim Close, Bulleen**

2. BACKGROUND

The Council's common seal must only be used on the authority of the Council or the Chief Executive Officer under delegation from the Council. An authorising Council resolution is required in relation to the documents listed in the recommendation section of this report.

3. DECLARATIONS OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any direct or indirect conflict of interest in this matter.

14 URGENT BUSINESS**15 COUNCILLORS' QUESTION TIME****16 CONFIDENTIAL REPORTS****16.1 CEO Performance Review 2019/20**

This information has been designated in writing as confidential information by the Chief Executive Officer pursuant to S77(2)(c) of the Local Government Act 1989. The relevant ground applying is S3(1)f of the Local Government Act 2020 concerning personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.